



**WEST VIRGINIA SECRETARY OF STATE**

**MAC WARNER**

**ADMINISTRATIVE LAW DIVISION**

**eFILED**

8/10/2018 10:28:47 AM

Office of West Virginia  
Secretary Of State

**NOTICE OF PUBLIC COMMENT PERIOD**

AGENCY: Education TITLE-SERIES: 126-071

RULE TYPE: Legislative Exempt Amendment to Existing Rule: Yes Repeal of existing rule: No

RULE NAME: Establishment Procedures and Operating Policy for Multi-County Career and Technical Education Centers (Policy 3232)

CITE STATUTORY AUTHORITY: W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education v. Hechler, 180 W. Va. 451; 376 S.E.2d 839 (1988); & W. Va. Board of Education and Steven L. Paine, Ed.D. v. Board of Education of the County of Nicholas, W. Va., 17-0767 (October 10, 2017)

COMMENTS LIMITED TO:

Written

DATE OF PUBLIC HEARING:

LOCATION OF PUBLIC HEARING:

DATE WRITTEN COMMENT PERIOD ENDS: 09/10/2018 4:00 PM

COMMENTS MAY BE MAILED OR EMAILED TO:

NAME: Dr. Kathy J. DAntoni, Associate Superintenden

ADDRESS: WVDE Division of Technical Education & Governors Economic Initiatives, Capitol Bldg. 6, Room 221  
1900 Kanawha Blvd., E, Charleston, WV 25305

EMAIL: kdantoni@k12.wv.us

PLEASE INDICATE IF THIS FILING INCLUDES:

RELEVANT FEDERAL STATUTES OR REGULATIONS: No

(IF YES, PLEASE UPLOAD IN THE SUPPORTING DOCUMENTS FIELD)

INCORPORATED BY REFERENCE: No

(IF YES, PLEASE UPLOAD IN THE SUPPORTING DOCUMENTS FIELD)

PROVIDE A BRIEF SUMMARY OF THE CONTENT OF THE RULE:

Policy 3232 is being revised to: update current career technical education procedures and processes at multi-county centers; clarify the required multi-county structure and its alignment with serving counties; and, clarify the roles of the Center Director and Administrative Council in serving counties.

SUMMARIZE IN A CLEAR AND CONCISE MANNER CONTENTS OF CHANGES IN THE RULE AND A STATEMENT OF CIRCUMSTANCES REQUIRING THE RULE:

Definitions are updated to align with WVBE Policy 2520.13; Administrative Council regular meeting notification changed from 5 days to 3 days; revised employee grievance procedures to conform with West Virginia Public Employee Grievance Board requirements; and, duplication of CTE programs updated to clarify procedures for county members.

SUMMARIZE IN A CLEAR AND CONCISE MANNER THE OVERALL ECONOMIC IMPACT OF THE PROPOSED RULE:

A. ECONOMIC IMPACT ON REVENUES OF STATE GOVERNMENT:

No costs or revenue will be impacted by the proposed amendment of W. Va. 126CSR71, Policy 3232, Establishment Procedures and Operating Policy for Multi-County Career and Technical Education Centers.

B. ECONOMIC IMPACT OF THE RULE ON THE STATE OR ITS RESIDENTS:

No costs or revenue will be impacted by the proposed amendment of W. Va. 126CSR71, Policy 3232, Establishment Procedures and Operating Policy for Multi-County Career and Technical Education Centers.

C. FISCAL NOTE DETAIL:

Effect of Proposal	Fiscal Year		
	2018 Increase/Decrease (use "-")	2019 Increase/Decrease (use "-")	Fiscal Year (Upon Full Implementation)
<b>1. Estimated Total Cost</b>	0	0	0
Personal Services	0	0	0
Current Expenses	0	0	0
Repairs and Alterations	0	0	0
Assets	0	0	0
Other	0	0	0
<b>2. Estimated Total Revenues</b>	0	0	0

D. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

No costs or revenue will be impacted by the proposed amendment of W. Va. 126CSR71, Policy 3232, Establishment Procedures and Operating Policy for Multi-County Career and Technical Education Centers.

**BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.**

Yes

**William C Burch -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.**

**Policy 3232, Establishment Procedures and Operating Policy for  
Multi-County Career and Technical Education Centers  
Executive Summary**

---

**West Virginia Department of Education  
Division of Technical Education & Governor's Economic Initiatives / Office of Governor's Economic  
Initiatives**

**Policy Cycle:**       30 day Comment Period                       Adoption of Policy

**Policy Process:**     Revision           Repeal and Replace           New

**Introduction:** Policy 3232, Establishment Procedures and Operating Policy for Multi-County Career and Technical Education (CTE) Centers, is revised to update current career technical education procedures and processes at multi-county centers.

**Background:** Policy 3232 ensures Center Directors and Administrative Councils operate in alignment with W. Va. Code. Center Directors, as stakeholders, met several times between February and May 2018.

**Proposed Changes:**

- Definitions are updated to align with WVBE Policy 2520.13 changes
- Administrative Council regular meeting notification from 5 days to 3 days.
- Revised employee grievance procedures to confirm with West Virginia Public Employee Grievance Board requirements
- Duplication of CTE programs updated to clarify procedures for county members

**Impact:** Policy 3232 clarifies the required multi-county structure and its alignment with serving counties. This policy clarifies the roles of the Center Director and Administrative Council in serving counties.

---

**Action:**

- Release for \_\_\_\_\_ day public comment
- Approved by WVBE with effective date of \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Policy 3232, Establishment Procedures and Operating Policy for  
Multi-County Career and Technical Education Centers  
List of Stakeholders**

---

**West Virginia Department of Education**

**External Stakeholders**

- Rebecca Bowers-Call, Director, Fred Eberle Career Center
- Matthew Call, Director, United Technical Career Center
- Tracy Chenoweth, Director, South Branch Career & Technical Center
- Ben Cummings, Director, Roane-Jackson Technical Center
- Ryan Haught, Director, Mid-Ohio Valley Technical Center
- Bryan Sterns, Director, Calhoun-Gilmer Career Center
- Donna Van Metre, Director, James Rumsey Technical Institute

**Internal Stakeholders**

- Dr. Kathy J. D'Antoni, Associate Superintendent, Division of Technical Education & Governor's Economic Initiatives
- Clinton Burch, Executive Director, Office of Governor's Economic Initiatives
- Dr. Sherri Nash, Executive Director, Office of Career Technical Education

TITLE 126  
**PROCEDURAL LEGISLATIVE RULE**  
BOARD OF EDUCATION  
SERIES 71

**ESTABLISHMENT PROCEDURES AND OPERATING POLICIES FOR MULTI-COUNTY  
CAREER AND TECHNICAL EDUCATION CENTERS (3232)**

**§126-71-1. General.**

1.1. Scope. -- This ~~policy rule~~ provides for the organization and operation of career and technical education centers serving more than one county.

1.2. Authority. -- W. Va. Constitution, Article XII, §2; ~~and~~ W. Va. Code §§18-2-5, 18-2B-~~21~~, et seq., 18-9A-1 et seq., 18-9D-19(e), and 18A-4-8c; and Carl D. Perkins Career and Technical Education Improvement Act of 2006, 20 USC 2301 et seq.

1.3. Filing Date. -- ~~August 12, 2005.~~

1.4. Effective Date. -- ~~September 11, 2005.~~

1.5. Repeal of Former Rule. - This ~~procedural legislative rule repeals and replaces~~ amends W. Va. §126CSR71 West Virginia Board of Education (WVBE) Policy 3232, "Establishment Procedures and Operating Policies for Multi-County Career Vocational and Technical Education Centers, (3232)" filed ~~May 28, 1982~~ August 12, 2005, and effective ~~July 27, 1982~~ September 11, 2005.

**§126-71-2. Purpose.**

2.1. The ~~West Virginia Board of Education (hereinafter WVBE)~~ is committed to providing high quality career ~~and~~ technical education (CTE) programs to students in West Virginia's public schools. The WVBE also recognizes that these programs can sometimes be delivered more effectively and efficiently when two (~~2~~) or more contiguous county ~~school districts~~ boards of education join together to provide programs at a career ~~and~~ technical education center that serves students from all participating districts.

