

OFFICE OF INSTRUCTIONAL ENHANCEMENT AND INTERNAL OPERATIONS
Summary of State Board of Education Agenda Items
October 20- 21, 2011

OFFICE OF CAREER AND TECHNICAL EDUCATION

18. Approval to begin the Administrative Procedures Act process to revise the following State Board policies
- A. Revision of selected Vocational Education board policies to reflect a change in policy title and program names
 - B. Revision of State Board Policy 8201—Appeals Procedures for Consortia/Area Vocational School Joint Planning Waiver
 - C. Revision of State Board Policy 8204—Assurance of Equal Access to Vocational Programs
 - D. Revision of State Board Policy 8207—Vocational Courses Designation
 - E. Revision of State Board Policy 8213—New Program Approval for Vocational Ongoing Programs
 - F. Revision of State Board Policy 8302—Allocation of Vocational Education Plan Funds to Local Educational Agencies
 - G. Revision of State Board Policy 8401—Local Vocational Counselor
 - H. Revision of State Board Policy 8402—Local Vocational and Technical Education Administrator
 - I. Revision of State Board Policy 8403—Assignment Schedule of Local Vocational Personnel
 - J. Revision of State Board Policy 8500—Certification of Basic Skills Training and/or Retraining for Tax Credit
 - K. Revision of State Board Policy 8801—Acquisition and Accountability of Vocational Instructional Equipment
 - L. Revision of State Board Policy 9000—Vocational Licensure
 - M. Revision of State Board Policy 9202—Local Reimbursable Expense Items-Construction
 - N. Revision of State Board Policy 9205—Revenues

OFFICE OF INSTRUCTIONAL ENHANCEMENT AND INTERNAL OPERATIONS
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OFFICE OF CAREER AND TECHNICAL EDUCATION

- 18A. Approval to begin the Administrative Procedures Act process: To revise selected Vocational Education board policies to reflect a change in policy title and program names

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the policies listed below are proposed:

- Insert correct policy titles.
- Change program names.

State Board Policy 8205
State Board Policy 8214
State Board Policy 8215
State Board Policy 8301
State Board Policy 8303
State Board Policy 8305
State Board Policy 8306

State Board Policy 8307
State Board Policy 8600
State Board Policy 8702
State Board Policy 8901
State Board Policy 8902
State Board Policy 9201

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: Closures JTPA/Other Special Programs of <u>Non-State Plan Programs</u>	CODE: 8205
ADOPTION DATE: November 20, 1987	REVISION: May 18, 2001 <u>November 18, 2011</u>

STATE BOARD POLICY

Closures of ~~Special~~ Non-State Plan Programs

Local educational agencies shall be given written notice of closure for ~~Special~~ Non-State Plan programs at least thirty (30) days prior to closure. Employment and training funds and programs are planned annually. Programs are funded based on documented need and availability of funds.

DESCRIPTOR TERM: <u>Non-State Programs</u> Non-State Plan Programs for Career and Technical Education	CODE: 8214
ADOPTION DATE: November 20, 1987	REVISION: May 18, 2001 <u>November 18, 2011</u>

STATE BOARD POLICY

Non-State Plan Programs for ~~Vocational and Technical Education~~Career and Technical Education

~~Special~~**Non-State Plan** funded programs, not under the Federal ~~Vocational~~**Career** and Technical Education State Plan, are to be governed by policies, rules and regulations for ~~vocational~~**Career** and Technical Education except in instances where special funded programs have been excluded or not allowed by funding regulations. Employment and training funds and/or other non-plan funds are not included in the state ~~vocational~~**career and technical** plan.

DESCRIPTOR TERM: <u>Career Program Standards</u>	CODE: 8215
ADOPTION DATE: June 21, 1991	REVISION: <u>May 18, 2001</u> <u>November 18, 2011</u>

STATE BOARD POLICY

~~Vocational~~-Career Program Standards

The State Board of Education shall set and publish minimum program standards and outcome Indicators of Performance for each major program category. The Office of ~~Vocational~~-**Career** and Technical Education shall monitor the ~~vocational~~-**career** programs based on the set Performance Indicators.

Legal Reference: Public Law 105-332, Sec. 113

~~Special~~-**Non-State Plan** funded programs administered through the Office of ~~Vocational~~-**Career** and Technical Education are to be monitored and evaluated according to requirements of the funding regulations.

DESCRIPTOR TERM: <u>Allocation Non-Plan Funds</u> <u>Allocation of Career and Technical Education Non-State Plan Funds</u>	CODE: 8301
ADOPTION DATE: November 20, 1987	REVISION: <u>November 18, 2011</u>

STATE BOARD POLICY

~~Allocation of Vocational Education Non-Plan Funds to Local Educational Agencies~~ Allocation of Career and Technical Education Non-State Plan Funds

The State Board of Education shall allocate state training funds on a limited project agreement between the local educational agency and the Office of ~~Vocational and Technical Education~~ **Career and Technical Education**.

~~Special federal~~ **Non-State Plan** training funds shall be allocated on a project agreement between the local educational agency and the Office of ~~Vocational and Technical Education~~ **Career and Technical Education** contingent upon approval of funds from the funding source.

DESCRIPTOR TERM: Hearings on Local Applications (Budget) <u>Hearings on Local Plan</u>	CODE: 8303
ADOPTION DATE: June 21, 1991	REVISION: June 19, 1998 <u>November 18, 2011</u>

STATE BOARD POLICY

~~Hearings on Local Applications~~ Hearings on Local Plan

When a plan submitted by a local educational agency is not approved by the Office of ~~Vocational and Technical Education~~ **Career and Technical Education**, the Office of ~~Vocational and Technical Education~~ **Career and Technical Education** shall notify the local educational agency of the deficiencies in the plan and allow thirty (30) days from the date of the notification letter to correct those deficiencies. However, upon good cause shown, the State Board of Education may extend this thirty (30) day period by written notification.

If at the end of thirty (30) days or the end of the extended period, whichever is applicable, the local educational agency has not corrected the deficiencies, the plan will be denied. The Associate State Superintendent for the Office of ~~Vocational and Technical Education~~ **Career and Technical Education** shall notify the local educational agency of this denial by certified mail and include in that letter the following:

- A. The reasons for denial;
- B. The right to request a hearing at which time the local educational agency is entitled to:
 - 1. The right to be represented by legal counsel at its own expense;
 - 2. The right to cross-examine witnesses from the Office of ~~Vocational and Technical Education~~ **Career and Technical Education**; and
 - 3. The right to call witnesses in its own behalf (who must appear by agreement with the local educational agency because the State Board has no subpoena power) and to introduce documentary evidence in its own behalf;
- C. The names of the witnesses to be called at the hearing by the Office of ~~Vocational and Technical Education~~ **Career and Technical Education** and the nature of their testimony;
- D. Copies of any documentary evidence that will be introduced at the hearing by the Office of ~~Vocational and Technical Education~~ **Career and Technical Education**. The local educational agency shall have ten (10) days from receipt of the notification letter to submit a written request for a hearing which shall be scheduled no less than five (5) days nor more than thirty (30) days from the date the request for hearing is received by the Office of ~~Vocational and~~

~~Technical Education~~ **Career and Technical Education**. The Associate State Superintendent will notify the local educational agency, in writing, of the date, time, and place of the hearing. A court reporter shall be selected by the Office of ~~Vocational and Technical Education~~ **Career and Technical Education** to record all proceedings, and all witnesses shall be placed under oath by such court reporter.

