



Career and Technical Education Committee
Maine State Board of Education
Minutes of the January 3, 2019 Meeting

The Career and Technical Education (CTE) Committee held a meeting on Thursday, January 3, 2019 at the Department of Education in Augusta. The following were present: Committee Chair John Bird; Wilson Hess; and Jana, Lapoint (Board Members). Donna Tiner; Dwight Littlefield; Mary Paine; and Jason Libby (Department of Education); and Mary Becker, Secretary Specialist, State Board of Education.

I. Call to Order:

John Bird called the meeting to order at 10:12 AM.

II. Committee Chair Update: *John Bird*

Chair Bird welcomed all members to the meeting and reviewed the agenda.

III. Acceptance of Minutes:

MOTION by Jana Lapoint, seconded by John Bird, and unanimously voted by those present to accept the October 25, 2018 and November 29, 2018 minutes as written.

IV. Standing Reports:

A. Financial Reports

1) *Perkins*

- i. Donna Tiner – A Perkins Financial report will be ready for the January 24 Committee meeting
- ii. Need to discuss Carryover Funds

2) *Briggs*

- i. Donna Tiner – A bank financial report on Briggs will be ready for the January 24 Committee meeting.

B. Board Approved Strategic Plan Report:

Strategic Priorities

1. Direct a greater portion of CTE funds towards instruction and instructionally-related services
2. Double enrollment in CTE programs by 2020

3. Introduce CTE instruction into Maine’s middle schools
4. Better align secondary and post-secondary CTE offerings and programs

Revision of plan details for 2019: Continue Efforts to Build a Robust, High Quality, and Comprehensive Educational Offerings that Lead Towards Careers:

- Greater Percentage of funds to Instruction
 - Doubling Secondary CTE Enrollment (to 16,000)
 - Streamline CTE Program Approval Process
 - Align Secondary/Post-Secondary CTE credit awards
 - Develop MDOE/MCCS Memorandum of Understanding by November 2018 to coordinate with Perkins V Transition review process
 - Continue Perkins Redeployment to support Strategic Priorities
 - Through use of carry-over funds (December 2018)
 - As part of Perkins 2020 state funding plan (April 2019)
 - Continue to re-deploy Briggs Funds to Support Strategic Priorities (January 2019)
 - Continue Support for Middle School Implementation and Funding (September 2019 Perkins carry-over funding)
 - Streamline CTE Program Approval Process
1. In 2019, monitor implementation of ongoing reforms and emerging issues affecting the effectiveness of Maine’s career and technical education programs.
 2. In 2019, with a new administration in the Blaine House convene a career and technical education summit(s), with a diverse group of stakeholders to include higher education to evaluate improvements to the delivery of programs in light of the emerging economic and educational environment of 2020.
 3. In 2020, work with the Maine Department of Education and other stakeholders to develop further policy and legislative recommendations to enhance the delivery of career and technical education programs in Maine.
 4. By the end of 2020, submit legislative and policy recommendations to the Department of Education and Maine Legislature for consideration during the legislative session.

Milestones Completed

1. By August 2017, with the Maine Department of Education and other stakeholders to develop a position and recommendations, if any, regarding changes to the state funding of career and technical education programs, including:
 - a. Examination of past work on an “EPS for CTE” model,
 - b. Better targeting of Board administered endowment funds,
 - c. And redevelopment of the State’s Perkins grant program.
 - d. In the end of 2017, submit any legislation and policy recommendations to the Department of Education and Maine Legislature for consideration during the legislative session.

2. By September 2017 the Board will receive from its CTE Committee its vision for the Strategic Plan, its Strategic Priorities for its implementation, and its recommendations for action on CTE Funding.

Future Milestones

3. By January 2018, the Board will receive recommendations from a review by its CTE Committee regarding the better targeting of Board-administered endowment funds (a.k.a. Briggs Endowment) on:
 - a. How a competitive, open-award process in future years can best achieve the donor's intent and the Board's CRE strategic priorities.
 - b. How these funds can be leveraged, consistent with the Board's CTE strategic priorities and consistent with the donor's intent.
 - c. How the award process can demonstrate the Board's advocacy role for CTE.
 - d. What a reasonable award schedule might look like over a five-year period to achieve an appropriate balance between funds disbursed and funds retained.

This review should be completed by the end of the February 2018 with recommendations before the Board no later than the March 2018 meeting.

4. By January 2018, the Board will receive recommendations from a review by its CTE Committee on the redevelopment of Perkins funds FY 2019 extension to determine how to better achieve the Strategic Priorities.
5. By March 2018, the Board will receive recommendations from a review by its CTE Committee to determine if under the FY 2019 extension of the Perkins Grant program the distribution of Perkins funds between secondary and post-secondary (currently 50/50) is consistent with national trends, can be leveraged to achieve better alignment between secondary and post-secondary CTE programs, or can better achieve any of the strategic priorities.
6. By April 2018, the Board will receive the FY 2019 Perkins Grant application.
Moved forward to full State Board
7. In 2018, monitor implementation of any reforms, legislation, and emerging issues affecting the effectiveness of Maine's Career and Technical Education programs, including (but not limited to): ***EPS Funding Level has been Endorsed by the Legislature***
 - a. Double enrollment in CTE secondary programs by 2020
 - b. Introducing CTE instruction into Maine's middle schools
8. In 2019, monitor implementation of ongoing reforms and emerging issues affecting the effectiveness of Maine's Career and Technical Education programs.
9. In 2019, with a new administration in the Blaine House, convene a Career and Technical Education summit(s), with a diverse group of stakeholders to include higher education to evaluate improvements to the delivery of programs, in light of the emerging economic and educational environment of 2020.
10. In 2020, work with the Maine Department of Education and other stakeholders to develop further policy and legislative recommendations to enhance the delivery of Career and Technical Education programs in Maine.

