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ACTE Region V Policy Committee Meeting 11-28-18 San Antonio

Present: Mark Branger; Rachael Mann; Eric Ripley; Craig Statucki; Diane Walker; Shani Watkins; Trish Zugg; Shelley Goerd, Awards Committee Chair; Lou Keller, President-Elect WACTE; Mark Roseberry, AKACTE President; LeAnn Wilson, ACTE Executive Director; Alisha Hyslop, ACTE Director of Public Policy; William Castillo, HI ACTE; Dodie Bemis, SD ACTE Executive Director; Annika Russell-Manke, SD ACTE

Mark Branger calls the meeting to order at 8:05am CT

Mark welcomes the group. He has been in town with the ACTE Board meetings on Monday and Tuesday. The group does self-introductions.

Mark requests approval of the agenda with flexibility, moved by Craig Statucki, second by Shani Watkins, no discussion, all approve, motion passes.

Diane Walker notes that the minutes of the October 12th conference call were sent out and uploaded into the Team Drive, and hopes that everyone has reviewed them. Eric Ripley moves to approve, Craig Statucki seconds, no discussion, all approve, motion passes.

Budget Process and Financial Report: Mark distributes a hard copy of the budget, and it is still in Dropbox. There have not been many expenditures so far this year, but they will be coming in soon. The new ACTE Sr. Director of Finance and Operations is Ryan Siegerist. He has an extensive background, including former experience with Google. Mark asked him to attend the meeting today.

At Eric's request, Mark reviews the difference between the Designated and Operating Budgets. A portion of the members' dues goes into the Operating Budget; those funds must be expended first, or they go back to ACTE. The Designated Budget is much more healthy than it has been in the past. This past year, there was a bit of confusion with the financial statements received from the national association, even with Mark's accounting background. There was a lack of explanation about the investment income that is shared with the regions. It has helped our budget for the year. Ryan has told Mark he will look at revising the statements for clarity's sake. Coleen and Mark came up with the current format for Region V several years ago; if anyone feels it needs to have any changes, please let him know. Mark has maintained the categories for Web Administrator and conference call expense, although we don't currently incur costs for

them. Trish asks about the web hosting - ACTE does that, so there is nothing she needs to do with it. Mark has spent some time over the last couple of weeks updating some items for the website.

Review of ACTE Board Meeting: Mark has taken extensive notes, if anyone is interested. It was a very busy time. LeAnn reported that membership is up, and those figures will be reported at Assembly of Delegates. The conference attendance is up. There is a new funding arrangement with ECMC Foundation for post-secondary leadership and outcomes. A press release came out recently. Oregon had a successful state conference, and their membership increased as a result - they also have a high number of members in attendance at Vision. Rachael spoke there and said there was wonderful feedback. Big news arose out of the re-authorization of Perkins and the great work Alisha did. Ryan was hired, and Jaime Alston was promoted to a Senior Director. There was lots of discussion around FACS, including concern about the way that states are supporting the Career Clusters Framework, which ACTE supports. Some states may be eliminating courses in the cluster, and also using teachers from outside FACS to teach courses. Human Services courses are also perceived as less important, which is not the case. Each state seems to handle FACS differently, and there is concern that it will be eliminated. Rachael notes there is a shortage of qualified teachers, which creates additional issues (true across all sectors). There was also a discussion of personal finance and whether FACS or Business teachers should offer it - in some districts, it's taught through social studies.

LeAnn Wilson joins the meeting at 8:30am. She thanks everyone for their participation and service at the state and region level, which is critical to the association's success. Membership and registration for Vision are both up (4300, up from 4100 last year). They are very excited about the \$1million+ grant from ECMC, as well as new partnerships and many initiatives. They are working to be smarter on how they approach initiatives with staffing. The new Perkins V re-authorization is wonderful. There will be lots of information coming out. Mark thanks LeAnn for the great service from national staff.

CTE Month has the NASA Hunch connection. Rachael is very excited about this and the NASA InSight Mars landing.

New and Related Services Division has proposed a reorganization, including a combination of sections, reducing from 18 to 12 sections (dissolving International and School Safety, merging Public Information and Makers of Policy, merging PD, Research and Teacher Educators into CTE Scholars, and merging Curriculum and Instruction Management and Instructional Materials into a unified section with a new name to be determined by a member survey).