The State Board shall designate an impartial hearing officer to conduct hearings on local plans. The hearing officer, after hearing all the evidence, shall present a written recommendation and a findings of facts to the State Board concerning the plan within fourteen (14) days after the conclusion of the hearing. Upon receipt of the transcript of the hearing, the State Board shall have thirty (30) days within which to make a determination upon the transcript and the recommendations and findings of facts of the hearing officer and to notify the local educational agency by certified mail of its decision. If any local educational agency is dissatisfied with the final action of the State Board, with respect to the approval of the plan, the local educational agency may within sixty (60) days after such final action or notice thereof, whichever is later, file with the U. S. Fifth Circuit Court of Appeals a petition for review of that action. A copy of the petition shall be forthwith transmitted by the clerk of the court to the State Board, and the State Board thereupon shall file in the court the record of the proceedings on which the State Board based its action as provided in Title 28 U.S. Code, Section 2112.

The findings of fact by the State Board, if supported by substantial evidence, shall be conclusive; but the court, for good cause shown, may remand a case to the State Board to take further evidence, and the State Board may thereupon make new or modified findings of fact and may modify its previous action and shall certify to the court the record of the further proceedings. The Fifth Circuit Court of Appeals has jurisdiction to affirm the action of the State Board or to set it aside in whole or in part. The judgement of the Court shall be subject to review by the United States Supreme Court upon certiorari or certification as provided in Title 28 United States Code Section 1254.

Legal Reference: Public Law 98-524, Section 504 (C) (1)

DESCRIPTOR TERM: Other State Funds for Support <u>Career and Tehnical Education Support</u>	CODE: 8305
ADOPTION DATE: June 21, 1991	REVISION: May 18, 2001 <u>November 18, 2011</u>

STATE BOARD POLICY

Other State Funds for ~~Vocational~~ Career and Technical Education Support

Minimum Program Support

The local public secondary school districts shall receive from minimum program support funds through the Office of Educational Accountability a one-half (1/2) teacher or counselor approved by the **Local public secondary school districts shall receive MS Adequate Education Program (MAEP) support funds through the Office of Educational Accountability. One-half (1/2) teacher unit will be added for each career and technical program approved by the Office of Career and Technical Education.** ~~Office of Vocational and Technical Education.~~ Less than one hundred percent (100%) vocational teachers will receive a prorated amount. ~~Minimum program one-half (1/2) teacher units for vocational education~~ **MEAP funds** are not to be requested when one hundred percent (100%) federal ~~vocational-~~ **career and technical** funds are available through an RFP (Request for Proposal) process to carry out the national ~~vocational-~~ **career and technical** priorities.

~~Minimum program one-half (1/2) teacher units for vocational education~~ **MAEP funds** are not to be approved when no state or federal ~~vocational-~~ **career and technical** funds are to be expended through the Office of ~~Vocational and Technical Education~~ **Career and Technical Education.**

Legal Reference: MS Code 37-19-43
 MS Code 37-31-1 to 37-31-15

DESCRIPTOR TERM: <u>Reimbursement Local Personnel Salaries Reimbursement of Local Personnel Career and Technical Education Salaries</u>	CODE: 8306
ADOPTION DATE: June 21, 1991	REVISION: <u>November 15, 1996</u> <u>November 18, 2011</u>

STATE BOARD POLICY

Reimbursement from 206 Budget Funds for Approved and Budgeted Ongoing Local Vocational Personnel Salaries to Local School Districts- Reimbursement of Local Personnel Career and Technical Education Salaries

The Office of ~~Vocational and Technical Education~~ **Career and Technical Education**, prior to August 1st of each year, shall make an initial determination as to the estimated total reimbursement to be made to each local school district for approved vocational position salaries.

The Office of ~~Vocational and Technical Education~~ **Career and Technical Education** shall reimburse to each local school district 8% of the approved reimbursed estimated total amount immediately after the close of the months of July, August, and September.

The Office of ~~Vocational and Technical Education~~ **Career and Technical Education** shall, immediately at the close of the months of October, November, December, January, February, March, April, and May, reimburse to the local school districts the calculated approved and cleared budgeted reimbursement amount for the 4th, 5th, 6th, 7th, 8th, 9th, 10th, and 11th months less all previous reimbursements for the year.

The Office of ~~Vocational and Technical Education~~ **Career and Technical Education** shall, at the close of the fiscal year, make final calculations on the total approved reimbursements to the local school districts and reimburse to the districts all approved funds less previous reimbursements for the year.

This cash flow policy does not dissolve the Office of ~~Vocational and Technical Education~~ **Career and Technical Education**'s right to hold funds pending until local school districts meet their agreed obligations, nor does it dissolve the Office of ~~Vocational and Technical Education~~ **Career and Technical Education**'s right to recover funds that the districts owe the Office of ~~Vocational and Technical Education~~ **Career and Technical Education**.

DESCRIPTOR TERM: <u>Subsides, Loans/Grants 206 & 201 Career and Technical Education Funding Sources</u>	CODE: 8307
ADOPTION DATE: June 21, 1991	REVISION: May 18, 2001 <u>November 18, 2011</u>

STATE BOARD POLICY

Subdivisions for Subsides, Loans, and Grants 206 and 201 Budgets- Career and Technical Education Funding Sources

The Office of ~~Vocational and Technical Education~~ **Career and Technical Education** shall subdivide the subsidies, loans, and grants section of the 206 and 201 budgets for Board review and approval.

A. Subdivisions (lines) for 206 budget are:

Lease Purchases/Indirect Cost/Other State Support

- Salaries
- Equipment
- Adult Vocational
- Other

Personnel Development/Curriculum/Research and Development

- 1% Corrections
- Title II - 85% Secondary
- Title II - 85% Postsecondary
- ~~Special Populations~~ **Student Services**
- Tech Prep
- Other Projects

B. Subdivisions (lines) for 201 budget are:

- State Industrial Project
- Other Non-State Funded Projects

The Office of ~~Vocational and Technical Education~~ **Career and Technical Education** shall clear and maintain a file of budgets with the Office of ~~Educational and Accountability~~ **Budget and Planning** for budgets 206 and 201, including the above described line items of the subsidies, loans, and grants section. The Office of

~~Vocational and Technical Education~~ **Career and Technical Education** shall provide the Board with periodic updates as to the current budget status.

Legal Reference: MS Code 37-31-1 to 37-31-15

DESCRIPTOR TERM: <u>Vocational, Certification Postsecondary Licensure Guidelines</u>	CODE: 8600
ADOPTION DATE: December 19, 1997	REVISION: <u>June 19, 1998</u> <u>November 18, 2011</u>

STATE BOARD POLICY

Postsecondary Licensure Guidelines

The regulations governing the licensure of postsecondary educators in Mississippi are specified in the document entitled "Competency Based Licensure for Postsecondary **Career** ~~Vocational~~ and Technical Personnel." An up-to-date copy of that document shall be kept on file in the appropriate office in the Mississippi Department of Education. Upon approval of amendments to that document by the Mississippi Board of Education, staff will disseminate it to the appropriate personnel in the Mississippi educational community.

