



**CTE Consortium Meeting**  
Wednesday, January 10, 2018  
10:00 a.m. – 3:00 p.m.

Nebo's Advanced Learning Center, 161 E 400 N, Salem, UT 84653 – Room 120

**In Attendance:**

Dave Gardner, Chair, Southwest Region  
Alan Ashton, Mountainland Region  
Mike Liechty, Bear River Region  
Robert Kilmer, Wasatch Front North Region  
Lynn Sorensen, Uintah Basin Region – joined via WebEx  
Kit Mantz, Southeast Region  
James Taylor, Wasatch Front South Region  
Don Yates, Central Region

USOE Staff Present: Thalea Longhurst – Vice Chair, Aaron Bodell, Rachel Bolin, Travis Cook, Andrea Curtin, Buddy Deimler, Laura deShazo, Pearl Hart, Kim Herrera, Breckon Heywood, Ashley Higgs, Brandon Jacobson, Doug Livingston, Wendi Morton, and Greg Richens.

**1. Welcome – Dave Gardner**

Dave Gardner called the meeting to order and welcomed everyone in attendance, especially the newest member of the Consortium, Beckon Heywood. Beckon is the new USBE Business and Marketing Education Specialist. Kit Mantz was also highlighted for representing Southeast Region. Kit and Jim Stocks will both represent Southeast Region and trade off on this responsibility.

**2. Minutes – Dave Gardner**

Dave Gardner called for a motion to approve the October 11, 2017 minutes. Don Yates made the motion to approve the minutes. Robert Kilmer seconded the motion. There was no discussion and the voting was unanimous to accept the minutes without changes.

**3. Date for 2018-19 – Andrea Curtin**

The following will be the dates and locations for next school year:

1. Wednesday, August 15, 2018 – Nebo SD, CTE classroom– lunch sponsor Nebo
2. Wednesday, October 17, 2018 – Alpine SD, Room 315 – lunch sponsor Alpine
3. Wednesday, January 16, 2019 – Alpine SD, Room 315 – lunch sponsor Alpine
4. Wednesday, March 13, 2019 – TBD.

**4. Invitation for CTE Secretaries Training – Friday, March 9 – Andrea Curtin**

The CTE support staff with Thalea's permission will be holding our first CTE Secretaries Training. An invitation will be sent this week. They will register via Eventbrite and can attend in person or through WebEx. It will be held in the afternoon from 12:30 – 4:00 p.m. so that they can get their morning work done and/or drive up, if they are attending in person. They will also be invited to attend the UAEOP Conference that will be held the following day. We know smaller districts and charter schools often don't have support staff, but if there is someone that helps you a lot you and you feel the training will be beneficial you are welcome

to invite them, both from the district or school level. We are excited about providing this networking/training. We will evaluate how it goes and might offer it again in the future, if it is helpful.

