

NASDCTEc/NCTEF Board of Directors' Meeting

MINUTES

Omni Shoreham
Washington, DC
March 31, 2014
10 a.m. – 3 p.m.

Attendees: Marie Barry, John Fischer, Scott Stump, Rod Duckworth, June Sanford, Jean Massey, Kathleen Cullen, Eric Spencer, Richard Katt, Wayne Kutzer, Mike Raponi, Eleni Papadakis, Bernadette Howard, Tim Hodges, Bill Symonds
Staff: Kimberly Green, Karen Hornberger, Kate Blosveren

Welcome and Overview of Agenda: Fischer welcomed the NASDCTEc/NCTEF Board and staff to the Spring Board meeting. Fischer asked Hornberger to do a roll call of Board members.

Review and Approve NASDCTEc and NCTEF Board Minutes: Fischer presented the minutes from the January 28, 2014 NASDCTEc and NCTEF Board Meeting. No corrections were made.

MOTION: To approve the January 28, 2014 NASDCTEc and NCTEF Board minutes. Papadakis; Raponi. MOTION ADOPTED.

Review and approval of consent agenda: Fischer presented the consent agenda and asked if anyone would like to remove any topics or reports for discussion. Nothing was asked to be removed for further discussion.

MOTION: To approve the consent agenda as presented. Katt; Massey. MOTION ADOPTED.

Nominations Committee Report: The Nominations Committee, chaired by Barry, comprised of Katt, Sanford, Kathy Oliver, and Pat Ainsworth. After a call for candidates from the membership, the Committee recommends the following slate of candidates for FY15: John Fischer for Past President, Scott Stump for President, Rod Duckworth for Vice President and two candidates for the office of Secretary/Treasurer Jo Anne Honeycutt from North Carolina and Philip Cleveland from Alabama. A vote will take place for the FY15 officers will take place at the NASDCTEc Business meeting.

MOTION: To accept the Nominations Committee report and the proposed slate of officers. Barry; Massey. MOTION ADOPTED.

NCTEF Board Member: Barry reported that a call for nominations was sent out to all members, which included the nominations criteria and form. No nominations were received. After confirming the continued interest in service on the NCTEF Board by Tim Hodges, the Committee recommends Tim Hodges to serve another term on the NCTEF Board.

MOTION: To accept the Nominations Committee's nomination of Tim Hodges to serve another three-year term on the NCTEF Board of Directors. Symonds; Fischer. MOTION ADOPTED.

Finance Committee Appointments: Fischer announced that two Finance Committee appointments will expire on June 30, 2014. The first is Lee Burket (NASDCTEc Board representative). The second is Tim Hodges (NCTEF Board Representative). Fischer noted that these are volunteer, appointed positions and asked if anyone was interested in serving on the Finance Committee. Tim Hodges offered to continue to serve. Eric Spencer also volunteered to serve as the NASDCTEc Representative. The new terms will begin July 1, 2014.

NASDCTEc and NCTEF Bylaws Revisions: Hornberger shared that the NASDCTEc/NCTEF attorney reviewed the bylaws of both organizations to ensure they were up to date and compliant with applicable laws. There were no recommended legal updates but several recommendations to modify language to reflect modern methods of communications. The staff identified some provisions that were no longer applicable, given the structure of the organization (full-time versus volunteer staff).

MOTION: To approve the updated recommendations to the NASDCTEc Bylaws effective immediately. Howard; Spencer. MOTION ADOPTED.

MOTION: To approve the updated recommendations to the NCTEF Bylaws effective immediately. Hodges; Symonds. MOTION ADOPTED.

Personnel Policy Revisions: Annually, the staff requests that the attorney review the personnel policies for compliance with current legal requirements and to ensure protection for both the employees and the organization. The attorney had no substantive or legal updates. The staff suggested two proposed updates. The first is to change the increments that life insurance is offered; this is to reflect a change made by the insurance provider. The second is to formalize the current practice related to taking annual leave prior to NASDCTEc meetings.

