



Operating Procedures

SW WA RURAL CTE COOPERATIVE

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About the Rural CTE Cooperative

THE SW WA RURAL CTE COOPERATIVE is a transformative initiative designed to ensure that students in rural communities have access to high-quality Career and Technical Education (CTE) programs. By bridging gaps in funding, staffing, and course availability, we provide students with industry-aligned skills, dual-credit opportunities, and career pathways that prepare them for future success.

This document outlines the procedures of the program for participating school districts, reporting school districts and other partners.

DEFINITIONS

REPORTING DISTRICT

The district designated by the Cooperative to report all enrollment, collect apportionment, and validate attendance for Cooperative Courses.

PARTICIPATING DISTRICT

Any district that enrolls students in a Cooperative course, provided by a Reporting District. This would also be the Resident School that a student attends.

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Required Forms

Each participating district must annually sign the following forms:

1. Interlocal Agreement with the Reporting District

As outlined in the OSPI 2022-23 Enrollment Handbook (p. 17), a nonresident district must have an Interdistrict Agreement in place to claim a portion of a student's enrollment, as authorized by the student's resident district. These agreements must specify the maximum Full-Time Equivalent (FTE) each district can claim per student. While total enrollment across Grades K-12 cannot exceed 1.0 FTE, combined enrollment in Skill Center or Running Start programs may surpass this limit. However, the high school FTE remains capped at 1.0 FTE.

2. Memorandum of Understanding (MOU) with ESD 112.

3. Choice Transfer Form

A separate Choice Transfer form is required for each nonresident student to allow the nonresident district to claim the student. These forms must be submitted to the Reporting District by August 30 of the term in which the Cooperative course begins. The student and their parent/guardian must complete the form, which the student's home school must then initiate through CEDARS.

Student Registration Procedures

ENROLLMENT CAPACITY & PRE-REGISTRATION

- Each course has a maximum enrollment of 28 students.
- Once courses are approved and open for registration, school registrars or counselors from participating districts may pre-enroll students on a first-come, first-served basis.
- Pre-enrollment will be managed through a shared Google Form provided to participating districts.
- The ESD Coordinator will manage the enrollment form and share student information between Participating and Serving Districts.
- The pre-enrollment form will be available annually for forecasting from March 1 to June 30.

COURSE LIMITATIONS & FISCAL CONSIDERATIONS

- Participating Districts may limit the number of Cooperative courses a student may take.
- It is recommended that Participating Districts consult with ESD 112's Fiscal team and their own Business Managers to ensure that student enrollment does not negatively impact basic education funding.
- ESD 112 will determine the minimum enrollment for courses to be offered based on the Cooperative's financial standing and notify Participating Districts no later than June 15 on an annual basis.

FINAL ENROLLMENT CONFIRMATION

- Final enrollment will be confirmed with both the Sending and Participating Districts at the beginning of each term.
- Enrollment is not official until the student's parent/guardian Choice Transfer form is on file.

Scheduling Expectations

Participating districts are expected to be flexible in accommodating student schedules to align with the Cooperative's schedule. Collaboration with the ESD team is encouraged to ensure the best solutions for student schedules.

CLASS ATTENDANCE REQUIREMENTS

Students must attend all scheduled class sessions, regardless of their home school schedule.

- Example: If a student is enrolled in a zero-period class (7:30–8:20 a.m.) but their home school does not start until 8:30 a.m., the school must provide a designated space for the student to attend the class.
- Example: If a student has an early release on Wednesdays but a Cooperative course extends beyond that time, the student must still participate in the entire class session.

MASTER SCHEDULE

- To help identify potential scheduling conflicts with grading periods, testing, and school activities, Participating Districts must provide a master schedule and school calendar to the ESD Coordinator.
- The Cooperative will follow the Academic Calendar established by ESD 112 with input from the Participating Districts.
- Annual calendars and yearly course schedules will be shared with Participating Districts no later than February 28 of each year.

