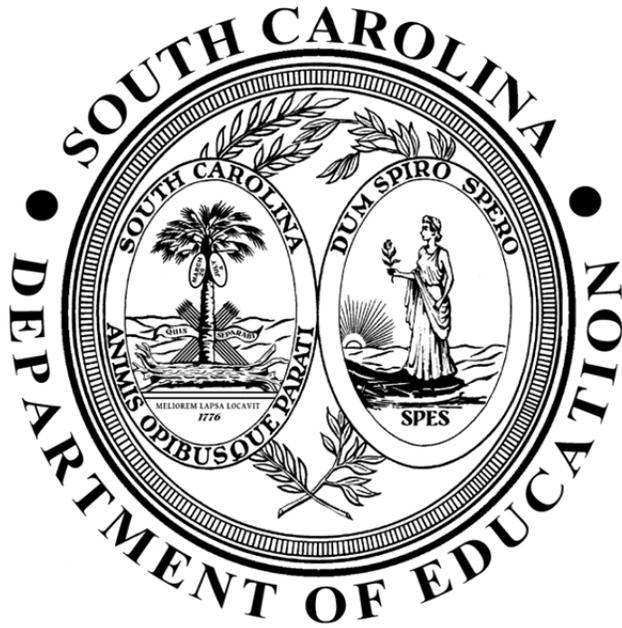


STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION



STATE EIA FUNDS
Expenditure Guidelines

Office of Career and Technology Education

Fiscal Year 2018
School Year 2017-2018

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Office of Career and Technology Education South Carolina Department of Education

Guidelines for the Expenditure of Career and Technology Education State EIA Funds

The following information has been assembled to provide guidance as directed per the South Carolina General Assembly, General Appropriations Bill for Fiscal Year 2017-2018. This funding of the State EIA Career and Technical Equipment Funding Technology Education is listed as **Proviso 1A.68. (SDE-EIA: Career and Technical Equipment Funding Technology Education)**.

Per 1A.68. (SDE-EIA: Career and Technical Equipment Funding Technology Education),

Funds appropriated for Modernize Career and Technical Equipment Career and Technology Education will be distributed to school districts and multi-district career centers based on the prior year actual student enrollment for career and technology education courses, with no district or multi-district career center receiving less than \$50,000. Funds may be expended for the purchase of career and technical equipment, the up fitting of facilities and the purchase of consumables, regional career specialists, and such evidence-based initiatives like High Schools that Work and Project Lead the Way. Each district must include in the district plan submitted to the Office of Career and Technology Education information on other career and technical equipment available. The district must include, at a minimum, equipment located at the career center and at the technical college, information on the alignment of equipment to current industry jobs and needs in the state as recommended by career and technical program advisory committees. District plans must include charter schools within the school district offering at least one career and technical education completer program. School districts and career centers may carry forward unexpended funds to be used for the same intended purposes to up fit career and technical facilities and replace career and technical program consumables. In addition, \$125,000 of the funds appropriated shall be allocated to the Palmetto Partners for Science and Technology for robotics competition, curriculum, and support.

The guidelines provided are non-inclusive. If you have a question about a specific use of EIA funds for your district/multi-district center in regards to CATE equipment needs that is not addressed below, please contact Maria Swygert at 803-734-8456, nmswyger@ed.sc.gov or Melissa Benton at 803-734-8287, mbenton@ed.sc.gov. For Work-Based Learning activities, please contact Kama Staton at 803-734-8415 or at kstaton@ed.sc.gov. If you have questions about the High Schools that Work or Technology Centers that Work activities, please contact David Long at 803-734-0483 or at dlong@ed.sc.gov.

REVENUE CODE UPDATE

Per 1A.68. (SDE-EIA: Career and Technical Equipment Funding Technology Education), the new **revenue code is 3529**. Please reference the Funding Manual and the SC Department of Education for further direction on this new revenue code.

FY18 EIA EQUIPMENT FUNDS (PREVIOUSLY LISTED AS SUBFUND 325)

Career and Technical Equipment funding (EIA) may be expended for the following:

- *purchase of career and technical equipment;*
- *the up-fitting of facilities; and*
- *the purchase of consumables.*

Failure to spend State EIA Equipment funds as approved in a CATE Local Plan could result in the LEA reimbursing the South Carolina Department of Education (SCDE) or the SCDE garnishing the LEA's State EIA Equipment funds.

