



EXECUTIVE BOARD MEETING AGENDA

Saturday, January 28, 2017 • 10:00 AM – 4:00 PM

Rainier Room • Red Lion Hotel Seattle Airport

(Anticipated Action: I = Info; D = Discussion; A = Action)

- 10:00 AM**
- A. **Call-to-Order & Roll Call**
 - B. **Agenda Changes** (I/A)
 - C. **Calendar Update** (I/A)
 - D. **Consent Agenda** (I/A)
 - 1. Approval of October 8, 2016, Executive Board Meeting Minutes
 - 2. Financial Statements (December)
 - 3. Executive Committee Reports
 - 4. Section Reports (Written)
 - 5. Correspondence
 - E. **Board Learning** (I)
 - 1. Discussion Topic(s):
 - a. Resolutions
 - b. President Elect
 - c. Bylaws Changes
 - d. Strategic Plan Ideas
- 11:30 AM**
- F. **Reports of Agencies / Organizations (15 minutes each)** (I)
 - 1. OSPI Update – George Aszklar
 - 2. WTECB Update – Eric Wolf
 - 3. ACTE Update – Doug Meyer
 - 4. CTSO Update – Larry Howe
- 12:30 PM** **LUNCHEON – Olympic Room**
- 1:15 PM**
- G. **Committees Updates** (I/A)
 - 1. Legislative
 - a. CTE Minutes Formula
 - b. MSOC Funding
 - c. Civic Engagement Day
 - d. CTE Coalition Update
 - 2. Professional Development
 - a. Recap: ACTE Convention – November 29-December 3, 2016 – Las Vegas
 - b. National Policy Seminar – March 12-15, 2017 – Washington DC
 - c. Region V – Call for Presentations – April 5-8, 2017 – Rapid City SD
 - d. Summer Conference Planning Update
 - 1. Speakers
 - 2. Sunday Sessions Marketing – Boot Camp
 - 3. Membership & Awards
 - a. Community Service Project (during SC in Spokane)
 - b. 2017 Awards
 - H. **Action Item(s) (TBD)** (A)
- 4:00 PM**
- I. **For the Good of the Order / Adjournment**

January 2017

WA-ACTE Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
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February 2017

WA-ACTE Calendar

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March 2017

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April 2017

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May 2017

WA-ACTE Calendar

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	<i>1</i>	<i>2</i>	<i>3</i> Applied Math Spring Inservice (West Side), ESD 113	<i>4</i>	<i>5</i> Applied Math Spring Inservice (East Side), Spokane Community College	<i>6</i>
<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>
<i>14</i> Mother's Day	<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i> 10:00 AM -4:00 PM WA-ACTE Executive Board Meeting, Red Lion Seattle Airport
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June 2017

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July 2017

WA-ACTE Calendar

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August 2017

WA-ACTE Calendar

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September 2017

WA-ACTE Calendar

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October 2017

WA-ACTE Calendar

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November 2017

WA-ACTE Calendar

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**EXECUTIVE BOARD
Meeting Minutes
Saturday, October 8, 2016**

Call to Order and Roll Call: The Washington ACTE Executive Board Meeting was called to order at 10:00 a.m. on Saturday, October 8, 2016, by President Gene Wachtel. Tess Alviso, WA-ACTE Executive Assistant, conducted a roll call and determined a quorum was present.

Executive Board Present:

Executive Committee

President Gene Wachtel
Past President Lew Keliher
President Elect Kevin Plambeck

Executive Board Representatives

Administration Sly Boskovich
Agricultural Education Nathan Moore
Business Education Mark Sabo
Career Counseling & Employment Readiness Nora Zollweg
Family and Consumer Sciences Dawn Boyden
Marketing Education Taryn Veloni
Industrial Technology Education Tim Winn
Health Sciences Tracy Rude
Awards Chair (Ex Officio) Vern Chandler

Executive Board Absent:

Skilled and Technical Sciences William Clifton

Staff Present:

Executive Director Tim Knue
Executive Assistant Tess Alviso
Executive Assistant Franciene Chrisman

Guests Present:

CTSOs Larry Howe

Agenda Changes: No changes were made to the agenda. Mark moved that the agenda be approved as presented. The motion was seconded by Sly and carried.

Calendar Update: The calendar was updated and would be posted on the website.

Consent Agenda: Tim explained the financial reports. It was moved, seconded, and carried that the consent agenda be approved as presented.

- Minutes 8/6/2016
- Financial Reports 8/31/16
- Executive Committee Reports
- State of the Section Reports
- Correspondence

Committee Updates:

- Legislative
 - 2017 Legislative Focus – The legislative focus was discussed and would be taken to the WACTA Board meeting for approval. After approval the draft would be removed and posted on the WA-ACTE website. It was suggested to add section website hyperlinks to the section logos.
 - Kevin moved that the Executive Board approve the 2017 Legislative Focus as a draft and give Tim Knue permission to modify and wordsmith as necessary to finalize the draft. The motion was seconded by Tracy and carried.
- Professional Development
 - Fall Conference Update
 - Committee Processes & Timelines Required for Summer Conference 2017
 - “2017 WA-ACTE Summer Conference” Professional Development for CTE, STEM-Arts, and More in K-12 Education
 - Theme: “CTE...Fostering Success”
 - Bootcamp to include sections
 - Rewrite objectives
 - Include meals in registration
- Membership & Awards (FAME)
 - Foundation – Silent auction does not generate enough money to pay for all awards. Possible 50/50 auction with CTSOs.
 - Awards
 - Quality Section Standards Award – The purpose is to provide benchmarks for sections to determine levels of performance and satisfactory service to their members and prospective members. The QSS can help section leadership know what they can be doing to strengthen their associations.
 - Membership – Ended August with 1,707 members...increase of 88 members compared to August 2015.
 - Engagement – Working on a project for Summer Conference with a group such as Kiwanis or Lions.

Reports of Agencies / Organizations:

- OSPI Update – not present
- WTECB Update – not present
- CTSO Update – Larry Howe
 - Lori Hairston new executive director for DECA
 - Karen Hay new executive director for HOSA
 - WCTSMA national affiliation with National Honor Society of Sports Medicine
 - February 1 CTE Student Leadership Civic Engagement Day in Olympia
 - March 27 CTE Showcase of Skills

Board Learning:

- Board Inservice
 - Association Duties – Board Member Duties and Responsibilities
 - Board Meeting Structures 2017
 - Leadership Handbook 2016-2017
- CTE Horizon Scan
- Wayfind video “Let’s Go Legal” and nonprofit legal checklist

Action Items:

- WOVE - approve executive director to work with WOVE and lobby on the association’s behalf
 - Kevin moved that Tim Knue, WA-ACTE Executive Director, be approved by the Executive Board to work with the WOVE PAC and lobby on the association’s behalf. The motion was seconded by Dawn and carried.
- Policies and Procedures – Proposed Amendments
 - Tracy moved that the proposed amendments to the Policies and Procedures be approved as presented. The motion was seconded by Tim W. and carried.

For the Good of the Order / Adjournment: The meeting was adjourned at 4:18 p.m.

Future Meetings:

- January 28, 2017, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
- March 28, 2017, 3:00 p.m. - 4:00 p.m., GoToMeeting
- May 20, 2017, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
- August 5, 2017, 10:00 a.m. - 4:00 p.m., Davenport Grand Hotel, Spokane

ACTIVELY RECRUITING CANDIDATES FOR OFFICE

During a “brainstorming” session at a WA-ACTE Executive Board meeting in February 2001, board members developed a number of ideas to help in the recruitment of candidates for offices in the WA-ACTE and the many affiliate sections. The challenge is for us to actively seek out candidates for these offices in WA-ACTE or your professional organization. Review the following suggestions or ideas and see if you individually can actively use three of them to recruit candidates for WA-ACTE and your organization.

- Relate (past) experiences and the joys and value in being an officer/board member
- More communication to our memberships about our involvement in “board” or executive committee's activities. If we relate to them the many activities, decisions, and challenges we experience, this may entice others to want to become a part of this experience
- “Cultivating Leadership” WA-ACTE Perhaps we need to conduct workshops or “sessions” on how to Cultivate Leadership for all the affiliates.
- Personal Contacts – one-to-one communication
 - Mentor members who show promise!
 - Delegate responsibilities, share the tasks with others so that they may experience the joys and challenges
 - Ask for involvement, “What can you do?”
 - Compliment their strengths and encourage them to run for an office
 - Get to know somebody new who might be interested in being an officer
- Develop Web site's so that they are interactive and “active” in sharing the positive experiences of being an officer. Develop recruitment pages
- Ask Administrators to share their perspective of staff involvement and the value of belonging to professional organizations.
- Year-long nominating committee that's basic function is recruitment!

- Create more opportunities for members to be involved in leadership.
- Invite members to attend executive-board meetings.
- Invite members to participate in legislative hearings, seminars and other activities.
- Have formal presentations of the officer or board activities.
- Network and share our experiences with our own (building) colleagues.
- Share the opportunity for members to experience “cutting edge” information and experiences.
- Leadership opportunities provide for a “diversion from the routine”. A real “revitalizer”.
- Tell everyone about the value of your experiences.
- “The more you tell.....” - is our important message. The more we relate our experiences, the greater the circle of candidate possibilities.
- Send officers out to spread the word about experiences to conferences. Seek out all attendees, affiliates, members, etc.
- Gain membership of all affiliates on nomination committee.
- Relate to others what the responsibilities are as an officer.
- Personal connections.....personal contacts....need we say it again!!!
- Foster direct connections to the board / officers. Create a good communication link between the membership and the officer/board activities.
- New member involvement. Get those new members involved early.
 - Develop a mentoring system within the affiliates.

- Create a welcome and “belonging” feeling.
 - Express how all members are “needed”.
- Keep quality in conference / in-services. Show the membership we care by providing the best we have to offer.
- Do what it takes to keep members interested / intrigued
- Seek professional to assist in promotions
- We’re having FUN - brag about !!!
- Explore the possibilities of pay or stipends as an inducement.
- Share the Monetary assistance available to officers. Officers are reimbursed for many of their activities.
- Utilize area groups / leaders / and regional representatives and share the leadership responsibilities with them.
- Engage groups / leaders
 - Create small involvement opportunities
 - Make sure there is good geographical representation
- Invite others to committee meetings
- Delegate... delegate... delegate...
- Relate the value in Board leadership trainings
 - tap into WA-ACTE / and other affiliate workshops or seminars
- Communication. Create a true “commitment to communicate”.
- Share our success stories.

- Give credit where credit is due.
- Where have they gone? Share the past of past officers.
- Continue to involve old (previous!) leadership.
- Share the leadership opportunities with “new professionals”.
- Involve families in conferences. Lessen the burden of time spent away from families when involved with “professional organizations”.
- Spread the word “without bragging”.
- Be sure to say “Thank You” to administrators for allowing you to be an “involved” member of professional organizations.
- Identify some of the challenges in “active” participation in professional organizations. Seek solutions to these challenges.
 - Be aware of and find out the philosophy of administration on involvement in professional organizations.
 - Ask for help in bringing solutions to some of the challenges or professional involvement.

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-ACTE Past President

Submitted By: Lew Keliher

Date Submitted: 1/12/2017

1. General Thoughts:

As a member of the executive board I had the honor in attending the ACTE National Conference in Las Vegas in December. The national conference was well attended with more than 4000 instructors and administrators nationwide and over 40 representing the state of Washington. The session were great and the conversations even better, as it is always fun to borrow and tweak ideas from motivated instructors from around the nation. I sat in on drone workshops and culinary programs to see what they might be doing different then us in Auburn. I hope that each of you will have the opportunity to attend a national conference in the near future, you will surely be the better for it.

2. Strategic Plan Activities:

In the strategic plan areas of legislative funding, student leadership and supporting the value of Career and Technical Education Tim and the WA-ACTE committees have been working hard to keep CTE at the forefront of state level conversations. If you contact your sections board representatives, they can get you up to date on the discussions they have been part of.

3. Matters of Interest:

I have several matters of interest, the first being to insure we get the best sessions and presenters from all our sections at the summer conference in Spokane. To accomplish getting the best presenters I need you to e-mail me with the names and sessions you've seen that you believe others would learn from. Please remind your presenters to bring their lesson plans and outlines so we can share with each other all the great things that are being done by our students. My next item of interest is to help support Tim Knue while he works on our behalf and that of all our CTE programs in Olympia this session. CTE has a lot riding on the legislation that may be passed this year and all of us need to step up and show we care. To assist Tim please read all WA-ACTE e-mails, become a WOVE member and if you feel so moved to contact your legislators that would never be a bad thing. Remember no one will ever how much something means to another, without that person speaking up.

4. Executive Committee Activities:

The committee has been meeting weekly to discuss the upcoming legislative session, how best support our membership, and bring together the best summer conference possible. These discussions and outcomes depend on our membership working together to speak with one voice in support of our students and Career and Technical Education. Please stay involved and get to Spokane this August for the WA-ACTE Summer conference.

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-ACTE PRESIDENT ELECT

Submitted By: Kevin Plambeck

Date Submitted: January 28, 2017

1. General Thoughts:

Starbucks, The Way I See It #237

It's relationships, not programs, that change children.

A great program simply creates the environment for healthy relationships to form between adults and children. Young people thrive when adults care about them on a one-to-one level, and when they also have a sense of belonging to a caring community. *Bill Milliken, author of Tough Love*

Involved: actively participating in something

2. Strategic Plan Activities:

- Quality Association Improvement
- Advancement of Policy and Legislation
- Networking and Communication
 - WA-ACTE website

3. Matters of Interest:

- Summer Conference 2017 Community Service Activity: Backpack and School Supplies Drive
 - partnering with Salvation Army, Spokane
- Commitment to Communicate
 - Legislation
 - Professional Development Opportunities
 - Strategic Initiatives in CTE (national, state, local)

4. Executive Committee Activities:

- WACTA Fall Conference October 2016
- ACTE Visions Conference, December 2016
- WACTA Executive Board meeting, January 2017
- OSPI CTE Professional Development on EDS, Program Reapproval, Frameworks, Jan 2017

From: Tess Alviso Taa@wa-acte.org
Subject: WA-ACTE Member Awards
Date: January 3, 2017 at 11:43 AM
To: Undisclosed recipients: ;

TA

WASHINGTON ACTE MEMBER AWARDS



Member awards recognize excellence and dedication within the field of Career and Technical Education members. Recipients of these awards are exceptional individuals who have contributed to the success of the quality of their work and their involvement in the CTE community. Candidates and winners are three levels: [state, regional, and national](#) (four levels if starting as a section winner). Beginning in 2017, the Member Awards program will be [ACTE's High Quality CTE Framework](#). New nominations will follow updated guidelines.

Since 1976, the Washington ACTE Member Awards have promoted excellence in Career and Technical Education. Award winners serve as inspirational leaders to Washington ACTE: They embody the core values of serving their students and being committed to CTE. All of the Member Awards are presented at the [Washington ACTE Summer Conference](#). Please join Washington ACTE at our next annual conference celebrating career and technical educators who make a difference in students' lives every day! Click [here](#) to see last year's Washington ACTE Award winners! To view other past winners, please visit our [winner archive](#).

Deadline: May 1, 2017

All nominees must be Washington ACTE members for at least one year at time of nomination.

Please check membership status before starting the application process.

[Click Here for Washington ACTE 2017 Member Awards Information Packet](#)



Online Application - [ACTE Awards Portal](#)

Washington ACTE also administers these awards at the state level only:

· 2017 WA-ACTE Quality Section Standards Award - Word - pdf

2017 WA-ACTE Memorial Teacher Education Scholarship - Word - pdf 2017 WA-ACTE 100% Membership Award - Word - pdf

!