Review of Policies and Procedures Manual: Diane Walker notes that she has made a few comments to the May 2018 version in the Team Drive, which also has highlights from the April meeting (that is when changes are approved according to the Manual). Most of the changes are punctuation or capitalization, or changing names from Dodie to Mark (or make them more generic, just for Region VP). One substantive issue is on the Mini-Grants, perhaps including language that applications will be submitted as funding is available. A second is the link for the

new Region V webpage. Diane and Mark request all members to review for April, where we will do a deep dive.

Team Drive: There are still some issues with access and changes to the Team Drive. Mark reviews the email addresses which have access to the Drive. Once minutes are approved, they shouldn't be changed (upload as PDF at that time), so permissions are different for each document. There are contributors, content manager, and commenters - it is not by the folder level. Mark will need to delete old versions, and he can speak with Julia about what other options may be available. Mark uploaded documents from Dodie, and Diane added others. Moving forward, we should keep the current year and have older ones in an Archive folder. Hopefully, this will alleviate having to use multiple services that we are sharing with each other. Mark would like to see only the person who oversees that area editing documents within that folder. Other regions and divisions in ACTE now want to use this system that Region V is piloting.

Mark created a State Roll Call document so that it doesn't have to be re-created for each business meeting.

If there are any comments or suggestions for the Drive, please let Mark know. Convert any Word documents in the Drive to Docs or Sheets.

Review Region V Strategic Plan: This is a new document for this year, aligning with the ACTE Strategic Plan. Every Region is doing one, including indicators for each item. Trish asks what the time frame is for submission. LeAnn notes it is a three-year plan, so items are to be done by 2020; Mark says we did a one-year plan, and LeAnn commends that. We will update it again in April. Shani requests the ACTE Strategic Plan to be provided for review, if possible; she notes that the WA ACTE Plan was conformed. Mark explains it provides additional structure and review of accountability for the goals.

Region V Website Update: Mark had changes to the Innovative Award uploaded, and we need to discuss the changes Coleen submitted for the Communications Award.

ACTE Fellows Selection: We have already selected them, and we are able to have two this year because of additional funding.

Region V Fellows Report: Coleen Keffeler is not able to attend because of her husband's health issues. Joanie is on a tour this morning and can't be at the meeting. Rachael spoke with Susan recently, and they are doing a book review of Lean In and are enjoying it. Coleen submitted a change from "Publications" Award to "Communications" Award - the categories are the same. Shani Watkins moves to approve the change to Communications, Rachael Mann seconds. Trish Zugg asks about the reason for the change, and it's felt that it encompasses more digital items. Eric notes the Team Drive and website should be changed to that, as well. All approve, motion passes.

Craig Statucki notes that a change was requested by Coleen with the new dates for the fellows; Diane Walker moves to make it more generic so that it doesn't have to be changed each year (i.e., March 1 of each year throughout, reports due March 15 of the final year, two year commitment from July 1 of the year of selection, remove the 2019-2021 date on page 3, March 30 of each year on page 3). Eric Ripley seconds. All approve, motion carries.

Alisha Hyslop, Director of Public Policy, joins the meeting at 9:00am. She explains that the office has been highly engaged in the re-authorization and implementation of Perkins V. It doesn't go into effect until next year, beginning with a transition year, and then full implementation in 2020. They have been engaged in regional workshops in connection with Advance CTE, community colleges, and other organizations. There have been three so far, with state teams attending. They have learned and shared that this is an opportunity to re-think how CTE programs will operate going forward. The law is very flexible for states, districts, and schools, allowing equity, program quality, and other items to be advanced. There has been great discussion around the changes.

One key aspect of Perkins V is stakeholder engagement - visioning will not take place in a vacuum, including public hearings, public comment, etc., involving all stakeholder groups. If the states haven't already started this, it should be in full swing in spring. The new Perkins V Guide is in the ACTE bookstore. They are happy to come out and do presentations and provide whatever other support they can to states. Eric notes the regional meeting in Phoenix was a great asset, and Mark touts the program guides. One change in Perkins V is the local needs assessment to help identify ways to address gaps and use of funds. ACTE will be rolling out additional tools and resources for the local needs assessment in the future, as well. States should also be providing guidance. Trish asks about funding for the local needs assessment, and Alisha says that it specifically covered; she counsels against spending too much on it. There are six components, including labor market, for example. See what you are already doing with other funds - if the state already has robust tools or your local WDB has something in place, use those. You may need to bring in an evaluator for some items, but don't do it if not necessary. It may depend upon the size of the district - a large district with hundreds of programs may not do a bi-annual review, where a small district could.

