



The Association for Career and Technical Education

Board of Directors Meeting

July 7-8, 2022

Hilton Old Town Alexandria
1767 King St.
Alexandria, VA 22314
Room: Salon BC

ACTE Board of Directors Meeting
July 7, 2022
Hilton Old Town Alexandria
1767 King St, Alexandria, VA 22314

ACTE Mission: The mission of the Association for Career and Technical Education (“ACTE”) is to provide educational leadership in developing a competitive workforce.

ACTE Vision: Empowering educators to deliver high quality CTE programs that ensure all students are positioned for career success.

ACTE Core Purpose: To provide leadership in developing an educated, prepared, adaptable and competitive workforce.

ACTE Inclusion, Access, Equity and Diversity Statement: ACTE promotes high quality CTE programs for diverse audiences. We continue to build an inclusive culture that encourages, supports and celebrates the diversity of the CTE community. We are committed to inclusion, access, equity, and diversity throughout our organization.

Board Meeting Objective: To conduct financial and programmatic oversight of ACTE’s activities and provide direction for ACTE’s current and future strategic initiatives.

Time	Activity	Action	Lead
9:00-9:03 AM	Welcome & Introduction		Scott Stone
9:03 AM - 12:15 PM	Strategic Plan Facilitator		
12:15-12:45 PM	Lunch provided		
CALL TO ORDER: THURSDAY, JULY 7			
12:45-12:48 AM	Pledge of Allegiance		
12:48-12:53 PM	Roll Call		Chaney Mosely
12:53-12:58 PM	President’s Remarks & Review of Mission & Vision		Scott Stone
12:58-1:00 PM	Parliamentarian Overview		Bobby Torres
1:00-1:03 PM	March 2022 Minutes	Approve	Scott Stone
CONSENT AGENDA			
Approval of Agenda			
<i>(items in the consent agenda may be removed from the consent agenda and placed on the agenda for discussion as requested)</i>			
1:03-1:08 PM	A. President’s Report	G. Committee Report	
	B. Executive Committee Report	H. Teach CTE Coalition Report	
	C. President-Elect’s Goals	I. Election Report	
	D. Past President’s Report	J. Affiliation & Unification Report	
	E. Opportunity Fund Review	K. Strategic Partnerships and Coalition for Workforce Development Through CTE	
	F. Fellowship Program Report	L. Other Conferences	

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| M. Inclusion, Access, Equity and Diversity | Q. Business-Education Partnership Award Modification |
| N. Membership Report | R. Educators in Action Report |
| O. Marketing Report | S. Resolutions Report |
| P. PLSP-ECMC F. Report | T. PACE Policy Manual updates |

EXECUTIVE SESSION

1:08-1:28 PM	Executive Director Report	Outlook	LeAnn Wilson
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ACTE APPROVED REPORTS

FINANCE DEPARTMENT

1:28-1:48 PM	Finance Report	Outlook	Laine Culbreath
1:48-2:08 PM	FY23 Budget	Approve	Laine Culbreath

LEADERSHIP DEPARTMENT

2:08-2:28 PM	Policy Manual Updates		
	• 5-year Policy Renewals	Approve	LeAnn Wilson
	• Investment Account Updates	Approve	Laine Culbreath
	• Investment Account Signers	Approve	Laine Culbreath
	• Corporate Membership Annual Fee	Approve	Michael Connet
	• VP-Elect Position	Approve	LeAnn Wilson
	• Per Diem	Approve	Laine Culbreath

OFFICIAL BOARD DISCUSSION

2:28-2:35 PM	Workforce Development Coalition Direction	Discussion	Michael Connet
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BREAK

2:35-2:45 PM

MEMBERSHIP DEPARTMENT

2:45-2:55 PM	Work-Based Learning Division	Approve	Kelli Diemer
2:55-3:00 PM	Region/Division Membership Awards		Kelli Diemer

BOARD LIAISON REPORTS

3:00-3:20 PM	Board Liaison Reports: OCTAE, JROTC, ADVANCE CTE, NEDA	Outlook	
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BREAK

3:20-3:30 PM

OFFICIAL BOARD DISCUSSION

3:30-5:30 PM

30-Minutes Each

Opportunity Fund	Should the timeline for the opportunity fund review of proposals be lengthened (i.e., when they should be submitted, timeline for consideration, ample time to ask questions that merit further investigation, etc.) Facilitator: Chaney Mosley
Board Liaison	How can ACTE guide the Workforce Development Coalition in their work? Facilitator: Frank Gerdeman
Membership	How can ACTE assist the non-traditional certification teachers? Facilitator: Holly Strand Rysgaard
Board of Director Meetings	How can ACTE better schedule and structure ACTE Board Meetings, Region and Division Breakout Meetings, Region, and Division Quarterly Calls so all Board members can attend. Facilitator: Scott Stone

BOARD DINNER

6:30 PM

CALL TO ORDER: FRIDAY, JULY 8

Time	Activity	Action	Lead
8:30-8:33 AM	Welcome		Scott Stone
ACTE STAFF OVERVIEW			
8:33-8:53 AM	VISION 2022	Discussion	Jaime Alston
8:53-9:00 AM	Elections Task Force	Approve	LeAnn Wilson
REGION AND DIVISION BREAKOUT			
9:00-10:30 AM	Region and Division Breakout	Discussion	Carrie/Richelle
10:30-10:40 AM	Region and Division Report	Report	Carrie/Richelle

BREAK

10:40-10:50 AM

OFFICIAL BOARD DISCUSSION

STAFF SUMMARY REPORT OUT

10:50-11:15 AM

GENERAL BOARD Q&A

11:15 AM - 12:15 PM

OPEN DISCUSSION TOPICS

12:15-1:30 pm

12:30 PM Working Lunch: Box lunches to be provided

ADJOURNMENT

1:30 PM

DRAFT MINUTES
BOARD OF DIRECTORS MEETING
MARCH 19-20, 2022
NPS BOARD MEETING

DRAFT MINUTES
BOARD OF DIRECTORS MEETING
MARCH 19-20, 2022
NPS BOARD MEETING

ACTE BOARD OF DIRECTORS

Executive Committee

Brian Law	President
Scott Stone	President-Elect
Doug Major	Past President
Carrie Scheiderer	Region Representative
Carol Werhan	Division Representative
Lisa Stange	Finance Chair (ex-officio)
LeAnn Wilson	Executive Director (ex-officio)

Division Vice Presidents

Eric Ripley*	Administration
Robert Torres**	Agricultural Education
Annika Russell-Manke	Business Education
Richelle Krumsiek	Engineering & Technology Education
Carol Werhan	Family & Consumer Sciences Education
Teresa "Gibby" Gibbons	Counseling & Career Development
Holly Strand-Rysgaard	Health Science Education
Rachael Mann	New & Related Services
Kristina Ropos	Postsecondary, Adult & Career Education
Danny Camden	Trade & Industrial Education

Region Vice Presidents

Carrie Scheiderer	Region I
Chaney Mosley	Region II
Lisa Stange	Region III
Ross White	Region IV
Shani Watkins	Region V

*Delayed by one day

**Unable to attend

DRAFT MINUTES
BOARD OF DIRECTORS MEETING
MARCH 19-20, 2022
NPS BOARD MEETING

GUEST

Beth Parks	Incoming Region II VP
Susan Leon,	Incoming New and Related Services Division VP
Brandon Russell	Incoming Region III VP
Sean Crevier	Incoming Business Division VP
Katy Blatnick-Gagne	Incoming Family and Consumer Sciences Division VP

ACTE BOARD LIAISONS

Robin Utz	OCTAE
Sandra Miller	NEDA
Kate Creamer	ADVANCE CTE
Lieutenant Colonel Robert Barrow**	JROTC

ACTE STAFF

LeAnn Wilson	Executive Director
Stephen DeWitt	Deputy Executive Director
Michael Connet	Associate Deputy Executive Director, Outreach and Partnership Development
Julia Kendrick	Sr. Director, Communications
Jaime Alston	Sr. Director of Programs
Alisha Hyslop	Sr. Director of Public Policy
Megan Kmiotek	Director of Leadership and Awards
Kelli Diemer	Membership Director
Laine Culbreath	Chief Financial Officer
Lauren Fillebrown	Senior Manager, Leadership Development

DRAFT MINUTES
BOARD OF DIRECTORS MEETING
MARCH 19-20, 2022
NPS BOARD MEETING

CALL TO ORDER

President Brian Law called the ACTE Board of Directors meeting to order at 1:00 p.m. on Saturday, March 19, 2022, and welcomed the ACTE Board of Directors and staff. The Board recited the Pledge of Allegiance. President-Elect Scott Stone facilitated the roll call and reviewed the parliamentary process.

President's Remarks

President Law reviewed ACTE's mission, vision and IAED statement, as well as the President's report, President-elect's report, and Past President's report. He charged Board Members to network with each other as the Board Members are all finally in-person after a long hiatus of virtual events. President Law announced the Executive Committee nominated Shani Watkins as the FY23 Finance Chair.

Executive Director Update

Executive Director LeAnn Wilson presented the Executive Director update to the Board. ACTE is moving toward a post-COVID work environment. Ms. Wilson reminded the Board to submit the trip report form for any travel on behalf of the association. Ms. Wilson provided an overview of the financials; cash is holding steady and end-of-year projections look better than anticipated given the significant deficit budgeted due to COVID impacts. ACTE's investment advisor will attend the Board meeting as had been done annually during NPS prior to COVID. Ms. Wilson reviewed the increased focus on postsecondary efforts through the work of Dr. Sophia Alston, the postsecondary CTE manager. Ms. Wilson reviewed IAED initiatives and added the new IAED coordinator, Amanda Bastoni would be presenting additional detail. The second cohort of IAED mentors and mentees is beginning this month. Ms. Wilson reviewed the postsecondary initiative and teacher recruitment and retention work as well as the assessment of the Educators in Action program. Staff is reviewing notes from the individual Board Strategic Plan theme meetings in preparation for the Board facilitated discussions in July. ACTE is fully staffed and had no staff turnover in the past six months which is outstanding compared to significantly heightened staff attrition in comparable organizations. Ms. Wilson reviewed the next two VISION locations in Las Vegas for 2022 and Phoenix for 2023. An in-person Assembly of Delegates will return to the VISION 2022 agenda. 2023 will be the first time VISION will be held in Phoenix. Lastly, the Board discussed the Career Cluster proposed changes from Advance CTE; focusing on the impact of adopting clusters without a division represented. Ms. Wilson iterated her appreciation for staff and the Board.

Approval of the Consent Agenda

Lisa Stange moved to approve the consent agenda as presented. Richelle Krumsiek seconded the motion.

MOTION APPROVED.

ACTE REPORTS

PUBLIC POLICY DEPARTMENT

Legislative Issues

Senior director of public policy Alisha Hyslop presented legislative updates to the Board of Directors. Ms. Hyslop reported that ACTE is thrilled to be back in-person again for NPS for the first time since 2019. Ms. Hyslop reviewed the FY22 Appropriations Bill which was signed into law by the President and contained about \$45M increase for Perkins Basic State Grant. The FY22 Appropriations Bill was delayed which is delaying the FY23 Appropriations process. Ms. Hyslop also reviewed the America Competes Act as it relates to career and technical education.

PROGRAMS DEPARTMENT

VISION 2022

Senior director of programs Jaime Alston reported VISION 2021 attendance results were just shy of 4,000 individuals, with more in-person attendees than virtual. Final bills will be submitted this week to close out expenses.

