



Lakes Country Service Cooperative

Jeremy Kovash, Executive Director

1001 E. Mount Faith | Fergus Falls, MN 56537

Phone: (218) 739-3273 | Fax: (218) 739-2459 | www.lcsc.org

May 18, 2015

Dear Superintendents,

RE: 2015-16 CAREER AND TECHNICAL EDUCATION (VOCATIONAL) DIRECTOR SERVICES

We are pleased to offer you Career and Technical Education (Vocational) Director services for the upcoming school year. The CTE (Vocational) Director will assist your district during the school year by attending Minnesota Department of Education workshops on Career and Technical Education issues and share updates with local administrators and CTE instructors concerning new developments in program approval and reporting requirements. He/She will also visit your local school administrators, business managers and CTE instructors on-site at least once during the school year. The CTE Director is always available by e-mail or phone to answer questions that might arise at the local level at any time. If additional technical assistance is needed, he/she will schedule another visit.

Items that local school districts need to address during the 2015-16 school year include the following:

1. Schools in our region must finalize and submit program re-approval applications to MDE for all local career and technical education programs during fall of the 2015-16 school year. They must be received at MDE no later than December 1, 2015. Approval for CTE programs are retroactive back to when school begins this September. The CTE Director has been visiting with local career and technical education instructors about this during his visits in May 2015. Our goal would be to have your CTE program approval forms in the mail no later than October 2015.
2. The CTE Director will assist your business managers in determining and entering the CTE Levy Data for your school district. Throughout the school year, he/she will assist your business manager in procedures for the CTE Levy reporting in June as well as data reporting for the actual CTE expenditures and in your final UFARS reports so that the actual expenditures match in the fall CTE reporting for the previous school year. He/She is also able to work with any non-CTE licensed business and industrial technology instructors in becoming CTE Licensed and enabling their programs to become eligible for the CTE Levy.

The CTE Director is available to work with your school district in addressing the challenges that face your local career and technical education programs. His/Her ongoing involvement with the Minnesota Association and Technical Administrators (MACTA), an effective voice with the Minnesota Department of Education and legislators, will allow your thoughts and concerns to be shared appropriately. He/She also works closely with the Carl Perkins efforts at Lakes Country Service Cooperative.

Please return the enclosed form indicating your interest in purchasing these Career and Technical Education Services. Thank you.

Sincerely,

Jeremy Kovash

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Lakes Country Service Cooperative
Contract for Service for LCSC Secondary Vocational Services

This contract entered into for the 2015-2016 school year by and between _____ Public School District and the Lakes Country Service Cooperative.

_____ School District hereby requests Secondary Vocational Director services for the 2015-2016 school year.

Total contract cost is \$1,116.00

The Lakes Country Service Cooperative will bill the district for the services provided.

_____ School District agrees to the terms of this contract.

School District Authorized Signature

Date

Jeremy Kovash, Executive Director LCSC

Date