Advance CTE Board of Directors' Meeting

AGENDA

October 16, 2017

9:30 a.m. – Noon

Meeting Room: Salon ABC

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1. Welcome, Overview of Agenda — Pradeep Kotamraju, President
   9:30 – 9:40 a.m. (10 minutes)
   ………………………………………………………………… *Pages 1 - 4*

2. Approval of August 24, 2017 Minutes — Sarah Heath, Secretary/Treasurer
   9:41 – 9:43 a.m. (2 minutes)
   ………………………………………………………………… *Pages 5 - 8*

3. Approval of Consent Agenda — Pradeep Kotamraju, President
   9:44 – 9:50 a.m. (6 minutes)
   ………………………………………………………………… *Pages 9 - 28*

   - ACTE-Advance CTE Workplan
   - HOSA Liaison Report
   - Membership Audit Results
   - New State Director Leadership Program Update

4. Advance CTE Financial Reports — Sarah Heath, Secretary/Treasurer
   9:51 – 10:11 a.m. (20 minutes)
   ………………………………………………………………… *Pages 29 - 51*

   - FY17
   - FY18

5. CTSO Liaison Appointment — Kate Kreamer, Deputy Executive Director
   10:12 – 10:22 a.m. (10 minutes)

6. Federal Policy Update/Discussion — Kathryn Zekus, Senior Associate, Federal Policy
   10:23 – 10:43 a.m. (20 minutes)
   ………………………………………………………………… *Pages 52 - 59*

7. Appropriations Policy — Kathryn Zekus, Senior Associate, Federal Policy
   10:44 – 11:04 a.m. (20 minutes)
   ………………………………………………………………… *Pages 60 - 63*

   BREAK

8. Postsecondary Strategy — Ashleigh McFadden, State Policy Manager
   11:19 – 11:54 a.m. (45 minutes)
   ………………………………………………………………… *Pages 64 - 67*

9. Other items to be added/next meeting — Pradeep Kotamraju, President
11:55 a.m. – Noon (5 minutes)

Lunch is served at Noon in Salon ABC.

The Joint Meeting of the Advance CTE and Center to Advance CTE Boards begins at 12:45 p.m. in Salon ABC.

<u>Upcoming Meetings</u>

Advance CTE Conference Call
January 30, 2018: 2 – 3 p.m. ET
Purpose: Approve Audit and 990s

Strategic Planning Retreat
BWI Marriott
February 25 – 27, 2018

2018 Spring Meeting
Omni Shoreham Hotel
Meeting: April 4 – 6, 2018
Washington, DC
Board Meeting: April 3, 2018

Advance CTE Conference Call
June 20, 2018: 2- 3 p.m. ET
Purpose: Approve FY19 Budget

ADVANCE CTE
BOARD OF DIRECTORS
FY 17-18

President
Dr. Pradeep Kotamraju, State Director, Iowa
Director, CTE Bureau Chief
Division of Community Colleges
Iowa Dept. of Education
400 east 14th Ave.
Grimes State Office Building
Des Moines IA 50319
pradeep.kotamraju@iowa.gov

Vice President
Ms. Bernadette Howard, State Director, Hawaii
Lunalilo FWY Portable 1
Lower Campus Road
Honolulu, HI 96822
mbhoward@hawaii.edu

Secretary-Treasurer
Dr. Sarah Heath, State Director, Colorado
9101 E. Lowry Blvd
Denver, CO 80230
sarah.heath@cccs.edu

Past President
Mr. Rod Duckworth, State Director, Florida
325 West Gaines Street, Suite 734
Tallahassee, FL 32399-0400
rod.duckworth@fldoe.org

Margaret Harvey
Region I – Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
State House Station #23
Career Technical Education
Augusta, ME 04333
margaret.harvey@maine.gov
Term expires: 6/30/20

Marie Barry, New Jersey
Region II – New Jersey, New York, Puerto Rico, Virgin Islands
100 Riverview Plaza
Trenton, NJ 08629
marie.barry@doe.state.nj.us
Term expires: 6/30/18

Lee Burket, Pennsylvania
Region III – Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
333 Market Street
Bureau of Career and Technical Education
Harrisburg, PA 17126-0333
lburket@pa.gov
Term expires: 6/30/20

Jean Massey, Mississippi
Region IV – Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
359 North West Street
Office of Secondary Education
P.O. Box 771
Jackson, MS 39205
jmassey@mdek12.org
Term expires: 6/30/19

Jeralyn Jargo, Minnesota
Region V – Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
Wells Fargo Place
30 East 7th Street
St. Paul, MN 55101
jeralyn.jargo@minnstate.edu
Term expires: 6/30/19

Charisse Childers, Arkansas
Region VI –Arkansas, Louisiana, New Mexico, Oklahoma, Texas
3 Capitol Mall
Little Rock, AR 72201
charisse.childers@arkansas.gov
Term expires: 6/30/20

Rich Katt, Nebraska
Region VII – Iowa, Kansas, Missouri, Nebraska
301 Centennial Mall South
Lincoln, NE 68509-4987
rich.katt@nebraska.gov
Term expires: 6/30/18

Thalea Longhurst, Utah
Region VIII – Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
250 E 500 S, PO Box 144200
PO Box 144200
Salt Lake City, UT 84114-4200
thalea.longhurst@schools.utah.gov
Term expires: 6/30/19

Vacant
Region IX – Arizona, California, Nevada
Term expires: 6/30/18

Eleni Papadakis, Washington
Region X – Alaska, Idaho, Oregon, Washington
P. O. Box 43105
Olympia, WA 98504
epapadakis@wtb.wa.gov
Term expires: 6/30/18

Vacant
Region XI – Hawaii, Republic of Palau, Guam
Term expires: 6/30/20

Sheila Ruhland, Washington
Associate Member Representative
9 Flad Circle
Madison, WI 53711
ruhland11@gmail.com
Term expires: 6/30/20

Advance CTE Board of Directors' Meeting
Conference Call
August 24, 2017
1 – 2 p.m. ET

Attendees: Pradeep Kotamraju, Jo Anne Honeycutt, Bernadette Howard, Sarah Heath, Meg Harvey, Lee Burket, Jean Massey, Charisse Childers, Rich Katt, Thalea Longhurst, Sheila Ruhland, Jeralyn Jargo

STAFF: Kimberly Green, Kate Kreamer, Sherry Quinn

ABSENT: Marie Barry, Eleni Papadakis

WELCOME and Overview of Agenda: Kotamraju welcomed the Board and staff to the Advance CTE Board call. Quinn took a roll call and confirmed a quorum was present on the call.

Review and Approval of June Board Minutes: Heath presented the minutes from the June 22, 2017 Advance CTE Board of Directors' Meeting.

MOTION: To approve the June Board Minutes.
Heath; Childers.
MOTION ADOPTED.

Approval of Changes to NASDCTEc Bylaws and that they be brought to the Advance CTE membership for a full vote: Kreamer provided context of the types of the proposed changes to the bylaws, noting that while the charge was to make modifications to support the new governance, we took the opportunity to bring the bylaws into alignment with the new membership structure and to update any other outdated clauses. Specifically, the proposed changes to the bylaws fit in three categories: those reflecting the new governance and membership structure; those reflecting how work is executed in practice; and clarifications to the "Active Member" definition to clarify that there is only one official State Director who can serve as the representative of the Active Member. The proposed changes have been reviewed by Advance CTE's attorney and executive committee.

Kotamraju opened to questions: Harvey asked for clarification on the active member representative definition. Kreamer responded there are three classes of members: Active membership, Associate membership, and Organizational membership. The new State membership structure necessitated that we clarify that the representative of the "Active Member," which is technically the state, is the director of career technical education within the Perkins eligible agency. The vagueness of the current bylaws language could have been interpreted to suggest that there was more than one representative of the Active Member if a state has more than one individual with the title of "State Director" in various agencies. Realizing Perkins could be changed in the future making its reference obsolete, the Board has the ability to establish another method to identify the state director.

MOTION: **To approve changes to NASDCTEc Bylaws as proposed and that they be brought to the Advance CTE membership for a full vote.**
Howard; Jargo.
MOTION ADOPTED.

Approval of Proposed Governance Transition Plan: Kreamer provided background on the proposed transition plan to move from the current governance structure in a thoughtful way over the next two election cycles, resulting in a full transition by July 2020. Five new Board members are proposed to be phased in during 2018-19 and 2019-20 elections. Every Board member will serve at least a two-year term.

Kotamraju opened to questions: Harvey asked for clarification on the two-year terms. Kreamer responded when the new governance structure is fully in place, Board members will serve three-year terms. The two-year terms are used only during the transition period to bring the new governance structure to full realization in a timely manner. Harvey asked what an 'At-large State Director' is. Kreamer answered to offset the fact the number of regions will be decreased, a second associate member representative is added to the Board and two new State Director At-large positions will be added. Harvey asked if the new State Director At-large positions will be allowed to be filled from the same region. Kreamer answered technically that is acceptable, but the direction to the nomination committee is to consider these concerns for equitable and diverse representation during the nomination process. Kotamraju asked if the proposed transition plan will also go to the membership for consideration. Kreamer answered the propose bylaws change will go to the membership for a vote, but the transition plan only needs Board approval.

MOTION: **To approve Governance Transition Plan as proposed.**
Ruhland; Katt.
MOTION ADOPTED.

Approval of Proposed Board Nominating and Election Process: Kreamer shared that while considering the new membership and governance structure, questions were raised on how to ensure diversity of representation. At the same time, concerns were raised about the nominations process given the Past Presidents, who serve on the nominations committee, may be far removed from and unfamiliar with the current members and the candidates. Staff also realized that there was not a formal board-approved policy around nominations and elections and saw this as an opportunity to put one in place that can best support the new governance model.

Our recommendations are only Past Presidents who are current State CTE Directors or associate members plus the current Vice President be on the committee, which is chaired by the immediate Past President. In addition, the immediate Past President can select one non-organizational, associate member who has been a member for at least five years and two State Directors who have previously served on the Board. The committee will be charged to look for diversity to represent the membership, provide at least two candidates for the Secretary/Treasurer position and review candidates for the regional and at-large board positions. Our proposal also brings votes for the Secretary/Treasurer, At-Large, and Regional Board member positions to the Business Meeting thereby giving a platform for these candidates to speak to the membership and have an in-person vote for all positions. Candidate selection will continue to be done by electronic voting for the Associate member position. Kreamer shared that this proposal had been shared with and received positive feedback from all of Advance CTE's current past presidents, who were still members of the organization.

Kotamraju opened to questions: Both Harvey and Katt stated their support of these changes as being positive changes to the committee and process.

MOTION: **To approve the Board Nominating and Election Process as proposed.**
Longhurst; Ruhland.
MOTION ADOPTED.

Kotamraju thanked Kreamer for all her hard work in a short amount of time.

Update on National Association of State Directors Office Lease: Green stated the current office lease is coming up for renewal and the current office is at capacity, making any staff expansion in this space impossible. Green provided an update on the effort to find new office space within the same building and that a new lease is being put before the Board today for consideration and approval to move forward for finalization. The new lease secures $10 per square foot lower than paid on the current lease, totaling an additional $10,000 for the first year of the new lease. There is an escalator clause of 2.75% each year, which is standard for this geographical area. There will be additional financial ramifications for the move, such as the cost of movers and new furniture, but today's vote is to go forward to a final lease agreement. The new space allows for expansion of up to four staff. The lease also provides the ability to sublease in the event the staff expansion is not needed, which mitigates risk to the organization. At the October Board meeting we will ask for the budget modifications to support the new lease.

Kotamraju opened to questions; there were none.

MOTION: **To give approval to continue in new lease negotiations and commit to the maximums shown in the new lease draft.**
Howard/Heath.
MOTION ADOPTED.

Kotamraju thanked Green for her hard work and diligence in the new lease effort

Other Business: Kotamraju brought to the attention of the Board Honeycutt's departure from her state level position and departure from the Advance CTE Board. He thanked her for her dedication in the last few years on the Board and the Executive Committee and wished her well as she moves on to other pursuits in education. He also wanted to express his appreciation to Kathy Cullen (who was absent from the call), who is retiring in early September.

Green stated the Board will be receiving email with our Stars of Education Awards nominations, noting this award moved from our Spring Meeting to our Fall Meeting this year. She stated there are four nominations for this award and that the email will petition for a slight budget modification to award all four nominees the award if the Board so chooses. Green stated she anticipated good participation in the Fall Meeting considering how many registrations are already received.

Adjournment: Kotamraju adjourned the meeting.

Since 2014, Advance CTE and ACTE have collaborated on a joint work plan to enable more intentional coordination and identify new partnership opportunities.

The work plan helped facilitate a number of successful collaborations in the past two and a half years, such as monthly calls between ACTE's and Advance CTE's policy teams and communications teams, the development of an MOU that formally integrated the National Career Clusters® Institute into CareerTech VISION starting in 2015, and joint legislative language in support of Perkins. Over the past three years, our leadership have quarterly meetings scheduled to discuss the work plan, make key updates and strategize next steps.

Given the progress made, ACTE and Advance CTE decided to update the approach to collaboration and move away from activities-based work plan and towards a set of shared goals for the year.

GOAL 1: Strengthen & Support Collaboration between State CTE Directors and State ACTE Executive Directors

Shared commitments:

- Host bi-annual events for State Directors and ACTE Executive Directors, including at least one in-person meeting at CareerTech VISION
- Highlight successful collaborations already happening within states on a webinar and/or other platforms
- Conduct a bi-annual survey of State Directors and State ACTE Executive Directors to monitor collaboration and efforts
- Develop tools, such as joint work plan template, to support collaboration in states
- Hold an annual joint meeting of Advance CTE and ACTE officers

Progress to date:

- Hosted a joint webinar in August featuring State Directors and state ACTE leadership in South Dakota and Oklahoma
- Invitations have gone out for the second annual joint session at CareerTech VISION for State Directors and state ACTE leaders. At this session, tools/resources will be
- In Spring, the annual meeting of ACTE and Advance CTE officers was held as a conference call, where staff walked through the updated work plan. Advance CTE and ACTE are working to decide if there is still a need for these annual meetings and, if so, what format they should take.

GOAL 2: Maintain and Build Upon Strong and Sustained Coordination to Maximize Impact in the Field

Shared commitments:

- Collaborate on how Career Clusters can be used as the framework for CTE and has a visible role in the design of the CareerTech VISION conference
- Continue effective monthly policy calls, development of annual state policy in review publication and other policy-focused collaborations

- Leveraging regular communications calls and other mechanisms, develop and implement a strategy for proactively coordinating and sharing:
  - Content priorities
  - Planned publications and resources
  - Upcoming events or activities
  - Collaborative funding opportunities

Progress to date:

- Advance CTE and ACTE are working to update our MOU around CareerTech VISION and the Career Clusters to better reflect organizational priorities and capacity. At a minimum, a Career Cluster strand – managed by Advance CTE – will continued to be offered.
- Advance CTE and ACTE continue to collaborate effectively around federal policy, releasing four joint press releases/statements on the budget and Perkins reauthorization efforts. We also revived and updated a monthly Congressional newsletter, the first of which was sent in September.
- The monthly communications calls have been restructured to focus on research, resources and promotion to ensure we are coordinated and can be more proactive about finding ways to collaborate.

GOAL 3: Help Achieve the Goals of *Putting Learner Success First: A Shared Vision for the Future of CTE*

Shared commitments:

- Regularly share major updates to organizational priorities (e.g., ACTE's strategic direction and Advance CTE's strategic plan) to support collaboration and alignment (including funding opportunities)
- Continue to partner in support of *Putting Learner Success* First, by jointly creating resources and leveraging opportunities to present and co-present at national and state events on the shared vision
- Collaborate on ACTE's High Quality CTE initiative, with Advance CTE reviewing and providing input into materials and supporting promotion opportunities.

Progress to date:

- Through the monthly policy calls, research and resource calls, and quarterly check in's between executive directors and deputy executive directors, Advance CTE and ACTE staff are regularly sharing organizational priorities and initiatives. As a result, we have been able to better feature each other organization's work. For example, ACTE is leading a session on administrator professional development (one of their content priorities) and Advance CTE presented on our State of CTE report at National Policy Seminar.
- ACTE served on Advance CTE's membership committee around Putting Learner Success First and provided input on the local self-assessment tool
- ACTE also provided feedback on Advance CTE's Program Approval Policy Benchmark Tool and Advance CTE made sure to include a description of ACTE's High-Quality Framework in the document.

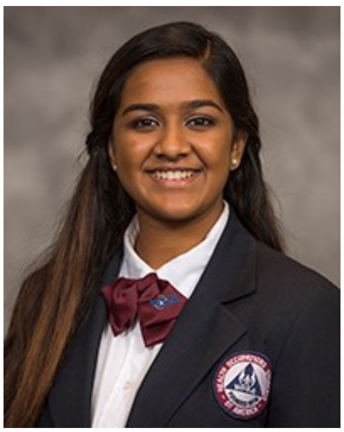
Board action: **None**

HOSA Liaison's Report

HOSA-Future Health Professionals to Advance CTE Board

September 26, 2017

"SAM 2017!"



Priya Rathakrishnan
HOSA International President

Discovering a Career in Health. For teachers, volunteers, and leaders looking to engage young people, it can be hard to know where to start or how to get those young people involved. Often the best avenue to engage new audiences is to go directly to them in the places they already spend time. In looking to engage young people, professionals should look to other areas in their community where young people volunteer. In her own words, here is one student's journey, from local library volunteer to HOSA President, that shows how an initial spark of interest in volunteerism and community involvement can build into the start of a long career in public health.

Published in the August 22, 2017 Public Health Emergency Blog.