2.2. The ~~objective purpose~~ of this ~~policy rule~~ is to provide the procedures for establishing and operating multi-county ~~career and technical education~~ CTE-centers.

**§126-71-3. Definitions.**

3.1. Administrative Council. — The governing body of the multi-county center, with representation from participating counties and the West Virginia Department of Education (WVDE), Division of Technical Education and Governor's Economic Initiatives ~~and Adult Education Services~~.

3.2. Advisory Council. — Required by the Carl D. Perkins Career and Technical Education Improvement Act of 2006, 20 USC 2301 et seq. (Perkins Act) and is charged with advising the WVDE and local CTE programs of study on the development, administration, and evaluation of policies and programs relating to CTE. The Advisory Council is comprised of high-level contacts and volunteers from business and industry, labor, postsecondary education, the nonprofit sector and students. Advisory Councils must met

~~a minimum of two times each during the school year. a group of local employers and other community representatives that advises the center director on the career and technical offerings of the school. Each program area within the center will maintain an advisory council to advise the instructor(s) on curriculum, equipment, supplies, etc., necessary to operate the program to industry standards.~~

3.3. Career and Technical Student Organizations (CTSO). — CTE organizations are primarily based in high schools, comprehensive high schools, and CTE centers. CTOS are integrated into programs of study as co-curricular activities and designated as nonprofit organizations. CTOS are authorized by the Perkins Act. students in the center should participate in the school, state, and national chapters of the student organizations related to their program area. These may include the Technology Students of America, Health Occupations Students of America, Future Business Leaders of America/Phi Beta Lambda, Skills USA, FFA, DECA, and Family, Career and Community Leaders of America.

~~3.4. Co-Curricular Activities—activities related to the curriculum of the program. Career and technical student organization activities are co-curricular. It is permissible to use class time for these activities.~~

~~3.5.4. Extra-Curricular/Extracurricular. — extra-curricular Activities are those not directly related to curriculum; — They and cannot take place during class time.~~

3.6. Fiscal Agent. — The participating county selected by the Administrative Council that maintains all fiscal records of the center.

#### **§126-71-4. Establishment.**

4.1. Letter of Intent.— Each county board of education ~~that wishes~~ seeking to join in a multi-county ~~career and technical education~~ CTE center (~~hereinafter~~ Center) shall notify the WVBE of its intent ~~to do so~~ via a letter sent to the ~~Assistant~~ Associate State Superintendent for the Division of Technical Education and Governor’s Economic Initiatives and Adult Education Services.

4.2. Resolution to Participate.— Each county board of education desiring to join in a Center shall adopt and include in its minutes a resolution to join with one ~~(1)~~ or more other counties to operate a Center and to support ~~it~~ the Center financially through its Administrative Council.

4.3. Multi-County Center Policies.— A written agreement setting forth the policies under which an Administrative Council shall operate shall be agreed upon by each participating county board of education at the time it joins. ~~Such agreement~~ and may be amended by agreement of all participating counties.

#### **§126-71-5. Operation.**

5.1. Administrative Council.— Each Center shall be administered by an Administrative Council.

5.1.~~a~~. The Administrative Council shall be composed of:

~~a~~5.1.a.1. One ~~(1)~~ member of the county board of education of each county involved, selected by each respective county board of education and certified by its president and secretary;

~~b~~5.1.a.2. The county superintendent of each county;

~~c~~5.1.a.3. The ~~Assistant~~ Associate State Superintendent or designated representative of the,

Division of Technical Education and Governor's Economic Initiatives and Adult Education Services, or his or her designated representative; and,

~~5.1.a.4.~~ The Director ~~of the Center~~, who shall attend all meetings and serve as secretary of the Administrative Council.

~~5.1.2b.~~ ~~A policy for appointment of alternate or substitute members~~ Each Administrative Council may be adopted a policy for the appointment of alternate or substitute members by each Administrative Council.