TRANSPORTATION CONSIDERATIONS

If a student's transportation schedule conflicts with a Cooperative class, alternative arrangements must be coordinated with the teacher and ESD Coordinator within the first two weeks of the class start date.

REMOTE ATTENDANCE RESTRICTION

- Students cannot attend classes from home on a regular basis, per OSPI guidelines.

Reporting

STATE REPORTING COMPLIANCE

- Monthly count deadlines remain the same for each district, following state guidelines.
- All students enrolled in Cooperative-offered courses will be reported exclusively by the Reporting District.
- Participating districts must ensure accurate reporting to OSPI to prevent duplicate student counts.

MONTHLY REPORTING PROCESS

On the last day of each month in which students participate in Cooperative courses, the following reporting steps must be completed:

1. The Reporting District submits all required reports to OSPI, including allocation claims and attendance records, and receives the allocation payment for all Cooperative courses.
2. Participating Districts must not report students for any class periods provided by the Cooperative.

Apportionment

CTE FUNDING & BUDGETING

- Courses approved by OSPI as Career Technical Education (CTE) will generate funding at the enhanced CTE apportionment rate of the Reporting District.
- This funding will serve as the foundation for the Cooperative's Operational Budget.

FINANCIAL REPORTING & OVERSIGHT

- The Reporting districts must share their OSPI reports with ESD 112.
- ESD 112 will manage invoicing and reimbursements, whether the Cooperative operates under a grant budget or its own operating fund.

FUNDING LOSS & REIMBURSEMENT

If a Participating District experiences a funding loss due to enrollment shifts, it must report this to ESD 112 for potential reimbursement. This report must include:

- Student names
- Identification numbers
- Attendance records
- Details on any student withdrawals from Cooperative courses

Replenishment of FTE funding will be determined at the discretion of the ESD 112 Cabinet.

Responsibilities of All Cooperative Districts

ANNUAL COMMITMENT & AGREEMENTS

- Indicate their intent to offer Cooperative courses each year through a shared Google form.
- Review and sign the annual renewal of the Interlocal Contract with the Reporting District.

REPRESENTATION & ADVISORY PARTICIPATION

- Designate a Rural CTE Cooperative Representative to attend Steering Committee Meetings.
- Identify local business and industry representatives to serve on the Rural General Advisory Committee.

STUDENT RECRUITMENT & CAREER READINESS

- Collaborate with ESD 112's College and Career Readiness team to recruit students and advise families on course opportunities and career pathways.
- Prioritize outreach to historically underserved students using materials provided by ESD 112.
- This requirement must be met before students can officially enroll in Cooperative courses.

COMMUNICATION & STAFF COORDINATION

- Clearly communicate the Operating Procedures to all relevant staff (including IT, registrars, business managers, counselors, administrators, CTE directors, and other pertinent staff).
- Maintain open communication with the ESD Coordinator to provide feedback for continuous improvement of course offerings and student success.

SCHEDULING & REPORTING OBLIGATIONS

- Maintain flexibility with master schedules to align course offerings for student participation.
- Share required student data with ESD 112 for OSPI or grant reporting in order to fulfill deliverables and obligations. This may include name, address, student identification number, and demographic information. This data will be stored securely and used only for Cooperative purposes.
- Provide an annual contact list to the ESD Coordinator, including personnel such as counselors, registrars, navigators, paras, tutors, etc.

STUDENT & FAMILY SUPPORT

- Assist Cooperative teachers in communicating with students and families to ensure engagement and success.

Responsibilities of ESD 112

COOPERATIVE FACILITATION & INSTRUCTIONAL SUPPORT

ESD 112 staff will oversee Cooperative operations, including:

- Facilitating Steering Committee meetings and quarterly General Advisory meetings
- Providing instructional support to teachers
- Preparing and submitting CTE frameworks for approval
- Establishing dual credit articulations with partner higher education institutions
- Pursuing grant opportunities to expand Cooperative offerings

FISCAL & REPORTING SUPPORT

ESD 112 will contract with the Reporting District to offset labor costs related to:

- Student reporting, enrollment, and management
- Data entry and record reconciliation across districts

