



Career and Technical Education Committee
Maine State Board of Education
Minutes of the November 18, 2021 Meeting

The Career and Technical Education (CTE) Committee held a virtual meeting on Thursday, November 18, 2021. The following were present: Committee Chair Wilson Hess; Wendy Ault; and Paulette Bonneau (Board Members). Dwight Littlefield, State CTE Director; Donna Tiner, Perkins Grant Manager (Department of Education); and Mary Becker, Secretary Specialist, State Board of Education.

Guests: Dave Keaton, Executive Director, MACTE; Bobby Deetjen, Director of Mid-Coast School of Technology; Joan DeCosta, Perkins Grant Coordinator, Maine Community College System; Jason Judd, Executive Director, Educate Maine; and Mercedes Pour, Director of College Access, Maine Community College System.

The meeting convened virtually via Zoom under Provision 1 of the State Board of Education's remote meeting policy due to the ongoing COVID-19 surge statewide.

I. Call to Order:

Wilson Hess, Committee Chair, called the meeting to order at 10:00 AM.

II. Committee Chair Overview: *Wilson Hess*

Wilson welcomed all members and guests to the meeting and reviewed the agenda. There may be some changes to the agenda due to conflicts for Wendy Ault and Paulette Bonneau.

Wilson thanked Wendy Ault and Paulette Bonneau for convening the November 4, 2021 meeting while he was engaged in a family emergency.

III. Acceptance of Minutes:

MOTION by Paulette Bonneau, seconded by Wilson Hess, and unanimously voted by those present to accept the September 23, 2021 and November 4, 2021 minutes as presented.

IV. Public Comment:

No public comment.

V. Standing Reports/Updates:

A. Financial Reports

1) Perkins Fund Balances YTD

- Donna Tiner reported that Perkins balances are on track.
 - They have until the end of November 2021 to get everything completed for finances. They have had some fiscal people out of the office and reports take a little longer.
 - Waiting for a few invoices to come in.
 - Carryover is between \$50,000.00 and \$100,000.00.

2) Briggs Fund Balances YTD

- Payment that generally arrives from the IRS over the summer has not been received to date. Balance is \$177,547.67.

B. Updates

1) State CTE Director's Update (*Dwight Littlefield*)

- The first work group meeting was held for LD 313. The next meeting will be held on Tuesday, November 23, 2021 at 8:00 AM. CTE Committee members are welcome to join the virtual meeting to listen. Dwight will share the list of participants along with the link to attend the meeting on November 23.
- Submitted a business case (part A) for ARPA \$20 million. Received feedback and once approved, they need to submit part B to prepare for final approval. A survey has been sent out to Directors for input. Dwight will keep the committee updated once approved.
- The three-year MOU with the Maine Community College System has been reviewed annually. It has been three years, and Dwight, Mercedes Pour and Jason Libby met this week to begin the process of a new three-year MOU. The MOU will be presented to the CTE Committee in January of 2022.
- Dwight shared a draft data document that Shawn Lagasse is working on and will present to the LD 313 work group on November 23. Dwight has asked Shawn to present the document to the CTE Committee at their December meeting.

2) Educate Maine Update (*Jason Judd*)

- Jason reported that some of the information that Dwight Littlefield shared connects to the data that he is working on.
- He is following up with Wilson Hess on Monday, November 22.
- Jason has a meeting with Amy Johnson and her team at MEPRI later today to check on a couple research programs that relate to CTE on the finance side and what progress has been made.
- He will be meeting with Dave Keaton and Julie Kenny at MACTE to map out how to include multiple MACTE directors in the systemic challenge project that he is working on.
- He is continuing to attend the LD 313 meetings to make sure he is not replicating any work that is already being done by this group and also looking at places where they need to go deeper but do not have time or places outside of their scope but important to the State Board of Education.
- He continues to work closely with Dwight Littlefield.

3) MACTE Update (Dave Keaton)

- Dave Keaton reported that he is encouraged by the planning for a retreat in February to continue the work they started this past summer.
- He is also encouraged by the work on LD 313. They have a sub-group that will be convening to draft some recommendations to the Certification Committee for the student services coordinator and the career counselor endorsement areas.
- *Dave invited other CTE Directors present to provide their updates.*
- Bobby Deetjen shared that they just ended the first quarter that went by very quickly.
- Bobby reported that they are working on partnerships with high school students, adult education pathways and the Community College. They are a satellite campus of KVCC. Trying to operate the three different institutions underneath one roof is a bit of a challenge. Also, providing some great experiences for students and pathways they are outlining. Hoping to expand the Community College offerings under their roof and see that students are taking business courses at night and also community members as a whole.
- Doing a lot of work with different organizations that have access to ESSA III funding to provide middle school experiences. Two of their districts are busing students to their school one day a week and teachers have signed up for different experiences to provide the students with a taste of CTE in an after-school format
- Bobby is looking forward to the winter retreat in February at the Samoset, because as an organization that is really getting off the ground it will provide an excellent opportunity to take their organization as MACTE to another level.

