

MINUTES

ACTE Administration Policy Committee

November 28, 2018

11:15 AM CST

Henry B. Gonzalez Convention Center, Room 006C

San Antonio, Texas

Call to Order Welcome Introductions

Patrick Biggerstaff called the meeting to order at 11:18 AM CST by welcoming those in attendance:

Dr. Chris Neff, Wisconsin, Fellowship Member
Dan Smith, Minnesota
Amy Lorenzo, Idaho
Starlinda Sanders, Arkansas
Leslie Brown, Oklahoma
Twyler Earl, Oklahoma
Terri Grusendorf, Oklahoma
Dina Nero-Givens, Mississippi
Brenda Jackson, Mississippi
Sherri Bryant, Colorado
Kaleen Barnett, Colorado, Fellowship Member
Scott Rogers, 2019 Fellow member to meet
Cheryl Taylor, Colorado
Dena Irwin, Indiana (Secretary)

Affiliate Updates

1. National Council of Local Administrators (Patrick Biggerstaff) – See Appendix A
 - September conference caters to administrators specifically, Louisville last year, Tucson, Arizona next September
 - Theme discussion: boost member value, purposeful and relevant for attendees, content theme on high priority, takeaways and connectivity of content, session proposal form will be deliberate
 - December 14 opens call for presentations – suggest speakers
2. Career and Technical Education Equity Council (Twyler Earl) – See Appendix B
 - Election of a new executive committee: president, secretary/treasurer, president-elect, 2-year role; 2:00 meeting tomorrow invited to attend
 - Looked over bylaws - needed updated, membership received copy to members, vote occurs tomorrow
 - Equity sessions being offered here at ACTE, five members presenting, pre-conference session as well
 - See flyer with all the sessions listed – Appendix C
 - Region 4 one-day in April for CTEC event, January 31
 - Website cteec.org is the updated web address
 - Dues are \$20 which includes a member only section for materials
 - Like them on Facebook page too

- Diversity 1:00 Friday Rm 208 session mentioned by Patrick to attend
- Patrick attended Oklahoma conference earlier this year as well

Leadership	Review Committee Member Timelines – Appendix D Patrick briefly discussed and explained difference between 1 st and 2 nd term limits
Fellows	Fellows in were introduced if in attendance or mentioned otherwise: Kaleen Barnett, 2018 New Professionals Fellow cohort Christopher Neff, 2018 Experienced Fellow cohort Scott Rogers, 2019 Experienced Fellow cohort
Best Practices 2019	September 25-27 Tucson, AZ, The Westin La Paloma Resort & Spa Ideas for Conference Format, Chrissy Lauterbach The Westin La Paloma Resort & Spa Pre-conference Biosphere location, hopefully will be included Best conference for networking
Budget	\$12,687.50 -CTEEC \$500; NCLA \$500; Door Prized \$700; Ribbons \$175; Hospitality Room \$500 -VISION \$2,000, NPS, \$2,000, Printing \$112.50, Fellows \$1,500; Travel \$4,700 The items on the first line have already been paid out. If any monies are leftover at the end of the fiscal year, that money will be split and used to pay the presenters for the pre-conference (Admin 101 and 201)
VISION 2018	1. Admin 101: A Boot Camp for New Administrators & Admin 201: Advanced 2. CTEEC & NAPE: Equity & Access 3. First Timers' Orientation – please attend – Thursday, 7:00 am (Room 214) 4. Division opening session, Thursday 11:45 (Room 214) 5. Division Conference Information Center (Room 206A) 6. Networking reception, Thursday 6:00 PM (Lonestar B) 7. Business meeting, Friday 8:00 (Room 210 A)
VISION 2019	VISION 2019 will be in Anaheim, California on December 4 – 7.
Discussion	1. Membership: 4,542 as of 10/31/18 2. NPS (March 25-27, 2019); evening reception with NCLA; January 15 Newsletter (Business, Guidance, Health Science) due winter break to Patrick; highlight and offer strategies through that newsletter (suggest resume building article) 3. Strategic Plan Review - Patrick explained the following Administration Division activities: <ul style="list-style-type: none"> a. Increase Member Value – being more intention about content for members, sharing more directed information through notices and newsletters b. Strengthen PD & Leadership – some excellent PD opportunities are available in San Antonio; PD webinar (fall and spring) on hold for now project management institute modules/webinars coming out in 2020, admin division to help develop those modules, drive traffic to those resources; Strengthen fellowship involvement with admin and planning events, etc.