VISION 2022 will be held in Las Vegas, NV. Currently, the Call for Proposals are open and will close on March 31. Ms. Alston reviewed the proposal review process for Division VPs. Ms. Alston also reviewed the future VISION dates:

1. 2023: November 29-December 2 in Phoenix, AZ
2. 2024: December 4-December 7 in San Antonio, TX
3. 2025: December 10-December 13 in Nashville, TN
4. 2026: December 2- December 5 in New Orleans, LA

As it is ACTE's first time hosting VISION in Phoenix, Ms. Alston is starting planning calls early for the event.

Ms. Alston reviewed the 2022 Best Practices and Innovations Conference on September 28-20 at the Sea Crest Beach Hotel in Cape Code, North Falmouth, MA. Registration for this event opens in April. Ms. Alston reviewed ten additional events being hosted by ACTE in 2022. All information for upcoming events can be found on the ACTE website.

LEADERSHIP DEPARTMENT

2020 Fellows Program

Carrie Scheiderer reviewed feedback she received from 2020 Fellows participants. The participants were unable to attend NPS and VISION due to the pandemic. Carrie requested the Board brainstorm ideas to remedy the attendance and networking challenges from 2020. The Board discussed several ideas for recognition of the 2020 Fellows at upcoming ACTE events and Board Meetings.

Chaney Mosley moved to provide complimentary registration to the 2020 Fellows at VISION 2022 in Las Vegas in order to receive recognition on stage and provide the opportunity to collaboratively provide a session at VISION. Danny Camden seconded the motion.

Richelle Krumsiek moved to amend the original motion to include an invitation to the Fellows to attend the Board Meeting and add Fellow's programming to VISION 2022 for the 2020 Fellows. Chaney Mosley seconded the motion.

AMENDMENT APPROVED.

Chaney Mosley moved to provide complimentary registration to the 2020 Fellows at VISION 2022 in Las Vegas to include an invitation to the Fellows to attend the Board Meeting and add Fellow's programming to VISION 2022 for the 2020 Fellows. Danny Camden seconded the motion.

MOTION APPROVED.

BREAK

MEMBERSHIP DEPARTMENT

Membership Report

Director of membership Kelli Diemer reviewed the current membership status. As of January 31, ACTE has 21,801 members compared with 21,313 members in FY21 and 22,560 members in FY20. As of January 31, ACTE has 2,266 new members compared with 4,100 new members in FY21 and 3,992 new members in FY20. Currently, ACTE has 7-gold EIMs, 28-silver EIMs, 18-affiliate members and 29-corporate members. Ms. Diemer outlined the growing membership initiatives which include empowering future CTE professionals, building bridges, and celebrating CTE learn champions. President-elect Scott Stone is working to implement these membership initiatives to achieve pre-COVID membership levels. The CTE Learn Champion application went live in March 2022.

Marketing Report

Senior director of communications Julia Kendrick reviewed current website traffic over the past four months as well as the most popular web page views. Ms. Kendrick also reviewed the region website traffic for each region and the breakdown of the highest web traffic by state. Ms. Kendrick reviewed the open rates for ACTE News, the Region and Division newsletters and eblasts, highlighting some of the most successful content which included *Celebrate CTE Month*, *CTE Month Resolution Passes with Record Number of Co-Sponsors* and *Voice your Opinion on Career*

Cluster Changes. Ms. Kendrick reviewed the recent marketing highlights including CTE Month 28 days of social media campaign. ACTE is changing the eblast platform from Informz to Constant Contact in April. Ms. Kendrick reminded Region and Division VPs to use all operating funds by 5/31 or unused funds will be used for marketing efforts per discussions at the VISION Board meeting.

Oklahoma Requests

“Support Staff” Membership Section of the New & Related Services Division

Ms. Wilson reviewed a request from Oklahoma ACTE requesting membership fees change for Oklahoma’s support staff section. The Executive Committee held a lively conversation about the support staff fee structure in OK. ACTE will request additional time from Oklahoma to collaborate further on the support staff request.

Eliminate the Retired Membership Category

Oklahoma ACTE provides a death benefit to retired OK state members and that is the only benefit at the state level. Oklahoma ACTE does not believe their retired members benefit from national membership. National ACTE provides retired members full membership benefits at a reduced rate of \$31. The Executive Committee met and discussed this item and agreed to communicate with Oklahoma ACTE that the association will not be addressing any changes to the retired membership category at this time.

STRATEGIC PARTNERSHIPS DEPARTMENT

PLSP-ECMC Foundation. Update and Fellows Introduction

Senior manager of leadership development Lauren Fillebrown provided a PLSP-ECMC Foundation. update. Cohorts two and three will meet at the National Policy Seminar. This will be the last programmed event for cohort three. Cohort two was invited as they were unable to attend NPS during their Fellowship year due to COVID-19. Cohort two will also have the opportunity to go to a school study visit at Salt Lake Community College in April 2022, which will coincide with the Work-Based Learning Conference.

Ms. Fillebrown is working with Dr. Wright and Michael Connet, along with the advisory committee, to select and plan for the next cohort. ACTE plans to announce Cohort four the last week of March.

Additionally, Ms. Fillebrown updated the Board on the rebranding change for the PLSP-ECMC F. program, which is being changed to “Next Level Postsecondary CTE Leaders” and will be referred to as the “Next Level Fellows”.

Strategic Partnerships Report

Deputy executive director Stephen DeWitt and associate deputy executive director – outreach and partnership development Michael Connet reviewed the current meetings with organizations to discuss corporate membership or partnership (13), current corporate members

(29) and champion level partner (1-Xello). Mr. DeWitt reviewed the current ACTE Corporate Members and other partners. New partners have been continuously increasing, and a new partnership structure with three levels - Supporter, Patron and Champion have been added. Each level includes a variety of benefits to help organizations gain exposure and recognition within the CTE community. Mr. DeWitt reviewed the current re-organization of the Strategic Partnership Department to better serve partners and the creation of a new tracking tool to track and manage commitments to them. Mr. Connet discussed recent special projects including the work with Xello on the Taking Business to School resources, the judging for the Harbor Freight Tools for Schools Prize for Teaching Excellence, the Coalition for Workforce Development through CTE and the Horatio Alger CTE Scholarship. The presentation culminated with a question for the Board: *What resource needs exist for members that our corporate members might support?*

The Board discussed a scholarship for professionals to become CTE educators through traditional or nontraditional pathways and a national spokesperson for ACTE funded by one year off for the Teacher of the Year National Winner to fill this position annually. The Board discussed scholarship funds for preservice educators who are currently student teaching.

FY23 Board Liaisons Reappointment and Proposal

Annika Russell-Manke moved to approve the current Board Liaisons for another one-year term: JROTC, OCTAE, NEDA and ADVANCE CTE. Teresa Gibbons seconded the motion.

MOTION APPROVED.

Mr. Connet presented a new 5th liaison to the Board for consideration: Robert Balfanz representing the Coalition for Workforce Development Through CTE.

Carol Werhan moved to add a 5th liaison for FY23: Robert Balfanz, Coalition for Workforce Development Through CTE. Teresa Gibbons seconded the motion.

MOTION APPROVED.

Career Clusters

Ms. Hyslop presented an updated on the Career Cluster changes presented by Advance CTE, including ACTE's role in disseminating information related to the Clusters. ACTE did not play any role in the development of the cluster changes, but ACTE members and other CTE stakeholders were very passionate about the changes to the Clusters. ACTE staff shared the comments and opinions collected from in-person conversations, emails and blog comments with Advance CTE, and ultimately Advance CTE decided to halt the revision process. While many stakeholders were appreciative of this step, some CTE professionals were not happy with halted revisions. For example, the energy community was happy with the changes and wanted to see them go forward. We will continue monitoring the process and looking for ways to increase stakeholder involvement if it resumes.

Teach CTE

The Teach CTE work which is focused on teacher recruitment and retention continues to move forward. New items have been added to the Teach CTE web page including a repository of promising programs and practices featuring ways to address teacher pipeline shortages. The intent is to grow this database for CTE programs to use as they seek promising initiatives to replicate at the state and local level.

ACTE is seeking positive stories about CTE teaching for the Educators in Action blog. Information on the Teach CTE web page explains the types of posts that are suited for the blog. Please promote this to ACTE members who would be a fit for this series. ACTE staff are working with President-elect Scott Stone to support a series of initiatives offered to support CTE educators and our focus on postsecondary CTE. One specific initiative focuses on developing more support and activities for teacher educators as well as accessing that population of professionals to grow membership.

BREAK

BOARD LIAISON REPORTS

OCTAE

Robin Utz provided the Office of Career, Technical and Adult Education's report to the Board. OCTAE is waiting for Amy Loyd's confirmation. Ms. Utz reviewed OCTAE's upcoming programming at NPS. Ms. Utz outlined Perkin's regional coordinators work in reviewing annual reports. OCTAE is also monitoring state visits to focus on local schools and implementation for high-quality programs of study. Ms. Utz reviewed the Presidential Cyber Security Educator Award application which is currently open. Other OCTAE national activities include expanding WBL initiatives and exploring middle grades in CTE. OCTAE is also continuing to support teacher professional development in cybersecurity.

NEDA

Sandra Miller provided the NEDA report to the Board. NEDA membership is open to all state Executive Directors and state presidents who do not have an executive director. NEDA meets twice a year: ACTE's VISION and at NPS. Sandra Miller provided an overview of NEDA officers and the mission of NEDA to assist with best practices of state executive directors and/or state presidents. Ms. Miller thanked ACTE for the association's diligence in attending all NEDA weekly and monthly calls.

ADVANCE CTE

Kate Kreamer reported on Advance CTE current initiatives. The Advance CTE business meeting will be held on April 16. Ms. Kreamer updated the Board on the policy benchmark tools, credentialing and WBL focused work. Ms. Kreamer updated the Board on the Postsecondary fellowship, CTE without limits and disabilities focused state research and school modifications. Advance CTE is working on deeper attention to access for all. Advance CTE is also reviewing

all comments related to the clusters and will likely provide an update to the revision process in the next six months.

Official Board Discussion Questions

How can ACTE help overwhelmed teachers?

The Board discussed a recent survey that was sent in which 1,000 educators participated in and 25% of the participants reported feelings of suicide. The Board discussed the need to target exactly what is causing educators to be so overwhelmed so ACTE can help address the issue. The Board suggested possibly surveying CTE educators on this topic. The Board emphasized that ACTE should not send any additional resources. The Board suggested other ideas such as less emails, more selfcare options at VISION, changing the educator messaging to express, "It's okay if you're not okay", classroom management videos, documenting educator success stories, and building up teaching as a profession messaging.

How can ACTE recruit and retain high quality CTE professionals?

ACTE can support recruitment and retention of high quality CTE professionals through several avenues. The Board suggested supporting industry professionals transitioning to educators through nontraditional pathways, promoting and highlighting CTE educators/teaching stories of excellence, spotlighting students and promoting education as a positive career path. The Board also discussed scholarship opportunities for nontraditional teachers during the certification process. The Board discussed the challenge of industry leaders transitioning to education; once the certification process is complete most industry leaders receive a pay cut, one way to help alleviate this challenge is through scholarship funds. Lastly, the Board discussed the importance of highlighting industry leaders who can transition to educators but may not know it. ACTE does have a section on the website that includes education/industry and training graphic and promotion. The Board requested question three from the discussion agenda be moved to the July 2022 Board Meeting.

