

1 State Board of Education

2

3 Adopted Permanent Rules Relating to Secondary Vocational  
4 Programs

5

6 Rules as Adopted

7 3505.1000 DEFINITIONS.

8 Subpart 1. [Unchanged.]

9 Subp. 2. [See Repealer.]

10 Subp. 3. **Authorized local administrator.** "Authorized  
11 local administrator" means the licensed vocational administrator  
12 who has major responsibility for vocational education at the  
13 secondary level for a district or center and is assigned to  
14 provide management and leadership in secondary vocational  
15 education. The superintendent may act as the authorized local  
16 administrator in the absence of a local vocational administrator.

17 Subp. 4. to 6. [Unchanged.]

18 Subp. 7. **Classroom instruction.** "Classroom instruction"  
19 means an in-school instructional method involving discussion,  
20 simulation, problem solving, decision making, computers, and  
21 other forms of communication.

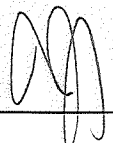
22 Subp. 8. and 9. [Unchanged.]

23 Subp. 10. **Cooperative center.** "Cooperative center" means  
24 two or more districts meeting all provisions of Minnesota  
25 statutes, which provide expanded educational options by sharing  
26 vocational programs which have been approved by the State Board  
27 of Education.

28 Subp. 11. and 12. [Unchanged.]

29 Subp. 13. **Entry level skills.** "Entry level skills" means  
30 those basic occupational competencies and work readiness skills  
31 including application of basic skills, work attitudes, and  
32 problem solving skills which enable a person to enter initial  
33 employment.

34 Subp. 14. **Essential licensed personnel.** "Essential  
35 licensed personnel" means staff assigned to approved vocational



1 education programs who meet criteria for vocational education  
2 licensure stated in vocational rules of the Minnesota State  
3 Board of Education and who have been issued the appropriate  
4 vocational license.

5 Subp. 15. **Exploratory work experience.** "Exploratory work  
6 experience" means a school supervised vocational program  
7 designed to provide students with paid or unpaid work experience  
8 in a variety of occupations, to help the students identify job  
9 traits in relation to their abilities and characteristics and to  
10 assist them in making realistic and appropriate occupational  
11 choices.

12 Subp. 16. **Extended employment.** "Extended employment"  
13 means paid time when staff is employed beyond the regular school  
14 calendar, which is necessary for job placement and coordination,  
15 development of training plans and training agreements, equipment  
16 maintenance, supply procurement, inventory and storage,  
17 curriculum development, staff development, or vocational student  
18 organization activities.

19 Subp. 17. [Unchanged.]

20 Subp. 18. [See Repealer.]

21 Subp. 19. to 24. [Unchanged.]

22 Subp. 25. **Occupation.** "Occupation" means paid or unpaid  
23 work including, but not limited to, salaried jobs,  
24 self-employment, and homemaking.

25 Subp. 26. [Unchanged.]

26 Subp. 27. [See Repealer.]

27 Subp. 28. to 34. [Unchanged.]

28 Subp. 35. **Students with special needs.** "Students with  
29 special needs" means students who are handicapped or  
30 disadvantaged.

31 Students identified as handicapped are defined in Minnesota  
32 Statutes, section 120.03 and cannot succeed in regular  
33 vocational programs.

34 Disadvantaged students are those who have academic or  
35 economic disadvantages and require special programs, modified  
36 programs or supportive services to assist them in succeeding in

1 a vocational education program. Students with academic and  
2 economic disadvantages may lack reading, writing, mathematic  
3 skills, perform below grade level, the family income is at or  
4 below national poverty level, the student or the student's  
5 parents or guardian is unemployed, the student or the student's  
6 parents are recipients of public assistance, or the student is  
7 institutionalized or under the state's guardianship.

8 Subp. 36. [Unchanged.]

9 Subp. 37. **Secondary vocational teacher full-time**  
10 **equivalent.** "Secondary vocational teacher full-time equivalent"  
11 means a licensed vocational teacher who teaches the equivalent  
12 of six hours per day for 175 days per year or its equivalent.

13 Subp. 38. to 41. [Unchanged.]

14 Subp. 42. [See Repealer.]

15 Subp. 43. **Vocational aid.** "Vocational aid" means  
16 categorical, state and federal funding for secondary vocational  
17 programs meeting criteria set forth in rules.

