

Valtena G. Brown, Deputy Superintendent/Chief Operating Officer
School Operations

SUBJECT: FINAL **READING: PROPOSED AMENDMENT OF BOARD
POLICY 2450, ADULT, POST-SECONDARY CAREER
TECHNICAL AND COMMUNITY EDUCATION**

**COMMITTEE: INSTRUCTIONAL EXCELLENCE AND COMMUNITY
ENGAGEMENT**

**LINK TO STRATEGIC
FRAMEWORK: STUDENT, PARENT, AND COMMUNITY ENGAGEMENT**

At the School Board meeting of June 18, 2014, the School Board approved Agenda Item C-101, to amend Board Policy 2450, Adult, Post-Secondary Career Technical and Community Education at its meeting of August 6, 2014. This rule is being amended because it conflicts with recent legislative changes.

The Notice of Intended Action was published in the *Miami Daily Business Review* on June 23, 2014, posted in various places for public information and mailed to various organizations representing persons affected by the amended policy and to individuals requesting notification.

The time to request a hearing or protest the adoption of the amended policy has elapsed.

In accordance with provisions of the Administrative Procedure Act, this amended policy is presented to The School Board of Miami-Dade County, Florida, for adoption and authorization to file it in the official records of The School Board of Miami-Dade County, Florida.

Attached are the Notice of Intended Action and proposed amended policy. Changes from the current policy are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt amended Board Policy 2450, Adult, Post-Secondary Career Technical and Community Education, and authorize the Superintendent to file the amended policy with The School Board of Miami-Dade County, Florida, to be effective August 6, 2014.

C-100

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on June 18, 2014, its intention to amend Board Policy 2450, Adult, Postsecondary Career Technical and Community Education, at its meeting of August 6, 2014.

PURPOSE AND EFFECT: This rule is being amended in order to be in compliance with Section 1009.22, F.S. that provides legislative policy determining tuition fees for Workforce education postsecondary programs.

SUMMARY: Each district school board is to assess a block tuition fee for adult education programs. All students shall be charged fees except students who are exempt from fees under Section 1009.25, F.S., or students whose fees are waived in accordance to Section 1009.26, F.S. Each district school board shall adopt policies and procedures for the collection of and accounting for the expenditure of the block tuition.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41(1), (2); 1001.42(22);

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 1001.44; 1001.51 F.S.; 1004.02 F.S.; 1009.22 F.S.; 1011.80 F.S.; 6A-6.010; 6A-6.011; 6A-6.012; 6A-6.014; 6A-6.015; 6A-6.020; 6A-6.055 FAC;

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF August 6, 2014, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N. E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by July 15, 2014, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based (Section 286.0105, Florida Statutes).

A COPY OF THE PROPOSED AMENDED POLICY is available to the public for inspection and copying at cost in the Citizen Information Center, Room 158, 1450 N. E. Second Avenue, Miami, Florida, 33132.

Originator: Mr. Robert G. Gornito
Supervisor: Mrs. Valtena G. Brown
Date: June 4, 2014

1 ADULT, POST-SECONDARY CAREER TECHNICAL
2 AND COMMUNITY EDUCATION

3 A basic and high school continuation program shall be provided as an opportunity
4 for anyone over compulsory school age who is not attending high school in this
5 District. Program procedures are contained in the Adult and Career Technical
6 Education Procedures Handbook.

7 **GED Eligibility**

8 A person who is not at least eighteen (18) years of age may be permitted to take the
9 General Educational Development (GED) tests upon submission of a statement of
10 justification recommended by the Superintendent. The statement of justification
11 shall be based on at least one of the following circumstances:

- 12 A. The candidate justifies a need to be employed that would prevent
13 school attendance.
- 14 B. The candidate is a parent who does not have access to child care.
- 15 C. The candidate justifies health condition(s) that would prevent school
16 attendance.
- 17 D. The candidate desires to enter a vocational program, a college or
18 university or military service.

19 **Postsecondary Programs and Fees**

20 A fee schedule shall be established for students enrolled in adult basic, adult
21 secondary, career technical certificate education, or other adult programs, who are
22 reported for funding through the Workforce Development Education Fund.
23 The Florida legislature annually establishes fees for the adult and career
24 technical education program in accordance with the General Appropriations Act.
25 In addition, provisions are made in this policy for financial aid and fee/tuition
26 waivers, disposition of funds collected, community-based organizations,
27 self-supporting classes, private sector instruction, special textbook or supply items,
28 and capital improvements, technology enhancements or equipping buildings.

1 Adult and vocational education services are provided to adults in the following areas:

2 A. Adult General Education (Adult Secondary and Adult Basic
3 Education)

- 4 1. Students who demonstrate functional literacy skills at/or
5 below the eighth grade level and are studying to
6 achieve literacy.

7
8 | No-tuition is charged to this category of students.

- 9 2. Students earning credit required for a high school diploma
10 and/or preparing for the Test of General Educational
11 Development (GED).

12
13 | No-tuition is charged to this category of students.

- 14 3. Students who have a high school diploma and demonstrate
15 functional literacy skills at/or above the ninth grade level
16 require specific improvement of academic or learning skills
17 before pursuing post-secondary education goals to obtain or
18 maintain employment, or to benefit from postsecondary adult
19 vocational education programs.

