

High School Budget

The PSP/CTE/Arts department manages a budget that supplements CTE programs in the secondary schools. Funds are made available to these programs for equipment, supplies, substitute teachers, purchased services (travel expenses, maintenance/repair of equipment), and extra pay for teachers. Through the Career & Technical Act (CTA), the district receives reimbursement for a portion of its expenditures for approved high school CTE programs.

EQUIPMENT

Programs requesting funds for equipment must submit an RFP during the spring semester. Once approved, equipment orders are processed in the PSP/CTE/Arts office.

SUPPLIES

The supply allocation for high schools is determined by formula, as shown below.

- CCCS approved program area \$1,000
- CT-credentialed teacher in an active program \$250

The remaining budget dollars are divided by the previous year's total enrollment in approved programs to determine a per student figure. This figure generally ranges from \$10 - \$12, and each program receives this amount for each student enrolled in approved, reimbursable courses during the previous school year. The supply allocations are placed directly into the schools' budgets at the beginning of the school year.

Supply orders are processed by each school's requisition secretary. For state reporting purposes, the PSP/CTE/Arts department must have evidence of all purchases for reimbursable programs. This includes equipment and supply purchases from individual school budgets as well as the CTE budget. School requisition secretaries should send a copy of all purchase orders, contract releases, warehouse orders, and imprest checking orders to the PSP/CTE/Arts office, CEC Middle College.

OTHER

Requests for funds for substitute teachers, purchased services, and extra pay are directed to the PSP/CTE/Arts office. When requesting travel and professional development funds, the teacher starts the process by completing and submitting a Professional Development Funding Request to the PSP/CTE/Arts office. The form can be found under "CTE Forms" on this website. **Teachers do not have to complete this form for CTSO conferences.**