WA-ActE Delegate Assembly

Summer Conference spokane

Meeting Notebook August 6, 2018
1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Standing Rules
5. Roll Call of Delegates
   (a) Seating of Delegates and Alternates
6. Credentials Report
7. Reading and Approval of Minutes
8. Executive Committee Reports
   (a) 2017-2018 Strategic Plan Review (previous year)
      1) Acceptance of Report
   (b) 2018-2019 Strategic Plan (draft)
      1) Presentation of Budget
      2) Approval of 2018-2019 Strategic Plan
   (c) Executive Director’s Report
      1) Acceptance of Report
9. Resolutions Committee Report
   (a) Reading and Board Position
   (b) Action
10. Standing/Special Committee Reports
11. New Business
    (a) Constitution Change
    (b) Bylaws Change
    (c) Election of President Elect
12. Announcement of New Officer
    (a) Passing of the Gavel
13. Adjournment
Standing Rules of the Delegate Assembly of
Washington Association for Career and Technical Education

Rule 1.
(a) The Credentials Committee, directly after the opening ceremonies of the Delegate Assembly,
    shall report the number of delegates and alternates registered as present with proper
    credentials.
(b) A member registered as an alternate may, upon proper clearance by the Credentials
    Committee, be transferred from alternate to delegate at any time during the continuance of
    the Delegate Assembly.

Rule 2. For admission to the assembly hall, to facilitate identification and seating, members,
alternates, and others shall be required to wear the badge/ribbon issued upon registration.

Rule 3. A resolution offered by an individual member shall be in writing, signed by the maker
and the seconder—each of whom shall be a voting member of the assembly—and shall be sent
directly to the Administrative Assistant.

Rule 4.
(a) All resolutions except those proposed by the Executive Board or by committees, and all
    recommendations made in reports of officers or committees of the assembly that are not in
    the form of resolutions, shall be referred without debate to the Resolutions Committee;
    resolutions proposed by the Executive Board or by committees shall be presented by the
    Board or proposing committee directly to the assembly.
(b) Each member who offers a resolution shall be given an opportunity to explain it to the
    Resolutions Committee if he or she so requests.
(c) The Resolutions Committee shall prepare suitable resolutions to carry into effect
    recommendations referred to it, and shall submit to the assembly, with the Committee’s own
    recommendation as to appropriate action, these and all other resolutions referred to the
    Committee, except questions which the Committee by a vote of two thirds of its members
    may decide not to report.
(d) The assembly by a majority vote may suspend this Rule 4 and may immediately consider a
    question at a certain time, even if the Committee has voted not to report it.

Rule 5. No member shall speak in debate more than once on the same question, or longer than
two minutes, without permission of the assembly granted by a two-thirds vote without debate.
Rule 6. All reports and other material for the permanent record or printed proceedings shall be in typing and, immediately on presentation, shall be sent to the Administrative Assistant.

Rule 7. Notices for announcement to the assembly shall be in writing, signed by the person (or a proper representative of the persons) under whose authority the announcement is issued, and shall be sent to the Administrative Assistant.

Rule 8. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the assembly in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Association and these standing rules.

Other Rules. Only official delegates may make motions, discuss, or vote. To be recognized by the Chair, stand and state your name. Once delegates are seated, their section’s Executive Board Representative will indicate any changes in delegate count. The chairman of each section shall be the WA-ACTE Executive Board Representative. In the absence of this person, a chairperson will need to be identified. Section delegates will be seated at the front of the room; guests and unseated alternates will be at the back of the room. When you make a motion, stand and identify yourself and section. Write the motion as stated on a motion card.
CALL TO ORDER

President Gene Wachtel called a meeting of the Delegate Assembly of Washington Association for Career and Technical Education to order on Monday, August 7, 2017, at The Davenport Grand Hotel in Spokane at 6:00 p.m.

INVOCATION

An invocation was delivered to the Delegate Assembly by President Elect Kevin Plambeck.

PLEDGE OF ALLEGIANCE

The Delegate Assembly recited the Pledge of Allegiance.

STANDING RULES

The Standing Rules of the Delegate Assembly were included in the books.

Upon motion duly made by Will Sarett, seconded by Jackie Brewster, and unanimously carried, it was

RESOLVED: That the delegates forgo the reading and that the standing rules of the Delegate Assembly meeting be approved as written.

ROLL CALL OF DELEGATES

Seating of Delegates and Alternates

Credentials Committee members Vern Chandler, Franciene Chrisman, and Jane Mahony called the roll call by section for attendance at Delegate Assembly.
Present:

- WA-ACTE Executive Committee: Past President Lew Keliher, President Gene Wachtel, President Elect Kevin Plambeck
- Agricultural Education: Nathan Moore, Adam Corum, Cami Browne
- Business Education: Jackie Floetke, Roger Beck, Peter Rustemeyer, Ariel Dykstra
- Career Counseling and Employment Readiness: Nora Zollweg, Laurie Price, Terry Derrig
- Family and Consumer Sciences: Genevieve Menino, Summer Henson, Dona Eddy, Holly White, Molly McFadden, Deborah Waters-Palaki
- Industrial Technology Education: Tim Winn, Matt Merfeld, Doug Merrill, Ross Short, James Sullivan, Bill Rahr, John Davis, Marcus Sullivan
- Marketing Education: Taryn Veloni, Darby Vigus, Betsi Feider
- Skilled and Technical Sciences: William Clifton, Chris Names, Jim Flatmo
- Health Sciences: Bonnie Smith, Roxanne Trees, Thomas Walker

**CREDENTIALS REPORT**

The Credentials Committee reported that 43 out of 43 delegates were present, and had been accredited (100%), thus constituting a quorum.

**READING AND APPROVAL OF MINUTES**

Copies of the minutes had been previously distributed to delegates.

Upon motion duly made by Peter Rustemeyer, seconded by Shani Watkins, and unanimously carried, it was

RESOLVED: That the minutes of the Delegate Assembly meeting of Monday, August 8, 2016, be approved.

**EXECUTIVE COMMITTEE REPORTS**

**2016-2017 STRATEGIC PLAN REVIEW**

Acceptance of Report – President Gene Wachtel submitted the 2016-2017 Strategic Plan Review for the year ending June 30, 2017, copies of which had been previously distributed to delegates.

Upon motion duly made by Ariel Dykstra, seconded by Sly Boskovich, and unanimously carried, it was

RESOLVED: That the 2016-2017 Strategic Plan Review to the delegates be approved.
2017-2018 STRATEGIC PLAN

President Elect Kevin Plambeck submitted the draft Strategic Plan for the 2017-2018 year, copies of which had been previously distributed to delegates.

Strategic Plan Approval

Upon motion duly made, seconded, and unanimously carried, it was

RESOLVED: That the 2017-2018 Strategic Plan of the President to the delegates be approved as a draft to be completed at the upcoming inservice meeting.

PRESENTATION OF BUDGET

President Elect Kevin Plambeck presented an estimated statement of revenues and expenses for the 2017-2018 year, and based on those estimates, a proposed budget was presented at the May 20, 2017, Executive Board meeting for approval and adoption.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Tim Knue submitted the 2016-2017 Executive Director’s Report for the year ending June 30, 2017, copies of which had been previously distributed to delegates.

Upon motion duly made by Shani Watkins, seconded by Deborah Waters-Palaki, and unanimously carried, it was

RESOLVED: That the 2016-2017 Executive Director’s report to the delegates be approved.

RESOLUTIONS COMMITTEE REPORT

Reading, Board Position, and Action

Upon motion duly made by Jim Flatmo, seconded by Marcus Sullivan, and unanimously carried, it was

RESOLVED: That the amendments to Continuing Resolutions 1, 3, and 7 be accepted as presented and Continuing Resolutions 2, 4, 5, 6, 8, 9, 10, and 11 be approved as a full package.
Lance Wrzesinski reviewed the Financial Committee Report and Year-End Review that had been previously distributed to delegates.

Upon motion duly made, seconded, and unanimously carried, it was

RESOLVED: That the Financial Committee Report be accepted as presented.

**NEW BUSINESS**

**Constitution Change**

No changes.

**Bylaws Change**

The proposed Bylaws change was for a $5 increase per year for the next three years. The WA-ACTE Executive Board recommended a do pass. Discussion followed by the delegates.

Upon motion duly made by Jim Flatmo, seconded by Chris Names, and further discussion it was

RESOLVED: That the motion failed with 25 yay, 17 nay, and 1 abstention.

