



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

Meeting Minutes

Board of Directors Meeting
Saturday, September 11, 2021

2:15 pm–4:00 pm

West-MEC In Person - Board Meeting Room – or – Via Zoom

In Attendance

Executive Board Members Present:

Rahsaan Bartet, James Hawk, Jennifer Brooks, Patti Pastor, Brady Mitchell, Lindsay Duran

Board of Directors Members Present:

Cathie Raymond (ADE), Mike McAfee and Michael Terrey (Business & Community Partnerships), Nicole Hampton (University Rep.), Jennifer Kaufman-Fourness (Workforce Development & Community College), Anne Wisener (ACOVA), Tammy Bonner (AZ CTE Curriculum Consortium), Phil Howardell (ATIEA), Rick Scaife (Counseling), Kristine Kwant (Middle School Rep.), Dennis Esparza, Maya Milhon (Fellows Coordinator)

Fellows Present:

Brian King, CJ Martinez, Kim McCroy, Amy McTague, Lauren Moraga (online), Diane Sorden (online) Don Tramp, Kayla Walden, Ashley Williams

Consultants/Employees Present:

Pam Ferguson, Shelly York, Robert Waller, Alec Damiano

Call to Order

Meeting called to order at 2:13 PM by Rahsaan Bartet.

Quorum verified.

Agenda reviewed.

Consent Agenda

Action Items:

- Approval of July 21, 2021, Annual Meeting Minutes
- Shredding of 2015 and prior documents according to Retention Policy, Officer will sign-off on documents before shredding

Motion to approve the July 21, 2021, minutes as presented made by Lindsay Duran, seconded by James Hawk. Motion passes.

Motion to approve the shredding of 2015 and prior documents according to Retention Policy made by Brady Mitchell, seconded by Anne Wisener. Motion passes.

Treasurer's Report

Action Items:

- Financial Update
- Adoption of Annual Budget (Presented by James Hawk, Treasurer)
- Explanation and Discussion of Items
 - Signers on Banking Accounts (Stephen Weltsch, James Hawk, Shelly York)

Motion to adopt the annual budget as presented made by Jennifer Kaufmann-Fourness, seconded by Patti Pastor. Motion passes.

Additional Items:

- Student Scholarship Checks mailed to colleges

ACTEAZ and Affiliates Signature Form for Board of Directors

Pam has reviewed with Affiliates present today information regarding filing with the IRS and urged them to keep Corporation Commission Reports up to date. She will reach out to those not present today.

- Please complete the Affiliate Membership form (posted in Binder) and send to Shelly.
- Please complete the Media Release Form. It is posted in Binder.

ACTEAZ Premier Series

- PS Classes Report
 - As of August 31, 2021, four Premier Series courses have been delivered to a total of 113 participants.
 - An additional 8 courses are scheduled over the next few months.
 - Information was shared regarding CTE Teacher Certification requirements and deficiencies and where to find that information.
- PS Delivery Models
 - Virtual and In-Person courses are requested at the district level and teachers are often mandated to attend by their local director.
- Future Goals
 - Fall fest presentation “Mini” PS Sessions
 - ACOVA conference presentation on CTE Teacher certification
 - Premier Series Retreat in the spring.
 - Continued collaboration with PS partners
 - Recruitment and training of regional Premier Series trainers
 - Summer Conference
- E-Mail for ACTEAZ Premier Series. PremierSeries@acteaz.org

Fellow Program Report

- 2021 Fellows Graduates
 - Ten “graduated” and have completed their obligations.
- New Fellows
 - A new cohort was not on-boarded this year in order to focus on the previous year's group.
 - Stay tuned for recruitment for next year's cohort, which will be released earlier than in years past to ensure adequate time for recruitment.
- New Format Report
 - The new two-year program format was implemented this year. No more out of state travel is required.
 - Virtual monthly check-in's have been implemented which will be continuing. The opportunity allowed for collaboration and communication between fellows to support each other.
- Fellows Team: Maya Milhon, Mike Neu, Heather Webb, Michelle Bohon
 - A shout out to the Fellow's team for their hard work and dedication.
- Thanks to the Fellows Scholarship Committee for the Auction etc.

Approximately \$1,600 raised by this year's virtual raffle.

