



Board Meeting
Minutes
5/16/2017
4:00 – 5:00 p.m.

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

- I. Call to order - Brad Colton
- II. Attendance - Roll call – Barb Lemmer, Brad Colton, Courtney May, Sandy Warning, Dana Lampe, Kelsie Engelken, Greg Kepner, Dan Kiley, Kendra Ericson, Lisa Stange, Sandy Miller
- III. Approve previous board minutes (2/21/2017 - Dana; 3/21/2017 – Lisa; and 4/18/2017 - Dana Lampe)
 - o Kelsie moved we approve minutes, Second by Greg. Passed
- IV. Treasurer’s Report & Budget – Sandy Warning
 - o No additional report
- V. Unfinished business

1. IACTE state conference (Best Practices) 9/19/2017

Update – Committee is up and functioning – Last Meeting held May 9, Registration is \$100, \$60 for presenters, Exhibit tables \$150, Exhibit tables for Non-profits free, DE is contributing \$5000 (\$2500 normal and \$2500 non-trad), E-blast has been sent to all members with Save the Date, Registration Link, and Call for proposals due date has been extended, E-blast was sent to potential exhibitors, FFA Enrichment Center and Tasteful Dinners contracts have been secured with deposits

- o Still looking for Keynote and additional sessions – get the word out
- o Sandy is going to ask Cindy Stover about a Keynote idea
- o Brad is willing to do a panel for RPP’s

2. The board voted via email to extend a complimentary registration for Cindy Stover, Region III V.P., to attend our conference. (8 Yes, 0 No votes) She plans to bring greetings and would be willing to give a session.

3. The board voted via email to support Lisa Stange as a Region III V.P. candidate. (8 Yes, 0 No votes)

VI. New business

1. Purchase table at IFCSE Conference to Advocate for IACTE and ACTE? \$25 Vote needed Sandy thinks it would be a good idea to do this, and they are asking us only for the cost of the table, June 11-13 Barb moved we purchase the table, Dan seconded. Motion carried.

Barb asked about a table for the Ag conference June 26 or the 27th. Dana Lampe will do it and could bring greetings to the Ag conference as well. Barb will get the date to Dana.

2. Region III Conference – June 21 – 23, Indianapolis, Lisa, Sandy M., Dana Who else? Has anyone filled out Memorandum of Understanding? Due May 22 to Sandy Miller for anyone who has never gone before. There is not a place for non-ACTE members to register. Lisa will look it up and let Laura VW know. Lisa moved that if we only get one new person to apply we reimburse a member Barb seconded. Passed.

3. Region III Representative Report – Lisa Stange

The teacher shortage group will be presenting a request for ACTE funds to help market CTE education and CTE education as a profession across our region. There are some strong ties to this and the CTE Advance webinar on research

4. DE Liaison Report – Lisa Stange

RPP's are being submitted the majority are in. The bill for holding over funds was not acted on so it is potential for next year. There was a component that shared that would allow for consumables to be purchased with these dollars (with some stipulations).

People are starting to submit their CTE reporting application student assessment and proficiency data. Due date is end of June.

5. Division Reports (highlight upcoming initiatives/concerns/help needed) Please give names of new representatives for 2017-2018 if known.

- a. IAAE – Courtney May – Ag teachers doing year end reporting for SCERTA and SAE
Sept 19th is the south central CDE day so Ag's attendance may be down for conference
- b. IBEA – Sandy W – 7 PD workshops available this summer, 4 for credit. MBA Research is being used for curriculum development, October conference
- c. IFCSE – Kelsie Engelken & Courtney Teghtmeyer – Conference June 11-13 in Ames award applications are due this weekend
- d. IHEA – Kendra Ericson – Finishing planning their conference June 29-30. Posted on their website. Sandy asked about bringing greetings and when. Kendra will send Sandy an email.
- e. IITEA – Greg Kepner & Dan Kiley – no report at this time
- f. ISCA – Meri Edel – no report

6. Program of Work – Committee Reports

- IACTE Conference – Greg Kepner, Sandy Miller (see above) – Sandy Warning encouraged everyone to register for the IACTE conference
- Awards and Scholarships – Dana Lampe – May 15th was the official deadline for the Bunting scholarship award. We received two nomination letters for one student. It will be awarded at our conference this fall.
We want all divisions to submit their award winners from conferences September 15th (actually conference is the 19th, so she would like to have it changed to September 1st --- Dana will send it to the committee to decide.
Dana will send information to each division rep and the awards people.
- Membership Report – Sandy Miller 4 new members, 1 additional and 3 renewals for a total of 478 paid members
- Policy Development – Barb Lemmer – need presenters for SAI (Aug. 2nd), IASB (Nov 15 and 16) and Counselors convention. June 2nd Sandy and Barb will work on a spreadsheet for a plan and people. Lisa asked about a one-page leave behind for programming and advocacy. Sandy Warning is going to come up with something.
- Communications – Barb Lemmer – nothing else

- Nominating Committee – Barb Lemmer – nothing else

7. Executive Director's Report – Sandy Miller – Don't forget Barb needs a nomination from each division for first VP by July 15th. Written report submitted. We plan to have a BINGO card for conference attendees to move around to each exhibit. Looking for a July meeting date –Sandy would like people to send the name and contact for who will be on the board next year. Setting a date for our summer face-to-face - July 10th 9:30 to 4. Lisa will get us a room at the DE or perhaps DMACC.

8. VISION 2017 Early Bird Registration ends July 14 – if we get in soon, we can save some dollars for IACTE if they are paying. Ag is doing a group registration for a 10% off registration. Contact Sandy M if they are going so she can tack those registrations on with Ag.

9. Other – (Next meeting??? 6/20/2017 4:00-5:00 pm) This is travel day for Region III Conference – let's cancel and wait until July since there are several conflicts.

VII. Adjourn



Board Meeting
Minutes
4/18/2017
4:00 – 5:00 p.m.

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

- I. Call to order –Sandy Miller
- II. Attendance - Roll call
 - Dana Lampe, Courtney Teghtmeyer, Sandy Miller, Kelsie Engelken, Greg Kepner, Lisa Stange
- III. Approve previous board minutes
- IV. Treasurer’s Report & Budget –
 - Nothing to approve
- V. Unfinished business
 - IACTE state conference (Best Practices) 9/19/2017
 - Update – Committee is up and functioning - Meeting held April 11, DE is contributing \$5000 (\$2500 normal and \$2500 non-trad), E-blast has been sent to all members with Save the Date, Registration Link, and Call for proposals due April 28, E-blast was sent to potential exhibitors, FFA Enrichment Center and Tasteful Dinners have been secured with deposits
 - Four members have registered for the conference.
 - Exhibitor and Registration is posted on the Iowa ACTE website
 - The committee is still looking for a keynote.
 - Registration costs: \$100 registration \$60 for presenters.
 - Cindy Stover, Region III VP is would like to attend the conference.
 - **Motion:** It was moved by Dana Lampe to Waive the \$100 registration fee for Cindy Stover, Indiana, Region III V.P. to attend our Iowa ACTE Conference on Sept. 19, 2017? Second by Greg Kepner. Since we did not have quorum on the call, Sandy will send the vote electronically.
 - **All divisions are encouraged to spread the word about the conference.**
 - **It was suggested to attempt to have at least three presenters from each division.**

Report on NPS - It was mentioned that

- FFA will purchase the flight for the NPS student who was not able to attend.
- FCS has not submitted an invoice to Sandy Warning yet, Sandy Miller indicated she will request an invoice in person on Thursday.