Upon motion duly made by Chris Names, seconded by William Clifton, it was

RESOLVED: That the Delegate Assembly be recessed for 10 minutes.

Upon motion duly made by Sly Boskovich, seconded by Erin O’Neill, it was

RESOLVED: That the previous motion to amend the Bylaws be reconsidered.

RESOLVED: That the motion failed with 23 yay, 18 nay, and 2 abstentions.

**ELECTION OF PRESIDENT ELECT**

**ANNOUNCEMENT OF NEW OFFICER**

Upon motion duly made by Nathan Moore, seconded by Nora Zollweg, and unanimously carried, it was

RESOLVED: That Shani Watkins be approved as President Elect by acclamation.

Shani Watkins was present and thereupon accepted the office to which she was elected.
Passing of the Gavel

President Gene Wachtel passed the gavel to President Elect Kevin Plambeck who would now reign as President for the 2017-2018 year.

Outgoing Past President Lew Keliher presented Past President Gene Wachtel with the outgoing president's plaque.

ADJOURNMENT

There being no further business to come before the Delegate Assembly, the meeting adjourned at 7:17 p.m.

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

**2017 - 2018 Program of Work**

<table>
<thead>
<tr>
<th>VISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every student prepared for life and career.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>“WA-ACTE’s mission is to support our members in providing high quality CTE opportunities for all students in Washington State.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CORE PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide leadership and services to our members as they prepare students for lifelong career success.</td>
</tr>
</tbody>
</table>

### Quality Professional Development

#### Ongoing Activities

<table>
<thead>
<tr>
<th>Goals and objectives:</th>
<th>Resources needed:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Continue growth of network of partners and sponsors for WA-ACTE professional development</td>
<td>Outreach to potential sponsors</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2. Establish platforms and resources needed to deliver professional development over the web or hybrid methods</td>
<td>Project management, equipment &amp; software</td>
<td>Basic equipment purchased for one room. Reviewing software and delivery options for online/web professional development. Did some preliminary recording at Spring STEM conference. Summer Conf ’18 will pilot web delivery model using Livestream platform. Will begin professional development in the digital space with livestreaming of sessions and webinars to share with members.</td>
</tr>
<tr>
<td>3. Continue the use of CTE curriculum program similar to or in conjunction with CTE-AZ</td>
<td>Continued board &amp; OSPI discussion to determine if/how we move forward</td>
<td>OSPI is interested – Lew K. has solicited files into a central location.</td>
</tr>
</tbody>
</table>
## 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.

### Advocacy and Promotion

#### Ongoing Activities

<table>
<thead>
<tr>
<th>Goals and objectives:</th>
<th>Resources needed:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop strategies to lift our CTE message throughout the year(s)</td>
<td>• Training, board learning time &amp; input, plan development and implementation support from sections</td>
<td>Continued work with WACTA and their Marketing Committee.</td>
</tr>
<tr>
<td>2. Foster and expand relationships with our established partners.</td>
<td>• Board members willing to help serve/connect with partners to be our voice with them.</td>
<td>Exec. Dir. reaches out to partners and invites members to connect.</td>
</tr>
<tr>
<td>3. Expand our relationship with PESB around CTE &amp; STEM issues</td>
<td>• Board members willing to help serve/connect with partners to be our voice with them.</td>
<td>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</td>
</tr>
<tr>
<td>4. Develop strategies for promotion of models for work-based learning/career connected learning and apprenticeships</td>
<td>• Board learning on varied initiatives surrounding issue</td>
<td></td>
</tr>
</tbody>
</table>
## VISION

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

### Advancement of Policy and Legislation

<table>
<thead>
<tr>
<th>Ongoing Activities</th>
<th>Goals and objectives:</th>
<th>Resources needed:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• WOVE and PAC</td>
<td>1. Establish legislative focus for upcoming legislative session</td>
<td>• Work with section leadership and board to survey issues among sections</td>
<td>2018 Legislative Focus established 2 page CTE/Skill Center Funding briefing complete. Legislative Committee beginning work on 2019 Legislative Focus /Legislative Session strategies.</td>
</tr>
<tr>
<td>• CTSO Civic Engagement Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Work on the hill</td>
<td>2. Increase WOVE resources</td>
<td>• Board discussion, plan development and implementation support</td>
<td>Contract for 2019 established.</td>
</tr>
<tr>
<td>• Registered lobbyist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• OSPI, PESB, WTECB &amp; SBCTC connections</td>
<td>3. Continue strong lobbying efforts</td>
<td>• Subcontract with lobbyist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Revise and update legislative resources for members</td>
<td>• Utilize staff and board member time to review resources.</td>
<td>WACTA Exec. Board and WA-ACTE Exec. Comm. will revise and create resources for 2019 Legislative Session.</td>
</tr>
</tbody>
</table>
### Strategic Plan Review
#### 2017 - 2018 Program of Work

**VISION**
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## Networking and Communication

### Ongoing Activities

<table>
<thead>
<tr>
<th>Goals and objectives:</th>
<th>Resources needed:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• WA-ACTE Website</td>
<td>• Email blasts</td>
<td></td>
</tr>
<tr>
<td>• CTE Online Community</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Social Media</td>
<td>• PESB records request.</td>
<td>PESB Public Records Request received</td>
</tr>
<tr>
<td>• #IamCTE, #WeAreCTE</td>
<td>• Utilize web design partner(s) to update website for easy and prompt entry of information</td>
<td>Website update is complete. Fine tuning continues.</td>
</tr>
<tr>
<td>1. Obtain names and emails for all certified CTE educators with endorsements in Washington State</td>
<td>• Develop list of partners willing to market and promote CTE</td>
<td>WACTA working on marketing activities</td>
</tr>
<tr>
<td>2. Update website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Engage partners in establishing media campaigns for CTE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Strategic Plan Review

## 2017 - 2018 Program of Work

### VISION

Every student prepared for life and career.

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

## Quality Association Improvement

### Ongoing Activities

<table>
<thead>
<tr>
<th>Goals and objectives:</th>
<th>Resources needed:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop strong leadership of WA-ACTE and its sections</td>
<td>• Board discussion; plan development and implementation support</td>
<td>Fall ’17 inservice held to orient section leadership to WA-ACTE procedures and Exec. Bd. responsibilities</td>
</tr>
<tr>
<td>2. Share and review conference evaluations with board and sections</td>
<td>• Scheduled/planned review sessions</td>
<td>Summer, Fall and Spring conference evaluations complete</td>
</tr>
</tbody>
</table>
| 3. Review section membership in WA-ACTE for discussion of affiliated membership structure | • WA-ACTE and section membership data  
• Board discussion on membership structure | Initial GoToMeeting with Section Presidents and Section WA-ACTE Board Reps in planning stages. Work to continue into Fall 2018 |
## Washington Association for Career & Technical Education
### Profit & Loss Budget Performance

