



BOARD OF SUPERVISORS MEETING

ADDENDUM PACKET

October 11, 2022

Item #

23. Appropriations: Prince Edward County Public Schools 183

Motion to Recess.

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**Board of Supervisors
Agenda Summary**

Meeting Date: October 11, 2022
Item #: 23
Department: Finance/HR
Staff Contact: Cheryl Stimpson
Agenda Item: School Appropriations

SUMMARY:

- a. The County received a request from Prince Edward County Public Schools requesting an appropriation in the amount of \$20,991.58 to the school operating budget. These funds are a combination of state reimbursement grants. No County match required.

FY22 BUDGET SUPPLEMENTS

Rev/Exp	Fund	Dept	Object	Description	Debit	Credit
3 (Rev)	250	024020	0115	Op Programs Grant Det Ctr		\$8,451.00
3 (Rev)	250	024020	0057	Sch Brd Professional Dev		\$1,500.00
3 (Rev)	250	024020	0031	Career & Technical		\$486.54
3 (Rev)	250	024020	0054	CTE/STEM Grant		\$788.17
3 (Rev)	250	024020	0053	Voc – Occup/Tech Educ		\$2,098.83
3 (Rev)	250	024020	0052	Voc – Equip Grant		\$3,330.91
3 (Rev)	250	024020	0031	Career & Technical		\$4,336.13
4 (Exp)	250	061000	0001	Instruction	\$20,991.58	

Attachment: Requests from Prince Edward County Public Schools’ Superintendent, Dr. Barbara A. Johnson and Draft Public Hearing Notice.

Recommendation: The Board of Supervisors will wish to approve the appropriations

COST: There is no anticipated cost.

SAMPLE MOTION: I move that the Board of Supervisors approve the appropriations as outlined above.

Motion _____
 Second _____

Cooper-Jones _____
 Emert _____

Gilliam _____
 Gur _____
 Pride _____

Stiff _____
 Townsend _____
 Watson _____

PRINCE EDWARD COUNTY PUBLIC SCHOOLS

Barbara A. Johnson, Ed. D

Superintendent

September 7, 2022

Prince Edward County
Mr. Doug Stanley, County Administrator
P. O. Box 382
Farmville, VA 23901

Dear Mr. Stanley:

The Prince Edward County School Board respectfully requests an appropriation of federal funds in the amount of \$20,991,58 to the School Operating budget for the FY2022-2023 school year. There is no local match required for this appropriation.

- \$8,451.00 – Additional Appropriation FY2022-2023 – State Operated Programs (Detention Center)
- \$1,500.00 – Additional Appropriation FY2022-2023 – School Board Professional Development Training
- \$486.54 – Additional Appropriation FY2022-2023 – Career & Technical Education – Workplace Readiness Skills
- \$788.17 – Additional Appropriation FY2022-2023 - State Funding to Support Industry Credentials – STEM (CTE Programs)
- \$2,098.83 – Additional Appropriation FY2022-2023 - Career & Technical Education – Industry Certification, Licensure Test, & Assessments
- \$3,330.91 – Additional Appropriation FY2022-2023 - State Funding – Update CTE Equipment
- \$4,336.13 – Additional Appropriation FY2022-2023 - Career & Technical Education – State Equipment

Thank you for your consideration of this request.

Respectfully submitted,



Dr. Barbara A. Johnson
Superintendent



Mrs. Lucy Carson
Chairperson, School Board

BAJ/vmj

pc: School Board Members

UNITED IN EXCELLENCE

Action Item 9A:

Subject: Request of Local Operating Appropriation of Additional Funds

Recommendation: It is recommended that the School Board request from the Prince Edward County Board of Supervisors to appropriate additional funds to the School Operating Budget for the FY2022-2023 school year.

Increase: \$8,451.00 – Additional Appropriation FY2022-2023 – State Operated Programs (Detention Center)

Increase: \$1,500.00 – Additional Appropriation FY2022-2023 – School Board Professional Development Training

Increase: \$486.54 – Additional Appropriation FY2022-2023 – Career & Technical Education – Workplace Readiness Skills

Increase: \$788.17 – Additional Appropriation FY2022-2023 - State Funding to Support Industry Credentials – STEM (CTE Programs)

Increase: \$2,098.83 – Additional Appropriation FY2022-2023 - Career & Technical Education – Industry Certification, Licensure Test, & Assessments

Increase: \$3,330.91 – Additional Appropriation FY2022-2023 - State Funding – Update CTE Equipment

Increase: \$4,336.13 – Additional Appropriation FY2022-2023 - Career & Technical Education – State Equipment

Rational: Prince Edward County Public Schools has received an additional \$20,991.58 for the School Operating Budget in excess of the original approved FY2022-2023 budget.