SUNDAY, MARCH 20, 2022

CALL TO ORDER

President Brian Law called the ACTE Board of Directors meeting to order at 9:00 a.m. on Sunday, March 20, 2022, and introduced the ACTE Experienced Fellows.

ITEMS FOR REVIEW

Current Investment Report

ACTE's managing director of investments Jay Burmaster provided an overview of ACTE's investments. Mr. Burmaster reviewed ACTE's long-term and short-term portfolio. The U.S. Federal Reserve plans to increase interest rates and there are several current international relations concerns; thus, the market is very volatile. Mr. Burmaster is focused on ACTE's dividends, which has a good rate of return currently, and ACTE's growth portfolios which are

doing well. Mr. Burmaster also reviewed the suggested policy changes to the Board which will be voted on at the July Board Meeting.

Financial Report

Laine Culbreath, chief financial officer, reported on ACTE Finances as of February 28, 2022. Ms. Culbreath and Finance Chair Lisa Stange review ACTE finances collaboratively on a regular basis. As of February 28, ACTE revenue is \$3.96M or \$1.2M above budgeted revenue projections. Expenses are approximately \$3.3M or \$233,114 below budget. Total budgeted revenue over expenses were projecting a deficit of \$815,092 year-to-date through February but actual results are \$1.4M above the projected deficit. Unrealized investment losses were \$17,440 netting a \$618,649 year-to-date surplus after investments. The end-of-year projections are looking significantly better than projected. In FY23, the building loan, which has existed since 1986 when the building was built, will be paid in full.

Ms. Culbreath reminded the Committee that in July 2021, the Board approved transfers of up to \$1M from reserves until the Board of Directors meeting in December 2022 to cover cashflow shortfalls. The only transfer has been for the Board-approved technology upgrades. Ms. Culbreath reviewed the capital improvements to the building and building inspection approved by the Board of Directors. The inspection results will be submitted this spring. The Committee asked staff to consider whether insurance might assist with any of the cost to the building façade work.

FY23 Budget Planning

Region and Division VPs were previously provided with the FY23 budget templates. Region and Division VP budgets are due on April 30th. ACTE staff have submitted initial budget drafts. The final draft of the budget will be submitted to the finance chair on May 20th for review prior to the June Executive Committee online meeting.

Opportunity Fund Review & Proposal

Lisa Stange reported on the postsecondary recruitment and retention opportunity fund program. The postsecondary program manager Dr. Sophia Alston was hired to focus on several areas of retention and recruitment for postsecondary professionals. Dr. Alston is working on expanding all postsecondary efforts at ACTE through presentations, a postsecondary conference, creating postsecondary sections in each state, an alumni network for the Next Level Postsecondary CTE Leaders/Next Level Fellows, and through the Teach CTE coalition. Dr. Alston is also focusing her work on grant applications for the sustainability of the PACE manager position.

President-elect Scott Stone provided an overview for the new Opportunity Fund request. The program titled, the Aspiring Career Educator Symposium (ACES), is a professional development experience for preservice career and technical education majors which provides customized professional development, networking, and mentoring with current and future CTE teachers and stakeholders from across the country.

Scott provided an overview of the timeline at VISION for the ACES group which will include Wednesday all-day programming. The programming will be developed by the advisory group and the ACES facilitator, including a lunch and dinner. The ACES will then participate in VISION including Division and Region business and policy meetings, culminating in a wrap-up session on Saturday at VISION. The ACES would be fully immersed in VISION programming with an effort to excite the new professionals to return next year. The Board suggested Scott add nontraditional pathway educators to the participant list and note that final exams may make participating at VISION difficult for some students. The Board requested the program include metric tracking to ensure student retention efforts are successful. The term ACES is tied to mental health and the Board suggested a name change for the preservice program.

Chaney Mosley moved to postpone the opportunity fund proposal vote until the July Board Meeting. Richelle Krumsiek seconded the motion.

MOTION FAILED.

Doug Major moved to approve the opportunity fund request as presented. Holly Strand-Rysgaard seconded the motion.

MOTION APPROVED.

Scott requested any Board Member interested in serving on the advisory group contact him by April.

CTE Support Fund Overview

Finance Chair Lisa Stange provided an overview of the CTE support fund and challenged all Board Members to contribute to the fund. The **CTE Support Fund** is designed to generate positive awareness, increase member and public engagement, and expand the reach of CTE for all students through organizing public awareness campaigns and developing written content.

REGION & DIVISION BREAKOUT

Region & Division Breakout Summaries

Division Breakout Report

Division Representative Carol Werhan presented the Division breakout report. The Division VPs discussed opening session topics, inspirational content and knowledge for the opening sessions, as well as the format of business and policy meetings (in-person and/or virtual events). The Division VPs also discussed how to engage Division leaders, ensuring all VPs utilize their Fellows and Award winners successfully.

Region Breakout Report

Region Representative Carrie Scheiderer presented the Region breakout report. The Region VPs discussed 2022 region conference formatting, region awards banquet processes, and streamlining one piece of content at all Region Conferences for 2023. The Region VPs discussed

streamlining the region awards banquet event or a session supporting preservice teachers/early teachers/administrators supporting early teachers at each Region conference. Lastly, the Region VPs discussed sharing all Region Conference content to compare what regions are doing similar and different.

LUNCH

Inclusion, Access, Equity and Diversity

ACTE's volunteer IAED coordinator Amanda Bastoni reported on IAED activities. The IAED mentorship program began the second cohort this month. VISION 2021 hosted 32 IAED sessions, while *Techniques* magazine published an issue on each theme: Inclusion, Access, Equity and Diversity. Ms. Bastoni is also working to connect with all 200 IAED advisory group members to discuss ACTE's IAED initiatives. ACTE is also publishing a quarterly IAED newsletter and published a CTE Learn module on IAED. Ms. Bastoni is working on an IAED reception at VISION and survey to the IAED advisory group.

ACTE Paperweight Awards

Ms. Kendrick announced Region III as the recipient of the Region Membership Achievement Award and Agricultural Education as the recipient of the Division Membership Achievement Award.

Board Code of Conduct Responsibilities

President Brian Law iterated the responsibilities of participating as a Board Member including attendance at all Board Meetings and meeting Board deadlines.

Teresa Gibbons moved to adjourn the Board Meeting. Holly Strand-Rysgaard seconded the motion.

MOTION APPROVED.

CONSENT AGENDA

CONSENT AGENDA ITEM A—*President's Report*

ACTE Officer Report

President/President-Elect/Past President: President Elect

Submitted By: Scott Stone

Date Submitted: 7/1/2022

Committee Charters and Objectives

The ACTE Policy Manual (VII.4) states that every standing committee shall have a charter outlining its mission, composition, and objectives. Every committee shall receive an annual “Appointment and Objectives” charge from the ACTE President that is aligned with the strategic plan. The objectives have been written from an advisory role perspective. These materials will be distributed to all incoming committee chairs after the July Board meeting.

Board Liaisons to Committees

The ACTE Policy Manual directs the President to appoint Board members as liaisons to standing and ad hoc committees and task forces to serve as an informal communications link to the Board of Directors. These appointments do not require approval. This year, only Board members will be assigned as liaisons to standing committees. The remaining Board members may be assigned to serve on task forces and advisory groups as the need arises. New Board members will be asked for their preferences and, where feasible, those preferences will be honored.

Committee/Task Force	Assigned
Audit Committee	<Finance Chair>
Awards Committee	
Bylaws Committee	
Nominating Committee	<Past President>
Workforce Development Through CTE Coalition	

Board Mentors

Board mentors assist new Board members in acclimating to their roles and responsibilities, understanding the Board culture, and learning the scope of their responsibilities. In the past we have assigned current Board members to serve as mentors. The mentor assignments for FY23 are:

2022 Mentees	2022 Mentors
Chaney Mosely	Brian Law
Katy Blatnick-Gagne	Richelle Downey
Sean Crevier	Eric Ripley
Beth Parks	Carrie Scheiderer
Brandon Russell	Ross White
Susan Leon	Danny Camden

A. Contributions to ACTE Members

Please remember the importance of engagement of members during this time and let ACTE know how we can help engaging your members with you! Please also let us know how you have engaged ACTE members within the past 4 months.

Over the past four months, I have answered numerous emails and text from members ranging from membership questions to general ACTE information. I have participated in numerous division transition meetings and board member exit interviews. I will be attending some state ACTE summer conferences.

ACTE is working to communicate and disseminate innovation at the forefront of all members as an effort to support other CTE professionals around the nation. We anticipate highlighting the innovations in ACTE's publications, blogs, and webinars and other similar activities. Please relay any recent innovative ideas you may have come across.

I continue to work on the Advancing Teachers Today and Tomorrow (AT3). Hopefully, this will be an innovative conference to recruiting and retaining high quality CTE professionals.

B. Succession Planning

Do you have any information you wish you had been provided when your term as an officer began (what you know now that you wish you had known then)? Do you have any suggestions on future Officers?

I think it would be very helpful to create a bulleted list of officer responsibilities by month. This would help officers track their progress.

I feel like we should encourage Linda R. and Lisa S. to run for President-elect again.

C. Officer Concerns

What are your concerns for the association specifically?	What are the implications for ACTE?	In what capacity can ACTE assist in addressing this issue?
<i>Membership is a main goal of mine</i>	<i>If we do not build membership it will impact our budget.</i>	<i>I think we must become creative and work to bring back old members and secure new memberships.</i>

D. Items to be placed on the Board Agenda for Discussion:

(Only include items that require Board of Executive Committee discussion or action. These will be placed on the Board meeting agenda or the Executive Committee agenda.)

CONSENT AGENDA ITEM B—*Executive Committee Report*

TO: ACTE Board of Directors
FROM: LeAnn Wilson, Executive Director
RE: Executive Committee Report to the Board
DATE: June 2022

During their 2022 March meeting, the Executive Committee approved the appointment of Shani Watkins as Finance Chair. During their call in June, the Committee reviewed the FY23 Budget. The budget was approved unanimously by the Committee and will be presented for approval at the July Board meeting.

CONSENT AGENDA ITEM C—*President Elect's Goals Report*

ACTE Incoming President Goals

President-Elect

Submitted By: Chaney Mosley

Date Submitted: June 1, 2022

A. President-Elect Goals

Please outline your goals for the association during your term as an ACTE officer, ensuring your goals are compliant with the ACTE Strategic Plan and the ACTE Mission.

Because ACTE has a vested interest in the CTE teacher pipeline (recruitment) as well as keeping current teachers in the classroom (retention), I would like to see the association emphasize the importance of teacher stress and mental health, particularly as the two relate to teachers who may be living with suicidal thoughts. Teacher stress, mental health and suicide are important aspects related to teacher recruitment and retention. Mental health also relates to inclusion access equity and diversity. The following goals align with this:

- Conduct a research study that addresses CTE teacher suicide exposure, awareness of suicide warning signs, factors that lead to stress for teachers, and professional development needs related to suicide;
- Deliver professional development in-person and virtually that enhances CTE teacher awareness of suicide warning signs and factors that lead to stress for teachers as well as needs identified through the PD needs assessment conducted in the first objective; and
- Secure a keynote speaker for VISION who represents the broad field of research and practice related to teacher stress, mental health, and suicide.

Please outline your goals and objectives for the Board of Directors during your term as an ACTE Officer.

