

OFFICE OF CHIEF ACADEMIC OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
October 19, 2023

OFFICE OF CAREER AND TECHNICAL EDUCATION

- G. Approval to begin the Administrative Procedures Act process: To revise the following State Board policies related to Career and Technical Education (CTE)

Background Information: In accordance with Miss. Code Ann. § 25-43-3.114 which requires an agency to review all of its rules at least every five years to determine whether any rule should be repealed, amended, or a new rule adopted, the Office of Career and Technical Education (OCTE) proposes revisions to the following State Board policies.

1. Mississippi Admin. Code 7-3: Chapter 84, Rule 84.12 – New Program Approval for Career and Technical Ongoing Programs
2. Mississippi Admin. Code 7-3: Chapter 84, Rule 84.17 – Statistical Data
3. Mississippi Admin. Code 7-3: Chapter 85, Rule 85.2 – Allocation of Career and Technical Education Plan Funds
4. Mississippi Admin. Code 7-3: Chapter 85, Rule 85.4 – Maximum Reimbursement Salary Schedule
5. Mississippi Admin. Code 7-3: Chapter 94, Rule 94.1 – Local Reimbursement Expense Items

Recommendation: Approval

Back-up material attached

Chapter 84: Vocational, General Administration (Career and Technical Education)

Rule 84.12 New Program Approval for 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 education agency. The Office of Career and Technical Education shall establish written procedures for approving new programs. The Office of Career and Technical Education shall receive documented requests from the local educational agencies and make program approval determinations based on these criteria:

1. 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 Career and Technical Education shall give high priority to these approvals.
2. 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 Career and Technical Education shall give high priority to these approvals.
3. ~~Career and Computer Discovery programs will be discontinued at the end of the 2011-2012 school year. Career Discovery programs will be replaced by Information and Communication Technology is discontinued at the end of the 2021-2022 school year. Cyber Foundations I and Cyber Foundations II will replace Career Discovery programs. Technology (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 (ICT) II. Technology Foundations and Information and Communications Technology (ICT) II. Technology Foundations and ICT II (8th grade) exposes students to a multimedia environment and fundamental computer skills. Cyber Foundations I (6th-7th grade) introduces students to career opportunities and the skills needed for various career paths. Cyber Foundation II (7th-8th grade) exposes students to a multimedia environment and fundamental computer skills. Technology Discovery programs will be discontinued at the end of the 2013-2014 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. Computer Science and Engineering (CSE) will replace Science Technology Engineering Mathematics (STEM) by at the end of the school year 2020-2021. CSE (Offered 7-12, recommended, 8th or 9th grade) enables students to explore technology resources, processes, and systems that lead to enhanced career development and advanced education. Cyber Foundations I and II and Computer Science and Engineering ICT I, ICT II, Technology Foundations, and STEM are designed to be delivered in lower grades with approval from the Office of Career and Technical Education.~~

4. Enrichment program approval shall require a current assessment which documents student supply, plan for equipment, facilities, and instruction, program support, and other pertinent data. The Office of Career and Technical Education shall give minimal priority to these approvals.
5. Administrative support approval for one (1) required career center director per center shall be made on agreed request. Additional 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 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 Career and Technical education shall give minimal priority to additional administrative positions and non-vocational career center position approvals.
6. Guidance support approval for one (1) required career center counselor shall be made on agreed request. Additional career counselor approvals shall require a current needs assessment which documents and excessive demand for guidance services that cannot be reasonably expected to be performed by one (1) counselor. The Office of Career and Technical Education shall give minimal priority to additional counselor position approvals.
7. 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.

