## MINNESOTA RULES 1988 3505.1000 TECHNICAL INSTITUTE PROGRAMS

## CHAPTER 3505 STATE BOARD OF EDUCATION TECHNICAL INSTITUTE PROGRAMS

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- 3505.0200 [Repealed, 12 SR 2746]
- 3505.0300 [Repealed, 12 SR 2746]
- 3505.0400 [Repealed, 12 SR 2746]
- 3505.0500 [Repealed, 12 SR 2746]
- 3505.0600 [Repealed, 12 SR 2746]
- 3505.0700 [Repealed, 12 SR 2746]
- 3505.0800 [Repealed, 12 SR 2746]

3505.0900 [Repealed, 12 SR 2746]

#### 3505.1000 DEFINITIONS.

[For text of subpart 1, see M.R. 1987]

Subp. 2. [Repealed, 12 SR 2746]

Subp. 3. Authorized local administrator. "Authorized local administrator" means the licensed vocational administrator who has major responsibility for vocational education at the secondary level for a district or center and is assigned to provide management and leadership in secondary vocational education. The superintendent may act as the authorized local administrator in the absence of a local vocational administrator.

[For text of subps 4 to 6, see M.R. 1987]

Subp. 7. Classroom instruction. "Classroom instruction" means an in school instructional method involving discussion, simulation, problem solving, decision making, computers, and other forms of communication.

[For text of subps 8 and 9, see M.R. 1987]

Subp. 10. Cooperative center. "Cooperative center" means two or more districts meeting all provisions of Minnesota statutes, which provide expanded educational options by sharing vocational programs which have been approved by the State Board of Education.

[For text of subps 11 and 12, see M.R. 1987]

3505 4300 COMMUNITY BASED EDUCATION 3505 4400 SINGLE VOCATIONAL AREA COOPERATIVE, REGULAR COOPERATIVE 3505 4500 MULTIPLE VOCATIONAL AREA COOPERATIVE, DIVERSIFIED OCCUPATIONS, INTERRELATED COOPERATIVE 3505 4600 SPECIAL NEEDS COOPERATIVE 3505 4700 WORK EXPERIENCE 3505 4900 SUPPORT SERVICES 3505 5200 VOCATIONAL AID 3505 5300 AID FOR SALARIES 3505 5400 ELIGIBLE ADDED COST CATEGORIES 3505 5500 AID FOR EQUIPMENT IN HANDICAPPED PROGRAMS 3505 5600 AID LIMITATIONS 3505 5700 VOCATIONAL AID APPLICATION

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Subp. 13. Entry level skills. "Entry level skills" means those basic occupational competencies and work readiness skills including application of basic skills, work attitudes, and problem solving skills which enable a person to enter initial employment.

Subp. 14. Essential licensed personnel. "Essential licensed personnel" means staff assigned to approved vocational education programs who meet criteria for vocational education licensure stated in vocational rules of the Minnesota State Board of Education and who have been issued the appropriate vocational license.

Subp. 15. Exploratory work experience. "Exploratory work experience" means a school supervised vocational program designed to provide students with paid or unpaid work experience in a variety of occupations, to help the students identify job traits in relation to their abilities and characteristics and to assist them in making realistic and appropriate occupational choices.

Subp. 16. Extended employment. "Extended employment" means paid time when staff is employed beyond the regular school calendar, which is necessary for job placement and coordination, development of training plans and training agreements, equipment maintenance, supply procurement, inventory and storage, curriculum development, staff development, or vocational student organization activities.

[For text of subp 17, see M.R. 1987]

Subp. 18. [Repealed, 12 SR 2746] [For text of subps 19 to 24, see M.R. 1987]

Subp. 25. Occupation. "Occupation" means paid or unpaid work including, but not limited to, salaried jobs, self-employment, and homemaking. [For text of subp 26, see M.R. 1987]

Subp. 27. [Repealed, 12 SR 2746] [For text of subps 28 to 34, see M.R. 1987]

Subp. 35. Students with special needs. "Students with special needs" means students who are handicapped or disadvantaged.

Students identified as handicapped aré defined in Minnesota Statutes, section 120.03 and cannot succeed in regular vocational programs.