FY2022-2023 Updated Budget	
School Operating Budget (Original)	\$29,700,599.00
Previous Additional Appropriations	161,881.08
New School Operating Budget	\$29,862,480.08
Total Additional Appropriations – August 3, 2022	20,991.58
Revised School Operating Budget	\$29,883,471.66

Budget: Revenues – School Operating
Expenditure – Instruction

Legal Reference: Prince Edward County School Board Policies
DA – Management of Funds
DB – Annual Budget



#182-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #182-22**

DATE: August 19, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Career and Technical Education Reimbursement for Workplace Readiness Skills for the Commonwealth and/or Other Industry Certification Assessment Allocations and Reimbursement Request Forms for June 2022 and School Year (SY) 2022-2023**

The 2022 Special Session I of the General Assembly provided state funding for the Workplace Readiness Skills (WRS) for the Commonwealth Examination, including pretests, and/or other Board-approved industry certification assessments for fiscal year 2023 (SY 2022-2023) in the amount of \$308,655. This general fund appropriation provides support to school divisions for standard diploma graduates. To provide flexibility, school divisions may use this allocation for any Board-approved industry certification preparation and testing. The funding allocation is distributed on the basis of SY 2021-2022 enrollment data for students in secondary (high school) Career and Technical Education (CTE) courses. The initial allocation is \$0.44 per student enrolled in CTE courses. **Attachment A** lists the total allocation by school division. Reimbursement payments for regional CTE centers are listed in **Attachment B** and will be made available to the school division that serves as the fiscal agent. School divisions and regional CTE centers will be reimbursed and paid up to their original allocation amount.

Submission of WRS and/or Other Industry Certification Assessments Reimbursement for June 2022

Submit reimbursement requests on **Attachment C** for student exams and pretests that were taken between May 21 and June 30, 2022, to the Virginia Department of Education (VDOE) no later than October 31, 2022. These expenditures must cover credentialing pretests and tests that were taken by students between May 21 and June 30, 2022.

Submission of WRS and/or Other Industry Certification Assessment Reimbursement for SY 2022-2023

Submit reimbursement requests on **Attachment C** for SY 2022-2023 to the VDOE no later than May 19, 2023. These expenditures must cover credentialing pretests and tests taken by students during school year 2022-2023, but not later than May 19, 2023.

Any unclaimed funds will be reallocated on June 1, 2023, to school divisions and regional CTE centers that have submitted approved reimbursement requests that exceed their SY 2022-2023 allocation amount.

School divisions and regional CTE centers must use their entire allocation in this announcement before requesting reimbursement for additional pretests and tests from their CTE industry certification Lottery funds allocated for SY 2022-2023 as announced in **Superintendent's Memo #180-22**. After both of the state allocations have been expended, school divisions and regional CTE centers may request reimbursement for industry certifications from their federal Perkins funds allocation.

Documentation of any reimbursement claims must be retained in the school division and must be available for audit in accordance with state policies for record retention and disposition of financial records.

For more information

If you have questions, please contact the Office of Career, Technical, and Adult Education at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

JB/DSE/aar

- A. Attachment: [FY 2023 \(School Year 2022-2023\) WRS for the Commonwealth and/or Other Industry Certification Assessments, Allocation by School Division \(DOCX\)](#)
- B. Attachment: [FY 2023 \(School Year 2022-2023\) WRS for the Commonwealth and/or Other Industry Certification Assessments, Allocation by Regional CTE Center \(DOCX\)](#)
- C. Attachment: [CTE WRS for the Commonwealth and/or Other Industry Certification Assessments Reimbursement Request Form \(DOCX\)](#)