~~5.1.3c.~~ Appointment and Term.— ~~Members of the Administrative Council~~ members from the respective boards of education shall be appointed terms of three ~~(3)~~ years. ~~In the event that~~ If any member ~~of an Administrative Council~~ is unable to fulfill ~~his or her~~ their term of office, a replacement shall be appointed by the respective county board of education for the un-expired term.

5.1.4d. Duties.— The Administrative Council shall be the Center's governing body of the Center. The Administrative Council shall make all decisions related to the Center's personnel, policy, programs, and control ~~of the Center~~.

5.1.5e. Organizational, Regular, and Special Meetings.

~~a5.1.e.1.~~ An organizational meeting of the Administrative Council shall be held annually during the month of July at which time a chairperson and vice-chairperson shall be elected; 2

~~b5.1.e.2.~~ A minimum of six ~~(6)~~ meetings shall be held annually; 2

~~e5.1.e.3.~~ The secretary shall notify each member of the Administrative Council of the agenda for each regular meeting at least ~~five (5)~~ three business days in advance of ~~said the~~ the meeting; 2

~~d5.1.e.4.~~ A simple majority of the members of the Administrative Council shall constitute a quorum. All decisions shall require a simple majority vote for passage; 2

~~e5.1.e.5.~~ Special meetings may be called by the chairperson or a majority of the members; 2

~~f5.1.e.6.~~ The WVBE grants authority to the Administrative Council to enter into contracts. These contracts must be consummated through the fiscal agent, which is the county board of education ~~in which the Center is located and~~ selected by the Administrative Council; 2

~~g5.1.e.7.~~ The secretary of the Administrative Council shall record the proceedings of each meeting and provide each council member with a copy of minutes and attachments within ~~ten (10) working~~ business days after each meeting.

5.2. Fiscal Agent.

5.2.4a. The Administrative Council may select one ~~(1)~~ of the participating counties to be the Fiscal Agent. If the county selected is other than the county in which the Center is located, the selection must be approved by the WVBE.

5.2.2b. The Fiscal Agent shall maintain all fiscal records relative to the Center and shall make records



available to all members of the Administrative Council.

5.2.3c. The Fiscal Agent cannot initiate action, control of, or direct the Center. The Fiscal Agent's approval authority is limited to the question of the action's legality, the Administrative Council having sole discretionary authority.

5.2.4d. Because the Center operation does not represent educational expenses and benefits reserved to the Fiscal Agent, the Fiscal Agent's county board of education shall establish and maintain separate accounts in the General Current Expense Fund apart from all other funds of the county board of education. By this means, the county board's of education normal financial report will not be distorted, and the Center accounts will be clearly visible for accounting and auditing purposes. Purchase order forms, transmittals, invoices, checks, and records may be the same as those of the Fiscal Agent, but must be separately maintained. The Administrative Council will act, in general, as a county board of education now acts in approving fiscal actions, with the Fiscal Agent's responsibilities being limited as provided ~~in the foregoing paragraph~~.

5.2.5e. The Fiscal Agent shall be responsible for audits. Costs of audits shall be an allowable cost in the ~~operations~~ operating budget for the Center.

5.3. Procedures for Purchasing.— The Director of the Center shall adhere to the purchasing policies established by the Fiscal Agent and shall maintain a record of encumbrances. The Fiscal Agent shall approve and authorize all purchasing recommendations submitted by the Administrative Council, so long as ~~said~~ purchases and procedures ~~are in accordance~~ comply with established policies, West Virginia ~~school~~ law, and ~~are within the~~ available budget.

#### 5.4. Administration.

5.4.1a. The Administrative Council shall employ a ~~Director of the Center~~ Director. The Director shall administer, supervise, and promote, under the policies and regulations established by the Administrative Council, the career, technical, and adult programs ~~to be provided at the Centers~~ provide.

5.4.2b. The Director shall prepare and present the annual budget to the Administrative Council for review and approval. ~~Revisions of the budget~~ Budget revisions must be approved by the Administrative Council before presentation to the Fiscal Agent.

5.4.3c. The Director shall be responsible for the recommendation of personnel for appropriate positions. Such recommendation shall be submitted to the Administrative Council for ~~its~~ approval. The Director shall be responsible for recommendation of school personnel actions as prescribed in W. Va. Code §18A-2-1 et seq. Assignment, transfer, promotion, demotion, reduction in force, suspension, and dismissal will be in accordance with West Virginia ~~school~~ laws governing the employment of professional and service ~~school~~ personnel.

