

NASDCTEc/NCTEF Board of Directors' Meeting

**MINUTES**

**Conference Call**

June 24, 2014

3 p.m. - 4 p.m.

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**Attendees:** Marie Barry, John Fischer, Rod Duckworth, June Sanford, Eric Suhr, Lee Burket, Jean Massey, Kathleen Cullen, Wayne Kutzer, Mike Raponi, Eleni Papadakis, Bernadette Howard, Fran Beauman, Cheryl Carrier, Bill Symonds.

**Staff:** Kimberly Green, Karen Hornberger

**Welcome and Overview of Agenda:** Fischer welcomed participants to the NASDCTEc and NCTEF Board of Directors call. Fischer shared that the Achieving Excellence Institute /The National Career Clusters Institute just wrapped up, which included an embedded state policy workshop. The event was well attended and received, with a lot of positive feedback from participants. Fischer thanked the staff for their hard work.

**ACTE/NASDCTEc CCI/Vision Conference:** Green shared since the Spring Board meeting, staff has been having ongoing, cross-organizational conversations with ACTE regarding the integration of the National Career Clusters Institute with ACTE's Vision, which would begin in 2015. In the interim, we hope to be able offer some Career Pathway Workshops as pre-sessions to the 2014 ACTE Vision.

A number of proposals have been considered from a full reorganization of the ACTE Vision sessions to the 10 components to the Rigorous Programs of Study Framework, a separate event held concurrently with ACTE Vision (similar to what NAEE does), a separate Career Cluster-focused strand within ACTE Vision and holding the Career Clusters Institute as a separate pre-event function. NASDCTEc staff strongly prefers the transformation of the ACTE Vision event but recognizes that given ACTE's governance structure this would be a multi-year effort after obtaining ACTE leadership approval of the concept. The second more viable, shorter-term option is pursuit of full integration of the Career Cluster Institute within ACTE Vision. NASDCTEc staff is pursuing pre-session options, as well as Career Cluster-related sessions within existing strands and a separate Career Cluster strand. Negotiations are going well but slowly. It seems like the organizations are on the same page regarding the goals of the collaboration, however finding an acceptable revenue share is a challenging component of the negotiations. No action items at this time.

**Review and Approve NASDCTEc and NCTEF Board Minutes:** Duckworth presented the minutes from the Spring Board meeting. No corrections were made.

**MOTION:** To approve the March 31, 2014 NASDCTEc Board minutes.  
**Burket; Howard. MOTION ADOPTED.**

**MOTION:** To approve the March 31, 2014 Joint NASDCTEc and NCTEF Board minutes.  
**Howard; Raponi. MOTION ADOPTED.**

**NASDCTEc and NCTEF FY15 Budget Proposals:** Duckworth presented the FY14-15 budget proposals. He shared that NASDCTEc's fiscal health is strong, with \$2.2 million in investments not including A/R and checking. NCTEF's financial position is more tenuous, with a reduced income position due to investments in recent projects (e.g. CCTC and the alignment study) and the loss of Career Clusters' Institute revenue stream. The proposed budgets, which were reviewed in detail and approved unanimously by the Finance and Audit Committee, include a reallocation of the sharing of operational costs, currently at a 67/33 split between NASDCTEc/NCTEF to a split of 85/15. The new split better reflects the proportional share of operational costs for the coming year.

Green shared that one of the challenges in developing this year's budget was the transitional nature of number of initiatives, including the Career Cluster and ACTE Vision collaboration, transitioning away from selling products, and this year being a developmental year for fundraising. This leaves limited income coming into NCTEF. We had to shift some of the activities to funded by NASDCTEc, activities that benefit our membership (e.g. awards program).

**MOTION: Approve the FY 15 NASDCTEc budget as proposed Barry; Suhr.  
MOTION ADOPTED.**

**MOTION: Approve the FY 15 NCTEF budget as proposed Kutzer; Sanford.  
MOTION ADOPTED.**

**Vivayic/Relevant Classroom Lost Inventory Proposal:** Per the Board's direction set at the Spring meeting, staff made outreach to Relevant Classroom to seek resolution to the lost inventory. Staff communicated the Board was not interested in the proffered curriculum but would consider in-kind professional services equivalent in value to the lost inventory (not less than \$16,000) with the expectation that the work be completed prior to the end of FY15.

After sharing NASDCTEc/NCTEF's strategic plan and Relevant Classroom's core business strengths, Relevant Classroom proposed a number of potential projects including an online standards and resource database and a leadership and on boarding plan for State Directors. With input from the Executive Committee, the leadership and on boarding proposal was more fully developed with the expectation of presenting to the full Board of Directors. The project would focus on developing a set of competency profiles needed for effective state government leaders, as well as the outline of a leadership development program. The work would be done over the next fiscal year and is equivalent to \$21,600 in services. The lost inventory is worth approximately \$16,000 on the balance sheet and has a replacement value is around \$24,000.

**Discussion:** The Board consensus was that it did not want to move forward with the presented proposal, noting it would take more staff time and resources than we had to offer in the coming year (note that while leadership development is part of the strategic goals it was not prioritized for the coming year). Some Board members suggested that in the long run it may be better to write off the value of the lost inventory. It was asked if a cash payment was still reachable. Green stated it was her opinion that the cash payment is no longer an option given that the in-kind option was suggested.

After hearing feedback from the Board, Green suggested staff go back to Relevant Classroom to see if a project can be identified that is more of a priority for the coming fiscal year. Green mentioned that staff has a two-day planning retreat scheduled in July. With that information in hand, staff can see what expertise Relevant Classroom may be able to contribute to the FY15 planned work.

Green asked the Board how long or how much do you want us to work on this effort. The consensus of the Board is to get a last ditch effort of resolution. If that is not possible, then staff should write off the lost inventory.

**Career Cluster Pilot Update and Decision:** Under the Board's direction, staff sent out an inquiry to states regarding interest in serving in a pilot related to state-focused Career Cluster leadership. Based on feedback from the states, the Agriculture Food and Natural Resources Career Cluster and the Manufacturing Career Cluster will be the focus of the yearlong pilot. We anticipate six or seven states participating in each pilot. A state represented on the Board of Directors will be invited to serve as chair of each Career Cluster's pilot. This will ensure a good connection between the pilot work and the Board discussions and decision-making. The first meeting of the pilot will occur right before the fall meeting. The balance of the work will happen virtually over the next year.

**Methods of Administration:** NASDCTEc received a response from the U.S. Department of Education's Assistant Secretary of Civil Rights, which largely did not address the concerns raised in the initial NASDCTEc letter. Per input from the Executive Committee, staff will send a follow up letter requesting clarification on one point in the response letter related to the EDGAR's requirement that all federal programs must monitor local recipients. Staff also shared an unsolicited letter sent to U.S. Secretary of Education Arne Duncan by the National Women's Law Center related to NASDCTEc's letter. No response will be provided to this letter.

**Meeting adjourned 4:04 p.m.**