

Chapter A-V 2

STATE AID POLICIES

A-V 2.01 Policies for vocational and adult education classes
A-V 2.02 Conditions of state aid

A-V 2.01 Policies for vocational and adult education classes. (1) **VOCATIONAL OBJECTIVE.** The term "vocational objective" means instruction for which a person enrolls with the objective of preparing for employment, preparation for home and family living and improving for employment or courses which will contribute to the development of civic and economic efficiency. This includes all courses of a vocational character and civic and general education.

(2) **ADMINISTRATION, SUPERVISION AND COORDINATION.** (a) *Administration.* Administration pertains to the local director and personnel assigned to administrative duties, other than clerical staff.

(b) *Supervision.* Supervision includes personnel whose principal duties and recognized assignments are in the field of improvement of instruction.

(c) *Coordination.* Coordination personnel is approved if assigned duties are in the field of coordination of instructional programs.

(3) **STUDENTS' PERIODS OF ATTENDANCE.** *Aidable period of attendance.* An aidable period of attendance shall consist of at least 50 minutes of continuous instruction. Multiple periods shall be computed at the basic amount.

(4) **TERMINAL TECHNICAL COURSES.** This includes courses which have been evaluated and approved by the state board of vocational and adult education. All courses approved under Title III, George-Barden Act area vocational school programs are classified under this category.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57; r. and recr. Register, February, 1961, No. 62, eff. 3-1-61.

A-V 2.02 Conditions of state aid. (1) **PAYMENT OF STATE AID.** State aid will be paid only to schools of vocational and adult education which meet the conditions of section 41.15, Wis. Stats.

(a) *Insufficient appropriations.* If appropriations in any year are insufficient to pay the full amount, the payment shall be prorated in accordance with state law.

(b) *Organized classes.* The claim for state and federal aid for organized classes shall not exceed 80% of the instructor's salary.

(2) **CONDITIONS OF STATE AID FOR STUDENT PERIODS OF ATTENDANCE.** (a) *Technical program reimbursement.* Thirty cents per student period will be paid for courses in programs approved as technical programs. Fifteen cents per student period will be reimbursed on programs classified as having a vocational objective.

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(b) *Criteria for approval.* Each class, institute, workshop, project or service offered by an approved school of vocational and adult education which is considered for state aid, shall be approved on the basis of the following criteria:

1. Teachers. Classes must be conducted by persons meeting classification requirements of the state board of vocational and adult education where applicable. When teachers are not governed by classification requirements there must be on file in the state office a record covering experience and training which indicates competence in the field of instruction.

2. Enrollment. No state aid shall be given for pupils who are enrolled for concurrent credit in a public or a private secondary school or in a college or university.

Note: Classes must be open to the public. Anyone who possesses the generally accepted prerequisite established for the class shall be allowed to enter the class up to the limit of enrollment permitted in the class. (Requirements such as membership in an organization does not constitute a prerequisite.) The attendance of persons who have successfully completed the subject may not be included in the claim for state aid.

3. Courses, outlines, plans. Courses, outlines or plans must be on file and available for review in the local school—outlines of the course, workshop, institute or other activity. Classes which continue from year to year and meet all other requirements may have outlines approved on a five year basis. Classes must be offered for at least 6 periods subject to federal aid policy interpretation, and must carry titles or subtitles which appropriately describe the course.

4. Student fees. Student fees must not exceed amount permitted by law. If reimbursed from another source, state aid will be prorated on the basis of that reimbursement.

(3) CONDITIONS OF STATE AID FOR ADMINISTRATIVE, SUPERVISORY AND COORDINATION SALARIES. (a) *Percentage authorized.* State aid, not in excess of 35% of the amount expended in salaries for instruction in classes approved for state aid, or not to exceed 80% of the amount expended for administrative, supervisory and coordination salaries whichever amount is the smaller, but not to exceed \$8500 for each school, shall be paid.

(b) *Certification requirements.* Each administrator, supervisor, and coordinator must meet the state certification requirement for their respective positions.

(4) SPECIAL CONSIDERATIONS FOR STATE AID. (a) *Courses.* Courses must have an educational objective. Courses which are social or recreational; sports and games; activities for amusement and entertainment; project production or courses which have limited educational objectives are not eligible for state aid.

(b) *In-clinic practical nurse supervision.* If a supervisor is employed for in-clinic supervision and paid by the local school of vocational and adult education, federal aid in an amount not to exceed 50% may be reimbursed. No state aid will be reimbursed for individual clinical supervision. Organized class instruction carried on during the in-clinic period of training will be reimbursed at the rate of 15¢ per student period attended.

Note: This policy also applies to other similar types of supervisory activities.

(c) *Driver education.* Behind-the-wheel instruction will be reimbursed at the rate of \$1 per hour, but not to exceed \$8 per student.

(d) *Summer school.* No state aid will be disbursed for secondary school students attending summer school programs who are planning to use the credit for graduation from a secondary school.

History: Cr. Register, February, 1961, No. 62, eff. 3-1-61.