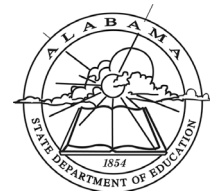




STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

August 31, 2026

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey 
State Superintendent of Education

RE: 2027 Career and Technical Education State Course of Study Committees
Nominations (Advanced Manufacturing, Agriculture, and Public Safety and Service)

In January 2027, the Alabama State Department of Education (ALSDE) will begin working to review and revise the *2020 Alabama Course of Study: Career and Technical Education, Agriculture, 2020 Alabama Course of Study: Career and Technical Education, Law, Public Safety, Corrections, and Security*, and the *2021 Alabama Course of Study: Career and Technical Education, Manufacturing*. To accomplish this task, three State Course of Study Committees 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 these committees.

Once appointed, these committees will convene to prepare the 2027 versions of the *Alabama Course of Study: Career and Technical Education*. When this work is completed, the Career and Technical Education State Course of Study Committees recommend to the Alabama State Board of Education the standards in these content areas for Alabama's K-12 public schools.

Membership on the Career and Technical Education State Course of Study Committees requires a commitment to attending meetings in Montgomery or Birmingham and collaborating with a diverse group of educational professionals and stakeholders. The ALSDE will reimburse travel and substitute expenses for members of the Career and Technical Education State Course of Study Committees.

In talking with potential appointees, it may be important to indicate the committees' meeting dates (**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 COMMITTEES**

1. Elementary Classroom Teachers: Persons currently teaching elementary (Grades K-6) Career and Technical Education.
2. Secondary Classroom Teachers: Persons currently teaching secondary (Grades 7-12) Career and Technical Education.

Alabama
State Board
of Education

Governor Kay Ivey
President

Jackie Zeigler
District I

Tracie West
District II

Kelly Mooney
District III
Vice President

Yvette M. Richardson, Ed.D.
District IV

Tonya S. Chestnut, Ed.D.
District V

Marie Manning
District VI

Allen Long, M.D.
District VII
President Pro Tem

Wayne Reynolds, Ed.D.
District VIII

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

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.
4. Special Populations Educators: Persons having knowledge of or previous teaching experience in addressing the needs of special populations.

The Nominations Form is to be completed and signed by the LEA Superintendent using the online DocuSign PowerForm linked here. Before initiating this PowerForm, a best practice is to create a free DocuSign account ([DocuSign](#)). This will allow you (the originator) to track the envelope as it progresses through each assigned recipient. Account creation MUST occur prior to starting the PowerForm for the [Alabama State Course of Study Committees Nomination Form](#).

First, enter the name and email address of each person who will be assigned one of the signing roles listed below. Then, click on the "Begin Signing" button. A window will appear with a message prompting you to enter the validation/access code. Please note that if you fail the authentication twice, the envelope will lock, and you will need to contact Dr. Blake Busbin (blake.busbin@alsde.edu) to unlock the envelope. If you copy and paste the code, ensure that no extra spaces are copied and pasted into the textbox. After the validation/access code has been verified, you will be prompted to continue to enter the information required to complete the form.

Once all the required fields have been completed, you will be prompted to click the "Finish" button. Upon clicking the "Finish" button, the envelope will automatically be sent to the next signer until all signatures have been collected. Please note that during the electronic signing process, all signers will receive an email inviting them to sign the document.

To track an envelope, you MUST have created a free DocuSign account PRIOR to the submission of the envelope. To check the status of an envelope, you will log in to your DocuSign account. Access the "Manage" tab to track the envelope. It will show you the status of the envelope, such as whose signature has been collected and whose signature you may be waiting on.

For each person nominated, the law also requires that credentials and a summary of qualifications be submitted. Please provide the nominees with the weblink [2027 Career and Technical Education COS Committees Credentials Form](#) to complete information related to their education and work history. Please ensure that all forms are completed and submitted no later than **September 18, 2026**. Any questions regarding the nomination process may be addressed to Dr. Blake Busbin via email at blake.busbin@alsde.edu or by 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 (**Enclosure A**) are enclosed for your information and for those whom you nominate.

EGM/BB/LCT

Enclosures

cc: Mrs. Angela Martin
Dr. Melissa Shields
Mr. Dodd Hawthorne
Dr. Blake Busbin

**2027 CAREER AND TECHNICAL EDUCATION
STATE COURSE OF STUDY COMMITTEE AND TASK FORCE
PROPOSED MEETING DATES AND LOCATIONS**

Meetings will be held at the Alabama State Department of Education offices in
Montgomery or Birmingham.

Some meetings may be virtual.

Tuesday and Wednesday, January 12-13, 2027	9:00 a.m. – 3:00 p.m.
Tuesday and Wednesday, February 9-10, 2027	9:00 a.m. – 3:00 p.m.
Tuesday and Wednesday, March 2-3, 2027	9:00 a.m. – 3:00 p.m.
Tuesday and Wednesday, April 6-7, 2027	9:00 a.m. – 3:00 p.m.
Tuesday and Wednesday, May 4-5, 2027	9:00 a.m. – 3:00 p.m.
Tuesday and Wednesday, June 8-9, 2027	9:00 a.m. – 3:00 p.m.
Wednesday, July 7, 2027, VIRTUAL	9:00 a.m. – 12:00 p.m.
Tuesday and Wednesday, August 24-25, 2027	9:00 a.m. – 3:00 p.m.
Tuesday and Wednesday, September 14-15, 2027	9:00 a.m. – 3:00 p.m.
Tuesday and Wednesday, October 5-6, 2027	9:00 a.m. – 3:00 p.m.
Alabama State Board of Education Work Session Wednesday, November 10, 2027	TBA
Alabama State Board of Education Meeting Thursday, December 9, 2027	TBA

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>
PER DIEM FOR 6 TO 12 HOURS	-----	\$12.75	\$12.75
PER DIEM FOR OVER 12 HOURS	-----	\$34.00	\$34.00
PER DIEM FOR OVERNIGHT	-----		\$85.00 (1 night) \$100.00 (2 nights or more)
MILEAGE	<i>Currently \$0.76 per mile for private car mileage from home to the meeting site (according to ALSDE mileage chart).</i>		