VI. New business

1. Region III Representative Report – Lisa Stange -
Early bird registration is due May 1.
2. Region III Conference – who plans to attend? Early bird Registration due May 1
3. DE Liaison Report – Lisa Stange
Perkins update: Things are good, but moving slow. The changes made are to make it quicker and easier to report. Since Iowa is a “Do No Harm State” our monies will not be reduced.
4. Division Reports (highlight upcoming initiatives/concerns/help needed)
 - a. IAAE – Courtney May
No report

- b. IBEA – Kyle Kuhlert
No report
- c. IFCSE – Kelsie Engelken & Courtney Teghtmeyer
Conference is June 11-13
- d. IHEA – Kendra Ericson
No report
- e. IITEA – Greg Kepner & Dan Kiley
No report
- f. ISCA – Meri Edel
No report

5. Program of Work – Committee Reports

- o Conference – Greg Kepner, Sandy Miller (see above)
- o Awards and Scholarships – Dana Lampe
- o Membership Report – Sandy Miller
1 new member, 474 members
As an incentive for membership, it was suggested to charge \$125 for non-members for the Iowa ACTE conference registration
- o Policy Development – Barb Lemmer
- o Communications – Barb Lemmer
- o Nominating Committee – Barb Lemmer
Lisa Stange would like to continue as the Region III representative. She has also been asked to run for Region III Vice President to begin in 2018. It was asked if Iowa ACTE would support this. Sandy Miller will send an electronic vote for approval.

Barb Lemmer is asking from each Division, at least one name of someone who would be interested in running for 1st VP.

5. Stipend for Sandy Warning – Sandy Miller

It was suggested to pay the Treasurer, Sandy Warning a stipend. The discussion was tabled due to the limited number of attendees.

6. Executive Director's Report – Sandy Miller

See attached.

7. Date for Summer Face-to-Face Meeting? The week of July 10th or 17th?

Dana will send a Doodle poll to check for availability.

It was suggested to meet in Des Moines, 9:30-4:00 and then have a BBQ at Lisa Stange's house in the evening.

9. Other – (Next meeting is 5/16/2017 4:00-5:00 pm)

VII. Motion to Adjourn

Respectfully submitted, Secretary Pro Tem, Dana Lampe



Exec. Director Report 4.18.2017

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

1. NAPE National alliance for Partnerships in Equity: IACTE will receive a \$2500 stipend from the DE for speakers, rooms, meals, etc. to help sponsor sessions supporting the mission of NAPE

3. National Policy Seminar: March 12 – 15, 2017 Follow-up is continuing. Most of the reimbursement requests have been submitted and paid. As of last week, we still needed to receive requests for reimbursement from FCS teacher and student. 140 members of congress signed the “Dear Colleague” letter supporting Perkins. Rep. Blum and Rep. Loeb sack both signed.

4. State Leadership Training Session at NPS: We received the \$250 stipend and it was sent on to Sandy Warning.

5. IACTE Conference: The IACTE Conference will be held at the FFA Enrichment Center, Ankeny, Sept 19, 2017

Theme: Best Practices

Update – Committee is up and functioning - Meeting held April 11, DE is contributing \$5000 (\$2500 normal and \$2500 non-trad), E-blast has been sent to all members with Save the Date, Registration Link, and Call for proposals due April 28, E-blast was sent to potential exhibitors, FFA Enrichment Center and Tasteful Dinners have been secured with deposits. There is a separate exhibitor link for non-profits this year, which includes all CTSO’s and high schools. The registration links are on the IACTE website.

6. Advocacy: We are registered for the School Administrators of Iowa (SAI) Conference is August 2. Exhibits are from 8:00 a.m. – 4:00 p.m. at the Community choice Credit Union Convention Center, DM.

Greetings were brought to the FBLA state meeting at the Marriott in Coralville, April 6.

Check out our Facebook page: “Iowa ACTE”.

Respectfully submitted,

Sandra Miller



Board Meeting
Minutes
3/21/2017
4:00 – 5:00 p.m.

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

Zoom Meeting

- I. Call to order - Brad Colton
- II. Attendance - Roll call – Sandy Miller, Sandy Warning, Barb Lemmer, Dan Kiley, Brad Colton, Kelsie Engleken, Dana Lampe, Kendra Ericson, Lisa Stange
- III. Approve previous board minutes (Feb 21, 2017) – Dana Lampe / Lisa Stange - Dana will be sending them out later.
- IV. Treasurer’s Report & Budget – Sandy Warning
 - o Written report was submitted via email.
 - o NPS bills coming. Sandy W will check with FFA about Blake’s plane flight and if he can’t get a refund from the airline. If not, Barb suggested Sandy W. contact FFA to see if they can help out here so we don’t have to eat it.
- V. Unfinished business
 1. IACTE state conference (Best Practices) is set for 9/19/2017 – Greg, Sandy, Sandy update board
 - Committee membership, Barb has the Ag members and Kendra has some names for IHEA
 - Call for Proposals has been sent to all members and on our website
 - Registration link open and on the website
 - Keynote speaker asked for Kim Ford(?) from NPS
 - NAPE – Sandy M will talk to Jeanette tomorrow
 - Date to discuss conference planning meeting the second Tuesday of every month from 4-5- Tentatively set.
 2. NPS – Lisa Stange/Sandy Miller -Students did a nice job with their stories and met with all our legislators and/or their staff members. They worked hard and the feedback was for them to keep coming. Their faces and stories make the difference. Since Perkins has strong non-partisan support, this helped make it easier for the “ask.” Students also asked those who were not members of the CTE caucus to join.

Sandy is going to talk to ACTE about chaperones getting a reduced rate since they are chaperoning their students. They do not get the benefit of the entire conference.
- VI. New business
 1. Region III Representative Report – Lisa Stange was asked to run for Region III VP. That could open us up to have another person that might join us as Region III Policy representative.
 2. DE Liaison Report – Lisa Stange
 - Lisa is sharing the Legislative update that we get from the DE with Sandy. It is asked that the board send them out to their members. Question asked about legislative items being sent to school or home emails. Maybe something to think about that people check that it be sent to their home versus school emails.

3. Division Reports (highlight upcoming initiatives/concerns/help needed) –Reminder to ask Sandy to give greetings from the board at your conference!
 - a. IAAE – Courtney May – Contests done for sub districts and districts. State meeting is in April. IAAE meeting is on Saturday.
 - b. IBEA – Kyle Kuhlert no update
 - c. IFCSE – Kelsie Engelken & Courtney Teghtmeyer – Key leader meeting end of Feb. and conference finalized in June. Human Services in FCS and CTE in Ames. FCCLA state leadership is March 26-28
 - d. IHEA – Kendra Ericson – Conference planning is being finalized for the end of June at Prairie Meadows. They will be asking. They have used it for 3 years and people really liked being at the Casino and close to Adventureland for families. They love it and will send Sandy M information for their costs, etc.
 - e. IITEA – Greg Kepner & Dan Kiley—no report at this time. CR area is going to try to get the Perkins consortiums together.
 - f. ISCA – Meri Edel – not in attendance
6. Program of Work – Committee Reports
 - Conference – Greg Kepner see above
 - Awards and Scholarships - Dana Lampe – 4 people have moved on and submitted to ACTE
 - Membership Report - Sandy Miller – 2 new members this month. Now around 475 members!
 - Policy Development - Barb Lemmer - School Administrators Conference raised their prices again to \$725.
 - Communications, Newsletter, Facebook page “Iowa ACTE” – Barb Lemmer – no report
 - Nominating Committee, 2nd V.P. needed – Barb Lemmer –wants a secondary name from each division to Barb by July 15 to run for VP (think of those who are currently on the board so they are familiar). Also be thinking of names of people to be on the board next year.
4. Executive Director’s Report - Sandy Miller - Sent us a written report. MOU is available to go to Region III \$500 available as is the Leadership Training program – great opportunity. Asked if we should go ahead and register for SAI – it was mutually agreed to register even with the extra cost – important we get out there.
5. Region III Conference, June 21- 23, Indianapolis, IN – please make plans to go – deadline for early birds is May1.
6. CTE Day at the Capitol will be Wednesday, February 7, 2018
9. Other?

Kendra asked how often people meet for professional development for their CTE areas – Brad shared his region has 3 area-wide meeting each year. RPP’s might be a way to connect to the professional development dollars that can be used Region-wide.

Iowans for Public Education – Randy Richardson and Karen Nichols is on facebook - suggested by Dan Kiley to check it out.

VII. Adjourn

(Next meeting is 4/18/2017 4:00-5:00 pm – Perkins meeting is that day and Sandy M is on vacation, but will call in.)