Division No.	School Division Name	CTE Enrollment SY 2021-2022	School Division Allocation - \$
037	GOOCHLAND COUNTY	1,793	\$795.24
038	GRAYSON COUNTY	1,181	\$523.80
039	GREENE COUNTY	1,608	\$713.18
040	GREENSVILLE COUNTY	1,530	\$678.59
041	HALIFAX COUNTY	3,807	\$1,688.49
042	HANOVER COUNTY	9,668	\$4,287.97
043	HENRICO COUNTY	27,802	\$12,330.80
044	HENRY COUNTY	6,662	\$2,954.74
045	HIGHLAND COUNTY	156	\$69.24
046	ISLE OF WIGHT COUNTY	2,646	\$1,173.56
048	KING GEORGE COUNTY	1,878	\$832.93
049	KING AND QUEEN COUNTY	225	\$99.79
050	KING WILLIAM COUNTY	1,482	\$657.30
051	LANCASTER COUNTY	440	\$195.15
052	LEE COUNTY	1,893	\$839.59
053	LOUDOUN COUNTY	43,788	\$19,420.94
054	LOUISA COUNTY	3,854	\$1,709.33
055	LUNENBURG COUNTY	1,083	\$480.33
056	MADISON COUNTY	1,288	\$571.26
057	MATHEWS COUNTY	430	\$190.71
058	MECKLENBURG COUNTY	3,225	\$1,430.36
059	MIDDLESEX COUNTY	606	\$268.77
060	MONTGOMERY COUNTY	7,562	\$3,353.91
062	NELSON COUNTY	1,529	\$678.15
063	NEW KENT COUNTY	1,332	\$590.77
065	NORTHAMPTON COUNTY	990	\$439.09
066	NORTHUMBERLAND COUNTY	348	\$154.35
067	NOTTOWAY COUNTY	1,166	\$517.15
068	ORANGE COUNTY	3,232	\$1,433.46
069	PAGE COUNTY	2,742	\$1,216.14
070	PATRICK COUNTY	1,126	\$499.41
071	PITTSYLVANIA COUNTY	8,081	\$3,584.10
072	POWHATAN COUNTY	2,391	\$1,060.46
073	PRINCE EDWARD COUNTY	1,097	\$486.54
074	PRINCE GEORGE COUNTY	4,698	\$2,083.67
075	PRINCE WILLIAM COUNTY	58,455	\$25,926.08
077	PULASKI COUNTY	3,911	\$1,734.61
078	RAPPAHANNOCK COUNTY	428	\$189.83
079	RICHMOND COUNTY	508	\$225.31
080	ROANOKE COUNTY	8,758	\$3,884.37
081	ROCKBRIDGE COUNTY	2,669	\$1,183.76
082	ROCKINGHAM COUNTY	7,778	\$3,449.71
083	RUSSELL COUNTY	1,622	\$719.39



#181-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #181-22**

DATE: August 19, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **FY 2023 State Funding to Support Industry Credentials for STEM-H Career and Technical Education (CTE) Programs**

The 2022 Special Session I of the General Assembly continued state funding to support industry credentialing testing materials for students and professional development for instructors in science, technology, engineering, and mathematics-health sciences (STEM-H) CTE programs. This appropriation is from the Lottery Proceeds Fund and includes \$500,000 for fiscal year 2023.

School divisions may use this allocation for any STEM-H Board-approved industry certification preparation and testing materials. The fiscal year 2023 funding allocation is distributed on the basis of SY 2021-2022 enrollment data for students in secondary (high school) CTE courses at the rate of \$0.72 per student. **Attachment A** lists the total allocation by school division.

Reimbursement payments for regional CTE centers are listed in **Attachment B** and will be made available to the school division that serves as the fiscal agent. School divisions and regional CTE centers will be reimbursed and paid up to their original allocation amount. These funds will not be available for reimbursement payments until January 2023.

Submission of STEM-H Board-Approved Industry Certification Assessments Reimbursement for June 2022

Submit reimbursement requests on **Attachment C** to the Virginia Department of Education (VDOE) by May 19, 2023, for STEM-H certification pretests and exams taken by students between May 21 and June 30, 2022. This reimbursement may also include any related professional development and certification provided for instructors during this timeframe.

Submission of STEM-H Board-Approved Industry Certification Assessments Reimbursement for SY 2022-2023

Submit reimbursement requests on **Attachment C** to the VDOE by May 19, 2023, for STEM-H certification pretests and exams taken by students between July 1, 2022 and May 19, 2023. This reimbursement may also include any related professional development and certification provided for instructors during this timeframe.

School divisions and regional CTE centers must use their entire new STEM-H allocation in this announcement before requesting reimbursement for STEM-H testing materials from their separate CTE industry certification lottery funds announced in **Superintendent's Memo #180-22**.

Any of these funds unclaimed will be reallocated on June 1, 2023, to school divisions and regional CTE centers that have submitted approved reimbursement requests that exceed their SY 2022-2023 allocation amount. After both of the state allocations have been expended, school divisions and regional CTE centers may request reimbursement for industry certifications from their federal Perkins funds allocation.

