Advance CTE Board of Directors’ Meeting

**MINUTES**

April 3, 2018

Washington, D.C.

**ATTENDEES:** Lee Burket, Rod Duckworth, Jeralyn Jargo, Pradeep Kotamraju, Bernadette Howard, Jean Massey, Eleni Papadakis, Meg Harvey, Thalea Longhurst, Charisse Childers, Sarah Heath

**GUESTS:** Jean Buckley, Gene Dudley, Rosanne White, George Sifakis, Jordan Henry, Sandy Spavone, LeAnn Wilson

**STAFF:** Kimberly Green, Kate Kreamer, Austin Estes, Andrea Zimmermann, Kathryn Zekus

**WELCOME:** Kotamraju called the meeting to order at 9:01 a.m. and greeted the Board.

**Review and Approval of January 30, 2018 Minutes:** Kotamraju asked if the Board had any amendments to the minutes from January 30, 2018 Board meeting. Heath reviewed the minutes and asked for a motion to approve them.

**MOTION: To approve the January 30, 2018 Board minutes, as presented.**

**Longhurst; Howard.**

**MOTION APPROVED.**

**Review and Approval of Consent Agenda**: Kotamraju asked if anyone had any items they wanted removed from the consent agenda for discussion. Hearing no issues being raised, Kotamraju then asked for a motion to approve the consent agenda.

**MOTION: To approve the consent agenda for the April 3, 2018 Board meeting.**

**Burket; Duckworth.**

**MOTION APPROVED.**

**Advance CTE Financial Reports and Budget Modification**: Heath reviewed the financial reports and described that the organization has received 102 percent of budgeted income and has spent 66 percent of expenses.

**MOTION: To approve budget reports, as presented.**

 **Jargo; Papadakis.**

 **MOTION ADOPTED.**

Heath reviewed the budget modification and provided an overview of the Gates contract.

**MOTION: To approve proposed FY18 budget modification, as presented.**

 **Duckworth; Jargo.**

 **MOTION ADOPTED.**

**Star of Education Revision**: Green provided an overview of the Star of Education award and proposed changes. Howard explained some of the proposed changes and the goal to make the award more inclusive. Zimmermann provided background and rationale for the awards changes. Childers also provided some reflections from the taskforce’s discussion about increasing eligibility for the awards programs. The taskforce discussed opening it up to business/ industry leaders, but ultimately settled on limiting the award to Advance CTE members.

Howard added that the taskforce agreed to expand the criteria to include state leaders, not just State CTE Directors, and to look at impact at the state and national level. Zimmermann walked through the proposed changes to the State CTE Director Emeritus Award and the State CTE Director Rising Star Award.

The Board discussed changes to the criteria for the Emeritus award. Papadakis asked if a state leader is defined as someone who is currently in an administrative role. Zimmermann clarified that they can be nominated if they have retired, as long as they are living. Green also clarified that a state leader can be outside of a state agency.

Heath asked for clarification about the requirement that one award would be set aside for State Directors. Zimmermann clarified that up to two awards could be given in a year, but one would be set aside for a State Director.

Harvey asked if state leaders who have been in their position for at least five years, but only recently became members, would qualify for the award. Zimmermann clarified that these individuals can be nominated, as long as they have been in their professional role long enough.

Papadakis asked if they would have to sign off on their own nomination. Green explained that any State Director can sign off on nominations.

Harvey asked to include clarification in the criteria that any State Director can sign off on a nomination. Zimmermann said that Advance CTE would include a link to the State Director page when requests for nominations are sent out. Kotamraju asked for a reminder on the timeline for submission, and Zimmermann responded that the call for nominations usually goes out in August and are awarded at the fall meeting.

The Board discussed changes to the State Director Rising Star award. Harvey asked if there is an award for leaders who have been in their role for a while. Green explained that these individuals would qualify for the Emeritus award.

Papadakis raised that there should be a specification in the rising star criteria for leaders who have made contributions at the national level and are learning from and engaging with national leaders. Howard said that the criteria were designed with enough flexibility to recognize these individuals. Zimmermann responded that the language can be changed if the Board wants to elevate national engagement in the criteria.

Kotamraju asked for clarification about the definition of an individual who “has administrative responsibilities over CTE,” and whether that definition could extend to state leaders who are involved in workforce development. Childers said that it was the intent of the taskforce that individuals outside of the State Director’s agency could be nominated.

Childers also said that she is willing to work with the taskforce to update the language around national contributions to include language, knowledge and implementation of policies and programs that are informed by engagement at the national level.

Zimmermann asked if there is interest in expanding the number of rising star awards. Papadakis asked if Advance CTE has ever considered changing the name of the award to the Star of CTE award and raised that we risk watering down the intent of the award by calling it the Star of Education award. Harvey agreed that Star of CTE makes sense.

**MOTION: To approve the revised Star of Education criteria with amendments as discussed (to give the Board discretion to designate as many awards as are appropriate).**

 **Howard; Heath.**

 **MOTION APPROVED.**

Green suggested that aspirationally, it would be great to strive for one rising star award in each of the five Advance CTE Board regions; Jargo echoed that she would like to see one award given in each region. Kotamraju suggested that the taskforce will get back together to discuss new names for the award.