For more information on awards, please go to: <http://wa-acte.org/awardprog.php>

Tess Alviso

Executive Assistant

Washington Association for Career and Technical Education PO Box 315 | Olympia WA 98507-0315

Tel: 360-786-9286 | Fax: 360-357-1491 taa@wa-acte.org | www.wa-acte.org

Click Here to Join or Renew WA-ACTE, ACTE, and Section Dues

Save the Date! WA-ACTE Summer Conference | August 6-9, 2017 | The Davenport Grand Hotel

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WACTA

Submitted By: Sly Boskovich

Date Submitted: 1/5/16

1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve):

The Exc. Board met with WA Stem to talk about collaborating a common funding message in Olympia and how we can work together in the future.
Attended the reading of CTE State Audit

2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (*for information purposes only*):

Getting more people excited to serve on committees and running for office

3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education (*for information purposes only*):

The full funding of CTE Programs

4. Other Comments/Suggestions:

5. Upcoming Meetings or Conferences:

WACTA Exc Board Meeting January 19th at OSPI and visits to the hill.
WACTA Spring Conference March 5-7 Olympia Red Lion

Items Requested to Be Placed on Board Agenda for Discussion

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

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WSBEA

Submitted By: Mark Sabo

Date Submitted: January 12, 2017

- 1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve):**
 - WSBEA passed a measure to consolidate our regions down to three, resulting in a streamlining of our board.
 - Website is now operational and working well.
- 2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (*for information purposes only*):**
 - Primary concern is MSOC funding.
 - The impact on CTE electives caused by the change to the 24 credit graduation requirement. Many districts are moving out of the traditional six period day in favor of block schedules to meet the new 24 credit requirement. These changes are creating opportunities and challenges to CTE course offerings.
- 3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education**
 - N/A
- 4. Other Comments/Suggestions:**
 - BAM Fall 2017 is planning on partnering with the MBA Conclave National conference.
- 5. Upcoming Meetings or Conferences:**
 - WSBEA Board Meeting – February (tbd), 2017
 - WSBEA Board Meeting – May (tbd), 2017
 - WSBEA Annual Meeting – August 5, 2017 in Spokane, WA
 - NBEA Annual Conference – April 11-15, 2017 in Chicago, IL
 - WBEA Conference – February, 16-20, 2017 in Bozeman, MT

Items Requested to Be Placed on Board Agenda for Discussion

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

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-CCER

Submitted By: Nora Zollweg

Date Submitted: 01/05/2017

1. General Thoughts:

WA-CCER is doing well. Enrollment is up and membership participation has increased.

2. Strategic Plan Activities:

WA-CCER has a new website that provides information on the organization, activities and future opportunities. Enrollment information is also available. WACCER.ORG

We have a Work-Site Learning Workshop scheduled for February 24th. More than 50 people have already enrolled from around the state. Many are not members of WA-ACTE or WA-CCER. We hope to ameliorate that during the training. Applications for both WA-ACTE and WA-CCER will be available.

WA-CCER also partnered with WACTA in October to host a 3-day training. Partnerships between WA-CCER members and their local administrators were strengthened. Members were very grateful for the opportunity to attend training with their CTE leadership.

Our group has also purchased marketing materials (Pens and Flash Drives) for use during smaller trainings and summer conference. We are working on increasing our visibility within the WA-ACTE world.

3. Matters of Interest:

WA-CCER has actually put “money in the bank” this year. We have garnered funding from trainings that will cover our annual scholarships and the purchasing of marketing materials.

4. Executive Committee Activities:

Funding has been discussed and marketing materials have been purchased. We were asked to conduct an additional WBL training in the Vancouver area. It was discussed and determined that, at this time, we were not available to do so.

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-CCER

Submitted By: Nora Zollweg

Date Submitted: 01/05/2017

1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve):

Marketing – Web page has been created and published
Pens and flash drives were purchased to give as promotional items during conferences.
Enrollment is up. We will continue to enroll members for both WA-ACTE and WA-CCER during our trainings.

2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (*for information purposes only*):

3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education (*for information purposes only*):

4. Other Comments/Suggestions:

5. Upcoming Meetings or Conferences:

WSL Training – February 24, 2017 at Renton High School.

Items Requested to Be Placed on Board Agenda for Discussion

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

REPORT TO THE WA-ACTE EXECUTIVE BOARD

Submitted By: Dawn Boyden

Date Submitted: January 6, 2017

- 1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve)**
 - a. Co-President and President-elect attend ACTE conference in Las Vegas, representing the WA-FACSE section. They have contacted various conference speakers and sponsors for our annual FCS conference - Quality Professional Development
 - b. Various members have attended GoToMeetings for Legislative, FAME and Program Development
 - c. Newsletter was published in December - Advocacy and Promotion
 - d. Co-President planning to represent section at National Food Safety Conference in Washington, DC. She will present conference information at section meeting at Summer Conference and a workshop at FCS annual conference in October - Quality Professional Development
 - e. Planning for board retreat at Leavenworth in February - Advocacy and Promotion
 - f. Contacting potential speakers for Summer Conference - Quality Professional Development
- 2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (*for information purposes only*):**
- 3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education (*for information purposes only*):**
- 4. Other Comments/Suggestions:**
- 5. Upcoming Meetings or Conferences:**
Annual FCS Conference - October 2017

Dear Tim,

Thank you for your help
during our CTE outcomes audit.
We appreciate all of the insight
you shared as we worked through
our project, and for the support
you gave us at our JLARC
presentation. Wishing you all
the best :D 2017!

Andy Let

Outcomes
Engagement
Wild



POLITICAL ACTIVISM

CONTINUING RESOLUTION 1

WHEREAS, Activism in the legislative and political process is crucial to the success of Career and Technical Education; and

WHEREAS, Career and Technical Education is equipment and technology intensive and high cost, requiring legislative support; and

WHEREAS, Communication of program successes will insure continuation of Career and Technical Education inclusion in ongoing educational reform; and

WHEREAS, The education of parents, business, community, and government leaders is essential to garner support for Career and Technical Education programs; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education encourage section leadership and their members to increase their level of involvement and activism in the legislative and political process in order to supply justification for strong Career and Technical Educational opportunities for all students and that the association provides inservice training on political involvement.

RESOLVED, That WA-ACTE sections encourage increased participation by leadership and their members in the Legislative Policy Seminar.

Adopted by: WA-ACTE Delegate Assembly 8/22/94

Amended: 8/10/15



PROFESSIONAL DEVELOPMENT

CONTINUING RESOLUTION 2

WHEREAS, The Washington State legislature continues calling for education reform including changing roles for teachers, guidance personnel, and administrators; and

WHEREAS, All reform initiatives call for changing roles of educators and the related professional development needed for members of the Washington Association for Career and Technical Education; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education maintains a professional development standing committee which will propose various strategies to meet the professional development needs of the Washington Association for Career and Technical Education members.

RESOLVED, That the Office of Superintendent of Public Instruction (OSPI), Professional Educators Standards Board (PESB), State Board for Community and Technical Colleges (SBCTC), Workforce Training and Education Coordinating Board (WTECB), Association of Washington Business (AWB), and the Business Roundtable continue to be invited to participate with the Washington Association for Career and Technical Education Professional Development opportunities.

Adopted by: WA-ACTE Delegate Assembly 8/14/95

Amended: 8/10/15



CAREER AND TECHNICAL EDUCATION FUNDING AND ECONOMIC DEVELOPMENT

CONTINUING RESOLUTION 3

WHEREAS, Career and Technical Education provides for the development of a skilled workforce serving 310,227 (2014-2015 Perkins Consolidated Annual Report*) secondary students annually; and

WHEREAS, The development of the workforce is essential to the economic health of the state; and

WHEREAS, Career and Technical Education is an integral part of the educational system; and

WHEREAS, Preparation for work and careers is vital to the state's education efforts; and

WHEREAS, All Career and Technical Education programs are very equipment and technology intensive; and

WHEREAS, Effective Career and Technical student leadership organizations require strong support from a teacher/advisor; and

WHEREAS, Continuous improvement and innovation requires seeking new ideas and strategies that can be applied at the classroom level; and

WHEREAS, Funding in Career and Technical Education has limited resources for equipment and technology, Career and Technical student leadership organizations, and innovative projects; and

WHEREAS, Tenuous Federal resource levels for Career and Technical Education can further impact the ability of the state to provide meaningful Career and Technical Education programs for students; therefore, be it

RESOLVED, that we encourage the continued work of the legislature Quality Education Council, and the funding taskforce to recognize the value of Career and Technical Education and provide the required resources to sustain and grow relevant and rigorous Career and Technical Education programs.

RESOLVED, That the Washington Association for Career and Technical Education partner with other education, business, and labor organizations to obtain support for required resources for Career and Technical Education programs to greater drive economic development at the local, regional, and state levels.

* <http://www.wtb.wa.gov/Documents/2015PerkinsCAR.pdf>

Adopted by: WA-ACTE Delegate Assembly 8/19/96

Amended: 8/8/16



LEADERSHIP DEVELOPMENT

CONTINUING RESOLUTION 4

WHEREAS, Leadership within Career and Technical Education Programs is essential to the development of a world class workforce; and

WHEREAS, The development of quality leadership begins with membership in professional organizations and is enhanced through professional development and peer mentoring; and

WHEREAS, The creation of a system which encourages leadership development and leads to continuous improvement; and

RESOLVED, The Washington ACTE believes administrative internship program provides valuable professional development to potential Career and Technical administrators.

RESOLVED, That the Washington Association for Career and Technical Education work collaboratively with the Office of Superintendent of Public Instruction and WAVA to maintain and continually update the Administrative Internship program.

RESOLVED, That the Administrative Internship program curriculum contain information on the value of belonging to professional associations and that involvement in professional association activities, such as Legislative Policy Seminar, Summer Conference, WOVE Legislative Update, and 100% membership is an expectation.

RESOLVED, That the Administrative Interns join WAVA and WA-ACTE.

RESOLVED, That the Washington Association for Career and Technical Education provide professional development opportunities in leadership at multiple levels within Career and Technical Education.

Adopted by: WA-ACTE Delegate Assembly 8/19/96

Amended: 8/10/15



COMMITTEE FOCUS ON RECRUITMENT AND RETENTION

CONTINUING RESOLUTION 5

WHEREAS, A professional Association must meet the needs of its membership; and

WHEREAS, Washington Association for Career and Technical Education has a rapidly retiring membership; and

WHEREAS, Washington Association for Career and Technical Education has a need to attract new, younger members in order to sustain and build as an organization; and

WHEREAS, The teaching profession has changed in workload and intensity, we must meet the needs of members that keep them in CTE classrooms; and

WHEREAS, WA-ACTE must inform CTE educators of the many benefits of continuing membership including professional development, advocacy of CTE and supporting legislation, and networking opportunities; and

WHEREAS, It is essential that association member needs are identified and met to ensure the retention of WA-ACTE members; and

RESOLVED, That the Washington Association for Career and Technical Education and WA-ACTE sections gather information on the needs and activities that would benefit the membership of our association.

RESOLVED, That the findings shall be submitted to the Washington Association for Career and Technical Education Membership Committee on an annual basis, for recommendations to the Washington Association for Career and Technical Education Executive Board.

RESOLVED, That the WA-ACTE work with the Office of Superintendent of Public Instruction (OSPI) and WAVA-An Association of Career and Technical Education Administrators to obtain a current list each year of all CTE teachers in the state in order to share professional opportunities which include, but not limited to, membership benefits, conference participation, and other services available.

Adopted by: WA-ACTE Delegate Assembly 8/11/03

Amended: 8/10/15



EQUITY AND DIVERSITY

CONTINUING RESOLUTION 6

WHEREAS, Career and Technical Education's purpose is to expand, improve, modernize, and develop quality Career and Technical Education programs in order to meet the needs of the state's and nation's existing and future workforce for marketable skills to improve productivity and promote economic growth; and

WHEREAS, Individuals must not be excluded from participation in, be denied the benefits of, or be subjected to discrimination in Career and Technical Education programs or in the workforce because of national origin, race, age, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration, or a disability; and

WHEREAS, Individuals must be assured full access to quality Career and Technical Education programs by individuals who are disadvantaged, disabled, students entering nontraditional occupations, single parents or homemakers, individuals with limited English proficiency, and individuals incarcerated in correctional institutions; and

WHEREAS, Equal opportunity in education is fundamental to equality in all forms of human endeavor, especially in the work place; and

WHEREAS, Practices of discrimination often exist unconsciously and through practices long enshrined in tradition; and

WHEREAS, The strengths of our society are built upon the contributions of our diverse cultures; and

WHEREAS, Washington Association for Career and Technical Education recognizes that diversity and equity in the educational environment will foster cultural awareness, mutual understanding, and respect; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education continue to support the development and implementation of Career and Technical Education program standards which emphasize principles of equity, thus informing students and workers of their rights to a non-discriminating education and work environment.

RESOLVED, That the Washington Association for Career and Technical Education is committed to developing and using equitable practices within the association.

RESOLVED, That the Washington Association for Career and Technical Education work with other agencies and organizations to increase the participation of diverse student populations in Career and Technical Education.

Adopted by: WA-ACTE Delegate Assembly 8/11/03

Amended: 8/10/15



ACCOUNTABILITY

CONTINUING RESOLUTION 7

WHEREAS, One of the goals of the Washington Association for Career and Technical Education is to improve the public perception of Career and Technical Education; and

WHEREAS, The Washington Association for Career and Technical Education is the leading voice for Career and Technical Education in Washington State; and

WHEREAS, Data collection must be improved to adequately demonstrate the benefits and accomplishments of Career and Technical Education to prepare a well-educated and competitive workforce for a global economy; and

WHEREAS, The Workforce Training and Education Coordinating Board reported in its *Workforce Training Results 2015** that 88% of employers reported satisfaction with new employees who were program completers as evidenced by survey responses; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education encourages the Office of Superintendent of Public Instruction (OSPI), State Board of Education (SBE), Professional Educator Standards Board, and the Workforce Training and Education Coordinating Board (WTECB) to secure a collection of data at the state level that demonstrates the value of Career and Technical Education toward the development of a competitive workforce.

RESOLVED, That the data related to CTE collected be utilized to provide rationale to the legislature for their support of Career and Technical Education as an integral part of Basic Education and continued funding.

* <http://www.wtb.wa.gov/Documents/WorkforceTrainingResults2015.pdf>

Adopted by: WA-ACTE Delegate Assembly 8/11/03

Amended: 8/8/16



HIGH SCHOOL GRADUATION AND DROPOUTS

CONTINUING RESOLUTION 8

WHEREAS, Any student dropping out of school is unacceptable; and

WHEREAS, The Washington State Institute for Public Policy has determined that the cost to the state of Washington for each student who drops out is \$10,500 per year per student for the rest of that student's life; and

WHEREAS, The Office of Superintendent of Public Instruction (OSPI) established, in 2004, incremental improvement goals to reach the 85 percent goal of on-time high school graduation rates by 2014; and

WHEREAS, The on-time state graduation rate for the graduating class of 2014 is 82.9% and CTE completers rate is 91.4%*; and

WHEREAS, The 2015 legislature passed an operating budget which provides funds for the systemic development of statewide dropout prevention and intervention programs, including Jobs for Washington's Graduates (JWG) and the Building Bridges Program; and

WHEREAS, the provision of Career and Technical Education programming is an essential intervention for dropout prevention and intervention and Career and Technical Education student completers graduate at a higher rate; therefore, be it

RESOLVED, That WA-ACTE supports the continued funding and development of statewide dropout prevention initiatives that encourages local Career and Technical Educators to work with their school district in building programs that utilize effective interventions such as JWG, the Building Bridges Program, and Career and Technical Student Organizations.