Documentation of any reimbursement claims must be retained in the school division and must be available for audit in accordance with state policies for record retention and disposition of financial records.

For more information

If you have questions, please contact the Office of Career, Technical, and Adult Education at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

JB/DSE/aar

- A. Attachment: [FY 2023 \(School Year 2022-2023\) Special Funding Allocation for STEM-H by School Division](#) (DOCX)
- B. Attachment: [FY 2023 \(School Year 2022-2023\) Special Funding Allocation for STEM-H by Regional CTE Center](#) (DOCX)
- C. Attachment: [STEM-H Student Credentials, Materials, and Teacher Professional Development Reimbursement Request Form](#) (DOCX)

Attachment A
Superintendent's Memo #181-22
August 19, 2022

Division No.	School Division	CTE Enrollment SY 2021-2022	Total 2022-2023 Division Allocation	Fiscal Agent for Regional Center Entitlement - \$	Total Funds Available by School Division - \$ 2022-2023
063	NEW KENT COUNTY	1,332	\$957.01	\$117.83	\$1,074.84
065	NORTHAMPTON COUNTY	990	\$711.29		\$711.29
066	NORTHUMBERLAND COUNTY	348	\$250.03		\$250.03
067	NOTTOWAY COUNTY	1,166	\$837.74	\$63.23	\$900.97
068	ORANGE COUNTY	3,232	\$2,322.11		\$2,322.11
069	PAGE COUNTY	2,742	\$1,970.06		\$1,970.06
070	PATRICK COUNTY	1,126	\$809.00		\$809.00
071	PITTSYLVANIA COUNTY	8,081	\$5,806.00		\$5,806.00
072	POWHATAN COUNTY	2,391	\$1,717.87		\$1,717.87
073	PRINCE EDWARD COUNTY	1,097	\$788.17		\$788.17
074	PRINCE GEORGE COUNTY	4,698	\$3,375.40	\$255.78	\$3,631.18
075	PRINCE WILLIAM COUNTY	58,455	\$41,998.48		\$41,998.48
077	PULASKI COUNTY	3,911	\$2,809.96		\$2,809.96
078	RAPPAHANNOCK COUNTY	428	\$307.51		\$307.51
079	RICHMOND COUNTY	508	\$364.99	\$230.63	\$595.62
080	ROANOKE COUNTY	8,758	\$6,292.41		\$6,292.41
081	ROCKBRIDGE COUNTY	2,669	\$1,917.61		\$1,917.61
082	ROCKINGHAM COUNTY	7,778	\$5,588.30	\$713.45	\$6,301.75
083	RUSSELL COUNTY	1,622	\$1,165.37		\$1,165.37



#180-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #180-22**

DATE: August 19, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Career and Technical Education Reimbursement for Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments Allocations and Reimbursement Request Forms for June 2022 and School Year (SY) 2022-2023**

The 2022 Special Session I of the General Assembly continued state Lottery funding for the Career and Technical Education (CTE) Path to Industry Certification initiative in the amount of \$1,831,464 for fiscal year 2023 (SY 2022-2023). Of this amount, the General Assembly allocated \$500,000 to the STEM-H grant program. Details pertaining to the STEM-H allocation are provided in **Superintendent's Memo #181-22**.

The General Assembly allocated \$1,331,464 for fiscal year 2023 for CTE student industry certification examinations, licensure tests, and occupational competency assessments for each school division and CTE regional center. This funding is distributed on the basis of SY 2021-2022 enrollment data for students in secondary (high school) CTE courses. The initial allocation is \$1.91 per student enrolled in CTE courses (**Attachment A**). The state industry certification exams Lottery funds will not be available for reimbursement payments until January 2023.

The reimbursement is restricted to those industry certification examinations, licensure tests, and occupational competency assessments that have been [approved by the Board of](#)

Education. The federal Perkins funds reimbursement will not be available for any industry certification examinations until the school division has spent its entire allocation of state funds. Reimbursement payments for regional CTE centers will be made to the school division serving as the fiscal agent (**Attachment B**).

Reimbursement may also be requested if students have personally paid for industry certification examinations, licensure tests, or occupational competency assessments and the division or center has reimbursed the student for such costs.

Submission of Credentialing Reimbursement for June 2022

Student credentialing reimbursement requests and testing data (**Attachment C**) for student credentialing exams that were taken between May 21 and June 30, 2022, must be submitted to the Virginia Department of Education (VDOE) no later than October 31, 2022. These expenditures must cover examinations and assessments that were taken by students between May 21 and June 30, 2022.

