



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



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

Alabama  
State Board  
of Education

October 2, 2024

**MEMORANDUM**

Governor Kay Ivey  
President

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

Jackie Zeigler  
District I

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

Tracie West  
District II

**RE:** 2025 Career and Technical Education (Science, Technology, Engineering, and Mathematics [STEM]) State Course of Study Committee Nominations

Stephanie Bell  
District III

In January 2025, the Alabama State Department of Education (ALSDE) will begin working to review and revise the *2020 Alabama Course of Study: Career and Technical Education*. To accomplish this task, a State Course of Study Committee will be appointed.

Yvette M. Richardson, Ed.D.  
District IV

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.

Tonya S. Chestnut, Ed.D.  
District V  
Vice President

Once appointed, the committee will convene to prepare the 2025 version of the *Alabama Course of Study: Career and Technical Education*. When this work is completed, the 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.

Belinda McRae  
District VII

Membership on the Career and Technical Education State Course of Study Committee requires a commitment to attending meetings in Montgomery and/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 State Course of Study Committee.

Wayne Reynolds, Ed.D.  
District VIII

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**).

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

Nominations in the following categories are needed for this committee:

**CATEGORIES FOR THE CTE - STEM  
EDUCATION COURSE OF STUDY COMMITTEE**

1. Elementary Classroom Teachers: Persons currently teaching elementary (Grades K-6) Career and Technical Education and/or Science, Technology, Engineering, and Mathematics (STEM).
2. Secondary Classroom Teachers: Persons currently teaching secondary (Grades 7-12) Career and Technical Education and/or Science, Technology, Engineering, and Mathematics (STEM).
3. Supervisors and/or Administrators: Persons having knowledge of or previous teaching experience in the field of Career and Technical Education and/or Science, Technology, Engineering, and Mathematics (STEM) 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. The account creation **must** occur prior to starting the PowerForm for the Alabama State Course of Study Committee 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 Mrs. Cristin M. Dillard ([cdillard@alsde.edu](mailto:cdillard@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.

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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 login 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 following link to the [2025 Career and Technical Education \(STEM\) State Course of Study Committee Credentials Form](#) to complete information related to their education and work history. Please ensure that all forms are completed and submitted no later than **October 15, 2024**. Any questions regarding the nomination process may be addressed to Mrs. Cristin M. Dillard via email at [cdillard@alsde.edu](mailto:cdillard@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/CD/HS

Enclosures

cc: Mrs. Angela Martin  
Dr. Melissa Shields  
Mr. Sean J. Stevens  
Mrs. Cristin M. Dillard

**FY25-2003**

**2025 Career and Technical Education  
State Courses of Study Committees and Task Forces**

**PROPOSED MEETING DATES**

Meetings will be held at the Alabama Department of Education offices in Montgomery or Birmingham. Some meetings may be virtual.

January 28, 2025	9:00 a.m. – 3:00 p.m.
January 29, 2025	9:00 a.m. – 3:00 p.m.
February 19, 2025	9:00 a.m. – 3:00 p.m.
February 20, 2025	9:00 a.m. – 3:00 p.m.
March 4, 2025	9:00 a.m. – 3:00 p.m.
March 5, 2025	9:00 a.m. – 3:00 p.m.
April 29, 2025	9:00 a.m. – 3:00 p.m.
April 30, 2025	9:00 a.m. – 3:00 p.m.
May 7, 2025	9:00 a.m. – 3:00 p.m.
May 8, 2025	9:00 a.m. – 3:00 p.m.
July 9, 2025	9:00 a.m. – 3:00 p.m.
August 27, 2025	9:00 a.m. – 3:00 p.m.
August 28, 2025	9:00 a.m. – 3:00 p.m.
September 16, 2025	9:00 a.m. – 3:00 p.m.
September 17, 2025	9:00 a.m. – 3:00 p.m.
October 14, 2025	9:00 a.m. – 3:00 p.m.
October 15, 2025	9:00 a.m. – 3:00 p.m.
November 2025 (TBA)	Board of Education Work Session
December 2025 (TBA)	Board of Education Meeting

## PER DIEM AND MILEAGE RATES

<i><b>IF A PERSON LIVES ...</b></i>	<i><b>...In Montgomery</b></i>	<i><b>...Within a 100-Mile Radius of Montgomery</b></i>	<i><b>...Outside a 100- Mile Radius of Montgomery</b></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><b>Currently \$0.67 per mile for private car mileage from home to the meeting site (according to ALSDE mileage chart)</b></i>		