



Washington Association for Career and Technical Education
Executive Board Meeting Minutes
SeaTac Holiday Inn Express, 19621 International Boulevard, SeaTac WA 98188
Saturday, May 18, 2013, 9 a.m. – 3 p.m.

Call to Order and Roll Call: President Lance Wrzesinski called to order the meeting of the Washington Association for Career and Technical Education at 9:03 a.m. on Saturday, May 18, 2013. Tess Alviso, WA-ACTE Executive Assistant, conducted a roll call and determined a quorum was present.

Executive Board Present:

Executive Committee

President ..... Lance Wrzesinski
Past President ..... Dennis Conger
President Elect ..... Shep Siegel

Executive Board Representatives

Administration ..... Neil Musser
Postsecondary ..... Kim Bartel
Agricultural Education ..... Becky Wallace
Business Education ..... Darci Rashoff
Family and Consumer Sciences ..... Maria Bice
Career Guidance & Counseling ..... Jewel Robinson
Marketing Education ..... Jodi Galli
Industrial Technology Education ..... Karl Ruff
Skilled and Technical Sciences ..... Creed Nelson
Health Sciences ..... Pam Reichel for Bonnie Smith
Awards Chair (Ex Officio) ..... Vern Chandler

Executive Board Absent:

Diversified Occupations ..... Geri Prater

Staff Present

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

**Committee Members and Guests Present**

FACSE ..... Debby Strayer  
FACSE .....Michelle Green  
**FACSE** .....**Rene Ketchum**  
OSPI.....Betty Klattenhoff  
WAAE .....Dan Tedor  
WAVA ..... Teri Pablo  
WITEA.....Lew Keliher  
WTECB.....Justin Montermini

**Agenda Approval:** No changes were made to the agenda.

**Calendar Update:** The [calendar](#) was updated.

**Correspondence:** Lance reviewed the correspondence items.

**President Elect Nomination:** Candidate application received from Michelle Green, FACSE, Seattle School District.

**Consent Agenda:**

- Approval of [March 19, 2013, Executive Board Meeting Minutes](#)
- Financial Statements
- Executive Committee Reports
- Section Reports

Becky moved that the consent agenda be approved as presented. The motion was seconded by Kim and carried.

**Executive Session:** 9:15 to 10:00 a.m. Following Executive Session, Neil moved that the Washington ACTE Executive Board approve the renewal of Executive Director Tim Knue’s three-year contract, with annual professional development plan and goals submitted, and development of draft comprehensive procedures manual for all Washington ACTE staff. The procedures manual will be updated annually and reviewed at the fall inservice board meeting. The motion was seconded by Becky and carried.

**2013-2014 Budget:** Becky moved that the proposed 2013-2014 budget be approved as presented. The motion was seconded by Darci and carried.

**Out-of-State Travel Approval:** Kim moved that the out-of-state travel be approved for 2013-2104 for the Executive Director and Executive Committee to attend the ACTE Convention, National Policy Seminar, and Region V Conference, with the exception that the Past President does not attend the NPS. The motion was seconded by Maria and carried.

**Review of Clock Hours:** The inservice [evaluation summaries](#) were posted on the WA-ACTE website for review by the Board. Darci moved that the Executive Board reviewed the results of the evaluation summaries for all clock hour programs provided by WA-ACTE held between May 1, 2012, and April 30, 2013. The motion was seconded by Maria and carried.

**Resolutions/Constitution/Bylaws:** No changes from the Executive Committee. Any changes need to be submitted by July 1.

**Foundation Update:** Silent auction at Summer Conference with baskets from the sections and other items donated.

**OSPI/WTECB Update – Betty Klattenhoff/Justin Montermini:**

- Staff changes – Deifi Stolz, Methods of Administration Program Supervisor; Becky Wallace, Agricultural Sciences Program Supervisor
- Legislative issues – continue to communicate with legislators
- MSOC – one-year snapshot – hopefully will be fixed
- \$100,000 for CTSOs in House, but not Senate
- Need to develop common language process
- Need year-long legislative committee that meets regularly
- CTE Strategic Plan – taskforces to develop implementation
- SBE interested in course equivalency and course crediting
- Betty and Lance met with IT academies
- IT Academy training at Summer Conference
- Perkins – \$500,000 reduction
- Walt Wong retiring