18 Subp. 44. [See Repealer.]

19 Subp. 45. **Vocational education.** "Vocational education"  
20 means organized educational programs, services, and activities  
21 which are related to the preparation of individuals for paid or  
22 unpaid work or for additional preparation for a career requiring  
23 technical competencies or a postsecondary or higher education  
24 advanced degree.

25 Subp. 46. [Unchanged.]

26 Subp. 47. **Vocational program advisory committee.**

27 "Vocational program advisory committee" means a group of persons  
28 with competence or interests in an occupational field related to  
29 the program being served, selected for offering advice to  
30 teachers or administrators regarding vocational education. At  
31 least 50 percent of the members shall be representatives of a  
32 directly related business, labor and industry.

33 Subp. 48. [Unchanged.]

34 3505.1200 OPPORTUNITY TO APPEAL.

35 Districts or centers whose vocational programs or courses

1 have been disapproved by the commissioner of education may  
2 appeal in writing to the commissioner of education for  
3 submission to the State Board of Education and are entitled to a  
4 review at a regular or special board meeting. The State Board  
5 of Education will notify the districts or centers of the time  
6 and place of the review in writing. Upon completion of the  
7 review, the decision of the State Board of Education and the  
8 reasons for the decision will be made in writing and transmitted  
9 to the local education agency. The decision of the State Board  
10 of Education shall be the final state action.

11 3505.1500 CENTER APPROVAL.

12 State Board of Education approval is necessary if a  
13 cooperative center is to be eligible for secondary categorical  
14 vocational aid or other aid available to approved cooperative  
15 centers. The superintendent representing a district school  
16 board or a center governing board may submit a request to the  
17 commissioner of education for approval by the State Board of  
18 Education when the following criteria have been met.

19 Vocational programs shall be shared by one of the following  
20 methods: two or more Minnesota school districts operating a  
21 cooperative center having met provisions of applicable Minnesota  
22 Statutes, or intermediate school districts established by the  
23 legislature to serve two or more independent school districts.

24 A licensed secondary vocational administrator or the  
25 superintendent for a district shall be responsible for the  
26 vocational programs.

27 3505.1700 ALLOTMENT AVAILABILITY OF FEDERAL FUNDS.

28 A cooperative agreement between the State Board of  
29 Education and the State Board for Vocational Technical Education  
30 will annually provide for the distribution of federal funds  
31 between secondary and postsecondary vocational programs.

32 Distribution to local education agencies must be determined  
33 by state and federal law.

34 3505.1900 SUBMISSION OF WRITTEN PLANS; USE OF MATCHING FUNDS.

1 Written plans for the use of federal and state appropriated  
2 matching funds shall be submitted to the commissioner of  
3 education by eligible agencies or institutions conducting  
4 vocational education programs. Claims for expenditures  
5 available for aid may be submitted to the commissioner of  
6 education requesting reimbursement upon funds already expended.  
7 Recommendations regarding payment shall be made by the  
8 commissioner of education for approval by the State Board of  
9 Education.

10 3505.2000 APPORTIONING FUNDS.

11 In apportioning funds among local education agencies, the  
12 State Board of Education shall assure that no local education  
13 agency which is making a reasonable tax effort shall be denied  
14 funds for establishing new vocational programs solely because it  
15 is unable to pay the nonfederal share of the cost of the  
16 programs.

17 3505.2100 PROPERTY MANAGEMENT STANDARDS.

18 A uniform property management system must be used by the  
19 districts and centers to:

20 A. maintain individual item control for continuing  
21 verification on nonexpendable personal property in which the  
22 State Board of Education has provided state or federal funds;  
23 and

24 B. maintain a source of information for future  
25 purchasing and capital budgeting for nonexpendable personal  
26 property, long-term capital financing, and program cost  
27 computing.

28 3505.2200 STANDARDS AND PROCEDURES GOVERNING OWNERSHIP.

