



EXECUTIVE BOARD MEETING AGENDA

Thursday, November 15, 2018, 3:00 p.m. – 5:00 p.m.

GoToMeeting - https://global.gotomeeting.com/join/593369685

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

- 3:00 PM A. Call-to-Order & Roll Call
B. Agenda Changes (I/A)
C. Calendar Update (November – December – January) (I/A)
D. Consent Agenda (I/A)
1. Approval of September Executive Board Meeting Minutes
2. Financial Statements (October)
3. Executive Committee Reports
4. Section Reports (In Board Book)
5. Correspondence
E. Action Item(s) from Section Reports (I/D/A)
1. Pending Submissions
F. Committees Updates (I/D/A)
1. Legislative Shani Watkins, Legislative Chair
a. 2019 Legislative Focus/Objectives/Agenda – presentation, review, and feedback
2. Professional Development Kevin Plambeck, Professional Development Chair
a. Fall Conference Update – November 7-8, 2018 – Great Wolf Lodge
b. Committee Processes & Timelines Required for Summer Conference 2019
1. “2019 WA-ACTE Summer Conference”
3. FAME Committee
a. Membership Lew Keliher, Membership Chair
b. Awards Vern Chandler, Awards Chair
G. Board Learning (I/D)
1. Strategic Plan
H. For the Good of the Order
5:00 PM I. Adjournment

November 2018

WA-ACTE Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																									
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December 2018

WA-ACTE Calendar

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EXECUTIVE BOARD
Meeting Minutes

Saturday, September 29, 2018

Call to Order and Roll Call: The Washington ACTE Executive Board Meeting was called to order at 10:06 a.m. on Saturday, September 29, 2018, by President Shani Watkins. Tess Alviso, WA-ACTE Executive Assistant, conducted a roll call and determined a quorum was present.

Executive Board Present:

Executive Committee

President..... Shani Watkins
Past President..... Kevin Plambeck
President Elect..... Lew Keliher

Executive Board Representatives

Administration Wes Allen
Career Counseling & Employment Readiness Nora Zollweg
Family and Consumer Sciences..... Trudy Swain
Marketing Education Brenda Grabski
Industrial Technology Education Doug Merrill
Skilled and Technical Sciences..... Chris Names
Health Sciences..... Pam Reichel
Awards Chair (Ex Officio)..... Vern Chandler

Executive Board Absent:

Agricultural Education Nathan Moore
Business Education Matt Monnastes

Staff Present:

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

Guests Present:

CTSO..... Lori Hairston
OSPI..... (GoToMeeting) Becky Wallace
WTECB..... Eric Wolf

The WA-ACTE Executive Board for 2018-2019 was sworn in by Past President Vern Chandler.

Agenda Changes: The agenda was approved with the following additions:

- WITEA Letter to CWU
- Strategic Plan Discussion
- Affiliated Membership

WTECB Report – Eric Wolf:

- Perkins V very similar to Perkins IV
- 2019-2020 Transition Year
- Summer 2020
- Strengthening CTE for the 21st Century Act
- Six years (2020-2026)
- Local Needs Assessment (LNA) for school districts and CTCs
- Gives states more flexibility of discretionary funds
- Potentially allows federal funds to be used below grade 7, but state law policy would have to change
- Perkins V aligned with WIOA plan update

OSPI Report – Becky Wallace:

- Legislative Decision Packages
 - Increase access to CTE
 - Supporting equivalency work
 - Dual-credit
- Program approval
 - [OSPI CTE Course Program Approval Process](#)

CTSO Report – Lori Hairston:

- Meeting with Becky and staff at OSPI
- Waiting for grant packages to open
- CTSO Advocacy Day January 31, 2019
- Trying to pull Business & Industry into CTSOs
- Updating website and promotional materials

Awards – Vern Chandler:

- Some awards don't get recognized
- Vern asked sections to send in a list of their 2018 award winners so he can help the sections

Calendar Update:

- Send additions to taa@wa-acte.org

Consent Agenda:

- Wes moved that the Consent Agenda be approved as presented. The motion was seconded by Chris and carried.
 - Approval of [August 4, 2018, Executive Board Meeting Minutes](#)
 - Financial Statements (August)
 - Executive Committee Reports
 - State of the Section Reports
 - Correspondence

Action Items:

- WOVE
 - Chris moved that the WA-ACTE Executive Board approve Executive Director Tim Knue to work with WOVE and lobby on the Association's behalf. The motion was seconded by Doug and carried.

WITEA Letter to CWU:

- Letter of support from WITEA to encourage CWU to continue its backing of the Technology Education teaching major.
- Doug moved that the WA-ACTE Executive Board supports the contents of WITEA's letter to CWU and that WA-ACTE also send a letter to CWU to support teacher education programs. The motion was seconded by Brenda and carried.

Board Information & Learning:

- Leadership Handbook – bring to future meetings
- Tim PowerPoint on Governance 101, Duty of Care, Duty of Loyalty, and Fiscal Responsibility
- Committees meet by GoToMeeting
- Consent Agenda
 - Take care of regular, mundane business
 - Pre-meeting homework
 - Items can be pulled for discussion

Strategic Plan:

- Shani reviewed her draft Strategic Plan
- Discussion regarding frameworks
- Live stream professional development
- Strategic themes more in alignment with Region V and ACTE
- Shani will send out Strategic Plan for feedback and follow-up in November

Committee Work:

- Legislative – Shani Watkins, Legislative Chair
 - 2019 draft Legislative Focus
 - Respond to remove draft
- Professional Development – Kevin Plambeck, Professional Development Chair
 - October 12 deadline for Fall Conference call for presentations
 - Turn-out critical for revenue stream
 - Summer Conference – sections one room to fill Tuesday/Wednesday
 - Sunday can be larger blocks
 - Final grids by May Board meeting
 - Survey Monkey in November
 - January plan to have draft grids
- FAME Committee – Shani Watkins and Vern Chandler, FAME Co-Chairs
 - Foundation
 - Awards – Vern Chandler, Awards Chair
 - 2019 awards updated in November
 - Membership – Lew Keliher, Membership Chair
 - Goal of increasing membership
 - Joint membership campaign with ACTE

- Affiliated membership
 - ... Section dues are all different
 - ... Unknown paid section if not paid through WA-ACTE
 - ...if you are a member of a section you also should be a member of WA-ACTE
 - ...if approved will require Bylaws change
 - Engagement

For the Good of the Order:

- Tim and Lew attending and working on continuity plan
- Trainings for officer information
- Doug moved that WA-ACTE sections have an optional conference exchange program between sections to gain ideas. The motion was seconded by Chris and carried.

Adjournment:

- The meeting was adjourned at 4:19 p.m.

Future Meetings:

- November 15, 2018, 3:00 p.m. – 5:00 p.m., GoToMeeting
- January 26, 2019, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
- March 21, 2019, 3:00 p.m. - 5:00 p.m., GoToMeeting
- May 18, 2019, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport
- August 3, 2019, time TBD, Davenport Grand Hotel, Spokane
- September 28, 2019, 10:00 a.m. - 4:00 p.m., Red Lion Hotel Seattle Airport

Washington Association for Career & Technical Education
Summary Balance Sheet
As of October 31, 2018

11/12/18

Accrual Basis

	<u>Oct 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	332,776.28
Other Current Assets	3,995.00
Total Current Assets	<u>336,771.28</u>
Fixed Assets	401,496.00
TOTAL ASSETS	<u><u>738,267.28</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	59,589.44
Total Current Liabilities	<u>59,589.44</u>
Long Term Liabilities	159,924.37
Total Liabilities	<u>219,513.81</u>
Equity	518,753.47
TOTAL LIABILITIES & EQUITY	<u><u>738,267.28</u></u>

Washington Association for Career & Technical Education
Profit & Loss Budget Performance
October 2018

	Oct '18	Jul '18 - Jun '19	YTD Budget	%
Ordinary Income/Expense				
Income				
Fall Conference	\$ 10,150.00	\$ 12,150.00	\$ 94,000.00	13%
Foundation Scholarships	\$ -	\$ -	\$ 3,000.00	0%
Grants	*grants shown in Summer Conference Revenue		\$ -	
Other Revenue Sources	\$ 103.22	\$ 8,648.65	\$ -	
Related Conferences				
Spring Conference	\$ -	\$ 650.00		
Total Related Conferences	\$ -	\$ 650.00		
Summer Conference	\$ 12,700.00	\$ 224,315.00	\$ 345,000.00	65%
WA-ACTE Dues	\$ 8,885.00	\$ 52,395.00	\$ 120,000.00	44%
WOVE-Government Relations	\$ -	\$ 6,000.00	\$ 6,000.00	100%
Total Income	\$ 31,838.22	\$ 304,158.65	\$ 568,000.00	54%
Expense				
Association Activities				
Advocacy	\$ 2,000.00	\$ 8,000.00	\$ 24,000.00	33%
Coalition Memberships	\$ -	\$ -	\$ 2,000.00	0%
Committee Assignment	\$ -	\$ -	\$ 1,500.00	0%
Government Relations	\$ -	\$ -	\$ 6,000.00	0%
Related Conferences - FALL	\$ 481.16	\$ 1,226.16	\$ 42,000.00	3%
Summer Conference Expenses	\$ 19,771.94	\$ 138,624.18	\$ 105,000.00	132%
Total Association Activities	\$ 22,253.10	\$ 147,850.34	\$ 180,500.00	82%
Cash Reserves	\$ -	\$ -	\$ 23,000.00	0%
Contracted Services	\$ 400.00	\$ 1,600.00	\$ 6,500.00	25%
Educational Scholarships/Awards	\$ -	\$ 1,000.00	\$ 3,600.00	28%
Leadership	\$ 4,760.69	\$ 8,235.75	\$ 31,000.00	27%
Office Expense	\$ 46,615.14	\$ 55,378.20	\$ 59,300.00	93%
Office Staff				
Contracted Office Help	\$ -	\$ -	\$ 500.00	0%
Payroll Taxes	\$ 1,689.69	\$ 6,235.66	\$ 20,000.00	31%
Professional Fees	\$ 266.00	\$ 391.00	\$ 1,500.00	26%
Salaries	\$ 18,742.57	\$ 74,970.28	\$ 226,299.00	33%
Staff Development	\$ 25.00	\$ 115.00	\$ 300.00	38%
Travel - Executive Director	\$ 1,434.24	\$ 1,492.04	\$ 15,000.00	10%
Total Office Staff	\$ 22,157.50	\$ 83,203.98	\$ 263,599.00	32%
Payroll Expenses	\$ -	\$ -		
Total Expense	\$ 96,186.43	\$ 297,268.27	\$ 567,499.00	52%
Net Ordinary Income	\$ (64,348.21)	\$ 6,890.38	\$ 501.00	
Other Income/Expense				
Other Expense	\$ -	\$ -	\$ -	
Net Other Income	\$ -	\$ -	\$ -	
Net Income	\$ (64,348.21)	\$ 6,890.38	\$ 501.00	