Submission of Credentialing Reimbursement for SY 2022-2023

Student credentialing reimbursement requests (**Attachment C**) for SY 2022-2023 must be submitted to the VDOE no later than May 19, 2023. These expenditures must cover examinations and assessments taken by students during the school year 2022-2023, but not later than May 19, 2023.

Any unused state industry certification examinations, licensure tests, and occupational competency assessment funds will be reallocated on June 1, 2023, to school divisions and regional CTE centers that have submitted approved reimbursement requests that exceed their initial SY 2022-2023 allocated amount.

Documentation of any reimbursement claims must be retained in the school division and must be available for audit in accordance with state policies for record retention and disposition of financial records.

For more information

If you have questions, please contact the Office of Career, Technical, and Adult Education at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

JB/DSE/aar

- A. Attachment: [FY 2023 \(School Year 2022-2023\) State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments, Allocation by School Division \(DOCX\)](#)
- B. Attachment: [FY 2023 \(School Year 2022-2023\) State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments, Allocation by Regional CTE Center \(DOCX\)](#)
- C. Attachment: [CTE State Industry Certification Examinations, Licensure Tests, and Occupational Competency Assessments Reimbursement Request Form \(DOCX\)](#)

Division No.	School Division Name	CTE Enrollment SY 2021-2022	School Division Industry Certification Allocation - \$
036	GLOUCESTER COUNTY	2,480	\$4,744.86
037	GOOCHLAND COUNTY	1,793	\$3,430.45
038	GRAYSON COUNTY	1,181	\$2,259.55
039	GREENE COUNTY	1,608	\$3,076.50
040	GREENSVILLE COUNTY	1,530	\$2,927.27
041	HALIFAX COUNTY	3,807	\$7,283.74
042	HANOVER COUNTY	9,668	\$18,497.29
043	HENRICO COUNTY	27,802	\$53,192.13
044	HENRY COUNTY	6,662	\$12,746.06
045	HIGHLAND COUNTY	156	\$298.47
046	ISLE OF WIGHT COUNTY	2,646	\$5,062.46
048	KING GEORGE COUNTY	1,878	\$3,593.08
049	KING AND QUEEN COUNTY	225	\$430.48
050	KING WILLIAM COUNTY	1,482	\$2,835.43
051	LANCASTER COUNTY	440	\$841.83
052	LEE COUNTY	1,893	\$3,621.78
053	LOUDOUN COUNTY	43,788	\$83,777.32
054	LOUISA COUNTY	3,854	\$7,373.66
055	LUNENBURG COUNTY	1,083	\$2,072.05
056	MADISON COUNTY	1,288	\$2,464.26
057	MATHEWS COUNTY	430	\$822.70
058	MECKLENBURG COUNTY	3,225	\$6,170.23
059	MIDDLESEX COUNTY	606	\$1,159.43
060	MONTGOMERY COUNTY	7,562	\$14,467.98
062	NELSON COUNTY	1,529	\$2,925.36
063	NEW KENT COUNTY	1,332	\$2,548.45
065	NORTHAMPTON COUNTY	990	\$1,894.12
066	NORTHUMBERLAND COUNTY	348	\$665.81
067	NOTTOWAY COUNTY	1,166	\$2,230.85
068	ORANGE COUNTY	3,232	\$6,183.62
069	PAGE COUNTY	2,742	\$5,246.13
070	PATRICK COUNTY	1,126	\$2,154.32
071	PITTSYLVANIA COUNTY	8,081	\$15,460.96
072	POWHATAN COUNTY	2,391	\$4,574.58
073	PRINCE EDWARD COUNTY	1,097	\$2,098.83
074	PRINCE GEORGE COUNTY	4,698	\$8,988.44
075	PRINCE WILLIAM COUNTY	58,455	\$111,838.94
077	PULASKI COUNTY	3,911	\$7,482.71
078	RAPPAHANNOCK COUNTY	428	\$818.87
079	RICHMOND COUNTY	508	\$971.93
080	ROANOKE COUNTY	8,758	\$16,756.23
081	ROCKBRIDGE COUNTY	2,669	\$5,106.46



#179-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #179-22**

DATE: August 19, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Additional State Funding to Update Career and Technical Education (CTE) Equipment to Industry Standards**

The 2022 Special Session I of the General Assembly continued state funding to update CTE equipment to industry standards providing students with classroom experiences that translate to the 21st century workforce. This appropriation includes \$2 million for fiscal year 2023 from Lottery funding for this program.

