

**ACTEA Board of Directors Meeting Minutes**

**HFM BOCES, Johnstown, NY**

**September 19-20, 2019**

**Executive Director:** Rachelle Romoda

**President:** Jay DeTraglia (Z3)

**Vice President:** Anedda Trautman (Z1)

**Secretary:** Jill Slavny (Z1)

**Treasurer:** David Stayton (Z2)

**Past President:** Doug Leavens

**Voting Directors:** Michael Weyrauch (Z1), Jane Akins (Z2), Michele Friedman (Z3), Cathy Balistrieri (Z4), Omari Gay (Z5), Robert Van Brunt (Z6), Robert Harris(B5)

**Non-Voting Directors:** Connie Spohn (TAC), Cheryl Winstel (NYSED), Joanne Ryan (NYSACTE), Shawna Gareau Kurtz (Skills USA)

**Associate Reps:** Jon Sanfratello (Z1)

**Thursday, September 19, 2019: 11:30 a.m. - 4:00 p.m.**

**Welcome** - Jay DeTraglia

11:35 Jay began the meeting and asked us to introduce ourselves as we had a new member present. Joanne Ryan was present and introduced herself as the President of NYSACTE.

**Minutes:** Approve the minutes from the July meeting [JULY 2019 Minutes](#)

Motion to approve minutes made by Michele, seconded by Rob. No discussion, motion carried.

**Treasurer's Report: David Stayton** (4 minutes) Tax exempt status??

1. July Report:
2. ACTEA Master Report: [Master report](#)
3. 2019-20 Financial Report: [September budget](#)

Dave summarized the activity to date for the year. We are approximately \$9,000 in the plus for the current school year. Motion to approve the treasurer's report made by Rob, seconded by

Kathy. No comments, motion carried.

**President's Report: (Jay DeTraglia):**

**1. NYSACTE**

Jay asked JoAnne to begin by updating us on some action items with NYSACTE. NYSACTE is looking to add some appointed positions to the board. She also shared the idea of a NY Fellow Program associated with ACTE. Joanne also discussed the concern with the lack of NYSACTE membership associated with membership in the individual family organizations such as Trade and Tech Teachers, Business Teachers Association.

**2. TAC Leadership Conference 2019**

TAC Leadership Conference 2019: There is a lack of understanding in the LEAs about CTE. Everyone is encouraged in their zones to interact more with LEAs and invite them to Zone meetings, etc. ACTE presented during the conference and focused on communication. Ray McNulty was the keynote and was very good.

**3. NYSCEA (Dick Jones)**

NYSCEA (Dick Jones): Represents all of the organizations in NYS. NYS Council of Educational Associations – no official role with SED, focused on the curriculum side of NYSED.

**12:15 p.m. - 12:50 p.m.:** Lunch

**1:00 p.m. - 1:30 p.m.:** CTE Strong presentation with Larissa Hoffman

At 1:00 we had a phone/video conference meeting with EdgeFactor to explore the updates, specifically the Community focused components.

All EdgeFactor content is now organized under the following 4 areas:

Inspiration

Exploration

Preparation

Connection

Community members can see all Inspiration and Exploration content for the \$5,000 community membership fee based on IP addresses.

**1:45 p.m. - 2:00 p.m.:** Board of Director photos - HFM Digital Multimedia students

**2:00 p.m. - 2:45 p.m.:** Apple & CTE with Lisa Magill and Kate Kemker: [Apple](#)

**2:50 p.m. - 3:10 p.m.:** Rebecca Skretkowicz, Vice-President NYSTTTA, proposal for teacher session at ACTEA annual conference

NYSTTTA proposal for ACTEA annual conference.

Diving into the fishbowl of CTE

### [Education: CTE Meeting](#)

#### **Executive Director Update:**

1. **Strategic Planning Update:** [2019-20 Strategic Action Plan](#)

- **GOAL #1: Board of Directors of ACTEA will influence and advocate for the Perkins V state plan with the State Education Department, NYC Chancellor, District Superintendents, and Business Partners.**
- **GOAL #2: Promote, advance, and provide expertise to the CTE community on topics of ESSA, CDOS and articulation agreements for registered apprenticeship programs.**
- **GOAL #3: Improve value of the organization and communications to the field.**
- **GOAL #4: Establish mentoring academy for new CTE Administrators.**

2. **ACTE Partnership** -- [ACTE Services](#)

a. **Website** - Board review and comment of ACTEA website DRAFT

Rachelle shared the updates to our website. She has been working with ACTE to update the site and improve communications.

