

ACTEA Meeting

July 16, 2019

In attendance, Michele Friedman, Michael Weyrauch, Peter Carr, Cheryl Winstel, Dave Stayton, Rob Harris, Anedda Trautman, Rachelle Romonda, Jay DeTraglia, Cathy Balestrieri, and Rob Van Brunt

Jay – Welcome & Introductions

- **Introductions** – welcome to new member, Rob Harris from Buffalo replacing Kathy Heinle
- **Minutes approved** – Michele and Dave
- **Treasurer's Report**
 - Financial – 19K up for fiscal year ending in June 2019; profitable year
 - Oppenheimer funds up \$15K from previous year (reserve not touched)
 - May & June statements are in the folder
 - No anticipation of \$ for CTE Strong
 - Jay; savings of \$5K from moving from Desmond to HFM BOCES

Motion to approve Treasurer's Report – Rob motion, Michele 2nd the motion, all approve

- **Peter Carr Update**
 - Board of Regents met July 15th.
 - Discussion about graduation requirements – Blue Ribbon Communication
 - NYSACTE has proposal
 - Chancellor, Commission & Kim Wilkins gave presentation
 - Graduation rates increasing but not for everyone
 - Background on diploma requirements
 - Discussion about what other states do - 20 have no exit requirement
 - Conversation “Do we want to make a change?”
 - Different ways to define success
 - Who will be on commission – School Boards; NYSCOSS; NYSUT
 - Hearings are in locations where typically non-represented; low income, people of color
 - No defined mission statement
 - Trying to figure ultimate goal
- **Early Childhood Ed for everyone**
 - Define what it will be?
 - Meade & Johnson heading
 - CTE; important to be at hearings

Start September meeting; October to set vision; December priority areas and big questions, aggressive timeline; January-March subgroups meet; April report; fall go to Board
Peter Carr call into Donna Kiley to discuss how to get involved in the process

Groups not yet set

Big 5; DSS (possible subgroup already set-up; parents; students)

- **Representative who understands CTE issues**

Joanne Ryan – wants representation from ACTEA

Rob – Send white paper to Board

PCarr has met with half the Board

Jay – white paper mostly on point

- “Still references alternative assessments”

Distributed copy of the white paper for review

- Also copy of Proposed Pathways to Graduation Redefining Ready
- Superintendent shared proposal with Commissioner

Rachelle – “Is B of R membership solid?”

PCarr – 5 year terms, staggered – all who were up were reappointed

Jay – “Should we consider a smaller group of us creating a glossary of terms?”

Turnover in Superintendents; not well-versed in CTE

- White paper – good information, but people do not read to that extent

Cheryl – SED one pager for parents defining CTE

What and Why

Missing important information

Needs to be a WOW

Rob – need simple, easy, digestible info

➤ **Goal 3: Communications**

- How to proceed in mobilizing to get the information out

PCarr – Symposium October 29th to discuss graduation requirements. Randi Weingarten attending.

➤ **CW Post**

- Conversations covered wide variety of topics
- Project could be huge
- Creating situation where students can break into middle class
- Elevating profession
- Teacher recruitment
- How to Focus
- End Game

➤ **Perkins; subgroups or for all**

Pre-K-12 issues

High School too late to start CTE

Middle School initiation

Cheryl – graduation not the end

Regent Johnson – Lifelong Learning

Jay – referenced page 4 on white pager

CDOS CC info., suggested focus on CDOS pathway

Jay – requested review white paper and mark-up

Take initiative to update and then share with Joanne O’Brien and NYSACTE

Rob – suggested sharing at leadership meeting in August

Rachelle – develop concise one pager with link to additional, more extensive information.

