

**CACTA Board Meeting**  
**October 3rd, 2019**  
**9:00 -11:30 a.m.**

The **[CACTA Board] mission**...shall be to promote professional leadership development of members to ensure career and technical education within the education systems of Colorado will meet the continually changing education and training needs of students and business/industry.

The **CACTA Board vision** is to energize and communicate the passion and value of Career and Technical Education (CTE) throughout our communities.

**MEMBERS IN ATTENDANCE:**

Scanned sign-in sheet attached.

**CALL TO ORDER:**

CACTA Board Chair Tammy Ward called the meeting to order at 9:05 a.m.

**APPROVAL OF AGENDA:**

The agenda was reviewed by the Board and Vicky Bobo made the motion to approve the agenda. Teina McConnell seconded the motion. The motion passed unanimously by the Board.

**APPROVAL OF MINUTES:**

The July 17, 2019 meeting minutes were reviewed by the Board and Mimi Leonard made the motion to approve the minutes. Kristi Weaver seconded the motion. The motion passed unanimously by the Board.

**WELCOME/ICEBREAKER:**

Tammy Ward led an icebreaker.

**PRESIDENT REPORT:**

Tammy reviewed the agenda and announced the conference theme: Let's Make a Splash!

**SECRETARY REPORT:**

No report.

**TREASURY REPORT:**

The checking account balance: \$9,114.37

The savings account balance: \$37,906.46

Tax audit information submitted to Debbie Nelson on 9/15/19

The Legislative Specialist expenses of \$8,000 were paid by check to Debbie Nelson on 10/3/19

The Board discussed how to manage the large savings account balance. Debbie Nelson commented that there are no limits or requirements of nonprofit organizations related to savings account balances. Debbie recommended transparency and use funds to support organizational goals.

## **REPORTS OF STANDING COMMITTEES**

### **Audit Budget – Kristi Weaver**

See Treasury Report.

### **Awards and Archives – Mimi Leonard, Sarah Heath**

The CACTA conference recognizes retirees, friends, good partners and others outside of CACTA. Tammy will send out announcements requesting nominations for these awards. The Board suggested that Tammy modify the CACTE nomination form for CACTA nominations. The Board will give the following awards:

- CACTA Administrator – the Board decided to bring this back; awardee will be forwarded to the ACTE
- Friend of CACTA
- Admin of the Year
- Retiree of the Year
- New CTE Leader
- Innovator of the Year

### **Communications - Janet Renden**

No report.

### **Constitution/Bylaws/Resolutions - Rebecca Morlan**

The Board discussed the pro/cons of aligning the CATCA and CACTE bylaws. The group also discussed renaming this subcommittee from Constitution/Bylaws/Resolutions to simply Bylaws.

### **Legislative - Mimi Leonard**

Mimi presented the Colorado Association of School Executives (CASE) legislative report:

- The current economic expansion is the longest on record in U.S. history and Economists predict more strong growth through 2019, but at a slower rate and with an elevated risk of recession.
- For the first time since 2015, taxpayers are likely to see TABOR refunds for fiscal years 2018-19, 2019-20, and 2020-21.
- There is a slight reduction in revenue expectations for the next three fiscal years as compared to the June economic forecast:
  - FY2018-19: (-\$76.1 million)
  - FY2019-20: (-\$76.3 million)
  - FY2020-21: (-\$120.9 million)
- In the 2020-21 fiscal year, the Legislature is projected to have \$833.4 million more than the previous fiscal year; however, this does not consider case load growth (i.e. Medicaid growth, increased K-12 enrollment).
- If state appropriations grow only by inflation and population, lawmakers will have \$421 million more than the previous year, and if appropriations grow by historical expansionary growth, they will have \$56.6 million more to spend. In other words, the actual amount of “extra” money the Legislature will have, is quite a bit less than it first appears, after planned spending increases are factored in.