Of the total appropriation, \$1.4 million in fiscal year 2023 is provided for CTE equipment in high-demand, high-skill, and fast-growth industry sectors based on data from the Bureau of Labor Statistics and the Virginia Employment Commission. An additional \$600,000 is available for fiscal year 2023 to award competitive innovative program equipment grants for high-demand and fast-growth industry sectors. Priority will be given to state-identified challenged schools, the Governor's Science, Technology, Engineering, and Mathematics (STEM) Academies, and the Governor's Health Sciences Academies. More details regarding the competitive equipment grant program will be announced in a separate memo.

Enrollment-based Entitlement - Appropriation for CTE Equipment for High-Demand, High-Skill, Fast-Growth Industry Sectors

The state equipment funding allocations for school divisions and regional centers for school year (SY) 2022-2023 are listed in **Attachment A** and **Attachment B**. A base allocation of \$1,500 is available for each school division and regional CTE center, with the remainder of the funding distributed on the basis of student enrollment in middle and high school CTE courses. State funds received for CTE equipment must be used to supplement, not supplant, any funds currently provided for CTE equipment within the division. These funds will not be available for reimbursement payments until January 2023.

School divisions and regional CTE centers will be reimbursed 100 percent for local equipment expenditures claimed, up to the approved state funds entitlement amount. School divisions must first use their entire state equipment allocations, including funds allocated in **Superintendent's Memo #178-22**, before submitting any requests for Perkins federal equipment funds. Perkins federal equipment reimbursement requests will not be processed and approved for payment through the Online Management of Education Grant Awards (OMEGA) application unless all state equipment funds reimbursement requests have been submitted for payment.

Reimbursement requests must be submitted by May 19, 2023, for the equipment identified in the [Approved Equipment for Career and Technical Education Programs listing](#). Reimbursement requests must be submitted using the Special Equipment Allocation for High-Demand, High-Skill, Fast-Growth Industry Sectors Reimbursement Request Form, **Attachment C**. Reimbursement payments for regional CTE centers will be made to the school division serving as the fiscal agent for the regional CTE center.

An inventory of all equipment items purchased with state and federal funds must be maintained in accordance with [CTE Regulation \(8VAC20-120-80\)](#). The Virginia Department of Education Form NA.011-Inventory of Equipment Purchased with State CTE Equipment Funds, **Attachment D**, or similar local record can be used as an inventory record.

The Record/Item Numbers should be referenced from the Recommended Equipment Approved for Career and Technical Education Programs document under the individual program area headings. All other purchased equipment not on the approved state list must have a letter of

prior approval from a Virginia Department of Education CTE program area specialist. The itemized list and invoices for each program area showing the total amount claimed on the reimbursement request must be retained in the school division and must be available for audit in accordance with state policies for record retention and disposition of financial records.

For more information

If you have questions, please contact the Office of Career, Technical, and Adult Education at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

JB/DSE/aar

- A. Attachment: [FY 2023 \(School Year 2022-2023\) Special Equipment Allocation by School Division](#) (DOCX)
- B. Attachment: [FY 2023 \(School Year 2022-2023\) Special Equipment Allocation by Regional CTE Center](#) (DOCX)
- C. Attachment: [Special Equipment Reimbursement Request Form-SY 2022-2023](#) (DOCX)
- D. Attachment: [Virginia Department of Education Form NA.011-Inventory of Special Equipment Purchased with State CTE Equipment Funds](#) (DOCX)

