Contracted instruction is a relatively new concept insofar as public education is concerned. As costs per instruction and requests for training increase, however, it does allow the educational institution an opportunity to extend its training offerings in a meaningful way.

The State Plan for Vocational Education explains contracted instruction as follows:

1.8 Vocational Education Under Contract. There are in California nonpublic vocational schools and technical institutes with extensive capabilities and experience in vocational instruction. Arrangements may be made for the provision of vocational instruction on an individual or group basis in such nonpublic schools.

1.81 Private Postsecondary Vocational Training Institutions. The following provisions will apply in all contractual arrangements with nonpublic postsecondary vocational schools:

(a) The State Board, The Board of Governors, and school district governing boards may provide vocational education programs through contracts with private educational agencies.

(b) In each instance where a course in a private educational agency is contracted for, it must be certified by the Bureau of School Approvals as meeting the minimum standards set forth in Subchapter 21 of the California Administrative Code, Title 5, Education, pertaining to teacher qualifications, financial status, professional integrity, adequacy of physical facilities, admission requirements, and adequate records. The course must also be certified to be in accord with vocational objectives and other general operational policies and standards as may be pertinent to the conduct of training under the state plan.

(c) Before the State Board, the Board of Governors, or a local public educational agency may enter into such a contract, the following requirements must be met:

(1) Each contract is in writing.
(2) The contract incorporates the applicable standards and requirements contained in this state plan and prescribed by the State Board.
(3) Each contract is in accordance with state and local laws.
(4) Instruction under contract will be conducted as a part of the state and local program under the supervision of the State Board or the Board of Governors.
(5) The contract constitutes a reasonable and prudent use of funds available under this state plan.
(6) The private educational agency can provide substantially equivalent training at comparable costs.
(7) Such contracts will be reviewed at least annually by the parties concerned.
(8) Each contract includes an assurance that all funds paid to a contracting agency or institution will be used only to lower the rate of, or eliminate, tuition fees and other charges that would otherwise be collected from persons receiving such instruction.

(9) There is a realistic relationship between the course or programs and actual or anticipated employment opportunities and the abilities, interests, and aptitudes of persons to be trained.

The legal basis for contracted instruction is AB 577, Regional Occupational Centers. AB 577, authored by Bill Greene, has been passed by the Legislature and signed into law by the Governor. This law authorizes governing board of any school district, county superintendent of schools maintaining a regional occupational center or program, or governing body of the agency maintaining a regional occupational center or program, to contract with any public agency or private vocational school which meets prescribed standards, to provide vocational instruction to pupils enrolled in the school district or in the regional occupational center or program.

Also, school districts must comply with rules and regulations of Section 30133, Chapter 5, of Division 21 of the Education Code. See attached Chapter 5 - Vocational Education Contracts.

Teacher of Record

A teacher of record would be required to conduct certain shared responsibilities in this program:

a. Tabulation and posting of grades.
b. Student referrals for tutorial, library, or counselling help.
c. Assist in job placement.

The teacher of record could be paid on the same scale as our instructor coordinators in Work Experience (12.5 students = 1 lab hour of instruction).

Target Population

An attempt to recruit at least 40% (approx. 9) of the initial 23 students from the classification economically disadvantaged will be made. Close coordination of this program (student recruitment and retention) would be requested of the Campus EOP Director.

Curriculum Development

An attempt would be made to offer the option of a certificate or a non-credit program in Cosmetology. See attached sample programs.

Student Recruitment

Student recruitment would be made through cooperative efforts of the Asst. Dean of Vocational Education, Asst. Dean of Continuing Education and the EOP Director. Pre-screening for Fall 1974 applicants would be considered by same.
Program Evaluation

The program will be evaluated at the end of the 1974-75 school year based on the following:

1. Student attrition in program.  
2. Student job placement.  
3. Instructional responsibilities.

Student Supplies

Student non-consumable supplies can be purchased for $62.50; however, a $50.00 deposit can be made for same and refunded at the end of the training period.

Cosmetology College Course Material

See attached.

Suggested Contract

See attached.

Projected financial analysis of Cosmetology contract training.