Exec. Director Report 3.21.2017

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

1. NAPE National alliance for Partnerships in Equity: The proposal from Jeanette Thomas to partner with IACTE for State Conference was sent out to all board members on Jan 21, 2017

2. The MOU for Region III Conference was sent out to all board members on Jan 21, 2017.

3. National Policy Seminar: March 12 – 15, 2017

Those in attendance included:

Students - Luke South, TSA; Shane Sage, BPA; Mickala Stallman, FCCLA

Adult chaperones – Ryes South, Krista Goodman

Department of Education - Lisa Stange, Kelli Diemer

Executive Director – Sandy Miller

Note: One student, Blake Lineweaver, FFA, had to cancel his trip because of illness.

Successful Hill visits were made with both senators and all four members of the House or their office staff.

The students and I were also interviewed for a cable network called Showtime, for the TV show called *The Circus*, a documentary covering politics. It was to air on Sunday, March 19.

NPS went well! It was probably even more important that we stand up for CTE and Perkins this year if Congress has to pick who gets the diminished funds in the budget.

Students wrote thank you notes to the Senators and Representatives.

4. State Leadership Training Session: Sandy Miller attended the State Leadership Training on Sunday, March 12. This was the second part of the 2-part series. Iowa ACTE will receive another \$250 stipend.

Note: Each state is welcome to have as many participants as they would like in the State Leadership Training Program. You may participate as a current state leader, or as an Emerging Leader, who is eligible to receive a stipend to help offset costs of attending (provided an [MOU](#) is signed prior to the VISION session deadline.)

5. IACTE Conference: The IACTE Conference will be held at the FFA Enrichment Center, Ankeny. Save the date flyer, registration link and call for proposals have been written and sent out to all members and sent to ACTE to put on website.

6. Advocacy: School Administrators of Iowa (SAI) Conference is August 2. Booths cost \$725, up from \$715 last year. Exhibits are from 8:00 a.m. – 4:00 p.m. at the Community choice Credit Union Convention Center, DM. FBLA state meeting is at the Marriott in Coralville, April 6 and I will bring greetings from IACTE.

Respectfully Submitted,

Sandra Miller



Board Meeting
Minutes
2/21/2017
4:00 – 5:00 p.m.

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

To connect dial 515-739-1030 (Access Code 146-578-421)

- I. Call to order - Brad Colton
- II. Attendance –
Greg Kepner, Brad Colton, Kyle Kuhlers, Sandy Warning, Dan Kiley, Dana Lampe, Lisa Stange, Sandy Miller
- III. Approve previous board minutes (Jan. 17,, 2017) – Lisa Stange
- IV. Treasurer’s Report & Budget – Sandy Warning
- V. Unfinished business
 - CTE Day at the Capitol 1/31 (see attached report by Sandy Miller)
Kyle reported over 70 student spoke with 4 legislatives about CTE.
Kyle reported the state will free up categorical monies that indirectly effect CTE.
 - IACTE state conference (Best Practices) is set for 9/19/2017
 1. Discuss committee membership, facility rental, food, refreshments, and registration fees
National Alliance for Partnership in Equality would like to join with Iowa ACTE for the conference and run a Best Practice workshop. A proposal has been written. The committee will continue to work with them to finalize.
Greg mentioned needing workshop presenters.
A Save the Date message was sent to all members. It is suggests for all Division reps to send to own contact lists.
- VI. New business
 1. NPS – Lisa Stange
Conference Call meetings with DE and Students attending.
A call is set up for tonight, February 21 at 8:00 pm
1st meeting – Welcome, Intro, meet representatives
2nd meeting - What is CTE
3rd meeting – not sure yet
4th meeting – Finalize schedule

There was discussion on the cost of the rooms, 4 students attending; 3 boys and 1 girl. It was suggested to pay a ½ a room for each student. Only pay up to \$1000

2. Biennial Report to the Iowa Secretary of State to maintain nonprofit status – Sandy M

All has been submitted and waiting for approval.

3. Region III Representative Report – Lisa Stange
4. DE Liaison Report – Lisa Stange

Regional Planning Partnership (RPP's)– Documents can be found on the Iowa DE website. Advisory Council Handbook will be updated by next week and published on the DE site.

Lisa suggests for CTE members to be talking with your Regional Planning Partners and giving input on how the money will be spent. Currently there is money for districts to start using, based on the Regional Planning Partnerships decisions to be spent by July 1. Superintendents and Principals have been sent an email from the DE about the RPP's.

5. Division Reports (highlight upcoming initiatives/concerns/help needed)
 - a. IAAE – Courtney May
 - b. IBEA – Kyle Kuhlert
 - c. IFCSE – Kelsie Engelken & Courtney Tegtmeyer
 - d. IHEA – Kendra Ericson
 - e. IITEA – Greg Kepner & Dan Kiley
 - f. ISCA – Meri Edel

No reports

6. Program of Work – Committee Reports
 - Conference - Sandy Warning, Sandy Miller
See above
 - Awards and Scholarships - Dana Lampe
 - Membership Report - Sandy Miller
 - Policy Development - Barb Lemmer
 - Communications – Barb Lemmer
 - Nominating Committee – Barb Lemmer
6. Executive Director's Report - Sandy Miller
See attached
7. Region III Stipend (see attachment)
9. Other? (Next meeting is 3/21/2017 4:00-5:00 pm)

VII. Motion to Adjourn
Meeting adjourned 5:07

Respectfully submitted, Secretary Pro Tem, Dana Lampe

Executive Director Report

February 21, 2017

1. A successful CTE Day at the Capitol was held Tuesday, January 31 from 9:00 to 3:00 in the West and South wings of the Rotunda. All five divisions were represented with students from middle school through community college level! There were approximately 85 - 90 CTE people in attendance including approximately 20 teachers, 60 students, 5 IACTE board members and 3 CTSO state advisers. Board members present were: Kyle Kuhlers, Barb Lemmer, Brad Colton, Lisa Stange and Sandy Miller.
The following schools represented Iowa CTE with professionalism and class!

Waukee – FFA

Linn Mar – FFA

Ames –Business

DM Central Campus – FCS Pro Start

Atlantic – FCS Pro Start

DMACC – Med Lab Tech

DMACC – Surgical Technology

DMACC – Paramedic

DMACC – Medial Assistant

Ames – Middle School FCS

Southeast Polk – Industrial Tech, Iowa Industrial Technology Expo

Indian Hills Community College – Laser Technology

Oskaloosa – FCS, Business, Industrial Technology

Johnston – Industrial Technology, PLTW

Waverly Shell Rock – Middle School FCS

State FCCLA Display

2. CTE Day at the Capitol for 2018 has been confirmed for Wednesday, February 7 , 9:00 – 3:00! Mark your calendars. IACTE will have the north, west and south wings of the Rotunda next year.
3. A *Statement of Change of Registered Office and/or Registered Agent* and the *Biennial Report* was filed with the Secretary of State office to retain our nonprofit corporation status according to Iowa Code Chapter 504. This required signatures of Dave Bunting, Brad Colton and myself.
4. Membership: We have had 5 new members in the last month. Two FCS, one Business, one Industrial Technology and 1 Integration of Academics and Career Tech.

Respectfully submitted,

Sandra K. Miller



Board Meeting
Minutes
1/17/2017
4:00 – 5:00 p.m.