Executive Director's Report

Submitted By: Tim Knue

Date Submitted: November 2018

1. Activities Since the Last Report: (September 2018)

a. October

- i. Livestream training w/ Paul Portley – Olympia
- ii. Met with Dave Mastin – OSPI
- iii. Webinar w/ MJ Bolt – State Board of Education
- iv. Officer Team Mtg by GoToMeeting
- v. WACTA Conference – Spokane
- vi. Met with Dave Mastin – OSPI
- vii. Met with Lew McMurrin; Workforce Board Manager for “Future of Work Project”
- viii. Webinar to prep for NEDA presentation at State Leadership 101 session at Career Tech VISION conference
- ix. Technology for the Future – web call with Deepak Tak,
- x. Met with Maggie Bagwell – Mount Vernon
- xi. PESB – CTE Workgroup Phase II – OSPI
- xii. Call with Omar Riva; GrowthCafe.com
- xiii. NEDA Exec Committee conference call
- xiv. Limited Certificates webinar – PESB
- xv. ACTE State Leaders conference call
- xvi. WA-ACTE Leg Committee Mtg – GoToMeeting

b. November

- i. WACTA Board meeting – GoToMeeting
- ii. CTE Webinar – PESB
- iii. WA-ACTE Fall Conference
- iv. Senate Assembly Days
- v. WA-ACTE Executive Board Meeting – GoToMeeting
- vi.

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-ACTE PRESIDENT

Submitted By: Shani Watkins

Date Submitted: October 24, 2018

1. General Thoughts:

Wow! There is a lot happening in the state! The WACTA meeting was fantastic, there was so much great information and excellent connections.

While there is much work to do, I am hopeful that we will be able to collaborate and support one another to create synergy and get the work completed.

2. Strategic Plan Activities:

Waiting for input from the executive committee to fully develop the strategic plan.

3. Matters of Interest:

Both last year and this year, I am part of the Certification Committee for PESB. It's been an interesting ride and after the meeting this past week, I feel that there is a better understanding on the part of PESB with respect to the uniqueness of career and technical education and I believe the committee is moving forward on methods of keeping the integrity of career and technical education and implementing a valid system for certification and support.

4. Executive Committee Activities:

Attended the PESB meeting on certification changes to CTE certification.

REPORT TO THE WA-ACTE EXECUTIVE BOARD Past-President

Submitted By: Kevin Plambeck

For Board Meeting: November 15, 2018

1) General Thoughts (and questions):

- a) How can we best provide professional development for our members in fulfilling our WA-ACTE Mission?
- b) We need to further explore WA-ACTE's membership structure (see below under Strategic Plan Activities)
- c) How can we develop better and more funding resources for WOVE?

2) Strategic Plan Activities:

- a) Expanding resources/funding for Leg/lobby work by Washington ACTE.
- b) Networking and Communication amongst and to membership
 - i) How do we communicate to our members what is going on?!
- c) Membership structure
 - i) Review section membership in WA-ACTE
 - ii) Review and discuss WA-ACTE membership fee structure with section leadership
 - iii) Consideration of a modified "affiliated" membership fee structure and explore the benefits of affiliated membership that sections and members will see
 - iv) I believe we should move toward all section members being a WA-ACTE member. It is a combined effort.

3) Matters of Interest:

- a) Review of membership structure
- b) Professional Development Opportunities
- c) CTE Legislation and support for WOVE
- d) Marketing and communication strategies and efforts for WA-ACTE
- e) Recruiting Candidates for WA-ACTE and Section Offices

4) Executive Committee Activities:

- a) WA-ACTE Officer Team GoTo meetings
- b) WA-ACTE Legislative GoTo meetings
- c) Washington State Fair Association Convention, October 17-20
- d) School District Accounting Advisory Committee (SDAAC) meetings
- e) Halloween Trick-or-Treating, October 31st

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-ACTE President Elect

Submitted By: Lew Keliher

Date Submitted: 10/24/2018

1. General thoughts

I was impressed with our September 29th meetings as everyone was focused on improving CTE for each program area and statewide. I believe our new board members will bring important information from their sections as well as relay discussion by this board back to their groups.

2. Strategic Plan Activities:

We are currently working on language to support CTE as the legislative season grows closer. Input from all sections is being requested and valued as we move forward.

3. Matters of Interest:

I'm looking forward to the Fall conference at Great Wolf in hopes of meeting new attendees that have questions and experiences to share. As we look to always strengthen our conferences this can't be accomplished without the people in our field being willing to share. How do we convince, cajole, and persuade our gifted teachers to present? Also how do we get our directors/principals to nominate teachers for section or state awards? How do we get lists of members to the correct people in each district?

4. Executive Committee Activities:

Since September we have met by gotomeeting and multiple e-mails discussing a WA-ACTE legislative focus. Information is being shared and discussed.

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WACTA Section

Submitted By: Wes Allen

Date Submitted: 10/23/18

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

Completed fall conference and Executive Board meeting with great success. Tried new format for the conference where OSPI information was shared in the large group instead of break outs.

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

Looking to try and create marketing strategies for CTE programs. Wanting to try and address the inequity that was created with the McCleary decision via legislative focus.

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

Continues to be funding of classes and assisting with maintaining the high standards that have been set for CTE in the state.

4. Other Comments/Suggestions:

N/A

5. Upcoming Meetings or Conferences:

Executive Board meeting at Sea-Tac on Nov. 6th, Jan. 8th, Mar. 19th 10am-3pm
Spring Conference, Olympia Feb. 24-26th

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.)



STATE OF THE SECTION REPORT

Please complete this form by September 12, 2018,
and submit electronically to Tess Alviso at: taa@wa-acte.org

Submissions will be presented at the September 29, 2018, Executive Board Meeting.

Please share with others the successes you have had in your section!

