

# KACTE Leadership Handbook

*Revised September 10, 2020*

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# KACTE Policies and Procedures Handbook

## *INTRODUCTION*

A stronger and more effective state association is our goal as officers in the Kentucky Association for Career and Technical Education (KACTE). This *Handbook* compiles Bylaws, guidelines, policies, and reference material to help officers achieve this objective.

The professional association is the key to progress. Only as associations take active steps to promote career and technical education (CTE) programs and the professionalism of career and technical education personnel, will the profession advance and with it the quality of education offered to the people of Kentucky

The materials included in this *Handbook* are for increasing knowledge about KACTE and strengthening KACTE's state organization. Prepared by and for officers, service area vice presidents and committee chairs, it contains information regarding specific responsibilities. This *Handbook* will be updated and revised annually.

# KACTE Bylaws

## ARTICLE I NAME

The name of this non-profit organization shall be the KENTUCKY ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (hereafter referred to as KACTE).

It shall be an affiliate of the Association for Career and Technical Education (hereafter referred to as ACTE).

## ARTICLE II MISSION and PURPOSES

### A. Mission

The mission of KACTE is to provide educational leadership in developing a competitive workforce.

### B. Purposes

1. Leadership and Program Improvement. To foster excellence in career and technical education in Kentucky.
2. Policy Development. To advocate Kentucky and national policy to benefit career and technical education.
3. Knowledge Connectivity. To act as a clearinghouse for education and information relating to all aspects of career and technical education, while providing an access for professional development.
4. Awareness. Promote public awareness of the value of career and technical education as an integral part of the total program of education and solicit public support for these programs.

### C. Powers

1. No part of the net earnings of KACTE shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that KACTE shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes set forth herein. No substantial part of the activities of KACTE shall be the carrying on of propaganda or otherwise attempting to influence legislation, and KACTE shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this section, KACTE shall not carry on any other activities not permitted to be carried on (A) by an association exempt from federal income tax under section 501(c) (6) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (B) by an association, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
2. Upon the dissolution of KACTE, after paying or making provision for the payment of all the liabilities of KACTE, all of the assets of KACTE shall be disposed of exclusively for the purpose of KACTE in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c) (3) of the Internal Revenue Code of 1954 (or the Law) as the KACTE shall determine.
3. The association shall have and possess all the rights, powers, and privileges given to corporations by common law, including to sue and be sued, to borrow money and secure the payment of the same by notes, bonds and mortgages upon personal and real property, and to rent, lease, purchase, hold, sell and convey such personal and real property as may be necessary and proper for the purpose of erecting buildings, and for other proper objects of such corporation to receive dues and donations for carrying out the objects aforesaid.

## ARTICLE III MEMBERSHIP

### A. Eligibility

Any individual interested in the mission and purposes of the association shall be eligible for membership.

#### B. Classification of Members

The Association shall consist of four (4) classes of membership:

1. Individual
2. Educational Institutions
3. State or National Affiliate Organizations
4. Associate

#### C. Individual Membership

1. Professional Membership: individuals actively employed in or concerned with career and technical education. Kentucky is a unified state requiring professional members in KACTE to hold state and ACTE membership simultaneously.
2. Retired Membership: Individuals who are retired from active employment in career and technical education and have been a KACTE member for at least one (1) year. Retired members cannot be employed either full- or part-time in career and technical education. Retired members must notify KACTE should they regain employment and renew at the professional membership rate.
3. Life Membership: Individuals who, as of May 1, 2006, are life members of the association will be recognized as either professional or retired members with all rights and privileges accorded to that member classification, but with no obligations to pay dues.
4. Student Membership: Individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full-time in the education system as a teacher, counselor or administrator.

#### D. Educational Institution Membership

Any school district, technical and career center, curriculum center, community technical college or university.

#### E. State or National Affiliate Organization Membership

1. Any state or national organization that has a professional interest in activities that foster the improvement and expansion of career and technical education.
2. The Organization's purpose and actions shall not be in conflict with ACTE/KACTE policies.

#### F. Associate Membership

Associate membership shall be available to corporations, owners, and persons representing business, industry, and the military.

#### G. Dues for Individual membership classification shall be set by vote at the Annual Meeting. The KACTE Board of Directors will set the dues for Educational Institutional, State or National Affiliate Organization, and Associate memberships.

#### H. Voting and Holding Office

1. Individuals from the following membership classification shall be considered eligible for voting and serving as committee members.
  - a. Individual Professional and Retired Members
  - b. Educational Institution Members
  - c. State or National Affiliate Organizations
2. Individual Professional Members are the only ones that may serve as officers of the association.
3. Failure to pay the annual dues by the required date shall constitute the resignation of the member.
4. The Board of Directors shall determine policies and procedures for the determination of voting eligibility.

#### I. Membership Year

Membership shall begin with the receipt of dues at the ACTE office and extend for one year (twelve months).

### **ARTICLE IV ORGANIZATIONAL STRUCTURE**

- A. KACTE shall be organized into a state association for the purpose of providing leadership and services to promote, improve, and maintain the quality of career and technical education in the state.
- B. Career and technical education clubs organized on college campuses, and with active KACTE members as advisors, may become affiliated with the KACTE upon submission of a copy of their bylaws and a list of their officers. Clubs must meet annually to be eligible for affiliation.
- C. KACTE shall provide for Services Division Organizations through specific occupational interest. Problems of the various members may be studied, explored, discussed and solved.

## **ARTICLE V OFFICERS**

- A. The officers of the state association shall be a President, President-Elect, Immediate Past President, Secretary, Treasurer, Immediate (one year) Past Treasurer and the ACTE Region II Representative. These constitutional officers shall constitute the Executive Committee.
- B. The President, President-Elect, Immediate Past-President, Secretary, Treasurer, Immediate Past-Treasurer, ACTE Region II Representative, and Service Area Vice Presidents shall constitute the Board of Directors.
- C. The Board of Directors of KACTE may employ an Executive Director of the State Association.
- D. KACTE shall recommend a KACTE member to serve on the Region II ACTE Policy Committee. The KACTE member selected shall serve a three-year term starting July 1 of the first year until June 30 of the third year of the three-year term. The selection shall be made at the annual business meeting of the year prior to the expiration of the incumbent's three-year term. The nominating committee will make the recommendation to the full membership. In case of a vacancy, the Executive Committee shall recommend a replacement to the Board of Directors. The KACTE member selected to serve as the KACTE representative on ACTE Region II Policy Committee shall be a voting member of the KACTE Board of Directors.

## **ARTICLE VI ELECTION OF OFFICERS**

- A. The President-Elect, Secretary, and Treasurer of the State Association shall be elected by a majority vote of eligible members present physically or virtually by video or telephonic conferencing and voting at the annual meeting of KACTE.
- B. The President-Elect, the Secretary-Elect, and Treasurer-Elect shall be nominated by a nominating committee. The President-Elect shall serve a one-year term beginning August 1 following election and automatically ascend to president. The Secretary-Elect of the State Association shall be nominated for a two-year term beginning August 1 on the odd years following election. The Treasurer-Elect of the State Association shall be nominated for a two-year term on even years. The newly elected officers shall assume their offices on August 1 following election.
- C. The nominating committee for the officers of the State Association and the ACTE Region II Policy Committee Representative shall be composed of the representative from each of the service areas currently voting on the Board with the chairperson being the immediate past president of the State Association.
- D. Additional nominations for all offices may be made by members from the floor at the annual meeting provided a written vita or resume is submitted to the presiding officer at the time the nomination is made and the candidate meets the qualifications of KACTE.
- E. Each service area with twenty (20) or more affiliate members shall appoint or elect its KACTE Vice President. For each 75 additional members above the initial 20 members, an additional representative for the division may be selected by the division. The representative must be an ACTE/KACTE member. The term shall start August 1 following his or her appointment. A service area that falls below twenty (20) affiliate members shall have one year to raise membership or shall be placed under the New and Related service area. Any group of members wishing to start a new service area shall be represented by the New and Related Division VP until they have established twenty (20) or more affiliate members and have established a service area organizational structure. Upon meeting the requirements for representation as a service area on the Board of Directors, the service area may petition the board for approval to have a representative on the board.
- F. It is recommended that Representatives from service area divisions be appointed for 2-year terms with Agriculture Education, Business Education, Guidance, Technology Education, Trade and Industrial Education, and New and Related Services being appointed on odd-numbered years and Family and Consumer Sciences Education, Health Science Technology Education, Marketing Education, Pathways to Careers/Special Needs, and Administration being appointed on even-numbered years.
- G. The President Elect shall assume any unexpired term of the President. A vacancy of a Board member other than any office of the State Association shall be filled by the respective service area in which the vacancy occurs. In the event that this vacancy is not filled within 30 days, the President shall appoint a representative from the service area.
- H. In the event of vacancy in any office (President-Elect, Secretary, Treasurer, and ACTE Region II Representative) in KACTE, the nominating committee will make recommendations to the full board.

- I. Additional nominations of candidates, who meet KACTE's requirements, may be made by board members at a meeting of the full board. The position will be filled by majority vote at a board meeting. The position will be filled at the first regularly scheduled or called meeting after the vacancy of the office occurs.
- J. Delinquency of Duty. If any KACTE Board member fails to attend two consecutive Board meetings while failing to notify the President or Executive Director, the Board can declare the position vacant at the second meeting and the vacancy will be filled per Article VI, MEMBERSHIP, and SECTION H.

## **ARTICLE VII DUTIES OF OFFICERS**

- A. The President shall perform all of the duties assigned to that office. The term of office shall be one year. The President, or in his or her absence, the President-Elect, shall preside at all meetings of the KACTE, the Executive Committee and the Board of Directors.
- B. The President-Elect shall serve for a period of one year prior to assuming the duties of the President. The President-Elect shall perform such duties as directed by the Board of Directors or the Executive Committee. The President-Elect shall attend all meetings of the association, Board of Directors and Executive Committee. The President-Elect shall serve as Co-Chair of the KACTE Liaison Committee.
- C. The Immediate Past-President shall serve in an advisory capacity to the President. The term of office shall be for one year. The Immediate Past-President shall serve as chair of the KACTE nominating committee, the Executive Director's contract committee, and co-chair the resolution committee. The immediate past president shall attend all meetings of the association, Board of Directors and Executive Committee.
- D. The Secretary shall keep a full and accurate record of the proceedings of all meetings of the KACTE, Board of Directors, and Executive Committee.
- E. The Treasurer shall work with the Executive Committee and the Executive Director to establish operating budgets, will audit all financial records of the Association, and will provide a report to the Board of Directors on the financial status of KACTE at all Board meetings and the Annual Business meeting.
- F. The ACTE Region II Representative will serve as liaison between KACTE and ACTE Region II. He/she will have duties as assigned by ACTE Region II, as well as KACTE.
- G. The Board of Directors shall be the governing body of the Association and shall have the authority and responsibility for the supervision, control and direction of the Association. The Board of Directors shall hire the executive director and designate the term of employment and compensation. The Board of Directors shall have among its duties the following:
  - a. Provide for the safekeeping and proper use of the funds of the KACTE.
  - b. Give final approval of the program for the annual meeting of the KACTE
- H. The Executive Committee may act in place and stead of the Board of Directors between Board meetings on matters, except those specifically reserved to the Board by these Bylaws or by law. Actions of the Executive Committee shall be reported to and ratified by the Board at the next Board meeting.

## **ARTICLE VIII COMMITTEES**

- A. The Board of Directors shall establish procedures for the creation and operation of standing committees and task force committees, as it deems necessary. The President shall recommend for appointment by the Board of Directors the following chairpersons: Bylaws, Social Media/Website, Finance, Awards, Membership, Audit, Nominating, Leadership and others as needed. Co-Chairpersons of the Liaison and Resolutions committee will also be appointed.
  - a. Awards Committee Chairperson must submit the nominations for ACTE/KACTE Awards to the Executive Board for approval at the Spring Meeting.
  - b. The President will appoint the Immediate Past-President to serve on the Resolutions Committee as Co-Chairperson.
  - c. The President will appoint the President-Elect to serve on the Legislative Liaison Committee as Co-Chairperson.
- B. The President shall have the power to appoint ad hoc committees subject to approval of the Executive Committee or Board of Directors.

## **ARTICLE IX MEETINGS**

- A. The State Association shall hold an annual meeting physically or virtually by video or telephonic conferencing at which time the business of the KACTE shall be conducted.
- B. Those eligible members present shall constitute a quorum for the transaction of business at any regularly scheduled annual meeting.
- C. The President shall call all meetings to be held physically or virtually by video or telephonic conferencing of the Board of Directors and the Executive Committee, and this Board and the committee shall meet at least quarterly.
- D. Upon written request of a majority of the Board of Directors the President shall call a meeting of the Board physically or virtually by video or telephonic conferencing.
- E. In order to transact business, these quorums shall be required:
  - a. Executive Committee -- 3
  - b. Board of Directors -- majority of Board members
- F. A member of the Board of Directors may be represented at Board meetings by a written proxy statement that has been given for presentation to the chair at the meeting specified. The chair shall identify who may exercise the vote. Proxy votes shall be passed in accordance to the *Policy and Procedures Handbook*.

## **ARTICLE X AFFILIATED ORGANIZATIONS**

Organizations of career and technical education personnel whose members are members of KACTE may be officially designated by the KACTE Executive Committee as "Affiliated Organizations."