#### **5. Update on legislation/board rules:**

- SB190 (2017) – Computing Pathways – Brandon Jacobson and Ashley Higgs – They did their first round of funding in the fall. They had 24 completed applications and ten were awarded. They will be doing another round of applications that are due January 31. This funding is focusing on computer pathways in K-8. You can apply for 1-3 years with a max of \$50,000 per year. If you have more questions, contact the STEM Action Center. Rural districts are also a focus for building out their computer pathways. Additional notes in the OneDrive include:
  - Grant submissions can be made through Fluid review at <https://utahstemgrants.fluidreview.com/>
  - Rural districts are particularly well-suited to applying for this funding to build out computing programs.
  - There will be a webinar for those interested in applying. The webinar will be on Wednesday, January 17th, at 10:00 AM and can be accessed at <http://meet.google.com/wcf-ffww-jsj>.
  - Any questions about the grant can be sent to Lynn Purdin ([lpurdin@utah.gov](mailto:lpurdin@utah.gov)) or Erin Paulsen ([erinpaulsen@utah.gov](mailto:erinpaulsen@utah.gov)). The last day for questions is January 23rd.
- SB93 (2016) Computer Science Initiative – Brandon Jacobson – The reimbursement amount is subject to the district needs and application. Amounts range from \$500 to \$3000 per endorsement, based on approved applications.
- SB264 (2017) Outdoor Recreation Grant Program Update – Laura deShazo and Breckon Heywood – This bill up to \$300,000 annually towards hospitality and tourism education. USBE is working with GOED to strengthen our pathway. We are hoping to pilot some of our ideas in some schools this fall that already have a strong hospitality and tourism pathway program. We are also looking at a capstone project. LEAs will have to apply to participate in the pilot.
- STEM Lab Education – Thalea Longhurst – USBE was allocated \$250,000 in one-time funding to flow through to one LEA. Ogden School District was awarded the grant. We look forward to hearing from Ogden on the work they are doing.
- R277-700 – Ashley Higgs – The board voted on the middle school requirements. Next school year both College and Career Awareness and Digital Literacy will be required. The board rule gives parents and students the ability to request substitute requirements based on similar course requirements or consistent with plans for college and career readiness. LEAs must establish policies around substitutions. Wendi explained that this change will effect College & Career Awareness funding. The whole school cannot opt out. It is a parent or student request on a case by case basis.
- R277-717 – Thalea Longhurst – High School Course Grading Requirements. This rule allows a student to take a comparable course filling the same graduation requirement and then only show the best grade on their transcript. Then lower grade is removed from their transcript. Any CTE course will be comparable for any other CTE course.
- R277-705 – Travis Cook – Secondary School Completion & Diplomas. An LEA may award a Career Development credential to a student with an IEP or Section 504 plan.

We will be working with the Special Education department to help develop a career transition course and see how the work place skills class can help with the transition piece. There really isn't anything different that you will need to do. You are probably already serving these students in your CTE courses.

#### **6. GFL and WBL Endorsements – Travis Cook**

There are new General Financial Literacy and Work-Based Learning endorsements. They are set up for a 16 semester credit hours. This mirrors a minor at the post-secondary level. Work-Based Learning can now be a standalone ARL path. This will now allow not just secondary CTE licenses, but special education teachers, counselors, and secondary teachers will be able to access this endorsement. Everyone that already has the endorsement will keep the endorsement. This new endorsement just makes it possible for someone coming into the profession through ARL or APT to be able to become a licensed WBL or GFL teacher. Don Yates is concerned about the small school perspective. Most teachers already have several endorsements and to increase the credits from 7.5 to 16. It will make it harder for teachers to get the endorsement.

#### **7. 6<sup>th</sup> Grade STEM/CTE Concepts – Ashley Higgs**

Doug, Brandon, Pearl and Ashley are in the process of creating concepts around STEM for the 6<sup>th</sup> grade. There has been a lot of interest in this. We currently have a 6<sup>th</sup> grade FACS, 6<sup>th</sup> grade Technology and Engineering, and a 6<sup>th</sup> grade Business & Marketing. We have contacted those currently teaching these courses and asked how we could assist them and what kind of course they would be interested in. We are currently looking at including the following in the course: keyboarding, soft skills (that 6<sup>th</sup> graders should know), scientific method and engineering design cycle, and basic coding. USBE will facilitate professional development around these concepts. We are hoping to have something in place as early as this July. There are already some strong teachers that are doing this in the Alpine School District. We would love to have feedback.

#### **8. Desktop Publishing 1&2, Digital Media 1, and Introduction to Graphic Communication Combination – Breckon Heywood, Brandon Jacobson, and Aaron Bodell**

These course have significant overlap therefore the strands and standards will be combined into one course. The course code will be 40100000040. We have met with the fine arts education specialist and there is a possibility of this course being counted for either CTE or fine arts credit. For CTE teachers, training for this course will be done at summer conference. We will also be working with concurrent enrollment to keep the courses aligned. The possible course name might be Foundations of Digital Design or Digital Design Foundations. The directors liked the Digital Design Foundations better because it is will get cut down (abbreviated) on the registration page.

#### **9. Accounting Pathway – Breckon Heywood**

There has been a small change in the accounting/finance pathway. There used to be 1.5 credits foundations and 1.5 credits electives. It is now 1 credit foundations and 2 credits of electives. This will make it easier to hit the foundations courses.