**Committee Reports:** See attached minutes.

- Professional Development
- Membership/Awards
- Legislative

**Adjourn:** The meeting was adjourned at 2:54 p.m.

***Next Meeting***

- August 10, 2013 - Yakima

**Upcoming Meetings**

- November 1-2, 2013 – Great Wolf Lodge

***Minutes Submitted by Tess Alviso, WA-ACTE Executive Assistant***



WASHINGTON ACTE MEMBERSHIP AND AWARDS COMMITTEE
MINUTES
MAY 18, 2013

Present:

Membership Chair ..... Shep Siegel
Awards Chair ..... Vern Chandler
Executive Assistant..... Tess Alviso
WAVA ..... Neil Musser
WSBEA..... Susan Dunaway
FACSE..... Aili Dee Nyberg
WASTS ..... Creed Nelson

Report on Awards: All award applications will be sent out to the committee for evaluation. Teacher of the Year interviews will be held using GoToMeeting on June 3. Award winners will be listed in the program and awards presented at Opening Session.

ACTE Region V Mini-Grant: WA-ACTE received a mini-grant in the amount of \$1,350 (matching funds). Shep had already met with CWU students at Renton School District. A membership recruitment packet was put together and distributed when Shep met with the group. Shep working with Kim Bartel and plan 2 providers.

- Membership recruitment packets at Summer Conference – tool for CTE directors
• Give-aways – magnets
• CTSO events – next year

Increase Membership as a Value Proposition:

- Reduced numbers because of dollars.
• Time commitment – don't want to give up personal time.
• People need to know what we are doing for CTE.
• Need help to be a great teacher.
• Critical time – vital to helping people keep their jobs.
• Ability to lobby critical.
• Some believe in CTSOs, but not section.

**Letter to CTE Directors:** Neil will write a letter to send to CTE directors to promote membership. One letter will be sent to WAVA members and another send to non-members. Tess will send Neil contact information.

**Earned Media Ideas:**

- Evening Magazine
- News Release
- How to best publicize?

**Next Meeting:** Saturday, August 10 – Yakima

# Agenda for Washington ACTE Legislative Committee

May 18, 2013

Updated 8/2/13

Attendees	Name	Email Address	Attend
Chair	Dennis Conger	<a href="mailto:dennisco@spokaneschools.org">dennisco@spokaneschools.org</a>	X
Staff	Tim Knue	<a href="mailto:tim@wa-acte.org">tim@wa-acte.org</a>	X
WAVA	Teri Pablo	<a href="mailto:tpablo@ycs.wednet.edu">tpablo@ycs.wednet.edu</a>	X
WAAE	Becky Wallace	<a href="mailto:rwallace@ycs.wednet.edu">rwallace@ycs.wednet.edu</a>	X
WSBEA	Darci Rashoff	<a href="mailto:drashoff@whitepass.k12.wa.us">drashoff@whitepass.k12.wa.us</a>	X
WADOT	TBD?	<a href="mailto:gprater@stanwood.wednet.edu">gprater@stanwood.wednet.edu</a>	0
CGCA	Jennifer Fichamba	<a href="mailto:jennifer.fichamba@highlineschools.org">jennifer.fichamba@highlineschools.org</a>	0
FACSE	Michelle Green	<a href="mailto:mmgreen@seattleschools.org">mmgreen@seattleschools.org</a>	X
WAME	Darby Vigus	<a href="mailto:vigusd@monroe.wednet.edu">vigusd@monroe.wednet.edu</a>	0
WITEA	Lew Keliher	<a href="mailto:lkeliher@auburn.wednet.edu">lkeliher@auburn.wednet.edu</a>	X
WASTS	Paul Scott	<a href="mailto:paul.scott@rentonschools.us">paul.scott@rentonschools.us</a>	0
HSCTE	Pam Reichel	<a href="mailto:reichep@puyallup.k12.wa.us">reichep@puyallup.k12.wa.us</a>	0
Other Attendees			
CTSO	Bruce McBurney	<a href="mailto:bruce.mcburney@skillsusawashington.org">bruce.mcburney@skillsusawashington.org</a>	0
OSPI	Betty Klattenhoff	<a href="mailto:betty.klattenhoff@k12.wa.us">betty.klattenhoff@k12.wa.us</a>	X
WTECB	Justin Montermini	<a href="mailto:justin.montermini@wtb.wa.gov">justin.montermini@wtb.wa.gov</a>	X
SBCTC			0
FACSE	Debby Strayer	<a href="mailto:deborah.strayer@highlineschools.org">deborah.strayer@highlineschools.org</a>	X