**Accrual Basis**

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Jul '16 - Jun '17</th>
<th>Jul '17 - Jun '18</th>
<th>YTD Budget</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Conference</td>
<td>$ 83,069.99</td>
<td>$ 70,425.00</td>
<td>$ 94,000.00</td>
<td>75%</td>
</tr>
<tr>
<td>Foundation Scholarships</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 3,000.00</td>
<td>0%</td>
</tr>
<tr>
<td>Grants</td>
<td>*grants shown in Summer Conference Revenue</td>
<td>$ 15,000.00</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Other Revenue Sources</td>
<td>$ 1,196.92</td>
<td>$ 9,217.15</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Related Conferences</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Conference</td>
<td>$ -</td>
<td>$ 50,068.22</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Related Conferences</strong></td>
<td>$ -</td>
<td>$ 50,068.22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Conference</td>
<td>$ 431,323.16</td>
<td>$ 317,890.00</td>
<td>$ 320,000.00</td>
<td>99%</td>
</tr>
<tr>
<td>WA-ACTE Dues</td>
<td>$ 113,265.00</td>
<td>$ 115,495.00</td>
<td>$ 120,000.00</td>
<td>96%</td>
</tr>
<tr>
<td>WOVE-Government Relations</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 6,000.00</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$ 628,855.07</td>
<td>$ 563,095.37</td>
<td>$ 558,000.00</td>
<td>101%</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Association Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advocacy</td>
<td>$ -</td>
<td>$ 4,473.20</td>
<td>$ 24,000.00</td>
<td>19%</td>
</tr>
<tr>
<td>Coalition Memberships</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 2,000.00</td>
<td>0%</td>
</tr>
<tr>
<td>Committee Assignment</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 1,500.00</td>
<td>0%</td>
</tr>
<tr>
<td>Government Relations</td>
<td>$ 1,544.00</td>
<td>$ 6,729.39</td>
<td>$ 6,000.00</td>
<td>112%</td>
</tr>
<tr>
<td>Related Conferences</td>
<td>$ 24,421.02</td>
<td>$ 103,856.29</td>
<td>$ 25,000.00</td>
<td>415%</td>
</tr>
<tr>
<td>Summer Conference Expenses</td>
<td>$ 91,284.10</td>
<td>$ 100,472.74</td>
<td>$ 105,000.00</td>
<td>96%</td>
</tr>
<tr>
<td><strong>Total Association Activities</strong></td>
<td>$ 117,249.12</td>
<td>$ 215,531.62</td>
<td>$ 163,500.00</td>
<td>132%</td>
</tr>
<tr>
<td>Cash Reserves</td>
<td>$ -</td>
<td>$ 8,668.10</td>
<td>$ 42,000.00</td>
<td>21%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>$ 3,865.00</td>
<td>$ 4,500.00</td>
<td>$ 6,000.00</td>
<td>75%</td>
</tr>
<tr>
<td>Educational Scholarships/Awards</td>
<td>$ 2,400.00</td>
<td>$ 2,600.00</td>
<td>$ 3,600.00</td>
<td>72%</td>
</tr>
<tr>
<td>Leadership</td>
<td>$ 32,975.56</td>
<td>$ 28,801.13</td>
<td>$ 28,000.00</td>
<td>103%</td>
</tr>
<tr>
<td>Office Expense</td>
<td>$ 50,098.87</td>
<td>$ 54,577.17</td>
<td>$ 55,500.00</td>
<td>98%</td>
</tr>
<tr>
<td><strong>Office Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracted Office Help</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 500.00</td>
<td>0%</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>$ 17,060.24</td>
<td>$ 17,778.50</td>
<td>$ 20,000.00</td>
<td>89%</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>$ 1,886.57</td>
<td>$ 1,544.00</td>
<td>$ 1,000.00</td>
<td>154%</td>
</tr>
<tr>
<td>Salaries</td>
<td>$ 212,000.04</td>
<td>$ 218,360.04</td>
<td>$ 219,125.00</td>
<td>100%</td>
</tr>
<tr>
<td>Staff Development</td>
<td>$ 262.55</td>
<td>$ 180.00</td>
<td>$ 300.00</td>
<td>60%</td>
</tr>
<tr>
<td>Travel - Executive Director</td>
<td>$ 7,016.15</td>
<td>$ 13,388.64</td>
<td>$ 10,000.00</td>
<td>134%</td>
</tr>
<tr>
<td><strong>Total Office Staff</strong></td>
<td>$ 238,225.55</td>
<td>$ 251,251.18</td>
<td>$ 250,025.00</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>$ 444,814.10</td>
<td>$ 565,929.20</td>
<td>$ 549,525.00</td>
<td>103%</td>
</tr>
<tr>
<td>Net Ordinary Income</td>
<td>$ 184,040.97</td>
<td>$ (2,833.83)</td>
<td>$ 8,475.00</td>
<td></td>
</tr>
<tr>
<td><strong>Other Expense</strong></td>
<td>$ 341.00</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td><strong>Net Other Income</strong></td>
<td>$ (341.00)</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>$ 183,699.97</td>
<td>$ (2,833.83)</td>
<td>$ 8,475.00</td>
<td></td>
</tr>
<tr>
<td>ASSETS</td>
<td>Jun 30, 18</td>
<td>Jun 30, 17</td>
<td>$ Change</td>
<td>% Change</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td>315,318.30</td>
<td>283,296.24</td>
<td>32,022.06</td>
<td>11.3%</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td>3,995.00</td>
<td>5,000.00</td>
<td>(1,005.00)</td>
<td>(20.1)%</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>319,313.30</td>
<td>288,296.24</td>
<td>31,017.06</td>
<td>10.8%</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Equipment/Furniture</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>(34,447.00)</td>
<td>(34,447.00)</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Office Equipment/Furniture</strong></td>
<td>(34,447.00)</td>
<td>(34,447.00)</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Property and Land</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land</td>
<td>220,576.00</td>
<td>220,576.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Property - Building</td>
<td>215,367.00</td>
<td>215,367.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Property and Land</strong></td>
<td>435,943.00</td>
<td>435,943.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Fixed Assets</strong></td>
<td>401,496.00</td>
<td>401,496.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>720,809.30</td>
<td>689,792.24</td>
<td>31,017.06</td>
<td>4.5%</td>
</tr>
</tbody>
</table>

| LIABILITIES & EQUITY                  |            |            |          |          |
| Liabilities                           |            |            |          |          |
| Current Liabilities                   |            |            |          |          |
| Other Current Liabilities             |            |            |          |          |
| Accounts Payables                     | (9,250.00) | (500.00)   | (8,750.00)| (1,750.0)%|
| Accounts Payable Refunds              | (9,250.00) | (500.00)   | (8,750.00)| (1,750.0)%|
| Total Accounts Payables               | (9,250.00) | (500.00)   | (8,750.00)| (1,750.0)%|
| Flowthru                              | 56,202.93  | 8,285.00   | 47,917.93| 578.4%   |
| Total Other Current Liabilities       | 46,952.93  | 7,785.00   | 39,167.93| 503.1%   |
| **Total Current Liabilities**         | 46,952.93  | 7,785.00   | 39,167.93| 503.1%   |
| Long Term Liabilities                 |            |            |          |          |
| Accounts Payable House Loan           | 162,400.28 | 167,717.32 | (5,317.04)| (3.2)%   |
| Total Long Term Liabilities           | 162,400.28 | 167,717.32 | (5,317.04)| (3.2)%   |
| **Total Liabilities**                 | 209,353.21 | 175,502.32 | 33,850.89| 19.3%    |
| Equity                                |            |            |          |          |
| Retained Earnings                     | 514,289.92 | 330,589.95 | 183,699.97| 55.6%    |
| Net Income                            | (2,833.83) | 183,699.97 | (2,000.83)| (101.5)%|
| **Total Equity**                      | 511,456.09 | 514,289.92 | (2,833.83)| (0.6)%   |
| **TOTAL LIABILITIES & EQUITY**        | 720,809.30 | 689,792.24 | 31,017.06| 4.5%     |
### Washington ACTE Membership Report
**Fiscal Year: 2018  Month: June**

<table>
<thead>
<tr>
<th>Previous Month</th>
<th>1783</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Members</td>
<td>48</td>
</tr>
<tr>
<td>Rejoined Members</td>
<td>51</td>
</tr>
<tr>
<td>Expired Members</td>
<td>-24</td>
</tr>
<tr>
<td>Current Month</td>
<td>1858</td>
</tr>
<tr>
<td></td>
<td>30-day Grace</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Self-Designated</th>
<th>Current Month 6/30/2018</th>
<th>Previous Month 5/31/2018</th>
<th>Retention Goal 6/30/2018</th>
<th>Retention Goal %</th>
<th>Fiscal Year Net Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA-ACTE</td>
<td>1858</td>
<td>1783</td>
<td>1836</td>
<td>1%</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>ACTE</td>
<td>456</td>
<td>456</td>
<td>519</td>
<td>-12%</td>
<td>-63</td>
<td></td>
</tr>
<tr>
<td>Unknown Paid Section*</td>
<td>932</td>
<td>783</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unknown Section</td>
<td>43</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WACTA</td>
<td>396</td>
<td>133</td>
<td>262</td>
<td>18%</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>WAAE</td>
<td>185</td>
<td>38</td>
<td>34</td>
<td>6%</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>WSBEA</td>
<td>255</td>
<td>133</td>
<td>138</td>
<td>-15%</td>
<td>-23</td>
<td></td>
</tr>
<tr>
<td>WA-CCER</td>
<td>124</td>
<td>63</td>
<td>61</td>
<td>7%</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>FACSE</td>
<td>302</td>
<td>185</td>
<td>179</td>
<td>-12%</td>
<td>-25</td>
<td></td>
</tr>
<tr>
<td>WAME</td>
<td>101</td>
<td>48</td>
<td>56</td>
<td>-25%</td>
<td>-16</td>
<td></td>
</tr>
<tr>
<td>WITEA</td>
<td>484</td>
<td>320</td>
<td>333</td>
<td>1%</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>WASTS</td>
<td>192</td>
<td>58</td>
<td>57</td>
<td>-29%</td>
<td>-24</td>
<td></td>
</tr>
<tr>
<td>HSCTE</td>
<td>80</td>
<td>41</td>
<td>41</td>
<td>-2%</td>
<td>-1</td>
<td></td>
</tr>
</tbody>
</table>