Systems thinking involves moving from observing events or data, to identifying patterns of behavior overtime, to surfacing underlying structures that drive events and patterns. By understanding and changing structures not serving us well, we can expand choices available and create more satisfying, long-term solutions to challenges. Because using a systems thinking approach requires curiosity, clarity, compassion, choice, and courage while requiring a willingness to see situations more fully, recognize there are often multiple interventions to a problem, and champion interventions that may not be popular, my goals are:

- Train the board in using systems thinking processes;
- Encourage the board to adopt a systems thinking approach when making decisions;
- Consider two strategic initiatives that might support members/membership: (a) reinstating a lifetime membership option for ACTE members, and (b) exploring the possibility of partially or fully funding the ACTE Teacher of the Year as a spokesperson for CTE.

Please outline your goals and objectives for the Officers during your term as an ACTE Officer.

ACTE officers have an obligation to receive and respond to perspectives of members of the organization and members of the Board of Directors. Board members are required to submit board reports before each board meeting; however, information communicated in those board reports is rarely discussed during board meetings. Therefore, my goals related to the Officers are:

- Collaboratively review officer board reports before each board meeting;
- Identify salient examples/strategies;
- Consider, discuss and respond to concerns shared by board members;
- Add a board meeting an agenda item focused on board reports, to be led by the Past President, where promising practices are shared and thematic concerns are addressed.

These goals would add value to the requirement of submitting board reports, demonstrating the importance and utility of the process.

CONSENT AGENDA ITEM D—*Past President's Report*

Report to the Board

President/President-Elect/Past President Form

Submitted By: Brian Law, President

Date Submitted: 05/26/2022

A. Strategic Direction Contributions

Since the last Board meeting, what have you done to represent and serve ACTE members in the following areas?

Member Value & Engagement

Ex. Growing Membership // Engaging Members // Recruiting New Leaders // Developing Leaders

- Attended meetings with OKACTE virtually to discuss Executive Committee discussion on benefits for retired members and CTE support personnel.
- Attended virtual meetings as chair of Elections Task Force to revise and clarify ACTE Election guidelines
- Conducted exit interviews for out-going board members

Professional & Leadership Development

Ex. Sourcing Topics and Presenters (for Conferences & Online) // Evaluating Sessions

- Attended virtual Region and Division meetings
- Attended Presidents training at NPS on vendors and requests from members/states
- Attended new board orientation at NPS

Advocacy & Awareness

Ex. Sourcing & Showcasing Positive CTE Stories // Advocating for CTE

- Attended and presented at the Region V Conference in Rapid City, South Dakota

Strategic Partnerships

Ex. Identifying Potential Partners // Developing Relationships with Key & Potential Partners

- Referred a request for sponsorship of potential partners to staff for follow up
- Judged NASA HUNCH ACTE Videos

Innovation

Ex. Sourcing Models of Innovation // Identifying Emerging Trends, Industries, New Technologies

B. Observations/Suggestions

Do you have any suggestions or observations for the good of the Board?

- *Thanks to staff for your hard work.*

- *Take professional pictures of board members who don't have them for website at July board meeting or NPS (I can help).*
- *Review Delegate Assembly procedures for board at July board meeting.*
- *Do one minute VISION invite videos with board members at July board meeting or have board members send these in to release to members in email blasts. Feature a different board member in each blast.*
- *Board members should always review the board book and put dates on personal/work calendars of required in person meetings (VISION, NPS, July Board Meeting)*

CONSENT AGENDA ITEM E – *Opportunity Fund Review*

TO: ACTE Board of Directors
FROM: Scott Stone, ACTE President
RE: Opportunity Fund Status Review
DATE: June 2022

The Advancing Teachers Today and Tomorrow (AT3) opportunity fund request is progressing nicely. We are currently on target to host the conference at VISION 2022. We have assembled a committee of eight CTE professionals. The committee has met once virtually and worked on program goals and objectives. An application for the program coordinator was developed and sent to the membership. We had five applicants for the position. After the committee reviewed and ranked the applications Lisa Stange was selected to be the coordinator. Lisa and I met to begin further planning. Lisa and I are developing a tentative agenda and program information to be sent to potential candidates. Once we have a draft developed, we will take it to the entire committee. No funds have been spent yet; the expense will occur around VISION 2022.

CONSENT AGENDA ITEM F—*Fellowship Program Report*

TO: ACTE Board of Directors
FROM: Lauren Fillebrown, Senior Manager of Leadership Development
RE: Fellowship Program Report to the Board
DATE: June 2022

The ACTE National Leadership Fellowship Program kicked off the program year in January 2022 with Dr. Doug Major and Dr. Dawn Lindsley leading both the Experienced Professionals and Experienced Fellows groups. In the first couple months the two cohorts joined together for their monthly webinars and started on their program of work. In March 2022, the two cohorts traveled to Arlington, Virginia for the National Policy Seminar. At NPS, the cohorts got to engage with the ACTE Board of Directors Meeting as they sat in on the meeting and learned more about how the board worked. In addition to attending all the National Policy Seminar programming, the fellows also had their own orientation sessions with Dr. Major and Dr. Lindsley.

In the spring months, the ACTE Fellows attended the monthly webinars and heard from various ACTE staff as they share about their roles and responsibilities at ACTE and programs that the fellows should be aware of. ACTE would like to recognize Nebraska Extension 4-H for sponsoring the time and resources for a CliftonStrengths Assessment and one-on-one coaching session from a Certified Gallup Strengths Coach for each fellow. On the monthly calls, Dr. Dawn Lindsley shares insight each month on the CliftonStrengths, which has proven to be beneficial to the fellows. At the end of each monthly call, fellows divide into their respected groups for a time of sharing and discussion of their book study.

CONSENT AGENDA ITEM G—*Committee Report's*

TO: ACTE Board of Directors
FROM: Dominique Frascoia, Manager of Leadership Programs
RE: Committee/Task Force Reports
DATE: June 2022

Task Force Status

ACTE has one active Task Force at this time: Elections Task Force.

Committee Status

This year the ACTE Board faced 21 vacancies on its four standing committees. As of June 2022, the ACTE Board has 7 standing committee vacancies left to fill.

Individual Committee and task force reports can be found in the board book.

TO: ACTE Board of Directors
FROM: Megan Kmiotek, Awards Committee Staff Liaison
DATE: June 2022
RE: Committee Report to the Board, Awards Committee

The Committee's objective is to recognize excellence and innovation in the career and technical education field. Specifically, the Committee is responsible for soliciting and reviewing nominations and determining the recipients for the ACTE Member Awards and ACTE Impact Awards.

- 1. Objective #1:** Review and determine winners for the ACTE Excellence Awards.
Progress to date: The Awards Committee determined the 2022 Excellence Award winners and they were announced at the Virtual Awards Gala at VISION 2021. The Impact Awards and Student Trophy Design Contest deadlines were extended to June 30. The Committee will review the nominations for this year's Impact Awards and their final selections will be sent virtually to the Board for approval.

Issues/Concerns: None.

Board Action Required: None.

- 2. Objective #2:** Work with the Region Award Committees to ensure a positive regional awards process.

Progress to date: Committee representatives worked with their Region Awards committees on this year's Region Awards. 167 state winners were moved forward for Region consideration this year. In 2021, ACTE moved 154 applications forward for Region consideration and in 2020, ACTE moved 172 applications forward for Region consideration. ACTE was able to maintain applications during the pandemic.

Issues/Concerns: None.

Board Action Required: None.

- 3. Objective #3:** Further identify opportunities to streamline and standardize awards procedures across state, region, and national levels.

Progress to date: The Awards Committee worked to standardize the Awards Program through the development of a National Awards Policy Manual for the Excellence Awards. Ms. Kmiotek worked with the Committee to develop the streamlining of policies and criteria for the national, regional and state levels. The manual is posted to the Board Resources website.

Issues/Concerns: None.

Board Action Required: None.

Board Action Required: None.

TO: ACTE Board of Directors
FROM: LeAnn Wilson, Executive Director
RE: Proposed Bylaws Amendment
DATE: June 2022

The Bylaws Committee has not met since VISION 2019 due to the suspension of the Assembly of Delegates at both VISION 2020 & 2021 due to COVID-19. The Bylaws Committee conducted an initial review of this amendment at VISION 2019. This non-urgent amendment was tabled until the Assembly of Delegates could be held per legal counsel's recommendation. The deadline for Bylaws Amendments was June 1, 2022 and no additional amendments were received. The Bylaws Committee plans to meet in-person at VISION 2022 in Las Vegas.

Article X—Amendments The ACTE Bylaws and Articles of Incorporation may be amended as follows:

A. Proposed amendments accompanied by a written rationale for the change shall have been approved by at least one of the following: One division or the division policy committee, one region or the regional policy committee, one affiliated state association, the Bylaws Committee, the Board of Directors.

Proposed Bylaws Changes

Article IV—Organizational Structure

A. Affiliated State Associations Affiliated state associations are organizations which are organized for the purpose of providing leadership and services to promote, improve, and maintain the quality of career and technical education in that state. Affiliated state associations are those applying for and approved by the Board of Directors for this status. ~~In addition, one association organized for individuals employed by federal and national offices shall be recognized as a state association and shall conform to the requirements of and have the rights and privileges accorded to state associations in these Bylaws.~~ Affiliated state associations shall meet the following criteria: 1. Effective January 1, 1999, each state may have a single affiliated association. Any state, the District of Columbia, commonwealth, territory, insular area, or nation shall be considered eligible for affiliation with ACTE as state associations. 2. The organizational structure of each affiliated state association shall embrace all those interested in career and technical education who are from that state. 3. The bylaws, policies and activities of an affiliated state association shall not be in conflict with the ACTE Bylaws and must meet the requirements of ACTE operating policies. 4. Each affiliated state association shall provide its members an opportunity to affiliate with any division category in the ACTE structure.

Rationale:

ACTE does not currently recognize a structure for individuals employed by federal and national offices.

ACTE legal counsel advised that we remove this option for a state association for individuals employed by federal and national offices since it does not exist and ACTE does not have need of such an entity.

Pro:

Removing this option will remove the possibility of a structure that is not needed by the organization.

Con:

None.

BOARD ACTION REQUESTED:

Motion to approve the Bylaws amendment as written.

TO: ACTE Board of Directors
FROM: Dominique Frascoia, Staff Liaison
RE: Committee Report to the Board, Nominating Committee
DATE: June 2022

Chair Doug Major and Staff Liaisons Dominique Frascoia and LeAnn Wilson have been in regular contact regarding the status of the nomination process. A detailed election report on the election can be found later in the Board Book. The Nominating Committee will meet in June to review the logistics of the nominating committee and interview process. They will meet in July to conduct interviews for the President-Elect candidates and to review/approve the slates from the Region and Division Nominating Committees.

Board Action Requested

None at this time.

