The district may contract for instructional classes or fee-based offerings to be provided at the request of public or private agencies or groups according to the following procedures:

A.   Contract education needs of the community are assessed by the Office of Community Education and Workforce Development. Once those needs are determined, the same office identifies courses and/or develops offerings and workshops that will meet those needs or will contract with experts who will assist with course content development.

B.   Fee-based offerings are reviewed and approved by the director of Community Education and Workforce Development in conjunction with the entity requesting the offering(s) to ensure identified community needs are met and, where applicable, standards defined by state, national, or contracting entities are met. In these instances, the content is measured against learning objectives provided by these entities.

C.   Contract education is evaluated through a formal student evaluation process using instruments designed by the Office of Community Education and Workforce Development, in conjunction with the entity requesting course(s) and approved by the director of Community Education and Workforce Development. The evaluation results are used to ensure continuous quality improvement of contract education.

D.   State support may not be sought for contract education courses unless specifically designated for those purposes (i.e... ETP funding).

E.   Courses offered through contract education require the contracting entity to pay for all student fees and costs on behalf of the students.

F.   Ratification of contracts for instructional classes and/or fee-based offerings will be made by the district board of trustees.