



Career and Technical Education Committee
Maine State Board of Education
Minutes of the April 7, 2014 Meeting

The Career and Technical Education Committee held a meeting on Monday, April 7, 2014, at the Department of Education in Augusta. The following were present: Committee Chair Steven Pound; Peter Geiger; and Kristin Bishop by phone (Board Members); Margaret Harvey; Donna Tiner; and Dwight Littlefield (Department of Education) and Mary Becker, Secretary Associate, State Board of Education.

Call to Order

Steve Pound called the meeting to order at 12:00 PM.

Approval of Minutes

MOTION by Peter Geiger, seconded by Kristin Bishop, and unanimously voted by those present to approve the March 10, 2014 minutes as written.

Comprehensive School Review – Dwight Littlefield

At the March 10, 2014 CTE Committee meeting, Dwight presented the CTE Comprehensive School Review and asked the committee to review the process and approve the change for CTE Education Consultants, with oversight from the State Director of CTE, to review CTE center and region programs on a six (6) year full review and three (3) year follow-up review cycle. This replaces the ten (10) and five (5) year cycle as recommended by State and Federal policies. The packets were received by the full Board at the March 18, 2014 meeting and will be on the April 9, 2014 business agenda for full board approval.

MOTION by Kristin Bishop, seconded by Peter Geiger, and unanimously voted by those present to make a recommendation on April 9, 2014 to the full Board to approve the updated CTE Comprehensive School Review process and cycle to change from a ten (10) and five (5) year cycle to a six (6) and three (3) year cycle.

Career and Technical Education Update – Meg Harvey

- Literacy Training in CTE is taking place on April 7th at the United Technology Center and on April 11th at Lewiston Regional Technical Center.
- LD 1774 “Resolve Regarding Legislative Review of Portions of Chapter 115: Certification, Authorization and Approval of Education Personnel, a Late-filed Major Substantive Rule of the Department of Education” (Emergency Measure) became law without the Governor’s signature on April 3, 2014. The rule was amended in Part II, Section 3.1.B.1.f.2 to clarify that the 4 approved pedagogical courses that may be part of an alternative pathway for the endorsement of a secondary career and technical education teacher must cover collectively the following subject matter: CTE teaching orientation “Boot Camp” course; curriculum and instruction;

assessment; career and technical education shop safety and classroom and lab management; and literacy in career and technical education.

- Principles of Learning and Teaching (PLT) remain an option for two years after this change goes into effect. Meg presented the CTE Year-by-Year Requirements (non-PLT exam choice). Pass an industry related assessment in place of Praxis II.
- Meg presented two Briggs Grant Applications. She will contact Don Cannan to see if he will present the two Briggs Grants to the full Board at the May 14, 2014 meeting at Deer Isle-Stonington High School. *Below is an outline of the grant applications:*

RIDER A

SPECIFICATIONS OF WORK TO BE PERFORMED

Briggs Grant Application\$10,000

Applicant: Maine Administrators of Career & Technical Education (MACTE) - for Seeds of Peace project

Abstract: The organizational mission of Maine Administrators of Career & Technical Education (MACTE) is to promote and engage Secondary Career & Technical Education in Maine. The Administrators of each of the 27 CTE centers in Maine are bound together by this professional organization. There are many initiatives impacting CTE in Maine, which by definition MACTE is involved in. These activities are educational and professional in nature and require active engagement by MACTE.

Goal: To support activities aligned to a partnership with MACTE and the “Maine Seeds of Peace” program providers.

Activities: The following activities will be conducted for the 2014 Summer -2015 school year.

- June 11–14, 2014: Thirty students from various Maine CTE schools will participate in Phase I to include: Camp repair & maintenance activities, cooking, horticulture, and planned evening workshops involving Seeds Of Peace participants and CTE Students.
- Sept. – May 2014-15: CTE students will develop blueprints for Bunk Houses (Bunks). Six CTE Centers will each construct a Bunk in modular fashion.... size:18’ x 30’. All bunks will also include electrical work and plumbing.
- June, 2015 CTE Students and Staff will transport the modular Bunks to the Seeds of Peace Camp in Otisfield, ME.
- June 2015 CTE Students will set up and construct the modular Bunks and participate in workshop sessions with Seeds of Peace participants.

Primary Responsibilities: The Executive Director and the Executive Board of MACTE will develop the “Plan of Execution” with our partners from the Maine Seeds of Peace staff.