RESOLVED, That Career and Technical Education is recognized as a best practice in assisting students to graduate on time and as a vehicle for student re-engagement.

*OSPI CTE Stakeholder Report August 2015 (latest data available)

Adopted by: WA-ACTE Delegate Assembly 8/15/05

Amended: 8/10/15



TEACHER PREPARATION / RECRUITMENT / RETENTION

CONTINUING RESOLUTION 9

WHEREAS, The CTE profession is experiencing a loss of pre-service teacher education programs and funding for them; and

WHEREAS, There is an unacceptable shortage of CTE teachers exacerbated by an increase in teacher retirements; and

WHEREAS, There is a need to attract new teachers and to increase teacher diversity in order to sustain and expand current programs and implement new programs; and

WHEREAS, Recruitment and retention is critical to the ongoing success of CTE programs; and

WHEREAS, Many new teachers leave the profession after the first few years of teaching; therefore, be it

RESOLVED, That WA-ACTE and WA-ACTE sections market the teaching profession with students as a viable career opportunity.

RESOLVED, That the sections of Washington ACTE create a New Teacher Mentorship Program to assist new teachers.

Adopted by: WA-ACTE Delegate Assembly 8/13/07

Amended: 8/10/15



ADDITIONAL RESOURCES

CONTINUING RESOLUTION 10

WHEREAS, The CTE Congressional Caucus is working tirelessly for Career and Technical Education at the national level; and

WHEREAS, The CTE Congressional Caucus could be influential in the development of new federal resources; and

WHEREAS, States need resources in addition to Carl D. Perkins Career and Technical Education Act; and

WHEREAS, State CTE Programs educate and train secondary and postsecondary students to meet the increasing demands of business and industry; and

WHEREAS, Career and Technical Education Exploratory Programs are valuable to middle school and junior high students; and

WHEREAS, CTE Programs and student leadership programs are recognized as a Best Practice in graduating students on time; and

WHEREAS, Additional resources are needed to support program and instructor certification to meet industry standards; and

WHEREAS, Equipment and technology needs are intensive in CTE Programs nationwide and should be federally funded; and

WHEREAS, A quality teacher mentoring program, according to the research, is essential in teacher retention especially during the first five years; and

WHEREAS, The creation of a federal incentive for school districts with a certified CTE administrator would assist in preventing the further erosion of qualified CTE administrators; and

WHEREAS, Federal startup funds for new and innovative CTE Programs would assist states in targeting high demand fields; therefore, be it

RESOLVED, That WA-ACTE work with the National Association for Career and Technical Education and the Congressional Caucus to secure additional resources for Career and Technical Education such as:

- | | | |
|------------------------------------------|----------------------------------------|---------------------------------------|
| • administrative stipend | • middle school exploratory activities | • equipment and technology |
| • instructors and programs certification | • start-up funds for new programs | • mentoring programs for new teachers |
| • support for CTSOs | • career pathways | • pre-apprenticeships |

Adopted by: WA-ACTE Delegate Assembly 8/11/08

Amended: 8/10/15



STUDENT LEADERSHIP

CONTINUING RESOLUTION 11

WHEREAS, Student leadership is an integral part of Career and Technical Education Programs; and

WHEREAS, CTE student leadership is a proven means of increasing student engagement in schools resulting in higher graduation rates; and

WHEREAS, CTE student leadership provides the personal development and workplace skills desired by business and industry; and

WHEREAS, CTE student leadership offers benefits to all secondary (Grades 7-12) students in Washington State; and

WHEREAS, CTE student leadership organizations in Washington State require statewide leadership (state directors); and

WHEREAS, Current legislation provides for student leadership organization support at the state level; therefore, be it

RESOLVED, That WA-ACTE, their section leadership, and members lobby legislative members, along with business/industry supporters to provide a structure for adequate financial support for current approved Career and Technical Student Leadership Organizations (DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and WCTSMA) and potential future organizations.

Adopted by: WA-ACTE Delegate Assembly 8/14/11
Amended: 8/8/16



PRESIDENT ELECT CALL FOR NOMINATIONS

The nomination process for Washington ACTE's President Elect will run from March 1 to May 1.

- Nominations for the 2017 election are due **May 1, 2017**.
- Candidate information will be featured on the [Washington ACTE Website](#) and sent out by email to members.
- All Washington ACTE members in good standing will have an opportunity to vote for Washington ACTE President Elect by an electronic election held within 30 days of the start of the [Washington ACTE Summer Conference](#), provided there are two candidates. If there is only one candidate, the Delegate Assembly will vote at Summer Conference.
- In order to vote, you must be a [Washington ACTE member](#) by **June 30, 2017**
- The winner will be announced at Opening Session of Summer Conference.

If you are interested in serving your profession as a member of the [Washington ACTE Executive Board](#) please complete the nomination packet outlining eligibility requirements, the process for nominations, and all applicable forms. Forms are also available on the [Washington ACTE Website](#).

Eligibility of Officer Candidates:

1. In order to be eligible to be a candidate for a WA-ACTE Executive Committee office, each candidate must:
 - a. Have been a member of the WA-ACTE Executive Board within a five-year time period; or Have demonstrated active participation with the WA-ACTE Executive Board within the past five years; or Have been a Board member in an affiliated WA-ACTE section within the past five years; and
 - b. Be a member in good standing of the WA-ACTE, ACTE, and his/her affiliated state section; and
 - c. Have on file with the WA-ACTE office a completed application form by May 1 of the year of the election.
2. In the event that no one applies for a position that is open, the WA-ACTE Executive Board may nominate up to two candidates that meet the above criteria by the May Board meeting.
3. In the event that there are more than two qualified candidates, all are eligible to seek the open office. The person receiving the greatest number of votes will be elected to that position.
4. In the event that there is only one candidate for an elected office, a formal election would not be held. The candidate would be elected by the Delegate Assembly.

Duties and Functions of President Elect:

1. Assume the duties of the President in case of absence or disability of the President.
2. Assume the office of President in case of vacancy in that office.
3. Serve as a representative to the Association for Career and Technical Education Assembly of Delegates.
4. Represent the Association at meetings and in committees as requested by the President and/or the Executive Board.
5. Develop with the Executive Committee the Strategic Plan for the following year.
6. Present the draft Strategic Plan to the Executive Board at the August Board meeting and to the Delegate Assembly.
7. Serve as chair of one of the Strategic Plan Committees.
8. Prepare annual Budget in conjunction with the Washington Association for Career and Technical Education Executive Committee and Executive Director and present to the WA-ACTE Executive Board at the May Board meeting.
9. Request a Calendar of Activities for the next year from each section by the fall retreat.
10. Provide information to the incoming President Elect regarding duties, responsibilities, and procedures for the office to be done in a written record and to be given to the new officer in August.
11. Perform any other duties assigned to the office by the President and/or the Executive Board.
12. Participate in or appoint a representative to participate in ACTE, National Policy Seminar, and Region V activities organized on a national and regional basis.

Duties and Functions of the Executive Committee:

1. Meet prior to each Executive Board meeting and review agenda for the Board meeting, review financial statements, review correspondence and committee reports, review reports of the President and Executive Director, and develop motions dealing with specific actions for presentation to the Executive Board.
2. Recommend appropriate changes in Board policies, procedures, or Association activities to the Executive Board.
3. Review and provide input for proposed Strategic Plan and annual Budget.
4. Serve as a screening committee for prospective permanent contracted WA-ACTE personnel.
5. Evaluate the Executive Director with input from the WA-ACTE Board.
6. Reviews staff evaluations and make recommendations to the Executive Director.

Officers will be required to represent Washington ACTE at the following meetings and conferences for 2017-2018 (*approximate amount of days / subject to change*). Allow one or two days additional for out-of-state travel. There will also be various GoToMeetings throughout the year.

- September 30 or October 21, 2017
 - Washington ACTE Executive Board Meeting, SeaTac
- November 2-3, 2017
 - Washington ACTE Fall STEM & ARTS Conference, Great Wolf Lodge
- December 6-9, 2017
 - ACTE's CareerTech VISION, Nashville
- January 27, 2018
 - Washington ACTE Executive Board Meeting, SeaTac
- January 31 or February 7, 2018
 - CTE Student Leadership Civic Engagement Day, Olympia
- March 5-7, 2018
 - ACTE National Policy Seminar, Washington DC
- April 11-14, 2018
 - ACTE Region V Conference, Colorado Springs CO
- May 19, 2018
 - Washington ACTE Executive Board Meeting, SeaTac
- August 4, 2018
 - Washington ACTE Executive Board Meeting, Spokane
- August 5-8, 2018
 - Washington ACTE Summer Conference, Spokane

Washington ACTE Campaign Policies:

The following policies have been set forth to regulate campaigning procedures. These campaigning procedures apply to the candidate, any supporter of a candidate, and sections of the Washington ACTE. The over arching purpose of this policy is to create equal access to members by candidates in seeking their vote for office, while not inundating members with campaign information.

1. Guidelines for Election of Officers

a. Permitted Campaign Activities

- i. Campaign material may only be distributed through free, electronic means such as email and social media.
- ii. Any candidate or supporter of a candidate (including section leadership) may speak personally to any other individual or group and ask for support in the election.
- iii. Candidates may ask supporters to write personal letters of support to other colleagues on their behalf. Such letters must be distributed by electronic means only.
- iv. Candidates are allowed to submit uniform emails to Washington ACTE for Washington ACTE to distribute to members through the Washington ACTE's established e-blast system. The e-blast will include both candidates' information available at the time.

b. Prohibited Campaign Activities

- i. Negative campaigning is not allowed by anyone covered by this policy.
- ii. The development of any printed material by candidates or their supporters is strictly forbidden.
- iii. Sales and promotional gimmicks or any giveaways, such as campaign buttons are forbidden.
- iv. Following the nomination for office (President Elect), candidates who are current positions of leadership within the Washington ACTE structure should not be provided with visibility opportunities (campaign opportunities) beyond those typical of their normal duties and activities.

c. Violations of Campaigning Prohibitions

- i. All complaints regarding possible violations of these campaign policies must be submitted to the WASHINGTON ACTE Executive Committee, via the President and/or Executive Director, in writing and signed by the person or group issuing the complaint.
- ii. The Executive Committee will notify the candidate charged with the violation that a complaint has been filed and give that individual the opportunity to respond.
- iii. The Executive Committee will follow up with individuals in and related to the complaint that compiled the information. The Executive Committee will make a determination regarding the violation after the ballots for the election have been counted, but prior to the certification of the election and the announcement of the winner.
- iv. If it is found that the campaigning prohibition was violated, the Executive Committee will determine if the candidate should be disqualified. If a winning candidate is disqualified, the individual with the second highest number of votes will be declared the winner of the election. If a losing candidate is disqualified, they will be informed, but no further action will be necessary.
- v. A candidate may be disqualified even if they were not personally involved in or aware of the campaign activities cited in an official complaint.



**DECLARATION OF CANDIDACY FOR PRESIDENT ELECT
NOMINATION FORM**

Name (Last, First, Middle) _____

Title _____

Employer _____

Work Address _____

City/State/ZIP _____

Work Telephone _____ Home Telephone _____

Work Email _____ Home Email _____

Home Address _____

City/State/ZIP _____

Please respond as to how you fulfill the requirements to hold the office of President Elect listed below.

1. *The candidate for President Elect must have been a member of the Washington ACTE Executive Board within a five-year time period or have demonstrated active participation with the Washington ACTE Executive Board within the past five years (to include attending and/or making presentations to the Washington ACTE Executive Board over the period of a year) or have been a board member in an affiliated Washington ACTE section within the past five years.*

Please indicate how you fulfill the above requirement. An additional page may be attached, but brevity is requested.

2. *Each officer must be a member in good standing of the Washington Association for Career and Technical Education, national Association for Career and Technical Education, and his/her affiliated state section.*

- a. Are you a member in good standing of the Washington ACTE?

☐ Yes ☐ No

- b. Are you a member in good standing of the ACTE?

☐ Yes ☐ No

- c. Are you a member in good standing of your affiliated state section(s)?

☐ Yes ☐ No

Affiliated State Section(s): _____



APPROVAL FOR CANDIDACY

I have read and understand all information provided in this nomination packet and pledge my three-year commitment to serve as President Elect, President, and Past President of the Washington Association for Career and Technical Education.

Name of Candidate _____

Signature of Candidate _____

Date _____

The candidate has my approval and support to seek this position and fulfill the responsibilities of the office should he/she be elected.

Approved:

Principal/Site Administrator Name _____

Principal/Site Administrator Signature _____

Date _____

Approved:

Superintendent/Chief Administrator Name _____

Superintendent/Chief Administrator Signature _____

Date _____

Completed application must be received no later than 4 p.m., May 1, 2017.

Submit this form to:

Washington ACTE Nominations Committee

PO Box 315, Olympia WA 98507-0315

Fax: 360-357-1491 / Email: wa-acte@wa-acte.org

A photograph of yourself and an article written by you concerning your qualifications and candidacy must be submitted to the Washington ACTE office no later than May 1, 2017. Please email to wa-acte@wa-acte.org



**WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
CONSTITUTION**

**Amended by the Delegate Assembly
August 8, 2016**

Article I ~ Name

The name of this organization shall be the WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION. This organization declares its relation to the Association for Career and Technical Education as an affiliated state Association.

Article II ~ Object

The object of the Washington Association for Career and Technical Education shall be to promote and improve the cause of Career and Technical Education to the state of Washington and to render service to its members; to pledge active assistance and support in promoting the program outlined by the Association for Career and Technical Education in the fulfillment of purpose and objectives.

Article III ~ Members

- A. To be eligible for membership in the Washington Association for Career and Technical Education, a person shall be engaged or interested in Career and Technical Education work of a professional nature and/or hold a Career and Technical Education teaching certificate.
- B. All members shall have the right to vote and hold office in the Washington Association for Career and Technical Education or in any section.

Article IV ~ Affiliated Sections

- A. A Section shall consist of a group of seventy-five (75) members of the Washington Association for Career and Technical Education engaged in a specific instructional or service area of Career and Technical Education.

- B. Sections now recognized as affiliates are:

- Washington Association of Career and Technical Administrators (WACTA)
- Washington Association of Agricultural Educators (WAAE)
- Washington State Business Education Association (WSBEA)
- Washington Career Counseling & Employment Readiness (WA-CCER)
- Family and Consumer Sciences Educators (FACSE)
- Washington Association of Marketing Educators (WAME)
- Washington Industrial Technology Education Association (WITEA)
- Washington Association of Skilled & Technical Sciences (WASTS)
- Health Science Career and Technical Educators (HSCTE)

Article V ~ Officers

The officers of the Washington Association for Career and Technical Education shall be the President, President Elect, and Past President.

Article VI ~ Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern the proceedings of the Washington Association for Career and Technical Education.

Article VII ~ Amendment

This Constitution may be amended at any annual meeting of the Delegate Assembly by a 3/4 vote, provided that the text of the proposed amendments shall have been sent to all the membership at least six (6) weeks prior to the annual meeting of the Delegate Assembly of the Washington Association for Career and Technical Education.



**WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
BYLAWS**

**Amended by the Delegate Assembly
August 8, 2016**

Article I ~ Members

- A. Qualifications
Any person meeting the qualifications of Article III of the Constitution shall be eligible for membership in the Washington Association for Career and Technical Education.
- B. Membership Categories
 - 1. Professional Members are individuals actively employed in or concerned with Career and Technical Education.
 - 2. Retired Members are individuals who are retired from active employment in Career and Technical Education and have been Washington Association for Career and Technical Education members for at least one (1) year.
 - 3. Student Members are individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full-time in the education system as a teacher, counselor, or administrator.
- C. Association Rights
The Washington Association for Career and Technical Education Executive Board shall have the power to censure, suspend, or expel any member for cause and shall serve notification by registered mail, return receipt requested. The member shall notify the Executive Board if a hearing is desired. Request for hearing shall advise if legal counsel is expected. If an appeal is desired, it must be filed in writing with the Executive Director within ten (10) working days of the member's receipt of the Executive Board notification.

