



**Career and Technical Education Committee**  
Maine State Board of Education  
Minutes of the March 28, 2019 Meeting

The Career and Technical Education (CTE) Committee held a meeting on Thursday, March 28, 2019 at the Department of Education in Augusta. The following were present: Committee Chair John Bird; Wendy Ault; Jana Lapoint; and Wilson Hess (Board Members). Donna Tiner; and Dwight Littlefield (Department of Education); and Mary Becker, Secretary Specialist, State Board of Education

Guests: Don Cannan, Executive Director, MACTE (Maine Administrators of Career and Technical Education) and Dave Keaton, President, MACTE and CTE Director of Region 2, Houlton

**I. Call to Order:**

John Bird called the meeting to order at 10:04 AM.

**II. Committee Chair Overview: *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 February 28, 2019 minutes as written.

**IV. Standing Reports/Updates:**

**A. Financial Reports**

**1) *Perkins***

- i. FY19 Perkins – third quarter report next meeting
- ii. Perkins allocation increased a bit
- iii. Draft of what the distribution of allocation is for the schools

**2) *Briggs***

- i. Donna Tiner reported no changes since the February 28, 2019 meeting  
Total = \$166,672.64

**B. Board Approved Strategic Plan (2017) and Milestones:**

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. At 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.
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

**Future Milestones:**

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.

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

- Meg Harvey continues to visit middle schools
- Invoices are coming in to the CTE Office to be paid out
- Fiscal side is going well and Meg will have more to report out on the program

D. **Legislative Action Committee Update** (Jana Lapoint)

Several bills regarding CTE will be coming forth in the next few weeks.

E. **Perkins V Transition Plan** (Dwight Littlefield and Donna Tiner)

Dwight Littlefield updated the Committee on the transition plan.

- He and Donna have been working on the plan. He is hoping by early next week they will have a draft to share with the CTE Committee.
- There is not a lot of substance in the plan, it is very much a transition plan.
- Feedback from the CTE Committee, then it will be shared with the Commissioner and the Governor.
- Full Board to sign off, then it will go to the Feds.
- Final review by CTE Committee in April, then to the full Board to sign off at the May 15 meeting.
- Wilson Hess suggested that the Board receive the draft transition plan at the April 10 meeting and then the final plan at the May 15 Board meeting. Neither Dwight or Donna are available for the April 10 workshop session of the Board so will create a PowerPoint presentation for the full Board.

F. **Secondary-Post Secondary Alignment** (Dwight Littlefield)

- Following discussion, it was agreed that the Committee will receive a mid-year progress report on implementation of the MDOE/MCCS Memorandum of Understanding approved this past January 2019.

V. **Special Reports and Presentations**

A. **School Construction Projects Update ~ Scott Brown**

**CTE in School Construction**

- Two projects going before the full Board on April 10 for concept approval and Scott will not be available for the meeting.
  1. Auburn Edward Little High School/LRTC Project (concept approval)
  2. RSU 24 Grades 6-12 (concept approval)
- **Four Rating Cycles - Handout**
  - Auburn Edward Little High School/LRTC (Satellite) Project
    - 1100 student project and 420 CTE students (210 AM/210 PM)
    - 12 Satellite programs
    - Over 100-million-dollar project
    - High school and CTE on same site and in the same building (integrated consolidated)
    - Worked closely with Rob Callahan, CTE Director, Lewiston Regional CTE Center
  - RSU 24 in Sullivan Grades 6-12
    - 500 student middle/high school
    - Eliminates 6 portable classrooms
    - Total Project Cost - \$44,147,166
- There are three projects currently going on (Rating Cycle 2010-2011):
  - Sanford High School/Sanford Regional Tech Center Project
    - 22 programs
    - 404 students
  - Morse High School/Bath Regional Tech Center Project
    - site work completed and the project will be done in about two years
    - 13 CTE Programs
  - Auburn Edward Little High School/LRTC (Satellite) Project
- Rating Cycle 1999-2000
  - MSAD 8 Vinalhaven PK-12
    - One satellite program
    - 16 students
    - Built for 11-million-dollars
- Rating Cycle 2001-2002
  - Augusta-Cony High School/Capital Area Tech Center
    - Renovations and upgrades
- 1. Rating Cycle 2004-2005

- MSAD 9 Mt. Blue High School/Foster Tech Center
  - 18 programs
  - 150 students

## **VI. Other Business**

### **A. RFP for Perkins Carryover Funds (FY 20)**

The Committee discussed options for deploying the Carryover Funds/Targeted Reserve Funds for FY 2020 and, in the interest of furthering the goal of doubling secondary school CTE enrollment, settled on favoring RFPs for programs that focus on students in grades nine and ten.

Committee agreed to use \$300, of Perkins Carryover for grades 9 and 10.

### **B. Use of Briggs Funds Going Forward**

Reinforcing the RFP decision on Perkins, the Committee resolved to allocate \$50,000 of the current balance of \$166,672.64 for programs serving grades nine and ten students. This process will begin with engaging a facilitator to manage all details of the RFP process.

1. John Bird reached out to Ed Cervone at Educate Maine and Ed is willing to put together a proposal to be ready for the next CTE Committee meeting. John and Wilson will meet with Ed.
2. MACTE was invited to renew its annual request for support, with the stipulation that its proposal demonstrates how use of the funds will help achieve one or more of the four priorities in the Board's current strategic plan.
  - MACTE Proposal – Don Cannan:  
Don met with MACTE Officers and Executive Board to discuss a Briggs proposal on March 19. The group supports the Board's four strategic priorities, however, have concerns at this time when CTE FY20 allocations are less money than last year.
  - The Committee had a discussion with MACTE regarding their proposal and requested a revised proposal with one or more goals relating to the State Board's strategic plan.

### **April Meeting Topics/Presentations:**

- Continue the process for approving/monitoring program grants for both Perkins FY 2020 and Briggs FY 2020, including the RFP framework and process.

### **Handouts at Meeting** (copies in file)

- Draft Minutes – February 28, 2019
- Perkins FY20 Distribution – Based on Federal estimated allocation
- Program Memorandum – Estimated Fiscal Year FY 2019 State Allocations under the Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V)
- CTE in School Construction – Major Capital School Construction, March 28, 2019
- MACTE Briggs Proposal
- Testimony of Dr. Donald Cannan for LD 1001 "An Act Making Unified Appropriations and Allocations for the Expenditures of State Government, General Fund and Other Funds, and

Changing Certain Provisions of the Law Necessary to the Proper Operations of State Government  
for the Fiscal Years Ending June 30, 2019, June 30, 2020 and June 30, 2021"

- George M. Briggs Application - MACTE

The next Committee meeting is scheduled for Thursday, April 25, 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 12:12 PM.