4) Community College Update (*Mercedes Pour and Joan DeCosta*)

- Mercedes spoke about the comprehensive view of where they are seeing dual and concurrent opportunities across all CTEs. Mercedes shared information with the CTE Committee at a previous meeting. She has now shared that information with the Community College's Academic Deans. They are trying to get a sense on where pathways exist and how they can do more in terms of making sure students are earning the first year of their Associates degree. Mercedes is working on alignment of programs and getting all spring courses in. Once they get a full year's picture, they will be able to see across the entire state by CTE, programs, pathway, geography, enrollment, etc. Mercedes updated the Committee on data the Community College System is collecting.

5) Other Updates

- No additional updates

VI. Workshop:

A. Strategic Plan Review and Retreat Follow-up

The CTE Committee will review and finalize CTE priorities with their goals and milestones at a special committee meeting to be held before the November 15, 2021 State Board meeting.

B. Initial discussion of Perkins carry-over projects. Suggested items:

- Putting money back into the formula so to get back to the CTE Centers - into the hands of schools

- Equipment and supplies needed
- Shipping costs – increased prices
- Professional development
- Across the state hired a lot CTE teachers – support the cost with certification requirements
- Middle schools - support of pilot programs
- Outreach program to expose more CTE advantages with tours for high school students
- Promotion of non-trads
- Programs for 9th and 10th grades

VII. Old Business:

A. Briggs funding – Consideration of MACTE Sponsorship Proposal for FY 2022

Wilson Hess thanked Wendy Ault and Paulette for convening the November 4, 2021 Committee meeting that he was unable to attend. He thanked them both for moving the issue of the funding for a planning winter retreat forward. Donna Tiner has prepared an exhibit for the State Board December 15, 2021 meeting.

Wilson Hess shared that he has had conversations with Dave Keaton regarding the MACTE proposal for FY22. Dave Keaton shared a MACTE Calendar Year 2022 Briggs Budget Request. With the Summer Conclave, Winter Planning Retreat and the Maine CTE Student of the Year events, Dave presented a budget totaling a Briggs request for \$31,739.00.

The Maine Administrators of Career and Technical Education (MACTE) was originally requesting \$30,000 from the George W. Briggs Fund for the 2021-22 school year. The plan is to utilize the grant funds to align with the State Board of Education’s strategic priorities.

At the November 4, 2021, rather than focusing on the proposal Dave Keaton submitted to Wilson Hess, the conversation turned to an immediate need identified by the Executive Committee of MACTE. Julie Kenny proposed a two-day conference for Directors over the winter to identify strategic priorities for CTEs. One of the goals is to align that strategy with State Board of Education goals. Bobby Deetjen contacted the Samoset Resort in Rockland and they have identified two days in February for an overnight conference (Feb 3 and 4, 2022). A motion was made by Paulette Bonneau, seconded by Wendy Ault, and unanimously voted by those present to recommend the State Board of Education approve carving out \$10,000.00 from the annual request for funding from the Briggs Fund to support MACTE for a winter retreat on February 3 and 4, 2022 at the Samoset Resort in Rockland.

The Committee continued discussion of other aspects of the MACTE Proposal. A written proposal from Julie Kenny, President of MACTE, dated November 8, 2021 was submitted to the Committee. The proposal is a request for financial support in the amount of \$10,000.00 to support a MACTE winter retreat at the Samoset Resort. The retreat would provide the opportunity for MACTE Directors to continue work from the summer conclave around the vision and mission of MATE’s organization and begin the strategic planning process for CTE in Maine. Part of the process would include working with a facilitator and including stakeholders from both the Department of Education and the State Board of Education. The State Board CTE Committee goals would be used to guide this work and set the tone for the MACTE strategic plan in an effort to work together towards the common good of CTE in Maine.

Estimated Expenses:

- Meals - \$2,200.
- Rooms for Participants - \$7,200.
- Facilitator - \$600.00
- Total of \$10,000.

MOTION by Wendy Ault, seconded by Paulette Bonneau, and unanimously voted by those present to recommend that the State Board of Education approve the requested proposal by MACTE of \$31,739.00 with a monthly update to monitor the budget.

The Committee will reconsider the language of the motion at the special meeting to be held before the State Board November 15, 2021 meeting.

Wilson Hess requested that in the motion the following requirement be included as is stated in previous award letters:

The State Board of Education requires that the following testimonial statement be read at such events and displayed in printed materials associated with such event, activities, programs as may be sponsored by Briggs Trust funding: “The George M. Briggs Trust was established in February 1948 through the generosity of the late George Millett Briggs of Turner for the purposes of supporting the field of career and technical education and thereby enabling the young people of Maine to become self-supporting and useful citizens of the State. The State Board of Education is pleased that Mr. Briggs’ memory and purposes can be furthered through activities such as [this event] for the advancement of career and technical education in Maine.”

VIII. New Business:

No new business.

Handouts at Meeting: (copies in file)

- Agenda
- Draft Minutes of the September 23 and November 4, 2021 Committee Meetings
- MACTE Briggs Grant Proposal
- MACTE Calendar Year 2022 Briggs Grant Budget Request
- Exhibit for December 15, 2021 SBE Meeting: Request Approval of a portion of the Maine Administrators of Career and Technical Education FY22 George Briggs grant award

The next Committee meeting is scheduled for Thursday, December 23, 2021 at 10:00 AM.

Adjournment:

The November 18, 2021, CTE Committee meeting adjourned at 11:31 AM.

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