Evaluation/Assessment

Seeds of Peace Staff will evaluate all students participating in these activities. The evaluations will be student response forms aligned to the mission and awareness of Diversity embraced by the SOP mission.

The CTE students and staff will assess their participation in these activities aligned to the skills and standards promulgated by each of their CTE programs. CTE staff will develop an assessment form that will embrace the educational activities each student participated in. Videos will be developed during these activities.

RIDER A
SPECIFICATIONS OF WORK TO BE PERFORMED
Briggs Grant Application\$30,000

Applicant: Maine Administrators of Career & Technical Education (MACTE)

Abstract: The organizational mission of Maine Administrators of Career & Technical Education (MACTE) is to promote and engage Secondary Career & Technical Education in Maine. The Administrators of each of the 27 CTE centers in Maine are bound together by this professional organization. There are many initiatives impacting CTE in Maine, which by definition MACTE is involved in. These activities are educational and professional in nature and require active engagement by MACTE. There are three annual major events that impact the professional development and well being of the MACTE organization and its members.

Goal: To financially support three major MACTE Professional Development events to include the: 1) Directors Tech Update, 2) Fall Statewide CTE Conference, and 3) CTE Student of the Year Awards Celebration.

Activities: To conduct these programs for the 2014-2015 school year.

Primary Responsibilities: The Executive Director and the Executive Board of MACTE will develop the three major activities aligned to the immediate needs of the organization that best meets the needs of Maine's CTE community.

Evaluation/Assessment

- Number of major MACTE events operationalized and completed
- Event participation will be monitored and reported
- MACTE will conduct event evaluations from participants to measure the effectiveness of each event
- Executive Director will present a year-end report aligned to the activities outlined in this grant.

Abstract:

Thirty thousand dollars (\$30K) will be dedicated for professional development activities. The three major functions will involve teacher professional development (Statewide Conference), CTE Directors & State DOE collaborations (Directors Tech Update), and "Maine CTE Student of the Year Awards Celebration" conducted at the end of the school year.

Activities

The Statewide CTE Conference will be conducted on Oct.10, 2014 as a full day conference for all CTE teachers. The event will be held at Lewiston Regional Technical Center. The conference is expected to serve 300-400 people. The Directors Tech Update is being conducted throughout the school year. All Directors, Student Services Coordinators, IT professionals, and CTE Department of Education reps will be attending. The "Student of the Year Awards Celebration" will be held in May, 2015, and honors each CTE Center's choice for Student of the Year. Parents, students, staff, and invited guests celebrate this honor for each CTE Center in Maine. About 200 people attend this event.

Assessment

Event participants will evaluate each activity accordingly. The results will be posted by the Executive Director after each event.

Perkins Reauthorization – Donna Tiner

Donna presented the Quarterly Report of the Maine Carl D. Perkins Grant. The report will go before the full Board for approval at the April 9, 2014 meeting.

The Committee reviewed the Carl D. Perkins Report for the period of January 1, 2014 through March 31, 2014.

MOTION by Peter Geiger, seconded by Kristin Bishop, and unanimously voted by those present to make a recommendation at the April 9, 2014 State Board meeting for the Board to approve the Quarterly report for the period of January 1, 2014 through March 31, 2014, with totals from July 1, 2013, of the State of Maine Five-Year Plan for Career and Technical Education under the Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270).

Career and Technical Education Opinion Survey Update – Kristin Bishop

Kristin has met with administrators from the five sending schools for SCTC and with the help of Mr. David Dorr has started the approval and implementation process of her complete and final survey. She attended various meetings, such as the superintendents meeting, the principals and guidance counselors meeting, staff meetings, and a school board meeting to help move the approval and implementation process forward. The next two weeks are anticipated data collection weeks; when the data collection is completed, Kristin will write a report of her findings to disseminate.

Handouts at Meeting (copies in file):

- Literacy in CTE – April 7th and April 11th Sessions
- 2014 Literacy Training
- CTE Year-by-Year Requirements (non-PLT Exam Choice)
- Summary of LD 1774 “Resolve, Regarding Legislative Review of Portions of Chapter 115: Certification, Authorization and Approval of Education Personnel, a Late-filed Major Substantive Rule of the Department of Education”

The next Career and Technical Education Committee meeting is scheduled for Monday, May 12, 2014 at 8:00 AM. The meeting will be held in room 538 of the Cross State Office Building.

Meeting adjourned at 1:00 PM.