29 This part lists standards and procedures governing  
30 ownership, use, and disposition of nonexpendable personal  
31 property purchased whole or in part with state or federal funds.  
32 Title must not be taken by the State Board of Education, but  
33 must be vested in the local education agency subject to the  
34 following restrictions on use and disposition of the property:

1 A. [Unchanged.]

2 B. All other nonexpendable personal property with an  
3 acquisition cost of \$1,000 or less: the local education agency  
4 may use the property for its intended vocational-technical  
5 purpose. If approved vocational-technical use of the property  
6 is discontinued or the property is sold or diverted in some  
7 other manner, the State Board of Education is to be credited  
8 with its proportionate share of the current fair market value of  
9 the property. The current fair market value shall be determined  
10 by the sale price in the case of a bona fide sale or by a third  
11 party appraisal in the case of some other diversion. The State  
12 Board of Education's proportionate share of the property shall  
13 be computed by applying the percentage of state funding  
14 participation in the property to the current fair market value  
15 of the property.

16 C. Nonexpendable personal property with an  
17 acquisition cost of over \$1,000: if the property is not needed  
18 for its intended vocational-technical purpose, the local  
19 education agency shall request disposition instructions from the  
20 commissioner of education. If instructions are not received  
21 within 120 days, the local education agency may dispose of the  
22 property at its discretion.

23 A physical inventory of nonexpendable personal property  
24 shall be taken by the local education agency and the results  
25 reconciled with the local education agency property records at  
26 least once every two years to verify the existence, current use,  
27 and continued need for the property. Property records shall be  
28 retained for three years after final disposition of the  
29 property. The commissioner of education or an authorized  
30 representative shall have access to any pertinent property  
31 records for the purpose of making examinations.

32 In addition, when personal property is purchased whole or  
33 in part with federal funds furnished by the State Board of  
34 Education, the local education agency shall comply with the  
35 appropriate federal regulations regarding standards and  
36 procedures governing ownership, use, and disposition of personal



1 property.

2 3505.2400 SCOPE.

3 To be eligible for aid, local education agencies shall meet  
4 the requirements in parts 3505.2400 to 3505.6000.

5 Approval requests shall be submitted annually by the local  
6 education agency to the commissioner of education. Only  
7 approved programs shall be eligible for vocational aid. Local  
8 education agencies submitting new program approval or alteration  
9 requests shall be notified in writing regarding approval,  
10 disapproval, recommended alteration, or delay of action within  
11 20 working days after receipt of the request. When the program  
12 is disapproved or recommended for alteration, the notification  
13 shall include reasons for denial or changes. When applicable,  
14 the notice shall outline corrective actions for the program to  
15 qualify for approval upon resubmission. Approved programs and  
16 administrative services shall be supervised by the authorized  
17 local administrator. The local education agency shall resubmit  
18 each approved program for evaluation by the State Board of  
19 Education at least once every five years.

20 3505.2500 INSTRUCTIONAL PROGRAM APPROVAL.

21 The commissioner of education shall approve programs on the  
22 following basis. Approval shall be on the basis of a complete  
23 program as defined in parts 3505.2600 to 3505.4100. The local  
24 education agency shall provide evidence that its curriculum is  
25 designed to meet vocational objectives which shall include:

26 A. in-depth exploration of occupations to assist in  
27 the career planning process;

28 B. development of occupational competencies designed  
29 to be recognized for advanced placement in postsecondary  
30 programs; and

31 C. development of occupational competencies necessary  
32 to enter an occupation.

33 Each program shall have a vocational advisory committee to  
34 advise the teacher, the local authorized administrator, and the  
35 local board; the advisory committee shall meet at least two

1 times a year.

2 3505.2600 PROGRAM COMPONENTS AND TIME STANDARDS.

3 All program components and learner outcomes for specific  
4 program areas as specified in parts 3505.2700 to 3505.4100 must  
5 be addressed to qualify for approval; however, emphasis shall be  
6 at the discretion of the local education agency with guidance  
7 from the program advisory committee.

8 3505.4200 MINIMUM STUDENT/STAFF RATIO TO OBTAIN FINANCIAL AID  
9 FOR PROGRAM.

10 To be eligible for aid, the minimum student-teacher staff  
11 ratio for each program must be an average of ten students per  
12 section. An exception to the minimum student/staff ratio may be  
13 granted by the State Board of Education for a maximum of one  
14 year to resolve a hardship. In this part, hardship exceptions  
15 refer to:

16 A. completing a sequential program;

17 B. the first year of a new program; and

18 C. a unique situation in a local district or

19 cooperative center that can be resolved by the beginning of the  
20 school year following the year in which the exception is granted.

