



EXECUTIVE BOARD MEETING AGENDA

Saturday, May 19, 2018 • 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 March 20, 2018, Executive Board Meeting Minutes
2. Executive Committee Reports
3. Section Reports (Written)
4. Correspondence
E. Financial Statements (April 2018) (I)
F. President Elect Candidate – Announcement (I)
11:00 AM G. Reports of Agencies / Organizations (15 minutes each) (I)
1. OSPI Update – Becky Wallace or Designee
2. WTECB Update – Eric Wolf
3. CTSO Update – Lori Hairston or Designee
H. Board Learning: Livestream/Educational Impact & Affiliation Discussion (I)
12:30 PM LUNCHEON – Olympic Room
1:15 PM I. Committees Updates (I/A)
1. Legislative – Kevin Plambeck / Tim Knue
2. Professional Development – Gene Wachtel / Franciene Chrisman
a. Summer Conference Update
1. Section Grids / Master Grid
2. Sunday Sessions – Sunday 1, 2 & 3-Hour Options
3. Membership & Awards – Shani Watkins / Vern Chandler / Tess Alviso
a. Community Service Project Update (To be held during SC in Spokane)
b. Awards Process / Status Update
c. Affiliated Membership
J. 2018-2019 Budget – Shani Watkins / Tim Knue (I)
K. Review of Clock Hours (please review prior to meeting) (A)
L. Resolutions / Constitution / Bylaws – Kevin Plambeck (A)
M. Executive Session (Board Members ONLY) (I/D)
N. Report Back Executive Session and Approval of 2018-2019 Budget (I/A)
O. Out-of-State Travel Approval for 2018-2019 (A)
1. ACTE Conferences & Seminars
• ACTE Convention: November 28-December 1, 2018 – San Antonio (Executive Committee / Exec. Dir.)
• National Policy Seminar: March 25-27, 2019 – Washington D.C. (Pres. / Pres. Elect / Exec. Director)
• Region V Conference: April 10-13, 2019 – Bozeman, MT (Exec. Committee / Exec. Dir.)
3:30 PM P. Section Updates Not in Writing / Verbal (3 minutes each) (I)
4:00 PM Q. For the Good of the Order / Adjournment



EXECUTIVE BOARD
Meeting Minutes
Tuesday, March 20, 2018

Call to Order and Roll Call: The Washington ACTE Executive Board GoToMeeting was called to order at 3:05 p.m. on Tuesday, March 20, 2018, by President Kevin Plambeck. Tess Alviso, WA-ACTE Executive Assistant, conducted a roll call and determined a quorum was present.

Executive Board Present:

Executive Committee

PresidentKevin Plambeck
Past PresidentGene Wachtel

Executive Board Representatives

Agricultural EducationNathan Moore
Business Education Mark Sabo
Career Counseling & Employment Readiness Nora Zollweg
Family and Consumer Sciences Jackie Brewster
Marketing Education Brenda Grabski
Industrial Technology Education Matt Merfeld
Awards Chair (Ex Officio) Vern Chandler

Executive Board Absent:

President Elect Shani Watkins
Administration Kari Duffy
Skilled and Technical SciencesChris Names
Health Sciences Bonnie Smith

Staff Present:

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

Guests Present:

WA-ACTE President Elect CandidateLew Keliher
OSPI Becky Wallace

Agenda Changes:

- Moved up [President Elect Candidates](#).
 - One application from Lew Keliher.
 - Deadline is May 1.

Calendar Update:

- Send any changes or additions to Tess at taa@wa-acte.org
- Kevin highlighted:
 - WA-ACTE Spring Conference, April 25-26 at Yakima Convention Center
 - WA-ACTE Executive Board Meeting, May 19 at SeaTac Red Lion
 - WA-ACTE Executive Board Meeting, August 4 at Spokane Davenport Grand
 - WA-ACTE Summer Conference, August 5-8 at Spokane Davenport Grand

Consent Agenda:

- Mark moved that the consent agenda be approved as presented. The motion was seconded by Matt and carried.
 - Approval of [January 27, 2018, Executive Board Meeting Minutes](#)
 - Financial Statements
 - Executive Committee Reports
 - Executive Director's Report
 - President's Report
 - President Elect's Report
 - Past President's Report
 - Section Reports
 - Correspondence

Conference Updates:

- [National Policy Seminar](#) • March 5-7, 2018
 - Kevin reported we had very successful visits.
 - Small, but good group and effective.
 - Reauthorization of Carl Perkins wants to make it more of a grant system with vouchers. Senator Murray has concerns and wants to stay away from vouchers.
- [Region V](#) • April 11-14, 2018
 - Executive Committee and all 2017 award winners going to Region V in Colorado Springs along with others.

