

**Advance CTE Board of Directors' Meeting**  
**MINUTES**  
June 29, 2022  
Zoom call

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**BOARD ATTENDEES:** Sarah Heath, Laura Scheibe, Donna Lewelling, Victoria Crownover, Katie Graham, Luke Rhine, David Horseman, Colleen McCabe, Cathie Raymond, Michelle Aldrich

**NOT PRESENT:** Thalea Longhurst

**STAFF:** Kimberly Green, Kate Kreamer, Tanya Powers

**Welcome:** Scheibe called the meeting to order at 3:05 pm ET, welcoming everyone to the Advance CTE Board of Directors' Meeting.

Scheibe asked for approval of minutes from January 26, 2022 and May 11, 2022.

**MOTION: To approve Advance CTE Minutes from January 26, 2022 and Joint Board Minutes from May 11, 2022, as presented.**  
**Raymond; Crownover.**  
**MOTION APPROVED.**

**Review and Approval of Advance CTE Board Appointments:** Scheibe shared that with David Horseman (Region B) retiring and Thalea Longhurst (Region D) appointed as the new Secretary/Treasurer, there were two Board positions open. The Executive Committee proposed to appoint Michelle Aldrich (At-Large Representative) to serve out the term for the Region D position, North Carolina's State Director, Trey Michael to serve out the term for the At-Large position, and Louisiana's State Director, Brittany Williams serve out the term for the Region B position. Scheibe said that Trey Michael and Brittany Williams both put their names forward to serve on the Board in the past.

**Finance/Audit Committee Appointment:** Scheibe shared that Whitney Thompson had requested to step down due to time constraints. Keeping with the current practice, the Executive Committee looked at applicants that raised their hand to serve last year and proposed that Natalie English from Alabama serve out the balance of the term, which ends June 30, 2023. Green shared that Natalie English was one of the ECMC Fellow Coaches and also participated in the PDI Initiative work.

**MOTION: To appoint Advance CTE Board and Finance Committee vacancies, as presented.**  
**Raymond; McCabe.**  
**MOTION APPROVED.**

**Review FY22 Advance CTE Financial Statements:** Green presented an overview of the FY22 Advance CTE financials. A budget modification was approved by the Executive Director, Kimberly Green, on June 9, 2022. The budget modification reduced the Spring Meeting income and expenses down to \$62,000 and increased the Government Relations expenses up to \$83,000. This modification resulted in a 1 percent decrease in income and a 2.4 percent decrease in expenses. These changes were within the 10 percent threshold, so did not require Board approval.

Advance CTE received 101 percent of its budgeted income and remains in a strong financial position. . State dues have been received from all 50 states and 5 territories, with the final payment from California expected in August. Organizational memberships are slightly below expectations due to the lack of in-person meetings in FY22. Green stated that Spring State Leadership Retreat and June Meeting Series income was still being received and the organization was expected to meet the income target of \$62,000. The University of Massachusetts income will fall below the budgeted income target by \$1,000 as that income has been rolled into a future year.

Advance CTE spent 68 percent of its budgeted expenses, which is below projections, due to the staff turnover, a delay in the return to the office, and reduced travel and in-person meetings. All unspent funds will be going into organizational reserves.