21 A rationale and plan of action to resolve the hardship  
22 during the exception school year must be received by the  
23 secondary vocational section of the Department of Education by  
24 March 1, October 25, or February 25, whichever is appropriate.  
25 A student shall be allowed to enter or withdraw from the program  
26 without completing all courses or components.

27 3505.4300 COMMUNITY-BASED EDUCATION.

28 When a vocational program includes a segment in which  
29 students are placed on a paid or unpaid experience outside the  
30 vocational class or laboratory for more than 40 hours during the  
31 program, the local education agency shall meet the requirements  
32 for the community-based education option of a program as stated  
33 in parts 3500.3500 and 3505.4400 to 3505.4700.

34 3505.4400 SINGLE VOCATIONAL AREA COOPERATIVE; REGULAR



## 1 COOPERATIVE.

2 The authorized local administrator shall assign  
3 coordination time for the teacher-coordinator in blocks of time  
4 large enough for efficiency, so that the staff can contact the  
5 employer during hours when the student is working. Preparation  
6 time for the teacher-coordinator must be assigned separately  
7 from coordination time. Training stations must be available to  
8 at least half of the cooperative students before the  
9 commencement of the program. The student must be on the job a  
10 minimum of one hour a day, averaging no less than ten hours per  
11 week during the school session. An exception must be granted by  
12 the commissioner of education for handicapped persons whose  
13 disability prevents them from working a two-hour day. The local  
14 education agency shall have a training agreement and training  
15 plan for each student on the job. The agreement and plan shall  
16 be signed by the student/parent or guardian (when the student is  
17 under 18), employer, and teacher-coordinator, and shall remain  
18 on file locally for at least six months after the student  
19 completes the cooperative component of the program. The  
20 cooperative experience shall include occupational relations, an  
21 employability seminar, or a related seminar which shall consist  
22 of a minimum of 50 minutes per day or 250 minutes per week  
23 taught by a licensed vocational teacher-coordinator. When the  
24 seminar convenes two or fewer times per week, a minimum of 200  
25 minutes is required. The cooperative experience shall include  
26 prior or concurrent classroom instruction in the occupational  
27 area except work experience for special needs students. Age  
28 certificates must be kept on file for a minimum of three years.

29 3505.4500 MULTIPLE VOCATIONAL AREA COOPERATIVE; DIVERSIFIED  
30 OCCUPATIONS; INTERRELATED COOPERATIVE.

31 The requirements in part 3505.4400 must be met.  
32 Diversified occupations/interrelated cooperatives shall serve  
33 students from more than one vocational program area. A student  
34 shall have, or acquire concurrently, skill competencies related  
35 to the student's stated career objective as stated in the

1 component section of the vocational program area which relates  
2 to that stated objective.

3 3505.4600 SPECIAL NEEDS COOPERATIVE.

4 Special needs cooperative community-based education  
5 designed specifically to develop employability competencies for  
6 special needs students: all programs shall meet the following  
7 criteria.

8 The requirements in part 3505.4400 must be met. Students  
9 selected for these programs shall meet the definition of  
10 handicapped or disadvantaged in part 3505.1000, subpart 35. A  
11 committee consisting of teachers involved in general and  
12 vocational education, counselors, and administrators shall  
13 participate in the identification of disadvantaged students.  
14 Handicapped students shall be identified through the special  
15 education child study process outlined in parts 3525.2500 to  
16 3525.2900 and shall be limited to students who cannot succeed in  
17 regular vocational programs without special assistance. Proof  
18 that students enrolled in the program have been identified as  
19 handicapped or disadvantaged shall be kept on file locally for  
20 five years.

21 3505.4700 WORK EXPERIENCE.

22 Subpart 1. **Work experience/career exploration.** The  
23 requirements in part 3505.4600 must be met. Students who have  
24 reached age 14 and have not reached 16 are eligible for the work  
25 experience/career exploration. When students become 16 while  
26 enrolled, they may remain enrolled until the end of the school  
27 year. The maximum number of students enrolled in work  
28 experience/career exploration shall conform with federal  
29 regulations. The training agreement and employment  
30 certificates, not including the training plan, shall be kept on  
31 file for five years.