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- a. Suggested CTEEC non-members webinar to increase membership; embed in every conference
 - b. Advocacy and Awareness – Event at NPS, best practices, Region III statewide media tours (media and legislators on buses to see what we are doing)
 - c. Strategic Partnerships – business partnerships are a big deal, work together to advance CTE, NCLA, and CTEEC, value added and relationships
 - d. Innovation – new program models, new school models, piloting lots of things, be aware and look at what is working and what is not before we decide; fun technology incorporated was Patrick’s idea but it didn’t come off this year, continue to improve this area
4. Other:
 - a. recruit for officers 2020; vice president-elect position
 - b. Conference formats; don’t do sit and get, 10-minute spill then breakout
 - c. Conference at a glance: Room clarification, Lone Star Grand Hyatt
 - d. Volunteering form is available to various jobs (article submission, committee member, etc.)
 5. Open discussion topics:
 - a. Perkins implementation partnership question AdvanceCTE and ACTE are connected and working together, foster children, military transient communities, etc.
 - b. Hospitality room volunteer – 4 open spots for volunteers
 - c. General session, before business meeting, hand out raffle tickets, welcome, show up 15-20 minutes early
 - d. Opening session gift card, sign and accept card – Starlinda will collect signatures for the gift cards.
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Adjournment Patrick Biggerstaff adjourned the meeting at 12:10 PM CST.

Appendix A

NCLA Report to the Administrative Division Policy Committee

November 2018
San Antonio, Texas

NCLA, formerly known as the National Council of Local Administrators of Career and Technical Education, went through a rebranding process in 2017. The focus of the rebranding is to synergize CTE administrators nationwide. The association's efforts are to provide opportunities for local CTE administrators to connect through a national network of likeminded peers, contribute to building a future of shared excellence and creating ideas, innovations and best practices to help solve local challenges.

NCLA does not compete with the ACTE Administrative Division but rather provides another vehicle for the local administrator to contribute and grow professionally. NCLA is an affiliate organization with the ACTE Administrative Division. NCLA's membership is 900+.

NCLA provides up-to-date laser focused professional development. The signature event for the association is the annual Best Practices and Innovations in Career and Technical Education conference. ACTE has joined with NCLA as a partner in this premier conferences designed specifically for the local CTE administrator. Next year's conference will be in September 25-27, 2019 in Tucson, Arizona. The call for presentations for the conference will open on December 14, 2018 and can be viewed at the NCLA website ncla-cte.org and on the ACTE website acteonline.org

A new addition to the services provided by NCLA to CTE administrators is the creation of monthly news articles highlighting local best practices. These articles give concrete examples of CTE best practices which can be implemented in local settings. The first three articles were: developing a CTE administrator leadership pipeline, meeting local business and industry needs through customized training and creating a CEO Network. Six additional articles will be made available the remainder of this school year.

Questions regarding NCLA and/or NCLA membership can be addressed to Tom Applegate, NCLA Executive Director at tomgobucks@gmail.com or 512-797-7271.

CTEEC Report to ACTE Administrative Division

CTEEC Executive Board

Each year, at CTEEC Annual Meeting, the membership shall elect from its voting members a President, a President-Elect, a Secretary (odd years), and a Treasurer (even years). Such officers shall be members of the CTEEC Executive Committee. (Article IV in the Bylaws). Ballots have been sent to CTEEC membership and the results will be shared during CTEEC Annual Meeting on November 29th at 2:00 p.m.

You may also visit our website at www.cteec.org to read more about our current Executive Team.

CTEEC Bylaws

Bylaws are the ruling documents of an organization. Bylaws serves as the organization's "operations manual". Furthermore, bylaws govern how Executive Officers and committees conduct their business.

Last September, many of our members voiced a concern that our bylaws seemed outdated, and did not really represent our organization well. We could not have agreed more. So, over the last year, the bylaws committee has worked diligently to update our organization's bylaws.

Final vote on the bylaws will take place at ACTE during CTEEC Annual Meeting – November 29th at 2:00 p.m. We will be submitted a copy of the bylaws to the Administrative Division at ACTE for record only.

Focus on Equity

This year at ACTE VISION 2018, CTEEC, ACTE, and NAPE are working together to present multiple sessions focused on equity at VISION 2018. We are so excited to be working together this year, and hope that we will continue to bring Equity to the forefront!

Wednesday, November 28th

CTEEC/NAPE/ACTE Pre-Conference Session:

Leading for Equity: Bringing an Equity Focus to CTE Leaders 1:00 - 5:00 p.m.

Friday, November 30th

CTEEC/ACTE Concurrent Sessions - Equity:

Addressing the Needs of Students in Poverty: Policy and Practices - Facilitator: Eva Scates-Winston, CTE Equity Specialist, Minnesota State System Office 10:30 - 11:30 a.m.