*Not a paid section member thru WA-ACTE*
From President Kevin Plambeck

Gene Wachtel
Past President

Shani Watkins
President Elect

Tim Knue
Executive Director

Tess Alviso
Executive Assistant

Franciene Chrisman
Executive Assistant

Vern Chandler
Membership/Awards Co-Chair

Kari Duffy
Administration

Nathan Moore
Agricultural Education

Mark Sabo
Business Education

Nora Zollweg
Career Counseling & Employment Readiness

Jackie Brewster / Genevieve Menino
Family and Consumer Sciences

Bonnie Smith
Health Sciences

Matt Merfeld / Doug Merrill
Industrial Technology Education

Brenda Grabski
Marketing Education

Chris Names
Skilled and Technical Sciences
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
<table>
<thead>
<tr>
<th>Member Themes</th>
<th>Organization Themes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outcomes:</strong></td>
<td><strong>Stakeholder Involvement:</strong></td>
</tr>
<tr>
<td>Students Master CTE Curriculum</td>
<td>Students exemplify success for life through CTE programs offered in local schools</td>
</tr>
<tr>
<td><strong>Enrollment in WA-ACTE grows</strong></td>
<td><strong>Resources to support individual members increases</strong></td>
</tr>
<tr>
<td><strong>Financial Concerns</strong></td>
<td><strong>Instructional and Administrative Processes</strong></td>
</tr>
<tr>
<td>Economic Stability for students and families</td>
<td>Curriculum is strong and well-developed</td>
</tr>
<tr>
<td><strong>Financial management is sound</strong></td>
<td>Instruction is effective</td>
</tr>
<tr>
<td><strong>Instructional and Administrative Processes</strong></td>
<td>Marketing plan is developed and executed</td>
</tr>
<tr>
<td><strong>Board provides effective leadership</strong></td>
<td><strong>Organizational Capacity</strong></td>
</tr>
<tr>
<td><strong>Instructional and Administrative Processes</strong></td>
<td><strong>Professional development plan developed and effective</strong></td>
</tr>
<tr>
<td><strong>Administrative staff and officers are competent</strong></td>
<td><strong>Instructors are dedicated and satisfied</strong></td>
</tr>
</tbody>
</table>
DRAFT Strategic Plan Scorecard:

<table>
<thead>
<tr>
<th>Area</th>
<th>Sponsor</th>
<th>Objectives</th>
<th>Measurement</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Professional Development</td>
<td></td>
<td>P1 Grow network of partners &amp; sponsors of WA-ACTE professional development</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>P2: Establish platforms &amp; resources needed to deliver professional development over the web/hybrid methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>P3: Use/Implement CTE curriculum program platform</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advocacy and Promotion</td>
<td></td>
<td>A1: Lift CTE message</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A2: Foster and expand relationships with established partners</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A3: Foster new relationships</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A4: Expand relationship with PESB – CTE and STEM issues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A5: Develop strategies for promotion of work-based learning/career connected learning and apprenticeships</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Advancement of Policy and Legislation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L1: Establish legislative focus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L2: WOVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L3: Continue strong lobbying efforts on behalf of CTE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L4: Revise &amp; update legislative resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Networking and Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>N1: Communicate with all educators with CTE endorsements across the state</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N2: Engage partners in establishing media campaigns highlighting effective CTE programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N3: Establish effective CTE blog for weekly / monthly / quarterly communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality Association Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q1: Develop Strong Leadership of WA-ACTE and its sections</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q2: Share &amp; review conference evaluations with board &amp; sections</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Q3: Review section membership in WA-ACTE for discussion of affiliated membership structure
### Operating Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA-ACTE Membership Dues</td>
<td>$120,000</td>
</tr>
<tr>
<td>Conferences / PD</td>
<td></td>
</tr>
<tr>
<td>Summer Conference Revenues</td>
<td>$320,000</td>
</tr>
<tr>
<td>OSPI/WTECB Grant</td>
<td>$25,000</td>
</tr>
<tr>
<td>SC Exhibitors</td>
<td></td>
</tr>
<tr>
<td>SC Sponsors</td>
<td></td>
</tr>
<tr>
<td>Fall Conference</td>
<td>$94,000</td>
</tr>
<tr>
<td>Misc./Interest/Clock Hours</td>
<td></td>
</tr>
<tr>
<td>CTE Foundation Scholarships</td>
<td>$3,000</td>
</tr>
<tr>
<td>WOVE - Government Relations</td>
<td>$6,000</td>
</tr>
<tr>
<td><strong>Total Budget Revenues 2018-2019</strong></td>
<td><strong>$568,000</strong></td>
</tr>
</tbody>
</table>

### Budgeted Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Staff</strong></td>
<td></td>
</tr>
<tr>
<td>Salaries/Benefits &amp; Related Taxes</td>
<td>$246,299</td>
</tr>
<tr>
<td>Travel Expenses-Executive Director</td>
<td>$15,000</td>
</tr>
<tr>
<td>Contracted Office Help</td>
<td>$500</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>$1,500</td>
</tr>
<tr>
<td>Staff Development</td>
<td>$300</td>
</tr>
<tr>
<td><strong>Total Office Staff Expenses</strong></td>
<td><strong>$263,599</strong></td>
</tr>
<tr>
<td><strong>Office Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>$1,000</td>
</tr>
<tr>
<td>Supplies</td>
<td>$3,800</td>
</tr>
<tr>
<td>Telephone/Electronic Communications</td>
<td>$8,000</td>
</tr>
<tr>
<td>Computer Equipment &amp; Software</td>
<td>$7,000</td>
</tr>
<tr>
<td>Computer Maintenance/Upkeep</td>
<td>$900</td>
</tr>
<tr>
<td>Office-Utilities/Recycle/Custodial</td>
<td>$15,000</td>
</tr>
<tr>
<td>Office - Insurance/Bond</td>
<td>$2,500</td>
</tr>
<tr>
<td>Office - Interest/Taxes</td>
<td>$13,000</td>
</tr>
<tr>
<td>Printing</td>
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</tr>
<tr>
<td>Equipment Lease/Maintenance</td>
<td>$6,500</td>
</tr>
<tr>
<td>Miscellaneous Association Expenses</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>Total Office Expenses</strong></td>
<td><strong>$59,300</strong></td>
</tr>
<tr>
<td><strong>EX Board Leadership Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>WA-ACTE Executive Board</td>
<td>$12,000</td>
</tr>
<tr>
<td>ACTE/Regional’s</td>
<td>$18,000</td>
</tr>
<tr>
<td>Substitute Days</td>
<td>$1,000</td>
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<tr>
<td><strong>Total Leadership Expenses</strong></td>
<td><strong>$31,000</strong></td>
</tr>
<tr>
<td><strong>Educational Scholarships/Awards</strong></td>
<td></td>
</tr>
<tr>
<td>Teacher of the Year</td>
<td>$1,000</td>
</tr>
<tr>
<td>WA-ACTE Memorial Teacher Scholarship</td>
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<tr>
<td>Student Leadership Award</td>
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<tr>
<td><strong>Total Educational Scholarship/Awards</strong></td>
<td><strong>$3,600</strong></td>
</tr>
<tr>
<td><strong>Association Activities</strong></td>
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</tr>
<tr>
<td>Committee Assignment</td>
<td>$1,500</td>
</tr>
<tr>
<td>Conferences</td>
<td></td>
</tr>
<tr>
<td>Summer Conference</td>
<td>$105,000</td>
</tr>
<tr>
<td>Fall Conference</td>
<td>$42,000</td>
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<td>Related Conferences</td>
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<td>Advocacy</td>
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<tr>
<td>/Gov Relations</td>
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<tr>
<td>Coalition Memberships</td>
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<tr>
<td><strong>Total Association Activities</strong></td>
<td><strong>$180,500</strong></td>
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<td><strong>Contracted Services</strong></td>
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<tr>
<td>Audit Review</td>
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<tr>
<td>Attorney/CPA</td>
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</tr>
<tr>
<td>Accountant</td>
<td>$4,800</td>
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<tr>
<td>Bank Charges</td>
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<tr>
<td><strong>Total Contracted Services</strong></td>
<td><strong>$6,500</strong></td>
</tr>
<tr>
<td><strong>Cash Reserve Fund</strong></td>
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<tr>
<td>Unrestricted Funds (TBD)</td>
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<tr>
<td><strong>Total Cash Reserve</strong></td>
<td><strong>$23,000</strong></td>
</tr>
<tr>
<td><strong>Total Budgeted Expenses</strong></td>
<td><strong>$567,499</strong></td>
</tr>
</tbody>
</table>
Executive Director’s 2017-2018
Year-End Association Report and Strategic Plan Review

OUR MISSION
Washington ACTE’s mission is to support our members in providing high-quality CTE opportunities for all students in Washington State.