CONSENT AGENDA ITEM H—*Teach CTE Coalition Report*

TO: ACTE Board of Directors
FROM: Sophia Alston, Postsecondary CTE Manager
RE: Teach CTE Coalition Report
DATE: June 2022

ACTE continues to develop a scope of work to address CTE teacher recruitment and retention challenges identified as ACTE's "Teach CTE" initiative. As part of this focus, the Association has been leading in several areas:

- The **Teach CTE Coalition** made up of primarily national organizations and individuals representing teacher educator colleges moved from monthly to quarterly meetings. Staff have been concerned that participation from coalition members has been limited and have met to identify additional areas of focus and ways to get the coalition more engaged.
- A **repository of promising programs and practices** related to career recruitment and retention was developed by Dr. Sophia Alston. If you have programs or practices that you recommend be added to the repository, please let her know. The repository can be found on the Teach CTE webpage.
- A series of concurrent sessions were selected to align with President Stone's objective of providing a **teacher educator track** during CareerTech VISION 2022.
- In addition to the teacher educator track, the Board approved funding through the opportunity fund to support the **Advancing Teachers Today and Tomorrow (AT3)** program which will focus on a cohort of new teachers each year. We are in the process of selecting a coordinator for this program which will initiate at CareerTech VISION 2022.
- The "**Knocking Down the Door: Addressing Critical Issues in CTE**" event in Myrtle Beach, SC, Oct. 6-7, will include a faculty recruitment and retention strand.
- Following the success of the 2019 Teach CTE Summit, ACTE is planning a second **Teach CTE Summit** which is likely to be held in the summer of 2023.

For additional information on the Teach CTE activities mentioned above, visit the Teach CTE webpage at <https://www.acteonline.org/teach-cte/> or contact Dr. Sophia Alston at salston@acteonline.org.

Board Action Requested

None at this time.

CONSENT AGENDA ITEM I—Election Report

TO: ACTE Board of Directors
FROM: Dominique Frascoia, Staff Liaison, Nominating Committee
DATE: June 2022
RE: 2023 Election Status

Background

A summary of important dates/updates to the Election Process:

- The election application format was updated for the 2017 election to assist with the editing process.
- The campaign policies were updated again in 2019.

Status

Below is a listing of the 2023 Applicants. **PLEASE NOTE: this information is CONFIDENTIAL and NOT TO BE SHARED:**

Position	Type	Candidate 1	Candidate 2	Candidate 3	Candidate 4
President Elect		Carrie Scheiderer	Lisa Stange		
RI	VP	Douglas Bush			
EtED	VP	Fran Bromley-Norwood			
TI	VP	Steven Cole	Laura Smith	Bart Taylor	Justin Harper
PACE	VP	Rana McVay	Nicole Hampton	Shawn Freie	
ADMIN	VP-Elect	Martin Hanley	Jayne Fitzpatrick	Sandra Adams	
RV	VP-Elect	Craig Statucki			
HSE	VP-Elect	Jennifer Fisk	Maggie Cox		
CCD	VP-Elect	Brooke Kusch	Nora Zollweg		

ACTE Staff was in regular contact with Doug Major, the incoming Nominating Committee chair. ACTE Staff sent out a call for applications via ACTE News, as well as letters to past/current leaders to solicit applications.

The Vice Presidents with potential 2023 elections received several notifications and reminders regarding the process and timelines. All final slates are due August 15.

There are a several items for the Board to be aware of moving forward:

- We are utilizing the awards portal again for the nominating committees to review the applicants this year.

- Candidates will once again utilize the campaign toolkit; it will be sent in August once candidates are confirmed by the nominating committees.
- An Elections Task Force was created to review current election policies. The report is located later in the Board Book.

Board Action Requested

None at this time.

CONSENT AGENDA ITEM J— *Affiliation & Unification Report*

TO: ACTE Board of Directors
FROM: Kelli Diemer, Director of Membership
RE: State Annual Report and Affiliation Update
DATE: June 2022

Affiliation Annual Report Status

A brief history of the Annual Report process:

- In July 2013 the ACTE Board approved the Affiliation Task Force’s recommendation to implement an annual report system to verify state affiliation.
- 2014 was the first year to institute the Annual Report.
- The Annual Report is collected through the Awards Portal to ease submission, collection and processing efforts.
- State Associations are sent several reminders to comply with the deadline of October 15.

Updates for the 2021 Annual Report process:

- Here is a comparison across the years of submissions:

Year	Completions by October 15	Completions by January 15
2014	34	45
2015	39	45
2016	35	44
2017	41	46
2018	39	45
2019	43 (including TIVA)	47
2020	44 (including TIVA, THOA and VT)	47
2021	45 (including TIVA)	48

There was only one state division affiliate that did not complete the report – THOA by January 15, 2022.

Unification

ACTE currently has 44 unified state and state chapters (including 7 inactive state associations). 13 unifications have occurred in the past 10 years, with 11 occurring since the start of the unification initiative in 2015. 13 state associations remain nonunified. Iowa ACTE is our newest state unification which will officially occur July 1, 2022.

PLEASE NOTE THIS INFORMATION IS CONFIDENTIAL AND NOT TO BE SHARED

Unification discussion

Idaho (KELLI): Kelli will represent ACTE at the Idaho summer professional development conference.
Illinois (KELLI): Goal in annual report is to revisit unification.
Massachusetts (KELLI): State will be holding only one conference this year (MAVA). Doug Major will attend in June.
Minnesota (KELLI): No new updates.
Tennessee (KELLI): Plan to connect with Chaney.
Vermont (MICHAEL): Michael Connet is working with Doug Webster of the Vermont Department of Education to explore and develop a strategy for possible unification and affiliation.
Virginia (MICHAEL): Michael and Kelli held call with Executive Director about benefits of unification.
Wyoming (KELLI): No new updates.

Inactive States

There are five inactive states: Connecticut, Delaware, New Hampshire, Vermont, and Wisconsin plus Bahamas, Virgin Islands, and Puerto Rico.

Board Action Requested:

None at this time.

CONSENT AGENDA ITEM K— *Strategic Partnerships and Coalition for Workforce Development Through CTE*

TO: ACTE Board of Directors
FROM: Steve DeWitt, Deputy Executive Director
RE: Strategic Partnerships Report
DATE: June 2022

ACTE's strategic partnerships continue to expand in both scope and quantity. Since March 2022, Corporate membership grew from 31 to 34 organizations. Of those 34 organizations, two (2) are considered "Champion" level partners, at an annual sponsorship of > \$20,000. Additionally, strategic partnerships staff met with 21 organizations to discuss corporate partnership and/or interest in projects to promote their priorities and support ACTE members in the process. Internally, staff continue to refine organizational and reporting processes related to partnerships to improve communication with partners and on-time production of resources.

- Finalized partnership agreements with Harbor Freight Tools for Schools, Autodesk, and Pearson
- Developed a new internal rate card for partnership activities and sponsorships intended to bring consistency and clarity to the partnership agreement writing process
- Using information gathered during the development of a rate card to formalize the process ACTE uses to quote rates to partners/sponsors
- Began work on a new external-facing partnership prospectus
- Finalized a new SOP for sponsored Division webinars
- Created a new Division sponsorship one-pager that Division Vice Presidents and/or SPD staff can use in conversation with potential sponsors
- Continued production of partner-sponsored resources, including the *Taking Business to School* series sponsored by Xello

The Coalition for Workforce Development through CTE also continues to grow. The Coalition's Advisory Council welcomed a new secretary (Bill Padnos, NMTA) and established workgroups for Operations, Membership, Marketing and Communications, the Coalition's Annual Summit, and Credentials. Between March and June, the full Coalition gathered for three virtual meetups on the following topics:

- March 10 – Exploring the Coalition's new workgroups
- April 14 – Successful practices in connecting industry and schools
- May 12 – Bridging the Gap in our Labor Force, a follow up to The Demographic Drought (presented by EMSI | burning glass)

In May ACTE received a grant from the Quatman Family Foundation to support a bi-weekly SmartBrief for Coalition members and their employer members. The Coalition plans to take a summer hiatus during the month of July but will resume monthly meetups and advisory council meetings in August.

List of Partner Org. Meetings March – May (gathered from Outlook Calendar)

- Accenture
- American Rental Association
- Body Interact
- Career Jam
- Education Northwest
- FEAM
- Grouptrail
- Home Builders Institute
- Major Clarity
- Mastery Coding
- Office of State Secretary of Education (OSSE) Washington, DC
- Pearson
- Pointful education
- Startup Guides
- SynEd
- Timber Framers Guild
- Tooling U
- Transfr VR
- Vector Solutions
- Window Coverings Association of America
- WISE certifications
- Xello

TO: ACTE Board of Directors
FROM: Michael Connet, Assoc. Dep. Director of Outreach & Partner Development
RE: Workforce Development Through CTE Report
DATE: June 2022

The Coalition for Workforce Development through CTE (WFD-CTE Coalition) evolved from a Business Advisory Group in 2018 as a vehicle to better engage with the employer community.

This transition focused on several foundational elements:

- Participation in the WFD-CTE Coalition is without any membership requirement
- Participants are predominantly representatives of employers, particularly industry trade associations along with individual employers and a small cohort of educational institutions that bring strong employer-educator expertise to the WFD-CTE Coalition
- Serve as an advisory group to ACTE's Strategic Partnerships Department

The Coalition was organized through a charter that was developed outlining their objectives and relationship to ACTE as an advisory group. The Coalition holds regular monthly virtual meetings and hosts an annual Summit in conjunction with CareerTech VISION.

In 2019, the WFD-CTE Coalition expanded its partnership through a collaborative approach with Ford Next Generation Learning (Ford NGL) that has a historical emphasis on business partnerships with career academies. This partnership continues as an essential element of the work of operating the WFD-CTE Coalition.

In 2021 the WFD-CTE Coalition moved to better organize itself and created an Advisory Council to provide leadership and operating objectives for the Coalition. At the March 2022 ACTE Board of Directors meeting, the Board approved a new Liaison to represent and report on the Coalition's work. The current chair is Robert Balfanz from the [Vinyl Siding Institute](#) and the vice chair is Frank Gerdeman, from [ADVANCE](#), an adult education non-profit in Lake Tahoe. They will both share the Liaison position throughout FY 2023.

The Coalition's mission and activities are outlined in their attached Charter. Fundamentally their work is to support ACTE's efforts to serve its members with input, activities and advocacy around strong and successful employer-educator partnerships that can ultimately address the talent pipeline shortage that their industry sectors are experiencing.

In preparation to leverage the work of the Coalition and provide direction on how it can best serve ACTE's efforts, their representative will be asking ACTE's Board members how the Coalition can best accomplish meeting our needs. Among the questions that the Board should consider responding to include:

- What information would the Board want from the Coalition as part of their regular updates?
- What information does the Board want communicated back to their employer members of their Associations?
- What can the Coalition do to assist the CTE community through working with ACTE?
- How can the Coalition support ACTE's Strategic Plan & how can we work together

The Council vice chair, Frank Gerdeman will be in attendance at the Board meeting on Thursday July 7. Prior to his arrival your Agenda has an item to discuss and be prepared to share a response to these questions.