Summer Conference – Spokane • August 5-8, 2018:

- Professional Development Committee Update / Discussion
 - Registration will open by April 13.
 - Community Service Project: possible blood drive and/or organ donor match drive
- Sunday Sessions
- Keynote Speakers
 - Keynotes are still pending.

- Resolutions Timeline
 - Question of effectiveness of continuing resolutions?
 - July 1 deadline.
 - Kevin suggested moving continuing resolutions into Strategic Plan. Shani will work on this for 2018-2019.
 - Re-organization of Strategic Plan to follow initiatives of ACTE.
 - Further discussion at May meeting.
 - Possible action of not forwarding on Continuing Resolutions.
- Strategic Plan 2018-2019

Membership / [Awards](#):

- GoToMeeting prior to May meeting regarding membership affiliation.
 - Share with your sections and solicit input.
- Awards deadline May 1.
 - Section 2017 winners or 2018 winners prior to May 1 need to be entered into the Awards Portal for 2018 state competition.

Legislation Report:

- Kevin encouraged everyone to look at the attachment from the March 19 final WOVE:
 - Details of CTE-related items in the supplemental budget for CTE is listed in the [attachment](#), my thanks to OSPI for the details. We will now reassess where we are and develop an interim plan to move forward in the best interest of all CTE programs.
- What didn't pass?
 - Proviso language – what does this mean?
 - FTE this fall based on 1,000 hours instead of 900.
 - FTE count reduced by 10%.
 - Some things will help to mitigate: 15 to 5 indirects or federal – whichever is lower.
 - Some districts will benefit from regionalism.
 - Focus on revisiting funding report of 2014.
 - ...[CTE and Skill Center Program Funding, Accounting & Data Reporting \(2014\)](#)
 - Structure in a way that makes sense and move into policy.
- Let Tim know if you want to be included in Legislative Committee GoToMeetings.

For the Good of the Order:

- May meeting will look at resolutions.
- 2018-2019 budget will be approved at May meeting.
- Any ideas for 2018-2019 Strategic Plan should be sent to [Shani](#) or [Tim](#).

Adjournment:

- The meeting was adjourned at 4:09 p.m.

Next Meeting: May 19, 2018, 10:00 a.m. - 4:00 p.m., [Red Lion Hotel Seattle Airport](#)

REPORT TO THE WA-ACTE EXECUTIVE BOARD

President

Submitted By: Kevin Plambeck

For Board Meeting: May 19, 2018

1. General Thoughts:

- a. The 2019 WA State Legislative Session will be important! Exec. Dir. Tim is beginning the process of coordinating the effort
 - i. WA-ACTE will need to begin working on the 2019 Legislative Focus. We must continue our good work in the legislature and continue to monitor how funding is implemented in our school districts. Having not succeeded in the implementation of the proviso budget language, the WA-ACTE Legislative Committee is working on strategies to address shortcomings in the CTE funding issues.
 - ii. A main issue will be the use and implementation of the 2014 Leg. Funding Report
- b. We will continue to examine the WA-ACTE's membership structure as well as the funding resources for WOVE. See below: Quality Association Improvement under Strategic Plan Activities.

2. Strategic Plan Activities:

- a. Advancement of Policy and Legislation
 - i. Expand resources/funding for Leg/lobby work by Washington ACTE.
- b. Networking and Communication
 - i. Update of WA-ACTE website complete! Working on fine tuning.
- c. Quality Association Improvement
 - i. Review section membership in WA-ACTE
 - ii. Review and discussion of WA-ACTE membership fee structure in conjunction with sections
 - iii. Consideration of a modified "affiliated" membership fee structure
 - iv. I believe we should move toward all section members being a WA-ACTE member. It is a combined effort.
 - v. On May 15th, a GoTo Meeting with WA-ACTE Board and Section Presidents was held to begin the discussions of "affiliated" membership.
 1. Consideration of a modified "affiliated" membership fee structure
 2. I believe we should move toward all section members being a WA-ACTE member. It is a combined effort.
 3. What benefits of affiliated membership will sections and members see?

