



Board Meeting Minutes 5.15.18

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
- II. Attendance – Roll call -- Susan Seuferer, Laura Van Waardhuizen, Courtney Teghtmeyer, Sandy Miller, Sandy Warning, Greg Kepner, Lisa Stange, Dana Lampe
- III. Approve previous board minutes – 4.17.18 – Motion by Courtney Teghtmeyer, 2nd by Laura VW. Approved.
- IV. Treasurer’s Report – Sandy Warning shared she will have a quarterly report the end of June
- V. Executive Director Report and Membership Report - Sandy Miller presented an oral report and will email her update out to everyone. We have 4 new members since last meeting which brings our membership up to 586. Our goal was 500! Keep up the great work! Sandy asked each division to add Iowa ACTE conference to their web pages please.
 - A. We have a National CTE Presidential Scholar – Hermela Gebremariam, Fairfield HS! This really shows our member value and engagement! The process worked! We had 6 of our 10 go on as semi-finalists and then to have one be named the national scholar is awesome (one of 3 national scholars from our state!)
 - B. SCHED and Eventbrite discussion (see section IX below)
 - C. Advocacy – we need people to sign up for these events to be able to justify our costs. These also connect with some strategic partners who can help advocate for our programming!
 1. SAI conference August 8th, 8-3:30 Iowa Events Center (\$735), Des Moines
 2. ISCA is November 5 and 6th (\$350)
 3. IASB Nov 14/15th in DM (Exhibit cost is \$865)
 4. Media tour possible dates, January 2-4, March 11-14, May 13-24 – March dates look the best so far.We will have an ACTE person working with us and have some Region III dollars available to us, but we will have to also put in some of our own dollars. This can be a great way to engage and expand our reach in the public eye.
- VI. Division Reports
 - IAAE — no Ag report
 - IBEA – Susan Seuferer – no new things to share
 - IFCSE – Courtney Teghtmeyer – IFCSE is having trouble getting people to nominate for awards. Any suggestions or help is appreciated.
 - IHEA – Our IHEA and Simulation conference is being held on May 31-June 1, in Altoona, IA. We have 77 individuals registered so far and looking for more to come.
 - IITEA – no report
- VII. Region III Representative Report – Lisa Stange
 - A. Region III representative needed – Sandy will send out something from Laura VW and Eric St. Clair in the very near future. It is great we have two interested people! Once Sandy sends out the information from the candidates, the board can vote by sending to Sandy to let her know who gets their vote as our Region III rep. We will allow 5 days for voting from the time she sends it out.
 - B. Region III bylaws committee representative needed –Sandy Miller will serve
 - C. Region III conference registrations – 17 so far have registered from Iowa.
 - D. Award of Merit – Lisa moved that Barb Lemmer and Greg Kepner will be our award of merit people after suggestion by Sandy. Laura VW seconded. Sandy Miller will get Dana Lampe a write up about them and pictures.
- VIII. DE Liaison Report – Lisa Stange

RPP self-studies beginning, Interviewing currently for additional CTE education consultant, THANK YOU FOR YOUR HELP WITH THE CTE SCHOLAR !!!, Legislation passed this term : financial literacy ½ unit graduation requirement

beginning in 2019/20 school year, CTE consumables will be an allowable expense with RPP dollars (list will be forthcoming)

IX. Conference Planning Committee Report – Sandy W, Sandy M, and Greg

We have 7 sessions already proposed and 6 from the DE that will be coming (plus National Policy Seminar students)

SCHED and Eventbrite – Using SCHED for the program and will check into Eventbrite in the future for possible use in conference registrations

X. New Business

A. Summer board face-to-face meeting date – July 30th was best from the doodle poll. Send Sandy Miller any names and contacts for new people that you have to represent your division if you have a new person for the coming year. They should also be at the board face to face. At the DE in the ICN room.

XII. Next meeting June 19, 2018 We will be traveling to Region III-- Change to June 18th Lisa will send out an updated ZOOM

B. 4 nominations for the Dave Bunting CTE scholarship – Dana has received the materials. She has indicated she will let them know by July 1st and Dana will get with the award people and Dave will give two awards this year if they are highly qualified applicants. He would like us to follow the winners once they are in the classroom. Sandy has researched the past winners and they are still in school. We need to get a contact for them and Sandy M said she would keep this.

C. We need to get on awards. They are due Sept. 1st! Division award people need to contact Dana.

Sandy is going to make a Twitter and gmail account for herself as Ex. Director to link to Facebook.

XIII. Adjourned at 5:05

Respectfully submitted,

Lisa Stange



Board Meeting Minutes 4.17.18

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- I. Call to Order
- II. Attendance – Roll call - Lisa Stange, Greg Kepner, Laura Van Waardhuizen, Susan Seufferer, Dana Lampe, Dan Kiley, Sandy Miller, Kendra Ericson, Courtney Teghtmeyer
- III. Approve previous board minutes – 3.20.18 – Lisa Stange – taken by Greg Kepner Motion to approve by Susan, 2nd Lisa approved
- IV. Treasurer’s Report – Sandy Warning –Sandy sent it during/after the Conference Committee meeting last week. We have a little more NPS expenses coming in. We are sitting good financially.
- V. Executive Director Report and Membership Report - Sandy Miller -- Oral report given/she will forward a written piece to the board
- VI. Division Reports
- IAAE – Courtney May – sent us an email update
 - IBEA – Susan Seufferer – oral report, will send out written update to the board
 - IFCSE – Courtney Teghtmeyer – questions how others promote their conference – please send ideas to Courtney directly. Kendra shared some ideas her group uses to promote. CTSO advisers lose a lot of days already, others don’t like to miss summer - how do you pick dates? Greg – you can only please some of the people some of the time. Presented oral report - -trying to get people to apply for awards and getting conference finalized. Aug 5 – 7 Ames.
 - IHEA – Kelli Flack, Teri Peterson email update sent to board
 - IITEA – Dan Kiley - getting things moving for ITEC! Consortiums are helping get things organized.
- VII. Region III Representative Report – Lisa Stange
- May 1 is the deadline for early bird conference in LaCrosse
- Teacher shortage grant is moving along with Katrina Plese’s leadership look for a report
- Need a policy committee designee from Iowa to start July 1.... Laura is interested
- \$1000 support for a Media tour next year– we will need to get this together – committee request? Dana, Greg, Sandy Miller, Laura VW and Lisa
- VIII. DE Liaison Report – Lisa Stange
- 2 bills of interest
- RPP – will be signed
- Financial literacy course – signed today
- RPP updates
- DE CTE Positions –
- Kent Seufferer will begin May 18th as the CTSO state position
- Reviewing applicants for the consultant position
- Andy Wermes has filed his retirement papers for the end of June, look for a position announcement in the near future

- IX. Conference Planning Committee Report – Kendra Erickson
Had a meeting last week with planning committee, Registration and Save the Date is out and looking for keynote ideas. 3 proposals in so far!
- X. New Business
Dana - We need two nominees for Award of Merit for Iowa ACTE by next meeting
-- If you have nominations – get them to Dana before May 15th and we will discuss it at that meeting
- XI. Old Business - -need names for 2nd VP
Date for Summer face-to-face – Sandy will send out a doodle with ideas
Committees need to work/function ie – communication and policy revision Lisa and Sandy will get together to see who those people should be and work on some Zoom sessions with those people and then make recommendations for policy changes and work to be done at the face to face (or prior to)

Dana – Update on awards – continue to promote division winners to apply for the awards. She has sent out the link to the portal and it will be open until August 31st. Each division needs an awards committee person – let Dana know who that is. They would score that next week.

Dave Bunting CTE scholarship is still open. We have one applicant and would like more open until August 31st too.

Sandy shared that Iowa is one of the few states that has increased in membership. Keep promoting to join our group!

XII. Next meeting May 15, 2018

XIII. Adjourn

Respectfully submitted,

Lisa Stange

Executive Director Report

Member Value and Engagement

Sent Iowa ACTE Conference info and Feb 24 Board meeting minutes to our web site.

Worked to update our membership information.

Spoke to Grant Wood AEA FCS teachers at their Advisory board meeting with an Iowa ACTE update.

Professional and Leadership Development

E- blast to all members about conference including Save the Date, Registration link and Call for Proposal link.

Received contract for FFA Enrichment Center today.

Utilizing SCHED app through DE for our conference.

Respectfully,
Sandy

Ag Division Report: From Courtney May

I'm also unable to attend, but a few updates for Ag Ed can be found below.

Iowa is hosting the Region III NAAE Conference June 18-20 at the Kirkwood Conference Center. The planning committees focus has been to increase professional development opportunities through workshops. In addition, participants will be able to select an industry tour interesting to them to attend.

