



STATE OF ALABAMA  
**DEPARTMENT OF EDUCATION**



Eric G. Mackey, Ed.D.  
 State Superintendent of Education

August 5, 2020

**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** Eric G. Mackey *EGM*  
 State Superintendent of Education

**RE:** 2021 Career and Technical Education (Architecture and Construction, Information Technology, and Transportation, Distribution, and Logistics) State Course of Study Committee Nominations - **REVISED**

In January 2021, the Alabama State Department of Education (ALSDE) will begin working to review and revise the *2008 Revised Alabama Course of Study: Career and Technical Education*. To accomplish this task, a State Course of Study Committee will be appointed.

As required by §16-35-1, *Code of Alabama, 1975*, the Alabama State Board of Education appoints 21 of the 28 members of a State Course of Study Committee, and members serve for one year. The law also states that local boards of education, through superintendents, shall nominate persons qualified to serve on a State Course of Study Committee. Your assistance is requested in the nomination of K-12 educators for consideration of appointment to this committee.

Once appointed, the committee will convene to prepare the 2021 version of the *Alabama Course of Study: Career and Technical Education*. When this work is completed, the Career and Technical Education State Course of Study Committee recommends to the Alabama State Board of Education the standards in this content area for Alabama's K-12 public schools.

Membership on the Alabama Career and Technical Education State Course of Study Committee requires a commitment to attending in-person and virtual meetings and collaborating with a diverse group of educational professionals and stakeholders. Although the ALSDE will reimburse travel expenses, the school districts are expected to ensure that teachers are allowed leave time to attend the meetings.

Because some of the State Course of Study Committee meetings will take place virtually and will require a secure virtual workspace, it is vital that school districts be open to working with the ALSDE to set permissions that accommodate the Schoology learning management system.

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In talking with potential appointees, it may be important to indicate the committee's meeting dates and locations (**Enclosure A**) and the payment of per diem and mileage according to state rates (**Enclosure B**).

Nominations in the following categories are needed for this committee:

**CATEGORIES FOR THE CAREER AND TECHNICAL EDUCATION  
COURSE OF STUDY COMMITTEE**

1. Elementary Classroom Teachers: Persons currently teaching elementary (Grades K-6) Social Studies.
2. Secondary Classroom Teachers: Persons currently teaching secondary (Grades 7-12) Social Studies.
3. Supervisors and/or Administrators: Persons having knowledge of or previous teaching experience in the field of Career and Technical Education with overall curriculum responsibility for instruction in this content area, such as elementary principals, secondary principals, supervisors, and/or assistant superintendents of instruction.

The fillable PDF Nominations Form to be submitted from your school system may be downloaded at the link listed below:

Once the form is completed, please email it to Mrs. Cathy Jones at [cjones01@alsde.edu](mailto:cjones01@alsde.edu). For each person nominated, the law also requires that credentials and a summary of qualifications be submitted. **Please provide the nominees with the weblink to the 2021 Career and Technical Education COS Committee Credentials Form at <https://forms.gle/Ndc4CKPAcMJPdztJ8> to complete information related to their education and work history.** Please ensure that all forms are completed and submitted no later than **September 4, 2020**. Any questions regarding the nomination process may be addressed to Mrs. Jones via email at [cjones01@alsde.edu](mailto:cjones01@alsde.edu) or telephone at (334) 694-4768.

Course of study development involves a commitment of both time and effort; therefore, attendance at all meetings is essential. Proposed meeting dates and locations (**Enclosure A**) are enclosed for your information and for those whom you nominate.