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

- I. Call to order at 4 PM by- Brad Colton
- II. Attendance - Roll call Brad Colton, Sandy Miller, Barb Lemmer, Greg Kepner, Courtney Teghtmeyer, Kelsie Engelken, Dana Lampe, Kendra Ericson, Sandy Warning and Lisa Stange (we had issues with the call in number – some of us got on after a couple of tries, some never did – Dana will set up a ZOOM for our next meeting to hopefully avoid this issue)
- III. Approve previous board minutes (Dec. 13, 2016) – Lisa Stange Sandy Miller had a couple of typos – “t” on wen on VI and IX – third bullet cross out “at” End cross out mutual
 - o Motion – by Greg to accept with corrections, seconded Dana, passed
- IV. Treasurer’s Report & Budget – Sandy Warning – Sandy sent an email about 6 people she is trying to collect form conference
- V. Unfinished business
 - CTE Day at the Capitol 1/31 (student names to Sandy M by 1/24)
 - We have a good group of teachers and students that will be there. Sandy wants everyone to have a back-up table just in case with you if there aren’t
 - Set date for IACTE state conference to 9/19/17 will be the date. Sandy will reserve the FFA Enrichment Center and send out a “save the date.”
 - Conference Planning committee: Sandy M, Sandy W, Greg, Lisa – We also would like someone from each division on the committee. Ag has two people and Barb will get those names. Greg will send out an email for a planning meeting in the near future.
- VI. New business
 1. NPS – Lisa Stange – 3 students currently – waiting for a TSA student name. Lisa is organizing 4 ZOOM sessions for training and will send out information to the board once they are finalized if they would like to attend. (Checking on recording them)
 2. Biennial Report to the Iowa Secretary of State to maintain nonprofit status – Sandy Miller will fill this out (semi-annual report) and will get this taken care of.
 3. Region III Representative Report – Lisa Stange – Region III, Teacher Shortage Caucus for teacher recruitment – the group that met at VISIONS set up a timeline and she will be contacting people by the end of the month for additional work. Steve DeWitt also shared with her that ACTE will be using Teacher Shortage as an issue session at NPS.
 4. DE Liaison Report – Lisa Stange – Most Regional Planning Partnerships have had their first meeting or a planning meeting. All programs will need to be approved in the next 5 years and guidance documents are being prepared. ANY questions or concerns, PLEASE contact Lisa or Pradeep. They will forward to the correct person and provide you with answers. There was a recent article that was published that shared comments at a hearing and it was in a forum that was just for public comment. Unfortunately, the author did not seek clarification from the DE. The DE compiled a document earlier this year to answer similar concerns. Lisa will share that with the group.
 5. Division Reports (highlight upcoming initiatives/concerns/help needed)
 - a. IAAE – Courtney May
 - b. IBEA – Kyle Kuhlbers

- c. IFCSE – Kelsie Engelken & Courtney Tegtmeyer --- Winter planning meeting is in February to meet with Key leaders. Schedule is in the planning stages for early June meeting.
- d. IHEA – Kendra Ericson – conference planning for June 29 and 30th
- e. IITEA – Greg Kepner & Dan Kiley – no report
- f. ISCA – Meri Edel

6. Program of Work – Committee Reports

- Conference - Sandy Warning, Sandy Miller – Sandy W. updated the registration for this year
 - Can we charge a different fee for non-members? Committee will check into this
- Thursday April 6th FBLA—Sandy Miller will be there
- Awards and Scholarships - Dana Lampe – need awards by Sept 1st. Updated copy to send to members for the Dave Bunting scholarship – Where to send? Lisa will help Dana find out who to send to at CC in addition to the teacher prep schools.
- Membership Report - Sandy Miller – one new member for Dec. 458 members now. We are to have a membership committee to work on membership. We need 40 people to meet our goal.
- Policy Development - Barb Lemmer --
- Communications – Barb Lemmer – Barb started an IACTE Facebook page
- Nominating Committee – Barb Lemmer

7. Executive Director’s Report - Sandy M – all has been covered and she will email a written report

8. CTE Month Activities – Great Ideas on ACTE’s website – Put CTE on your tagline and send out the logo to all in the association (Lisa will get to Sandy)

9. Other? – Dana will set up a ZOOM for next month, given the problems with people connecting.
Tuesday, Feb 21st at 4 PM

VII. Motion to Adjourn moved by Greg, Courtney seconded passed.



Executive Director Report 1.17.17

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

Advocacy Events

- **CTE Day at the Capitol:** January 31, West and South Wings of the Rotunda.

Set-up 8:00 – 9:00 a.m.

Display time: 9:00 – 3:00 p.m. Teachers need to submit names, program and student names by January 24.

As of now we have about 12 tables from at least 9 different schools. All five divisions are represented.

- **National Policy Seminar:** March 13 – 15, 2017.

Iowa Fact Sheet

The final draft has been written.

Iowa ACTE 2017 Conference:

Need to finalize date ...Sept 19th?

Biennial Report

To the Iowa Secretary of State to maintain tax exempt status

Membership

We added one FCS division member in December. Membership is at 458.

Respectfully submitted,

Sandy Miller

Executive Director



Board Meeting
Minutes
12/13/2016
4:00 – 5:00 p.m.

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

- I. Call to order - Brad Colton at 4:02
- II. Attendance - Roll call – Brad Colton, Sandy Miller, Lisa Stange, Dan Kiley, Dana Lampe, Greg Kepner, Kendra Ericson, Kyle Kuhlers, Courtney May, Sandy Warning
- III. Approve previous board minutes (Nov. 9, 2016) – Thank you to Dana Lampe for taking the notes. Motion to approve by Dana Lampe, seconded by Dan. Approved.
- IV. Treasurer’s Report & Budget – Sandy Warning -- Accepted by consent. Things are looking very good from conference. We netted about \$ 5,000 on the conference. Still have about 7 to collect from.
- V. Division Reports (highlight upcoming initiatives/concerns/help needed)
 - o IAAE – Courtney May – Had a board meeting recently and working on contest participation for FFA students.
 - o IBEA – Kyle Kuhlers – Will share information for another teacher for Day at the Capitol. Winter meeting is in January for Region 7
 - o IFCSE – Kelsie Engelken & Courtney Teghtmeyer- not in attendance – no report
 - o IHEA – Kendra Ericson – planning summer conference and will get Lisa name for their NPS student
 - o IITEA – Greg Kepner & Dan Kiley – no report, working on getting people for Day at the Capitol
 - o ISCA – Meri Edel – not in attendance
- VI. ACTE Region III Representative Report – Lisa Stange shared that the Region III teacher shortage meeting went very well at VISIONS. We had a lot of people at our morning meeting on Friday and we also found some great connections with the ACTE and NBCT caucus as well. At the caucus, we made a timeline for the action plan. Lisa and some others from the FCS program management committee went to talk to the new Human Services Dean at Iowa State to share the state of FCS education and teacher numbers in the state. She developed an “FCS Brief” with information on the CTE Redesign Bill and how it affects programming as well as how it can affect the need for a pool of educators. This might be something that can be developed for each service area and then have a group meet with the teacher prep programs across the state to share the need for CTE educators state and nation-wide. They also highlighted the need for continuing education and professional development for current teachers and those that are looking to get certified or endorsed in CTE areas.
Region III conference is in Indianapolis June 21-23. It would be good to get a group going from our state. We could share rides and perhaps rooms.
- VII. DE Liaison Report – Lisa Stange - Reported on the RPP meetings that are currently happening and the guidance documents that are in progress. These will be posted on the DE website and updated frequently as more documents and templates are added. Also shared some information about Advisory Councils from questions. She will send out clarification on those soon.
- VIII. Executive Director’s Report - Sandy Miller – written report submitted.
 - o Received a thank you for the counselor’s door prize.
 - o Requesting for the 3rd Tuesday of every month from 4 – 5 for our calls.
- IX. Program of Work – Committee Reports

- Conference - Sandy Warning, Sandy Miller - Conference Date Discussion -- Dana will create a google calendar that divisions can put their division conferences with dates to help us plan around. She will do that this week and everyone should have their dates in by December 20.
- Awards and Scholarships - Dana Lampe – Dana sent out an email with hints and suggestions. She will ask the award committee members to look at them again. She also needs to know if the awards committee people have changed from the divisions because they will be doing the judging. March 1 is the due date for application for Region III for the state winners. Four are eligible to move on.

State deadlines have been all over, but it needs to be before our conference date and 3-4 weeks before that date so we can read and score the applications and purchase the plaques as well. Suggestion to have the deadline September 15. Dana will get the committee together.

