

**Wyoming State Board of Vocational Education Minutes**  
**April 16, 2010**  
**Goshen County School District No. 1 Board Room**

Wyoming State Board of Vocational Education Members present: Phil Orton, Norine Kasperik, Jan Torres, Bill Anthony, Sandra Barton, Mike Hejtmanek, Larry McGarvin, Dana Mann-Tavegia, and Joe Reichardt

Wyoming State Board of Vocational Education Members absent: Matt Garland, Pam Anderson, Jim McBride, and Jim Rose

Also present: Joe Simpson, Wyoming Department of Education (WDE); Teresa Canjar, WDE; John Shumway, Attorney General's Office; Teri Wigert, WDE; Tom Martin, WDE; Joe Baker, WDE; and Linda Scott, WDE

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**CALL TO ORDER**

Chairwoman Sandra Barton called the meeting to order at 12:30 p.m.

Roll call was conducted and it was determined there was a quorum.

**APPROVAL OF MINUTES**

Minutes from the November 19, 2008, State Board of Vocational Education meeting held at the Hilton Garden Inn in Casper were presented for approval.

Bill Anthony moved that the minutes be approved, seconded by Dana Mann-Tavegia. Motion carried unanimously.

**INTRODUCTION**

Teri Wigert, Career Technical Education State Director introduced her team.

T. Wigert reviewed the documents in the packet. The first document was a summary which contained the federal government's findings and report to the Department of Education along with our response; the second document was the full final report from the United States Department of Education; the third document was our full projected response to the Department of Education; the fourth document was the required revisions we suggest be made to our 5-Year State Plan; and the last document was topics for presentation at future Wyoming State Board of Vocational Education meetings.

**2008 OVAE MONITORING REPORT AND WYOMING'S RESPONSE**

T. Wigert reviewed the summary document. It contained findings from the Office of Vocational and Adult Education's monitoring of the Wyoming Department of Education's Perkins Programs. This five day monitoring was conducted in November of 2008. The purpose of the visit was to look at all our programs and "point us in the right direction if we were off course"; a continuous improvement process. During their visit they also monitored five high schools and one community college to evaluate programs and how funds were expended.

There were five findings and those were cited in a report dated July 27, 2009. The findings occurred in three areas: one in Administration, one in Finance, and three in Accountability.

The first finding was based upon who is Wyoming's eligible agency. The eligible agency is the entity that supervises and administers the Perkins Program. The Department of Education has historically been the eligible agency to receive the funds. The monitoring team deducted that the Wyoming State Board of Vocational Education should be designated as the eligible agency after looking at two State Statutes 21-2-202 which describes the duties of the State Superintendent and 21-2-307 which describes the duties of the State Board of Education. The statutes are completely void of language saying the Wyoming State Board of Vocational Education is the entity that should oversee Perkins. The OVAE finding says the Wyoming State Board of Vocational Education failed to properly execute its responsibilities, they delegated its entire authority to the Department of Education, and they failed to properly serve as Wyoming's eligible agency. T. Wigert reiterated that the Board could not have known they were negligent in carrying out these duties, nor did the Department intentionally overstep its authority or try to subsume responsibilities from the Board and carry out duties they were not entitled to carry out.

T. Wigert then deferred to Chairwoman Sandra Barton to explain about the four duties the monitoring team stated cannot be delegated to the Department. Chair Barton referred to the bullets on page 2 of the report. These bullet items need to be corrected in order to assure we are in compliance with receiving the federal funds. The bullets are as follows:

- Coordinating the development, submission, and implementation of the state plan;
- Consulting with the Governor and appropriate agencies, groups, and individuals;
- Convening and meeting as an eligible agency (consistent with state law and procedure for the conduct of such meetings) at least four times within a program year or annually;
- Adopting procedures necessary to implement State-level coordination in administering the plan.
- All other responsibilities, other than the four above, are delegated to the Wyoming Department of Education.

Chair Barton stated this will be an opportunity for us to look at how we are handling current technical education and vocational education. She welcomed discussion on moving towards a recommendation on how we handle and proceed with these bullet items.

Chair Barton stated a subcommittee would be developed from this Board to oversee and make sure these four bullets are completed. The subcommittee will be Chair Barton, Dana Mann-Tavegia, Jan Torres and Mike Hejtmanek. The committee will report back at the next meetings for a final recommendation in September, 2010.

Teri reiterated a confirmation or affirmation has not been received from the US Department of Education on the Wyoming Department of Education's response to the findings.