11. By the end of 2020, submit legislative and policy recommendations to the Department of Education and Maine Legislature for consideration during the legislative session.

- A. John reviewed the Strategic Plan with Committee Members – New Member Wendy Ault asked questions and John briefly went through the Strategic Plan
- a. Four priorities –
- i. Key is #2 doubling enrollment in CTE Secondary Programs
 - ii. Middle School Enrollment - Grants from Briggs Funding
 - iii. Looking at #4 - Better alignment of secondary and post-secondary CTE Offerings and Programs – Will meet with Community Colleges and Secondary schools
- B. Working on #5 – will carry-over to next year.
- C. On #7 – Recommend: Reviewed the annual milestones - revision of plan for 2019.
- a. Monitor start-up of new programs
- b. Carry three pieces forward to next year
- i. Double enrollment in CTE secondary programs
 - ii. Introduce CTE instruction into middle schools
 - iii. Alignment of secondary and post-secondary

C. **CTE Middle School Award Process** (Donna Tiner)

- A required mid-term report is due in January
- Meg Harvey is visiting middle schools
- New award process
 - Round of grants
 - Perkins funds
 - Invite Meg Harvey to the January 24th Committee meeting

D. **Legislative Action Committee Update** (Wilson Hess)

The Committee met via conference call on November 20

- Create white paper
- Topics from Board’s Strategic Plan and the Commissioner’s agenda
- Rule Chapter 115 – Certification and Higher Education Committee (Jane Sexton)
- Support CTE instruction in middle schools – CTE Committee (John Bird)
- Additional funding for school construction – School Construction Committee (Martha Harris)
- Early Childhood and School Safety – (Wilson Hess)

V. **Special Reports and Presentations**

A. No Special Reports

VI. **Work Session**

A. Secondary-Post Secondary Alignment – Update by Dwight Littlefield and Jason Libby

- Jason Libby reviewed with the Committee an updated “signed” copy of a Memorandum of Understanding (MOU) between the Maine Department of Education and the Maine Community College

- Reviewed the Responsibilities of Each Party
- Vetted by Sarah Forster, Assistant Attorney General
- Signed by Derek Langhauser, President, Maine Community College System and Robert Hasson, Commissioner, Maine Department of Education
- Dwight had a very productive meeting with Janet Sortor, Chief Academic Officer
- John Bird thanked Dwight Littlefield and Jason Libby for getting this completed expeditiously. The December 31, 2018 deadline was met and the MOU was well tailored.

VII. Old Business

A. Strategic Plan Action Agenda

Revision of Plan Details for 2019: Continue Efforts to Build a Robust, High Quality and Comprehensive Educational Offerings that Lead Towards Careers:

1. Continue Emphasis on CTE Strategic Priorities
 - Greater Percentage of funds to Instruction
 - Doubling Secondary CTE Enrollment (to 16,000)
 - Implement Middle School CTE programming
 - Advocate for Middle School program funding
 - Align secondary/Post-Secondary CTE credit awards
 - Develop MDOE/MCCS Memorandum of Understanding by November 2018 to coordinate with Perkins V Transition Review Process
 - Continue Perkins Redeployment to support Strategic Priorities
 - Through use of carryover funds (December 2018)
 - As part of Perkins 2020 state funding plan (April 2019)
 - Continue to re-deploy Briggs Funds to Support Strategic Priorities (January 2019)
 - Continue Support for Middle School Implementation and Funding (September 2019 Perkins carryover funding)
 - Streamline CTE Program Approval Process
2. Build into monthly committee agenda
3. The CTE Committee endorsed the work plan for 2019

B. Perkins V Transition Plan

Dwight Littlefield updated the Committee on the December 19th meeting of the stakeholder group.

- Dwight and Donna are reviewing notes and will develop a summary report of the first meeting held on December 19
- Donna has aligned information regarding the State Plan
- Dwight and Donna are participating in a conference call on Monday, January 7th regarding any changes made by the Feds regarding the State Plan
- The next meeting is scheduled for February 8th and will be held at the Cianbro Institute in Pittsfield
- Regional meetings are to be scheduled. Working with a facilitator for the meetings.
- Meetings scheduled in 2019 for February, May and November

Future Meeting Topics/Presentations:

- MACTE Update – Invite Don Cannan
- Middle School Initiatives Update – Invite Meg Harvey

Handouts at Meeting (copies in file)

- Memorandum of Understanding (MOU) between the Maine Department of Education and the Maine Community College System – Signed December 27, 2018.
- Getting Ready for High-Paying Careers in Maine 2018 – Educate Maine/Maine State Chamber of Commerce/Mainespark
- Draft Minutes – October 25, 2018 Committee Meeting
- Draft Minutes – November 29, 2018 Committee Meeting

The next Committee meeting is scheduled for Thursday, January 24, 2019 at 10:00 AM. The meeting will be held in room 538 at the Cross State Office Building.

The CTE Committee meeting adjourned at 11:49 AM.