Executive Directors' Report

Discussion Items:

- **U.S. and State Taxes** will be filed by November 15, 2021 deadline.
- **ACTE National Quality Association Award** application will be submitted by October 15, 2021.
- **ACTEAZ Insurance Policies** – Travelers Liability and Officer Insurance has been renewed and was paid in July 2021 and new social media insurance paid for one year.
- **National Office Service**
 - Rachael Mann - New and Related Services VP until July 2022
 - Susan Leon - New and Related VP beginning in July 2022
 - NCLA Board - Stephen Weltsch
 - National IAED (Inclusion, Access, Equity, and Diversity) Committee - Shelly Thome, National Committee Member
 - Arizona Member Mentors include Rahsaan Bartet, Stephen Weltsch, Aaron Parsons. AZ has the most mentors of any state.
 - Nicole Hampton serves on the Post-Secondary Advisory Group (PSAG-2) and is a Mentor for the Postsecondary Leadership Success Program at ACTE – Sponsored by ECMC Foundation (PLSP-ECMC Foundation)
- **Region V**
 - National and Regional V Fellows Opportunities are available.
 - ACTEAZ member Region V Committee Opportunities are available.
 - Shelly Thome has recently been named to the Region V Policy Committee
 - Lori Luzier continues to serve on the Awards Committee
 - Susan Leon has joined the Nominating Committee
- **Arizona Professional Development Conferences**
 - Fall Fest Virtual Symposium for New Teachers – Oct. 28 – Dec. 13, 2021
 - Mid-Winter Conference - ACTEAZ and ACOVA – Feb. 3 - 4, 2022
 - ACTE Summer Conference - Hilton El Con and Westin La Paloma July 15 - 20, 2022
- **National ACTE Conferences and Region V Conference**
 - National ACTE Vision Conference In-Person and Virtual – Dec. 1 - 4, 2021, New Orleans, LA
 - John Mulcahy, Richard McPherson, and Heather Webb are up for national awards.
 - National Policy Seminar - Crystal Gateway Marriott, March 21 - 22, 2022
- Region V Rapid City, South Dakota - April 6 - 9, 2022

Awards

- The nomination form will include the requirement for a photo this year.
- Self-Nominations will be included this year.
- Applications will be going live in Early October. Please consider colleagues to nominate for this recognition.

A motion to include self-nomination for ACTEAZ Awards made by Cathie Raymond. Seconded by Dennis Esparza. Motion passes.

Scholarships

- A recommendation was made to review the Criteria for selection.
- Due to the tight timeframe of the scholarship applications going live a suggestion is to continue this year as is and form a working committee to look at things for next year.
- Discussion also included a recommendation for how the scholarships are communicated to the teachers who nominate.
- Discussion included a recommendation of training on Access, Equity, Inclusion and Diversity for the team who will review the scholarship applications.
- Questions included: Where is the bias entering the system – the rubric, the training of the reviewers? And do we need to loop ACOVA, ATIEA, AOAC, CTED Sups, etc. into the conversation to ensure they have a voice at the table?

ADE Report

- ADE is launching MyFutureArizona. It is an online career-planning tool free for all students in Arizona. Student profiles remain with them for their entire educational career. The system aligns to the Maricopa Community Colleges and PipelineAZ.
- CTE has been working with the Arts Team at ADE on alignment of certain programs to the Seal of Arts for Arizona. Discussion includes how students who are passionate about art become career ready and align their passions to the career opportunities. So far conversation has included inclusion of the Professional Skills into Arts programs.
- CTE Program funding business rules have been adjusted for sales of funding for CTSO.
- More information to come regarding economically disadvantaged students to subsidize industry certification costs.
- Prop 208 – ADE has created the business rules for the grants. Workforce Development opportunities. The grants are for five years and should be opening up this fall.
- CTED Legislation – 4th year funding was approved, but there are many caveats including regional need for a program. In demand industries have been identified for each of the regions. Auditor General data is being used and many CTED's align with their main county. CTE programs have been aligned to that

data.

- CTED's are not awarded an A-F grade but still receive an Achievement Profile.

AZ CTE Curriculum Consortium

- The quarterly meeting was a hybrid opportunity held in August. A collaboration component will be available at the upcoming October virtual meeting.
- The consortium is glad to have Pam, Shelly, and Robert join the Consortium meetings. Alignment between the Premier Series courses and AZCTECC resources it is a valuable partnership.
- Targeted resources and announcements are regularly being made throughout the year in alignment with the Premier Series.
- The consortium continues to work on resource production aligned with updated Technical Standards.
- Anytime resources are published each specific program group is notified automatically via email.

ACTEAZ Lobbyists

Action Items:

- **Continuance of Designated Lobbyist, Tina Norton**
 - Paperwork submitted annually by Tina Norton to the Secretary of State with updated information on our Alternate Lobbyists on behalf of the Board of Directors.
 - Tina, as the designated lobbyist, will continue to file Association reports as needed.
- **Alternate Lobbyists**
 - Rashaan Bartet, Randy Kimmens, Lindsay Duran, Stephen Weltsch, JamesHawk, Jennifer Brooks

Lisa Doll will be removed from ACTEAZ Alternate Lobbyists List now that her term has ended.