My analysis of student and financial benefit, if we were to contract with a private beauty college for Cosmetology training, is as follows:

ASSUMPTION: The District can place twenty-three (23) trained persons in cosmetology per year (I feel secure with these figures):

1. We would have students generating income ADA for 2 semesters (9½ month period) in the following amounts:

   \[
   \text{Annual WSCH} \times .864 = \text{ADA} \\
   \frac{30}{30}
   \]

   \[
   23 \times (32 + 32) \times .864 = 42.19 \\
   \frac{30}{30}
   \]

   Gross Foundation Program Level = ADA \times \text{rate}

   \[
   = 42.19 \times 1,020 \\
   \]

   Approximate total income = $43,033

2. Payment payable to contractor (23 \times 642) = $14,766*  
   Indirect expenditures = 5,906  
   Teacher of record (3 lab hours) = 1,296

   Approximate total cost = $21,968

*To be budgeted in the Trade/Technical Division budget.

MJE/hal
Encls.
SUGGESTED
Chapter 5 Vocational Education Contracts

Section 30133

Scope. The provisions of this chapter apply to all Vocational Education contracts established and maintained under the authority of Section 30133 Chapter 5 of Division 21 of the Education Code.

Occupational Purposes. The purpose of Vocational Education contracts is to provide a means whereby high quality vocational, technical, and occupational preparation opportunities can be extended through private, post-secondary, vocational schools and agencies approved pursuant to the provisions of Chapter 1 (commencing with Section 29001) of Division 21 of the Education Code so that a larger number of students may be provided vocational instruction adequately, efficiently, and economically.

Vocational Education. Contractors shall provide vocational, technical, and occupational instruction related to the attainment of skills, knowledge, and attitudes so that the students are prepared for:

(a) Gainful employment in the occupational area for which the training was provided, or

(b) Occupational upgrading so that the students will have the higher skill levels required by new and changing technology and employment practices, or

(c) Preparation for enrollment in more advanced training programs.

Definitions. (a) Vocational Education Contract is a legal and binding agreement with any public agency or private, post-secondary, vocational school which meets prescribed standards, to provide vocational instruction to pupils enrolled in secondary schools, post-secondary schools, community colleges, regional occupational programs, or regional occupational centers.
(b) The California State Plan for Vocational Education is an official agreement between the United States Commissioner of Education and the California State Board of Education. This document constitutes Part I of the California State Plan for Vocational Education, and it provides the policies and procedures that will apply to the operation of the various phases of vocational education that qualify for financial support from the Vocational Education Amendments of 1968 (Public Law 90-576).

(c) A course means an instructional unit in an area of field of organized knowledge, usually provided on a semester, year, or prescribed length-of-time basis and may be made up of several classes or sections.

(d) A school unit means any separate school facility or campus, including, but not limited to, a high school or community college.

(e) Public entity is any school district or districts; any community college district or districts; any governing body of the agency maintaining a regional occupational center or program; or any county superintendent or superintendents who contract with a private post-secondary school.

(f) Contractor is a private, post-secondary school approved pursuant to the provisions of Chapter (commencing with Section 29001) of Division 21 to provide vocational skill training authorized by this code.

Vocational Education Contractual Arrangements

Any school district desiring to enter into a contract with a private, post-secondary, vocational school shall submit for approval to the State Department of Education, a standard contract number which includes such details as to both explain and justify the intended operation, including compliance with all requirements in this Chapter 5 of Division 21, Sections 29001 through 30205, of the Education Code.
Maintenance. Vocational Education contracts shall be maintained in conformity with the applicable provisions of the Education Code, Title 5 of the California Administrative Code, the California School Accounting Manual, and the California State Plan for Vocational Education.

Contract Approval. Vocational Education contracts pursuant to Chapter 5, Division 21, Section 30133, of the Education Code, shall not exceed one year, shall be approved by the State Department of Education, and shall comply with all requirements set forth in the California State Plan for Vocational Education.

Criteria for Contract Approval. The following criteria shall be complied with for determining the appropriateness of vocational instruction via Vocational Education contracts.

(a) Manpower needs and job opportunities must be identified and established for the instruction of said contract.

(b) The course does not unnecessarily duplicate course offerings already available in the region served.

(c) The course provides vocational education opportunities for a greater number of students than would otherwise be possible.

(d) There is evidence that more efficient and effective use is made of both facilities and personnel than when such course is provided for the students by a public school unit.

(e) Each student eligible for enrollment under a contract between a public entity and a private, post-secondary school must have (1) reached his sixteenth birthday, and (2) is a bonafide student enrolled in a public entity.

(f) Use of supportive resources for vocational education including, but not limited to, industry cooperation, advisory committees, and community facilities, are increased beyond those available to a school unit.
(g) The course shall not reduce or supplant the vocational education efforts of any school district but shall become an extension or augmentation of vocational education opportunities and enrollments in the participating public entities.