- Membership Report - Sandy Miller – Currently we are at 457 paid members and our goal is 500. We need to think about doing a membership drive. Each division should look at their numbers and determine how they will increase their membership numbers. She will send a membership form out and we need to determine at a way for divisions to work on this. Who are our membership committee members? Brad and Sandy will discuss and report back. Sandy is already asking people to advocacy events to be a member of our association.
- Policy Development - Barb Lemmer – not in attendance/no report
- Communications – Barb Lemmer - not in attendance/no report
- Nominating Committee – Barb Lemmer - not in attendance/no report

X. Unfinished business

- CTE Day at the Capitol 1/31 (students needed)
 - Contact Sandy if schools want to come. She has the rotunda reserved so there is space and we want to fill it up!
 - 2 Ind. Tech. groups currently

XI. New business –

- Lisa will set up ZOOM sessions for the rest of the meetings.
- NPS Webinars will be set up starting in January.

XII. Other?

FFA request on splitting sponsorship was taken care of with a discussion that Sandy Miller had with Barb. The new rotations don't really allow for this to work.

Strategic plan discussion/Committee for future meetings as well as a Face to Face meeting.

XIII. Motion to Adjourn by mutual Dan and seconded by Dana. Jan. 17th next meeting at 4 PM.



Executive Director Report 12.13.16

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

Quality Association Standards Award

Iowa was a recipient of the Quality Association Standards Award for 2016 and received this recognition (certificate, several QAS pins and year plate to go on our plaque) at ACTE VISION. This makes four years in a row!

Advocacy Events

➤ **Iowa Association of School Boards (IASB) conference at the Iowa Events Center:**

November 16, 3:30 – 5:00

FCS teacher, Alison Thompson, along with two students from Southeast Polk FCS Middle School showcased projects and curriculum from a gerontology unit.

Ag teacher, Jamie Christiansen, along with two Ag Sci students from Midland H.S. showcased water quality testing.

November 17, 9:00 a.m. – 2:00 p.m.

FCS teacher, Sherry Vogel, and six students showcased their culinary program and gave out delicious mini tarts.

Two teachers from Southeast Polk, Brett Rickabaugh and Kirby Vanwey, showcased trophies and information about the Iowa Industrial Tech Expo for a couple hours in the afternoon.

➤ **CTE Day at the Capitol:** January 31, West and South Wings of the Rotunda.

Set-up 8:00 – 9:00 a.m.

Display time: 9:00 – 3:00 p.m. Teachers need to contact me with their names, program and student names by January 24 if they plan to attend.

We currently have three Ag Science, four FCS and two Industrial Tech programs that have shown interest in attending.

We need Business and Health Science representatives!

➤ **National Policy Seminar:** March 13 – 15, 2017. This coming year, the following CTSO's are up for attendance in the rotation: Agriculture (FFA), Business – (BPA – Secondary), Family and Consumer Sciences (FCCLA), Health Science (HOSA).

Iowa Fact Sheet

The rough draft has been written.

VISIONS

Approximately fifty Iowans attended including Lisa Stange, Dana Lampe, Brad Colton, Greg Kepner, Barb Lemmer, Sandra Miller, Pradeep Kotamraju, Kelli Diemer and Andrew Wermes.

Voting Delegates were Lisa, Dana and Brad.

Sandy Miller participated in the State Leadership Training Program.

Iowa received the Highest Percent Membership Increase award in Region III at this point in the year.

Possible Upcoming Board Meeting Dates: 3rd Tuesday of every month, from 4:00 – 5:00 p.m.?

Jan 17, Feb 21, March 21, April 18 and May 16

Future Website Updates:

Award winners 2015 and 2016

Google Calendar

David Bunting Teacher Preparation Scholarship application

Iowa ACTE 2017 Conference:

Possible dates include:

Tuesday, Sept. 19

Wednesday, Oct. 4

Thursday, Oct 5

Respectfully submitted,

Sandy Miller

Executive Director



Board Minutes 11.9.2016

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

I. Call to order - Brad Colton

Brad Colton called the meeting to order at 4:07 p.m.

II. Attendance - Roll call

Lisa Stange, Kelsie Engelken, Brad Colton, Sandy Miller

III. Approve previous board minutes (Oct. 18, 2016) – Lisa Stange

Motion to approve by Lisa, seconded by Kelsie, motion passed.

IV. Treasurer's Report & Budget – Sandy Warning No Report.

V. Division Reports (highlight upcoming initiatives/concerns/help needed)

- IAAE – Courtney May – No report.
- IBEA – Kyle Kuhlers - No report.
- IFCSE – Kelsie Engelken & Courtney Teghtmeyer - Nothing much new since October. A few FCS teachers are volunteering for ISBA conference.
- IHEA – Kendra Ericson - No report.
- IITEA – Greg Kepner & Dan Kiley – No report.
- ISCA – Meri Edel – No Report.

VI. ACTE Region III Representative Report – Lisa Stange - No report.

VII. DE Liaison Report – Lisa Stange Lisa has been to lots of school districts and consortiums that have questions about the CTE bill. There is still time to comment on the proposed rules online on the DE website. They are working heavily on Guidance documents. Jeremy Varner and Pradeep have been meeting with community college and AEA presidents as they prepare to convene regional planning partnerships. Secondary CTE applications are online now and schools can start putting in information.

VIII. Executive Director's Report - Sandy Miller – See attached report - scroll down

IX. Program of Work – Committee Reports

- Audit Review - Sandy Warning - No report needed.
 - Annual audit (2015-2016 Year)
- Conference - Sandy Warning, Sandy Miller – No report. Greg has mentioned a planning meeting in November or December.
- Awards and Scholarships - Dana Lampe – No Report.
- Membership Report - Sandy Miller - See attached report.

445 paid memberships, 154 student memberships

- Policy Development - Barb Lemmer – No report
- Communications – Barb Lemmer – Barb plans to send out a survey on Google Forms or Survey Monkey to get input to find out what people want for communications. Do we want to use Instagram? Facebook? Other?
- Nominating Committee – Barb Lemmer – No report.

- X. Unfinished business
- Iowa Association of School Boards Conference 11/16-17 (students needed) – Students are lined up for this event.
 - CTE Day at the Capitol 1/31 (students needed)
- XI. New business
- Evaluation results for IACTE state conference
Lisa said that they talked about it at the DE meeting the other day. Comments on the evaluation were contradictory. What one person thinks needs improved, another person prefers the way it was. Some people wanted an update on the CTE bill, but it wasn't the right timing for that to happen. Best Practice themed conference was well received. Overall the ratings were pretty good. Do we want it to be the same format? Pradeep would like the DE to help with it again next year. A one day conference is still the easiest for teachers to attend.
 - NPS –
Ag has submitted their student name.
FCS has picked someone, but we need the name.
Lisa will be sending out an email next week with the requests for final names.
Webinars will begin late Jan. Lisa and Sandy will attend. If anyone else wants to go it should be interesting.
- XII. Other?
- Items of interest for VISION 2016 Conference
Lisa will send out a tentative agenda for VISIONS.
Next Meeting will be December 13 at 4:00 p.m.
- XIII. Motion to Adjourn - Meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Sandra Miller, Secretary Pro Tem

(Scroll down for Executive Director Report)



Executive Director Report 11.9.16

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

Quality Association Standards Award

This application was successfully submitted by the October 15th deadline. We are waiting for the results of our application.

Advocacy Events

- **IBEA** – Business division conference: Oct 24th at Holiday Inn, Merle Hay Road. Hosted an exhibit table from 7:30 a.m. - 2:00 p.m. and addressed the attendees with a 3-minute greeting from IACTE.
- **ISU** – I gave a 35-minute IACTE/ACTE PowerPoint presentation to about 20 ISU FCSED 206 students on Oct. 31.

- **Iowa School Counselors Conference (ISCA):** Nov 7 – 8 at Prairie Meadows Convention Center, Altoona. Monday, Nov. 7 from 8:00 a.m. - Noon Steve Clark and four students from Clear Creek/Amana Industrial Tech. showcased the ACE Mentor program and A.J. Gevock along with three students from Indian Hills Community College showcased the Photonics program from noon to 3:30.

Tuesday, Nov. 8th, 7:30 a.m. to 12:15 p.m. I attended our exhibit. (The teacher and students that were scheduled, canceled on Monday morning.)