DESCRIPTOR TERM: <u>Approved Courses for the Secondary and Postsecondary Curriculum Career and Technical Education Programs</u>	CODE: 8702
ADOPTION DATE: January 15, 1999	REVISION: <u>March 16, 2007</u> <u>November 18, 2011</u>

STATE BOARD POLICY

Approved Courses for the Secondary Career and Technical Education Programs

The Mississippi Department of Education will provide a list of the Approved Courses for the Secondary Schools of Mississippi ~~Secondary and Postsecondary Curriculum~~ to each school district. This list ~~formerly known as Appendix E of Bulletin 171~~, contains all approved courses that can be offered in the Mississippi secondary schools. As new courses are revised and approved by the State Board of Education, the modifications will be disseminated to the appropriate individuals in the educational community.

DESCRIPTOR TERM: Construction <u>or Remodeling of Career Technical Area</u>-Centers	CODE: 8901
ADOPTION DATE: June 25, 1985	REVISION: May 18, 2001 <u>November 18, 2011</u>

STATE BOARD POLICY

Construction or Remodeling of Career Area~~Vocational~~Technical Centers

Any educational agency desiring to construct, expand, alter, or remodel an area CTE vocational center, facilities housing CTE vocational programs including comprehensive high schools and others, shall develop a local construction plan. The construction plan shall be preceded by a needs assessment study of the area to be served and shall also follow procedures as identified by the Office of Career Vocational and Technical Education. The application for approval for building construction and renovation shall be completed with all appropriate and necessary documents and submitted through the Office of Career Vocational and Technical Education to the State Board for final approval or disapproval.

The Office of Career Vocational and Technical Education shall develop and maintain a management and control system for facilities that shall include guidelines and procedures in the areas of facilities, standards and specifications, remodeling, construction, acquisition, usage, disposition, and inspection.

Legal Reference: Public Law 98-524, Section 251 (a)(10) and (20)

DESCRIPTOR TERM: Use, Transfer of Title & Disposition of Local Physical Facilities	CODE: 8902
ADOPTION DATE: June 25, 1985	REVISION: May 18, 2001 <u>November 18, 2011</u>

STATE BOARD POLICY

~~The Use, Transfer of Title and Disposition of Local Physical Facilities Funded Through the State Board of Education~~

A. Use

All local physical facilities funded through the State Board of Education shall be utilized for the support and conduct of career ~~vocational~~ and technical education programs approved by the State Board of Education. This includes, but is not limited to, the following ~~occupational~~ career ~~vocational~~ and technical education programs: agriculture, trade and industry, family and consumer science ~~occupational home economics~~, distributive education, business and office, health occupations, guidance services, technical education, cooperative education, customized industrial training and all other specialized occupational and support training not requiring a bachelor's degree, with the exception of programs of nursing education regulated under the provisions of section 37-129-1, Mississippi Code of 1972. Any other use or alteration of the facility other than previously specified shall require prior approval by the State Board of Education.

The facility shall be used for the originally authorized purpose as long as needed for that purpose. When no longer so needed, approval may be requested from the State Board of Education for other purposes. Use for other purposes shall be limited to:

1. Projects or programs supported by other federal grants assistance agreements.
2. Activities not supported by other federal grants or assistance agreements but having purposes consistent with those of the legislation under which the original grant was made.

B. Transfer of Title

Approval may be requested from the State Board of Education to transfer title to an eligible third party for continued use for authorized purposes in accordance with paragraph A. If approval is permissible under federal statutes and is given, the terms of the transfer shall

provide that the transferee shall assume all rights and obligations of the transferor.

C. Disposition

When the facility is no longer to be used as provided in paragraphs A. and B., one of the following alternatives shall be followed.

1. The property shall be sold and the federal government's share shall be paid to the State Board of Education. That amount shall be computed by multiplying the federal share of the property times the proceeds from sale (after deducting actual and reasonable selling and fix-up expenses, if any, from the sale proceeds). Proper sales procedures shall be used that provide for competition to the extent practicable and result in the highest possible return.
2. The local educational agency shall have the option either of selling the property in accordance with paragraph C. 1. or of retaining title. If title is retained, the federal government's share shall be paid to the State Board of Education. That amount shall be computed by multiplying the market value of the property by the federal share of the property.
3. The State Board of Education shall transfer the title to either the federal government or an eligible non-federal party approved by the federal government. The local educational agency shall be entitled to be paid an amount computed by multiplying the market value of the property by the local educational agency's share of the property.

Legal Reference: Section 37-31-205 Mississippi Code of 1972; Volume 42, No. 191, Section 104.621, Federal Register, Oct. 3, 1977

DESCRIPTOR TERM: Local Reimbursable Expense Items-Equipment, Supplies, Etc.	CODE: 9201
ADOPTION DATE: June 21, 1991	REVISION: May 18, 2001 <u>November 18, 2011</u>

STATE BOARD POLICY

Local Reimbursable Expense Items ~~-Equipment, Supplies, and Other Expenses~~

The Office of ~~Career Vocational~~ and Technical Education shall reimburse local public secondary and community/junior college school districts and certain state institutions for specific approved equipment, supplies, and other expenses necessary for the provisions of ~~career vocational~~ and technical education.

A. Equipment

1. CTE Vocational Funds

Local program equipment necessary for the operation of a ~~CTE vocational~~ complex/program may be considered as a 100% reimbursable expense.

2. Other Special Funds

Equipment necessary for the conduct of Special approved instructional programs may be 100% reimbursed subject to the approved project funding limitations.

B. Supplies

1. CTE Vocational Funds

The Office of ~~Career Vocational~~ and Technical Education shall not reimburse supply expenses for programs approved for reimbursement with ~~CTE vocational~~ funds. Exceptions to this may be negotiated on guidance programs, ~~CTE vocational~~ programs funded from 85% Carl Perkins III, **Student Services Special Populations**, Tech Prep, some excessive cost programs where services are rendered to the Office of ~~Career Vocational~~ and Technical Education, and some special projects.

2. State Industrial Projects (~~MMDTA~~) Funds

The cost of supplies not provided by the local educational agency or the industry may be negotiated with the Office of ~~Career Vocational~~ and Technical Education for reimbursement when providing industrial start-up training programs, and is included in the project.

3. Other Special Funds

The necessary supply cost for Special Fund programs are considered as a reimbursable expense and may be included in the project.

C. Other Expenses

Special Project funded programs may have other costs in an approved program in addition to the preceding list of items if these are necessary to the project.

Eighty-five percent (85%) Carl Perkins III, ~~Student Services Special Populations~~, and Tech Prep funded projects may have limited other costs in an approved program in addition to the preceding list of items if those are excess cost items not provided to other vocational programs by the local educational agency.