## **ARTICLE XI AMENDMENTS**

- A. All proposed amendments accompanied by a written rationale shall be submitted to the Bylaws Committee 30 days prior to the spring meeting of the Board of Directors preceding the Annual Business meeting. Submissions may be made by a service area vice president on behalf of the service area, the Bylaws Committee, or the Board of Directors. The Bylaws Committee will review and present to the board of directors all proposed amendments at the spring meeting of the Board of Directors preceding the Annual Business Meeting.
- B. All proposed amendments shall be noticed to the members at least 60 days prior to the annual meeting by mailing or electronic distribution to the last known address.
- C. Proposed amendments with a written rationale submitted to the Board of Directors will be presented to the membership at the annual meeting physically or virtually by video or telephonic conferencing with the Board's recommendation to adopt or reject.
- D. Bylaws may be amended only by a two-thirds vote of all members at the Annual State Meeting, or called State Meeting either physically or virtually by video or telephonic conferencing.

## **ARTICLE XII PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order*, newly revised, shall govern the KACTE in all cases to which they are applicable, subject to such rules as have been or may be adopted.

## **ARTICLE XIII POLICY AND PROCEDURES**

*Policy and Procedures Handbook*: Upon approval of the KACTE Board of Directors, KACTE shall establish policy and procedures by which the goals of these Bylaws and of the association are completed.

**Bylaws adopted as amended July 24, 2020**

# ***KACTE PROCEDURES***

## **THE KENTUCKY ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION** (hereafter referred to as KACTE)

### **A. Mission**

The mission of KACTE is to provide educational leadership in developing a competitive workforce.

### **B. Purposes**

1. Leadership and Program Improvement. To foster excellence in career and technical education in Kentucky.
2. Policy Development. To advocate Kentucky and national policy to benefit career and technical education.
3. Knowledge Connectivity. To act as a clearinghouse for education and information relating to all aspects of career and technical education, while providing an access for professional development.
4. Awareness. To promote public awareness of the value of career and technical education as an integral part of the total program of education and solicit public support for these programs.

## **I. BOARD OF DIRECTORS**

The Board of Directors shall consist of those individuals identified in the Association Bylaws. The Board shall be the governing body of the Association, and shall have the authority and responsibility for the supervision, control and direction of the Association. All Board meetings, except Executive sessions, are open to any KACTE member.

When an individual commits to serve on the KACTE Board of Directors, the professional responsibility extends beyond that of his or her annual KACTE membership. It is the responsibility of each member to attend all meetings and carry out duties assigned. When this is not possible, a written proxy should be mailed to the President. Should a written proxy prepared in advance of the meeting be impossible, a telephone call from the Board member to the KACTE President followed by a written proxy statement will allow the designated member full representation at the specified meeting.

A member of the Board of Directors may be represented at Board meetings by a KACTE member to whom a written proxy statement has been given for presentation to the chair at the meeting specified. The chair shall identify who may exercise the vote. The representative will have all of the privileges afforded to the Board member being represented.

### **Major Duties and Responsibilities**

- 1.1 Attend all quarterly and called board meetings yearly plus Annual Membership Business meeting
- 1.2 Appoint the Executive Director, designate the term of office, and the compensation
- 1.3 Recommend to the membership at the Annual Business meeting the annual dues for each type of Association membership
- 1.4 Transact business of the Association when a quorum is present
- 1.5 Approve proposed amendments to the Constitution and the Bylaws sixty (60) days prior to the Association's Annual Business meeting and present changes for approval to the membership



- 1.6 Establish and amend Board policies by a majority vote at any regular session or special meeting of the Board.
- 1.7 Express only the official position of the Board when speaking for the Association
- 1.8 Establish mutual liaison relationships with the Board of other organizations
- 1.9 Review and approve the KACTE Strategic Plan.
- 1.10 Approve the annual budget
- 1.11 Receive and act on committee reports
- 1.12 Give final approval of the Association's Annual Business meeting program.

## **II. EXECUTIVE COMMITTEE**

The Executive Committee composed of the President, President-Elect, Immediate Past-President, Secretary, Treasurer, ACTE Region II Representative, and Immediate (one year) Past-Treasurer may act in place and stead of the Board of Directors between Board meetings on matters, except those specifically reserved to the Board by the KACTE Bylaws or by law. Actions of the Executive Committee shall be reported to and ratified by the Board at the next Board meeting. All members have voting power, except the Past-Treasurer, ex-officio, and the President, who votes only in the case of a tie.

To be nominated for a position as an executive officer of KACTE, a person shall:

- A. Be an Individual Professional member for two consecutive years prior to the nomination date
- B. Previously held a position on the board prior to being nominated for the office of President Elect
- C. Be committed to fulfill the duties and responsibilities of the position.

### **Major Duties and Responsibilities**

- 2.1 Meet at least one hour before the regular scheduled Board meeting to conduct business and determine issues and recommendations to bring to the Board
- 2.2 Approve President's recommended meeting dates and sites, locations, and calendar activities to be announced at the first regular scheduled Board meeting
- 2.3 Review and approve proposed budget submitted by the Treasurer and the Executive Director and recommend for Board approval
- 2.4 Provide for the safekeeping and proper use of Association funds
- 2.5 Appoint the Nominating Committee as outlined in the Bylaws with the Past-President chairing the Committee
- 2.6 Give final approval of the Association's Annual Business meeting program and submit to the Board for approval
- 2.7 Review with the Executive Director the contract terms. Use the job description and the annual goals and objectives as a basis for the evaluation. Present any proposed changes at the last regular scheduled meeting before Annual Business meeting for Board approval
- 2.8 Review the policies of the bonding company before renewing with the company.

### **III. EXECUTIVE DIRECTOR**

The Executive Director works with the Board of Directors in providing leadership and direction to the Association. He/she is responsible for implementing decisions of the Board and sees that the goals, objectives, and strategic plan of the Association are accomplished. The Executive Director is directly responsible to the Executive Committee. The Executive Director serves as a non-voting Board member. He/she manages KACTE finances, including: receipt of income, disbursement of funds, maintenance of all records, and preparation of reports.

#### **Major Duties and Responsibilities**

- 3.1 Described in the contract included in KACTE *Policy and Procedure Handbook*. (Addendum A)

### **IV. PRESIDENT**

The President, or in his/her absence, the President-Elect, presides at all meetings of the Association, the Executive Committee, and the Board of Directors, and performs those duties originating from the office of the organization. The President may vote to break a tie.

#### **Major Duties and Responsibilities**

- 4.1 Call meetings of the Executive Committee and the Board of Directors including special meetings
- 4.2 Call a minimum of quarterly meetings of the Board of Directors to conduct Association business
- 4.3 Preside at all meetings of the Board of Directors and Executive Committee meetings. Use *Roberts Rules of Order* when presiding at meetings
- 4.4 Present report of his/her activities at each Board meeting and Annual Business meeting and submit written report to the Secretary
- 4.5 Call special meetings of the Board of Directors when requested by the majority of the Board
- 4.6 The President shall recommend for appointment by the Board of Directors the chairs or co-chairs of Association committees and task forces. The Board of Directors shall establish procedures for the operation of standing committees and task force committees as it deems necessary. The specific committees include: Social Media/Website, Finance, Membership, Constitution and Bylaws, Audit, Resolutions, Awards, History, and others as needed
- 4.7 Support, defend, and implement policies and programs adopted by the Board of Directors and Executive Committee
- 4.8 Work with the Executive Director and Association Secretary to develop agendas and materials for meetings
- 4.9 Consult and advise with the Executive Director on all matters pertaining to Association policies, programs, and finances
- 4.10 Work with the Executive Director to keep the Board of Directors, Executive Committee, and others informed of the conditions and operations of the Association
- 4.11 Work with the Executive Director and Executive Committee to ensure that policies and programs will further the goals and objectives of the Association and make presentations to the Board of Directors

- 4.12 Ensure that the Executive Director's contract is prepared and ready for signature at the appropriate time
- 4.13 Approve all travel vouchers and send to the Treasurer for payment within five (5) days
- 4.14 Offer direction to ensure the strategic plan fulfills the goals and purposes of the Association
- 4.15 Finalize agenda for all Executive and Board meetings.

## **V. PRESIDENT-ELECT**

The President-Elect shall serve for a period of one year prior to assuming the duties of the President. The President-Elect shall perform such duties as directed by the Board of Directors or the Executive Committee; attend all Association meetings and become familiar with policy, procedure, and Association business. The President Elect serves as Chair of the Annual Conference and the Strategic Plan committee and co-chair the Liaison committee. The President Elect serves as a voting member at all Association meetings.

### **Major Duties and Responsibilities**

- 5.1 Preside at all meeting of the Association and the Executive Committee in the absence of the President
- 5.2 Fill the office of President in the event the office becomes vacant
- 5.3 Assist with annual budget preparation
- 5.4 Chair Annual Conference committee and makes recommendation on Annual Conference at the March meeting
- 5.5 Co-chair Legislative Liaison committee
- 5.6 Chair Strategic Plan committee
- 5.7 Perform other duties as assigned by the President.

## **VI. SECRETARY**

The Secretary keeps accurate and detailed records of the proceedings of all Executive Committee, Board of Directors, Annual Business Meeting, and Special Called meetings of the Association. The Secretary serves as a voting member at all Association meetings.

### **Major Duties and Responsibilities**

- 6.1 During the meetings:
  - A. Distribute sign in sheet
  - B. Determine quorum
  - C. Move that minutes of previous meeting be accepted
  - D. Provide a motion card to individuals making a motion to record exact wording of motion
  - E. Furnish the exact wording of motion prior to voting
  - F. Search the minutes for information when needed
  - G. Read the roll when requested by the presiding officer
  - H. Read correspondence
  - I. Collect all materials distributed including written reports of all members
  - J. Have a copy of Bylaws, standing rules, list of Board members

- 6.2 Following the meetings:
  - A. Send draft copy of minutes within two weeks to President and Executive Director for review and final approval
  - B. Send copy of minutes to all Board of Directors, liaison from Education Cabinet, KCTCS, Department of Education and Office for Career and Technical Education.
- 6.3 Minutes to include:
  - A. Type of meeting: regular, special, or annual business
  - B. Date, time, place, quorum, and who conducted meeting
  - C. Names of Board members, Committee chairs, proxy holders, and guests
  - D. Previous minutes approved
  - E. Treasurer's report
  - F. Reports by Executive Director, Officers, Service Area Vice-Presidents, and Committee chairs
  - G. Name and subject of guest speaker
  - H. Disposition of old and new items of business
  - I. Motion including name of individuals who make and second motions
  - J. Hour of adjournment
  - K. Secretary signature
- 6.4 Perform any other duties as assigned by the President.

## **VII. TREASURER**

The Treasurer reports to the Board of Directors on the financial status and fiscal management of the Association. The Treasurer serves as a voting member at all Association meetings.

### **Major Duties and Responsibilities**

- 7.1 Review the activities of the Executive Director related to fiscal management
- 7.2 Ensure all expenditures are in line with the approved budget, as amended
- 7.3 Submit financial reports at all Board of Director meetings and the KACTE Annual Meeting
- 7.4 Supervise an audit of all KACTE finances and fiscal operations
- 7.5 Prepare a draft annual budget and submit to the Board of Directors at the last scheduled Board of Director's meeting held prior to the beginning of the subsequent fiscal year
- 7.6 Sign all checks in excess of \$10,000.00
- 7.7 Perform any other duties as assigned by the President.

## **VIII. IMMEDIATE PAST-PRESIDENT**

The Immediate Past-President serves as a counselor to the Association and works closely with the President, Executive Committee and the Board. The Immediate Past-President chairs the Nominating committee, Executive Directors contract, and co-chairs the Resolutions committee. The Immediate Past-President monitors implementation of the KACTE strategic plan. The Immediate Past-President serves as a voting member at all Association meetings.

### **Major Duties and Responsibilities**

- 8.1 Attend all meetings of the Executive Committee and the Board
- 8.2 Work with Executive Director in preparing report on yearly accomplishments of the Association
- 8.3 Serve as chair of the following committees: Nominating, Executive Director's contract, and co-chair of Resolution
- 8.4 Monitor implementation of the current, KACTE Board-adopted strategic plan.
- 8.5 Perform any other duties assigned by the President.

## **IX. IMMEDIATE PAST-TREASURER**

The Immediate Past-Treasurer serves as an ex-officio member of the Executive Committee for the term of one (1) year. As an ex-officio officer, the Immediate Past-Treasurer does not have a vote. The Immediate Past-Treasurer may vote with a proxy vote.

### **Major Duties and Responsibilities**

- 9.1 Provide transition of the office to the new Treasurer
- 9.2 Assist the new Treasurer, the Executive Committee, and the Association in financial matters
- 9.3 Perform any other duties assigned by the President.

## **X. ACTE REGION II REPRESENTATIVE**

The ACTE Region II Representative will serve as liaison between KACTE and ACTE Region II. The term begins on July 1 and continues for three (3) years ending on June 30. The ACTE Region II Representative shall be a voting member of the KACTE Board of Directors.

### **Major Duties and Responsibilities**

- 10.1 Attend all meetings of the Executive committee and the Board
- 10.2 Represent Kentucky on the ACTE Region II Policy Committee and attend the Fall Region II meeting, ACTE Annual Conference, Spring Washington Region II meeting, and Annual Business meeting
- 10.3 Keep Executive Director, Executive Committee, and the Board updated on ACTE events
- 10.4 Serve as a Committee Chair if so designated by the President
- 10.5 Perform any other duties as assigned by the President.

## **XI. SERVICE AREA VICE-PRESIDENT**

Each service area with twenty (20) or more eligible members shall appoint or elect its KACTE Vice-President. For each 75 additional members above the initial 20 members, an additional Vice-President shall be appointed or elected by the service area. The representative(s) must be an ACTE/KACTE member. The term shall start August 1 following his or her appointment. They will bring to the Board the issues and concerns of his/her particular group and keep the Board up-to-date on the group's status and progress. The Service Area Vice Presidents will serve on the Membership, Nomination and Strategic Plan committees. If a service area meets the required minimum number of members for recognition but does not have a corresponding professional association to appoint or elect a KACTE Vice-President, the KACTE President shall appoint the Vice-President for such service areas.