**MOTION: To approve FY22 Advance CTE Financials, as presented.  
McCabe; Raymond.  
MOTION APPROVED.**

**Overview of Advance CTE FY23 Budget Proposal:** Green presented an overview of the proposed budget. Green shared that the Finance Committee met on June 16, 2022 but a quorum was not present, so the proposed budget was reviewed by those in attendance but could not be approved with a vote. Those in attendance found the proposed budget to be in an approvable position. Green noted the “organizational split” - which is used to distribute shared organizational expenses such as rent, phones, technology platforms, etc. across Advance CTE and The Center to Advance CTE was based on estimated staff time across projects and initiatives. The split remains the same as FY22, with 75 percent to the Center and 25 percent to Advance CTE. Green said that there is an increase in general and administrative expenses to support the Director of Operations position. The budget also includes a Digital Media position, a Membership Associate position, Communications Associate position and a Human Resource Consultant. The organization will continue to utilize full-time firm support and a Graduate Fellow working 20 hours a week to supplement internal federal policy staff capacity. Green noted that the presented budget included a Spring 2023 meeting, however, the Organization plans to host regional meetings related to Perkins, instead. The proposed budget also includes an increase in staff travel expenses due to increased travel costs and three staff home weeks. Green noted that the Excellence of Education Awards will not return this year due to staff capacity and expenses from the ongoing website redesign are being carried forward. For Member Supports,

the budget includes funds for a National Perception Survey, which is one of the dashboard indicators.

**MOTION: To approve the Advance CTE FY23 Proposed Budget, as presented.  
Lewelling; Raymond.  
MOTION APPROVED.**

**Proposed New Parental and Family/Medical Leave Policies:** As Advance CTE is hiring in more states and more states are starting to adopt family leave policies, Advance CTE is proposing to offer two parallel policies, paid parental leave and paid family medical leave, to support employees and ensure the benefits stay competitive with others in the field. The purpose of the paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. The purpose of the family leave is to enable the employee to take paid leave for Family and Medical Leave Act (FMLA) qualifying events such as a serious health condition, injury, or care for an immediate family member with a serious health condition. While Advance CTE does not qualify for FMLA due to its size, the two proposed policies would offer support to employees for related, qualifying events. Based on research into partner organizations' benefits and states' laws, staff are recommending that Advance CTE/The Center to Advance CTE offer employees:

- Up to six weeks of paid leave for parents for a birth, adoption or extended foster care. Staff may extend their leave for another six weeks using a mix of sick leave, annual leave or unpaid time off. This benefit is available to employees employed by Advance CTE for at least 12 months.
- Up to six weeks of paid leave for employees with Family and Medical Leave Act (FMLA) qualifying events only such as a serious health condition, injury, or care for an immediate family member with a serious health condition. Staff may extend their leave for another six weeks using a mix of sick leave, annual leave or unpaid time off. This benefit is available to employees employed by Advance CTE for at least 12 months.

Upon Board approval, the new policy would go into effect on July 1, 2022 and staff will develop internal guidance and agreement forms for both the parental leave and family medical leave. These policies have been reviewed by Advance CTE's attorney. A complication is that a number of states (including Maryland) have adopted their own laws around parental and/or family leave. Advance CTE will continue to monitor those laws and work with implicated staff (and the attorney, as necessary) to reconcile the policies with state laws.

McCabe, Graham, and Crownover asked about employees not being eligible until after the first twelve-months. McCabe stated the policy seemed more restricted than a federal policy. Kremer explained that the federal policy is unpaid and this policy is an improvement over the current Advance CTE policy. Kremer also explained that the twelve-month vesting period is what has been seen across the field and is standard language. Graham explained that the concern over capacity is also an issue and a reason for keeping the twelve-month vesting period. Green explained that this is a stepping stone policy and in the next three years Maryland will likely require a more progressive policy. Policies will likely have to be highly individualized and customizable as the policies differ in every state. All benefits are accrued and paid during the

leave period, which is also a big change from the current plan. Rhine and Scheibe recommended creating the policy around the most liberal and not most restrictive and applying across the board. Green explained that the recommended policy is better than most organizations and especially organizations of the same size. Aldrich agreed that it was a good starting point and supports the policy moving forward.

**MOTION: To approve the Proposed New Parental and Family/Medical Leave Policies, as presented.  
Graham; Aldridge.  
MOTION APPROVED.**

Scheibe opened the floor to discussion about the equity training and new “Monthly Board Update” format.

**Scheibe adjourned the meeting at 3:59 p.m. ET.**