If the member expects to be represented by legal counsel, the member shall so state in the notice of appeal. The Executive Board shall thereafter, within twenty (20) working days, hold a hearing at which a member may appeal in his/her own behalf. All legal and other costs incident to the appeal shall be borne by the member.

Article II ~ Dues and Finance

- A. Annual Dues shall be:
 - 1. Professional Member \$70 (2016-2017)
 \$75 (2017-2018)
 - 2. Retired Member \$30 (2016-2017)
 \$35 (2017-2018)
 - 3. Student Member \$0
- B. Dues
 - 1. Dues shall be due and payable at the time of enrollment and each year thereafter on the anniversary date of enrollment.
 - 2. Any member whose dues are not paid within thirty (30) days after the anniversary date shall be dropped from membership.
 - 3. The dues of all members shall be payable to the Washington Association for Career and Technical Education. Dues collected by treasurers of affiliated sections shall be forwarded with a list of members whose dues are included in each remittance to the Washington Association for Career and Technical Education.
- C. Budget
A proposed budget for the next fiscal year shall be prepared by the Executive Committee by May 1. The proposed budget shall be presented and adopted at the last Executive Board meeting prior to the current fiscal year ending June 30. Any expenditure beyond the adopted budget shall have prior approval by the Executive Board by formal action at an open Executive Board meeting.
- D. Financial Records Review
The financial records shall be provided by a qualified accountant, who shall be chosen by the Executive Committee. The balance sheet and revenue & expenditures shall be submitted at each Board meeting to the Executive Board. The Accounting Committee shall review the financial records and submit a report to the Executive Board at its annual Summer Conference.
- E. Fiscal Year
The fiscal year shall be from July 1 through June 30.

Article III ~ Affiliated Sections

A. Affiliated Sections

1. Any group of twenty-five (25) or more first-time Washington Association for Career and Technical Education members or an elapsed member that is renewing membership engaged in a specific instructional or service area of Career and Technical Education and desiring to be affiliated as a section upon submission of a proposal for organization, a constitution and bylaws, a slate of officers, a list of professional members, and a program of activities for the membership year; and upon recommendation of the Executive Board and approval by vote of the Delegate Assembly.
2. Sections now recognized as affiliates of the Washington Association for Career and Technical Education are:
 - Washington Association of Career and Technical Administrators (WACTA)
 - Washington Association of Agricultural Educators (WAAE)
 - Washington State Business Education Association (WSBEA)
 - Washington Career Counseling & Employment Readiness (WA-CCER)
 - Family and Consumer Sciences Educators (FACSE)
 - Washington Association of Marketing Educators (WAME)
 - Washington Industrial Technology Education Association (WITEA)
 - Washington Association of Skilled & Technical Sciences (WASTS)
 - Health Science Career and Technical Educators (HSCTE)
3. The sections' constitutions and/or bylaws shall be subject to approval by the Washington Association for Career and Technical Education Executive Board.
4. The policies and programs of the sections shall be subordinate to and in conformity with the general policies and programs of the Washington Association for Career and Technical Education Executive Board.
5. The sections shall be autonomous in selecting their officers in determining their policies and programs within the restrictions of Section A. 4. of this Article and in operating their activities.
6. Affiliated sections are required to prepare an annual "State of the Section Report" to be submitted to the Executive Board by the first meeting after the Delegate Assembly. Sections

are to submit their officers and committee members to the WA-ACTE office by September 1.

7. Any affiliated section failing to meet the minimum requirement of seventy-five (75) Professional Washington Association for Career and Technical Education members for two (2) consecutive years is subject to forfeiture of its affiliation. Notices of such forfeiture shall be given ninety (90) days before the effective date by the Washington Association for Career and Technical Education Executive Board. Said section may, within the ninety (90) day period, reorganize and take such other action as to provide the necessary qualifications in accordance with these Bylaws. Upon further evaluation by the Executive Board, notice of forfeiture of affiliation shall be withdrawn provided that, in the opinion of the Executive Board, evidence has been presented showing just cause of continuation of the affiliation.
8. Reinstatement of Affiliated Sections
 - a. An affiliated section of the Washington Association for Career and Technical Education which has forfeited affiliation, on application and having reached the required number of members and with a plan for maintaining and/or increasing membership, can be re-admitted to affiliation.
 - b. When affiliation of the section has been forfeited, Washington Association for Career and Technical Education may, at its discretion, reinstate that affiliation provided that the section makes application for such reinstatement in writing by submitting the *Application for Reinstatement* to the Executive Committee.
 - c. Upon receiving the *Application for Reinstatement* from a forfeited section the Executive Committee will present the application and a recommendation to the Executive Board. The forfeiture status of a section may be withdrawn for any reason that the Executive Board deems adequate. Such withdrawal shall take effect upon a majority vote of the Executive Board present at an Executive Board meeting at which reasons for withdrawal are considered.

Article IV ~ Officers

A. Officers

The elected officers of the Washington Association for Career and Technical Education shall be the President, President Elect, and Past President.

- B. Terms of Office
Officers are elected to a three-year term rotating through the positions of President Elect, President, and Past President for a term of one year each.
- C. Vacancy in Office
 - 1. A vacancy in the office of President shall be filled by the President Elect. The vacancy thus created in the office of President Elect shall be filled by the election of one of the Board members at a regular or special meeting of the Executive Board.
 - 2. Should the office of President become vacant and the President Elect is unable to assume the office of President, a special meeting shall be called by the Past President or the Executive Director for the purpose of electing a President and a President Elect from the Executive Board membership to serve the remainder of the term.
 - 3. All elections to fill vacancies shall be by ballot of the Executive Board and a majority shall elect.
- D. Duties
 - 1. Each officer will serve as chair of one of the Strategic Plan Committees as defined in Policies and Procedures and to be assigned no later than the fall meeting of the Executive Committee.
 - 2. The President shall:
 - a. Preside at all meetings of the Delegate Assembly and of the Executive Board.
 - b. Appoint all committees (except nominating) subject to approval of the Executive Board.
 - c. Submit an annual report at Summer Conference.
 - d. Perform duties prescribed by these Bylaws, by the parliamentary authority adopted by the Association and such standing rules as may be adopted by the Executive Board.
 - 3. The President Elect shall:
 - a. Perform all duties of the President in the absence of the President.
 - b. Succeed to the office of President for the unexpired term in the event of a vacancy.
 - c. Assume other duties assigned to the office by these Bylaws, the Policies and Procedures, or the Executive Board.
 - 4. The Past President shall:
 - a. Assume duties assigned to the office by these Bylaws, the Policies and Procedures, or the Executive Board.

Article V ~ Nominations and Elections

- A. Nominations Committee
The President shall organize a Nominations Committee by the January Board meeting, composed of one (1) Board member acting as chairperson of the

Nominations Committee and one (1) member representing each of the other Sections. Washington Association for Career and Technical Education staff must notify each Section by March 1 of the existing and/or newly created positions to be filled together with the nomination procedures. Nominees for President Elect may be from any section. The Nominations Committee shall submit its report at the May Board meeting. No name shall be placed in nomination without the consent of the nominee.

- B. Election of Officers
Election of officers shall be by electronic ballot prior to the annual Summer Conference. A plurality vote shall elect. The President shall take office at the close of the Delegate Assembly. In the event that there is only one candidate for an elected office, a formal election would not be held. The candidate would be elected by the Delegate Assembly.

Article VI ~ Meetings

- A. Meetings
 - 1. A Washington Association for Career and Technical Education Conference shall be held annually at a time and place determined by the Executive Board for the purpose of providing inservice training and electing officers.
 - 2. Summer Conference Committee
 - a. There shall be a Summer Conference onsite Chairperson, appointed by the Professional Development Committee Chair, whose duty shall be to assist in the planning and supervision of the Summer Conference in cooperation with the Professional Development Committee Chair and the State delivery agencies.
 - b. Summer Conference committees shall include credentials, elections, and resolutions, appointed by the President.
- B. Delegate Assembly
 - 1. A Delegate Assembly shall be held in conjunction with the annual Conference to receive reports, amend the Constitution and/or Bylaws, and other business as may properly come before this Assembly.
 - 2. Determination of the policies and program of the Washington Association for Career and Technical Education shall be vested in a representative Delegate Assembly.
 - 3. The official call to the Delegate Assembly giving the time and place of the meeting shall be published by the Executive Director on May 1.

4. The voting members of the Delegate Assembly shall be:
 - a. Elected officers of the Washington Association for Career and Technical Education.
 - b. The Executive Board.
 - c. Delegate representation of each Section:
 - (1) Two delegates from each Section.
 - (2) One additional delegate for sections having membership of 100 as of May 1; an additional delegate is added for each 50 members thereafter.
5. No member may be elected as a delegate from more than one section and no member shall vote in more than one capacity.
6. A quorum for the Delegate Assembly shall be a majority of the voting members registered with the Credentials Committee.
7. Delegate Assembly Order of Business
 - a. Call to Order
 - b. Invocation
 - c. Pledge of Allegiance
 - d. Standing Rules
 - e. Roll Call of Delegates
 - (1) Seating of Delegates and Alternates
 - f. Credentials Report
 - g. Reading and Approval of Minutes
 - h. Executive Committee Reports
 - (1) Strategic Plan Review (previous year)
 - (a) Acceptance of Report
 - (2) Strategic Plan (draft)
 - (a) Presentation of Budget
 - (b) Approval of Strategic Plan
 - (3) Executive Director's Report
 - (a) Acceptance of Report
 - i. Resolutions Committee Report
 - (1) Reading and Board Position
 - (2) Action
 - j. Standing/Special Committee Reports
 - k. New Business
 - (1) Constitution Change
 - (2) Bylaws Change
 - (3) Election of President Elect
 - l. Announcement of New Officer
 - (1) Passing of the Gavel
 - m. Adjournment
8. The order of business as listed under Section 7. may be changed by two-thirds (2/3) vote of the Delegate Assembly.
9. Resolutions
 - a. Proposed resolutions shall be submitted in writing to the Executive Director no later than July 1.
 - b. The Executive Director shall email and/or mail copies of all resolutions to be presented

to the Delegate Assembly to each delegate no less than ten (10) days prior to such meeting.

- c. The sponsor of any resolution submitted to the Delegate Assembly shall be at the meeting to answer questions and otherwise justify their resolution.

Article VII ~ Executive Board

- A. Executive Board
 1. The Executive Board shall consist of:
 - a. Elected officers of the Washington Association for Career and Technical Education.
 - (1) One representative elected or appointed from each Affiliated Section.
 - b. A quorum of the Executive Board shall be the assembly of a majority of the officers and representatives.
- B. Executive Board Power

The Executive Board shall have the necessary power and authority to carry out the business of the Washington Association for Career and Technical Education.
- C. Duties

Duties of the Washington Association for Career and Technical Education Executive Board shall be:

 1. Carryout the program and policies of the Delegate Assembly and to exercise the general authority of the Delegate Assembly between its annual meetings.
 2. Approve all requests for expenditures in excess of the budgeted amounts.
 3. Determine the accounts for placement of all monies received by the Washington Association for Career and Technical Education and approve all disbursements by officers.
 4. Determine bonding procedures for employees and the President.
 5. Perform all duties prescribed in the Bylaws and Policies and Procedures.
 6. Review and approve the annual budget.
 7. Appoint delegates to the Association for Career and Technical Education Assembly of Delegates.
- D. Official Use of Stationery and Titles

Official stationery and official titles of officers shall be used only in the promotion of policies that have been approved by the Executive Board.
- E. Meetings

Regular meetings of the Washington Association for Career and Technical Education Executive Board shall be held in accordance with action of the Executive Board, on call of the President, or on request of a majority of the members of the Executive Board.

- F. Expenditures
Expenditures of the Executive Board shall be allowed as provided in the annual budget.
- G. Executive Director
1. The Executive Director shall be employed on a contractual basis by the Executive Board for a term not to exceed three (3) years. At the end of the contracted term, the Executive Director may be re-appointed by the Board. Duties of the office shall begin on July 1, or on whatever date shall be set up by the Executive Board. The Executive Director shall be evaluated annually in Executive Session on or before the last Executive Board meeting before June 30.
 2. The Executive Director shall:
 - a. Have general administrative charge, under the direction of the Executive Board, of all the Washington Association for Career and Technical Education activities.
 - b. Be responsible for the maintenance of regular books of account and submit them, together with all other records and supporting documents, to the Executive Board at any meeting as requested or required.
 - c. Submit to the Executive Board monthly and annual financial statements and audit review.
 - d. Give full report of activities during the year to the Delegate Assembly at the annual Washington Association for Career and Technical Education Summer Conference.
 - e. Assist in the preparation of the annual budget and Strategic Plan in conjunction with the Executive Committee for approval by the Executive Board and presentation at the annual Delegate Assembly.
- H. Salaried/Contract Personnel
Other salaried personnel, upon recommendation by the Executive Director, may be employed by the Executive Board. The Executive Director shall evaluate salaried personnel on or before the last Executive Board meeting before June 30 and submit the evaluations, in Executive Session, with recommendations to the Executive Board.

Article VIII ~ Executive Committee

- A. Executive Committee Members
The members of the Executive Committee shall be the elected officers.
- B. Duties
The Executive Committee shall:
1. Be responsible for the transaction of necessary business between meetings of the Executive

Board and business that may be referred to it by the Executive Board, and shall make a complete report of its actions to the Executive Board.

2. Select a qualified accountant to review or audit the financial records of the Washington Association for Career and Technical Education.
 3. Prepare and submit to the Executive Board a proposed budget at the last Board meeting prior to June 30.
- C. Meetings
Meetings shall be at the call of the President. The Executive Director may attend as an ex officio member.
- D. Quorum
A majority of elected officers shall constitute a quorum.

Article IX ~ Committees

- A. Committee Appointments
All members of committees shall be appointed by the President to serve during the President's term.
- B. Standing Committees
The Strategic Plan as adopted by the Executive Board shall determine the standing committees for the upcoming year.
- C. Committee Expenses
Expenses of the standing committees as outlined in the Strategic Plan for business and travel shall be provided in the annual budget as outlined in Policies and Procedures.

Article X ~ Dissolution

If the Association ceases operating as a functioning Association, as determined by the officers and/or staff remaining at the time of dissolution, all assets shall be donated to one or more existing non-profit educational organizations.

Article XI ~ Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Washington Association for Career and Technical Education in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rule of order the Association may adopt.

Article XII ~ Amendments

These Bylaws may be amended at any annual meeting of the Delegate Assembly by two-thirds (2/3) vote provided that the text of the proposed amendments shall have been emailed and/or mailed at least ten (10) days prior to the Delegate Assembly.



Strategic Plan 2016-2017

MISSION

"Washington ACTE's mission is to support our members in providing high quality CTE opportunities for all students in Washington State."

CORE PURPOSE

To provide leadership and services to our members as they prepare students for lifelong career success.

Quality Professional Development

Ongoing Activities

- Summer Professional Development Conference Expo.

- Fall CTE-STEM & Arts Conference

- Section Conferences

New goals and objectives:	Resources needed:	Status:
1. Establish platforms and resources needed to deliver professional development over the web.	<ul style="list-style-type: none">• Project manager, equipment, and software	
2. Investigate the use of CTE curriculum program similar to, or in conjunction with, CTE-AZ.	<ul style="list-style-type: none">• Continued board & OSPI discussion to determine if we move forward	
3.	<ul style="list-style-type: none">•	



Strategic Plan 2016-2017

MISSION

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CORE PURPOSE

To provide leadership and services to our members as they prepare students for lifelong career success.

