



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

## Board of Directors Meeting Agenda

December 11, 2023  
Monday, 4:00 pm – 6:00 pm Virtual

### Zoom Meeting

<https://us06web.zoom.us/j/85028810374?pwd=QWJPRjBFbCsrTW1rMmQwMXVSNlh4Zz09>

Meeting ID: 850 2881 0374  
Passcode: 254375

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

**James Grieshaber**

**Approve Minutes: October 23, 2023**

**James Grieshaber**

#### **Voting Item:**

- Approval of Minutes from October 23, 2023, Board Meeting.

**Treasurer's Report**

**Lori Luzier, Shelly York**

#### **Voting Item:**

- Balance Sheet
- P&L
- Budget

**ADP, Workman's Comp Update**

**Shelly York**

- The Hartford – Workman's Comp Insurance. Policy renews on 1/1/2024. Reviewing that all information is correct.
- ADP does payroll W-2's for our employees. Have verified all W-2 employee information for ADP Tax Run is correct.
- 1099's will be sent to EPL to make January 31<sup>st</sup> deadline.

**Update on Vision/Region V**

**Pam Ferguson, Stephen Weltsch**

- Call for Presentations were due **December 8, 2023**
- MW Registration is live – Cost \$325.00
- Exhibitor Registration is live.
- Working on Agenda

**Awards Updates / Scholarship Updates****Patrick Clawson/Lori Luzier**

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- Awards and Scholarships went live on October 30, 2023. **Due March 18, 2024.**
- Used Lori's training video from last year.
- Make sure membership is current to nominate or be eligible for some awards and to submit an award
- Need Representative from Affiliates for Awards Committee
- Those award categories not submitted will be filled by the Executive Committee

**CTE Month****Alec Damiano**

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- CTE Contest went live October 2, 2023
- CTE **Deadline: January 8, 2024**– Winners Announced February 1, 2024
- We need 5 volunteers to review videos. January 12<sup>th</sup> – January 26<sup>th</sup>
- Remember to go to website to see flyers that can be used.

**2024 Summer Conference****Shelly York, Pam Ferguson, Alec Damiano**

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- Keynote will be Alex Kajitani "Rappin-Mathmatician" <https://alexkajitani.com/the-rappin-mathematician/>
- Summer Conference training took place for Session group on October 31, 2023, and then other training individually for those who could not make the first training. If you have not completed the training and you are putting in sessions, please contact Shelly York.
- Reminder Call for Presentations closes **January 10, 2024**
- Conference Hotel Reservations open **March 11, 2024**
- Conference Registration opens the week of **March 11, 2024 (This date could change.)**
- Exhibitors go live **December 11, 2023**
- Agriculture will be offering a new teacher session on July 11, 2024. We have only one presentation room and only a few hotel rooms to pull this early day off.
- Presentation on Mobil App choices.

**New Website Updates****Alec Damiano**

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- Continuing to update website and move things around as we finish rearranging in our new design.
- Talk about the new Affiliate page

- Continue developing a plan to increase vetted instructors for ACTEAZ Premier Series.

*Premier Series Retreat will be December 17, 2023.*

*We currently are scheduled for 10 online sessions coming up over the next months and continuing to go to schools when asked. We now ask if they want a physical binder or PDF when they register.*

- Podcast repository: Continuing to develop podcasts.

*Our second podcast has been identified and Alec will begin contacting people to set up the script and taping.*

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

- Continue working with Rural areas.

*Jim made his first trip in November to meet with the school in Pinon.*

## ADE Report

Kevin Imes

## Premier Series Update

Shelby Freytag

- Premier Series Retreat – January 17<sup>th</sup>
- 10 new online classes added

## Premier Series Courses Delivered 2023-2024

### Courses from Summer Conference 2023

Work Based Learning	7/14/2023	Susan Leon & Courtney Hundley	Westin La Paloma	<b>41</b>
Effective Demonstrations	7/14/2023	Tama Mohelnitzky & Patrick Clawson	Westin La Paloma	<b>28</b>
Using Advisory Councils Effectively	7/14/2023	Julie Rodriguez & Rahsaan Bartet	Westin La Paloma	<b>29</b>
Building a Solid Officer	7/14/2023	Julie Ellis	Westin La Paloma	<b>39</b>
Establishing a Firm Foundation for your CTSO's	7/15/2023	Julie Ellis	Westin La Paloma	<b>49</b>
Instructional Best Practices	7/14/2023-7/15/2023	Tonia Flanagan & Serenity Gielau	Westin La Paloma	<b>29</b>
Grading and Assessment	7/15/2023	Tama Mohelnitzky & Dr. Laura Jaime	Westin La Paloma	<b>28</b>

