

Notice Number 2017-147

Rule Number

Ed 1300 (formerly Ed 1300 and Ed 1400)

<p>1. Agency Name &amp; Address:</p> <p><b>State Board of Education</b>  <b>c/o NH Department of Education</b>  <b>101 Pleasant Street</b>  <b>Concord, NH 03301</b></p>	<p>2. RSA Authority: <b>RSA 188-E:3, I; 6, IV; 7, IV; 8; 9, III; 10, III; 14, II; and 18, II</b></p> <p>3. Federal Authority: _____</p> <p>4. Type of Action:</p> <p>Adoption _____</p> <p>Amendment _____</p> <p>Repeal _____</p> <p>Readoption _____</p> <p>Readoption w/amendment <u>  x  </u></p>
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5. Short Title: **Alternative Education and Career and Technical Education**

6. (a) Summary of what the rule says and of any proposed amendments:

**The proposed Chapter Ed 1300 rules govern all aspects of career and technical education centers as well as transportation and tuition costs for both alternative education and career and technical education programs. The rules in the existing chapter Ed 1300 on alternative education programs and the existing Chapter Ed 1400 on career and technical education are being combined and readopted with amendment as Ed 1300. In other words, the existing Chapter Ed 1400 is being eliminated but most of the requirements will remain in the combined Ed 1300. The rules have been condensed to include only areas in which the State Board has rulemaking authority.**

**The existing Ed 1304.01 is the only section of the current Ed 1300 rules that remains. In the proposal that section is combined into Ed 1305 to include both alternative education students as well as career and technical education students.**

**The current Ed 1406 regarding advisory committees was condensed into one line in the proposed Ed 1304 and only points to the statutory requirements.**

**The current Ed 1407 regarding secondary engineering technology programs has been changed to “pre-engineering” to comply with the current statute. It has been condensed and combined with the current Ed 1408 and Ed 1409 into Ed 1306 to include only pre-engineering and automotive technology. Ed 1409 on manufacturing and advanced manufacturing technology is removed in the proposal because the requirements are spelled out in statute.**

**All of the current Ed 1400 rules regarding planning, application, and renovation of career and technical education centers have been condensed and combined into the proposed Ed 1302 and Ed 1303 rules.**

**Anything that was removed from any of the sections mentioned above will be preserved and rewritten into an internal guidance document to be reproduced and sent to all career and technical education directors and centers.**

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## 6. (b) Brief description of the groups affected:

**Career and Technical Education centers and their students are affected by these rules. Local school districts and alternative education students are also affected by these rules.**

## 6. (c) Specific section or sections of state statute or federal statute or regulation which the rule is intended to implement:

RULE	STATUTE
Ed 1301	RSA 188-E:2
Ed 1302	RSA 188-E:3, I
Ed 1303	RSA 188-E:3, I
Ed 1304	RSA 188-E:4-a
Ed 1305.01-1305.02	RSA 188-E:6, IV; RSA 188-E:9
Ed 1305.03	RSA 188-E:8; RSA 188-E:9
Ed 1306.01	RSA 188-E:18, II
Ed 1306.02	RSA 188-E:18, II; RSA 188-E:20
Ed 1307.01 – Ed 1307.08	RSA 188-E:25

## 7. Contact person for copies and questions including requests to accommodate persons with disabilities:

Name: **Amanda Phelps**Title: **Program Assistant II**Address: **Department of Education**Phone #: **(603) 271-2408****101 Pleasant Street**Fax#: **(603) 271-4134****Concord, NH 03301**E-mail: **Amanda.phelps@doe.nh.gov**TTY/TDD Access: Relay NH 1-800-735-2964  
or dial 711 (in NH)8. Deadline for submission of materials in writing or, if practicable for the agency, in the electronic format specified: **November 16, 2017** Fax E-mail Other format (specify):

## 9. Public hearing scheduled for:

Date and Time: **November 9, 2017 at 10:00 a.m.**Place: **NH Department of Education, State Board Room, 101 Pleasant Street,  
Concord, NH 03301**

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## 10. Fiscal Impact Statement (Prepared by Legislative Budget Assistant)

FIS # 17:143 , dated 10/13/17**1. Comparison of the costs of the proposed rule(s) to the existing rule(s):**

There is no difference in cost when comparing the proposed rule to the existing rule.

**2. Cite the Federal mandate. Identify the impact on state funds:**

No federal mandate, no impact on state funds.

**3. Cost and benefits of the proposed rule(s):****A. To State general or State special funds:**

None.

**B. To State citizens and political subdivisions:**

None.

**C. To independently owned businesses:**

None.

## 11. Statement Relative to Part I, Article 28-a of the N.H. Constitution:

**Relative to Part I, Article 28-a of the NH Constitution, there are no added costs for these proposed rules to the state or to political subdivisions. These rules provide the requirements for career and technical education and alternative education programs. These processes are already in place. Therefore, there is no violation of Part I, Article 28-a.**

Readopt with amendment Ed 1301-Ed 1304.01, effective 7-14-11 (Doc #9954-A), Ed 1304.02, effective 7-14-11 (Doc #9954-B), Ed 1401-Ed 1409, effective 6-10-17 (Doc #12205, Interim), and Ed 1410, effective 8-25-17 (Doc #12371, Interim) and renumber as Ed 1300 to read as follows:

~~CHAPTER Ed 1300 ALTERNATIVE EDUCATION PROGRAMS~~

~~PART Ed 1301 PURPOSE~~

~~— Ed 1301.01 Purpose. The purpose of Ed 1300 is to provide rules for implementing a variety of alternative education programs at regional centers pursuant to Ed 1400 or the associated high schools that are funded within state budget appropriations pursuant to the rulemaking authority in RSA 21-N:9(i),(j),(m) and (v). These rules may also serve as guidelines for any entity that is not directly covered by these rules when that entity is considering the establishment of an alternative education program.~~

~~PART Ed 1302 DEFINITIONS~~

~~— Ed 1302.01 “Alternative education program” means:~~

- ~~(a) An alternative education program offered to qualified students at regional centers or the associated high schools that provides at risk alternative education students with a variety of options possibly leading to graduation by focusing on the student’s individual social needs and the academic requirements for a high school diploma;~~
- ~~(b) An adult high school program that is offered under Ed 702; and~~
- ~~(c) An adult basic education program that is offered under Ed 703.~~

~~— Ed 1302.02 “Alternative education student” means a pupil 16 years of age or older having an approved alternative learning plan pursuant to RSA 193:1,I(h).~~

~~— Ed 1302.03 “At risk student” means a high school student who has been evaluated by the local school district staff and deemed to be an individual in jeopardy of dropping out of school prior to graduation.~~

~~— Ed 1302.04 “Cost per pupil” means the rate calculated by subtracting tuition and transportation from K-12 current operating expenditures from all funding sources local, state and federal associated with the daily operations of schools, and then dividing by the average daily membership in attendance(ADM-A).~~

~~— Ed 1302.05 “Department” means the New Hampshire department of education.~~

~~— Ed 1302.06 “High school” means:~~

- ~~(1) A high school as defined in RSA 194:23 that is not designated as a regional center in Ed 1400; and~~
- ~~(2) An adult high school in Ed 700.~~

~~— Ed 1302.07 “Program competencies” means the academic and technical knowledge, skills, and/or attitude that enable students to effectively demonstrate and perform the tasks and activities in a given~~

~~content area pursuant to RSA 193-C:3,III and including but not limited to requirements set forth in RSA 188-E:14 and RSA 188-E:18.~~

~~PART Ed 1303 PLANNING ALTERNATIVE EDUCATION PROGRAMS~~

~~—— Ed 1303.01 Responsibility of Local School Boards.~~

~~—— (a) The local school board shall be responsible for the planning and implementation of the alternative education program at the high school within the district.~~

~~—— (b) The local school board shall solicit and consider recommendations of the community members in the local school district in determining programs, facilities, and enrollment needs for an alternative education program.~~

~~—— (c) The local school board shall continue to provide a balanced education program in their high school insuring that funds shall not be diverted from the on-going programs for purposes of maintaining or developing the alternative education program. Full compliance with the requirements for an approved high school shall be maintained.~~

~~—— (d) The local school board shall staff and administer the program to insure quality alternative education programs for all students participating in the program.~~

~~—— (e) The local school board shall designate a full time director of alternative education, who shall administer the program within the administrative structure of the district.~~

~~—— (f) When alternative education programs are not offered at the high school within the district, the local school board shall provide full access to all of the alternative education programs at regional centers or at the associated high schools within another district or charter public high schools.~~

~~—— (g) Charter public high schools shall provide alternative education programs in one alternative education cluster, giving due regard to equal opportunity for both boys and girls to participate in the alternative education program.~~

~~—— (h) The local school board shall participate in such evaluations as are necessary in order to ensure continuous quality alternative education programs.~~

~~—— (i) The local school board shall maintain the alternative education facilities and equipment in a manner consistent with state facility standards, safety and accessibility requirements, and program objectives pursuant to Ed 300.~~

~~—— Ed 1303.02 Responsibility of the Department.~~

~~—— (a) The department shall review alternative education programs at regional centers and at their associated high schools with particular emphasis upon need, enrollment, and course offerings, in cooperation with the local school district. The department shall provide assistance, guidance and cooperation to the local school districts in the planning and implementation of the alternative education programs.~~

~~—— (b) The department responsibilities shall include:~~

- ~~(1) Encouraging high schools to make multiple use of laboratories and facilities at regional centers for alternative education whenever enrollments or program planning in the local school district suggests this to be reasonable and proper;~~
- ~~(2) Providing technical assistance in planning and developing alternative education programs;~~
- ~~(3) Providing for on-going assistance and periodic evaluation of progress and services;~~
- ~~(4) Providing, upon request, for hearings for local school districts when problems or grievances concerning the operation cannot be settled by mutual agreement; and~~
- ~~(5) Making alternative education programs at high schools eligible to receive tuition and transportation funds according to the provisions of Ed 1304,~~

~~—— (c) Progress reports shall be made periodically to the local school districts.~~

#### ~~PART Ed 1304 TUITION PAYMENT AND TRANSPORTATION REIMBURSEMENT~~

~~—— Ed 1304.01 Payment and Reimbursement Criteria. Students meeting the following requirements shall have part or all of both their tuition paid and transportation reimbursed from state funds, under the following conditions:~~

~~—— (a) Tuition payment shall be governed by the following criteria:~~

- ~~(1) Alternative education students shall be eligible for state tuition payment for the educational costs of the plan not to exceed the cost per pupil as calculated by subtracting tuition and transportation from K-12 current operating expenditures, and then dividing by the average daily membership in attendance (ADM-A). The cost per pupil for each school district shall be released annually in January and posted on the department website [www.education.nh.gov/data/financial.htm](http://www.education.nh.gov/data/financial.htm); and~~
- ~~(2) The state shall pay 75 percent of the full tuition for a student who is enrolled in an out-of-district alternative education program, and the sending school district shall be responsible for the remaining 25 percent of the student's full tuition;~~

~~—— (b) Transportation reimbursement shall be governed by the following criteria:~~

- ~~(1) Transportation of alternative education students to a receiving district shall be the responsibility of each sending school;~~
- ~~(2) In determining transportation costs, the safety of students shall be considered;~~
- ~~(3) Except as provided in Ed 1304(b)(4), students enrolled in the receiving district high school shall not be eligible for transportation reimbursement for approved alternative education programs within that district;~~
- ~~(4) Students enrolled in a receiving district high school shall be eligible for transportation reimbursement for alternative education programs located at a regional center or associated high school within another district;~~

