



Association for Career Technical Education of Arizona ~ Helping Teachers Create Students' Futures

**Board of Directors
Record of Minutes**

**February 7, 2020
Friday, 1:00 pm – 3:00 pm
Prescott Resort & Conference Center
1500 Highway 69, Prescott, AZ 86301
Granite Mountain Conference Room**

Welcome, Call to Order and Establish Quorum

Present:

Executive Board Members:

Lisa Doll, Rahsaan Bartet, Randy Kimmens, Stephen Weltsch, Lindsay Duran, Jim Hawk, Jennifer Brooks

Board of Directors Members:

Dennis Esparza (Middle School Rep), Jennifer Kaufman-Fourness (Workforce Development & Community College) Brady Mitchell (ATIEA),Debbie McKintosh (ACOVA), Rick Scaife (Counseling Rep), Bill Symonds (Global Pathways Institute), Joel Wakefield (West-MEC) Via Phone: Tammy Bonner (AZ CTE Curriculum Consortium)

Fellows:

Diane Parsons, Melissa Jackson, Jaime Miller, Denise Darre, Robert Vernier, Jeanette Neese, Trevor Rice, Heather Webb, Amber Gloria, Via phone - Jennifer Jepson, Patti Pastor, Diane Jorden, Melanie Lintz, Lauren Moraga, Ashley Williams

Consultants:

Pam Ferguson, Shelly York, Deb Zurcher

Call to Order

Meeting called to order at 12:55 pm by Lisa Doll

Quorum verified.

All present are welcomed, and self-introductions of Board, Fellows and Guests are given.

Consent Agenda

Action Items:

- Approval of Minutes from January 6, 2020 Board Meeting.
- Contracts signed for:
 - Prescott Resort for 2021 Mid-Winter Conference – Randy Kimmens signed today.
 - Exhibitor Contracts for Drayage and Electrical AZ Cine
 - Computer Lab for Summer Conference Contract to be signed
 - Arizona Corporation Paperwork for 2019-2020 signed and filed

Motion made by Stephen Weltsch and seconded by Lindsay Duran. Motion passes.

Treasurer's Report

Action Items:

- File for Financial Review Balance Sheet
- 1099's Went Out by January 31st Deadline to 1099 Recipients
- EPL Tax Group e-filed 1099's to IRS with Lisa's signature as President
- Rules this year for 1099's to Federal Government-by January 31
- Consultants over \$600 and LLC's Receive 1099's – which were mailed to addresses provided on W-9 to ACTEAZ
- Over \$1.1 million sitting in savings so we will be looking into higher interest rate options and reporting back to the board. Idea supported by board members

Motion made by Dennis Esparza and seconded by Randy Kimmens. Motion passes.

Arizona Legislative Report to the Board

- Current support in the Legislature
- ACTEAZ List of Advocacy Items provided
- Discussion of what the Board will Sponsor as ACTEAZ Legislative Items – Tina Norton may bring some issues to Lisa Doll for further conversation.
- 4th year funding bill was scheduled to be heard at 2 p.m. at the Education Committee meeting.
- If you have not registered for the Advocacy List (Form available online) with your personal email, please go to the website and do so and encourage others as well.
- HB 2108 is the bill to remove the 25% cap for upper classmen on DE. Clarification asked regarding the language regarding DE credits (3 credit hours = 1 Carnegie Unit). Ask that an exclusion, or clarifying language be outlined for CTE versus academic credit.
- HB 2166 is not scheduled to be on the Education committee meeting this coming Monday.

Leadership Continuum Update

- The website is updated regularly, and valuable resources are available including John Mulcahy's presentation from the morning. Discussion regarding the Mentorship breakfast at Summer Conference.

ADE Report

- Updates at ADE CTE
- Perkins V Report Update
- State CTE Strategic Plan Update

Board Elections for 2020-2021

- Open board positions coming up for election are President Elect, Treasurer, and Member at Large. Please look on the website and encourage anyone who you know who may be interested to reach out and/or consider applying. Please consider running and feel free to reach out to Randy if you have any questions.
- President Elect position is designed for someone who has experience both in leadership positions and with the Association.
- The Member-at-Large position is designed for a newer individual who is looking to learn more about the board and get more involved at the state level.

Executive Directors Report

- ACTE National Policy Seminar (March 29th-April 1, 2020).
 - NPS Delegation List
 - NPS Congressional Appointments (Hill Visits)
 - Who is going to NPS? Please let Pam know you are attending. Stephen Weltsch will be attending.
 - Materials for Congressional Offices
- Suggestion to speak to Arizona representatives about funding for the Counseling for Career Choice app. Pam to include in the packet of materials for attendees.
- Last year Arizona enjoyed a meet & greet coffee with Senator Martha McSally. Her Chief-of-Staff then arranged for a visit to some West Valley CTE programs.
- Circle of Distinction for Class of 2020 Recommendations
 - If you know someone who works in a CEO capacity and impacts CTE positively state-wide please share their names with Pam or Lisa.
 - At the end of February, a Circle of Distinction event will be held at Basha High School's Cyber Security program to showcase hands-on CTE students and learning.
- Region V April 21-25, 2020 (Lake Tahoe)
 - Region V Awards (Due to the ACTE Portal by March 1, 2020) – Lisa Doll and Denise Darre are going to be competing at the Regional level.
 - E-Mails for all Awards Eligible to go on to Region V sent to Region V Awards Coordinator
 - Awards Competition at Region V is now the video
 - Publication Entries from Arizona for Region V will be submitted including website, publications, etc. that are due March 1st.