- The Governor's Office of State Planning and Budgeting estimates \$80 million in new spending needs resulting from 2019 legislation, primarily caused by the new law that implements free full-day kindergarten.
- The next revenue forecast will be in December, and this is the report that lawmakers will most closely use to guide conversations and negotiations about the state budget and spending priorities.
- CASE votes to endorse Proposition CC:
  - At their September meeting, CASE's Coordinating Council (governing board) voted to endorse Proposition CC, which will be on the November 2019 ballot. This measure would allow the Legislature to keep and spend all the revenue it collects after June 30, 2019 but is currently not allowed to under TABOR restrictions. Any revenue collected above the TABOR cap would be allocated equally to three specific areas: K-12 education, higher education, and transportation/roads. The measure requires an independent audit be conducted each year by the State Auditor to provide transparency and accountability for how funds are spent.
  - Although Proposition CC is by no means a fix to Colorado's school funding problems, it would represent an important investment in K-12 and provide badly needed dollars for districts.
- CASE's lobbyist Elisabeth Rosen is continuing to meet with Committee Chair Representative Michaelson-Jenet to provide helpful school district context about some of the ideas, and the Colorado School District Self-Insurance Pool is also weighing in.
- The Legislative Audit Committee released their report of state programs geared toward improving school safety. Chief among its conclusions is that there is a lack of coordination between state agencies as many different departments facilitate or oversee school safety programs. The report also highlighted a concern that has been raised by CASE in the past, which is that for varying reasons, not all school districts are receiving the intended financial benefits from school safety grant programs.
- CASE is also continuing to closely monitor the work of the School Finance Interim Committee, which focused on special education and ELL funding at its most recent meeting. Although it's not clear yet what legislation they might recommend for 2020, there appears to be interest at this time in exploring possible changes to the cost of living factor, as it relates to special education or at-risk funding. The deadline for the committee to request bill titles is October 21.

February's *Day at the Capital* will highlight CTSO's and include food to attract legislators. CTSO's will have 'show and tell' tables. This event is the beginning of year-round focus on CTE and a continuation of efforts for legislative support for CTA.

### **Membership/Nominations - Janet Renden**

The committee is working on increasing CTE membership statewide. The committee will review the membership list for potential nominees for CATCA conference awards.

### **Program of Work - Tammy Ward**

Tammy Ward asked for Board guidance on recruiting more committee members and better defining committee responsibilities. The Board discussed how the Administrator of the Year award may be a way gain attention for CACTA. The Board also explored the idea of developing a policies and procedures manual describing committee responsibilities and outcomes. This topic will be revisited under New Business.

### **Social and Exhibits - Gill Thompson**

The CACTA Conference Save the date has been distributed.

The Board discussed whether to use an app or create a paper conference program. Last year, CACTE spent \$700 for app, whereas CACTA spent \$600 on a printed program. The Board discussed the pros and cons of an app vs. a

paper program including cost, ease of last-minute changes to an app, application of an for younger attendees, and the time necessary to load a program into an app. In the afternoon, the Board will ask the Task Force for their preference between an app or paper program.

### **AVS Liaison - Linda Van Doren**

The committee representative proposed to change the committee name from AVS Liaison to ATC Liaison; providing and update for Emily Griffith Technical College (EGTC), Pickens Technical College (PTC) and Technical College of the Rockies (TCR).

EGTC: Hired a new Executive Director who was formerly on Governor Hickenlooper's administration; working closely with Denver Public Schools to align programs and resources; monitoring legislation related to updating pharmacy tech licensure requirements; continuing to work continuing to work with 4 year colleges, specifically CSU Global which will now accept up to 50 transfer credits.

PTC: Working with CDOT to train welding; partnering with Aurora Police Department on cyber security.

### **CACTE Board Liaison - Debbie Nelson**

2020 CACTE CareerTech Summit - Grand Junction - July 19-23, 2020

- will go back to Professional Development on Monday; full conference starts first thing Tuesday morning
- please encourage your teachers' attendance with monetary support; wants to blow up division day and spread over two days into division times.