~~(5) Where regularly scheduled school or public bus transportation is available and compatible with school and student schedules, the round trip daily rate regularly charged students shall be paid for days of school attendance for alternative education students with an approved plan enrolled in alternative education programs or courses at a designated regional center or associated high school;~~

~~(6) When regularly scheduled school or public bus transportation is not available or is not compatible with school and student schedules, individual student reimbursement shall be paid for each day of school attendance in the approved alternative education program as follows:~~

~~a. The individual student rate for the purpose of reimbursing school districts for student self transport shall be \$.25 per mile per student; and~~

~~b. Fares contracted by the sending district with a public carrier for groups of students shall be reimbursed on an annual basis at \$.10 per mile per student;~~

~~(7) A district negotiating a transportation contract shall advertise and award bids for such transportation. Successful bidders shall utilize transportation vehicles that conform to federal and state safety standards for that type of student carrier. The state shall only reimburse at \$.10 per mile per student; and~~

~~(8) The state shall not be a party to any contract to transport students under these policies and procedures; and~~

~~—— (c) An individual student whose residence is at such distance as to make commuting impossible or impractical may utilize an allocation of funds for transportation or for board and room, provided:~~

~~(1) The maximum reimbursement for travel and/or board and room for each student shall be \$100 per week, or \$20 per day; and~~

~~(2) This reimbursement may be for travel, for board and room, or for a combination of travel and board and room.~~

~~—— (d) Each receiving district superintendent of schools shall submit to the department and each sending district each alternative education student's enrollment and days of attendance.~~

~~—— (e) In the event that funds are not adequate to pay the total cost of both tuition and transportation, then both tuition and transportation payments shall be reduced on a prorated basis pursuant to RSA 188-E:9, III.~~

~~—— Ed 1304.02 The Tuition and Transportation Alt 1 Form.~~

~~—— (a) The tuition and transportation Alt 1 Form shall be used when requesting tuition payment and transportation reimbursement for students 16 years of age or older. An Alt 1 Form shall be submitted as an estimate of expenses to the department by October 15 each year for the current school year.~~

~~—— (b) Each sending district superintendent of schools shall certify to the tuition and transportation costs incurred for students each semester on the Alt 1 form containing the following information:~~

~~(1) The name of the receiving district;~~

~~(2) The name of the sending district;~~

- ~~(3) The school year;~~
- ~~(4) The total receiving district high school tuition rate, not to exceed the cost per pupil;~~
- ~~(5) One of the following:
  - ~~a. The budget estimate of expenses for the school year, due October 15;~~
  - ~~b. The first half year reimbursement request, due February 15; or~~
  - ~~c. Second half reimbursement request, due July 15;~~~~
- ~~(6) Student information including:
  - ~~a. Status, either part time or full time;~~
  - ~~b. Name;~~
  - ~~c. Course;~~
  - ~~d. Age; and~~
  - ~~f. Approved alternative education plan;~~~~
- ~~(7) Tuition information including:
  - ~~a. Enrollment dates;~~
  - ~~b. Approved cost per pupil as identified in Ed 1304.01(a)(1);~~
  - ~~c. District charge; and~~
  - ~~d. State charge;~~~~
- ~~(8) Transportation information including
  - ~~a. Days of attendance;~~
  - ~~b. Rate; and~~
  - ~~c. Charge requested;~~~~
- ~~(9) Total tuition payment requested; and~~
- ~~(10) Total transportation costs requested for reimbursement.~~



~~CHAPTER Ed 1400 CAREER AND TECHNICAL EDUCATION~~

~~Statutory Authority: RSA 188 E:3, 188 A:10 P.L. 94 482, 45 C.F.R. 104 105~~

~~PART Ed 1401 DEFINITIONS~~

~~—— Ed 1401.01 “Alternative education program” means an alternative education program as defined in Ed 1302.01.~~

~~—— Ed 1401.02 “Charter school” means charter school as defined in RSA 194 B:1,III.~~

~~—— Ed 1401.03 “Department” means the New Hampshire department of education.~~

~~—— Ed 1401.04 “Program advisory committee” means the program advisory committee established by a regional center in Ed 1407.02(a)(1), Ed 1408.02(a)(1), and Ed 1409.02(a)(1).~~

~~—— Ed 1401.05 “Program competencies” means the academic and technical knowledge, skills, and/or attitude that enable students to effectively demonstrate and perform the tasks and activities in a given content area pursuant to RSA 188 E:10,I and RSA 193 C:3,III, as provided in Ed 1404.05(d).~~

~~—— Ed 1401.06 “Qualified project” means a plan approved under Ed 1404.06.~~

~~—— Ed 1401.07 “Receiving board” means the receiving district school board of education designated in Ed 1403.01(a).~~

~~—— Ed 1401.08 “Region” means a designated geographical area pursuant to Ed 1402.~~

~~—— Ed 1401.09 “Regional advisory committee” means a group of employers and community representatives who meet the membership requirements in Ed 1406.01 and RSA 188 E:4 and who advise educators on the planning, design, designation, implementation, and revision of a regional career and technical education center.~~

~~—— Ed 1401.10 “Regional center” means a receiving school district or charter school for secondary education:~~

~~(1) Designated under RSA 188 E:1 and Ed 1404.01 as part of a high school regional career and technical education and alternative education program;~~

~~(2) That qualify for funding under RSA 188 E:3 and RSA 188 E:10; and~~

~~(3) That are listed in Ed 1404.11(b), Table 1404 2.~~

~~—— Ed 1401.11 “Renovation” means:~~

~~(1) Work involving upgrades to existing regional center building space;~~

~~(2) Work for the purpose of converting other existing building space to regional career and technical education space to accommodate new programs;~~

~~(3) Bringing existing career and technical education building space back to new or good condition;~~

~~(4) The purchase of new or replacement equipment necessary for meeting industry standards; or~~

~~(5) The expansion of existing space in a regional center.~~

~~—— Ed 1401.12 “Sending board” means the sending district school board of education in any district where students reside who attend the regional center as an approved area career and technical education, or alternative education student.~~

~~—— Ed 1401.13 “Transportation” means the cost of transportation for regional center students and for at risk students who attend alternative education programs that the department is authorized to pay and that the sending district is responsible for paying under RSA 188 E:8, and as provided in Ed 1405.~~

~~—— Ed 1401.14 “Tuition” means tuition charged and paid for students attending regional career and technical education and/or alternative education programs that the department is responsible for paying under RSA 188 E:7, and as provided in Ed 1405.~~

#### ~~PART Ed 1402 REGIONS~~

~~—— Ed 1402.01 Regions Established. The commissioner of the department shall designate a region. A region shall be based upon an agreement among the representatives listed in Ed 1402.02 who have an interest in offering career and technical education and alternative education programs for their students in a geographical area. The agreement shall include the formula for participation between the receiving board and the boards of the sending school districts in Ed 1403.01(x) for career and technical education.~~

~~—— Ed 1402.02 Representatives. The following minimum number of representatives shall meet to establish a region.~~

~~—— (a) One representative from each sending district maintaining a public high school in the geographical area.~~

~~—— (b) One representative from each receiving district maintaining a public high school in the geographical area.~~

~~—— (c) One representative from each charter high school in the geographical area.~~

~~—— (d) One representative from each regional center in the geographical area who shall be the regional center director.~~

~~—— (e) Representatives from program advisory committees to be determined by each regional center within the geographical area.~~

~~— (f) The commissioner of the department shall appoint additional representatives from the geographical area for good cause shown.~~

~~PART Ed 1403 PLANNING, DESIGNATION, AND IMPLEMENTATION OF A REGIONAL CENTER FOR CAREER AND TECHNICAL EDUCATION AND ALTERNATIVE EDUCATION~~

~~— Ed 1403.01 Responsibility of School Boards for Receiving District.~~

~~— (a) The receiving board shall be the board of education in the receiving district where a high school has been designated under RSA 188-E to provide a regional center to serve the region. The receiving district may be a single district or a cooperative district in accordance with the organization of that particular region.~~

~~— (b) The receiving board in accepting designation as a regional center shall agree to fully cooperate with the education personnel and citizens of the school districts within their region in the planning, designation, and implementation of the career and technical education programs and facilities of the regional center, and of the planning, designation, and implementation of the alternative education programs of the center.~~

~~— (c) The receiving board shall submit an application for funding as a qualified project to the department for review and approval.~~

~~— (d) The receiving board shall appoint a regional advisory committee representative of the school districts in the region which shall make recommendations concerning the regional center to the receiving board in accordance with Ed 1406.02.~~

~~— (e) The receiving board shall consider recommendations of the regional advisory committee in determining career and technical education programs, facilities, and regional enrollment needs for a regional center.~~

~~— (f) The receiving board shall provide the site for parking and other related areas for the regional center and other necessary items not covered under the state grant for construction of regional centers and initial equipment. Such site shall be the property of the school district or there shall be positive assurance of the continued availability of the site for the reasonable life of the regional center.~~

~~— (g) Specific site responsibilities of the receiving board, without state financial reimbursement shall include the following:~~

- ~~(1) Acquisition of sufficient land for construction or expansion of the center including any easements or rights of way that might be necessary;~~
- ~~(2) Acquisition of sufficient land for parking or long term agreements to utilize off site parking;~~
- ~~(3) Environmental and geotechnical studies necessary to ensure that the proposed construction can be completed at the site;~~

- ~~(4) Permits for construction required by authorities having jurisdiction including, but not limited to, the NH department of environmental Services, NH department of transportation, NH department of health and human services, municipal code enforcement authority;~~
- ~~(5) Site work outside of the building footprint including, but not limited to, clearing and grubbing, earth moving, blasting, removal of unsuitable materials, cut and fill work, soil testing, compaction, grading, site drainage, landscaping;~~
- ~~(6) Planning, design, and construction of utilities including electric power, water, sewer, natural gas, and communications to a point one foot outside of the building entrance for each specific utility;~~
- ~~(7) Planning, design, and construction of roadways and sidewalks;~~
- ~~(8) Planning, design, and construction of parking facilities;~~
- ~~(9) Other site requirements as identified by the department based on Ed 321;~~
- ~~(10) Provision of a clerk of the works to manage the construction project;~~
- ~~(11) Legal review of construction contracts;~~
- ~~(12) Builders risk and accident liability insurance during construction;~~
- ~~(13) Property and liability insurance following construction; and~~
- ~~(14) Development of equipment specifications lists and purchasing.~~

~~— (h) Receiving district responsibilities shall not prohibit that district from receiving regular building aid through the application process as provided in RSA 198:15 b, except that such building aid shall not be duplicative of other moneys.~~

~~— (i) Following a complete review of the application under Ed 1403.03, the state board shall approve and recommend the final plan for legislative action as a qualified project, provided it contains all the required elements of Ed 1404.02, Ed 1404.03, and Ed 1404.05.~~

~~— (j) The final plans, program descriptions, equipment lists and total cost for the construction of a regional center shall be submitted to the department, for recommendation to the state board of education 18 months prior to the availability of funds in the capital budget. This submission shall be in accordance with Ed 1404.02.~~

~~— (k) The department shall review all architectural agreements and architectural contracts.~~