Attachment A
Superintendent's Memo # 179-22
August 19, 2022

Division No.	Division Name	CTE Enrollment SY 2021-2022	Floor Entitlement	Enrollment-Based Entitlement	Total 2022-2023 Division Equipment Allocation	Fiscal Agent for Regional Center Allocation - \$	Total Funds Available by School Division - \$
063	New Kent County	1,332	\$1,500.00	\$2,223.13	\$3,723.13	\$7,773.72	\$11,496.85
065	Northampton County	990	\$1,500.00	\$1,652.33	\$3,152.33		\$3,152.33
066	Northumberland County	348	\$1,500.00	\$580.82	\$2,080.82		\$2,080.82
067	Nottoway County	1,166	\$1,500.00	\$1,946.08	\$3,446.08	\$3,146.87	\$6,592.95
068	Orange County	3,232	\$1,500.00	\$5,394.27	\$6,894.27		\$6,894.27
069	Page County	2,742	\$1,500.00	\$4,576.45	\$6,076.45		\$6,076.45
070	Patrick County	1,126	\$1,500.00	\$1,879.31	\$3,379.31		\$3,379.31
071	Pittsylvania County	8,081	\$1,500.00	\$13,487.34	\$14,987.34		\$14,987.34
072	Powhatan County	2,391	\$1,500.00	\$3,990.62	\$5,490.62		\$5,490.62
073	Prince Edward County	1,097	\$1,500.00	\$1,830.91	\$3,330.91		\$3,330.91
074	Prince George County	4,698	\$1,500.00	\$7,841.05	\$9,341.05	\$5,094.17	\$14,435.22
075	Prince William County	58,455	\$1,500.00	\$97,562.48	\$99,062.48		\$99,062.48
077	Pulaski County	3,911	\$1,500.00	\$6,527.53	\$8,027.53		\$8,027.53
078	Rappahannock County	428	\$1,500.00	\$714.34	\$2,214.34		\$2,214.34
079	Richmond County	508	\$1,500.00	\$847.86	\$2,347.86	\$9,535.75	\$11,883.61
080	Roanoke County	8,758	\$1,500.00	\$14,617.26	\$16,117.26		\$16,117.26
081	Rockbridge County	2,669	\$1,500.00	\$4,454.61	\$5,954.61		\$5,954.61
082	Rockingham County	7,778	\$1,500.00	\$12,981.63	\$14,481.63	\$4,657.34	\$19,138.97
083	Russell County	1,622	\$1,500.00	\$2,707.15	\$4,207.15		\$4,207.15
084	Scott County	2,018	\$1,500.00	\$3,368.08	\$4,868.08		\$4,868.08
085	Shenandoah County	4,836	\$1,500.00	\$8,071.37	\$9,571.37		\$9,571.37
086	Smyth County	3,465	\$1,500.00	\$5,783.15	\$7,283.15		\$7,283.15
087	Southampton County	1,677	\$1,500.00	\$2,798.94	\$4,298.94		\$4,298.94
088	Spotsylvania County	16,076	\$1,500.00	\$26,831.14	\$28,331.14		\$28,331.14
089	Stafford County	20,862	\$1,500.00	\$34,819.06	\$36,319.06		\$36,319.06
090	Surry County	675	\$1,500.00	\$1,126.59	\$2,626.59		\$2,626.59
091	Sussex County	462	\$1,500.00	\$771.09	\$2,271.09		\$2,271.09
092	Tazewell County	2,545	\$1,500.00	\$4,247.65	\$5,747.65		\$5,747.65
093	Warren County	3,185	\$1,500.00	\$5,315.82	\$6,815.82		\$6,815.82



#178-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #178-22**

DATE: August 19, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Career and Technical Education State Equipment Allocations and Reimbursement Request Form for School Year (SY) 2022-2023**

The 2022 Special Session I of the General Assembly continued state Lottery funding for Career and Technical Education (CTE) state equipment in the amount of \$1,800,000 for fiscal year 2023. The state equipment funding allocations for school divisions and regional CTE centers for school year 2022-2023 are listed in **Attachment A** and **Attachment B**.

A base allocation of \$2,000 is available for each school division and regional CTE center, with the remainder of the funding distributed on the basis of student enrollment in middle and high school CTE courses. State funds received for CTE equipment must be used to supplement, not supplant, any funds currently provided for CTE equipment within the division. These funds will not be available for reimbursement payments until January 2023.

School divisions and regional CTE centers will be reimbursed 100 percent for local equipment expenditures claimed, up to the approved state funds entitlement amount. School divisions must first use their entire state equipment allocation before submitting any requests for Perkins federal equipment funds. Perkins federal equipment reimbursement requests will not be processed and approved for payment through the Online Management of Education Grant Awards (OMEGA) application unless all state equipment funds reimbursement requests have been submitted for payment.

Reimbursement requests must be submitted by May 19, 2023, for the equipment listed in the [Approved Equipment for Career and Technical Education Programs listing](#). Reimbursement requests must be submitted using the CTE State Equipment Reimbursement Request Form, **Attachment C**. The prior year (SY 2021-2022) total amount of local funds spent on equipment, not including federal Perkins and state equipment funds, must be reported on the state equipment reimbursement request form. Reimbursement payments for regional CTE centers will be made to the school division serving as the fiscal agent for the regional CTE center.

An inventory of all equipment items purchased with state and federal funds must be maintained in accordance with [CTE Regulation \(8VAC20-120-80\)](#). The Virginia Department of Education Form NA.011-Inventory of Equipment Purchased with State CTE Equipment Funds, **Attachment D**, or similar local record can be used as an inventory record.

