

**The ACTE New and Related Services Division  
Policy Committee Meeting Minutes  
Friday, November 20, 2020  
VIRTUAL VIA ZOOM – 82663309536  
11:00 AM-12:30 PM MST; 12:00-1:30 PM CST; 1:00–2:30 PM EST**

ACTE NRS Vice President Rachael Mann called the meeting to order at 1:00 p.m. EST. Brenda volunteered to take the meeting minutes.

**Welcome and Introductions** – Vice President Rachael Mann welcomed everyone and asked that members introduced themselves and the section they represent.

**Guest(s):**

Michael Connett, Associate Deputy Executive Director – Outreach and Partnership Development  
Lauren Lessels, ACTE Governance Administrator  
Russell Parker, 2021 NRS Fellow

**Members Present:**

Rachael Mann – NRS Vice President  
Sarah Grossi – Awards Committee Chair  
Kristy Barnett – Bylaws Committee Chair  
Brenda Conell – Nominating Committee Chair

Kevin English - Career Academy  
Mary Jo Self – CTE Scholars  
Jan Jardine - Work-Based Learning/Youth Apprenticeship Program  
Susan Leon - Integration of Academics and CTE  
Matthew Swain - Instructional Management & Materials  
Lennon Audrain - Makers of Policy/Public Information  
Robert Barrow, COL - JROTC Leadership Pathways  
Emily Sherwood – Chair Special Populations  
Marta Osuna – Co-Chair Special Populations  
Brenda Conell - Support Staff  
Tisha Richmond - Tech Prep  
Karen Derrick - Other and Related

**Approval of September 2020 Policy Committee Meeting Minutes:** Rachael asked everyone to review and approve the January Virtual Policy Committee meeting minutes. Kevin English motioned to approve the Minutes. The motion was seconded by Sarah Grossi and passed unanimously after a majority vote from the members present.

**NRS Policy Committee Members Roster:** Rachael asked members to review the roster that is posted and if there are any changes to notify Rachael so that she can update information.

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**a. Committee Reports**

1. ACTE Bylaws Committee – Kristy Barnett – no update/changes from the Bylaws Committee. Rachael shared that the NRS Policy Manual was last reviewed in 2012.
2. Nominating Committee - Brenda Conell reported that the nominating committee for ACTE President-Elect and the NRS Vice-President Elect offices met three times via ZOOM (selection, interview and final recommendation process). Brenda shared there are two strong candidates for ACTE President-Elect (Jonathan Quatman of Ohio and Scott Stone of Missouri) and two very strong candidates for NRS Vice-President Elect candidacy ( Kevin English and Susan Leon, both from Arizona. All four candidates will be presented to the VIRTUAL VISION 2020.
3. Awards Committee – Sarah Grossi and Kevin English reported the following outstanding NRS award winners from each section:
  - i. Outstanding Support Staff - Kendra Allen
  - ii. Career Academy Partner of the Year – Chery Carrier
  - iii. Tech Prep Teacher of the Year – JoAnn Peterson
  - iv. Career Academy Teacher of the Year – Debbie Moore
  - v. Integration of Academics and Career & Technical Education Teacher of the Year Teacher of the Year – Tamra Herschbach
  - vi. Other and Related Administrator of the Year – Summer Stephens
  - vii. Career Academy Administrator of the Year – Jayme Fitzpatrick
  - viii. Tech Prep Administrator of the Year – Brenda Tuckwiller

Rachael appreciated the committee of their hard work and that this program will continue to be a value added to the NRS Division. She also added that Kevin agreed to send Rachael information to be posted in the newsletter. Kevin thanks everyone as well.

**b. Section Reports**

- Career Academy: Kevin English reported that Career Academy has been working with FORD NGL (Next Generation Leaders) to focus on Virtual ACTE program to expand Career Academy Section in NRS Division. They are currently working on the strategic plan to grow the programs membership. He reported that they met with ACTE Executive Director LeAnn Wilson, Assistant Director Michael Connett and NRS VP Rachael Mann to collaborate with CTE and learn FORD NGL’s unique approach to better prepare students for career success in the 21<sup>st</sup> century.