~~— (l) The receiving board may enter into an architectural agreement after approval by the department. Department approval shall not be unreasonably withheld.~~

~~— (m) The receiving board, when entering into an architectural agreement, shall ensure in such agreement that any modifications, deletions and other changes related to the approved plans and equipment lists, shall be reviewed by the department prior to any such modification, deletion, or change taking place. Any increased cost of changes that occur when not approved by the department shall be the responsibility of the receiving board.~~

~~—— (n) The purchase of equipment shall be the responsibility of the receiving board through their regular purchase procedures and policies, except that built ins and non movable equipment and machinery that require contractor installation shall be part of the construction cost.~~

~~—— (o) For purposes of (n) above, built ins shall include:~~

- ~~(1) Cabinetry;~~
- ~~(2) Counters;~~
- ~~(3) Wood shelving;~~
- ~~(4) Non movable equipment and machinery;~~
- ~~(5) Air handling units;~~
- ~~(6) Heating units; and~~
- ~~(7) Dust and waste collection systems;~~

~~—— (p) Receipt and installation of receiving board purchased equipment shall coincide with the completion of the building and opening of the regional center, except for conditions beyond the control of the receiving board.~~

~~—— (q) The receiving board shall not expend more state funds for the regional center than the amount authorized in the grant award and the receiving board shall accept responsibility for the construction of the project.~~

~~—— (r) The receiving board shall submit building plans and subsequent change orders that cost more than \$10,000 or that result in elimination of more than 1000 square feet of gross building space to the division of career technology and adult learning for approval by the department pursuant to Ed 321. Department approval shall not be unreasonably withheld.~~

~~—— (s) The receiving board shall put the construction project out to bid.~~

~~—— (t) The receiving board shall continue to provide a balanced education program in their high school insuring that funds shall not be diverted from the on going programs as required by Ed 306 maintaining or developing the regional center. Full compliance with the requirements for an approved high school status shall be maintained.~~

~~—— (u) The board shall staff and administer the program to insure quality career and technical education programs for all students participating in the program.~~

~~—— (v) The receiving board shall employ a full time director of career and technical education, who will administer the programs within the administrative structure of the respective regional center.~~

~~—— (w) The receiving board shall continue to provide foundational and exploratory experiences for students grades 7-10.~~

~~—— (x) The receiving board shall provide full access to all of the approved regional career and technical education and alternative education programs for qualified resident and area career and technical education and alternative education students within the region in accordance with the formula for participation agreed upon between the receiving board and the boards of the sending school districts.~~

~~—— (y) The receiving board shall bill the state of New Hampshire and the sending districts for the tuition of nonresident students in accordance with RSA 188 E:7.~~

~~—— (z) Career and technical education and alternative education guidance services shall be provided at the regional center.~~

~~—— (aa) Education programs shall be provided as follows:~~

~~(1) The receiving board shall provide career and technical education programs in at least 5 of the 16 career and technical education clusters giving due regard to equal opportunity for access and success for both boys and girls to participate; and~~

~~(2) Charter high schools shall provide career and technical education programs in one career and technical education cluster, giving due regard to equal opportunity for access and success for both boys and girls to participate.~~

~~—— (ab) The receiving board shall participate in such evaluations as are necessary in order to insure continuous quality education programs.~~

~~—— (ac) The receiving board shall maintain the regional center facilities and equipment in a manner consistent with Ed 306.07, safety and accessibility requirements, and Ed 306.09 program objectives, as determined by the department. Such maintenance shall continue through the life of the signed agreement between the state board and the receiving district or for such time as the career and technical education and alternative education programs hold department approval, whichever is later.~~

~~—— Ed 1403.02 Responsibility of School Boards for Sending Districts.~~

~~—— (a) The sending board shall be the board of education in any district where students reside who attend the regional center as an approved area career and technical education, or alternative education student.~~

~~—— (b) The sending board operating a high school or a middle school within their district shall provide foundational and exploratory programs which give students an opportunity to determine their career and technical education needs and/or desires.~~

~~—— (c) The sending board shall provide for payment of tuition to the receiving district in accordance with guidelines established by RSA 188 E:7, 188 E:9, and Ed 1405.~~

~~—— (d) The sending board shall make arrangements for travel for students to attend the regional center including the receiving and disbursement of travel funds from the state to students, parents, guardians, or the appropriate transportation agency.~~

~~—— (e) The sending board shall appoint their representative to the regional advisory committee as requested by the receiving board.~~

~~—— (f) The sending board shall provide counseling for students so that they may make appropriate decisions relating to enrollment in the regional programs.~~

~~—— (g) The sending board shall permit regional center personnel to provide appropriate information to students through cooperative guidance activities.~~

~~—— Ed 1403.03 Responsibility of the Department.~~

~~—— (a) The department shall designate the regional centers which shall receive funds for the construction of regional centers as funds are made available by the legislative process.~~

~~—— (b) Once a regional center is designated by the department as the recipient of a grant, a thorough review of that center's application, with particular emphasis upon need, enrollment and programs, shall be completed by the department in cooperation with the receiving district. The allotment of specific funds shall be determined after a review of all data by the department as provided in Ed 1403.03(b)(1) and (2), and after consultation with representatives of the regional center. The department shall provide assistance, guidance and cooperation to the receiving and sending school districts in the planning, designation, and implementation of the regional career and technical education.~~

~~—— (c) The department shall receive and evaluate applications for construction funds provided for in RSA 188 E:3 and certify to the state treasurer the regional centers to be recipients of authorized funds. The department shall give consideration to the needs of rural as well as urban students in evaluating the applications and determining the recipients of the appropriated funds.~~

~~—— (d) The department shall base the amount of funds allocated to a receiving district upon the estimated cost of the regional center facilities. Regional center facilities for programs to be used exclusively by the receiving district shall not be eligible for regular construction funding.~~

~~—— (e) The department shall consider media centers and libraries the responsibility of the local school board in accordance with Ed 306.08 and Ed 306.15 and not eligible for funding under these rules.~~

~~—— (f) The department shall require that whenever existing programs in the receiving district high school are adequate to service regional needs they shall be purchased as a regional center. Purchases, modification and expansion of existing regional centers shall take precedence over new construction.~~

~~—— (g) The department shall encourage regional centers to make multiple use of laboratories and facilities for career and technical education and alternative education whenever enrollments or program planning suggests this to be reasonable and proper.~~

~~—— (h) The department shall establish a schedule of payments according to contractual arrangements between the receiving district and the contractor. Final payment shall be made upon final state approval of the completed project.~~

~~—— (i) The department may increase a grant award or make additional grants to a receiving district only if additional funds become available by:~~

~~(1) Legislative action; or~~

~~(2) Other districts returning unused funds.~~

~~—(j) The department shall include in the allocation of state funds from RSA 188 E:3 the cost of regional centers provided by the receiving district, whether presently constructed or to be constructed in the future. If regional centers have been or are constructed prior to the time of allocation, the allocations shall be decreased by any federal or state funds that have previously been provided toward the cost of such construction and/or individual equipment and shall be limited to the existing indebtedness on the regional center and individual equipment. Regional centers shall be available for use by regional students as provided under the region's formula for participation. In the event a receiving district builds a regional center in accordance with the formula for participation and makes the regional center available on a regional basis prior to the allocation of funds, the allocation shall not be limited to the existing indebtedness at the time of allocation but shall be consistent with the original cost.~~

~~—(k) The department shall provide technical assistance in planning and developing regional programs and facilities.~~

~~—(l) Following a complete review of the application, the department shall approve and recommend the final center construction project and the final plan for legislative action as a qualified project.~~

~~—(m) The department shall make available to the sending and receiving districts, funds appropriated in their budget for tuition and transportation as provided in RSA 188 E:7, 188 E:9, and Ed 1405.~~

~~—(n) The department shall be responsible for on-going assistance and periodic evaluation of progress and services. Progress reports shall be made periodically to the sending and receiving districts.~~

~~—(o) The department shall, upon request, provide for hearings for sending and/or receiving districts when problems or grievances concerning the operation cannot be settled by mutual agreement.~~

~~—(p) The department shall withhold a sum, up to but not exceeding 10 percent of the construction cost, until satisfactory completion of the project consistent with the approved plan and RSA 155 A:2.~~

~~—(q) The department shall transfer from a regional center any equipment that was provided or funded by the state and is not being utilized to another regional center or school with an approved career and technical education program.~~

~~—Ed 1403.04 Alternative Education Programs. The provisions of Ed 1403.01 Ed 1403.03 relative to funding for facilities, equipment, design and construction shall not apply to alternative education programs.~~

#### **PART Ed 1404 RENOVATING AND EXPANDING REGIONAL CENTERS**

~~—Ed 1404.01 Purpose. The purpose of Ed 1404 is to implement the provisions of RSA 188 E relative to the department's responsibility for maintaining a statewide system of regional centers to provide and allow for a variety of career and technical education programs funded within state budget appropriations for renovation and expansion.~~



~~Ed 1404.02 Application for Initial Approval for Renovations. The following application requirements shall apply to renovating and expanding regional centers.~~

~~(a) A designated regional center established in accordance with Ed 1403.01 shall be eligible for funds under RSA 188 E:3 and RSA 188 E:10 for renovating and expanding the center if the center submits a plan to the department which is intended to improve regional career and technical education programs.~~

~~(b) The plan shall be developed in consultation with the regional advisory committees and program advisory committees, and shall be submitted as an application for initial approval for renovations.~~

~~(c) The application for initial approval for renovations to a regional center shall be submitted to the department.~~

~~(d) The application shall contain the following elements:~~

~~(1) An introduction including a needs assessment based on:~~

- ~~a. Labor market demand data; and~~
- ~~b. A student interest survey;~~

~~(2) A program design description for each program to be included in the regional center which:~~

- ~~a. Identifies the objectives and provides curriculum outlines for the program including:
  - ~~1. Competency based academic and technical knowledge and skills related to the career pathway for which the student is being prepared as required in Ed 306.34(a)(2)a.;~~
  - ~~2. Learning activities; and~~
  - ~~3. Evaluation procedures;~~~~
- ~~b. Specifies the equipment needed to provide for the specified learning activities, based on the curriculum;~~
- ~~c. Describes the space and configuration needed based on the learning activities; and~~
- ~~d. Identifies the following:
  - ~~1. Square footage for each program in accordance with the specifications in Ed 321 as set forth in Table 1404-1 below;~~~~

**Table 1404-1 Square Footage**

Subject	SF/Pupil	Minimum Total SF
General Purpose Classroom High School	32	800
Separate Science Laboratory	45	900
Combination Science Lab/classroom	60	1200
Art Middle/High School	60	1200
Physical Education High School	150	5000
Technology Education Laboratories	75	1500
Family and Consumer Sciences	75	1500
Computer Laboratory	30	750

2. How the following will fit within the stated objectives of the plan:

- (i) Equipment;
- (ii) Materials;
- (iii) Curricula;
- (iv) Methodologies; and
- (v) Safety procedures;

(3) Descriptions of specific programs which will enhance the regional delivery of career and technical education for students in the region;

(4) A program analysis providing assurances that:

- a. An adequate number of students will utilize the program as demonstrated through enrollment figures based on 3-year averages that show sufficient enrollment numbers of student/teacher ratios that can be supported by the regional center to continue a regional career and technical education program and thus justify the application for renovation;
- b. Student interest exists, as determined by means of a survey, including an analysis of data related to the survey results;
- c. A business and industry need exists for new skills and competencies of students that shall be directly linked to new equipment requirements or other requests for renovation;
- d. Projected employment data shows the need for the proposed program;
- e. The program is best provided via a school-based career and technical education program; and

