



**Board of Directors
Record of Minutes
April 17, 2023 | 4:00 pm – 6:00 pm
Via Zoom**

In Attendance

Executive Board Members Present:

Jim Grieshaber, Jennifer Brooks, Lori Luzier, Patti Pastor, Heather Webb

Board of Directors Members Present:

Tammy Bonner (AZ CTE Curriculum Consortium), Dennis Esparza (ATIEA), Maya Milhon (Fellows Coordinator), Ginger Liddell (AME), Cindy Gutierrez (ADE), Jennifer Kaufman Fourness (Workforce Development), Amy West (CTED Sups), John Scrogam (ACOVA), Reta Yanik (AATA), Hailey Adams (AZHCEA), Mike Terry (Business & Industry Rep.), Chris Liebelt-Garcia, ABEA, Nicole Hampton (University Representative), Kris Kwant (Middle School Rep.), Tina Norton (Advocacy)

Fellows Present:

Jonathan Howell

Consultants/Employees Present:

Pam Ferguson, Shelly York, Alec Damiano, Shelby Freytag

Call to Order

Meeting called to order at 4:01 pm by Jim Grieshaber

Quorum verified.

Consent Agenda

Action Item:

- Approval of Minutes from February 2, 2023, Board Meeting.
- Remove COVID-19 Information from Employee Handbook.

Motion made by Tammy Bonner, seconded by Patti Pastor. Motion passes.

Treasurer's Report

Action Items:

- Voting Items
 - Balance Sheet – Current to the end of the third quarter.
 - P&L Reports – Specific to February.
 - Review Budget and proposed changes.
 - Notes provided for each line item on the 22-23 budget to identify known increases and based on the conference registration numbers coming in these expenses will be offset with additional revenue.
 - ADP Timekeeping System

Motion made to approve the six-line-item changes on the 22-23 budget made by Nicole Hampton, seconded by Patti Pastor. Motion passes.

Motion made to approve adopting the ADP Timekeeping System made by Dennis Esparza, seconded by Patti Pastor. Motion passes.

National Policy Seminar (NPS)

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

Region V Conference

- Number from Arizona who attended: 21
- Arizona got a \$1,000 Region V Opportunity Grant
- Arizona received the ACTE Region V Website Award. Grant Job Alec!
- Participated in the State Round Tables: Jim Grieshaber, Kristina Guy, Mike Neu, and C.J. Williams
- ACTE Award Winners that will go on to National ACTE.
 - Kristina Guy for Guidance and Counseling.
 - Justin Brereton for Post-Secondary Educator

- ACTE Region V Innovative Award from Arizona
 - Basha High School in Chandler Unified District “Institute of Cyber Operations and Networking (ICON)” Program
- Next Year Region V is in Hawaii in 2024 and the Year After in 2025 Las Vegas for Region V 50th Anniversary.
- ACTE Vision is in Phoenix this year on November 29th - December 2nd. There will be a special rate for Arizona and that will be announced shortly. Please encourage everyone to attend.

ACTEAZ Board Elections

- E-Blast for upcoming elections went out March 29th. Open 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.
- Application deadline is April 17, 2023.
- Elections start May 3, 2023, and runs through May 17, 2023.

Awards

- Currently we do not have nominations for the following awards:
 - CTE Non-Traditional and Gender Equity Program Award
 - ACTEAZ Distinguished Service Award
 - Executive Citation
 - Policymaker
- Award nominations are being read by a committee.
- The SkillsUSA Contest for Awards Trophy was April 11-12 at the State Leadership Conference. Awards will be given to us to decide which one will be used as our ACTEAZ award.

Student Scholarships

- ACTEAZ, ACOVA, AOAC, CTEDs, and ATIEA are sponsoring scholarships and providing a reader to evaluate the awards.

Conference Sponsorships

- 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

- Registration Numbers – 865 individuals registered as of today. Last year at this time had 287 less registrants.
- Hotels – The conference hotels are booked as well as rooms taken at three overflow hotels. Pam has been working diligently to take care of everyone and ensure whoever wants a room will have one.
- Buses – Buses between the conference hotels will continue but only run until 5 p.m. not into the evening.
- Receptions – The President's Suite is available at both conference hotels for any affiliate that would like to host a reception. Please reach out to Pam if you're interested in scheduling an event.

Summer Conference Exhibitors

- Currently we have 28 exhibitors and have sold 36 booths.

