



**Career and Technical Education Committee**  
Maine State Board of Education  
Minutes of the December 10, 2020 Meeting

The Career and Technical Education (CTE) Committee held a virtual meeting on Thursday, December 10, 2020. The following were present: Committee Chair John Bird; Wendy Ault; Jana Lapoint; Jane Sexton; and Wilson Hess (Board Members). Dwight Littlefield, CTE Director; Donna Tiner, Perkins Grant Manager (Department of Education); and Mary Becker, Secretary Specialist, State Board of Education.

Guests: Peter Hallen, Director, Mid-Maine Technical Center; Julie Kenny, Director, Bath Regional CTE Center; Bobby Deetjen, Director, Region 8 Rockland; Joan DeCosta, Perkins Grant Coordinator, Maine Community College System; Kate Leveille, Evaluation Associate, Hart Consulting; and Mercedes Pour, Director of College Access, Maine Community Colleges.

**I. Call to Order:**

John Bird called the meeting to order at 10:05 AM.

**II. Committee Chair Overview: *John Bird***

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

**III. Acceptance of Minutes:**

MOTION by Wendy Ault, seconded by Jana Lapoint, and unanimously voted by those present to accept the September 24, 2020 and the October 22, 2020 minutes as written.

**IV. Standing Reports/Updates:**

A. Financial Reports

1) *Perkins*

i. Donna Tiner reported no changes since the last Committee meeting.

2) *Briggs*

i. No changes since the last Committee meeting.

B. Strategic Priorities

## **B. Board Approved Strategic Plan (2019) and Milestones:**

### Strategic Priorities

1. Direct a greater portion of CTE funds towards instruction and instructionally-related services
2. Increase experiences in grade 9-12 CTE program areas by 2023 with special emphasis on grade 9-10 concentrators.
3. Introduce and support CTE exploration programs to Maine's middle level students.
4. Better align and support secondary and post-secondary CTE offerings and programs.

Revision of plan details for 2020: Continue efforts to build a robust, high quality, and comprehensive educational offerings that lead towards careers:

- Greater percentage of funds to instruction
  - Increase experiences in Grade 9-12 CTE program areas as space and other constraints permit
  - 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.

### **V. Featured Updates:**

- 1) *Annual progress report on the Memo of Understanding (MOU – copy attached) between the Department of Education and the community college system – Mercedes Pour and Dwight Littlefield*

Dwight Littlefield gave an overall summary of the activities that have taken place to meet the three primary goals of the agreement that was signed in December of 2018. The Second Year Report was distributed to Committee members.

Dwight reported that heading into the second year of the agreement there was a lot of positive energy on how Maine Department of Education (MDOE) and Maine Community College System (MCCS) would collaborate more and expand opportunities for students. However, when everything shifted in March due to the pandemic, it became more challenging to engage in meaningful conversations. Each organization had to pivot and focus on how best to support their institutions in the immediate transition into an online learning platform for many programs that were not designed to be delivered in that manner. However, as we have adjusted to this new way of education, there have been opportunities to stay connected and expand our partnerships. Throughout the last year the communication and engagement between the two organizations continued to grow. Dwight and Mercedes are both committed to stay connected and maximize opportunities that will provide positive experiences for the students of Maine. One of the goals that they were not able to meet this past year was a deep dive into the data. They are committed to take that deep dive over the next 12 months to see what that will tell them and help them guide their work moving forward.

- 2) *Educate Maine/Hart Consulting evaluation of Perkins-funded CTE grants for Grades 9-10 pilot projects – Kate Leveille*

Kate Leveille presented an update on the evaluation of Perkins-funded CTE grants for Grades 9-10 grant recipients. Kate has received good feedback from directors.

All directors have received their evaluation, and all but one director has turned in their evaluation. An overall summary of what has worked well with the grant:

- Students are more engaged with an increase of understanding by teachers at sending schools
- Relationships are being built between partners and people at sending schools
- Vacation week camp in February
- Enrollment for 2020-2021 increased by 48 students

- One center reported that they started planning an after-school program, but it did not happen due to COVID

Some things that did not happen due to COVID – comments from directors:

- Transportation was an absolute barrier
- Limited flexibility on the funding – Federal funds that need to be spent in a certain amount of time
- Virtual connections were limited
- Finding appropriate and adequate space at sending schools for an exploratory program was a challenge
- Unable to secure enough students for 2021 to continue with their pilot program

Projects that will continue – comments from directors:

- Nothing will continue without additional funding
- Tutors with UMPI once volunteers are allowed in schools again
- Expand offers of introductory courses for Grades 9 and 10
- All programs to continue
- Consider a state-wide initiative to replicate a Maine Blue Collar Tour through Sean Moody
- Maine Spark
- Continue with virtual Career Fairs in 2021
- Lewiston is continuing with work in the Fall of 2021 – a model that can be used by others in the State

A final report will be submitted by the end of December 2020. The Committee will offer comments and questions following receipt of the final report.

## **VI. Other Updates**

### **A. Industry Certifications**

- Dwight Littlefield reported that he was in a meeting with Commissioner Makin and mentioned that with the increase of COVID, as the year goes on, there will be a challenge with CNA certifications. The CNA certification was a problem in the Spring of 2020. Commissioner Makin brought the issue up at a Cabinet meeting of all Commissioners and they all asked how they could help and to that end if more information could be provided to them. Dwight is working on gathering information to share with the Commissioner to take to the Cabinet. Dwight has reached out to the executive branch of MACTE for additional information. Communication is happening regarding this challenge.

### **B. CTE Certification Update**

- Wendy Ault, Chair of the Certification and Higher Education Committee, reported that the Committee will meet on Wednesday, December 16<sup>th</sup> for continued review of Chapter 115. CTE Certification is in Chapter 115 and Wendy welcomes any in-put from CTE Committee members.

### **C. MACTE Update**

- Peter Hallen reported that the search committee is making progress on the hiring of a new executive director for MACTE.

### **D. Reserve Funds Update**

- Donna Tiner reported that the CTE office is working on the reserve funds. Schools have been given until the first week in January to submit. There is a need for more tools for schools to work in smaller groups. Donna will have a report for the January 28, 2021 CTE Committee meeting.

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

- Agenda
- Draft minutes of the September 24, 2020 committee meeting
- Draft minutes of the October 22, 2020 committee meeting
- Second Year Report (January 2021) MOU Community College and Secondary CTE

The next Committee meeting is scheduled for Thursday, January 28, 2021 at 10:00 AM, by Zoom again.  
More details to follow.

MOTION by Jana Lapoint, seconded by Wendy Ault, and unanimously voted by those present to adjourn the December 10, 2020 CTE Committee meeting at 11:14 AM.

Respectfully submitted,  
Mary Johnson Becker  
Secretary Specialist,  
Maine State Board of Education