### **Major Duties and Responsibilities**

- 11.1 Attend all meetings of the board
- 11.2 Report to the Board the group's activities and submit written report to the Secretary
- 11.3 Inform Division members on current events discussed by the Board
- 11.4 Develop the Strategic Plan
- 11.5 Recommend slate of officers to be presented to the Board and Business meeting
- 11.6 Recommend one nominee each for the Career and Technical Teacher of the Year and the Career and Technical Postsecondary Teacher of the Year
- 11.7 Recommend at least one individual for an Association elected office
- 11.8 Work with the Education Cabinet, Department of Education, and KCTCS Office of the respective program area to plan appropriate program for KACTE Annual Meeting
- 11.9 Forward records and materials of the past two years to the new Board member when term expires
- 11.10 Perform any other duties as assigned by the President.

## **XII. COMMITTEE CHAIRS**

The President shall recommend for appointment to the board of directors the chairs of the following committees: Constitution, Social Media/Website, Finance, Awards, Membership, Leadership, and others as needed. Co-Chairpersons of the Liaison and Resolutions committees will also be appointed. The President shall have the power to appoint ad hoc committees subject to approval of the Executive Committee or Board of Directors. The Committee chairs are an integral part of the Board. The Chairs serve as non-voting members of the Board. A Chair serving on the Executive Committee or on the Board as a voting member may vote in that position only. A Chair may vote with a proxy.

### **Major Duties and Responsibilities**

- 12.1 Attend all meetings of the Board
- 12.2 Appoint committee members
- 12.3 Fulfill all responsibilities of the committee
- 12.4 Report progress of the committee to the board

### **XIII. ANNUAL CONFERENCE COMMITTEE**

The President-Elect chairs the committee, and the KACTE Assistant Executive Director serves as co-chair. The Annual Conference Committee, in conjunction with the Executive Director and the Executive Committee, plan the Annual Conference. The chair of this committee works with state officials in planning the conference. The co-chair serves as a non-voting Board member.

#### **Major Duties and Responsibilities**

- 13.1 Shall be held in conjunction with the Department of Education, Education Cabinet and KCTCS
- 13.2 Budget for the Annual Conference shall be presented to the Executive Committee for approval at the second regular scheduled Board meeting
- 13.3 Plan fund-raising events by the third regular scheduled Board meeting
- 13.4 Obtain guest speaker for the Annual Business meeting during the Annual Conference
- 13.5 Obtain final Board approval of the Annual Conference program at the last regular scheduled meeting before the Conference
- 13.6 Committee chair must work closely with the Executive Board in planning all events of the Conference
- 13.7 Keep a notebook consisting of a work calendar, forms, and correspondence needed to plan and develop the Annual Conference to be given to the next year's committee
- 13.8 Report to the Board meetings on Conference planning progress

### **XIV. CONSTITUTION and BYLAWS COMMITTEE**

The committee will review the Bylaws for possible revisions and make recommendations to the Board and at the Annual Business meeting. The chair serves as a non-voting member of the Board.

#### **Major Duties and Responsibilities**

- 14.1 Receive proposed changes submitted by members and/or Board members. Present amendments to the Executive Board and the Board of Directors sixty (60) days prior to the Annual Business meeting for approval to be presented to the membership at the Annual Business meeting for approval.
- 14.2 Present proposed changes to the Bylaws in writing at the Annual Business meeting for approval
- 14.3 Present a printed copy of the new Bylaws to the Executive committee and Executive Director at the next Board meeting.

### **XV. MEMBERSHIP COMMITTEE**

The President recommends to the board for appointment the chair of this committee. The Service Area Vice-Presidents serve on the committee. The Membership Committee develops, implements, and plans to actively recruit members in KACTE and ACTE. All members of the Membership committee serve as voting members at all Association meetings. The chair may or may not be a voting member of the Board; it depends on the chair's position on Board.

### **Major Duties and Responsibilities**

- 15.1 Recommend to the Board the goal for the number of members to be attained each year
- 15.2 Develop a plan for an annual statewide membership drive that:
  - 1. is organized by Service Areas through a membership committee for each Service Area
  - 2. specify dates for a Fall membership drive to be completed by December 31 of each year.
  - 3. identify materials needed by each Service Area for the membership drive and who is responsible for getting materials
- 15.3 Suggested materials are:
  - 1. list of career and technical education personnel in the Service Area, in local school districts and state operated programs
  - 2. list of teacher educators in the Service Area
  - 3. list of payroll deduction in the Service Area from previous year
  - 4. renewal notices from KACTE
  - 5. membership application forms
  - 6. ACTE and KACTE brochures
  - 7. one page listing of KACTE accomplishments
- 15.4 Develop incentives or awards to recognize membership gains
- 15.5 Develop a tentative agenda for the membership committee meetings
- 15.6 Receive information relative to career and technical centers, high schools and KCTCS colleges that have 100 percent membership and share with the Board

## **XVI. RESOLUTION COMMITTEE**

The Resolution Committee will develop resolutions and present to the Board of Directors. Resolutions are voted on at the Annual Business meeting. The President will appoint the President-Elect to serve as Co-Chairperson and will recommend for appointment to the Board of Directors the other Co-Chairperson for the Resolutions committee. The appointed Co-Chair serves as a non-voting Board member.

### **Major Duties and Responsibilities**

- 16.1 Prepare and keep updated guidelines for writing resolutions and include in the *Handbook*
- 16.2 Solicit proposed resolutions from Service Areas, committees, and members of the board of directors by the third Board meeting
- 16.3 Develop and write resolutions when requested by the Board or Executive Committee
- 16.4 Recommend resolutions for approval by the Board sixty (60) days prior to the Annual Business Meeting
- 16.5 Prepare sufficient copies of resolutions approved by the Board and distribute during registration at the Annual Conference



## **XVII. NOMINATION COMMITTEE**

The Immediate Past-President serves as chair and the Service Area Vice-Presidents as the committee. The Nomination Committee serves as a screening committee for potential candidates for the office of President-Elect, Secretary, Treasurer, and ACTE Region II Representative. All members on the Nomination Committee serve as voting members on the Board.

### **Major Duties and Responsibilities**

- 17.1 Develop a nomination form to be submitted by potential candidates for office
- 17.2 Review information submitted about each nominee and interview nominee, when necessary
- 17.3 Recommend a single slate of officers to the Board at the regular scheduled meeting before the Annual Business meeting
- 17.4 Be prepared to handle nominations from the floor at the Annual Business meeting. This includes receiving a written vita or resume from the nominee and presenting to the presiding officer.

## **XVIII. AWARDS COMMITTEE**

The Awards Committee is responsible for selecting and recommending to the Board nominees for all ACTE and KACTE awards. The awards will be presented during the Annual Conference. The chair serves as a non-voting Board member. The chair serves a three-year term.

### **Major Duties and Responsibilities**

- 18.1 Inform membership and the Board through the Website and other communications of the KACTE and ACTE awards, including the awards available, the criteria, and the deadline for submitting the nominations
- 18.2 Solicit nominations by established deadlines and keep supply of certificates on hand for the 27-Year Award and Honorary Life Membership
- 18.3 Select winners for each category of award and notify the winners of plans to honor them at the Annual Conference meeting
- 18.4 Prepare short summary of honoree's achievements to be read at the awards presentation and for use in a media release
- 18.5 Submit approved nominations for ACTE awards to the appropriate committee or individuals
- 18.6 Select the winner for the Teacher Recruitment Award.

## **XIX. SOCIAL MEDIA/WEBSITE COMMITTEE**

The Social Media/Website Committee provides publicity for KACTE through the website and social media channels as directed by the Board. The Committee works with the Executive Director in preparing information for posting to the KACTE Website and social media channels. The committee monitors social media engagement and solicits content from other board members. The chair serves as a non-voting Board member.”

### **Major Duties and Responsibilities**

- 19.1 Work with the Executive Director in determining deadlines for electronic newsletters and which responsibilities each assumes in posting the information to the website.
- 19.2 Prepare some suggested public relation tips and make available to the Board and members on request
- 19.3 Work with the chair of the Annual Conference committee in publicizing the Business meeting
- 19.4 Develop suggestions for observing National Career and Technical Education Month and make available by December 1 of each year.
- 19.5 Include a brief summary of the Conference plans and a pre- registration form on the website.

## **XX. HISTORY COMMITTEE**

On a yearly basis, the History Committee is responsible for keeping and preserving Association materials of historical value and summarizes activities of the Association. The chair serves as a non-voting Board member.

### **Major Duties and Responsibilities**

- 20.1 Develop and/or revise guidelines regarding the types of materials to be kept and preserved and present to the Board for approval
- 20.2 Collect materials as determined in guidelines
- 20.3 Summarize by Annual Business meeting the year's activities and report to the membership
- 20.4 Present written summary to Secretary to be kept with the minutes

## **XXI. LIAISON COMMITTEE**

The President will appoint the President-Elect to serve as Co-Chairperson and will recommend for appointment to the Board of Directors the other Co-chairperson for the Liaison Committee. The appointed co-chair of the committee serves as a non-voting Board member

### **Major Duties and Responsibilities**

- 21.1 Determine issues of concern to technical educators statewide, and especially those that could become a part of the KACTE Legislative package during a legislative year.
- 21.2 Inform members of the General Assembly and the KACTE membership of the legislative needs for technical educators.
- 21.3 Survey KACTE membership to determine legislative needs
- 21.4 Develop and present legislative package for approval to the Board
- 21.5 Be informed about the legislative process
- 21.6 Establish and maintain good relationships with state/national legislatures

- 21.7 Report to Board and membership about legislative matters
- 21.8 Develop a statewide network for contacting a legislator
- 21.9 Work with Board in sponsoring legislative workshops.

## **XXII. STRATEGIC PLAN COMMITTEE**

The Strategic Plan committee is chaired by the President-Elect and consists of the Service Area Vice-Presidents. All members of this committee serve as voting members on the Board.

### **Major Duties and Responsibilities**

- 22.1 Shall develop goals or objectives, activities, list the group of individuals responsible, list time frame and accomplishments for the Association
- 22.2 Meet during the first regular scheduled Board meeting after Annual Conference
- 22.3 Present the Strategic Plan at the second Board meeting for Board discussion.

## **XXIII. AUDIT COMMITTEE**

The Auditing Committee is responsible for auditing the Treasurer's books yearly. The chair serves as a non-voting Board member.

### **Major Duties and Responsibilities**

- 23.1 Outline an acceptable procedure for auditing the books and present to Executive Committee for review
- 23.2 Work with the Treasurer in establishing an appropriate time for the audit in July
- 23.3 Inform the Treasurer of materials needed
- 23.4 Keep record of suggestions and recommendations for the Treasurer during the audit
- 23.5 Prepare and submit audit report to the Executive committee and the Board at the first Board meeting.

## **XXIV. RECORDS**

- 24.1 Must submit membership report in writing to the Secretary at the Board meeting at which it was given
- 24.2 Discard membership records after five years except for the final ACTE membership list for that year
- 24.3 Final ACTE membership list for each year will be kept indefinitely
- 24.4 Keep all financial statements and balance sheets at the KACTE Office for five (5) years
- 24.5 Keep minutes of Executive Committee and Board meetings indefinitely at the KACTE Office and the minutes shall become a part of the KACTE historical records.

## **XXV. TRAVEL**

- 25.1 Designate travel funds in the budget for use by authorized members and Executive Director. These funds cannot exceed budgeted amount. Any individual for whom the Association has made prepayment of any expenses is obligated to attend said conference or refund the Association for the full amount
- 25.2 Prepay conference registration, hotel deposit, and/or airfare.
- 25.3 Use the KACTE travel voucher form to request reimbursement of authorized travel. The official KACTE travel voucher form will be located in the Officers' *Handbook*. Hotel room charges will be paid according to billing not to exceed budgeted amount
- 25.4 Reimbursement for meals is allowed only on overnight travel on a per diem basis or where a late return voids the expense of rooming charges. Meal reimbursement shall coincide with the existing state rates. Any exception to meal reimbursement will occur according to the Commonwealth of Kentucky's designated high-rate district
- 25.5 Receipts are required on all items for reimbursement except meals and mileage.

## **XXVI. REFUNDS**

- 26.1 Refunds for any KACTE event shall be requested in writing to the KACTE Treasurer within thirty (30) days after the event
- 26.2 No refunds shall be made after thirty (30) days of the scheduled event. Meals are excluded from the refund unless requested in writing to the KACTE Treasurer three (3) days prior to the meal function.

## **XXVII. PURCHASING**

- 27.1 Purchased non-perishable items for use by the Association shall become a part of inventory and be stored in the KACTE office unless the Executive Director or the President has made an exception
- 27.2 Submit at least two (2) bids for any item costing more than \$500.00 (five hundred dollars)
- 27.3 Submit receipts to the Treasurer for reimbursement of authorized purchases paid for by individual members.

## **XXVIII. CARL D. PERKINS ASSISTANTSHIP**

- 28.1 Funded through a budget line item.
- 28.2 Select two (2) students, one (1) postsecondary and one (1) secondary, each year for an assistantship
- 28.3 Recipients will be honored at the Annual Conference
- 28.4 Recipients will be selected by the committee.
- 28.5 The KACTE President appoints the chair who serves a three-year term.

## **XXIX. DELEGATES TO ACTE**

- 29.1 Designated delegates by virtue of their position are: Executive Director, ACTE Region II Representative, and the Executive officers
- 29.2 Submit delegate applications to the KACTE office by October 1 of the current year to be a delegate
- 29.3 Obtain application forms for delegates from the KACTE office, or during the Annual Business meeting, or in a newsletter
- 29.4 Notify the President at the first regular scheduled meeting of plans to be a delegate
- 29.5 Selection of delegates made by the Executive committee. The committee will give first priority to voting members of the KACTE Board, second priority to the KACTE Board committee chairs, and third priority to geographic representation
- 29.6 Delegates shall attend all required meetings.