WA-ACTE CORE PURPOSE
To provide leadership and services to our members as they prepare students for lifelong career success.

We accomplish our Purpose by Providing Members:
- Quality professional development
- Advocacy and promotion of Career and Technical Education
- Advancement of policy and legislation
- Networking and communication
- Continuous quality association improvement

It has been a busy and productive year for the Washington Association for Career and Technical Education. Your officers and association staff started the year with the yearly retreat/planning meeting in August shortly after the Summer Conference in Spokane to plan and accomplish the following highlights this year:

QUALITY PROFESSIONAL DEVELOPMENT:
- Summer Conference 2017 - Spokane, Davenport Grand Hotel
  - Donated over 200 backpacks and school supplies for local Spokane County school children in partnership with local Salvation Army
  - 573 registrants with nearly 700 total including exhibitors, speakers, and additional guests
  - Key new sponsorship for 2017; Boeing Company with Ray Conner speech to attendees
- Fall Conference 2017
  - 229 registrants
- Digital 3.0 Professional Development
  - Have a Livestream platform to begin sharing professional development in the digital space with livestreaming of sessions and webinars to share with members.

ADVOCACY AND PROMOTION OF CAREER AND TECHNICAL EDUCATION
- Joined with other organizations in advancing the work of CTE together: Washington STEM (WA STEM), Washington Business Alliance (WaBA), Association for Washington Business (AWB), State Board of Education (SBE), State Board for Community and Technical Colleges (SBCTC), OSPI - CTE Department, Workforce Training Board (WTB). Activities included:
  - “Preparing Students for Twenty-First-Century Jobs”
  - King County Conversation about Career-Connected Learning - Seattle
  - Workshop - Strategies for Implementing Effective Career-Connected Learning Programs for In-School and Out-of-School Youth - Mount Vernon
  - Ethnic Chamber of Commerce Coalition (ECCC) presentation - Seattle
WASHINGTON WORKFORCE CONFERENCE PRESENTATION - SEA TAC
AGFORESTRY PUBLIC POLICY PROJECT - BURLINGTON
WA “CONNECTING EDUCATORS TO INDUSTRY” EVENT - CHEHALIS
RE-WIRE POLICY CONFERENCE - SEA TAC HILTON
WORKFORCE BOARD MEETING ON CAREER-CONNECTED LEARNING - LACEY
WASHINGTON STEM SUMMIT - REDMOND
WEST VALLEY SD, YAKIMA APPRENTICESHIP TOUR/CLINIC - YAKIMA
WISCONSIN DELEGATES ON YOUTH APPRENTICESHIP - LACEY
PRESENTED CTE LEGISLATIVE ISSUE(S) AT WASHINGTON STEM LEG DAY - OLYMPIA
MET WITH THREE CTC COLLEGE PRESIDENTS - BELLINGHAM

• EXECUTIVE DIRECTOR PRESENTATIONS AND KEY MEETINGS ATTENDED THROUGHOUT THE YEAR:
  • INVITED BY AWB TO JOIN A PANEL AT THE ANNUAL AWB POLICY SUMMIT ON THE VALUE AND CONTRIBUTION OF HIGH-QUALITY CTE PROGRAMS TO FUTURE OF BUSINESS AND THE ECONOMY OF WASHINGTON STATE
  • LEAGUE OF EDUCATION VOTERS AND TVW LEGISLATIVE RECEPTION - OLYMPIA
  • PATHWAYS DISCUSSION WITH BOB SCHWARTZ - HARVARD GRADUATE SCHOOL OF EDUCATION
  • AEROSPACE CENTER OF EXCELLENCE ACAT MEETINGS - EVERETT
  • JLARC - SAO AUDIT CTE HEARING & TESTIMONY - OLYMPIA
  • U.S. DEPT OF EDUCATION, APPRENTICESHIP EXPANSION VIRTUAL MEETING

ADVANCEMENT OF POLICY AND LEGISLATION
• ESTABLISHED REGULAR MEETINGS WITH OSPI AND STATE BOARD OF EDUCATION IN COORDINATION OF OUR MUTUAL WORK
  • CERTIFICATION POLICY AND PRACTICE COMMITTEE INITIAL CONFERENCE CALL
  • CERTIFICATION POLICY AND PRACTICE COMMITTEE
    • PESB/OSPI CERTIFICATION MEETINGS: CTE CERTS AND ROUTES TO CERTIFY - OSPI
  • MET WITH DAVE MASTEN, OSPI - OLYMPIA
  • WA-ACTE IS A NAMED PARTICIPANT IN THE HB 1600 “WORK-INTEGRATED LEARNING INITIATIVE” ADVISORY COMMITTEE

NETWORKING AND COMMUNICATION
• TRAVELED AROUND THE STATE PRESENTING THANK-YOU AWARDS TO LEGISLATIVE MEMBERS FOR THEIR SUPPORT AND WORK ON FUNDING CTE: SEN. BRAUN, SEN. ROLFES, REP. MANWELLER
  • MET WITH SENATOR SCHOESELR - LEG BLDG., CTE SESSION ISSUES
  • MET WITH REP. BERGQUIST - JLOB, HB 2311
  • MET WITH MADISON STRADER, LA FOR CONGRESSMAN ADAM SMITH; POSSIBLE CTE BILL - RENTON
  • CONGRESSWOMAN DELBENE CTE SCHOOL TOUR - LAKE STEVENS
  • MET WITH CONGRESSMAN LARSEN ON HIS PROPOSED BILL
  • PARTICIPATED IN SENATOR MURRAY’S “FUTURE OF WORK” MEETINGS
  • CONTINUE TO REPRESENT WA-ACTE IN THE WORKFORCE BOARD’S MEETING AROUND WBL AND CCW
  • PARTICIPATE WITH CAREER CONNECT WASHINGTON AS THEY DEVELOP THE GOVERNOR’S CAREER-CONNECTED LEARNING INITIATIVE
  • HDCC & WSDC JOINT COMMITTEE DAYS RECEPTION - OLYMPIA
  • MULTIPLE CAMPAIGN EVENTS FOR INCUMBENTS AND CANDIDATES AROUND STATE

WASHINGTON ACTE E-NEWS BLASTS SHARE TIMELY INFORMATION WITH ALL MEMBERS ON A REGULAR BASIS.
CONTINUOUS QUALITY ASSOCIATION IMPROVEMENT

- Washington ACTE’s website went through a full upgrade and rolled out in June under the leadership and expertise of Kevin Plambeck.
- Continue to work with the Washington CTE Foundation Board raising resources to support CTE students and teachers in doing their good work.
- Began the board discussion of what it means to be an affiliated section of Washington ACTE…to be continued.
- Provided Board learning at each board meeting throughout the year.
- Washington ACTE continues to be in solid financial status at the conclusion of the year.
Executive Director’s 2018 Activities Year-End Report

a. August
   i. Joined the presentation to Sen. Braun from WaBA for his work for CTE in the final budget
   ii. Summer Conference 2017 – Spokane
   iii. ACTE-Advance CTE: Building Strong Partnerships to Support a High-quality CTE System – Webinar
   iv. Presentation to Rep Manweller for WA-ACTE Leg of Year Award 2017
   v. Executive Committee and Staff planning session - Olympia
   vi. Webinar | Building Competencies for Careers: Preparing Students for Twenty-First-Century Jobs
   vii. Advice for Washington STEM | Tim Knue and Gilda Wheeler phone call
   viii. GoToWebinar - Webinar: How NC3T can help you with employer engagement
   ix. '17 Officer Team GoToMeeting

