**Section 256.231 Additional Program Components for the Development of New Area Career Centers**

Provisions of this Subpart are applicable to the planning, development, construction, and equipping of new area career center facilities during the period beginning with the initiation of planning activities and ending with the commencement of classes, except as otherwise specified in this Subpart. The administration and operation of CTE programs in an area career center shall be subject to all applicable provisions of this Section. Local educational agencies at the secondary level electing to participate in the development of an area career center shall enter into a participation agreement that states the purposes of the agreement, identifies the LEAs that are parties to the agreement, and designates a regional superintendent of schools or one of the participating school districts as the administrative agency for purposes of the agreement. The administrative agency, upon proper authorization of participating districts, shall make application for approval to the State Board in accordance with a three-step procedure set forth in this Section.

a) Step 1: Document of Intent. LEAs electing to participate in the development of an area career center must submit a Step 1 proposal to the State Board.

1) The Step 1 proposal shall include, at a minimum:

A) an introduction describing events in the development of the proposed area career center, including efforts to involve all school districts in the area;

B) the philosophy, goals, and policies that will provide direction for planning activities;

C) a description of the area proposed to be served in terms of the location of public and nonprofit private schools and community colleges in the area;

D) the plan to involve postsecondary educational institutions and private sectors in the planning process;

E) an administrative and operational plan describing the structure and organization for administration, supervision, and operation of the proposed area career center;

F) financial information describing each participating district's ability to provide necessary local funds;

G) timeline and planning objectives for planning, development, and opening for operation;

H) a formal request for approval of the proposal by the State Board and authorization to proceed in the development of the area career center through the Step 2 planning period;

I) a statement, dated and signed by the president and secretary of the board of the administrative agency, that the board has authorized submission of the proposal; and

J) an appendix that includes, but is not limited to, copies of the participation agreement duly authorized and certified by each participating district and any other supportive information as may be pertinent.

2) Upon approval of the Document of Intent by the State Board, the participating districts are authorized to proceed in the development of an area career center through Step 2.

b) Step 2: Program and Facility Needs Plan. LEAs electing to continue the development of an area career center following Step 1 must involve State Board staff in the planning process to ensure plans will be compliant with State and federal regulations and guidelines.

1) The Step 2 proposal shall include:

A) an introduction that includes the philosophy and goals for the proposed area career center and a summary of activities prior to and following Step 1 approval;

B) a detailed description of the area to be served, including detailed population demographics related to economic, social and cultural (age, race/ethnicity, gender, etc.) factors;

C) a detailed description of employment and training needs in the area, with copies of surveys and other instruments used in determining those needs;

D) the proposed programs of instruction, including, for each program:

i) projected program enrollments in each of the first two years of operation;

ii) plans for meeting the needs of potential students; and

iii) plans for articulation of programs with community colleges in the area;

E) tentative plans for new facilities or for renovation or additions to existing facilities;

F) an administrative and operational plan describing the administrative structure and including an organizational chart and a description of the function of boards, administrative staff, and advisory committees;

G) financial information describing the financial capabilities of all participating districts in terms of maximum and current tax rate, assessed valuation, bonding power and indebtedness, and an estimate of each participating district's proportionate share of anticipated expenditures;

H) a timetable for completion of principal activities necessary for completion of the project and preparing the facility for operation;

I) a request for approval of the proposal by the State Board and authorization to proceed in the development of the area career center through the Step 3 planning period;

J) a statement, dated and signed by the president and secretary of the board of the administrative agency, that the board has authorized submission of the proposal; and

K) an appendix that includes, but is not limited to, copies of the joint agreement duly authorized and certified by each participating district, the membership of all advisory committees, and any other supportive information as may be pertinent.

