

NASDCTEc Board of Directors' Meeting

MINUTES

Omni Shoreham Hotel

Washington, DC

April 7, 2015

12 p.m. to 5 p.m.

Attendees: Lee Burket, Rod Duckworth, John Fischer, JoAnne Honeycutt, Bernadette Howard, Rich Katt, Jean Massey, Eleni Papadakis, June Sanford, Eric Spencer

Absent: Kathleen Cullen, Sheila Ruhland, Wayne Kutzer, Mike Raponi, Eric Suhr

Staff: Kate Blossveren, Katie Fitzgerald, Kimberly Green, Karen Hornberger, Steve Voytek, Andrea Zimmermann

Guest: LeAnn Wilson

Welcome and Overview of Agenda: Duckworth welcomed the NASDCTEc Board, staff and guest LeAnn Wilson, Executive Director from the Association of Career and Technical Education (ACTE) to the Spring NASDCTEc Board of Directors' Meeting.

Review and Approval of NASDCTEc Board Minutes: Honeycutt presented the minutes from the January 27, 2015, NASDCTEc Board of Directors' Meeting. No corrections were made.

MOTION: To approve the January 27, 2015, NASDCTEc Board Minutes.
Howard; Papadakis.
MOTION ADOPTED.

Review and Approval of Consent Agenda: Duckworth presented the consent agenda and asked if any items should be removed for discussion. No items were identified. Howard called attention to the HOSA liaison report, which includes an offer to all State CTE Directors to attend the National Leadership Conference on June 24-27, 2015 in Anaheim, California and that HOSA has offered to pay travel and lodging for any State Directors who are willing to be a judge the organization's National Competitive Events Program.

MOTION: To approve the consent agenda.
Katt; Honeycutt.
MOTION ADOPTED.

ACTE Partnership Update: Duckworth invited Wilson to provide an update on the work related to the NASDCTEc-ACTE partnership. Wilson said ACTE enjoys working closely with NASDCTEc, in particular as both organizations continue plans to integrate the Career Cluster Institute into ACTE's VISION conference in November. Guiding the partnership, ACTE and NASDCTEc have developed a joint work plan. Wilson praised Steve DeWitt, ACTE's Deputy Executive Director, and Blossveren, in particular, for their efforts to keep that living document up to date. Both organizations have worked together on an action plan with realistic deadlines and clearly defined responsibilities that will guide their expanding collaboration.

Wilson said this intentional partnership and collaboration has helped break down walls between the organizations and has filtered into ACTE's daily work, especially in knowing that NASDCTEc and the State Directors can be a resource.

Green added that the partnership has come a long way since the first joint Executive Committee meet January and the NASDCTEc Board vote last spring to integrate of the Career Clusters in the VISION conference. Green said she has appreciated the open dialogue that has taken place between the two organizations.

Green also noted the proposed agenda for the Career Clusters strand for the VISION conference. The sessions pair State Directors with locals and partner organizations and are loosely connected to the Rigorous Programs of Study framework. This pairing is an intentional modeling of the NASDCTEc-ACTE relationship and of state and local relationships coming together to build programs of study around the Career Clusters.

Duckworth added his own thanks to Wilson for collaboration between the organizations. He said he is seeing this organizational collaboration translate to his own state of Florida, and looks forward to seeing how this partnership will grow within his state and at a national level as well.

Blosveren provided an update on the next steps for the NASDCTEc-ACTE partnership, which includes sending a survey to ACTE executive directors and State Directors to better understand their working relationships and an MOU for the Career Pathway Effect workshops.

Nominations Committee Update: Fischer presented the slate of officer candidates for the NASDCTEc Board of Directors for Fiscal Year (FY) 2015-16. In keeping with past tradition, Fischer recommended that all officers move forward one slot to be:

President: Duckworth
 Vice President: Honeycutt
 Past President: Fischer

Fischer said the Committee received two nominations for the Secretary/Treasurer position: Burket of Pennsylvania and Pradeep Kotamraju of Iowa. Fischer held a call with each to discuss the duties and scope of the position (using the recently approved Board roles and responsibilities and officer descriptions).