From the age of 6, I've known that I wanted to be a health care professional. As I grew older, I became involved with the community and started volunteering at my public library. It showed me that service to others is an important part of being a leader. As I went into high school, I knew I wanted opportunities where I could serve others in the health field.

When I entered my 9th grade, I kept my eyes open, eagerly looking for the chance to pursue a path in health. On the first day of my Introduction to Healthcare class, I was introduced to HOSA Future Health Professionals, an international student-led health organization. I immediately joined, and ever since, this organization has given me with numerous experiences in volunteering and leadership.

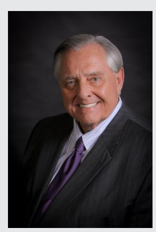
I served as the Secretary and President of my local chapter, President-Elect and President of Georgia HOSA, President-Elect of National HOSA and currently serve as President of HOSA-Future Health Professionals, leading over 235,000 members alongside my officer team. Throughout the past 7 years, I have learned about

(continued on page 4)

Brock Rops
Chairman, HOSA, Inc.
Board of Directors

*We are pleased the **Acting Surgeon General, Sylvia Trent-Adams**, will join us to receive **"HOSA's Role Model Award"** that she was unable to receive at the 2017 ILC due to a critical assignment by the White House.*

HOSA is fortunate to have a wide range of partners who are committed to joining us in DC to help HOSA be the best we can be! Be ready for an enjoyable, beneficial and meaningful learning experience for new and seasoned state advisors at the 2017 State Advisors' Management Conference! See you in D.C. very soon!



Executive Director's Special Request of State and National Leaders

HOSA-Future Health Professionals surpassed several plateaus this year because of the commitment and dedication that exists among members and local and state advisors. At the upcoming State Advisors' Management Conference (SAM), I would like to discuss with you the Strengths, Weaknesses, Opportunities and Threats facing HOSA-Future Health Professionals in moving forward. I need your input to produce a reliable SWOT for our organization. In addition, I would like for you to respond to a survey that will be invaluable in developing a vision and a plan to present to the Board in January 2018. Please share your insights by going online to share what you believe to be the Strengths, Weaknesses, Opportunities and Threats impacting HOSA. Then, complete the online survey no later than September 13.

Go to page 6 for further instructions (SWOT)

New HOSA State Advisors

(and who will be attending the SAM Conference)

- Arizona—Aden Ramirez
- Kansas—Seth Nutt (represented by Lisa Stouffer)
- Massachusetts—Jaime Vallejos, MD
- New Mexico—Christine Phipps (represented by Shelly Kinnunen)
- New York—Bonnie Shelby
- Ohio—Jim Scott
- Oregon—Shelly Kinnunen (Danielle Tuason remains the Executive Director and the HOSA, Inc. Representative)
- Puerto Rico—Omar Santana
- Virginia—Ann Craddock resigned. No replacement announced to date. (represented by Michele Green-Wright, State Health and Medical Sciences Program Specialist)

Two ASPR Office of Policy and Planning HOSA Intern Presentations

HOSA-Future Health Professionals was invited by the Office of the Assistant Secretary for Prevention and Response (ASPR) to inform HOSA members of the availability of summer internships. A special thanks to Mr. Edward Gabriel for making this opportunity a reality. Being year one, there were processes to be established and internal marketing of HOSA interns filling positions that in the past had been filled primarily by collegiate students. Two HOSA members were selected and placed in intern positions in the Office of Policy and Planning. California HOSA member Elaine Yip (on the left above) is a freshman at Hamilton College majoring in Biology. On the right, Janet Gunawan, a sophomore, at the University of Toronto Scarborough majoring in Molecular Biology and Biotechnology and a postsecondary collegiate member in Toronto, Canada. Both made presentations about their internship experience to rather large audiences of appreciative ASPR staff.

IN THE SPOTLIGHT:

Ten HOSA members attended the 2017 HOSA Public Health Leadership Seminar in Washington, DC sponsored by the Office of the Assistant Secretary for Preparedness and Response. Bobby Crandall represented HOSA Headquarters. Priya's article on page 1 was featured in the Public Health Emergency blog along with the new ASPR Assistant Secretary. Dr. Robert Kadlec. **A good week for HOSA!**

There were mixed emotions since the PHLS week was the capstone for **CAPT Rob Tosatto's** career in the public health service. His message to management:

***"Wow! What a wonderful group of HOSA Scholars. They certainly represented the HOSA organization well throughout the week—listening attentively and asking insightful questions. Their presentations on the final day were spot on! I hope you got a sense of their excellence over the phone line. I am so glad that I ended my PHS career on that note. I can't imagine a better last day!
Warmest Regards,
Rob***

Rob & Christie, one month into retirement! Looks good!

George Sifakis Plans to Leave White House

George Sifakis, director of the Office of Public Liaison, is reportedly set to leave his White House role in late September. Administration sources close to the situation said that the White House has begun searching for candidates to replace George.

George, a former White House aide to George W. Bush, was appointed to lead the Office of Public Liaison in March. He joined the Administration in January, 2017. In his current position, George coordinated outreach to corporations, interest groups and elected officials from state and local governments.

Prior to being recruited for the White House as Director of the Office of Public Liaison, George was the Director of the Washington Office of HOSA-Future Health Professionals. In that role, George initiated the HOSA-100 National Advisory Council and recruited a wide range of corporate and non-profit leaders in the health industry interested in strengthening the mission of HOSA, a pipeline organization operating in middle and high schools as well as postsecondary/collegiate institutions serving future health professionals. George was also the founder of Ideagen, convening the world's leading companies, public sector and non-profit organizations.

NTHS 2017-2018 Board of Directors

HOSA, Inc. Executive Director Jim Koeninger, PhD (second row, far left) was appointed to the NTHS Board of Directors for a 3-year term that concludes in July 2018. NTHS serves over 80,000 members annually and awarded over $250,000 in scholarships to career and technical education students. NTHS honors the achievements of top CTE students, provides scholarships to encourage pursuit of higher education and cultivates excellence in today's highly competitive, skilled workforce.

Establishing a NTHS Chapter is easy, rewarding and free!

- Call 800.801.7090 with questions to establish a chapter!
- Secure approval from the head of your school.
- Order a free promotional kit!
- Students must attain an overall GPA of 3.0 or higher (4.0 scale)
- Membership fee: $30, one-time fee, enrolled in CTE.

·Jason Huff, Alumni Director on the HOSA, Inc. Board

Congratulate Jason on his new position as Vice President for Transplantation at Cincinnati Children's Hospital Medical Center, the #3 Children's Hospital in the country. In addition, Jason just became President-Elect of the American Assembly for Men in Nursing. Jason placed HOSA on the Board agenda this September. And, Jason accepts every invitation to promote Alumni HOSA.

Bergen—Welcome Back from Maternity Leave!

Competitive Events Preparation for School Year 2017-2018

- Updating and revising **60 guidelines** for 2017-2018 to ensure terminology and processes are consistent and appropriate changes made.
- General Rules and Regulations and the Appendices to Section B of the CE Handbook are being revised.
- **Test Writers:**
  - Karen Batchelor: worked with Karen to continue the test bank which includes approximately 500 new test items each year, to compile the national tests for approximately 40+ events according to published test plans, and to support the writing of scenarios for HOSA for use at ILC and chartered association support.
  - Denise Abbott: middle school test-writing for ILC and chartered association support as well as Medical Reading tests for Secondary and Postsecondary/ Collegiate.
  - Karen Batchelor is setting up a separate test bank for the middle school division by using the middle school information with support from Denise Abbott.
- Karen Batchelor provided analytical test data for each test question and modified any question in the test bank accordingly. The data was also reviewed by management and recommendations made for the test plans and references, if necessary, for each of the event guidelines with tests.
- **Pharmacy Technician guidelines** have been forwarded to Julia Rawlings, Colorado Skaggs School of Pharmacy's liaison, to review the draft and to provide feedback. A collaboration call is scheduled after their review in order to finalize the release of the pilot event guidelines. The guidelines will go on HOSA's website as soon as the call is completed and agreement on the new guidelines is final.
- **Competitive Events Report**—All evaluations are analyzed and placed in the reporting system to be reviewed prior to the next ILC. This includes:
  - judges
  - event personnel
  - Competitors

ILC Follow-up Reports

- Educational Symposium Report – Scantrons run, comments typed and data compiled. (130 workshops total)
- Exhibitors – 84
- Continuing Education Units – 15
- HOSA University – Leadership Evaluations (Scantron runs, comments typed and data compiled.)
  - HOSA-100 (Middle School): 10
  - HOSA 101 (New Members): 233
  - HOSA 201 (Chapter Officers): 292
  - HOSA 301 (State Officers): 142
  - HOSA 401 (New Advisors): 78

2018 ILC correct date: June 27-30 Dallas, TX

Every day, we strive to deliver the best experience possible for HOSA members, advisors and partners. Today, I regret to inform you that we made a mistake.

When we launched the ILC website initially, there was an error listed for the 2018 ILC dates that was not realized until recently as we began working on the 2018 logistics. As such, the wrong 2018 date was published as June 20-23 when in fact the correct date is ***June 27-30, 2018.*** *The mistake was due to human error and we take full responsibility.*

We are extremely sorry for the frustration this may cause in your back-to-school planning, but we want to make sure that corrected information is used going forward. We know that you expect more from us, and we hope to have caught this error in time to cause as little disruption as possible.

—Jim Koeninger
Executive Director

2017-2018 International Executive Council

The 2017-2018 IEC, led by President Priya Rathakrishnan, has worked hard since the 2017 ILC and the Council Training in Orlando. Recently, the Council has:

- Identified ways to promote NAMI, HOSA's Service Project, and present their ideas at WLA 2017.
- Created several two-minute video scripts for HOSA's upcoming web series.
- Prepared to respond to Ohio Fall Leadership Conference request for a Council member; help with ACTE in Nashville in December; provide a member at the NAP Annual meeting and help chartered associations whenever called upon.
- Developed webinar topics for 2017-2018.
- Provided ideas on how to gain visibility for HOSA-Future Health Professionals and its 2017-2018 membership growth goals and the 2018 ILC attendance goals.

Washington Leadership Academy Highlights

- Keynote Speaker— U.S. Army Officer
- Leadership Sessions I, II, III, IV
- Advisor Session—Competitive Event Update and emotional intelligence sessions to coincide with state and local officer sessions
- Team Time—State Advisor & Officer Team
- Washington Twilight Tour
- Industry Tours
- Pentagon City Mall
- Arlington National Cemetery Tour & Wreath Laying Ceremony
- Hill 101: How to Advocate for HOSA & What to Expect on the Hill
- Congressional Visits
- Closing Luncheon: Acting Surgeon General of the U.S. Public Health Service

SAM Conference Highlights

- Scholarships & Career Pathways to Health Careers in the U.S. Army
- Hill 101: Advocating for HOSA
- HOSA Morning on the Hill
- National Health Service Corps—Scholarships
- HOSA & Medical Reserve Corps
- Building Leadership Tactics for the Changing Public Health System (NACCHO)
- HOSA Management Highlights & HOSA Leaders' Insights (SWOT & Survey Results)
- 2017-2018 Competitive Events Update
- STEMPremier
- Awards Unlimited
- Health Professions Week
- "Stay Out of Jail Free" (Tom Karsten)
- HOSA Membership & Technology
- Roundtables #1 & #2
- Resources at Your Fingertips!

hosa future health professionals

(Continued from page 1 (SWOT)

Executive Director's Special Request of State and National Leaders

Step #1: Go to the following link and submit your SWOT by September 13 online: hosa.org/swot

Step #2: List the Strengths, Weaknesses, Opportunities and Threats that you believe are facing HOSA. (Please do not collaborate with others or the SWOT will be less accurate.) The questions below may be helpful in identifying responses for the SWOT.

Step #3: Respond to the survey questions at the link by September 13 online: hosa.org/survey

Step #4: If you would like a copy of the summary report, please provide an email address on the survey.

STRENGTHS Internal, Positive Factors	WEAKNESSES Internal, Negative Factors
OPPORTUNITIES External, Positive Factors	**THREATS** External, Negative Factors

*Thank you for responding by **September 13** so the SWOT and survey summary can be reviewed during the State Advisors' Management Conference—"The Future of HOSA!"*

—Jim Koeninger

STRENGTHS

1. What advantages does HOSA have?
2. What does HOSA do better than others?
3. What unique resources can HOSA draw upon?
4. What do others see as HOSA's strengths?
5. What does the health industry see as HOSA's strength?
6. What do members see as HOSA's strength?
7. What do you see as HOSA's strength?

WEAKNESSES

1. What could HOSA improve?
2. What should HOSA avoid?
3. What do others see as a weakness?
4. What does the health industry see as a weakness?
5. What do members see as a weakness?
6. What do you see as HOSA's weakness?

OPPORTUNITIES

1. What strengths open up opportunities?
2. What opportunities might open up if weaknesses were eliminated?
3. What opportunities do you spot?
4. What trends are you aware of?
5. What changes in technology create opportunities?

THREATS

1. What obstacles do you face in HOSA?
2. What are other organizations doing?
3. Are quality standards changing?
4. Is technology changing and impacting the organization?
5. Do you have cash-flow problems?
6. What weaknesses threaten the organization?

The Tonight Show —Fallonventions!

hosted by **Jimmy Fallon**—

Casting Producer David Garcia contacted HOSA Headquarters regarding HOSA's Medical Innovation competitive event. Karen contacted ILC finalists and encouraged them to submit information required to appear on The Tonight Show's "Fallonventions!" If you have Medical Inventors in your classroom/chapter, submit information to David Garcia, Casting Producer—davidtonightshow@gmail.com
Tel. 818.749.2976

ANNOUNCEMENT!

The next Fallonventions segment will air on Wednesday, Sept. 6. The segment will be posted on The Tonight Show's YouTubeChannel and their website on September 7.

Post-ILC Partner Engagement

The following is a sampling of partner engagements following the 2017 International Leadership Conference. Contact HOSA Headquarters if you have any questions about the partial descriptions shared below.

- **U.S. Army** meeting to review 2017-2018 HOSA/Army Plan of Work
- **STEMPremier** – updated affiliation packet; competitive events requests; ensured STEMPremier language is current and correct in guidelines; scholarship updates; and participation at SAM.
- **NCHSE Executive Committee**–visibility meeting in Santa Fe, NM (August 8-11).
- **HPN (Health Professions Network) Summit** – Chicago; Theme: The State of Change; Purpose: bringing together allied health professionals and educators to engage in collaborative discussions on the pressing allied health workforce concerns.
- **HPN's Fall Conference** – Alexandria, VA, September 6-8 with a focus on customer service in health settings and associations.
- **PLTW Summit 2017**, October 22-25, Orlando World Marriott. Contact: Andrea Black, PLTW Director of Marketing and Events. Theme: Inspire. Engage. Empower. Students from PLTW HOSA Chapter in Florida: Evangelina Wong and Jodalys Herrera with Advisor Anna Stevens from Timber Creek High School will attend PLTW Summit 2017 to help Nancy Allen with the HOSA booth and workshop on October 23 (2:00–3:00 PM): Title: "Connect, Inspire and Engage with Middle and High School Students—The Next Generation of Health Professionals!"
- **HPW2017** – ExploreHealthCareers.org–finalized HOSA's Silver Sponsorship. Nov. 6-10 in conjunction with HOSA Week!

- **Donate Life America** outreach was made regarding 2018 ILC participation.
- **RightResponse** Fundraising Kit signed and returned the Memorandum of Understanding.
- **AdVenture Capital** outreach and official partnership with Sophia Curcio, Program Partnerships Coordinator. Reviewed partnership agreement regarding entrepreneurial activities for HOSA members..
- Connected with Charnetia Young, **CVS Health**, to provide her with a list of schools with nursing programs for their upcoming nursing promotion.
- **NAP Youth Day**–worked with Jan Strand to provide an Executive Council member at their NAP Convention in Chicago, September 7-11.
- **USPHS**–webinar on E-Cigarettes-New Era of Tobacco Use presented by the FDA's Center for Tobacco Products.
- **Medical Reserve Corps**–provided a report for ASPR and future funding that included metrics on MRC's investment in HOSA since their involvement.
- **JOAG Meeting**–reporting ways that JOAG members can be involved with chartered state associations.
- Malissa Lewis, Supervisory Management Analyst, **Scholarship Branch, HRSA**—discussed opportunities between HOSA and the National Health Service Corps and invited to make a presentation at SAM.
- **Zambia Internships**–HOSA alumnus sharing partnership opportunities at SAM.

- **Association of Technical Personnel in Ophthalmology**, Wade Delk, was contacted to discuss future poster sponsorship, ILC participation and articles for the eMagazine.
- Gustavo Torrez, Director, **Youth Advocacy**, Campaign for Tobacco-Free Kids, discussed their partnership campaign with **CVS Health.**
- **Jason Huff** collaborated with HOSA Headquarters staff to develop the 2017-2018 Alumni Plan of Work.
- **NCC-CTSO Discusses Research to Demonstrate CTE Value.** The NCC-CTSO regular meeting, chaired by FCCLA Executive Director Sandy Spavone, was held on July 19 at the FCCLA Headquarters in Reston, VA. A joint research project with the Association for CTE and the American Institutes for Research (AIR) was the major focus of the meeting. ACTE and AIR propose to partner with the CTSOs to evaluate the operations, influence and associated outcomes of the nine CTSOs, individually and cumulatively. This evaluation will be guided by research questions, developed collaboratively between AIR, ACTE and NCC-CTSO. The individual CTSOs will be asked to finance the research project based on an equal assessment paid by each CTSO. The significance of this research project cannot be overstated to the CTSOs. Considerable time and effort will be required of each CTSO Headquarter Staff. Research questions should be prepared in anticipation of this project moving forward.

