

VOCATIONAL TECHNICAL
EDUCATION

40. VOCATIONAL-TECHNICAL EDUCATION

The overall mission of vocational-technical education in Rhode Island is to develop quality programs and services from elementary level through secondary, postsecondary and adult levels to prepare all vocational-technical students with entry level skills in vocational-technical areas as well as academic and life skills necessary for employment or further education without prematurely limiting them to a particular occupational or educational choice.

Vocational-technical education is defined as a state approved educational program below the baccalaureate level taught by a properly certified teacher, designed to prepare individuals for gainful employment in recognized and/or emerging clusters of related occupations; to assist individuals in making informed occupational choices; and to upgrade individuals already in an occupational field.

TOPIC:

STANDARDS	INDICATORS
<p>a. The administering school committee (here-after "school committee") shall adopt a policy statement (s) for vocational-technical education.</p>	<ul style="list-style-type: none"> - Policy statement - Area Advisory committee recommendations - Superintendent's recommendations - Area Coordinating Committee recommendations
<p>b. The school committee shall provide the necessary fiscal resources for the operation of the Area Vocational center and its satellite programs. (Regs. p. 19, & p. 20, C.1, and C.2)</p>	<ul style="list-style-type: none"> - Tuition computations forms - Annual operating budget(s) - Teacher budget requests <ul style="list-style-type: none"> o competency-based materials o equipment and supplies - Public relations program budget
<p>c. The school committee shall provide service contracts (when available) for the Center's instructional and non-instructional equipment. (Regs. p. 19, #4)</p>	<ul style="list-style-type: none"> - Service contracts by program area - Service contracts in non-instructional areas
<p>Regs. refers to REGULATIONS OF THE BOARD OF REGENTS GOVERNING THE MANAGEMENT AND OPERATION OF AREA VOCATIONAL-TECHNICAL CENTERS IN RHODE ISLAND.</p>	

TOPIC:**STANDARDS**

d. The school committee shall conduct preventive maintenance programs for the Center as well as its electrical and related mechanical systems. (Regs. p. 19, #5)

e. The school committee shall make available the Area Center and its school-based satellites for their use for community activities and adult/postsecondary vocational training programs. (Regs. p. 19, #8)

f. The school committee shall ensure the physical security of the Area Center through the operation of its existing vandal alarm system, or, in lieu of this system, through the use of a recognized/licensed private security service or some other state-approved monitoring system. (Regs. p. 19, #3)

INDICATORS

- Building maintenance records
- Repairs made during past 2 years

- Policy statement(s)
- Schedules of community events

- Operational security system

TOPIC: _____**STANDARDS****INDICATORS**

g. The school committee shall establish an Area Coordinating Committee which shall consist of the superintendent and one school committee member from the administering as well as each participating school district, and shall meet four times a year, to develop short and long range plans for improving and expanding the Area Center's programs and services. (Regs. p. 22, #2)

- Membership list
- Minutes of Coordinating Committee meetings

h. The school committee shall consult with the Area Coordinating Committee and the Commissioner of Education prior to establishing and/or terminating Area Center programs. (Regs., p. 29 #B-1)

- Minutes of meetings
- Formal communications/responses

i. A representative of the Department of Elementary and Secondary Education and the Area Coordinating Committee shall participate in the interview process for the selection of the Area Center Director. (Regs. p. 27)

- Membership list of interview committee

TOPIC:

STANDARDS	INDICATORS
<p>j. The administering school district's superintendent shall recommend to the school committee for approval of the appointment of the Area Center Director. (Regs. p. 27, #A2)</p>	<ul style="list-style-type: none"> - Minutes of school committee meetings - Records of Center Director appointment
<p>k. The School committee shall, with the approval of the Commissioner of Elementary and Secondary Education, appoint the Director of the Area Center. (Regs. p. 27. #A2)</p>	<ul style="list-style-type: none"> - Superintendent's recommendation - Communications between administering school district and Department of Education
<p>l. A representative of the Department of Elementary and Secondary Education and the Area Coordinating Committee shall participate in the interview process for the selection of the Area Center guidance counselors. (Regs. p. 28)</p>	<ul style="list-style-type: none"> - Membership list of interview committee

TOPIC: _____

STANDARDS

m. Area Center directors and guidance counselors are state funded positions. Every effort shall be made to employ women and minorities in these positions. Affirmative action and equal employment guidelines shall be followed in the hiring, firing and promotion procedures of these state funded personnel. (Regs. p. 28, A-3)

n. The administering school district shall make every effort to provide a cooperative education coordinator at the Area Vocational-Technical Center to place students in work-experience programs. (Regs. p. 19 and 20, #B 9)

o. The school committee shall encourage the existence of vocational student organizations and shall approve those instituted. (Regs. p. 32, #6)

INDICATORS

- Copies of non-discrimination statements
- Copies of affirmative action plans
- Documentation of affirmative outreach efforts
- Composition of interview committee
- Staffing patterns

- Planning documents
- Memoranda to school staff
- School committee agendas

- School committee agendas
- School committee minutes
- Memoranda to staff
- Number of clubs organized

TOPIC:

STANDARDS	INDICATORS
<p>p. Note: Applies to Davies Vocational-Technical High School: The Rhode Island Department of Elementary and Secondary Education shall comply with all regulations and policies detailed for the School Committee and Superintendent of Area Vocational-Technical Centers. (Regs.p. 39)</p> <p>q. The participating school committee shall adopt a policy statement(s) for vocational-technical education.</p> <p>r. The participating school committee shall allocate the necessary fiscal resources for the operation of the Area Vocational Center and its satellite programs by providing for tuition and transportation for all qualified students who are able to attend the Area Vocational center and its satellite. (Regs. p. 20, #C1 and C2)</p>	<ul style="list-style-type: none"> - Policy Statement - Advisory committee recommendations - Superintendent's recommendations - Tuition computation forms - Annual operating budget - Participating school's budgets for vocational tuitions and related transportation - Participating school's vocational quotas and actual enrollments

TOPIC:**STANDARDS**

s. The superintendent or designee shall assign the Center Director the responsibility for the operation of the Area Center.
(Regs. p. 27, #A1)

t. The superintendent shall review the Area Coordinating Committee's annual center budget and recommend the budget to the administering school committee.
(Regs., p. 33, #D1)

u. The superintendent shall report annually to the school committee regarding the fiscal status of the Center and its programs.

INDICATORS

- Center Director job description
- Written policy statement(s)

- Area Coordinating Committee's budget recommendations

- Minutes of school committee meetings
- Superintendent's fiscal reports

TOPIC:

STANDARDS	INDICATORS
<p>v. The area coordinating committee shall meet at least four times each year and shall assist in the development of short and long range plans for the improvement and expansion of the Area Center program. (Regs. p. 22 #2)</p> <p>w. The superintendent shall annually submit to the Department of Elementary and Secondary Education the tuition computation used in the assessment of student tuitions to verify their accuracy. (Regs. p. 34, #D4)</p> <p>Note: Applies to Davies Vocational-Technical High School: The Tuition for the Davies School shall be calculated in accordance with Board of Regents policy. (Regs. p. 39 and p. 64)</p>	<ul style="list-style-type: none"> - Tuition computation forms - Minutes of meetings - Draft plans for the Center - Tuition computation forms
<p>x. The Area Center Director shall be responsible to the administering school district superintendent or the superintendent's designee (the Commissioner of Education in the case of Davies) for the successful operation of the area vocational-technical center and its satellites. (Regs. p. 27 A-1 and p. 53 C-1)</p>	<ul style="list-style-type: none"> - Director job description - Administrative directive(s)

TOPIC:

STANDARDS	INDICATORS
<p>y. The Area Center Director (hereafter Director) shall be provided with clerical support located in the Area Center. (Regs. p. 19 B7)</p>	<ul style="list-style-type: none"> - Secretarial location - Administrative directives
<p>z. The Director shall use information obtained from the Area Advisory Committee, parents, students, and community to modify, initiate or terminate programs in responding to the region's labor market needs. (Regs. p. 29, B1)</p>	<ul style="list-style-type: none"> - Survey instruments and assessments - Meetings with business, industry, and labor groups - New program initiated - Programs terminated - Craft committee recommendations
<p>aa. Student admissions shall be the responsibility of the Area Center Director. Efforts are to be made to interest and enroll students in those programs considered to be non-traditional for their sex. (Regs. p. 35 E1)</p>	<ul style="list-style-type: none"> - Recruitment materials (written and/or audio-visual) - Student enrollments indicating percentage of male, female, and minority students in each training program.

TOPIC: _____**STANDARDS**

bb. The Director shall be responsible for the maintenance of all shop/laboratory equipment and the physical plant consistent with local and state regulations. (Regs. p. 27 A1 and p. 19, 4 and 5)

cc. The professional and non-professional staff assigned to the Vocational Center shall be directly responsible to the Director. (Regs. p. 27 #2, p. 53 4A)

dd. The Director shall assure that all federal, state and local safety and health standards are adhered to. (Federal Regs. - OSHA)

INDICATORS

- Maintenance schedule
- Maintenance contracts
- Requests for maintenance support

- Administrative directives
- Director's job description

- Memoranda to staff
- Information to students

TOPIC:

STANDARDS	INDICATORS
<p>ee. The Director shall work with representatives of each curriculum area to develop their program's annual operating budget and shall submit to the Superintendent the Center's total budget request. (Regs. p. 27, #2, p. 54 #C4)</p>	<ul style="list-style-type: none"> - Interview staff - Memoranda to staff - Budget forms/requests for each skill area - Center budget
<p>ff. The Director shall be responsible for the development and implementation of satellite programs. (Regs. p. 53 B-3)</p>	<ul style="list-style-type: none"> - Satellite programs in operation - Planned satellite programs
<p>gg. The Director shall insure that all income earned from the operation of the Center's vocational programs, including adult vocational programs and satellites, will be used exclusively in support of those programs. (Regs. p. 34 D4)</p>	<ul style="list-style-type: none"> - Administrative directives - Procedures used for receiving funds - Records of program earnings and use of funds

TOPIC:**STANDARDS**

hh. The Director, with the approval of the superintendent and school committee, shall establish enrollment quotas by individual program areas for each participating school district. (Regs. p. 34 E1)

ii. The Director shall review admission applications, in conjunction with guidance and professional staff recommendations, and approve or reject these applications. (Regs. p. 34 E1)

jj. The Director shall insure that the Area Center and its satellites will not discriminate in student admissions, treatment, or access to vocational programs, services or activities on the basis of race, color, religion, sex, national origin or handicapping condition. (Title IX, Education Amendment of 1972 Federal Register March 21, 1979 Section IV paragraph A)

INDICATORS

- Administrative correspondence
- Quota formulations
- Superintendents and school committee reviews/approval

- Admissions procedures
- Student files
- Interview staff

- Student admissions policies
- Student enrollment demographics