3. Matters of Interest:

- a. CTE Legislation and support for WOVE
- b. Review of membership structure
- c. Marketing and communication strategies and efforts for WA-ACTE
- d. Professional Development Opportunities
- e. Strategic Initiatives in CTE (national, state, local)
- f. Actively Recruiting Candidates for Office

4. Executive Committee Activities:

- a. Legislative GoTo Committee meetings
- b. WA-ACTE Officer GoTo meetings
- c. OSPI CTE Certification Committee Member meetings (November, December, February, March, April)
- d. WA-STEM 'Creating Impact Together' Event
- e. Region V Conference in Colorado Springs, CO (April)
- f. Attendance at Northern Area Group and SnoCo CTE Directors meetings
- g. Executive Director evaluation

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-ACTE PRESIDENT ELECT

Submitted By: Shani Watkins

Date Submitted: May 8, 2018

1. General Thoughts:

WOW! There is a lot of positive work happening in Career and Technical Education across the state right now. It seems almost every day I hear about something new that districts are doing to support career and technical education and move forward the vision of pathway options for students k-12.

The work to be done... connect in meaningful ways the initiatives that are working toward the same goals and support the variety of ways career and technical education programs support student growth and learning.

2. Strategic Plan Activities:

Participating in a variety of avenues that support career and technical education at the state level. Attended the Region V conference in Colorado Springs, Colorado, as both the president-elect for WA-ACTE and as a member of the policy committee.

Participated in the PESB certification meetings looking at the current methods for certification and what, if any changes may need to be made to the CTE certification process. It's been a great committee so far, lots of great ideas and conversation. Looking forward to seeing how the information is synthesized and moved forward in the system.

3. Matters of Interest:

Need to figure out a way to get the funding kerfuffle fixed and get the hold harmless or whatever method works best, in place so that CTE and skills center programs do not lose money.

4. Executive Committee Activities:

Attended Region V Conference

Executive Director's Report

Submitted By: Tim Knue

Date Submitted: March 2018

1. Activities Since the Last Report:

a. March

- i. CTE Foundation Board meeting – Seattle
- ii. Exec Board GoToMeeting
- iii. AWB Workforce Summit – Bellevue
- iv. Professional development GoToMeeting
- v. Washington STEM “Creating Impact” Reception – Seattle
- vi. Developmental Education Using Competency-Based Education – Webinar
- vii. Met with David Beard – Schools Out Washington (SOWA) – Seattle
- viii. HDCC & WSDC PAC Event – Seattle
- ix. Legislative GoToMeeting
- x. CTE Interns presentation - Olympia

b. April

- i. Region V Conference – Colorado Springs
- ii. Video professional development meeting with KP and Paul – Olympia
- iii. OSPI/PESB CTE Certification meeting – Olympia
- iv. SnoCo Directors meeting – Granite Falls
- v. Met with Jesse Taylor – Olympia
- vi. ACTE State Leaders Conference call
- vii. Professional development GoToMeeting
- viii. Meeting with PEI - CTE work – Olympia
- ix. PBS; What Works: Three Strategies for Student Success – Yakima
- x. ACTE – Oregon ACTE conference planning conference call

c. May

- i. Convening on the Changing Nature of Work and the Workforce (Sen Murray) – Seattle
- ii. Met with Congressman Larsen – Mount Vernon
- iii. WACTA Board Retreat – Blaine
- iv. Officer GoToMeeting
- v. WA Rural Pathways Summit – Bellingham
- vi. CenterForce Auction – Tacoma
- vii. Met with Becky Wallace, SC planning – Olympia
- viii. Met with Dave Mastin, OSPI – Olympia
- ix. WA-ACTE Board meeting – SeaTac

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WSBEA

Submitted by: Mark Sabo

Date Submitted: May 6, 2018

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

- The FBLA State Competitions was in April and went well. This year the National Conference is in Baltimore from June 26 to July 2. The FBLA student officers did an outstanding job leading the organization this year and below is a picture of the team.



- We're preparing for the Fall BAM Conference that will be held on October 11-13 in Richland, WA. The request for workshop proposals was sent out last week.

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

- Finding members to serve on the WSBEA board has been a challenge. There was no President-Elect candidate and as a result the presidential positions have been frozen.
- WSBEA is helping plan the WBEA 2021 conference that will be held in Washington.

3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education

- Funding.

4. Other Comments/Suggestions:

- N/A

5. Upcoming Meetings or Conferences:

- **WSBEA Board Meeting – May 12, 2018**
- **WSBEA Annual Meeting – August 5, 2018 in Spokane, WA**
- **WSBEA Fall Conference – October 11-13 in Richland, WA**
- **NBEA Annual Conference – March 27-31, 2018 in Baltimore, MD**

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.)

None.