IAAE is currently working to plan our annual summer conference as well. It will be held June 25-27 in Ankeny at the Enrichment Center. Several professional development opportunities available there as well.

Regional partnerships across the state have been deciding how to spend their funds; different processes in each region.

Ag teachers have been working with their advisory committees locally and regionally to approve and update program of studies as well.

Business Division Report: From Susan Seurferer

IBEA is planning on offering summer workshops. There are eight workshops that will be held throughout the state on topics including Microsoft Office certification, MBA Research, Technology Tools, Entrepreneurship, and Photoshop. These are offered at \$25 for IBEA members and \$50 for others. There is also one graduate credit from UNI available for \$75.

Business Program Management Committee met April 11 in Waukee. We had presentations from Precision Exams and Association of Iowa Certified Public Accountants. A subcommittee met the evening of April 10 to work on new business teacher mentoring program. We will be utilizing a Team Drive for communication purposes with the new teachers.

Health Division Report:

The Iowa Health Educator Association along with the Iowa Community College simulation Committee agenda is set for May 31-June 1, 2018. There are three tracks: Education, simulation and leadership. It is for individuals related to health. We have great speakers and registration is steady. Our website is iowahealth.org.

There is also a "Think Tank" hosted by the Statewide Health Science Program Management Committee and the Iowa Department of Education to be held following the conference on Friday, June 1st from 11:45-2:30 pm. Pizza, pop and fruit will be served. The "Think Tank" meeting is to participate in large group brainstorming activities to inform future statewide health science education initiatives. Through the large group activities of the Think Tank, the Committee will gather the key issues facing health science education today and in the near future, as well as possible strategies. The Think Tank will provide the Committee with its priorities for the next few years, informing the strategic plan and next initiatives.

Let us know if you have any questions, this is the only update that we currently have.

Teri and Kelli



Board Meeting Minutes 3.20.18

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- I. Call to Order
- II. Attendance – Kendra Erickson, Teri Peterson, Sandy Miller, Susan Seuferer, Courtney Teghtmeyer, Dana Lampe, Greg Kepner.
- III. Board meeting minutes February 13, 2018 approved. Motion by Teri, second by Courtney, motion carried.
- IV. Treasurer’s Report will be reported quarterly.
- V. Executive Director Report and Membership Report - Sandy Miller
 - National Policy Seminar – went very well, students did a great job.
 - IACTE greetings were given at FBLA State Leadership Conference in March.
 - August 31 is awards deadline for IACTE.
 - IACTE currently has 582 members.
 - Note: More detailed information is included in the Executive Director’s Report that Sandy distributed.
- VI. Division Reports
 - IAAE – No report
 - IBEA –Information on summer workshops will be coming up soon. Fall convention will be September 30-October 1, 2018 in Des Moines. Participated in CTE Day at the Capitol.
 - IFCSE – FCCLA group participated in the CTE Day at the Capitol, IFCSE state conference will be on August 5-7, 2018 in Ames.
 - IHEA – State conference will be on May 31 - June 1, 2018 at Prairie Meadows Conference Center in Altoona in partnership with the Nursing Simulation group, website registration is in progress.
 - IITEA – No report
- VII. Region III Representative Report – No report
- VIII. DE Liaison Report – No report
- IX. Conference Planning Committee
 - Members
 - Kendra Erickson (Chair)
 - Susan Seuferer (IBEA)
 - Courtney Teghtmeyer (IFCSE)
 - Maureen Weaver (IHEA)
 - Sandy Miller (Executive Director)
 - Sandy Warning (Treasurer)
 - Lisa Stange (DE)
 - Greg Kepner (IITEA)
 - TBD (IAAE)
 - Meeting date(s) – **ACTION:** Will be scheduled on the 2nd Tuesday of the month from 4-5 pm.
 - Conference registration link is live.
 - Call for proposals – **ACTION:** Greg will activate via SurveyMonkey and send out link for review.
 - Alisha Hyslop of ACTE will give a welcome and a breakout session.
 - A motion was made to have the conference fee be \$100 for IACTE members and \$125 for non-members. Motion by Kendra, second by Teri, motion carried.
- X. ACTE & IACTE membership
- XI. New Business

- Need an ACTE Region III representative (must be an ACTE member). Eric St. Claire of the Iowa Department of Education is interested according to Lisa Stange. **ACTION:** Consider serving or recommend other candidates.
- IACTE needs nominations for 2nd VP **ACTION:** Please query each division for interested candidates.

XII. Next meeting April 17, 2018

XIII. Adjourn



Board Meeting Minutes 2.13.18

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I. Call to Order

II. Attendance – Roll call - -Lisa Stange, Dan Kiley, Greg Kepner, Susan Seufferer, Sandy Miller, Kelli Flack, Brad Colton, Kendra Ericson, Sandy Warning

III. Approve previous board minutes – January 16, 2018 – Lisa Stange. Motion to approve: Kelli 2nd Dan approved

IV. Treasurer's Report – Sandy Warning -- no report this month

V. Executive Director Report and Membership Report - Sandy Miller

Oral report given – Very successful CTE Day at the Capitol. There were about 15 groups with 20 tables total and 5 board members in attendance. There were about 80 – 90 people with our people plus FCCLA. We had 31 people at the Gov. Proclamation signing and all CTSOs were represented.

Feb 7, 2019 (Thursday) the entire Rotunda is reserved for our day next year. The Gov. may sign the proclamation in the Rotunda next year. Alli just needs us to email her in November. Picture will be coming to everyone soon. Next year Sandy said she would like to look into food and maybe a training for our people – idea of having something put on their desks to remind them we are there.

Dave Bunting scholarship has been revised and put up on the website for 2018 and the Iowa Fact Sheet is also being revised (these are being sent to ACTE to put on the website)

Sent save the date and member value emails out to the list. Membership is still 579 affiliated.

VI. Division Reports

- IAAE – Courtney May – no report
- IBEA – Susan Seufferer Currently at 117 and increased since last year. Working on setting up a mentor group across. National meeting in March. Sept 30-Oct 1 is the state conference in Des Moines.
- IFCSE – Courtney Teghtmeyer – no report
- IHEA – Kelli Flack – Call for proposals for their conference and website should be up soon
- IITEA – Dan Kiley – no report --wondering about a state wide list/listserve from UNI

VII. Region III Representative Report – Lisa Stange

Hired Katrina Plese for the Teacher shortage grant and work has begun.

Need to replace Lisa she will send out info to the board

Awards – information is due in the portal March 1. Lisa will check with Dana about the portal. Anyone wanting to update their information the portal may do it up until the end of February. And then Dana and/or Sandy will have ACTE move everything on to the next level for the Regional competition.

VIII. DE Liaison Report – Lisa Stange

RPP Pilot meeting has met and the Program approval tool will be revised based on the feedback. All Multi-year plans have been approved and the RPP's are able to submit their dollars requests once they are up on Iowa Grants (most are). Updates on 2 job postings that are in the bureau – one for CTSOs and another for a CTE consultant. We have contracted an individual for FFA oversight for the time being.

- National Policy Seminar update
- February 20 Pat Thieben ZOOM – legislative update – the board was invited Lisa will check to see if Pat can record it (we think she will)

IX. Program of Work/Strategic Plan

- Professional Development –
 - Iowa ACTE Conference –September 17, 2018 Alisha Hyslop will be our ACTE guest
 - Region III Conference – June 20 – 22, 2018
- Advocacy – Sandy Miller
 - CTE Day at the Capitol Wednesday, February 7 – Well attended

- February is CTE month – Governor’s proclamation on February 7
- NPS

X. ACTE & IACTE membership—We decided last meeting that we were going to vote on automatic membership to the state if they join National – Our state membership is \$15 and would be added to the \$80 national membership on the national website. Sandy would get a list that says who joins that way. Sandy will look into for a possible motion next time.

XI. New Business

ACTE areas of focus – Sandy will send out a google doc that we can build from

- 1. Member value and engagement
- 2. Professional and leadership development
- 3. Advocacy and awareness
- 4. Strategic partnerships
- 5. Innovation

XI. Stipend for Sandy Warning for the work she does. Lisa moves we pay Treasurer Sandy W at \$500 stipend for her work. Brad. Seconded. Passed. Brad moved that we pay Ex. Director Sandy Miller a total of \$500 a month for Feb – June 2018 and then revisit in our next budget for next year. 2nd Kelli. Passed

We need to look to add these to our Policies and procedures. Sandy W will look into how IBEA writes theirs.