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- CTE Scholars: Mary Jo Self – no report
- Work-Based Learning/Youth Apprenticeship Program: Jan Jardine – no report
- Integration of Academics and CTE: Susan Leon – no report
- Instructional Management & Materials: Matthew Swain is looking forward to the opening session and excited to getting to know section members and program.
- Makers of Policy/Public Information: Lennon Audrain is looking forward to working with everyone and collaborating with other sections related to Makers of Policy/Public Information Section.
- JROTC Leadership Pathways: Colonel Robert Barrow reported that a lot of professional development opportunities and other programs available with JROTC in leadership and other hands-on program.
- Special Populations: Emily Sherwood and Marta Osuna reported the program decided to focus on 2-hour monthly professional development pertinent to virtual learning environment. Topics such include: Resiliency, Work-Based Learning, Conversation Matters, Mental Health, and etc... Emily shared a link to the program. Marta Osuna reported that Work-Based Learning extended an invitation to co-host a webinar on October 14, 2020 at 12:00 p.m. entitled “Having Better Access for Students with Disabilities to CTE Program”.
- Support Staff: Brenda Conell reported that she is looking forward to the upcoming awards recognition, collaborating with additional support staff members and other section members during NRS “Hospitality Suite” session at VIRTUAL VISION2020. She added that Support Staff Section page description is live via ACTE Website and planning will be adding more pertinent information.
- Tech Prep: Tisha Richmond shared that she is looking forward to getting to know the section and its members. Lauren Lessels mentioned that Tech Prep program within Perkins no longer exist at the federal level, however, some members’ institutions still have Tech Prep program.
- Other and Related: Karen Derrick is looking forward to collaborating and getting to know more with its members and other sections during “Hospitality Suite” at VIRTUAL VISION2020.

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**New Business**

1. *Review of the NRS Reorganization in 2018*: Lauren Lessels - **Reorganization Questions**: this item continues to pop up as a question, so I just wanted to ask, is there an issue that needs to be addressed here/an action that needs to be taken? Are people simply confused about what happened and keep asking about it? If there is an issue, I want to be sure we are addressing it head on.
  1. The reorganization occurred in 2018; I assisted with some of the background work/review as requested by Anesa but it was implemented/approved while I was on maternity leave at VISION 2018. Michael was the lead for that while I was out.
  2. Some sections were having organic discussions amongst themselves regarding merging. The main sections who started this initiative were Teacher Educators, Research and Professional Development. It appears this discussion had been going on since at least November 2016 policy committee meeting (listed in the [minutes](#) there) and were escalating; they were ready to merge. My impression is that these organic discussions led to an effort in the whole NRS division to see if other mergers/clean up of the sections were also needed.
  3. All policy committee/section leaders at the time were notified/consulted/involved with all actions regarding their section.
  4. Below is a summary of the action taken:
    1. Sections that no longer met the 25 member section requirement per policy were dissolved. Specifically: International and School Safety; members in these groups were moved to the other section.
    2. Instructional Materials and Curriculum and Instruction Management had extremely similar names and purposes. The section leaders were asked if they wanted to merge to alleviate confusion/grow their collective groups. The leadership agreed. I know recently there have been questions regarding the leadership of this group- I am not sure where that stands?
    3. The purposes of Makers of Policy and Public Information were also extremely similar. Anesa was the past rep for Public Information and the seat was vacant at the time. Anesa and the Makers of Policy rep agreed to merge these under Public Information; the name Makers of Policy was extremely confusing and not reflective of their purpose.
    4. As mentioned above, the Teacher Educators, Research and Professional Development sections had organic, internal discussions amongst themselves regarding merging. It was agreed to merge under the new name CTE Scholars.

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5. Tech prep did not have a section leader at the time. The number of Tech Prep members was small, but not under the 25 member requirement. ACTE Staff wondered why the section still existed since Tech Prep no longer exists at the national level. Hence, why we sent out the survey to try to get a feel from the members regarding their thoughts on the section; if you recall the response was very small (i think we had 5 responses?!) and a small majority of that group wanted the section to continue. The membership in the section has been decreasing; 63 as of 2020 numbers compared to 106 in 2016. My guess, unless your team takes proactive action to either grow the section or dissolve it, is that this group will need to be removed due to the 25 member requirement in the next 2-4 years.
5. Its important to note that **there is still a teacher educators section- it is just under the name CTE Scholars instead of Teacher Educators as it once was.**
6. The total number of sections went from 18 down to 12. Since then some other changes to NRS have occurred (IT moving...)
  