The Record/Item Numbers should be referenced from the Recommended Equipment Approved for Career and Technical Education Programs document under the individual program area headings. All other purchased equipment not on the approved state list must have a letter of prior approval from a Virginia Department of Education CTE program area specialist. The itemized list and invoices for each program area showing the total amount claimed on the reimbursement request must be retained in the school division and must be available for audit in accordance with state policies for record retention and disposition of financial records.

For more information

If you have questions, please contact the Office of Career, Technical, and Adult Education at CTE@doe.virginia.gov or by telephone at (804) 225-2052.

JB/DSE/aar

- A. Attachment: [FY 2023 \(School Year 2022-2023\) State Equipment Funding Allocation by School Division](#) (DOCX)
- B. Attachment: [FY 2023 \(School Year 2022-2023\) State Equipment Funding Allocation by Regional CTE Center](#) (DOCX)
- C. Attachment: [CTE State Equipment Reimbursement Request Form-SY 2022-2023](#) (DOCX)
- D. Attachment: [Virginia Department of Education Form NA.011-Inventory of Equipment Purchased with State CTE Equipment Funds](#) (DOCX)

Attachment A
Superintendent's Memo #178-22
August 19, 2022

Division No.	Division Name	CTE Enrollment SY 2021-2022	Floor Entitlement	Enrollment-Based Entitlement	Total Division 2022-2023 Equipment Allocation - \$	Fiscal Agent for Regional Center Allocation - \$	Total Funds Available by School Division - \$
051	LANCASTER COUNTY	440	\$2,000.00	\$937.01	\$2,937.01		\$2,937.01
052	LEE COUNTY	1,893	\$2,000.00	\$4,031.26	\$6,031.26		\$6,031.26
053	LOUDOUN COUNTY	43,788	\$2,000.00	\$93,249.23	\$95,249.23		\$95,249.23
054	LOUISA COUNTY	3,854	\$2,000.00	\$8,207.33	\$10,207.33		\$10,207.33
055	LUNENBURG COUNTY	1,083	\$2,000.00	\$2,306.31	\$4,306.31		\$4,306.31
056	MADISON COUNTY	1,288	\$2,000.00	\$2,742.87	\$4,742.87		\$4,742.87
057	MATHEWS COUNTY	430	\$2,000.00	\$915.71	\$2,915.71		\$2,915.71
058	MECKLENBURG COUNTY	3,225	\$2,000.00	\$6,867.84	\$8,867.84		\$8,867.84
059	MIDDLESEX COUNTY	606	\$2,000.00	\$1,290.51	\$3,290.51		\$3,290.51
060	MONTGOMERY COUNTY	7,562	\$2,000.00	\$16,103.74	\$18,103.74		\$18,103.74
062	NELSON COUNTY	1,529	\$2,000.00	\$3,256.10	\$5,256.10		\$5,256.10
063	NEW KENT COUNTY	1,332	\$2,000.00	\$2,836.58	\$4,836.58	\$10,349.25	\$15,185.83
065	NORTHAMPTON COUNTY	990	\$2,000.00	\$2,108.27	\$4,108.27		\$4,108.27
066	NORTHUMBERLAND COUNTY	348	\$2,000.00	\$741.09	\$2,741.09		\$2,741.09
067	NOTTOWAY COUNTY	1,166	\$2,000.00	\$2,483.07	\$4,483.07	\$4,187.40	\$8,670.47
068	ORANGE COUNTY	3,232	\$2,000.00	\$6,882.74	\$8,882.74		\$8,882.74
069	PAGE COUNTY	2,742	\$2,000.00	\$5,839.26	\$7,839.26		\$7,839.26
070	PATRICK COUNTY	1,126	\$2,000.00	\$2,397.89	\$4,397.89		\$4,397.89
071	PITTSYLVANIA COUNTY	8,081	\$2,000.00	\$17,208.98	\$19,208.98		\$19,208.98
072	POWHATAN COUNTY	2,391	\$2,000.00	\$5,091.78	\$7,091.78		\$7,091.78
073	PRINCE EDWARD COUNTY	1,097	\$2,000.00	\$2,336.13	\$4,336.13		\$4,336.13
074	PRINCE GEORGE COUNTY	4,698	\$2,000.00	\$10,004.68	\$12,004.68	\$6,758.12	\$18,762.80
075	PRINCE WILLIAM COUNTY	58,455	\$2,000.00	\$124,483.50	\$126,483.50		\$126,483.50