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-CCER

Submitted By: Nora Zollweg

Date Submitted: 05/02/2018

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

Membership – WACCER needs to increase membership. Since our last report we have gathered the names and addresses of WACCER members who did not renew their membership or who's membership is about to expire. We then found a WACCER member who is willing to create a post card to be sent to these members providing information on renewal and listing the benefits of membership. This post card will be finished by the middle of May and mailed out before the end of May. The goal is to reach members before they leave for the summer so they can renew and possibly attend summer conference in August.

A newsletter was also created and sent to members in March highlighting important issues for members and information on conferences.

Our WACCER Member of the Year, Terry Derrig, was moved forward in the WA-ACTE state awards process this month. Her application was accepted, and she is eligible for the Career & Guidance Award during summer conference.

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

Coming concerns are focused around organization leadership. The person who volunteered to become the new president in August has not confirmed attendance at conference or taken part in activities or conferences during the year. She has been contacted various times with no response. I will continue to try and contact her and confirm her intention to take part in WACCER during the 18-19 school year.

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

WACCER will focus on the changing workforce and job application methods including resumes and job skills. Two of our summer conference presenters (Bill Gable and Ben Compton) address these issues and provide resources for participants.

4. Other Comments/Suggestions:

5. Upcoming Meetings or Conferences:

An online Zoom meeting will be held at the end of May. Our WACCER section officer meeting is scheduled for Sunday night, August 5th at 5:00 before regular conference sessions start.

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-FACSE

Submitted By: Jacqueline Brewster and Genevieve Menino

Date Submitted: 5/2/2018

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

WA-FACSE Co-President Elects of Donna Abbey from Issaquah School District and Trudy Swain from Northshore School District will be taking over for Jacqueline and Genevieve at WA-ACTE Summer Conference in August 2018. They will also be running and attending the Annual FCS Conference October 21- 23, 2018 at Great Wolf Lodge in Centralia, WA.

Our strategic plan is to continue to build relationships and continue to offer high quality professional development at our Annual FCS Conference in the fall and the WA-ACTE Conference in the summer. The new Co-Presidents will prepare their strategic plan and have it on file with WA-ACTE before their term begins.

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

None at this time.

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

None at this time.

4. Other Comments/Suggestions:

None at this time.

5. Upcoming Meetings or Conferences:

Annual Conference October 21- 23, 2018 at Great Wolf Lodge in Centralia, WA

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.)

None at this time.

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WAME

Submitted By: Brenda Grabski

Date Submitted: May 2, 2018

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

- Continue to update website – www.mywame.com. Added links curriculum. (Quality Assoc. Improvement, Advocacy & Promotion)
- Sent a rep to the region V conference (Quality Assoc. Improvement)
- Have planned WAME one day in Auburn May 9th and another workshop end of June (Membership)
- Completed grid for summer conference
- Continue email communication monthly as well as on line (Advocacy & Promotion)

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

- Decreased CTE support/funding
- Large number of teachers in their first 3 years of teaching

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

- Changes in the workforce
- Reauthorization of federal legislation
- Shortage of licensed career and technical education teachers.

4. Other Comments/Suggestions:

None at this time

5. Upcoming Meetings or Conferences:

- WAME Spring Workshop May 9th at Green River College 8:30 – 4:00 pm
- WAME Curriculum Academy last week of June

- Monthly Board Calls the last Monday of each month at 5:15 pm.

Items Requested to Be Placed on Board Agenda for Discussion

None at this time

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WITEA

Submitted By: Matt Merfeld

Date Submitted: 5/2/18

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

At our spring conference we implemented a Regionals model for our membership. It was received with great enthusiasm. We are organizing “hosts” for each region, and offer a fall in-service for our members.

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

We are working to improve the relationship with WASTS, with the possibility of offering a joint spring conference and other in-service training opportunities.

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

Standards based grading needs to be established. We also believe that more training and guidance needs to be provided to plan 2 teachers to set them up for success in the classroom. They appear to be lacking classroom management skills, and the ability to provide appropriate safety training.

4. Other Comments/Suggestions:

We would like to encourage WA-ACTE to provide more professional development opportunities for STEM. Also more leadership opportunities for CTSO’s, such as local and regional competitions.

5. Upcoming Meetings or Conferences:

Next meeting schedule for Thursday February 3rd at 4 pm. Go-To-Meeting has been provided to members. Regular board meetings will be the first Thursday of each month.

Items Requested to Be Placed on Board Agenda for Discussion

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WITEA

Submitted By: Matt Merfeld

Date Submitted: 5/2/18

1. General Thoughts:

Our strategic plan is to continue strengthening our professional development at the fall, spring and summer conferences. We also are working to increase membership.