2. *Forming a New Section:* Lauren shared that membership in each NRS section provides an opportunity for specialized professional growth and development. Twenty-five members are required to establish a new section and 750 members to form a division.
3. Discuss Tech Prep Section – Lauren mentioned that Tech Prep program within Perkins no longer exist at the federal level, however, some members' institutions still have Tech Prep program.
4. Responses to Recent Section Questions: was not able to capture info
  
1. **Section formation:** Happy to work with whoever is ready to form a section; if you are able to send me their contact information I can connect with them directly. Here are the steps; depending on where they are exactly this could be done at your VISION meeting (per highlight below):

VIII.14B        Sections may be created either by the board of directors based on industry knowledge or by a group of interested members. Criteria for the creation of sections include: (3/07), (6/09), (3/14), (7/19)

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5. The interest of the new section is clearly defined as being directly involved in, or closely related to, career and technical education. (TYPICALLY LISTED IN A LETTER)
6. The interest of the section is national in scope. (TYPICALLY LISTED IN A LETTER)
7. The proposed section can show evidence of expanding and improving career and technical education. (TYPICALLY LISTED IN A LETTER)
8. The section can identify at least 25 individual members of ACTE with an interest in the proposed section. (MEMBERSHIP LIST- SOUNDS LIKE YOU HAVE THIS?)
9. An existing division whose membership has fallen below 750 shall become a section.
10. The section must submit a statement of purpose as well as a list of leaders and members. (TYPICALLY LISTED IN A LETTER, PLUS LEADERSHIP LIST AND THE MEMBERSHIP LIST MENTIONED ABOVE)

The request to become a section, accompanied by information identified in the criteria, will be submitted to the vice president of the New and Related Services Division. **At the next regularly scheduled meeting of the Division’s Policy Committee, the request will be considered.** Formal external organizations will not be considered sections of any division, although they can be recognized as a Division Associate.

11. Innovation in NRS: **was not able to capture info**
12. NRS Website Live: Rachael encouraged section leaders to continue to build and post pertinent content for each section.
13. ACTE Vision 2020: Rachael encouraged everyone to tune in and participate on the following NRS activities featuring: opening session Thursday, 12/3, 1:30-2:30 p.m. with outstanding keynote speaker Jaime Casap; outstanding awards recognition, announcements, gift card drawings; Sponsor Segment, announcements, and networking opportunities.
14. Virtual Hospitality “Suite” – Rachael reminded all section leaders to plan their time slot to prepare for each assigned session. Section leaders will be receiving as planning session invitation from Jaime of ACTE regarding short presentation assignments during VIRTUAL VISION 2020.
15. Virtual Reception – Rachael is facilitating and everyone is invited to this exciting session. There will be a grand prize drawing.

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16. NRS Vice President-Elect Candidates: not sure whether they spoke and address their view of NRS and objectives should they get elected.
17. NRS Fellow – Rusty Parker spoke and shared that he is looking forward to representing the NRS as one of the 2021 Fellows.
18. Strategic Plan, Budget, Newsletters – pending and discussion for the next policy meeting
19. Membership as of October 31: Rachael shared the following membership since Fiscal Year 2018:
  - FY21 2,843
  - FY20 2,986
  - FY19 3,022
  - FY18 3,026

SECTION	FY20	CURRENT
Career Academy	239	241
CTE Scholars	241	187
Instructional Management & Materials	219	207
Integration of Academics & CTE	248	256
Makers of Policy/Public Information	126	135
Other	221	248
ROTC	79	76
Special Populations	457	453
Support Staff	299	326
Tech Prep	63	71
Work Based Learning/Youth Apprenticeship	635	643

**Adjournment – 1:00 PM EST:**

Emily Sherwood motioned to adjourn the meeting at 1:00 p.m. EST. The motion was seconded by Kevin English and passed unanimously after a majority vote from the members present.