PURCHASE OF CATE EQUIPMENT—GENERAL GUIDELINES

1. EIA Equipment funds must be spent as approved in an LEA's CATE Local Plan.
2. State EIA Equipment funds can **ONLY** be spent for an approved CATE Course, which is a course that is listed in the Office of Career and Technology Education's (OCTE) current Student Reporting Procedures Guide, has an assigned four-digit Course Code, is offered at the high school/career center level as part of a completer program, and is taught by a certified instructor.
3. State EIA Equipment funds should be used to implement new CATE courses and/or upgrade/expand technology in existing CATE classrooms.
4. State EIA Equipment funds can be spent for a State Board Approved (SBA) CATE course **ONLY** if an application for an Innovative CATE Course has been completed, submitted to the OCTE, reviewed, approved, and assigned a four-digit course code by the OCTE staff.
5. State EIA Equipment funds can be spent only for CATE courses that have students enrolled in them that same fiscal year. *For example*—An LEA **CANNOT** use FY18 State Equipment funds (2017-18 school year) to purchase computers for a Project Lead The Way-Engineering course that will not have students actually in the Project Lead The Way-Engineering course until the following year, FY19 (the 2018-19 school year). This is to guard against equipment being purchased and stored. The intent of the State Equipment funds is to purchase equipment and use it immediately in the CATE classroom.
6. State EIA Equipment funds may be used to purchase promethean boards, Smart boards, and LCD projectors.
7. State EIA Equipment funds may be used to lease computers (budgeted on the Funding Plan as Purchased Services, Object 300).
8. State EIA Equipment funds may be used to purchase instructional software (related to a specific CATE course).

Please direct specific questions related to CATE course/program content to the CATE Office Program Education Associate.

UP-FITTING OF FACILITIES—GENERAL GUIDELINES

FY18 State EIA Equipment funds may be used to up-fit facilities such as, but not limited to, the upgrade of classroom wiring or to network a classroom or facility. If FY18 State EIA Equipment funds are used to up-fit a facility, complete the Up-Fitting Facilities form.

PURCHASE OF CONSUMABLES—GENERAL GUIDELINES

FY18 State EIA Equipment funds may be used to purchase textbooks, instructional resource materials, videos, DVDs, and consumable instructional items that support the day-to-day instructional program. Consumable items such as, but not limited to, lumber or nails for a Building Construction course, welding rods for a Welding course, electrical wire for an Electricity course, and items used in the preparation of food in Culinary Arts/FACS courses such as flour, sugar, and meat are allowable. *Items such as post-it notes will not be approved.*

UNSPENT FY18 STATE EIA EQUIPMENT FUNDS (CARRYOVER)—GENERAL GUIDELINES

- At the end of the fiscal year, any unspent EIA Equipment funds (Subfund 325) will carry over to the next fiscal year. Unexpended FY18 State EIA Equipment funds may be used for the same purpose as approved in the LEA's FY17 CATE Local Plan, to up-fit career and technology education facilities, or to replace career and technology education program consumables.
 - The LEA has only 12 months to spend carryover EIA Equipment funds. All carryover EIA Equipment funds should be expended prior to spending the current year's EIA Equipment funds. Any EIA Equipment funds that are unspent at the end of the additional 12 months must be returned to the Office of Finance at the SC Department of Education. Every effort should be made to spend **all** EIA Equipment funds as approved in the LEA's local plan.
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EXPENDITURES THAT ARE *NOT* ALLOWED WITH EIA EQUIPMENT FUNDS

1. State EIA Equipment funds CANNOT be used for Applied Academic courses (Applied Biology, Chemistry for the Technologies, Mathematics for the Technologies, and Physics for the Technologies).
2. State EIA Equipment funds CANNOT be spent for Local Board Approved (LBA) courses.
3. State EIA Equipment funds CANNOT be spent for the following work-based credit courses:
 - Agriculture, Food and Natural Resources 5690
 - Architecture and Construction 6690
 - Arts, Audio-Video Technology and Communications 5290
 - Business Management and Administration 5490
 - Education and Training 6390

▪ Finance	6190
▪ Health Science	5590
▪ Sports Medicine	5591
▪ Hospitality and Tourism	5190
▪ Family and Consumer Sciences	5890
▪ Human Services	5790
▪ Information Technology	5390
▪ Law, Public Safety, Corrections and Security	6590
▪ Manufacturing	6490
▪ Marketing	5091
▪ Pre-Engineering/Engineering & Industrial Technology Education	6090
▪ Science, Technology, Engineering and Mathematics	6890
▪ Transportation, Distribution and Logistics	6790