AmazonSmile Donation for HOSA

HOSA members, advisors, partners and friends….please bookmark the following link so all your eligible shopping will benefit HOSA-Future Health Professionals. Amazon donates 0.5% of the purchase price to HOSA-Future Health Professionals. Bookmark the following link and support the organization every time you shop. The bookmark is: http://smile.amazon.com/ch/51-0249380

Contact:
Jeff.Koeninger@hosa.org
If you have any questions about AmazonSmile.

Center for Medical Innovations & Inventions

Purpose: Inspire HOSA members to invent medical and health practices, procedures, processes, software, hardware, etc. to support a new generation of future health professionals through innovation and invention. Promote the Medical Innovation event in 2017-2018.

Puck Building
U.S. National Register of Historic Places
NYC Landmark

Since 2004, the Puck Building has been used by NYU for the Wagner Graduate School of Public Service and the department of sociology.

NYU Wagner Capstone

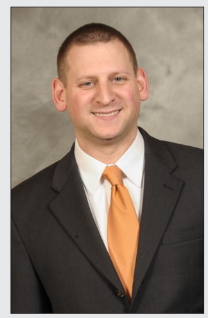
In 2014, HOSA Headquarters submitted a proposal to the Wagner Graduate School of Public Service for consideration as a Capstone proposal as one of the options for graduate students to choose from for their academic year. HOSA President David Kelly and Executive Director Dr. Jim Koeninger presented the proposal to the Capstone teams for consideration. Unfortunately, the proposal was not selected.

In early September 2017, the Wagner Graduate School notified HOSA that they would like the Capstone proposal submitted in 2017 to be submitted to the graduate teams. The 2017 presentation team will be former Board member Sam Schaffzin and Bobby Crandall, HOSA Headquarters staff member. Sam is a former NYU Wagner Capstone graduate and is available locally to meet with the Capstone team which is more convenient than the team flying to Dallas. As an alumnus and having had the Capstone experience, he should be able to identify with the challenges faced by the teams.

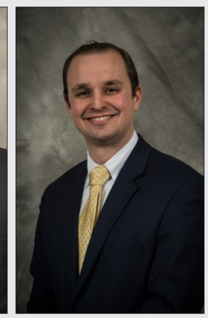
The Capstone team would be instrumental in helping HOSA establish and build on a strategic campaign around brand awareness and recognition and developing an execution strategy to identify HOSA alumni to take an active role in building the pipeline.

The proposal will be presented to the Capstone class on September 18 at 7:30 pm at the Bobst Library on the New York University Campus. After the presentation, the Capstone Teams will consider all proposals and select the company, agency or organization with which they wish to work.

The Capstone Team will be asked to present a plan that they believe would be the most successful in responding to the issues raised in the proposal.



Sam Schaffzin
Technical Director
Medicaid Health IT
Former HOSA, Inc.
Board Member



Bobby Crandall
Director of
Technology
HOSA
Headquarters

Health Professions Network's 2nd Allied Health Summit, July 26-27, 2017

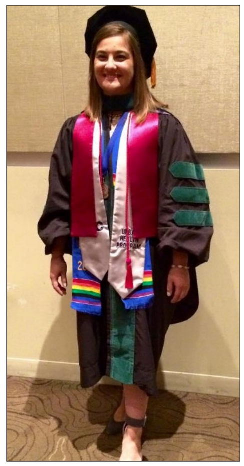
Kristen Davidson, Former HOSA, Inc. Board Chair, serves as liaison to HPN and has built lasting bridges to allied health organizations within HPN. Kristin reported that the summit brought together health professionals and educators to look at the future of Allied Health organizations and education in addressing the changes needed to prepare for a strong health workforce. She also shared three HPN organizations that showed interest in HOSA and will receive partnership mailings. A summary of the Summit is available in your SAM packet.

Search for HOSA Alumni with or in Pursuit of Advanced Degrees

There is an unknown number of HOSA Alumni committed to being future health professionals in pursuit of master's or doctoral degrees, including: physicians, dentists, nurse anesthetists psychiatrists, pediatricians, pharmacists, surgeons, podiatrists, radiologists, nurse practitioners, certified nurse midwives, physical therapists, audiologists, veterinarians, occupational therapists, optometrists, physician assistants, public health, to name a few. Please send names, and contact information of HOSA Alumni not listed below that are in pursuit of or graduated with advance degrees. We will gladly contact the HOSA alumni and secure the information we need to add candidates to the HOSA Health Professional Honor Roll. Thank you for your help.

Dr. Jude Alcide
University of Florida
Palmer College of Chiropractic
Alcide Chiropractice
Former Executive
Council Member

Dr. Frank Berdos
Dr. Isabel Prieto Berdos
University of Florida
College of Dentistry
Graduated 2015
Citrus Endodontics



Alissa Marie Conde,
Medical Doctor
Pediatrician
Children's Hospital
of Illinois
Former Executive
Council Member

Tonia L. Moore-Davis, CNM
Certified Nurse Midwife/
Instructor of Nursing
Vanderbilt University
School of Nursing
Pursuing PhD at University of
Colorado, Anschutz Med Campus

Brittany Ebbing, MD, MPH
and NYC Pediatric Resident
Maricopa Integrated Health
System
University of Arizona College of
Medicine-Phoenix
Masters in Public Health

David Kelly, Resident
New York University (2016)
Oklahoma University College of
Medicine (2017-1st Year)
Former
HOSA National President

Hugo Quezada, M.D.
Texas Tech School of Medicine
Bachelor of Science in Cellular
and Molecular Biochemistry
Former
HOSA National President

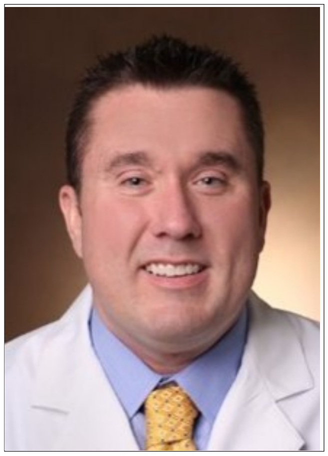
Allen Stephens
Critical Care
Physician Assistant
In Cardiothoracic Intensive
Care Unit
Duke University Health
System
Duke University School of
Medicine, Raleigh-Durham
Former Executive Council
Member

Tyler Webster, MD
Internal Medicine Resident
Physician
Med School: George Washington
Univ. School of Medicine & Health
Residency: Icahn School of Medicine, Mount Sinai
Former Executive Council
Member

Search for HOSA Alumni with or in Pursuit of Advance Degrees

There is an unknown number of HOSA Alumni committed to being future health professionals in pursuit of master's or doctoral degrees, including: physicians, dentists, nurse anesthetists psychiatrists, pediatricians, pharmacists, surgeons, podiatrists, radiologists, nurse practitioners, certified nurse midwives, physical therapists, audiologists, veterinarians, occupational therapists, optometrists, physician assistants, public health, to name a few. Please send names, and contact information of HOSA Alumni not listed below that are in pursuit of or graduated with advance degrees. We will gladly contact the HOSA alumni and secure the information we need to add candidates to the HOSA Health Professional Honor Roll. Thank you for your help.

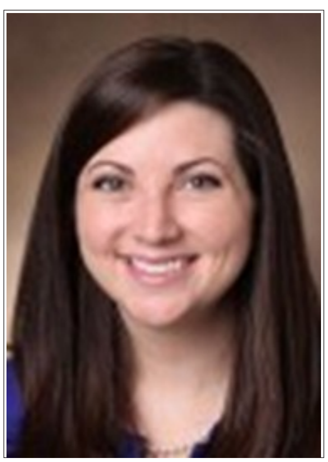
Jessica Fultz, Resident
Doctor of Medicine
UT Southwestern Medical School—Dallas, TX
Master of Public Health
UT Health-Houston
The University of Alabama



Dr. Michael Gooch, PhD, DNP, ENP-C, EMT-P
Flight Nurse, Emergency Nurse Practitioner, Faculty
Vanderbilt University
School of Nursing
Vanderbilt University Medical Center—LifeFlight

Antonio Hernandez
Quality Improvement Coordinator
San Francisco General Hospital And Trauma Center/Pediatrics
Former HOSA National President

Rahma Mkuu
Texas A&M University
Doctoral Program
School of Public Health
Health Promotion Policy Fellow



Sarah Sexton Walters
Nurse Practitioner/Pediatrics Critical Care
Monroe Carell Jr. Children's Hospital at Vanderbilt
Nashville, Tennessee
Former Executive Council Officer

Virginia "Ginger" Bell
Family Nurse Practitioner
Master's Degree in Nursing and FNP degree from Vanderbilt University
Bachelor's degree in public health from the University of North Carolina at Chapel Hill
Former Executive Council Officer

Shayna Mooney
MD Candidate
Brody School of Medicine
East Carolina University
Greeneville, NC
Former Executive Council Officer

Nzuekoh Nchinda
Medical Student at the University of Chicago
The Pritzker School of Medicine
Chicago, Illinois
Harvard University
Research Technician at Ragon Institute of MCH, MIT and Harvard
Former Executive Council Officer

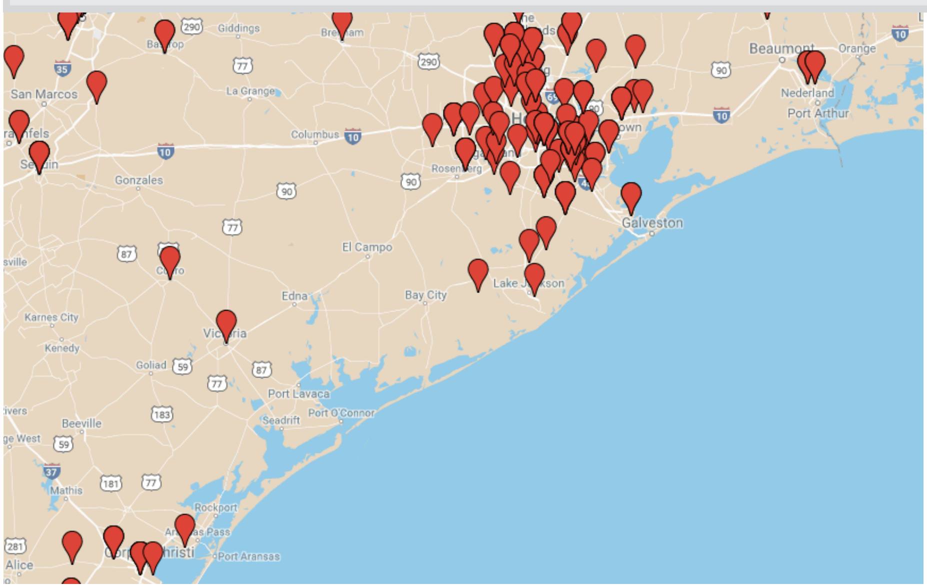
HOSA Hurricane Harvey Relief Project

Hurricane Harvey has affected many HOSA members in over 400 HOSA chapters in Houston and the surrounding areas. HOSA Headquarters and Texas HOSA partnered to identify chapters who are in need of supplies and monetary donations for HOSA affiliation and conference fees. A request was sent to HOSA chapters asking for their assistance in raising funds and the willingness to gather supplies.

Within 48 hours, 43 local chapters and state associations had submitted requests to adopt a Southeast Texas HOSA chapter! HOSA Headquarters will work with Texas HOSA to match groups to fill the much needed requests.

These requests could take many weeks to fill. If you would like to adopt a Texas HOSA chapter, [please fill out this form.]

Thank you to those who have answered the call to assist members of the HOSA Family who need the help! We expect help will be needed in other locales given hurricane activity in the Atlantic.



Texas HOSA Chapters in affected areas

CTSO National Headquarters

The CTSO national headquarter are referenced in the HOSA survey. There are nine (9) Career and Technical Student Organizations (CTSOs), including: Business Professionals of America (BPA); Educators Rising; Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL); DECA; Family, Career, and Community, Leaders of America (FCCLA); FFA; HOSA-Future Health Professionals (HOSA); SkillsUSA; Technology Student Association (TSA)

Six of the CTSOs have built or purchased a headquarters building pictured below:

BPA—Columbus, OH
1982—6,788 sf-$350,000

DECA-Reston, VA
1976-22,100 sf-$1,178,020

FBLA-PBL-Reston, VA
1991

FCCLA-Reston, VA
1982-29,170 sf-$3,076,830

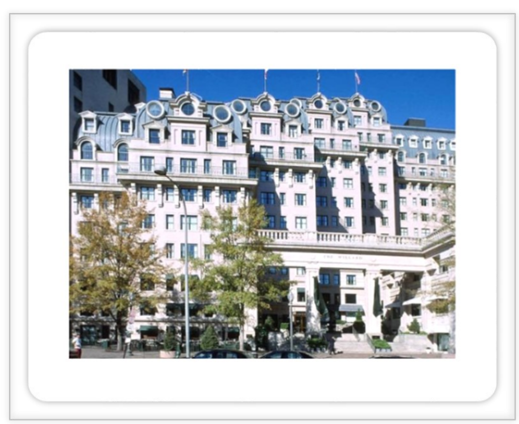
FFA-Indianapolis, IN
1997-28,700 sf-$3,953,100

SkillsUSA-Leesburg, VA
1979-11,310 sf-$1,737,170

Educators Rising is a division of PDK and is located inside the Phi Delta Kappa International headquarters in Arlington, Virginia. Technology Student Association (TSA) rents space inside the National Business Education Association in Reston, Virginia. HOSA-Future Health Professionals, located in a commercial building, is leased by Corporate Education Resources, Inc. through 2019. The Washington, D.C. Office is leased by Axela Government Relations and located in the Willard Office Building at 1455 Pennsylvania, NW, Suite 400, Washington, D.C. 20004.

Please refer to this page when filling out the online HOSA survey.

HOSA Headquarters –Southlake, TX
Suite 101



HOSA Washington, DC Office
Suite 400

As part of Advance CTE's commitment to strong processes and protocols, staff have implemented an annual audit of the membership rolls across the four systems in which membership is contained. 2017 was the first year for this audit and will serve as a benchmark for audits that will be held annually at the end of the dues renewal period. All of these efforts are part of a broader implementation of streamlined processes to reduce errors and ensure members receive their maximum benefits. Further, staff plan to report these numbers to the Board annually and the results will be reflected in the new dashboard under the broader processes and protocols measurement.

What is shared below is an overview of the audit results across the four membership types: State Director; Associate, State; Associate, Non-state; Organizational. These memberships were reviewed across four systems: Quickbooks (the financial record), CiviCRM (the membership database), and the two email platforms (Google and Constant Contact). Please note that because our email platforms are on separate systems, they are listed separately in the results.

The error rate is based on the number of active members as of September 1, 2017. Those numbers are:

Total membership

- State Director: 53
- Associate, State: 154
- Associate, Non-state: 96
- Organizational: 33 organizations (representing 100 individuals)

Note: Due to the way the membership systems are structured, these numbers look different than the way staff report them to the Board through the monthly reports. For this report, all state members who are not the State Director are counted as either an Associate, State or Associate, Non-state member based on their employer.

State Director

- Quickbooks to Civi check: 0% error rate
- Quickbooks to Google: 0% error
- Quickbooks to Constant Contact: 0% error rate

Results: The audit came back clean. Staff closely care for this list as it is imperative that we remain in communication with our State Directors at all times.

Associate, State

- Quickbooks-Civi: 0% error rate
- Quickbooks-Google: 11% error rate
- Quickbook-Constant Contact: 4% error rate

Results: In the fall of 2016, staff created a more accountable, streamlined process for adding individuals to these mailing lists. The errors on both mailing lists are a) three state members who should be classified as Associate, Non-state but were not moved onto the appropriate list or b) former members who were never removed from years past. These errors have been corrected.

Associate, Non-state

- Quickbooks-Civi: 2% error rate
- Quickbooks-Google: 9% error rate
- Quickbook-Constant Contact: 16% error rate

Results: This category has a higher error rate. However, upon further analysis, 15% of the errors on the Constant Contact list are due to individuals being on the organizational membership list. Due to a historical issue, these members do in fact qualify as organizational members but has paid Associate, Non-state membership dues. This may explain why they appear on the organizational membership mailing list. Much of the Google listserv errors rates can be explained similarly. It should be noted that while members are separated by membership type on the email platforms, most emails are sent to all membership types with little differentiation with the exception of the State Directors. This means that while these members were on the wrong list, they still received almost all communications in the past year. All errors have been corrected.

Organizational

- Quickbooks-Civi: 5% error rate
- Quickbooks-Google: 0% error rate*
- Quickbook-Constant Contact: 9% error rate*

*Note: These two figures represent current organizational members. However, both lists were found to contain many outdated or old members.

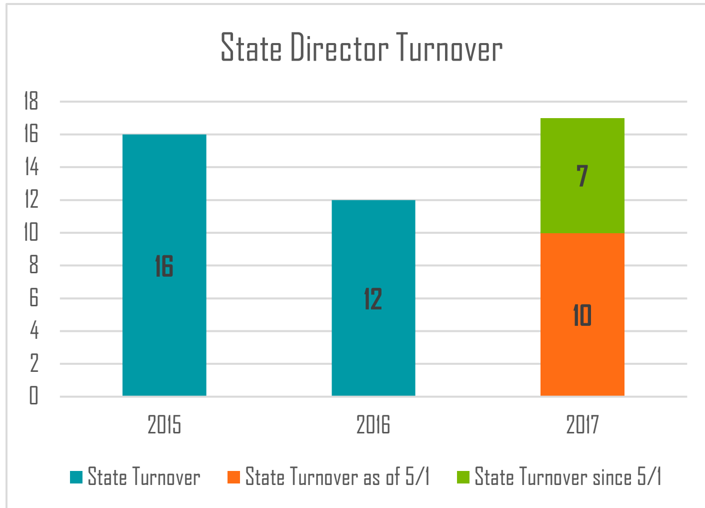
Results: These results are not unexpected. As staff have begun to fully use the membership database, the organizational membership category has not been a seamless transition, due to technical quirks in the way that the database is structured that lead to individual members "losing" their membership. Staff are creating protocols that will better monitor these issues on a monthly basis. Additionally, a better process is being refined to ensure that former organizational members are removed from the mailing lists during the dues renewal period, which is when these memberships are allowed to change. All errors have been corrected.