5.4.4d. The Director shall recommend a ~~salary~~ salaries for the ~~personnel of the Center~~ personnel. ~~Such recommendation~~ Recommendations shall be submitted to the Administrative Council for approval.

5.4.5e. The Director shall prepare and present to the Administrative Council a ~~ten (10)~~ year Comprehensive Educational Facilities Plan, ~~hereinafter~~ (CEFP), and any subsequent revisions necessary.

#### 5.5. Personnel.

5.5.1a. Professional personnel shall meet the state requirements for certification in the field in which they are assigned. Decisions relating to the employment of personnel will be made by the Administrative Council upon recommendation by the Director. Personnel shall be employed at the Center as approved by the Administrative Council in accordance with West Virginia school law governing employment of service and professional school personnel.

5.5.2b. The Administrative Council must afford its employees the same benefits (sick leave, vacation, insurance, retirement, continuing contract, etc.) as those to which the employees of the Fiscal Agent are entitled.

5.5.3c. In the administration of grievances of employees, the Director ~~will serve as Level I and Level II and the Administrative Council as Level III~~ and Administrative Council will follow grievance procedures as established by the West Virginia Public Employees Grievance Board.

5.5.4d. Employees of ~~multi-county centers~~ Centers shall accrue seniority and continuing contract status in accordance with W. Va. Code §18A-4-8c.

5.5.5e. Employees of ~~multi-county centers~~ Centers are not eligible to serve on the boards of education of participating counties.

5.6. Extracurricular Activities.— Extracurricular activities for high school students shall be disassociated from the Center. Students attending the Center shall be entitled to participate in extracurricular activities in their home schools.

5.7. Program of ~~Instruction Study~~.— The Administrative Council shall be the sole authority, subject to the rules of the WVBE, in determining the program of instruction to be offered at the Center. The Director shall be responsible for implementation of the program approved by the Administrative Council.

5.8. School Year.— The calendar for the school year of the Center shall be established by the Administrative Council in accordance with the program purposes. The instructional term for the Center's high school students shall correspond with the instructional terms of the participating counties to the extent possible.

5.9. Transportation.— Transportation responsibilities and expenses for each public school student attending the Center shall be assumed by the county board of education sending the student to the Center.

5.10. Records and Reports.

5.10.1a. The Director shall certify the credits earned at the Center to the principals of the high schools in which the students are enrolled.

5.10.2b. The Director shall prepare such other records and reports as are deemed necessary by ~~him/her~~ the Director or the Administrative Council.

5.11. Advisory Council.— Each Center shall establish an Advisory Council to provide advice on current job needs and the ~~relevance~~ relevance of courses being offered by the Center in meeting such needs. Such an Advisory Council shall be composed of members of the general public, and shall include representatives

of business, industry, and labor. The Director shall serve as secretary of the Advisory Council. Each county shall have representation on the council and ~~each~~ Advisory Council members representing a county shall have ~~his/her~~ their appointments approved by that county's board of education. The term of office of the chairperson shall be one ~~(1)~~ year. The chairperson shall be elected by the membership. In addition, the Center Director ~~of the Center~~ shall see that ~~individual~~ the Advisory Committees ~~with~~ includes representatives of business, industry, and labor ~~are established~~ for each career ~~and~~ technical concentration program of study offered.

5.12. Finance.— The Center shall be financed as follows:

5.12.1a. The Administrative Council shall request state and federal financial assistance for support of instruction, administration, supervision, operational expenses, and other services associated with the operation of the Center.

5.12.2b. The following “steps” of the state foundation program shall be included in the sources of revenue for the operation costs of Centers: Step I, Step II, Step III, Step VI and allowances for Public Employees Insurance Agency (~~PEIA~~) and retirement.

5.12.3c. The local share shall be the total budget (expenditures) for the operation of the Center minus anticipated (received) revenues from federal and state sources, and the local share shall be proportioned among the participating counties based on the previous year's enrollment (second month) in the Center.