Alisha also notes that Shelley Goerdt has assisted with piloting the High Quality CTE initiative. They have made some tweaks, and it went live last Wednesday. There will be several presentations about it at Vision. It could be used as part of the local needs assessment, with the online tool providing a report with recommendations and resources for action going forward. Shelley feels it's very user-friendly - it will bring lots of consistency, and has a national focus. It is under the Professional Development drop-down on the ACTE website. You can also download a paper version and then input the information online.

Break 9:10-9:20

First Timers for Region V: Mark explains that the due date is March 15th, with up to 10 \$500 stipends, with \$250 paid the first year, and a second \$250 when they come back the second

year. The document has been updated and uploaded to the website. Tracy Kerns is in charge; Shani has not heard from her since the meeting in Colorado. Mark commends the meeting and activities. Shani says that they wanted to offer something for people who weren't first-timers and thanking them for attending - it was fun. Rachael says the music opening was great - they plan to keep using it.

Region V Hall of Fame: The nomination deadline is February 1, and the document has been updated and uploaded. Mark requests that all Policy Committee members publicize this to their state liaisons right after Vision. There is a PDF in the folder; it has a generic date of February 1 without a year. Mark will get the Word document from Coleen to move over to the folder. The sheet with recipients of the Hall of Fame shows one to three awardees each year; Eric asks if it needs to be awarded each year. Mark feels that we have been catching up to recognize folks in the past, but there has been at least one year that we didn't get nominees - Diane notes the nomination is good for three years, so we can go back to the prior two years if we want to. Mark says we should encourage states to nominate people if qualified at the Region level, not just statewide. The rubrics that the Committee has created are helpful to point up that fact.

Region V Mini-Grants: Mark asked Rachael to look at the whole application and see if any changes need to be made. At the national level, they have changed to the Opportunity Fund - do we want to be consistent with that? Should we target things beyond membership which has been the focus for a number of years? The general consensus is that Opportunity or Innovation is a good change. Eric feels that "mini-grant" somehow diminishes the importance of the work. Craig feels Opportunity is better than Innovation, since that is already used in the Awards program. Craig Statucki moves to change the name from mini-grant to Opportunity Fund, Rachael Mann seconds. Trish says the word Fund may be confusing to the state associations, rather than a Grant with an application process which is more familiar. Rachael agrees, but feels that if that is the terminology at the national level, the consistency is good. Should it be an Opportunity Fund Grant? At the national board, there was a submission on research regarding work-based learning and a question arose about why it had not been endorsed by a Division first, so it was explained that it is for one-time opportunities not otherwise within a particular timeline - Mark requested more structure. There is a friendly amendment by Shani Watkins to change the wording to Opportunity Fund Grant - Craig Statucki accepts. With no further discussion, all approve, and the motion as amended passes.

There are now other documents that need to be amended to reflect the new name. The offer letter will need to have the date changed. We have discussed in the past about changing the date to spring since budgets are already set for the year. Eric feels that the spring announcement would be better for budgeting purposes. Diane notes this was a discussion item at a prior meeting. Trish feels it would be better to announce the recipients in April (perhaps at the region business meeting). Mark says it would be easier to discuss in person rather than over a conference call. Eric suggests mapping backwards from that time for the application due date (e.g., 8 weeks before the business meeting). Rachael suggests releasing sometimes in January, and have them due on March 1 or 15 to give time for review prior to the conference. Craig says it could even go to the end of March to avoid NPS, but that could only give a few

days if conference is in early April. Eric Ripley moves to have the call for proposals for the Opportunity Fund Grant announced on January 15, and the applications due on March 15. Craig Statucki seconds. Diane asks if the language regarding “as funds are available” should be included - the feeling is that’s better for the Policy Manual rather than the announcement. No further discussion, all approve, motion passes.

Rachael made some changes to the announcement/proposal document to clarify the language. She asks about whether a clause should be included that will revoke the grant if the grantee does not document their performance. Eric asks whether it’s a reimbursement process, and Diane says it is half distributed in advance and half at the Leadership Conference business meeting. Craig feels there needs to be some proof of performance. They are supposed to present at the business meeting and provide an article for the newsletter, but some didn’t do so. Mark says the paperwork to get checks is somewhat complex, so he would prefer not to do two halves. There should be some provision that they can’t apply again if they don’t perform, at a minimum. Eric notes that there is a state match requirement, and it may need to be tied to that - proof of their match payment and budget including the grant with a narrative of how the grant was spent. It would be difficult to try and get funding back after the fact. Most states do a fiscal year of July 1-June 30. If they submit their documentation earlier in the year, could they get the grant payment earlier than April? Mark would prefer that the checks be awarded at the conference.