~~f. The program is supported through local community and regional and program advisory committees validation;~~

~~(5) A description of how the proposed renovation enhances the regional delivery of career and technical education, for students who want it and can profit from it, by:~~

~~a. Avoiding multiple offerings of a similar program in a single region;~~

~~b. Encouraging nontraditional enrollments;~~

~~c. Prohibiting discrimination based on:~~

~~1. Race;~~

~~2. Color;~~

~~3. National or ethnic origin;~~

~~4. Age;~~

~~5. Sex;~~

~~6. Disability;~~

~~7. Religion;~~

~~8. Marital status; or~~

~~9. Sexual orientation; and~~

~~d. Receiving students from other regions on a space available basis when programs are not available in the other regions;~~

~~(6) A written recommendation of the regional advisory committee based on:~~

~~a. Employment projections based on high skill, high wage, or high demand occupations;~~

~~b. Examination of regional and state employment needs and supply data; and~~

~~c. Student surveys;~~

~~(7) A demonstration of local investment by business, industry and the local community in the development and renovation of any regional center, including:~~

~~a. Actual dollar investment; or~~

~~b. Leveraged resources, such as:~~

- ~~1. Personnel;~~
  - ~~2. Equipment; and~~
  - ~~3. Materials;~~
- ~~c. A statement of the estimated dollar value of community or business investment;~~
  - ~~d. The purpose and focus of local investment; and~~
  - ~~e. The projected impact of all of the above leveraged resources;~~
- ~~(8) A description of how the request is consistent with the established career development frameworks and educational standards and assessments as required by RSA 193-C:3,III;~~
- ~~(9) A description of how secondary academic programs of the sending and/or receiving secondary schools inter relate to existing community college system of New Hampshire or other New Hampshire higher education programs of study in the given career pathway;~~
- ~~(10) A description of how career majors are developed for enrolled students, so that specific skill attainment for the given career can be reached, either directly at the regional center or through articulated programs of advanced study;~~
- ~~(11) A description of how a career guidance plan for each student is developed which supports career development in the career pathway as well as utilization of the program;~~
- ~~(12) A description of how each program will utilize student credentialing, as recognized by the industry, or, if not available in a given career pathway competencies as outlined in the career and technical education program competences as required by RSA 193-C:3,III;~~
- ~~(13) A list of equipment which shall meet current industry/business specifications, the safety standards established by the manufacturer, and the requirements of Lab 1400 and Lab 600 for the given program;~~
- ~~(14) A description of how equipment requirements shall be based on a pedagogical reason for the acquisition:~~
- ~~a. Equipment shall be justifiable and necessary for curriculum based learning activities; and~~
  - ~~b. Alternative means of providing for these activities such as existing equipment, work-based learning sites, and other alternatives shall be identified;~~
- ~~(15) A description of how the application complies with:~~
- ~~a. The safety requirements of Ed 306.04(d)(3), which have been approved by the local school board, including the date of such approval; and~~

~~b. The administrative rules for safety and health adopted by the commissioner of labor as follows:~~

~~1. Lab 1400, adopted under RSA 281-A:64 and RSA 281-A:60; and~~

~~2. Lab 600, adopted under RSA 281-A:60;~~

~~(16) The proposed site of the renovation;~~

~~(17) The total cost of renovations; and~~

~~(18) A description of how the plan meets the requirements for a qualified project under Ed 1404.05 and RSA 188-E:10, I(f).~~

~~\_\_\_\_\_ (e) All of the items in (d) shall be approved by the regional advisory committee.~~

~~\_\_\_\_\_ Ed 1404.03 Review of Regional Center Programs and Facility Plans. In reviewing a plan developed by a regional center, the department shall determine whether the programs and the plan contain the following required elements.~~

~~\_\_\_\_\_ (a) The plan shall include a description for each program which contains the following:~~

~~(1) Objectives;~~

~~(2) Learning activities;~~

~~(3) The number of students to be served;~~

~~(4) The number of sections;~~

~~(5) The number of teachers; and~~

~~(6) A statement of whether there is gender imbalance, and a plan for addressing said imbalance.~~

~~\_\_\_\_\_ (b) The proposed program shall reflect needed skills and knowledge, as determined by a task analysis or other assessments, which addresses:~~

~~(1) If the skills and knowledge are appropriate for high school graduates; and~~

~~(2) If postsecondary matriculation opportunities have been developed.~~

~~\_\_\_\_\_ (c) The integration of classroom learning and workplace learning programs shall meet the minimum standards in Ed 306.~~

~~\_\_\_\_\_ (d) The plan shall comply with Ed 1403.01(r).~~

~~\_\_\_\_\_ (e) The program shall be consistent with Ed 306.34.~~

~~——(f) The program personnel shall meet the following requirements:~~

- ~~(1) The proposed number of staff members shall be commensurate with the program description and consistent with the requirements of Ed 306.07;~~
- ~~(2) The types of staff members and their qualifications are appropriate in accordance with Ed 500 for the certification in the area of teaching assignment; and~~
- ~~(3) Job descriptions of key personnel have been included.~~

~~——(g) Program equipment shall meet:~~

- ~~(1) The industry/business requirements established by Ed 1404.02(d)(13); and~~
- ~~(2) The following requirements within the context of the safety standards established by the manufacturer and Lab 1400 and Lab 600:~~
  - ~~a. The equipment requested shall be congruent with the desired outcomes of the program and the method to be used for achieving those outcomes;~~
  - ~~b. The equipment shall be adequate to carry out the program objectives;~~
  - ~~c. The proposed equipment shall reflect the current state of the art in industry;~~
  - ~~d. The equipment purchase process shall assure the purchase of equipment at the most competitive cost consistent with local purchasing policies;~~
  - ~~e. The curriculum requirements shall be connected to current business opportunities;~~
  - ~~f. The equipment shall be laid out in a manner for producing the desired outcomes;~~
  - ~~g. The equipment, maintenance, and replacement costs shall be listed; and~~
  - ~~h. The purchase and location of the equipment shall meets the requirements of Ed 306.34(a)(3).~~

~~——(h) The standards for instructional space shall be consistent with the requirements of Ed 321.10 and 321.12, including:~~

- ~~(1) Educational space; and~~
- ~~(2) Support space.~~

~~——(i) The following special program considerations shall be addressed:~~

- ~~(1) Program facilities and support services have been provided to meet the needs of persons with disabilities in the regions;~~
- ~~(2) Career guidance services have been provided; and~~

~~(3) The facility plan meets the standards of the Americans with Disabilities Act, 42 U.S.C. 12101 et seq., RSA 155-A and RSA 155-D;~~

~~——(j) Assurances shall have been signed agreeing to compliance with Ed 321.03-321.23, Ed 1402.01-1402.03, and Ed 306.34.~~

~~——(k) The local safety plan shall have incorporated the safety provisions of RSA 281-A:64 and any rules adopted there under and have been approved by the receiving board.~~

~~——(l) There shall be evidence of local investment and business investment in the program and plan including:~~

~~(1) Funds related to the program;~~

~~(2) Non-cash services including, but not limited to, the following:~~

~~a. Staff; and~~

~~b. Involvement of students in the business.~~

~~——Ed 1404.04 Duplicate Programs. The proposed regional career and technical education program which duplicates a program already approved shall be approved only if:~~

~~——(a) The location of the pre-existing program creates a distance problem which prevents students from attending; or~~

~~——(b) There is a high demand for graduates within the region.~~

~~——Ed 1404.05 Qualified Projects. A qualified project shall:~~

~~——(a) Demonstrate need connected to the labor market.~~

~~——(b) Accept students from sending schools.~~

~~——(c) Demonstrate adequate numbers of students through enrollment figures based on 3-year averages, as provided in Ed 1404.02(d)(4)a.~~

~~——(d) Demonstrate alignment with program competencies required by the department under Ed 306.34(a)(2)a.~~

~~——(e) Allow for matriculation into a postsecondary venue.~~

~~——(f) Meet all industry standards and all school building construction standards under Ed 321.~~

~~——(g) Meet the procedural requirements for requests under RSA 188-E:10.~~

~~——(h) Be a regional center within the state of New Hampshire.~~

~~Ed 1404.06 Renovation Plan Approval/Disapproval.~~

~~(a) Following a complete review of the application, the department shall approve and recommend the final program and the final plan for legislative action as a qualified project, provided it contains all the required elements of Ed 1404.02, Ed 1404.03, and Ed 1404.05.~~

~~(b) If the department approves the final program and the final plan, the approval shall be in the form of a recommendation for funding a qualified project as proposed legislation submitted to the chairmen of the appropriate house and senate committees. The department shall recommend funding a qualified project, subject to funds available in the capital budget for that biennium, and the number of approved requests for renovation plans submitted to the department for consideration. A qualified project shall be funded in a state capital budget through the state capital project authorization process under RSA 9:3 a.~~

~~(c) If the department does not approve the final program and the final plan, the department shall return the plan with a list of any deficiencies in the program and/or in the plan.~~

~~(d) A regional center may submit an amended program and plan addressing the deficiencies identified in (c) above.~~

~~Ed 1404.07 Funding for Qualified Projects.~~

~~(a) No qualified project approved by the department for funding under Ed 1404.06 and funded in a state capital budget as required in RSA 188 E:10 shall have additional funds for the same qualified project included in a subsequent proposal for capital appropriations under RSA 9:3 a unless directed by the priority list in Ed 1404.11.~~

~~(b) The state shall fund not less than 50 percent or more than 75 percent of the cost of a qualified project approved under RSA 188 E:10 and Ed 1404.06.~~

~~Ed 1404.08 Signed Agreement. If funding is approved by the legislature, all the school board chairpersons in the region and the commissioner of the department shall sign an agreement containing at a minimum the following elements:~~

~~(a) The cost of the qualified project and the payment schedule.~~

~~(b) The commitment and responsibilities of the receiving district.~~

~~(c) The commitment and responsibilities of the sending district.~~

~~(d) The commitment and responsibilities of the department.~~

~~(e) An assurance that the school district shall include only programs which conform to the approved qualified project.~~

~~(f) A designation of enrollment quotas for individual programs in each district.~~

~~(g) The end date of the agreement.~~



~~\_\_\_\_\_ (h) Assurances of cooperation with the master plans of both the sending and receiving district required under Ed 512.~~

~~\_\_\_\_\_ (i) Assurances of maintaining the facilities and equipment for the purposes approved in the qualified project.~~

~~\_\_\_\_\_ (j) Any special conditions to which all parties agree.~~

~~\_\_\_\_\_ Ed 1404.09 Role of the Regional Advisory Committee. It shall be the role of the regional advisory committee to:~~

~~\_\_\_\_\_ (a) Determine how many programs to offer and justify the determination.~~

~~\_\_\_\_\_ (b) Prepare the results of the program determination and justification for approval by the receiving board and for inclusion in the application.~~

~~\_\_\_\_\_ (c) Develop a facility application based on the architect's plans.~~

~~\_\_\_\_\_ (d) Determine the educational specifications and equipment and facility considerations based on the following information for each program:~~

~~(1) What it is that a student shall be able to do upon successful program completion;~~