[Acteonline.org/actea/](http://Acteonline.org/actea/)

Membership – Rachelle is working with them to figure out how to process ACTEA, ACTE memberships for those who are covered under an organizational membership.

Please reach out to Rachelle with any questions or concerns with the website.

b. **Conference** - “thingys” are being reviewed with samples ordered

- i. ACTEA Banner purchase (less than \$200)

Rachelle has been looking at usb cables as take aways for the annual conference. She has also been looking at a vertical banner for ACTEA. Rachelle also has an embroidered vest with the new logo.

Conference: Rachelle has to follow up with the Holiday Inn about days, setup, etc.

c. **Membership** - updating with ACTE

d. **Invoice collection** - we may have to circumvent the system and have emails sent to Lorrie for processing of Purchase Orders. ACTE is working behind the scenes to see if this can be adjusted to accept PO not just CC as in conference

### **3. 2020 Conference, April 1- 3, 2020 -- Holiday Inn, Liverpool-Syracuse**

1. Venue walk through with Mike Weyrauch
2. Teacher engagement activity (Wednesday, April 1, 2020) - carousel of essential practices among CTE organizations - Rebecca Skretkowicz

Rebecca Skretkowicz (NYSTTTA) will facilitate a teacher engagement activity in the AM the first day of our conference. There was a discussion about charging a low price for teacher participation on Wednesday.

3. Request purchase of ACTEA Vertical Banner (\$140 - \$200)

A motion was made to allow Rachelle to purchase an ACTEA vertical banner not to exceed \$250.00 made by Michele, seconded by Jane. There was discussion about the size and purpose of the banner. There was also discussion about purchasing two vertical banners. A new motion was made to purchase two vertical banners not to exceed \$600.00 by Rob V., seconded by Rob Harris. No discussion. Motion carried.

A motion to approve supporting airfare, room and board for James Stone, not to exceed \$750.00 made by Rob H., seconded by Rob V. No addition discussion, motion carried.

Jay and Rachelle still need to connect to discuss aligning Rachelle's goals with the Boards goals.

4:27 A motion to end the meeting was made by Rob V., seconded by Dave. No discussion, motion carried.

#### **4. James Stone**

- Requesting airfare, room, and food not covered with conference: \$700-\$750? **Board action needed**

#### **5. Goals:**

***Friday, September 20, 2019: 8:00 - 11:30 a.m.***

**8:00 a.m. - 8:30 a.m.** - Breakfast

**8:30 a.m. - 9:15 a.m.** - HFM Google Trainer (JoMarie DiTata)

8:30 Google Training

9:00 Jay started the meeting after our discussion with JoMarie.

Annual Conference was the next discussion. We discussed a \$50.00 expense for Wednesday to include a copy of Perna's book. Those attending Thursday would also be offered to attend Wednesday afternoon at no expense, we would just ask if they were attending lunch for head count purposes. The other registration option would be to attend the full three day conference. A motion was made to establish conference registration as discussed (noted above) made by Dave, seconded by Rob V. No discussion, motion carried.

Rachelle, Anedda and Jay will talk and plan offline with Rebecca to make adjustments to her proposal for Wednesday morning with a focus on 5 years of experience and under for teachers and administrators.

**For the October meeting everyone is asked to bring a discussion question for administrators with 5 years of experience or less.**

**9:30 a.m. - 10:45 a.m. - CTE ADMINISTRATOR MENTOR ACADEMY**

- Tim Ott, Connie Spohn, Dick Jones, and Dawn Scagnelli

Tim Ott and Dick Jones joined us to share out about the CTE Administrator Mentor Academy Specifically for new administrators in CTE.

Successful Practices Network (SPN)

NYS CTE Technical Assistance Center (TAC)

Proposal handout was shared. Rob V. asked Dick to look into attaching a Twitter feed to the platform as well.