# KACTE Whistleblower Policy

## **I. General**

The Kentucky Association for Career and Technical Education Code of Ethics and Conduct (“Code”) requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of KACTE, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

## **II. Reporting Responsibility**

It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

## **III. No Retaliation**

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

## **IV. Reporting Violations**

The Code addresses the Organization’s open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code of Conduct to the Organization’s Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization’s open door policy, individuals should contact the Organization’s Compliance Officer directly.

## **IV. Compliance Officer**

The Organization’s Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the audit committee. The Compliance Officer has direct access to the audit committee of the board of directors and is required to report to the audit committee at least annually on compliance activity. The Organization’s Compliance Officer is the chair of the audit committee.

## **V. Accounting and Auditing Matters**

The audit committee of the board of directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the audit committee of any such complaint and work with the committee until the matter is resolved.

## **VI. Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **VII. Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **VIII. Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **KACTE Conflict of Interest Policy**

### **I. Purpose**

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, (the “Organization”), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **II. Definitions**

#### **1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- A. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- B. A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
- C. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **III. Procedures**

1. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. The remaining board or committee members shall decide if a conflict of interest exists.
3. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

## **KACTE Retention Policy**

ACTE will retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as described below. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Permanent Retention: Records that are permanent or essential shall be retained and preserved indefinitely

Current Records: Records for which convenience, ready reference or other reasons are retained in the office space and equipment of the association

<b>Institutional and Legal Records</b>	
Articles of Incorporation	Permanent
Bylaws	Permanent
Minutes	Permanent
Tax Exemption Documents	Permanent

<b>Employee Payroll Files</b>	
Wage or Salary History	7 years
Salary or Current Rate of Pay	7 years
Payroll Deductions	7 years
Time Cards or Sheets	7 years
W-2 Forms	7 years
W-4 Forms	7 years
Garnishments	Termination plus 1 year

<b>Employee Personnel Files</b>	
Employment Application or Resume	Termination plus 1 year
Employment History	Termination plus 1 year
Beneficiary Designation	Until employee termination
Medical Records	Until employee termination
Promotions	Termination plus 1 year
Attendance Records	7 years
Employee Evaluations	7 years
Disciplinary Warnings and Actions	7 years
Layoff or Termination	7 years
I-9 Form	7 years after termination
Employee Injury/Accident Reports	7 years
Retirement Benefits	Life of the employee
Disability Records	Life of the employee
<b>General Files</b>	
Pension/Retirement Plans	7 years after termination of individual plan

<b>Financial Records</b>	
Account Receivable	7 years



Original A/P Invoices	7 years
Expense Reports	7 years
1099 & Sales and Use Tax Reports	7 years
A/P Check Registers	7 years
Bank Statements	7 years
Deposit Records	7 years
Bank Reconciliations	7 years
Canceled Checks	7 years
General Ledgers	Current plus 7 years
Journal Entries	7 years
Annual Audited Financial Report	Permanent
<b>Capital Property Records</b>	
Property Records	Current plus 7 years
Inventory	Current plus 7 years
Depreciation Schedules	Current plus 7 years
Long-Term Debt Records	Current plus 7 years
Property Improvement Records	Current plus 7 years
<b>Facilities Records</b>	
Building Permits	Current plus 7 years
Building Plans and Specifications	Permanent
Office Layouts	Current
Zoning and Operating Permits	Current
Maintenance Records	Current
<b>Insurance Records</b>	
Property Insurance Policies	7 years
Liability Insurance Policies	Permanent
Insurance Claim Documents	7 years
<b>Litigation Records</b>	
Claims/Court Documents	Current

## ADDENDUM A

# EXECUTIVE DIRECTOR

### Job Description

The Executive Director works with the Board of Directors in providing leadership and direction to the Association. He/She is responsible for implementing decisions of the Board of Directors and sees that the goals, objectives, and the strategic plan of the Association are accomplished. The Executive Director is directly responsible to the Executive Committee.

### Major Duties and Responsibilities

#### General:

1. Respond to all inquiries within two weeks with copies to the president and to the appropriate committee chair or member of the board.
2. Present a report of activities at all board meetings and to the membership at the annual meeting.
3. At the beginning of each month submit to the President a monthly itinerary and description of organization activities planned.
4. Keep apprised of the activities of all committees.
5. Work with the Handbook Committee to see that the Officer Handbook is updated prior to the first board meeting following the annual meeting each year. The update should include changes in the Constitution and Bylaws that were voted on at the annual business meeting.
6. Maintain an office for the Association agreed upon by the Board of Directors and secure supplies within budget restrictions.
7. Coordinate with the President and facilitate plans for the KACTE annual meeting, board meetings, and all KVA activities with the appropriate committees of the Association.
8. Coordinate with the Association for Career and Technical Education processing of all membership
9. Serve as Association liaison to the State Board for Adult and Technical Education, the Kentucky Department of Education, and the Kentucky Community and Technical College System Board of Regents
10. Arrange membership visits to each vocational region at least once a year

#### Information Dissemination:

1. Serve as newsletter editor and be responsible for publishing newsletters/bulletins as needed.
2. Attend state legislative sessions relative to career and technical education and provide a written report to the Executive Committee
3. Provide information updates relative to state and national career and technical education.
4. Register as a lobbyist for the Association during legislative sessions. Inform and work with Liaison Committee in gathering and dispersing legislative information on the needs and questions of legislators to the membership through the Liaison Committee and taking the Association's concerns to the legislators as directed by the Liaison Committee, and Board of Directors, or the Executive Committee.

#### Public Relations:

1. Maintain good public relations with the membership, legislators, the public, and with other professional groups.
2. Maintain the visibility of vocational-technical education in the media. Articles should be submitted to Technical speaking The Key and In The Works; (publications by the Workforce Development Cabinet) and the Kentucky Teacher (a publication of the Kentucky Department of Education), and any publication of the Kentucky Community and Technical College System.

# *Advocacy Guidelines for Career and Technical Educators*

Produced July 2005 by KACTE

## **Career/Technical Education in Kentucky**

The Kentucky General Assembly Subcommittee on Vocational Education of the Interim Joint Committee on Education in 2003 found: "Career and Technical Education programs continue to be important program options within secondary education."

Career and Technical Education is high school and college education that provides students with academic curriculum related to the real world (often called contextual learning); employability skills; and education pathways to help students explore interests and careers. It also is second-chance education and training for the unemployed and those seeking skill upgrades.

Labor market statistics reveal that more than 60 percent of all jobs will require an associate degree or technical certificate. U.S. Census Bureau and Bureau of Labor Statistics reports find that the fast-growing jobs, at above-average pay, are filled by individuals with associate degrees or skill certificates. Skill training for jobs that form the foundation of Kentucky's economy is delivered through CTE programs.

### **Career-Technical Graduates:**

*Grow your food*

*Repair your car*

*Build your house*

*Fix your air conditioning*

*Prepare your restaurant order*

*Care for your child*

*Make the products you buy*

*Process your bank transactions*

*Check your blood pressure*

*Clean your teeth*

*Service your computer*

*Operate machinery*

### **Know the Facts**

Effective advocacy is based on facts that support arguments or positions. CTE answered the challenge to increase rigor and relevance. Proof is in growing enrollment and graduates' success. Consider:

- From 2001-2004, high school/ATC CTE concentrators gained 9.3 points on the CATS (Commonwealth Accountability and Testing System) academic index, compared to a 6.8 point gain for all other high school students.
- In 2004, more than 13,000 students sought industry-recognized Occupational Skill Standard and Assessment certificates, 40 percent passed, up from 14 percent in 2002. Assessments cover 19 occupational areas.
- Dual credit courses are available at high schools and area technology centers with the Kentucky Community and Technical College System and several universities. Curriculum is matched to collegiate and industry standards.
- Participants in KY WINS (Kentucky Workforce Investment Network System) in 2003 received an average starting wage of \$21.75 per hour after attending community and technical colleges.
- More than 40,000 Kentucky students belong to Career and Technical Education Student Organizations where they apply skills and demonstrate leadership ability.

## **Everyone's an Advocate; Even You!**

The American political process not only provides the opportunity for citizen involvement, good government demands it. Perhaps Plato said it best: *"The punishment of wise men who refuse to take part in the affairs of government is to live under the government of unwise men."*

Many times, professionals — like teachers and administrators — think they should not be involved in legislative advocacy. They may view the political process in a bad light. They may think their careers are above the fray. They may think that their employment contracts prohibit involvement.

While employment contracts may prohibit involvement in partisan political action (such as working directly on a campaign), **every citizen retains the right to communicate with legislators on matters of concern.** As long as that communication is done professionally and without partisan bias — in other words, information and education about ideas and ideals — professionals are within the bounds of their citizenship. Follow these simple guidelines and Career and Technical Education (CTE) advocates maintain their ethics, an important public employee consideration.

Sometimes individuals may think their voice is not strong enough to be heard. That no one cares. If you think legislative advocacy is just a waste of time consider a U.S. Senate staff member who was observed advising senators how to vote based on the height of constituent letters stacked by issue. The highest pile won.

## Advocacy Works

Consider, too, the 1998 efforts of the Alabama Vocational Association (now the Alabama Association for Career and Technical Education). It was asked to help secure \$5 million additional for vocational (now Career and Technical) education from the Alabama legislature. The association decided to ask for \$20 million. The legislature appropriated \$15 million — three times what originally was considered. Alabama ACTE members used grassroots legislative advocacy emphasizing CTE success and how CTE programs were critical for Alabama's youth and re-skilling adults in obtaining jobs.

Kentucky is facing the same challenges. Studies, reports and analyses from government and private-sector research indicate that every job in the emerging global, information society will require some degree of technical and career proficiency. CTE professionals who believe in their careers owe it to themselves to advocate for their programs, and they can create synergism (where the effect is greater than the sum of individual efforts) as a group. Together, through an organized effort, CTE can build on its successes, promote a positive image, and make a difference in the lives of students and for Kentucky's communities.

***The combined efforts of Kentucky's teachers in Fall 2004 to seek restoration and maintenance of health care insurance proves advocacy works, and it works best through united action.***

Kentucky's economic and workforce success is directly dependent on a CTE system — from middle school to college and beyond — that provides skill training for the jobs in Kentucky's private sector. CTE programs teach life skills and career majors integrated with rigorous academics. In 2000, Toyota Motor Company's Dennis Parker said:

*"High-quality graduates from Kentucky's technical education system are as important to Toyota's success as are high-quality products from our business partners. Improvements in Kentucky's technical education programs are observable in improvements in Toyota's world-class workforce."*

Your role is important for Kentucky's present as well as its future, but if you don't speak for yourself, who will?

## Personal Contact

Personal contact using a one-on-one relationship is the most effective means of communicating with legislators. A face-to-face meeting is the best way to show your sincere interest in good government and reinforce your position. Supporting those meetings with on-going telephone, letter writing, fax and e-mail communications keeps the issues fresh in the legislator's mind.

There are three forms of advocacy communication: **Personal Visits**, **Telephone Calls**, and **Letters**, which include fax and e-mail.

In making personal visits, try to schedule early, have a specific topic to cover, and keep the meeting as brief as possible. Elected officials typically are very busy balancing their schedule. They want and appreciate constituent contact, but they also want and appreciate concise information. You will be surprised how easy it is to get an appointment and how eager and sincere the legislator is for your comments, ideas and suggestions. It's how they get information. Would you rather tell your story, or leave it to a lobbyist?

Follow the same brevity and pointedness if a telephone call is necessary. Have a script or notes covering the essential points you want to make. The Kentucky Legislative Research Commission has a dedicated phone line for citizens to leave messages for their legislators, 800-372-7181.

Letter writing is the most practical method of communicating for most people. Again, the same rules apply. Get to the point. Today, e-mail and fax are less expensive, and many legislators appreciate these rapid communications. In fact, writing old-fashion letters to federal legislators is a wasted action because of mail-sorting procedures to prevent terrorism. Letters to Washington should be faxed. E-mail communications is facilitated through many websites, such as [www.acteonline.org](http://www.acteonline.org). In Kentucky, the Legislative Research Commission website provides e-mail addresses for legislators; visit [www.lrc.ky.gov](http://www.lrc.ky.gov).

## Tips

- Seek action at the earliest stage possible.
- Don't assume legislative support; restate your position on every issue.
- Ask legislators to work on behalf of your position.
- Present accurate facts and good arguments.
- Communicate your viewpoint concisely and intelligently.
- Show how you, your family and your community will be affected.
- Request specific, direct action.
- Be friendly; and don't just contact legislators when you want their vote.
- Make appointments with legislators and staff when they are in your area.
- Don't promise more than you can deliver.
- Be positive; don't use threats; suggest rather than demand; be constructive.
- Volunteer as a source of information; help them gain knowledge.
- Don't pester; don't be a constant pen pal; don't become a nuisance.
- Don't surprise the lawmaker.
- Give credit when it's due, but **write a thank-you letter regardless**. The fact that you were heard is an important accomplishment.

# A Legislative Advocacy Letter Model

Below is a legislative advocacy letter model. A few tips for professional communication include:

- Use personal or business stationery with a correct return address. Envelopes are discarded.
- Keep your letter brief with one issue; one page, if possible.
- State your purpose clearly in the **FIRST** paragraph.
- Identify the subject by bill number or state a specific issue.
- Use your own words. **DO NOT** send copied letters with fill-in-the-blank name lines.
- Letters do not have to be literary gems or polished masterpieces. Sincerity counts.

*Always include your address, phone, fax, e-mail.*

Your Address

Date

*Address the letter properly.*

The Honorable (Name)  
The Capitol Annex  
Frankfort, KY 40601

Dear Senator or Representative (Name):

*Express thanks; remind of past support.*

I thank you for your past support of career and technical education, and because of that past support I am writing about (bill number, description of specific issue, etc.). I believe action on this matter will be important to Kentucky's future. (If the matter can be localized to the constituent area, that should be included.)