b. September
   i. Conversations with MJ Bolt – State Board of Education - Phone
   ii. Discussion of WA-CTE Foundation and Washington STEM possibilities - Seattle
   iii. ‘17 Officer Team GoToMeeting
   iv. Senator Rolfes’ CTE Award Presentation – Silverdale
   v. Invitation: Call with NC3T
   vi. Commission on Hispanic Affairs P-Tech Webinar
   vii. AWB Education Panel Call
   viii. King County Conversation about Career Connected Learning – Seattle
   ix. AWB Policy Summit Panel Presentation – Suncadia
   x. Skagit STEM – Community Movie Presentation – Mount Vernon
   xi. 1000-hour conversation with select CTE Directors – GoToMeeting
   xii. Request for Proposals for Career Connected Learning & Registered Apprenticeship Expansion – phone w/ CTE Foundation
   xiii. ‘17 Officer Team GoToMeeting
   xiv. Workshop - Strategies for Implementing Effective Career Connected Learning Programs for In-School and Out-of-School Youth – Mount Vernon
   xv. WA-ACTE Leg Committee Meeting - GoToMeeting
   xvi. Northern WACTA Group Mtg – Lake Stevens

c. October
   i. Aerospace Center of Excellence ACAT Meeting – Everett
   ii. Discussion with Bob Schwartz - Harvard Graduate School of Education
   iii. Conversations with MJ Bolt – State Board of Education - Phone
   iv. Call to Action By Ethnic Chamber of Commerce Coalition (ECCC) – Seattle
   v. WACTA Fall Conference – Pasco
   vi. Washington STEM CTE Advisory Meeting – Pasco
   vii. Skill Ctr Directors Mtg – Pasco
   viii. WA-ACTE Leg Committee Meeting 2017-2018 – GoToMeeting
   ix. Gael Tarleton Fundraising Event – Seattle
   x. FACSE Conference – Spokane
      1. Parli-Pro Presentation to FACSE Board – Spokane
      2. Advocacy 101 Presentations
      3. CCL/Swiss Trip – Lunch Keynote
   xi. Met with Madison Strader, LA for Congressman Adam Smith; possible CTE bill - Renton
   xii. CEMETS Mtg – Olympia
   xiii. Washington ACTE Board Meeting – SeaTac Red Lion
   xiv. Sumner SD Community Forum on Pathways with NC3T
   xv. Lunch with Justin M. from PESB
   xvi. Regular Officer Team GoToMeeting
   xvii. ACTE State Leaders Webinar
   xviii. Met with Jesse Taylor, Leg Aide - Tacoma
   xix. Met with Becky Wallace – OSPI
   xx. WA-ACTE Leg Committee GoToMeeting
   xxi. Met with Becky Wallace – OSPI
d. November
   i. AMCAT Advisory Meeting – Sno-Isle TECH
   ii. Regular Officer Team GoToMeeting
   iii. Washington Workforce Conference Presentation – SeaTac Doubletree
   iv. Met with member of AgForestry Public Policy Project – Burlington
   v. WA-ACTE Leg Committee GoToMeeting
   vi. WA-ACTE FAME Committee GoToMeeting
   vii. League of Education Voters and TVW Legislative Reception – Olympia
   viii. Met with Becky Wallace – OSPI
   ix. Workforce Board meeting on Career Connected Learning – Lacy
   x. HDCC & WSDC Joint Committee Days Reception – Olympia
   xi. WACTA Board – GoToMeeting
   xii. WA-ACTE Leg Committee GoToMeeting
   xiii. Republican Committee Days Reception – Olympia
   xiv. FFA AgForestry Public Policy – GoToMeeting
   xv. Certification Policy and Practice Committee Initial Conference Call/Zoom
   xvi. Congresswoman Delbene CTE School Tour – Lake Stevens
   xvii. WA-ACTE Leg Committee GoToMeeting
   xviii. Planning call for Washington Business Alliance (WaBA) Panel Presentation
   xix. Washington STEM Summit – Redmond
   x. Met with three CTC College Presidents – Bellingham
   xxi. WA-ACTE Leg Committee GoToMeeting
   xii. WaBA “Connecting Educators to Industry” Event – Chehalis
   xiii. PESB/OSPI Certification Meeting1: CTE Certs and Routes to Certify – OSPI/Zoom
   xiv. ACTE VISION Conference – Nashville, TN – 106 registered attendees from Washington
   xv. Regular Officer Team GoToMeeting
   xvi. STAND WA Legislative Preview call
   xvii. Re-Wire Policy Conference – SeaTac Hilton
   xviii. West Valley SD, Yakima Apprenticeship Tour/Clinic
   xix. Met with Senator Schoesler – Leg Bldg., CTE session issues
   xxi. WA-ACTE Leg Committee GoToMeeting – now held weekly (Thursday @4pm) during session
   xii. Met with Becky Wallace – OSPI
   xiii. Met with Great Wolf Lodge Staff, Fall Conference Improvements – Olympia
   xiv. Met with Superintendent Chris Reykdal – OSPI
   x. Met with OSPI Government Relations – Pritchard Library
   xx. WACTA Board Meeting – GoToMeeting
   xxi. WA-ACTE Leg Committee GoToMeeting – now held weekly (Thursday @4pm) during session
   x. WA-TCTA SnoCo Sub-Area Group meeting – Marysville
   xii. Met with Becky Wallace – OSPI
   xiii. Met with Mary Nagel – Olympia
   xiv. Met with Senator Schoesler – Leg Bldg., CTE session issues
   xvi. WA-ACTE Leg Committee GoToMeeting – now held weekly (Thursday @4pm) during session
   xvii. WA-ACTE Board Meeting - SeaTac
   xviii. Met with OSPI – B. Wallace
Meeting w/ Wisconsin Delegates on Youth Apprenticeship – Lacey

Apprenticeship Conference – RL Hotel, Olympia

Officer Team GoToMeeting

Washington STEM Reception – Olympia

Met with Mike Oechsner on HB 2311

Met with Rep Harris on HB 2311

Presented CTE Leg issue(s) at Washington STEM Leg Day – Olympia

Met with Senator Wellman staff member – HB 2311

g. February

Weekly Leg GoToMeeting

Met with Susan Mielke – CTE FTE proviso language

U.S. Dept of Education, Apprenticeship Expansion Virtual Meeting

MJ Bolt, State Board of Education Advisory Meeting – Zoom

PESB Certification Meeting – Olympia

Met with OSPI – B. Wallace

Officer Team GoToMeeting

Professional Development Committee GoToMeeting

CTSO Civic Engagement Pre-Training – RL Hotel, Olympia

Met with Senator Wagner

Met with Rep Tarleton

TVW Gala – RL Hotel, Olympia

CTE Funding GoToMeeting

Met with Rep Griffey

Professional Development Committee GoToMeeting

Met with Rep Santos

Weekly Leg GoToMeeting

WA Democrats 2018 Crab Feed – Lakewood, WA

Officer Team GoToMeeting

Republican Party Legislative Reception – Olympia

h. March

Weekly Leg GoToMeeting

ACTE Legislative Seminar – Washington DC

Mark Perna – Branding and Positioning Presentation – DC

National Executive Directors Association (NEDA) meeting – DC

Met with Rep Adam Smith

Met with Rep Suzan DelBene

Met with Rep Rick Larsen

Met with Senator Murray

Capitol Hill CTSO Reception, Met Sen Tim Kaine – DC

Met with Rep Denny Heck

Met with Jaime Herrera Beutler

Met with Sen Cantwell

WACTA Spring Conference – Vancouver, WA

Met with Career Connect Washington – Seattle, WA

CTE Foundation Board meeting – Seattle, WA

CTE Foundation Board meeting – Seattle

Exec Board GoToMeeting

AWB Workforce Summit – Bellevue

Professional development GoToMeeting

Washington STEM “Creating Impact” Reception – Seattle

Developmental Education Using Competency-Based Education – Webinar

Met with David Beard – Schools Out Washington (SOWA) – Seattle

HDCC & WSDC PAC Event – Seattle

Legislative GoToMeeting

CTE Interns presentation – Olympia

i. April

Region V Conference – Colorado Springs

Video professional development meeting with KP and Paul – Olympia

OSPI/PESB CTE Certification meeting – Olympia

SnoCo Directors meeting – Granite Falls

Met with Jesse Taylor – Olympia

ACTE State Leaders Conference call

Professional development GoToMeeting

Meeting with PEI - CTE work – Olympia
x. ACTE – Oregon ACTE conference planning conference call

j. 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
x. Foundation call with Ralph Ibarra
xi. Senator Joe Fain Campaign Event – Auburn
xii. ACTE Educators in Action Conference Call
xiii. Livestream call
xiv. WA-ACTE Leg Committee GoToMeeting – Begin the 2019 Leg Ask
xv. Met with Becky Wallace – Reg meeting OSPI
xvi. OSPI Alternative Learning Webinar

k. June
i. Met with Superintendent Reykdal – Olympia
ii. Participated in interviews for OSPI CTE Assistant Director – Olympia
iii. CTE Foundation Meeting – GoToMeeting
iv. WA-ACTE FAME Committee Meeting – GoToMeeting
v. Career Connect Washington Webinar
vi. Officer Team Meeting – GoToMeeting
vii. OSPI Alternative Learning Webinar
viii. Vacation – Hawaii

l. July
i. SW Washington Plan II Cohort presentation – GoToMeeting
ii. Workforce Board Breakfast Meeting – Olympia
iii. Melanie Morgan Campaign Event – Tacoma
iv. Workforce Training Board Meeting – Olympia
v. Officer Team Meeting – GoToMeeting
vi. CTE Funding Group meeting – GoToMeeting
vii. Summer Conference Prep – Olympia
viii. Evaluation Debrief and Prep for ATP RFP to OSPI with Kevin Plambeck – Conway

m. August
i. Annual Summer Conference - Spokane
ii.
WHEREAS, Activism in the legislative and political process is crucial to the success of Career and Technical Education; and

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

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

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

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

RESOLVED, That WA-ACTE sections encourage increased participation by leadership and their members in the Civic Engagement Day.