4. Purchase of a copier, unless listed on a CATE course's equipment list;
5. Training of career development facilitators;
6. Activities conducted by a Regional Workforce Advisor (formerly Regional Education Center Coordinator);
7. Student expenses or direct assistance to students such as scholarships, student tuition, fees, or graduation cords;
8. Student tuition/registration costs for students taking dual credit/dual enrollment courses;
9. Reimbursing a student for gas or travel expenses;
10. Paying a stipend to a CATE instructor to sponsor a CATE student organization;
11. Organization memberships;
12. Food or meals—under any circumstance;
13. Magazine subscriptions;
14. Promotional items such as bumper stickers, caps, tee shirts, books, pencils/pens, cups/mugs, etc.;
15. Entertainment, plaques, recognition awards, or memorabilia;
16. Alcohol;
17. Lease or building of classroom facilities;
18. Purchase of a bus or any type of vehicle to transport CATE students;
19. Furniture such as teacher/student desks, teacher/student chairs, bookcases, display cases, storage buildings, units, containers, file cabinets, unless the item is listed on a CATE course's approved equipment list.
20. WorkKeys or related materials.
21. Expenses incurred by a teacher/administrator related to tuition, DIRECT, or PACE training.

FY 18 WORK-BASED LEARNING FUNDS (SUBFUND 392)

State Work-Based Learning funds MUST be spent as approved in an LEA's CATE Local Plan and be spent in a manner to support the LEA's work-based learning initiatives.

Failure to spend State Work-Based Learning funds as approved in a CATE Local Plan could result in the LEA reimbursing the South Carolina Department of Education (SCDE) or the SCDE garnishing the LEA's State Work-Based Learning funds.

WORK BASED LEARNING FUNDS GENERAL GUIDELINES

1. All funds expended should support approvable work-based learning activities as defined in the SC Department of Education, Office of Career and Technology Education's, Work-Based Learning Implementation Guidelines. Work-Based Learning experiences should complement and relate to the school-based career major (program of study), career goal, or Individual Graduation Plan (IGP) that a student is pursuing.
 2. State Work-Based Learning funds should support the following work-based experiences:
 - Shadowing, on-site or virtual;
 - Service Learning;
 - Mentoring;
 - School-Based Enterprise;
 - Structured Field Study
 - Cooperative Education;
 - Internship;
 - Youth Apprenticeship; and
 - Registered Apprenticeship.
 3. State Work-Based Learning activities or funds should NOT be confused or utilized to support sources provided through the SC Education and Economic Development Act (EEDA) such as transporting a student to another high school in the district if the high school in his or her attendance zone does not offer the cluster of the student's choice, providing materials and supplies related to the curricula for at-risk student program models, or for career development facilitator training.
 4. At the end of the fiscal year, any unspent State Work-Based Learning funds will carry over to the next fiscal year. The LEA has only **12 months** to spend Work-Based Learning state carryover funds. All Work-Based Learning carryover funds should be expended prior to spending the current year's Work-Based Learning funds. Any Work-Based Learning funds that are unspent at the end of the additional 12 months **must be returned** to the Office of Finance at the SC Department of Education.
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ALLOWABLE EXPENDITURES

- A. Funding for a Work-Based Learning Coordinator**
- Salary for the work-based learning coordinator;

- Fringe benefits (fixed charges) for the work-based learning coordinator;
- Travel for the work-based learning coordinator;
- Routine office supplies for the work-based learning coordinator; and
- Office equipment (such as computer, printer, and projector) purchased for the work-based learning coordinator meeting the job description as specified below. Additional auxiliary equipment such as speakers, adapters, microphones, headsets, etc., is not an allowable expenditure.

Note: The Work-Based Learning Coordinator's official district job description must be submitted electronically when the Local Plan is submitted. The percentage of time allocated to each job duty role specified should be included in the job description. Priority for approval will be given to positions providing the most direct services to students, instructors, and business/industry partners supporting career-related WBL opportunities. Indirect services and other auxiliary services, especially those that are clerical in nature, will not be approved.

Note: State Work-Based Learning funds may be used to supplement the salary of the Regional Career Specialist serving the LEA's region.

B. Integration of Academic and Career and Technology Education (CATE)

Consultant fees, workshop/conference registration, travel expenses for workshops/conferences for teachers, administrators, school counselors, and volunteers to support the following:

- Implement work-based learning activities that integrate academic and CATE course content;
- Provide opportunities for academic and CATE instructors to collaborate and plan integrated instruction for students; and
- Implement action plans to address accelerated learning for students who are behind their age peers.