Section: WA-CCER
Date: 10/01/2018

Leadership for 2018-2019

WA-ACTE Board Representative: Nora Zollweg
President: Nora Zollweg
Past President: Terry Derrig
President Elect: None at this time
Secretary: Geri Prater
Treasurer: Geri Prater

Please provide a brief narrative describing current activities and strategies in the following categories:

Member Recruitment and Retention

Recruitment efforts are ongoing. Officers are aware that member growth has stalled. We are working together to create new and innovative ways to reach potential members across the state. Possibilities include relevant trainings, scholarships for new members, and a Spring Conference just for WA-CCER members.
--

Advocacy

President has been part of online meetings with the Professional Educators Standards Board (PESB) who have implemented changes in the OIS and CTE Counselor certification process that directly affects WA-CCER members. It is critical that the certification process is set up in a way that
--

allows these employees to renew their certification in a timely manner and keeps the certification viable for future employees.

Issues

(Including legislative, leadership, partnerships, business and industry, and postsecondary)

Two major challenges at this time.

1. Leadership – we are unable to find someone to be President-elect. We will continue to work with members to see if we can ameliorate this situation .
2. Attendance at Conferences – Members all across the state are consistently telling us that their schools are not funding professional development this year. That means very low attendance at conferences.

Marketing

Post Cards are being created and will be mailed to CTE Directors across the state and members who have let their membership lapse.

New and Innovative Ideas

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-CCER

Submitted By: Nora Zollweg

Date Submitted: 11/01/2018

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

WA-CCER Executive Board Meeting – Held October 29th.

Discussed increasing membership and providing professional development that will draw in members. Also talked about having custom flash drives and WA-CCER team shirts. Creating a one-page marketing brochure.

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

Funding for PD. Members are unable to pay dues (especially if there is a unification with WA-ACTE) or the costs for conferences. This affects our membership.

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

Funding for professional development. Will a lack of funding for professional development create a situation where teachers etc are unable to obtain the clock hours needed to renew their certificates? Do we need to find alternative ways for members to obtain clock hours?

4. Other Comments/Suggestions:

5. Upcoming Meetings or Conferences:

Executive Board Meeting took place on October 29th.

Spring Conference – Possibly taking place on March 16th at Sno-Isle Skills Center. This information needs to be confirmed and finalized.

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 President

Submitted By: Nora Zollweg

Date Submitted: 11/01/2018

1. General Thoughts:

In general WA-CCER is struggling with two issues that have been ongoing - membership and participation. Some of these issues stem from outside influences and others from inside. One of the outside issues that has become a significant concern is funding for professional development. With the increase in salaries around the state we have found decreased funding for professional development coming from home districts/schools. Budgets are tight. For the Fall WA-ACTE conference, I am the only member with leadership duties that will be attending. All other officers were told there was no funding. While WA-CCER has the funding to supplement portions of conferences for officers or new members, it is a short term fix.

2. Strategic Plan Activities:

Goals to increase membership: Develop and email/mail a one page marketing document describing the mission, vision and benefits of joining WA-CCER. We are also putting together an order for WA-CCER flash drives and collared shirts. One pager will be mailed to all members that have let their membership expire.

Goals to increase participation: The plan is to put together leadership opportunities that don't over tax members – short in duration with clear instructions. We are putting together a Spring Conference that will allow leadership to work together to create something amazing for members. We will also offer financial incentives like free annual membership and supplementing fees for conference registrations.

We are also reaching out to new members and outside partners to help us find quality presenters for conferences. We have invited two new members to become our WBL/WSL experts and present at both Spring and Summer conference. This is the kind of activity that create relationships and partnership that will increase participation and membership.

3. Matters of Interest:

4. Executive Committee Activities:

Executive Committee met together for an online board meeting on October 29th. Members were optimistic about the future of WA-CCER and were excited about putting together a Spring Conference. I am also writing personal thank you cards to each member who took the time to take part in our online meeting.



STATE OF THE SECTION REPORT

Please complete this form by September 12, 2018,
and submit electronically to Tess Alviso at: taa@wa-acte.org

Submissions will be presented at the September 29, 2018, Executive Board Meeting.

Please share with others the successes you have had in your section!

Section:WAME
Date:September 29, 2018

Leadership for 2018-2019

WA-ACTE Board Representative: Brenda Grabski
President: Brenda Grabski
Past President: Tom Robinson
President Elect: Shawn Perez
Secretary: Brad Charvet
Treasurer: Jennifer Rogers

Please provide a brief narrative describing current activities and strategies in the following categories:

Member Recruitment and Retention

<p>Member Recruitment Strategies</p> <ul style="list-style-type: none">• Social Media and Web communication at www.mywame.com, Twitter & Facebook• Sample frameworks provided with membership• 3 conferences per year – Fall BAM, Spring One Day, Section at summer• Quarterly news letter• New teacher mentorship opportunities• Connection to teacher prep programs• Quarterly News Letter• Scholarship opportunities• Teacher of the year award
--

Advocacy

- Connection through WA-ACTE - WOVE

Issues

(Including legislative, leadership, partnerships, business and industry, and postsecondary)

- Postsecondary communication
- Lack of person of leadership in our pathway at OSPI
- Dwindling conference attendees
- Always struggle with membership numbers and attracting board members

Marketing

- Developing partnerships with DECA, OSPI, businesses and other stakeholders
- Branding on communication
- Newsletters
- Curriculum Academy

New and Innovative Ideas

- Finding business partners (like an advisory to help with funding at teacher training)
- Mini- pop up training in local districts

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WAME

Submitted By: Brenda Grabski

Date Submitted: November 5, 2018

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

Business & Marketing Conference delivered first of October – Strengthen membership engagement, professional development
Annual Award of Marketing Teacher of The Year to Kitti Wheeler at Membership Meeting at the DECA Fall Leadership Conference – recognize membership, strengthen engagement
Continued Social Media Presence – strengthen communication