Advocacy and Promotion

Ongoing Activities

- Working with state agencies
 - Liaison positions on board

- Working with stakeholder associations
 - Linking business/labor with sections

- Public relations programs

New goals and objectives:	Resources needed:	Status:
1. Develop strategies to lift our CTE message throughout the year(s).	<ul style="list-style-type: none">• Training, board learning time & input, plan development and implementation support from sections	
2. Connect with new Superintendent at OSPI. Continue to foster relationships with our established partners. Expand our relationship with PESB around CTE & STEM issues.	<ul style="list-style-type: none">• Board members willing to help serve/connect with partners to be our voice with them.	
3.	<ul style="list-style-type: none">•	



Strategic Plan 2016-2017

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Advancement of Policy and Legislation

Ongoing Activities

- WOVE and PAC
- CTSO Civic Engagement Day

- Work on the hill
- Registered lobbyist

- OSPI, PESB, WTECB & SBCTC connections

New goals and objectives:	Resources needed:	Status:
1. Need to increase our WOVE resources.	<ul style="list-style-type: none">• Board discussion, plan development, and implementation support	
2.	<ul style="list-style-type: none">•	
3.	<ul style="list-style-type: none">•	



Strategic Plan 2016-2017

MISSION

"Washington ACTE's mission is to support our members in providing high quality CTE opportunities for all students in Washington State."

CORE PURPOSE

To provide leadership and services to our members as they prepare students for lifelong career success.

Networking and Communication

Ongoing Activities

- WA-ACTE Website
- CTE Online Community

- Email blasts

- Social Media
 - #IamCTE, #WeAreCTE

New goals and objectives:	Resources needed:	Status:
1. Obtain names and emails for all certified CTE educators with endorsements in Washington State.	<ul style="list-style-type: none">• PESB records request.	
2.	<ul style="list-style-type: none">•	
3.	<ul style="list-style-type: none">•	



Strategic Plan 2016-2017

MISSION

"Washington ACTE's mission is to support our members in providing high quality CTE opportunities for all students in Washington State."

CORE PURPOSE

To provide leadership and services to our members as they prepare students for lifelong career success.

Quality Association Improvement

Ongoing Activities

- Quality Association Standards

- ACTE Conferences and Programs

- Financial

New goals and objectives:	Resources needed:	Status:
1. Possible web-based streaming of WA-ACTE board meetings.	<ul style="list-style-type: none">Board discussion; plan development and implementation support (i.e., Periscope, Facebook Live, etc.)	
2.	<ul style="list-style-type: none">	
3.	<ul style="list-style-type: none">	

UPDATED AGENDA -

Leg Committee Agenda – 1/5/17 – GoToMeeting

Notes during meeting:

Updates on current legislative/advocacy status related to CTE.

Education Funding Task Force

Look up Ed Taskforce Committee meeting from yesterday.

D's proposed:

Reducing CTE Class size funding (current 1:26, reduced to 1:19 High School, 1:16 Skills Center)

Verbiage to create agreement within Rs (less specificity)

CTE Coalition status

CTE Advocacy Team

Etc.

Current CTE “Ask” – Where are we now?

More dollars- staffing or MSOC. Encouraged about the balanced approach.

Discussion of \$19M number now \$68M

Funding – Priority One

Communication structure/process during session

Key considerations

Issue understanding – being on the same page

Ability to follow issues &/or bills – provide straightforward explanations to communicate with other educators, advisory members, community, etc. (background & talking points)

Tools to share message locally – who, when and how

Ease of engagement with legislative members – succinct message(s) that describes the “end-state” of the bill &/or action, ability to forward to anyone for their action

How do maximize our reach to the field, without violating PDC requirements

Current WOVE data January 2017

For discussion in Leg Committee:

Jan 16th. WA ACTE is not formally engaging as a Sponsor with Paramount Duty & WEA Day on the Hill.

This legislative info needs to be expanded beyond the WOVE circle.

With 1 membership per HS district, dues would be well over \$46K

As a part of the individual dues structure, it would be \$18K based on current attendance at conferences.

Anything going on next week? Ed Funding Task Force Monday morning may tell more.
We are ahead of our colleagues in other states with our PAC, staff, office, etc.

Please invite friends for the weekly calls.

- \$12,990 received in WOVE subscriptions at this time in 2016

- \$8,250 received currently in 2017

- In 2005 our lowest point - \$9,050

Currently 33 subscriptions @ \$250 being sent to 82 separate emails

Compared to a 50 in 2011 and low of 27 in 2013 – Ave of 36 @ \$250

Only one of eight sections have sent their association subscription (WSBEA)

Minimum of \$300 each for their “leadership” team – i.e. officers, etc.

Others (WACTA & WAAE) have extended their subscriptions for a greater amount

Three school districts have purchased multiple subscriptions for their multiple buildings (one for 6, one for 8 and one for 2)

This is our revenue stream for advocacy work for CTE by WA-ACTE

With our current opportunity to meet the funding challenge, as well as other needed policy and legislative work for CTE we are in need of more resources to advance CTE in at the state and federal level.

Key question:

How can we maximize/improve WOVE participation and thus revenues to conduct our work effectively?

Sub questions:

Is the WOVE meeting the needs of the field?

If yes, how do we extend our reach and participation with the current structure?

If not, what needs to be changed to meet the needs of the field?

Etc./TBD

Did you know?

70% of Washington state high school students do not complete college (or earn any type of postsecondary credential).¹

Challenge

There is an employment skills gap today in Washington's highly technical economy, creating a key opportunity for graduates entering the workforce across all industry sectors. By aligning what high schools offer for coursework, and what business and industry needs from employees, we can start our 100,000 high school graduates each year out on a solid career path. Expanding opportunities to participate in high quality Career Technical Education (CTE) programs will connect students' core academics to technical skills related to individual career goals. We need highly qualified local talent to fill the 45,000 workforce positions open this year, which left unfilled, will have an adverse impact on our Washington economy.²

Solution

Funding needs to be improved for CTE programs which create opportunities for students to learn the necessary technical skills and gain the experience they need, to secure a living wage job in our state. CTE programs are preparing our kids for the jobs of today and tomorrow, and need the resources to expand those opportunities to more students.

Why now?

There is much more to being "Career Ready" than one required course for graduation. Increasing CTE funding provides:

- career pathway exploration and skill development
- work-based learning (including youth apprenticeships)
- increased certificate based learning (national and state industry-driven certificates)

Facts

- Washington state students who participate in CTE programs graduate at 92% compared to the 78% average graduation rate across Washington state.³
- Aerospace, Agriculture, Automotive, Construction, Energy, Manufacturing, Maritime, Restaurant and Hospitality Industries are directly employing CTE students, because of their work experience and technical skills, while providing resources for further training and education.

The Ask

Increase funding to schools and skills centers for supplies, teacher training, industry partnerships, and equipment.

How much? \$68M additional dollars will be the minimum needed to maintain status quo of today's actual CTE programming costs. \$187M matches the level articulated (never funded) in the '11-'13 budget, to expand CTE opportunities for students. Increased capacity will address the skills gap that exists today by creating an educational system that's better positioned to meet the workforce needs of business and industry in Washington State.



1. Washington Roundtable, Boston Consulting Group, and Partnership for Learning. *Washington Kids 4 Washington Jobs: Pathways to Great Jobs in Washington State* (2016).
2. Washington Roundtable and Boston Consultancy Group. *Great Jobs Within Our Reach: Solving the Problem of Washington State's Growing Job Skills Gap* (2013).
3. Office of Superintendent of Public Instruction, "CTE Update" (October 25, 2016).

Did you know?

70% of Washington state high school students do not complete college (or earn any type of postsecondary credential).¹

Challenge

There is an employment skills gap today in Washington's highly technical economy, creating a key opportunity for graduates entering the workforce across all industry sectors. By aligning what high schools offer for coursework, and what business and industry needs from employees, we can start our 100,000 high school graduates each year out on a solid career path. Expanding opportunities to participate in high quality Career Technical Education (CTE) programs will connect students' core academics to technical skills related to individual career goals. We need highly qualified local talent to fill the 45,000 workforce positions open this year, which left unfilled, will have an adverse impact on our Washington economy.²

Solution

Funding needs to be improved for CTE programs which create opportunities for students to learn the necessary technical skills and gain the experience they need, to secure a living wage job in our state. CTE programs are preparing our kids for the jobs of today and tomorrow, and need the resources to expand those opportunities to more students.

Why now?

There is much more to being "Career Ready" than one required course for graduation. Increasing CTE funding provides:

- ☐ career pathway exploration and skill development
- ☐ work-based learning (including youth apprenticeships)
- ☐ increased certificate based learning (national and state industry driven certificates)

Facts:

- ☐ Washington state students who participate in CTE programs graduate at 92% compared to the 78% average graduation rate across Washington state.³
- ☐ Aerospace, Agriculture, Automotive, Construction, Energy, Manufacturing, Maritime, Restaurant and Hospitality Industries are directly employing CTE students, because of their work experience and technical skills, while providing resources for further training and education.

The Ask:

Increase funding to schools and skills centers for supplies, teacher training, industry partnerships, and equipment.

How much? \$68M additional dollars will be the minimum needed to maintain status quo of today's actual CTE programing costs. \$187M matches the level articulated (never funded) in the '11-'13 budget, to expand CTE opportunities for students. Increased capacity will address the skills gap that exists today by creating an educational system in a better position to meet the workforce needs of business and industry in Washington State.

¹ Washington Roundtable, Boston Consulting Group, and Partnership for Learning. Washington Kids 4 Washington Jobs: Pathways to Great Jobs in Washington State (2016).

² Washington Roundtable and Boston Consultancy Group. Great Jobs Within Our Reach: Solving the Problem of Washington *State's* Growing Job Skills Gap (2013).

³ Office of Superintendent of Public Instruction, "CTE Update" (October 25, 2016).

Rigor in CTE Courses:

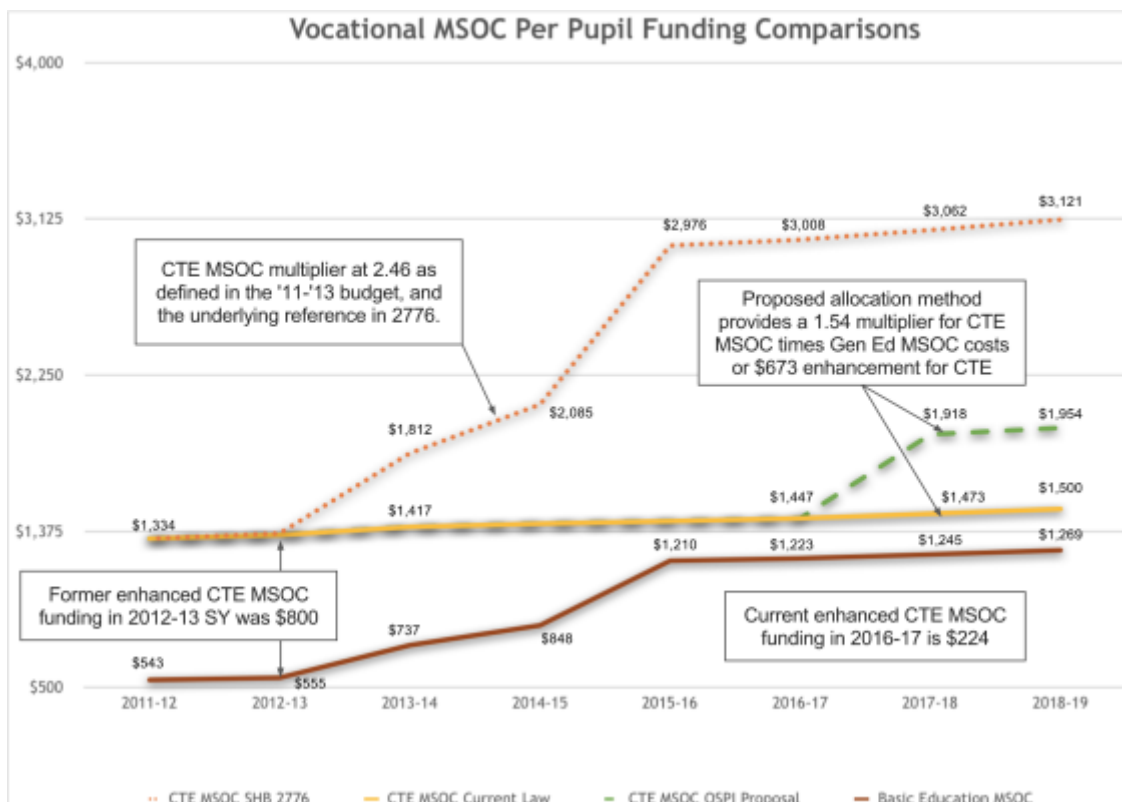
- The instructors have 2000 hours of industry experience and industry certifications
- The class includes 'soft skill' components such as resume and mock interviews
- There is a work based learning component to the course
- There is an after school student leadership group that competes with other schools on projects related to the career sector
- There is an advisory group of local industries which monitors curriculum and provides support
- The framework for the course curriculum is on a regular re-approval cycle with OSPI, and must be aligned to learning and industry standards

Allowable Expenditures for CTE MSOC dollars:

- Materials and supplies for CTE classrooms
- Work Based Learning programs (e.g. internships and pre-apprenticeship programs) including coordination tied to CTE coursework and workforce data
- Certified Work Based Learning Coordinators and Career Guidance Advisors
- School expenses associated with CTE community partnerships involving expanded learning opportunities after school and during the summer on career focused education programs with private and public K-12 and colleges, community-based organizations and non-profit organizations, industry partners, and workforce development entities
- Professional Development associated with CTE technical skill teacher training with K-12, CTC, and industry partners
- Student fees for National and State industry recognized Certifications
- Course equivalency development to integrate core standards into CTE courses

CTE MSOC Funding Ask:

\$68M (delivered through a 1.54 multiplier) is the dotted green line and only keeps current dollars in place. \$187M (delivered through a 2.46 multiplier) is the dotted red line passed in 2011 and never funded, which allows expansion of industry relevant CTE programs increasing industry's talent pool and closing the skills gap.



WOVE Legislative Update for Career and Technical Education

WOVE...Representing the Career and Technical Education field through advocacy activities, which promotes the value of CTE and the policies that are needed to support CTE practitioners, advance the field, and improve student learning.

WOVE Legislative Update
PO Box 315
Olympia WA 98507-0315

Tim Knue
Tel: 360-786-9286 / Fax: 360-357-1491
tim@wa-acte.org / www.wa-acte.org

Each session of the legislature is having a greater impact on Career and Technical Education. It is extremely important that Career and Technical Education administrators and educators stay informed on issues and bills affecting Career and Technical Education.

The WOVE Office will once again be offering a subscription via an informative and timely *Legislative Update*. The purpose is to keep you informed of the issues, bills, and committees impacting Career and Technical Education in the state of Washington and at the federal level.

As you are aware, the *Legislative Update* is your link to current news from Olympia of importance to Career and Technical Education. And the *Legislative Update* lets you know of appropriate actions that you can take to affect the outcome of pending legislation.

It is crucial that we all work together for a successful legislative session. We need you to be a part of the team, be informed, and ready to respond to issues in order to improve Career and Technical Education.

The costs of the *Legislative Update* will be used, in part, to pay for expenses that are involved in producing an update on a weekly basis and legislative support. Complete the form to subscribe to the *Legislative Update*.

Thanks for all your support. Career and Technical Education administrators and educators are crucial to our legislative efforts, and we want to keep you as well informed as possible on key matters that are so crucial to the future of Career and Technical Education.