**ACTION Item:** USBE staff will make sure the 2018-19 pathways on the web as soon as possible.

#### **10. High School/Tech Center WPU – Wendi Morton**

Please discuss with your regions that it is important to make sure the information you enter in the data systems are correct. Cactus assignments are often inaccurate for teachers as well as CTE Directors. Another common problem is the "where taught" fields, at the high school or tech center or Tech College/University. The tech center must have a unique address that

is different from the high school. Having the correct information is important. It directly ties to your funding. We have hired Camille Clarke as the new Compliance Specialist. She will be overseeing SharePoint and the new grant management system. The new grant management system should be up in June/July. She will be helping with monitoring of the data and the grants including your reimbursements. We are scheduled for a federal monitoring visit in July. You might be asked to give us information and/or have a site visit. Wendi also wanted everyone to know that she recently met with the Perkins Executive Council and went over the special project grant applications. They had a few questions on some of them and after she contacts these directors for clarification the awards will be finalized and she will let you know soon. There were a lot more requests than we have funds for. These funds can we spent out through the summer.

#### **11. Excellence in Action Awards 2018/At-a-Glance – Thalea Longhurst –**

We are starting to look at programs for the Utah 2018 Excellence in Action. Please let us know if you have any district or school programs we should consider. In addition, our 2016-17 At-A-Glance documents are hot off the press. Susan Thomas is working on the LEA and regional level documents and they should be available by the February. We hope that you will use them. In the past we have only put the state wide document on the web. We have had a request to put the LEA and regional reports on the web. Thalea asked if anyone had a problem with this. The directors felt that this information could be on the web Alan Ashton will be giving a presentation on this at UACTE and at the principal's conference. He asked what he should highlight about CTE and the year of technical education. James Taylor commented that skills testing might be highlighted because many principals don't understand the benefit.

#### **12. WBL/Work Place Course Reporting – Wendi Morton**

Please report Work Place Skills course membership and enrollment as you do for every other course. We do the 1/3 calculations within the system for you. Mike Liechty shared that he is going to consolidate his WBL program. He has met with Washington School District and DWS to start a program similar to theirs. He would like to have a state wide PLC to talk about this and share best practices. Dave said that the biggest difference that he has seen is that employers are starting to look at the students differently. **Action Item: Andrea will add this to the February 1 Directors Meeting.**

**13. Data Quality Meeting on January 18. Please register through MIDAS. – Wendi Morton** – Please look at your data in SharePoint before the meeting. The only target we didn't meet this year was Math, so if you have any ideas be thinking about how we can improve in this area. Dave Gardner reminded everyone that Jeff already has the placement files in Movelt, so please be working on those. They are due in April.

**14. Program Approval Process and Revision – LEA Feedback – Laura deShazo** USBE is looking at the program approval process and how to best support the LEAs through this process while ensuring high quality CTE programs are in existence. An email was sent out to the regional representatives about the program approval process. Laura would like feedback from each region on the program approval process. Please make this an agenda item at your next regional meeting and send the feedback to Laura.

#### **15. Board Ratio Report for School Counseling – Kim Herrera**

The counseling ratio report was presented to the board. Remember the ratio is set to 1 counselor to 350 students and if your school doesn't meet that bench mark you need to develop a plan on how they will meet this ratio. Some of the positives are there are 51 LEAs that are meeting the ratio and 241 individual schools. There is still room for improvement. There are 14 LEAs that do not meet the ratio and will need to develop plans. There are 25

FTEs statewide that are needed. There was also some talk around elementary counselors because the ratio data only covers secondary counselors. There isn't funding for elementary counselors so we don't report on this but for those LEAs that have made elementary counseling a priority it is about a 1 to 2005 ratio. Most elementary counselors work at several schools. We feel like there is a real need for elementary counselors and getting more preventive measures into place.