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

Volunteer pool for board work and committees is weak – and often those volunteering are already overcommitted

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

School district cuts in travel as a result of higher teacher pay – not approving Professional Development activities or CTSO travel
CTE programs impacted by Core 24 requirements

4. Other Comments/Suggestions:

Continue to support legislation for a stronger CTE presence in Core 24

5. Upcoming Meetings or Conferences:

Monthly Board Meeting the last Wednesday of the month
Monthly DECA Board Meetings
Area Conference begin the first week of January

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WAME

Submitted By: Brenda Grabski

Date Submitted: September 29, 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)
- Added Twitter and Facebook (Quality Assoc. Improvement, Promotion)
- Have planned BAM in October (Membership)
- Have elected a full board! (Quality Assoc. Improvement)
- Continue email communication monthly as well as on line (Advocacy & Promotion)
- Created process to engage businesses as partners. (Quality Assoc. Improvement, Advocacy & Promotion)

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

- Large number of teachers in their first 3 years of teaching
- Change in needs of delivery of professional development
- Communicating the value of WAME membership to teachers

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

- Changes in the workforce
- Decline of traditional Business & Marketing teacher programs at Eastern & Central
- Shortage of licensed career and technical education teachers.

4. Other Comments/Suggestions:

None at this time

5. Upcoming Meetings or Conferences:

- BAM October 11 – 13 in Richland, WA
- DECA FLC Conference October 28 - 30
- Monthly Board Calls the last Wednesday of each month at 3:00 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: Doug Merrill _____

Date Submitted: 10/24/18

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

Branded the WITEA Spring Conference, "Expanding the possibilities".
And We are looking to expand the conference by offering pre-conference sessions.

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

CWU Professors did respond to our letter of support and the letter of support from Tim Knue. Responses stated that both letters would be used in the considerations in keeping the Technology Education Major.

3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education (for information purposes only): None

4. Other Comments/Suggestions: None

5. Upcoming Meetings or Conferences:

2019 WITEA Spring Conference
"Expanding the Possibilities"
March 7-9, 2019; Wenatchee Convention Center

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

HSCTE

Submitted By: Pamela Reichel

Date Submitted: 10-29-2018

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

No new updates since the last report. Our first Executive Board meeting will be this Saturday, Nov. 1st at the HOSA Leadership Conference. We will be going over our Strategic Plan and ideas for new courses with Marianna from OSPI.

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

Low membership, updating Policy and Procedures regarding non-attending officers or other vacancies, discussion of new courses for health science.

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

We are going to meet with Marianna Goheen, Program Supervisor for Health Science at OSPI to discuss ideas for new courses and V codes. Healthcare is the largest and fastest growing industry in the U.S. so we want to make sure that our students are prepared to enter college or the workforce.

4. Other Comments/Suggestions:

5. Upcoming Meetings or Conferences:

Saturday, Nov. 1, 2018. First Executive Board Meeting at the HOSA Leadership Conference at Everett 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.)

None at this time.



Washington Association for Career and Technical Education
PO Box 315 • Olympia WA 98507-0315 • (T) 360-786-9286 • (C) 360-202-5297 • (E) wa-acte@wa-acte.org
Tim Knue, Executive Director

October 15, 2018

Dear Dean Paul Ballard:

The board of the Washington Association for Career and Technical Education (Washington ACTE) charged me with reaching out to you and Central Washington University to add our support and help to provide high-quality Career and Technical Education (CTE) teacher and administrator preparation programs.

The historical role and contribution of CWU over the decades have contributed to the number and quality of CTE educators in our state. We urge both you and the CWU administration to continue your significant contribution to the teaching ranks who teach all of our students in Washington State.

This letter is to follow-up on a letter submitted to you from the Washington Industrial Technology Education Association (WITEA) encouraging CWU to work with WITEA to recruit students into the Technology Education Teaching Program. While this program is the focus of concern for this letter, we would expand this request for all of the Career and Technical Education (CTE) educator preparation programs at CWU.

Districts all over the state are hard pressed to find instructors who have completed quality university preparation programs that are currently being provided by CWU. We understand the need for all Career and Technical Education (CTE) teacher preparation programs across the state to analyze and evaluate programs given today's funding climate for higher education in Washington State. In that task we ask that before a program is considered for "sunset," CWU consider a "triple bottom line" rubric that considers more than revenue and cost only in making that decision.

We understand WITEA has offered to actively engage in a sustained recruitment program to increase numbers. We ask CWU to work with them to turn the situation around and create a workable solution in the short term, and with this letter add our commitment to do everything we can to support your collective efforts.

I thank you for your consideration and look forward to working with you in reaching a mutually supportive solution to increase access and success for all the Career and Technical Education (CTE) programs offered at Central Washington University with the goal of increasing access for all students to quality CTE programs in Washington State.

Sincerely,

Tim Knue

A handwritten signature in black ink, appearing to read "TK", with a long horizontal flourish extending to the right.

Executive Director - Washington Association for Career and Technical Education
"...providing high quality CTE opportunities for all students in Washington State."

tim@wa-acte.org
Tel: 360-786-9286
Cell: 360-202-5297

Subject: Re: Letter Supporting CTE Teacher Prep at CWU
Date: Wednesday, October 17, 2018 at 8:06:33 PM Pacific Daylight Time
From: Paul Ballard
To: Tim Knue
Attachments: image001.png, image002.png

Hi Tim:

Thank you for your letter of support. We will take your letter into consideration as we work to make a decision on this program. I can appreciate your position and we share that concern about the high need for CTE teachers in the State of Washington.