- **Iowa Association of School Boards (IASB) conference:**
November 16, 3:30 – 5:00 with set-up prior to that. FCS and Ag have volunteered to fill this time slot.
November 17 9:00 a.m. – 2:00 p.m. FCS and Ag have volunteered to fill this time slot. Two additional Industrial Tech programs have volunteered also.
- **CTE Day at the Capitol:** January 31. Let's fill the Rotunda with displays from every division! Plan now to attend!
- **National Policy Seminar:** March 13 – 15, 2017. This coming year, the following CTSO's are up for attendance in the rotation: Agriculture (FFA), Business – (BPA – Secondary), Family and Consumer Sciences (FCCLA), Health Science (HOSA).

Iowa Fact Sheet

Lisa and I are still working to create this ACTE produced Iowa Fact Sheet. Des Moines Central Campus CTE and Iowa CTE redesign will be featured.

VISIONS

Fifty Iowa attendees including Lisa Stange, Dana Lampe, Brad Colton, Greg Kepner, Barb Lemmer, Sandra Miller, Pradeep Kotamraju, Kelli Diemer, Andrew Wermes, Fidelis Ubadigbo and 40 others.

Voting Delegates: Lisa, Dana and Brad

State Leaders hip Training Program: Sandra Miller

Possible Upcoming Board Meeting Dates: 3rd Tuesday from 4:00 – 5:00 p.m.?

Jan 17, Feb 21, March 21, April 18 and May 16

Website Updates:

Award winners 2015 and 2016

Google Calendar

David Bunting Teacher Preparation Scholarship application

State Leaders Conference Call Announcements:

Awards application is changing

CTE Month February 2017

Respectfully submitted,

Sandy Miller

Executive Director

(Scroll Down for Membership Report)



2016-2017 Membership Report 11.9.16

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

Associated Memberships: From divisions only

IFCSE 113 (down from 133 last year) (4 also paid ACTE so are Affiliated)

IHEA = 83 (up from 57 last year)

IBEA = 99 (down from 127 last year)

IAAE = no payment yet, payment for 133 coming at some point (down from 158 last year) These will all be Affiliated.

Total 428 from division payment.

Affiliated Memberships:

Administration 3

Business 3

FCS 3

Health 1

Industrial Tech 4

Career Academy 2

Guidance 1

Additional Associated Memberships

FCS 4

Student Memberships:

FCS students: 2 from ACTE + 49 from ISU through ACTE + 2 from IFCSE conference = 53

Ag students: 1 from ACTE + 100 sent to me on spread sheet from ISU = 101

Total student members (free) = 154

Total Affiliated or Associated Members =449

Respectfully submitted,

Sandy Miller

Executive Director



Board Meeting
Minutes
10/18/2016
4:00 – 4:45 p.m.

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

I. Call to order - Brad Colton
4:10 pm

II. Attendance - Roll call

Brad Colton, Barb Lemmer, Sandy Warning, Sandy Miller, Greg Kepner, Kyle Kuhlert, Kendra Erickson, Dana Lampe, Lisa Stange

III. Approve previous board minutes (Sept. 6, 2016) – Lisa Stange

The board minutes were sent via email by Sandy Miller
Kyle moved to approve the minutes, second by Greg, Motion passed

IV. Treasurer's Report & Budget (July 1 – Present) – Sandy Warning

Conference Financials were shared via email
Potential profit is approx. \$8600, \$3200 still to collect. Sandy states she is confident in being able to collect. No concern at this time.

Keynote did not charge for speaking; she only charged for flight and travel expenses

Discussion:

- Catering charge was increased from the original budget, due to additional registrations, exhibitors and vendors.
- Barb will send conference budget information on to Greg for next year's conference committee
- Future discussion may be needed for pricing for presenters.
- Not easy to compare with last year since we piggy back with another division.
- It was suggested that the new conference committee look at the financials and conference details for next year.

Each division is responsible to get a representative to be on the conference committee. Then send the contact information to Greg.Kepner@indianhills.edu and Sandy Miller sandymiller1414@gmail.com.

The DE would like to be a part of the conference, Lisa Stange will be that representative.
Sandy Warning had indicated she will continue to do Registration.

Looking to have the first meeting the third week in November, Greg will send out information.

- V. Division Reports (highlight upcoming initiatives/concerns/help needed)
- IAAE – Courtney May
 - Students and advisers have left for National Convention.
 - IBEA – Kyle Kuhlert
 - Conference is coming up this weekend, 96 registered.
 - Board meeting is Sunday night. Kyle will check with members for Policy Committee and Conference Committee. Lois Roth will continue on the Awards Committee.
 - IFCSE – Kelsie Engelken & Courtney Tegtmeyer
 - Just had their key leader meeting and have identified the following:
 - People identified for advocacy events
 - Meeting October 8; goal to work more with their key leaders -500 FCS teachers are in the state and only 100 attend conference – Working on PD for Key Leaders that will then share out to their Areas
 - Facebook – Pop-up collaboration activity for all FCS – professional development
 - Conference is June 11, in Ames at the Gateway Hotel
 - FCS plans to provide \$1000 for a student to attend NPS
 - IHEA – Kendra Ericson
 - They have identified who will be working with the IACTE board, this information will be sent to Sandy and Greg.
 - They are working on identifying students to attend the advocacy activities.
 - Conference is June
 - IITEA – Greg Kepner & Dan Kiley
 - Potential president has come forth and is planning a meeting in the future. They are hoping to revise the association.
 - ISCA – Meri Edel
 - No report

VI. ACTE Region III Representative Report – Lisa Stange

- Region III Conference, June 21-23 Indianapolis
- Would like to have all on the board attend if they can. Also promote throughout the divisions.

VII. DE Liaison Report – Lisa Stange

- CTE Redesign, Comments and input is due October, 21
- This information will go to the board, the board will accept, then put out again for public comment
- The entire process will take a while – Regional partners will need to meet by June

VIII. Executive Director's Report - Sandy Miller

- QAS was submitted. This is a 40+ page application which can be used to evaluate our associations work and to improve our practice. Sandy is requesting time to discuss this.
- Sandy will be giving greetings at IBEA and will host an IACTE exhibit
- Sandy will present to ISU FCS students Oct 31 about IACTE/ACTE

Advocacy: Need teachers and students to volunteer to showcase their classroom learning.

Iowa School Counselors Conference (ISCA): Nov 7 – 8 at Prairie Meadows Convention Center, Altoona. Monday, Nov. 7 from 8:00 a.m. – 3:30 p.m. We need one or two teachers and students to volunteer for this time slot. Tuesday, Nov. 8th, 8:00 to noon. We could use one more teacher and students to volunteer for this time slot.

Ag has volunteers for Tuesday. No other division has offered volunteers yet.

Iowa Association of School Boards (IASB) conference:

November 16, 3:30 – 5:00 with set-up prior to that. We need one or two teachers to volunteer for this time slot.

November 17 9:00 a.m. – 2:00 p.m. Ag and FCS have volunteered to fill this time slot.

CTE Day at the Capitol 1/31 (students needed)

- Iowa FACTS sheet – Lisa and Sandy are working on. Focus on CTE Redesign and another program (Pradeep)
- ACTE Voting Delegates have been sent. Sandy is finalizing the list for the Leadership Breakfast.

IX. Program of Work – Committee Reports

- Audit Review - Sandy Warning
 - Annual audit (2015-2016 Year)
- Conference - Sandy Warning, Sandy Miller
- Awards and Scholarships - Dana Lampe
- Membership Report - Sandy Miller
- Policy Development - Barb Lemmer
- Communications – Barb Lemmer
- Nominating Committee – Barb Lemmer
 - 2nd V.P. nominations?

X. New business

- National Policy Seminar and Rotation for new service areas discussion

Ration has been shared. Lisa is needing the contact names of the students and advisers from each division. Conversation has been tabled for next meeting.

XI. Other?

- Announce date/time for Nov. and Dec. meetings

Sandy and Brad will discuss next meeting dates, trying to keep them on a similar rotation, the meetings will last one hour.

