**Section 254.2070 Step I (Document of Intent)**

a) Local educational agencies electing to participate in the development of an area secondary vocational center authorize the administrative agency identified in the participation agreement to submit a Step I proposal to the State Board of Education. The Step I proposal shall include:

1) an introduction describing events in the developmental stages of the proposed area vocational center including efforts to involve all school districts in the area;

2) a description of the area proposed to be served in terms of the location of public and nonprofit private schools and community colleges in the area;

3) the philosophy, goals, and policies which will provide direction for planning activities;

4) a plan to involve postsecondary educational institutions and private sectors in the planning process;

5) an administrative and operational plan describing the structure and organization for administration, supervision, and operation of the proposed area vocational center;

6) financial information describing each participating district's ability to provide necessary local funds;

7) planning objectives projecting what is proposed within specific time periods;

8) a formal request for approval of the proposal by the State Board of Education and authorization to proceed in the development of the area vocational center through the Step II planning period;

9) a statement, dated and signed by the president and secretary of the board of the administrative agency, that the board has authorized submission of the proposal; and

10) an appendix, including copies of the participation agreement duly authorized and certified by each participating district and such other supportive information as may be pertinent.

b) Upon approval of the Document of Intent by the State Board of Education, the participating districts are authorized to proceed in the development of an area secondary vocational center through Step II.