Disadvantaged students are those who have academic or economic disadvantages and require special programs, modified programs or supportive services to assist them in succeeding in a vocational education program. Students with academic and economic disadvantages may lack reading, writing, mathematic skills, perform below grade level, the family income is at or below national poverty level, the student or the student's parents or guardian is unemployed, the student or the student's parents are recipients of public assistance, or the student is institutionalized or under the state's guardianship.

[For text of subp 36, see M.R. 1987]

Subp. 37. Secondary vocational teacher full-time equivalent. "Secondary vocational teacher full-time equivalent" means a licensed vocational teacher who teaches the equivalent of six hours per day for 175 days per year or its equivalent. [For text of subps 38 to 41, see M.R. 1987]

Subp. 42. [Repealed, 12 SR 2746]

Subp. 43. Vocational aid. "Vocational aid" means categorical, state and federal funding for secondary vocational programs meeting criteria set forth in rules.

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Subp. 44. [Repealed, 12 SR 2746]

Subp. 45. Vocational education. "Vocational education" means organized educational programs, services, and activities which are related to the preparation of individuals for paid or unpaid work or for additional preparation for a career requiring technical competencies or a postsecondary or higher education advanced degree.

[For text of subp 46, see M.R. 1987]

Subp. 47. Vocational program advisory committee. "Vocational program advisory committee" means a group of persons with competence or interests in an occupational field related to the program being served, selected for offering advice to teachers or administrators regarding vocational education. At least 50 percent of the members shall be representatives of a directly related business, labor and industry.

[For text of subp 48, see M.R. 1987]

**Statutory Authority:** *MS s* 121.11 subd 12; 124.573 **History:** 12 SR 2746

### 3505.1200 OPPORTUNITY TO APPEAL.

Districts or centers whose vocational programs or courses have been disapproved by the commissioner of education may appeal in writing to the commissioner of education for submission to the State Board of Education and are entitled to a review at a regular or special board meeting. The State Board of Education will notify the districts or centers of the time and place of the review in writing. Upon completion of the review, the decision of the State Board of Education and the reasons for the decision will be made in writing and transmitted to the local education agency. The decision of the State Board of Education shall be the final state action.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

#### 3505.1500 CENTER APPROVAL.

State Board of Education approval is necessary if a cooperative center is to be eligible for secondary categorical vocational aid or other aid available to approved cooperative centers. The superintendent representing a district school board or a center governing board may submit a request to the commissioner of education for approval by the State Board of Education when the following criteria have been met.

Vocational programs shall be shared by one of the following methods: two or more Minnesota school districts operating a cooperative center having met provisions of applicable Minnesota Statutes, or intermediate school districts established by the legislature to serve two or more independent school districts.

A licensed secondary vocational administrator or the superintendent for a district shall be responsible for the vocational programs.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

## 3505.1700 ALLOTMENT AVAILABILITY OF FEDERAL FUNDS.

A cooperative agreement between the State Board of Education and the State Board for Vocational Technical Education will annually provide for the distribution of federal funds between secondary and postsecondary vocational programs.

Distribution to local education agencies must be determined by state and federal law.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

# 3505.1900 SUBMISSION OF WRITTEN PLANS; USE OF MATCHING FUNDS.

Written plans for the use of federal and state appropriated matching funds shall be submitted to the commissioner of education by eligible agencies or institutions conducting vocational education programs. Claims for expenditures available for aid may be submitted to the commissioner of education requesting reimbursement upon funds already expended. Recommendations regarding payment shall be made by the commissioner of education for approval by the State Board of Education.