32 Subp. 2. **Work experience disadvantaged.** The requirements  
33 in part 3505.4600 must be met.

34 Subp. 3. **Work experience handicapped.** The requirements in  
35 part 3505.4600 must be met. The maximum number of students

1 enrolled in the work experience handicapped cooperative is 24  
2 students when the teacher-coordinator is responsible only for  
3 the vocational area of instruction. ~~When the~~  
4 ~~teacher-coordinator-is-responsible-for-individual-students-who~~  
5 ~~are-multi-handicapped,-or-the-student-load-includes-three-or~~  
6 ~~more-types-of-handicapped-conditions,-the-maximum-load-must-not~~  
7 ~~exceed-12-students.--When-severely-handicapped-students-are~~  
8 ~~enrolled-in-the-work-experience-handicapped-program,~~  
9 ~~supplemental-support-staff/technical-tutors-must-be-provided-to~~  
10 ~~support-the-work-experience-teacher-coordinator.~~ When the  
11 teacher-coordinator is responsible for other educational areas  
12 as well as the work experience cooperative, the student load  
13 should be prorated in accordance with the time limits defined in  
14 this subpart pertaining to the work experience handicapped  
15 cooperative time load. The training agreement and training plan  
16 shall be incorporated with the special education individual  
17 educational plan in the State Board of Education rules.

18 3505.4900 SUPPORT SERVICES.

19 Special needs supportive services shall assist students  
20 with special needs enrolled in vocational instructional  
21 programs. A district or center shall be eligible for vocational  
22 aid for support service personnel when a minimum of one  
23 half-time vocational licensed administrator exists to develop  
24 and implement the special needs services, and the staff to  
25 special needs student ratio in vocational education does not  
26 exceed the following:

27 A. one full-time equivalent support service  
28 facilitator to 60 full-time equivalent students;

29 B. one full-time equivalent supplemental support  
30 staff/technical tutor to ten full-time equivalent students;

31 C. one full-time equivalent interpreter to one  
32 full-time equivalent student or more as appropriate;

33 D. one full-time vocational evaluator to five  
34 full-time equivalent students enrolled in vocational evaluation  
35 services.

1 Proration of vocational aids shall occur when special needs  
2 personnel are assigned to vocational education less than full  
3 time.

4 3505.5200 VOCATIONAL AID.

5 State payments shall be based upon the estimated budget for  
6 approved programs operated in accordance with parts 3505.2700 to  
7 3505.4900. When state and federal vocational aid is not  
8 adequate to pay the state share identified in the vocational aid  
9 law, statewide proration of funds shall take place for all  
10 eligible estimated budget categories. Payments for salary,  
11 contracted instructional services, travel, curriculum  
12 development activities, and specialized instructional supplies  
13 and equipment (handicapped programs only) shall be based on the  
14 estimated budget. To receive aid under this part, enrollment  
15 figures must be submitted and postmarked on or before October 25  
16 and February 25. Failure to submit budgets and enrollment  
17 figures before the deadline will result in the aid being  
18 withdrawn. A district or center that does not verify enrollment  
19 figures and as a result has aid withdrawn may resubmit the  
20 budget by the date of the final report for the fiscal year. The  
21 district's or center's request must be kept by the department  
22 and will be funded at year end if sufficient aid is available.  
23 Final payment of aids for such categories shall be based on  
24 actual expenditures and actual enrollment.

25 3505.5300 AID FOR SALARIES.

26 Subpart 1. Eligibility of local education agency. A local  
27 education agency is eligible for aid according to Minnesota  
28 Statutes, section 124.573.

29 Subp. 2. Eligibility for aid for extended employment. A  
30 district or center is eligible for vocational aid for extended  
31 employment at a maximum rate of:

- 32 A. FTE teacher, six days;
- 33 B. FTE teacher-coordinator, 20 days.

34 Aid must be prorated for a less than full-time equivalent  
35 teacher.

1 Subp. 3. Eligibility for aid for preparation time. To be  
2 eligible for preparation time aid, each teacher for whom a  
3 district claims the aid must teach at least one vocational  
4 period.