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OFFICE OF CAREER AND TECHNICAL EDUCATION

- 18B. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 8201—Appeals Procedures for Consortia/Area Vocational School Joint Planning

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the Appeals Procedures for Consortia/Area Vocational School Joint Planning Waiver policy are proposed:

- Insert correct policy title and program name.
- Change legal reference to the policy.

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: Appeals Procedures for <u>Career Technical Consortia/Joint Planning</u>	CODE: 8201
ADOPTION DATE: June 21, 1991	REVISION: October 23, 1998 <u>November 18, 2011</u>

STATE BOARD POLICY

Appeals Procedures for Career Technical Consortia/Joint Planning

Districts not satisfied with the planning assignments and distribution of funds are to utilize the following procedure:

- A. Write a letter of request to the Associate State Superintendent of Education (~~state vocational~~ **career and technical education** director) stating the issue and justification for waiver.
- B. The Associate State Superintendent of Education is to review and respond within 10 working days of receipt.
- C. The district receiving a negative reply from the Associate State Superintendent of Education may, in turn, write a request to the State Superintendent of Education. This request should contain the original letter of request, the negative reply from the Associate State Superintendent of Education, a restatement of the issue(s) and a request for outcome.
- D. The State Department of Education is to review and respond within 10 working days.
- E. The district receiving a negative reply from the State Superintendent of Education may, in turn, write to the State Superintendent of Education requesting permission to address the State Board on the Board agenda according to established rules and guidelines. The decision of the Board on this issue would be final.

This does not waive the district's right to use appeal procedures if a local plan is not approved.

Legal Reference: Public Law 101-392, Section ~~231(d)(4)~~-**131(c)(2)**

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OFFICE OF CAREER AND TECHNICAL EDUCATION

- 18C. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 8204—Assurance of Equal Access to Vocational Programs

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the Assurance of Equal Access to Vocational Programs policy are proposed:

- Insert correct policy title.
- Change the minimum number of annual compliance monitoring visits from a minimum of twenty percent (20%) to a minimum of ten percent (10%).

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: Assurance of Equal Access <u>to Career and Technical Education Programs</u>	CODE: 8204
ADOPTION DATE: June 25, 1985	REVISION: <u>May 18, 2001</u> <u>November 18, 2011</u>

STATE BOARD POLICY

Assurance of Equal Access to Vocational Career and Technical Education Programs

Each local educational agency requesting financial assistance from the Office of ~~Vocational~~Career and Technical Education for the conduct of ~~vocational~~career and Technical Education programs and services shall provide an Assurance of Compliance with the Vocational Education Program Guidelines **for eliminating discrimination and denial of services on the basis of race, color, natural origin, sex and handicap** of March 21, 1979. This assurance shall be submitted with the local annual plan for ~~vocational~~career and technical education and shall indicate that the recipient does not discriminate in providing ~~vocational~~career programs and services on the basis of race, color, national origin, sex, handicap, age or religion.

The Office of ~~Vocational~~Career and Technical Education shall assist the local educational agencies in determining their compliance status by monitoring a minimum of ~~twenty-ten~~ ten percent (~~20%~~)(10%) of all local educational agencies annually and by responding to any request for specific assistance. Monitoring activities may include:

- A. State-level desk review;
- B. On-site review;
- C. Review of local annual program plans and other related information; and
- D. Follow-up on previously reviewed local educational agencies to determine how well they may be following their remedial plans.

Legal Reference: Federal Register, Vol. 44, No. 56 - Wednesday, March 21, 1979 and embracing Acts: 45 CFR Part 80, 45 CFR Part 84, and 45 CFR Part 86
Public Law 105-332, Sec. 316 <Note: 20USC 2396>

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OFFICE OF CAREER AND TECHNICAL EDUCATION

- 18D. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 8207—Vocational Courses Designation

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the Vocational Courses Designation policy are proposed:

- Insert correct policy title.
- Change outdated language to reflect the Mississippi Community College Board as the lead agency to identify and define post-secondary career and technical education courses.

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: <u>Course Destination Post-Secondary Career and Technical Education Course Designations</u>	CODE: 8207
ADOPTION DATE: June 25, 1985	REVISION: <u>June 19, 1998</u> <u>November 18, 2011</u>

STATE BOARD POLICY

Vocational Courses Designation Post-Secondary Career and Technical Education Course Designations

All postsecondary ~~vocational~~ **career** and technical courses offered by community/junior colleges and reimbursed with ~~vocational~~ **career** funds shall carry the appropriate prefixes in their catalogs and/or brochures as outlined in the State Curriculum Framework. Omission of this prefix shall result in the declaring of the course ineligible for reimbursement. **shall be identified and defined by the MS Community College Board. A copy of approved post-secondary courses shall be kept on file at the Mississippi Department of Education.**

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- 18E. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 8213—New Program Approval for Vocational Ongoing Programs

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the New Program Approval for Vocational Ongoing Programs policy are proposed:

- Insert correct policy title.
- Change current language to reflect the transition of former Discovery programs to more enhanced programs over the next three years.
- Remove outdated language and insert correct language.

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: New Program Approval for <u>Career and Technical Education</u> Ongoing Programs	CODE: 8213
ADOPTION DATE: June 25, 1985	REVISION: May 18, 2001 <u>November 18, 2011</u>

STATE BOARD POLICY

New Program Approval for ~~Vocational~~ Career and Technical Ongoing Programs

The State Board of Education shall consider requests for new programs when there is a demonstrated need and support by the requesting public local educational agency. The Office of ~~Vocational~~ Career and Technical Education shall establish written procedures for approving new programs. The Office of ~~Vocational~~ Career and Technical Education shall receive documented requests from the local educational agencies and make program approval determinations based on these criteria:

A. Skill program approval shall require a current needs assessment which documents student supply, training needs, job demands, available labor supply, plan for providing equipment, facilities and instruction, program support, and other pertinent data. The Office of ~~Vocational~~ Career and Technical Education shall give high priority to these approvals.

B. Technical program approval shall require a current needs assessment which documents student supply, training needs, job demands, available labor supply, plan for providing equipment facilities and instruction, program support, and other pertinent data. The Office of ~~Vocational~~ Career and Technical Education shall give high priority to these approvals.

C. ~~Discovery programs are designed for students in grades seven through nine and are as follows:~~
Career Discovery-Career and Computer Discovery programs will be discontinued at th end of the 2011-2012school year. Career Discovery will be replaced by Information and Communication Technolog (ICT) I. ICT I (7th grade) introduces students to career opportunities and the skills needed for various career paths. Computer Discovery will be replaced by Technology Foundations and Informatino and Communication Technology (ICT) II. Technology Foundations and ICT II(8th grade) exposes students to a multimedia environment and fundamental computer skills. Technology Discovery programs will be discontinued at the end of the 2013-2104 school year. Technology Discovery will be replaced by Science, Technology, Engineering, and Mathematics Applications (STEM). STEM (9th grade) enables students to explore technology resources, processes, and systems that lead to enhanced career development and advanced education. ICT 1, ICT II, Technology Foundations, and STEM are designed to be delivered in lower grades with approval from the Office of Career and Technical Education.