XII. Next meeting March 20, 2018

Adjourn



Board Meeting Minutes 1.16.18

CTE: Learning that Works for Iowa

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- I. Call to Order
- II. Attendance – Roll call – Dana Lampe, Sandy Miller, Courtney Teghtmeyer, Kendra Ericson, Greg Kepner, Lisa Stange, Kelli Flack
- III. Approve previous board minutes – December 19, 2017 – Lisa Stange – Kelli moved we approve the minutes Courtney 2nd. Approved.
- IV. Treasurer’s Report – Sandy Warning sent a written report, all conference debts have been collected
- V. Executive Director Report and Membership Report - Sandy Miller – Sandy sent a written report and highlighted the report in our meeting. CTE Day is going well! Google form is going well for attendees! The Governor is signing a CTE Month Proclamation on Feb. 7th at 9:50 AM in the Governor’s office. Region III is giving us \$1,000 for a media blitz. Sandy invited all of the CTSOs – 3 from each. Those with post-secondary get one more person. 3 DE people will be there (Jeremy, Pradeep, and Lisa).
- VI. Division Reports -- If you know you are not on, please send a written report
 - IAAE – Courtney May – no report
 - IBEA – Susan Seufferer – no report
 - IFCSE – Courtney Teghtmeyer – IFCSE has their next Key Leader meeting in February. Getting ready for State competition and Day at the Capitol. Lisa shared that Sandy Warning wants IFCSE to pay their adviser directly versus going through IACTE.
 - IHEA – Kelli Flack – Website is up-to-date for IHEA and they are getting their conference ready – vendors, speakers, etc.
 - IITEA – Dan Kiley – no report
- VII. Region III Representative Report – Lisa Stange

Congratulations to Lisa Stange as new Region III V.P.! - Check to see if we need a new Region III Representative July 1. Before the next meeting, Sandy and Lisa will look into the process for how we vote. Lisa also talked about the media blitz tour. We need to send out a message to our membership about schools that we can do a Blitz.
- VIII. DE Liaison Report – Lisa Stange
 - National Policy Seminar, March 5-7, 2018 (Skills USA, FFA, BPA Secondary, FCCLA)
 - CTSO consultant position – HR is reviewing applicants
- IX. Program of Work/Strategic Plan
 - Professional Development –
 - Iowa ACTE Conference –September 17, 2018 (Conference planning committee to begin)
 - Committee – 1st VP heads it up – Kendra will be our lead!
 - Region III Conference – June 20 – 22, 2018 (La Crosse, WI)
 - Advocacy – Sandy Miller
 - CTE Day at the Capitol Wednesday, February 7 – Plan to attend
 - February is CTE month – Governor’s proclamation on February 7 -- Sign up for CTE Thunderclap. The CTE videos are also on the ACTE Website. Dana will put it on a You Tube channel for Sandy to put it on her tablet
 - NPS – Who is attending? –Will Kendra be going? It won’t work with her schedule. Plan on finishing next year. Lisa, Sandy M., Greg is going to check into it.
- X. New Business
 - ACTE & IACTE membership — Currently members that join ACTE have the option to pay or not pay for Iowa ACTE dues. Do we want to change this so that when someone pays ACTE dues, they will pay Iowa

dues also, unless they tell ACTE that they have already paid? Iowa ACTE and ACTE swap membership lists now. Sandy is asking the board if we want to change this to encourage Iowa ACTE membership. This is not a Unified question, but an Iowa membership conversation. If someone double-pays because of a state conference, Sandy M can look that up. Dana suggested that Sandy send out a letter to renew the dues for those that don't renew membership. We will ask for a motion at the next meeting.

- Grant management position -- Lots of applicants, Cindy Stover and Lisa will be reviewing with a rubric to determine who the Policy Committee will interview.
- ACTE areas of focus – Be thinking of examples of how we focus on this in our state
 - 1. Member value and engagement
 - 2. Professional and leadership development
 - 3. Advocacy and awareness
 - 4. Strategic partnerships
 - 5. Innovation

XI. Next meeting February 20, 2018 (Change to February 13 – Lisa will change the ZOOM Invitation)

XII. Adjourn

Executive Director Report

1. Upcoming Advocacy

- **February is CTE Month**
- **CTE Day at the Capitol:** Wednesday, February 7; 9:00 – 3:00. Approximately 20 teachers committed earlier in the year to attend. There were several from each division. Now it is time to confirm attendance by registering on the Google form below. Attendance is not limited. Spread the word in your divisions.
<https://docs.google.com/forms/d/1kehvk3ee8y0eHkICqeAC0oUUdRMT8Vle1Di9uzbQfVk/edit?usp=sharing>

The following documents were sent to 2017 -2018 Division Presidents, CTSO State Advisers, Dept. of Ed Bureau of CTE individuals, Iowa ACTE Board of Directors and all teachers who had committed to attend earlier in the year.

-Information Letter
-FAQ Sheet about the use of the Capitol
-Map of the Capitol complex
-Sample Conversation to use when contacting legislators

In addition, an E-blast to all Iowa ACTE members will be sent inviting them to attend and register.

- **Governor Reynolds Proclamation:** A Proclamation Request was submitted and approved. Governor Reynolds will sign a Proclamation declaring February as Career and Technical Education Month, on February 7, 2018 at 9:50 a.m. in the formal governor's office. CTSOs have all been invited through their State Directors to bring up to 3 individuals with one additional individual if there is a post-secondary chapter. Pradeep, Jeremy and Lisa have been invited and have graciously accepted. Iowa ACTE Division Presidents have been invited, as well. We have room for some others. Who from the board will be in attendance? Who from business and industry shall we invite? Do we want to use this as a kickoff to our year-long media blitz?
- **NPS March-** rooms have been reserved for students, waiting to hear from ACTE about registration fee.

2. Website updates:

- Board Meeting Minutes 11.21.2017 were submitted.

3. Iowa Fact Sheet

- Lisa and I are working to create this ACTE produced Iowa Fact Sheet.

4. Membership Report:

On November 19 we had 575 Affiliated or Associated members.

For December we received 4 Iowa ACTE professional memberships from ACTE: 1 Adm, and 1 Ind Tech, and 2 Bus

Iowa ACTE has 579 Affiliated or Associate memberships as of 1/16/2018.

FCS free student memberships for 55 will be coming from ACTE, but we only received names of 12 students?



Board Meeting Minutes 12.19.17

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- I. Call to Order at 4:03 p.m.
- II. Attendance – Roll call –Greg Kepner, Sandy Miller, Laura Van Waardhuizen, Lisa Stange, Kendra Ericson, Dan Kiley, Brad Colton, Teri Peterson, Courtney Teghtmeyer, & Courtney May
- III. Approve previous board minutes – November 21, 2017 – Lisa Stange motioned, Kendra Ericson seconded
- IV. Treasurer’s Report – to be filed electronically before the 31st.
- V. Executive Director Report and Membership Report (See attached) - Sandy Miller
 - Please let Sandy Miller know if you have plans to attend and bring students to CTE Day at the Capitol, Wed., February 7.
- VI. Division Reports (briefly highlight upcoming initiatives/concerns/help needed)
 - IAAE – Courtney May - 13/14 Iowa Ag Gearing up for competitions. Ag is still without DE consultant, there is confusion among some teachers about Regional Partnership. Lisa shared that there is a position that will be coming on board soon as a contracted position to fulfill the responsibilities for Ag. Consultant. Pat Thieben has been filling that position in the interim. The position is also still open and a new search will be conducted in the coming year.
 - IBEA – n/a
 - IFCSE – Courtney Teghtmeyer - The spring Key Leader Meeting is scheduled, the Summer Conference Booked. Still looking for FCCLA Executive Director (one interview happening soon).
 - IHEA – Kelli Flack, Teri Peterson- continuing to get committee going for spring conference to secure speakers (education pathway, leadership pathway, simulation pathway) Looking for a HOSA CTSO Executive Director
 - IITEA – Dan Kiley in Grant Wood Consortium working on a model communication to share with other consortiums to encourage member involvement. There is a need to establish communication among members; IITEA’s current goals are to establish efficient organization and communication out to Industrial Tech teachers in the state.
- VII. Region III Representative Report – Lisa Stange
 - Region III received a \$30,000 grant for a pilot “Filling the CTE Teacher Pipeline” initiative. The goal is ultimately to share out this programs with other regions. Currently they are working on hiring a grant writer (Cindy Stover and Lisa Stange are collaborating on a job description) and recruiting professionals to conduct research. Any CTE professional (especially those at the postsecondary level) who would be interested in assisting with this effort should email Lisa at lisa.stange@iowa.gov
 - Vote in ACTE Election by January 8. Lisa Stange and Shelley Rust, Indiana, are running for Region III V.P. Last year only 7% of eligible ACTE members voted, so every vote counts!
 - Last summer’s Region III ACTE Conference in Indianapolis netted a profit! In accordance with our bylaws, that profit is split among the states in the Region and to be used on initiatives to promote CTE. IACTE has \$1,000 available to use in this manner. Early plans are to create a media campaign (tv, radio, and internet) to build awareness of CTE programs in the state.
- VIII. DE Liaison Report – Lisa Stange