Next steps:
All errors have been rectified across these systems. Staff are further refining processes to remove opportunities for error including investigating how to better use the membership database the place where all mass communications are sent rather than using separate systems, all of which must be updated any time there is a change.

Board Action: None

New State Director Leadership Program

Submitted by Andrea Zimmermann, Senior Associate for Member Engagement and Leadership Development



At the spring Board meeting, staff shared that there had been 10 State CTE Director positions that had turned over 10 State CTE Directors in the current cohort of new leaders. Since that time, some of those vacancies have been filled as well as having additional turnover.

As shown in the chart, Advance CTE has supported 17 states as their state leadership has turned over. As of September 22, the number of new State Directors in the current cohort is 11 (AK, AZ, CT, DC, IL, IN, NM, NV, OR, SD, WI) with five interim leaders (AL, NC, SC, TX, AL). Note: The difference in the 2017 number is due to one state turning over twice.

Currently, the new State Directors are paired with mentors as follows (Note: not all new State Directors have chosen to participate in mentorship):

New State Director	Mentor
Alaska (Deb Riddle)	Washington (Eleni Papadakis)
Arizona (Cathie Raymond)	Utah (Thalea Longhurst)
Connecticut (Harold Mackin)	Maine (Meg Harvey)
D.C. (Chad Maclin)	Maryland (Lynne Gilli)
Illinois (Marci Johnson)	Wyoming (Guy Jackson)
Indiana (Chris Deaton)	Florida (Rod Duckworth)
Wisconsin (Colleen McCabe)	Minnesota (Jeralyn Jargo)
Oregon (Laura Foley)	TBD
South Dakota (Laura Scheibe)	TBD

New State Director Leadership Program

Over the summer months, staff, with guidance and support from former Tennessee State Director Danielle Mezera, worked to solidify the objectives and scope of the program, along with the curriculum and delivery model.

Objective:

To empower new State CTE Directors to develop and advance comprehensive policies, infrastructure and programming that lead to, and sustain, high-quality CTE academic and technical learning and skills attainment for all learners in their states.

Therefore, Advance CTE commits to the promotion of a progressive, one-year professional development program that provides positive-leaning guidance, supports, resources and tools to strengthen State CTE Director capacity in the areas of (1) strategic planning and visioning, (2) content knowledge, and (3) leadership and management skills.

Delivery model:
To achieve this, this program will operate using a three-prong service approach using:
- In-person Services (such as national meetings, site visits)
- Technology-based Services (such as webinars and phone calls)
- Self-Directed Services (such as self-guided tools including templates, on-demand videos webcasts, and existing Advance CTE resources)

See the graphic in Appendix A for an illustration of the progressive life cycle. This includes the two common touch points provided four times a year – twice during the annual meetings and twice virtually through webinars. The intervening months will provide opportunities for self-guided work. This approach was taken as a means to provide State Directors with the flexibility to take the program at their own pace, and once fully built out, pick and choose which modules they wish to use.

Staff have created a short survey that will serve as an in-take assessment that will help gauge the new leaders' working knowledge on the range of topics that will be covered during the program as well as their opinion of where the state is as well as the urgency or priority of a given topic. The results of the assessment will help indicate to staff personalize the support the new leaders receive. The results will also be shared with the assigned mentor as a way to help direct these monthly calls.

Additionally, staff intend to use the mentors more intentionally with the newly revamped program. Though some best practices for mentor relationships have been established such as putting a standing time for calls on the calendar, staff have received feedback from mentors that the calls are oftentimes still unstructured. To remedy this and to make sure these relationships sustain and are fruitful, staff will create better feedback loops to ensure the mentor knows which module the new leader is working on and use that topic to drive a related conversation during the standing call.

Curriculum:
The programming is a blend of six recommended modules that cover the priority points that all new State Directors should analyze as they take stock of their state system in their new role and evaluate and/or change the vision and direction of CTE in their state. All modules will include touchpoints and prompts regarding strategic planning, visioning and management and leadership development.

All recommended modules include the following:
- A pre- and post-assessment to gauge learning and remaining needs
- Framing and content knowledge
- Guiding questions that explore the content but also connect back to their vision and strategic plan

- Next steps, including prompts for mentor discussion

Additionally, there are six optional topics, which the new leaders can choose to explore as it becomes a priority for them. These optional topics will be delivered differently than the recommended modules. Some will be provided by request through personalized, virtual technical assistance, and others will be provided as a series of resources that will be packaged and provided on the Members Only section of the Advance CTE website.

New State Director Leadership Program Curriculum	
Recommended	*Optional*
1. Carl D. Perkins Career and Technical Education Act 2. CTE Programs of Study 3. Employer Engagement and Inter-agency Partnerships 4. Data, Accountability and Evaluation 5. Personnel Review and Intra-agency Partnerships 6. An Action Plan	1. Student Supports and Programming 2. Work-based Learning 3. CTE Instructor and Administrator Licensure and Supports 4. Other Federal Acts (ESSA, WIOA, HEA) 5. Industry Recognized Credentials 6. Secondary-Postsecondary Alignment

Timeline:
Though flexible, the program will follow an 11-month schedule, beginning in October and ending in August. If there is ample state turnover and enough new leaders who will be starting around the time of the Spring Meeting, staff have considered the possibility of running concurrent cohorts – one that starts with each in-person meeting. It would be preferred to only have one cohort per year, but staff are willing to evaluate the needs in order to remain flexible and responsive.

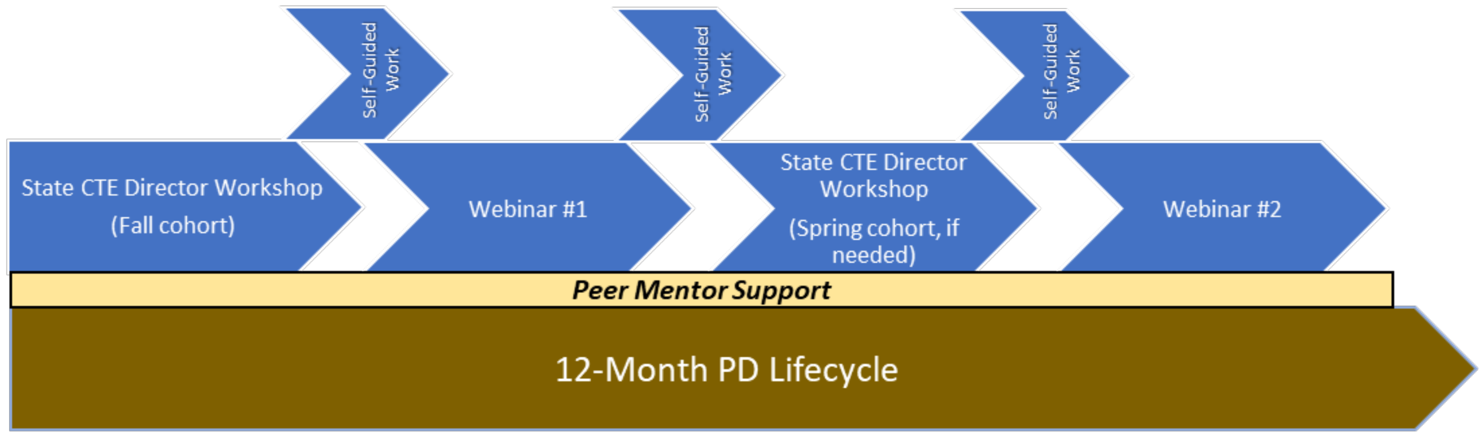
The first cohort was launched on October 5 with a webinar and will officially kick off on October 16 in conjunction with the Fall Meeting.

The program will include two in-person touchpoints in conjunction with the Advance CTE meetings and two virtual touchpoints by webinar. As the program develops, staff plan to offer smaller calls with new leaders who are unpacking similar challenges to build cross-state sharing and maximize resources and supports that can be offered.

Board Action: None

Appendix A:

New State CTE Director Leadership Program[1]



[1] Program Assumption:

a. Advance CTE can manage up to two "crossover" cohorts if necessary. *(Preferably, there is only one 12-month cohort, starting every fall; however, if necessary, another 12-month cohort could be started in spring if demand warrants.)*

b. Over the course of 12 months, the program will:
   i. utilize the 3-prong service approach and
   ii. address the 3 key areas of professional support.

FY17 Advance CTE Financial Report
Report prepared by Kimberly Green, Executive Director

This report provides summary financial information for the entirety of fiscal year 17 or July 1, 2016 through June 30, 2017.

INCOME: Advance CTE received 103% of its budgeted income. All main sources of income exceeded projections – dues, interest, meeting registrations and sponsorships. The only "under budget" income items were reserve withdrawals (none needed) and other income (received $3,921.50 of projected $10,462).

EXPENSES: Overall, Advance CTE expended 90% of projected expenses. The expense items that exceeded budgeted targets are as follows:

Legal fees: over budget by $1,254.88

Explanation: The Board authorized the additional expense to have the attorney review documents associated with the new membership structure.

Full employee benefits: over budget by $1,894.49.

Explanation: Two long-time employees left the organization in FY17 (Hornberger and Voytek). The payout of their accumulated annual leave brought this expense line above projections.

Merrill Lynch fees: over budget by $1,447.28

Explanation: The investment portfolio/management fee is charged at 1% of investments. Therefore, the fees charged are linked to the value of the investments. The income received from the investments patterned the increase in fees – both "over budget" by 5%.

Accounting: over budget by $3,349.20

Explanation: With the departure of the Office Manager, some bookkeeping that was previously conducted internally was outsourced to the accounting firm.

Insurance: over budget by $78.36

Explanation: The organization holds a key person insurance policy on the Executive Director. This fee went up, which increases with age, greater than expected this year.

ASSETS:

	Assets	**Equity**
FY17	$3,013,911.87	$2,703,886.62
FY16	$2,734,546.33	$2,409,761.74
FY15	$2,726,768.29	$2,417,466.39

INVESTMENTS: The report from the Merrill Lynch advisor does not call for any adjustments to the portfolio at this time. The portfolio has approximately a 5.57% rate of return, with the equity portion at 8.07%, which is higher than the Dow Jones Index (8.03%) but lower than the S & P 500 (8.24%).

Board action required: Approve FY17 year-end financial reports.

Advance CTE FY17 Budget				
	ApprovedFY17	Actuals as of 6/30/17	Actuals to Budget	Explanatory Notes
INCOME			100% of fiscal year	
State Memberships	$499,395.05	$530,458.00	106%	All states retained memberships.
Associate & Org. Memberships	$51,917.50	$58,650.00	113%	New associate members (individual and organizational) received throughout the year, bringing total above target.
Conference Registrations	$135,000.00	$170,103.80	126%	Fall meeting registrations trailed expectations but spring exceeded expectations.
Conference Sponsorships	$73,000.00	$84,000.00	115%	Fall meeting registrations trailed expectations but spring exceeded expectations.
Interest/Dividend	$75,000.00	$78,667.40	105%	Better than projected.
Other income	$10,462.00	$3,921.50	37%	Less than projected due to some shifts in small contracts, honorarium.
Reserve withdrawal	$20,484.01	$0.00	0%	None needed.
Reserve fund withdrawal - payment to The Center to Advance CTE	$33,835.00	$0.00	0%	No reserve withdrawal needed due to a strong income position.
TOTAL REVENUES	**$899,093.56**	**$925,800.70**	103%	
EXPENSES				
Allocated Expenses to Specific Projects				
Speakers	$1,000.00	$604.79	60%	
Meals (Hotels/Catering)	$95,300.00	$78,655.37	83%	On target. Did not have expenses for joint Executive Committee meeting with ACTE, which had been budgeted.
Travel/Lodging	$26,000.00	$5,982.56	23%	Travel costs much lower than projected as travel was reimbursed/Perkins reauthorization not completed. Also, this line item was impacted by no joint meeting with ACTE Executive Committee.
Awards/Gifts	$1,605.00	$579.50	36%	Budget was for full array of awards. Postponed member awards to the fall and only recognized one Congressional leader.
Audio Visual	$14,000.00	$10,374.58	74%	
Printing/Copying	$28,600.00	$20,755.05	73%	Slightly less than projected due to more electronic communications.
Telephone/communications	$11,128.08	$5,422.30	49%	More costs covered by the Center than projected due to extension of IDIQ grant.
Postage/Overnight	$3,685.00	$2,836.94	77%	
Supplies	$4,250.00	$3,531.90	83%	
Education/Training	$3,500.00	$2,710.24	77%	Lower than projected due based on staff composition/turnover and approved professional development plans.
Dues/Subscriptions	$8,052.61	$5,891.44	73%	Lower than projected. Center covered a greater share of some costs due to extension of IDIQ. Some costs lower than projected.
Bank Charges - Credit Card Fees	$4,011.00	$5,725.85	143%	Due to creation of online payment portal for meeting registrations, credit card usage increased compared to projections.
Reimbursement to The Center to Advance CTE for project-specific work	$33,835.00	$23,175.31	68%	Reimbursement for direct costs for Learning that works campaign efforts, as well as the Excellence in Action awards. Based on actual expenses. Only produced one of two planned videos and awarded 11 of 16 Career Clusters for EiA awards.
Legal fees	$3,380.00	$4,634.88	137%	Includes unplanned (but approved by the Board) review of state membership policy by attorney.
Consultants	$14,574.20	$13,113.66	90%	
Subtotal - Specific Projects	**$252,920.89**	**$183,994.37**	**73%**	

Advance CTE FY17 Budget				
	ApprovedFY17	Actuals as of 6/30/17	Actuals to Budget	Explanatory Notes
General & Administrative Expenses				
Salaries	$411,262.71	$387,614.17	94%	
Full employee benefits	$81,591.90	$83,486.39	102%	Includes pay out of annual leave for two staff who left employment during fiscal year. This accounts for the over-budget amount.
Rent	$80,889.46	$80,429.34	99%	On target. Includes full fiscal year's worth of rent.
Licenses/Fees	$2,709.00	$1,678.00	62%	
Office Supplies	$700.00	$146.54	21%	Lower than projected; more costs charged to projects.
Communications	$130.00	$66.81	51%	Lower than projected; more costs charged to projects.
Postage/Overnight	$216.88	$191.95	89%	
Printing/Copying	$10.00	$0.00	0%	
Equipment & Furniture	$3,812.07	$3,331.46	87%	On target. Two laptops purchased.
Bank Charges	$60.00	-$15.00	-25%	Wire transfer fee refunded.
Merrill Lynch Charges	$31,500.00	$32,947.28	105%	Over budget but proportional to interest earned.
Accounting	$27,381.00	$30,730.20	112%	Over budget. Relied on external accountant for some bookkeeping functions during staff transition.
Legal	$1,690.00	$0.00	0%	All legal expenses were project-based.
Insurance - Directors	$3,679.65	$3,758.01	102%	Slight increase in key person insurance costs.
Liaison & Meetings	$540.00	$456.76	85%	
Total G&A Expenses	$646,172.67	$624,821.91	97%	
Total Project Expenses	$252,920.89	$183,994.37	73%	
TOTAL EXPENSES	$899,093.56	$808,816.28	90%	
INCOME LESS EXPENSES	$0.00	$116,984.42		

Advance CTE
Balance Sheet
As of June 30, 2017

		Total
ASSETS		
Current Assets		
Bank Accounts		
1010 Cash- Bank of America		257,774.96
1017 Merrill Lynch Cash - 749		10,008.22
1018 Merrill Lynch Cash - 7WD		23,073.44
Total Bank Accounts	**$**	**290,856.62**
Accounts Receivable		
1200 Accounts Receivable		25,528.93
Total Accounts Receivable	**$**	**25,528.93**
Other Current Assets		
1100 Investments		
1131 Government Bonds		595,916.24
1159 Equities		1,979,841.59
Total 1100 Investments	**$**	**2,575,757.83**
1275 Security Deposit		9,000.00
1280 Due from Foundation		99,156.88
1299 Accrued Interest Receivable		2,046.47
1300 Prepaid Expense		5,630.08
1499 Undeposited Funds		2,550.00
Total Other Current Assets	**$**	**2,694,141.26**
Total Current Assets	**$**	**3,010,526.81**
Other Assets		
1400 Furniture and Fixtures		25,107.21
1405 Accumulated Depreciation - Furniture and Fixtures		-24,581.66
1410 Equipment		19,038.73
1450 Accumulated Depreciation- Equipment		-16,179.22
Total Other Assets	**$**	**3,385.06**
TOTAL ASSETS	**$**	**3,013,911.87**
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable {105}		29,760.80
Total Accounts Payable	**$**	**29,760.80**
Other Current Liabilities		
2070 Accrued Vacation		90,715.44
2099 Deferred Revenue		
2144 Deferred Revenue FY 17-18 State Dues		160,824.00
2145 Deferred Revenue FY 17-18 Associate Dues		28,725.00
Total 2099 Deferred Revenue	**$**	**189,549.00**

Total Other Current Liabilities	**$**	**280,264.44**
Total Current Liabilities	**$**	**310,025.24**
Total Liabilities	**$**	**310,025.24**
Equity		
3000 Net Assets		1,954,431.63
3900 Earnings		455,330.11
Net Income		294,124.89
Total Equity	**$**	**2,703,886.63**
TOTAL LIABILITIES AND EQUITY	**$**	**3,013,911.87**

Executive Investment Recommendation Summary
September 2017
Submitted by Mark Friese, Merrill Lynch

The U.S. stock markets have continued to reach all times highs this year. At the same time interest rates remain near historic lows, but have been slowly rising. We have had a long recovery from early 2009 and history would indicate that a correction of some degree would be likely. We have positioned portfolios in sectors of the market that are more defensive and should decline less in a correction. This would include sectors like consumer staples and utilities. In addition, a large portion of the equity portion of portfolios is also focused on conservative, dividend producing, equity based indexes. These indexes provide income which has historically risen over time and should also provide additional stability in a declining market.