The subscription will begin in January when the legislative session begins and will run through the end of session. The subscription price is \$300 for five section members (or \$60/each for more than five) and will only be sent via email.

Section _____

1. Name _____ Email _____

2. Name _____ Email _____

3. Name _____ Email _____

4. Name _____ Email _____

5. Name _____ Email _____

Payment may be by purchase order or check made payable to WOVE.

MAIL TO: WOVE, P O BOX 315, OLYMPIA WA 98507-0315 • FAX TO: 360-357-1491 • EMAIL TO taa@wa-acte.org

WOVE Legislative Update for Career and Technical Education

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<http://wa-acte.org/woveupdate.php>

Tim Knue, Executive Director
Washington Association for Career and Technical Education
PO Box 315
Olympia WA 98507-0315
Tel: 360-786-9286 / Fax: 360-357-1491
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Subscription Options:

- ☐ \$250 Subscription for 1-5 individuals
- ☐ \$500 Subscription for 6-15 individuals
- ☐ \$1,000 Subscription for 16-45 individuals

The subscription will begin in January when the legislative session begins and will run through the end of session. The subscription will only be sent by email, but please provide all the information requested below:

Main Subscriber Name _____

Title/Position _____

District / Company / Organization _____

School _____

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[Subscribe Online](#) (credit cards only)

Please note: Subscribing online using a credit card incurs service fees of \$3.95 per subscription plus 4.95% of the credit card transaction.

WOVE Legislative Update for Career and Technical Education

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March 13-15
Crystal Gateway Marriott
Arlington, Virginia

Forging New Paths

@National Policy
Seminar 2017



Sunday, March 12

4:00 p.m. – 9:00 p.m.

Swiss Embassy Event

Separate registration required (limited to first 100 NPS participants)

Monday, March 13

7:30 a.m. – 9:00 a.m.

Continental Breakfast and Networking

8:00 a.m. – 8:45 a.m.

First Timer's Orientation

9:00 a.m. – 10:00 a.m.

Opening General Session

Featured Keynote Speaker: Mike Vasquez, Education Editor, Politico Pro

10:15 a.m. – 11:15 a.m.

General Session: The New Administration & New Congress

11:30 a.m. – 12:30 p.m.

Breakout Sessions: Advocacy Strategies

12:30 p.m. – 1:45 p.m.

Lunch on Your Own

1:45 p.m. – 2:45 p.m.

General Session: Federal Funding

3:00 p.m. – 4:00 p.m.

General Session: Key Congressional Reauthorizations (Perkins, HEA, IDEA, TANF, etc)

4:00 p.m. – 4:15 p.m.

Drink Break

Generously Sponsored by Forrest T. Jones

4:15 p.m. – 4:45 p.m.

Issue Briefing

4:45 p.m. – 5:30 p.m.

State Planning Roundtables Planning Time

Tuesday, March 14 – Day on the Hill

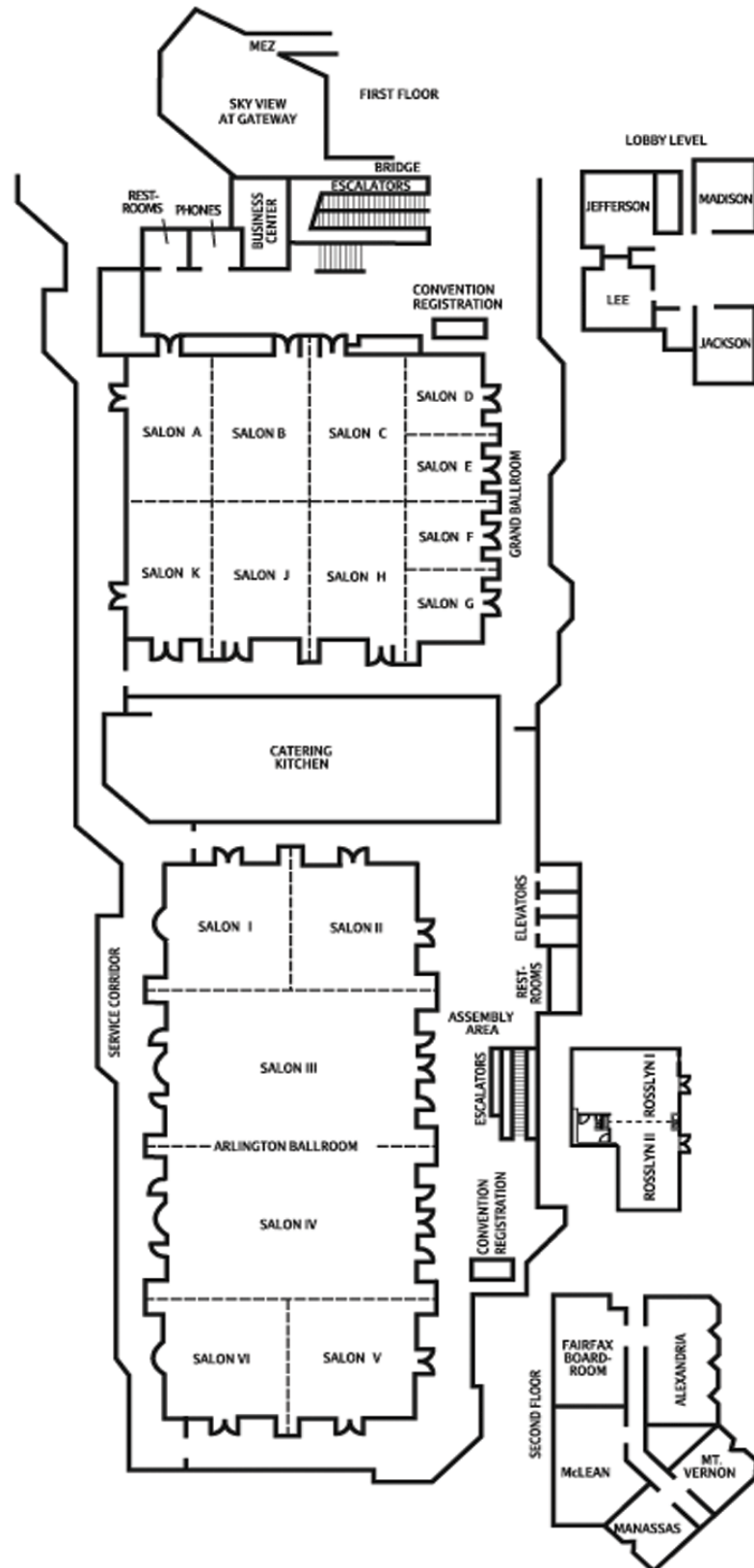
8:00 a.m. – 5:00 p.m.	Hill Visits
9:30 a.m. – 10:30 a.m.	Congressional Staff Panel <i>On Capitol Hill</i>
5:00 p.m. – 7:00 p.m.	Capitol Hill Reception CTE in Action: Real-World Learning, Real-World Results <i>Generously Sponsored by Project Lead the Way</i>

Wednesday, March 15

8:00 a.m. – 9:00 a.m.	Continental Breakfast and Networking
9:00 a.m. – 12:00 p.m.	Key CTE Issues Symposium (topics yet to be confirmed)
12:00 p.m.	Hill Visits

Crystal Gateway Marriott

1700 Jefferson Davis Highway · Arlington, Virginia 22202 · 703-920-3230



Keynote Speaker

**Dr. David
Jones**



Dr. David WW Jones grew up in Washington State on a dry-land wheat and barley farm. He attended California Polytechnic State University (Cal Poly), San Luis Obispo where he received a B.S. degree in Agricultural Science and M.S. degree in Agricultural Education. He taught high school agriculture classes for seven years. Dr. Jones returned to Cal Poly to teach in the Agricultural Education and Communications department. In 2003, he was encouraged to seek a Ph.D. and attended the University of Florida. Jones graduated in May, 2006 with a Ph.D. in Agricultural Education. The focus of his graduate work and dissertation was leadership and leadership development. Dr. Jones began working at North Carolina State University in July, 2006.

Dr. Jones developed and taught courses at both the undergraduate and graduate levels in leadership and leadership development. The leadership program was selected as the Outstanding Leadership Program in 2010 by the Association of Leadership Educators. Dr. Jones works outside the classroom through leadership extension and outreach to help communities, schools and organizations thrive in developing the leaders within them. Dr. Jones has received many university, state and national teaching awards in recognition of his outstanding service to leadership education, awareness and "everyday leadership" habits.

David married his college sweetheart, Jennifer and has two teenage daughters, Abbey 17 and Kelsey 19.

Meet Where *BIG* Ideas Rule!

Region V ACTE Conference

April 6-8, 2017
Rushmore Plaza Holiday Inn
Rapid City, South Dakota



Accommodations Hotel

Rushmore Plaza Holiday Inn
505 North 5th Street
Rapid City, SD 57701

Reservation Phone Number
605-348-4000
Mention ACTE Region V

Rates

\$89-Single/Double + Tax
\$99-\$110-Suites + Tax

Included in Rate
Free parking
Complimentary Shuttle
High-Speed Internet

Registration Rates

Before March 1, 2017
Early Bird: \$400

After March 1, 2017
Registration: \$450

Leaders in the Pack!

Region V ACTE Leaders in the Pack! Conference

April 6-8, 2017
Rushmore Plaza Holiday Inn
Rapid City, South Dakota



Region V: Washington, Oregon, California, Nevada, Alaska, Hawaii, Montana, Idaho, Utah, Arizona, Colorado, Wyoming, North Dakota, South Dakota, Nebraska, and Kansas



Tentative Agenda

Leaders in the Pack!



Industry Tours

Be sure to register for the tour you would like when registering for the conference.
Space is Limited.

Wednesday, April 5, 2017

9:00 am-12:00 pm . . . Policy Committee Meeting
2:00 pm-7:00 pm . . . Registration Open
2:00 pm-5:00 pm . . . Leadership 101-Region V
Policy Committee Meeting
6:30 pm-7:30 pm . . . Committee Meetings
7:30 pm-9:00 pm . . . Downtown Scavenger Hunt

Thursday, April 6, 2017

7:00 am-2:00 pm . . . Registration Open
7:00 am-8:00 am . . . Continental Breakfast
First-Timers Session
8:30 am-10:00 am . . . Opening Session
10:15 am-11:15 am . . . Breakout Session 1
11:15 am-12:45 pm . . . Lunch with ACTE
Executive Director
12:45 pm-6:00 pm . . . Land & Air Tour
Past, Present & Future Tour
1:00 pm-2:00 pm . . . Breakout Session 2
2:15 pm-9:00 pm . . . Dakota Legends Tour
Crazy Horse Memorial Tour
Heart of the Hills Tour
Industry-Education Partnerships

Friday, April 7, 2017

7:00 am-8:00 am . . . Continental Breakfast
8:30 am-9:30 am . . . Breakout Session 3
9:45 am-10:45 am . . . Breakout Session 4
11:00 am-12:00 pm . . . Breakout Session 5
12:00 pm-1:30 pm . . . Lunch with SD Supreme Court
Justice Janine Kern
1:45 pm-2:45 pm . . . Roundtable Discussions
3:00 pm-5:00 pm . . . Business Meeting
State of the States
5:00 pm-6:00 pm . . . Leadership Dialogue
6:00 pm-6:30 pm . . . Social
6:30 pm-8:30 pm . . . Dinner & Auction

Saturday, April 8, 2017

8:00 am-9:00 am (Tentative) Travel to Mt. Rushmore
9:00 am-10:30 am Awards Brunch
10:30 am Tour Mt. Rushmore or
Return to Airport

Land & Air Tour

Back by popular demand! This tour will take you to Riddles Black Hills Gold Jewelry factory. Black Hills gold jewelry is a type of jewelry manufactured in the Black Hills of South Dakota. The next stop on the tour is to Ellsworth Air Force Base where you will tour the latest bombers. These bombers provide invaluable capabilities with many amazing features. We will end the tour with dinner. Career Clusters: Manufacturing, STEM, Business, Marketing, Public Safety, Hospitality & Tourism, Natural Resources, Transportation, and Information Technology.

Exploring the Past, Present and the Future

The Past-Check out the Museum of Geology at SD School of Mine & Technology. The Present - Tour Western Dakota Tech with more than 30 programs available to students. The Future - Find out what new ideas are percolating at the Black Hills Business Development Center. The center is dedicated to incubating start up or new to the area technology business with the ability to grow. Career Clusters: Architecture and Construction, Agriculture and Natural Resources, Business, Health, Law and Public Services, Manufacturing, Marketing and STEM

Dakota Legends Tour

Discover the legends that helped shape the towns of Lead and Deadwood as we know them today. From one of the largest (and longest-running) underground gold mines in the Western Hemisphere turned world-renown underground scientific laboratory that studies neutrinos, to the reconstruction and historic preservation of the Historic Homestake Opera House & Research Facility, to the cowboy legends that laid the foundation for today's Days of '76: the best mid-size rodeo as recognized by the PRCA for the last nine years running. Deadwood and Lead offer an opportunity for you to see history in the making and pushing into the future. Finish your day with a walk down Deadwood Main Street to see how legalized gaming has transformed Historic Deadwood into a destination. Dinner provided. Career Clusters: Ag, Food & Natural Resources; Architecture & Construction; Hospitality & Tourism; Marketing; STEM

Heart of the Hills Tour

Strike it Rich in the Black Hills with industry tours that allow you to take an enriching Walk of Artists by visiting five different Art Galleries, including the Jon Crane Gallery, on a **self-guided tour** through historic Hill City Main Street. Wind down with a visit to the Prairie Berry Winery and Miner's Brewery as they take you through the process of wine making, pickling, and other preserving methods that were a family tradition and recognized in 2011 as the Heritage Family Business of the Year. Dinner provided. Career Clusters: Ag, Food & Natural Resources; Architecture & Construction; Business Management & Administration; Hospitality & Tourism; Marketing; STEM

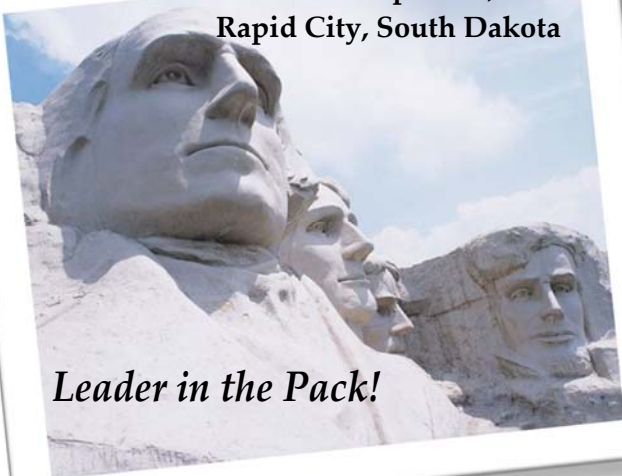
Crazy Horse Memorial Tour

Rich culture and tradition can be found at the Crazy Horse Memorial & Native American Museum where art and artifacts are in abundance. Take a look at the family and sculptor that carved the likeness of Crazy Horse, the Lakota Warrior into the Black Hills of South Dakota. Experience the museum that honors the heritage of the Native Americans of North America. Dine on site with a view of the colossal carving. Career Clusters: Ag, Food & Natural Resources; Architecture & Construction; Arts, A/V Tech & Communications; Business Management & Administration; Education & Training; Hospitality & Tourism; Manufacturing; Marketing; STEM

Industry-Education Partnerships

Sturgis Brown High School has an outstanding partnership with the Sturgis Economic Development Corporation (SEDC) and businesses in the Sturgis Industrial Park. The Precision Machining classroom is located in the SEDC Incubator Building. Participants will tour the Precision Machining classroom located in the SEDC Incubator Building and business partners Legend Suspension, Bar-Sto Precision, Horizon Machine, and Dakota Arms/Remington to name a few. Participants will also hear from the SEDC Executive Director. Dinner provided. Career Clusters: STEM; Manufacturing; Architecture & Construction; Ag, Food, and Natural Resources; Business Management & Administration; Marketing; and school administrators.