Regards,

Paul Ballard, Dean



COLLEGE of
EDUCATION &
PROFESSIONAL STUDIES



400 East University Way
Ellensburg, WA 98926-7415
Phone: 509-963-1411
Email: paul.ballard@cwu.edu

From: Tim Knue <Tim@wa-acte.org>
Date: Tuesday, October 16, 2018 at 10:31 AM
To: Paul Ballard <Paul.Ballard@cwu.edu>
Subject: Letter Supporting CTE Teacher Prep at CWU

Dean Ballard,

Please find an attached letter supporting efforts to maintain quality CTE Teacher prep programs at CWU.

As an association we stand ready to assist CWU to the best of our ability in maintaining and growing CTE teacher preparation programs in Washington State.

Cheers'

Tim Knue

Executive Director
Washington Association for Career and Technical Education
PO Box 315 | Olympia WA 98507-0315
Office: 360-786-9286 | Cell: 360-202-5297



DRAFT 2019 DRAFT Legislative Focus



Washington Association for Career and Technical Education
PO Box 315 | Olympia WA 98507-0315
Telephone: 360-786-9286 | Fax: 360-357-1491 | wa-acte@wa-acte.org | www.wa-acte.org
Contact: Tim Knue, WA-ACTE Executive Director | tim@wa-acte.org | Cell: 360-202-5297



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 lifelong career success, to provide leadership to enhance and support Career and Technical Education (CTE) in communities and schools. WA-ACTE and our affiliated sections work closely with our K-12 workforce training/education and community/technical college partners to provide high-quality CTE program opportunities for all students in Washington State (middle schools, high schools, and skill centers). WA-ACTE and the nine sections of our board develop and approve this agenda.

FOCUS: CAREER AND TECHNICAL EDUCATION RESOURCES (Funding)

CTE Vision	Our Goal	Our Plan	Our Ask
<ul style="list-style-type: none"> • Increase Equity and Access to quality Career and Technical Education (CTE) programs for EVERY student in Washington. • Maximizing the substantial contributions CTE makes to increase graduation rates and support the state's economy. 	<ul style="list-style-type: none"> • To provide stable, dependable, equitable and reliable funding for quality CTE programs statewide. 	<ul style="list-style-type: none"> • Improve CTE Funding stability by increasing CTE MSOC • Limit allowable expenditures to stop the leakage of funds provided for CTE students and programs • Change time-based calculation of FTE for skill centers to prevent loss of funding due to: <ul style="list-style-type: none"> ○ Various school bell schedules ○ Time loss due to transportation 	<ul style="list-style-type: none"> • Local CTE MSOC <ol style="list-style-type: none"> 1. Increase to 2.5 • Skills Centers <ol style="list-style-type: none"> 1. Full sharing of the 1.2 allowed for both local high school and skill center 2. With no loss of 1.6 FTE to skill centers

DRAFT

FOCUS: THE VALUE OF CAREER AND TECHNICAL EDUCATION IN WASHINGTON STATE

CTE Vision	Our Goal	Our Plan	Our Ask
<ul style="list-style-type: none"> Increase equitable access to quality career and technical education for every student in Washington State Increase high school completion through multiple pathways leading to education/training after high school Improving student success in the economy by closing the skills gap for entry level and beyond 	<ul style="list-style-type: none"> Improve access for all students through expanded CTE opportunities. Develop career exploration resources for students, parents, schools, business, industry, and civic organizations. Increase access to work-based learning. 	<ul style="list-style-type: none"> Within the current graduation requirements advance “Personalized Pathways” options for districts to apply the flexibility for students to earn credits Promote and support growth in CTE equivalency credit opportunities. Provide grant resources for career exploration and preparation activities for all students, including primary, elementary and secondary Expand access and ability for districts to provide quality work-based learning activities for all students. 	<ul style="list-style-type: none"> Provide resources for PPG options

FOCUS: SUPPORT CAREER AND TECHNICAL EDUCATION STUDENT LEADERSHIP

CTE Vision	Our Goal	Our Plan	Our Ask
<ul style="list-style-type: none"> Provide all CTE students’ opportunities to develop their leadership skills locally, regionally, and nationally through participation in OSPI approved extended learning student leadership activities. 	<ul style="list-style-type: none"> Increase support for state-recognized Career and Technical Student Leadership Organization (CTSO) activities. Provide start-up resources for district approved extended learning student leadership activities. 	<ul style="list-style-type: none"> Provide funding for supervision of statewide CTSO activities within current CTE Grants to fund State CTSO activities necessary to meet state CTE standards. Consider creation of a grant program to provide start-up resources for extended day/year leadership activities in local districts. 	<ul style="list-style-type: none"> Additional \$3M/fiscal year

Washington ACTE supports your dedication to all students in Washington State to meet high standards in developing the skills needed for success in life.

Professional Development Planning for 2019 Summer Conference

Timeline

Call for presentations

Will go out on December 10, 2018. This will be a Google form similar to previous SurveyMonkey requests.

Registration

Published on March 15, 2019

Vendors

Vendor Registration available March 15, 2019

Sessions / Speakers

All Sessions will be filled in. Speaker information will be submitted. Draft Agenda by March 1, 2019

Sunday Extended Sessions

Deadline to submit session information: February 6, 2019

Professional Development Committee GoTo Meetings

Beginning January 9, 2019 3pm and continuing every other week through May 1, 2019

GoTo meetings can last from 30 to 60 minutes

Conference Sessions

Sections are asked to begin developing their conference programming. Each section is asked to develop sessions as indicated in **RED** below.