5 The department shall fund up to a maximum of one hour of  
6 preparation time for a full-time equivalent teacher. Aid must  
7 be prorated for a less than full-time equivalent teacher.

8 Subp. 4. [Unchanged.]

9 3505.5400 ELIGIBLE ADDED COST CATEGORIES.

10 Subpart 1. UFARS object or program dimensions. A district  
11 or cooperative center is eligible for aid for the following  
12 added costs. The object or program dimensions in the current  
13 edition of the Manual for the Uniform Financial Accounting and  
14 Reporting System for Minnesota Schools (UFARS), State of  
15 Minnesota, Minnesota Department of Education must be used to  
16 define each category.

17 Subp. 2. Contracted services. Contracted services  
18 provided by a public or private agency other than a Minnesota  
19 public school district or cooperative center for instructional  
20 education services. Aid is available for:

21 A. A resource specialist or a guest speaker employed  
22 by an entity described in subpart 2 who teaches part of a  
23 program under the supervision of a licensed secondary vocational  
24 teacher. Contracted services for programs for the handicapped  
25 must be pre-approved by the state program specialist. UFARS  
26 object dimension 311 must be complied with.

27 B. A public or private agency other than a Minnesota  
28 school district or cooperative center that provides  
29 instructional vocational education services. In order to be  
30 eligible for aid:

31 (1) a binding contract must exist and be  
32 submitted with the annual program budget on March 1 for  
33 approval; and

34 (2) the public or private agency must comply with  
35 all rules governing secondary vocational education except for

1 teacher-student ratios.

2 Subp. 3. **Necessary travel.** Necessary travel by vocational  
3 staff in approved vocational programs defined in parts 3505.2600  
4 to 3505.4900 is eligible for aid as follows:

5 A. necessary travel between vocational instructional  
6 sites as defined in UFARS object dimension 366;

7 B. necessary travel by licensed secondary vocational  
8 education personnel for vocational student organization  
9 activities held within the state for instructional purposes  
10 related to the vocational program and as defined in UFARS object  
11 dimension 366; and

12 C. necessary travel by licensed secondary vocational  
13 education personnel for noncollegiate credit-bearing  
14 professional development related to the vocational program area  
15 as defined in UFARS object dimension 367.

16 Subp. 4. **Curriculum development.** Curriculum development  
17 that is part of a five-year plan for improvement based on  
18 program assessment as defined in UFARS program dimension 610.

19 A. The five-year plan must be submitted to the state  
20 program specialist for the vocational program by March 1 for  
21 approval. Yearly amendments are required if the plan or  
22 timelines deviate from the approved five-year plan.

23 B. The plan must identify the assessment process.  
24 The assessment must be a formal process involving teachers,  
25 administrators, business and industry, and the community.  
26 Program Evaluation and Reporting (PER), North Central  
27 Evaluation, Vocational Education Evaluation, or other evaluation  
28 process may be used.

29 C. The plan must be comprehensive and must consider  
30 the following:

- 31 (1) mission of vocational education;  
32 (2) coordination with district staff development  
33 plan;  
34 (3) Department of Education Model Learner  
35 Outcomes for the vocational program;  
36 (4) update relevant to world of work; and



1 (5) articulation between levels and across  
2 subject matter areas.

3 D. The plan must include work to be accomplished,  
4 title of person involved, and estimated timelines.

5 E. The five-year plan must be approved by the local  
6 program advisory committee.

7 Subp. 5. **Specialized vocational instructional supplies.**  
8 Aid is available for specialized vocational instructional  
9 supplies that are unique and essential to the instructional  
10 programs as defined in UFARS object dimension 433, excluding  
11 instructional equipment as defined in the UFARS Manual in  
12 Appendix B, page B-2.

13 3505.5500 AID FOR EQUIPMENT IN HANDICAPPED PROGRAMS.

14 A local education agency shall be eligible for aid at a  
15 rate up to the percentage rate set by the legislature for  
16 expenditures to lease or purchase equipment to develop  
17 occupational competencies in an approved instructional program.  
18 Equipment request shall be preapproved by the commissioner of  
19 education to be eligible for aid.

20 3505.5600 AID LIMITATIONS.