Future CACTE CareerTech Summits

- 2021 Loveland Embassy Suites, July 18-22
- 2022 Beaver Run Resort, Breckenridge, July 17-21
- 2023 Loveland Embassy Suites, July 16-20
- 2024 TBD - somewhere "out" in the state - probably Pueblo
- 2025 Loveland Embassy Suites, July 20-24 – will negotiate contract this fall

CACTE Excellence Awards

- Both ACTE and CACTE Specific awards are on portal now
- PLEASE think about your fellow administrators and nominate a deserving person for Administrator Award
- PLEASE think about your counselors and nominate a deserving person for Career Guidance Award
- PLEASE nominate folks for all other awards
- Ideas for 2020 CACTE Hall of Fame nominees?
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Legislative Issues (see legislative paragraph above)

- Working towards year-round advocacy
- Encourage members to invite legislators to events "at home" in fall
- Tentative date for 2020 CTE Showcase at the Capitol – February 12 or 13
- attend town halls
- host legislator "Town Hall"

Miscellaneous Topics

- Please encourage your teachers' membership in ACTE/CACTE with monetary support
- Working on CACTE taxes, which includes detailed spreadsheets from 8 of 10 divisions - thanks for being prompt and accurate, Kristi! :-) Info due to accountant by Oct 15; due to IRS by Nov 15

- Feedback is always welcome on e-newsletters, website, other CACTE activities – we are striving to make the association responsive to members!
- CACTE needs help with summit registration when teachers are changing districts and who gets billed for conference

**CCCS Liaison - Sarah Heath**

Regional Needs assessments are ongoing.

**Community College Liaison - Victoria Bobo**

Arapahoe Community College launched the Sturm Collaboration Campus location with new CTE programs in Cybersecurity and Secure Software but also do CNA, Physical Therapist Assistant, Business, and some general studies transfer pathways. 658 students (unduplicated) enrolled at this campus location for the Fall which exceeded goal of 500. ACC also raised \$1 million in new fundraising pledges during opening event. Launched a new Medical Assistant apprenticeship with HealthOne in Sept 2019 with 10 students. Expanded Centura MA apprenticeship and partnered with PPCC (and soon FRCC) to expand to 26 students per cohort. Launching property management apprenticeship in January with Apartment Association of Metro Denver.

**Secondary Liaison - Roxie Aldaz**

A lot of /confusion on the new Perkins legislation and the shift from completers to concentrators. In addition, the legislation defines courses by Carnegie units; more questions whether course is year vs. semester. Interpretation of the legislation may have negative impacts on smaller secondary schools because they might not have a two-year program to count concentrators. Good communication from CCCS has alleviated some concern.

**Web Liaison - Shelley Goerd**

The website is up to date. Please provide feedback if on website and it needs editing.

**Hotel Logistics Liaison - Teina McConnell**

All 4 years of contracts signed.

The following details are needed for the upcoming CACTA conference:

- Estimate number of rooms to block
- Estimate number of sessions/space
- Estimate attendance for President’s reception
- AV cost \$9,750

The Board reviewed the CACTA conference expenses; last year totaled \$41,365. Conference income varied depending on membership and time of registration. The Board also discussed recruiting option for members to bring friends at the membership rate - Debbie described ways to track that and offered to help with checking and tracking. Following this discussion, Stacey Miller made a motion to increase the conference fee by \$40. Vicki Bobo seconded the motion. The motion passed.

**NEW BUSINESS**

**Program of Work Discussion**

Tammy Ward led a discussion about utilizing CACTA committees for stronger member participation (CACTA Bylaws VIII). The conversation presented the following questions: 1) Should CACTA combine committees? 2) Should representatives from the membership subcommittee sit on Board committees?; 3) The Task Force is supposed to advise the CACTA Board so should subcommittees meet prior to the Task Force meetings to report out? 4) Should the CACTA Board meetings be on WebEx?

Board feedback included evaluating the format of the Board meetings and Task Force meetings; and developing a policy and procedures manual for each subcommittee.