2. Strategic Plan Activities:

We are developing a plan to better fall in-service training to our members through the development of regional meetings. Our hope is to establish quarterly meetings, that will provide meaningful training to teachers, without requiring large travel expense. We are working to create agendas and norms for those meetings, to provide the host schools with expectations.

3. Matters of Interest:

WITEA and WASTS are working to re-establish a relationship for joint conferences and training.

4. Executive Committee Activities:

We wish to encourage WA-ACTE to continue working to keep all sections unified and make WA-ACTE strong advocate for students and communities.

REPORT TO THE WA-ACTE EXECUTIVE BOARD

Section

Submitted By: Chris Names

Date Submitted: 5/2/2018

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

Attended the Region V in Colorado Springs, Colo.

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

Increasing section members and conference attendance. Working with WITEA and WASTS to improve numbers

- 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:**

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

WASTS

Submitted By: Chris Names

Date Submitted: 5/2/2018

1. General Thoughts:

WASTS board report

I recently attended the Region V Leadership conference in Colorado Springs. It was a good conference as I got the opportunity to meet leaders from the 16 different states that make up Region V. It gave me a different perspective on issues at the Regional level and what is happening in other states versus just the issues at the state level. Had the opportunity to visit two woodworking facilities. One was a Junior College facility and the other was a High School training facility similar to our Skill Centers except the equipment was all furnished by industry.

As a section we are busy developing our grid for summer conference. We will be hosting the WASTS Networking BBQ which has been a huge success the last few years.

As a section we are also looking at how we can build our membership and reinvigorate our cluster chairs.

Chris Names

WASTS President

2. Strategic Plan Activities:

To increase enrollment and numbers of members attending conferences at both state and National level. WA-ACTE and ACTE

3. Matters of Interest:

I am still interested in work with WITEA and WASTS to work together to help increase are conference numbers and offerings. Would like to work with WITEA to help with the Summer Conference BBQ with possibly hosting a band for music and Dancing at the BBQ.

4. Executive Committee Activities:

Attended region V and plan on attending in 2019



STATE OF THE SECTION REPORT

Submit electronically to Tess Alviso at: taa@wa-acte.org

Section: **HSCTE – Health Science Career Technical Educators**

Date: 5/1/2018

Leadership for 2017-2018

WA-ACTE Board Representative: Bonnie L. Smith

President: Tracee Godfrey

Past President: Terri Karkau

President Elect: NA

Secretary: Alice ‘Rain’ Wurdemann

Treasurer: Bookkeeper paid via stipend

Member Recruitment and Retention

Sent out HSCTE membership survey via WA-ACTE for movement forward.

Advocacy

Meeting date (May 26, 2018) with current Board of Directors, OSPI, Past HSCTE-Presidents to reform HSCTE into an active organization to support Professional aspect of CTE Educators and also support Student Leadership Organizations – HOSA, WCTSMA, and SkillsUSA.

Issues

Hot topic: Health Science/Health Care Apprenticeship -- working with OPSI, L&I, and DOH

Work-based Learning /Job shadow requirements in Health Sciences

Mental Health Curriculum

Marketing

HOSA - International Leadership Conference Dallas, Texas June 27th-30th

WCTSMA –National Leadership Competition (online) Online May 16th-23rd

SkillsUSA – International Leadership Conference Louisville Kentucky June 25th-29th

New and Innovative Ideas



WASHINGTON DECA
Memorandum

To: ICDC Scholarship Sponsor
From: Washington DECA
Date: May 8, 2018
RE: Thank you letters from recipients

Enclosed please find scholarship thank you letters from students or student teams who benefited from your generous sponsorship of the registration cost to attend the International Career Development Conference in Atlanta, Georgia.

I know how very appreciative the students from our various chapters are when they receive this financial assistance.

Washington DECA thanks you for your contribution.

[Linda Andersen | Operations Assistant | Washington DECA](#)

Enclosures: *scholarship thank you letters*

Tim Knue
PO Box 315
Olympia, WA 98507-0315

March 30, 2018

Washington DECA
200 W. Mercer St., Suite 207
Seattle, WA 98119

Accounting Application Series Event, 1st Place, Lake Washington High School

Dear Mr. Knue,

Thank you very much for the generous grant you and your organization are providing to me to help lower the cost of competing at DECA ICDC. I'm starting college next year and my family is saving as much money as possible before then, so your scholarship makes it much easier for me to go to the conference without having to worry about the cost, so I would like to extend my heartfelt thanks.

