



**Career and Technical Education Committee**  
Maine State Board of Education  
Minutes of the May 23, 2019 Meeting

The Career and Technical Education (CTE) Committee held a meeting on Thursday, May 23, 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 Associate, State Board of Education

Guests: Don Cannan, Executive Director, MACTE (Maine Administrators of Career and Technical Education); Dave Keaton, CTE Director, Houlton; Staci Grasky, Perkins Grant Manager, Maine's Community College; and Janet Sortor, Chief Academic Officer, Maine Community College

**I. Call to Order:**

John Bird called the meeting to order at 10:00 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 both the April 25 and May 3, 2019 minutes as written.

**IV. Standing Reports/Updates:**

**A. Financial Reports**

**1) *Perkins***

- i. FY19 Perkins – Donna Tiner

**2) *Briggs***

- i. Donna Tiner reported no changes since the March 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.
- Fiscal side is going well.
- Sending reminders out for invoices to be submitted for payment.
- Meg will have more to report out on the program

Meg has visited many programs throughout the state and has compiled a list of some of the middle school opportunities available currently throughout the state. Meg's overall observation has been that the CTEs are creative and innovative and there is a need to provide as much flexibility in programming as possible. The schools Meg visited have found the Middle School CTE experience to be a positive one for students and staff.

Meg talked about the following:

- Draft CTE Standards for Middle Schools
- Middle School CTE Pilot Experiences – Perkins Carryover Funds
- CTE Middle School State Formula Grant for 2019

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

Wilson reported that the CTE System Bill has moved through and been signed. Wilson has been in contact with Troy Jackson as he appoints the member of the State Board of Education to the task and the Speaker appoints a member of the State Board to the task force. There will also be 2 CTE Directors, one appointed by the president of the senate and one by the speaker.

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

Dwight Littlefield updated the Committee on the transition plan.

- Waiting for a letter from the Governor – last piece, then will send to the Feds
- Immediately starting the planning for the full plan

- Stakeholder meeting scheduled for June 19
- Putting together a timeline and will share with Committee in June

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

- A Committee of MACTE Directors and Community Colleges that CTE is working closely with. Summary:
  - Math pathways project – looking at math expectations of students - what is the real math that students need.
  - Dwight just attended a conference that had people from the Community College, DOE, CTE, and the UMaine System. It was a collaborative effort to have this conversation which will lead to future conversations. Very productive conference with the following:
    - Beth Lambert that oversees standards at the DOE, David Dore from Skowhegan that works closely with KVCC, Assistant Superintendent from Skowhegan will be part of the Committee. Kay Kimball from UMaine System, and Janet Sortor from the Maine Community College System.
    - Alignment of math requirements
    - If student is prepared to take a college math course their senior year, C or better is passing

V. **Special Reports and Presentations**

VI. **Other Business**

A. **Use of Briggs Funds Going Forward**

1. MACTE Grant Application – Board approved \$30,000.00:
  - Don Cannan thanked the Committee for approving MACTE’s grant application.
  - Don highlighted some of the things in MACTE’s plan
  - **Board’s Strategic Goal:** Double CTE enrollment by 2020
    - Activity: Increase grades 9 and 10 enrollment – will be holding a Directors Conclave where MACTE will create a subgroup to work with High School principals and guidance directors to explore ways to overcome the barriers to grades 9 and 10 enrollment.
  - **Board’s Strategic Goal:** CTE instruction in Maine’s middle schools:
    - Activity: MACTE will develop best practices Middle School program for replication in the State of Maine, to be unfolded within a two-year window by June 30, 2021.
    - Activity: Middle School Experimental Learning and Middle School Pre-CTE – At the MACTE Director’s conference, a sub-group of CTE Directors will be formed to meet throughout the year to develop a Best Practices model for Middle School Pre-CTE.
  - **Board’s Strategic Goal:** Better align secondary and post-secondary CTE offerings and programs:
    - Activity: During the 2019-2020 year, MACTE will hold a minimum of two tech update formal meetings.

- During the 2019-2020 year, MACTE will continue work with post-secondary partners (Maine Community Colleges and the University of Maine System).
  - By June 2020, MACTE will have a program in place, to begin in the Fall of 2020, that will allow secondary CTE students to complete a full year of college prior to high school graduation.
2. Educate ME Grant Application – Board approved \$50,000.00:
- Educate ME will act as the Board’s fiscal agent in overseeing all aspects of an initiative to establish proposals for new career and technical education programs for 9<sup>th</sup> and 10<sup>th</sup> grade students.
  - Two-day facilitated conference in the summer of 2019. Sugarloaf for location of conference. Two to three staff members from each CTE in Maine.
  - Hart Consulting will act as facilitator.
  - A Steering Committee will meet first to work out the details. The Committee consisting of representatives from CTE Centers and Regions, DOE staff, Educate ME, and a State Board of Education representative. Don Cannan was asked to participate on the Steering Committee.
  - The Committee discussed with all present the best dates to hold the two-day conference and the group agreed on August 4, 5, and 6, 2019.
  - A letter will be sent out soon to all CTE Directors. The letter will be from John Bird, Wilson Hess, Don Cannan and Dwight Littlefield. Ed Cervone drafted the letter and will send out to all Directors. Draft Letter Below:

- The State Board of Education, in partnership with the Maine DOE and MACTE, invites you and one of your team members to a multi-day strategic planning retreat. The purpose of the retreat is to identify best practices and strategies to expand CTE programming to 9<sup>th</sup> and 10<sup>th</sup> grade students.

These best practices and strategies will be the basis of proposals your programs will submit to the State Board of Education to access \$350,000 of Perkins Funds. The proposals are due in September and we will award funds in October. Your participation will allow you to develop competitive proposals for these funds.

It is also our intent that this retreat provides time with your fellow leaders, away from your schools, to discuss the future of CTE programming in Maine. We will have facilitators as well as guest speakers from higher education and Maine businesses.

The retreat will be held at Sugarloaf in Western Maine. It is scheduled for August 4 to August 6.

- A concern regarding stipend pay for teachers was expressed.

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

- Draft Minutes – April 25, 2019
- Draft Minutes - May 3, 2019
- Award Letter to Ed Cervone, Educate ME

- Award Letter – Donald Cannan, MACTE
- Middle School CTE Perkins Carryover Summary
- Middle School CTE – Expanding Student Opportunity and Awareness through Career and Technical Education at the Middle School Level
- Meg Harvey will send to Mary Becker additional handouts to share with the Committee
  - Middle School CTE Grants 2018-2019
  - Middle School CTE Pilot Experiences – Perkins Carryover
  - PowerPoint – Middle School CTE
  - CTE Middle School State Formula Grant 2019
  - State of Maine Middle School General Funds CTE Centers and Regions
  - CTE School – Student Counts

The next Committee meeting is scheduled for Thursday, June 27, 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 12:08 PM.