#### **CACTA Mid-Winter Conference – Quick Updates**

The CACTA conference theme: Let's Make a Splash!. Tammy Ward provided a brief update on Sessions/Call for Proposals; Speakers/Panel; increase of conference price/minimal pay for speaker in order to cover cost of AV; President's Reception – auction, wine/gift card pulls, games; Raffle tickets; Donation Drive; Conference Logo contest.

#### **OTHER BUSINESS**

No other business.

#### **ADJOURNMENT**

Meeting adjourned 11:30 a.m.

**The next CACTA Board meeting is scheduled on April 30, 2020.**

**CACTA Task Force Meeting**  
**October 3rd, 2019**  
**12:30-3:00 p.m.**

The CACTA Task Force is an important part of the CACTA Division.

The **CACTA Task Force Mission**: ... provides a forum for communication and networking regarding key issues and best practices for secondary and postsecondary CTE in Colorado.

The **CACTA Task Force Vision**: ...exists to ensure a strong voice for CTE in all forums and levels of education in Colorado.

**MEMBERS IN ATTENDANCE:**

Scanned sign-in sheet attached.

**CALL TO ORDER:**

CACTA Board Chair Tammy Ward called the meeting to order at 12:02 p.m.

**REVIEW OF BOARD MEETING:**

Tammy Ward highlighted key discussions from the earlier Board meeting emphasizing the following topics:1) CACTA conference award and nomination processes; 2) decision to increase CACTA conference fees to cover conference expenses and briefly described the difference in cost between printing the conference program and using an App; 3) reminded everyone about the legislative Show Case at the Capital instead of CTE Day; 4) reminded everyone about the CACTE 2020 conference in Grand Junction, CO; 5) discussion about CACTA committee involvement and how to increase participation and engagement.

**CCCS UPDATES**

**Regional Needs Assessment Feedback**

Overall, the Regional Needs Assessment process resulted in good thoughtful conversations, and gave the Program Directors an opportunity to engage with local CTE stakeholders.

**Standardize Course Competencies for Secondary CTE**

Initial communication between CCCS and Secondary CTE program teachers and administrators caused some confusion about deadlines and requirements for secondary CTE course standardization. The conversation focused on the November 1 deadline for updating courses and the general consensus is this deadline is too short because District approval can take months for changing course names. There was a general understanding that the November 1 deadline ensures that all programs and courses are updated in time for the next Perkins grant funding cycle. The next time to make changes in Program Approval will be Spring 2020 when the new Program Approval system is launched, however, there is still confusion as to whether changes made in Spring 2020 will go into effect in the next academic year.

A timeline and summary for course standardization were presented:

- Oct 1: Course title and description document complete
- Nov 1: Course title and description document entered into system
- Nov 1: Course content will be ready for the system

- Course updates complete by Nov 1 or new entry in spring will be good for the entire year
- Will operate under old rules for next 14-15 months into AY21
- Anything from old system and anything in springtime will be eligible for CTA.
- Spring 2020 everything will come out of new system when it launches

Questions from this discussion included:

- Q: Are Secondary program required to use the new course titles in AY21 or AY22?
- A: Alt course title box will be available for at least a year so if can't get it done for AY21, can roll into in AY22.
- A: Course standards have to launch in AY21, but titles can evolve into AY22. Have to meet 100% of competencies, but can take a little time to get to 100%
  
- Q: For Concurrent Enrollment, what if the title of the course matches CCCNS?
- A: Choose college from pulldown menu and use CCCNS course name so student can PLA it easier if they want to try to get credit
  
- Q: Will new courses will be developed for next academic year?
- A: Sara Butler will get clarification (**See Appendix A for CCCS comments posted after this meeting**)
  
- Q: Will the course (re)design documents be open for review?
- A: Sara Butler will provide notes and responses to these questions (**See Appendix A for CCCS comments posted after this meeting**)

## PROGRAM OF WORK PLANNING

### CACTA Mid-Winter Conference Planning

Tammy presented the CACTA theme, conference schedule, task tracker and notes. The call for presenters will go out mid-October with proposals by mid-November. Feedback included:

- Debbie would like to give a short presentation about CACTE
- Suggestion of a game where people work in teams
- Tammy will solicit for auction items
- Program directors speak for breakout sessions #4 to follow director's panel
- Debbie can do luncheon on Wednesday at 1 pm
- Awards luncheon on Thursday
- Invite neighboring states to share fresh perspectives on best practices and innovation – Shelley will reach out to ACTE region 5 for invitation
- Should we allow for same day registrations? All agreed this should happen. CACTE makes same-day registration double cost; should advertise walk-in with a higher cost. Get extra people at registration.
- Scavenger hunt and corn hole tournament.