Rubrics to Increase Student Success	7/15/2023	Shelby Freytag & Kimberly McCroy	Westin La Paloma	<b>22</b>
CTE Essentials	7/15/2023	Julie Rodriguez & Courtney Hundley	Westin La Paloma	<b>27</b>
Serving Exceptional Students in CTE	7/15/2023	Shelly Thome	Westin La Paloma	<b>18</b>
CTSO New Advisor Training	7/16/2023	Julie Ellis	Westin La Paloma	<b>40</b>
CTE Program Management	7/16/2023	Dr. Laura Jaime	Westin La Paloma	<b>30</b>
Formative Assessments for CTE Programs	7/16/2023	Joel Wakefield, Jennifer Brooks, Kimberly McCroy	Westin La Paloma	<b>23</b>
Laboratory Safety and Management	7/16/2023	Tama Mohelnitzky & Jon Yazzie	Westin La Paloma	<b>17</b>
Classroom Management	7/16/2023	Patrick Clawson & Jon Howell	Westin La Paloma	<b>42</b>
Get in the know with CTSOs!	7/17/2023	Julie Ellis	Westin La Paloma	<b>47</b>
Successfully Implementing a Program of Work	7/17/2023	Julie Ellis	Westin La Paloma	<b>29</b>
<b>Courses After Summer Conference 2023- August 2023</b>				
Instructional Best Practices	7/24/2023-7/25/2023	Shelby Freytag	Yuma Union High School District	<b>10</b>
Lab Safety & Management	8/3/2023	Jon Yazzie	Chinle	<b>11</b>
Instructional Best Practices	9/13/2023 & 9/21/23	Shelby Freytag	Chandler Unified School District	<b>11</b>
Grading and Assessment	9/29/2023	Shelby Freytag	Page High School	<b>9</b>
CTE Essentials	10/4/2023	Shelby Freytag	EVIT	<b>33</b>
Classroom Management	10/21/2023	Shelby Freytag	Yuma Union High School District	<b>13</b>
Instructional Best Practices	11/14-15/2023	Shelby Freytag	MICTEC	<b>11</b>
<b>26</b>				<b>636</b>

## Scheduled/Upcoming Premier Series Courses

Course	Date	Instructor	Location	
Instructional Best Practices	11/30-12/1/2023	Shelby Freytag	GIFT	
Classroom Management	12/5/2023	Shelby Freytag	Chandler Unified School District	
Instructional Best Practices	12/7-12/8/2023	Shelby Freytag	AUHS & STEDY	
Classroom Management	12/15/2023	Shelby Freytag	GIFT	
CTE Essentials	1/9/2024	Shelby Freytag	VIRTUAL	
Effective Demonstrations	1/22/2024	Shelby Freytag	MICTEC	
Instructional Best Practices	1/24-1/25,2024	Shelby Freytag	VIRTUAL	

Grading and Assessment	2/6/2024	Shelby Freytag	VIRTUAL	
Effective Demonstrations	2/16/2024	Shelby Freytag	Page High School	
Grading and Assessment	2/27/2024	Shelby Freytag	Chandler Unified School District	
Rubrics to Increase Student Success	3/5/2024	Shelby Freytag	VIRTUAL	
CTE Essentials	3/22/2024	Shelby Freytag	GIFT	
Classroom Management	3/26/2024	Shelby Freytag	VIRTUAL	
CTE Essentials	4/9/2024	Shelby Freytag	VIRTUAL	
TBD	4/26/2024	TBD	GIFT	
Formative Assessments	5/7/2024	Shelby Freytag	VIRTUAL	
<b>16</b>				

## ACTEAZ Fellowship Program

Michelle Bohon, Mike Neu

- Fellows Updates
- Auction

## Reports by Affiliates and Special Group Representatives

- Arizona Agriculture Teacher Association (AATA): Jim Kaltenbach
- Arizona Business Education Association (ABEA) Chris Liebelt-Garcia
- ACOVA: John Scrogam
- Advocacy: Tina Norton
- Arizona Occupational Administrators Council (AOAC): John Morgan
- Arizona Marketing Educators (AME): April Porter
- Arizona Technology Industry Education Association (ATIEA): Dennis Esparza
- Arizona Health Careers Education Association (AZHCEA): Hailey Adams
- AZ CTE Curriculum Consortium: Tammy Bonner
- Business Partnerships: Michael Terrey
- CTE University Liaison: Nicole Hampton
- ACTEAZ Lobbyist: Tina Norton
- AZ Career Technical Education District Representative: Amy West
- Workforce Development: Jennifer Kaufman-Fourness

**Make Motion**

**Upcoming Board Meetings**

<p><b>Board Meeting</b> <b>Date:</b> February 1, 2024, Midwinter Conference <b>Time:</b> 4:00 p.m. – 5:00 p.m. <b>Location:</b> Prescott Resort</p>	<p><b>Board Meeting</b> <b>Date: April 22, 2024</b> <b>Time:</b> 4:00 p.m. – 6:00 p.m. <b>Location:</b> Virtual</p>
<p><b>Summer Conference Annual Board Meeting</b> <b>Date:</b> July 13, 2024 <b>Time:</b> 5:00 p.m. – 6:30 p.m. <b>Location:</b> Westin La Paloma</p>	