Acknowledged Peter Carr and his efforts; appreciation for responsiveness and support;

➤ **Review of By-Laws and Conflict of Interest**

Jay – Dave got house in order

Distributed copies to review

Rachelle - discussion of conflict of interest – for example Rubicon & Rubicon at conference

- All Completer Forms A=Y; B=N

Jay – Memorializing what we do

- Commissioner last day on August 31st
- Thanked PCarr for joining us

➤ **Agenda**

ED Evaluation – Rob distributed rubric and timeline

Review Evaluation Timeline – Need to agree and follow through with timeline

Rachelle – ED goals would be aligned to Board goals

Michele – concern about July timeframe and going into new year

Rob – complete rubric in May? Combine

- Timeline revised; May, June, July all now completed in May
- Board also did not establish goals by then

Evaluation Timeline

Goals moving forward

May – Review goals and plan goals for upcoming year

- Timeline revised
- Rubric Review

Jay – leave as is or dig into it. Suggested to continue to use it as it is and then get feedback from Rachelle

Jay – considerations; Rachelle’s contract

- Cost of living 2.8%
- Phone/internet \$960 year
- \$1800 increase for 2019-20 = 6%
- Salary becomes 2.8% increased for 2019-20 \$840 and \$1000 stipend for phone and technology costs (phone, internet)
- Motion to add 2.8% salary increase
Michele – moved, Mike 2nd motion
- **Motion to create a stipend for professional technology costs which may include phone, internet, etc. in amount of \$1000 annually for Executive Director**
Rob – moved, Dave 2nd motion

Rob will send the link to Google document and propose completing

Jay – review in Google “Going forward needs to be a valuable process.”

Group worked on evaluation rubric

11:05 am – Rachelle invited back and congratulated

➤ **Agenda**

NYSACTE

Joann Ryan proactive – asked for different type of collaboration

How can ACTEA partner with NYSACTE?

- We are working on first to improve and enhance our communications
- More social media – immediate feedback interaction

Joann – has spoken to PCarr about sitting on panel

- Sharing promotional resources
- June 5th conversation with Summer Lee at Atlas
- Follow-up to May questions and directly to Summer

CTE Strong

-7/3 Conversation with CTE Strong

-Impressive what they have developed

- Include O'NET, graphics/visuals, CareerTech.org info
- Proposed presenting latest updates live at September meeting
- Tier options; chose to purchase?
- Resources still available for free
- Expanded resources "Community Hub"
- 9/12 conference call to preview on 9/19

ACTE Update

- Rachelle had conversation with Peter Biggerstaff and others re aligning with ACTE
- Julia B. works with conferences and registrations
- Affiliate state so there are services ACTE offers that we can tap into; website, conference, eblasts, registration through ACTE, tech support for registrations, connect brochure, call for proposal, registration for vendors, awards, etc.
- No additional fee
- Implications for marketing, promoting, National representation
- Can send everything to ACTE and work with them to set up for conference
- Will archive information
- Only charge will be to have ACTE # when registering for conference
- Will do invoicing
- Reports to see registrations by day
- Working with ACTE will bring conference to another level
- Website; transfer what we currently have
- Online modules for new administrators
- Conversation about ACTE services, membership, conference
- Motion to authorize Rachelle to work with ACTE for ACTEA communication and membership; Jay motion, Rob seconded, all approved**

2020 Conference

- Vendors charged rate per table; go through proposal process, registration for vendor table; \$300 per table and \$50 for second table
- August 5th Rachelle doing walk through at Holiday Inn
- All award recommendations on website through ACTE
- Olivo, Retiree by Zone and awards fall with secretary

Reports

Cheryl SED Report

- Stakeholders groups for Perkins are ongoing
- Meeting in Rochester took place/SkillsUSA
- Next stakeholders meeting on 7/25
- Discussion of CDOS Credential vs. CDOS Pathway (an accomplishment)
- Perkins grants coming in; Deb R against salaries and equipment purchases
- Important to let know why purchasing equipment (upgrading)
- AdvanceCTE; guide for Perkins
- Commissioner resigned; Kim Wilkins is Deputy Commissioner
- Amy Cox is State CTE Director
- Robin Wilner resigned
- Approval for New Positions; licensing appearance and Trades