20
21 Students in this category pay fees as established by the
22 General Appropriations Act. Additionally, the School Board
23 may charge any additional fees authorized by Florida law or
24 State Board of Education Administrative rule.

- 25 4. No fees are charged to students who are fee exempt based on
26 State law.

27
28 Students not counted for funding purposes will be assessed
29 fees equal to, but not exceeding, the cost of providing such
30 programs.

31 B. Career Technical Education

- 32 1. Students enrolled as postsecondary adult vocational
33 certificate pay fees as established by the General
34 Appropriations Act. Additionally, the Board may charge any
35 additional fees authorized by Florida statute or State Board of
36 Education Administrative rule.

1 2. Students taking adult postsecondary vocational courses for
2 personal or hobby use will pay fees equal to, but not
3 exceeding, the cost of providing such programs.

4 3. No fees are charged to students who are fee exempt based on
5 State law.

6 Career Technical Education services provided to students classified as non-resident
7 for tuition purposes as defined in State statute pay fees accordingly.

8 **Financial Aid and Fee/Tuition Waivers**

9 A. Financial Aid

10
11 A fee may be assessed to postsecondary adult vocational and adult
12 secondary students to pay in full or in part, the fees of eligible
13 postsecondary adult vocational certificate and adult secondary
14 students with demonstrated financial need. Each center will
15 maintain documentation as required by State Board of Education
16 Administrative Rule.

17
18 Students in COE accredited centers when eligible may utilize
19 financial aid from Federal or State assistance programs. Financial
20 aid information is available through the area technical center
21 counseling offices.

1 B. Fee/Tuition Waivers
2

3 Fee/Tuition waivers may be granted by the principal or designee
4 when necessary to assure an education opportunity for students
5 who have financial needs which cannot be met by existing sources of
6 student financial aid and as authorized by law or rules of the State
7 Board of Education. No fee waivers are allowed for students taking
8 adult vocational classes for strictly personal or hobby use and
9 students identified above.

10
11 School Operations will allocate such fee waivers as may be available
12 based upon need and requests of the various adult and area
13 technical centers. Allocations will be made for each fiscal year and
14 when depleted no additional waivers will be granted unless
15 additional funds become available. Annual allocations may not
16 exceed the maximum established annually in the General
17 Appropriations Act.

18
19 Each center receiving a fee waiver allocation shall maintain complete
20 documentation as required for each waiver issued.

21 C. Scholarships
22

23 The Board may establish scholarship funds using donations to help
24 students who need financial assistance to pay fees, who are enrolled
25 in adult secondary, adult life-long learning, and postsecondary adult
26 vocational education programs.

27 D. Deferred Fees/Installment Payments

28 1. Deferred Fees
29

30 Fees for students qualifying for and receiving grants, loans, or
31 scholarships or for whom fees are being paid on their behalf
32 by an employer, association, or governmental agency may be
33 deferred. Students for whom or from whom deferred fees
34 have not been collected by the end of the trimester in which
35 they registered will not be allowed to register for subsequent
36 courses until all financial obligations have been met.

1 2. Installment Payments
2

3 Students in need of installment payments may pay fees for
4 regular courses through an installment payment schedule if
5 they register before the beginning of the course, before the
6 trimester or within twenty-one (21) calendar days of the
7 beginning of the term.
8

9 At least 1/3 of the fee must be paid at the time of registration.
10 All fees must be paid no later than the end of the sixth week
11 in the trimester. Fees must be paid in one lump sum when
12 students register on or after twenty-two (22) calendar days
13 after the course or trimester has begun.

14 **Disposition of Fees Collected**

15 A. All tuition collected will be forwarded to Treasury Management.

16 B. All other monies collected at adult education centers shall be
17 properly receipted and deposited directly into the center's internal
18 funds.

19 **Community Based Non-Profit Organizations (CBOs), Public Agencies, and**
20 **Private Businesses**

21 The District may enter into affiliating agreements with community-based non-profit
22 organizations (CBOs), public agencies, and private businesses that may wish to
23 provide unique classroom or laboratory instruction that will significantly enhance
24 the employment opportunities of students enrolled in these programs.

25 **Private Sector Instruction**

26 Private businesses/agencies may request adult vocational or basic education classes
27 that qualify for Workforce Development Education Funds but do not have sufficient
28 enrollment to support the class/program. The District may cooperate with
29 these businesses/agencies through an agreement approved by the Superintendent
30 where the business/agency will pay the difference between projected workforce
31 Development Education Funds earned and the actual program cost. All other
32 fees applicable in this policy shall be contracted prior to the operation of
33 such a class/program.

1 Self-Supporting Classes

2 Students enrolling in non-reimbursed classes will pay a fee to cover the cost
3 of instruction. The amount will be variable depending on the expense for offering
4 the course. In all instances, the salaries, fringe benefits, and supplies furnished will
5 be included in the costs.

6 The Superintendent shall develop and implement administrative procedures to make
7 schools available to citizens of the District for these purposes and to implement this
8 policy.

9 F.S. 1003.435, 1004.93, 1004.94