Bill Anthony suggested from now on this group meets as both Boards at every meeting. Chair Barton agreed and the Wyoming Board of Vocational Education will meet each time the Wyoming Board of Education meets.

T. Wigert said they are enthused about the opportunity to present, share information, and work together on topics the Board have asked about at every meeting. Chair Barton asked the Board to look at the topics for the June meeting; she would like to talk about where career technical education is going and get a vision on what is the future of CTE.

Tom Martin addressed finding number one under Program Finance which states Wyoming permitted eligible recipients to exceed the five (5) percent maximum of funds allowable for local administration under Perkins IV.

Joe Baker stated this result is because the accounting was aggregated and it looked like districts had used more than 5 percent for administrative costs. WDE called the districts and they made the adjustments reflected in the chart. To prevent that from happening again, we've brought it to their attention during visits and have written the operation guidelines in the handbook. Our new grant management system (E-Grant) will throw an error if they fill out the application incorrectly in the future.

There were no findings in Local Applications and Special Populations.

There were three findings in Accountability.

The first finding stated Wyoming's data collection system fails to ensure that the data reported to the eligible agency from the LEAs and the data the eligible agency reports to the Secretary are complete, accurate, and reliable.

Linda Scott explained we have a data collection system that collects data on all our concentrators which are students in their third semester of a program or are completing. Wyoming has small school districts and according to the FERPA rules there are certain regulations on how you can report data less than ten students. Some data can't be reported because of confidentiality situations, so in our Consolidated Annual Report (CAR), we have to enter zeros in the smaller districts and that is what they questioned. The explanation was accepted.

The second finding stated Wyoming failed to ensure that eligible recipients review their performance data to identify and quantify any disparities or gaps in performance among students and disaggregated categories of students.

Joe Baker stated this finding is related to finding number one. As you review their data and if there is small numbers, you can't report their performance. To counter that number, districts have to look at their data over two years then analyze it for disparities of performance among groups and then address those issues.

The third finding stated Wyoming failed to monitor eligible recipient's progress in meeting its Perkins performance goals as a part of its statewide monitoring process.

Tom Martin stated in our response to the federal government, our formal monitoring document would be submitted. There will be a workshop with the districts and colleges in the future to review this process with them.

The Board asked why they hadn't seen this report sooner since it was received in July, 2009. T. Wigert responded by saying we had the data, knew we had to respond within 30 days, and knew it was information the Board needed. We had two opportunities to bring this to the Board and missed both of those. The administration knew it was important, but there were conflicting demands on the Board's agendas. The CTE staff crafted our proposed response and decided to wait and see whether it was acceptable to OVAE and when we received additional information then we would bring it to the Board. We could have been sent it out, but we felt it wasn't self-explanatory and wanted to discuss it face to face.

Chairwoman Sandra Barton strongly stated that anytime there is correspondence/conversation which involves the State Board of Vocational Education, the Executive Committee be notified immediately so they can respond as a State Board in a timely manner.

There was a brief discussion about the Work Readiness Certificate Program. The Board asked for examples of the certificates so they can become familiar with them.

### **APPROVE 2010 MODIFICATION TO WDE 5-YEAR PLAN**

Linda Scott explained that each year before we can get our Perkins allocation for the basic grant, we have to review the State Plan and make any revisions/changes. The first change is 2.S.1. of our performance indicator levels that we have to meet with the State. We have been developing technical skills attainment assessments for programs of study for the last two years and this year we are completing three of them. Pilots have been developed and will be online for our end of year assessment. They are agriculture, food, natural resources, construction and manufacturing.

The second item is a change of definitions to our performance indicator levels. When the State Plan was developed, we had general definitions. As we progressed and collected data, we are requesting changes in some of these definitions and have included a rationale for each change.

Bill Anthony moved to approve the recommended revisions in the 2010 WDE 5-Year Plan, seconded by Mike Hejtmanek. Motion carried unanimously.

### **CONCLUSION**

T. Wigert wrapped up the meeting by stating WDE along with this Board can start accomplishing great things together. It is an opportunity to better utilize the strength and position of the Board to start anew as we conduct career technical education business.

T. Wigert referenced the list of topics in the packet the WDE would like to bring to the Board over time. At future meetings there will be required duties and more broad topics about career technical education in Wyoming.

Phil asked that items needing action be presented at the work session in the future.

### **ADJOURNMENT**

Chairwoman Sandra Barton adjourned the meeting at 2:05 p.m.