(h) The contractor and public entity shall agree upon a specified cost per student and payment will be made according to the degree of attainment and retention of student achievement gains.

(i) The Contractor will be responsible for keeping records on student attendance and achievements and for submitting these records to the Public Entity on a monthly basis.

Evaluation. Each public entity that has entered into a contract with a private, post-secondary, vocational school, pursuant to Chapter 5, Division 21, Section 30133, of the Education Code, shall submit annually to the Department of Education an evaluation including, but not limited to, the following information:

(a) Analysis of the cost of individual contracts, programs, and services.
(b) Enrollments defined in terms of high school, community college, high school students, adults, and continuation school students.
(c) The number of trainees employed in specific entry-level occupations.
(d) The number of trainees continuing training in other institutions.
(e) Dropout rates and placement data.

Administration. Each Vocational Education contract shall be organized and administered in such a manner that there will be a clear and separate audit trail of all income and expenditures, of all agreements and contracts, of enrollments, and of all other statistical information pertaining to fiscal and instructional accountability.
SAMPLE PROGRAMS
for
COSMETOLOGY

Certificate Program

1600 hours of Cosmetology (Beauty College)  29 units
Business 13 - Business Mathematics  3 units
Business 73 - Applied Human Relations  3 units

35 units

Non-Credit Program

Certificate of completion from the Beauty College for 1600 hours of instruction in Cosmetology.
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Science of Cosmetology

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A SAMPLE CONTRACT

COSMETOLOGY TRAINING AGREEMENT

THIS AGREEMENT, made and entered into this day of

between the Santa Barbara Community College District of Santa Barbara County, State

of California hereinafter called the "District" and

WITNESSETH:

WHEREAS:

(a) The District through Santa Barbara City College intends to provide a vocational education program for the benefit of selected, eligible students of the District, under the State Plan for Vocational Education and the Federal Vocational Education Act, as amended, through this agreement with the Contractor in order to prepare such students for the vocation of licensed cosmetologist; and

(b) The District also intends to enroll no more than 23 students in this program per year. Also understood is that each student may select to take his training from any of the beauty training schools in the District; however, the District guarantees no set number of students to this or any contractor.

(c) The Contractor represents that it is a non-public vocational school with extensive capabilities and experience in vocational instruction and training and holds a certificate and license as a school of cosmetology under the provision of Section 7391 of the Business and Professional Code of the State of California; and

(d) The Contractor represents that each instructor of the Contractor in this program possesses a valid license to teach, issued by the State Board of Cosmetology, and a valid teaching credential issued by the California Community Colleges Board of Governors; and
(e) The Contractor represents that its financial resources are adequate to insure operation for the duration of this contract and the Contractor operates on the basis of sound administrative policies and adheres to ethical practices and does not and shall not discriminate on the basis of race, color, religion or ancestral origin; and

(f) The Contractor represents that its physical facilities meet requirements of State and local safety and health regulations and its equipment and instructional materials are adequate and suitable for the courses offered and the number of students in attendance; and

(g) The Contractor represents that it maintains current, accurate records of student attendance and progress and consents to inspection by authorized representatives of the District, California Community College Board of Governors, Bureau of Readjustment Education, and the State Board of Cosmetology;

(h) The Contractor represents that it is free of any pending or existing proceedings against its license or that of any of its instructors; or in the alternative, that it can show to the satisfaction of the District by way of written evidence that such proceedings are without merit and will be disposed of in favor of the licensee.

NOW, THEREFORE, in consideration of the conditions, covenants, terms, agreements and recitals contained herein, it is mutually agreed as follows:

1. All the above recitals are true and correct.

2. Contractor shall provide instruction, training, facility, equipment, supervision and other services for no more than 23 students per year (or in continuous training at any one time) authorized by the District, to the extent of 1,600 hours of approved cosmetology instruction per student for said number of students at the Contractor's school in Santa Barbara. The 1,600 hours of instruction for such students shall be given in a proportionate manner over a period of three college semesters, or two college semesters and a summer session. Instruction shall be offered a minimum of 32 hours per week but no more than 40 hours per week.
All students shall be under the direct supervision of licensed cosmetology instructors with a valid credential for community college services in the area taught. Should it become necessary for a District student (or students) to transfer to Contractor from another Santa Barbara beauty school, Contractor agrees to validate such credit for student(s) with one hour of credit for each and every hour of training received by such student(s) at the former school.

