SOUTH CAROLINA DEPARTMENT OF EDUCATION

CTE State EIA Expenditure Guidelines

Office of Career Readiness

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South Carolina Department of Education

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General Information

The **Education Improvement Act (EIA) of 1984** served as South Carolina's foundational plan for delivering a high-quality public education system for current and future generations. This initiative was funded through a one-cent state sales tax increase, which provided resources to:

- Raise student performance by increasing academic standards
- Strengthen the teaching and assessment of basic skills
- Elevate the teaching profession
- Improve leadership, management, and fiscal efficiency
- Implement quality controls and reward productivity
- Foster partnerships among schools, parents, communities, and businesses
- Provide school facilities conducive to improved student learning

The EIA reflects South Carolina's commitment to educational excellence through a comprehensive reform plan that includes targeted programs, strategies, and funding mechanisms. This document provides guidance in accordance with the **South Carolina General Assembly's General Appropriations Bill**.

Funding for **Career and Technical Education (CTE) Equipment** is outlined in **Proviso 1A.60 (SDE-EIA: Career and Technology Education)**. These funds are distributed to school districts and multi-district career centers based on prior-year CTE enrollment, with no district or center receiving less than $50,000. Allowable expenditures include:

- Purchase of career and technical equipment
- Up-fitting of facilities
- Purchase of consumables
- Work-based learning opportunities
- Evidence-based initiatives such as *High Schools That Work* and *Project Lead the Way*

Each district must submit a plan to the **Office of Career Readiness (OCR)** detailing available equipment and its alignment with current industry needs, as recommended by program advisory committees. Plans must also include charter schools offering at least one CTE completer program. Unexpended funds may be carried forward for the same purposes, including facility upgrades and consumable replacements.

Unspent State EIA Equipment Funds (Carryover)

At the end of the fiscal year, any unspent EIA Equipment funds (Subfund 329) will carry over to the next fiscal year. Unexpended state EIA Equipment funds may be used for the same purpose as approved in the LEA's CTE Local Plan, to up-fit career and technical education facilities, or to replace career and technical education program consumables.

The LEA has an additional 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 carry over period 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.

Purchase of CTE Equipment

- EIA Equipment funds must be spent as approved in the LEA's CTE Local Plan.
- State EIA Equipment funds can **ONLY** be spent for an approved CTE Course, listed in the Office of Career Readiness (OCR) current Student Reporting Procedures Guide (SRPG). The CTE course 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.
- State EIA Equipment funds should be used to implement new CTE courses and/or upgrade/expand technology in existing CTE classrooms.
- State EIA Equipment funds can be spent for an Innovative Approved CTE course ONLY if an application for an Innovative CTE Course has been completed, submitted to the OCTE by January 31st, reviewed, approved, and assigned a four-digit course code by the OCTE staff.
- State EIA Equipment funds may be used to lease computers and other required technology needs for the CTE classroom (budgeted on the Funding Plan as Purchased Services, Object 300).
- State EIA Equipment funds may be used to purchase instructional software (related to a specific CTE course).

Up-Fitting of Facilities

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.

Purchase of Consumables

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.

General office items not specific to a state approved CTE course, such as post-it notes, will not be approved.

Expenditures that are not Allowable with State EIA Equipment Funds

- State EIA Equipment funds **CANNOT** be spent for Local Board Approved (LBA) courses.
- Purchase of a copier, unless listed on a CTE course's equipment list;
- Training of career development facilitators;
- Activities conducted by a Regional Workforce Advisor (formerly Regional Education Center Coordinator);
- Student expenses or direct assistance to students such as scholarships, student tuition, fees, or graduation cords;
- Student tuition/registration costs for students taking dual credit/dual enrollment courses;
- Reimbursing a student for gas or travel expenses;
- Paying a stipend to a CTE instructor to sponsor a CTE student organization;
- Organization memberships;
- Food or meals—under any circumstance;
- Magazine subscriptions; promotional items such as bumper stickers, caps, tee shirts, books, pencils/pens, cups/mugs, etc.;
- Entertainment, plaques, recognition awards, or memorabilia;
- Alcohol;
- Lease or building of classroom facilities;
- Purchase of a bus or any type of vehicle to transport CTE students;
- 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 CTE course's approved equipment list.

Work-Based Learning Funds

All funds expended should support approvable work-based learning (WBL) activities as defined in the SC Department of Education, Office of Career Readiness' 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.

State Work Based Learning funds should not support the following:

- Shadowing, on-site or virtual;
- Cooperative Education;
- Service Learning;
- Internship;
- Mentoring;
- Youth Apprenticeship;
- School-Based Enterprise;
- Structured Field Study;
- Registered Apprenticeship.

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.

Expenditures Allowable with State WBL Funds

- **Funding for a Work-Based Learning (WBL) Coordinator;**
    - Salary for the WBL coordinator;
    - Fringe benefits (fixed charges) for the WBL coordinator;
    - Travel for the WBL coordinator;
    - Routine office supplies for the WBL 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 (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.

- **Integration of Academic and Career and Technical Education (CTE)**
  - 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 CTE course content;
  - Provide opportunities for academic and CTE 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.

- **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.

- **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.

- **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 CTE course content.

- **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.

- **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 CTE course content.

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

- **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.*

Expenditures Not Allowed with State WBL Funds

- State Work-Based Learning funds are NOT to be used for the following:
- Purchase of supplies or equipment for CTE courses;
- Supplementing the salary of a career development facilitator that is mandated by the EEDA;
- Purchase of a copier;
- Training costs associated with the certification of career development facilitators;
- Student expenses or direct assistance to students such as, but not limited to, scholarships, student tuition, fees, books, uniforms, or cords for graduation;
- Student tuition/registration costs for students taking dual credit/dual enrollment courses;
- Reimbursing a student for gas or travel expenses;
- Repair and/or maintenance of equipment;
- Organization memberships;
- Food or meals—under any circumstance
- Entertainment, plaques, recognition awards, tee shirts, or memorabilia;
- Furniture (desks, chairs, bookcases, display cases, etc.);
- Purchasing a bus/vehicle to transport students;
- Magazine subscriptions;
- Alcohol;
- GED supplementary materials;

- Advertising campaigns including promotional items such as bumper stickers, pencils, pens, tee shirts, caps, and cups/mugs;
- Expenses related to CTE students/advisor participating in a Career and Technical Education Student Organization (CTSO).
- 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

The guidelines provided are non-inclusive. If you have a question about a specific use of EIA funds in regards to CTE 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. For general questions please reach out to careerreadiness@ed.sc.gov.