Call to Order
Janet Renden called meeting to order at 12:27 p.m.

Lunch and Welcome
Janet Renden welcomed everyone and gave an overview of the purpose of the Task Force meeting.

CACTE Updates -- Darell Green

CCCS Updates -- Sarah Heath

a. We are finally fully staffed in Sarah Heath’s department.
   i. Julie McWilson has resigned and her position is hired under the finance department at CCCS and not Sarah’s department.
   ii. Bill Parsley and Lisa Graefth will be handling the vouchers at this point. Replaced Pat Sagrillo’s position has been replaced by Sarah Butler.
   iii. Kaylee Fabela is Sarah and Victoria Crownover’s new assistant. Kaylee’s no. is 303-595-1568, Building 959, Room 139

b. CCCS is looking at how we can streamline the VE 135 and CTA reporting.

c. Program of Study Regional Service Area Meetings: due to the finding by the US Department of Education in regards to our Plans of Study in Spring of 2015, we submitted a plan to the Department of Education to address the finding by Perkins intent to participate in 2017. The finding was that there should only be one Program of Study for each secondary and post-secondary partnership in any given program area. In past practice, we had a separate form for each level. The Program of Study should reflect the "ideal vertical progression" through a program from middle school CTE program (if applicable) or high school CTE program to the technical college program and/or community college program in a service area. The individualized portion is not taken into consideration in this document, that is where the "hand off" to ICAP takes place. As we have been discussing at every meeting of CTE stakeholders since CACTE 2015, Regional Meetings will be planned for this school year to address the finding for each eligible Perkins recipient to create a "compliant" Program of Study to match USDOE’s recommendations. One new Program of Study per eligible Perkins recipient will be required during the Intent to Participate process at the end of February 2017. In addition to the Regional Service Area meetings, we will be hosting a meeting at CACTA 2017 to assist any partners in creating their Program of Study. Currently, we have meetings planned for: 11/14 for the NJC/MCC Service Areas, 11/15 for the TSJC Service Area at the Alamosa Campus, 11/16 for the PCC Service Area, 11/17 for the OJC/LCC Service Areas, and 11/18 for the CNCC/WCCC/Delta Service Areas in Grand Junction. We are in process of planning the metro Denver (ACC, CCA, CCD, FRCC -
Westminster, and RRCC), Colorado Springs (PPCC), Fort Collins and Boulder (FRCC - Larimer and Boulder campuses), and Durango (SWCC) service area meetings. Will also have a session at CACTA. If anyone wants to host their own session, contact Sarah Heath. If you are the CTE Director in a local district, we will copy you on the latest communication with the college to ensure date selection is a collaborative process. We are excited that we had so much attendance at our Aims Community College Service Area pilot and have learned to adapt some of our sessions for the remainder of the meetings. Please view the sample agenda link and let us know if you have any questions. Agenda link: https://drive.google.com/open?id=0ByAXyOV18cVZNmI8A0ZlRMU21mTzMxTVNhOFVLU04xRzBz

d. CTSO Dates-- https://drive.google.com/open?id=0ByAXyOV18cVZTFpISEqWGYyLTk5aldjX0JZXZoOW9vVXI4

e. Local CTSO
   i. If a program approval comes up for renewal (not just desktop monitoring), documentation will be required to show if their local CTSO follows all the guidelines:
      1. A documentation template manual is being created specifically for SC² (since it is considered a local CTSO) but it can be modified to reflect any local CTSO.

f. Teacher Cadet Training: NEW Programs - July 25-27, 2017 Tuesday - Thursday 8:30 - 3:30 PM and ALL Programs Statewide Training day - July 28, 2017 $800 Registration deadline is April 7th, Payment due May 5, 2017

g. National Technical Honors Society - Carol Kaczmarek, Chapter Development Director, 800-801-7090 ckaczmarek@nths.org

h. For the fourth year, Advance CTE is excited to announce the annual Excellence in Action award, which will recognize innovative Career Technical Education programs of study from across the nation. Selected programs of study will exemplify excellence in the implementation of the Career Clusters, show a true progression from secondary to postsecondary education, provide meaningful work-based learning opportunities, and have a substantial and evidence-based impact on student achievement and success. Applications are open October 26 – December 14. All winners will be honored at an awards ceremony at the Advance CTE Spring Meeting in May 2017 in Washington, D.C. https://careertech.org/excellence-action-award

i. CCCS is going to be communicating more about a continuum of work-based learning, and it does not have one specific focus. CCCS wants to support us in the many different ways to do it:

j. Perkins Reauthorization
   i. In lame duck period. We have been told to look at the House version of it currently. ii. Look at the different definitions around completers and it requires more than we have now. iii. This is one of the the only bi-partisan issues that will most likely be discussed by new presidential administration.
iv. This will prompt CCCS to have to create a new State Plan.