Much of the current increase in the market has been focused on sectors that are historically more volatile, like technology. These sectors tend to be more susceptible to greater declines in a correction, so we are under-weighted in them. Due to this under-weighting short-term recent performance is below the market. However, the long-term performance of both the association and foundation accounts remains significantly above the general market.

Interest rates are currently near all-time historic lows, but are expected to continue to be increased. Bonds move inversely with interest rates, so we are expecting a decline in bonds looking forward. For this reason both the Advance CTE (*Association*) account and Center to Advance CTE (*Foundation*) accounts are at lower range of the investment policy statement for bonds. When interest rates start to increase and bonds decline in price we will reallocate from equities to bonds.

Both the Foundation's and Association's equity exposure is in line with the investment policy statement. *Recent deposits will be allocated accordingly.*

Sufficient cash is available to meet intermediate cash flow needs that were estimated by the association.

Summary of recommended changes:

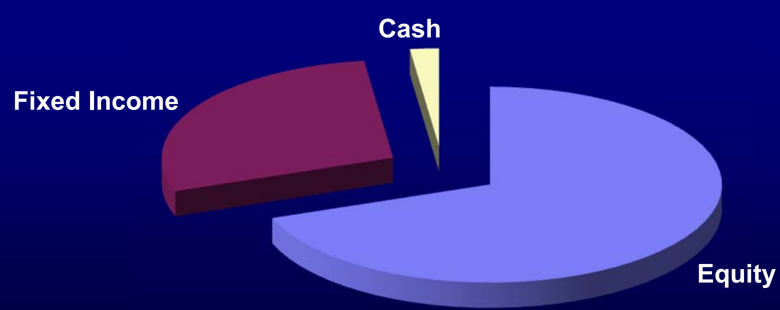
The above changes are intended to improve long-term performance and increase income from fixed income investments. Certain sectors of the market are recommended to be over-weighted also to improve long-term performance. These are sectors that tend to perform well during a difficult economic environment and tend to lead the market when things improve.

No direct costs are associated with making these changes.

Advance CTE
Current Asset Allocation
Accounts 749-04H01 & 7WD-04H50
Period: July 1, 2016 - June 30, 2017

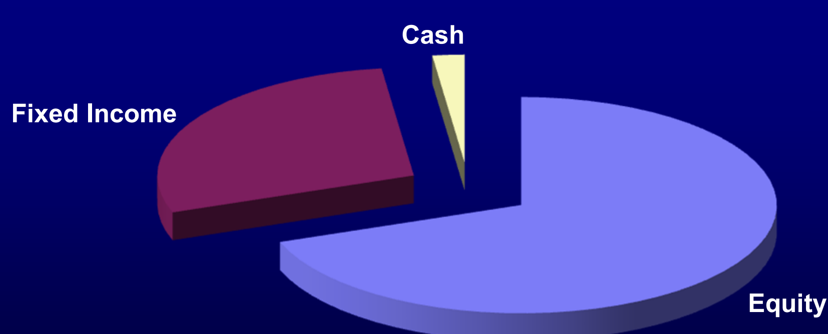
Current Portfolio

Asset Allocation Type:	Per Investment Policy Statement		
Equity	69%	$	1,844,743
Fixed Income	29%	$	758,330
Cash	2%	$	53,519
Sub-Total	100%	$	2,656,592
Cash Reserves		$	100,000
Total Portfolio Value		$	2,756,592



Proposed Portfolio

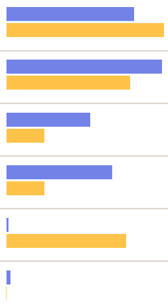
Asset Allocation Type:	Per Investment Policy Statement		
Equity	69%	$	1,844,743
Fixed Income	29%	$	758,330
Cash	2%	$	53,519
Sub-total	100%	$	2,656,592
Cash Reserves		$	100,000
Portfolio Value	100%	$	2,756,592



Size and Style Analysis - Summary

As of Close of Business: 09/14/2017

Current Holdings   Custom Model   All Equity compared to Custom Model

Size And Style	Total Holdings(%) 0% 50%	Current(%)	Model(%)	Gap- Model vs. Current(%)	ML Holdings($)	Model($)	Gap- Model vs. Holdings($)
Equity							
Large Cap Growth		26.50	33.00	6.50	575,228	1,309,358	734,130
Large Cap Value		32.69	26.00	(6.69)	709,576	1,031,615	322,039
Small/Mid Cap Growth		17.54	8.00	(9.54)	380,605	317,420	(63,185)
Small/Mid Cap Value		22.14	8.00	(14.14)	480,527	317,420	(163,107)
International Equity		0.35	25.00	24.65	7,665	991,938	984,272
Equities Blend		0.78	0.00	(0.78)	16,870	0	(16,870)
Total Equity Assets					**2,170,470**		

* Total represents the sum of all cash and cash equivalents including short positions with associated credit balances.

Size and Style Analysis - Summary

As of Close of Business: 09/14/2017

Date of Composition Information Obtained for Pooled Investments

If the accounts included in this analysis hold mutual funds, closed end funds, annuities, or external account proxies, the portfolio holdings reported by the fund as of the date identified below are reflected in the current portfolio analysis. Note that mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, this analysis may not accurately reflect the current composition of the accounts included.

Mutual Funds

Security	Security Description	Data As Of	Security	Security Description	Data As Of
PHSZX	PRUDENTIAL JENNISON	07/31/2017			

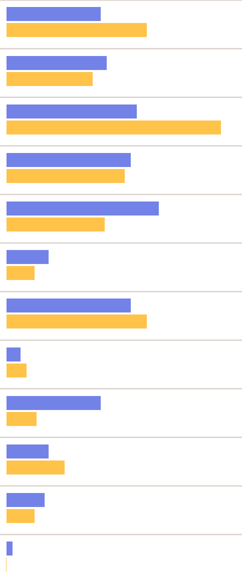
Exchange Traded Funds

Security	Security Description	Data As Of	Security	Security Description	Data As Of
SHY	ISHARES 1-3 YEAR	07/31/2017	IYW	ISHARES U.S. TECHNOLOGY	07/31/2017
CSJ	ISHARES 1-3 YEAR	07/31/2017	PEY	POWERSHARES EXCH TRADED	07/31/2017
IEI	ISHARES 3-7 YEAR	07/31/2017	VCR	VANGUARD CONSUMER	07/31/2017
CIU	ISHARES INTERMEDIATE	07/31/2017	VIG	VANGUARD DIVIDEND	07/31/2017
IWR	ISHARES RUSSELL MIDCAP	07/31/2017	VYM	VANGUARD HIGH DVD YIELD	07/31/2017
DVY	ISHARES SELECT	07/31/2017	VIS	VANGUARD INDUSTRIAL ETF	07/31/2017
IYK	ISHARES U.S. CONSUMER	07/31/2017	VNQ	VANGUARD REIT ETF	07/31/2017
IYE	ISHARES U.S. ENERGY ETF	07/31/2017	VOX	VANGUARD TELECOMM SRVCS	07/31/2017
IYF	ISHARES U.S. FINANCIAL	07/31/2017	BND	VANGUARD TOTAL BOND MKT	07/31/2017
IYH	ISHARES U.S. HEALTHCARE	07/31/2017	DON	WISDOMTREE US MIDCAP DIV	07/31/2017
PFF	ISHARES U.S. PREFERRED	06/21/2017	DTD	WISDOMTREE US TOTAL	07/31/2017

Sector Analysis - Summary

As of Close of Business: 09/14/2017

Current Holdings | Custom Model | All Equity compared to Custom Model



Sector	Total Holdings(%) 0% – 25%	Current(%)	Model(%)	Gap-Model vs. Current(%)	ML Holdings($)	Model($)	Gap-Model vs. Holdings($)
Equity							
Health Care		9.75	14.50	4.75	211,523	575,324	363,801
Consumer Staples		10.51	9.00	(1.51)	228,163	357,098	128,935
Information Technology		13.48	22.30	8.82	292,588	884,808	592,221
Consumer Discretionary		12.83	12.30	(0.53)	278,499	488,033	209,534
Industrials		15.92	10.30	(5.62)	345,622	408,678	63,056
Materials		4.42	2.90	(1.52)	95,979	115,065	19,086
Financials		12.95	14.50	1.55	281,036	575,324	294,288
Telecommunication Services		1.48	2.10	0.62	32,133	83,323	51,190
Utilities		9.78	3.20	(6.58)	212,312	126,968	(85,344)
Energy		4.38	6.00	1.62	95,062	238,065	143,003
Real Estate		3.95	2.90	(1.05)	85,689	115,065	29,376
Equities Blend		0.55	0.00	(0.55)	11,864	0	(11,864)
Total					**2,170,470**		

* Total represents the sum of all cash and cash equivalents including short positions with associated credit balances.

Sector Analysis - Summary

As of Close of Business: 09/14/2017

Date of Composition Information Obtained for Pooled Investments

If the accounts included in this analysis hold mutual funds, closed end funds, annuities, or external account proxies, the portfolio holdings reported by the fund as of the date identified below are reflected in the current portfolio analysis. Note that mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, this analysis may not accurately reflect the current composition of the accounts included.

Mutual Funds

Security	Security Description	Data As Of	Security	Security Description	Data As Of
PHSZX	PRUDENTIAL JENNISON	07/31/2017			

Exchange Traded Funds

Security	Security Description	Data As Of	Security	Security Description	Data As Of
SHY	ISHARES 1-3 YEAR	No Date Reported	IYW	ISHARES U.S. TECHNOLOGY	07/31/2017
CSJ	ISHARES 1-3 YEAR	No Date Reported	PEY	POWERSHARES EXCH TRADED	07/31/2017
IEI	ISHARES 3-7 YEAR	No Date Reported	VCR	VANGUARD CONSUMER	07/31/2017
CIU	ISHARES INTERMEDIATE	No Date Reported	VIG	VANGUARD DIVIDEND	07/31/2017
IWR	ISHARES RUSSELL MIDCAP	07/31/2017	VYM	VANGUARD HIGH DVD YIELD	07/31/2017
DVY	ISHARES SELECT	07/31/2017	VIS	VANGUARD INDUSTRIAL ETF	07/31/2017
IYK	ISHARES U.S. CONSUMER	07/31/2017	VNQ	VANGUARD REIT ETF	07/31/2017
IYE	ISHARES U.S. ENERGY ETF	07/31/2017	VOX	VANGUARD TELECOMM SRVCS	07/31/2017
IYF	ISHARES U.S. FINANCIAL	07/31/2017	BND	VANGUARD TOTAL BOND MKT	No Date Reported
IYH	ISHARES U.S. HEALTHCARE	07/31/2017	DON	WISDOMTREE US MIDCAP DIV	07/31/2017
PFF	ISHARES U.S. PREFERRED	06/21/2017	DTD	WISDOMTREE US TOTAL	07/31/2017

Time Weighted Rate of Return by Period: Yearly

Performance period: 07/01/2016 to 06/30/2017

Period	Opening Balance($)	Contributions/ (Withdrawals)($)	Interest/ Dividends($)	Appreciation/ (Depreciation)($)	Closing Balance($)	ROR Period(%)	ROR Cum(%)
2017	2,574,051	(100,000)	27,834	109,001	2,610,886	5.37	8.09
2016	2,387,251	125,000	35,495	26,305	2,574,051	2.58	2.58
Total	**2,387,251**	**25,000**	**63,329**	**135,306**	**2,610,886**		**8.09**

Note that various factors, including unpriced securities, and certain adjustments, holdings or activity may cause report results to differ from actual performance. Report results may also differ from results reported by other Merrill Lynch services. Past performance does not guarantee future results.

Relative Performance - Equity: Yearly

Performance period: 07/01/2016 to 06/30/2017

	Actual ROR(%)		Dow Jones Industrial Average Price Return(%)		MSCI World Index(%)		S&P 500 Price Return(%)	
Period	**Year**	**Cum**	**Year**	**Cum**	**Year**	**Cum**	**Year**	**Cum**
2017	**8.07**	**14.67**	**8.03**	**19.07**	**9.43**	**15.92**	**8.24**	**15.46**
US Equity	8.07	14.67						
2016	**6.11**	**6.11**	**10.22**	**10.22**	**5.93**	**5.93**	**6.67**	**6.67**
US Equity	6.11	6.11						

With respect to performance shown, various factors, including unpriced securities, and certain adjustments, holdings or activity may cause report results to differ from actual performance. Report results may also differ from results reported by other Merrill Lynch services. Past performance does not guarantee future results.

Reference Indices are included in this report as a general source of information regarding the performance of various types of investments. Allocation models and Indices should not be used to benchmark the performance of a specific account or portfolio. Your Financial Advisor can provide further information regarding the particular allocation models and Indices shown, including how the composition of an index compares to the composition of your account or portfolio.

Accounts included in this report: Please refer to the Account List for accounts included in this report.

Report created September 15, 2017
for **NATIONAL ASSOCATION OF STATE DIRECTORS**

FY18 Advance CTE Financial Report
Report prepared by Kimberly Green, Executive Director

This report provides summary financial information for July 1 through September 29, 2017 or 25% of the fiscal year. The accountant has reconciled the financial statements through August 31, 2017, which means investments are reflected through this date.

INCOME: Advance CTE has received 63% of its budgeted income, on target with projections.

EXPENSES: Advance CTE has spent 20.5% of its budgeted income, which is also on target with projections. A majority of expenses incurred thus far are one-time fees (e.g. insurance, etc.). In mid-October, the first quarter payroll and salary reconciliation will take place.

ASSETS: Assets total $3,296,188.69, with equity at $2,721,837.23.

INVESTMENTS: The report from the Merrill Lynch advisor does not call for any adjustments to the portfolio at this time. The portfolio has a .74% rate of return, with the equity portion at 1.17%, which is lower than the both Dow Jones Index (2.8%) and the S & P 500 (1.99%).

Board action required: Approve FY18 financial reports.

Advance CTE FY18 Budget				
	Approved FY18	**Actuals as of 9/29/17**	**Budget to actuals**	**Explanatory Notes**
INCOME			25% of fiscal year	
State Memberships	$526,387.00	$410,199.00	77.9%	On target. Balance of state dues are paid around change in federal fiscal year - October 2017.
Associate & Organizational Memberships	$56,000.00	$55,925.00	99.9%	On target.
Spring meeting registration	$87,500.00	$0.00	0.0%	
Fall meeting registration	$62,500.00	$74,175.00	118.7%	On target.
Spring meeting sponsorships	$58,000.00	$0.00	0.0%	
Fall meeting sponsorships	$30,000.00	$23,000.00	76.7%	Unlikely to achieve targeted income expectations.
Interest/Dividend	$78,000.00	$5,969.05	7.7%	Investment and dividends recorded through August 31, 2017.
Other income	$6,608.00	$1,200.00	18.2%	
TOTAL REVENUES	**$904,995.00**	**$570,468.05**	63.0%	
EXPENSES				
Allocated Expenses to Specific Projects				
Member Services	$35,753.34	$5,938.75	16.6%	
Member Supports	$29,831.25	$3,651.50	12.2%	
Government Relations	$15,927.60	$250.00	1.6%	
Fall Meeting	$43,511.00	$268.12	0.6%	
Spring Meeting	$91,505.00	$0.00	0.0%	
Communications	$4,881.50	$255.00	5.2%	
Advance CTE Board	$54,737.20	$3,077.84	5.6%	
Lobbying	$1,230.00	$0.00	0.0%	
Subtotal - Specific Projects	**$277,376.89**	**$13,441.21**		
General & Administrative Expenses				
Salaries and benefits	$479,231.24	$142,207.45	29.7%	Recorded through August 31, 2017. First quarter reconciliation with the Center will happen in early October 2017.
Telephone/Comm	$75.00	$0.00	0.0%	
Office Supplies	$286.70	$32.50	11.3%	
Rent	$86,105.17	$21,286.36	24.7%	Includes expenses through September 30, 2017.
Licenses/Fees	$1,920.00	$1,680.00	87.5%	On target, as these expenses are annual.
Merrill Lynch Charges	$30,000.00	$4,931.42	5.4%	Recorded through August 31,2017.
Accounting	$30,000.00	$1,625.28	5.4%	Recorded through August 31, 2017 and includes initial down payment for audit.
Total G&A Expenses	$627,618.11	**$171,763.01**	27.4%	
Total Project Expenses	$277,376.89	**$13,441.21**	4.8%	
TOTAL EXPENSES	$904,995.00	**$185,204.22**	20.5%	
INCOME LESS EXPENSES	$0.00	$385,263.83		

