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**IDAPA 55
TITLE 01
Chapter 01**

**IDAPA 55 - DIVISION OF VOCATIONAL EDUCATION
55.01.01 - GENERAL ADMINISTRATION RULES**

000. LEGAL AUTHORITY

001. TITLE AND SCOPE

002. WRITTEN INTERPRETATIONS

003. ADMINISTRATIVE APPEALS

004. DEFINITIONS.

01. SDVE. Acronym for The State Division of Vocational Education or the Idaho Division of Vocational Education. (7-1-93)

02. PS. Acronym for postsecondary and refers specifically to the educational level of a curriculum, program, institution, school, etc. (7-1-93)

03. SBVE. Idaho State Board for Vocational Education (7-1-93)

04. Consumable Supplies. Non-equipment items or tangible property which are consumed in use or which may not reasonable be expected to last longer than one (1) year. (7-1-93)

05. Equipment and Instructional Aids. Includes items of tangible property necessary for conducting instruction in the various vocational education programs; instructional aids shall be accounted for according to individual institution policy and include such items as reference materials, teaching aids, hardback resource books, films, transparencies, tools and other teach aids not considered consumable. (7-1-93)

06. Acquisition Cost. Acquisition cost of equipment acquired by purchase means the net invoice price of the equipment, including any attachments, accessories or auxiliary apparatus necessary to make the equipment usable for the purpose which it was acquired. Auxiliary charges such as duty or taxes, protective in-transit insurance, freight, or installation shall be included as part of the acquisition cost if payment of such charges is approved by the SBVE when reimbursement is made for such items. (7-1-93)

07. AVTS. Area Vocational Technical School approved to provide vocational training. (7-1-93)

08. Special or Ancillary Services. Projects or programs which are supportive to vocational education such as Research, Guidance, Special Needs (Disadvantaged, Handicapped), Exemplary Projects, Personnel Development, Curriculum Development, etc. (7-1-93)

005. -- 099. (RESERVED).

100. STATEMENT OF PURPOSE.

The purpose of submitting these documents is to bring the SDVE into compliance with the Administrative Procedures Act numbering system. These rules are to replace all of the former Vocational Education rules, and these documents should be inserted into the State Board of Education Rules and Regulations in place of any former rules. (7-1-93)

101. VOCATIONAL PROGRAM TERMINATIONS.

It is the Policy of the Idaho State Board for Vocational Education that the following conditions and procedures will govern the termination of PS vocational-technical programs: (7-1-93)

01. Conditions for Termination. Any PS Vocational Education program is subject to termination when one (1) or more of the following conditions exist: (7-1-93)

a. Adequate job opportunities no longer exist in the occupation for which the training is provided as exhibited by local regional and statewide employment data. (7-1-93)

b. Student enrollment is below acceptable standard for two (2) consecutive years. (Standard to be pre-determined at the local level according to facilities, equipment, and an acceptable student/teacher ratio.) Seventy-five percent (75%) of capacity is a generally acceptable standard. (7-1-93)

c. Placement in the occupation for which training is provided is below seventy-five percent (75%) for two (2) consecutive years (those graduates available for employment). (7-1-93)

d. A condition for financial exigency prevents the continuation of a quality program. (7-1-93)

02. Procedures for Termination. The following procedures will govern the termination of PS vocational programs in the area vocational technical schools: (7-1-93)

a. Formal notice of initiation of program termination proceedings will be provided to the local director by the SDVE. When the proceedings are initiated locally, the local director will notify the SDVE. (7-1-93)

b. Official documentation that one or more of the conditions stated above do exist will be provided through the joint efforts of local personnel and the SDVE. (7-1-93)

c. Assessment will be made by the SDVE to determine the feasibility of transferring the program, position(s), equipment, etc., to another PS school. (7-1-93)

d. Official recommendation for program termination (in some instances program transfer) will be made and presented to the State Board for Vocational Education for final action. (7-1-93)

e. The PS institution will immediately notify the staff person(s) affected by the program termination of the State Board's action. (7-1-93)

f. The PS institution, in the case of actual termination rather than transfer, will relinquish the position FTE's associated with the program. The budget base will be reduced accordingly. If adequate justification is provided, the position(s) could be transferred to another function within the PS institution's vocational operation. (7-1-93)

g. The instructional equipment associated with the program, in the case of actual termination rather than transfer, will be disposed of by one or more of the following: (7-1-93)

i. Transferal to another PS institution that has the same program in place and has need for such equipment. (7-1-93)

ii. Transferal to other vocational programs within the institution. (7-1-93)

iii. Sale of the equipment on the open market. Proceeds shall be utilized for capital outlay with the capital outlay budget to be reduced accordingly (disposition must follow established State Board policies). (7-1-93)

iv. Trade-in on other vocational equipment purchases. Capital outlay budget will be reduced accordingly. (7-1-93)

h. The actual termination will take place upon completion of the school year in which the condition was found to exist. (7-1-93)