~~(2) Competency based curriculum as defined in Ed 306.34(a)(2)a. and, as approved by the regional advisory committee as required by the Carl D. Perkins Act, as amended, 20 U.S.C. 2301 et seq;~~

~~(3) What equipment and tools shall be required to teach the competencies referenced in subparagraph (2); and~~

~~(4) The amount of space which shall be required to house the equipment in each program safely;~~

~~\_\_\_\_\_ (e) With approval of the receiving board, contract with an architect to configure program spaces into preliminary drawings for a building.~~

~~\_\_\_\_\_ (f) Forward, when satisfied with the plan and the architect's preliminary plan, its recommendation to the receiving board.~~

~~\_\_\_\_\_ Ed 1404.10 Regional Advisory Committee Recommendations. The regional advisory committee shall submit written recommendations for the program design elements listed in Ed 1404.02(d) to the receiving and sending boards.~~

~~\_\_\_\_\_ Ed 1404.11 Criteria for Priority of Final Construction Project and Final Plan Approval. The commissioner of the department shall use the following criteria for determining the priority of final construction project and final plan approval.~~

~~\_\_\_\_\_ (a) The opening date of the regional center as set forth in Table 1404-2 below shall be the determining factor in assigning priority in proposed legislation under Ed 1404.06(b):~~

**Table 1404-2 Opening Dates for Regional Centers**

Regional Center	Opening Date
Nashua Technology Center—Nashua	Fall 1974
The Cheshire Career Center—Keene	Fall 1976
Portsmouth Career Technology Center #19—Portsmouth	Fall 1977
Berlin Regional Career and Technology Center—Berlin	Fall 1977
Concord Regional Technology Center—Concord	Fall 1980
Mt. Washington Valley Career Technology Center—North Conway	Fall 1980
Seacoast School of Technology—Exeter	Fall 1980
Manchester School of Technology—Manchester	Fall 1982
J. Oliva Huot Technical Center—Laconia	Fall 1983
Hugh Gallen Regional Vocational Center—Littleton	Fall 1983
Plymouth Applied Technology Center—Plymouth	Fall 1983
Region 9 Vocational Technical Center—Wolfeboro	Fall 1983
Pinkerton Academy	Fall 1984
White Mountain Regional High School—Whitefield	Fall 1985
Salem High School Vocational Center—Salem	Fall 1989
Dover Career Technical Center—Dover	Fall 1990
Creteau Regional Technology Center—Rochester	Fall 1991
Somersworth Career Technology Center—Somersworth	Fall 1991
Wilbur H. Palmer Vocational Technical Center—Hudson	Fall 1992
Sugar River Valley Regional Technology Center—Claremont	Fall 1993
Sugar River Valley Regional Technology Center—Newport	Fall 1993
Winnisquam Regional High School—Tilton	Fall 1993
Region 14 Applied Technology Center—Peterborough	Spring 1996
Milford High School and Applied Technology Center—Milford	Fall 1997

——(b) If more than one regional center opened in a given year, priority shall be established based on the date of governor and council approval.

——(c) The commissioner of the department shall grant no more than 4 requests per biennium.

#### **PART Ed 1405 TUITION PAYMENT AND TRANSPORTATION REIMBURSEMENT**

——Ed 1405.01 Payment and Reimbursement Criteria. Students meeting the following requirements shall have part or all of both their tuition paid and transportation reimbursed from state funds, under the following conditions:

——(a) Tuition payment shall be governed by the following criteria:

(1) Tuition charged by regional centers shall be the approved the cost per pupil as calculated by subtracting tuition and transportation from K-12 current operating expenditures, and then dividing by the average daily membership in attendance (ADM A). The cost per pupil for each school district shall be released annually in January and posted on the department website [www.education.nh.gov/data/financial.htm](http://www.education.nh.gov/data/financial.htm);

(2) A receiving district may include an additional career and technical education differential, consistent with the requirements of RSA 188-E:7;

~~(3) Students residing in the school district or students residing in a district under educational contract or agreement to such district which is a designated regional center, shall not receive state tuition payment;~~

~~(4) For those students approved for attendance at a designated regional center on a part-time basis, who reside in a sending school district which maintains a high school, the state shall pay 75 percent of the tuition, including 75 percent of a tuition differential charged in accordance with RSA 188 E:7, and the sending school district shall be responsible for the remaining 25 percent tuition, including 25 percent of a tuition differential charged in accordance with RSA 188 E:7;~~

~~(5) For students residing in a sending district which is under contract for its high school education, including an authorized regional enrollment area (AREA) contract, the sending school shall be responsible for the usual student tuition charge. If the regional center tuition charge is higher, the state shall pay 75 percent of the additional charge and the sending district is responsible for the remaining 25 percent. Exclusive contractual arrangements shall not be used as a basis to exclude students from being eligible to secure career and technical education;~~

~~(6) If for educational reasons, a regional career and technical education student from a sending school district is enrolled as full-time in a regional center approved by the state, the state shall pay 75 percent of the student's full tuition and the sending school is responsible for the remaining 25 percent of the full tuition. If students are enrolled in this category but not approved by the state, the state tuition responsibility shall be limited to 75 percent of the career and technical education tuition only and the sending school district shall be responsible for the remainder of the career and technical education tuition charge;~~

~~(7) Students residing in a receiving district with a designated regional center, may enroll in a designated program in another region when their receiving district does not offer the program or seating is not available in their center and shall be eligible for tuition payment on the same basis as students indicated in (4) and (6); and~~

~~(8) When 2 receiving districts exchange students the state shall pay 75 percent of the difference between the tuitions totals and 75% of the career and technical education differential. The sending school districts shall be responsible for the balance, including any career and technical education differential; and~~

~~—— (b) A receiving district that charges tuition that includes an additional career and technical education differential, as provided in RSA 188 E:7, shall deposit that differential into its capital reserve account to be used for regional centers and equipment;~~

~~—— (c) Transportation reimbursement shall be governed by the following criteria:~~

~~(1) Transportation of career and technical education students to a receiving district shall be the responsibility of each sending school;~~

~~(2) In determining transportation costs, the safety of students shall be considered and the state shall reimburse at \$.10 per mile per student;~~

~~(3) Except as provided in Ed 1405.01(e)(4), students enrolled in the receiving district high school shall not be eligible for transportation reimbursement for career and technical education programs within that district;~~

~~(4) Students enrolled in the receiving district high school shall be eligible for transportation reimbursement for career and technical education programs not located at a regional center;~~

~~(5) Where regularly scheduled school or public bus transportation is available and compatible with school and student schedules, the round trip daily rate regularly charged students shall be paid for days of school attendance for career and technical education students enrolled in approved career and technical education programs or courses at a designated regional center;~~

~~(6) When regularly scheduled school or public bus transportation is not available or is not compatible with school and student schedules, individual student reimbursement shall be paid for each day of attendance in the career and technical program as follows:~~

~~a. The reimbursement rate shall be \$.25 per mile as the individual student rate for the purpose of reimbursing school districts for student self transport; and~~

~~b. Fares contracted by the sending district with a public carrier for groups of students shall be reimbursed at \$.10 per mile per student per days in attendance;~~

~~(7) A district negotiating a transportation contract shall advertise and award bids for such transportation in accordance with local policies and procedures. Successful bidders shall utilize transportation vehicles that conform to federal and state safety standards for that type of student carrier. The state shall reimburse at \$.10 per mile per student per days in attendance; and~~

~~(8) The state shall not be a party to any contract to transport students under these policies and procedures;~~

~~— (d) An individual student whose residence is at such distance as to make commuting impossible or impractical may utilize an allocation of funds for transportation or for board and room, provided:~~

~~(1) The maximum reimbursement for travel and/or board and room for each student shall be \$100 per week, or \$20 per day; and~~

~~(2) This reimbursement may be for travel, for board and room, or for a combination of travel and board and room;~~

~~— (e) Each receiving district superintendent of schools shall certify to the department each career and technical education student's enrollment and days of attendance; and~~

~~— (f) In the event that funds are not adequate to pay the total cost of both tuition and transportation, then both tuition and transportation payments shall be reduced on a prorated basis pursuant to RSA 188-E:9, III.~~

~~— Ed 1405.02 Tuition payment and Transportation Reimbursement AV 1 Form.~~

~~— (a) The tuition payment and transportation reimbursement AV 1 form shall be used when requesting tuition payment and transportation reimbursement. An Alt 1 Form shall be submitted as an estimate of expenses to the department by October 15 each year for the current school year.~~

~~— (b) Each sending district superintendent of schools shall be required to certify to the tuition and transportation costs incurred for students each semester on AV 1 form containing the following information:~~

- ~~(1) The name of the receiving district;~~
- ~~(2) The name of the sending district;~~
- ~~(3) The school year;~~
- ~~(4) The total receiving district high school tuition rate;~~
- ~~(5) One of the following:
  - ~~a. The budget estimate for the school year, due October 15;~~
  - ~~b. The first half year reimbursement request, due February 15; or~~
  - ~~c. Second half reimbursement request, due July 15;~~~~
- ~~(6) Pupil information including:
  - ~~a. Status, either part time or full time;~~
  - ~~b. Name;~~
  - ~~c. Grade; and~~
  - ~~d. Career and technical education course or program;~~~~
- ~~(7) Tuition information including:
  - ~~a. Approved cost per pupil rate as identified in Ed 1405.01(a)(1);~~
  - ~~b. Tuition charge;~~
  - ~~c. Enrollment dates;~~
  - ~~d. District charge;~~
  - ~~e. State charge; and~~
  - ~~f. Days of attendance;~~~~
- ~~(8) Transportation information including:
  - ~~a. Rate; and~~
  - ~~b. Transportation charge;~~~~
- ~~(9) Total state tuition payment requested; and~~
- ~~(10) Total transportation costs requested for reimbursement.~~

~~PART Ed 1406 ROLE OF REGIONAL ADVISORY COMMITTEES~~

~~—— Ed 1406.01 Membership.~~

~~—— (a) The regional advisory committee shall include representatives from each sending district and from each receiving district maintaining a public high school in the region. Membership shall include a reasonable balance of the currently recognized career and technical education cluster areas. This balance shall be met through the addition of members from business and industry, career and technical cluster areas, alternative program areas, postsecondary institutions, and members who meet the requirements as appointees under RSA 188 E:4. The regional advisory committee shall have not less than 7 members.~~

~~—— (b) The receiving board shall request the school boards of the sending districts to appoint one representative to the advisory committee.~~

~~—— (c) Additional sub-committees may be established as deemed advisable by the respective receiving board or regional advisory committee.~~

~~—— Ed 1406.02 Responsibilities of Regional Advisory Committees.~~

~~—— (a) Regional advisory committees shall meet in person at least 3 times each year to conduct the business of the committee. Such meetings shall include an agenda and minutes.~~

~~—— (b) The representative of the receiving board shall be responsible for calling the initial meeting and initiating the election of officers of the regional advisory committee.~~

~~—— (c) The regional advisory committee shall advise the receiving board by:~~

~~(1) Reviewing recommendations relative to evaluation and improvement of new or existing regional centers;~~

~~(2) Reviewing and approving recommendations relative to the development of new career and technical education programs;~~

~~(3) Reviewing and approving any applications for federal funding to support new or existing career and technical education programs at any of the receiving districts in the region;~~

~~(4) Reviewing and approving recommendations to discontinue an existing career and technical education program; and~~