D. Enrichment program approval shall require a current needs assessment which documents student supply, plan for equipment, facilities, and instruction, program support, and other pertinent data. The Office of ~~Vocational~~ **Career** and Technical Education shall give minimal priority to these approvals.

E. Administrative support approval for one (1) required ~~vocational~~ **career** center director per center shall be made on agreed request. Additional ~~vocational~~ **career center director** approvals shall require current needs assessment which documents an excessive demand for administrative services that cannot be reasonably expected to be performed by one (1) administrator. **Non ~~vocational~~ career center director approvals shall require current needs assessment which documents an excessive demand for administrative services that cannot be reasonably expected to be performed by one (1) administrator.** The Office of ~~Vocational~~ **Career** and Technical Education shall give minimal priority to additional administrative positions **and non vocational career center position** approvals.

F. Guidance support approval for one (1) required ~~vocational~~ **career** center counselor shall be made on agreed request. Additional ~~vocational~~ **career** counselor approvals shall require a current needs assessment which documents an excessive demand for guidance services that cannot be reasonably expected to be performed by one (1) counselor. The Office of ~~Vocational~~ **Career** and Technical Education shall give minimal priority to additional counselor position approvals.

~~**G. Work-Based Learning coordinator approvals for one (1) desired coordinator for each community/junior college district shall be made upon agreed request. Additional work-based learning coordinator approvals shall require a current needs assessment which documents an excessive demand for work-base services that cannot be reasonably expected to be performed by one coordinator.**~~

~~**H-G.**~~ ~~Vocational~~ **Career** and Technical Education Programs not listed in the preceding categories will be approved and implemented based on the process/criteria established for that program/initiative as approved by the State Board of Education.

Legal Reference: MS Code 37-31-103.

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OFFICE OF CAREER AND TECHNICAL EDUCATION

- 18F. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 8302—Allocation of Vocational Education Plan Funds to Local Educational Agencies

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the Allocation of Vocational Education Plan Funds to Local Educational Agencies policy are proposed:

- Insert correct policy title.
- Remove outdated language and insert correct language.

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: <u>Allocation of Career and Technical Education Plan Funds</u>	CODE: 8302
ADOPTION DATE: June 21, 1991	REVISION: October 23, 1998 <u>November 18, 2011</u>

STATE BOARD POLICY

Allocation of Vocational-Career and Technical Education Plan Funds to Local Educational Agencies

The State Board of Education shall not allow any vocational plan funds to be distributed to a local educational agency unless that district has an approved or approvable local plan for ~~vocational~~ **career** and technical education on file with the Office of ~~Vocational~~ **Career** and Technical Education for the fiscal year in which funds are being requested.

The State Board shall use a formula in allocating federal vocational funds (~~75%~~ **85%** Title II-Carl Perkins) to local educational agencies as required by federal statutes. The Office of ~~Vocational~~ **Career** and Technical Education shall be responsible for updating the formula each year to ensure a fair and equitable allocation of funds to the eligible recipient. The State Board shall make a determination at the beginning of each plan period of the counties that are classified as economically depressed based on either of the following two factors:

1. Counties that have over one and half times the national unemployment rate for the past 3 years.
2. Counties that have 20% or more of their families below the poverty level.

The Office of ~~Vocational~~ **Career** and Technical Education shall be responsible for making this determination for the State Board and for the allocation of Title III B-Carl Perkins funds and for targeting ~~40.5%~~ Title II-Carl Perkins funds.

Funds (~~75%~~ **85%** Title II-Carl Perkins) allocated to local educational agencies shall be allocated by the distribution formula and will be administered by the local plan/application.

Funds (~~40.5%~~ Title II-Carl Perkins) allocated to local educational agencies for ~~sex equity and single parent/homemakers~~ **nontraditional** services shall be awarded on an RFP project basis with priorities given to depressed areas.

Funds (1% Title II-Carl Perkins) for correctional institutional services shall be awarded to the Department of Corrections for vocational support services and shall be limited to salaries and

equipment.

~~Funds (Title III B-Carl Perkins) allocated to local educational agencies for home economics for depressed areas shall be distributed on a modified ongoing program process or through an RFP project.~~

Funds (state and federal) allocated to local educational agencies for vocational adult short-term programs shall be distributed on a class request basis.

~~Funds (Title III A-Carl Perkins) allocated to local educational agencies for Community Based Organization services shall be awarded on an RFP basis.~~

Funds (Title III E-Carl Perkins) allocated for Tech Prep shall be awarded on an application basis and shall be administered through the public community/junior colleges.

Funds (state vocational) allocated to local educational agencies for support of ongoing programs shall be continuous unless notification is given prior to March 1st preceding the next fiscal year and shall be distributed through the ongoing program process.

Funds distributed to Mississippi State University/Research and Curriculum Unit shall be allocated by grant agreement.

Legal Reference: Public Law 101-392

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OFFICE OF CAREER AND TECHNICAL EDUCATION

- 18G. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 8401—Local Vocational Counselor

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the Local Vocational Counselor policy are proposed:

- Insert correct policy title.
- Remove outdated language and insert correct language.
- Insert language to address the location of career counselors in the absence of a Career and Technical Education Center.

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: <u>Local Career Counselor</u>	CODE: 8401
ADOPTION DATE: November 15, 1996	REVISION: <u>May 18, 2001</u> <u>November 18, 2011</u>

STATE BOARD POLICY

LOCAL CAREER ~~VOCATIONAL~~ COUNSELOR

The local career ~~vocational~~ counselor shall be utilized for specific guidance purposes.

A. This position shall be referred to as career ~~vocational~~ counselor.

B. This position shall be concerned with helping students make the occupational choices, educational choices, and career —evaluations that will lead them to meaningful, successful, and rewarding work.

C. Career ~~Vocational~~ counselors **shall be housed and** will function within the appropriate organizational structure of the **Career and Technical Education CTE Center,** local educational agency with the advice and counsel of the Career ~~Vocational~~ Dean/Director. **In the absence of a CTE Center, the counselor shall function within the appropriate organizational structure of the local educational agency while providing career counseling.**

D. Primary responsibilities of this position will be identified by the local educational agency to support career ~~vocational~~ programs and generally include but are not limited to the following:

1. Provide individual and group vocational CTE ~~counseling~~ of students.
2. Disseminate information regarding CTE ~~vocational education and career~~ opportunities.
3. Remain up-to-date on changing job-entry skill requirements and changing technologies in business and industry.
4. Inform local business and industry of vocational education programs in the schools, and seek information regarding their job requirements.
5. Arrange for business and industrial representatives to interview graduates/completers as prospective employees.
6. Select, administer, and interpret aptitude tests to assist students in making appropriate

career choices.

7. Provide a placement program for students completing career ~~vocational~~ and technical programs.

8. Gather and publicize information from the community regarding jobs available to all students.

9. Prepare follow-up studies of students completing CTE ~~vocational~~ programs for the purpose of improving services and evaluating the effectiveness of career ~~vocational~~ education.

E. Employment: This position shall be approved for one hundred percent (100%) employment for the above stated responsibilities.