- There is a position opening available now at the Department of Ed for a Education Program Consultant for CTSOs. This person will act as a liaison between all Career and Technical Education Student Organizations in the state. The DOE will be taking applications from now to Jan 10. The job description can be found at:
http://teachiowa.gov/search.aspx?AppliTrackPostingSearch=location:%22Iowa+Department+of+Education%22&AppliTrackJobId=37368_37859&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1
- National Policy Seminar, March 5-7, 2018, Skills USA, FFA, BPA Secondary, FCCLA
 - The board approved sending our Executive Director, Sandy Miller, to NPS (Laura VanWaardhuizen motioned; Brad Colton seconded. Motion carried)

IX. Program of Work/Strategic Plan

- Professional Development –
 - Iowa ACTE Conference –September 17, 2018 Date Confirmed
 - Region III Conference – June 20 – 22, 2018 La Crosse, WI
- Advocacy – Sandy Miller
 - CTE Day at the Capitol Wednesday, February 7 – Save the date, advertise in your division, plan to attend
 - February is CTE month
 - Initiative to have Iowa ACTE to ask Gov. Reynolds to officially recognize February as Iowa CTE Month
 - NPS - Who is attending from Iowa ACTE?

X. New Business

- Dan Kiley forwarded on a question from one of his business teachers. According to HF 2392, the Department is to adopt standards for all CTE. Many of our areas use national standards or industry standards currently. The Department of Ed is in the process of adopting secondary standards formally and should have that completed by the end of the school year. As with all standards in Iowa, each school district has local control with the use of them, but the Program Approval Tool does have a component that checks if these recommended standards are being used by the program.

XI. Next meeting January 16, 2018

XII. Adjourn Meeting adjourned at 4:50 p.m.

Iowa Executive Director Report

12.19.2017

1. Upcoming Advocacy

- **CTE Day at the Capitol:** Wednesday, February 7; 9:00 – 3:00 with set-up prior. So far, 19 teachers have committed! Let's fill the Rotunda with displays from every division! Spread the word in your divisions. Teachers should register with me and submit student names as well.
- **February is CTE Month**
- **NPS March**

2. ACTE Career Tech VISION December 6 - 9, Nashville, TN Share your VISION experiences #VISIONCTE 17

- Iowa had 56 registered delegates! Iowa ACTE Board members in attendance were: Greg Kepner, Kendra Ericson, Laura Van Waardhuizen, Brad Colton, Lisa Stange, Courtney May and Sandy Miller.

Wednesday, Dec 6.

- **State Leadership Training Program** was attended by Kendra Ericson.
- **Region III Policy Meeting and Region III Business Meeting** were held. – Region III was awarded a \$30,000 Grant for filling the CTE Teacher Pipeline which Lisa spearheaded. Lisa Stange and Shelley Rust are running for Region III V.P. If you are an ACTE member please vote before Jan. 8. Region III Conference is in LaCrosse, WI June 20 – 22, 2018.
- National Executive Directors Association (**NEDA**) Meeting
- **Awards Banquet** - There were no Iowa nominees at the national level.

Thursday, Dec. 7

- **Assembly of Delegates:** Laura Van Waardhuizen, Brad Colton and Sandy Miller were voting delegates. (Kendra fell ill and Brad filled in at the last minute.) The presidential candidates gave a short speech and ACTE committees gave reports. There were no proposed bylaws changes. Membership is up at the national level. Conference registration was up by about 1000 from the last Nashville VISION.
- **First-time Attendee Orientation and Breakfast** Sponsored by US Army

Friday, Dec 8

- **Advance CTE/State Executive Director Meeting** – Pradeep and Sandy M attended and reviewed the state of the state and made plans for the future.
- **State Association Presidents Networking** – Greg

Sat, Dec 9

- **State Assoc. Leadership Breakfast** – Greg, Lisa, Kendra, Laura, Pradeep, Kelli D, Sandy M attended. Iowa received the Quality Association Standard award.

3. Website updates:

- Board Meeting Minutes 10.17.2017 were submitted.
- QAS 2017 award logo was added.

4. Iowa Fact Sheet

- Lisa and I are working to create this ACTE produced Iowa Fact Sheet.

5. Unification in membership discussion with Lauren Lessels

A copy of a brochure of information was sent to board members. This conversation will continue after Career Tech VISION.

6. Iowa ACTE Conference 2018

Monday, September 17, 2018 at FFA Enrichment Center, Ankeny has been confirmed.

7. E-blast

Reminder email to Iowa ACTE members that are also ACTE members to vote in the election prior to Jan 8 deadline.

8. Membership Report:

On November 21st we had 311 members.

IBEA payment for 116 members was received this month.

For November we received 145 IAAE memberships, 1 FCS, 1 Adm., and 1 Ind. Tech membership for a total of 148 memberships from ACTE.

Iowa ACTE has 575 Affiliated or Associate memberships as of 12.19.2017. We have surpassed our 2017-2018 goal of 500 by 15% for an extra \$1125 in revenue.

FCS free student memberships for 55 will be coming from ACTE.

Respectfully submitted,

Sandra Miller



Board Meeting Minutes 11.21.17

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

- I. Call to Order
- II. Attendance – Roll call –Greg Kepner, Sandy Miller, Laura Van Waardhuizen, Lisa Stange, Kendra Ericson
- III. Approve previous board minutes – October 17, 2017 – Laura moved they be approved, Lisa 2nd passed
- IV. Treasurer’s Report – Sandy Warning – coming in January
- V. Executive Director’s Report – Sandy Miller – sent out via email highlights – Quality State Association award again for this year! Congratulations! Brad helped Sandy fill it out. We welcome Susan Seufferer from IBEA to the board. We had some excellent presenters at the recent advocacy events. THANKS to all who participated! Looking forward to VISIONS! Still waiting to hear back from FFA Enrichment Center.
- VI. Division Reports (briefly highlight upcoming initiatives/concerns/help needed)
 - IAAE – Courtney May –not on, no report
 - IBEA – Susan Seufferer – not on, no report
 - IFCSE – Laura Van Waardhuizen – no updates
 - IHEA – Kendra Ericson – finalizing summer conference for end of May at Prairie Meadows and booked it for the following year as well. This will include a Simulation group as well to decrease some of the expenses.
 - IITEA – Greg – nothing new to report
- VII. Region III Representative Report – Lisa Stange – Sandy worked with Lisa to complete a state report for VISIONS Policy committee. The Teacher Shortage opportunity grant will be going forward.
- VIII. DE Liaison Report – Lisa Stange
 - National Policy Seminar, March 5-7, 2018, Skills USA, FFA, BPA Secondary, FCCLA
 - Still waiting for student name for BPA –
 - Question on whether the chaperones need to register for full conference or if they can get a cheaper rate – Sandy M and Lisa are going to talk to ACTE at VISIONS.
 - Two CTSOs are currently looking for permanent Ex Directors (FCCLA and HOSA)
 - RPPs -- Multi-year plans should be in by the end of the year. Groups are piloting the program approval “tool.” Communications with all constituents has been noted as an issue and the consultants have been asking the RPPs to make sure that is considered and taken into account at their next meetings and planning.
 - Work has also started on looking into Entrepreneurial fiscal guidance. There is already a document from the DE on this, so we just need to make those entrepreneurial activities aware of the guidelines.
 - THANK YOU to all who helped get the nominations in and those who scored for the CTE Presidential Scholars! We had 16 nominations and 5 went on to the Director. He submitted our 5 top CTE names as well as 5 for the General Presidential Scholars. We had an excellent pool of nominees to choose from. There were only 5 nominations for the other area – so we should be very excited that our work helped moved our students forward! The next step is that those students get looked at by the national group and they are invited (sometime in Jan. or Feb.) to fill out an application – they are not considered for the award if they do not fill out that paperwork. I will learn more about that and be sure that the students know that we are more than willing to help them with the process as it is a very intensive application that they must complete to be considered for the award. I should know more by our next meeting and at that time I will release the names if the Director allow that.
- IX. Program of Work/Strategic Plan
 - Professional Development –

- Iowa ACTE Conference – Tentative date September 17, 2018
- VISION, Nashville, TN December 6-9, 2017
- Region III is June 20-22 in La Crosse
- Advocacy – Sandy Miller
 - Iowa School Counselor Association (ISCA) Conference Monday - Tuesday, November 6-7, Prairie Meadows Conference Center, Altoona,
 - Iowa Association of School Boards (IASB) Wednesday and Thursday, November 15 -16, Iowa Events Center, Des Moines
 - CTE Day at the Capitol Wednesday, February 7 – Save the date, advertise in your division, plan to attend – nice to see board members there.
 - February is CTE month -- What do other states do for advocacy and promotion? Do we want to do something special for this month to help show member value?
 - At VISIONS - -Laura and Sandy will work on the design of the pull up banner to order.
- X. New Business – Executive Director’s salary is currently 3,500. Greg will take the lead on a committee to look into a contract change. Suggestion is to get Sandy Warning on it as well and also to look at what we can do for that position. Greg will reach out to two other board members to report out to the group by the February meeting.
- XI. Next meeting December 19
- XII. Adjourn Laura moved we adjourn – Seconded by Greg. Adjourned at 4:55 PM

Executive Director Report

November 21, 2017

1. Board of Directors

Welcome to Susan Seuferer, Chariton High School, Business Division Representative, to the board of directors.