MOTION: To accept the Nominations' Committee report as presented, including the proposed slate of candidates for NASDCTEc/NCTEF FY16 officers. Katt; Howard.
MOTION ADOPTED.

Fischer also informed the Board of an issue related to the Region X Representative election. No nominations were received for this position. Fischer asked for the Board to determine a process for selecting a State Director to serve as the Region X Representative. Currently, the bylaws state that it is the responsibility of Active Members in each of the 11 geographic regions to select, at the appropriate membership meeting, their respective directors to serve on the Board of Directors. However, the bylaws do not state specifically what to do if there are no nominations or if no one is elected by the directors serving that region. In other instances where there is a

vacancy, the bylaws indicate that the President will appoint a director to fill the vacancy. In this case, the Board indicated its support for Duckworth to work with the Executive Committee to appoint a director for the Region X Board representative.

NASDCTEc Financial Reports: Honeycutt said the NASDCTEc financial report was provided in the Board Book, which included a written financial summary, a budget update, a balance sheet and investment reports developed by Merrill Lynch. Honeycutt said all state dues have been paid or are expected to come in. Also, sponsorships for the Spring Meeting were well above projections. NASDCTEc is on track, in terms of expenses, for the fiscal year, and the investment portfolio is being managed according to board policy.

Papadakis noted a grammatical error on page 92 of the Board Book. Honeycutt said this would be changed to say Spring Meeting.

**MOTION: Approve Financial Reports with noted changes to be made.
Massey; Spencer.
MOTION ADOPTED.**

FY16 Finance and Audit Committee Appointments: Two positions on the Finance and Audit Committee, previously held by Mike Mulvihill (Associate Member representative) and Bernadette Howard (NASDCTEc Board representative), will expire on June 30, 2015. Another, held by Eric Spencer, was vacated due to resignation. Katt of Nebraska was appointed to fill this position until June 30, 2015. However, someone else will need to be appointed for one year through June 30, 2016. Howard volunteered to fill this one-year vacancy.

Three NASDCTEc Associate Members expressed an interest in serving on the committee as the Associate Member Representative. Additionally, Dr. Sheila Ruhland, current NASDCTEc Associate Member Board Representative volunteered to serve on the committee beginning next fiscal year.

Investment policy statement update: Hornberger and Green reminded the Board of the concerns raised by the auditors related to their perception that the organization's investments could potentially be overexposed due to the amount of funds in equity. The Finance and Audit Committee will review the investment portfolio and meet with the investment advisory in April, to consider the risk and ensure the current strategy and policy is still appropriate.

Honeycutt said as Treasurer, she has received questions from members about why NASDCTEc charges State Directors for their registration to the Spring and Fall Meetings given the amount of funds in organizational reserves. Hornberger and Green developed a set of talking points for Honeycutt to share during the NASDCTEc Business Meeting. One idea to consider is for spring and fall meeting registrations to be included in the state membership, rather than the registrations being paid separately. This would require a Board policy change, to be considered next fiscal year.

**MOTION: To appoint Dr. Shelia Ruhland, Associate Member Board Representative, to the Finance and Audit Committee as a NASDCTEc Board representative with a term of July 1, 2015, to June 30, 2017.
Burket; Howard.**

MOTION ADOPTED.

MOTION: To appoint Bernadette Howard to fulfill the balance of the two-year term of NASDCTEc Board representative on the Finance and Audit Committee with the term to end on June 30, 2016.

Papadakis; Honeycutt.
MOTION ADOPTED.

MOTION: To appoint Connie Beene of Kansas as the Associate Member Representative on the Finance and Audit Committee with a term of July 1, 2015, to June 30, 2017.