Statutory Authority: MS s 121.11 subd 12; 124.573

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History: 12 SR 2746

## 3505.2000 APPORTIONING FUNDS.

In apportioning funds among local education agencies, the State Board of Education shall assure that no local education agency which is making a reasonable tax effort shall be denied funds for establishing new vocational programs solely because it is unable to pay the nonfederal share of the cost of the programs.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

### 3505.2100 PROPERTY MANAGEMENT STANDARDS.

A uniform property management system must be used by the districts and centers to:

A. maintain individual item control for continuing verification on nonexpendable personal property in which the State Board of Education has provided state or federal funds; and

B. maintain a source of information for future purchasing and capital budgeting for nonexpendable personal property, long term capital financing, and program cost computing.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

## 3505.2200 STANDARDS AND PROCEDURES GOVERNING OWNER-SHIP.

This part lists standards and procedures governing ownership, use, and disposition of nonexpendable personal property purchased whole or in part with state or federal funds. Title must not be taken by the State Board of Education, but must be vested in the local education agency subject to the following restrictions on use and disposition of the property:

[For text of item A, see M.R. 1987]

B. All other nonexpendable personal property with an acquisition cost of \$1,000 or less: the local education agency may use the property for its intended vocational technical purpose. If approved vocational technical use of the property is discontinued or the property is sold or diverted in some other manner, the State Board of Education is to be credited with its proportionate share of the current fair market value of the property. The current fair market value shall be determined by the sale price in the case of a bona fide sale or by a third party appraisal in the case of some other diversion. The State Board of Education's proportionate share of the property shall be computed by applying the percentage of state funding participation in the property to the current fair market value of the property.

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C. Nonexpendable personal property with an acquisition cost of over \$1,000: if the property is not needed for its intended vocational technical purpose, the local education agency shall request disposition instructions from the commissioner of education. If instructions are not received within 120 days, the local education agency may dispose of the property at its discretion.

A physical inventory of nonexpendable personal property shall be taken by the local education agency and the results reconciled with the local education agency property records at least once every two years to verify the existence, current use, and continued need for the property. Property records shall be retained for three years after final disposition of the property. The commissioner of education or an authorized representative shall have access to any pertinent property records for the purpose of making examinations.

In addition, when personal property is purchased whole or in part with federal funds furnished by the State Board of Education, the local education agency shall comply with the appropriate federal regulations regarding standards and procedures governing ownership, use, and disposition of personal property.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

#### 3505.2400 SCOPE.

To be eligible for aid, local education agencies shall meet the requirements in parts 3505.2400 to 3505.6000.

Approval requests shall be submitted annually by the local education agency to the commissioner of education. Only approved programs shall be eligible for vocational aid. Local education agencies submitting new program approval or alteration requests shall be notified in writing regarding approval, disapproval, recommended alteration, or delay of action within 20 working days after receipt of the request. When the program is disapproved or recommended for alteration, the notification shall include reasons for denial or changes. When applicable, the notice shall outline corrective actions for the program to qualify for approval upon resubmission. Approved programs and administrative services shall be supervised by the authorized local administrator. The local education agency shall resubmit each approved program for evaluation by the State Board of Education at least once every five years.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

### 3505.2500 INSTRUCTIONAL PROGRAM APPROVAL.

The commissioner of education shall approve programs on the following basis. Approval shall be on the basis of a complete program as defined in parts 3505.2600 to 3505.4100. The local education agency shall provide evidence that its curriculum is designed to meet vocational objectives which shall include:

A. in depth exploration of occupations to assist in the career planning process;

B. development of occupational competencies designed to be recognized for advanced placement in postsecondary programs; and

C. development of occupational competencies necessary to enter an occupation.

Each program shall have a vocational advisory committee to advise the teacher, the local authorized administrator, and the local board; the advisory committee shall meet at least two times a year.

**Statutory Authority:** *MS s 121.11 subd 12; 124.573* **History:** *12 SR 2746* 

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## MINNESOTA RULES 1988 TECHNICAL INSTITUTE PROGRAMS 3505.4400

### 3505.2600 PROGRAM COMPONENTS AND TIME STANDARDS.

All program components and learner outcomes for specific program areas as specified in parts 3505.2700 to 3505.4100 must be addressed to qualify for approval; however, emphasis shall be at the discretion of the local education agency with guidance from the program advisory committee.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

3505.4200 MINIMUM STUDENT/STAFF RATIO TO OBTAIN FINANCIAL AID FOR PROGRAM.

To be eligible for aid, the minimum student teacher staff ratio for each program must be an average of ten students per section. An exception to the minimum student/staff ratio may be granted by the State Board of Education for a maximum of one year to resolve a hardship. In this part, hardship exceptions refer to:

A. completing a sequential program;

B. the first year of a new program; and

C. a unique situation in a local district or cooperative center that can be resolved by the beginning of the school year following the year in which the exception is granted.