I'm thrilled to be attending ICDC again for my final year in DECA. I've loved learning about business and money as it fascinates me to see the lifeblood behind our economy and country. DECA has helped me gain more confidence in my presentation skills and has given me the necessary skillset to be present myself eloquently at job interviews. These experiences actually helped me secure a position as a summer clerk at a law firm this year! I see ICDC as the capstone of this learning, and I'm delighted to have the opportunity to test my knowledge and skills against other talented students.

Once again, thank you very much for your support. Last year, I was able to win my event at ICDC and I hope to find my way to the podium again. I hope to do the WA-ACTE proud, and I couldn't have had this opportunity without your generosity.

Sincerely,



Samuel Dorsey

George Cretu
10710 161st CT NE
Redmond, WA 98052

Tim Knue
WA-ACTE
PO Box 315
Olympia, WA 98507-0315

REGARDS: Accounting Applications Individual Series, 2nd place, Redmond High School

Dear, Mr. Knue

Thank You for the scholarship that will be put towards paying for the International Career Development Conference (ICDC). My name is George Cretu. I am a Junior attending the International Career Development Conference for my third time. On my behalf, and that of others receiving the scholarship, thank you for making it financially easier to attend this event. This conference has and will continue to help directly due to my interest to study business and finance through my future education.

Having gone to the ICDC in previous years has allowed me to grow and learn in these fields, so I can greatly appreciate the support given by WA-ACTE. In the past two years I have learned much due to these conferences and has lead me to starting a non-profit, helping kids in need by providing assistance in education. I have also started various successful clothing brands. I contribute this to the skills and lessons learned from the DECA program.

Your contribution holds much more value than the assistance it has provided financially. Once again, I am very grateful for this scholarship, and want to thank you for the opportunities it provides.

Sincerely,


George Cretu

Washington Association for Career & Technical Education
Summary Balance Sheet
As of April 30, 2018

	<u>Apr 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	257,513.36
Other Current Assets	<u>3,995.00</u>
Total Current Assets	261,508.36
Fixed Assets	<u>401,496.00</u>
TOTAL ASSETS	<u>663,004.36</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	<u>41,242.93</u>
Total Current Liabilities	41,242.93
Long Term Liabilities	<u>162,903.11</u>
Total Liabilities	204,146.04
Equity	<u>458,858.32</u>
TOTAL LIABILITIES & EQUITY	<u>663,004.36</u>

Washington Association for Career & Technical Education

05/14/18

Profit & Loss Budget vs. Actual

Accrual Basis

July 2017 through April 2018

	<u>Jul '17 - Apr 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Fall Conference	70,425.00	94,000.00	(23,575.00)	74.9%
Foundation Scholarships	0.00	3,000.00	(3,000.00)	0.0%
Grants	0.00	15,000.00	(15,000.00)	0.0%
Other Revenue Sources	6,212.76	0.00	6,212.76	100.0%
Related Conferences	39,175.00			
Summer Conference	218,640.00	320,000.00	(101,360.00)	68.3%
WA-ACTE Dues	95,485.00	120,000.00	(24,515.00)	79.6%
WOVE-Government Relations	0.00	6,000.00	(6,000.00)	0.0%
Total Income	<u>429,937.76</u>	<u>558,000.00</u>	<u>(128,062.24)</u>	<u>77.0%</u>
Expense				
Association Activities	188,305.50	163,500.00	24,805.50	115.2%
Cash Reserves	8,668.10	42,000.00	(33,331.90)	20.6%
Contracted Services	3,750.00	6,000.00	(2,250.00)	62.5%
Depreciation Expense	0.00	0.00	0.00	0.0%
Educational Scholarships/Awards	2,600.00	3,600.00	(1,000.00)	72.2%
Leadership	22,185.97	28,000.00	(5,814.03)	79.2%
Office Expense	49,163.28	55,500.00	(6,336.72)	88.6%
Office Staff	210,696.51	250,925.00	(40,228.49)	84.0%
Payroll Expenses	0.00			
Total Expense	<u>485,369.36</u>	<u>549,525.00</u>	<u>(64,155.64)</u>	<u>88.3%</u>
Net Ordinary Income	<u>(55,431.60)</u>	<u>8,475.00</u>	<u>(63,906.60)</u>	<u>(654.1)%</u>
Other Income/Expense				
Other Expense				
Help	0.00	0.00	0.00	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u>(55,431.60)</u>	<u>8,475.00</u>	<u>(63,906.60)</u>	<u>(654.1)%</u>

Washington ACTE Membership Report
Fiscal Year: 2018 Month: April

Previous Month	1712		
New Members	14		
Rejoined Members	8		
Expired Members	15		
Current Month	1719	30-day Grace	14

