The ACTE New and Related Services Division
Policy Committee Meeting
Monday, November 22, 2021
12:00pm ET
Zoom

Volunteer to take minutes:

Call to Order - Rachael

Welcome and Introductions

Rachael Mann
Emily Sherwood
Jacquelyn Miller
Tisha Richmond
Steve DeWitt
Jan Jardine

Col. Frank Barrow
Dr. Jill Ranucci
Sarah Grossi
Brenda Conell
Marta Osuna
Susan Leon

Lennon Audrain
Rusty Parker
Tiffanie Rosier

Voting Item: Move to Executive Session
Motioned by Jan Jardine, Second by Robert Barrow

Voting Item: Approval of the Agenda
Motioned for approval Jill Ranucci, Second by Brenda Conell

Voting Item: Approval of minutes
Motioned for approval Brenda Conell, Second by Jill Ranucci

Policy Committee Members Roster - Any changes or updates for contact information?

a. Committee Reports
1) ACTE Bylaws Committee, Kristy Barnett
   Policy Manual Review (The last update was 2012 for NRS)
2) Nominating Committee, Tiffanie Rosier
3) Awards Committee, Sarah Grossi
   - 2nd awards ceremony during NRS session Thursday, December at 1:00
   - Slideshow, plaques, and gift cards are organized, as well as a beverage service
   - 6 awards this year. Goal is to have all divisions nominated.
• Working logistics on how virtual nominee will be recognized.

b. Section Reports
NRS was formed so that smaller sections can have a place to advocate for their division and eventually become their own division once they have adequate numbers.

1) Career Academy, Kevin English
• $2,000 donated by Next Generation Learning to pay for reception. Has monthly newsletters and PD opportunities for those who participate in CTE.

2) CTE Scholars, Mary Jo Self

3) Work-Based Learning/Youth Apprenticeship Program, Jan Jardine
• Monthly webinars, this year and last year
• Last webinar was last week
• Will continue in January
• 12 people sit on the policy committee who have developed a strategic plan and program of work to host the 3rd annual WBL Conference in Salt Lake City (hopefully live!)
• Will share Save the Date graphic

4) Integration of Academics and CTE, Dr. Jill Ranucci, Ph.D.
• Starting a series of webinar 1/12, 2/16, and 4/12
• 1st - with industry to emphasize how we need to embed academics into CTE courses
• 2nd - teachers
• 3rd - students - looking for an exemplar student who can speak the impact on their academics from CTE courses
• Looking at having sessions with NCLA beginning next year to speak to academic integration
• Working with a company who is interested in sponsoring the division

5) Instructional Management & Materials, Matthew Swain

6) Makers of Policy/Public Information, Lennon Audrain
• Working with Policy Makers for recruitment and retention practices of CTE teachers

7) JROTC Leadership Pathways, Colonel Robert Barrow
• Predecessor, Mike, has advocated and section now division holds an approved national credential
• This has been standard in Alabama, it is exciting that it is national to offer opportunities for JROTC to perform under CTE consistently
• $1,000,000 grant to support STEM programming - support workforce development and recruit students into the summer program
• $6,000,000 DOD grant will support programming nationwide
• Robert is managing dispersion of grant monies
• Working on increasing enrollment numbers that have been impacted by the pandemic

9) Special Populations, Emily Sherwood, Marta Osuna
• Trying to increase numbers for section, one strategy was holding ‘Lunches with Emily and Marta’. Have held three, received well despite low attendance.
• Co-facilitated 5 elearning webinars through TransCen to speak to supporting special populations in CTE programs. Worked with Utah, Massachusetts, and Iowa.
• Did a podcast with Transcen on CTE and Special Populations
• In discussions with ACTE, TransCen to potentially develop 3-webinars on CTE, special pops, and developing promising practices.

10) Support Staff, Brenda Conell
• Increasing numbers, Oklahoma make up more than 50% of their membership
• A member was awarded $5k and was recognized at the state conference. Supported by industry professionals. Trying to increase numbers of support staff who are recognized for their work in CTE.
• Low numbers may be attributed to the cost and benefit

11) Tech Prep, Tisha Richmond
• Lauren Lessels spoke to the potential of dissolving Tech Prep at the national level

12) Other and Related, Karen Derrick
• Came about through a restructuring to support professionals who may not fit in already defined divisions/sections
• Proposed to reach out to members to see if they actually relate to a defined section/division
New Business