A rationale and plan of action to resolve the hardship during the exception school year must be received by the secondary vocational section of the Department of Education by March 1, October 25, or February 25, whichever is appropriate. A student shall be allowed to enter or withdraw from the program without completing all courses or components.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

### 3505.4300 COMMUNITY BASED EDUCATION.

When a vocational program includes a segment in which students are placed on a paid or unpaid experience outside the vocational class or laboratory for more than 40 hours during the program, the local education agency shall meet the requirements for the community based education option of a program as stated in parts 3500.3500 and 3505.4400 to 3505.4700.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

## 3505.4400 SINGLE VOCATIONAL AREA COOPERATIVE; REGULAR COOPERATIVE.

The authorized local administrator shall assign coordination time for the teacher coordinator in blocks of time large enough for efficiency, so that the staff can contact the employer during hours when the student is working. Preparation time for the teacher coordinator must be assigned separately from coordination time. Training stations must be available to at least half of the cooperative students before the commencement of the program. The student must be on the job a minimum of one hour a day, averaging no less than ten hours per week during the school session. An exception must be granted by the commissioner of education for handicapped persons whose disability prevents them from working a two hour day. The local education agency shall have a training agreement and training plan for each student on the job. The agreement and plan shall be signed by the student/parent or guardian (when the student is under 18), employer, and teacher coordinator, and shall remain on file locally for at least six months after the student completes the cooperative component of the program. The cooperative experience shall include occupational relations, an employability seminar,

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or a related seminar which shall consist of a minimum of 50 minutes per day or 250 minutes per week taught by a licensed vocational teacher coordinator. When the seminar convenes two or fewer times per week, a minimum of 200 minutes is required. The cooperative experience shall include prior or concurrent class-room instruction in the occupational area except work experience for special needs students. Age certificates must be kept on file for a minimum of three years.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

## **3505.4500 MULTIPLE VOCATIONAL AREA COOPERATIVE; DIVERSI-FIED OCCUPATIONS; INTERRELATED COOPERATIVE.**

The requirements in part 3505.4400 must be met. Diversified occupations/ interrelated cooperatives shall serve students from more than one vocational program area. A student shall have, or acquire concurrently, skill competencies related to the student's stated career objective as stated in the component section of the vocational program area which relates to that stated objective.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

#### 3505.4600 SPECIAL NEEDS COOPERATIVE.

Special needs cooperative community based education designed specifically to develop employability competencies for special needs students: all programs shall meet the following criteria.

The requirements in part 3505.4400 must be met. Students selected for these programs shall meet the definition of handicapped or disadvantaged in part 3505.1000, subpart 35. A committee consisting of teachers involved in general and vocational education, counselors, and administrators shall participate in the identification of disadvantaged students. Handicapped students shall be identified through the special education child study process outlined in parts 3525.2500 to 3525.2900 and shall be limited to students who cannot succeed in regular vocational programs without special assistance. Proof that students enrolled in the program have been identified as handicapped or disadvantaged shall be kept on file locally for five years.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

#### 3505.4700 WORK EXPERIENCE.

Subpart 1. Work experience/career exploration. The requirements in part 3505.4600 must be met. Students who have reached age 14 and have not reached 16 are eligible for the work experience/career exploration. When students become 16 while enrolled, they may remain enrolled until the end of the school year. The maximum number of students enrolled in work experience/career exploration shall conform with federal regulations. The training agreement and employment certificates, not including the training plan, shall be kept on file for five years.

Subp. 2. Work experience disadvantaged. The requirements in part 3505.4600 must be met.

Subp. 3. Work experience handicapped. The requirements in part 3505.4600 must be met. The maximum number of students enrolled in the work experience handicapped cooperative is 24 students when the teacher coordinator is responsible only for the vocational area of instruction. When the teacher coordinator is responsible for other educational areas as well as the work experience cooperative, the student load should be prorated in accordance with the time limits defined in this subpart pertaining to the work experience handicapped cooperative time load. The training agreement and training plan shall be incorporated with the special education individual educational plan in the State Board of Education rules.

## Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

## 3505.4900 SUPPORT SERVICES.

Special needs supportive services shall assist students with special needs enrolled in vocational instructional programs. A district or center shall be eligible for vocational aid for support service personnel when a minimum of one halftime vocational licensed administrator exists to develop and implement the special needs services, and the staff to special needs student ratio in vocational education does not exceed the following:

A. one full-time equivalent support service facilitator to 60 full-time equivalent students;

B. one full-time equivalent supplemental support staff/technical tutor to ten full-time equivalent students;

C. one full-time equivalent interpreter to one full-time equivalent student or more as appropriate;

D. one full-time vocational evaluator to five full-time equivalent students enrolled in vocational evaluation services.

Proration of vocational aids shall occur when special needs personnel are assigned to vocational education less than full time.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

### 3505.5200 VOCATIONAL AID.

State payments shall be based upon the estimated budget for approved programs operated in accordance with parts 3505,2700 to 3505,4900. When state and federal vocational aid is not adequate to pay the state share identified in the vocational aid law, statewide proration of funds shall take place for all eligible estimated budget categories. Payments for salary, contracted instructional services, travel, curriculum development activities, and specialized instructional supplies and equipment (handicapped programs only) shall be based on the estimated budget. To receive aid under this part, enrollment figures must be submitted and postmarked on or before October 25 and February 25. Failure to submit budgets and enrollment figures before the deadline will result in the aid being withdrawn. A district or center that does not verify enrollment figures and as a result has aid withdrawn may resubmit the budget by the date of the final report for the fiscal year. The district's or center's request must be kept by the department and will be funded at year end if sufficient aid is available. Final payment of aids for such categories shall be based on actual expenditures and actual enrollment.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

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#### 3505.5300 AID FOR SALARIES.

Subpart 1. Eligibility of local education agency. A local education agency is eligible for aid according to Minnesota Statutes, section 124.573.

Subp. 2. Eligibility for aid for extended employment. A district or center is eligible for vocational aid for extended employment at a maximum rate of:

A. FTE teacher, six days;

B. FTE teacher coordinator, 20 days.

Aid must be prorated for a less than full-time equivalent teacher.

Subp. 3. Eligibility for aid for preparation time. To be eligible for preparation time aid, each teacher for whom a district claims the aid must teach at least one vocational period.

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The department shall fund up to a maximum of one hour of preparation time for a full-time equivalent teacher. Aid must be prorated for a less than full-time equivalent teacher.

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[For text of subp 4, see M.R. 1987]

**Statutory Authority:** *MS s 121.11 subd 12; 124.573* **History:** *12 SR 2746* 

3505.5400 ELIGIBLE ADDED COST CATEGORIES.

Subpart 1. UFARS object or program dimensions. A district or cooperative center is eligible for aid for the following added costs. The object or program dimensions in the current edition of the Manual for the Uniform Financial Accounting and Reporting System for Minnesota Schools (UFARS), State of Minnesota, Minnesota Department of Education must be used to define each category.

Subp. 2. Contracted services. Contracted services provided by a public or private agency other than a Minnesota public school district or cooperative center for instructional education services. Aid is available for:

A. A resource specialist or a guest speaker employed by an entity described in subpart 2 who teaches part of a program under the supervision of a licensed secondary vocational teacher. Contracted services for programs for the handicapped must be pre approved by the state program specialist: UFARS object dimension 311 must be complied with.

B. A public or private agency other than a Minnesota school district or cooperative center that provides instructional vocational education services. In order to be eligible for aid:

(1) a binding contract must exist and be submitted with the annual program budget on March 1 for approval; and

(2) the public or private agency must comply with all rules governing secondary vocational education except for teacher student ratios.

Subp. 3. Necessary travel. Necessary travel by vocational staff in approved vocational programs defined in parts 3505.2600 to 3505.4900 is eligible for aid as follows:

A. necessary travel between vocational instructional sites as defined in UFARS object dimension 366;

B. necessary travel by licensed secondary vocational education personnel for vocational student organization activities held within the state for instructional purposes related to the vocational program and as defined in UFARS object dimension 366; and

C. necessary travel by licensed secondary vocational education personnel for noncollegiate credit bearing professional development related to the vocational program area as defined in UFARS object dimension 367.