2019 UMMER CONFERENCE MASTER GRID

DRAFT

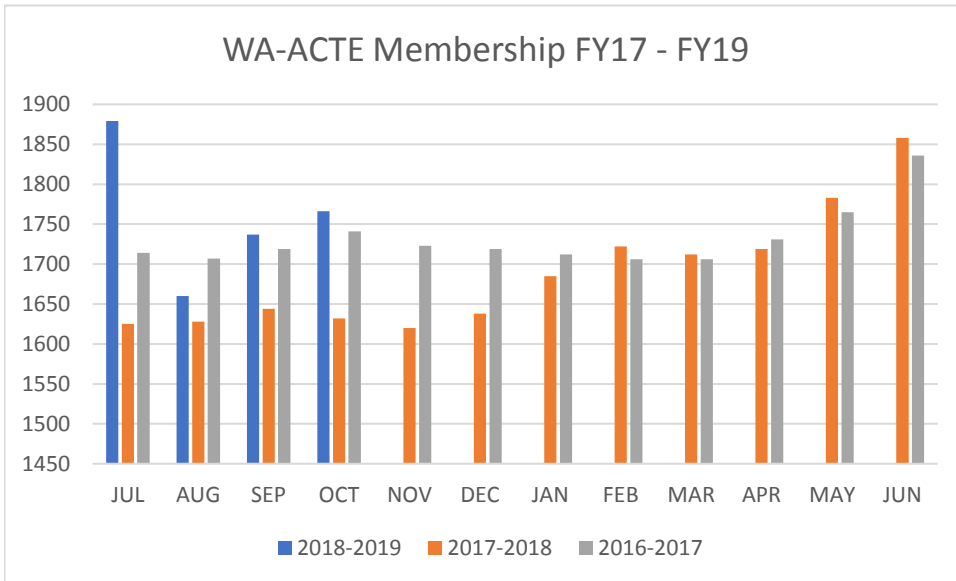
TIME	Saturday 8/4/2018	Sunday 8/5/2018	Monday 8/6/2018	Tuesday 8/7/2018	Wednesday 8/8/2018
6:45-7:30					CONTINENTAL BREAKFAST
7:00					
7:00-8:00			REGISTRATION & CONTINENTAL BREAKFAST		TBD-SECTION
7:00-9:00				AWARDS BREAKFAST	
8:00-9:15		REGISTRATION	OPENING SESSION		
8:15-9:15					TBD-SECTION
9:00			VENDORS		
9:15-10:15			COFFE w/Vendors	TBD-SECTION	
9:30-10:30					TBD-SECTION
10:00-11:00			OSPI UPDATE		
10:30-11:30		TBD-SECTION		TBD-SECTION	
11:00-NOON					CLOSING
11:15-12:15			ATB SESSION		
11:45-1:30					
12:15-1:15			BOXED LUNCH	LUNCH BUFFET	NOTES: Section Required RED -- TBD: To be determined ATB: Across the Board w/possible Section Options
12:00-5:00	Lunch on own	SECTION TABLES		SECTION AWARDS / BUSINESS MTGS	
1:00					
1:15-2:15			ATB SESSION		
1:30-2:30	SECTION BOARD MEETINGS	TBD-SECTION		TBD-SECTION	
1:45-2:45			ATB SESSION		
2:45-3:45			ATB SESSION	TBD-SECTION	
3:30-4:30			ATB SESSION		
4:00-5:00			ATB SESSION	TBD-SECTION	
4:45-5:45			ATB SESSION		
5:00-6:30	ALL BOARDS Hosted DINNER				
6:00-7:00			DELEGATE ASSEMBLY		
6:00-8:00				WASTS BBQ	

Washington ACTE Membership Report
Fiscal Year: 2019 Month: October

Previous Month	1737		
New Members	62		
Rejoined Members	51		
Expired Members	84		
Current Month	1766	30-day Grace	160

	Self-Designated Section	Current Month 10/31/2018	Previous Month 9/30/2018	Retention Goal 6/30/2019	Retention Goal %	Fiscal Year Net Gain/Loss
WA-ACTE		1766	1737	1858	-5%	-92
ACTE		not available	440	456	#VALUE!	#VALUE!
Unknown Paid Section*		732	707			
Unknown Section						
WACTA	364	239	234	133	80%	106
WAAE	188	124	123	125	-1%	-1
WSBEA	257	121	120	133	-9%	-12
WA-CCER	117	58	53	63	-8%	-5
FACSE	324	217	205	185	17%	32
WAME	94	45	45	48	-6%	-3
WITEA	472	294	304	320	-8%	-26
WASTS	180	52	54	58	-10%	-6
HSCTE	81	34	39	41	-17%	-7

*Not a paid section member thru WA-ACTE





Washington Association for Career and Technical Education 2019 Excellence Awards

The Washington ACTE® Excellence Awards promote excellence in Career and Technical Education. Washington ACTE has recognized those individuals who have made extraordinary contributions to CTE, programs that exemplify the highest standards, and organizations that have conducted activities to promote and expand CTE programs. Award winners serve as inspirational leaders to Washington ACTE: they embody the core values of serving their students and being committed to CTE. [Learn more about our past winners.](#)

Are you interested in reading tips on how to write a strong award nomination, or looking for resources to help you manage your awards program? Check out these resources and more on the new [Awards Resources page](#).

The Excellence Awards are presented at the Washington ACTE Awards Breakfast in conjunction with the [Washington ACTE Summer Conference](#). Please join Washington ACTE at this event celebrating career and technical educators who make a difference in students' lives every day!