	Previous Month	Current Month	Retention Goal	Retention Goal %	Fiscal Year Net Gain/Loss
	3/31/2018	4/30/2018	6/30/2018		
WA-ACTE	1712	1719	1836	-6%	-117
ACTE	462	460	519	-11%	-59
Unknown Affiliation*	727	759			
WACTA	252	250	113	121%	137
WAAE	31	31	36	-14%	-5
WSBEA	130	127	156	-19%	-29
WA-CCER	59	58	59	-2%	-1
FACSE	174	174	210	-17%	-36
WAME	52	51	64	-20%	-13
WITEA	335	322	316	2%	6
WASTS	51	50	82	-39%	-32
HSCTE	41	41	42	-2%	-1

*Not a paid section member thru WA-ACTE

BUDGET 2018-2019 (PROPOSED)

Budget Narrative

July 1, 2018 to June 30, 2019

OPERATING REVENUES	2017-2018	2018-2019	
WA-ACTE Membership Dues	\$120,000	\$120,000	\$75/Mbr Based on 1600 renewals
Conferences / PD			
Summer Conference Revenues	\$320,000	\$320,000	550 attendees at \$500 plus exhibits & sponsors at \$45000
OSPI/WTECB Grant	\$15,000	\$25,000	Combination of OSPI & WTECB
SC Exhibitors			
SC Sponsors			
Fall Conference	\$94,000	\$94,000	Only paid attendees-no vendors
Misc./Interest/Clock Hours	\$0		
CTE Foundation Scholarships	\$3,000	\$3,000	Silent Auction provides revenue thru foundation
WOVE - Government Relations	\$6,000	\$6,000	For Leg work expenses
TOTAL BUDGET REVENUES 2018-2019	\$558,000	\$568,000	
BUDGETED EXPENSES	2017-2018	2018-2019	
Office Staff			
Salaries/Benefits & Related Taxes	\$239,125	\$246,299	Staff salaries and taxes - all costs to the Association
Travel Expenses-Executive Director	\$10,000	\$15,000	ED to attend multiple conferences and network meetings
Contracted Office Help	\$500	\$500	Not anticipated - possible HS work-study intern costs
Professional Fees	\$1,000	\$1,500	Expectation/need increased
Staff Development	\$300	\$300	Workshops, Webinars, etc.
Total Office Staff Expenses	\$250,925	\$263,599	
Office Expenses			
Postage	\$1,500	\$1,000	
Supplies	\$3,500	\$3,800	
Telephone/Electronic Communications	\$8,500	\$8,000	
Computer Equipment & Software	\$4,000	\$7,000	Increase needed - last year several unanticipated expenses
Computer Maintenance/Upkeep	\$1,000	\$500	
Office-Utilities/Recycle/Custodial	\$12,000	\$15,000	
Office - Insurance/Bond	\$2,000	\$2,500	Yearly increase
Office - Interest/Taxes	\$13,000	\$13,000	Office monthly payments
Printing	\$2,000		
Equipment Lease/Maintenance	\$6,000	\$6,500	
Miscellaneous Association Expenses	\$2,000	\$2,000	
Total Office Expenses	\$55,500	\$59,300	
EX Board Leadership Expenses			
WA-ACTE Executive Board	\$12,000	\$12,000	Board meeting expense/travel
ACTE/Regional's	\$15,000	\$18,000	Officer team travel expenses
Substitute Days	\$1,000	\$1,000	
Total Leadership Expenses	\$28,000	\$31,000	
Educational Scholarships/Awards			
Teacher of the Year	\$1,000	\$1,000	Award Committee determines
WA-ACTE Memorial Teacher Scholarship	\$1,000	\$1,000	Award Committee determines
Student Leadership Award	\$1,600	\$1,600	\$200 per official CTSO - Travel scholarship
Total Educational Scholarship/Awards	\$3,600	\$3,600	
Association Activities			
Committee Assignment	\$1,500	\$1,500	
Conferences			
Summer Conference	\$105,000	\$105,000	SC related expenses
Fall Conference	\$25,000	\$42,000	
Related Conferences			
Advocacy	\$24,000	\$24,000	Annual Sub-contract lobbyist
/Gov Relations	\$6,000	\$6,000	Advocacy Expenses
Coalition Memberships	\$2,000	\$2,000	
Total Association Activities	\$163,500	\$180,500	
Contracted Services			
Audit Review	\$0	\$200	Conducted by College Accounting Class
Attorney/CPA	\$1,000	\$1,000	Used on a need basis
Accountant	\$4,500	\$4,800	Sub-Contract with outside accountant (Monthly payout)
Bank Charges	\$500	\$500	
Total Contracted Services	\$6,000	\$6,500	
Cash Reserve Fund			
Unrestricted Funds (TBD)	\$35,000	\$23,000	
Total Cash Reserve	\$35,000	\$23,000	
TOTAL BUDGETED EXPENSES	\$542,525	\$567,499	