Subp. 4. Curriculum development. Curriculum development that is part of a five year plan for improvement based on program assessment as defined in UFARS program dimension 610.

A. The five year plan must be submitted to the state program specialist for the vocational program by March 1 for approval. Yearly amendments are required if the plan or timelines deviate from the approved five year plan.

B. The plan must identify the assessment process. The assessment must be a formal process involving teachers, administrators, business and industry, and the community. Program Evaluation and Reporting (PER), North Central Evaluation, Vocational Education Evaluation, or other evaluation process may be used.

C. The plan must be comprehensive and must consider the following:

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(1) mission of vocational education;

(2) coordination with district staff development plan;

(3) Department of Education Model Learner Outcomes for the vocational program;

(4) update relevant to world of work; and

(5) articulation between levels and across subject matter areas.

D. The plan must include work to be accomplished, title of person involved, and estimated timelines.

E. The five year plan must be approved by the local program advisory committee.

Subp. 5. Specialized vocational instructional supplies. Aid is available for specialized vocational instructional supplies that are unique and essential to the instructional programs as defined in UFARS object dimension 433, excluding instructional equipment as defined in the UFARS Manual in Appendix B, page B-2.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

## 3505.5500 AID FOR EQUIPMENT IN HANDICAPPED PROGRAMS.

A local education agency shall be eligible for aid at a rate up to the percentage rate set by the legislature for expenditures to lease or purchase equipment to develop occupational competencies in an approved instructional program. Equipment request shall be preapproved by the commissioner of education to be eligible for aid.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

#### 3505.5600 AID LIMITATIONS.

Expenditures jointly funded by vocational and special education or other sources (not including foundation aid and local levy) shall be eligible for aid at a rate not to exceed the maximum of either aid. When a district or center sells products or services produced in an approved program, the revenue from sales shall be recognized. This revenue may be used for expenditures which are directly related to an approved secondary vocational program. If the revenue from sale of products or services exceeds the cost to produce those products or services in any fiscal year, and the excess revenue is not used in another vocation program, the excess revenue shall reduce the state's obligation for such program by the amount of income in excess of the cost of production. When excess revenue is used for expenditures within approved secondary vocational programs, those expenditures are not eligible for aid under Minnesota Statutes, section 124.573.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

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## 3505.5700 VOCATIONAL AID APPLICATION PROCEDURE.

Subpart 1. Submission of annual program budget. The authorized local administrator shall be responsible for submitting the annual program budget, program budget amendments, and annual report.

Subp. 2. Eligibility for vocational aid. To be eligible for vocational aid, the annual program budget shall be submitted by March 1 prior to the fiscal year for which aid is requested. Districts or centers shall be notified of program budget approval or disapproval in writing by May 30. To be eligible for vocational aid, annual program budgets must be approved by the commissioner of education. When personnel are assigned nonvocational or general supervisory responsibilities, the salary request shall be prorated on the program budget.

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An authorized local administrator, a group of districts and centers, or the commissioner of education may request a hearing. The hearings shall be scheduled between March 1 and June 15 and shall discuss the rationale for program and planned revenue and expenditures. District or centers whose vocational budgets have been disapproved by the commissioner of education may appeal in writing to the commissioner of education for submission to the state board for its review. The results of the review shall be transmitted to the local board of education in writing.

Subp. 3. Amendments or late program budgets. Program budget requests may be submitted after March 1. The requests must be kept by the department and will be funded at year end if sufficient aid is available.

Amendments to the budget request must be received by the secondary vocational section of the Department of Education by October 25 and February 25 for teacher salaries, contracted services, travel, curriculum development activities, and vocational instructional supplies. Amendments are necessary when the budget amount varies by more than ten percent by vocational program. Aid in excess of the ten percent variation will be withheld when the necessary amendments have not been made.

Amendment and program budget requests shall be considered when state and federal funds are available or the amendment request is for increased costs of existing approved programs, administrative or support services.

Statutory Authority: MS s 121.11 subd 12; 124.573

History: 12 SR 2746

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