Mid-Winter Report

- ACTEAZ appreciates the 20-year partnership with ACOVA
- Mid-Winter Program- great job by all
 - 208 attendees which is an increase of 50 over last year
- Thanks to our Keynote Mr. Chris Thomas – positive feedback from the Board regarding his comments.
- Thanks to Presenters (almost 40 total), Exhibitors (record of 21), Attendees and Fellows
- ACTEAZ Scholarship Money Report - amazing job with the auction and raffle. Total were \$5,559 plus exhibitor fees equal a record of \$12,184 for student scholarships.

Premier Series Professional Development Update

- Sessions Report September 2019 – January 14 classes were taught, upcoming sessions are always posted on the website
- Summer Conference Session – 10 core classes being offered and will be available for registration.
- Currently working to schedule the annual Premier Series retreat.

By-Laws Review

- Some by-laws that will be reviewed by the committee include:
 - Expense Reimbursements – working to ensure everything is outlined and documented appropriately
 - 1099 Procedures – anyone earning over \$600 (not expense reimbursements) receives a 1099 and will be reflected in the bylaws
 - Board not paid during year for services being on the Board of Directors – needs to be added to clarify the language in compliance with non-profit

ACTEAZ Fellowship Program

- Two successful Mid-Winter sessions, one on compelling presentations including design and then a biography workshop, leadership focus and building your voice; Sessions will be held during the Sunday of Summer Conference to support the program. A survey will be used to ensure targeted relevant and meaningful info being shared.
- Application for 2020 – 2021
- Session at Summer Conference for First Time Attendees

Curriculum Consortium Update

- New Postings include Blueprints and Frameworks for LPS, Construction, Carpentry and Vet Assisting
- Scope & Sequence workshop February 26 & 27th for Marketing, Sports Med, Carpentry, Construction, LPS and Network Security
- Blueprint and Framework event on April 4th for Animation, Computer Maintenance, Diesel Engine Repair, Digital Communications, Electronic Technologies, Music & Audio Production and Precision Machining
- New Platform launching March 2nd will allow for increased functionality including:
 - Compatibility with multiple LMS systems
 - Teacher submitted lesson options

- Tagging to OER commons area
- Hub feature for collaboration across districts, CTED's and the state
- Discussion Forums
- New site name CTE Curriculum Connection
- Upcoming quarterly meeting next Wednesday, February 12th at West-MEC

Summer Conference 2020 – CTE: Beyond the Classroom

- Summer Conference Program Cover – done and ready to go.
- Theme CTE: Beyond the Classroom – look over the flyers that were in your Mid-Winter packet for more information.
- Mobile App – adjustments being made including the visual design with icons versus drop downs. MCCCCD fiscal support being looked into and Jennifer Kaufman-Fourness will follow up.
- Sessions – deadline is February 17th. The preview will go up March 16th with registration going live the week of March 23rd. With this theme please consider sessions that align with the variety of responsibilities and components of a CTE teacher's job.
- Keynote Discussion – please send any suggestions or ideas of who to consider as a motivational speaker as a selection has not been finalized, but time is of the essence.
- Program Hotel Venues (Hilton El Conquistador and Westin La Paloma) – most everything that was at Loews will be moved to the El Conquistador including opening session).
- Hotel Rooms open March 16th - Issues send e-mail to Pam. We have an increase of rooms at the two main conference hotels so most attendees will be able to book those and stay on sight.
- Overflow Hotels-Embassy Suites and if needed Westward Look
- Registration
- Contracts in place for 2020, 2021 and 2022 with El Conquistador and Westin (Contracts for 2023 and 2024 will need to be signed in 2021)
- Sponsors Needed – please consider anyone you know who could provide financial support and be showcased at the conference and send to Pam.
- Invitations to Supt. Hoffman and State Board President were sent. Kathy Hoffman unable to attend but someone from ADE will bring remarks.
- Special Education has been added to conference areas and sessions will be hosted at the Hilton El Conquistador.
- Affiliate Time Slot in Session Program to promote your affiliate – consider alternate ways to use this time to see if it can help you meet your needs.
- Counselor Sessions on Friday, Saturday and Sunday - Thank you from the counselors for the flexibility to support their needs with the dates as more and more are coming, and their experiences are valuable.
- Poster/Fair Share Session will be held again on Wednesday morning before the awards breakfast. Please review the flyer in your Mid-Winter packet and consider submitting a poster as we had good feedback from last year and hope to build that session.
- Buses will run between El Conquistador and Westin – busses will have bathrooms and Wi-Fi available.
- Bag Sponsors for \$500.00 – still some available.
- Exhibitor Area:
 - Exhibitor time will still be included in the day on Monday and Tuesday.
 - Drawing in Exhibitor Area - There will be a limited number of opportunities for exhibitors

to briefly showcase their organization and provide a prize for a random drawing. Tickets will be included in your packets and attendees will have their choice of which drawings to enter.

