



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Career and Technical Education Course/Program of Study Closure Guide

Introduction

The Office of the State Superintendent of Education (OSSE) is responsible for all state-level educational functions as the state education agency (SEA) for the District of Columbia. OSSE represents the District in all matters before the United States Department of Education and is responsible for establishing statewide policies within the functions of an SEA under federal and local law. (D.C. Official Code § 38-2601 et seq.)

The purpose of this is to establish guidance related to the closure of Carl D. Perkins Career and Technical Education courses and programs of study offered within local education agencies (LEA) in the District of Columbia.

The State Office of Career and Technical Education (SOCTE) stipulates that CTE courses and CTE programs of study may only be closed at the end of a school year, and must include transition plans for students currently enrolled in affected programs of study.

This policy highlights the following:

- I. Evaluation of CTE programs at-risk for closure
- II. Notification of closure
- III. Financial and grants closeout
- IV. Conclusion

I. Evaluation of CTE Programs At-Risk of Closure

The SOCTE encourages LEAs to conduct CTE program evaluation utilizing the below guiding questions before making a final decision to close a CTE course/program of study.

- Is the CTE course/program of study of sufficient size, scope and quality?
- Does the CTE course/program of study have consistently low numbers of participants, concentrators, or completers?
- Does the CTE course/program of study lack integration into other CTE programs?
- Does the CTE course/program of study lack qualified teachers and/or have high, frequent teacher turnover?
- Are there students in the course/program of study pipeline who will need to take additional courses to achieve concentrator/completer status?
 - If so what is the transition plan for these students to achieve concentrator/completer status?
- How does closing this course/program of study affect other CTE courses/programs of study?
- Does closing this course/program of study cause the LEA to fall beneath the minimum level of required programs of study (minimal of two programs of study)?
- Is this course/program of study being replaced by a new course/programs of study?
 - If yes, describe in detail.

- Are industry and workforce demands as such that the careers associated with the respective industry are no longer of high skill, high-wage, or in high-demand?
- Is the course/program of study closure supported by students, parents, school administration, and central administration?
- Is the course/program of study closure supported by the industry advisory committee?

The SOCTE requests that a copy of the evaluation inclusive of the guiding questions be submitted to the SOCTE 30 days before the final decision of the LEA to close any CTE course/program of study.

II. Notification of Closure

- A. Notification of Closure Period – the window to notify the SOCTE of the closure of course/programs of study is September 1 through March 1 for courses that will be closed at the end of the academic year.
- B. Upon a final decision of the LEA to close a CTE course/program of study, the LEA shall notify all affected parties (administration, staff and faculty) and provide the name and number of the identified point of contact for the CTE course/program of study closure.
- C. Within 10 days of any official action taken by the LEA to close the CTE course/program of study, the LEA shall provide OSSE’s Office of Career and Technical Education State Director written notification of the pending closure.

The notice shall include the following information:

- a. Name of the school/s and CTE course/program of study are located;
 - b. Effective date of closure
- D. Within 30 calendar days of the official action taken by the LEA to close the CTE course/program of study, the LEA/school shall provide written notification of the impending closure or consolidation to the parents or guardians of all students affected by the termination of the career and technical educational services. The notification shall:
 - a. Inform the parents or guardians of the date when career and technical educational services at the LEA/school will cease;
 - b. Inform parents or guardians of their option for the student to enroll in another Career and Technical Education course/program of study, if applicable.
 - c. Provide guidance, as appropriate, on available school options and instructions on how to enroll the student in another CTE course/program of study;
 - d. Encourage the student’s parent or guardian to complete enrollment for another CTE course/program of study as early as possible, in order to ensure a smooth transition and continuation of educational services; and
 - e. Provide parents or guardians the name and number of an identified point of contact with the LEA/school who will address unresolved or new issues related to the student after the official closing of the CTE course/program of study.

III. Financial and Grants Closeout

A LEA shall comply promptly with the respective federal or local grant award notices and regulations governing the methodology related to grants management. The OSSE Office of Grants Management and Compliance is available to provide technical assistance in this process and can be reached at osse.grantscompliance@dc.gov.

A. Property:

LEA closing CTE course/program of study shall submit to the SOCTE a log of all equipment, as defined in 2 CFR § 200.33, purchased with federal grants. Additionally, this log shall include all supplies, as defined in 2 CFR § 200.94, considered small and attractive items that cost less than the equipment cost threshold, such as computing devices (*e.g.*, laptops, desktop computers, tablets, smartboards, projectors, personal digital assistants (PDAs), cell phones, printers) and their accessories. Finally, the log shall also include equipment and supplies purchased with local funds.¹ In determining what items of personal property purchased with local funds to include on the log, use the definitions of equipment and supplies found in 2 CFR § 200.33 and § 200.94, respectively. All of the aforementioned property shall remain property of OSSE, unless OSSE declares the property to be “excess” or designates it as “exempt property.”

Property purchased with federal or local funds cannot be liquidated and shall be transferred according to the following procedures:

1. The LEA closing CTE course/program of study shall submit a log of all equipment, and all supplies considered “small and attractive items” that cost less than the equipment cost threshold, purchased with federal grants.
2. OSSE shall send notice of availability of items to similar Carl D. Perkins Sub-Grantees
3. Notified Sub-grantees have 72 hours from the time of publication of the list of property to request items.
4. Within 10 business days, the State Office of Career and Technical Education shall determine the disbursement of equipment and supplies, based on identified need.
5. Other LEA/schools shall be given the opportunity to claim undisbursed items.
6. In the event that no LEA/school claims the property, such property will be transferred to OSSE.

The LEA shall secure and store the property and any other assets that belong to others in order to protect these assets against theft, misappropriation, or deterioration. The LEA leadership and school governing authorities shall immediately take steps to secure all the building(s), furniture, fixtures, equipment, and supplies, and maintain daily security over those assets until disposed.

The State Office of Career and Technical Education will review and verify the equipment/inventory log in coordination with the LEA;

The inventory log shall include:

1. Each item in excess of Federal equipment cost threshold (\$250);
2. Small and attractive items that cost less than the equipment cost threshold, such as computing devices and their accessories;
3. An identification number that corresponds to a tag on that item;
4. The cost of the item, purchase date, and grant source of funds; and
5. Name and contact information for person(s) redistribution.

¹ D.C. Official Code § 38-1802.13a(d)(2)(A)
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The Inventory Log shall be submitted to the State Office of Career and Technical Education at least 45 calendar days prior to the effective date of closure. The State Office of Career and Technical Education shall facilitate the transfer of inventory according to the following procedures:

1. Review of inventory log;
2. Visit school locations to audit items; and
3. Contact schools about inventory and/or post remaining inventory in OSSE newsletter.

IV. Conclusion

This guidance highlights state level issues a LEA closing a CTE course/program of study shall address in a short period of time to ensure a smooth transition and as little disruption as possible to their students' education.

An orderly LEA CTE course/program of study closure is in the best interest of all affected parties. The LEA's authorizing officials are responsible for implementing the CTE program closure process consistent with the above-mentioned policies and procedures.