Advance CTE
Balance Sheet
As of September 29, 2017

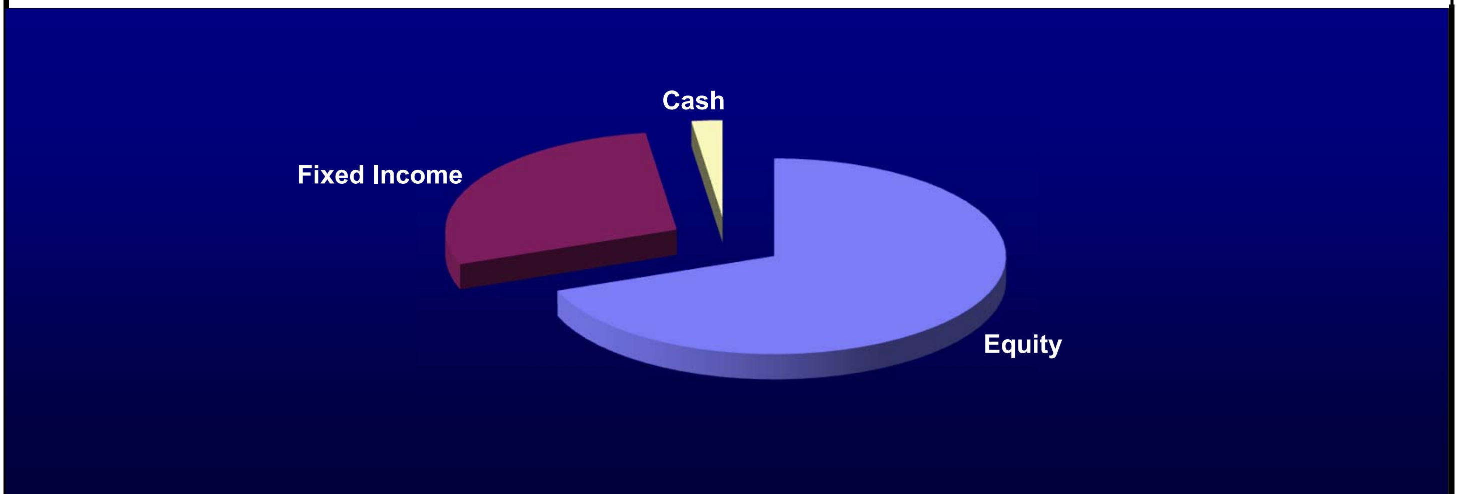
		Total
ASSETS		
Current Assets		
Bank Accounts		
1010 Cash- Bank of America		358,739.35
1017 Merrill Lynch Cash - 749		134,772.93
1018 Merrill Lynch Cash - 7WD		15,666.97
Total Bank Accounts	**$**	**509,179.25**
Accounts Receivable		
1200 Accounts Receivable		168,545.70
Total Accounts Receivable	**$**	**168,545.70**
Other Current Assets		
1100 Investments		
1131 Government Bonds		610,163.63
1159 Equities		1,992,582.83
Total 1100 Investments	**$**	**2,602,746.46**
1275 Security Deposit		9,000.00
1280 Due from Foundation		9.88
1299 Accrued Interest Receivable		2,282.92
1300 Prepaid Expense		239.92
1499 Undeposited Funds		1,100.00
Total Other Current Assets	**$**	**2,615,379.18**
Total Current Assets	**$**	**3,293,104.13**
Other Assets		
1400 Furniture and Fixtures		25,107.21
1405 Accumulated Depreciation - Furniture and Fixtures		-24,599.32
1410 Equipment		19,038.73
1450 Accumulated Depreciation- Equipment		-16,462.06
Total Other Assets	**$**	**3,084.56**
TOTAL ASSETS	**$**	**3,296,188.69**
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable {105}		23,175.31
Accounts Payable - Settlement		5,420.50
Total Accounts Payable	**$**	**28,595.81**
Other Current Liabilities		
2070 Accrued Vacation		90,715.44
2099 Deferred Revenue		
2144 Deferred Revenue FY 17-18 State Dues		409,999.26
2145 Deferred Revenue FY 17-18 Associate Dues		43,200.01
Total 2099 Deferred Revenue	**$**	**453,199.27**

2102 Payroll Liabilities		1,840.83
Total Other Current Liabilities	**$**	**545,755.54**
Total Current Liabilities	**$**	**574,351.35**
Total Liabilities	**$**	**574,351.35**
Equity		
3000 Net Assets		1,954,431.63
3900 Earnings		749,455.00
Net Income		17,950.71
Total Equity	**$**	**2,721,837.34**
TOTAL LIABILITIES AND EQUITY	**$**	**3,296,188.69**

Advance CTE
Current Asset Allocation
Accounts 749-04H01 & 7WD-04H50
Period: July 1, 2017 - August 31, 2017

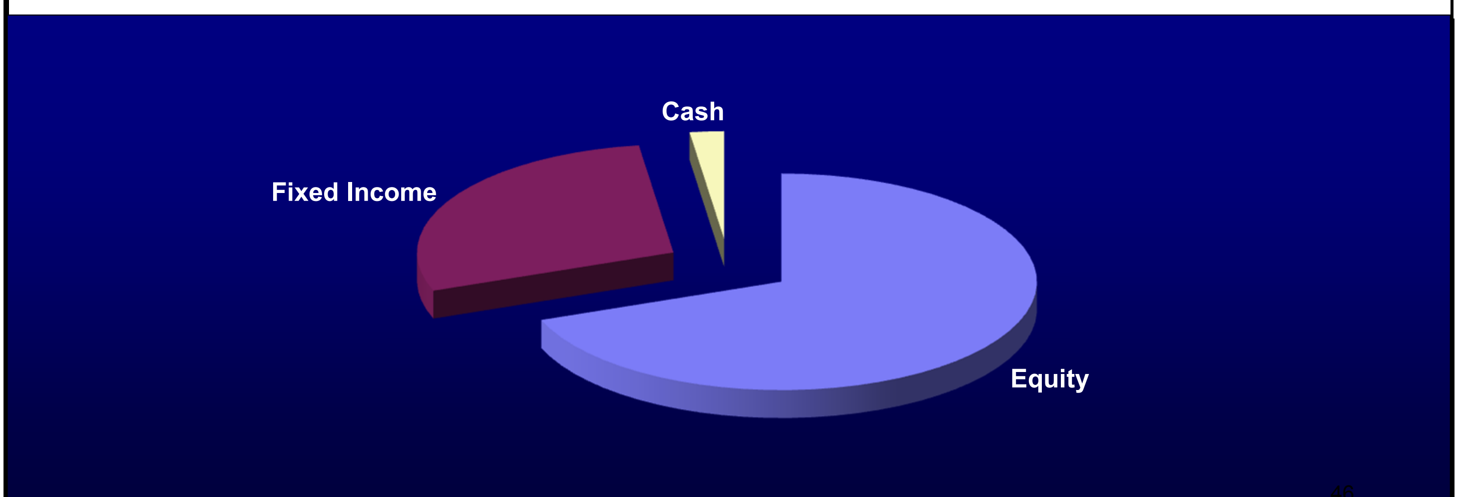
Current Portfolio

Asset Allocation Type:	Per Investment Policy Statement		
Equity	69%	$	1,838,820
Fixed Income	29%	$	759,223
Cash	2%	$	57,427
Sub-Total	100%	$	2,655,469
Cash Reserves		$	100,000
Total Portfolio Value		$	2,755,469



Proposed Portfolio

Asset Allocation Type:	Per Investment Policy Statement		
Equity	69%	$	1,838,820
Fixed Income	29%	$	759,223
Cash	2%	$	57,427
Sub-total	100%	$	2,655,469
Cash Reserves		$	100,000
Portfolio Value	100%	$	2,755,469



Account Review Summary 07/01/2017 - 08/31/2017

Account 749-04H01

Security Name	Quantity	Cost Basis	Date Purchased	Date Sold/Mat	Sales Price	Market Value	Gain or (loss)	Realized Gain/Loss	Yield
Association-E.T.F.'s (749-04H01)									
Ishares DJ US Consumer Goods (IYK)	*340*	*$ 24,558*	*07/10/12*			*$ 41,086*	*$ 16,528*		*n/a*
Ishares DJ US Consumer Goods (IYK)	*72*	*$ 5,337*	*10/31/12*			*$ 8,700*	*$ 3,363*		*n/a*
Ishares DJ US Consumer Goods (IYK)	*5*	*$ 471*	*01/22/14*			*$ 604*	*$ 133*		*n/a*
Ishares DJ US Consumer Goods (IYK)	*69*	*$ 6,946*	*08/24/15*			*$ 8,338*	*$ 1,392*		*n/a*
Ishares Russell Midcap (IWR)	*1000*	*$ 96,760*	*10/20/06*			*$ 192,690*	*$ 95,930*		*n/a*
Ishares Russell Midcap (IWR)	*466*	*$ 26,967*	*04/03/09*			*$ 89,794*	*$ 62,827*		*n/a*
Ishares Russell Midcap (IWR)	*298*	*$ 32,577*	*10/31/12*			*$ 57,422*	*$ 24,845*		*n/a*
Ishares Tr Dow Jones US Tech (IYW)	*352*	*$ 24,756*	*07/10/12*			*$ 52,726*	*$ 27,970*		*n/a*
Ishares Tr Dow Jones US Tech (IYW)	*119*	*$ 8,376*	*10/31/12*			*$ 17,825*	*$ 9,449*		*n/a*
Ishares Tr Dow Jones US Tech (IYW)	*28*	*$ 2,118*	*05/10/13*			*$ 4,194*	*$ 2,076*		*n/a*
Ishares Tr Dow Jones US Tech (IYW)	*126*	*$ 17,631*	*05/02/17*			*$ 18,874*	*$ 1,242*		*n/a*
Ishares TR Dow Jones (DVY)	*737*	*$ 40,813*	*06/07/12*			*$ 67,841*	*$ 27,028*		*n/a*
Ishares TR Dow Jones (DVY)	*1733*	*$ 97,546*	*07/10/12*			*$ 159,523*	*$ 61,977*		*n/a*
Ishares TR Dow Jones (DVY)	*541*	*$ 31,251*	*10/31/12*			*$ 49,799*	*$ 18,548*		*n/a*
Ishares TR Dow Jones (DVY)	*32*	*$ 2,100*	*05/10/13*			*$ 2,946*	*$ 845*		*n/a*
Ishares TR Dow Jones (DVY)	*851*	*$ 59,965*	*12/10/13*			*$ 78,335*	*$ 18,370*		*n/a*
Ishares TR Dow Jones (DVY)	*277*	*$ 19,729*	*01/22/14*			*$ 25,498*	*$ 5,769*		*n/a*
Ishares TR Dow Jones (DVY)	*109*	*$ 7,711*	*02/14/14*			*$ 10,033*	*$ 2,323*		*n/a*
Ishares TR Dow Jones (DVY)	*57*	*$ 4,605*	*12/30/14*			*$ 5,247*	*$ 641*		*n/a*
Ishares TR Dow Jones (DVY)	*96*	*$ 7,671*	*02/19/15*			*$ 8,837*	*$ 1,166*		*n/a*
S&P US PFD STK Index Fund (PFF)	*91*	*$ 3,446*	*02/23/10*			*$ 3,554*	*$ 108*		*n/a*
S&P US PFD STK Index Fund (PFF)	*471*	*$ 17,977*	*07/15/10*			*$ 18,393*	*$ 416*		*n/a*
S&P US PFD STK Index Fund (PFF)	*322*	*$ 12,593*	*07/10/12*			*$ 12,574*	*$ (19)*		*n/a*
S&P US PFD STK Index Fund (PFF)	*292*	*$ 11,689*	*10/31/12*			*$ 11,403*	*$ (286)*		*n/a*
S&P US PFD STK Index Fund (PFF)	*254*	*$ 10,400*	*05/10/13*			*$ 9,919*	*$ (482)*		*n/a*
Vanguard Consumer (VCR)	*258*	*$ 16,731*	*04/26/11*			*$ 36,564*	*$ 19,833*		*n/a*
Vanguard Consumer (VCR)	*62*	*$ 4,589*	*10/31/12*			*$ 8,787*	*$ 4,197*		*n/a*
Vanguard Consumer (VCR)	*6*	*$ 632*	*01/22/14*			*$ 850*	*$ 218*		*n/a*
Vanguard Dividend (VIG)	*338*	*$ 17,806*	*08/03/11*			*$ 31,437*	*$ 13,632*		*n/a*

Security Name	Quantity	Cost Basis	Date Purchased	Date Sold/Mat	Sales Price	Market Value	Gain or (loss)	Realized Gain/Loss	Yield
Vanguard Dividend (VIG)	*429*	*$ 24,144*	*06/07/12*			*$ 39,901*	*$ 15,757*		*n/a*
Vanguard Dividend (VIG)	*1734*	*$ 98,102*	*07/10/12*			*$ 161,279*	*$ 63,177*		*n/a*
Vanguard Dividend (VIG)	*538*	*$ 31,647*	*10/31/12*			*$ 50,039*	*$ 18,392*		*n/a*
Vanguard Dividend (VIG)	*812*	*$ 59,982*	*12/10/13*			*$ 75,524*	*$ 15,542*		*n/a*
Vanguard Dividend (VIG)	*266*	*$ 19,716*	*01/22/14*			*$ 24,741*	*$ 5,025*		*n/a*
Vanguard Dividend (VIG)	*107*	*$ 7,855*	*02/14/14*			*$ 9,952*	*$ 2,097*		*n/a*
Vanguard Dividend (VIG)	*56*	*$ 4,599*	*12/30/14*			*$ 5,209*	*$ 610*		*n/a*
Vanguard Dividend (VIG)	*94*	*$ 7,748*	*02/19/15*			*$ 8,743*	*$ 995*		
Vanguard Industrial ETF (VIS)	*24*	*$ 965*	*05/13/09*			*$ 3,088*	*$ 2,123*		*n/a*
Vanguard Industrial ETF (VIS)	*374*	*$ 19,968*	*07/15/10*			*$ 48,126*	*$ 28,158*		*n/a*
Vanguard Industrial ETF (VIS)	*210*	*$ 14,507*	*10/31/12*			*$ 27,023*	*$ 12,516*		*n/a*
Wisdomtree Total Divid ETF (DTD)	*159*	*$ 10,482*	*12/10/13*			*$ 13,666*	*$ 3,184*		*n/a*
Wisdomtree Total Divid ETF (DTD)	*195*	*$ 13,026*	*01/22/14*			*$ 16,760*	*$ 3,734*		*n/a*
Wisdomtree Total Divid ETF (DTD)	*529*	*$ 35,327*	*01/22/14*			*$ 45,468*	*$ 10,141*		*n/a*
Wisdomtree Total Divid ETF (DTD)	*27*	*$ 1,789*	*02/14/14*			*$ 2,321*	*$ 532*		*n/a*
Wisdomtree Total Divid ETF (DTD)	*61*	*$ 4,614*	*12/30/14*			*$ 5,243*	*$ 629*		*n/a*
Wisdomtree Total Divid ETF (DTD)	*25*	*$ 1,896*	*02/19/15*			*$ 2,149*	*$ 252*		*n/a*
Wisdomtree Tr Midcap Div Fc (DON)	*85*	*$ 6,227*	*12/10/13*			*$ 8,251*	*$ 2,024*		*n/a*
Wisdomtree Tr Midcap Div Fc (DON)	*322*	*$ 24,124*	*01/22/14*			*$ 31,257*	*$ 7,133*		*n/a*
Wisdomtree Tr Midcap Div Fc (DON)	*175*	*$ 13,107*	*01/22/14*			*$ 16,987*	*$ 3,880*		*n/a*
Wisdomtree Tr Midcap Div Fc (DON)	*21*	*$ 1,566*	*02/14/14*			*$ 2,038*	*$ 473*		*n/a*
Wisdomtree Tr Midcap Div Fc (DON)	*55*	*$ 4,669*	*12/30/14*			*$ 5,339*	*$ 670*		*n/a*
Wisdomtree Tr Midcap Div Fc (DON)	*20*	*$ 1,733*	*02/19/15*			*$ 1,941*	*$ 208*		*n/a*
Ishares US Financial Services ETF (IYF)	*72*	*$ 5,820*	*01/22/14*			*$ 7,808*	*$ 1,988*		*n/a*
Ishares US Financial Services ETF (IYF)	*221*	*$ 18,382*	*10/21/14*			*$ 23,965*	*$ 5,583*		*n/a*
Ishares US Financial Services ETF (IYF)	*378*	*$ 39,399*	*05/02/17*			*$ 40,990*	*$ 1,591*		*n/a*
Prudential Jennison Health (PHSZX)	*961.013*	*$ 47,368*	*10/01/14*			*$ 48,463*	*$ 1,095*		*n/a*
Powershares Exch Traded Fund (PEY)	*84*	*$ 1,074*	*08/24/15*			*$ 1,404*	*$ 330*		*n/a*
Powershares Exch Traded Fund (PEY)	*2443*	*$ 30,854*	*08/24/15*			*$ 40,847*	*$ 9,993*		*n/a*
Vanguard High Div Yield ETF (VYM)	*954*	*$ 62,386*	*08/21/15*			*$ 75,633*	*$ 13,247*		*n/a*
Vanguard High Div Yield ETF (VYM)	*164*	*$ 11,134*	*08/13/15*			*$ 13,002*	*$ 1,868*		*n/a*
Vanguard Total Bond (BND)	*308*	*$ 24,947*	*02/17/17*			*$ 25,416*	*$ 469*		*n/a*
Vanguard Total Bond (BND)	*742*	*$ 59,954*	*01/31/17*			*$ 61,230*	*$ 1,276*		*n/a*
Ishares 1-3 Year Treasury (SHY)	*177*	*$ 14,958*	*01/31/17*			*$ 14,988*	*$ 30*		*n/a*

Security Name	Quantity	Cost Basis	Date Purchased	Date Sold/Mat	Sales Price	Market Value	Gain or (loss)	Realized Gain/Loss	Yield
Total		$ 1,337,822				**$ 1,992,582**	**$ 654,760**		
Association-Money Market (749-04H01)						**$ 134,773**			
749-04H01 Account Total						***$ 2,127,355***	***$ 654,760***		

Fees for period: ***$4,017.13***

Fees based on assets: ***$4,017.13***

The information set forth herein was obtained from sources we believe reliable, but we do not guarantee its accuracy. Past returns are not a guarantee of future results.