03. Postsecondary Program Terminations. This policy statement was considered by the State Board for Vocational Education at its March 1-2, 1979 meeting in Boise, and was adopted by the Board at its April 5-6, 1979 meeting at Pocatello. This policy establishes conditions and procedures for terminating a PS vocational education program. (7-1-93)

a. The policy provides that any vocational education program at any one of PS education institutions

is subject to termination when one (1) or more of the following conditions exists: lack of adequate job opportunities for graduates, below-acceptable-standard student enrollment, occupational placement below seventy-five percent (75%) for two (2) consecutive years, and/or a condition of financial exigency. (7-1-93)

b. When any one (1) or more of the above conditions exists, procedures for terminating the program should be initiated. Consideration should be given to the following: (7-1-93)

i. Initiation of termination proceedings may begin at the PS vocational technical school, or at the State Division level. (7-1-93)

ii. Official documentation that one or more of the conditions for termination exists will be provided by the Division of Vocational Education and the local program personnel. (7-1-93)

iii. The Division of Vocational Education will determine whether the program, equipment and positions should be transferred to another PS school. (7-1-93)

iv. An official recommendation will be presented to the State Board for Vocational Education for final action. (7-1-93)

v. Personnel affected by the program termination will be notified pursuant to the "Reduction in Force" policy of the State Board of Education. (7-1-93)

vi. When a program is terminated, the budget base will be reduced according to the positions associated with the program. Under some circumstances, positions may be transferred to other functions within the school's vocational program. (7-1-93)

vii. Instructional equipment, in cases of termination, will be disposed of by transfer to another institution, transfer to another program, sale or trade-in. (7-1-93)

viii. Termination will occur upon completion of the school year. (7-1-93)

102. -- 198. (RESERVED).

199. STATEMENT OF PURPOSE.

This is an amended policy statement which will be considered by the State Board at its May 8-9, 1980 meeting in Twin Falls, and is scheduled for final consideration during the Board's June 12-13, 1980 meeting in Lewiston. This amended policy will replace the existing fund distribution plan described in the five-year plan, as required by P.L. 94-482, with a new plan developed for vocational education based on the added cost concept. (7-1-93)

01. The secondary plan takes into consideration relative financial ability, concentration of low income families, and cooperative arrangements. The PS plan utilizes concentration of high cost students, unemployment, and new programs. The relative ability to pay is a part of the plan but is null for PS institutions. (7-1-93)

a. The existing secondary formula was found to be in non-compliance because it included a judgmental factor, evaluation. The new plan is more responsive to the financial needs of the schools in offering high cost programs. The formula plus the added or unit cost per program make up the new plan for funding. Both the formula and method of distribution have been revised. (7-1-93)

b. The PS plan formalizes the procedure for distributing funds to institutions. It utilizes a system of weighing the need by institution relative to high cost factors. (7-1-93)

200. PLAN FOR FUND DISTRIBUTION TO SECONDARY LEVEL VOCATIONAL PROGRAMS.

01. Regular Vocational Programs. The following describes the fund distribution procedures for regular secondary level vocational education programs. The regular vocational programs include Distributive Education, Health Occupations, Occupational Home Economics, Office Occupations, Trade and Industrial, and Vocational Agriculture. The state and federal appropriated funds for regular vocational programs are designated to supplement

the State Foundation Program and other local revenue sources. The supplemental funds are intended to cover the "added costs" associated with the respective vocational programs. (7-1-93)

a. Funds are allocated by the various needs and purposes described in the Vocational Education Act. (Programs, Guidance, Special Needs) (7-1-93)

b. Applications are received from the local education agencies and other eligible recipients in the form of Annual Plans. (7-1-93)

c. The Annual Plans are reviewed by the Program Supervisors for eligibility. (7-1-93)

d. All Annual Plans are prioritized for federal fund allocations. Priority is given to those applicants located in economically depressed areas and to those indicating that they are implementing new programs. (7-1-93)

e. A Fund Distribution Formula is applied to all applicants in order to determine a rate of distribution for each district. Major factors in the determination of funding are the relative financial ability of each applicant and the concentration of low income families in each district. (7-1-93)