k. Dana Anderson is looking at other options in addition to High School of Business; does the brand matter? David Barnes is looking to do something similar for STEM. Tara Bell is helping guide this work due to her previous experience doing similar work.

l. CTE Facts Sheet is shared at National Policy Conference. Sarah will be editing one specifically for CO. If you have an exemplary program that is worth highlighting, please share with Sarah.

Perkins Local Plan Feedback and Updates - Victoria Crownover

- Voucher Close Out from 15-16--over half have been paid and completed
- Over 45% of the funds were submitted in final vouchers.
- 700,000 money returned back to state in unspent in Perkins funds.
- Federal award packet process is pending our official award notification from the U.S. Department of Education
- 100% of local plans for FY 16-17 were submitted by the deadline - Thanks!
- Be mindful of your sub-population data when creating your action steps.
- Try to show how your Perkins project/action steps contribute to your institution's overall CTE goals where possible.
- There have been time and effort findings during audits; Victoria sent out a Time and Effort form to CTE Directors that should meet the requirements showing 100% of the employee’s time. This is just one example.
- Push everyone to move away from using placeholders; try to have specific uses already identified.
- We need to directly address the 9 identified uses of Perkins funds in the new 5-year questions in the local plan.
- Sarah Heath and Victoria Crownover need to know if there are specific Board and District policies that do not allow you to spend the monies until it is officially approved.
- Reminder that Perkins funds cannot be used to buy tangible items for CTE programs until the program has been approved. Sarah Heath and Victoria Crownover will work with Program Directors to make sure that they are also aware of this requirement.

Mid-Winter Conference Updates -- Janet Renden/Mike Klouser

- Date: February 7 -- 10, 2017
- Registration--Judy Moor will have the online registration form online in the next 30 days.
- Program At--A--Glance
  - Board is working on gathering presenters.
  - Possible topics were recommended: concurrent enrollment, CTE Administration 101, VE 135 Reporting, Perkins, CTA Reporting, Workforce Pipeline, Internships/Apprenticeships, Career Wise, Skillful, What is Happening with Dev. Ed. classes at the HS level, House Bill 1289
  - Looking for feedback for postsecondary topics
- Raffle Items Needed
- Retiree names needed.

Open Discussion

- Postsecondary Liaison representative: Teina McConnell has reached out to Tammy Ward from CCA to see if she is interested.

- Regional Advisory Meeting: Are there still plans to have more regionals than Healthcare?
○ Yes, there are plans our thing is we are trying to find champions and industry association groups and that is not equitable across the state; our intention is to have an adv. committee with every one of our sectors.

● **HB 1289**
  ○ Credentialing bill--If HS is offering a program that allows students to earn an industry credential, the district gets $1000 per student. It is modeled after Florida program. Legislators allocated 2 million dollars for the program to be piloted starting this year. You can find more information in the addendum of the CO Pipeline report. CDE is the Fiscal Agent of the money. Here is the list of qualifying CTE programs: [https://www.colorado.gov/pacific/sites/default/files/9-29-16_HB16-1289%20Approved%20Programs.pdf](https://www.colorado.gov/pacific/sites/default/files/9-29-16_HB16-1289%20Approved%20Programs.pdf).
  ○ Sarah suggests that you have your CFO ask CDE about the financing questions. She also suggests that you look through the program list to see which programs you have that would be eligible to apply for the money. She suggests we get familiar with the content of the Pipeline report. We have no other information at this point as to how to access the money, only that it will be coming from CDE.
  ○ Pre-apprenticeship is an approved term by Department of Labor.
  ○ Mary Anne Hunter is the point person for the process, hunter_mary@cde.state.co.us, 303.866.6596.

● **Upcoming Meeting:** April 27, 2017

● **Adjournment**--meeting adjourned at 2:25 pm