Fiscal representatives will:

- Provided technical assistance for student reporting and apportionment collection

COMPLIANCE & DATA MANAGEMENT

The ESD 112 Coordinator will:

- Provide technical assistance to districts
- Maintain all materials, data, documents, and records to ensure Cooperative and member LEAs comply with federal and state requirements

CTE INSTRUCTION AND PATHWAY ALIGNMENT

- Assign a certified, licensed CTE to provide instruction for Cooperative courses
- Work with colleges and industry partners to:
 - » Develop dual credit articulations
 - » Align programs with Industry Recognized Credentials (IRCs), Career Launch programs, and apprenticeships
 - » Support work-based learning connections, with credit awarded at the discretion of the Participating District

Responsibilities of Participating Districts

STUDENT ATTENDANCE & COMMITMENT

- Ensure that students and parents understand that students must attend all scheduled class sessions, even when they conflict with the Resident School's late start, early release days, or holidays.

COURSE SCHEDULE CHANGES & COMMUNICATION

- Notify the ESD 112 Coordinator of any student course schedule changes at least two weeks in advance.
- Communicate directly with Cooperative teachers and collaborate with the ESD Coordinator to support student success and postsecondary attainment.

STUDENT SUPPORT & LEARNING ENVIRONMENT

- Provide a teacher, paraeducator, and/or tutor to support students during class time.
- Districts requiring financial assistance for this support must request funding, which will be provided based on the Cooperative's financial capacity.
- Ensure students have access to a dedicated learning space that includes:
 - » A quiet environment with minimal background noise and interruptions
 - » A strong Wi-Fi connection for online learning
 - » In-person support, as needed

ATTENDANCE TRACKING & REPORTING

- Record daily attendance for students at their Resident School.
- Submit attendance records to the ESD Coordinator every month.

Responsibilities of the Reporting District

STATE REPORTING & COMPLIANCE

- Submit reporting numbers to OSPI via CEDARS and EDS.
- Ensure all CTE documents are submitted as required to maintain appropriate approval status.
- Maintain all required CTE documentation and provide copies to the Cooperative as needed to ensure program approval and funding.

FINANCIAL MANAGEMENT

- Remit monthly payments to ESD 112 based on invoicing, in alignment with the Cooperative's funding structure.

COLLABORATION & RECORD-KEEPING

- Work closely with the ESD Coordinator to maintain all records and documentation needed for CTE program approvals.

Agreements for Student Success

TECHNOLOGY & PLATFORM ACCESS

- Students will access Cooperative courses via Zoom and Canvas.
- All Cooperative Teachers will provide students with an introductory lesson on platform navigation and course materials during the first week of class.
- Participating Districts must provide IT support to ensure students can fully access these online platforms.

STUDENT CONDUCT & COMPLAINT PROCEDURES

- The Cooperative will adhere to the Participating District's Code of Conduct/Student Handbook guidelines.
- A formal procedure is in place for handling student complaints.

IEP AND 504 ACCOMMODATIONS

- Each Participating District must provide At-A-Glance accommodation sheets to ESD 112.
- ESD 112 will distribute these accommodation sheets to the appropriate course instructors.

MONITORING STUDENT PROGRESS

- Each Participating District must identify an individual (e.g., counselor, administrator, or support staff) who will be added to the Canvas course to access and monitor student grades and progress.



esd112.org/rural-cte



NOTICE OF NON-DISCRIMINATION

ESD 112 does not discriminate in any programs or activities on the basis of race, religion, creed, color, sex, national origin, marital status, sexual orientation, gender expression or identity, age, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person. The following individuals have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator - Melissa Kreuder, 360-952-3328, melissa.kreuder@esd112.org; Sex Discrimination/Title IX Coordinator - Wendy Niehaus, 360-952-3574, wendy.niehaus@esd112.org; Disability/ADA/504 Compliance Officer - Jeffrey Niess, 360-952-3529, jeffrey.niess@esd112.org. The above information will be provided in the appropriate language for persons with limited English language skills by contacting the ESD at 360-750-7500.