## MEETING ADJOURNED

## Appendix A: CCCS Comments on Secondary CTE Course Standardization



## **OCTOBER 30, 2019**

“Thank you for interest in and questions around changes to processes and procedures with Colorado Career and Technical Education. We understand there are internal deadlines for course changes at the district and school level so please do not stress if your internal deadlines do not align to our posted course changes and rollout. We are taking all of those factors into consideration as we develop our implementation strategy and supports for the field. We are currently participating in level setting conversations on with our internal CTE Team. We will have a formal communication ready for your review on November 5th based on the different frequently asked questions. Thank you for your patience and support of CTE in Colorado.”

## **NOVEMBER 5, 2019**

Greetings Secondary CTE Directors/Designees,

It was wonderful to see all of you at Needs Assessment Meetings across the state. In response to questions we have received, please review the following update on the Colorado Career and Technical Education Secondary Courses. Our Program Director Team will be using these same clarification points with CTE instructors. Please email [cte@cccs.edu](mailto:cte@cccs.edu) if you need further clarification.

In order to implement Program Quality and Program of Study elements of Perkins V, Colorado CTE has elected to standardize course competencies for secondary CTE. We will have state level Programs of Study that include common courses and sequence (Levels 1, 2, 3, 4) to meet the CTE concentrator and completer definitions set forth in our Perkins V State Plan. Most importantly, we will be working in early 2020 on competencies for these courses to ensure each CTE participant has access to high quality CTE that leads to an occupation that is high wage, high skill, or in-demand. It is our goal that this will enable our team to provide more state level resources for CTE teachers. Currently, it is difficult to invest in materials and professional development when there is as much difference as there is currently in secondary CTE programs. This process will mirror the standardization that already exists for post-secondary CTE courses in Colorado. We feel that this will better align Programs of Study to help learners articulate their CTE experiences to post-secondary. We also feel competency alignment is foundation to student success. CTE related standalone courses or electives that are not part of a Program of Study and do not meet the CTE Program definition of size, scope, or quality, can always be offered in Colorado due to local control. However, they will not qualify for CTE supplemental funding.

Clarification Points:

1. Course Change Implementation Timeline: As part of the transition planning, we would like the CTE Director of each district to complete a form to let our team know your anticipated timeline. We understand that this process will look different for each district and possibly look different for schools within a district. We will review this form at CACTA and have a webinar after CACTA. This form will be due to our office March 1, 2020.

2. Course Alternative Titles: It is our goal in the new Program Approval System to have a text box for districts to list the current district level course title that matches the Colorado CTE course competencies until the implementation of the Colorado CTE courses can be completed in the district. As part of Program Approval, a syllabus will need to be uploaded to demonstrate the competencies are similar for learners in the course.

3. CCNS Related Titles in Matrix: Many Program Directors included CCNS (Common Course Numbering System – Colorado Community College System) Courses in the Program of Study. This was intentional as Perkins V places more emphasis on Programs of Study across education levels. Community College and Technical College CTE Program Approval courses can be part of a secondary CTE Program Approval. It would be possible for your learners to be a concentrator or completer by participating in Concurrent Enrollment. We understand that not every high school CTE teacher can qualify as a community college instructor. We also understand not every learner can be enrolled at a college campus. We also understand there are nuances to offering Concurrent Enrollment beyond teacher qualifications. When college credit is not issued for a Program of Study course aligned to the CCNS course, we will be provided language for a CTE teacher's syllabus so that a learner can better advocate for Credit for Prior Learning through PLA. The scope and sequence of the CTE Programs of Study will elevate the CTE content that matches that college topic outline and competencies. As with all PLA, a learner would enroll in the college program upon high school graduation and then have a PLA review. This process does not guarantee college credit. It will be an advocacy tool for learners.

