



**Career and Technical Education Committee**  
Maine State Board of Education  
Minutes of the March 26, 2020 Meeting

The Career and Technical Education (CTE) Committee held a virtual meeting on Thursday, March 26, 2020. The following were present: Committee Chair John Bird; Wendy Ault; Jana Lapoint; and Wilson Hess (Board Members). Dwight Littlefield, CTE Director; Donna Tiner, Perkins Grant Manager; and Mary-Ellen Savage, Secretary Specialist (Department of Education); and Mary Becker, Secretary Specialist, State Board of Education

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

**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 Jana Lapoint, and unanimously voted by those present to accept the November 21, 2019 minutes as distributed.

MOTION by Jana Lapoint, seconded by John Bird, and unanimously voted by those present to accept the January 23, 2020 minutes as distributed.

**IV. Standing Reports/Updates:**

A. Financial Reports

1) *Perkins*

i. No report presented.

2) *Briggs*

i. No report presented.

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

- Perkins V is federal funding to support CTE.
- Donna Tiner did a great job building a timeline.
- Officially the plan is due the middle of April.
- Received a letter from the Governor and submitted the plan.
- Other States still have their plan on the Governor's desk and waiting.
- It will be a while before CTE hears from the Feds with the COVID-19 situation.

### **V. Special Reports and Presentations:**

#### A. CTE Credential Report

Kate Leveille summarized the results of the report on the survey of Maine's Career and Technical Education prepared in January 2020 and distributed to all meeting participants. The report generated the following major responses:

- Useful. Learned what we don't know as much as what we do know but need to dig deeper to determine what we can do to support each other and improve education for students.
- Opportunity to continue building strength in three areas cited in the report:
  - Initial exposure of 6,740 8th grade students to CTE programs/facilities /business partners
  - Knowledge that 2,260 9th and 10th grade students are engaged in varying degrees of intensity in CTE experiences/projects/programs
  - Building on the skilled credential issue already on the Governor's workforce development agenda and part of a nationwide effort to track the data
- The best time to collect data to strengthen future surveys would be after the students leave in June.
- It is important to separate data on middle school students engaged in CTE-related projects from tours of CTE and/or business partner facilities.
- It is also important to develop a simplified process for reporting data on earned credentials.

## B. Plans for Providing Funding for CTE Initiatives Targeted to Grades 9-10 Students for 2020-21

The lead discussion topic was the prospect of securing an extension for completing the Perkins carryover-funded projects for the current 2019-20 school year. Participants supported school closures in response to the coronavirus crisis, in the hope that the current projects could be completed in the fall. Donna Tiner indicated that the MDOE expected a decision from the USDOE soon on extending use of 2019-20 Perkins funds beyond the customary June 30 fiscal year-end deadline.

Having provided participants with a handout prior to the meeting, Donna then briefed them on options for funding projects and program grants going forward, first from the Briggs endowment. Both the MACTE grant and agreement with Educate Maine would continue to be handled as contracts following state rules if renewal applications are pursued for 2020-21.

All Perkins-funded projects are governed by federal rules and regulations. Grants can be awarded through an RFP process, as was done for 2019-20, or through the more flexible and less administratively time-consuming “Willing and Qualified” process. There was broad consensus to move forward with a second round of Perkins carryover-funded grants targeted to students in grades 9 and 10 under the requirements of the Willing and Qualified process.

## C. Discussion of Tentative Plans for another Summer Workshop for CTE Directors in 2020

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 in the 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 committed to do some preliminary research on logistics and agenda for another summit at a date to be determined later. In addition, Hart Consulting will prepare a draft proposal for the evaluation of the current 9<sup>th</sup> and 10<sup>th</sup> grade CTE grants. It was agreed that both of these items will be on our April meeting agenda.

## **VI. Other Business**

The meeting concluded with two announcements, the retirement of Don Cannan following 12 years of service as MACTE’s Executive Director, and Beth Fisher’s retirement following eight years as Director of the Mid-Coast School of Technology in Rockland. Several meeting participants praised Don and Beth for their many contributions to the advancement of career and technical education in Maine throughout their careers.

The meeting closed with expressions of gratitude and appreciation to Dwight Littlefield, Donna and Mary-ellen Savage for their roles in successfully engineering the CTE’s first monthly meeting by Zoom.

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

- Agenda
- Draft minutes of the November 21, 2019 committee meeting
- Draft minutes of the January 23, 2020 committee meeting
- Survey of Maine's Career and Technical Education in Partnership with Educate Maine, MaineSpark and the State Board of Education (*Kate Leivelle*)
- Request for Proposals (RFPs) – (*Donna Tiner*)
- Procurement for Services – Process used for Briggs Fund grants (*Donna Tiner*)
- Process for Willing and Qualified Grants (*Donna Tiner*)

The next Committee meeting is scheduled for Thursday, April 23, at 10:00 AM, by Zoom again. More details to follow.

The CTE Committee meeting adjourned at 11:20 AM.