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MEMORANDUM

TO: Members, Utah State Board of Education

FROM: Martell Menlove, Ph.D.
Chief Executive Officer

DATE: March 7, 2014

ACTION: R277-916 *Career and Technical Education Introduction and Work-Based Learning Programs* (Continuation)

Background:

R277-916 *Career and Technical Education Introduction and Work-Based Learning Programs* is due for a five-year review and continuation consistent with the Utah Administrative Rulemaking Act. The rule must be approved for continuation by the Board or it will expire. Staff has reviewed R277-916 and determined that the rule continues to be necessary. Staff does not recommend any changes to the rule at this time.

Key Points:

R277-916 continues to be necessary because it provides standards and procedures for LEAs seeking to qualify for Career and Technical Education Introduction and Work-Based Learning Programs funds administered by the Board.

Anticipated Action:

It is proposed that the Law and Licensing Committee consider approving R277-916 for continuation on first reading, and if approved by the Committee, the Board consider approving R277-916 for continuation on second reading.

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R277. Education, Administration.

R277-916. Career and Technical Education Introduction and Work-Based Learning Programs.

R277-916-1. Definitions.

A. "Board" means the Utah State Board of Education.

B. "CTE Intro" means Career and Technical Education Introduction which is a 7th grade core curriculum course comprised of activities encouraging students to explore college and career opportunities in Agriculture, Business, Family and Consumer Sciences, Health Science, Information Technology, Marketing, Economics, and Technology and Engineering Education. Career development activities are integrated throughout the curriculum. The CTE Intro course is coordinated with the Comprehensive Counseling and Guidance program.

C. "Cone" means a group of schools whose students feed a high school and schools and agencies which interact with the high school.

D. "Geographical Region" means one of the eight Career and Technical Education planning units: Bear River, Wasatch Front North, Wasatch Front South, Mountainland, Uintah Basin, Central, Southeast, and Southwest.

E. "LEA" means a local education agency which includes school boards/public school districts, and charter schools.

F. "USOE" means the Utah State Office of Education.

G. "Weighted Pupil Unit (WPU)" means the unit of measure that is computed in accordance with the Minimum School Program Act for the purpose of determining the costs of a program on a uniform basis for each LEA.

H. "Work-Based Learning" (WBL) means activities that involve teaching students a variety of skills used in business and industry through experiential career development experiences.

R277-916-2. Authority and Purpose.

A. This rule is authorized by Utah Constitution Article X, Section 3 which vests general control and supervision of the public education system in the Board, by Section 53A-15-202 which allows the Board to establish minimum standards for career and technical education programs in the public education system, and Section 53A-17a-113 which directs the Board to distribute specific amounts of funds to LEAs.

B. This rule establishes standards and procedures for LEAs seeking to qualify for Career and Technical Education Introduction and WBL Programs funds administered by the Board.

R277-916-3. Disbursement of Funds - Career and Technical Introduction.

A. CTE Intro funds shall be utilized to update the CTE Intro curriculum, purchase and maintain needed equipment and supplies, field test new CTE Intro program modifications, and provide ongoing professional development for teachers, counselors, and administrators.

B. LEAs shall meet all CTE Intro requirements in order to receive funding.

C. CTE Intro funds shall be allocated to LEAs for approved

schools using a base amount per school.

D. Funds remaining after funds are distributed under Section R277-916-3C, above, shall be distributed based on enrollment in grade 7 to approved schools based on the October 1 enrollment report for the previous year.

E. LEAs shall annually complete a funding application with assurances of each school meeting CTE Intro standards.

F. Personnel from each selected school shall participate in USOE training.

G. LEAs shall receive continued USOE support and funding based on meeting established standards.

H. LEAs shall apply for funding annually.

R277-916-4. Career and Technical Education Introduction - Standards.

A. The Career and Technical Education Introduction funds may be used to:

- (1) update the CTE Intro curriculum;
- (2) update and maintain equipment and supplies, including consumables for the CTE Intro course;
- (3) implement new CTE Intro program modifications; and
- (4) provide support for USOE sponsored professional development activities for teachers, counselors, and administrators.

B. LEAs may qualify for Career and Technical Education Introduction funds consistent with the following:

- (1) CTE Intro program funds shall not be used for personnel costs;
- (2) Schools shall teach 180 days of CTE Intro core curriculum as a stand alone course with distinct credit which includes the components and objectives of Agriculture, Business, Family and Consumer Sciences, Information Technology, Health Science, Marketing, Economics, Technology and Engineering Education, and Career Guidance and Development;
- (3) All CTE Intro teachers and counselors at the schools shall have appropriate licenses and endorsements;
- (4) All CTE Intro team members shall agree to assist in the development and implementation of new CTE Intro activities and materials;
- (5) Schools shall utilize the services of the WBL coordinator, where available, to integrate grade level appropriate work-based learning activities into CTE Intro. Where WBL Coordinators are not available, the CTE Intro team shall plan and provide the WBL activities;
- (6) Schools shall integrate grade level appropriate career development content into the CTE Intro activities and use the services of the counselor in the program;
- (7) The LEA shall utilize the full allocation of funds as provided under R277-916-4. The LEA shall support staff development activities necessary to the Core CTE Intro content as adopted by the Board; and
- (8) All CTE Intro related personnel in the school shall participate fully in evaluating the current program, recommending changes or modifications, pilot testing and implementing new

activities, materials, and resources.

(9) All CTE Intro related personnel in the school shall participate in annual planning and accountability for these funds.

(10) All CTE Intro related personnel shall be part of the CTE Program Approval evaluation every six years.

R277-916-5. Work-Based Learning - Disbursement of Funds.

A. All public elementary, secondary, and postsecondary/adult schools shall be aligned by cone and grouped within the LEA.

B. The proportion of total WBL funding allocated for each participating LEA shall remain the same as the previous year unless the LEA discontinues the program or LEA proportions are adjusted by the Board.

C. State appropriated WBL funds require an equal match of funds provided by participating LEAs.

R277-916-6. Work-Based Learning - Standards.

A. WBL shall be integrated into all levels of the educational delivery system and shall be coordinated within the cones of the LEA and among regions.

B. To be eligible for WBL funds, LEAs shall:

(1) have the program approved by the local board.

(2) employ licensed WBL coordination personnel with salaries/benefits matched by the local recipient of funds.

(3) document that a WBL committee representing all schools within the cone has been created, is functioning effectively and regularly addresses WBL issues.

(4) conduct WBL activities utilizing information from business and industry, administrators, teachers, counselors, parents and students.

(5) develop work-based preparation, participation, and evaluation activities for students and teachers involved in all WBL cone activities.

(6) maintain evidence that WBL components have been integrated and coordinated with elementary career awareness, secondary career exploration, integrated core curriculum activities, CTE Intro and comprehensive guidance and counseling.

(7) maintain evidence of WBL activities developed in coordination with IEP/SEP/SEOP/504 requirements in each cone and all WBL assurances.

(8) require the inclusion of all student groups within the cone in career development and preparation.

(9) demonstrate WBL coordination with employers and with other school/community development activities.

(10) verify sufficient budget for a WBL coordinator, facilities, materials, equipment, and support staff is available.

(11) participate in initial state-sponsored WBL coordination professional development and in periodic ongoing coordination and professional development activities.

(12) require that the WBL team utilize a database system developed by the LEA for the LEA's specific needs.

(13) participate in the CTE Program Approval evaluation every six years.

KEY: public schools, work-based learning programs

Date of Enactment or Last Substantive Amendment: May 8, 2012

Notice of Continuation: [~~May 4, 2009~~] 2014

Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53A-15-202; 53A-17a-113