02. Fund Distribution. There are three components of the formula which are used to determine the amount of funding provided to each district. These are:

Relative Financial Ability	40 Points
Concentration of Low Income Families	40 Points
Cooperative Arrangements	20 Points
Computation of Formula Points	

(7-1-93)

03. LEA Financial Ability as determined by the adjusted assessed value/WADA - Local Education Agency's applicants relative financial ability to provide resources shall be determined by the local agency's adjusted assessed value of school district per weighted average daily attendance as determined by the State Department of Education. The highest percentile will receive lowest points and the lowest percentile will receive highest points. Property wealth per capita is not available in Idaho. School district boundaries and county lines are not contiguous.

Points	20	25	30	35	40
Assessment	\$25,000	\$11,517	\$8,737	\$6,667	\$4,068

(7-1-93)

04. Low Income Families based on a percentage compared to total school enrollment. The low income factor shall be determined by the school district's (Local Education Agency) Title I ESEA State Department of Education report indicating pupils from low income families, A.F.D.C. children, delinquent children and foster home children to indicate percentage of students as compared to total school enrollment. The lowest percentile will receive lowest points, the highest percentile will receive highest points. (7-1-93)

CHART			
Percentage	0 - 44+	Points	20 - 40

05. Cooperative Agreements based on offerings to other district - School districts that have entered into a State Board approved cooperative arrangement to provide vocational services to students in neighboring districts or area vocational technical schools will receive additional factor points.

3 or more other districts involved	20 points
2 other districts involved	15 points
1 other district involved	10 points

(7-1-93)

06. A rate of Reimbursement is established for each district. This Rate is determined by the point score obtained from the formula computation on the three components. The scale for determining the percentage rate for reimbursement is given below:

Formula Points	Reimbursement Rate
40 - 45	.80
46 - 50	.81
51 - 55	.82
56 - 60	.84
61 - 65	.86
66 - 70	.88
71 - 75	.90
76 - 80	.92
81 - 85	.94
86 - 90	.96
91 - 95	.98
96 - 100	1.00

(7-1-93)

201. -- 299. (RESERVED).

300. PLAN FOR FEDERAL FUND DISTRIBUTION TO POSTSECONDARY AREA VOCATIONAL TECHNICAL SCHOOLS IN IDAHO.

01. Fund Distribution Factors. The following factors will be utilized as the basis for distributing the federal funds to the respective PS schools.

Factor	Maximum Points
Relative Financial Ability	0
Relative Concentration of High Cost Students	30
Unemployment	10

Factor	Maximum Points
New Programs	10
Total Maximum Points	50

(7-1-93)

02. Explanation of Factors.

(7-1-93)

a. **Relative Financial Ability.** The factor of relative financial ability is inoperative in Idaho. The State of Idaho has a system of six (6) PS area vocational technical schools. The schools are totally state operated and controlled. The schools have no local taxing authority. Their total support is through the budgeting process with the State Legislature as the final authority. Thus, the factor of relative financial ability is inoperative in Idaho and each school is awarded zero points on this factor. (7-1-93)

b. **Relative Concentration of High Cost Students.** The factor of relative concentration of high cost students takes into account the percentage of disadvantaged, handicapped and limited English speaking proficiency students that are being served in the vocational technical school. The percentage is calculated by dividing the total number of high cost vocational students by the total number of vocational students in the school. This percentage figure is applied to the following scale:

CHART	
Percentage	0 - 30
Points	0 - 30

NOTE: The rationale for the maximum of thirty percent (30%) on the scale is that presently, the schools range of high cost students is from five percent (5%) to twenty-six percent (26%). (7-1-93)

c. **Unemployment.** The value of the unemployment factor is determined by calculating the rate of unemployment for the geographic area served by the school. The rate for the area is determined by averaging the combined unemployment rates of the counties in the school's service area. The percent unemployment rate is applied to the following scale:

CHART	
Percentage	0 - 10
Points	0 - 15

NOTE: The rationale for the fifteen percent (15%) maximum rate of unemployment is that presently the county rates vary from two and three-tenths percent (2.3%) to thirteen and four-tenths percent (13.4%). (7-1-93)

d. **New Programs.** Points for new programs will be allotted on the basis of the percentage of the vocational budget devoted to the establishment of new programs. The percent of budget for new programs for each school will be applied to the following scale:

Chart	
Percentage	0 - 10
Points	0 - 10

NOTE: The rationale for the ten percent (10%) of budget figure as the upper limit is that the present number of programs already in place suggests that new activity would normally range in place suggests that new activity would normally range from five percent (5%) to ten percent (10%) of the total budget. (7-1-93)

- 03. Distribution Process. (7-1-93)
 - a. Establish pool of federal funds for PS schools (e.g. one million dollars (\$1,000,000)). (7-1-93)
 - b. Calculate total points for all schools. (7-1-93)
 - c. Divide the available pool of federal funds for PS Vocational Education by the total points to determine a \$ per point factor. (7-1-93)
 - d. Allocate funds to each school on the basis of dollars (\$) per point.

Example:			
School	Points	\$/Point	Total Allocation
BSU	30	4,926	147,780
CSI	28	4,926	137,928
EIVTS	35	4,926	172,410
ISU	25	4,926	123,410
LCSC	40	4,926	197,040
NIC	45	4,926	221,670
TOTAL	203		1,000,000

(7-1-93)

e. The calculation of the total added costs for each program, based on the Unit Cost factor, is made for each applicant to provide the total district vocational education cost. This Unit Cost is based on the established state ratios. (7-1-93)

f. The total district cost is multiplied by the reimbursement rate for that district to provide the total amount of funds the district is eligible to receive. (7-1-93)

g. A Pro-rata factor is calculated if the funds required exceed the amount of funds available. (For Example, funds required = \$4,000,000, funds available \$3,000,000. The pro rata factor = 75%.) (7-1-93)

h. The actual reimbursement is determined by applying the pro rata factor, if applicable, to each applicant's request for funding. (7-1-93)

- i. Example of the fund distribution procedure. (7-1-93)
 - (1) Step one: All applications are processed by program supervisors. (7-1-93)
 - (2) Step two: All applications are prioritized for federal funds. (7-1-93)
 - (3) Step three: Applications are processed by the three-part formula to determine a rate of reimbursement.

Financial ability	30
Low Income Family	35
Cooperative Arr.	10
Reimbursement rate from scale	.90 75

(7-1-93)

- (4) Step four: The added costs are calculated for each applicant based on the unit cost factor.

Distributive Education	\$ 5,455
Auto Mechanics	\$12,799
Agriculture Education	\$10,911
Office Occupations	\$ 9,092
TOTAL	\$38,187

(7-1-93)

- (5) Step five: The total applicant request is multiplied by the reimbursement rate to determine the amount the district is eligible to receive. $38,187 \times .90 = \$34,368$. (7-1-93)

- (6) Step six: All eligible costs from all applicants are totaled to determine amount required. The pro rata factor is calculated based on these amounts. (ex. .75). (7-1-93)

- (7) Step seven: Actual amount of reimbursement is calculated by multiplying the pro rata factor by the eligible amount of funds of the applicant. $.75 \times 34,368 = \$25,776$. (7-1-93)

301. -- 399. (RESERVED).

400. POLICIES AND PROCEDURES FOR HANDLING PS VOCATIONAL EDUCATION MATERIAL AND EQUIPMENT.

This is a new policy statement which will be considered by the State Board for Vocational Education at its June 21-22, 1979 meeting at Coeur d'Alene, and is scheduled for final consideration during the Board's August 8-10, 1979 meeting in Boise. This policy establishes conditions for handling PS vocational education equipment and materials. (7-1-93)

01. The policy includes the following provisions: (7-1-93)
- a. Definitions for equipment, instructional material and consumable supplies. (7-1-93)
 - b. Directs that proposed purchases are to be identified through the state budgeting and procedures process. (7-1-93)
 - c. Outlines the procedure for handling items costing seventy-five dollars (\$75) or more per unit, marking the items and placing them on a computerized inventory system. (7-1-93)
 - d. Sets forth the date of October 15 as the last date that claims for approved equipment may be made so that the books can be closed for the fiscal year. (7-1-93)
 - e. Instruction for any diversion, sale or trade-in of equipment purchased with funds provided by the

Idaho State Board for Vocational Education.