4. Course Levels: To meet each CTE learners' needs, we anticipate that there will be different entry points into a Program of Study. A Program of Study will be comprised of all four levels of courses but concentration occurs when a learner earns the final year (or 4th semester) of transcript credit in the sequence. This might be 1 year/2 semesters in Level One and 1 year/2 semesters in Level Two OR 1 year/2 semesters in Level Two and 1 year/2 semesters in Level Three etc depending on the learner. However, concentration cannot take place with only Level 1 courses. This is to align to the intentions in Perkins V around course sequencing to lead to concentration. Courses in Level 4 are intended to be "capstone" experiences that can be aligned to High School Graduation Guidelines (if approved locally).

5. Perkins V Metrics: In Perkins V, the focus is on program concentration. This is different from the past where, depending on the metric, they were based on concentrator, participant, or completer status. Moving forward with Perkins V, a concentrator is a "secondary student who has completed two (2) or more Carnegie Units within a CTE program as defined in the Program Approval". In this metric, a Carnegie Unit is a year of content and thus a concentrator will have completed two years of CTE courses in a Program Approval. The definition of completion goes further into the Program of Study and a completer would "complete" the secondary portion of a Program of Study per the courses listed in the Program Approval. Again, we will be focusing our efforts around concentration, not completion, from a data perspective for secondary program renewal. This is a big shift in language and definition. Please see the Perkins V State Plan for more details.

6. Entry of Program Approvals: For funding purposes, a Program Approval needs to be active (not expired or inactive) at one point during that current fiscal year. For 20-21, since all Program Approvals will need to adhere to new Perkins V guidance and be entered into the new data system, all of the CTE Programs that you wish to claim on the 20-21 CTA submission on/by September 1, 2021 will need to be submitted by April 1, 2021 adhering to the new Program Approval requirements. However, for a CTE Program to have a Perkins V related purchase in the Perkins Local Application for 20-21, that CTE Program must have Program Approval to be selected in the Perkins Local Application. If I were still a local CTE Director, I would review the CTE Programs that match the Needs Assessment Strategies, and I would enter those Program Approvals first.

7. Program Approval Expiration Dates: In the new system, CTE programs will be approved for a maximum of four years. In the first approval cycle, we will be staggering expiration dates of CTE Programs by CIP Code. This will assist with workload once the initial transition year occurs. We will have a published list of the CIP Code renewal years at CACTA in February.

8. Designated Career and Technical Schools (DCTS): We are currently reviewing our state level funding legislation, Colorado Technical Act, to identify if there are stipulations for Program Approval at each location. We will have a specific meeting with the ~9 DCTS districts and applying districts to discuss what unique programs and Program Approval will look like for DCTS.

Moving Forward:

Thank you for your feedback in the form on our website and in person. Due to some of the feedback we received, the Program Directors will be modifying some of the Programs of Study and we will be reposting in December. We will be including some common titles and descriptions for some Level 4 courses like Work based Learning + Program of Study Name. We will also be including the “SCED Code” alignment as a recommendation for each course. We will be crafting a 20-21 Professional Development Calendar to be released at CACTA (February 2020) with projected dates and locations for open lab time and general Program Approval support. We also encourage you to email [cte@cccs.edu](mailto:cte@cccs.edu) if you would like to schedule district technical assistance with our team for March 2020 and beyond into Summer/Fall/Winter 2020 for program approval implementation. We will be communicating frequently as Public Comment ends and approvals move forward. Please review [www.coloradostateplan.com](http://www.coloradostateplan.com) frequently.

Thank you again for your support of Career and Technical Education in Colorado. We appreciate your patience as we unpack Perkins V and implement changes. We are proud to work with all of you. On behalf of all of the CTE learners in Colorado, we thank you for your service.

Take care,  
Sarah Heath & Team CTE