2. Quality Association Standards Award

We have been notified that Iowa will once again receive this award for 2016 -2017, which is 5 years in a row. Congratulations to all!

3. Completed Advocacy Sandy M. attended the following along with the listed teachers and students.

- **IBEA** – Attended business division conference: Oct 23rd 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 4 to 5minute greeting from IACTE including PowerPoint presentation.
- **Iowa School Counselors Conference (ISCA):** Nov 7 – 8 at Prairie Meadows Convention Center, Altoona.

Monday, Nov. 6, 7:30 a.m. – 4:00 p.m. Denise Kluerer and three students from Indian Hills Community College showcased Occupational Therapy. Rebecca Gerst and two students from Burlington Community High School showcased FCS.

Tuesday, Nov. 7, 7:30 a.m. to 12:15 p.m. A.J. Gevock and two students from Indian Hills Community College showcased the Photonics program. Aimee Marasco, Southeast Polk, along with Abby Blaine, state FCCLA officer showcased FCS and FCCLA.

➤ **Iowa Association of School Boards (IASB) conference:**

November 15, 3:30 – 5:00 Vickie Anstey, Griswold High School, along with three students showcased all areas of FCS. Jacob Hunter, North Scott, along with two students showcased Ag education.

November 16 9:00 a.m. – 2:00 p.m. Doralene Abdel-Halim, Ogden High School along with two students showcased FCS Hospitality and Tourism Management. Steve Verdon, Davenport High School, along with two students showcased their business courses.

4. Upcoming Advocacy

- **CTE Day at the Capitol:** Wednesday, February 7; 9:00 – 3:00 with set-up prior. So far, 19 teachers have committed! Let's fill the Rotunda with displays from every division! Spread the word in your divisions. Teachers should register with me and submit student names as well.

5. CTE Scholars were submitted, evaluated and nominated.

6. ACTE Career Tech VISION Share your VISION experiences #VISIONCTE 17

December 6 - 9, Nashville, TN

Wednesday, Dec 6

8:00 – 5:00 State Leadership Training Program (Registration Required) – Kendra

10 – 11:00 a.m. Region III Policy Meeting

Noon – 1:30 Region III Business Meeting

2:00 – 4:00 NEDA Meeting

7:00 p.m. – 9:00 p.m. Awards Banquet (Registration Required)

Thursday, Dec. 7

7:00 – 8:00 a.m. First-time Attendee Orientation and Breakfast Sponsored by US Army

10:00 – 11:30 Assembly of Delegates Meeting – Kendra, Laura, Sandy M

Friday, Dec 8

10:30 a.m.– 12:45 p.m. Advance CTE/state Executive Director Meeting – Pradeep and Sandy M

3:00 – 4:00 State Assoc. Presidents Networking – Greg

Sat, Dec 9

State Assoc. Leadership Breakfast – Greg, Lisa, Kendra, Laura, Brad, Courtney M, Pradeep, Kelli D, Sandy M

7. Website updates:

Board Meeting Minutes 8.29.2017 were submitted.

8. Region III "Report to the Board" Report due Oct 20

Lisa and I collaborated to complete this report.

9. Iowa Fact Sheet

Lisa and I are working to create this ACTE produced Iowa Fact Sheet.

10. Unification in membership discussion with Lauren Lessels

A copy of a brochure of information was sent to board members. This conversation will continue after Career Tech VISION.

11. Iowa ACTE Conference 2018

Monday, September 17, 2018 at FFA Enrichment Center, Ankeny

12. Membership Report:

Iowa ACTE has 311 Affiliated or Associate memberships of 11.21.2017.

IBEA payment for 116 more will be coming shortly.

FCS free student memberships for 55 will be coming from ACTE.

We have not yet received IAAE membership data or payment for this year. They send to ACTE and ACTE sends to us.

Respectfully submitted,

Sandra Miller



Board Meeting Minutes 10.17.17

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
ITEA	Iowa Industrial Technology Educators Association

Present: Sandy Warning, Sandy Miller, Greg Kepner, Brad Colton, Lisa Stange, Kelli Flack, Teri Peterson, Courtney Teghtmeyer, Laura Van Waardhuizen, Courtney May.

Approve minutes of previous meeting. Moved by Courtney T. Brad seconded. Motion approved.

Treasurer's report was reviewed. Sandy reported that the 2016-2017 audit is complete and there were no major comments.

Sandy Miller presented the Executive Director report (attached).

Discussion if we should look into unification. Sandy will look into it and share at our next meeting.

Courtney May – Ag division has 12-13 members going to NAAE and ACTE in December. Looking for feedback as to how other divisions keep records and track members, conferences, etc. FCS shared they have a paid conference coordinator that passes dues on to the treasurer who is a volunteer. IBEA has an executive secretary who is in charge of memberships that gets a \$500 a year stipend.

Sandy Warning – IBEA conference is Oct 22 and 23 – big conference! Looking forward to it. Quickbooks was donated. She did not have to purchase it!

Courtney Teghtmeyer – IFCSE Working on Student applications for FCS and August conference

Teri Peterson – Health – looking into how to incorporate their simulation group for the summer conference

Greg Kepner – Ind Tech no report

NPS still need 3 people. Lisa will send out messages the end of month as a reminder to get the names in soon.

CTE Presidential Scholars – have 12 nominations so far. Health is getting two nominees finishing up their forms. Lisa will open the folders for judging this week and let the scorers know when the last two are entered. The goal is to have them scored and decided by Oct 29 so Lisa can get them to the Director the 30th.

We want people to pay memberships by Nov. 8th so they can vote in the election this year for Region III.

Policy and By Laws discussion – ACTE is willing to have someone look at our bylaws and see how we can streamline them to work for us. Our strategic plan and program of work are the same and our committee structure needs some tweaking. Everyone was in agreement that ACTE look at our bylaws and policies.

Sandy asked for approval for a pullup banner for our advocacy events. Cost is about \$150-200. Brad moved we purchase one Teri 2nd. Approved.

Meeting adjourned at 5:02.

Respectfully submitted,

Lisa Stange (with Sandy Warning's help!)



Executive Director Report 10.17.17

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
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1. **Board of Directors Directory** was updated with names and contact information and sent to board.

2. Iowa ACTE Conference

It was a success! 153 Delegates; 26 sessions; 17 paying exhibitors with 19 tables; 6 non-profit exhibitors; Exhibitor BINGO cards with prizes given; 3 sponsors – the Department of Education, Kuder and 9-1-1 ; awards were presented. ACTE President Elect Rebecca Cox and Cindy Stover, Region III Vice Pres., attended, brought greetings and gave sessions. We cross-promoted membership in concert with conference registrations in result of 49 new or renewal memberships.

3. Quality Association Standards Award

This optional award application, due October 15, was successfully submitted on October 12. This is a 40+ page application which is meant to provide each state association a way to self-evaluate and improve practice.

4. Completed Advocacy

- ISU – Presentation to ISU on Sept 20 to FCSED students about IACTE/ACTE.

5. **Upcoming Advocacy Events** Please read the *Iowa ACTE Advocacy Event General Information* sheet sent to you for additional details and names of teachers advocating.

- IBEA – Business division conference: Oct 23th at Holiday Inn, Merle Hay Road. I will host the IACTE display and bring greetings to the delegation.

- **Iowa School Counselors Conference (ISCA):** Nov 6 – 7 at Prairie Meadows Convention Center, Altoona.

Monday, Nov. 6 Set-up 6:30 – 7:30 a.m., Exhibit Hall Open from 7:30 a.m. – 5:30 p.m.