*Explain concern, issue.*

*Identify yourself; mention your district, residence, employment; establish expertise.*

This is a paragraph to identify yourself, where you are employed or why this issue is of particular interest to you. This paragraph also should note your membership in a larger group, if applicable, since the weight of additional voters concerned with the matter will give credence to the letter.

*Explain association connection, position.*

*Be timely.*

When (the bill, specific issue) comes before the (House/Senate) on (date), I urge you to (support, oppose) the (item). I believe the measure will (give your reasons clearly and briefly; provide appropriate facts, figures and anecdotes).

*State the reasons for your request.*

*Again, express thanks; ask for a response; offer to assist.*

Thank you for your consideration. Please let me know what your position on (item) will be. Please let me know whether I can provide additional information on this subject.

*Make your name legible*

Sincerely,  
Name

# Get Informed

Accurate, timely information is necessary for effective advocacy. In addition to believing a position is correct, reasoned and well developed, it must be presented clearly and logically with supportive facts. Legislative activity often moves slowly; however, in an instant changes and challenges can arise. Staying abreast of legislative status is essential.

There are many resources available to improve knowledge and understanding of Career and Technical Education (CTE) issues. Information on legislation, education in general, and Career and Technical Education can be found on the following websites.

**www.kacteonline.org** — The Kentucky Association for Career and Technical Education (KACTE) monitors CTE legislation and policy development. KACTE's Liaison Committee posts *Issues Updates* on the website as needed.

**www.acteonline.org** — The Association for Career and Technical Education (ACTE) advocates for CTE in Washington, D.C. Its official website contains extensive legislative news. Its advocacy section includes links allowing individuals to e-mail their federal legislators.

**http://thomas.loc.gov** — The official website of the United States Congress, it is maintained by the Library of Congress.

**www.lrc.ky.gov** — The official website of Kentucky's Legislative Research Commission., it provides complete details of Kentucky General Assembly actions.

**http://kentucky.gov** — The official website of the Commonwealth of Kentucky, it contains links to all executive branch cabinets and public services.

**http://educationcabinet.ky.gov** — The official website of Kentucky's Education Cabinet, it contains links to all education-related departments and agencies.

**www.education.ky.gov/KDE** — The official website of Kentucky's Department of Education, it reports on and archives Kentucky Board of Education actions and policies administered by the Commissioner of Education.

**http://kytech.ky.gov** — The official website of the Office of Career and Technical Education, it contains resources for CTE teachers, particularly those working at Area Technology Centers.

**www.kctcs.edu** — The official website of the Kentucky Community and Technical College System, it contains information on the system and links to each campus.

**KACTE (the Kentucky Association for Career and Technical Education) is an individual membership organization serving all CTE professionals at all levels. For more information on KACTE, please visit [www.kacteonline.org](http://www.kacteonline.org), e-mail [kmstone@mis.net](mailto:kmstone@mis.net), or call 502-223-1823.**



# **Attaining Competitiveness through Career Readiness**

*Career and Technical Education  
Agenda for Rigor and Relevance*











**Presented in 2010 by  
The Kentucky Association  
for Career and Technical  
Education (KACTE)  
[www.kacteonline.org](http://www.kacteonline.org)**

# Attaining Competitiveness through Career Readiness

## Career and Technical Education Agenda for Rigor and Relevance

Presented in 2010 by  
The Kentucky Association for Career and Technical Education (KACTE)  
P.O. Box 4583, Frankfort, KY 40604-4583  
502-223-1823; [kmstone@mis.net](mailto:kmstone@mis.net); [www.kacteonline.org](http://www.kacteonline.org)


The Kentucky Association of Career and Technical Education (KACTE) has among its primary goals the support of Career and Technical Education (CTE) in the Commonwealth. **The mission of CTE is to:**

-  Prepare students in the Commonwealth for meaningful high-skill, high-wage or high-demand careers and advanced training or education.
-  Support high school transformation and redesign efforts by:
  -  Modeling evidence-based educational methodologies to engage learners in rigorous, hands-on applied academics and to support the various learning styles.
  -  Reinforcing mathematics, science and reading content of academic courses in the CTE curriculum.
  -  Developing and teaching interdisciplinary and applied secondary mathematics and science in CTE courses that fulfill graduation requirements for mathematics and science.
  -  Developing and implementing career pathways to include a sequence of secondary and postsecondary courses for seamless transitions to postsecondary education and the opportunity for students to earn industry certification and postsecondary credentials.
-  Respond to the needs of Kentucky's business and industry sector by developing secondary and postsecondary curriculums and worker training programs.
-  Assist in the state's economic development efforts by collaborating with representatives of business and industry to determine and develop needed skill standards and implement educational programs designed to impart those skills to future workers.

*'Career and  
Technical Education  
is a proven  
component of a  
comprehensive  
educational plan'*

## CTE's Record of Relevance, Success

Career and Technical Education is a proven component of a comprehensive educational plan that can be critical in helping all students achieve success in postsecondary education and their chosen career fields.

-  96.6 percent of all high school students take at least one CTE course (2004 Final Report, National Assessment of Vocational Education). More than 300,000 Kentucky students currently are enrolled in at least one CTE course.



- CTE graduates are 10-15 percent more likely to be in the labor force and earn 8-9 percent more than graduates of academic programs (2001 Russell Sage Foundation).
- Nearly one-third of the fastest growing occupations will require an associate's degree or a postsecondary vocational certificate (U.S. Bureau of Labor Statistics, 2006).
- High-quality CTE will ensure America's future competitiveness through student engagement; innovative integration of math, science and literacy skills; and by meeting the needs of both employers and the economy as a whole (Association for Career and Technical Education Issue Brief, October 2006).
- Students at schools with highly integrated rigorous academic and CTE programs have significantly higher student achievement in reading, mathematics and science than do students at schools with less integrated programs (Southern Regional Educational Board).
- In Kentucky, during 2007-2008, CTE concentrators (students taking three or more courses in one CTE area of study) increased accountability measures by 1.3 points, compared to 0.4 points for all other students.
- The National Dropout Prevention Network identified CTE as one of 15 strategies that have the most positive impact on lowering the dropout rate.
- A ratio of one CTE course for every two academic courses has shown to decrease the risk of students dropping out of high school (National Research Center for Career and Technical Education 2005).
- 81 percent of students who dropped out of high school said that more real-world learning may have influenced them to stay in school (Gates Foundation).

*'seamless transition allows students to earn college credit and to pursue career training without having to repeat equivalent courses'*

## An Agenda for Rigor and Relevance

### TRANSITIONS -- High School-College-Career

The Commonwealth's CTE institutions have taken great strides in developing a seamless system of transition for students moving from secondary to postsecondary education. This seamless transition permits students to earn college credit and to pursue career training without having to repeat equivalent courses they already have taken, saving them time and tuition.

***The state's CTE institutions should be encouraged to continue this vital work and be allocated resources needed for further advancement.*** The continued development of articulation agreements benefits students with efficient, effective education and results in more citizens trained for high-skill, high-wage and high-demand positions. Examples of such cooperative agreements are those being implemented among the Department of Workforce Investment Office of Career and Technical Education, Department of Education Division of Career and Technical Education and the Kentucky Community and Technical College System regarding career pathways. In addition, the availability of dual-credit and related opportunities should be communicated to all students as they are guided in the development of their Individual Learning Plan.

KACTE recommends recognition of educational attainment from accredited institutions to help meet requirements for occupational licensing and regulation, such as those for becoming a licensed electrician.

## PROGRAMS

KACTE stresses the importance of assuring state CTE agencies are ready to develop and implement new and innovative educational programs based on evidence-based educational methodologies in response to the emerging needs of business and industry in the state. In addition, ***the agencies must have the resources they need to develop and implement cutting-edge CTE approaches that engage and energize students by connecting coursework and real-world career outcomes.***

*'students with specific and realistic career aspirations are better motivated to achieve and more engaged with their studies because they understand the connection between academics and the world of work.'*

## GUIDANCE

Many secondary students and their parents are unaware of the multitude of varied career options available to them through CTE. To address this problem, ***KACTE recommends all area technology centers have their own guidance counselor.*** At the very least, existing high school counseling staff need to be made aware of the opportunities and career pathways available to students through CTE and guide students interested in CTE through their Individual Learning Plan. Individual academic planning based around career clusters or career interest motivates students by connecting coursework and career goals. Students with specific and realistic career aspirations are better motivated to achieve and more engaged with their studies because they understand the connection between academics and the world of work.

To help with CTE career planning, counseling personnel need access to resources—such as labor market data—to guide students through career exploration and planning. ***Each student at all educational institutions should have access to quality career guidance.*** Many secondary counselors are inundated with other administrative duties and need some relief from those duties so they can provide more guidance for students. Guidance counselors receive rigorous training in advising students and need to be able to make that a priority.

## ACCOUNTABILITY/TESTING

Academic and technical assessments are essential to measuring and guiding educational progress. Assessing outcomes must account for a diverse student body composed of individuals with varied career goals and aspirations. While all students should prepare for postsecondary education should they decide to pursue it, the very diversity of career aspirations implies there can be a number of successful educational outcomes. ***Educational assessment could be better balanced by giving more emphasis to technical skill attainment, the extent of***

***academic integration, provisions for a smooth transition between educational levels, and graduation rates.***

## INTEGRATION OF ACADEMIC CONTENT

The integration of academics and CTE coursework is a major focus of KACTE. The CTE model of career-relevant, experiential education engages students in their coursework in ways not always possible in traditional academic classroom instruction. At the same time, however, the ever-increasing requirements for high school graduation make it difficult for students to participate in CTE programs in high school. It is especially difficult for students to take enough classes to receive industry standard certification. ***KACTE recommends the development of interdisciplinary applied-academics courses*** (such as Math-in-CTE or construction geometry as examples of applying mathematics, science and technical reading) for which students will be awarded credit toward mathematics, science or English graduation requirements.

## PROFESSIONAL DEVELOPMENT

Individual state CTE agencies (such as the Department for Workforce Investment's Office of Career and Technical Education, Kentucky Department of Education's Division of Career and Technical Education, and the Kentucky Community and Technical College System) must be adequately funded for professional development so career and technical educators are prepared to teach to current occupational skill standards and help students make informed career decisions. ***KACTE recommends all high school counselors receive professional development regarding the opportunities for students in CTE and in integrating CTE in students' Individual Learning Plans.***

***'the CTE model of career-relevant, experiential education engages students in their coursework in ways not always possible in traditional academic classroom instruction'***

## SPECIAL POPULATIONS

A major goal of CTE is to serve all interested students. To achieve this goal, state CTE organizations must have the resources needed to eliminate barriers preventing the participation of students with special needs. For instance, ***CTE services to students with special needs would be greatly enhanced by more effective communication between CTE teachers and special needs staff by establishing a liaison-type position to act as an instructional bridge between a school/district's staff and CTE.*** KACTE recommends the Department of Education require districts involve a representative from the area technology centers or career and technical centers in each pre-placement Admissions and Release Committee (ARC) meeting. Training should be provided for CTE instructors in working with special populations.

In addition to imparting technical skills, the applied-knowledge approach of the CTE curriculum can offer a means of adding relevance to traditional academic mathematics and science instruction for students with special needs.

## CAREER AND TECHNICAL STUDENT ORGANIZATIONS

Career and Technical Student Organizations (CTSOs) include Future Business Leaders of America (FBLA)-Phi Beta Lambda (PBL); Distributive Education Clubs of America (DECA); Family, Career and Community Leaders of America (FCCLA); FFA (for agricultural education students); Health Occupations Students of America (HOSA); Technology Student Association (TSA); and SkillsUSA (for industrial/technical education students). These organizations are co-curricular, not extracurricular, and are an integral part of CTE instruction. They provide recognition and leadership development opportunities for CTE students, especially for students elected as officers. Participation in the local chapters of these national organizations provides engagement for students and helps keep them in school.

A national concern is secondary education should lead to informed citizenship. Involvement in CTSOs serves not only to reinforce technical knowledge but also to instill an appreciation for democracy, consensus building and civic engagement. KACTE recommends CTSOs be supported in the schools.

*'the career preparation model of education engages students through active learning and by demonstrating the connection between learning and career goals'*

## OPPORTUNITIES

CTE is an important component of the school curriculum for secondary and postsecondary students in preparing them for their chosen career pathway. Through the years, CTE has kept pace with the development of business and industry by upgrading existing curricula, establishing new programs and integrating technology into its teaching methodology. CTE is in prime position to assist the Commonwealth with economic and industrial development efforts. **KACTE recommends exploring opportunities to develop a required middle school or secondary CTE course designed to help students explore career pathways.**

## Transforming Education

CTE can assist in high school transformation efforts. The career preparation model of education engages the student through active learning and by demonstrating the connection between learning and career goals. Reform methods such as Small Learning Communities or Schools of Study lend themselves to a career pathway focus. An applied-knowledge model could increase the achievement of all students, including those with learning styles not suited to more abstract academics.

Transforming high school education to integrate rigorous academic instruction with experiential learning models in pursuit of a chosen career pathway creates the obvious answer to the frustrated student's questions:



**"Why do I need to learn this?"**

**"When will I ever use this?"**




Coursework and programs designed primarily to impart specific real world career knowledge can be used to reinforce mathematics, science, and reading content of academic classes.

