

State Notification of Local Career and Technical Education (CTE) Program Closure and CTE Equipment Reallocation

Overview:

This document outlines the process for a school district or public charter school in Nevada to notify the Nevada Department of Education's (NDE) Office of Career Readiness, Adult Learning, and Education Options (CRALEO) of the local education agency's (LEA) intent to close a CTE program of study within a school or schools.

Purpose:

For School Districts and Public Charter Schools: This document assists with the development of a plan and timeline for students, CTE equipment reallocation (CFR §200.313), and instructional supplies reallocation (CFR §200.314) for the phase out of closure of the CTE program.

For the Office of Career Readiness, Adult Learning, and Education Options (CRALEO): It helps identify which CTE programs will not be offered at schools. This improves efficiency when reviewing enrollment verification, ensure compliance with federal regulations, and supports for LEAs.

Notification:

Upon knowledge of such, the LEA shall immediately notify the CRALEO office via email at cteinfo@doe.nv.gov of the intention to close a CTE program of study.

Process:

Either with the notification, or no later than 15 days after the notification, **only** the CTE Director for the LEA completes and submits the form at:

<https://app.smartsheet.com/b/form/5c5123d1b4134b57a32ac445f016d111>

Contact:

Please contact cteinfo@doe.nv.gov or (775) 687-7297 for any questions.

Form Questions:

Below are the questions included in the form above to assist districts in timely submissions of the CTE Program Closure Notification.

Date Submitted:

Name of Person Submitting:

Title of Person Submitting:

District Name: (Drop Down Menu)

Program of Study Being Closed: (Drop Down Menu)

School(s) of Program Closure:

1. Plan for Current Students

Provide a clear plan for current CTE students who may be affected by this CTE program closure, including strategies of transitioning current and future students toward other CTE programs in high-skill, high-wage or in-demand program areas, support of students participating in Career and Technical Student organizations, and support of students in attaining articulated CTE College Credit.

2. Timeline

Provide a detailed timeline for the phase out and/or closure of the program.

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3. Inventory (CFR §200.313 and CFR §200.313)
Please attach a list of all CTE items of value, equipment, and instructional supplies purchased by the LEA for the CTE program (from both state and federal Perkins CTE funds).
4. How will equipment and instructional supplies be reallocated? Please select all applicable options.
 - a. Within the LEA (see question 5 for follow-up response)
 - b. With another secondary LEA (see question 6 for follow-up response)
 - c. With a postsecondary institution (see question 7 for follow-up response)
 - d. None of the above (see question 8 for follow-up response)*CTE equipment and instructional materials must be reallocated to other CTE programs and cannot be used for non-CTE programs, courses, educators and staff, or students.*
5. Describe how equipment and instructional materials will be transferred within the LEA?
Provide specifics on schools and programs in which CTE equipment and instructional materials will be transferred.
6. Describe how equipment and instructional materials will be transferred to another secondary LEA?
Provide specifics on schools and programs in which CTE equipment and instructional materials will be transferred.
7. Describe how equipment and instructional materials will be transferred to a postsecondary institution?
Provide specifics on schools and programs in which CTE equipment and instructional materials will be transferred.
8. If none of the above was selected, describe the plan to dispose of equipment and instructional materials.
This plan may include, but is not limited to:
 - *Salvage - if equipment is worthless, the LEA must identify and place a \$0 value on said equipment and report that to CRALEO;*
 - *Salvage sale - if equipment has value and is sold, the LEA must identify which existing CTE program(s) of study said sale proceeds will be applied to.*