**Federal Policy Update/Discussion:** Zekus gave an update on Perkins reauthorization and the President’s agenda. She also encouraged the Board to engage with members of Congress while they are in DC. Zekus provided an update on Advance CTE’s HELP Committee “Kitchen Cabinet.”

Harvey asked what the Senate’s Perkins reauthorization bill is called. Zekus explained that the Senate does not have a formal draft at this point. Zekus said that Advance CTE will provide a comparison of the House and Senate bills once a Senate bill is proposed. In response to a question from Jargo, Zekus provided a brief overview of the Republican proposal to give states the opportunity to award Perkins funds via voucher. Green encouraged Board members to speak up at the panel on Friday if they have concerns.

Zekus gave an update on the reauthorization of the Higher Education Act and appropriations. Zekus asked the Board if Advance CTE should be more aggressive in its ask for increased funding for Perkins. Harvey said she agrees with the proposal for more money. Papadakis proposed asking for twice the amount of money for Perkins and there was support from other Board members in the room.

Kotamraju asked Board members to email Zekus if they have comments or questions about increasing Advance CTE’s ask for Perkins. Green raised that the Board will have more time to discuss this topic at the stocktake.

**Liaison Update/Discussion:** Kreamer welcomed liaisons and partners from the National Coordinating Council of CTSOs and asked for introductions around the table.

Wilson celebrated close relationships with the CTSOs and provided an updated from ACTE. Following Wilson’s remarks, representatives from each CTSO gave a short overview of the updates, some of which were provided in the board book.

Kreamer provided an update of Advance CTE’s partnership with NCCCTSO and opened up discussion. Green asked about the Board requirements for advocacy with each CTSO. Spavone said that FCCLA has an advisory group that approves messages, but that FCCLA would be open to getting on board with a wider, uniform effort if it aligns with the organization’s mission. White said that TSA would be willing to activate members to advocate. Dudley said that SkillsUSA might be interested in getting on board with a national campaign.

Jargo raised that adults shouldn’t be left out of the conversation. In response, Green turned the question to the rest of the group and asked if CTSOs are taking on adult learners in their membership. Dudley shared the growing number of postsecondary students involved in SkillsUSA. These students are engaged, especially by leadership skill, and there’s a strong piece for better engaging those population.

Henry share that FFA is expanding to alumni and supporters because they want everyone involved in CTE, and she can definitely see this is key to growth. In the past, Maine put all of the state CTSO logos on a single sheet. This is very powerful to bring to members of Congress to show unified message. FFA has a huge conference, which can be a great opportunity to share that message with 300 state officers coming to DC in July.

Kotamraju raised that state offices are getting leaner, so CTSO support is about five percent of staff members’ time, which doesn’t work. Iowa is now hiring a full-time CTSO consultant. Part of this individual’s charge will be to make CTSO students, teachers, advisors understand that they are part of CTE. This needs to be part of the national message. It’s CTE first and then CTSO is under that umbrella. Indicator in program approval process looks at program’s CTSO.

Kotamraju raised that it would be helpful to know how CTSOs operate in each state so state directors can better support them. Harvey said that Maine doesn’t have dedicated revenue to support a state leader for each CTSO and echoed that it would help to have more information about what’s happening in each CTSO. Howard suggested having one common theme for all messaging.

Green raised that, with high turnover among the State Directors, communications is critical to make sure they are aware of the CTSOs. She suggested engaging the CTSOs in the new State Director leadership program. There was interest in the room from CTSOs. Spavone said that FCCLA has a similar leadership program for new state advisors. Dudley mentioned that SkillsUSA is working to bring on new regional directors to help support new state leaders and new state CTE directors.

Kreamer provided next steps: to develop common talking points and a one-pager to share messaging. She will follow up in meeting next month and see if Zekus can join. Advance CTE will also look at opportunities to engage CTSOs in new state director leadership program.

White said that CTSOs can’t do this work without Advance CTE and expressed gratitude for the organization’s leadership.

Conversation with CTSOs concluded at 10:55 a.m.

**FY19 Elections and Nominations Committee Update:** Kotamraju called the Board back to order at 10:59 a.m. Duckworth gave an overview of the nominations for Advance CTE Board positions and gave a summary of the process. Green explained why the organization moved from electronic voting to in-person voting for regional Board representatives – to improve visibility, engagement and participation. Duckworth said that the Board should make a push for attendance at the business meeting to make sure there are enough people in the room.

**MOTION: To approve the FY19 slate of candidates and succession of officers, as**

**presented.**

 **Massey; Jargo.**

 **MOTION APPROVED.**

Harvey asked a question about the organizations’ reserves; Green explained that some funds – about $600,000 – is billing for FY19 state dues. The gold standard is for nonprofits to have two years of funding on hand, as reserves. Advance CTE’s annual budget is around $900,000 and so taking into consideration these factors, the organizational is in a healthy and compliant position. Green also noted that the organization builds up reserves to defray costs for large organizational initiatives, like the CTE Summit, Perkins implementation, Career Clusters redesign, etc. Kotamraju added that the organization has had a lot of success in the last few years in getting new money from outside funders, which allows for more funds to stay in reserves for leaner or transition times.

Kotamraju closed the Advance CTE Board meeting at 11:13 a.m.