



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

August 24, 2022

**MEMORANDUM**

**TO:** City and County Superintendents of Education  
**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education  
**RE:** 2023 Career and Technical Education (Arts, Audiovisual Technology, and Communications; Human Services; and Health Sciences) State Course of Study Committee Nominations

In January 2023, 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 2023 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 Career and Technical Education State Course of Study Committee requires a commitment to attending meetings in Montgomery 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 Course of Study Committee.

In talking with potential appointees, it may be important to indicate the committee's 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 COMMITTEE**

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

Alabama  
State Board  
of Education

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

2. Secondary Classroom Teachers: Persons currently teaching secondary (Grades 7-12) Career and Technical Education.
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 fillable PDF Nominations Form to be submitted from your school system may be downloaded at [LEA NOMINATIONS Fillable Form Career and Technical Education](#). Once the form is completed, please upload and 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 *2023 Career and Technical Education COS Committee Credentials Form* at <https://forms.office.com/r/gJKUejfSyT> to complete information related to their education and work history. Please ensure that all forms are completed and submitted no later than **September 12, 2022**. 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 (**Enclosure A**) are enclosed for your information and for those whom you nominate.

EGM/CJ/SR

Enclosures

cc: Mrs. Angela Martin  
Dr. Elisabeth Davis  
Mr. Sean J. Stevens  
Mrs. Cathy Jones

FY22-2083

**2023 Career and Technical Education  
State Courses of Study Committees and Task Forces**

**PROPOSED MEETING DATES AND LOCATIONS**

January 18, 2023	9:00 a.m. – 3:00 p.m.
January 19, 2023	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery
February 22, 2023	9:00 a.m. – 3:00 p.m.
February 23, 2023	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
March 15, 2023	9:00 a.m. – 3:00 p.m.
March 16, 2023	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
April 5, 2023	9:00 a.m. – 3:00 p.m.
April 6, 2023	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
May 3, 2023	9:00 a.m. – 3:00 p.m.
May 4, 2023	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
June 27, 2023	9:00 a.m. – 3:00 p.m.
June 28, 2023	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
July 11, 2023	9:00 a.m. – 3:00 p.m.
July 12, 2023	9:00 a.m. – 3:00 p.m.
July 13, 2023	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
August 23, 2023	9:00 a.m. – 3:00 p.m.
August 24, 2023	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
September 20, 2023	9:00 a.m. – 3:00 p.m.
September 21, 2023	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery or Virtual
October 18, 2023	9:00 a.m. – 3:00 p.m.
October 19, 2023	9:00 a.m. – 3:00 p.m. Gordon Persons Building, Montgomery
November 2023 (TBA)	Board of Education Work Session Gordon Persons Building, Montgomery
December 2023 (TBA)	Board of Education Meeting Gordon Persons Building, Montgomery

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

**2023 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 2023 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 12, 2022. PLEASE EMAIL THE SIGNED NOMINATIONS TO:**

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

## 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 \$0.625 per mile for private car mileage from home to the meeting site (according to ALSDE mileage chart)</i>		