Fellows

- Maya will be leaving as of May 12, 2023. Mike Neu and Michelle Bohon have agreed to get Summer Conference sessions ready.
- The current fellows will be presenting an informational session at summer conference about the fellow's program.
- 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

- ADE CTE is still working hard every day and our Associate Superintendent, Collette Chapman, is currently overseeing the CTE Unit.
- Staff have been working closely with ACTE for sessions.
- The Deputy Associate Superintendent position closed last Friday and there is no official timeline at this point for when it will be filled.

Technology Update

- Kuddos to Alec for her efforts with the website and being recognized at Region V.
- Update on social media and website shared by Alec with highlights including the website, newsletter, the podcast, the social media strategy and growth.

Premier Series Update

- Premier Series sessions and Instructors are now in Summer Conference Registration
- 15 Premier Series courses will be offered at the Summer Conference.
- 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 |
| 7 | | | | 108 |

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

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

Arizona Curriculum Consortium Update

- Recently completed an annual survey for teachers as well as Designee's and Local Directors.
- Progress continues to meet our grant goals and producing additional and/or updated Instructional Resources.
- Will be starting another co-hort of Teacher-Curriculum writers later this spring.
- The quarterly meeting will be this Wednesday and all are welcome.

Update on 22-23 Strategic Plan Goals

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 highlights 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

Please make sure you fill out the form for Secretary to include in minutes.

- AATA (Reta Yanik) – State CSTO competition was at the end of February and today is the deadline for state officers to apply. Getting excited for the State leadership Conference which will be in June. Working with their national affiliate to support their conference which will be here in Phoenix.
- ABEA (Chris Liebelt-Garcia) – Arizona Business Education Association (ABEA) launches new website and already planning for 2024 Winter AME/ABEA 2024 Conference. Arizona Marketing Education (AME) and Arizona Business Education Association (ABEA) held our joint AME/ABEA Annual Conference on January 26-28, 2023, at the Poco Diablo in Sedona, AZ. Both our Keynote, Frank Kitchen, and our Business Tours were a success. AME and ABEA are already planning our next Conference in February 2024. ABEA is looking for Board members if anyone knows of a business teacher looking for leadership opportunities. ABEA is also having a luncheon at the ACTE AZ Summer Conference jointly with FBLA. ABEA creates and distributes "Blurb" Newsletter to ABEA members.
- ACOVA (John Scrogam) – no report
- AME (Ginger Liddell) – Aligned with ABEA for the winter conference again.
- ATIEA (Dennis Esparza) – Working to build membership and will be sponsoring three scholarships for educators to attend the summer conference.

- AZHCEA (Hailey Adams) – Proud to sponsor six sessions including basic life support and potentially offer that at additional times throughout the year. Glad to still have over 100 members. Offering a \$500 student scholarship and working to recognize four educators at summer conference based on the four areas of focus.
- Business / Community Partnerships (Michael Terrey) – Supply chain issues are starting to ease and there are increased inventories but there remains a need for qualified technicians.
- CTED's (Amy West) – CTED Sups are happy to support a scholarship. They are also still working through Business Rules as well as data issues between CTEDs and their satellite programs.
- FACS Ed (Sara Lazar) – No report.
- Guidance & Counseling ASCA (Lori Luzier) – Many counselors are attending summer conference which is a great opportunity.
- Junior High Representative (Kristine Kwant) – No report.
- University Representative (Nicole Hampton) – Curriculum proposal nearly approved through NAU to revise the undergraduate and graduate certificate in order to get them approved for financial aide.
- Workforce Development (Jennifer Kaufman Fourness) - A new representative for the AOAC will join the Board at our next meeting. The AOAC is proud to be able to offer 2, \$1,000 scholarships this year to CTE students. The Maricopa Community College District is working with ACTE CareerTech VISION to offer College/CTE program tours on November 29, 2023. While not yet confirmed, we are looking to showcase Chandler-Gilbert Community College - Williams Campus (Semiconductor Technician Quick Start, Artificial Intelligence, Drone programs), GateWay Community College - 18th Street (Healthcare programs, Safe Patient Handling Lab and HUG Clinic), and Glendale Community College (Cyber Command Center and Commercial Music programs)

Good of the Order

New ADE branding has been introduced including a logo and taglines. If you are an Affiliate President, please feel free to reach out to your State Program Specialist to connect.

Brian Snow, who was a high school, community college, and university educator here in Arizona and was faculty at NAU passed away unexpectedly this past February. The family will be establishing a scholarship in his name.

Adjournment

Motion to adjourn at 5:42 p.m. made by Amy West, seconded by Dennis Esparza. Motion passes.

Submitted by Patti Pastor
Approved: 7/15/23

Next ACTEAZ Board Meeting July 15, 2023 5:00 pm – 6:30 pm
Westin La Paloma In Person