MOTION: To approve the proposed personnel policies, effective immediately, as presented. Kutzer; Katt. MOTION ADOPTED.

NASDCTEc and NCTEF Financial Reports: Duckworth provided an overview of the NASDCTEc and NCTEF financial reports.

NASDCTEc INCOME: While 67% of the fiscal year has passed, NASDCTEc has received 97% of its budgeted income. The majority of dues income has been received, as well as the meeting registrations and sponsorships. The balance of income due for the rest of the fiscal year will be derived from interest and small contracts, as well as one large state's dues that is paid at the very end of the fiscal year. This is a very strong cash position.

NASDCTEc EXPENSES/LIABILITIES: Expenses are at 61% of the budgeted total, with is appropriate for this point in the fiscal year. All expenses are on target with where they should be at this time of year. The budget spreadsheet provides detailed information for each expense category.

NASDCTEc ASSETS: At the start of the fiscal year, the Association's fiscal position was strong with total assets at \$2,642,000.88 and equity at \$2,336,933.69.

NCTEF INCOME: NCTEF has received 42% of its budgeted income, with a large portion of this coming in from budgeted reserve withdrawals to cover approved expenses. The Institute-related revenue has not started to come in but should begin as registration opened in March 2014. Product sales are lagging a bit, which is expected given the phase out and not introducing any new products. Workshop revenue and book sales are starting to come in.

NCTEF EXPENSES/LIABILITIES: Expenses are on target. To date, we have expended 42% of budgeted expenses. Overall, expenses are all in line with budgeted projections. The budget spreadsheet provides more detailed explanations for each item.

NCTEF ASSETS: At the start of the fiscal year, the NCTEF's assets total \$358,166.85 and equity at \$368,328.01. This includes \$110,000 in restricted net assets from a Microsoft grant. The staff is exploring the ability to spend the \$110,000, since Microsoft has been unresponsive to requests. The funds were provided via a gift letter from 2010. That letter follows this report as a reference. The attorney reviewed the letter and has provided a preliminary conclusion that restriction on the \$110,000 could be removed. A formal legal opinion will be rendered on this topic and shared with the Board of Directors.

MOTION: To accept NASDCTEc financial report as presented. Raponi; Kutzer.
MOTION ADOPTED.

MOTION: To accept NCTEF financial report as presented. Katt; Spencer.
MOTION ADOPTED.

Career Cluster Products: Lost Inventory: NASDCTEc/NCTEF sent Relevant Classroom a letter requesting payment for the lost inventory. They offered up a curriculum that they developed in lieu of the lost inventory. Per the Executive Committee's direction, a copy of the curriculum was provided and shared with the Board for review. Relevant Classroom indicated the product was developed in 2008 and does not align to the CCTC, so NASDCTEc/NCTEF would need to invest in it in order to have it be a current product.

The Board did not feel the curriculum was an appropriate resolution to the lost inventory. It was suggested that staff start the negotiations to secure either in-kind set of services equivalent in value to the lost inventory (not less than \$16,000) with the expectation that a resolution is arrived at prior to the end of the fiscal year.

Motion: To authorize staff to enter into negotiations with Relevant Classroom to secure at least \$16,000 worth of in-kind services in exchange for the lost inventory. The agreement should be in place prior to June 30 2014. Katt; Raponi. One Board member voting in opposition to the motion.
MOTION ADOPTED.

Career Cluster Products: In light of the inventory loss, the Board brought up the discussion of the products that are being sold by the NCTEF. Product sales are down and there aren't any new products being developed. Considerable staff time and resources are being used to keep the products store open. It was recommend by the Board to discontinue the sale of Career Cluster products.

MOTION: To accept the proposal of the discontinuation of Career Cluster product sales. Barry; Raponi.
MOTION ADOPTED.