**KACTE urges the General Assembly to support:**

- ✓ New career and technical centers and area technology centers where deemed needed and necessary to serve emerging populations and employment opportunities with equitable access for all students.
- ✓ New CTE programs to address the needs of business and industry where deemed needed and necessary to serve emerging populations and employment opportunities.
- ✓ Adoption of recommendations in LRC Report #315, *A Study of Secondary Career and Technical Education*, to provide adequate funding for CTE programs to enhance delivery of evidence-based, rigorous instructional opportunity for all students.
- ✓ Equipment replacement, upgrade, and maintenance for secondary and postsecondary facilities.
- ✓ Access for all students with emphasis for ways/funds to provide appropriate materials and equipment for individuals with physical limitations (e.g., wheelchair bound).
- ✓ Integration of academics into career and technical education and the development and utilization of interdisciplinary applied academic courses.
- ✓ Increased opportunities during summer months for the professional development of CTE teachers.

*'all working partners . . . are striving to improve CTE at all levels: middle school, high school, area technology center, community and technical college, and university'*

## Leadership, Achievement

- Kentucky's Career and Technical Education (CTE) system is led by the;
-  *Department for Workforce Investment, Office of Career and Technical Education,*
  -  *Department of Education, Division of Career and Technical Education, and*
  -  *The Kentucky Community and Technical College System (KCTCS).*

All working partners — local school districts to state agencies, education associations to business and industry — are striving to improve CTE at all levels (middle school, high school, area technology center, community and technical college, and university). Some highlights of recent achievement:

- ✓ Kentucky pioneered occupational skill standard certificate programs, which were created in partnership with business and industry to meet current workplace needs. The percent of **students earning skill standard certificates has nearly tripled** over the last eight years.
- ✓ Kentucky TECH, the state's system of secondary Area Technology Centers, became the **first such system in the nation to receive district accreditation** by AdvanceEd/ Southern Association of Colleges and Schools (SACS).

- ✓ KCTCS demonstrates its role as the state's **top provider of postsecondary education and workplace training with 100,348 enrollees** (Fall 2009). KCTCS comprises approximately 50 percent of the public undergraduate enrollment in Kentucky and is the primary provider of education and training for jobs that require postsecondary education beyond high school but less than a baccalaureate degree.

CTE strives to fulfill the challenge of ***"Every Scholar Needs a Skill."***

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The Kentucky Association for Career and Technical Education (KACTE) is a non-profit educational association representing professionals at all levels and in all disciplines of Kentucky's Career and Technical Education (CTE) programs. KACTE's mission is to provide educational leadership in developing a competitive workforce. Its purposes are:

1. Leadership and Program Improvement. To foster excellence in Career and Technical Education in Kentucky.
2. Policy Development. To advocate Kentucky and national policy to benefit Career and Technical Education.
3. Knowledge Connectivity. To act as a clearinghouse for education and information relating to all aspects of Career and Technical Education, while providing an access for professional development.
4. Awareness. Promote public awareness of the value of Career and Technical Education as an integral part of the total program of education and solicit public support for these programs.



KACTE's on-going programs include:

- Facilitating the annual Career and Technical Education Summer Program, held each summer in Louisville, with attendance of more than 1,500 CTE professionals at approximately 200 separate educational sessions for teachers of agriculture, business, communications, construction, engineering and technology, family and consumer sciences, health occupations, information technology, marketing, manufacturing, pathways to careers, and transportation;
- Supporting Kentucky's Career and Technical Education Student Organizations (CTSOs), particularly facilitating the annual CTE Student Leadership Day in Frankfort, which offers a citizenship program to approximately 1,000 students;
- Advocating for legislative and programatic improvements for CTE with the goal of providing students a high-quality, chosen pathway to college and a career; and
- Maintaining communication among the KACTE membership through the website, [www.kacteonline.org](http://www.kacteonline.org).





# Career Readiness in Kentucky

## Recommendations and Guiding Principles

Presented by the Kentucky Association for Career and Technical Education (KACTE), March 28, 2011

As the Kentucky Department of Education (KDE) fulfills the mandates of Senate Bill 1 (2009) to increase the number of high school graduates prepared to perform college-level work, the Kentucky Association for Career and Technical Education (KACTE), a professional association comprising Career and Technical Education (CTE) teachers and administrators, congratulates KDE and the Council on Postsecondary Education (CPE) for seeking a unified strategy for college

AND career readiness. An educational system assessing accountability for both college and career readiness offers all students an opportunity to succeed in the ultimate goal of attaining a self-sufficient life. KACTE offers the following, hoping the definition of career readiness, guiding principles, and recommendations for assessment and implementation contribute to development of an accountability system measuring students' achievement toward college, work and life.

### **Career Readiness consists of three elements:**

- *the level of preparation attained by students in **core academic communication and math skills**, which will allow students to function and excel in the classroom, at the workplace or in routine daily activities;*
- ***employability skills**, such as critical thinking and responsibility, which are essential in any career area; and*
- ***technical and job-specific skills** related to a specific career pathway that offers life-sustaining wages and opportunities for advancement.*

### **Guiding Principles**

KACTE's goal in this proposal is to define "career readiness," and in so doing provide the educational community with guidelines, that if implemented, could offer each student served by Kentucky's educational system an opportunity to achieve success in life. To support the goal, KACTE presents the following principles to frame development of a Career Readiness definition:

- College Readiness and Career Readiness are two separate concepts; there are commonalities between them, but also some significant differences.
- There is a difference between being job ready (entry level) and Career Ready.
- The definition of Career Readiness must identify the components of knowledge, skills, and aptitudes needed for a student to be Career Ready.
- A student can be College Ready, Career Ready or both College and Career Ready.
- There is more to College Readiness than ACT scores; for example, the ability to apply knowledge to real-life situations.

*Any student eventually has a career as a goal. Thus, Career Readiness is for ALL students as each of the three skills -- academic, technical and employability -- are a necessary foundation on which students can build lives and be prepared to confront the inevitable changes life brings.*

Supporting the premise that College and Career Readiness are for ALL students, KACTE cites the Association for Career and Technical Education (ACTE) Issue Brief, "What is Career Ready?" Further, ALL students need employability skills, a key component of career readiness. ACTE cites the Society for Human Resource Management (SHRM) in the "What Is Career Ready?" Issue Brief: "Overall, employers placed the greatest weight on employee adaptability and critical thinking skills." A recent American Management Association survey of what employers want in employees are skills in: 1) critical thinking and problem solving; 2) effective communication; 3) collaboration and team building; and 4) creativity and innovation.

### **Recommendation for Assessment**

At this time, there is no single measure for Career Readiness for every possible job in the marketplace, or even for every possible job in any of the 14 Career Clusters

recognized by KDE. KACTE believes a composite system of measures, captured in a continuously updated Individual Learning Plan (ILP) containing all appropriate attainment information, would best serve as a judgement of College AND Career Readiness.

The suggested Career Readiness measures are divided into the categories of technical skills, academic proficiency skills, and employability skills. The categories reflect research of what is needed to be successful on the job or in the workplace. To be truly career ready, KACTE suggests at least one measure must be attained in each of the three categories. Within each category, there are several potential measurement tools for consideration. It is essential to use measurements that can be or have been validated through research and evaluation.

Category	Measurement
Technical Skills	Industry Certification KOSSA *
Academic Proficiency Skills in Communications/Math	ACT COMPASS KYOTE ASVAB WorkKeys/NCRC (applied math, locating information & reading for information)
Employability Skills	ASVAB WorkKeys/NCRC (listening & teamwork) NOCTI-Job Ready

KACTE recommends a student must meet the following two criteria to be considered career ready and to obtain a Career Readiness Certificate.

1. He or she should obtain at least one of the measures in each of the three skill categories.
2. Each measure could be weighted with a point value and recorded in a student's ILP. The tabulation of accomplishments will result in an individual score of Career Readiness, with a minimum score necessary to earn a Career Readiness Certificate.

A Career Readiness Certificate documents that a student earned a minimum score with at least one measure attained in each of the three skill categories.

## Recommendations for Implementation

KACTE recognizes there may be no easy or inexpensive way to account for career readiness. Nonetheless, to provide guidance for all students toward a career and to give students the ability to depict their accomplishments to both potential postsecondary institutions and employers, KACTE suggests statewide implementation of the Career Major Certificate (outlined in the 2002 KDE document, *A Guide to Selecting Career Clusters and Career Majors in Kentucky*). The Kentucky Career Major Certificate represents the culmination of the high school portion of the ILP for students who major in a specific career in high school. It

requires the completion of four elements: graduation requirements, an approved course sequence in any career cluster, related work-based learning, and a culminating project demonstrating communications, math and technical skills.

KACTE believes all students will benefit from the full implementation of the ILP and comprehensive advising process identified as Strategy 3 of the *Unified Strategy for College and Career Readiness Senate Bill 1 (2009)* prepared by KDE and CPE. The ILP can include: GPA in academic and technical courses, attendance, leadership activities such as participation in Career and Technical Education Student Organizations (CTSOs), skill demonstrations through CTSE events, work-based learning of all types (accompanied by external evaluation), and examples of work accomplished. If maintained, the ILP remains with the student following graduation and can document skills, experience and accomplishments for postsecondary education applications and potential future employers. An example of a completed ILP is used in Ohio.

Pairing attainment measures in each skill category with the nationally recognized career pathways movement unites ALL students in a single system of College and Career Readiness.

KACTE acknowledges this process of identifying Career Readiness will increase the amount of time spent in administering assessments, collecting data, and maintaining records. However, KACTE believes a process identifying true Career Readiness within the context of the academic knowledge, skills and aptitudes needed by American workers now and into the future requires such diligence and time. It would diminish the potential of Career Readiness if all aspects of skill development were not considered in defining it.

## Citations

KACTE relied on several sources in developing this proposed definition and related recommendations.

1. *What is Career Ready?*, Association for Career and Technical Education (ACTE), Arlington, VA
2. *Reflect, Transform, Lead: A New Vision for Career and Technical Education*, National Association of State Directors of Career Technical Education Consortium (NASDCTEc), Silver Spring, MD
3. *Proposed College and Career Ready Performance Index*, Georgia Department of Education, Atlanta, GA
4. *Unified Strategy for College and Career Readiness (Senate Bill 1, 2009)*, Kentucky Department of Education and Kentucky Council on Postsecondary Education, Frankfort, KY, June 15, 2010
5. *A Guide for Selecting Career Clusters and Career Majors in Kentucky*, Kentucky Department of Education, Frankfort, KY, 2002
6. *Career Passport*, Grant Career Center, Bethel, Ohio; Kenneth D. Kappel, Principal

\* KOSSA (Kentucky Occupational Skill Standards Assessment). KACTE supports external evaluation of KOSSA. These skill standards assessments, developed by KDE with business and industry support, provide a measure of technical skill attainment for some careers that do not have currently developed or recognized industry certifications.



# KVA-KACTE Legacy

*By Donnalie Stratton*

AVA (the American Vocational Association and the forerunner of the current Association for Career and Technical Education) was formed in 1926 by the amalgamation of two parent organizations -- National Society for Vocational Education (founded in 1906) and the Vocational Education Association of the Mid-West (organized in 1914). The primary motivation for this merger was a desire for unified action in developing the national program of vocational education, which had been given an impetus by the passage of the federal Smith-Hughes Act of 1917.

From the time the Smith-Hughes Act was enacted, vocational education caught on in a hurry. By the time AVA came into existence, there were thousands of vocational teachers and more than 900,000 students in agriculture, home economics, and trade and industrial education.

The objectives of AVA were:

- To assume and maintain active national leadership in the promotion of vocational education;
- To render service to state or local communities in stabilizing and promoting vocational education;
- To provide a national open forum for the discussion of all questions involved in vocational education; and
- To unite all the vocational education interests of the country through membership representative of the entire country.

Within a month of AVA's founding, nine state vocational education associations had affiliated, and in six months there were 27.

The first AVA convention was held in Louisville, and Kentucky also was chartered that year. The first president of KVA (the Kentucky Vocational Association and the forerunner of today's Kentucky Association for Career and Technical Education) was G. Ivan Barnes, who represented Agriculture and served for two years. The second president, Ethel Lovell, represented Trade and Industrial Education. In 1934-36, Ms. Ata Lee, representing Home Economics, served as president. According to the records, all presidents served two years until 1948. Also, the rotation plan -- Agriculture, Trade and Industrial, Home Economics -- continued until 1960 when John Maguire, representing Distributive Education, was elected president.

KVA membership as of February 1, 1927, was 205 and ranked eighth in the association, which had a total membership of 3,632. States with a higher membership were California, Pennsylvania, Wisconsin, Indiana, Illinois, Michigan and Ohio.

## KVA-KACTE Legacy -- 2

At the national level, divisions were formed based on the federal legislation (i.e., agriculture education, commercial education, home economics education, industrial education, part-time schools, and vocational rehabilitation).

KVA followed this pattern; however, these areas were commonly called service areas (e.g., agriculture, home economics, and industrial education). Later service (program) areas included distributive education, health occupations, business and office, manpower, and special needs. There have been changes subsequently, such as manpower to employment and training.

In addition to the program areas, Kentucky also established KVA regions in 1965. These regions were represented by regional officers, and the regional president served on the KVA Board of Directors. Originally, there were 10 regions throughout the state. With restructuring in recent years, these were expanded to 15. Regional meetings were held in conjunction with the Kentucky Education Association (KEA) fall district meetings. (Note: The regions were eliminated by bylaw amendment in 2002.)

Annual meetings of the association have been held throughout the years. Most of the meetings were held in Louisville; however, in 1962 the meeting was held in Lexington. These meetings were held in conjunction with the annual meeting of KEA and were usually held at the Kentucky Hotel. There would be at least 250-300 in attendance.

Committee work has been a mainstay in carrying out the program of work.

KVA has been noted for recognizing individuals who have made significant contributions to the association. According to the Bylaws, a maximum of two individuals may be honored each year with the KVA Honorary Life Membership. Persons nominated do not have to be members of KVA. Current data indicates 42 individuals have been honored by the association.

Kentucky also has been noted for having many KVA life members. As far back as 1978, there were 106 active life members

Student organizations have been an integral part of vocational education since 1928 at the national level.