F. Reimbursement: This position shall be considered as a career ~~vocational~~ counselor position and shall be reimbursed from CTE ~~vocational~~ funds according to State Board of Education Policy 9205DFBC-5, Revenues (Vocational Education).

G. Approval: The approval of funding for this position shall be made jointly by the Bureau of Instructional Development, the Vocational Administrative Team, and the Associate State Superintendent for Career and Technical ~~Vocational~~ Education.

H. Qualifications: The recruitment and selection of career ~~vocational~~ counselors shall be the responsibility of the local educational agency and shall conform with licensure requirements.

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OFFICE OF CAREER AND TECHNICAL EDUCATION

- 18H. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 8402—Local Vocational and Technical Education Administrator

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the Local Vocational and Technical Education Administrator policy are proposed:

- Insert correct policy title.
- Remove outdated language and insert correct language.
- Insert language to address the authority of Vocational Directors in the absence of a vocational center.

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: <u>Local Career and Technical Education Administrator Length of Employment & Authority of Directors</u>	CODE: 8402
ADOPTION DATE: June 20, 1986	REVISION: <u>May 18, 2001</u> <u>November 18, 2011</u>

STATE BOARD POLICY

Local ~~Career Vocational~~ and Technical Education CTE Administrator

The local ~~career vocational~~ and technical education CTE administrator shall be utilized for specific vocational administrative purposes.

A. This position shall be referred to as CTE Vocational Director in secondary educational agencies. In postsecondary institutions, this position may be referred to as CTE Vocational District Dean/Director, CTE Vocational Dean/Director, or Assistant CTE Vocational Dean/Director.

B. This position shall be concerned with planning, organizing, directing, controlling, and coordinating the ~~career vocational~~ and technical programs on a district-wide basis or within the local vocational center. This includes analysis and justification of activities to promote and organize ~~career vocational~~ and technical programs to provide students with education and training.

C. Secondary CTE Vocational Directors shall function within the appropriate organizational structure of the local educational agency and shall authority in the administrative chain ~~In separate vocational centers, the vocational director~~ of command commensurate with principals.

D. Postsecondary CTE Vocational District Deans/Directors shall have authority in the administrative chain of command commensurate with academic deans. Other CTE Vocational Administrators will function within the appropriate organizational structure of the local educational agency with the advice and counsel of the CTE District Dean/Director.

E. All reimbursed secondary local vocational directors should be employed on a twelve (12) month basis when vocational reimbursement funds are available for the full twelve (12) months. However, state law prohibits the reimbursement of secondary vocational administrators for more than 10 months (200 days). When local boards of education and superintendents choose to employ vocational directors for a period of time longer than ten (10) months, it is encouraged that the local vocational director be employed on a twelve (12) month basis.

F. Generally, all reimbursed postsecondary local vocational deans/directors shall be authorized to be employed on a twelve (12) month basis when vocational reimbursement funds are available for the

full twelve (12) months and at the discretion of the local educational agency.

G. Primary responsibilities of these positions will be identified by the local educational agency to administer high quality vocational programs and generally include but are not limited to the following:

1. Formulate and administer a comprehensive program of career ~~vocational~~ and technical education.
2. Maintain close working relationships with community and state agencies and area business, industries, and labor organizations, in order to provide training consistent with needs.
3. Continuously appraise and evaluate the total career ~~vocational~~ and technical program to achieve the established goals of providing the opportunity for people to prepare for gainful employment.
4. Maintain current knowledge of all pertinent rules and regulations affecting vocational education.
5. Assume responsibility for the collection, review, and submission of all forms and reports relative to vocational education to state agencies.
6. Supervise and evaluate all instructional personnel in the vocational education program.
7. Make recommendations for long-term adjustments, changes, additions, and deletions in the career ~~vocational~~ and technical education program to meet changing job trends and needs.
8. Assist in the recruitment and screening of vocational teachers.

9. Maintain and inventory CTE equipment as listed in the Equipment Management Tracking System (EMTS).

H. Employment: This position shall be approved for one hundred percent (100 %) employment for the above stated responsibilities.

I. Reimbursement: This position shall be considered as an administrative position and shall be reimbursed from vocational funds according to State Board of Education Policy 9205~~DFBC-5~~, ~~Revenues (Vocational Education)~~.

~~J. Approval: The approval of this position shall be made jointly by the Bureau Director for Instructional Development, the Vocational Administrative Team, and the Associate State Superintendent for Vocational Education.~~

JK. Qualifications: The recruitment and selection of CTE ~~vocational~~ administrators shall be the responsibility of the local educational agency and shall conform with licensure requirements and the primary responsibilities in section G.

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OFFICE OF CAREER AND TECHNICAL EDUCATION

- 18I. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 8403—Assignment Schedule of Local Vocational Personnel

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the Assignment Schedule of Local Vocational Personnel policy are proposed:

- Insert correct policy title.
- Remove outdated language and insert correct language.

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: Personnel Assignment Schedule of Local <u>CTE</u> Personnel	CODE: 8403
ADOPTION DATE: June 21, 1991	REVISION: June 19, 1998 <u>November 18, 2011</u>

STATE BOARD POLICY

Assignment Schedule of Local CTE ~~Vocational~~ Personnel

The Office of Career ~~Vocational~~ and Technical Education shall be responsible for collecting and monitoring the assignment schedule of local vocational personnel to insure that the following requirements are met:

A. Minimum Vocational Enrollment

All classes, on a per teacher basis, should have at least an average current year enrollment of ten (10) vocational-technical students. This also applies to multi-teacher departments on a per teacher basis.

B. Teacher Assignment (Secondary Instructors)

A minimum of a full-time teacher assignment for vocational activities shall be required for one hundred percent (100%) vocational employment. Any instructor not carrying a full-time teaching assignment for vocational activities shall have their percent of vocational employment adjusted proportionately.

C. Contact Hours (Community/Junior College Instructors)

A minimum of twenty (20) student-contact (instructional) hours shall be required for the community/junior college instructor to qualify for one hundred percent (100%) vocational employment. Any instructor not carrying a twenty (20) contact-hour workload during the preceding semester, and not carrying a twenty (20) contact-hour load during the current semester, shall have their vocational employment percentage reduced to one twentieth (1/20) of the one hundred percent (100%) vocational time reimbursement scale for each contact hour less than twenty (20).

D. Extended Contracts (Secondary Institutions)

MS Code 37-31-13 authorizes reimbursement to school districts for extended contracts for ~~vocational~~ agricultural education ~~teachers~~ services and other career related ~~vocational~~ ~~education services which~~ teachers who contribute to economic development. Administrators

and counselors are not eligible. The expenditures are subject to approval by the Mississippi Board of Education with the funding level established by the state legislature.

E. Ten to Twelve Month Employment

CTE ~~Vocational~~ instructors and counselors employed on a ten to twelve (10 to 12) month basis and administrators must be engaged in activities directly related to their CTE ~~vocational~~ program during the summer months in order to qualify for reimbursement. Violation of this policy will result in personnel being reimbursed on reduced contracts. An itinerary summary of activities and responsibilities of all CTE ~~vocational~~ personnel employed during the summer months (over 10 months) shall be on file in each school district.