CCTC Adoption Language: Blosveren shared that staff is seeking clearer direction from the Board regarding the previously Board-approved policy on what it means to "adopt" the Common Career Technical Core (CCTC). In October 2013, this topic was on the Board agenda for discussion but sufficient clarity and agreement on how to proceed was achieved. The environment around 'common' standards has changed significantly. To date, West Virginia and

Guam have formally and fully adopted the CCTC. New Jersey is close to adopting the standards but only at the secondary level.

It was suggested that we consider a spectrum of use of the standards ranging from endorsement, alignment, adaptation through adoption, as well consider ways to reflect the way the states are using the standards (e.g. a seal of approval, etc.). It was also raised that consideration should be given to allowing states to reflect use of only the relevant career pathways in their state, rather than all career pathways.

Adjourned for lunch – Fischer; Howard. MOTION ADOPTED.

Career Clusters' Governance: Blossveren reported that NASDCTEc/NCTEF has been considering the future of Career Clusters' governance and leadership for the past year, as the existing model has waned in its ability to meet the needs of business/industry, state education agencies and policy makers. The concept of re-establishing a modified version of lead states and national advisory committees for each of the 16 Career Clusters, beginning with a pilot in a small number of Career Cluster areas, was discussed at length at the October 2013 Board meeting/strategic planning session. Blossveren briefly reviewed the concept and what has been accomplished since October 2013. She shared the following questions for consideration:

- Should we bring this concept to the full membership for feedback?
- Can/should we only commit to this contingent on external funding? Relatedly, should this concept be central to our fundraising strategy?
- Can we embed the pilots in current activities and events (e.g., annual meetings, webinars)?
- If we pursue a pilot, what is a reasonable timeline for getting it launched?

The Board suggested rebranding the title of the project but not rebranding by removing the words Career Clusters from the project's title. The Board agreed that a pilot that model and illustrates where we are going with Career Clusters and how they are integral to the work of CTE and programs of study is important. It was suggested to start with two Career Clusters to pilot the work and identify a consortia of states to lead the work rather than a single state to be *the* leader. Staff will clarify the explanation of this pilot project and distribution information about it while also soliciting state interest. Work would begin late summer/early fall 2014.

Future of the National Career Cluster Institute: Blossveren reported that the staff was directed to fashion the 2014 Career Clusters Institute to be a bridge between the old model of the event and a more state team-based professional development and technical assistance. Based on significant analysis and market research, staff proposes that the Board consider 2015 to be the last stand-alone Career Cluster Institute. In its place, it is proposed that an agreement be reached with ACTE to have visible, focused Career Clusters strand/presence at the ACTE Vision meeting. Of course, many details would need to be worked out, including revenue sharing, but staff wanted the Board's feedback.

The Board was concerned about the way the transition is communicated, wanting to ensure that a shift is not misinterpreted as NASDCTEc/NCTEF walking away from its leadership of Career Clusters. How this transition is communicated, by both organizations, is critical. The Board proposed a variety of engagement strategies with ACTE include a one day pre- conference, a Career Clusters strand or a more comprehensive integration within the ACTE meeting. It was proposed that 2014 be the last CCI and an agreement be reached to make the transition to the

collaborative meeting take place in 2015. The Board understands this decision will result in the loss of revenue and perhaps NASDCTEc/NCTEF staffing changes.

MOTION: To direct staff to negotiate an agreement with ACTE that will result in:

- **Phasing out of a separate National Career Clusters Institute**
- **In its place, a visible, focused Career Clusters strand/presence will be put in place at the ACTE Vision conference.**
- **The agreement will go into effect for the 2015 ACTE Vision Conference.**
- **The final agreement will be brought the NASDCTEc/NCTEF Board of Directors for vote before the agreement can be executed. Symonds; Stump. MOTION ADOPTED.**

MOTION: Adjourn the meeting 2:50 p.m. Stump; Symonds. MOTION ADOPTED.