- FFA -- November 20, 1928
- FBLA -- February 3, 1942
- FHA -- June 11, 1945
- DECA -- April 19-19, 1947
- AIASA -- March 1965
- HOSA -- November 10-13, 1976

## KVA-KACTE Legacy -- 3

Since the name change to KACTE, the association maintained its commitment to student organizations, most notably in organizing Student Leadership Day in Frankfort, which offers student organization leaders and members a civics learning opportunity. KACTE also sponsors the annual CTE student Entrepreneurial Contest.

Since 2002, KACTE's Annual Meeting was incorporated within the Annual Statewide Career and Technical Education Summer Program, and KACTE is the logistic manager for the event. The CTE Summer Program is the largest professional development opportunity for CTE administrators and teachers in Kentucky.

Using funds generated through the Summer Program, in 2009 KACTE created several programs to further CTE in Kentucky.

- A student-teaching scholarship was established for pre-service teachers to assist with the cost of their first assignment.
- A stipend program was created to assist middle school teachers in attending the Summer Program since they are not allowed to use Perkins Act funds for professional development.
- The CTE student Entrepreneurial Contest was funded with these monies.
- A Professional Development Fund was rejuvenated with guidelines allowing payment for one-time, non-budgeted learning programs presented by agencies or associations.
- Finally, dollars were directed to support leadership initiatives, which eventually developed into the KACTE ***TALENTS*** (Teachers As Leaders -- Empowering New Thinking Skills) ***Leadership Academy***. The Academy debuted in 2012-13.

KACTE maintains an active public awareness and legislative advocacy program. Its presence on behalf of CTE is known both in Washington and Frankfort. In 2010, KACTE was challenged to develop a definition of career readiness. Two-thirds of the KACTE recommendation was adopted by the Kentucky State Board of Education and used as part of the state's College and Career Readiness Accountability System. Several legislative initiatives supported by KACTE passed the Kentucky General Assembly and were signed by the governor. The KACTE executive director is a member of the State Advisory Committee for Career and Technical Education.

KACTE has a proud legacy of achievement that continues to grow.

# KVA-KACTE Presidents

Year	President	Field of Service
1926-27	G. Ivan Barnes	Ag
1927-28	G. Ivan Barnes	Ag
1928-29	Ethel Lovell	T&I
1929-30	Ethel Lovell	T&I
1930-31	M.C. Ford	Ag
1931-32	M.C. Ford	Ag
1932-33	Ralph Woods	Ag
1933-34	Ralph Woods	Ag
1934-35	Ata Lee	HEc
1935-36	Ata Lee	HEc
1936-37	Paul Harris	T&I
1937-38	Paul Harris	T&I
1938-39	C.F. Criley	T&I
1939-40	C.F. Criley	T&I
1940-41	Ronella Spickard	HEc
1941-42	Ronella Spickard	HEc
1942-43	Watson Armstrong	Ag
1943-44	Watson Armstrong	Ag
1944-45	A.H. Meyers	T&I
1945-46	A.H. Meyers	T&I
1946-47	Stephen S. Wilson	Ag
1947-48	Stephen S. Wilson	Ag
1948-49	Fannie Porter	HEd
1949-50	James L. Patton	T&I
1950-51	Stanley Wall	Ag
1951-52	Maurine Collins	HEc
1952-53	Luther Safriet	T&I
1953-54	Fred Johnson	Ag
1954-55	Virginia Rice	HEc
1955-56	Devert Owens	T&I
1956-57	C.O. Neal	Ag
1957-58	Mable Harrison	HEc
1958-59	George Ramey	T&I
1959-60	Jewell Colliver	Ag
1960-61	John Maguire	DE
1961-62	Pauline Adkins	HEc
1962-63	Steve Marcum	T&I
1963-64	Arthur Corns	Ag

<b>Year</b>	<b>President</b>	<b>Field of Service</b>
1964-65	Marvin Cole	Ag
1965-66	Christian Wallace	HEc
1966-67	H.C. Mathis	T&I
1967-68	James R. Vaughn	Ag
1968-69	Doris Schmidt McDowell	Health
1969-70	Jean Karsner	Bus/Off
1970-71	William Jeffrey	DE
1971-72	Peggy Unger	HEc
1972-73	Marvin Church	T&I
1973-74	Jim Wilds	Ag
1974-75	Rebecca Forrest	Health
1975-76	Carol Harvey	Bus/Off
1976-77	Elizabeth Tate	DE
1977-78	Ruth E. Miller	HEc
1978-79	Robert Bierman	Adm
1979-80	Charles Byers	Ag
1980-81	Mildred Winkler	Health
1981-82	Kawanna Simpson	Bus/Off
1982-83	Evelyn Watson	DE
1983-84	James Montgomery	Special Needs
1984-85	Phillip L. Rudolph	Ag
1985-86	Gerald Sloan	Adm
1986-87	Jim L. Couch	T&I
1987-88	Gary Coleman	T&I
1988-89	Donna McAnelly Shaw	Bus/Off
1989-90	Mike McMillen	T&I
1990-91	John Lacy	Ag
1991-92	Bettye Brown	HEc
1992-93	Carole Reed-Mahoney	Adm
1993-94	Larry McGregor	Adm
1994-95	Doug Roberts	T&I
1995-96	Sherry Baber	Adm
1996-97	Mary Webb	Bus/Off
1997-98	Ron Baldwin	T&I
1998-99	Richard Dockery	T&I
1999-2000	Brenda Oldfield	Ag
2000-01	Keith Boarman	T&I
2001-02	Gary Shaffer	Ag
2002-03	Phyllis Alderdice	Bus/Off
2003-04	Chester Taylor	T&I/Adm
2004-05	Sarah Raikes	FCS

<b>Year</b>	<b>President</b>	<b>Field of Service</b>
2005-06	Mary Kleber	Health
2006-07	Larry Helphinstine, Ed.D.	T&I
2007-08	Cherie Mingus	FCS
2008-09	Ahmed Sabie, Ed.D	Adm
2009-10	Dale Winkler, Ed.D.	Bus/Adm
2010-11	Ken Talley, Ed.D.	Adm
2011-12	Dexter Knight	Adm
2012-13	Doris Sikora, PhD.	Teach.Ed.
2013-14	Doris Sikora, Ph.D.	Teach.Ed.
2014-15	Wayne King	T&I/Adm
2015-16	LeeAnn Daugherty	Ag
2016-17	Mark Hobbs	T&I
2017-18	Laura Spiegelhalter	FCS
2018-19	Wayne King	T&I/Adm
2019-20	Margo Bruce	Ag
2020-21	Kelli Dickson	FCS

## Nomination Form

### KACTE Executive Board

**To be nominated for a position as an executive officer of the Kentucky Association for Career and Technical Education, a person shall:**

- A. Have been an affiliate association member for two consecutive years prior to the nomination date;
- B. Previously have held a position on the board prior to being nominated for the office of President-Elect;
- C. Be committed to fulfill the duties and responsibilities of the position.

#### Term of Office

President-elect, three years (including succession to positions of President and Immediate Past-President)  
 Treasurer, two years  
 Secretary, one year

#### Mark Box Below for the Nomination

☐
☐
☐

Place Passport-type photo here for recognition purposes

*Election for positions of President-Elect and Secretary held each year; election for position of Treasurer held every-other year.*

Nominee: \_\_\_\_\_ Region: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Years as an Affiliate Member: \_\_\_\_\_  
 Work Address: \_\_\_\_\_  
 \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Positions previously held in KACTE:

Position	Year
_____	_____
_____	_____
_____	_____
_____	_____

#### Positions held in other organizations:

Position	Year
_____	_____
_____	_____
_____	_____
_____	_____

#### Nominees experiences related to the office for which they are being nominated:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I am aware of the responsibilities of the position for which I am being nominated and will do my best to fulfill those responsibilities if elected.**

\_\_\_\_\_  
*Signature of Nominee*

\_\_\_\_\_  
*Signature of Person Making Nomination*

I am aware that this individual is being nominated for an office in KACTE:

Signature of direct line supervisor: \_\_\_\_\_

Signature of regional director/superintendent: \_\_\_\_\_

#### Return Application To:

**KACTE**  
**P.O. Box 4583**  
**Frankfort, KY 40604-4583**  
**Fax: 502/227-8082**  
**E-mail: kmstone@mis.net**

# KACTE Report Form

FROM:

KACTE BOARD POSITION:

SUBJECT:

DATE:

PERIOD COVERED IN REPORT:

**Facts, Findings, Key Information:**

**Recommendations:**

**Events, Upcoming Items, Special Events:**

---

*signature*





## Motion Form

Motion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Motion make by: \_\_\_\_\_

Motion seconded by: \_\_\_\_\_

Amendment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Motion to Amend by: \_\_\_\_\_

Amendment seconded by: \_\_\_\_\_

### Official Use Only

Motion:      Passed \_\_\_\_\_      Rescinded \_\_\_\_\_

Signature: \_\_\_\_\_



# Membership Application

Kentucky Association for Career and Technical Education (KACTE)

P.O. Box 4583, Frankfort, KY 40604-4583

502/223-1823; [kmstone1951@gmail.com](mailto:kmstone1951@gmail.com); <http://www.kacteonline.org>

## Contact Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell/Home Phone \_\_\_\_\_

## Position Title:

- ☐ Administrator/Supervisor (A)   ☐ Student (S)  
☐ Teacher Supervisor (E)   ☐ Counselor (C)  
☐ Teacher (T)   ☐ Teacher Educator (X)  
☐ Retired (R)

## Institution Type:

- ☐ Junior High/Middle School (H)  
☐ Comprehensive High School (S)  
☐ Secondary Vocational/Technical School (V)  
☐ Local School System (L)  
☐ Two Year Postsecondary Institution (J)  
☐ Four Year College or University (C)  
☐ Federal, State or Local Education Agency (D)

Name of Institution: \_\_\_\_\_

## Division:

(First division included in membership. Additional divisions may be purchased for \$10.00 each)

- ☐ Administration (ADM)  
☐ Agricultural Education (AGR)  
☐ Business Education (BUS)  
☐ Engineering & Technology Education (eTED)  
☐ Family & Consumer Sciences Education (FAM)  
☐ Guidance & Career Development (GUI)  
☐ Health Science Technology Education (HEA)  
☐ Marketing Education (MAR)  
☐ Postsecondary Adult & Career Education (AWD)  
☐ Trade & Industrial Education (TRA) (Construction, Media Arts Manufacturing, Transportation)  
☐ New & Related Services (NRS) **(Check one below)**

## New and Related Services

- ☐ Career Academy (T)  
☐ Cooperative Work Experience (B)  
☐ Integration of Academics and Career & Technical Ed. (F)  
☐ Information Technology (S)  
☐ Instructional Materials (C)  
☐ International (I)  
☐ Makers of Policy (H)  
☐ Professional Development (D)  
☐ Public Information (E)  
☐ Research (G)  
☐ ROTC (R)  
☐ Safe Schools (P)  
☐ Special Populations (L)  
☐ Support Staff (J)  
☐ Teacher Educators (O)  
☐ Tech Prep (M)

## Association Membership

**Professional** (\$80 ACTE, \$40 KACTE)

Includes one division \$120

**Retired** (\$31 ACTE, \$15 KACTE) \$ 46

**Full-time Student** (\$0 ACTE + \$0 KACTE) – Please use the online application form at [www.acteonline.org/join\\_students](http://www.acteonline.org/join_students)

**Donation to Assist First Year Teacher Memberships \$** \_\_\_\_\_

**Total \$** \_\_\_\_\_

*(Updated April 2017)*

## Payment Information

- ☐ **Check enclosed** (payable to KACTE)  
☐ **Purchase Order** (Include a copy of PO)  
☐ **Payroll Deduction** (KDE, ATC, KCTCS, Jessamine County)

**Credit Card:** ☐ Visa ☐ Mastercard ☐ AMEX  
☐ Discover

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Signature \_\_\_\_\_

# KACTE Special Program Funds

The Kentucky Association for Career and Technical Education (KACTE) used unanticipated profit from the Career and Technical Education Summer Program, which it manages, to establish various programs to address professional development for various audiences. The funds are held in the KACTE checking account but accounted separately. The funds may be replenished at KACTE Board direction.

- ◆ A **Professional Development Fund** may be accessed by Career and Technical Education (CTE) administrative agencies of CTE professional associations. There is a formal application process, and the application must be approved by a five-member committee consisting of the executive director of the Office of Career and Technical Education, a representative of the Kentucky Community and Technical College System (KCTCS), the KACTE President, the KACTE Past-President, and the KACTE Assistant Executive Director.
- ◆ **Entrepreneurial Contest awards** are presented annual to winners selected by CTSO State Advisers in cooperation with OCTE and DCTE. Awards, up to \$2,500 per year, will be administered by CTSO State Advisers to encourage participation in entrepreneurship activities.
- ◆ Up to 10, \$500 **stipend for middle school CTE teachers to attend the Summer Program** may be awarded annually. Middle school CTE teachers are not eligible for Perkins professional development funds, and some school districts do not provide support. Recipients must be KACTE members. Funds awarded based on application.
- ◆ Up to 10, \$500 **grants to pre-service teachers** to support their student teaching experience may be awarded annually. Funds are awarded based on application. KACTE student members will receive \$500. Membership fee will be deducted from student non-members of KACTE.

# Professional Development Grant Application

The Kentucky Association for Career and Technical Education (KACTE) has as part of its mission to further professional development opportunities for Career and Technical Education (CTE) teachers and administrators. KACTE makes available limited, discretionary grants funded through Annual CTE Summer Program proceeds.

The following grant application will be reviewed by a committee, which will judge the request based on the professional development need to be addressed, the program area and number of CTE professionals to be served, the expected enhancement of CTE instruction or accountability resulting from the request, and the dollar amount requested.