CONSENT AGENDA ITEM L – *Other Conferences*

ACTE MASTER EVENT SCHEDULE					
NAME	DATE	LOCATION	VENUE	LEAD	LEAD-CONTENT
2022 Planned Events					
Best Practice & Innovations Conference	9/27/2022 - 9/29/2022	Falmouth, MA	Sea Crest Beach Hotel	Jaime	Tom/NCLA
Region II	10/4/2022-10/7/2022	Virginia Beach, VA	Sheraton Virginia Beach	Steve/Jaime	VA ACTE
Post-Secondary Convening	10/6/2022-10/7/2022	Myrtle Beach, SC	Embassy Suites Myrtle Beach	Glenda	Sophia
VISION 2022	11/30/2022 - 12/3/2022	Las Vegas, NV	Las Vegas Convention Center	Jaime/Glenda	Alisha
2023 Planned Events					
National Policy Seminar	3/17/2023-3/22/2023	Crystal City, VA	Crystal Gateway Marriott	Jaime	Alisha
Region I	3/30/2023 - 4/03/2023	Foxborough, MA	Renaissance		
Work-Based Learning	TBD - April/May 2023	Atlanta, GA	TBD	Glenda	WBL Conf Plan Comm
VISION 2023	11/29/2023 - 12/2/2023	Phoenix, AZ	Phoenix Convention Center		
*May also host PA ACTE and Wisconsin CTE Conferences in 2023					

CONSENT AGENDA ITEM M— *Inclusion, Access, Equity and Diversity*

TO: ACTE Board of Directors
FROM: Amanda Bastoni, LeAnn Wilson, Lauren Fillebrown
RE: Inclusion, Access, Equity and Diversity Report
DATE: June 2022

- Increased the number of IAED sessions at VISION with the High Quality Program of Study tag of the Access & Equity element: There were 36 accepted sessions that either had Access and Equity as the primary tag or as the secondary tag with a strong connection (such as they used Equity in the title). There will be more when we add the invited sessions, as a number of those touch on equity issues, and possibly a few more once we review the tags as well.
- ACTE Board has solidified IAED as 1 of the 6 themes of the upcoming Strategic Plan renewing in December
- Individual meetings with ACTE team members and stakeholders involved in IAED work
- Continued publication of [quarterly IAED](#) newsletters with specific resources (next one scheduled to disseminate in July)
- Planning for an IAED reception at VISION22 in LV
- An IAED pre-conference VISION22 presentation focused on developing systematic (school-wide) understanding of and support for nontraditional and special population students within CTE: “Bring your team”
- Near completion of a module through [CTE Learn](#) focused on designing UDL-based assessments that are flexible, inclusive, equitable, and accessible
- [Webinar](#) during the month of April (CTE Month) that brought together CTE learners from secondary and postsecondary schools from across the country. The webinar included non-traditional female students talking about the impact of not having equipment that fits or speakers that were only male; and a welding student from a community college in Colorado who is a wheelchair user
- ACTE and Butler Tech (OH) held a virtual event, “Good Trouble: Busting Inclusion, Access, Equity and Diversity Barriers in CTE” in June
- Held first IAED Advisory Group (of 200+) meeting of 7 key leaders in May with the following goals:
 - accelerating tools/offerings and best practices/support services in IAED in CTE
 - conducting a survey to help us identify IAED in CTE needs and topics
 - upcoming promotion of a book study
 - identifying most effective ways to utilize disaggregated data
 - the need to hear all opinions/voices (both negative and positive) in a safe, comfortable, and respectful space
 - contribute to *Techniques* articles, lead webinars, present workshops

- In April 2022, ACTE announced the second class of the IAED Mentorship Program which has 14 mentees and 23 mentors serving in co-mentorship roles. Staff completed setting up the IAED Mentorship Program Google Classroom.
- Mentees submitted their first and second monthly meeting reflection as part of their program of work.
- The IAED Mentorship Program is sponsored by IMAGO, which provides K-12 students with social emotional learning (SEL) curriculum. IMAGO has generously offered to provide six IAED focused workshops to that are open to the public, along with a mentee/mentor focused sharing time afterwards. IMAGO has already had two webinars, one in April and one in May. The next webinar is in late August.
- The first ACTE Mentee/Mentor check in was held on May 19th.
- Over the summer, the IAED mentors/mentees will continue to meet (taking July off for summer break) and will gather back together for a check-in in late August.

CONSENT AGENDA ITEM N— *Membership Report*

TO: ACTE Board of Directors
FROM: Kelli Diemer, Director of Membership
RE: Membership Report
DATE: June 2022

As of May 31, 2022, the membership data is as follows:

ACTE Members

FY22: 22,663 members (as of May 31)

FY21: 21,313 members

FY20: 22,560 members

FY19: 23,740 members

Organizational Memberships

EIMs: Platinum 1, Gold 9, Silver 35

Affiliate: 21 **Corporate:** 36

The June 30, 2022 Membership Report will be shared during the July Board meeting once the report is generated after June ends.

CONSENT AGENDA ITEM O— *Marketing Report*

TO: ACTE Board of Directors
FROM: Julia Kendrick, Senior Director, Communications
RE: Marketing Report
DATE: June 2022

The communications staff worked this last quarter to upgrade its digital marketing platform from Informz to Constant Contact and our web host from Actualize to WP Engine, providing ACTE with improved capabilities to: segment lists/target specific audiences; set-up more aesthetically pleasing template designs; provide greater web stability. To date, we are pleased to report an increase in engagement since the switch to Constant Contact with average *ACTE News* open rates rising from 26-28% to 32-38% and Region and Division quarterly newsletter opens rates increasing from 29-42% (winter 2022 in Informz) to 34-50% (spring 2022 in Constant Contact) — note, we distributed winter and spring quarterly newsletter metrics to the full Board in May.

Additional highlights follow:

- Announced the *Techniques* 2022-23 editorial calendar and developed the accompanying production schedule, ad spreadsheets, 2023 media kit and storyboards. We were also pleased to release the Inclusive Language Guide resource, which ran in the April *Techniques*.
- Actively promoted across its channels, designed several supporting pieces for, and when relevant, set-up and distributed several eblasts and post-event surveys (e.g., via *ACTE News*, SmartBrief publications, social media, monthly membership report, Division and Region newsletters, ACTE PPT):
 - VISION highlights and early bird registration; mailed VISION brochure to all members and past VISION attendees, produced exhibitor prospectus and postcard and career pavilion flyer; working with CareerTech VISION vendor to redesign website
 - *ACTE News* mailer, highlighting the latest professional development opportunities, policy and strategic partner documents and membership, sent to all members
 - Work-based Learning Conference; also produced program guide and on-site event signage
 - Butler Tech virtual event
 - Board election application deadline
 - Several membership form updates and TIVA membership brochure
 - Policy document updates and new legislative alert banner
 - ACTE Division Sponsorship flyer
 - IAED Mentors and Mentees

- CTE Month-NASA HUNCH Student video winners
- Teacher Appreciation Week
- ACTE Impact Awards and Student Trophy Awards deadlines
- Xello-sponsored briefs and webinars
- ShopACTE and Job Bank
- Membership renewal promotions
- Hosted ETED and T&I Feathr campaigns, and placed several product orders to use remaining Division and Region FY22 funds

CONSENT AGENDA ITEM P – *PLSP-ECMC F. Report*

TO: ACTE Board of Directors
FROM: Lauren Fillebrown, Senior Manager of Leadership Development
RE: PLSP-ECMC F. Report
DATE: June 2022

In March 2022, cohorts two and three met at the National Policy Seminar in Arlington, Virginia, which was the last programmed event for cohort three. Cohort two was invited as they were unable to attend NPS during their Fellowship year due to COVID-19. At the National Policy Seminar, Fellows from cohorts two and three networked with other attendees at the event learned about federal funding and legislative updates, and had the opportunity to talk to their Congressional Staff on Capitol Hill. Staff scheduled two after-programming events to strengthen their relationships, allowing the Fellows to get to know each other and cement an ongoing relationship. Cohort two attended their school study visit at Salt Lake Community College to have a similar experience in seeing postsecondary CTE leadership in action.

Following NPS, ACTE welcomed the members of the fourth cohort of the NextLevel Fellows. Members from the NextLevel Advisory Committee along with program staff selected seventeen applicants for the 2022-2023 cohort, with participants representing the entire country including Alaska and the Marshall Islands. The NextLevel Program Consultant, Dr. Michael Wright, is working with the original advisory committee, continuing to set up meetings to address the direction of the program, its sustainable strategy, and gaining insight from the group.

The impact of the program continues to be demonstrated through the career advancement of fellows. Out of the fifty-nine Fellows who have now successfully completed the program, nearly twenty percent have moved to higher-level positions in postsecondary CTE. These positions are nationally recognized leadership positions in postsecondary CTE, and Fellows have continued to address that the program has assisted them in reaching these career goals.

Looking towards the second half of 2022, fellows from cohort four are looking forward to their school study visit which is yet to be determined. Fellows from all cohorts will join together in October 2022 for the ECMC Foundation Leadership Collaborative Convening, along with some attending the ACTE Postsecondary CTE Event in Myrtle Beach, South Carolina.

CONSENT AGENDA ITEM Q— Business-Education Partnership Award Modification

REQUEST TO MODIFY AN AWARD

ACTE EXCELLENCE AWARDS

DIRECTIONS: Please complete the following petition to request a change to an ACTE Excellence Award. Submit completed forms electronically to mkmiotek@acteonline.org.

AWARD INFORMATION:

Award Name: Excellence Awards and Impact Awards

Category: Member Impact Other: _____

Target Audience (nominees): Business Leaders

(ex: Post-Secondary teachers, individual business leaders)

PROPOSED CHANGES:

Please take a look at the current guidelines for all Member/Image Awards. Check all the areas in which this award would differentiate itself from the current guidelines. You must present an alternative to each deviation as it would appear on the application page (maximum one page total) and attach it to this form.

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> Purpose | <input type="checkbox"/> Eligibility | <input type="checkbox"/> Criteria |
| <input type="checkbox"/> Scoring Rubric | <input type="checkbox"/> Nomination Procedure | <input type="checkbox"/> Deadline |
| <input checked="" type="checkbox"/> Application Requirements | | |

PETITION DETAILS:

Please explain how the modifications to this award and its target audience would benefit the awards program and the association membership as a whole. If the modifications deviate from the current Member/Image Awards Guidelines, please explain why this deviation is necessary (in 300 words or less.)

The Awards Committee discussed several times modifying the Business-Education Partnership Award to include two categories for applications and judging. The two categories would include smaller program of impact: the partnership impacts *under* 100 students, and a larger program of impact: the partnership impacts *over* 100 students. The request is to provide an even judging and scoring for larger and smaller programs. It is difficult to even compare larger and smaller programs. The committee also anticipates this change will increase the participation in the program by smaller programs.

PETITIONER'S INFORMATION:

Name: <u>Megan Kmiotek</u>		ACTE Membership #: _____
Employer: <u>ACTE</u>		
Business Address: <u>1410 King Street</u>		
City: <u>Alexandria</u>	State: <u>VA</u>	Zip: <u>22314</u>
Telephone: <u>703-683-9305</u>	Mobile: _____	
Preferred E-mail: <u>mkmiotek@acteonline.org</u>		

All Requested Changes by the Awards Committee:

When applying to the Business-Education Partnership Award there would now be two applications to select - one if you are *under* 100 and one if you are *over* 100 individuals of impact. The applications would both remain the same, there would just be two different links for marketing and judging purposes. ACTE would then promote the two new categories, encouraging both smaller and larger programs. The Awards Committee would then judge each category separately using the same rubric.

Board Action Requested:

Approval of modifying the Business-Education Partnership Award from one to two categories: one for under 100 students and one for over 100 students as proposed.

CONSENT AGENDA ITEM R— *Educators in Action Report*

TO: ACTE Board of Directors
FROM: Dominique Frascoia, Senior Manager of Leadership and Awards
RE: Educators in Action Report
DATE: May 2022

ACTE hosted an Educators in Action Advisory Meeting in May 2022. The Advisory Group reviewed the mission and vision of the volunteer group and decided to reimagine the Educators in Action volunteer group beginning in July 2022 so will change from its current form. ACTE will continue to utilize the EIA's most engaged members through advisory groups, task forces, and other member engagement projects.