Tuesday, Nov. 7 Set up 6:30 – 7:30 a.m. Exhibit Hall Open 7:30 – 12:15. We have two teachers (Occ. Therapy and FCS) for Monday and one teacher (photonics) for Tuesday.

- **Iowa Association of School Boards (IASB) conference:** Iowa Events Center, Des Moines

November 15, 3:30 – 5:00 with set-up prior to that. (FCS and Ag)

November 17 9:00 a.m. – 2:00 p.m., Set-up 8:00 – 9:00. **No volunteers as of now.**

- **CTE Day at the Capitol:** February 7; 9:00 – 3:00 with set-up prior. So far, 17 teachers have committed! Let's fill the Rotunda with displays from every division! Spread the word in your divisions. Teachers should register with me.

6. Membership Report:

I am working with ACTE to share membership lists. Iowa has 282 current ACTE members with 224 lapsed Iowa members from the last three years.

Iowa ACTE has 302 Affiliated or Associate memberships plus 55 student memberships as of 10.16.17

7. Board Responsibilities/Training

Everyone should read through the By-laws and Policies so that we might understand our responsibilities and/or ask questions. Can each person arrange a way to train their successor with a phone call? Email?

8. Website updates:

2017-2018 Board of Directors and Executive Committee names and contact information

CTE Presidential Scholars Information for Iowa ACTE

Presidential Scholar Nomination Form

Presidential Scholar Rubric

2017-2018 IACTE Membership Form

Board Meeting Minutes May 16, 2017 and July 10, 2017

Committee names updated for 2017-2018 of awards committee

9. E-blasts sent to all members

CTE Presidential Scholar nomination information letter, nomination form and rubric were sent.

Region III session proposal information was sent.

10. ACTE Career Tech VISION

Voting Delegates were registered. Leadership breakfast delegates were registered.

11. Represented Iowa ACTE on FCS Program Management Committee

Gave report on what Iowa ACTE has been doing.

12. Region III "Report to the Board" Report due Oct 20

Working on this report with Lisa of what we have done in Iowa.

13. Unification in membership discussion with Lauren Lessels

14. Communication Questionnaire for Iowa ACTE

Please send any questions or topics you'd like a question written about to Sandy Warning or me.

15. Iowa ACTE Conference 2018

Need to choose a location and date and then sign a contract.

Respectfully submitted,

Sandra Miller



Annual Assembly of Delegates Ankeny, Iowa Minutes 9.19.17

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
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Called the Meeting to Order at 3:25 PM

Greg Kepner, President

Roll Call of Delegates

Sandy Miller, Executive Director

IAAE – 4, IBEA – 3, IFCSE 7, IHEA – 2, IITEA – 1, Adm – 2, Counselors – 0 19 voting delegates present

Appointment of Parliamentarian

Greg Kepner

Motion by Dana Lampe appointing Barb Lemmer, Lisa Breyfogel 2nd, motion passed

Introduction of IACTE Board of Directors

Greg Kepner

Board members introduced themselves

Approval of the 2017 Agenda

Greg Kepner

Pat Thieben moved we approve the agenda, 2nd by Kelli Diemer. Passed.

Approval of Minutes for the 2017 Assembly of Delegates

Lisa Stange, Secretary

Kelli Diemer moved they be approved. Sandy Warning 2nd. Passed.

Treasurer's Report for the 2015-2016 Fiscal Year

Sandy Warning, Treasurer

Beginning balance was 29,700.79 – balance at the end was 29,369.63

Craig McEnany moved it be approved. Courtney Tegtmeyer 2nd. Passed.

Standing Committee Reports

Committee Chairperson(s)

- **Audit Review**

Sandy Warning

Books were audited and report was sent to the board.

- **Awards and Scholarships**

Dana Lampe

Please let Dana know if your division committee member has changed. We need more award nominations, several awards had no nominations. Nominations can also come from the field but the division connections are what are supposed to fill the spots – what can we do to encourage this? The ACTE awards portal is being used and makes for a very smooth transition for the next level of awards. We are also doing the CTE Presidential Scholarship scoring. Those are due October 13th and then we will score and get them to the Director. Encourage your people to apply for Region III!!!

- **Conference Planning**

Sandy Miller and Sandy Warning

Sandy-squared shared our success this year. 153 registrations 17 exhibitors, 6 non profit, additional 2 tables 19 x \$150

- **Membership**

Sandy Miller

We had someone representing Iowa ACTE at divisions meetings and highlighted memberships and benefits. We were recognized at Region III for membership and won % increase at Nationals. Dues option with registration – and special fee if member this year – got more members that way. At the college level we are working on more members.

- **Policy Development**

Barb Lemmer

- Brad and Barb met in August work on the section of the Program of Work NPS, Advocacy and monitoring legislation.

- **Communications**

Sandy Miller

We haven't had a newsletter – trying to go Facebook and sending out a questionnaire to see what works best. Website is updated.

- **Nominating** (announcement)
Recruited 1st VP Kendra Ericson, 2nd Laura Van Waardhuizen -- We looked at our nomination process through the bylaws. In essence, we filled the open spots.

Craig McEnany moved the reports be approved Barb Lemmer 2nd Passed

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

- **Agricultural Education (IAAE)** Courtney May
Written Report submitted and highlighted.
- **Business Education (IBEA)** Kyle Kuhlers
Written Report submitted and highlighted.
- **Family and Consumer Sciences Education (IFCSE)** Courtney Teghtmeyer & Laura Van Waardhuizen
Written Report submitted and highlighted.
- **Health Education (IHEA)** Kelli Flack & Terri Peterson
Oral report given.
- **Industrial Technology Education (IITEA)** Dan Kiley
Oral report given. Greg shared there is not much activity here right now – they are talking and had an expo in the spring that a lot of teachers go to. Struggle for people to lead at the moment.
- **School Counselors (ISCA)** Meri Edel
No report given.

Motion to accept report, Sandy Warbug, 2nd Laura VanWaardhuizen passed

2017 ACTE Region III Conference Lisa Stange, Region III Representative

Had a great group – 22 at Region III conference in Indianapolis, IN. Next year we are in LaCrosse, WI June 20-22
We worked on submitting a \$30,000 Opportunity Grant dealing with the work we have done on Teacher Shortage. It was finished two weeks ago and Cindy Stover will be presenting it to the ACTE Board in December!

Kelli Diemer reminded up that VISION registration is open to Nashville the first week of December and encouraged attendance.

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 fourth year in a row and we will apply again this year.

New Business

- **Proposed Budget for the 2016-2017 Fiscal Year** Greg Kepner
Barb reviewed the proposed budget. Lisa Stange moved approval of the budget. Pat Thieben 2nd Passed

Adjournment Greg Kepner

Craig moved we adjourn. 2nd Dana. Passed

Respectfully submitted,
Lisa Stange, IACTE secretary



Board Meeting Minutes 8.29.17

CTE: Learning that Works for Iowa

IAAE	Iowa Association of Agricultural Educators
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IHEA	Iowa Health Educators Association
IITEA	Iowa Industrial Technology Educators Association

Welcome

I. Call to Order

II. Attendance – Roll call

Sandy Miller, Lisa Stange, Courtney May, Teri Peterson, Kelli Flack, Greg Kepner, Laura VanWaardhuizen, Brad Colton, Kendra Ericson, Sandy Warning

III. Approve previous board minutes – July 10, 2017 – Lisa Stange -- Teri moved to approve. Brad seconded. Approved.

IV. Treasurer's Report – Sandy W.

Will have one the end of the quarter.

V. Board Officers and Membership 2017 – Sandy M.

Sandy announced that we have a full slate of officers. 1st VP Kendra Ericson 2nd VP Laura VW...are there additions to the other division representatives? IBEA will know their person when it comes to their conference. Sandy M. will reach out to Dan. Lisa can reach out to Andy Wermes as well.

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

- IAAE – Courtney May – National Ag Ed Educators Association is in Dec. Hosting region III at Kirkwood in June. National FFA convention is in Indianapolis in Oct. in Indianapolis. At the State Fair they had Iowa Ag Educators to promote teach Ag in the Ag building on the second floor.
- IBEA – Kyle Kuhlert (absent) Sandy W – Conference is Oct 22/23 in DM starting a membership drive. Sandy W will be spearheading. Laura VW is interested in checking it out. Sandy M wants to bring greetings and Sandy W will let her know. (We want to bring a table too)
- IFCSE – Laura VanWaardhuizen – Key leader meeting Oct 7. Initially they wanted August for their conference next year. FCCLA Fall Leadership Rally is Oct 2 and clusters are happening in November
- IHEA – Kelli Flack, Teri Peterson – Conference is May 29/June 1. Wrapping up last years and getting their meetings ready for next year.
- IITEA – Dan Kiley – Skills is looking for a new director – it is on their website.

