



**Career and Technical Education Committee**  
Maine State Board of Education  
Minutes of the October 25, 2018 Meeting

The Career and Technical Education (CTE) Committee held a meeting on Thursday, October 25, 2018 at the Department of Education in Augusta. The following were present: Committee Chair John Bird; Wilson Hess; and Wendy Ault (Board Members). Donna Tiner; Dwight Littlefield; and Jason Libby (Department of Education); and Mary Becker, Secretary Specialist, State Board of Education.

**I. Call to Order:**

John Bird called the meeting to order at 10:00 AM.

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

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

**III. Acceptance of Minutes:**

MOTION by Wilson Hess, seconded by Wendy Ault, and unanimously voted by those present to accept the September 27, 2018 minutes as written.

**IV. Standing Reports:**

**A. Financial Reports**

**1) Perkins**

- i. Donna Tiner presented the Carl D. Perkins Quarterly Report for FY 19 for period July 1 to September 30. Right on track as where we should be.

MOTION by Wilson Hess, seconded by Wendy Ault, and unanimously voted by those present to recommend that the State Board approve the Quarterly report for the period of July 1 through September 30, of the State of Maine Plan for Career and Technical Education under the Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270) at the November 14, 2018 meeting.

- ii. Donna Tiner presented the Carl D. Perkins Projected 2018 Carryover Funds. The final carryover report will be out in November.

## 2) *Briggs*

- i. Donna Tiner presented the George Briggs Funds

Balance for Briggs – \$157,330.75

### B. **Board Approved Strategic Plan Report:**

#### 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. In 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.

## Future Milestones

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
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.

- A. John reviewed the Strategic Plan with Committee Members – New Member Wendy Ault asked questions and John briefly went through the Strategic Plan
  - a. Four priorities –
    - i. Key is #2 doubling enrollment in CTE Secondary Programs
    - ii. Middle School Enrollment - Grants from Briggs Funding
    - iii. Looking at #4 - Better alignment of secondary and post-secondary CTE Offerings and Programs – Will meet with Community Colleges and Secondary schools
- B. Working on #5 – will carry-over to next year.
- C. On #7 – Recommend: Reviewed the annual milestones - revision of plan for 2019.
  - a. Monitor start-up of new programs
  - b. Carry three pieces forward to next year
    - i. Double enrollment in CTE secondary programs
    - ii. Introduce CTE instruction into middle schools
    - iii. Alignment of secondary and post-secondary

C. **Legislative Committee Update** (Wilson Hess)

- 1) The Board received a final update from the Department of Education.
- 2) Committee is not meeting until Fall.

V. **Special Reports and Presentations**

- A. No Special Reports

VI. **Work Session**

- A. Secondary-Post Secondary Alignment – Update by Dwight Littlefield and Jason Libby

- Jason Libby reviewed with the Committee an updated draft of a Memorandum of Understanding (MOU) along with Appendix A: Initial MOU signed in 2014
- Edits highlighted in yellow – copy of draft in meeting file
  - One change to Purpose – remove the last sentence
  - Principles and Goals of MOU - #4 – Community College needs to have a discussion
    - weigh in on GPA
      - what does a student need to have as far as an accumulative or program of study - grade point average
      - are there exceptions that need to be made
      - what types of assessments do they want to use to be able to validate college credits
      - need weigh in by the Community College
    - Discuss equity – state approved or state recognized standards
- Looking for evaluation within the next two months
  - Due diligence to go through existing programs and put into place.
  - Department Industry Standards
  - Review between the Department of Education and Community College System
  - Summarize – all going in the same direction to implement
  - Need to have a discussion with Community College
  - Perkins V gives more emphasis to – State will adopt moving forward
  - DOE (Jason Libby) to draft and update a Memorandum of Understanding (MOU) between the DOE and Maine Community College System.
  - CTE Committee will bring the final MOU to Janet Sortor

## **VII. Old Business**

### **A. Strategic Plan Action Agenda**

Revision of Plan Details for 2019: Continue Efforts to Build a Robust, High Quality and Comprehensive Educational Offerings that Lead Towards Careers:

1. Continue Emphasis on CTE Strategic Priorities
  - Greater Percentage of funds to Instruction
  - Doubling Secondary CTE Enrollment (to 16,000)
  - Implement Middle School CTE programming
    - Advocate for Middle School program funding
  - 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 carryover 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 carryover funding)
  - Streamline CTE Program Approval Process
2. Build into monthly committee agenda
3. The CTE Committee endorsed the work plan for 2019

## B. Perkins V Transition Plan

- Guide for the Submission of State Plans - Handout
  - a. Checklist of items required to be submitted in FY 2019
  - b. Checklist of items required to be submitted in FY2020
  - c. Determine what is needed and get input for outside
  - d. Putting together a stakeholder group – 25+ people in group
  - e. Goal is to convene a group in January
  - f. Donna Tiner is working on priorities of CTE Staff, Commissioner and the State Board
  - g. Need to define “Rural”
  - h. Report is due in April

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

- Draft Minutes of the September 27, 2018 Meeting
- Memorandum of Understanding (MOU) between the Maine Department of Education and the Maine Community College System
- Exhibit – Request Approval of the Quarterly Report of the Maine Carl D. Perkins Grant as authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)
- Carl D. Perkins Maine State Board of Education Report for Period Ending 9/30/18
- Carl D. Perkins Maine State Board of Education – Estimated FY18 Carryover Funds
- Carl D. Perkins – Guide for the Submission of State Plans
- George Briggs Funds Grant Cycle July 1 to June 30

The next CTE Committee meeting is scheduled for Thursday, November 29, 2018 at 10:00 AM. The meeting will be held in room 538 at the Cross State Office Building.

The CTE Committee meeting adjourned at 11:30 AM.