Board Action Requested:

None at this time.

CONSENT AGENDA ITEM S— Resolutions Report

TO: ACTE Board of Directors
FROM: LeAnn Wilson, Executive Director
RE: 2022 Resolutions
DATE: June 2022

Background

The Resolutions Process was updated in 2019. The Resolutions process is now a Board Resolutions process and does not involve a Resolutions Committee. More information on the new process can be found at <https://www.acteonline.org/resolutions>.

Status

No resolutions were received by the June 1 deadline. As a result, no resolutions are available for review and no resolutions will be considered at the Assembly of Delegates this year.

Board Action Requested

None at this time.

CONSENT AGENDA ITEM T— PACE Policy Manual Updates

[Separate Attachment: Located on Board Only Website](#)

ACTE REPORTS

FINANCE DEPARTMENT

Finance Report

Separate Attachment: Located on Board Only Website

FY23 Budget

Separate Attachment: Located on Board Only Website

LEADERSHIP DEPARTMENT

Policy Manual Updates - 5-year Policy Renewals/Policy Changes

TO: ACTE Board of Directors
FROM: Dominique Frascoia, Sr Manager, Leadership & Awards
RE: Board Policy Manual Renewals/Policy Changes
DATE: June 2022

Background

ACTE staff has reviewed the board policy manual for needed routine edits.

Renewals

ACTE has a policy that all policies need to be reviewed and reconfirmed or deleted after five (5) years. Several policies are up for review in 2022 it is recommended that all of the eligible policies be renewed. Since there are so many policies up for renewal, please see the Board Policy Manual with track changes to view the proposed renewals.

[Separate Attachment: Located on Board Only Website](#)

Board Action Requested

Approve all Board Manual 5-year renewals as presented.

Sample motion:

I move to approve the Board Policy Manual 5-year renewals as presented.

Policy Manual Changes

- Investment Account Updates
- Investment Account Signers
- Corporate Membership Annual Fee
- VP-Elect Position
- Per Diem

Policy Manual Changes – Investment Account Updates

TO: ACTE Board of Directors
FROM: Laine Culbreath, Chief Financial Officer
RE: Investment Account Updates
DATE: June 2022

Separate Attachment: Located on Board Only Website

Board Action Requested

Approve all investment account updates as presented.

Sample motion:

I move to approve all investment account updates as presented.

Policy Manual Changes-Investment Accounts Signers

TO: ACTE Board of Directors
FROM: Laine Culbreath, Chief Financial Officer
RE: Proposed Updates to Investment Account Signers
DATE: June 2022

Currently LeAnn Wilson, Executive Director, and Julia Bankerd, Director of Operations, are listed as signers on our investment accounts with Truist. Julia was added due to a vacancy in the Sr. Director of Finance/CFO role. Now that the CFO role has been filled we would like to remove Julia from the accounts and add Laine as the second signer. Truist requires a motion to be made, approved, and documented in the meeting minutes to accomplish this change, as well as submission of additional paperwork that has been completed and will be presented to Scott for signature after the below motions are passed.

Recommended Motion:

I move to remove Julia Bankerd as a signer on the two Truist Investment Services accounts and add Laine Culbreath, the Chief Financial Officer, as a signer; and after the updates, the two signers will be LeAnn Wilson and Laine Culbreath. The Truist Investment Services account numbers are WA7-114341 and WA7-075430.

Truist also requires a Corporate and Unincorporated Organization Resolution form to be signed and certified by the Board President for each investment account stating that the following Resolutions were adopted. In the below excerpt, "the individuals listed in Section 4 of this form" refers to LeAnn Wilson and Laine Culbreath.

Resolved:

First: That the individuals listed in Section 4 of this form are, and each of them hereby is, authorized on behalf of this Company to establish and maintain one or more accounts which may be margin accounts with the Broker/ Dealer and National Financial Services "NFS." The account(s) will be used for the purpose of purchasing, investing in, or otherwise acquiring, selling (including short sales in margin accounts), possessing, transferring, exchanging, or otherwise disposing of, or turning to account of, or realizing upon, and generally dealing in and with any and all forms of securities including, but not limited to, shares, stocks, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, certificates of deposit, mortgages, evidences of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/ or other certificates or otherwise. The fullest authority at all times with respect to any such commitment or transaction, deemed by any of the officers and/or agents to be proper in connection with, is hereby conferred, including authority

(without limiting the generality of the foregoing) to give written or oral instructions to NFS with respect to transactions. The "authorized individuals" named in Section 4 are authorized to borrow money and securities and to borrow such money and securities from or through NFS and to secure repayment thereof with the property of the Company. The authorized individuals may bind and obligate the Company to and for the carrying out of any contract, arrangement, or transaction, which is entered into by any officer and/or agent for and on behalf of the Company with or through NFS. The authorized individuals may pay by checks, and/or drafts drawn on the funds of the Company such sums as may be necessary in connection with any of the said accounts. The authorized individuals may deliver securities and contracts to NFS and deliver securities to and deposit funds with NFS. The authorized individuals may order the transfer or delivery of securities to any other person whatsoever, and/or to order the transfer of record of any securities, to any name selected by any of the said officers or agents, affix the corporate seal to any documents or securities to any name selected by any of the said officers or agents and affix the corporate seal to any documents or agreements, or otherwise to endorse any securities and/or contracts in order to pass title. The authorized individuals may direct the sale or exercise any rights with respect to any securities and sign for the Company all releases, powers of attorney, trading authorizations, Margin Agreements, Options Contracts and/or other documents in connection with any such account, and to agree to any terms or conditions to control any account. The authorized individuals may direct NFS to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee. The authorized individuals may accept delivery of any securities and appoint any other person or persons to do any and all things which any of the said officers and/or agents is hereby empowered to do.

Second: That NFS may deal with all of the persons directly or indirectly by the foregoing resolution empowered, as though they were dealing with the Company directly.

Third: That the Secretary of the Company is hereby authorized, empowered and directed to certify, under the seal of the Company, or otherwise, to NFS: A. A true copy of these resolutions B. Specimen signatures of each and every person by these resolutions empowered C. A certificate (which, if required by NFS, shall be supported by an opinion of the general counsel of the Company, or other counsel satisfactory to NFS) that the Company exists, that its charter empowers it to transact the business by these resolutions, and that no limitation has been imposed upon such powers by the by-laws or otherwise.

Fourth: That NFS may rely upon any certification within these resolutions, NFS receives written notice of a change in or rescission of authority, no other form of notice is acceptable, nor shall the fact that any individual previously authorized ceases to be an officer of the Company or becomes an officer under some other title, in any way affect the powers hereby conferred. The failure to supply NFS with written notification of changes does not invalidate any transaction if the transaction is in accordance with authority actually granted.

Fifth: That in the event of any change in the office or powers of persons empowered, the Secretary shall notify changes to NFS in writing. When received, NFS will terminate the powers of the persons previously authorized, and to empower the persons taking the place of the previous persons.

Sixth: That the foregoing resolutions and the certificates furnished to NFS by the Secretary of the Company are made irrevocable until written notice of the revocation has been received by NFS.

Seventh: That the Company and its officers indemnify and hold NFS harmless from any claim, loss, expense or other liability for effecting any transactions and acting upon any instructions given by the officers or Secretary of the Company.

Board Action Requested

Approve Proposed Updates to Investment Account Signers as presented.

Sample Motion:

I move to adopt the seven Resolutions as stated above for the two Truist Investment Services accounts. The account numbers are WA7-114341 and WA7-075430.

Policy Manual Changes – Corporate Membership Annual Fee

TO: ACTE Board of Directors
FROM: Michael Connet, Assoc. Dep. Director of Outreach & Partner Development
RE: Corporate Membership Annual Fee
DATE: June 2022

Board Action Requested:

To increase the annual fee for the ACTE Corporate Membership from \$1,200 to \$2,000 to be effective on January 1, 2023.

Sample motion:

I move to increase ACTE's annual fee for a Corporate Membership from \$1,200 to \$2,000 beginning on January 1, 2023.

Policy Manual Changes - VP-Elect Position

TO: ACTE Board of Directors
FROM: LeAnn Wilson, Executive Director
RE: VP-Elect Position
DATE: June 2022

Bylaws: The VP-Elect is not an actual position on our Board of Directors so the VP-Elect is not an actual Board position vacancy. Bylaws Article VII-Election of Board of Directors A. states, "Regions and Divisions *may choose* to elect a vice president-elect for a one-year term who would then automatically ascend to vice-president. Vice presidents-elects will serve on their respective Region or Division policy committee, *but do not serve on the ACTE Board of Directors.*"

Board Policy:

"VI.6 Vacancies on ACTE Board of Directors (12/03), (7/07), (12/19)

- a. When the office of vice president of a particular region or division falls vacant prior to the scheduled election, ACTE board of directors shall fill said office with a member from the current Policy Committee in and/or a past vice president of that particular division or region. The board will request a recommendation from the committee members concerning an appropriate candidate. **In the event that the office of vice president is not filled according to those prescribed procedures, the board of directors shall appoint someone to fill the vacancy.**
- b. If the position becomes vacant during the first or second year of the term, prior to the deadline for selection of candidates, a replacement to fulfill the un-expired term will be selected according to established procedures, as part of the next regularly scheduled ACTE election. If the position becomes vacant after the deadline for selection of candidates during the second year or during the third year of the term, the individual appointed by the board shall serve until the end of the term. An individual selected by the board or elected to fill an un-expired term is eligible to seek election to a full term.

If the office of vice president-elect becomes vacant prior to the annual deadline for selection of candidates, the division or region shall submit at least two candidates for the next scheduled election. The candidate elected shall serve the remainder of the term as vice president-elect and shall not be eligible for election to another full term. If the office of vice president-elect becomes vacant after the annual deadline for selection of candidates, the board shall fill said office with a member from the current policy committee, a past vice president of that particular division or region,

or another individual as recommended in consultation with committee members. The person thus appointed shall serve until such time as a replacement for the unexpired term can be selected, according to established procedures as part of the next regularly scheduled election. The interim appointee shall be eligible to seek election to the remainder of the full term (if they have not previously served a complete term) but shall not be eligible for another full term.

- c. When a vacancy is filled according to any of the procedures outlined in ACTE policy, such vacancy and appointment shall not interrupt the regularly scheduled election cycle for said division or region (so that the board term rotation for each division and region may remain consistent)."

For those Regions and Divisions that do have VP-Elect positions available, they do go through the complete election process (are interviewed, deemed eligible, included in the election/on the ballot, etc.) so the criteria are the same since they "ascend" to VP after their VP-Elect term per the Bylaws. We all agree there is significant value to having a shadow year to be mentored both to the individual and the organization (along with continuity) so we appreciate those that opt to have VP-Elect positions.

The issue is only 1 VP-Elect running and not 2 candidates to hold an election. And, since this isn't an official Board position, there is technically no "vacancy" for the Board to fill. As a reminder, the current process is, in the case of only 1 VP-Elect candidate, that no election is then held.

I shared with legal counsel that we pride ourselves in elections for the health of our organization and for our members to make those elections and have that choice. It would not be recommended for the Board to start appointing VP-Elects in the case of only 1 candidate as they are able to do for actual VP candidates (which we try very hard to avoid all appointments and would absolutely prefer elections with 2 or more candidates consistently).

