



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

## Board of Directors Meeting Agenda

April 17, 2023

Monday, 4:00 pm – 6:00 pm

Zoom Meeting

<https://us06web.zoom.us/j/85028810374?pwd=QWJPRjBFbCsrTW1rMmQwMXVSNIh4Zz09>

Meeting ID: 850 2881 0374

Passcode: 254375

**Call to Order and Establish Quorum is Met**

**Lindsay Duran**

**Consent Agenda**

**Lindsay Duran**

**Action Item:**

- Approval of Minutes from February 3, 2023, Board Meeting.
- Remove COVID-19 Information from Employee Handbook.

**Treasurer's Report**

**Lori Luzier, Shelly York**

**Action Items:**

- **Voting Items**
  - Balance Sheet
  - P&L Reports
  - Review Budget and suggest changes.
  - ADP Timekeeping System

**National Policy Seminar (NPS)**

**Pam Ferguson**

- Pam Ferguson and 26 Delegates from Arizona attended NPS.
- Visits made in person to Legislators (9 out of 11)
- Attendees received certificates.

## **Elections**

**James Grieshaber**

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- E-Blast for Upcoming Election Positions went out March 29th. Positions are President-Elect, Vice President, Secretary, and Member at Large.
- Applications will be reviewed by Jim Grieshaber, Lindsay Duran, Lori Luzier, and Pam Ferguson.
- Elections start May 3, 2023, Ends May 17, 2023.

## **Awards**

**Stephen Weltsch, Shelly York**

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- Currently we do not have:
  - CTE Non-Traditional and Gender Equity Program Award
  - ACTEAZ Distinguished Service Award
  - Executive Citation
  - Policymaker
- Awards being read by Committee.
- SkillsUSA Contest for Awards Trophy was April 11-12. Awards will be given to us to decide which one will be used as our ACTEAZ award.

## **Scholarships**

**Lori Luzier**

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- ACTEAZ, ACOVA, AOAC, CTEDs, and ATIEA are sponsoring scholarships.
- The scholarship judging committee will be put together shortly.

## **Sponsorships**

**Jim Grieshaber**

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- Sponsor packets are complete and have been added to the website and sent out on social media.
- Our Tiers this year are Platinum (\$5,000), Gold (\$3,000), Silver (\$1,000), Bronze (\$500)
- We currently have two sponsors: Maricopa Community College (Platinum) and Banner Health (Bronze Sponsor)

## **Summer Conference**

**Pam Ferguson, Shelly York**

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- Registration Numbers
- Hotels
- Buses
- Receptions

## **Summer Conference Exhibitors**

**Shelly York**

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- Currently we have 27 Exhibitors.

- Maya will be leaving as of May 12, 2023. Mike Neu and Michelle Bohon have agreed to get Summer Conference sessions ready.
- Fellows Applications go live around April 15, 2023, and we will be open until after Summer Conference.
- No Fellows awards this year, no one is ready to graduate.

ADE Report

Cindy Gutierrez

Technology

Alec Damiano

- Update on social media and website.

Premier Series Update

Shelby Freytag

- Premier Series sessions and Instructors are now in Summer Conference Registration
- Currently updating materials for books that will be presented at Summer Conference
- Our target date is to have all materials ready and boxed by June 15, 2023
- ACTEAZ has been able to fulfill all onsite requests with the help of West-MEC Instructors

Premier Series Courses Delivered				
Course	Date	Instructor	Location	Participants
Work-Based Learning	9/27/2022	Susan Leon	Flagstaff Unified School District	14
Instructional Best Practices	10/26 & 10/27 /2022	Patrick Clawson	Chandler Unified School District	11
Work-Based Learning	11/4/2022	Susan Leon	Mountain Institute CTED	13
Using Advisory Councils	11/16/2022	Rahsaan	Chandler Unified School District	13
Scope and Sequence	11/19/2022	Joel Wakefield	NATIVE School District	42
Lesson Plan Writing	2/11/2023	Joel Wakefield	Yuma Union High School District	7
Rubrics to Increase Student Success	3/15/2023	Joel Wakefield	Page High School	8
<b>7</b>				<b>108</b>