1. Welcome and Agenda review		Action
1.1.	Agenda changes?	
1.2.	<b>MINUTES/NOTES:</b> No changes.	
2. 2013 Legislative Activity		Info
2.1.	Update of the first two weeks of Special session	
2.2.	Budget update for CTE MSOC	
2.3.		
2.4.	<p><b>MINUTES/NOTES:</b> Much of the legislative update was heard in the board meeting and was not repeated here. Discussion was around:</p> <ul style="list-style-type: none"> <li>• Critical to be involved with members outside of sessions. Get to know members. When a new candidate is running connect face to face and let WOVE know if this would be a good candidate to support. It is always good to attend campaign events.</li> <li>• Important to get 'tools' into the hands of WA-ACTE members the tools to help our members connect.</li> <li>• Once we get people involved it becomes much easier to keep them involved</li> <li>• Use our CTSO (local and state level) to reach out to Leg members. Teach 'Civic Engagement' and involve them in activities. Show what our students are doing.</li> <li>• Have a Legislative Advocacy Session at all section conferences as well as at summer conference. To share the tools and help our members use them back home. Help key people within each of our sections to share with their members (teacher to teacher)</li> <li>• Create an "Advocacy Campaign for CTE". Start by connecting 'areas' around the state. WAVA areas would be a great place to start. Ag have their areas or districts. Others?</li> <li>• Who are the greater stakeholders we need to connect</li> <li>• ACTION ITEMS               <ul style="list-style-type: none"> <li>○ Session at each section conference</li> <li>○ Develop tool kit for members</li> <li>○ Common Platform – Message</li> <li>○ Create a system of communication                   <ul style="list-style-type: none"> <li>▪ Key in on WAVA areas and each of our sections to create a communications structure.</li> <li>▪ Our systems must work together</li> </ul> </li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>▪ How do we prevent communication breakdowns <ul style="list-style-type: none"> <li>○ Develop Action Plan with all the above</li> </ul> </li> <li>• This committee needs to meet regularly <ul style="list-style-type: none"> <li>○ We decided on meeting once a week during session(s) (7AM each Tuesday)</li> <li>○ Meet once a month in the interim <ul style="list-style-type: none"> <li>▪ Will send 'doodle' for new times in August</li> </ul> </li> <li>○ Can we have an open 'Chat'/Blog/etc. that allows folks to access the conversation when their schedule allows? We have our Association Community to allow this now. Some committee members shared their views of its use. Some district block things such as Facebook, etc.</li> </ul> </li> <li>• Can we create tools that can be used by local districts with local numbers to share with their legislative members? If people have created such, they should share with Tim and this committee to share with others.</li> </ul>	
<b>3. WOVE</b>		<b>Info</b>
3.1.	Special session schedule	
3.2.	Call to action use	
3.3.		
3.4.	<b>MINUTES/NOTES:</b> Shared information the WOVE subscription data for the last several years. <ul style="list-style-type: none"> <li>• Who receives subscription</li> <li>• How WOVE is funded</li> <li>• Income and use of WOVE dollars</li> <li>• How can we increase WOVE subscriptions and provide greater income to WOVE? <ul style="list-style-type: none"> <li>○ All in one invoicing for districts to subscribe to WOVE</li> </ul> </li> </ul>	
<b>4. Resolutions for 2012-2014</b>		<b>Info</b>
4.1.	Continuing Resolutions, recommendations	
4.2.	New Resolutions	
4.3.		
4.4.	<b>MINUTES/NOTES:</b> <ul style="list-style-type: none"> <li>• No new Resolutions have been brought forward by the Executive Committee to the board</li> <li>• Continuing resolutions will be updated on relevant data , please review and make any suggestions to withdraw any or any changes to language</li> </ul>	
<b>5. Constitution &amp; By-Laws</b>		<b>Info</b>
5.1.	Suggested changes from the committee	
5.2.		
5.3.	<b>MINUTES/NOTES:</b> None being brought forward by the Executive Committee	
<b>6. Good of the order</b>		
6.1.		<b>Info</b>
6.2.	<b>MINUTES/NOTES:</b> We all shared memories of where we were when St. Helens blew on May 18, 1981	

**Next Committee Meeting: Join the weekly GoToMeeting each Tuesday 7 AM, during Special Session / Next meeting August 10, Yakima**

Respectfully submitted, Tim Knue.