The background and policies were shared with legal counsel who recommended the following compromise:

In the case of only 1 VP-Elect candidate, as opposed to simply not holding an election, proceed with adding the 1 VP-Elect to the ballot as a simple "Yes" or "No" vote by the respective Region/Division. This would allow the election by the members and still gives them a choice.

Because this is a process change, the Board may opt to either document this change as an addition to Board policy or staff may institute this process change internally. If the Board opts to add to Board policy, the suggested addition would be as follows:

VI.6

- d. If there is only one vice president-elect candidate, the candidate shall be included on the ballot for a “yes” or “no” vote.

Questions & Answers:

Q: What if the members vote “no” by chance? Can that person still run the next year as VP?

A: This scenario assumes they would have “passed” through the Nominating Committee and deemed eligible (i.e.: met all requirements) like all other candidates are required to do in order to be added to the ballot. If the members then vote “no” to that person, yes, they could still run the next year for VP because they were deemed eligible. But that’s the same for anyone else that runs and doesn’t win. They can always run again if still deemed eligible.

Board Action Requested:

Allow a single VP-Elect candidate to be included on the election ballot for a “yes” or “no” vote.

Policy Manual Updates - Per Diem 1-Year Trial Updates

TO: ACTE Board of Directors
FROM: Megan Kmiotek, Director of Leadership & Awards and Laine Culbreath, CFO
RE: Per Diem 1-Year Trial
DATE: June 8, 2022

History:

In March 2021, ACTE Board of Directors approved the Board Reimbursement Policy Change in the Board Policy Manual to allow ACTE Board Members to collect the daily U.S. GSA Meals and Incidentals (M&IE) rate minus any meals that were provided by ACTE. The plan was to try the per diem for one year and then assess the financial impact and decide whether to continue with the new policy or revert to the previous policy. Below is the approved motion from March 2021 and the change in the Board Policy Manual:

Minutes:

The Board of Directors reviewed the current GSA website standard for meals and incidentals and discussed the new process for submitting expenses under the updated policy.

MOTION APPROVED.

Board Policy Manual Update:

Board Travel Reimbursement (12/03), (7/07), (3/09), (3/10), (7/15), (11/15), (7/17), (3/20), (1/21), (3/21)

- a. Members of the board of directors shall be reimbursed reasonable and necessary travel, meal and hotel expenses while attending meetings on behalf of ACTE. Receipts are required for all expenses (excluding meals and incidentals) regardless of the dollar amount.*
- b. The maximum meal daily allowance/budget, including tips, will follow the IRS U.S. GSA guidelines for meals and incidental expenses (M&IE rate), based on location of event) and will be provided on the current travel expense form. Receipts are not required for meals and incidentals.*
 - a. If a meal is furnished while on ACTE travel, board members will not claim reimbursement for that meal; the allotment (as found on the most recent U.S. GSA M&IE Breakdown) for the provided meal will be deducted from the M&IE rate.*
 - b. The budget/allowance for the first and last travel days will be reimbursed at the U.S. GSA guidelines for meals and incidental expenses (M&IE rate) for travel days; travel days will be reimbursed at a full 75% a day's rate per the allotment found on the most recent U.S. GSA M&IE Breakdown for first and last travel days.*

We pulled several Board reimbursement requests from the BOD meeting at VISION 2019 to compare their actual reimbursements vs what they would have received using per diem:

BOD Member	Actual reimbursements	Per diem amount
Exec Comm Member #1	264.27	434.00
Exec Comm Member #2	134.94	324.00
Exec Comm Member #3	230.79	319.00
Board Member #1	234.08	253.00
Board Member #2	293.70	385.00
Board Member #3	345.72	451.00
Board Member #4	318.17	385.00
	1,821.67	2,551.00
Difference		729.33

Based on our financial analysis, per diem does cost the organization more money. However, the Board also considered ease of tracking and streamlining the reimbursement process for Board members while proposing this change, so we leave it to the Board to decide what policy to use going forward. If we continue with using the per diem, we also need to clarify whether the per diem applies to all Board travel (including Region meetings or other events) or only to travel to the three Board meetings per year.

Options for Next Steps:

- Approve the continuation of the Board Reimbursement Policy Change allowing ACTE Board Members to collect the daily U.S. GSA Meals and Incidentals (M&IE) rate minus any meals that were provided by ACTE and whether this applies to all other ACTE events
- Change the Board Policy back to the “old” policy of collecting all meal and incidental receipts and reimburse based on actual spending

MEMBERSHIP DEPARTMENT

Work-Based Learning Division

TO: ACTE Board of Directors
FROM: Kelli Diemer, Director of Membership
RE: Work-Based Learning Division Proposal
DATE: June 8, 2022

The Board is being informed of the status and qualification of the New and Related Services Division, Work-Based Learning Section to be approved for recognition as a new ACTE member Division.

Pursuant to Board Policy (VIII.9A) in consideration for moving a section to a division at ACTE, we submit the following documentation for evidence: WBL Division Packet with links to evidence, WBL Policy Manual, WBL Policy Committee Roster, and FY23 proposed budget. In addition, the June 30, 2022, membership report shows the Work-Based Learning/Youth Apprenticeship Section above the required 750 members.

Board Action Requested:

Accept the documentation presented as validation of the requirements to become a Division for the Board to recognize Work-based Learning as an official ACTE Division.

Sample motion:

I move to approve the request to recognize Work-based Learning as an official ACTE Division.

Once this Motion is approved, a second

Board Action Requested:

Appoint a Vice-President to represent the newly constituted Work-based Learning Division until such time an official election is conducted. *To follow ACTE's established application and election cycle this appointment will run through June 30, 2024.*

Sample motion:

I move the appointment of the current chair of the Work-based Learning Section, Jan Jardine, as the Vice-President of the new Work-based Learning Division until the next regular election cycle is completed and installed on July 1, 2024.

Elections Task Force

TO: ACTE Board of Directors
FROM: Dominique Frascoia, Sr Manager Leadership & Awards
RE: Elections Task Force
DATE: June 8, 2022

[Separate Attachment: Located on Board Only Website](#)

Board Action Requested: Approve Proposed Updates to Campaign Rules as presented.

Sample motion:

I move to approve all Campaign Rules updates as presented.

FY23 ACTE BOARD OF DIRECTORS TERMS

Executive Committee

Scott Stone	President	2021-2024
Brian Law	Past President	2020-2023
Chaney Mosley	President - Elect	2022-2025
Carrie Scheiderer	Region Representative	2020-2023
Richelle Krumsiek	Division Representative	2020-2023
Shani Watkins	Finance Chair (ex-officio)	2021-2024
LeAnn Wilson	Executive Director (ex-officio)	N/A

Division Vice Presidents

Eric Ripley	Administration	2021-2024
Robert Torres	Agricultural Education	2021-2024
Sean Crevier	Business Education	2022-2025
Richelle Downey	Engineering & Technology Education	2020-2023
Katy Blatnick-Gagne	Family & Consumer Sciences Education	2022-2025
Teresa "Gibby" Gibbons	Counseling & Career Development	2021-2024
Holly Strand-Rysgaard	Health Science Education	2021-2024
Susan Leon	New & Related Services	2022-2025
Kristina Ropos	Postsecondary, Adult & Career Education	2020-2023
Danny Camden	Trade & Industrial Education	2020-2023

Region Vice Presidents

Carrie Scheiderer	Region I	2020-2023
Beth Parks	Region II	2022-2025
Brandon Russell	Region III	2022-2025
Ross White	Region IV	2020-2023
Shani Watkins	Region V	2021-2024

FY23 ACTE BOARD OF DIRECTORS CONTACT INFORMATION

Executive Committee

Scott Stone*	President	scott.stone@catnet.gen.mo.us	573-881- 3315	
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Brian Law*	Past President	blaw@brooks.k12.ga.us	229-251-3306	
Chaney Mosley*	President - Elect	chanemosley@gmail.com	502-649-4325	
Carrie Scheiderer*	Region I	scheiderer.46@mail.cotc.edu	740-334-3445	
Richelle Downey*	Engineering & Technology Education	Richelle.downey@tulsatech.edu	918-639-3783	
Shani Watkins*	Region V	shani.watkins@westsoundtech.org	253-312-9974	
LeAnn Wilson	Executive Director (ex-officio)	lwilson@actonline.org	703-819-4367	

Division Vice Presidents

Eric Ripley*	Administration	eripley270@mygfschools.org	701-741-3694	
Robert Torres*	Agricultural Education	rtorres1@arizona.edu	520-730-3079	
Sean Crevier*	Business Education	busedcrev@gmail.com	847-372-2738	
Richelle Downey*	Engineering & Technology Education	Richelle.downey@tulsatech.edu	918-639-3783	
Katy Blatnick-Gagne*	Family & Consumer Sciences Education	katy.blatnick-gagne@iowa.gov	515-681-6733	
Teresa "Gibby" Gibbons*	Counseling & Career Development	tgibbons@rcps.us	540-392-2021	
Holly Strand-Rysgaard*	Health Science Education	HSTRAND-RYSGAARD@west-fargo.k12.nd.us	701-799-0030	
Susan Leon*	New & Related Services	susan.leon@west-mec.org		
Kristina Ropos*	Postsecondary, Adult & Career Education	Kristinaropos@gmail.com	937-231-5517	
Danny Camden*	Trade & Industrial Education	Danny.Camden@wayne.k12.in.us	317-750-2895	

Region Vice Presidents

Carrie Scheiderer*	Region I	scheiderer.46@mail.cotc.edu	740-334-3445	
Beth Parks*	Region II	bparks@oconeeschools.org	706-201-2411	
Brandon Russell*	Region III	brussell@cpsk12.org	636-209-8173	

Ross White*	Region IV	Ross.white@ade.arkansas.gov	479-459-2524	
Shani Watkins*	Region V	shani.watkins@westsoundtech.org	253-312-9974	

***Attend Executive Session**

Incoming Board Members

Michael Culwell	Region IV-elect	mculwell@ktc.edu
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ACTE Board Meeting Dates:

2022			
July 6, 2022	July 7: 1:00 - 4:30 p.m. ET July 7: 1:00 - 4:30 p.m. ET	Executive Committee Meeting New Board Orientation Pt.2	Alexandria, VA
July 7-8, 2022	July 7: 9:00 a.m.-5:00 p.m. ET July 8: 9:00 a.m. - 12:00 p.m. ET	Board of Directors Meeting	Alexandria, VA
2022			
November 28, 2022	November 28: 8:30 - 11:30 a.m. PT	Executive Committee Meeting	Las Vegas, NV
November 28-29, 2022	Nov. 28: 1:00-5:00 p.m. PT Nov. 29: 8:30 a.m. - 12:00 p.m. PT	Board of Directors Meeting	Las Vegas, NV
2023			
March 18, 2023	March 18: 9:00 - 11:30 a.m. ET	Executive Committee Meeting	Arlington, VA
March 18-19, 2023	March 18: 1:00 p.m.-5:00 p.m. ET March 19: 9:00 a.m. - 2:00 p.m. ET	Board of Directors Meeting	Arlington, VA
2023			
July 6, 2023	July 6: 1:00 - 4:30 p.m. ET July 6: 1:00 - 4:30 p.m. ET	Executive Committee Meeting New Board Orientation Pt.2	Alexandria, VA

July 7-8, 2023	July 7: 9:00 a.m.-5:00 p.m. ET July 8: 9:00 a.m. - 12:00 p.m. ET	Board of Directors Meeting	Alexandria, VA
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