Please complete the following application and submit to KACTE, P.O. Box 4583, Frankfort, KY 40604-4583; fax to 502-227-8082; or e-mail to [kls56@mis.net](mailto:kls56@mis.net). For questions or more information, please call KACTE at 502-223-1823, or e-mail the address above.

**Request submitted by:**

Name\_\_\_\_\_Title\_\_\_\_\_

Agency/School\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

Phone\_\_\_\_\_Fax\_\_\_\_\_

E-mail\_\_\_\_\_

Website (if applicable)\_\_\_\_\_

**Purpose of request:**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Program Areas of CTE professionals to be served:**\_\_\_\_\_

\_\_\_\_\_

**Number of CTE professionals anticipated to be served:**\_\_\_\_\_

**Please describe, or provide an outline, of the proposed professional development:**\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Amount requested:**\_\_\_\_\_

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_



# Michael A McMillen

## Student Teacher Scholarship

### Application

<b>NAME</b>					
<b>ADDRESS</b>					
<b>CITY</b>		<b>STATE</b>		<b>ZIP</b>	
<b>TELEPHONE</b>		<b>E-MAIL</b>			
<b>COLLEGE/UNIVERSITY</b>					
<b>CTE MAJOR</b>					
<b>CTE ADVISOR</b>					
<b>ADDRESS</b>					
<b>CITY</b>		<b>STATE</b>		<b>ZIP</b>	
<b>TELEPHONE</b>		<b>E-MAIL</b>			
<b>SEMESTER AND LOCATION OF STUDENT TEACHING</b>					

**You must submit the following items to be considered for the student teaching grant:**

1. Resume (not to exceed two pages) which includes the following:
  - a. Education
  - b. Work Experience
  - c. Awards, Recognitions, and Honors
  - d. Volunteer Work/Community Service Performed
2. Philosophy of Education (not to exceed one page)
3. Two letters of recommendation from the following:
  - a. College/University CTE Teacher Educator
  - b. Community or school leader (not related to you)

**Please send materials to:**

**Mike Stone, Executive Director  
KACTE  
P. O. Box 4583  
Frankfort, KY 40601**



## Annual CTE Summer Program

### Middle School Teacher Grant Application

The Kentucky Association for Career and Technical Education (KACTE) is offering **full time middle school teachers** of career and technical education attending the 2014 Annual CTE Summer Program an opportunity to receive a \$300 grant to cover registration fees and additional expenses. **Eight grants will be awarded.**

**If you are already registered for the CTE Summer Program and qualify for the grant, KACTE will refund the registration fee.**

This is another outstanding benefit to our members and CTE middle school teachers. KACTE members will receive priority in awarding the grant.

Please complete:

1. The Grant Application Form
2. Summer Program Registration (<http://www.kacteonline.org/registration.php>) or if you have already registered, please include a copy of your confirmation.
3. A brief statement of 250 words or less explaining the need for this grant request.

#### Submittal deadline:

Applicants meeting the basic criteria will receive funding based on the date KACTE receives the applications with KACTE membership as a priority criterion.

#### Mail to:

KACTE  
PO Box 4583  
Frankfort, KY 40604-4583

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

Email Address\_\_\_\_\_

Phone\_\_\_\_\_

School\_\_\_\_\_

Program Area\_\_\_\_\_

ACTE Membership Number (if applicable):\_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Principal's Signature**

## **RESOLUTIONS COMMITTEE**

### **Kentucky Association for Career and Technical Education**

**2001 - 2002**

#### **Procedures for the Preparation and Submission of Resolutions**

Resolutions should address new and emerging issues or reaffirm the position on an unresolved issue.

#### **A. INTRODUCTION**

1. **Authority**

- KACTE Bylaws
- Robert's Rules of Order, Newly Revised

2. **Definition**

A resolution is a formal expression of opinion, will, or intent germane to the purposes of KACTE.

3. **Purpose**

A resolution to be submitted to the Resolutions Committee of KACTE may:

- Establish or modify KACTE policy
- Identify and/or promote the position of KACTE on an issue
- Require action by the KACTE Board of Directors and/or the KACTE staff
- Request action by KACTE members, either as individuals or as groups of members

4. **Originators**

A resolution to be considered by the Committee may be originated by:

- Any individual member in good standing

5. **Submission**

A proposed resolution may be submitted to the Resolutions Committee of KACTE:

- By mail, at any time during the year, addressed to Committee Chair or to a member of the KACTE Resolution Committee.

6. **Review**

The Resolutions Committee for KACTE will review proposed resolutions that have been submitted. Review may result in acceptance, modification or rejection.

7. **Presentation**

- The Resolutions Committee will present and recommend to KACTE those resolutions which have received the approval of the committee.
- The Committee will present resolutions pertaining to KACTE at the annual business session.

**B. FORMAT**

- Preferably, resolutions should be typed and double spaced. If handwritten, insure that the handwriting is legible.
- The originator(s) should identify themselves by name; a signature of the individual; or a person representing a group.
- The date of submission should be indicated.

**C. CONTENT**

- Each resolution should address itself to one, and only one, subject or topic. The resolution title shall be concise and as condensed as possible; and shall identify the topic or subject of the resolution.
- Proposed resolutions are to include title, issue or concern being addressed, a statement (in 25 words or less) of the intent of the resolution and a draft of the proposed resolution.
- "Whereas" statements shall establish the background and/or rationale for the "Resolved" section (s). The statements shall be factual, as opposed to opinionated.
- Abbreviations are to be avoided unless such abbreviations have been previously identified.
- "Resolve" statements shall be specific; each statement shall deal with one, distinct requirement as:
  1. What policy is to be established for KACTE?
  2. What action is to be accomplished by KACTE, and/or its membership?

**D. COPIES**

If duplicating services are available, provide five (5) copies of each resolutions which is to be submitted to the Resolution Committee.

**E. EXAMPLE:**

Resolution submitted and passed at the Annual Meeting in 1999.

**Resolution 2: Improved Communications Through Internet**

WHEREAS,                    advancements in Internet technology, such as websites and e-mail, have greatly enhanced the communication process; and

WHEREAS,                    the Kentucky Vocational Association should encourage utilization of this technology; and

WHEREAS,                    the Internet is an effective tool in marketing the organization and its services and activities to both Internet and external customers; and

WHEREAS,                    a major function of the association is to communicate in an efficient, effective, and timely manner;

**THEREFORE, BE IT RESOVLED** that the Kentucky Vocational Association utilize Internet technology to improve communications.



# KACTE Mission and Goals

The following Kentucky Association for Career and Technical Education (KACTE) Mission and Goals were updated by the KACTE Board in November 2018. They are intended to supplement and enhance the KACTE Mission and Purposes contained in the association's adopted bylaws. They guide the Board's deliberations and efforts to achieve success.

## KACTE Mission

The Kentucky Association for Career and Technical Education (KACTE) will develop and provide leadership and advocacy to advance Career and Technical Education.

## KACTE's Revised 2020 Strategic Doing Plan

- ★ **MEMBERSHIP:** Increase membership 5 percent annually emphasizing member benefits of networking opportunities and professional liability insurance options by targeting pre-service and occupation-based teachers, professional associations, and Career and Technical Education (CTE) Summer Program attendees.
- ★ **LEADERSHIP:** Enhance CTE professionalism and commitment with a fellowship program to encourage leadership, a mentoring program to support new CTE teachers, and an on-line, universally available catalog of professional development programs.
- ★ **ADVOCACY:** Grow the ability to influence legislation, regulation, and public opinion through an e-mail database of regional and school contacts by distributing information and education on CTE in Kentucky.
- ★ **MARKETING:** Utilize social media, the KACTE website, promotional apparel suitable for school wear to raise brand recognition and increase social media participation to 500 followers and website visits by \_ percent by 2020.
- ★ **BOARD CAPACITY:** Develop methods, models, and procedures to increase member participation at KACTE Board meetings with committees initiatives through use of virtual meeting strategies, raising Board attendance by 20 percent and committee participation by 50 percent by 2020.

KACTE 2020 Plan 2018-2020

KACTE 2020 Plan 2018-2020						
Member Benefits						
Status	Goal	Activity	Funding/Cost	Timeframe	Responsibility	Related Ongoing Activities
	Increase membership by annually 5% based on numbers from the November board meeting	Target post-secondary students , new teachers, and specific program areas.		Jan. 15 2020	Board	
	Increase networking opportunities with teachers and industry with at least 1 session at summer program.	Session/Activity at summer conference Collaboration		July 2019	Board Committee Board	
	Initiate a new teacher conference	Determine interest Determine budget Select venue and dates (January 2020)		January 2019 July 2019 Spring 2019	Committee/Board	
	Unified Insurance coverage with association VP's starting the conversation with their leadership	VP Meet with Program Areas Determine if support is strong enough to move forward		July 2019	VP's Board	Conversation in November Board Meeting
Leadership						
Status	Goal	Activity	Funding/Cost	Timeframe	Responsibility	Related Ongoing Activities
	Start a fellowship that aligns with ACTE's program	Roll out the fellowship program at summer program		July 2019	Leadership Committee Board	
	Start a mentorship that aligns with ACTE's program	Roll out a mentorship program at summer program		July 2019	Leadership Committee Board	
	Develop a PD structure for KACTE members only	Online training Charge a fee for non-members		April 2019	Leadership Committee Board	
Advocacy						
Status	Goal	Activity	Funding/Cost	Timeframe	Responsibility	Related Ongoing Activities
	Provide a means to reach members to relay advocacy issues	Emails to keep members informed of Advocacy issues Quick way to contact state and national legislators		April 2019	Legislative board Rep Board	
	School or regional reps	Reps to relay advocacy information and action needs		April 2019	Legislative board Rep Board	
Marketing						
Status	Goal	Activity	Funding/Cost	Timeframe	Responsibility	Related Ongoing Activities
	Increase KACTE Branding by _____% increase in Social Media	Continue Social Media posts		July 2019	Social Media Bd Rep Board	
	Provide clothing to board with KACTE Logo	Design and provide clothing for board to purchase		January 2019	Social Media Bd Rep Board	
	Increase website activity by _____%	Review website for potential enhancements Work to determine if enhancements are possible for the current provider		January 2019	Social Media Bd Rep Board	
Board Capacity						
Status	Goal	Activity	Funding/Cost	Timeframe	Responsibility	Related Ongoing Activities
	Enhance committees with a 50% increase in participation	Use online meetings Provide better support and direction Ensure board meetings provide time to report progress		January 2019	President Board	
	Increase board attendance by 20%	Use online meetings		November 2019	President Board	

# KACTE 2020 Plan 2016-2018

KACTE 2020 Plan 2016-2018						
Member Benefits						
Status	Goal	Activity	Funding/Cost	Timeframe	Responsibility	Related Ongoing Activities
1	KACTE Benefits	1. Review/Revise Member Benefits 2. Target Full Time Students 3. KACTE Funds for Free Memberships 4. Unified Insurance Coverage	General fund/Summer Program	Jan. 15, 2017	Membership Chair, Board	
1	Membership Unification	1. Communicate with Division Leadership for potential unification	\$0	March 2017	Membership Chair, Division VP's	
3	Member/Industry Networking	1. Provide a facilitation means for teachers and industry		Summer Program	Membership Chair, Board	
Professional Development						
Status	Goal	Activity	Funding/Cost	Timeframe	Responsibility	Related Ongoing Activities
1	Establish a PD Forecasting group	1. Identify a committee Chair 2. Form Committee 3. Identify Work	PD/??	Dec 1, 2016 Jan 15, 2017 Jan 30, 2017	Board, Officers and Forecasting Group	Talents
1	Develop and make available a Program Informational Tool Kit	1. Determine what is in Kit 2. Develop a timeline 3. Develop a plan for availability	PD/??	Dec 1, 2016 Jan 15, 2017 Jan 30, 2017	Board and Officers	
3	New Teacher Support	Identify work		Apr. 1, 2016	Board and Officers	
1	Regional PLC	1. Investigate regional PD activities	PD/??	Feb. 2017	Board and Officers	
1	Partnerships	2. Investigate partnerships with OCTE, KCTCS and four year universities	??	Jan. 2017	Board and Officers	
Advocacy						
Status	Goal	Activity	Funding/Cost	Timeframe	Responsibility	Related Ongoing Activities
2	Increase awareness at NTI	1. Enhance new teacher awareness at NTI	??	Spring 2017	Board, Executive Director	Unite to Serve Student Leadership Day Partnership Forum
1	Increase participation of board	1. Review ways to increase participation of board in meeting 2. Consider targeting a new member, maybe an at Large member from East KY.	??	Nov. 2016 Jan. 2017	Board and Officers Board and Officers	
1	Social Media	1. Enhance KACTE social media presence	??	Ongoing	Courtney Givens, Board	
2	Lobbying	1. Lobby for CTE 2. Teacher Certification 3. Teacher Retention	??	Ongoing Spring 2017 Ongoing	Executive Director, Board officers, board	
3	KACTE Merchandise	1. Research the ability to offer KACTE merchandise	??	Jan. 2017	Assistant Executive Director, Board	
2	CCR awards	1. Revise CCR awards to align with KDE/OCTE	??	April 2017	Executive Director, Board officers, board	

# KENTUCKY ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION EXPENSE REIMBURSEMENT

NAME\_\_\_\_\_

Remit to: KACTE  
PO Box 4583  
Frankfort KY 40604-4583

ADDRESS\_\_\_\_\_

CITY\_\_\_\_\_STATE\_\_\_\_ZIP\_\_\_\_\_

Date	From	To	Purpose of Trip	Miles/ (\$ .39 per mile)	Air Fare	Lodging	Meals
Column Totals							

Miscellaneous		
Date	Item	Amount
Totals		

Total Amount of Reimbursement Requested\_\_\_\_\_

Signature\_\_\_\_\_

FOR OFFICE USE ONLY	Issued Check #_____	Amount_____	Date_____
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