Papadakis; Katt.
MOTION ADOPTED.

Bylaws and Board Policy Additions and Revisions: Several items were brought to the Board for discussion:

- 1) Rising Star Congressional Leader Award
- 2) Nominations Policy Clarification
- 3) Regional Election: Tie Vote Bylaws Amendment
- 4) Board policy manual update
- 5) Board commitment forms

Voytek presented the Board with a recommendation to add a Rising Star Congressional Leader Award to the existing Star of Education award program. The idea for the new award would be to incentivize a Congressional Member's future positions and behavior related to CTE. Voytek said there are several CTE champions in Congress, but their records are not robust enough to meet the current requirements of the Star of Education award.

Honeycutt said she sees potential upsides of the new award to be additional positive public relations on the Hill for CTE and NASDCTEc. However, Papadakis asked if the second award had the potential of diluting the impact of the current award and if whether getting the Rising Star award would actually dis-incentivize lawmakers from continuing in their CTE positions because they will feel as if they have "checked it off the list." Voytek said there have been two awards in the past for the Star of Education (one for the House and one for the Senate) and it did not dilute the award's impact. Further, Voytek said the current award doesn't particularly incentivize continued activity from lawmakers.

Additionally, Green brought to the Board a request to clarify the existing nominations form language surrounding who is eligible to nominate NASDCTEc/NCTEF officers. Currently, the nominations form states that "nominations can only be offered by consortium members," but the language makes it unclear who qualifies as a consortium member – State Directors only, all NASDCTEc members. The bylaws language clearly states that State CTE Directors are considered "active members" and notes that nominations for officers and their elections are limited to "active members." Green proposed that the Board clarify on the nominations form that the nominations can only be offered by State Directors, to be consistent with the bylaws.

Spencer agreed that State Directors, as active members defined in the bylaws, should be those eligible to nominate officers.

Finally, the Board was asked to consider amendments to the bylaws to provide recourse in the case of a tie vote in a regional election. This arose as an issue in the vote for regional representative last year. The Board directed staff to seek a policy solution. The staff proposed to the Executive Committee that in the case of a tie, the State CTE Director with the longest tenure as State Director would win to break the tie. The Executive Committee authorized this recommendation to advance to the Board. If the Board approves this bylaws amendment, it will advance to the full membership to vote on the change at the Business Meeting.

Honeycutt also raised a perennial question about whether the NASDCTEc Board regions are appropriately aligned, because as it currently is structured, the same State Directors are being asked to step up to represent their region. Duckworth agreed that this should be a future agenda item for discussion. Similarly, Green said during the January Executive Committee Meeting, it was agreed that there should be a task force to look at the NASDCTEc membership, but the timing should be delayed until after the Summit. The task forces for membership and Board composition will both be a prominent part of NASDCTEc's strategic organizational work in the coming year.

Hornberger informed Board members that the updated Board Policy Manual is online and will be updated after this meeting. An email will be sent to inform when the updates have been made. At this point, the full Board has submitted its Board commitment forms.

**MOTION: To approve a new awards category, "Rising Star-Congressional".
Honeycutt; Massey.
MOTION ADOPTED.**

**MOTION: To update the nominations form to indicate only State Directors can
nominate candidates for any NASDCTEc/NCTEF officer position.
Honeycutt; Howard.
MOTION ADOPTED.**

**MOTION: To approve a bylaws amendment to note that when there is a tie vote in a
regional election the State Director with the longest tenure as a State
Director will be appointed the winner of the election.
Papadakis; Spencer.
MOTION ADOPTED.**

CCTC Implementation Continuum Plans: During the October 2014 NASDCTEc/NCTEF Board Meeting, the Board approved a CCTC continuum policy. There is a need for input for how the organizations can support states in their use, implementation and/or adoption of CCTC.