Adopted by: WA-ACTE Delegate Assembly 8/22/94
Amended: 8/7/17
WHEREAS, The Washington State legislature continues calling for education reform including changing roles for teachers, guidance personnel, and administrators; and

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

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

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

Adopted by: WA-ACTE Delegate Assembly 8/14/95
Amended: 8/10/15
CAREER AND TECHNICAL EDUCATION FUNDING AND ECONOMIC DEVELOPMENT

CONTINUING RESOLUTION 3

WHEREAS, Career and Technical Education provides for the development of a skilled workforce serving secondary students annually; and

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

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

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

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

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

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

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

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

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

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

Adopted by: WA-ACTE Delegate Assembly 8/19/96
Amended: 8/7/17
WHEREAS, Leadership within Career and Technical Education Programs is essential to the development of a world class workforce; and

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

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

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

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

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

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

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

Adopted by: WA-ACTE Delegate Assembly 8/19/96
Amended: 8/10/15
COMMITTEE FOCUS ON RECRUITMENT AND RETENTION
CONTINUING RESOLUTION 5

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

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

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

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

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

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

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

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

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

Adopted by: WA-ACTE Delegate Assembly 8/11/03
Amended: 8/10/15
WHEREAS, Career and Technical Education's purpose is to expand, improve, modernize, and develop quality Career and Technical Education programs in order to meet the needs of the state’s and nation's existing and future workforce for marketable skills to improve productivity and promote economic growth; and

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

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

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

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

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

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

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

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

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

Adopted by: WA-ACTE Delegate Assembly 8/11/03
Amended: 8/10/15
WHEREAS, One of the goals of the Washington Association for Career and Technical Education is to improve the public perception of Career and Technical Education; and

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

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

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

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

Adopted by: WA-ACTE Delegate Assembly 8/11/03
Amended: 8/7/17
WHEREAS, Any student dropping out of school is unacceptable; and

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

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

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

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

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

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

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

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

Adopted by: WA-ACTE Delegate Assembly 8/15/05
Amended: 8/10/15
WHEREAS, The CTE profession is experiencing a loss of pre-service teacher education programs and funding for them; and

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

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

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

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

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

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

Adopted by: WA-ACTE Delegate Assembly 8/13/07
Amended: 8/10/15
ADDITIONAL RESOURCES
CONTINUING RESOLUTION 10

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted by: WA-ACTE Delegate Assembly 8/11/08
Amended: 8/10/15
WHEREAS, Student leadership is an integral part of Career and Technical Education Programs; and

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

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

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

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

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

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

Adopted by: WA-ACTE Delegate Assembly 8/14/11
Amended: 8/8/16
WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
CONSTITUTION

Amended by the Delegate Assembly
August 8, 2016

Article I ~ Name

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

Article II ~ Object

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

Article III ~ Members

A. To be eligible for membership in the Washington
Association for Career and Technical Education, a
person shall be engaged or interested in Career and
Technical Education work of a professional nature
and/or hold a Career and Technical Education
teaching certificate.

B. All members shall have the right to vote and hold
office in the Washington Association for Career and
Technical Education or in any section.

Article IV ~ Affiliated Sections

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

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

Article V ~ Officers

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

Article VI ~ Parliamentary Authority

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

Article VII ~ Amendment

This Constitution may be amended at any annual meeting
of the Delegate Assembly by a 3/4 vote, provided that the
text of the proposed amendments shall have been sent to
all the membership at least six (6) weeks prior to the
annual meeting of the Delegate Assembly of the
Washington Association for Career and Technical
Education.
WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
BYLAWS
Amended by the Delegate Assembly
August 8, 2016

Article I ~ Members

A. Qualifications
Any person meeting the qualifications of Article III of the Constitution shall be eligible for membership in the Washington Association for Career and Technical Education.

B. Membership Categories
1. Professional Members are individuals actively employed in or concerned with Career and Technical Education.
2. Retired Members are individuals who are retired from active employment in Career and Technical Education and have been Washington Association for Career and Technical Education members for at least one (1) year.
3. Student Members are individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full-time in the education system as a teacher, counselor, or administrator.

C. Association Rights
The Washington Association for Career and Technical Education Executive Board shall have the power to censure, suspend, or expel any member for cause and shall serve notification by registered mail, return receipt requested. The member shall notify the Executive Board if a hearing is desired. Request for hearing shall advise if legal counsel is expected. If an appeal is desired, it must be filed in writing with the Executive Director within ten (10) working days of the member’s receipt of the Executive Board notification.

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

Article II ~ Dues and Finance

A. Annual Dues shall be:
1. Professional Member $75
2. Retired Member $35
3. Student Member $0

B. Dues
1. Dues shall be due and payable at the time of enrollment and each year thereafter on the anniversary date of enrollment.
2. Any member whose dues are not paid within thirty (30) days after the anniversary date shall be dropped from membership.
3. The dues of all members shall be payable to the Washington Association for Career and Technical Education. Dues collected by treasurers of affiliated sections shall be forwarded with a list of members whose dues are included in each remittance to the Washington Association for Career and Technical Education.

C. Budget
A proposed budget for the next fiscal year shall be prepared by the Executive Committee by May 1. The proposed budget shall be presented and adopted at the last Executive Board meeting prior to the current fiscal year ending June 30. Any expenditure beyond the adopted budget shall have prior approval by the Executive Board by formal action at an open Executive Board meeting.

D. Financial Records Review
The financial records shall be provided by a qualified accountant, who shall be chosen by the Executive Committee. The balance sheet and revenue & expenditures shall be submitted at each Board meeting to the Executive Board. The Accounting Committee shall review the financial records and submit a report to the Executive Board at its annual Summer Conference.

E. Fiscal Year
The fiscal year shall be from July 1 through June 30.
Article III ~ Affiliated Sections

A. Affiliated Sections
1. Any group of twenty-five (25) or more first-time Washington Association for Career and Technical Education members or an elapsed member that is renewing membership engaged in a specific instructional or service area of Career and Technical Education and desiring to be affiliated as a section upon submission of a proposal for organization, a constitution and bylaws, a slate of officers, a list of professional members, and a program of activities for the membership year; and upon recommendation of the Executive Board and approval by vote of the Delegate Assembly.

2. Sections now recognized as affiliates of the Washington Association for Career and Technical Education are:
   - Washington Association of Career and Technical Administrators (WACTA)
   - Washington Association of Agricultural Educators (WAAE)
   - Washington State Business Education Association (WSBEA)
   - Washington Career Counseling & Employment Readiness (WA-CCEER)
   - Family and Consumer Sciences Educators (FACSE)
   - Washington Association of Marketing Educators (WAME)
   - Washington Industrial Technology Education Association (WITEA)
   - Washington Association of Skilled & Technical Sciences (WASTS)
   - Health Science Career and Technical Educators (HSCTE)

3. The sections’ constitutions and/or bylaws shall be subject to approval by the Washington Association for Career and Technical Education Executive Board.

4. The policies and programs of the sections shall be subordinate to and in conformity with the general policies and programs of the Washington Association for Career and Technical Education Executive Board.

5. The sections shall be autonomous in selecting their officers in determining their policies and programs within the restrictions of Section A. 4. of this Article and in operating their activities.

