

MEMORANDUM No. 31

TO: Kentucky School Architects

FROM: Greg Dunbar, AIA, Manager
District Facilities Branch

DATE: October 28, 2013

RE: **Career and Technical Education Centers/Area Technology Centers Reviews**

This year the Education Cabinet, Department of Workforce Investment, Office of Career and Technical Education and the Kentucky Department of Education (KDE), Division of Career and Technical Education were combined to form the KDE, Office of Career and Technical Education (CTE). This merger provides a single group that is now responsible for career and technical education in Kentucky's K-12 schools.

Distinctions between State Operated and Locally Operated groups still exist as follows;

- **STATE OPERATED CENTERS:** The Area Technology Centers that were under the purview of the Education Cabinet, Department of Workforce Development are now under the new KDE administration. These centers were built and are owned by the individual districts, but the staff is actually KDE employees and not employed by the local district. This has not changed under the new alliance.
- **LOCALLY OPERATED CENTERS:** The Career and Technical Education Centers that were under the purview of KDE, Office of Career and Technical Education continue under the new KDE administration. These centers were built and are owned by the individual districts, and the staff is employed by the local district. This also has not changed under the new alliance.

Prior to the alliance, as outlined in 702 KAR 4:180, new Career and Technical Centers/KY Tech Area Technology Centers and proposed additions were included on the District Facilities Plan. The need for these facilities and the individual programs therein were approved by Education Cabinet, Department of Workforce Investment, Office of Career and Technical Education and the KDE, Division of Career and Technical Education. Under the new alliance the need for new centers, additions to and renovations of existing centers must now be approved by the KDE, Office of Career and Technical Education.

Because the programs provided under the new alliance and their spatial size and requirements are changing so rapidly it has become difficult to document individual programs and administer them in a manner that insures equity and adequacy as required by state law and regulation. To that end, both the KDE Office of Career and Technical Education (CTE) and KDE District Facilities Branch (DFB) will jointly and approve the need and design of these centers.

- The need for new centers as well as additions and/or renovations to existing centers must be approved by the KDE Office of Career and Technical Education as noted above. The District Facilities Branch will review the information – including the proposed program of spaces -prior to inclusion on the DFP.
 - The program of spaces and their sizes will be as noted in the most current Best Practices Handbook developed by the KDE Office of Career and Technical Education.

- After a BG-1 Project Application has been approved by the District Facilities Branch a “program review” meeting will be required before any design work begins. Representatives of the district, its architect, Office of Career and Technical Education and DFB shall be in attendance.
- The proposed individual programs and their minimum sizes, as outlined in the Best Practices Handbook developed by the Office of Career and Technical Education, will be used to review the project.
 - The minimum spaces noted in the Handbook can only be increased by;
 - Specific programmatic requirements presented by the districts with a viable rationale which would support the change.
 - 20% increase allowed for high schools under 702 KAR 4:160.
 - The net to gross conversion will be 74% as outlined in 702 KAR 4:180.
 - Revisions to the spaces listed on the DFP and requirements outlined above that result from program review will require that the district undertake a “Finding” to the DFP before proceeding.

If you have any questions or comments, please do not hesitate to call me or Tim Lucas at 502-564-4326 or email Greg.Dunbar@education.ky.gov or Tim.Lucas@education.ky.gov.