F. Educational Leave

Educational leave time for twelve (12) month reimbursed CTE ~~vocational~~ personnel shall be restricted to six (6) weeks per year for the purpose of securing or maintaining minimum certification and licensing requirements.

G. Conference/Meeting Scheduling

Conference/Meetings which require teachers to be absent from the scheduled lab/classroom activities shall not be held except where activities involve student organizations. Local CTE ~~vocational~~ personnel are expected to attend called CTE ~~vocational~~ conferences and workshops that affect their employment.

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OFFICE OF CAREER AND TECHNICAL EDUCATION

- 18J. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 8500—Certification of Basic Skills Training and/or Retraining for Tax Credit

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the Certification of Basic Skills Training and/or Retraining for Tax Credit policy are proposed:

- Insert correct policy title.
- Remove outdated language and insert correct language.
- Change the legal reference to the policy.

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: <u>Certification of Vocational, Basic Skills Training and/or Retraining for Tax Credit</u>	CODE: 8500
ADOPTION DATE: November 17, 1989	REVISION: <u>November 18, 2011</u>

STATE BOARD POLICY

Certification of Basic Skills Training and/or Retraining for Tax Credit

The local community or junior college that serves the employer ~~State Department of Education~~ will certify employers as eligible for tax credit if they provide for their employees basic skills training or retraining as prescribed by this law.

Administration procedures for the certification program will be developed by the **appropriate community or junior college** ~~State Department of Education~~ to ensure proper training is accomplished. These procedures will be in accordance with the requirements of the law and the policies of **such community or junior college that serves the employer** ~~the State Board of Education~~.

Legal Reference: **57-73-25** ~~SB 2925 Section 13 (Economic Development Act of 1989)~~

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OFFICE OF CAREER AND TECHNICAL EDUCATION

- 18K. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 8801—Acquisition and Accountability of Vocatonal Instructional Equipment

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the Acquisition and Accountability of Instructional Equipment policy are proposed:

- Insert correct policy title.
- Insert language to clarify the recovery of funds for unsatisfactory equipment accountability.

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: Acquisition and Accountability of <u>CTE</u> Instructional Equipment	CODE: 8801
ADOPTION DATE: June 25, 1985	REVISION: August 20, 1999 <u>November 18, 2011</u>

STATE BOARD POLICY

Acquisition and Accountability of CTE Instructional Equipment

The Office of Career ~~Vocational~~ and Technical Education shall develop and maintain a management and control system for capitalized equipment that shall include guidelines and procedures in the areas of record maintenance, equipment tracking, acquisition, and warehousing. Equipment purchased with CTE ~~vocational~~ funds shall become the property of the local educational agency. Equipment for CTE ~~vocational~~ education shall be approved for lease, purchase, or transfer to a local educational agency only for a specific training program or support program for career and technical ~~vocational~~ education. All basic equipment necessary to initiate an approved training program may be considered for approval for purchase, lease, or transfer. Any use of CTE ~~vocational~~ equipment for other than its approved intended purposes shall be prohibited. An agreement specifying the responsibilities of both parties must be signed by the local educational agency and the State Board of Education prior to the request for any equipment by the local educational agency. This agreement shall be maintained on a permanent file by both parties. Local educational agencies shall request reimbursement for expenditures of equipment according to established procedures. The local educational agency shall follow procedures for maintaining a correct, current and complete inventory control system for all capitalized equipment, and for any disposition of equipment to include transfer, salvage, and abandonment.

The local educational agency shall be responsible for the equipment as agreed upon in the signed equipment agreement. All items shall be inventoried according to the Mississippi Department of Audit's guidelines. Any removal or diversion to other purposes must have prior approval from the Office of Career ~~Vocational~~ and Technical Education. All equipment which is no longer being utilized for its approved purpose shall be approved for transfer or disposal by the Office of Career ~~Vocational~~ and Technical Education. The LEAs master inventory shall consist of all items which have a purchase price of \$500 or more, and any other items specified by the state auditor. All items will be listed according to the district, school, and approved program. The Office of Career ~~Vocational~~ and Technical Education shall maintain a master equipment tracking system of each item. The local educational agency shall replace lost or broken items. The local educational agency shall have the sole responsibility of all items inventoried as per the state auditor. The Office of Career ~~Vocational~~ and Technical Education shall assist local educational agencies in replacement of obsolete, stolen, burned, and worn-out equipment according to policies and procedures.

A warehouse for career ~~vocational~~ education equipment not in use shall be operated under the direct

supervision and guidelines of the equipment section of the State Department of Education/Office of **Career Vocational** and Technical Education. The major functions within the warehouse shall be for the purpose of depositing, storing, and releasing appropriate items of instructional equipment to local educational agencies for use in approved **career vocational** and technical programs.

The Office of **Career Vocational** and Technical Education will coordinate inventory audits with the Mississippi Department of Audit, to annually conduct on-site physical inventories of the local educational agencies where equipment has been purchased with **CTE vocational** funds. The inventory process shall include identifying, and locating all **CTE vocational** equipment. Local educational agencies shall have thirty (30) days to respond to the written notification from the Office of **Career Vocational** and Technical Education concerning the findings of the inventory. Missing items shall be handled according to established procedure guidelines. An inventory follow-up will be conducted to finalize negotiations and disposition. Funds shall be recovered for the state on **items of equipment for which satisfactory accounting cannot be made.**

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- 18L. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 9000—Vocational Licensure

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the Vocational Licensure policy are proposed:

- Insert correct policy title.
- Remove outdated language and insert correct language.

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: <u>CTE</u> Vocational Licensure	CODE: 9000
ADOPTION DATE: May 18, 2001	REVISION: <u>November 18, 2011</u>

STATE BOARD POLICY

Career and Technical Education (CTE) ~~Vocational~~ Licensure

All local **career** ~~vocational~~ and technical personnel shall be ~~vocational~~ licensed in accordance with established requirements. Secondary **CTE** ~~vocational~~ licensure shall be established through a secondary licensure process and administered through the Office of Educator Licensure. Postsecondary **requirements** ~~licensure~~ shall be established through a postsecondary ~~licensure~~ process and administered by the **MS Community College Board** ~~Office of Educator Licensure~~.

Legal Reference: MS Code Section 37-31-205 (1)(e)

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- 18M. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 9202—Local Reimbursable Expense Items – Construction

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the Local Reimbursable Expense Items – Construction policy are proposed:

- Insert correct policy title and program name.
- Insert language that defines a vocational center.

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: Local Reimbursablement Reimbursable Expense Items-Construction	CODE: 9202
ADOPTION DATE: June 21, 1991	REVISION: May 18, 2001 <u>November 18, 2011</u>

STATE BOARD POLICY

Local Reimbursable Expense Items - Construction

A. CTE Vocational Funds

The Office of Career Vocational and Technical Education may reimburse up to fifty percent (50%) of the cost from federal funds for construction and/or remodeling under State Board of Education approved plans for a complex designated as a CTE vocational center (a minimum of five {5} programs or more) if funds are available.

