



Career and Technical Education Committee
Maine State Board of Education
Minutes of the April 23, 2020 Meeting

The Career and Technical Education (CTE) Committee held a virtual meeting on Thursday, April 23, 2020. The following were present: Committee Chair John Bird; Wendy Ault; Jana Lapoint; and Wilson Hess (Board Members). Dwight Littlefield, CTE Director; and Donna Tiner, Perkins Grant Manager (Department of Education); and Mary Becker, Secretary Specialist, State Board of Education

Guests: Amy Boles, Director, Hancock County CTE Center; Beth Fisher, Director, Mid-Coast CTE Center; Peter Hallen, Director, Mid-Maine Technical Center; Julie Kenny, Director, Bath Regional CTE Center; Don Cannan, Executive Director, Maine Administrators of Career and Technical Education (MACTE); Staci Grasky, Perkins Grant Manager, Maine Community College System; Jason Judd, Executive Director, Educate Maine; and Kate Leveille, Evaluation Associate, Hart Consulting

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 and guest to the meeting and reviewed the agenda.

III. Acceptance of Minutes:

MOTION by Wendy Ault, seconded by Bird, and unanimously voted by those present to accept the March 26, 2020 minutes as distributed.

IV. Standing Reports/Updates:

A. Financial Reports

1) *Perkins*

- i. Donna briefed the Committee on the Perkins third quarter report YTD. The report currently shows a higher balance as schools were planning on using funds during April vacation and for programs throughout the summer months.
- ii. Due to schools not being in session, a three-month extension has been issued for the use of funds to September 30.

2) *Briggs*

- i. No changes since the January deposit.

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.

C. CTE Middle School Award update

No report presented.

D. Perkins V Update – Dwight Littlefield

No update reported.

V. Special Reports and Presentations:

A. Don Cannan Request

Following the March 26 CTE Committee meeting, Don Cannan submitted to the Committee a request to carryover funds for MACTE from this year’s Briggs Grant until December of 2020.

- A third of the school year has been disrupted with COVID-19 protocols
- Provides an opportunity to complete the director’s conclave and CTE conference, as well as;
- To meet other priorities of the grant
- Activities planned for October 2020 will be developed with State Board priorities in mind

The CTE Directors present at the Committee meeting stated that they plan to work with Don Cannan’s replacement to get him/her up and running and assist with preparing the final year-end report to the CTE Committee.

Wilson Hess requested a motion be made at either the May or June full State Board meeting to extend the Briggs grant to September 30, or the end of the year 2020.

MOTION by Wendy Ault, seconded by Jana Lapoint, and unanimously voted by those present to recommend that the State Board of Education approve the extension of the Briggs grant to December 31, 2020.

B. Hart Consulting proposal

Hart Consulting Proposal for Services to Educate Maine and the Maine State Board of Education was presented by Kate Leveille, Evaluation Associate, Hart Consulting.

Maine has set a goal of increasing the number of students with a Career and Technical Education (CTE) experience in grades 9-12 by 2023 with a special focus on students in 9th and 10th grade.

Proposed Services: To meet these needs, Hart Consulting proposes the following:

- Design and implement a process and outcome evaluation with the 2020 participating centers
- Conduct an online survey with all CTE Directors to understand their experiences with the fall 2019, RFP process.
- Design and facilitate a meeting to share findings from the evaluation, have participating CTEs share their experiences, and host a full discussion of how the pilot work could be integrated in programs statewide.

A detailed list of action items and deliverables followed this narrative.

Following discussion, there was a broad consensus to accept and carry forward the proposal from Hart Consulting.

C. UTC steam powered CTE project

In March Greg Miller, UTC, brought the STEAM powered bus to Augusta for the Board members to tour during their March 11, 2020 meeting.

- The Board was interested in what could impact students in other areas of the State
- The only money that the State Board has control of is the Perkins carry-over funds
- The Board is at the beginning stages of looking at proposals
- UTC will need to be part of the process of proposals for carry-over funds

D. Continued discussion of potential CTE summer institute

While meeting participants who attended the retreat last summer (2019) were generally pleased with the outcome and would support a follow-up gathering to sustain momentum, there was broad consensus at the March 26, 2020 Committee meeting that the continued uncertainty around the long-term impact of the coronavirus made committing to a follow-up summit impractical at this time.

Participants also agreed that the long-term success of such a summit retreat hinges on partnering with Maine School Management (MSMA), the Maine Principals' Association (MPA), school superintendents, business partners, and others who are crucial to implementing the current CTE agenda. The lack of broad representation from these groups at last August's retreat was disappointing in this regard.

With the above in mind, Jason Judd, Executive Director, Educate Maine did some preliminary research on logistics and an agenda for another summit at a date to be determined later.

Jason presented to the Committee a document intended to be a starting point for discussion about how to bring together CTE supporters and move forward with some of the important systemic challenges. The document included goals, proposed dates, logistics, participants, facilitators, and input needed. The projected budget would be similar to last summer's summit. Jason has been in touch with Sugarloaf regarding dates, rooms and catering to confirm options, but reservations have not been made.

VI. Other Business

A. Current CTE challenges with industry certification

Due to COVID-19 and school closure, there is a concern regarding CTE students obtaining their certifications. An example – becoming a certified nursing assistant (CNA) when a student is just shy of completing their clinical hours and is unable to finish and take the state test. There needs to be some legal adjustment to assist instructors in finding a solution to get students through their last bit of training. There are currently more than 500 potential CNA students who face this predicament, and CTE Directors are hopeful that the nursing board will decide to reduce the clinical hours required for CNAs.

There are also concerns with CTE students poised to go into the workforce and needing to complete hours of study for certification. Welding is one example.

Committee members expressed hope that the DOE will find a way to resolve these certification concerns before the current school year ends in June.

MOTION by Jana Lapoint, seconded by Wendy Ault, and unanimously voted by those present to accept the Perkins financial report for period ending March 31, 2020 as presented and recommend that the full Board accept the report at its May 13, 2020 meeting.

Handouts at Meeting (copies in file)

- Agenda
- Draft minutes of the March 26, 2020 committee meeting
- Exhibit third quarter Perkins report
- Perkins FY20 report
- Extension guidelines
- Briggs funds balance
- MACTE request from Don Cannan
- Email from Greg Miller – UTC
- CTE Evaluation from Kate Leivelle

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

The CTE Committee meeting adjourned at 11:51 AM.