~~(5) Reviewing regional center operations that include:~~

~~a. Calendar alignment;~~

~~b. Center leadership;~~

~~c. Enrollments;~~

~~d. Transportation issues;~~

~~e. Data analysis; and~~

~~f. Promotion of program participation.~~

~~PART Ed 1407 SECONDARY ENGINEERING TECHNOLOGY PROGRAMS~~

~~—— Ed 1407.01 Program and Curriculum.~~

~~—— (a) The department shall develop and implement an engineering technology program in secondary schools and in the regional centers to provide statewide opportunities for high school students interested in careers in engineering, or allied engineering fields, to enroll in a high quality engineering technology program.~~

~~—— (b) Each receiving board that oversees a secondary school and a regional center under RSA 188-E and under Ed 1403.01, that offers a secondary engineering technology program, shall ensure that the program meets the course content and curricular requirements of RSA 188-E:14.~~

~~—— Ed 1407.02 Funding for Developing and Implementing a Program and Curriculum.~~

~~—— (a) In order to secure funding to develop and implement a secondary engineering technology curriculum, the secondary school and the regional center shall:~~

~~(1) Establish a program advisory committee that includes the regional center director, a secondary school representative, instructors of related curriculum, 2 business representatives, 2 community representatives, and one post-secondary representative who shall advise the regional center educators on programs at the center;~~

~~(2) Submit to the department a new program approval application that includes course content, competency and curricular requirements, equipment requirements, and space requirements;~~

~~(3) Demonstrate the required 50/50 match of public and private funds under RSA 188-E:14,III that:~~

~~a. Shows how receiving district expenditures complement the development of the engineering technology program;~~

~~b. Provides a list of expenditures by the receiving district and include a rationale for using these as match funds; and~~

~~c. Includes equipment items purchased for use not earlier than one year prior to the project start date for the engineering technology program.~~

~~(4) Provides professional development for instructors to gain certification to teach in the engineering technology program; and~~

~~(5) Provides professional development for instructors to teach in the engineering technology program as part of program improvement.~~

~~—— (b) In order to secure funding to develop and implement a secondary engineering technology curriculum for the program, the department shall:~~

~~(1) Provide technical assistance in the planning and development of the secondary engineering technology program;~~

~~(2) Receive and review the department New Program Approval Application that the secondary school and the regional center submit under Ed 1407.02(a)(2) to determine that the secondary school and the regional center meet the criteria for approval;~~

~~(3) Submit the proposed course content and curriculum to the engineering technology advisory council for review as provided in RSA 188 E:17;~~

~~(4) Release state funds up to \$50,000, or the approved match funds, whichever is less, as provided in RSA 188 E:14, III and IV; and~~

~~(5) Make the program eligible to apply for federal funds once engineering technology program approval is granted.~~

~~— Ed 1407.03 Secondary Engineering Technology Program. Each receiving district school board that oversees a regional center under RSA 188 E and under Ed 1403.01, that offers an engineering technology program, shall be required to provide:~~

~~— (a) A program or sequence of courses, which combined with mathematics and science courses, introduces students to the scope, rigor and discipline of engineering.~~

~~— (b) Instruction and activities that enable students to develop competencies in the following areas:~~

~~(1) Engineering design process(es);~~

~~(2) Principles of engineering process(es); and~~

~~(3) Problem solving methodology as applied to engineering process(es).~~

~~— (c) Systematic instruction and laboratory activities designed to enable students to:~~

~~(1) Develop the work habits and performance skills necessary for employability;~~

~~(2) Explore the fundamental concepts of entrepreneurship;~~

~~(3) Understand the concepts of engineering as a career;~~

~~(4) Achieve personal growth, develop leadership skills, and foster career opportunities; and~~

~~(5) Understand all aspects of the engineering industry including:~~

~~a. Management structure;~~

~~b. Planning for success;~~

~~c. Training requirements;~~

~~d. Health, safety, and environmental issues;~~

~~e. Technology;~~



~~f. Community Issues;~~

~~g. Labor issues; and~~

~~h. Financial management.~~

~~PART Ed 1408 – AUTOMOTIVE TECHNOLOGY PROGRAMS AT REGIONAL CENTERS~~

~~— Ed 1408.01 Program and Curriculum.~~

~~— (a) The department shall develop and implement an automotive technology program in the regional centers to provide statewide opportunities for high school students interested in careers in the automotive industry to enroll in a high quality automotive technology program.~~

~~— (b) Each receiving board that oversees a regional center under RSA 188 E and under Ed 1403.01, that offers an automotive technology program, shall ensure that the program meets the course content and curricular requirements of RSA 188 E:18.~~

~~— Ed 1408.02 Funding for Developing and Implementing a Program and Curriculum.~~

~~— (a) In order to secure funding to develop and implement an automotive technology curriculum, the regional center shall:~~

~~(1) Establish a program advisory committee that includes the regional center director, instructors of related curriculum, 2 business representatives, 2 community representatives, and one post-secondary representative who shall advise the regional center educators on programs at the center;~~

~~(2) Submit a department New Program Approval Application that includes course content, curricular requirements, and equipment, requirements, and space requirements;~~

~~(3) Demonstrate the required 50/50 match of public and private funds, or like kind compensation under RSA 188 E:18,III that:~~

~~a. Shows how receiving district expenditures complement the development of the automotive technology program;~~

~~b. Provides a list of expenditures by the receiving district and include a rationale for using these as match funds; and~~

~~c. Includes equipment items purchased for use not earlier than one year prior to the project start date for the automotive technology program;~~

~~(4) Provide professional development for instructors to gain certification to teach in the automotive technology program; and~~

~~(5) Provide professional development for instructors to teach in the automotive technology program as part of program improvement.~~

~~— (b) In order to secure funding to develop and implement an automotive technology curriculum for the program, the department shall:~~

- ~~(1) Provide technical assistance in the planning and development of the automotive technology program;~~
- ~~(2) Receive and review the New Hampshire department of education New Program Approval Application that the regional center submits under Ed 1408.02(a)(2) to determine that the regional program meets the criteria for approval;~~
- ~~(3) Submit the proposed course content and curriculum to the automotive advisory council for review as provided in RSA 188 E:19; and~~
- ~~(4) Make the program eligible to apply for federal funds once automotive technology program approval is granted.~~

~~— Ed 1408.03 Automotive Technology Education Program.~~

~~(a) Each receiving district school board that oversees a regional career and technical education center under RSA 188 E shall require that an automotive technology education program provides:~~

~~(1) Instruction and student activities that meet or exceed the 2002 automobile program standards established by the National Automotive Technicians Education Foundation (NATEF) for secondary level programs, including, but not limited to:~~

~~a. NATEF standards for minimum contact hours between student and teacher, which shall be specified in a written agreement between the sending district and:~~

- ~~1. An automotive dealership; or~~
- ~~2. A postsecondary program; and~~

~~b. Instruction enabling students to develop competencies in the following areas:~~

- ~~1. Suspension and steering;~~
- ~~2. Brakes;~~
- ~~3. Electrical/electronic systems; and~~
- ~~4. Engine performance;~~

~~(2) One or more ending examinations approved by:~~

- ~~a. NATEF;~~
- ~~b. Automotive Youth Educational Systems (AYES);~~
- ~~c. National Occupational Competency Testing Institute (NOCTI); or~~
- ~~d. The automotive technology advisory council established under RSA 188 E:19; and~~

~~(3) Systematic instruction and laboratory activities designed to enable students to:~~

~~a. Achieve high employability, and performance skills and work habits in the following areas:~~

- ~~1. Decision making and problem solving;~~
- ~~2. Self-management;~~
- ~~3. Ability to work with others;~~
- ~~4. Written and oral communication;~~
- ~~5. Ability to effectively use information to meet safety requirements, to analyze and diagnose problems, and to perform automotive service;~~
- ~~6. Personal work habits;~~
- ~~7. Positive attitude;~~
- ~~8. Dependability; and~~
- ~~9. Ability to learn; and~~

~~b. Understand all aspects of automotive technology, including:~~

- ~~1. Management structure;~~
- ~~2. Training;~~
- ~~3. Health, safety, and environmental issues;~~
- ~~4. Technology;~~
- ~~5. Shop operations;~~
- ~~6. Consumer relations;~~
- ~~7. Quality;~~
- ~~8. Productivity; and~~
- ~~9. Safety.~~

~~—— (b) An automotive technology education program shall meet the requirements of Ed 306.34(a) and (b), relative to career and technical education programs.~~

~~—— (c) A student successfully completing a program in automotive technology shall be eligible to receive high school credit for the program in accordance with Ed 306.27.~~

~~—— (d) Each teacher of automotive technology shall:~~

- ~~(1) Be certified as a teacher of career and technical education under Ed 507.02; and~~

~~(2) Hold National Institute for Automotive Service Excellence (ASE) certification in each content area taught in the program, including the content areas listed in (a)(1)b. above.~~

~~PART Ed 1409 MANUFACTURING AND ADVANCED MANUFACTURING EDUCATION PROGRAMS~~

~~Ed 1409.01 Program and Curriculum.~~

~~(a) The department shall develop and implement a manufacturing program in secondary schools and in the regional centers to provide statewide opportunities for high school students interested in careers in manufacturing to enroll in an advanced manufacturing program.~~

~~(b) Each receiving board that oversees a regional center under RSA 188 E and under Ed 1403.01, that offers an advanced manufacturing program, shall ensure that the program meets the course content and curricular requirements of RSA 188 E:21.~~

~~Ed 1409.02 Funding for Developing and Implementing a Program and Curriculum.~~

~~(a) In order to secure funding to develop and implement an advanced manufacturing curriculum, the regional center shall:~~

~~(1) Establish a program advisory committee that includes the regional center director, instructors of related curriculum, 2 business representatives, 2 community representatives, and one post-secondary representative who shall advise the regional center educators on programs at the center;~~

~~(2) Submit a department new program approval application that includes course content, competency and curricular requirements, equipment requirements, and space requirements;~~

~~(3) Provide professional development for instructors to gain certification to teach in the manufacturing program; and~~

~~(4) Provide professional development for instructors to teach in the manufacturing program as part of program improvement.~~

~~(b) In order to secure funding to develop and implement an advanced manufacturing curriculum for the program, the department shall:~~

~~(1) Provide technical assistance in the planning and development of the advanced manufacturing program;~~

~~(2) Receive and review the department New Program Approval Application that the regional center submits under Ed 1409.02(a)(2) to determine that the regional center meets the criteria for approval; and~~

~~(3) Make the program eligible to apply for federal funds once advanced manufacturing program approval is granted.~~

~~Ed 1409.03 Advanced Manufacturing Program. Each receiving district school board that oversees a regional center under RSA 188 E and under Ed 1403.01, that offers an advanced manufacturing program, shall be required to provide:~~

~~—— (a) A program or sequence of courses, which combined with mathematics and science courses, introduces students to the scope, rigor and discipline of manufacturing.~~

~~—— (b) Instruction and activities that enable students to develop competencies in the following areas:~~

~~(1) Manufacturing design process(es);~~

~~(2) Principles of manufacturing process(es); and~~

~~(3) Problem solving methodology as applied to manufacturing process(es).~~

~~—— (c) Systematic instruction and laboratory activities designed to enable students to:~~

~~(1) Develop the work habits and performance skills necessary for employability;~~