1. Overview of today’s Business Meeting
2. NRS Website: Section pages are live; please continue to build out the content for your section
   a. If you are holding webinars, send them to Brandy so they may be posted to the NRS page
3. ACTE Hybrid Vision 2021- Opening Session Thursday, December 2: Keynote speaker is Dr. Kevin Fleming, Awards Ceremony, Announcements, beverage service
   a. Dr. Fleming known for books and speaking engagements and his work that he does at Norko Community College
4. Hospitality Suite- In-person
   a. Combined with Admin and Counseling section 3-hours (2p-5p). No snacks, but there will be a beverage service.
5. Reception
   a. Friday, 5:30-6:30, cold and hot hors d’oeuvres, drink tickets
6. Vice President-Elect- Susan Leon
   a. Excited about the opportunities to come
7. NRS Fellow- Rusty Parker
   a. Received an email from Lauren Fillebrown - the National Policy Seminar is scheduled to happen
8. Strategic Plan for 2020-2021
   a. 4-goals were outlined - met most of the criteria
9. Budget for 2021 (Also on pages below as screenshot)
   a. Not all of the budget was used
   b. Oculles Quest goggles were purchased
   c. This year we are set to spend the balance of the operating budget
10. Newsletters- Please continue to share content, best practices, and/or recognize individuals for your section
11. E-Blasts for Virtual Vision 2021- Share relevant sessions and get members excited to attend
   https://www.acteonline.org/e-blast-request-form/
   a. ListServs are protected by Stephanie Statton and will distribute any division/section blasts
12. Membership: (See Below)
13. Innovations in NRS- Reminder to connect with Megan

Adjournment Emily Sherwood motioned to adjourn, Jan Jardine 2nd the motion
# FY22 Operating Budget

## Designated Funds

<table>
<thead>
<tr>
<th>Budget</th>
<th>Expenses</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,384</td>
<td>-</td>
<td>$6,384</td>
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</table>

<table>
<thead>
<tr>
<th>FY21 Balance</th>
<th>Net Change</th>
<th>FY22 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,426</td>
<td>$45</td>
<td>$5,471</td>
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## FY 2021 Operating Budget

New & Related Services Division

<table>
<thead>
<tr>
<th>Expense Code</th>
<th>Strategic Plan Theme</th>
<th>Strategic Plan Tactic</th>
<th>Comments/Assumptions</th>
<th>Annual Budget FY21 Proposed</th>
<th>Annual Budget FY22 Proposed</th>
<th>Actual</th>
<th>Annual Budget FY22 Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>5010 Printing Supplies</td>
<td>Member Value &amp; Engagement</td>
<td>Increase new states to apply for the G4A</td>
<td>100 flyers to recruit G4A - NY, IN, OH</td>
<td>$50.00</td>
<td>$6,579.30</td>
<td>$1,500.00</td>
<td>$1,790.90</td>
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<tr>
<td>5530 Speaker Fees</td>
<td>Professional &amp; Leadership Development</td>
<td>Increase attendee at the NRS Opening Session</td>
<td>2019 budget: 1500</td>
<td>$3,000.00</td>
<td>$2,790.90</td>
<td>$3,000.00</td>
<td>$2,790.90</td>
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<tr>
<td>5560 Food &amp; Beverage</td>
<td>Member Value &amp; Engagement</td>
<td>Increase networking opportunity for NRS members</td>
<td>This is based on the 2019 food and beverage amounts for opening session and for the social hour: $2,817 (assuming that it’s a live event)</td>
<td>$500.00</td>
<td>$1,279.90</td>
<td>$1,000.00</td>
<td>$279.90</td>
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<tr>
<td>6300 Scholarships</td>
<td>Advocacy &amp; Awareness</td>
<td>Increase attendees at the NRS Opening Session</td>
<td>2019 budget: 1500</td>
<td>$800.00</td>
<td>$1,279.90</td>
<td>$800.00</td>
<td>$1,279.90</td>
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<tr>
<td>5600 Promotion</td>
<td>Member Value &amp; Engagement</td>
<td>Increase awareness of the NRS Opening Session</td>
<td>2019 Budget: Continue for 2021</td>
<td>$200.00</td>
<td>$79.90</td>
<td>$200.00</td>
<td>$79.90</td>
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<tr>
<td>5500 Meeting Expense</td>
<td>Member Value &amp; Engagement</td>
<td>Increase attendance at the NRS Opening Session</td>
<td>Division ribbons, swag, printing, or other needs for the NRS sessions at Vision</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$50.00</td>
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*Note: Actual amounts and calculations are based on budget proposals and actual year-end balances.*
<table>
<thead>
<tr>
<th>Total Members:</th>
<th>Jun FY21</th>
<th>July FY22</th>
<th>Aug FY22</th>
<th>Sep FY22</th>
<th>Oct FY22</th>
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<tr>
<td>NRS Division</td>
<td>2892</td>
<td>2903</td>
<td>2880</td>
<td>2837</td>
<td>3109</td>
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<tr>
<td>Net</td>
<td></td>
<td>11</td>
<td>(23)</td>
<td>(43)</td>
<td>272</td>
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</table>

- ACTE Work-Based Learning/Youth Apprenticeship Program: 747
- ACTE Instructional Management & Materials: 256
- ACTE CTE Scholars: 189
- ACTE Makers of Policy/Public Information: 161
- ACTE Integration of Academics & Career & Tech Education: 305
- ACTE Support Staff Section: 418
- ACTE Other & Related Section: 259
- ACTE Special Populations Section: 533
- ACTE Tech Prep Section: 67
- ACTE ROTC Section: 92
- ACTE Career Academy Section: 229