Stereotype Threat: Eliminating Barriers to Access, Equity, and Diversity in the Classroom - Facilitator: Jeanette Thomas, Education Consultant, Iowa Department of Education & CTEEC Past-President 11:45 a.m.-12:45 p.m.

Become an Equity Ambassador for Special Populations and CTE! - Facilitator: Lauren Jones Austin, CTE Program Director for Special Populations, Counseling & Equity 2:00-3:00 P.M.

Best Kept Secrets on Campus! - Facilitator: Twyler Earl, Director, Rose State College & CTEEC
President 3:30 -4:30 p.m.

Saturday, December 16

CTEEC/ACTE Concurrent Sessions - Equity:

Eliminating Barriers through Culturally Responsive Teaching - Facilitator: Ricardo Romanillos,
Ed.D, Director of Professional Learning, NAPE 8:00 AM - 9:00 AM

Career and Technical Education Equity Council, website: www.cteec.org

Have you visited our website lately? *We have been working hard to represent "us" well. Check it out today! You can also find us on Facebook at CTEEC—Career and Technical Education Equity Council.*



THURSDAY: Henry B. Gonzalez Convention Center, San Antonio, TX			
Day	Time	Session	Room
Thurs	11:45 AM - 12:45 PM	Administration Division Opening Session	214
Thurs	1:00 PM - 4:15 PM	Administration Division Conference Information Center	206A
Thurs	2:00 PM - 3:00 PM	Best Practices in Measuring Soft Skills <i>Speaker: Richard Jones</i>	207B
Thurs	2:00 PM - 3:00 PM	Transform Education for Students by Supporting Novice Teachers and Mentors <i>Speaker: Kathleen Regan</i>	206B
Thurs	3:15 PM - 4:15 PM	College and Career Readiness Report Card Development <i>Speakers: David Soenz, Daphne Rickard, Lori Reyes, Vanessa Ritenour, Ladye Weipman, Stephanie Tennyson</i>	207B
Thurs	3:15 PM - 4:15 PM	The Identification and Prioritization of CTE Professional Development Topics <i>Speaker: Charlie McAuloo</i>	206B
Thurs	4:30 PM - 5:30 PM	Data, BIG DATA, and Continuous Improvement in CTE <i>Speaker: Todd Luke</i>	206B
Thurs	4:30 PM - 5:30 PM	The Economic Impact of CTE; Know Your Program Value! <i>Speaker: Roger Hanagriff</i>	207B
Thurs	6:00 PM - 7:00 PM	Administration Division Networking Reception	Lonestar B

FRIDAY: Henry B. Gonzalez Convention Center, San Antonio, TX			
Day	Time	Session	Room
Fri	8:00 AM - 9:00 AM	ACTE Administration Division Business Meeting (Open to All)	210A
Fri	9:45 AM - 4:15 PM	Administration Division Conference Information Center	206A
Fri	10:30 AM - 11:30 AM	Addressing the Needs of Students in Poverty: Policy and Practices <i>Speaker: Eva Scates-Winston</i>	207B
Fri	10:30 AM - 11:30 AM	Alternative Strategies for Staffing CTE Classrooms <i>Speaker: Keshia DeJarnett</i>	007D
Fri	10:30 AM - 11:30 AM	Five Key Ingredients for Successful Innovation in CTE Programs <i>Speaker: Christie Taland</i>	210A
Fri	10:30 AM - 11:30 AM	Guided Career Pathways that Lead to Advanced Credentials <i>Speaker: Dale Winkler</i>	206B
Fri	10:30 AM - 11:30 AM	New CTE Administrator: What You Need to Know <i>Speaker: Rob Robison</i>	209
Fri	10:30 AM - 11:30 AM	Using Registered Youth Apprenticeships to Develop Strong Industry Partnerships <i>Speaker: Oscar Carter</i>	221A
Fri	11:45 AM - 12:45 PM	Stereotype Threat: Eliminating Barriers to Access, Equity, & Diversity in the Classroom <i>Speaker: Jeanette Thomas</i>	207B
Fri	11:45 AM - 12:45 PM	Advocacy, It's What's for Leaders <i>Speakers: Amy Lorenzo, Steve Rayborn</i>	209
Fri	11:45 AM - 12:45 PM	CTE Teacher Shortage: What Are We Doing About It?	221A
Fri	11:45 AM - 12:45 PM	Developing CTE Teachers through Classroom Learning Labs <i>Speakers: Charles Bruce, Laura Robinson, Robert Manley, Sarah Lewis</i>	206B