SECTION LEVEL WACTA WAAE WSBEA WA-CCER FACSE WAME WITEA WASTS HSCTE	2018 Section Winners or 2019 Section Winners prior to May 1
STATE LEVEL WASHINGTON ACTE	Section winners go on to the state competition. Nominations must be entered into the awards portal by May 1, 2019. Awards are announced at the Summer Conference Awards Breakfast, August 6, 2019, at The Davenport Grand Hotel in Spokane. <i>Candidates must be a WA-ACTE Section winner and must be a WA-ACTE member for at least one year at the time of nomination for consideration at the state level.</i>
REGION LEVEL ACTE REGION V	Washington ACTE state winners go on to the region competition. Applications must be updated and candidate must be a national ACTE member by March 1, 2020. Awards are announced at ACTE Region V Conference in April 2020.
NATIONAL LEVEL ACTE	ACTE Region V winners go on to the national competition and are announced during the ACTE CareerTech VISION, December 2-5, 2020, in Nashville, Tennessee.

The Washington ACTE® Excellence Awards recognize excellence and dedication within the field of Career and Technical Education among Washington ACTE members. Recipients of these awards are exceptional individuals who have contributed to the success of CTE through the quality of their work and their involvement in the CTE community. Candidates and winners are recognized at four levels: section, [state, regional, and national](#). The Excellence Awards program has been integrated with [ACTE's High Quality CTE Framework](#).



There are eight (8) Excellence Awards:

Please note: Candidates must be a WA-ACTE Section winner and must be a WA-ACTE member for at least one year at the time of nomination for consideration at the state level. Non-winning candidates may be re-nominated for the same or another Excellence Award the following year. Winning candidates may not be nominated for the same or another Excellence Award within 3 years of their win.

- **Teacher of the Year:** 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 and have at least 5 years of teaching experience at the time of initial nomination. Candidates must be a WA-ACTE Section winner and must be a WA-ACTE member for at least one year at the time of nomination for consideration at the state level.
- **Administrator of the Year:** 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. Candidates must be a WA-ACTE Section winner and must be a WA-ACTE member for at least one year at the time of nomination for consideration at the state level.
- **Postsecondary Teacher of the Year:** 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. Candidates must be a WA-ACTE Section winner and must be a WA-ACTE member for at least one year at the time of nomination for consideration at the state level.



- **Career Guidance Award:** 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. Candidates must be a WA-ACTE Section winner and must be a WA-ACTE member for at least one year at the time of nomination for consideration at the state level.
- **New Teacher of the Year:** 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 (3-5 years' experience) at the time of initial nomination. Candidates must be a WA-ACTE Section winner and must be a WA-ACTE member for at least one year at the time of nomination for consideration at the state level.
- **Teacher Educator of the Year:** 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. Candidates must be a WA-ACTE Section winner and must be a WA-ACTE member for at least one year at the time of nomination for consideration at the state level.
- **Community Service Award:** 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. Candidates must be a WA-ACTE Section winner and must be a WA-ACTE member for at least one year at the time of nomination for consideration at the state level.
- **Lifetime Achievement Award:** This award recognizes CTE professionals for their leadership on behalf of Washington 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 nominations. Candidates must be a WA-ACTE Section winner and must be a WA-ACTE member for at least one year at the time of nomination for consideration at the state level.

[Click here to learn more!](#)

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



If you have questions about the Washington ACTE Excellence Awards, please contact taa@wa-acte.org. **Deadline: May 1, 2019**



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, 2019

2018-2019 Strategic Plan DRAFT

Strategy Map:

Vision: Every student prepared for life and career

Mission: support our members in providing high quality CTE opportunities for all students in Washington State

Purpose: Provide leadership and services to our members as they prepare students for lifelong career success

DRAFT Strategy Map:

Vision Themes

Organization Themes

Outcomes:

Students Master CTE Curriculum

Students exemplify success for life through CTE programs offered in local schools

Enrollment in WA- ACTE grows

Resources to support individual members increases

Stakeholder Involvement

Students engaged in effective CTE programs

Members effectively utilize professional development to create and implement dynamic CTE programs at local schools

Community and parent involvement increase in advocacy of effective CTE programs

Financial Concerns

Economic Stability for students and families

Financial management is sound

Instructional and Administrative Processes

Curriculum is strong and well-developed

Instruction is effective

Marketing plan is developed and executed

Professional development plan developed and effective

Organizational Capacity

Board provides effective leadership

Instructors are dedicated and satisfied

Administrative staff and officers are competent

DRAFT Strategic Plan Scorecard:

Area	Sponsor	Objectives	Measurement	Target
Quality Professional and Leadership Development				
P1 Grow network of partners & sponsors of WA-ACTE professional development				
P2: Deliver professional development options using LiveStream for web/hybrid methods				
P3: Use/Implement CTE curriculum program platform				
P4: Each section offers at least 1 session to WA-ACTE fall STEM conference that may be videoed	All Sections	Develop a series of relevant timely sessions that may be videoed for member access	Sections offer at least one offering at fall conference	Minimum of five sections offer a session at WA-ACTE fall conference that is videoed
Promotion and Advocacy				
A1: Lift CTE message				

A2: Foster and expand relationships with established partners				
A3: Foster new relationships				
A4: Expand relationship with PESB – CTE and STEM issues				
A5: Develop strategies for promotion of work-based learning/career connected learning and apprenticeships				
Advancement of Policy and Legislation				
L1: Establish legislative focus				
L2: WOVE				
L3: Continue strong lobbying efforts on behalf of CTE				
L4: Revise & update legislative resources				
Strategic Partnerships				

N1: Communicate with all educators with CTE endorsements across the state				
N2: Engage partners in establishing media campaigns highlighting effective CTE programs				
N3: Establish effective CTE blog for weekly / monthly / quarterly communication				
Innovative Practice				
Q1: Develop Strong Leadership of WA- ACTE and its sections				
Q2: Share & review conference evaluations with board & sections				

Q3: Review section membership in WA-
ACTE for discussion of affiliated membership structure