Source: *Miss. Code Ann. §§ 37-31-103, 37-1-3* (Revised ~~11/2011~~ 10/2023)

Chapter 84: Vocational, General Administration (Career and Technical Education)

Rule 84.12 New Program Approval for 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 education agency. The Office of Career and Technical Education shall establish written procedures for approving new programs. The Office of Career and Technical Education shall receive documented requests from the local educational agencies and make program approval determinations based on these criteria:

1. 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 Career and Technical Education shall give high priority to these approvals.
2. 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 Career and Technical Education shall give high priority to these approvals.
3. Information and Communication Technology is discontinued at the end of the 2021-2022 school year. Cyber Foundations I and Cyber Foundations II will replace Career Discovery programs. Cyber Foundations I (6th-7th grade) introduces students to career opportunities and the skills needed for various career paths. Cyber Foundation II (7th-8th grade) exposes students to a multimedia environment and fundamental computer skills. Computer Science and Engineering (CSE) will replace Science Technology Engineering Mathematics (STEM) by at the end of the school year 2020-2021. CSE (Offered 7-12, recommended, 8th or 9th grade) enables students to explore technology resources, processes, and systems that lead to enhanced career development and advanced education. Cyber Foundations I and II and Computer Science and Engineering are designed to be delivered in lower grades with approval from the Office of Career and Technical Education.
4. Enrichment program approval shall require a current assessment which documents student supply, plan for equipment, facilities, and instruction, program support, and other pertinent data. The Office of Career and Technical Education shall give minimal priority to these approvals.
5. Administrative support approval for one (1) required career center director per center shall be made on agreed request. Additional 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 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 Career and Technical education shall give minimal

priority to additional administrative positions and non-vocational career center position approvals.

6. Guidance support approval for one (1) required career center counselor shall be made on agreed request. Additional career counselor approvals shall require a current needs assessment which documents and excessive demand for guidance services that cannot be reasonably expected to be performed by one (1) counselor. The Office of Career and Technical Education shall give minimal priority to additional counselor position approvals.
7. 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.

Source: *Miss Code Ann.* §§ 37-31-103, 37-1-3 (Revised 10/2023)

Chapter 84: Vocational, General Administration (Career and Technical Education)

Rule 84.17 Statistical Data. The State Board of Education shall require the local school districts to collect and maintain a data base on student and financial information and to submit enrollment, follow-up and other pertinent data on reimbursed programs and activities. This data may include, but is not limited to, the following ~~types of data~~:

1. student data (including information concerning race, sex, and disability)
2. programs
3. program completers and leavers
4. placement and follow-up
5. staff
6. facilities
7. expenditures
8. performance indicators

The Office of Career and Technical Education shall modify the data system and collection items with prior notice to the local educational agencies when necessary to meet federal, state, and /or management needs.

Source: *Public Law* ~~105-332-116-16, Title I Part A, Sec. 113(a), Sec. 114(b) (2), Sec. 112 (a) (3) (C), Sec. 122 (e) (b)~~, *Miss. Code Ann. § 37-1-3* (Revised ~~10/2011~~ 10/2023)

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1. student data (including information concerning race, sex, and disability)
2. programs
3. program completers and leavers
4. placement and follow-up
5. staff
6. facilities
7. expenditures
8. performance indicators

The Office of Career and Technical Education shall modify the data system and collection items with prior notice to the local educational agencies when necessary to meet federal, state, and /or management needs.

Source: *Public Law 116-16, Sec. 113, Miss. Code Ann. § 37-1-3* (Revised 10/2023)

Chapter 85: Vocational, Annual Operating Budget (Career and Technical Education)

Rule 85.2 Allocation of Career and Technical Education Plan Funds. 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 career and technical education on file with the Office of 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 (85% ~~Title II~~- Carl Perkins) to local educational agencies as required by federal statutes. The Office of 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 ~~determine~~ ~~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 ~~three~~ (3) years.
2. Counties that have 20% or more of their families below the poverty level.

The Office of 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 ~~Title H~~-Carl Perkins funds.

Funds (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 (~~Title II~~-Carl Perkins) allocated to local educational agencies for 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 (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 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 start of~~ 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.