~~(2) Explore the fundamental concepts of entrepreneurship;~~

~~(3) Understand the concepts of manufacturing as a career;~~

~~(4) Achieve personal growth, develop leadership skills, and foster career opportunities; and~~

~~(5) Understand all aspects of the manufacturing industry including:~~

~~a. Management structure;~~

~~b. Planning for success;~~

~~c. Training requirements;~~

~~d. Health, safety, and environmental issues;~~

~~e. Technology;~~

~~f. Community issues;~~

~~g. Labor issues; and~~

~~h. Financial management.~~

#### ~~PART Ed 1410 – RULES FOR THE ROBOTICS EDUCATION FUND~~

~~—— Ed 1410.01 Purpose of the Robotics Education Fund. The purpose of the robotics education fund is to motivate public school and chartered public school students in New Hampshire to pursue education and career opportunities in science, technology, engineering, and mathematics while building critical life and work-related skills.~~

~~—— Ed 1410.02 Scope. Grants from the robotics education fund shall be available to any eligible public school or chartered public school for the purpose of financing the establishment of a robotics team and its participation in competitive events.~~

~~———— Ed 1410.03 Definitions.~~

~~———— (a) “Competitive event” means an event administered by a national or international organization whose mission is to promote and organize robotics competitions.~~

~~———— (b) “Eligible public school or chartered public school” means any public school which meets the minimum standards or a chartered public school as defined in RSA 194-B in the state of New Hampshire.~~

~~———— (c) “Technical resources” means mentors, space, equipment, travel to events, use of office equipment, use of computers, and other similar forms of assistance.~~

~~———— Ed 1410.04 Uses of Grant Funds for the Robotics Education Fund.~~

~~———— (a) Grant funds administered through the robotics education fund shall be limited to the purchase of robotics kits, stipends for coaches, and the payment of associated costs from participation in competitions.~~

~~———— (b) Grant funds shall only be used to cover direct costs associated with the cost of the robotics team.~~

~~———— (c) Said grants shall not exceed the following amounts per year:~~

~~———— (1) For elementary school, the amount of the grant that can be applied toward the cost of the kit shall not exceed \$1,000 per year and the amount of the grant that can be applied toward the stipend shall not exceed \$250 per year;~~

~~———— (2) For middle school, the amount of the grant that can be applied toward the cost of the kit shall not exceed \$1,500 per year and the amount of the grant that can be applied toward the stipend shall not exceed \$750 per year; and~~

~~———— (3) For high school, the amount of the grant that can be applied toward the cost of the kit shall not exceed \$5,000 per year and the amount of the grant that can be applied toward the stipend shall not exceed \$1,500 per year.~~

~~———— Ed 1410.05 Eligibility Criteria. A public school or chartered public school which is applying for a grant from the robotics education fund shall demonstrate that:~~

~~(a) It has established, or is in the process of establishing, a robotics team or club that is associated with the school;~~

~~(b) It has at least one coach or adult advisor;~~

~~(c) It has established a partnership with, or has a valid letter of commitment from, at least one sponsor, business entity, institution of higher education or technical school for the purpose of participation in a robotics competition;~~

~~(d) A sponsor, business entity, institution of higher education or technical school will contribute funds, technical resources, or both to allow for the school to participate in the competition;~~

~~(e) It has developed a two year budget for the current year of the application;~~

~~(f) It has not received a grant from the Robotics Education Development Program in the prior year; and~~

~~(g) It has identified at least one competitive event in which the team or club will participate in and that it meets all criteria for participation in the competitive event(s).~~

~~———— Ed 1410.06 Robotics Education Development Program Grant Application.~~

~~(a) A public or chartered public school shall submit a grant application on the “New Hampshire Robotics Education Application Form,” July 2017 edition, electronically to the department of education, division of career technology and adult learning, bureau of career development.~~

~~(b) The grant application period shall start on September 1 and will close on September 30 of each year.~~

~~(c) The amount of each grant shall be sufficient to cover the costs of establishing and supporting a team for two years as set forth in Ed 1410.04.~~

~~(d) Pursuant to RSA 188 E:25, V, no school shall receive more than one grant every two years, however, a school district may receive multiple grant awards. A school may support multiple teams through the use of a single grant.~~

~~———— Ed 1410.07 Review of Robotics Education Development Program Grant Application.~~

~~(a) The bureau of career development shall review all grant applications within 15 working days of the September 30 date as established in Ed 1410.06(b), with recommendation from the commissioner or designee. In making a decision the bureau of career development shall approve an application if the school has met all the criteria set forth in Ed 1410.05 (a) (h).~~

~~(b) If the amount of grant funds requested exceeds the balance in the fund that is available in any year, preference shall be given to schools that have a higher percentage of students in the school’s average daily membership in attendance who are eligible for a free or reduced price meal as defined in RSA 198:38, VII. Secondary preference shall be given to schools which did not receive a grant in the previous year due to lack of funds.~~

~~———— Ed 1410.08 Robotics Education Development Program Grant Disbursement.~~

~~(a) Grants will be awarded and funds made available by October 31 of each year.~~

~~(b) Grants will be disbursed as a single payment each year of the grant through the business office of the department of education.~~

**CHAPTER Ed 1300 ALTERNATIVE EDUCATION AND CAREER AND TECHNICAL EDUCATION**

**PART Ed 1301 DEFINITIONS**

**Ed 1301.01 Definitions. Terms defined in RSA 188-E:2 shall be used as reference in this rule, in addition to the following:**

- (a) “Department” means the New Hampshire department of education;**
- (b) “High school” means:**
  - (1) A high school as defined in RSA 194:23 that is not designated as a regional center in Ed 1400; and**
  - (2) An adult high school in Ed 700;**
- (c) “Qualified project” as defined in RSA 188-E:10, I(f);**
- (d) “Receiving board” shall be the board of education in the receiving district where a high school has been designated under RSA 188-E to provide a regional career and technical education center to serve the region. The receiving district may be a single district or a cooperative district in accordance with the organization of that particular region;**
- (e) “Region” means a collection of sending and receiving districts and at least one career and technical education center that are all parties to an agreement that defines the relationships among them.**
- (f) “Regional center” means a receiving school district for secondary education:**
  - (1) Designated under RSA 188-E:1 and Ed 1402.01 as part of a high school regional career and technical education program;**
  - (2) That qualifies for funding under RSA 188-E:3 and RSA 188-E:10; and**
  - (3) That is listed in Ed 1403.05. Table 1403-1;**
- (g) “Transportation cost” means the reimbursable amount of transportation cost for a sending district student who attends a regional career and technical education center or who attends an alternative education program related to RSA 188-E:8, and as provided in Ed 1405; and**
- (h) “Tuition cost” means the reimbursable amount of education cost for a sending district student who attends a regional career and technical education program or an alternative education program related to RSA 188-E:7, and as provided in Ed 1405.**



**PART Ed 1302 PLANNING, DESIGNATION, AND IMPLEMENTATION OF A NEW REGIONAL CENTER FOR CAREER AND TECHNICAL EDUCATION**

***Ed 1302.01 Purpose.*** *The purpose of this section is to implement the statutory provisions relative to planning new career and technical education facilities.*

***Ed 1302.02 Responsibility of School Boards for Receiving District.***

***(a) The receiving board, in accepting designation as a regional center, shall agree to fully cooperate with the education personnel and citizens of the school districts within their region in the planning, designation, and implementation of the career and technical education programs and facilities of the regional center.***

***(b) The region shall establish a regional advisory committee according to RSA 188-E:4-a, to advise the receiving district school board on matters related to career and technical education including the planning, designation, and implementation of the career and technical education programs and facilities of the regional center.***

***(c) In addition to 1402.02(a) and (b), the process for constructing a new regional career and technical education center shall follow the requirements in Ed 1403.***

**PART Ed 1303 RENOVATION OF EXISTING REGIONAL CAREER AND TECHNICAL EDUCATION CENTERS**

***Ed 1303.01 Purpose.*** *The purpose of this section is to implement the statutory provisions relative to planning renovations to existing career and technical education facilities.*

***Ed 1303.02 Application for Initial Project Approval.***

***(a) The receiving board shall submit an application for funding as a qualified project which contains all the required criteria specified in RSA 188-E:10, I(f)(1)-(9) in addition to the following:***

***(1) An analysis for each program to be included in the regional center providing assurances that:***

***a. A business and industry need exists for new skills and competencies of students that is directly linked to new equipment requirements or other requests for renovation; and***

***b. The program is best provided via a school-based career and technical education program; and***

***c. The program is supported through local community and regional and program advisory committees validation; and***

***(2) A program design description for each program to be included in the regional center which:***

***a. Specifies the equipment needed to provide for the learning activities based on the curriculum; and***

*b. Describes the space and configuration needed based on the learning activities; and*

*(3) The proposed site of the renovation; and*

*(4) The total cost of renovations.*

*(b) The receiving board shall provide the site for parking and other related areas for the regional center and other necessary items not covered under the state grant for construction of regional centers and initial equipment. Such site shall be the property of the school district or there shall be positive assurance of the continued availability of the site for the reasonable life of the regional center.*

*(c) The application shall include the final plans, program descriptions, equipment lists, and total cost for the construction or renovation of a regional center and shall be submitted to the department, for recommendation to the state board of education, 18 months prior to the availability of funds in the capital budget.*

***Ed 1303.03 Application Approval.***

*(a) The department, in cooperation with the receiving district, shall complete a thorough review of the application, with particular emphasis upon need, enrollment and programs. The allotment of specific funds shall be determined after a review of the application by the department as provided in Ed 1402 and in consultation with representatives of the regional center.*

*(b) When the plan, as set forth in the application, appears to be both educationally and fiscally acceptable, the department shall approve and recommend the project and the final plan for legislative action as a qualified project.*

*(c) Prioritization of funds of approved renovation projects shall follow the timeline established in Ed 1403.05.*

***Ed 1303.04 Signed Agreement.*** *If funding is approved by the legislature, all the school board chairpersons in the region and the commissioner of the department shall sign an agreement containing at a minimum the following elements:*

*(a) The cost of the qualified project and the payment schedule;*

*(b) The commitment and responsibilities of the receiving and sending district;*

*(c) The commitment and responsibilities of the department;*

*(d) An assurance that the school district shall include only programs which conform to the approved qualified project;*

*(e) A designation of enrollment quotas for individual programs in each district;*

*(f) The end date of the agreement;*

*(g) Assurances of cooperation with the master plans of both the sending and receiving district required under Ed 512;*

(h) Assurances of ongoing maintenance the facilities and equipment for the purposes approved in the qualified project; and

(i) Any special conditions to which all parties agree.