6. Affiliated sections are required to prepare an annual “State of the Section Report” to be submitted to the Executive Board by the first meeting after the Delegate Assembly. Sections are to submit their officers and committee members to the WA-ACTE office by September 1.

7. Any affiliated section failing to meet the minimum requirement of seventy-five (75) Professional Washington Association for Career and Technical Education members for two (2) consecutive years is subject to forfeiture of its affiliation. Notices of such forfeiture shall be given ninety (90) days before the effective date by the Washington Association for Career and Technical Education Executive Board. Said section may, within the ninety (90) day period, reorganize and take such other action as to provide the necessary qualifications in accordance with these Bylaws. Upon further evaluation by the Executive Board, notice of forfeiture of affiliation shall be withdrawn provided that, in the opinion of the Executive Board, evidence has been presented showing just cause of continuation of the affiliation.

8. Reinstatement of Affiliated Sections
   a. An affiliated section of the Washington Association for Career and Technical Education which has forfeited affiliation, on application and having reached the required number of members and with a plan for maintaining and/or increasing membership, can be re-admitted to affiliation.
   b. When affiliation of the section has been forfeited, Washington Association for Career and Technical Education may, at its discretion, reinstate that affiliation provided that the section makes application for such reinstatement in writing by submitting the Application for Reinstatement to the Executive Committee.
   c. Upon receiving the Application for Reinstatement from a forfeited section the Executive Committee will present the application and a recommendation to the Executive Board. The forfeiture status of a section may be withdrawn for any reason that the Executive Board deems adequate. Such withdrawal shall take effect upon a majority vote of the Executive Board present at an Executive Board meeting at which reasons for withdrawal are considered.

Article IV ~ Officers

A. Officers
The elected officers of the Washington Association for Career and Technical Education shall be the President, President Elect, and Past President.
B. Terms of Office
Officers are elected to a three-year term rotating through the positions of President Elect, President, and Past President for a term of one year each.

C. Vacancy in Office
1. A vacancy in the office of President shall be filled by the President Elect. The vacancy thus created in the office of President Elect shall be filled by the election of one of the Board members at a regular or special meeting of the Executive Board.
2. Should the office of President become vacant and the President Elect is unable to assume the office of President, a special meeting shall be called by the Past President or the Executive Director for the purpose of electing a President and a President Elect from the Executive Board membership to serve the remainder of the term.
3. All elections to fill vacancies shall be by ballot of the Executive Board and a majority shall elect.

D. Duties
1. Each officer will serve as chair of one of the Strategic Plan Committees as defined in Policies and Procedures and to be assigned no later than the fall meeting of the Executive Committee.
2. The President shall:
   a. Preside at all meetings of the Delegate Assembly and of the Executive Board.
   b. Appoint all committees (except nominating) subject to approval of the Executive Board.
   c. Submit an annual report at Summer Conference.
   d. Perform duties prescribed by these Bylaws, by the parliamentary authority adopted by the Association and such standing rules as may be adopted by the Executive Board.
3. The President Elect shall:
   a. Perform all duties of the President in the absence of the President.
   b. Succeed to the office of President for the unexpired term in the event of a vacancy.
4. The Past President shall:
   a. Assume duties assigned to the office by these Bylaws, the Policies and Procedures, or the Executive Board.

Article V ~ Nominations and Elections

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

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

Article VI ~ Meetings

A. Meetings
1. A Washington Association for Career and Technical Education Conference shall be held annually at a time and place determined by the Executive Board for the purpose of providing inservice training and electing officers.
2. Summer Conference Committee
   a. There shall be a Summer Conference onsite Chairperson, appointed by the Professional Development Committee Chair, whose duty shall be to assist in the planning and supervision of the Summer Conference in cooperation with the Professional Development Committee Chair and the State delivery agencies.
   b. Summer Conference committees shall include credentials, elections, and resolutions, appointed by the President.

B. Delegate Assembly
1. A Delegate Assembly shall be held in conjunction with the annual Conference to receive reports, amend the Constitution and/or Bylaws, and other business as may properly come before this Assembly.
2. Determination of the policies and program of the Washington Association for Career and Technical Education shall be vested in a representative Delegate Assembly.
3. The official call to the Delegate Assembly giving the time and place of the meeting shall be published by the Executive Director on May 1.
4. The voting members of the Delegate Assembly shall be:
   a. Elected officers of the Washington Association for Career and Technical Education.
   b. The Executive Board.
   c. Delegate representation of each Section:
      (1) Two delegates from each Section.
      (2) One additional delegate for sections having membership of 100 as of May 1; an additional delegate is added for each 50 members thereafter.
5. No member may be elected as a delegate from more than one section and no member shall vote in more than one capacity.
6. A quorum for the Delegate Assembly shall be a majority of the voting members registered with the Credentials Committee.
7. Delegate Assembly Order of Business
   a. Call to Order
   b. Invocation
   c. Pledge of Allegiance
   d. Standing Rules
   e. Roll Call of Delegates
      (1) Seating of Delegates and Alternates
   f. Credentials Report
   g. Reading and Approval of Minutes
   h. Executive Committee Reports
      (1) Strategic Plan Review (previous year)
         (a) Acceptance of Report
      (2) Strategic Plan (draft)
         (a) Presentation of Budget
         (b) Approval of Strategic Plan
      (3) Executive Director’s Report
         (a) Acceptance of Report
   i. Resolutions Committee Report
      (1) Reading and Board Position
      (2) Action
   j. Standing/Special Committee Reports
   k. New Business
      (1) Constitution Change
      (2) Bylaws Change
      (3) Election of President Elect
   l. Announcement of New Officer
      (1) Passing of the Gavel
   m. Adjournment
8. The order of business as listed under Section 7 may be changed by two-thirds (2/3) vote of the Delegate Assembly.
9. Resolutions
   a. Proposed resolutions shall be submitted in writing to the Executive Director no later than July 1.
   b. The Executive Director shall email and/or mail copies of all resolutions to be presented to the Delegate Assembly to each delegate no less than ten (10) days prior to such meeting.
   c. The sponsor of any resolution submitted to the Delegate Assembly shall be at the meeting to answer questions and otherwise justify their resolution.

Article VII ~ Executive Board

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

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

C. Duties
   Duties of the Washington Association for Career and Technical Education Executive Board shall be:
   1. Carryout the program and policies of the Delegate Assembly and to exercise the general authority of the Delegate Assembly between its annual meetings.
   2. Approve all requests for expenditures in excess of the budgeted amounts.
   3. Determine the accounts for placement of all monies received by the Washington Association for Career and Technical Education and approve all disbursements by officers.
   4. Determine bonding procedures for employees and the President.
   6. Review and approve the annual budget.
   7. Appoint delegates to the Association for Career and Technical Education Assembly of Delegates.

D. Official Use of Stationery and Titles
   Official stationery and official titles of officers shall be used only in the promotion of policies that have been approved by the Executive Board.

E. Meetings
   Regular meetings of the Washington Association for Career and Technical Education Executive Board shall be held in accordance with action of the Executive Board, on call of the President, or on request of a majority of the members of the Executive Board.
F. Expenditures
Expenditures of the Executive Board shall be allowed as provided in the annual budget.

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

H. Salaried/Contract Personnel
Other salaried personnel, upon recommendation by the Executive Director, may be employed by the Executive Board. The Executive Director shall evaluate salaried personnel on or before the last Executive Board meeting before June 30 and submit the evaluations, in Executive Session, with recommendations to the Executive Board.

Article VIII ~ Executive Committee

A. Executive Committee Members
The members of the Executive Committee shall be the elected officers.

B. Duties
The Executive Committee shall:
1. Be responsible for the transaction of necessary business between meetings of the Executive Board and business that may be referred to it by the Executive Board, and shall make a complete report of its actions to the Executive Board.
2. Select a qualified accountant to review or audit the financial records of the Washington Association for Career and Technical Education.
3. Prepare and submit to the Executive Board a proposed budget at the last Board meeting prior to June 30.

C. Meetings
Meetings shall be at the call of the President. The Executive Director may attend as an ex officio member.

D. Quorum
A majority of elected officers shall constitute a quorum.

Article IX ~ Committees

A. Committee Appointments
All members of committees shall be appointed by the President to serve during the President’s term.

B. Standing Committees
The Strategic Plan as adopted by the Executive Board shall determine the standing committees for the upcoming year.

C. Committee Expenses
Expenses of the standing committees as outlined in the Strategic Plan for business and travel shall be provided in the annual budget as outlined in Policies and Procedures.

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

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

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