Blosveren presented a list of potential resources/projects for Board input and discussion. She suggested that NASDCTEc conduct a survey of the State CTE Directors to get a better sense of how and in what ways the states (and locals, as applicable) are or are considering using the

CCTC. These results would be used as a baseline to decide which resources should be developed.

Currently, NASDCTEc is in talks with Achieve to do a crosswalk of the Next Generation Science Standards (NGSS) and the CCTC. However, Achieve is behind in their own work, which has pushed the timeline for this activity.

The Board agreed that this is also an opportunity to engage with other organizations such as ACTE and the Council of Chief State School Officers (CCSSO). Duckworth said the ACTE could get teachers involved in the development of these resources, because the teacher voice is important. Massey also asked about how we can build on the CCSSO's career readiness work from 2014.

Spencer, whose state adopted the full CCTC standards in April, said he sees a need for teacher professional development.

There was also substantial interest in revising and updating the Career Cluster plans of study documents. Green provided background about how these plans of study were created nearly a decade ago. Board members agreed that there was tremendous value in updating these documents, but they likely should be reconceptualized, including a competency-based component. Green said this may be a possible use of the Vivayic funds.

Career Cluster[®] Leadership Pilot: The Career Cluster Leadership Pilot (CCLP), which launched in October 2014, has reached its midway point for the yearlong pilot for the Manufacturing and Agriculture, Food & Natural Resources (Ag) Career Cluster pilots. Zimmermann provided an overview of the deliverables in progress or likely to be started by the end of the pilot. With five subcommittees between the two pilots, the deliverables range from a work-based learning framework for secondary education, a case study on Wisconsin's Rigorous Programs of Study grant and an update to the NASDCTEc credentials list by Career Cluster.

With the pilot at its midpoint, Blossveren shared some of the challenges that have been faced by the pilot including lack of engagement from the states, employer participation and NASDCTEc's role as lead rather than facilitator, as planned.

Honeycutt asked why Ag and Manufacturing were chosen for the pilot, because both Career Clusters are highly volatile and variable across states. Blossveren explained that a survey was conducted of the State Directors, and these two Career Clusters were the clear winners in terms of which ones that received the highest level of interest for participation in the pilot.

Broader questions rose regarding what NASDCTEc, as owner of the National Career Cluster Framework, wants to do with the governance, management and direction of the Career Clusters. CCLP was one way to attempt to address it, and use the pilot to think about how to advance high-quality CTE and to engage employers. The conversation will be continued as the pilot moves into the second half of its work.

Maintenance of Effort and Methods of Administration Discussion: Duckworth asked members to enter into a closed session for this agenda item.

MOTION: To go into closed session.
Howard; Katt.
MOTION ADOPTED.

MOTION: To come out of closed session.
Howard; Papadakis.
MOTION ADOPTED.

MOTION: To allocate funds to legal counsel to write legislative language that resolves the identified methods of administration (MOA) inequities, to submit a Freedom of Information Act request to the U.S. Department of Education's Office of Civil Rights regarding MOA findings, and other clarifying documents deemed necessary to achieve the organizational MOA goals.
Honeycutt; Spencer.
MOTION ADOPTED.

MOTION: To direct NASDCTEc staff to conduct a survey of the State Directors to inform NASDCTEc's position regarding methods of administration.
Papadakis; Katt.
MOTION ADOPTED.

Voytek shared that NASDCTEc's Perkins Reauthorization priorities are currently silent on Maintenance of Effort (MOE). Given that the federal policy landscape has changed in relation to this issue, namely that asked members to consider taking an official position related to Maintenance of Effort (MOE) to provide staff with clarity on the issue as NASDCTEc prepares for the reauthorization of Perkins and the expectation of questions that will be fielded from the Hill.

Howard said there are good arguments for and against MOE, and in her region, views are mixed. However, they agree that it should be kept but to reset the benchmark with a 10 percent flex.

Green said several states only match their Perkins funds, and it's less of a problem. However, for those states who put in far more state funding than their Perkins allotment, MOE is a problem.