There was discussion about other structures/models for supporting new CTE administrators across the state. There was some concern with the formality and demands of the platform proposed by the TAC. Forming smaller groups across the state was discussed as a possible alternative. Discussion focused on having a 5 years and under time and space for sharing with new administrators.

**Zone/Big 5 and Topic Reports:**

- 1. Peter Carr:**
- 2. Connie Spohn:**

\$10,000 CTSO grants were offered.

**CTE TAC:** TAC is working on updating the CTE Administrator Handbook.

**SCDN:** SCDN does not meet until next week. The agenda appears heavy in Next Gen standards. The AdvanceCTE workshop for school counselors was yesterday. It appeared to go well. There were some SED observers. Connie believes it can be replicated even if the AdvanceCTE presenters aren't available.

**Legislative:** Legislatively budgets are asking for increase in funding at Federal level. Public hearings for Perkins are anticipated to be in early December and January. Syracuse 12/10 anticipated, another in Albany 12/12 and one in NYC.

**Diploma Requirements:** Diploma requirements – there is a BOR PP on line. There are supposed to be regional groups to gather information/suggestions. Equity and access continues to be a focus.

### **3. SED – Cheryl Winstel**

Cheryl provided an update on the status of staffing at NYSED. Phil has left. Cheryl is done at the end of October. Jo Anne is back on a part-time basis to get Health related Program Approvals caught up. Cheryl suggested ACTEA contact Beth Berlin to discuss the need for content CTE staff. CDOS standards are being confused with or aligned with Special Education because of the CDOS Credential. Consider pushing for the Common Career Technical Core (Advance CTE) for CTE instead updating the CDOS standards. Cheryl will be working with SREB in retirement.

### **4. Skills USA –**

Use the SkillsUSA Advocacy Site to Promote Your Activities

Have you ever wanted to let your senators, congressional representatives, local state leaders and local media outlets know about SkillsUSA and career and technical education? The SkillsUSA advocacy site makes it easy by providing direct contacts for your governor, lieutenant governor, state senators and representatives and other officials. You can also write to your U.S. members of Congress using the portal.

For example, use the site to request a visit to your state house or Congress, to invite elected officials to your state conference or to publicize your upcoming events to the news media.

To write to elected officials, go to: [www.cqrcengage.com/skillsusa/](http://www.cqrcengage.com/skillsusa/) and choose "Write to Your State Legislator or to Your Members of Congress." Then fill in your contact information and select the recipients. Create a subject for your letter, type your message or paste in your letter from Microsoft Word, and submit it.

To send a press release to the media, select the Media tab at the top of the webpage. Choose the media outlets (you can email up to five outlets at a time) and click on

“compose message” and “compose your own letter.” You can paste in a prewritten letter from Word here, too.

Some templates on the site are already filled in with suggested text, but all can be edited.

We encourage you to use these advocacy tools to help raise awareness of SkillsUSA. This is also a great exercise for students.

If you have questions, contact Jane Short at 703-737-0612 or [jshort@skillsusa.org](mailto:jshort@skillsusa.org).

**5. NYSACTE – Joanne Ryan:**

**6. NYSCEA – Mike DiMezza:**

A motion was made by Jay that ACTEA have a representative on the NYSCEA board, seconded by Dave. Next we discussed who might represent us on the NYSCEA board. Jay offered Mike DiMezza his HFM Director as a possible representative. The ACTEA board will cover the cost of registration. Motion carried.

**7. Zone Reports:**

- a. [Zone 3](#) Zone 3 shared minutes through Google.

**February 7 meeting is the same date as Skills USA in Morrisville -- addressed and changed to 2/26 and updated on meeting schedule**

Zone 6 – Rob is attending the October 29 workshops offered by Nassau BOCES with Ray McNulty and others to discuss life after graduation. Rob will share out after the workshop.

Zone 1, 2, 4 will report out next meeting.

**Next meeting:**

10/17/19	Board of Directors Business Meeting	HFM BOCES	11:30 a.m. - 5:00 p.m.
10/18/19	Board of Directors Business Meeting	HFM BOCES	8:00 a.m. - 11:30 a.m.

11:10 AM Amari made a motion to adjourn the meeting, Dave seconded. No discussion, motion carried.