

Wyoming Administrative Rules

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Chapter 37: Vocational Education Funding Eligibility

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Wyoming Department of Education

CHAPTER 37
VOCATIONAL EDUCATION FUNDING ELIGIBILITY
AND
ADJUSTMENT TO THE FOUNDATION PROGRAM FORMULA

Section 1. **Authority.**

The State Superintendent of Public Instruction, pursuant to W.S. §21-13-329 and W.S. §21-2-202(a)(xxvi) and W.S. §21-2-202(a)(xxvii) and W.S. §16-3-103 promulgates these rules.

Section 2. **Applicability.**

These rules pertain to vocational education qualification and limitations on funding eligibility; adjustment to foundation program formula.

Section 3. **Definitions.**

(a) "Career-vocational education program" means a program offered in grades nine (9) through twelve (12) consisting of a sequence of three (3) or more vocational courses in an occupational area or career cluster that provides the student with the technical knowledge, skills or proficiencies necessary to obtain employment in current or emerging occupations or to pursue advanced skill training;

(b) "Vocational course" means a course of instruction in career-vocational education programs offered in grades nine (9) through twelve (12) by districts pursuant to W.S. §21-9-101 (b) (i) (J) that is aligned with state content and performance standards prescribed by the state board of education under W.S. §21-2-304 (a) (iii), and is provided by a teacher certified by the Wyoming Professional Teaching Standards Board for the vocational subject area associated with the course;

(c) "Vocational education student" means a student enrolled in grades nine (9), ten (10), eleven (11) or twelve (12) and participating in career-vocational education programs on a full-time equivalency (FTE) basis, as computed in accordance with guidelines established by the state department of education;

(d) "Vocational education teacher" means a teacher certified by the Wyoming Professional Teaching Standards Board to provide instruction at the high school level for vocational education courses comprising career-vocational education programs and is employed by a Wyoming school district for high school career-vocational education program instruction on a full-time equivalency basis (FTE) as computed in accordance with guidelines prescribed by the department of education. Nothing in this paragraph shall

require a district to employ teachers certified for high school vocational education instruction on a full-time basis or to require teachers to teach only high school vocational education courses on a full-time basis.

Section 4. Adjustment.

(a) The adjustment, a weight factor of one and twenty-nine hundredths (1.29), shall be multiplied by each FTE vocational education student for that school for the immediately preceding school year, as computed in accordance with the vocational adjustment into the WDE Form 100, School Funding Worksheet. School districts will be responsible for making FTE counts and providing the counts on the WDE Form 100 to be submitted no later than 30 working days after the close of each fiscal year [WS §21-3-117 (a) (i)];

(b) The amount computed under paragraph (a) of this subsection shall be multiplied by the vocational education amount contained within the teacher salaries and benefits component of the prototypical school model for grades nine (9) through twelve (12), as specified under W.S. §21-13-309 (m) (ii) (C), as recalibrated for the 2001-2002 school year, subject to reallocation limitations imposed by the education resource block grant model for school year 2001-2002;

(c) In addition to the amount computed under paragraph (b) of this subsection for a school, the number of FTE vocational education teachers computed for that school for the immediately preceding school year, as computed by the school district shall be multiplied by the vocational education amount contained within the equipment and supplies component of the prototypical school model for grades nine (9) through twelve (12), as recalibrated for the 2001-2002 school year;

(d) In addition to the amount computed under paragraph (c) of this subsection for vocational education equipment and supplies, an amount shall be computed for that school for vocational education equipment replacement and enhancement by multiplying the number of FTE teachers computed for that school for the preceding school year by an amount within the education resource block grant model which is based upon an adjustment factor for vocational education equipment replacement and enhancement;

(e) The one and twenty-nine hundredths (1.29) weight factor and the number of FTE vocational education teachers for any school shall be increased to the level specified by the education resource block grant model to fund the additional costs necessary to provide a minimum education program within that school. A minimum program quality standard of two (2) shall be applied to each school to the extent prior student participation rates in programs and vocational education equipment and supply amounts provided that school supports the two (2) program minimum standard;

(f) A detailed document that outlines the vocational education adjustment to the education resource block grant model titled "Vocational Education FTE Counts" will be provided to school districts as a guide and information source to follow in submitting data for full time equivalency student and teacher counts. This document is provided as "Attachment A."