C. Printing Work-Based Learning Materials

State Work-Based Learning funds can be used for the printing of Work-Based Learning materials printed in the school/district or by an outside printing facility. The items to be printed must be specified in the LEA's CATE Local Plan with allocation request listed under Subprogram 18.

D. Staff Development

- Provide professional development activities directly related to work-based learning or in the areas of applied techniques (contextual methodology).
- Provide workshops on career guidance for administrators, teachers, and school counselors.
- Provide training for mentors; consultant fees; registration fees; and travel expenses for workshops for administrators, teachers, school counselors, and volunteers.

Note: The purchase of food for a staff development activity is not an allowable expenditure.

E. Substitutes

State Work-Based Learning funds may be used to cover the cost of a substitute for an instructor when the instructor accompanies students on work-site visits or when the instructor is required to attend professional development opportunities related to work-based learning or integration of academic and CATE course content.

F. Transportation of Students to Worksites

State WBL funds may be used to cover the cost of a state school bus, charter bus, bus driver's cost, and /or fuel when costs are associated with providing transportation of students to worksites to participate in a state approved WBL experience.

Note: Travel funds can only be expended for state approved work-based learning activities. Travel records must be maintained by the school district or multi-district career center.

G. Employability/Career Guidance programs and/or materials

Funds can be used to purchase career guidance software, materials, or on-line program certification modules that support soft skills training and employability skill set in demand driven by business/industry stakeholders.

EXPENDITURES THAT ARE NOT ALLOWED WITH STATE WORK-BASED LEARNING FUNDS

State Work-Based Learning funds are **NOT** to be used for the following:

1. Purchase of supplies or equipment for CATE courses;
2. Supplementing the salary of a career development facilitator that is mandated by the EEDA;
3. Purchase of a copier;
4. Training costs associated with the certification of career development facilitators;
5. Student expenses or direct assistance to students such as, but not limited to, scholarships, student tuition, fees, books, uniforms, or cords for graduation;
6. Student tuition/registration costs for students taking dual credit/dual enrollment courses;
7. Reimbursing a student for gas or travel expenses;
8. Repair and/or maintenance of equipment;
9. Organization memberships;
10. Food or meals—under any circumstance
11. Entertainment, plaques, recognition awards, tee shirts, or memorabilia;
12. Furniture (desks, chairs, bookcases, display cases, etc.);
13. Purchasing a bus/vehicle to transport students;
14. Magazine subscriptions;
15. Alcohol;
16. GED supplementary materials;
17. Advertising campaigns including promotional items such as bumper stickers, pencils, pens, tee shirts, caps, and cups/mugs;
18. WorkKeys or related materials;
19. Expenses incurred by a teacher/administrator related to tuition, DIRECT or PACE training.

20. Expenses related to CATE students/advisor participating in a Career and Technology Education Student Organization (CTSO).
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FY18 EIA HIGH SCHOOLS THAT WORK FUNDS

High Schools That Work funding (EIA) may be expended for the following:

- *High School that Work;*
- *Career Centers that Work; and*
- *Making Middle Grades Work.*

Failure to spend State EIA High Schools That Work funds as approved in a CATE Local Plan could result in the LEA reimbursing the South Carolina Department of Education (SCDE) or the SCDE garnishing the LEA's State EIA High Schools That Work funds.

HIGH SCHOOLS THAT WORK

High Schools That Work (HSTW) is nationally recognized for its effectiveness and has led to other Southern Regional Education Board (SREB) school improvement initiatives, including Making Middle Grades Work, which helps students make stronger academic transitions into high school, and Technology Centers That Work, which helps career and technical education centers improve student readiness for college and careers.

Please contact David Long in the Office of School Transformation for membership and details on usage of funds for the FY18 EIA High Schools That Work funds at 803-734-0483 or at dlong@ed.sc.gov.

CONTACT

If you have a question about a specific use of EIA funds for your district/multi-district center in regards to CATE equipment needs that is not addressed, please contact Maria Swygert at 803-734-8456, nmswyger@ed.sc.gov or Melissa Benton at 803-734-8287, mbenton@ed.sc.gov.

For Work-Based Learning activities, please contact Kama Staton at 803-734-8415 or at kstaton@ed.sc.gov.

If you have questions about the High Schools that Work or Technology Centers that Work activities, please contact David Long at 803-734-0483 or at dlong@ed.sc.gov.