B. Other Special Funds

The Office of Career Vocational and Technical Education may reimburse up to the allowable fund limits for construction and/or remodeling under State Board of Education approved plans for a complex designated as a vocational center. Other facilities may be remodeled or renovated to house special programs provided prior written approval is obtained and not restricted by funding regulation. This funding is limited to availability of funds.

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OFFICE OF CAREER AND TECHNICAL EDUCATION

- 18N. Approval to begin the Administrative Procedures Act process: To revise State Board Policy 9205--Revenues

Executive Summary

In response to a review of the State Board Policies by the Office of Career and Technical Education, the following revisions to the Revenues policy are proposed:

- Insert correct policy title and program name.
- Insert language that defines vocational directors and assistant directors.
- Remove outdated language and insert correct language.

Note: Proposed language is underlined in bold. Current language to be deleted is indicated by strikethrough.

Recommendation: Approval

Back-up material attached

DESCRIPTOR TERM: <u>CTE Revenues</u> (VOCATIONAL EDUCATION)	CODE: 9205
ADOPTION DATE: July 17, 1992	REVISION: May 18, 2001 April 17, 2009 <u>November 18, 2011</u>

STATE BOARD POLICY

CTE Revenues ~~Local Reimbursable Expense Items – Salaries~~

The Office of ~~Career Vocational~~ and Technical Education shall reimburse local public secondary and community/junior college school districts and certain state institutions for specific approved salary expenses necessary for the provisions of ~~career vocational~~ and technical education according to the following, unless limited by law, appropriations language or insufficient funds.

A. Vocational Non-Project Funds

The Office of ~~Career Vocational~~ and Technical Education will participate in the reimbursement of salaries of approved ongoing ~~career vocational~~ and technical instructors, counselors, and administrators who are employed by a local public secondary or community/junior college and special state institutions in a State Board of Education approved program and/or complex.

1. Public Secondary Institutions

- a. Forty-nine percent (49%) of the actual salary or of the secondary ~~CTE vocational~~ salary schedule (whichever is the least) for 9.25 to 10 months' employment (187 to 200 Duty Days) for skill program instructors, diversified technology instructors, and ~~CTE vocational~~ center counselors as approved by the Office of ~~Career Vocational~~ and Technical Education.
- b. Forty percent (40%) of the actual salary or of the secondary ~~CTE vocational~~ salary schedule (whichever is least) for 9.25 to 10 months' employment (187 to 200 Duty Days) for discovery program instructors, and Family & Consumer Sciences program instructors and Other Programs as approved by the Office of ~~Career Vocational~~ and Technical Education.
- c. Twenty percent (20%) of the actual salary or of the secondary ~~CTE vocational~~ salary schedule (whichever is the least) for 9.25 to 10 months' employment (187 to 200 Duty Days) for enrichment program instructors as approved by the Office of ~~Career Vocational~~ and Technical Education.

d. One hundred percent (100%) of the actual salary or of the secondary **CTE** ~~vocational~~ salary schedule (whichever is the least) for 10 months' employment (200 Duty Days) for **CTE** ~~vocational~~ directors and assistant directors **that oversee a minimum of five occupational skills program** as approved by the Office of **Career** ~~Vocational~~ and Technical Education.

e. Forty-nine percent (49%) of the actual salary or of the secondary **CTE** ~~vocational~~ salary schedule extended forty (40) days in compliance with MS Code 37-31-13 for secondary **CTE** ~~vocational~~ programs that contribute to economic development.

2. Public Community/Junior College Institutions

a. Eighty-nine percent (89%) of the actual salary or of the community/junior college **CTE** ~~vocational~~ salary schedule (whichever is the least) for secondary, postsecondary, and long-term adult instructors and counselors for 9 to 12 months' employment (180 to 240 Duty Days) as approved by the Office of **Career** ~~Vocational~~ and Technical Education.

b. Eighty-nine percent (89%) of the actual salary of the community/junior college **CTE** ~~vocational~~ salary schedule (whichever is the least) for **CTE** ~~vocational~~ administrators for 12 months' employment (240 Duty Days) as approved by the Office of **Career** ~~Vocational~~ and Technical Education.

3. Certain State Institutions

a. Department of Corrections - The Office of **Career** ~~Vocational~~ and Technical Education will participate in salary reimbursement of approved **CTE** ~~vocational~~ instructors, **CTE** ~~vocational~~ counselors, and **CTE** ~~vocational~~ administrators on eighty-nine percent (89%) of the actual salary or the community/junior college salary schedule (whichever is the least) for 12 months' employment (240 Duty Days).

b. State School for the Deaf, State School for the Blind, and Youth Detention Schools - The Office of **Career** ~~Vocational~~ and Technical Education will participate in salary reimbursement of approved **CTE** ~~vocational~~ instructors, **CTE** ~~vocational~~ counselors, and **CTE** ~~vocational~~ administrators at one hundred percent (100%) of the actual salary or secondary **CTE** ~~vocational~~ salary schedule (whichever is the least) extended up to 12 months' employment (240 Duty Days).

4. Public Secondary, Public Community/Junior College, and Certain State Institutions

- a. One hundred percent (100%) of the salary for the instructor in an Office of **Career Vocational** and Technical Education approved part-time adult class not to exceed State Board set rates for actual instruction time.
- b. Full-time instructional personnel employed in the teaching of short-term adult classes will be funded at the option of the Office of **Career Vocational** and Technical Education under the preceding A.1.a. or A.2.a. with the option of an eighty-nine percent (89%) plus or minus limitation on either.

B. CTE Vocational Project Funds

1. Public Secondary Institutions

- a. Eighty-five percent (85%) Carl Perkins III funds limited to fifty percent (50%) of the actual salary or of the **MS Adequate Education Program (MAEP)** salary schedule extended (whichever is the least) for instructors and counselors.
- b. Special funds limited to one hundred percent (100%) of the actual salary or of the **MS Adequate Education Program (MAEP)** salary schedule extended (whichever is the least) for instructors, special personnel, and counselors.

2. Public Community/Junior College Institutions

- a. Eighty-five percent (85%) Carl Perkins III funds limited to one hundred percent (100%) of the actual salary or of the **MS Adequate Education Program (MAEP)** salary schedule extended (whichever is the least) for instructors and counselors.
- b. Special funds limited to one hundred percent (100%) of the actual salary or of the **MS Adequate Education Program (MAEP)** salary schedule extended (whichever is the least) for instructors, special personnel, and counselors.
- ~~c. Tech Prep federal funds limited to one hundred percent (100%) of the actual salary or of the Minimum Program salary schedule extended (whichever is the least) for tech prep coordinators with a limitation of no more than forty percent (40%) of the total project to be expended for this purpose. The maximum allowable reimbursement for tech prep coordinators' support staff salaries can be no more than \$6,000.~~

C. Special Funds

Special project personnel approved and funded by funds administered by the Office of **Career Vocational** and Technical Education in all institutions may be reimbursed one hundred percent (100%) not to exceed those of like positions not funded by the special funds for that school district unless restricted by funding regulations.

Legal Reference: MS Code 37-31-11; ~~Current Draft~~ State Plan for Career Vocational and Technical Education (2008-2013~~1999-2003~~) as submitted to USOE under Public Law 105-332 Sec. 122(c)(1-21)