REVIEW OF CLOCK HOUR PROGRAMS

List of Clock Hour Programs Held Between May 1, 2017, and April 30, 2018:

[WA-ACTE Spring Conference - April 25-26, 2018](#)

[ACTE Region V Conference - April 11-14, 2018](#)

[WACTA Spring Conference - March 12-13, 2018](#)

[ACTE's CareerTech VISION - December 6-9, 2017](#)

[WA-ACTE Fall Summit - November 2-3, 2017](#)

[WA-ACTE Summer Conference - August 6-9, 2017](#)



Strategic Plan

2017 - 2018 Program of Work

VISION

Every student prepared for life and career.

MISSION

“WA-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 Expo	• Fall Summit (Conference) • Spring STEAM Conference	• Section Conferences
Goals and objectives:	Resources needed:	Status:
1. Continue growth of network of partners and sponsors for WA-ACTE professional development	• Outreach to potential sponsors	Ongoing
2. Establish platforms and resources needed to deliver professional development over the web or hybrid methods	• Project management, equipment & software	Basic equipment purchased for one room. Reviewing software and delivery options for online/web professional development. Did some preliminary recording at Spring STEM conference. Planning meeting held on 5/18/18
3. Continue the use of CTE curriculum program similar to or in conjunction with CTE-AZ	• Continued board & OSPI discussion to determine if/how we move forward	OSPI is interested – Lew K. has solicited files into a central location.



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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

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 	Work with WACTA and their Marketing Committee.
2. Foster and expand relationships with our established partners.	<ul style="list-style-type: none"> • Board members willing to help serve/connect with partners to be our voice with them. 	
3. 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. 	Exec. Dir. and Board members attending various forums surrounding STEM and Connected Learning. Exec. Dir. and Board members sit on OSPI CTE Certification Committee meetings with PESB. Exec. Dir. and WA-ACTE Officers attending WA-STEM events
4. Develop strategies for promotion of models for work-based learning/career connected learning and apprenticeships	<ul style="list-style-type: none"> • Board learning on varied initiatives surrounding issue 	



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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

Goals and objectives:

1. Establish legislative focus for upcoming legislative session
2. Increase WOVE resources
3. Continue strong lobbying efforts
4. Revise and update legislative resources for members

Resources needed:

- Work with section leadership and board to survey issues among sections
- Board discussion, plan development and implementation support
- Subcontract with lobbyist
- Utilize staff and board member time to review resources.

Status:

2018 Legislative Focus established
2 page CTE/Skill Center Funding briefing complete.
Legislative Committee beginning work on 2019 Legislative Focus /Legislative Session strategies.

Under review

WACTA Exec. Board and WA-ACTE Exec. Comm. will revise and create resources for 2019 Legislative Session.



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Networking and Communication

Ongoing Activities

- WA-ACTE Website
- CTE Online Community

- Email blasts

- Social Media
 - #IamCTE, #WeAreCTE

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. 	PESB Public Records Request received
2. Update website	<ul style="list-style-type: none"> • Utilize web design partner(s) to update website for easy and prompt entry of information 	Website update is complete. Fine tuning taking place.
3. Engage partners in establishing media campaigns for CTE	<ul style="list-style-type: none"> • Develop list of partners willing to market and promote CTE 	WACTA working on marketing activities



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Quality Association Improvement

Ongoing Activities

- Quality Association Standards

- ACTE Conferences and Programs

- Financial

Goals and objectives:	Resources needed:	Status:
1. Develop strong leadership of WA-ACTE and its sections	<ul style="list-style-type: none"> Board discussion; plan development and implementation support 	Fall '17 inservice held to orient section leadership to WA-ACTE procedures and Exec. Bd. responsibilities
2. Share and review conference evaluations with board and sections	<ul style="list-style-type: none"> Scheduled/planned review sessions 	Summer and Fall conference evaluations complete
3. Review section membership in WA-ACTE for discussion of affiliated membership structure	<ul style="list-style-type: none"> WA-ACTE and section membership data Board discussion on membership structure 	Initial GoTo meeting with Section Presidents and Section WA-ACTE Board Reps in planning stages.