



**Mississippi Department of Education**

Tom Burnham, Ed.D., State Superintendent of Education

Lynn J. House, Ph.D., Deputy State Superintendent • Instructional Enhancement and Internal Operations

**Office of Career Education and Workforce Development**

Jean Massey • Associate State Superintendent • 601-359-3465 • FAX: 601-359-6619

**TO:** District Superintendents and Secondary Vocational Directors/Contact Persons

**FROM:** <sup>JM</sup> Jean Massey, Associate State Superintendent  
Office of Career and Technical Education

**DATE:** October 21, 2011

**RE:** **Revision of State Board Policies**

The State Board of Education, on October 21, 2011, approved the Office of Career and Technical Education to begin the Administrative Procedures Act Process for the following items:

To revise State Board Policies 8205-9201, 8201, 8204, 8207, 8213, 8302, 8401, 8402, 8403, 8500, 8801, 9000, 9202, 9205

A copy of the policy revisions/deletions can be viewed from the following site:

<http://www.mde.k12.ms.us/vocational/OVTE/>

Written comments must be received by **5:00 p.m. on Tuesday, November 15, 2011** and should be addressed to: **Mrs. Jean Massey, Associate State Superintendent of Career and Technical Education, P.O. Box 771, Jackson MS 39205-0771.**

JM:cjp

**MEMORANDUM #11.096**

*"Quality Education for Every Child"*

Central High School Building • 359 North West Street • P.O. Box 771 • Jackson, MS 39205-0771

DESCRIPTOR TERM:  <b>CTE Revenues</b>	CODE:  <b>9205</b>
ADOPTION DATE:  <b>July 17, 1992</b>	REVISION:  <b>November 18, 2011</b>

**STATE BOARD POLICY**

**CTE Revenues**

The Office of Career 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 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 and Technical Education will participate in the reimbursement of salaries of approved ongoing career 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 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 center counselors as approved by the Office of Career and Technical Education.
- b. Forty percent (40%) of the actual salary or of the secondary CTE 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 and Technical Education.

c. Twenty percent (20%) of the actual salary or of the secondary CTE 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 and Technical Education.

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

e. Forty-nine percent (49%) of the actual salary or of the secondary CTE salary schedule extended forty (40) days in compliance with MS Code 37-31-13 for secondary CTE 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 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 and Technical Education.

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

## 3. Certain State Institutions

a. Department of Corrections - The Office of Career and Technical Education will participate in salary reimbursement of approved CTE instructors, CTE counselors, and CTE 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 and Technical Education will participate in salary reimbursement of approved CTE instructors, CTE counselors, and CTE administrators at one hundred percent (100%) of the actual salary or secondary CTE 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 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 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 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. Special Funds

Special project personnel approved and funded by funds administered by the Office of Career 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; State Plan for Career and Technical Education (2008-2013) as submitted to USOE under Public Law 105-332 Sec. 122(c)(1-21)

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

**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.

~~e. 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)