5.12.4d. The Fiscal Agent county is also eligible to receive, from state vocational funds, an allocation for administrative costs. This amount shall be equal to the county's current restricted indirect cost rate times the amount of revenue received toward operation of the Center from the state foundation program and other state and federal vocational funds.

5.12.5e. The Administrative Council may accept gifts, grants, other state and federal funds, tuition, and other allocations of funds for purposes of erecting, repairing, equipping buildings, and operating the Center.

5.13. Withdrawal.— W. Va. Code §18-2B-2(~~a~~) states that any county participating in the operation of a Center shall not be permitted to withdraw from such participation.

5.14. Duplication of Center Programs.

5.14.1a. When planning the construction of a high school in a county that is served by a Center, the county may not be required to include the construction of a comprehensive career ~~and~~ technical ~~facility~~ center in the CEF. If the county board of education elects to construct a comprehensive career ~~and~~ technical ~~facility~~ center, the board shall include the Director and Administrative Council in the planning of programs to be offered at the career ~~and~~ technical ~~facility~~ center which complement the programs offered at the Center. The programs offered at the career ~~and~~ technical ~~facility~~ center may not replace the programs offered at the existing Center without the consent of the Center's Administrative Council— (see W. Va. Code §18-9D-19(e)-).2

5.14.2b. A partner county that plans to duplicate a state approved CTE program of study currently operating at the Center shall receive permission of the Multi-County Administrative Council prior to adding the duplicated program of study to the local educational agency plan.

5.14.c. A partner county that plans to open a local concentration (non state-approved) as outlined in W. Va. 126CSR44M, WVBE Policy 2520.13, West Virginia College- and Career-Readiness Program of Study/Standards for Career and Technical Education, must:

5.14.c.1. Establish local West Virginia Education Information System course codes for offered courses;

5.14.c.2. Establish a different program of study name;

5.14.c.3. Acquire local county board of education approval;

5.14.c.4. Assure the instructor certification aligns with WVDE certification requirements;

5.14.c.5. Maintain state facility and safety compliance; and,

5.14.c.6. Fund locally without use of any CTE federal or state funds.

5.14.d. Local concentration completer data will not be included in state and federal accountability or CTE funding formulas.

**§126-71-6. Severability.**

6.1. If any provision of this rule or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.

**Policy 3232, ESTABLISHMENT PROCEDURES AND OPERATING POLICY FOR  
MULTI-COUNTY CAREER AND TECHNICAL EDUCATION CENTERS  
Comment Response Form**

---

**Comment Period Ends:** September 10, 2018

**NOTICE:** *Comments, as submitted, shall be filed with the West Virginia Secretary of State's Office and open for public inspection and copying for a period of not less than five years.*

The following form is provided to assist those who choose to comment on **Policy 3232, Establishment Procedures and Operating Policy for Multi-County Career and Technical Education Centers**. Additional sheets may be attached, if necessary.

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Please check the box below that best describes your role.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Superintendent             | <input type="checkbox"/> Higher Educator   | <input type="checkbox"/> Parent/Family    |
| <input type="checkbox"/> Principal                  | <input type="checkbox"/> Teacher           | <input type="checkbox"/> Community Member |
| <input type="checkbox"/> Professional Support Staff | <input type="checkbox"/> Service Personnel | <input type="checkbox"/> Other            |

COMMENTS/SUGGESTIONS
§126-71-1. General.
§126-71-2. Purpose.
§126-71-3. Definitions.
§126-71-4. Establishment.
§126-71-5. Operation.
§126-71-6. Severability.

**Policy 3232, ESTABLISHMENT PROCEDURES AND OPERATING POLICY FOR  
MULTI-COUNTY CAREER AND TECHNICAL EDUCATION CENTERS**

**Comment Response Form**

Please direct all comments to:

Dr. Kathy J. D'Antoni/Associate Superintendent  
Division of Technical Education & Governor's Economic Initiatives  
West Virginia Department of Education  
Capitol Building 6, Room 221  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kdantoni@k12.wv.us](mailto:kdantoni@k12.wv.us)  
Fax No.: 304.558.2346