Laura suggested that we put things out about the CTE teacher Pipeline at next year's state fair – Courtney will get some pictures. Laura will look into it with Lisa for next year.

VII. Region III Representative Report – Lisa Stange

- CTE Teacher Shortage ACTE Opportunity Fund Application

VIII. DE Liaison Report – Lisa Stange

- CTE U.S. Presidential Scholarship Nomination Process

Lisa presented a process for nominations. Brad moved that we follow this process. Courtney seconded. Approved.

Sandy will get this on the website and representatives will communicate with their divisions. Lisa will communicate with the consultants.

- National Policy Seminar, March 5-7, 2018, Skills USA, FFA, BPA Secondary, FCCLA

IX. Program of Work

- Audit Review (Administrative)
 - Audit books 2016-2017 -- At the House of delegates the books will be approved for audit.
 - QuickBooks for Sandy W, \$199 Laura moved we purchase this for Sandy. Lisa 2nd. Approved.

- 501(c)4 to 501(c)3 process – Sandy x2 When they looked to Quickbooks for \$50, we could not because we are not non-profit so the Sandy's will work on this after conference. They worked with ACTE and IRS. They would go through the same process and revise the articles of incorporation. We can't just join under ACTE so we need to re-work it.
- Professional Development –
 - Iowa ACTE Conference
 - Schedule at a Glance – Greg – shared the final schedule --
 - Registration Numbers – Sandy Warning 65 currently (not all board is registered) A booth is registration for those who are exhibiting
 - Exhibit numbers – Sandy M. – 16 (and 2 more tables) Plus we have a sponsor (Kuder) for \$350 Sandy M is working on another sponsor. We are well above our income with these this year! Get logo to Sandy W
 - Non-profit exhibit numbers – Sandy M. - We have 7 non-profits!
 - House of Delegates Meeting
 - **Annual Division Reports to be given** at House of Delegates Meeting due Sunday, Sept 17 to Sandy Miller—Please send those to Sandy M by Sunday the 17th. Check with your prior person on the board or ask Sandy M and she can send you an example.
 - Annual IACTE Executive Director Report –
 - House of Delegate Members – Sandy M. --Sandy will tell you the number before the meeting so that you can have people assigned to vote at the meeting. This helps with communication too.
 - Proposed budget 2017-2018 – Sandy W will make that along with annual treasurer's report
 - Meet at Lisa's house Monday, Sept 18 at 7:00 p.m. to stuff packets and a BBQ
 - Lisa send directions and address to Teri and Kelli and board
 - Other?
 -
 - VISION, Nashville, TN December 6-9, 2017.
 - Attendees – Greg, Lisa, Kendra, Laura, Sandy M., Brad
 - Voting Delegates – Kendra, Laura, Sandy M.
- Awards and Scholarship – Dana Lampe
 - **Each division needs to contact their award winners and have them complete the award process by Sept 1 at midnight.** They need to ask their people what their plans are and if they are going to submit.
- Advocacy – Sandy M. – we don't have enough people to go to either of these conferences. There is only one for each. Greg said he would send and we will have a sign up place at the table. Lisa will have the consultants send out something too.
 - Iowa School Counselor Association (ISCA) Conference Monday and Tuesday, November 6-7, Prairie Meadows Conference Center, Altoona,
 - Exhibit times Monday, 8:00 – 4:00; Tuesday, 8:00 – noon
 - We need one more exhibitor for Monday and two for Tuesday.
 - Iowa Association of School Boards (IASB) Wed and Thursday, November 15 -16, Iowa Events Center, Des Moines

- Exhibit times Wednesday, 3:30 – 5:00; Thursday, 9:00-2:00
- We need one more exhibitor for Wed evening and two more for Thursday
- CTE Day at the Capitol Wednesday, February 7 – Save the date, advertise in your division, plan to attend

Tabled rest for next agenda and adjourned by consent. Next meeting: September 19th after conference.

**Respectfully submitted,
Lisa Stange**

- Communication
 - Questionnaire – Sandy W., Sandy M., Lisa
 - How do Board of Directors Division Representatives communicate with their members? Email, websites?
- Membership
 - 134 IFCSE members from conference
 - 92 IHEA members from conference
 - 4 in June from ACTE
 - 2 in July from ACTE
 - Several memberships coming in from conference registrations
- Policy

X. Other Business

XI. Future Meeting Times Third Tuesday of every month, Sept 19?, October 17, November 20, December 18

XII. Adjourn



Board Meeting Minutes 7.10.17

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

Welcome and introductions

- I. Call to Order
- II. Attendance – Roll call
Courtney May, Barb Lemmer, Kendra Ericson, Laura Van Waardhuizen, Sandy Miller, Sandy Warning, Lisa Stange, Dana Lampe and Brad Colton joined via ZOOM.
- III. Approve previous board minutes
 - a. Minutes were approved by general consent
- IV. Overview of By-laws and Policy Manual
 - a. Greg shared the By-laws and Policy manual for our review. We will want to look at these in the future and determine which are Policy and which are By-laws so we can shorten those items in Policy. Goal would be to review these items this year and have it ready to vote on for not this fall, but in the fall of 2018. Brad will chair, Sandy Miller, Greg Kepner, Barb Lemmer (volunteered to co-chair), Jacob Hunter, Bret Spurgin, HOSA – checking, IFCSE – checking, Industrial Tech – checking. We will have one voting member from each affiliate. Recommendations come from the committee and are voted on at the board as to what to move forward. We need contact information for these people sent to Brad.
- V. Treasurer’s report- Sandy Warning
 - a. Sandy Warning reviewed the budget. Barb asked that NPS and Region III get separated out. Sandy will submit it for audit when all of the payments have cleared the bank. Sandy W. has a request to get Quickbooks so that it can align with the budget it is about \$300. She will look on Techsoup get it for \$50. Kendra moved that we approve the purchase of Quickbooks, Brad seconded. Motion passed. Barb suggested that we use the inventory sheet for items we own – banner and table would be the best idea.
 - b. Appointment for new year – Sandy W. has agreed to continue as treasurer. Courtney moved that Sandy be appointed, Kendra seconded. Motion passed.
- VI. Awards and Scholarship – Dana Lampe at 10:30 am
 - a. CTE Teacher Preparation Scholarship - Sandy Miller shared that there was an application for the Bunting scholarship from FCS (ISU) and Dana has not received it yet. tander@iastate.edu is the contact for Troy for Dana to check. Lisa sent out an email to all CTE teacher prep to share with their students. Dana shared that maybe we could add this scholarship to the ACTE portal and she will talk to Kate Dowdy to see if that can happen for next year. Her goal is to have that announced and ready by conference. They can still be on the portal without a membership number, but student membership is free.
 - b. Awards committee has worked well the last two years. Dana is on the ACTE awards committee for two more years and Dana is happy to continue on as the awards chair for Iowa. Each division needs to let Dana know if there is a change in the awards person division representative. The award person for each division is responsible to make sure there are people that apply and they are the ones that read the applications. Please send her the contact email for that person.
 - a. Each division needs to speak to their awards nominees to get into the awards portal and apply by September 1st. It doesn’t necessarily need to be someone that they gave an award to, but people can also self-nominate. Discussion was about how a division award member may not be the one in a division that wins at the state level – something we need to decide. Regional winners are the ones that move on to Nationals so it was agreed that the committee should visit how we want nominees to work with the divisions and state winners. Focus is on high quality CTE and is reflected in the portal.
- VII. Division Reports (highlight activities, upcoming initiatives, concerns, help needed)

- IAAE – Courtney May – just finished summer Ag Ed conference. They are talking about wanting to coordinate it with their Region III Ag Ed conference (not the same as ACTE’s Region III). They have some membership collection issues that they are working on and offered a discount if they paid their dues at conference. They are trying to clean up their bylaws and policies. They are meeting in August at the state fair. Updated their MOU with the Ag Foundation.
- IBEA – Kyle Kuhlers- no report
- IFCSE – Kelsie Engelken, Laura VanWaardhuizen – Conference June 11-13 at Iowa State. Offered a variety of options and had increased attendance. Unsure why the attendance has increased – location or payment structure. Next year the conference will be in August and location is in question right now. Laura shared that after attending Region III she really felt passionate about how to unify our conference structure. The networking in CTE was so important to her and helped her see the big picture.
- IHEA – Kendra Ericson – IHEA just completed their summer conference with 92 attendees. They keep increasing in numbers. Sandy M. gave a welcome from IACTE and had a table there with flyers and information. They still need to work on more representation from secondary educators. Their board thought they might look within their areas to help sponsor a secondary educator. May 30th is their next conference at Prairie Meadows. They love the venue and it always moves very smoothly. Fee was \$189 including memberships. Total cost was about 11,000 for 1 ½ days and will likely go to a 2-day conference and incorporate a Simulation group. Rooms are about \$100 a night.
- IITEA – Dan Kiley -- no report – Kevin Wilkinson from Williamsburg are working on getting their association going again.