#### **16. Summary Score Sheets – Greg Richens**

Greg would love to come and talk to your regions or board meetings about the value of skill certificates. Some program areas have had summary score sheets available but they are often not kept up with current performance requirements. These have never been required documents. Teachers can track performance standards through their electronic gradebooks. We are asking for feedback about whether or not to make these available or to let the teachers develop their own processes.

#### **17. Reminder CTE Scholarships/Education Pathway – Rachel Bolin**

Rachel reminded everyone to promote the CTE scholarships - due date February 5. Thalea met with the deans of all the post-secondary teacher education programs about concurrent enrollment options. We are developing courses K12 Teaching as a Profession 1, 2, and 3. We are working at making course three concurrent enrollment, but the 1010 education courses are all very different. We will also be developing skills tests over the summer and they will be ready by fall. Alan Ashton said that Rod Quarnberg is presenting at the principal's conference on Educators Rising, so there might be an increase in interest in this CTSO.

#### **18. Summer Conference – Doug Livingston**

We have listened to the needs of the teachers and we are going to combine summer conference training with four areas that have overlap: Technology & Engineering, Business & Marketing, Information Technology, and Skilled & Technical Sciences. These conferences will all be in the same week with some overlap and all in the same building. Doug walked the Consortium through the test Eventbrite page and how teachers will register for a two day conference, but will have the opportunity to add on additional days. He also showed how they will add what conference track they are most interested in. The teachers will be able to attend any breakout session they are interested in. We will make a tutorial for teachers to explain how to register. All other conference will have a separate conference registration page that is not as complicated. All conferences are a two day conferences this year. There will be some teachers that are not used to this two day format. Please message this as positively as possible. There are dates and locations listed on the web including School Counseling. The other change for this year will be Work-based Learning. Utah will be hosting the 2018 Western Pathways Conference. Work-based Learning has been invited to attend this conference and Travis has some money left over to help pay for the conference registration from the NGR grant. Travis is working with them to give the Work-based Learning people a special two-day price for Wednesday and Thursday for only \$200.00. The retail cost of the conference is \$495 for all 3 days (May 29-June 1). Dave Gardner asked Travis to see if there might be an option for the district to pay for the third day for teachers. More registration information to come.

#### **19. Other:**

1. Greg – so far we have given 93,645 exams as of right now. March 20 is the Skill Certification Committee Meeting at Alpine School District.
2. Robert Kilmer – In our last regional meeting the question was asked about TSSB money where the teachers get the extra money for teaching the math/science

curriculum. They would like to start the conversation about how we get this extra money to the ARL teachers that we are bringing in. This is a Travis Rawlings question. The computer science teachers are pushing this.

**Action item:** Laura was asked to bring this up to Travis in their regular meeting. Robert also had the opportunity to sit down with the Governor last week and talk to him about education and CTE. We talked about the gap in the information that all students are being pushed to the university and they are not aware of the other opportunities that are out there. It is not an attack on counselors, but this is what the Governor said. Counselors need to be aware of all the opportunities out there. Kim appreciated the information and said she would take it back and hopefully change the messaging. It is not really the counselors it is educating the parents too.

3. Kim wanted to remind everyone that the school counseling conference is June 12-13 which is a little different because it is Tuesday/Wednesday. It has traditionally been on a Wednesday/Thursday. They are also accepting calls for presenter applications now through February 16. We are looking for presentations on 1, 2, 4 or more. The Adult Education will not be combined with school counseling this year. Kim also asked is any of the rural areas have their counselors help with the 504's. If they are involved in this please let them know that there is an equity conference coming up on February 23 at Salt Lake Community College. Momi Tuua has more information on this conference.
4. Rachel wanted to remind you that there will be a one day summer conference for the new K12 Teaching as a Profession on June 8 in this building (Nebo Advanced Learning Center).
5. Thalea wanted to make everyone aware of the UVU training with Michael Brustein. An email was sent out. It is a really good training. It is on January 30, 2018.

**The Next Meeting is scheduled for Wednesday, March 21, 2018 at Nebo School District, 350 South Main, Spanish Fork, UT, in the CTE classroom, starting at 10:00 am. Lunch will be provided by Nebo School District.**