3. The 1,600 hours of instruction shall be in accordance with applicable requirements of the State Board of Cosmetology for admission to examination for a certificate of registration and license as a cosmetologist including performance testing classes and services in preparation for the State Board examination, and the curriculum shall include theory and procedures in the six major operations as follows:

(1) Facials  (4) Tints, dyes and bleaches
(2) Manicures  (5) Permanents
(3) Scalp Treatments  (6) Hair styling and hair cutting

4. The Contractor further assures the District that any student who completes 1,600 hours of training and who has not had the minimum training and preparation hours required for certification to take the examination for a certificate of registration and cosmetology license due to a deficiency in one or more areas of required expertise, shall receive such services, training and preparation as may be necessary, forthwith, at no cost to either the student trainee or the District.

5. The District shall accept the 1,600 Contractor hours of cosmetology training as partially satisfying the requirements toward the Certificate in Cosmetology and, in addition, will provide such other courses as are necessary to fulfill all requirements for the Certificate. The District will also provide Continuing Education curriculum for those students who wish to take non-credit classes.
6. The Contractor shall provide all necessary instructional materials for each of the students covered by this agreement, including:

   (1) All necessary supplies
   (2) Kit and implements*

7. The student is responsible to provide his own uniform, shoes, and textbooks.

8. The District shall pay to the Contractor on a monthly basis, 40 cents per hour for each student attendance hour certified to the District for attendance during the preceding month at the Contractor's place of instruction, who is in good standing at the College.

9. The Contractor shall not be reimbursed for more than 1,600 hours of instruction for any one student.

10. The Contractor agrees to accept new students at the beginning of each semester and summer session, provided that no more than (no limit) trainees are in training at any one time and, also provided that the District is not obligated to pay more than 40 cents per hour, times 1,600 hours, times number of trainees during any successive combination of three semesters or two semesters and one summer session.

11. The Contractor shall submit and certify monthly statements and billings to Santa Barbara City College, 721 Cliff Drive, Attention: Asst. Dean, Vocational Education, at the end of each month for which Contractor instruction is given including including a daily tally of training attendance hours by individual student enrollment.

12. The District shall provide the normal administrative functions, including admissions, counseling, registration, achievement records, and awarding of Completion Certificates, comparable to those maintained for any student of the District; along with those administrative functions required of the Contractor.

13. The Contractor will obtain and maintain, at the expense of Contractor, all workmen's compensation insurance required by law for employees in the operation of this program.

*Non-consumable kit can be purchased for $62.50, or used for the duration of the program by putting down a refundable deposit of $50.00
14. The Contractor shall indemnify and save harmless the District, its officers, agents and employees from all loss, cost, expense, claims or liability for injury to any person or damage to any property arising out of, or in any manner connected with the performance and operation of the terms of this agreement.

15. The Contractor, in order to protect District, its officers, agents, and employees against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement an insurance policy in the amount of not less than ONE HUNDRED THOUSAND DOLLARS ($100,000) per person and THREE HUNDRED THOUSAND DOLLARS ($300,000) per accident and property damage insurance of not less than TEN THOUSAND DOLLARS ($10,000) per accident, with a reliable insurance carrier authorized to do such public liability and property damage insurance business in the State of California. Said policy of insurance shall expressly name the District, its agents, employees and officers as an additional insured. A copy of said policy shall be at all times furnished to the District herein.

16. The Contractor shall also indemnify, save harmless and, upon the request of the District, come in and defend District, its officers, agents and employees against all loss, cost, expense, claims, or liability arising out of or alleged to arise out of the making, performance or operation of this agreement.

17. This agreement shall become effective with the Fall Semester, 1974-75 and shall be reviewed periodically by the parties hereto, and not less than one year from the date of execution hereof. Any amendments or adjustments reasonably necessary shall be made from time to time by mutual agreement.

18. Notwithstanding anything to the contrary, the District and the Contractor reserve the right to terminate this agreement at the end of any semester or summer session by giving 60 days prior written notice.
19. Any notice given under this Agreement shall be deemed given when personally served upon the Superintendent of the District or upon the owner of the Beauty School, or when deposited in the mails in Santa Barbara County in a sealed envelope with postage thereon fully prepaid from one party to the other addressed as follows, respectively:

TO DISTRICT: Santa Barbara Community College District
Attention: Superintendent-President
721 Cliff Drive
Santa Barbara, California  93109

TO CONTRACTOR:


IN WITNESS WHEREOF, said parties to this agreement have executed these presents and hereunto set their hands on the day and year herein first written.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

By__________ (Authorized Representative)

By__________ (Authorized Representative)

APPROVED AS TO FORM:
COUNTY COUNSEL

By__________ County Counsel