Honeycutt said that on the one hand, the instinct is to protect the programs currently in place. In North Carolina, there are a lot of money and resources going to CTE right now, but no one knows what will happen in a different fiscal environment. In a tighter budget scenario, it's a relief to be able to say there is a limit to the cuts the state can make to CTE.

Duckworth said he has seen MOE save CTE from drastic cuts from the state.

Green said no state has ever lost all of their federal funding because they have failed to meet 100% of the state match, as is prescribed in law. Instead, most are only reduced, because as a

practical means of implementation, it is impossible for the federal government to revoke all of the funding.

Duckworth said it is also important to think about how a pro-MOE stance would look contrasted to an anti-MOA position. It's not a good idea to be seen as complaining about government overreach on the one hand and then supporting it in another instance.

Katt asked if there was a way to align the Perkins MOE to other legislatively prescribed MOE levels such as in IDEA or ESEA.

MOTION: To direct NASDCTEc staff to conduct a survey of the State Directors to inform the organization's reauthorization position on maintenance of effort. Katt; Howard.
MOTION ADOPTED.

2015 Future of CTE Summit: Green provided an update on the preparation for the Future of CTE Summit (Summit), including the co-conveners that have been secured, the contract with PwC and other logistics.

Green also presented a proposal, based on a request and input from the Executive Committee, to pilot a new membership structure in conjunction with the Summit. The membership structure would model the relationships between secondary and postsecondary education that NASDCTEc advocates for within CTE. The pilot would be launched in the lead up to the Summit by inviting each state to bring two representatives, with one representative being the State Director and the other being the counterpart (a state-level employee who is in an executive leadership position and has decisionmaking authority to guide CTE policy and practice). The goal is that between the two individuals, the state's leadership representing the full continuum of CTE will be represented. That counterpart would be waived his/her membership fees for a year. Because some of these individuals already pay associate membership fees, there would be some cost to this pilot.

Burket asked for clarification regarding the language that defined the counterpart as an equivalent member in another state agency. Green agreed that the language may be too limiting because states vary – in some there is no counterpart, and in others there are three. If a state doesn't have a counterpart, it would still bring a person to the Summit but wouldn't participate in the pilot. The Executive Committee approved the as an interim step to one of the strategic plan priorities related to membership. Honeycutt noted that another benefit of bringing a second person into the membership is that it helps to build the capacity within the state when there is turnover.

MOTION: To establish a membership pilot that would waive membership fees for the State Director's counterpart, who will be identified via the Fall Summit state registration, for FY16. Howard; Papadakis.
MOTION ADOPTED.

Strategic Plan Discussion/NCTEF Update: As NCTEF begins to think about implementing its newly approved mission, vision and theory of action, staff felt it was important to have this represented by activity level within the joint NASDCTEc/NCTEF strategic plan. There are some activities that are assigned to one or the other and some activities that are co-owned. Organizational leadership is also trying to determine the best way to maintain a strong connection between NASDCTEc and NCTEF while also establishing a distinct purpose between them.

Honeycutt asked that a report-out on NCTEF activity be a standing agenda item for the NASDCTEc Board meetings, so that NASDCTEc Board members are able to provide feedback.

Other items: Green asked the Board to provide input on whether they hold a Board meeting prior to the Fall Summit. For the last summit in 2010, the Board did not meet in-person prior to the Vision. Rather they opted to hold calls after the Vision and then met in-person a few months later.

Also, Katt, whose tenure ends on June 30, provided some reflections on his time as a NASDCTEc Board member. Katt encouraged members to take advantage of their time on this Board, because it was one of the greatest learning experiences for him to become better in his own position as State Director. He also reminded members of the role and ability of the Board to provide strategic leadership to move CTE forward. Finally, he encouraged members to reconsider the structure of the Board and how the regions are divided in order to better represent CTE and the NASDCTEc membership.

Meeting adjourned at 4:56 p.m.