April 6-8, 2017
Rapid City, South Dakota



Leader in the Pack!

Call for Presentations

To be considered as a presenter, email this form by January 30, 2017, to bemisd@lakeareatech.edu. A Word version of this form is available at www.lakeareatech.edu/sdacte

Speaker Form

Title / Presenter (names/information will appear in the program exactly as provided below)

Session Title:

Select Strand:

Classroom
Delivery

Partnerships

Assessment &
Research

Pathways &
Transitions

Leadership

Lead Presenter Name:

LP-Position:

LP-School/Business:

LP-Street Mailing Address:

LP-City, ST, ZIP

LP-Email Address:

LP-Phone #:

Co-Presenter Name:

CP-Position:

CP-School/Business:

CP-Street Mailing Address:

CP-City, ST, ZIP

CP-Email Address:

CP-Phone #:

Presentation Description:

Write a maximum 25-word summary of the presentation that will be listed in the conference program. When writing, consider how the objectives will inform/support practitioners.

Format:

Breakout

Roundtable

No Preference

Handouts: Please provide 35 copies of handouts and a PDF file at registration to be posted on the website.

Meeting Rooms: All meeting rooms are set classroom-style with a screen and LCD projector. The conference does NOT provide laptop computers.



**FAME Committee
Foundation, Awards, Membership, and Engagement**

GoToMeeting 10/18/2016, 3-4 p.m.

Minutes

Foundation

- Discussion about donations to the Foundation and then we collect and donate items such as backpacks, school supplies, etc.
- Kevin reached out to the Rotary and Kiwanis. The Rotary was very interested.
- Look into a Spokane connection.
- Silent auction items seem to be fewer than in the past years.
- Interested in continuing, but get more interest in the auction...need to re-energize.
- More promotion...maybe photos to know what will be available.
- Suggestion of going back to a live auction...maybe add to Tuesday breakfast.
- 50/50 raffle idea
- Local brewery "name your beer"
- Suggested having auction or raffle at next year's Fall Conference.

Awards

- ACTE conference call on October 25 that will review changes to awards program.
- WA-ACTE 2017 awards will be updated by our November 22 GoToMeeting.

Membership

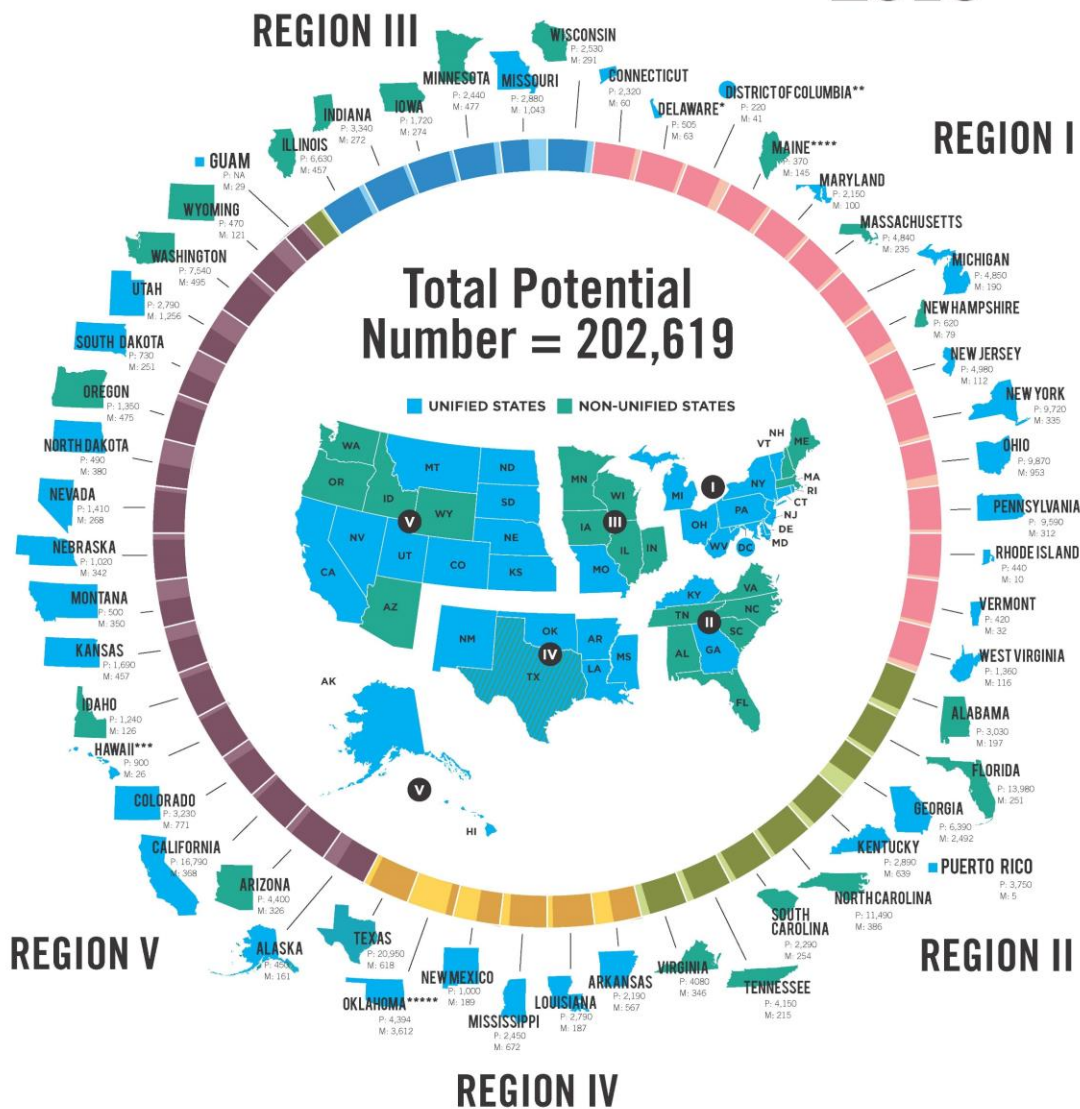
- September membership reports were reviewed. We ended September with 1,719 members...an increase of 12 members since August and an increase of 110 members compared to September 2015.
- Discussion about sections that have their dues paid through WA-ACTE exclusively, which included WACTA, WA-CCER, FACSE, and WITEA. Kevin encouraged sections to have their dues paid through WA-ACTE.
- Recruitment – Prior recruitment strategies have been to focus on CTSO conferences, section conferences, and plan 2 classes.
- ACTE National Universe poster data shows 7,540 potential members with 495 ACTE members (June 2016 data). WA-ACTE ended June 30, 2016, with 1,868 members.

	New Members FY16	June FY16	June FY15	Retention Rate*	Percentage of New Members	May 2015 Potential National Universe Members	May 2013 Potential National Universe Members	Percentage of New Members as they relate to May 2015 Potential National Universe Members	Percentage of Members as they relate to May 2015 Potential National Universe Members
ACTE	111	495	471	81.53	23.57	7,540	7,310	1.47	6.56
WA-ACTE	373	1868	1729	86.47	21.57	7,540	7,310	4.95	24.77

Engagement

- Kevin will work on choosing an organization for our project and will report on that in the new year.
- Discussion about better explaining what the Foundation does.

NATIONAL UNIVERSE 2016



*Source (Delaware): U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment Statistics, May 2015; Delaware Department of Labor.
 **Source (DC): U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment Statistics, May 2015; DC Office of the State Superintendent of Education.
 ***Source (Hawaii): U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment Statistics, May 2015; secondary data unavailable.
 ****Source (Maine): U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment Statistics, May 2015; secondary data unavailable.
 *****Source (Oklahoma): U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment Statistics, May 2015; OKCareerTech FY15 Fast Facts (includes teachers at technology centers that serve adult learners).

Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment Statistics, May 2015
 Source: ACTE Membership Data—June 2016.

LEGEND
 P=Potential Members
 M=Current Membership

Revised August 2016



FAME Committee
Foundation, Awards, Membership, and Engagement

GoToMeeting 11/22/2016, 3-4 p.m.

Minutes

Attendance:

- Kevin Plambeck, Chair, President Elect
- Gene Wachtel, President
- Tim Knue, Executive Director
- Tess Alviso, Executive Assistant
- Nora Zollweg, WA-CCER
- Taryn Veloni, WAME
- Kathi Hendrix, FACSE
- Dawn Boyden, FACSE
- Bonnie Tidwell, HSCTE

Foundation

- Approximately \$15,000 in bank account
- End-of-year balance keeps becoming less and less
- Auction is sole revenue
- Need more interest and to re-energize auction
- Backpack activity fundraiser
- Need a Rotary contact in Spokane
- Sections contribute ideas
- Advertise through website and email
- Possible live auction at Tuesday breakfast (10-15 minutes with 3 or 4 big ticket items) – photos and pre-publicity
- Ask hotel to donate a weekend

Awards

- 2017 Awards Program has been updated: <http://wa-acte.org/awardprog.php>
- High Quality Framework discussed (see update below)
- WA-ACTE matches ACTE awards program and sections are encouraged to do the same
- Teacher Educator of the Year is a new award
- 2016 winners going on Region V use old criteria
- 2017 awards use new criteria
- Deadline is May 1 to have all nominations entered into the [awards portal](#)
- All nominees must have one year of WA-ACTE membership at time of nomination
- Check membership status with Tess before starting the nomination process

Membership

- October Membership Report – 1,741 members
- CTE Awareness Campaign (launching at VISION)
- Sections paying through WA-ACTE are WACTA, WA-CCER, FACSE, and WITEA
- WITEA requires WA-ACTE membership to register for Spring Conference
- WACTA encourages to join WA-ACTE, but does not require
- Section unification discussed
 - Analysis of which sections do what
 - Amount of dues gets much bigger with unification (all sections different amounts)
 - Suggested \$100 for WA-ACTE dues, but \$75 for sections that are unified

Engagement

- Discussed under Foundation
- May not be a fundraiser, but do good
- More to follow-up
- What Does WA-ACTE Do for You? – tied into registration fee

Next meeting: TBA

New Draft High-Quality CTE Framework Available!



ACTE released the latest draft of its [Quality CTE Program of Study Framework](#) (version 3.0). This Framework is part of an ongoing project at ACTE to identify a comprehensive, research-based quality CTE program of study framework, test the framework and integrate it into our efforts to recognize and disseminate information on best practices within CTE. This new draft of the Framework incorporates feedback received over the past year, including from focus groups, expert review, surveys, and additional research on key issues. Based on continued feedback, the Framework draft 3.0 will be refined a final time and then pilot tested in the spring to assess its validity and utility. To provide input on the draft framework, or if you are interested in participating in the pilot testing, please contact ACTE Public Policy Director Alisha Hyslop at ahyslop@acteonline.org. You can access more information about the overall project at <http://www.acteonline.org/high-qualityCTE>.



Washington Association for Career and Technical Education 2017 Member Awards

Member Awards recognize excellence and dedication within the field of Career and Technical Education members. Recipients of these awards are exceptional individuals who have contributed to the success of the quality of their work and their involvement in the CTE community. Candidates and winners are three levels: [state, regional, and national](#) (four levels if starting as a section winner). Beginning in 2017, the Member Awards program will be [ACTE's High Quality CTE Framework](#). New nominations will follow updated guidelines.



All Member Awards are administered by the Washington ACTE FAME Committee, which comprises at least one representative from each of Washington ACTE's nine sections and a chair. Applications for the Washington ACTE Member Awards are accepted online via the [ACTE Awards Portal](#).

There are eight Member Awards presented. Candidates must be Washington ACTE members for at least one year at the time of nomination for consideration at the state level. State winners must be national ACTE members by March 1 to be considered at the Region level.

All candidates must demonstrate at minimum one best practice in CTE as outlined in the [High Quality CTE Framework](#) in order to be eligible to receive the award. For more information on how nominations will be scored, please see the [ACTE Member Awards Scoring Rubric](#).

Nomination Requirements: Each nomination must include the following (incomplete nominations will not be considered):

- a. Description of Candidate's Qualifications for the Award
- b. Two (2) Letters of Support
- c. Photo/Headshot
- d. Interview (at region and national levels) (possible interview at state level)

Nominations must be submitted electronically on the [ACTE Awards Portal](#) by May 1. Nominations may be submitted by the candidate or by a third party. States must choose and submit their winners for regional consideration by March 1. National winners will be selected by the ACTE Awards Committee. Winning candidates permit Washington ACTE, ACTE Region V, and national ACTE to use and edit content of the application for promotional activities.

Teacher of the Year

Purpose: This award recognizes the finest career and technical teachers at the middle/secondary school level who have demonstrated innovation in the classroom, commitment to their students, and dedication to the improvement of CTE in their institutions and communities.

Eligibility: All candidates must be employed as classroom/laboratory CTE teachers at the middle/secondary school level at the time of initial nomination.

Criteria: Candidates will be evaluated on the following criteria:

- a. Contributions to student success
- b. Innovations in CTE
- c. Leadership in the local or greater CTE community

Administrator of the Year

Purpose: This award recognizes administrative CTE professionals at the school, district, county, state, or federal level who have demonstrated leadership in ensuring teacher and student success and have made significant contributions toward innovative, unique, and effective Career and Technical Education programs.

Eligibility: All candidates must be employed as CTE administrators, program specialists, coordinators, federal, or state department of education professionals or other administrative professionals at the time of initial nomination.

Criteria:

- a. Contributions to teacher and student success
- b. Innovations in CTE
- c. Leadership in the local or greater CTE community

Postsecondary Teacher of the Year

Purpose: This award recognizes the finest career and technical teachers at the postsecondary level who have demonstrated innovation in the classroom, commitment to their students, and dedication to the improvement of CTE in their institutions and communities.

Eligibility: All candidates must be employed as CTE teachers at the postsecondary level at the time of initial nomination.

Criteria: Candidates will be evaluated on the following criteria:

- a. Contributions to student success
- b. Innovations in CTE
- c. Leadership in the local or greater CTE community

Career Guidance Award

Purpose: This award recognizes school counselors and career development professionals who have demonstrated commitment to connecting students with opportunities for success, shown innovation in career exploration and development, and have advocated for CTE as a viable option for all students.

Eligibility: All candidates must be employed as school counselors and/or career development professionals at the time of initial nomination.

Criteria: Candidates will be evaluated on the following criteria:

- a. Contributions to student success
- b. Innovations in career exploration and development
- c. Leadership in advocating for CTE as a viable option for all students

Teacher Educator of the Year

Purpose: This award recognizes teacher educators who have demonstrated innovation in teacher education, leadership in improving CTE, and commitment to preparing teachers to deliver high quality CTE programs.

Eligibility: All candidates must be employed as teacher educators at the time of initial nomination.

Criteria: Candidates will be evaluated on the following criteria:

- a. Contributions to success of student teachers and their CTE programs
- b. Innovations in teacher education
- c. Leadership in improving CTE in the local or greater CTE community

New Teacher of the Year

Purpose: This award recognizes new CTE teachers who have made significant contributions toward innovative and unique Career and Technical Education programs and shown a professional commitment early in their careers.

Eligibility: All candidates must be employed as classroom/laboratory CTE teachers at the middle, secondary, or postsecondary level and must be relatively new to the teaching profession (with 3-5 years' experience) at the time of initial nomination.