A motion that Tina Norton is retained as the Designated Lobbyist and that the individuals named above are identified as Alternate Lobbyists with the Secretary of State's office made by Anne Wisener and seconded by Phil Howardell. Motion Passes.

Discussion Items:

- The advocacy agenda will be discussed during the November 1, 2021, meeting.
- 501 C6 nonprofit organizations can endorse CTE issues only. As a 501 C6 organization the association is prohibited from endorsing candidates.

ACTEAZ Contracts

Action Items:

- WHOVA or other conference contracts
- ACTEAZ/ACOVA Mid-Winter Conference February 3 - 4, 2022
- Corporate Consulting Contracts
- Association Election Voting Contract
- Summer Conference Hotels Contracts, Computer Labs, and other contracts in relation to the Summer Conference
- Miscellaneous Conference Contracts
- Exhibitor Contracts
- Technology and Computer Contracts
- Service Contracts
- Rent Contracts
- Professional Development Contracts
- Employee Documents as needed
- Others that may come up for Association

Motion to approve the contracts and support the team in executing them as presented made by Cathie Raymond. Seconded by Tammy Bonner. Motion passes.

2021– 2022 Board of Directors Meetings

ACTEAZ Fall Retreat

September 11, 2021
2:15 pm – 4:00 pm
West-MEC

ACTEAZ Board of Directors Meeting

November 1, 2021
4:00 pm – 6:00 pm
Virtual

ACTEAZ Board of Directors Meeting

January 10, 2022
4:00 pm – 6:00 pm
Virtual

ACTEAZ Board of Directors Meeting

February 4, 2022
1:00 pm – 3:00 pm
Prescott Resort and Conference Center

ACTEAZ Board of Directors Meeting

April 18, 2022
4:00 pm – 6:00 pm
Virtual

ACTEAZ Summer Conference Annual Board of Directors Meeting

July 16, 2022

5:00 pm – 6:30 pm

Westin La Paloma

Affiliate and Special Group Representative

- ABEA – no report
- AATA – no report
- ACOVA, Anne Wisener
 - Teachers need our TLC this year almost more than last year.
 - ACOVA has a new monthly newsletter that has been very well received by the CTE Directors/Administrators throughout the state.
 - Registration is open for our Fall Conference, CTE@5G, November 4, 2021 starting at noon through November 5, 2021 at 1:00 pm. Rachel Mann will be our keynote speaker. Our scholarship raffle will be held in at the old restaurant which is now a meeting room and no longer a restaurant.
- AME – no report
- ATIEA, Phil Howardell – no report
- AZHCEA – no report
- Business / Community Partnerships Mike McAfee/Michael Terrey
 - The school year for ASE Education Foundation is September 1 - August 31.
 - At the end of the school calendar year (August 31st), we develop the yearend total Internships by state.
 - This year, the ASE Accredited High Schools in Arizona placed 126 Internships in the Transportation Industry (Dealerships, Fleets, Independent Shops).
 - Again, this past school year (September 1, 2020, thru August 31, 2021), Arizona was #1 in the nation on reported Internships in Transportation.
 - A Special "Thank You" to our Arizona Instructors, CTE Administrators, and Staff members for a tremendous job in helping our CTE Students launch their Career Path!!!!
- Career Technical Districts – no report
- Community College - no report
- Counseling Representative, Rick Scaife – No report
- FACS Ed – no report
- Financial Review, Dennis Esparza and Lori Luzier – No report
- Junior High Representative, Kristine Kwant – no report
- University Representative, Nicole Hampton
 - There is a new president at NAU who has been a positive force.
 - ASU was recognized in the Chronicle for Higher Ed as having gained enrollment during the last academic year.

- Workforce Development, Jennifer Kaufman-Fourness
 - National data showing unemployment matches job openings which indicates a critical skills gap.

Conversation continues to center around more non-credit training, stackable certifications, short term programs, working with secondary and CTED's, credit for prior learning.

Good of the Order

Well wishes and appreciation shared.

Adjournment

Action Item:

- Adjournment

Motion to adjourn made by Lindsay Duran at 3:54 p.m. Seconded by Cathie Raymond. Motion passes.

Next Meeting Reminder:

November 1, 2021
4:00 pm – 6:00 pm
Virtual

Approved November 1, 2021