Source: *Public Law ~~101—392~~ 116-6, Sec. 112, Sec. 134, Miss. Code Ann. § 37-1-3* (Revised ~~11/2011~~ 10/2023)

Chapter 85: Vocational, Annual Operating Budget (Career and Technical Education)

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The State Board shall use a formula in allocating federal vocational funds (85% Carl Perkins) to local educational agencies as required by federal statutes. The Office of 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 determine 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 three (3) years.
2. Counties that have 20% or more of their families below the poverty level.

The Office of Career and Technical Education shall be responsible for making this determination for the State Board and for the allocation of Carl Perkins funds and for targeting Carl Perkins funds.

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

Funds (Carl Perkins) allocated to local educational agencies for nontraditional services shall be awarded on an RFP project basis.

Funds (1% 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 (state and federal) allocated to local educational agencies for vocational adult short-term programs shall be distributed on a class request basis.

Funds (state vocational) allocated to local educational agencies for support of ongoing programs shall be continuous unless notification is given prior to the start of 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.

Source: *Public Law 116-6, Sec. 112, Sec. 134, Miss. Code Ann. § 37-1-3* (Revised 10/2023)

Chapter 85: Vocational, Annual Operating Budget (Career and Technical Education)

Rule 85.4 Maximum Reimbursement Salary Schedule. The Office of ~~Vocational Career~~ and Technical Education shall establish annually a maximum reimbursement secondary vocational salary schedule and a maximum reimbursement community/junior college vocational salary schedule. The maximum reimbursement secondary vocational salary schedule shall be based on the minimum program salary schedule extended to 10 months. The Office of ~~Vocational Career~~ and Technical Education may adjust this schedule downward when sufficient funds are not appropriated for this expense item.

The maximum reimbursement community/junior college vocational salary schedule shall be based on the past year's established schedule expanded by appropriations for this purpose for the current year.

Source: *Miss. Code Ann. §§ 37-31-13, 37-1-3* (Revised ~~5/2001~~ 10/2023)

Chapter 85: Vocational, Annual Operating Budget (Career and Technical Education)

Rule 85.4 Maximum Reimbursement Salary Schedule. The Office of Career and Technical Education shall establish annually a maximum reimbursement secondary vocational salary schedule and a maximum reimbursement community/junior college vocational salary schedule. The maximum reimbursement secondary vocational salary schedule shall be based on the minimum program salary schedule extended to 10 months. The Office of Career and Technical Education may adjust this schedule downward when sufficient funds are not appropriated for this expense item.

The maximum reimbursement community/junior college vocational salary schedule shall be based on the past year's established schedule expanded by appropriations for this purpose for the current year.

Source: *Miss Code Ann. §§ 37-31-13, 37-1-3* (Revised 10/2023)

Chapter 94: Vocational Revenues

Rule 94.1 Local Reimbursable Expense Items. The Office of Career and Technical Education shall reimburse local public secondary ~~school districts~~ and community/junior college ~~school districts~~ and certain state institutions for specific approved equipment, supplies, and other expenses necessary for the provisions of career and technical education.

1. Equipment

a. CTE Funds

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

b. Other Special Funds

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

2. Supplies

a. CTE Funds

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

b. State Industrial Projects Funds

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

c. Other Special Funds

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

3. Other Expenses

Special Projects 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~~ IV, Student ~~Services 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 program by the local educational agency.

Source: *Public Law 116-6, Sec. 122e(1)-(A)-(L), 135, Miss. Code Ann. § 37-1-3* (Revised ~~11/2011~~ 10/2023)

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1. Equipment

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

b. Other Special Funds

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

2. Supplies

a. CTE Funds

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

b. State Industrial Projects Funds

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

c. Other Special Funds

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

3. Other Expenses

Special Projects 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 IV, Student 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 program by the local educational agency.

Source: *Public Law 116-6, Sec. 122, 135, Miss. Code Ann. § 37-1-3* (Revised 10/2023)