2) Upon approval of the Program and Facility Needs Plan by the State Board, the rate of reimbursement for continued planning and for movable instructional equipment and the State participation rate for construction, fixed equipment, and related costs will be established, and the participating districts will be authorized to proceed in the development of an area career center through Step 3.

c) Step 3: Educational Specifications and Finance Program. LEAs electing to continue the development of an area career center must: make application for continued financial support of area career center planning activities; establish occupational advisory committees, if applicable; select an architect and secure an option on a site; develop the Educational Specifications and Finance Program; and authorize the administrative agency to submit a Step 3 proposal to the State Board.

1) The Step 3 proposal shall include:

A) an introduction incorporating the educational philosophy and goals for the proposed area career center and a summary of activities prior to and following Step 2 approval;

B) identification of participating districts, with a map indicating district locations;

C) educational specifications for each CTE program and for the overall facility that includes the following:

i) a program description that includes a model CTEPOS;

ii) workforce data, as applicable, or appropriate supporting data/references to future need in the case of areas lacking workforce data;

iii) program objectives in terms of student performance objectives expressed in measurable terms;

iv) instructional content, in outline form, based on:

• program objectives;

• methods of instruction appropriate to each program;

• program organization, including single session capacity, length, number of sessions daily, and staff requirements;

v) the relationship between programs in terms of shared facilities, equipment, instruction and experiences;

vi) facility and space requirements for classrooms, laboratories, offices and storage, including:

• special program facility requirements in terms of architectural, electrical, mechanical, environmental and other needs;

• identification of fixed and movable equipment needs by program and nonprogram areas in terms of quantity, description, electrical and mechanical data, and estimated costs;

• identification of facility and equipment accommodations responsive to Universal Design for Learning principles to be made for diverse learners with special needs and from special populations;

• specifications for nonprogram areas in terms of function, description, relationship to other areas, space requirements, and architectural, electrical, mechanical, environmental, and other needs;

• summary sheets of program and nonprogram requirements and spatial relationships; and

• general facility and site considerations;

D) itemized cost estimates;

E) a finance program setting forth an estimate of the federal, State and local share of project costs, as well as the amount to be provided by each participating district. The program shall include documentary evidence of available local funds, necessary referendums, and industrial support;

F) a time schedule of activities necessary to complete the project and ready the facility for operation;

G) a formal request for approval of the proposal by the State Board, official secondary area career center designation, and authorization to proceed in the development of the area career center;

H) a statement, dated and signed by the president and secretary of the board of the administrative agency, that the board has authorized submission of the proposal; and

I) an appendix that includes, but is not limited to, current copies of the joint agreement signed by all relevant parties, community group endorsements, pertinent minutes of the governing board or council related to the components of Step 3, referendum statements and results, and any other supportive information as may be pertinent to the components of Step 3.

2) Upon approval of the Step 3 Educational Specifications and Finance Program by the State Board, official designation as an area career center by the State Board will be sent to the administrative agency, and the participating districts are authorized to proceed in the development of an area career center.

d) Criteria for Approval. The State Board will apply the following criteria as a basis for consideration of proposals for the establishment of area career centers:

1) evidence that all LEAs in the designated area, as approved by the State Board, will have the opportunity to participate in the area career center. Multidistrict participation is required for area career center designation;

2) evidence of a financial base adequate to support operation of a facility and future expansion, as applicable, of the proposed area career center;

3) evidence that a minimum of one CTEPOS is offered in at least 5 of the CTE endorsement areas that complement other program offerings in the area to maximize access to a diverse program of offerings for all secondary students in the area;

4) evidence of programs consistent with current and projected employment needs;

5) evidence of programs consistent with the needs of the total population of the area to be served by the proposed area career center;

6) evidence of guidance and placement services for students;

7) evidence of an appropriate administrative structure defined in the Program and Facility Needs Plan and set forth in the joint agreement for administration of the proposed area career center;

8) evidence of direction and supervision of area career center development and operation; and

9) evidence of early and continued use of advisory councils and groups in determining needs of the area and in planning for the proposed area career center.

e) The State Board's approval of the area career center's initial local plan for CTE, upon concurrence that the programs and facilities are in accordance with the approved plan, makes the administrative agency eligible for operational reimbursement as an area career center.