XII. Motion to Adjourn

Greg moved to adjourn, Brad second 4:57 pm

Respectfully Submitted,
Dana Lampe, Secretary Pro Tem



Board Meeting Minutes 9/6/2016

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

I. Attendance - Roll call

Sandy Miller, Sandy Warning, Barb Lemmer, Dana Lampe, Courtney Teghtmeyer, Courtney May, Barb Lemmer, Kelsey Engelken, Brad Colton, Barb Lemmer, Lisa Stange, Greg Kepner

II. Approve previous board minutes (July 27, 2016) – Lisa Stange

- Motion to approve: Kelsey, 2nd by Barb. Motion passed.

III. Treasurer's Report & Budget (July 1 – Present) – Sandy Warning

- Emailed the updated report this morning. We will need to look into the budget more carefully in October after conference.

IV. Division Reports (highlight upcoming initiatives/concerns/help needed)

- IAAE – Courtney May – successful summer conference
- IBEA – Kyle Kuhlers – no report
- IITEA – Greg Kepner – working to get things moving for the group
- IHEA – Kendra Ericson – no report
- ISCA – Meri Edel – no report
- IFCSE – Kelsie Engelken & Courtney Teghtmeyer – successful conference in June - Oct. 8th is the IFCSE Key Leader meeting in Ames at ISU

V. ACTE Region III Representative Report – Lisa Stange

Region III meeting will be in Indianapolis in June so it will be within driving distance. Working on a Regional Shortage discussion and ACTE is very interested in this topic. They are giving us a room at VISION to continue the work. Barriers have been identified and working on an action plan. NBCT/ACTE have formed a partnership to encourage CTE educators to become more highly qualified. NBCT has a new certification that is for those coming from industry rather than the traditional route to education. Lisa is on the advisory committee that is tasked with finding people to serve on the committee that will begin with a kick-off at VISION. Let her know if you know of people willing to serve.

Be sure to check the ACTE website and Policy announcements for news of ESSA, WIOA, and Perkins. We have a strong bi-partisan support for these and need everyone's help in contacting your congress representatives to support.

VI. DE Liaison Report – Lisa Stange

- Rules are currently being written for Phase II of the CTE Redesign Bill. (Phase I was the career guidance piece and accepted vendors are listed on the DE site for schools to choose from.) The goal is to share them near the end of September for public comment and then they will revise

to present to the board in November. As always, your input is valued. Please post your questions on the website from the listening sessions and there will be a FAQ document developed.

VII. Executive Director's Report - Sandy Miller

- Advocacy events –
 - In need of teachers to bring students to showcase
 - **Iowa School Counselor's** conference November 7th and Nov. 8th morning -- Divisions need to find those people and contact Sandy (at the Casino in Altoona)
 - **Iowa Association of School Boards (IASB)** Nov 16 and 17– 3:30 – 5 on the 16th and 9 -2 on 17th (Community Choice)
- Ordered display materials from ACTE and will speak at the IBEA conference
- Working on updating the website.
- Please check the board member update that was sent today for corrections and get them to Sandy M.

VIII. Program of Work – Committee Reports

- Audit Review - Sandy Warning -- no report
- Conference Planning – Sandy Warning, Lisa Stange, Sandy Miller --
 - 34 registrations currently are for presenters and 47 are registered currently that are paying. Conference schedule is updated on the website. Sandy will send another e-blast out with updated descriptions and registration. Our blast only goes to IACTE members this year or last year. Consultants will send something out and hopefully those coordinators in consortiums can also send out. Greg sent out an email to all the CTE Deans across the state and industrial tech people.
 - We have \$1,350 vendors and we are encouraging CTSO's to exhibit –FFA, IBEA, IA Ind Tech Expo all are exhibiting. They can exhibit for \$12 for lunch.
 - Sandy W. will share the exhibitor document with Brad.
 - 4 board members are not registered.
 - House of Delegates report should be sent to Sandy Miller by September 18th.
- Awards and Scholarships - Dana Lampe
 - The awards have not been finalized. Only Agriculture has applied. The application and portal is open. The due date is incorrect in the text on the portal. Each division was to look at the applications and determine the winners. Portal will be open until the 15th of September for all applications. Then the committee needs to read them and winners will be selected it by 19th. If division doesn't have anyone to submit, any member may apply on this link. Dana will get info to Lisa by the 23rd for plaques to be ordered.
- Membership Report - Sandy Miller
 - Working on membership data bases. IFCSE 113 members, IHEA 83 members. Students are counted as affiliated members nationally, so Sandy used that in figuring the delegates.

- Policy Development - Barb Lemmer –
 - CTE Bill rules will be on website for comment
- Communications – Barb Lemmer –
 - newsletter will be out after conference
- Nominating Committee – Barb Lemmer
 - Barb moved to appoint as 1st Vice President Greg Kepner. 2nd by Courtney May. He is very willing to serve and has the passion. He is at IHCC and is the Dept. Chair in Advanced Manufacturing and leading a grant for the MW Photonics Education Center. Motion Passed! THANK YOU Greg!!!

IX. Other –

- Quality Association Award will be filled out soon – Sandy M will check on this.
- Sandy M. will send out lodging information for those of you who need to.
- We'll meet at Lisa's at 6:30 for social and really meeting starts at 7 PM.

X. Motion to Adjourn – moved by Courtney T. seconded and approved by consent



Annual Assembly of Delegates Ankeny, Iowa Minutes 9.29.16

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

Called the Meeting to Order at 4:15

Brad Colton, President

Roll Call of Delegates

Sandy Miller, Executive Director

IAAE – 5, IBEA – 4, IFCSE 5, IHEA – 2, IITEA – 1 17 voting delegates present

Appointment of Parliamentarian

Brad Colton

Craig McEnany volunteered

Introduction of IACTE Board of Directors

Brad Colton

Board members stood and introduced themselves

Approval of the 2016 Agenda

Brad Colton

Pat Thieben moved we approve the agenda, 2nd by Kyle Kuhlers. Passed.

Approval of Minutes for the 2015 Assembly of Delegates

Lisa Stange, Secretary

Kyle Kuhlers moved they be approved. Sandy Warning 2nd. Passed.

Treasurer’s Report for the 2015-2016 Fiscal Year

Sandy Warning, Treasurer

Beginning balance was 15,591 – balance at the end was 29,700

Craig McEnany moved it be approved. Barb Lemmers 2nd. Passed.

Standing Committee Reports

Committee Chairperson(s)

- **Audit Review**

Sandy Warning

Books were audited and report was sent to the board. Sandy moved approval. Passed.

- **Awards and Scholarships**

Dana Lampe

Written report submitted. Please let Dana know if your division committee member has changed. We need more award nominations, three awards had no nominations. This year we had the least applications and we want the divisions to encourage their award winners to apply. Nominations can also come from the field. The ACTE awards portal is being used and makes for a very smooth transition for the next level of awards. Dana notified winners and those who did not prior to the ceremony. The winners’ principals and board members were also notified so they could attend the awards ceremony. We are going to work on the winners’ applications to help them work on their applications so that they can be stronger for the next level. Dana moved approval. Passed.

- **Conference Planning**

Sandy Miller and Sandy Warning

Sandy-squared shared our success this year. We had 137 attendees, 35 presenters and 21 exhibitors including Intermediaries. Discussion about the use of PO’s. Sandy W. will look into it. They are a commitment from a school. Sandy W. moved the report be approved. Question is are delinquent payments collected. Sandy W. said yes that they are in progress and she goes after them. Passed.

- **Membership**

Sandy Miller

505 paid members currently. 32 student members for a total of 537 members for 15/16. It is a little unclear the division members are signing up for because of how they come down from ACTE if people choose more than one division. Sandy reported that we hit our goal of 500 members but we still need to continue to recruit members. Sandy squared made new membership forms and encouraged us to We are not a unified state, so there is some recording problems. We also need to check the bylaws for member divisions as we have enough members as Administrators that they can be a division. Sandy moved we approve. Passed.

- **Policy Development**

Barb Lemmer

Conference call will happen in the next couple of weeks. We need to be sure that we have a person identified from each division. It is important for this group to keep informed on state and national policy and report out to the field. Barb moved the report be approved. Passed.