21 Expenditures jointly funded by vocational and special  
22 education or other sources (not including foundation aid and  
23 local levy) shall be eligible for aid at a rate not to exceed  
24 the maximum of either aid. When a district or center sells  
25 products or services produced in an approved program, the  
26 revenue from sales shall be recognized. This revenue may be  
27 used for expenditures which are directly related to an approved  
28 secondary vocational program. If the revenue from sale of  
29 products or services exceeds the cost to produce those products  
30 or services in any fiscal year, and the excess revenue is not  
31 used in another vocation program, the excess revenue shall  
32 reduce the state's obligation for such program by the amount of  
33 income in excess of the cost of production. When excess revenue  
34 is used for expenditures within approved secondary vocational  
35 programs, those expenditures are not eligible for aid under

1 Minnesota Statutes, section 124.573.

2 3505.5700 VOCATIONAL AID APPLICATION PROCEDURE.

3 Subpart 1. Submission of annual program budget. The  
4 authorized local administrator shall be responsible for  
5 submitting the annual program budget, program budget amendments,  
6 and annual report.

7 Subp. 2. Eligibility for vocational aid. To be eligible  
8 for vocational aid, the annual program budget shall be submitted  
9 by March 1 prior to the fiscal year for which aid is requested.  
10 Districts or centers shall be notified of program budget  
11 approval or disapproval in writing by May 30. To be eligible  
12 for vocational aid, annual program budgets must be approved by  
13 the commissioner of education. When personnel are assigned  
14 nonvocational or general supervisory responsibilities, the  
15 salary request shall be prorated on the program budget.

16 An authorized local administrator, a group of districts and  
17 centers, or the commissioner of education may request a  
18 hearing. The hearings shall be scheduled between March 1 and  
19 June 15 and shall discuss the rationale for program and planned  
20 revenue and expenditures. District or centers whose vocational  
21 budgets have been disapproved by the commissioner of education  
22 may appeal in writing to the commissioner of education for  
23 submission to the state board for its review. The results of  
24 the review shall be transmitted to the local board of education  
25 in writing.

26 Subp. 3. Amendments or late program budgets. Program  
27 budget requests may be submitted after March 1. The requests  
28 must be kept by the department and will be funded at year end if  
29 sufficient aid is available.

30 Amendments to the budget request must be received by the  
31 secondary vocational section of the Department of Education by  
32 October 25 and February 25 for teacher salaries, contracted  
33 services, travel, curriculum development activities, and  
34 vocational instructional supplies. Amendments are necessary  
35 when the budget amount varies by more than ten percent by

1 vocational program. Aid in excess of the ten percent variation  
2 will be withheld when the necessary amendments have not been  
3 made.

4 Amendment and program budget requests shall be considered  
5 when state and federal funds are available or the amendment  
6 request is for increased costs of existing approved programs,  
7 administrative or support services.

8  
9 INCORPORATIONS BY REFERENCE. The course, program and  
10 object dimensions, and the part of Appendix page B-2, all in the  
11 Manual for Uniform Financial Accounting and Reporting Standards  
12 (UFARS), published by the Department of Education that are  
13 referred to in part 3505.5400, are incorporated by reference.  
14 The Manual is updated continuously and is available through the  
15 Minitex interlibrary loan system.

16  
17 REPEALER. Minnesota Rules, parts 3505.0200; 3505.0300;  
18 3505.0400; 3505.0500; 3505.0600; 3505.0700; 3505.0800; 3505.0900;  
19 3505.1000, subparts 2, 18, 27, 42, and 44; 3505.6000; 3505.6100;  
20 3505.6200; 3505.6300; 3505.6400; 3505.6410; 3505.6500;  
21 3505.6600; 3505.6700; 3505.6800; 3505.6900; 3505.7000;  
22 3505.7100; 3505.7200; 3505.7300; 3505.7400; 3505.7500;  
23 3505.7600; 3505.7700; 3505.7800; 3505.7900; 3505.8000;  
24 3505.8100; 3505.8200; 3505.8300; 3505.8400; 3505.8410;  
25 3505.8500; 3505.8600; 3505.8700; 3505.8800; 3505.8900;  
26 3505.9000; 3505.9100; 3505.9200; 3505.9300; 3505.9400;  
27 3505.9500; 3505.9600; 3505.9700; 9505.9800; and 3505.9900, are  
28 repealed.