- Hotel Rooms Drawings will be held again - 2 Keynote and 2 Breakfast
- Just a reminder that sessions are now 50 minutes with the opportunity for double sessions.
- Consideration for additional opportunities to raise scholarship funds with a potential duck race down the water slide at Westin and body scrub with local ingredients at the El Conquistador.

Summer Conference Awards Update

- Due Date is February 19, 2020 – great opportunity to recognize and celebrate our own. Thank you to Fellows for judging the awards applications. Looking forward to celebrating the winners at the breakfast.
- Form is now online and submitted online
- Be sure and nominate colleagues or business partners
- Make sure membership is current to nominate or be eligible for some awards
- Need Representative from Affiliates for Awards Committee
- Those award categories not submitted will be filled by Executive Committee

ACTEAZ Student Scholarships

- The due date for scholarship applications is February 19, 2020.
- The form is now online and submitted online.
- ACOVA, CTEDS, AOAC, ATIEA also are partners in the Scholarship Presentations
- Please encourage students to apply.
- Make sure membership is current to sign off on a scholarship application for it to be eligible for consideration.

ACTEAZ Website

- CTE Month: February – Information and Handouts on the Website.
- CTE Month videos were selected and are posted on the website. Please feel free to check them out and use to promote CTE. Over 40 were submitted which is the most we've ever had.
- Summer Conference Website (arizonactecon.com) – please keep checking it as information is updated regularly.

Reports by Affiliates and Special Group Representatives

- AATA (Brody McGuire)
- ABEA (Chris Liebelt-Garcia)
- ACOVA (Debbie McKintosh) - Thank you to ACTEAZ for the partnership and thank you to Lisa Doll for attending the Board Meeting. Busy planning summer conference sessions and Camp M&M. During the retreat they plan to visit the Hilton El Conquistador to check out the conference space.
- AME () Winter conference held in January was very successful. Poco Diablo in Sedona had great sessions and good networking opportunities. Currently preparing for upcoming DECA & FBLA student competitions.
- ATIEA (Brady Mitchell) – Currently finalizing summer conference sessions and will again be able to provide 3 - \$1,000 scholarships in alignment with ACTE in addition to a \$1,000 scholarship by an industry partner for a specific student going directly to work.
- AZHCEA (Dina Chavez)
- AOAC (Jennifer Kaufmann-Fourness for Dr. James Perey)- Great meeting of AOAC yesterday. Cathie Raymond present and able to dialogue about the Perkins V State Plan language. Pam Ferguson and Randy Kimmens also came in and to discuss opportunities for potential inter-disciplinary sessions serve a greater audience with a broader message.
- Business / Community Partnerships (Mike McAfee)
- FACS Ed (Shawn Morris)
- Financial Review (Dean Petersen and Lori Luzier)
- Guidance & Counseling ASCA (Rick Scaife) – AZSCA recently held a great annual conference with over 600 attendees and sold out for the first time ever with over 900 members. AZSCA and ADE are partnering to offer a School Counselor Institute June 3-4th in Tucson. Registration is \$300 through ADE, contact Amanda Nolasco with any questions. ADE has hired a School Counselor and Social Worker specialist to work with grant recipients of the School Safety Grant. Governor Ducey has allocated \$38 million in the budget for additional grant opportunities. Contact Amanda Nolasco with any school counselor needs or questions.
- CTEDs (Amy West)
- University Representative (Nicole Hampton)
- Workforce Development (Jennifer Kaufman-Fourness) Report previously provided.
- Bill Symonds (Global Pathways Institute) The National Career Development Summit sessions were videotaped and are available online. North Carolina has pioneered pathways by placing Career Counselors in schools throughout the state. June 10-12, 2020 is the Western Pathways Conference in Kansas City. Cathie Raymond will be attending. Please consider attending and encouraging your superintendent or leadership as well. Flyer available with more information or see westernpathways.com.

Good of the Order

Positive comments shared about relationships built from across all areas and around the state. The opportunity to connect and reconnect and the value of the ACTEAZ Board and the Mid-Winter conference is great.

Adjournment

Meeting adjourned at 2:07 pm after conclusion of business.

Motion made by Dennis Esparza and seconded by Rahsaan Bartet. Motion passes.

Minutes respectfully submitted by Jennifer Brooks, Secretary.

Next ACTEAZ Board Meeting

April 20, 2020

4:00 P.M. – 6:00 PM

West-MEC