- **Communications**

Barb Lemmer

Diane C. started the newsletter two years ago and Barb has had difficulty with getting articles from people. What types of communications are needed and what people want? Barb will be working with the divisions and see about sending a survey out. Sandy M. noted two newsletters were printed and are on the website. It is important to have a history on the website as part of QAS and the newsletters are a good piece. Dana Lampe offered to work with Barb on this committee. Suggestion to look at a phone app that can work – it is less stagnant and conferences can maybe be put on them as well (Identify.com is one such website). Barb moved we approve the report. Passed.

- **Nominating**

(announcement)

Greg Kepner has agreed to be 1st VP. Thank you Greg, for stepping up. We are looking for a second VP. Passed.

Reports from Division Representatives (written reports can be emailed to Sandy Miller for inclusion in the minutes)

- **Agricultural Education (IAAE)**

Courtney May

Oral report given. Teach AG day signing event was a success!

- **Business Education (IBEA)**

Kyle Kuhlert

Oral report given. 6 workshops completed in June for credit and anyone is welcome to attend.

- **Family and Consumer Sciences Education (IFCSE)**

Kelsie Engelken & Courtney Teghtmeyer

Oral report given. Conference in UNI last June and will be at ISU this coming June.

- **Health Education (IHEA)**

Kendra Ericson

Oral report given. This year's state HOSA conference was the largest they have had and they are adding chapters across the state!

- **Industrial Technology Education (IITEA)**

Greg Kepner

Oral report given. They are still struggling but had a conference last fall with over 100 there. They have only had one meeting since. They are currently looking for a president and are working on revitalizing!

- **School Counselors (ISCA)**

Meri Edel

No report given.

2016 ACTE Region III Conference

Lisa Stange, Region III Representative

Region III conference is June 21-23 in Indianapolis, IN

Executive Director's Report

Sandy Miller

Written report submitted. Many state advocacy events that showcased students were a part of our work this past year. We received the Quality Association Award last year for the third year in a row and we will apply again this year.

New Business

- **Proposed Budget for the 2016-2017 Fiscal Year**

Brad Colton

Barb reviewed the proposed budget. Sandy will be participating in the ACTE Leadership group this year. NPS discussion. Thank you Barb for all of the work. Craig McEnany moved. Dana Lampe seconded. Passed

Announcements

Sandy Miller

Upcoming advocacy events – please send Sandy names ASAP! We will have a table for IACTE at the Business conference.

Adjournment

Brad Colton

Sandy Warning moved we adjourn. Adjournment by concession.

Respectfully submitted,

Lisa Stange, IACTE secretary



Board Meeting Minutes 7.27.16

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
IBEA	Iowa Business Education Association
IFCSE	Iowa Family & Consumer Sciences Educators
IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

Welcome and introductions

- I. Call to Order
- II. Attendance – Roll call In attendance, Sandy Warning, Sandy Miller, Lisa Stange, Kelsey Engleken, Barb Lemmer, Kyle Kuhlers, Dan Kiley, Kendra Ericson
- III. Approve previous board minutes (January 15 and March 10, 2016) Approved by general consent and they will be posted on the website
- IV. Treasurer’s report: Written report submitted via email and handed out. We have paid conference exhibits for school board and counselors and School Administrators Motion to approve: Kyle Kuhlers Second: Dan Kiley passed
- V. Division Reports (highlight upcoming initiatives/concerns/help needed) moved to the end – divisions reported on conferences and memberships
 - IAAE – barb Lemmer
 - IBEA – Kyle Kuhler
 - IFCSE – Kelsie Engelken
 - IHEA – Kendra Ericson
 - IITEA – Dan Kiley
- VI. ACTE Region III Representative Report – Lisa Stange Region III had good attendance from Iowa (12 members) Next year it is in Indianapolis June 21-23. There is a teacher shortage group that is convening that Lisa heading for the Region. Let her know if you are interested in serving on it. Lisa is also on an Advisory group for NBCT/ACTE
- VII. DE Liaison Report – Lisa Stange Perkins grants are being reviewed and should be finished by the end of the month for next year. The division held several listening sessions that were preceded by a webinar to explain the bill and next steps for rule making and Lisa clarified some points for the group. Thank you for all that attended and sent in questions on the website. Please continue to use the site for questions or concerns. Lisa will be leading the NPS students this coming year. Be sure to get names and contacts to her as soon as possible. Those up this year are: FFA, BPA, FCCLA, and HOSA
- VIII. Executive Director Report – Sandy Miller – written report submitted -- we have been busy with advocacy and continue to need teachers and students to showcase the great things we are doing in CTE.
- IX. 2016-2017 officers and board members- Discussion on how to fill the empty board positions. Since we have no one to Ex officio members are Treasurer, Ex. Director and DeE repr (non-voting). We were wondering what to do about president since we didn’t have a VP last year. Motion to appoint Brad Colton as president for 16/17 by Kyle Kuhlers. Second by Kelsey Engleken. Passed. Barb suggested that she look through the bylaws and give some suggestions as to how we can update our bylaws so that we don’t get into the same situation again with not having someone to run.
- X. Program of Work 2016-2017 -- Sandy would like an updated program of work to be approved by the board for the coming year. It will be voted on at our meeting in September.
 - Advocacy –4 dates SAI August 3rd – 8 AM Linnmar Ag will be coming as will ACE – Clear Creek Amana? potentially Health Science, Dan Kiley will bring this 3 D printer, Kelsey will work on getting an FCS person there. Sandy suggested that we also have a table with membership (both IACTE and ACTE) information for both state and nationals at each member conference. Get back to Sandy when you find people to present.

- Each division is encouraged to find teachers with students to showcase high quality CTE programs for each of these events---what handouts do we have? Iowa Facts sheet –or a cardstock reduction of the new service areas and/or a pamphlet/brochure?
 - School Administrators Conference, Wed., August 3, 8:00 a.m. - 4:00 p.m., \$715, set-up is from 6:30 a.m. – 8:00 a.m.
 - School Counselors Conference, November 7 morning and afternoon, November 8 morning, \$300
 - Iowa School Board Association Conference, \$850 with Ag
 - Wed., Nov. 16 3:30 – 5:00 p.m.
 - Thursday, Nov 17 9:00 a.m.– 2:00 p.m.
 - CTE Day at the Capitol, January 31, 2017
 - Iowa ACTE Conference, Thursday, September 29 – Lisa Stange, Sandy W., Sandy M. have been working on the agenda, registration and vendors. Motion to approve the 2016 conference budget as presented – Dan moved and Kendra seconded. Passed. Kyle moved to make Sandy and Sandy co-chairs of the 2016 conference. Kelsey 2nd. Passed. Each group will need to push conference registration and attendance.
 - Awards and Scholarship – Lisa Stange Need help in getting students to apply to the CTE Presidential Scholar award. More to come from the DE in the very near future.
CTE Teacher Preparation Scholarship—winner will be invited to conference to get their check
 - ACTE Career Tech VISION will be held in Las Vegas Nov 30 – Dec 3, 2016 Early bird registration was over June 15. Our Policies say that we reimburse the President, 1st V.P. and 2nd V.P. and if one of these three is unable to attend, the Past President shall be eligible for reimbursement. The ACTE Region III Representative shall be eligible for reimbursement of expenses if either ACTE or ACTE Region III does not reimburse those expenses. We have three delegates. Sandy W. recommended that if people register late that that we only pay the regular amount. Sandy W. will limit the total amount expended for 3 to go in \$ 3675. Kyle made a motion to approve the general budget presented orally. Seconded by Kendra. passed
 - Communication
Newsletter – Barb Lemmer Barb will contact us for newsletter items soon
Barb presented a budget orally – we met our membership goal. She put in 17,000 in conference income Last year we were about 1800 less than we planned for, but expenses were 1100 less than we thought. Nothing was largely over budget. NPS was over by about \$800 from budgeted amount. Sandy M. registered for the Leadership program. Right now we are pretty close to being even in the budget. Brad Lisa and Dana will be our delegates.
- XI. Future Meeting Times -- Lisa will send out a doodle for meetings. 7 AM – 7:45 AM monthly. Sandy W mi-monthly Reports sent to all members a week prior. Sandy M will send out a reminder to have reports a week prior and they will come out with the agenda.
- XII. Adjourn

Respectfully submitted,

Lisa Stange, Secretary and Region III Representative