Section 5. Data Collection and Expenditure Reporting.

Collection of information necessary to implement and administer W.S. §21-13-329 and W.S. §21-12-105 will be conducted in accordance with W.S. §21-2-202 (xxvi), (xxvii), (xxviii), and (xxix). Baseline programs and course sequences were collected beginning May 15, 2003 using WDE Form 337, Career-Vocational Education Programs Sequence Report. On the WDE Form 100 Worksheet, snapshots were collected on October 1, 2003 and February 1, 2004 and will continue on the corresponding dates each year thereafter. The WDE finance unit will use the WDE Form 100 to annually determine the vocational education adjustment by using the existing average daily membership (ADM) for 9th, 10th, 11th and 12th grades by school, full-time equivalency of vocational students (FTE), and full-time equivalency of certified vocational education teachers. Districts will also enter on WDE Form 601, Annual District Report, expenditures coded to a specific function code that are specifically designated for department of education approved vocational education program courses.

Section 6. Program and Course Identification.

The State Superintendent shall establish criteria and guidelines pursuant to W.S. §21-2-202 (xxvi) and shall annually collect data as stated in Section 5. For the baseline year only [2003], the WDE utilized a statewide review team of experts to recommend the courses and programs for each district that meet the statutory definition for programs and courses. Thereafter, the WDE will work on an annual and district-by-district basis to approve new courses and programs as aligned to career clusters using WDE Form 337. Any disapproved programs or courses may be appealed to the Director of Career Technical and Distance Education. The vocational education program consultant will provide technical assistance to school districts for the development, implementation and approval of new or realigned courses in sequence and programs.

Section 7. Waivers and Incentives.

(a) The State Superintendent shall develop a process and procedures necessary for consideration of district waivers and incentives authorized under W.S. §21-2-202 (xxvii). Waivers shall be submitted for specified instructional and career-vocational education program requirements, including incentives encouraging teacher certification and program course sequencing compliance. Waivers shall be noted on the WDE Form 337. All teacher certification issues must first be filed with the Professional Teaching Standard Board (PTSB). A teacher under a PTSB waiver will only be allowed to teach during the time period specified in the waiver;

(b) The WDE shall encourage teacher certification through various means of recognition of those who have become certified as vocational teachers through the waiver process or programs established by the WDE. Funding for recognition, teacher certification and professional development in vocational education areas shall be pursued and utilized by the WDE as long as the funds can be obtained and budgeted for such purposes.

Section 8. **Vocational Education Grant Program.**

The State Superintendent shall establish a grant program authorized under W.S. §21-12-105, including consideration of prior funds generated by any vocational education programs terminated by the district. Chapter 36 Rules and Regulations on Vocational Education Grant Program apply.

Section 9. **Department of Education Cooperation and Assistance.**

(a) The WDE and school districts shall provide access to all data and other information and shall cooperate with the school finance section of the department of audit as required by W. S. §9-1-513 inclusive of conducting audits and reports as also required by this law. Within thirty (30) days the state superintendent will file a written report to the Department of Audit on behalf of the WDE.

(b) The WDE will assist the state superintendent in implementing W. S. §21-13-329 and school districts with computations necessary to accurately report data and expenditures directed by the law.

(c) The WDE will assist the community college commission with the development and collection of information in such a manner that it relates to and maybe used in conjunction with the information collected and compiled pursuant to 2002 Wyoming Session Laws, Chapter 76, Section 4.

Section 10. **Duties of the State Board of Vocational Education.**

The state board of education acts as the state board of vocational education. In addition to the duties assigned under W.S. §21-2-304, the state board shall review career-vocational education programs offered by school districts to ensure that programs meet the needs of students within the state and are aligned with the state content and performance standards as required by W.S. §21-2-304 (a) (iii).

Section 11. **Duties of Boards of Trustees.**

Each school district shall report annually to the state superintendent on the expenditure of amounts distributed to the district under W.S. §21-3-329. The amounts stated must be broken down by school, and submitted as requested on the required WDE form.