Auburn School District

CTE Extended Supplemental Contracted Days 2020-2021

## Name: School: Program:

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| 1.0 FTE Is given a supplemental contract for 6.0 extended days 42.0 hrs  0.9 FTE Is given a supplemental contract for 5.4 extended days 37.8 hrs  0.8 FTE Is given a supplemental contract for 4.8 extended days 33.6 hrs  0.7 FTE Is given a supplemental contract for 4.2 extended days 29.4 hrs  0.6 FTE Is given a supplemental contract for 3.6 extended days 25.2 hrs  0.5 FTE Is given a supplemental contract for 3.0 extended days 21.0 hrs  0.4 FTE Is given a supplemental contract for 2.4 extended days 16.8 hrs  0.3 FTE Is given a supplemental contract for 1.8 extended days 12.6 hrs  0.2 FTE Is given a supplemental contract for 1.2 extended days 8.4 hrs |

Extended time is to implement the state required CTE program and leadership standards. Extended supplemental contracts must be fulfilled before a variance will be issued. Extended time can only be submitted for time outside of the contract day (including outside of WAC time).

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| **Description** | **Evidence** | **List All Date(s) Hours were Worked** | **Number of Hours per date shown** | |
| Prepare for and attend a minimum of 2 Required Advisory Committee meetings; increase advisory committee partners | Minutes submitted to district office within one week of the meeting. |  |  | |
| Facilitation of leadership activities aligned with curriculum. (Required)  After/outside school hours. S/P2 Training | Description of leadership activities are on file with CTE office.  Before or after school make up work is not considered leadership. |  |  | |
| Preparation for and attendance at career events which involve students and parents such as; Future Freshman Night, Reaching Out Fair, Career Fairs, etc. Completed after/outside school hours. | Sign-in sheet (required)  Participation at the event is covered by building hours not CTE extended time. |  |  | |
| Budgeting, ordering, purchasing, receiving, etc. completed after/outside school hours. | Timely submission of P-Card receipts; Submit RFPs and invoices; maintain and turn in balanced budget tracking sheets |  |  | |
| Industry Certification: Recordkeeping and management completed after/outside school hours. (High School Only) | Industry Certification records.  For students: CPR, First Aid, MOS, Food Handlers, ISCET, S/P2, etc. |  |  | |
| In Lab Maintenance and after school work with students. (20-21) Additionally these hours can be used for kit development, cleaning and online planning for your program. | Listed days & hours from this and Variance sheet can total no more than 21 hours. ( for a 1.0 CTE teacher) |  |  | |
| **Total** |  |  |  | |
| **OFFICE USE: Required before processing:** □ **CPR/First Aid card on file** **□ CTE certificate update on file**  □ **CTE Leadership form on file** | | | | |
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# CTE Instructor Signature: Date:

CTE Building Administrator: Date:

CTE Director Signature: Date:

**\*1 form required for each CTE Educator. Form is due to CTE Office no later than 5/31/2021**

These days are paid out during your regular contract. If this form is not received, your pay will be deducted by the assigned hours.

REVISED 10.22.20 COVID update 20-21 only