- Joanne O'Brien not yet replaced
- Jim Stone report; Expanding Access to High Quality CTE Curriculum, WBL, Transform the System, Focus on Dual Enrollment, Program Approval Process, Communication
- Perkins V; State Curriculum?
- Jay meeting with Katie Jones to discuss next steps related to state curriculum
- Shampoo Assistant Certificate moving forward; 500 hours of cosmetology then can apply for one year certificate to shampoo

July 17th, 2019 Continuation of Board Meeting

- Revise Logo with Tag Line "Lead, Collaborate, Empower"
- Jay will check with communications about logo
- Rebrand, change in mission and significant change in core values
- Recommendations to NYSACTE about white paper
- September 20th Board Meeting; provide training to meet needs (twitter, google docs, etc.)

***New teacher mentoring and support**

- TAC offers "Teach to Lead"
- Jay will contact TAC to see if they can help with mentoring for new teachers
- Extensive discussion of Mentor Program; timeline, design, different levels of mentorship
- Explore curriculum modules with ACTE and then identify people to do the mentoring
- CTE TAC possibly kick it off by announcing at conference in August and have an initial cohort;
 1. Identify mentors
 2. ACTE; modules, curriculum, CTE Manual
 3. Book "10 Things You Need to Know as a CTE Administrator"
- Plan in place by April 2020 to kick off in August 2020

***Action Step-Communication**

- Clarify benefits; organizational, individual (What you get for your membership)
- Website-2 way communication; opportunity to make it interactive
- Contact is Eric Rossin

***Conference**

- Mark Perna confirmed for Wednesday, 4/1 for 3 ½ hours starting at 1pm
- Those registered get free book "Answering Why"
- Mike proposed on beginning of day on 4/1 offer Best Practices from 9am-12pm and facilitated by someone else
- Idea will be shared with NYSACTE (venue at no cost)
- Conference open to all families
- ACTEA can provide guidance
- Theme "Engaging Students"
- Best Practices share out
- TAC-Project Based Exemplar/Facilitate
- Modify B of D meeting on 4/1 in order to participate in pre-conference

Motion

All who register for the Perna workshop will get a book at no additional cost up to 300

books

Rob-moved, Michele 2nd motion, all approved

- Conference registration deadline TBD
- Books available for sale
- Wednesday, 4/1, B of D meeting; room space and also pre-conference room space
- Suggestion for future; Building Tour
- Thursday, 4/2, Jim Stone
- Cancellation Policy by Wednesday, March 18th
- Registration deadline, late registration fee, refund policy (look at ACTE policies)
- Board members; name badges with new logo, polo shirts?

Connie CTE TAC Report

- Deb Reiter posed questions to the Big 5 at meeting with CTE TAC:
 - *new information on CTE certification
 - *Perkins application; look at all 8, public facing data
 - *memo; new kinds of things collected as a report card; CTE public facing report card (attrition, endorsements, retention rate, pathway)
 - *What would people like to see that shows CTE is added value
- AdvanceCTE 9/19 for school counselors
- Vision for CTE; set of slides with scope, size, quality coming from Deb Reiter

Other Reports

Zone 1

- Perkins
- Zone dates
- Winter Advancement
- Tour of 2 facilities
- Focus on Best Practices

Zone 2

- Shared PD provided by CTE TAC
- Regional Collaborative Day

Zone 3

- Teaching to Lead Training

Zone 4

- Perkins
- Zone dates
- Regional Collaborative Day

Zone 6

- Trip to a plant with industrial 3D printers

After the in-person BOD meeting, a motion was made through e-mail on July 31, 2019 by Michele Friedman to revise the ACTEA logo. Seconded by Jane Atkins, the motion has passed (9 replied, all affirmative) for the revised ACTEA logo. Please begin using the revised logo when needed for ACTEA communications.