EGM:CJ:DM

Enclosures

cc: Dr. Daniel Boyd

Dr. Elisabeth Davis  
Mr. Sean J. Stevens  
Mrs. Cathy Jones

**FY20-2121**

**2021 Career and Technical Education  
State Course of Study Committee and Task Force**

**PROPOSED MEETING DATES AND LOCATIONS**

January 12, 2021	9:00 a.m. – 3:00 p.m.
January 13, 2021	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery
February 2, 2021	9:00 a.m. – 3:00 p.m.
February 3, 2021	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery
March 2, 2021	9:00 a.m. – 3:00 p.m.
March 3, 2021	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
April 13, 2021	9:00 a.m. – 3:00 p.m.
April 14, 2021	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
May 11, 2021	9:00 a.m. – 3:00 p.m.
May 12, 2021	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
June 15, 2021	9:00 a.m. – 3:00 p.m.
June 16, 2021	9:00 a.m. – 3:00 p.m.
June 17, 2021	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
July 13, 2021	9:00 a.m. – 3:00 p.m.
July 14, 2021	9:00 a.m. – 3:00 p.m.
July 15, 2021	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
August 31, 2021	9:00 a.m. – 3:00 p.m.
September 1, 2021	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
September 29, 2021	9:00 a.m. – 3:00 p.m.
September 30, 2021	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery
November 2021 (TBA)	Gordon Persons Building, Montgomery
December 2021 (TBA)	Gordon Persons Building, Montgomery

## PER DIEM AND MILEAGE RATES

<i>IF A PERSON LIVES ...</i>	<i>...In Montgomery</i>	<i>...Within a 100-Mile Radius of Montgomery</i>	<i>...Outside a 100-Mile Radius of Montgomery</i>
<b>PER DIEM FOR 6 TO 12 HOURS</b>	_____	<b>\$12.75</b>	<b>\$12.75</b>
<b>PER DIEM FOR OVER 12 HOURS</b>	_____	<b>\$34.00</b>	<b>\$34.00</b>
<b>PER DIEM FOR OVERNIGHT</b>	_____	_____	<b>\$85.00 (1 night)</b>  <b>\$100.00 (2 nights or more)</b>
<b>MILEAGE</b>	<i>Currently \$0.575 per mile for private car mileage from home to the meeting site (according to ALSDE mileage chart)</i>		

SYSTEM NAME \_\_\_\_\_

**2021 CAREER AND TECHNICAL EDUCATION STATE  
COURSE OF STUDY COMMITTEE NOMINATIONS FORM**

**LOCAL SCHOOL SYSTEM EDUCATORS**

**ELEMENTARY CLASSROOM TEACHERS\***

*Persons Currently Teaching Grades K-6 Career and Technical Education*

<i><b>NAME</b></i>	<i><b>SCHOOL</b></i>	<i><b>GRADE(S)</b></i>	<i><b>SUBJECT</b></i>

**SECONDARY CLASSROOM TEACHERS\***

*Persons Currently Teaching Grades 6-12 Career and Technical Education*

<i><b>NAME</b></i>	<i><b>SCHOOL</b></i>	<i><b>GRADE(S)</b></i>	<i><b>SUBJECT</b></i>

**SUPERVISORS/ADMINISTRATORS**

*Persons with Knowledge or Previous Teaching Experience in Career and Technical Education or Curriculum Responsibility for Career and Technical Education Instruction (Principals, Supervisors, and/or Assistant Superintendents of Instruction)*

<i><b>NAME</b></i>	<i><b>SCHOOL/OFFICE NAME</b></i>	<i><b>GRADE(S) SUPERVISED</b></i>

\*Nominations for Grade 6 teachers may be included in either category.

<p>The educator(s) listed are nominated for appointment to the 2021 Career and Technical Education State Course of Study Committee.</p> <p><b>SUPERINTENDENT NAME</b> _____</p> <p><b>SUPERINTENDENT SIGNATURE</b> _____ <b>DATE</b> _____</p>
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\*\*Signature indicates willingness to allow leave time for teachers to attend meetings and to work with the ALSDE to accommodate virtual meeting platform requirements.

**NOMINATIONS ARE DUE SEPTEMBER 4, 2020. PLEASE EMAIL THE SIGNED NOMINATIONS TO:**

MRS. CATHY JONES  
EMAIL [cjones01@alsde.edu](mailto:cjones01@alsde.edu)