Rachael and others edit the document during the meeting (include grant budget and accompanying narrative with specific goals and objectives, with a written and oral report due on outcomes, make it explicit that funds will be disbursed upon proof of performance) - we can review and approve either later in this meeting or in January - Mark feels it would be easier to approve the document as a whole. The amount of up to \$6,000 is still acceptable for next year. The purposes of leadership, partnerships, memberships - why are fellows in there? Would that start funding state fellows? Rachael feels it would be for a fellowship activity. Mark is leaning towards taking that out. The form said membership, but Diane says it was changed several years ago to support any Region V goal. Shani suggests that it dovetail with the Strategic Plan, and those would need to be amended. Craig Statucki moves to approve the amended Opportunity Fund Grant announcement document and processes, Shani Watkins seconds, no opposition, Diane abstains as she has not had a chance to review it, motion carries. Mark thanks everyone for their work on the document.

State of the States: Eric thanks Craig for the information used in the past. He also thanks Mark for updating it with Eric’s contact information. Eric asks when it is normally sent out - Craig says 6 weeks in advance, with follow up 3 weeks in advance of the conference. Mark requests an outline of the process be put in the folder.

History of Region V: Mark has put in the folder what he was able to collect - neither Lyn Velle nor Doug Meyer were able to provide additional detail. Harvey from North Dakota wasn’t able to share much, either. Dodie suggests Kathleen in Washington or Pam Ferguson in Arizona might have some dates. Mark took it back to ACTE, and they found some inaccuracies, which he then

corrected. Mark wants to post this on the website, and is proud of our history. Dodie asks about celebrating an anniversary at the Nevada conference, so perhaps it could be opened up for discussion and update in Montana.

Social Media Hashtags: Mark asked Rachael to lead this discussion. Mark said the issue came up at the Region VP meeting, and they asked for more training and information from the national association. Rachael says that if we begin with a particular hashtag, build it up with an established hashtag alongside. She feels it should have Region V and CTE in it somewhere. For conferences, it should have the year attached. Should the national association standardize it for all regions? We will table this to get additional discussion later.

ACTE LEAD: Table for now due to time constraints

Future Region V Conference Proposal: William Castillo from Hawaii provides an initial proposal for Hawaii to host the 2022 conference at the Ala Moana Hotel in Honolulu. They use it for the state conference, and holds 500. There are good accommodations, with a room rate of \$152 plus tax. Airfare can range around \$450 from many states. It does not include discount airlines. The registration cost would be consistent at about \$425. There would be pre-conference tours, Friday fireworks, tours to manufacturing, hospitality and tourism, language and cultural, University of Hawaii resources and tours, sustainability through wind and solar, health and human services, government and public services, transit and rail projects. This would be a great opportunity to engage the Micronesian members. A rough budget with proposed profit of \$25,000 is provided. Last year was Hawaii's first state conference with 200, and they expect 400 this year. They anticipate about 100 to attend this conference. Dodie notes that Guam is getting more active, and this would be helpful to them. William notes that Guam will be presenting at the Hawaii ACTE conference this coming year. Shani suggests adding something about their unique arts culture to the tours. William asks about whether some states have challenges with traveling to Hawaii - Trish says that Alaska doesn't allow travel to Hawaii, and Craig says there is a Nevada prohibition on Alaska and Hawaii, but if the state association pays for it that shouldn't be a problem. Washington has a travel moratorium, altogether for now, but that may not be in place in 2022. California's travel ban is with states not having gender-neutral bathrooms - not sure of Hawaii.

Region V Nominating Committee: Annika Russell-Manke reports that there are two Policy Committee positions opening up (Craig and Diane, for NV and CA respectively, are going off in June), as well as other committees. For Awards, several are going off and will need to be filled - encourage them to find a replacement - they can re-join. Resolutions also needs to be re-built, and Annika will work on that. The Nominating Committee also has a number of positions open, but the Chair will remain - it really needs good communicators. Marketing got a lot of new members, but will need a new chair going forward. Chairs are asked to ensure that committee members complete the nomination form with their district signature. Terms run from July 1 to June 30, other than Nominating in years where a Region V VP election is pending - they continue until that process is completed. Dodie notes that they work to be consistent with the national dates. Mark wants the nominations and memberships done by the Leadership

Conference as much as possible - no later than May 15 for people who get involved after the Conference. Arizona, Utah, and South Dakota are all heavily involved. Montana requires officers to participate in a committee. A number of committees work outside the conference by calls, so don't necessarily need to attend the conference. Mark draws attention to the committee report form which each needs to submit by April 1 of each year, including a budget. Committee Liaisons need to make sure and share it with their committee chair.