National Association of State Directors of Vocational
Account Review Summary 07/01/2016 through 08/31/2017

	Cost Basis	Buy/Sell	8/31/2017		Gain/Loss
Account 7WD-04H50 (Association)					
Managed Fixed Income Portfolio	$606,229	Various	$610,164		$3,935

Estimated Accrued Interest	$2,283
Money Market	$15,667
Account Total	***$628,114***

Time Weighted Rate of Return by Period: Yearly

Performance period: 07/01/2017 to 08/31/2017

Period	Opening Balance($)	Contributions/ (Withdrawals)($)	Interest/ Dividends($)	Appreciation/ (Depreciation)($)	Closing Balance($)	ROR Period(%)	ROR Cum(%)
2017	2,610,886	125,000	6,303	13,281	2,755,469	0.74	0.74
Total	**2,610,886**	**125,000**	**6,303**	**13,281**	**2,755,469**		**0.74**

Note that various factors, including unpriced securities, and certain adjustments, holdings or activity may cause report results to differ from actual performance. Report results may also differ from results reported by other Merrill Lynch services. Past performance does not guarantee future results.

Accounts included in this report: Please refer to the Account List for accounts included in this report.

Report created September 15, 2017
for **NATIONAL ASSOCATION OF STATE DIRECTORS**

Relative Performance - Equity: Yearly

Performance period: 07/01/2017 to 08/31/2017

	Actual ROR(%)		Dow Jones Industrial Average Price Return(%)		MSCI World Index(%)		S&P 500 Price Return(%)		
Period	**Year**	**Cum**	**Year**	**Cum**	**Year**	**Cum**	**Year**	**Cum**	
2017	**0.81**	**0.81**	**2.80**	**2.80**	**2.26**	**2.26**	**1.99**	**1.99**	
US Equity	0.81	0.81							

With respect to performance shown, various factors, including unpriced securities, and certain adjustments, holdings or activity may cause report results to differ from actual performance. Report results may also differ from results reported by other Merrill Lynch services. Past performance does not guarantee future results.

Reference Indices are included in this report as a general source of information regarding the performance of various types of investments. Allocation models and Indices should not be used to benchmark the performance of a specific account or portfolio. Your Financial Advisor can provide further information regarding the particular allocation models and Indices shown, including how the composition of an index compares to the composition of your account or portfolio.

Accounts included in this report: Please refer to the Account List for accounts included in this report.

Report created September 15, 2017
for **NATIONAL ASSOCATION OF STATE DIRECTORS**

Federal Policy Update
Report Submitted by Kathryn Zekus, Senior Associate for Federal Policy

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Carl D. Perkins Career and Technical Education Act

The *Strengthening Career and Technical Education for the 21st Century Act* (H.R. 2353) to reauthorize the Carl D. Perkins Career and Technical Education Act (Perkins) was introduced on May 4 by Representatives Glenn "GT" Thompson (R-PA) and Raja Krishnamoorthi (D-IL). This bipartisan bill builds on last year's effort to reauthorize Perkins (H.R. 5587), which passed the House by a 405-5 margin in September 2016. On May 17, the House Education and the Workforce Committee marked up H.R. 2353 and unanimously passed it. Prior to the mark up and then prior to the full House vote, Advance CTE and ACTE sent a letter to the committee and a letter to the House leadership outlining our support of many provisions included in H.R. 2353 and our main outstanding concern around how the bill defines a secondary CTE concentrator (you can find a summary and analysis of H.R. 2353 here). H.R. 2353 passed the full House of Representatives on a voice vote on June 22. Kimberly Green was invited to speak at a press conference immediately following the vote. She spoke about the bill's role in helping to close the skills gap and urged the Senate to take up reauthorization. A number of the bill's sponsors and other CTE leaders spoke as well.

Since House passage, Advance CTE has made outreach to all members of the Senate Health, Education, Labor and Pensions (HELP) to introduce Advance CTE and communicate our reauthorization priorities. Other groups (e.g., National Conference of State Legislatures, College in High School Alliance) have also reinforced the urgency of reauthorization by sending the Senate HELP Committee leadership letters encouraging them to act. While action in the Senate has yet to take place, there have been some promising signs in the last month. On August 28, the lead co-sponsors of the House bill held a press conference to call on the Senate to take up reauthorization. In addition, Senators Inhofe (R-OK) and McCaskill (D-MO) led the effort to send a "Dear Colleague" letter to the Senate HELP Committee leadership in late September encouraging them to take up Perkins reauthorization. At the time of this writing, the "Dear Colleague" letter had garnered 17 signatures from Senators (of both parties). Advance CTE is also convening the Perkins Education Coalition on September 28 to determine a strategy going forward to push for reauthorization. Key Hill staffers will attend the meeting to provide a status update and communicate the support they need from the field to get a bill across the finish line. In order to advance reauthorization, Advance CTE will take the lead on executing the strategy agreed to by the group.

We have also signed on in support of the following legislation that promotes our policy priorities:

- The Middle School Technical Education Program (Middle STEP) Act, introduced by Senators Kaine (D-VA) and Moore Capito (R-WV), legislation "that would expose middle school students to CTE programs focused on career exploration."
- The "Building U.S. Infrastructure by Leveraging Demands for Skills"(BUILDS) Act, sponsored by Senators Portman (R-OH) and Kaine (D-VA), which makes intentional

connections to CTE and would authorize the Secretary of Labor to award grants to industry or sector partnerships.

- The CTE Excellence and Equity Act, which was introduced by Senate CTE Caucus co-chairs Senators Kaine (D-VA), Portman (R-OH), Baldwin (D-WI) and Young (R-IN) as well as Senator Moore Capito (R-WV). The bill "would provide federal funding through a competitive grant program to support innovative approaches to redesigning the high school experience for students as schools develop curriculum, assess student performance and teach workplace skills through job shadowing, internships and apprenticeships."

Higher Education Act (HEA)

There is less momentum around reauthorizing HEA than there was in the Spring, but we have engaged with partner groups as they discuss legislative proposals that could inform reauthorization and plan to continue to do so going forward.

We have also signed on in support of the following letters and legislation that promote our postsecondary policy priorities:

- The "College Transparency Act," which has similar proposals in the house and Senate and would create a postsecondary student data system at the National Center for Education Statistics that is privacy protected and secure.
- This comment, in partnership with 27 organizations that participate in the Postsecondary Data Collaborative on the 2017-2018 National Postsecondary Student Aid Study Administrative Collection (NPSAS:18-AC), that expresses "support for the National Center for Education Statistics (NCES) proposed revision to add NPSAS:18-AC to the existing NPSAS study cycle" which will "support state and federal policymaker and researcher efforts in answering critical questions related to college affordability and students' financing of postsecondary education."

Elementary and Secondary Education Act (ESEA)

The House Education and the Workforce Committee held a hearing entitled, "ESSA Implementation: Exploring State and Local Reform Efforts" in June. Notably, several committee members brought up CTE – they were curious about how it fits into states' ESSA plans and were eager to share how their state's successful CTE initiatives benefitted students. As Perkins reauthorization moves forward, we will continue to advocate for intentional connections and alignment between Perkins and ESSA.

Seventeen states submitted ESSA plans to the U.S. Department of Education (ED) in the first window (which closed May 3). Advance CTE and the Education Strategy Group partnered to produce a report on how career readiness fared in these states. The analysis, *Career Readiness & the Every Student Succeeds Act Mapping Career Readiness in State ESSA Plans: Round 1* was released in July. Advance CTE has started a similar review process for the 34 state plans submitted during the second window (which closed September 18) and plans to release this analysis later this year.

Workforce Innovation and Opportunity Act (WIOA)

Advance CTE's has been focusing on disseminating implementation resources around WIOA as they are released. A number of reports and toolkits have been produced by partner organizations and we promote them in our "Legislative Updates" emails and blog series. In addition, we provided input on Senator Feinstein's (D-CA) resolution that recognizes September as "Workforce Development Month" given that there were two mentions of CTE in the resolution.

While not specifically related to WIOA, there has been a resurgence of interest in apprenticeship. This is likely due to the fact that on June 15, President Trump signed the "Expanding Apprenticeship in America" Executive Order (EO). The EO directs the Secretary of Labor to promote third-party apprenticeships and the Secretary of Education to promote apprenticeship in higher education, among other items, including the establishment of a "Task Force on Apprenticeship Expansion." The Secretary of Labor put out a call for nominations to the Task Force. Advance CTE nominated three of its members and one member of our staff to serve on the Task Force.

In addition, on the House Education and the Workforce Subcommittee on Higher Education and Workforce Development held a hearing on "Expanding Options for Employers and Workers Through Earn-and-Learn Opportunities" in July. Most members' questions of the witnesses focused on the components of registered apprenticeships and other industry-led programs that provide opportunities to earn and learn. Many of the witnesses mentioned the importance of employer and industry engagement in their programs and how their programs intentionally connect local K-12 schools and postsecondary institutions.

As additional details about the Administration's approach to apprenticeship emerge, we will remain engaged in conversations with our partners to ensure that our research and expertise in the connections between CTE and apprenticeships can be leveraged.

Engagement with the Administration

In August, Advance CTE and ACTE submitted joint comments in response to ED's call for input on the Department's Agency Reform Taskforce. The comments focused on providing a national support system for the CTE field, implementing K-12 education policies that promote college and career success, encouraging CTE research and evidence-based best practices and investing in CTE programs that support our nation's workforce.

Advance CTE met with Secretary DeVos and Ebony Lee, who leads the Department's policy work in September. The meeting focused on learning more about the Secretary's knowledge of CTE and the Department's CTE policy priorities. We introduced Advance CTE and shared information about our members, the vision and our commitment to increasing equitable access to high-quality CTE. In addition, we highlighted the Excellence in Action Award Winners, our analysis of ESSA plans and discussed CTE being at the intersection of education, workforce development and economic development. We shared some highlights of our Perkins recommendations, briefly discussed HEA and raised our concern about MOA while being careful to reinforce our commitment to civil rights and equity. We shared a full set of background materials, including hard copies of all of our communications with ED on this issue (including the FOIA request and response). We also shared our desire to maintain the current Perkins non-regulatory guidance, noting the strong collaboration we have with OCTAE. There was great interest in this topic, with the Secretary asking several questions and Ebony strongly encouraging us to submit these comments via the formal comment submission process (more on this below).

On September 9, we submitted joint comments with ACTE on the Department's Evaluation of Existing Regulations. We reinforced how helpful the non-regulatory guidance documents and questions and answer resources are for state and local leaders, recommended developing appropriate Methods of Administration (MOA) guidance through a formal regulatory process (and one which would allow state and local CTE leaders to provide input and work collaboratively with OCR) and highlighted that the negotiated rulemaking panel that will convene later this year should develop a new Gainful Employment regulatory framework that addresses the particular needs of postsecondary CTE.

Fiscal Year (FY) 2017 and 2018 Budget and Appropriations Update

In early May, Congress passed an Omnibus appropriations bill for FY17, which included level-funding ($1,117,598,000) for Perkins Basic State Grants. Shortly after this, Congress and the President turned their attention to the FY18 budget and appropriations process.

On May 23, the President's FY18 Budget was released. This proposal included a $168 million cut to the Perkins Basic State Grant, a 15 percent decrease from the current level of funding. This proposal also included an increase of $20 million for National Programs, which according to ED's FY18 Budget Summary and Background Information would "support a competition to promote the development, enhancement, implementation, or expansion of innovative CTE programs in science, technology, engineering, and mathematics (STEM) fields" (see Advance CTE and ACTE's press statement on the proposal here). ED held a briefing on the President's budget and when Advance CTE posed a question about the rationale behind the proposed $168 million cut to Perkins Basic State Grants, the response was that ED wanted to give Congress flexibility in the reauthorization process. In addition, we asked about the proposed $20 million increase to National Programs (which has historically been used for research and evaluation of CTE programs) and were provided with a similar answer to what appears in the ED Budget summary document: that it is meant to spur innovation in STEM CTE programs.

Secretary DeVos also appeared in front of the House and Senate Labor, Health and Human Services, Education and Related Agencies Appropriations Subcommittees to discuss ED's budget. When asked about the perceived implications of the proposed cuts to the Perkins Basic State Grants in light of the continued need for skilled workers, Secretary DeVos responded by saying that there's an opportunity to look at how some CTE efforts have been siloed, that there is some overlap between CTE and programs administered through the Department of Labor, and that there is a need to think holistically about how higher education legislation can support opportunities in CTE. Secretary DeVos provided a similar answer and emphasized the need to foster innovation when Senator Baldwin (D-WI) asked how the $20 million for competitive grants would make up for over $1.5 billion lost via formula grants through Perkins, 21st Century Community Learning Centers, and the Student Success and Academic Enrichment grants (authorized under Title IV-A of the Every Student Succeeds Act).

Given the increased attention to the federal investment in CTE and the rationale provided for the cuts, Advance CTE and ACTE co-authored an op-ed to address the misleading information provided by ED. Furthermore, Advance CTE and ACTE did a number of joint Hill meetings with House and Senate appropriators. To bolster our evidence of the detrimental impact that a 15 percent cut would have, Advance CTE re-designed our Perkins Funding Chart and asked our membership and readership of the Legislative Updates blog what a 15 percent cut would mean to them. The stories we received were compiled into a new advocacy resource, "What a 15 Percent Cut Perkins Really Means" that has been well-received by advocates and sent to Hill staff.

While our advocacy efforts focused on increasing the federal investment in CTE, both the House and Senate passed appropriations bills in September that would level-fund Perkins for FY18. An amendment sponsored by Representative Lewis (R-MN) and co-sponsored by Representatives Mitchell (R-MI), Francis Rooney (R-FL), Ferguson (R-GA), Smucker (R-PA) and Grothman (R-WI) proposed increasing the federal investment in CTE by $70 million and offsetting this increase by removing a $60 million increase for TRiO and a $10 million increase for GEARUP, programs that focus on assisting low-income college students attend and finish college. These two programs are extremely popular in Congress and have not only bipartisan support, but the support of Rep. Cole (R-OK), the Chairman of the House Labor, Health and Human Services, Education and Related Agencies Appropriations Subcommittee. When Rep. Lewis introduced the amendment, he and Rep. Cole engaged in a 20-minute conversation about it, with Rep. Cole noting that he applauded what Rep. Lewis was trying to do but did not support the way he proposed doing it because of his strong support for TRiO and GEARUP. Rep. Cole committed to working to find a way to increase the investment in CTE without offsetting it with funds allocated for TRiO and GEARUP.

Given that this amendment would have taken an increase in funds away from another education program, Advance CTE did not publicly comment on the amendment and did not promote it with other congressional offices. This amendment was not one that we had proposed and we explained this to the Council for Opportunity in Education, the group that advocates for these programs, when their President called us to ask about it. We believe that this course of action kept our partnerships with this group and other education groups intact and also will result in our continued productive involvement with the education and workforce funding coalitions in which we participate. We plan to make outreach to Rep. Cole's office to follow up on his promise to work to find an increase for CTE funding as the appropriations process continues.

Both the House and Senate Labor, Health and Human Services, Education and Related Agencies approved spending bills in September that provide the same allocation for Perkins. However, they differ on their allocations for a number of other education and workforce programs, with the House bill generally cutting or reducing more of those programs than the Senate, which generally kept these programs at their FY17 levels. In order to allow for additional time to negotiate on these spending bills and the overall budget, both the House and Senate passed a short-term spending measure (known as a continuing resolution) that would fund the government through December 8. While the measure keeps the government open until that time, it included a small reduction in funds across all programs in order to comply with current budget caps. This means that some states may see a slightly smaller allocation for the portion of funds in the Perkins Basic State Grant that will be disbursed October 1st.

We have also signed on to 10 letters since May that promote our budget and appropriations priorities and plan to continue to sign onto letters in partnership with the funding coalitions we part of and in coordination with ACTE to communicate specific request related to Perkins.

Board action required: None.