FRIDAY (continued): Henry B. Gonzalez Convention Center, San Antonio, TX			
Fri	11:45 AM - 12:45 PM	Getting School Counselors on the Same Page as CTE!!! <i>Speakers: Teresa Gibbons, Jason Suhr, Mark Jones</i>	007C
Fri	11:45 AM - 12:45 PM	Indiana CTE Teachers in Industry Summer Internship Project <i>Speakers: Alyson McIntyre-Reiger, Mott Fleck, Peggy Wild</i>	221B
Fri	11:45 AM - 12:45 PM	Recruitment + Engagement= Retention + Excitement <i>Speaker: Audrey Lee</i>	210A
Fri	2:00 PM - 3:00 PM	Become an Equity Ambassador for Special Populations and CTE! <i>Speaker: Lauren Jones</i>	207B
Fri	2:00 PM - 3:00 PM	FWISD CTE Industry Certification Initiative <i>Speakers: Monica Amyett, David Soenz, Mary Helen Hill</i>	221B
Fri	2:00 PM - 3:00 PM	Meetings, The Ultimate Time Waster; and How to Fix Them <i>Speakers: Constance Spohn, Michael Woods</i>	206B
Fri	2:00 PM - 3:00 PM	Supporting Teacher Success in PBL – Administrator Tools and Tips <i>Speakers: Larae Watkins, Michelle Conrad, Kemaly Parr</i>	210A
Fri	2:00 PM - 3:00 PM	Using Technical Skill Assessment Data to Improve Student Growth <i>Speakers: Diana Allard, Denise Belt</i>	221A
Fri	3:15 PM - 4:15 PM	Best Kept Secrets on Campus! <i>Speaker: Twyler Earl</i>	207B
Fri	3:15 PM - 4:15 PM	Closing the Workforce Gap, the Utah Way <i>Speaker: Kimberlee Carlile</i>	206B
Fri	3:15 PM - 4:15 PM	Increase Enrollment through Enhanced Recruitment Strategies and Brand Exposure Techniques <i>Speakers: Christopher Maritzen, Warren Anders</i>	221B
Fri	3:15 PM - 4:15 PM	South Dakota State CTE Standards Development <i>Speakers: Daniel Smith, Amber Rost</i>	221A
Fri	3:15 PM - 4:15 PM	The Technology Integrated CTE Classroom: Embedding 7 Future Survival Skills <i>Speaker: Sandra Adams</i>	210A
Fri	3:15 PM - 4:15 PM	Transitioning CTE Administrators from Program Managers to Instructional Leaders <i>Speakers: Christopher Bailey, John Shannon</i>	209
Fri	4:30 PM - 5:30 PM	Collaborative Strategic Planning for State and District CTE Programs <i>Speakers: Greg Wilson, Barbara Wall</i>	221A
Fri	4:30 PM - 5:30 PM	Pre-Apprenticeships/ Apprenticeships; They're Closer Than You Might Think	206B
Fri	4:30 PM - 5:30 PM	The Education Revolution 2.0: Changing the Perception of CTE! <i>Speakers: Jon Graft, Marni Durham</i>	209
Fri	4:30 PM - 5:30 PM	You're Hired, Now What? <i>Speakers: Tiffany Barney, Scott Quinlan</i>	221B

SATURDAY: Henry B. Gonzalez Convention Center, San Antonio, TX			
Day	Time	Session	Room
Sat	8:00 AM - 9:00 AM	Bridging the Gaps between Secondary, Post-Secondary and Industry <i>Speakers: Rebecca Armitage, Jason Skidmore, Patricia Isom</i>	221A
Sat	8:00 AM - 9:00 AM	Drone Cohort <i>Speakers: Matt King, Williams Sprinkles III</i>	221B
Sat	8:00 AM - 9:00 AM	CTE Oversight in a Large Urban District <i>Speakers: Stephanie Yennyson, David Soenz, Lila Boydston, Vanessa Ritenour, Ladye Welpman, Lori Reyes, Daphne Rickard</i>	221C
Sat	8:00 AM - 9:00 AM	Eliminating Barriers through Culturally Responsive Teaching <i>Speaker: Ricardo Romanillos</i>	215
Sat	9:15 AM - 10:15 AM	Leveraging CTE Student Voices to Facilitate Safe and Supportive Schools <i>Speakers: Choney Moseley, Nicole Cobb</i>	221A
Sat	9:15 AM - 10:15 AM	Maximizing New Teacher Retention Through Coordinated Induction and PLCs Process <i>Speakers: Benjamin Mordan, Daniel Perno</i>	221B