Awards Committee Update: Shelley Goerdts thanks Mark for helping with the transition, including updating forms. The format will remain the same for next year, exactly the way Pam Stroklund did it. Shelley has asked Pam for changes on the website. The deadline for awards remains March 15th. Shelley needs contact information for state awards chairs and award winners. Mark suggests talking to Megan Kmotiek about the portal (there is a meeting right after this). She still needs Awards Committee members from other states. Pam is getting the 3D awards printed, although she won't be at the conference. Diane will send Shelley an email with the list of chairs from last year. Pam also suggested sending a letter to supervisors of award winners to support conference attendance.

The room needs to be used for another meeting, so we need to find another half-hour time slot to meet to finish the balance of the agenda. The group agrees to meet outside the EIN reception at 5:30 this evening. Craig Statucki moves to adjourn, Eric Ripley seconds, approved. **The meeting suspends at 11:15am.**

The meeting reconvenes at 5:30pm CT in the Grand Hilton ballroom lobby

Present: Mark Branger; Rachael Mann; Eric Ripley; Craig Statucki; Diane Walker; Shani Watkins; Trish Zugg

ACTE LEAD (Leadership Exploration and Development): Craig says that it turns out no letters of recommendations are required for the program. There are currently no criteria for selection according to LeAnn when Mark asked, but Region V could recommend it going forward. It is different from the Fellowship program, but not sure how. Trish says that might be a good question to ask the national association - it would help in advocating for it. It meets once at NPS and once at Vision similar to the State Leadership program, with a \$250 stipend per session. Craig moves that ACTE LEAD have a requirement that each candidate have some endorsement of the state association leadership. Shani Watkins seconds. Trish asks for clarification - would we just be asking them to consider it - yes. With no further discussion, all approve, motion carries.

Social media tabled until January. Rachael will get a list of hashtags used by the national association for discussion purposes.

Update on MT Leadership Conference: The tours were finalized this last week, and Mark provided brochures. They do a registration packet with all of the information, and Mark sent the rough draft this morning for review; the state person is working with ACTE to get it customized

because tours are capped at a particular number. They are using DTP or some service that costs \$1-2 per person, and it should assist. The call for presentations has been online since June and about 8 are submitted. The online registration packet should be up by Friday. The hotel next door has delayed demolition until after the conference, so there will be more space. The call for presentations is open until January 15. They may do repeat presentations for the bigger breakouts. Craig asks Mark to remind Coleen to do a presentation slot for the fellows book study. Remind liaison states about the upcoming deadlines for presentations and registration.

Mark got some survey data back - 8 responses. The types of exhibitors were split evenly, with all wanting CTSOs, 88% software, 88% equipment, 75% technical schools, 64% textbooks, military 25%. Mark will share the responses.

There is nothing specific about how the auction proceeds are to be used. Mark assumed it would be done and then go into the overall income for the conference. No one has any issues with that. Diane believes that's what California did. It should be the choice of the host state. Craig says he would do that, or put it into his scholarship fund. The exhibitors will only be there on Thursday, and Montana artisans will be there on Friday for crafts to be purchased.

Update on NV Leadership Conference: Craig has no update at this time.

Marketing: Shani got an email from Tracy today, and they will set up a meeting. If anyone has recommendations, please let her know.

Mark asks for feedback on the Hawaii proposal. Eric feels it depends upon the optics - if the expense is no more than the other conferences, there should be no difference. They are a state in our region. WBEA goes to Hawaii every ten years. Alaska has a similar issue since it's not in the continental US. Shani agrees it's a good option, but we should craft messages to use for people to use as justification. It's a real positive for Guam to also engage. Could there also be college credit from UH? Diane suggests that if there is a strong, substantive agenda, that is helpful, and also to check with our states on whether there is any prohibition to go. Craig says as a state leader, they would have to plan ahead for paying and for subs as they may need to take personal days. Craig suggests talking to WBEA to see how they approach it. His profit of \$25,000 was based on 200 in attendance, so his break-even is probably 110-120, and he was expecting 100 from HI - if nothing else, it helps them promote the association. There is general support for the proposal. Once it's presented, it will go to the vote of the states. We need to have more of the southern states host in the future for a better mix. Wyoming is also looking to put in a proposal, but they may go for a year later.

There have been no changes to the Conference Planner to date, so tabled.

Craig Statucki moves to adjourn, Eric Ripley seconds, all in favor, motion passes.

Meeting adjourns at 6:00pm

Respectfully submitted, Diane L. Walker, Secretary