(7-1-93)

f. Monitoring will be handled, for the most part, through the annual audit of each PS school. The part of the audit report which addresses inventory is to be filed with the State Board for Vocational Education. (7-1-93)

02. General. The following information explains the policies and procedures governing equipment materials purchased with funds provided by the Idaho State Board for Vocational Education. The Area Vocational Technical School shall maintain a complete inventory and shall be responsible for its maintenance and reasonable care. Approval shall be received from the SDVE prior to any diversion, sale, or trade-in of equipment purchased with funds provided by the Idaho State Board for Vocational Education. (7-1-93)

03. Title. When equipment is acquired by an AVTS with funds provided by the SBVE, title shall be vested in the AVTS and maintained on inventory until disposed of in accordance with state and/or federal regulations governing such properties by SBVE. (7-1-93)

a. Requesting Equipment From SBVE. Equipment shall be identified through the budgeting process and the procedures established by the Office of Budget, Policy Planning and Coordination. Only that equipment that has been identified and budgeted for through the budget and appropriation process may be ordered. Such ordering may be done without additional approval from the SBVE, and shall be ordered as soon after July 1 of the current operational year as possible. (7-1-93)

b. Actual Equipment Purchase. The AVTS shall be responsible for the purchase of approved equipment. All local and state laws, rules, regulations and procedures shall be followed. (For example: if regulations require formal bids, then formal bids shall be obtained.) No orders shall be placed after March 15 of the current fiscal year. Any deviation from this date must have prior approval from the SBVE Administration. All equipment purchased with SBVE funds shall meet all federal and state occupational safety and health administration rules and regulations. AVTS shall require a compliance of rules and regulations from vendors prior to purchase. (7-1-93)

c. Submitting Claim To SBVE For Payment Of Equipment Purchased. All claims for approved equipment purchases shall be submitted no later than October 15 of the next fiscal year. Form Vo-Ed No. 25 (reimbursement claim) shall be accurately completed and submitted to the SBVE. Each item or unit shall be separately listed as approved through the budgeting process. The AVTS shall designate the state identification tag number on the Vo-Ed Form No. 25. All documentation material shall be on file at the AVTS and shall be retained in compliance with state and federal regulations. (7-1-93)

d. Use of Equipment Purchased With Funds Provided By The SBVE. The AVTS shall retain the use all equipment in an approved vocational program as long as there is a need for the purposes except in specially approved circumstances when its use will not impede the training process of vocational students. (7-1-93)

e. Equipment Control System To Be Maintained. A control system for all equipment purchased with SBVE funds shall be in effect by the AVTS to insure adequate safeguards for the prevention of loss, damage, and theft of the equipment. Any loss, vandalism, or theft of equipment shall be investigated and documented by local police or law enforcement officials. (7-1-93)

f. Maintenance Of Equipment. Adequate maintenance procedures shall be implemented by AVTS to keep the equipment in good working condition and repair. (7-1-93)

g. Inventory Control System To Be Maintained. A complete inventory of equipment costing seventy-five (\$75) or more per unit shall be maintained accurately and completely by the AVTS. This record shall be on the CPIS (Central Property Inventory System) or a comparable system for the College of Southern Idaho and North Idaho College. (7-1-93)

h. Disposition or Diversion of Equipment When No Longer Needed in a Vocational Program. Equipment trading or exchanging procedures shall be in compliance with all Rules and Regulations of the State Board for Vocational Education and the State Board of Examiners for all state supported PS vocational institutions. The instructional equipment shall be disposed of by one or more of the following: (7-1-93)

- i. Transfer to another school that has the same program in place and has a need for such equipment. (7-1-93)
- ii. Transfer to other vocational programs within the school or other schools. (7-1-93)
- iii. Sell such equipment on the open market. Proceeds to be utilized for capital outlay, with the capital outlay budget to be reduced accordingly. (Disposition must follow established State Board Policies.) (7-1-93)
- iv. Trade-in on other vocational equipment purchases, utilizing the bid process where applicable. Capital outlay budget to be reduced accordingly. (7-1-93)
- v. Request the Bureau of Supplies to Dispose of the items and credit the LEA's account. (7-1-93)
- i. Monitoring Process. During program visitations and evaluations, the system of equipment accountability will be addressed. The Annual Audit of the school includes inventory. Upon completion of the audit, the part of the audit report which addresses inventory shall be filed with the SBVE. (7-1-93)

401. -- 999. (RESERVED).