Scheduled/Upcoming Premier Series Courses			
Course	Date	Instructor	Location
Effective Demonstration	4/18/2023	Patrick Clawson & Tama Mohelnitzky	Yuma Union High School District
<b>1</b>			

Rescheduled/Postponed/Cancelled Premier Series Courses			
Course	Date	Instructor	Location
Classroom Management (Cancelled)	11/9/2022	Patrick Clawson	Chandler Unified School District

## Update on Goals

Lindsay Duran

1. **Develop a plan to increase vetted instructors based on research and identified need of Premier Series course by Summer 2023.**

**Update December 12:** Premier Series retreat was held to gain insights from current vetted instructors. New ideas were presented. The Premier Series committee that meets every other Monday, (Curt Bertelsen, Joel, Wakefield, Shelby Freytag, Jennifer Brooks, Susan Farretta, Kimberly McCroy and Shelly York) are in the process of coming up with some parameters for the vetting process and what is going to be needed. One of the items is that we feel we need to get CTE Director or Supervisor buy-in for a person to start the process.

No additional progress on the development of electronic sign-in sheets and a digital survey. We are in the process of rethinking our format of our books and working with Premier Series Committee to see what we think as a group for going forward.

**Update February 1, 2023:** The Premier Series Group is still meeting and discussing the best way to do the vetting process, since all of us would like to use the same procedures.

Premier Series Group are discussing creating a Focus Group with our CTE Directors and then will explain how the technology would work before they complete the Technology survey. This came out of the Premier Series meeting we had.

**Updated April 1, 2023**

Focus Group scheduled for May 4, 2023. Will have more to report back after this meeting.

2. **Develop a monthly newsletter to all active members that highlight events and resources available to all member by the next fall retreat.**

**Update February 1, 2023: Our second issue went out, December 2022 and the third issue in January 2023. This will be a monthly newsletter. We believe this goal has been met and completed. COMPLETED.**

3. Podcast repository: By end of 22/23 school year ACTEAZ will provide a minimum of four podcasts on relevant CTE related topics using ADE, board members, and lobbyists as sources. Track impressions and include on member survey.

**Update December 12:** We have not started yet because of all the events going live and Premier Series classes in the last two months. We hope to start in January.

**Update February 1, 2023:** Alec and Shelly met, and we have talked about ideas for the podcasts.

- Workforce Development
- Affiliates – How to restart up.
- Counseling
- Rural Areas
- Summer Conference Presenters

**Update April 1, 2023:** Group met on March 9, 2023. Put together ideas for a script, waiting on group to get a date to start filming.

4. Provide teachers with exposure to their affiliates and provide opportunities for the Affiliates to network (measure by workshop/membership and attendance/members)

**Update December 12:** Alec and Shelly are talking about offering sessions/activities at summer conference to bring affiliates together. Maybe a “What ACTEAZ can do for you! session.”

**Update February 1, 2023:** Alec and Shelly will be working on Program Area List aligned to appropriate affiliates. Affiliates, please complete the list regarding identifying the areas your affiliate supports. Please put your website address on the top so we can update the ACTEAZ website.

**Update April 1, 2023:** Waiting to get all copies back from Affiliates, should be done shortly.

## **Reports by Affiliates and Special Group Representatives**

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Please make sure you have filled out form for Secretary to include in minutes)

- AATA (Reta Yanik or Sharon Metzger)
- ABEA (Chris Liebelt-Garcia)
- ACOVA (John Scroggham)
- AME (Ginger Liddell)
- ATIEA (Dennis Esparza)
- AZHCEA (Hailey Adams)
- Business / Community Partnerships (Michael Terrey)
- CTED's (Amy West)
- FACS Ed (Sara Lazar)
- Guidance & Counseling ASCA (Lori Luzier or Heather Webb)
- Junior High Representative (Kristine Kwant)
- University Representative (Nicole Hampton)
- Workforce Development (Jennifer Kaufman Fourness)

**Good of the Order**

**Lindsay Duran**

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**Adjournment**

**Lindsay Duran**

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**Next ACTEAZ Board Meeting**

**July 15, 2023**

**5:00 pm – 6:30 pm Westin La Paloma**

**In Person**