**Ed 1303.05 Criteria for Priority of Renovation Projects.** The commissioner of the department shall use the following criteria for determining the priority of renovation projects:

(a) The opening date of the regional center as set forth in Table 1403-1 below shall be the determining factor in prioritizing the order in which renovation projects are to be included in the capital budget request:

**Table 1403-1 Opening Dates for Regional Centers**

<b>Regional Center</b>	<b>Opening Date</b>
<b>Nashua Technology Center – Nashua</b>	<b>Fall 1974</b>
<b>The Cheshire Career Center – Keene</b>	<b>Fall 1976</b>
<b>Portsmouth Career Technology Center #19 - Portsmouth</b>	<b>Fall 1977</b>
<b>Berlin Regional Career and Technology Center – Berlin</b>	<b>Fall 1977</b>
<b>Concord Regional Technology Center Concord</b>	<b>Fall 1980</b>
<b>Mt. Washington Valley Career Technology Center North Conway</b>	<b>Fall 1980</b>
<b>Seacoast School of Technology – Exeter</b>	<b>Fall 1980</b>
<b>Manchester School of Technology – Manchester</b>	<b>Fall 1982</b>
<b>J. Oliva Huot Technical Center – Laconia</b>	<b>Fall 1983</b>
<b>Hugh Gallen Regional Vocational Center – Littleton</b>	<b>Fall 1983</b>
<b>Plymouth Applied Technology Center - Plymouth</b>	<b>Fall 1983</b>
<b>Region 9 Vocational Technical Center - Wolfeboro</b>	<b>Fall 1983</b>
<b>Pinkerton Academy</b>	<b>Fall 1984</b>
<b>White Mountain Regional High School - Whitefield</b>	<b>Fall 1985</b>
<b>Salem High School Vocational Center - Salem</b>	<b>Fall 1989</b>
<b>Dover Career Technical Center - Dover</b>	<b>Fall 1990</b>
<b>Creteau Regional Technology Center - Rochester</b>	<b>Fall 1991</b>
<b>Somersworth Career Technology Center - Somersworth</b>	<b>Fall 1991</b>
<b>Wilbur H. Palmer Vocational Technical Center - Hudson</b>	<b>Fall 1992</b>
<b>Sugar River Valley Regional Technology Center - Claremont</b>	<b>Fall 1993</b>
<b>Sugar River Valley Regional Technology Center - Newport</b>	<b>Fall 1993</b>
<b>Winnisquam Regional High School - Tilton</b>	<b>Fall 1993</b>
<b>Region 14 Applied Technology Center - Peterborough</b>	<b>Spring 1996</b>
<b>Milford High School and Applied Technology Center - Milford</b>	<b>Fall 1997</b>

(b) If more than one regional center opened in a given year, priority shall be established based on the date of governor and council approval.

**Ed 1303.06 Substantial Changes to an Approved Project.** The receiving board shall notify the department of any substantial changes to a renovation project approved under this section. Substantial changes include, but are not limited to, a change in project cost of 5% or greater, and the addition or removal of a career and technical education program.

**PART Ed 1304 ADVISORY COMMITTEES**

*Ed 1304.01 Advisory Committees. Regions and regional career and technical education centers shall establish and maintain the regional advisory committees and program advisory committees per RSA 188-E:4-a.*

**PART Ed 1305 TUITION AND TRANSPORTATION COST DETERMINATIONS**

*Ed 1305.01 Purpose. The purpose of this section is to implement the statutory provisions relating to the formula for determining the tuition and transportation costs for approved career and technical education programs and alternative education programs and the procedures for disbursement of funds.*

*Ed 1305.02 Tuition Cost Determination.*

*(a) The per student rate as outlined in RSA 188-E:7, II used for tuition payment related to this section shall be equal to the balance of appropriation for tuition and transportation available divided by the total number of students, where:*

*(1) The balance of appropriation available equals the tuition and transportation total appropriation, minus*

*a. The total payments made for transportation reimbursements;*

*b. The total payments made for alternative education tuitions that are less than full per student rate determined in this section;*

*c. All differential fees paid under RSA 188-E:7, IV; and*

*d. Any adjustments made to the budget;*

*(2) The total number of students equals the sum of all the sending districts' total number of students formally reported to, and verified by, the department.*

*(3) In any case, the tuition payment related to this section shall not exceed the previous year average cost per student in the Receiving District, as determined by the department.*

*Ed 1305.03 Transportation Cost Determination.*

*(a) The per student transportation cost shall be equal to the number of days a student attended the program multiplied by the round trip distance in miles from a student's sending high school to the regional career and technical education center multiplied by the per mile reimbursement rate, which is either:*

*(1) \$0.10 per mile for students who have access to regularly scheduled district transportation or public transportation, or*

*(2) \$0.25 per mile for students who self-transport and whose sending district do not provide regularly scheduled transportation.*

**PART Ed 1306 OTHER CAREER AND TECHNICAL EDUCATION PROGRAM REQUIREMENTS**

**Ed 1306.01 Requirements for Pre- Engineering and Technology Programs.**

***(a) In order to secure funding to develop and implement a pre-engineering and technology program and curriculum pursuant to RSA 188-E:14, the school shall:***

- (1) Submit to the department a new program approval application that includes course content, competency and curricular requirements, equipment requirements, and space requirements;***
- (2) Demonstrate the statutorily required 50/50 match of public and private funds which:***
  - a. Show how receiving district expenditures complement the development of the engineering technology program; and***
  - b. Provides a list of expenditures by the receiving district and include a rationale for using these as match funds; and***
  - c. Includes equipment items purchased for use not earlier than one year prior to the project start date for the engineering technology program; and***
- (3) Assure that certified educators delivering the program are trained to teach the engineering and technology program.***

***(b) In order to secure funding to develop and implement a pre-engineering and technology program and curriculum pursuant to RSA 188-E:14, the department shall:***

- (1) Provide technical assistance in the planning and development of the pre-engineering and technology program;***
- (2) Receive and review the department's new program approval application that the school submits under this subsection to determine that the school meets the criteria for approval;***
- (3) Submit the proposed program content and curriculum to the pre-engineering and technology advisory council for review; and***
- (4) Release state funds up to limits determined by the pre-engineering and technology advisory council.***

**Ed 1306.02 Requirements for Automotive Technology Programs.**

***(a) In order to secure funding to develop and implement an automotive technology curriculum the regional center shall:***

- (1) Establish a program advisory committee as set forth in RSA 188-E:20;***
- (2) Submit to the department new program approval application that includes course content, curricular requirements, equipment requirements, and space requirements; and***

**(3) Demonstrate the statutorily required 50/50 match of public and private funds which:**

**a. Show how receiving district expenditures complement the development of the automotive technology program;**

**b. Provides a list of expenditures by the receiving district and include a rationale for using these as match funds; and**

**c. Includes equipment items purchased for use not earlier than one year prior to the project start date for the automotive technology program; and**

**(4) Assure that certified educators delivering the program are trained to teach in the automotive technology program.**

**(b) In order to secure funding to develop and implement an automotive technology curriculum the department shall:**

**(1) Provide technical assistance in the planning and development of the automotive technology program;**

**(2) Receive and review the department's new program approval application that the regional center submits to determine that the program meets the criteria for approval; and**

**(3) Submit the proposed program content and curriculum to the automotive advisory council for review.**

## **PART Ed 1307 RULES FOR THE ROBOTICS EDUCATION FUND**

**Ed 1307.01 Purpose of the Robotics Education Fund. The purpose of the robotics education fund is to motivate public school and chartered public school students in New Hampshire to pursue education and career opportunities in science, technology, engineering, and mathematics while building critical life and work-related skills.**

**Ed 1307.02 Scope. Grants from the robotics education fund shall be available to any eligible public school or chartered public school for the purpose of financing the establishment of a robotics team and its participation in competitive events.**

**Ed 1307.03 Definitions.**

**(a) "Competitive event" means an event administered by a national or international organization whose mission is to promote and organize robotics competitions.**

**(b) "Eligible public school or chartered public school" means any public school which meets the minimum standards or a chartered public school as defined in RSA 194-B in the state of New Hampshire.**

*(c) “Technical resources” means mentors, space, equipment, travel to events, use of office equipment, use of computers, and other similar forms of assistance.*

***Ed 1307.04 Uses of Grant Funds for the Robotics Education Fund.***

*(a) Grant funds administered through the robotics education fund shall be limited to the purchase of robotics kits, stipends for coaches, and the payment of associated costs from participation in competitions.*

*(b) Grant funds shall only be used to cover direct costs associated with the cost of the robotics team.*

*(c) Said grants shall not exceed the following amounts per year:*

*(1) For elementary school, the amount of the grant that can be applied toward the cost of the kit shall not exceed \$1,000 per year and the amount of the grant that can be applied toward the stipend shall not exceed \$250 per year;*

*(2) For middle school, the amount of the grant that can be applied toward the cost of the kit shall not exceed \$1,500 per year and the amount of the grant that can be applied toward the stipend shall not exceed \$750 per year; and*

*(3) For high school, the amount of the grant that can be applied toward the cost of the kit shall not exceed \$5,000 per year and the amount of the grant that can be applied toward the stipend shall not exceed \$1,500 per year.*

***Ed 1307.05 Eligibility Criteria. A public school or chartered public school which is applying for a grant from the robotics education fund shall demonstrate that:***

*(a) It has established, or is in the process of establishing, a robotics team or club that is associated with the school;*

*(b) It has at least one coach or adult advisor;*

*(c) It has established a partnership with, or has a valid letter of commitment from, at least one sponsor, business entity, institution of higher education or technical school for the purpose of participation in a robotics competition;*

*(d) A sponsor, business entity, institution of higher education or technical school will contribute funds, technical resources, or both to allow for the school to participate in the competition;*

*(e) It has developed a two-year budget for the current year of the application;*

*(f) It has not received a grant from the Robotics Education Development Program in the prior year; and*

*(g) It has identified at least one competitive event in which the team or club will participate in and that it meets all criteria for participation in the competitive event(s).*

**Ed 1307.06 Robotics Education Development Program Grant Application.**

*(a) A public or chartered public school shall submit a grant application on the “New Hampshire Robotics Education Application Form,” July 2017 edition, electronically to the department of education, division of career technology and adult learning, bureau of career development.*

*(b) The grant application period shall start on September 1 and will close on September 30 of each year.*

*(c) The amount of each grant shall be sufficient to cover the costs of establishing and supporting a team for two years as set forth in Ed 1410.04.*

*(d) Pursuant to RSA 188-E:25, V, no school shall receive more than one grant every two years, however, a school district may receive multiple grant awards. A school may support multiple teams through the use of a single grant.*

**Ed 1307.07 Review of Robotics Education Development Program Grant Application.**

*(a) The bureau of career development shall review all grant applications within 15 working days of the September 30 date as established in Ed 1410.06(b), with recommendation from the commissioner or designee. In making a decision the bureau of career development shall approve an application if the school has met all the criteria set forth in Ed 1410.05 (a)-(h).*

*(b) If the amount of grant funds requested exceeds the balance in the fund that is available in any year, preference shall be given to schools that have a higher percentage of students in the school’s average daily membership in attendance who are eligible for a free or reduced-price meal as defined in RSA 198:38, VII. Secondary preference shall be given to schools which did not receive a grant in the previous year due to lack of funds.*

**Ed 1307.08 Robotics Education Development Program Grant Disbursement.**

*(a) Grants will be awarded and funds made available by October 31 of each year.*

*(b) Grants will be disbursed as a single payment each year of the grant through the business office of the department of education.*

**Appendix I**

<b>RULE</b>	<b>STATUTE</b>
Ed 1301	RSA 188-E:2
Ed 1302	RSA 188-E:3, I
Ed 1303	RSA 188-E:3, I
Ed 1304	RSA 188-E:4-a
Ed 1305.01-1305.02	RSA 188-E:6, IV; RSA 188-E:9
Ed 1305.03	RSA 188-E:8; RSA 188-E:9
Ed 1306.01	RSA 188-E:18, II



Ed 1306.02	RSA 188-E:18, II; RSA 188-E:20
Ed 1307.01 – Ed 1307.08	RSA 188-E:25