Criteria: Candidates will be evaluated on the following criteria:

- a. Contributions to student success
- b. Innovations in CTE
- c. Leadership in the local or greater CTE community

Community Service Award

Purpose: This award recognizes individuals who have used CTE to make a significant impact on their community and demonstrated leadership in programs and activities that promote student involvement in community service.

Eligibility: All candidates must be current or retired CTE professionals at the time of initial nomination.

Criteria: Candidates will be evaluated on the following criteria:

- a. Leadership in furthering community service or improvement
- b. Innovation in integrating community service into their CTE program
- c. Contributions to student learning and success

Lifetime Achievement Award

Purpose: This award recognizes CTE professionals for their leadership on behalf of ACTE, their innovations in CTE, and their contributions to the field over an extended period of time.

Eligibility: All candidates must be current or retired CTE professionals at the time of initial nomination.

Criteria: Candidates will be evaluated on the following criteria:

- a. Leadership in ACTE (local, state, region, or national level)
- b. Innovation in CTE across their professional careers
- c. Contributions to the CTE field and greater CTE community

Resources

- [High Quality CTE Framework](#)
- [Member Awards Scoring Rubric](#)
- [Tips on Writing a Strong Nomination](#)
- [Awards Committee Guiding Principles](#)

Application Process

National Member Award candidates progress through three rounds of review:

1. State Round: Candidates begin the application process by nominating themselves (or being nominated by a peer) or being a section winner moving on to the state round. All applications must be uploaded by May 1 and must be WA-ACTE members for at least one year at the time of application. The WA-ACTE FAME Committee selects the winners, which are announced at the WA-ACTE Summer Conference.
2. Region Round: State winners are reviewed within their Regions. All state winners must have their applications uploaded to the [ACTE Awards Portal](#) and be ACTE members by the March 1 Region deadline (nonmembers are not eligible to receive Region or national awards). Region winners are selected by their Region awards committees and announced during their Region conferences.
3. National Round: Region winners' applications are forwarded to the final round of review via the [Awards Portal](#) by their Region committee chair. The national awards committee selects the national winners, which are announced at the ACTE Awards Banquet during ACTE's CareerTech VISION.



How to Apply and Deadline

Candidates must submit their applications on the [ACTE Awards Portal](#) by the state deadline of May 1.

Other Washington ACTE Awards (Deadline May 1)

In addition to the [Washington ACTE Member Awards](#), Washington ACTE also presents the following:

- [Washington ACTE Achieve 100% Membership Award](#) for districts and schools that have 100% Washington ACTE membership among their Career and Technical Education staff.
- [Quality Section Standards Award](#) for sections that meet the quality standards set by Washington ACTE.
- [Legislator of the Year](#) (administered by Washington ACTE's Legislative Committee)
- [Memorial Teacher Education Scholarship](#)

If you have questions, please contact taa@wa-acte.org



WA-ACTE ACHIEVE 100% MEMBERSHIP AWARD

WA-ACTE's Achieve 100% Membership Award recognizes schools and institutions that have 100% WA-ACTE membership participation from each and every member of their Career and Technical Education staff. The award will be presented at the annual WA-ACTE Summer Conference.

How to Participate

Simply submit a list of all your school's eligible Career and Technical Education personnel staff. WA-ACTE staff will verify membership status. Participating personnel must be active WA-ACTE members at time of application.

WA-ACTE ACHIEVE 100% MEMBERSHIP AWARD REPORTING FORM

School/Institution _____
Address _____
City/State/ZIP _____
CTE Director _____
Phone Number _____
Fax Number _____
Email _____

CTE Staff Names:

WA-ACTE Membership #:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Attach Additional Names if Necessary

Mail to: WA-ACTE, PO Box 315, Olympia WA 98507-0315

Fax to: 360-357-1491

Email to: taa@wa-acte.org

Deadline: May 1, 2017



QUALITY SECTION STANDARDS AWARD

The Purpose of the Washington Association for Career and Technical Education (WA-ACTE) is to provide leadership and services to our members as they prepare students for roles in the workplace and society.

2016-2017 Application Instructions

The purpose of the Quality Section Standards (QSS) is to provide benchmarks for sections to determine levels of performance and satisfactory service to their members and prospective members.

QSS should be useful to sections in evaluating their basic organization and whether their leadership is providing minimum, average, or superior programs for the membership. It is NOT intended to be a competition between sections and/or to establish a "class system" of sections, nor is it a system for rating the performance of a section's volunteer leaders.

It is hoped that the QSS will prompt sections to challenge themselves to improve and to maintain the very best possible organization and leadership for their members, within the section's means. WA-ACTE is committed to assisting section leadership in reaching section goals.

PROCEDURES

1. All questions relate to fiscal year July 1, 2016 – June 30, 2017.
2. Please complete all questions in the Quality Section Standards. *If you answer "No" to any questions, kindly attach information regarding your future plans.*
3. Deadline for submission of this application is **May 1, 2017**.
4. The questions marked with a star are **REQUIRED** and must be completed in order to achieve the QSS Award.
5. Sections that have the required information available on their section website may include the link under the appropriate question in lieu of submitting hard copies.
6. The WA-ACTE President and the WA-ACTE Executive Director will review and approve the awards.
7. Quality Sections will be honored at the WA-ACTE Annual Summer Conference.
8. The section President and WA-ACTE Section Board Representative must sign and date the Quality Section Standards application.



QUALITY SECTION STANDARDS AWARD

ORGANIZATION	YES	NO
☀ 1. Did your section submit a current list of section officers and appointments to WA-ACTE committees to WA-ACTE no later than 30 days after term begins? <i>(Please submit list with term of office for each elected official if none are on file.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
☀ 2. Is a current copy of your section bylaws on file at WA-ACTE? <i>(If no, please attach.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
☀ 3. Does your section have board meetings? How many per year? <i>(Please attached the last Board meeting minutes with descriptions of Board votes and other actions.)</i> What year was your section organized?	<input type="checkbox"/>	<input type="checkbox"/>
☀ 4. Has your section President reviewed the ACTE State Association Officers Guide on WA-ACTE's website?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your section provide training for its officers? <i>(Provide agenda or written documentation and attendance.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. Did your section president participate in the WA-ACTE Executive Board inservice this year?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your section have a policy and procedure manual?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the current policy and procedure manual on file at WA-ACTE? <i>(If no, please attach.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does your section require WA-ACTE membership? If not, has your section recently considered requiring your members to also be members of WA-ACTE? <i>(If no, please explain.)</i>	<input type="checkbox"/>	<input type="checkbox"/>

STRATEGIC PRIORITIES		YES	NO
☀ 10.	Does your section implement strategic priorities in support of the WA-ACTE Strategic Priorities? <i>(Please attach copy.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Were your section's priorities pursued, and goals achieved related to your strategic priorities during the past year? <i>(Please attach documentation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Do your section's strategic priorities complement and not conflict with WA-ACTE's?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Do your section's strategic priorities have measurable goals and timelines?	<input type="checkbox"/>	<input type="checkbox"/>
☀ 14.	Does your section have a purpose statement? <i>(Please attach copy.)</i> If you answered no, has your section adopted WA-ACTE's purpose statement?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

FINANCE		YES	NO
☀ 15.	Were WA-ACTE dues collected and submitted to WA-ACTE within 30 days of receipt?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Does your section process dues within 30 days of receipt?	<input type="checkbox"/>	<input type="checkbox"/>
17.	Has your section filed with IRS as a non-profit organization?	<input type="checkbox"/>	<input type="checkbox"/>
☀ 18.	Has your section had a professional audit?	<input type="checkbox"/>	<input type="checkbox"/>

MEMBERSHIP		YES	NO
19.	Does your section have a membership recruitment/retention plan? <i>(Please attach copy.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Has your section promoted the WA-ACTE <i>Achieve 100% Membership Award</i> , and/or any other member recruitment activities? <i>(Please describe.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Does your section provide a list of all awards, due dates, and to whom they should be submitted? <i>(If yes, please attach.)</i> Did your section nominate your award winners for the WA-ACTE Awards program this year?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
22.	Has your section shown a membership increase over the previous year?	<input type="checkbox"/>	<input type="checkbox"/>
☀ 23.	Does your section use its own marketing materials, brochures, membership forms, etc? <i>(Please provide sample of all section marketing materials.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Are WA-ACTE's marketing materials useful to you?	<input type="checkbox"/>	<input type="checkbox"/>

COMMUNICATIONS		YES	NO
25.	Does your section publish a newsletter? How often do you publish? Does WA-ACTE receive a copy? (If no, please attach copy and add WA-ACTE to your mailing list.)	<input type="checkbox"/>	<input type="checkbox"/>
26.	Does your section have an effective communication system with its members? (Please describe this system.)	<input type="checkbox"/>	<input type="checkbox"/>
☀ 27.	Does your section inform its members of important legislative developments through WA-ACTE/ACTE legislative alerts / WOVE Legislative Update?	<input type="checkbox"/>	<input type="checkbox"/>

MEETINGS		YES	NO
☀ 28.	Did your section have representation during the following: (Must attend at least one.) WA-ACTE Summer Conference WA-ACTE Delegate Assembly WA-ACTE Inservice WA-ACTE Fall Conference	<input type="checkbox"/>	<input type="checkbox"/>
29.	Did your section conduct a conference this year? If yes, what was the attendance?	<input type="checkbox"/>	<input type="checkbox"/>
30.	Are WA-ACTE Executive Director and/or officers from the WA-ACTE Executive Board invited to participate in your section conference?	<input type="checkbox"/>	<input type="checkbox"/>

Submitted by:

Section President	Date
-------------------	------

Section Representative to WA-ACTE Board	Date
-----------------------------------------	------

Approved by:

WA-ACTE President	Date
-------------------	------

WA-ACTE Executive Director	Date
----------------------------	------

WA-ACTE | PO Box 315 | Olympia WA 98507-0315
Tel: 360-786-9286 | Fax: 360-357-1491
wa-acte@wa-acte.org | www.wa-acte.org



Memorial Teacher Education Scholarship

Purpose

The Washington Association for Career and Technical Education's Memorial Teacher Education Scholarship was established in memory of deceased career and technical educators who served students, as well as the public in general, by dedicating their lives to the betterment of occupations and service to people. The goal of this scholarship is to assist qualified students pursuing a degree in career and technical teacher education.

The WA-ACTE Memorial Teacher Education Scholarship provides the recipient with a \$1,000.00 award, \$333.33 for each academic quarter or \$500.00 for each academic semester, in which he/she is enrolled full-time at an institution of higher education in the state of Washington. The recipient must be, or intend to become, an undergraduate student pursuing a baccalaureate career and technical teacher education program at an institution within the state of Washington.

It is the purpose of this scholarship to provide financial assistance as a reward to qualified individuals for excellence in leadership, potential to learn, and need for financial assistance.

The recipient of the scholarship will be announced in the memory of Career and Technical Education teachers at the Association's annual Summer Conference.

Eligibility

The recipient must be a Career and Technical Education student and a senior at a high school in the state of Washington, must be a member of a Career and Technical Student Organization, and must indicate intentions to enroll or be enrolled in a curriculum or program leading to a bachelor's degree and certification as a career and technical instructor. The recipient must have and maintain an accumulative grade point average of 2.6 or better.

Selection of the Recipient

Selection of the recipient will be based on potential as a Career and Technical Education teacher, demonstration of leadership characteristics, and financial need.

One alternate individual will be identified and be awarded the WA-ACTE Memorial Teacher Education Scholarship in the event that the primary recipient does not return to college or fails to maintain the proper GPA.

Application Procedures

Each applicant shall submit an Application Dossier developed as follows:

1. The WA-ACTE Memorial Teacher Education Scholarship Application Form becomes pages 1-2 of the Application Dossier.
2. Applicants must write a statement indicating why he or she intends to go into the field of career and technical teaching. Statement should be one page in length and becomes page 3 of the Application Dossier.
3. Applicants must write a statement indicating his or her financial status. Statement should be one page in length and becomes page 4 of the Application Dossier.
4. Letters of support, limited to a maximum of five and a minimum of two, should be pages 5-9. Letters should be one page in length. Suggested endorsers might include persons, other than family, who are qualified to write concerning character reference, ability, and possibility of success as a career and technical teacher.
5. A digital photo is required to accompany the nomination. Please email a digital photo to taa@wa-acte.org. The photo will be used for publications.

All materials must be word processed in size 12 or typewritten on 8-1/2 x 11 sheets with 3/4" left, right, top, and bottom margins. One original and six copies of the completed materials, on three-hole-punch paper, should be submitted. Do not send materials in bound notebooks. All materials must be submitted at the same time as a complete package. No supplementary materials may be submitted; items not identified above will be discarded before judging. All procedures must be followed for an application to be considered. Applications that do not follow these procedures will be rejected.

Deadline

Mail to: WA-ACTE MTES, PO Box 315, Olympia WA 98507.

All applications must be received at WA-ACTE headquarters by May 1, 2017.



**Memorial Teacher Education Scholarship
Application Form
Page 1**

Name (Last, First, Middle) _____

Mailing Address _____

City/State/ZIP _____

Telephone Numbers: Home _____ Cell _____

Email _____

Social Security Number _____ Birth Date _____

Name of Parent or Guardian _____

Address _____

City/State/ZIP _____

Telephone Numbers: Work _____ Home _____

Give the names and addresses of two persons, other than family, who have written letters for you.

_____	_____	_____	_____	_____
Name	Street	City	State	ZIP

_____	_____	_____	_____	_____
Name	Street	City	State	ZIP



**Memorial Teacher Education Scholarship
Application Form
Page 2**

- During the academic year, do you plan to live in: ☐Residence Hall ☐Parents
 ☐Apartment ☐Other
- Have you made application for admission to a college or university? ☐Yes ☐No
- Have you been accepted? ☐Yes ☐No
- Name of College/University _____

Check the area of Career and Technical Education that you will be teaching. If your area is not listed below, you are not eligible for this scholarship.

- ☐Agricultural Education
- ☐Business Education
- ☐Career Counseling & Employment Readiness
- ☐Family and Consumer Sciences
- ☐Health Sciences
- ☐Industrial Technology Education
- ☐Marketing Education
- ☐Skilled and Technical Sciences

Check the Career and Technical Student Organization that you are a member of:

- ☐ DECA
- ☐ FBLA
- ☐ FCCLA
- ☐ FFA
- ☐ SkillsUSA
- ☐ TSA
- ☐ WCT SMA
- ☐ HOSA



JULY 2016 – JUNE 2017 MEMBERSHIP REPORT FOR THE MONTH ENDING DECEMBER 31, 2016

Previous Month	1723
New	+ 2
Rejoin	+ 2
Expired	- 8
Current Month	1719

	7/16	8/16	9/16	10/16	11/16	12/16	12/15	1/16	2/16	3/16	4/16	5/16	6/16 2017 Goal Retention	+/- % Goal Retention	Fiscal Year Net Gain/Loss
WA-ACTE	1714	1707	1719	1741	1723	1719	1709	1708	1712	1727	1747	1768	1868	-8%	-149
ACTE	492	485	546	591	572	535	494	485	492	487	484	485	495	8%	40

	12/16	12/16	6/16	6/16 2017 Goal Retention	+/- % Goal Retention	Non-Renewals July 2016 - June 2017
	Paid Section Dues Thru WA-ACTE	Self-Designated Section	Paid Section Dues Thru WA-ACTE	Self-Designated Section		400
WACTA	246	365	164	388	-6%	48
WAAE	37	173	33	200	-14%	32
WSBEA	133	245	155	283	-13%	68
WACCER	62	102	64	105	-3%	27
FACSE	241	327	268	361	-9%	70
WAME	59	96	65	110	-13%	20
WITEA	301	466	320	494	-6%	106
WASTS	83	185	82	208	-11%	56
HSCTE	48	72	43	70	3%	12