Perkins Reauthorization Score Card

Advance CTE Recommendation	H.R. 5587	H.R. 2353
Strengthen linkages to the labor market; only support high-wage, skill, demand, or growth firlds	Key theme in H.R. 5587	Key theme in H.R. 2353
Alignment to rigorous standards	Required alignment to rigorous state-identified standards as required in other federal law	Required alignment to rigorous state-identified standards as required in other federal law
Innovation Funding	Expands support for innovation but does not provide separate funding stream	Expands support for innovation but does not provide separate funding stream
Parnterships with employers	A key theme and requirement in H.R. 5587	A key theme and requirement in H.R. 2353
Consortia Incentives	Bill encourages them and provides state / local flexibility for implementation	Bill encourages them and provides state / local flexibility for implementation
WIOA Combined State Plan	Final bill empowers Perkins eligible agency to decide on WIOA state plan participation	Final bill empowers Perkins eligible agency to decide on WIOA state plan participation, but planning dates do not align
Career counseling / Planning	Bill contains supportive language throughout for counseling	Bill contains supportive language throughout for counseling
CTE Programs of Study	Bill emphasizes and incents CTE POS throughout but does not mandate all funding go out via POS	Bill emphasizes and incents CTE POS throughout but does not mandate all funding go out via POS
Accountability Measures	H.R. 5587's accountability measures are a slight improvement, but unit of analysis must be addressed	The unit of analysis issue was partially addressed in H.R. 2353, but the problematic definition of a secondary CTE concentrator still applies to three of the five secondary performance indicators

KEY

GREEN	Fully aligned to Advance CTE's Perkins Recommendation
YELLOW	Mostly aligned
ORANGE	Partially aligned
RED	No alignment

Advance CTE Recommendation	H.R. 5587	H.R. 2353
Support for Research / Professional Development	H.R. 5587's research component extremely problematic, but support for PD is robust at all levels	H.R. 2353's research component extremely problematic, but support for PD is robust at all levels
State flexibility / autonomy	H.R. 5587 preserves eligible agency's autonomy and protect essential functions of a state director	H.R. 2353 preserves eligible agency's autonomy and protect essential functions of a state director
State administration / leadership	State level set asides are all	State level set asides are all maintained and
Maintenance of Effort	H.R. 5587 contains all of Advance	H.R. 2353 contains almost all of Advance

Perkins Appropriations Policy
Submitted by Kathryn Zekus, Senior Associate for Federal Policy

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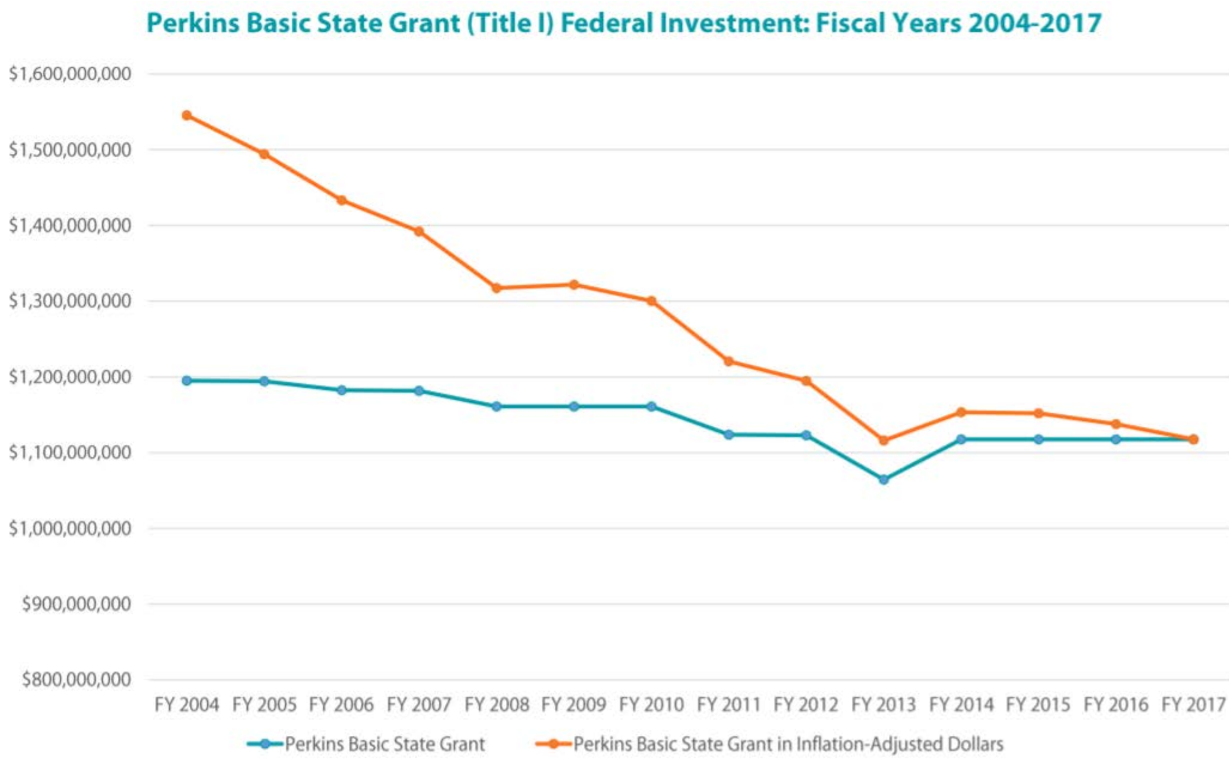
Despite its value, impact and broad bipartisan support, the investment in Career Technical Education (CTE) authorized through the Carl D. Perkins Career and Technical Education Act (Perkins) has declined significantly since Fiscal Year 2004 (FY04). The federal investment in Perkins has not kept pace with increasing demand in a growing economy. Between FY06 and FY16, Perkins funding decreased by $171 million, or 13 percent. Given that Perkins funds are not tied to inflation, this decrease is more accurately a 27 percent reduction in inflation-adjusted dollars (see the chart below).



Given this data, Advance CTE has advocated for an increase in the federal investment in Perkins, but there has not been a formal Board policy in place in order to allow for flexibility in the negotiations process that takes place each year in Congress. However, this year’s shifting appropriations context, in which “level is the new increase” and a 15 percent cut to Perkins Basic State Grants alongside a $20 million increase for National Programs was proposed in the President’s FY18 budget, has posed new challenges. While a cut of this magnitude would be devastating to states’ CTE programs (see blog post below), it was proposed along with a number of other steep cuts to education and workforce programs. This environment has resulted in a number of scenarios that have put Advance CTE in the position of needing to clarify where we stand on prioritizing the federal investment in CTE compared to other education and workforce programs. Adopting a formal Board policy would provide Advance CTE with the necessary guidance in these scenarios and ensure that we can maintain strong relationships and productively collaborate with Congressional staff, our partners, and the education and workforce funding coalitions in which we participate.

Proposed Appropriations Policy:

> The Carl D. Perkins Career and Technical Education Act (Perkins) supports Career Technical Education (CTE) programs by strengthening connections between secondary and postsecondary education, aligning to the needs of the economy, and improving the academic and technical achievement of students who choose to enroll in these programs. Additionally, Perkins is the federal government's largest investment in CTE, yet it has remained relatively flat funded since 1991. The program's buying power has fallen approximately $933 million, or 45 percent in inflation-adjusted dollars since that time. In fact, more than 20 states today receive a Perkins Basic State Grant that is at or below the the amount they received in 1998. Nevertheless, demand for CTE remains high, serving 11.8 million students across secondary and postsecondary who are enrolled in CTE programs across the country.
>
> Advance CTE shall actively advocate for an increase in the federal investment in the Perkins Basic State Grants, with the ultimate goal of keeping pace with inflation and employer and student demand for CTE. Advance CTE will not support efforts or proposals that increase the federal investment in Perkins Basic State Grants when such efforts or proposals are offset by a decrease in the federal investment in another education or workforce program(s).

Discussion Questions:

- The proposed appropriations policy includes that the goal of advocacy for an increase in the federal investment in the Perkins Basic State Grants is to keep pace with inflation and demand for CTE for the appropriations policy. Are there additional goals that should be included?
- The proposed appropriations policy notes that Advance CTE will not support proposals to increase the federal investment in Perkins Basic State Grants at the expense of education or workforce programs, but should Advance CTE support proposals that include an offset from another type of government program?
- Should Advance CTE take a position on funding for National Programs?

Board action required: Response to discussion questions.
Feedback on proposed policy.
Vote to approve the appropriations policy.

What a 15 Percent Cut to Perkins Really Means

Advance CTE asked its members and the readership of its Legislative Updates newsletter what a 15 percent cut to the Perkins Basic State Grant (as proposed in the President's Fiscal Year 2018 Budget) would mean for them. Career Technical Education (CTE) advocates, students and educators from across the country wrote to us to let us know how devastating these cuts would be to programs across the country. Unsurprisingly, we heard that these cuts would severely impact every stakeholder involved in a successful CTE system – from students, to teachers, to communities – and their ability to address important issues – from student access to programs, to their ability to develop in-demand skills, to the health of the U.S. economy.

We plan to share these stories with the House and Senate Appropriations Subcommittees – the key decision makers about Perkins funding. Compelling, real-world stories have great impact on legislators. They pull on their heart strings and highlight the harsh reality that these cuts will result in a loss of opportunities for students and employers.

How Cuts Hurt Learners

"Creating my two games taught me things about computer science and coding that I never knew existed. The computer science classes that I've taken have given me a greater appreciation for technology and were so much fun in the process. High school wouldn't be the same without them." – David, CTE Student in California

"Over the past five years, we have seen an increase in the number of students interested in taking a foundations CTE course rise from 358 to 802. In a school with around 1200 students, this is a significant increase. No longer is CTE the place where students go to fill their schedule. Students interested in engineering, computer science, pharmacy, etc are requesting to take our courses so that they can become better prepared for their future." – Kyle, CTE Professional in Alabama

"Because these funds are used in programs across the schools, it is accurate to say every one of the 1,600+ students in our schools has been supported by instructional materials purchased with Perkins funds." – Jack, CTE Professional in California

"Next year…there will be three new CTE programs–Engineering, Biomedical, and Computer Science…With the 15 percent cut to [the] Perkins Basic State Grant…these pathways may be in jeopardy." – Linda, CTE Professional in Massachusetts

"While [Perkins funds are] a relatively small percentage of our budget, the funds support critical services that increase students' likelihood of earning their diploma and a credential." – Tony, CTE Professional in Ohio

How Cuts Affect Instructors

"We rely on these funds to partially offset the costs of employing the unsung heroes of secondary Career and Technical Education programs – our industry-experienced paraprofessionals." – Jason, CTE Professional in Michigan

How Cuts Impact Communities

"It's a local and national economic development issue that strengthens all communities. Critical and long standing Perkins funding for CTE programs should be fully restored and enhanced." – Aiddy, CTE Professional in Iowa

"We have finally acknowledged the value of CTE and the resources it provides to our communities and youth. Let's not, again, go down the path of neglecting the core of our workforce." – Lex, CTE Professional in California

How Cuts Harm Our Economy

"The lack of these funds would impair the ability of students to find employment in the current job market and affect industries' ability to fill skilled positions." – Connie, CTE Professional in Kansas

"[CTE] is the solution to filling a substantial portion of the workforce demand not only in Oklahoma, but nationally. As our nation faces the difficulty of meeting the needs of a skilled workforce, we should be investing in Perkins funding, not cutting resources which are core to educational, and workforce advancements." – Marcie, CTE Professional in Oklahoma

"The Administration's plan to cut Perkins funding for Career and Technical Education, will not only hurt career centers, high schools and adult training centers it will be absolutely devastating to our overall economic growth. The current shortage of skilled workers is already an issue; this would only intensify the shortage of skilled workers and hurt our nation's youth and adults who are in desperate need of technical training…We as a country would be making a grave mistake to continue to cut Perkins funding." – Scott, CTE Professional in Ohio

Advance CTE Postsecondary Strategy
Submitted by Ashleigh McFadden, State Policy Manager

Advance CTE, as part of its commitment to *Putting Learner Success First: A Shared Vision for the Future of CTE*, believes that all CTE programs should be delivered as high-quality programs of study that span both secondary and postsecondary education. However, the organization has struggled to consistently or comprehensively address postsecondary CTE issues as an integral part of its program of work.

A sizable portion of Advance CTE membership has always been composed of postsecondary CTE offices, and this portion has only increased under the new membership structure.

Advance CTE is an organization that prides itself on being focused on meeting the needs of its members, thus the new membership structure necessitated reconsideration of how well we were serving the needs of our postsecondary members. The answer was that, honestly, we felt that we can and should be doing more.

To address the challenges listed above, Advance CTE will:

- Increase staff fluency in postsecondary CTE content;
- Improve responsiveness and proactiveness to postsecondary member needs;
- Become a more effective advocate for our postsecondary members;
- Develop partnerships with more postsecondary organizations and institutions, including potential funders;
- Become an organization that is widely perceived as representative of postsecondary interests and is included in wider postsecondary conversations; and
- Fully integrate this postsecondary strategy with the rest of the organizational strategies, so that both secondary and postsecondary are adequately represented in the resources and assistance provided.

Advance CTE will accomplish these objectives and increase its knowledge-base and services for postsecondary CTE through the following strategies between October 2017 and October 2018:

1. **Policy**
   a. Federal policy
      i. Ensure that the advocacy plan includes specific actions related to the Higher Education Act (HEA) reauthorization, the Workforce Innovation and Opportunity Act (WIOA), and other postsecondary federal policies, and create resources related to that plan
      ii. As a continuation of the work begun with postsecondary members at the 2017 Spring Meeting, examine member needs related to HEA reauthorization by leveraging a taskforce composed of postsecondary members
         1. As appropriate, create tools and resources for members related to HEA, including advocacy tools and informative briefs
         2. In the re-design of the federal portion of the website, ensure that there is a robust HEA section

iii. Ensure that efforts to reauthorize Perkins include a balanced and inclusive representation of both secondary and postsecondary priorities, including examining postsecondary data and implementation trends
   1. Share postsecondary implementation trends identified in the Perkins Implementation Survey through a brief and related webinar or meeting session.
   2. Conduct other research and interviews, as needed, to enhance survey findings

iv. Conduct research into how states have been implementing WIOA, with a focus on postsecondary information
   1. Author a brief that summarizes lessons learned/implementation progress of states that chose to do a combined state plan for Perkins/WIOA
   2. As the federal policy portion of the website is re-designed, ensure that the WIOA section is robust, including all relevant guidance related to Perkins postsecondary's role in WIOA implementation and that the WIOA members only resources are updated.

b. State policy

i. Author at least one publication per year that is postsecondary-facing only, and ensure that most state policy publications have relevance to both secondary and postsecondary audiences
   1. Continue to embed postsecondary examples in resources and publications, including in the upcoming rural briefs, LMI guide and the Year in Review report
   2. In conducting research and interviews, staff have begun and will continue to ensure that postsecondary examples are included, even if the report is otherwise centered around K-12
   3. In the future, this may involve partnering on publications with organizations who are better able to speak to postsecondary policy changes

ii. Ensure that each of the 12 topics within the Learning that Works Resource Center contain at least one postsecondary-focused policy resource

iii. Staff will provide technical assistance, which is customized assistance that has been requested by the state, to at least four postsecondary members. This assistance could be virtual or in-person, but will be centered around postsecondary issues

iv. Use the member listserv, or create a separate postsecondary member listserv, to conduct and summarize monthly informal scans of state postsecondary policies related to work-based learning, career pathways, career advising, etc. This information will be provided to secondary and postsecondary members as well as staff.
   1. Information on these foundational postsecondary CTE topics may also be gained through member interviews related to the Getting to Know You blog series and other publications

2. Promotion

a. Conduct more intentional outreach to the postsecondary CTE community to recruit Excellence in Action award applicants and build relationships with postsecondary press

   i. These may include a regular postsecondary feature in Advance CTE's member newsletter, postsecondary-specific fact sheets and postsecondary-specific webinars for launching new resources
   ii. Staff will also work to encourage more Excellence in Action applicants who have strong secondary and postsecondary partners in one program of study. This might include adding language to the application and/or awarding bonus points for secondary and postsecondary programs that apply together.

b. Launch a postsecondary blog series focused on diving deep into specific postsecondary issues, including but not limited to: work-based learning in postsecondary, meta-majors and career pathways, accreditation, performance-based funding
c. Elevate postsecondary communications work done by other organizations through social media, partner blog posts and the CTE Virtual Institute, with at least five other organizations featured
d. Begin relationships with at least two funders around postsecondary-focused projects and proposals, using recent postsecondary efforts to show our experience

3. **Professional development**
   a. At the Fall 2016 Board Meeting, a request was made to provide to members a data resource that gives common data and talking points related to CTE research and effectiveness. This work is beginning later this year, and staff will ensure that data is collected that is specific to postsecondary CTE
   b. Plan postsecondary-focused sessions at the 2018 Spring and Fall Meetings, with the ultimate goal that after 2018 content properly addresses the needs of all Advance CTE members
      i. Staff will consult with postsecondary partners and members to determine which topics might be useful sessions, and may leverage those same members and partners to assist in delivering the content
      ii. After 2018, meeting content should contain a mix of sessions for secondary and postsecondary members, with each side indicating in meeting evaluations that the content addressed their needs
      iii. Staff will add a question to the Spring and Fall meeting agendas to ask about the relevancy of the meeting to secondary and postsecondary needs
   c. Create deliberate and enduring spaces for postsecondary members within other membership structures and resources. This may include additional postsecondary, topical breakfasts at Spring and Fall Meetings, or ongoing call and webinar series with a select "kitchen cabinet" that would like more engagement.

4. **Partnerships**
   a. Broaden partnerships with postsecondary organizations, including national non-profits and regional/institutional student success centers, by seeking five new partnership activities in a year that merit inclusion in the partnership engagement matrix, including expanded relationships with existing organizational partners, such as working with the National Governors Association or the Education Commission of States on postsecondary issues
      i. These partnerships will be used to support research and the staff's increased knowledge in postsecondary

ii. Partnerships should span the work of multiple staff, including policy and promotion
iii. These partnerships will also be used to disseminate Advance CTE resources through online media and through presentations at conferences and other meetings, with a goal of making at least 10 presentations during the year

5. **Process**
   a. Staff will develop goals related to postsecondary content knowledge for their annual performance evaluation goals. The goals will vary based on individual job descriptions, but will be designed to increase general postsecondary CTE expertise
      i. Each staff member will be responsible for creating postsecondary-specific content, including blog posts, briefs, webinars and/or conference workshops, requiring research to increase content knowledge
      ii. Staff members will each give presentations on postsecondary content, either internally to the rest of staff or externally to other partners, as appropriate
      iii. Staff will all subscribe to postsecondary-specific daily clips emails (Lumina, etc.) to increase knowledge of general higher education landscape
   b. Ensure sustainable representation through implementation of governance process
      i. The new board-approved nominations and election policy is designed to ensure an equitable distribution of secondary and postsecondary representatives on the Board of Directors

Board Action: Provide Input

1. Does this strategy get us to the objectives listed on the first page? Is it sufficient to help us "consistently and comprehensively address postsecondary CTE issues?"
2. Are there any other content areas we should be focusing on within postsecondary CTE?
3. Are there any postsecondary partners (either national or local) you recommend we target or engage with?
4. What would it mean for you to participate in the deliberate and enduring spaces for postsecondary? What types of activities and/or events would that include?