VIII. Pradeep came to share a thank you to the board for their work for the conference and how we can highlight best practices in CTE across the state. Something to think about is to look at how we can be more unified in our conference along with the other

Pradeep is this year’s president of Advance CTE. They work very closely with ACTE. If you ever have anything to take back to that group, please contact Pradeep or share with Lisa and she will pass it on, in particular, what relates to Perkins.

Perkins has been approved for Iowa in a little over a million dollars. There is talk that there will be an overall 10% cut. There is a hold harmless piece that we are unsure what will happen with it. Perkins has passed the House, and in the waiting mode from the Senate right now. Iowa ACTE will be an important voice in the implementation of Perkins.

CTE Redesign is going on as planned. There are 15 RPP’s across the state. The immediate task for the CTE Bureau is coming up with a program approval process. RPP’s will be putting in a multiyear plan the coming year and point people are assigned within the bureau. For the first time, we are hearing more superintendents talk about CTE. Most are very positive. Since the rules are in session delay. Since they are, the Director has authority to implement the law. Iowa ACTE could help with the collaboration part of the RPP process to allow equitable access for all students. Iowa ACTE could also consider a way to help recognize the Iowa CTE applicants for the Presidential scholarships.

IX. Kelli Diemer – ACTE Business Vice President – came to share about the most recent ACTE Board meeting that she returned from. ACTE is healthy and happy and working on member value and planning. Kelli is excited about numbers for VISION – this week is the early bird deadline and we are above Vegas already this week. Many proposal submissions for breakouts – 286 were accepted out of 410 submitted. Heard great things from Region III. Region II is pairing with Best Practices conference.

X. ACTE Region III Representative Report – Lisa Stange

- a. Congratulations on our Regional award for Iowa as greatest % increase in membership
- b. Region III won a national award for the largest % increase and also largest number increase
- c. Shelly Rust (Indiana) Lisa Stange (Iowa) are running for Region III VP. Elections will take place after VISIONS.

- d. We had a great Iowa contingent representation of 21 people at Region III in Indiana in June. We encourage more involvement next year in LaCrosse, WI June 20-22, 2018. It is a good use of RPP dollars which is how a lot of those people attended this year.
- e. We are going to apply for an opportunity grant that deals with Marketing across the region as part of our Teacher shortage strategic plan.

XI. DE Liaison Report –

- a. Division I plan should be completed for career development. CTE educators are encouraged to utilize their school app as well as be informed and participate in the work group that is a part of this legislation.
- b. RPP progress and tasks for the coming year are completing a multi-year plan and budget
- c. Secondary program approval work is in progress and there should be an application and process outline ready for all for the fall.
- d. IT license/endorsement – we have been working with the BOEE to make sure this is a CTE certification and endorsement
- e. CTSO rotations for NPS this coming year are Skills, FFA, BPA and FCCLA. Please get Lisa names of students and those of you who have students under 18 should encourage advisers/chaperones to attend. The DE is not responsible for those students, but does get them educated via the webinars.
- f. We are working on webinars that will happen this fall to support the bill and programming.
- g. Perkins Grant approvals are all but complete.
- h. SCERTA progress – final student applications are completed.
- i. META on hold until spring for Community Colleges
- j. The Department will be applying for an OCTAE grant for teacher shortage
- k. Please send best practices topics/ideas/contacts to Lisa that we could highlight in our newsletter

XII. Executive Director Report – Sandy Miller

- a. Written report presented (See Attached)

XIII. 2017-2018 officers and board members

- i. Courtney moved that Kendra Ericson serve as 1st VP, Laura Van Waardhuizen as 2nd VP and to appoint Lisa Stange to continue as secretary. Motion approved.
- b. President – Greg Kepner
- c. 1st VP – Kendra Ericson
- d. 2nd VP – Laura Van Waardhuizen
- e. Secretary – Lisa Stange
- f. Treasurer—Sandy Warning
- g. Past President – Brad Colton
- h. Executive Director – Sandy Miller
- i. Ag representative – Courtney May
- j. Industrial Tech – Dan Kiley
- k. Business – Kyle Kulers
- l. Family & Consumer Sciences – Courtney Teghtmeyer
- m. Health – Kelli Flack, Teri Peterson
- n. Counselor – Sandy Miller will check into who that might be

XIV. Program of Work 2017-2018 - We reviewed the Program of Work document as presented by Sandy Miller. Please review this and send Sandy edits as you see fit. These are very important points for our quality association award. Sandy is suggesting that we meet one more time together face to face. The group suggested that it be right after conference (at the end of the day) right at the FFA Enrichment Center.

- Advocacy
- Each division is encouraged to find teachers with students to showcase high quality CTE programs for each of these events.

- School Administrators of Iowa (SAI) Conference (SAI), Wednesday, August 2, 2017, Community Choice Credit Union Convention Center, Des Moines, Exhibits 8:00 a.m. – 4:00 p.m., Exhibit booth purchased \$725,
- Iowa School Counselor Association (ISCA) Conference Monday and Tuesday, November 6 – 7, Prairie Meadows Conference Center, Altoona, Exhibit times Monday, November 6, 8:00 a.m. – 4:00 p.m.; Tuesday, November 7, 8:00 a.m. – Noon, Exhibit Table purchased \$350
- Iowa Association of School Boards Conference (IASB) Wed and Thursday, November 15 -16, 2017, Community Choice Credit Union Convention Center - Iowa Events Center, Des Moines, Exhibits are Wed., Nov. 15, 3:30 - 5:00 p.m. and Thursday, Nov., 16, 9:00 a.m. – 2:00 p.m., Exhibit Booth purchased \$850, Booth # 400 on East side
- CTE Day at the Capitol Wednesday, February 7, 2018, 9:00 a.m. – 3:00 p.m., South, West and North Wings of Rotunda
- Iowa ACTE Conference, Tuesday, September 19, 2017
 - Greg handed out the conference outline so far
 - Still getting some proposals so we may not need doubles
 - Sandy W shared we only have 11 people registered so far so we need to encourage registration
 - Sandy M contacted Kuder and they are still waiting for someone to come back from leave
 - Sandy contacted hotels in the region for blocks. She thinks we might get a block for \$66
 - Still waiting for ACTE people to come – Cindy Stover is coming from Region III and we will have one other from nationals – hoping maybe they speak and give an update.
- 2017-2018 Budget Proposal
 - Barb put a proposal together for us to see
 - Discussed proposals and made suggested changes that include NPS dollars -- \$1000 each student as well as sending 3 people to VISIONS and a member to the Leadership
 - Encouraged those that could get support with their positions to do so first.
- ACTE Career Tech VISION will be held in Nashville, TN December 6-9, 2017. Registration is now open. We have three delegates and will support 3 people to go. Lisa suggests that we send Laura Van Waardhuizen, Kendra Ericson, and Sandy Miller. We mutually agreed this at this at this time and will work to secure a substitute if necessary by Oct. 28th deadline.
- National Policy Seminar – March 5-7, 2018
 - Rotation schedule – see above
- Policy Development

House File #2392 Chapter 46 and Regional Planning Partnerships – Lisa Stange, Sandy Miller

Sandy shared a meeting that she attended with the Administrative Review Rules Committee on Thursday with Bryn Hayes (CC Amana), Connie Sievers (DMPS), and Marjorie Lane (Solon). Sandy's take away was that as an association we should be sure that our legislator's know our position in support of the laws. Checking the policies, the

 - Membership Drive Ideas – discussion – Sandy is working on this and it can be part of a survey to help with this that Sandy W is working on
 - By-laws revision consideration
 - Committee appointments from each division – we have a good start on this and please continue to communicate with Sandy M who will represent from each division
 - Communication – Teacher at N. Scott is willing to help us look at how we are doing at communicating with our group. He is working on a survey and we can look at it to see if it will tell us everything we need to know. We have a communication committee and a plan for the future as well.

XV. Other Business -- none

- XVI. Future Meeting Times – Third Tuesday of every month 4 -5 ZOOM. Next face-to-face is Tuesday September 19th at 4:31 at the FFA Enrichment Center.
- XVII. Adjourn by consensus at 3:45.