

The Center to Advance CTE Board of Directors' Meeting  
**MINUTES**  
October 22, 2018  
BWI Marriott, Linthicum Heights, MD

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**ATTENDEES:** Bernadette Howard, Sarah Heath, Marcie Mack, Pradeep Kotamraju, Nicole Smith

**STAFF:** Kate Blossveren Kreamer, Kimberly Green, Nicole Howard

**ABSENT:** Cheryl Carrier, Jennifer Grove

**Welcome, Overview of Agenda:** Howard\* welcomed everyone and called the meeting to order at 4:15 p.m.

**Review and Approval of June Board Minutes:** Heath presented the minutes from the June 25, 2018 Board Meeting.

**MOTION: To approve the June 25, 2018 Board minutes, as presented.  
Heath; Howard.  
MOTION ADOPTED.**

**Review and Approval of FY18 budget:** The financial information discussed was for July 1, 2017 through June 30, 2018. The Center to Advance CTE received 111 percent of its budgeted income and spent 63 percent of budgeted expenses. Two areas over budget were Career Clusters (over by 42 percent) and project-based salaries and benefits (over by 22 percent).

Budget was below projections for DoDEA and ACTE VISION. The reserve fund did not have any withdrawals due to the success of development efforts. If the reserve fund income were removed from the budget, the total income would be at 118 percent of budgeted targets.

The report from the Merrill Lynch advisor does not call for any adjustments to the portfolio at this time. According to the financial information shared, the Center to Advance CTE is in good financial standing.

Smith asked when The Center to Advance CTE is under budget does it have any repercussions when seeking refunding from founders. Kreamer responded that Siemens Foundation and Joyce have carried forward and we are confident that both grants will be on target. Kreamer provided high-level details about these grants and said the current challenge is trying to figure out how to allocate funds properly according to staff hours and not double pay. Heath responded that sub recipients have their own rules according to their states. For example, payment for video production required a completely new RFP process and therefore funds have not yet been spent.

Kotamraju raised a question about the ACTE Vision budget and how it was resolved between parties. It was reported that the budget was 59 percent below projections. Reasons presented by Green were that there was a new cleaner MOU with a narrow scope of responsibilities. The terms of the agreement have shifted for FY19, with a maximum of \$10,000 reimbursement only (for time and travel costs) and no revenue share component.

**MOTION: To approve The Center to Advance CTE FY18 Budget, as presented.  
Longhurst; Kotamraju.  
MOTION ADOPTED.**

**Review and Approval of FY19 budget:** Mack discussed the FY19 budget and noted the grant funding carried over from Siemens and Joyce. The Center to Advance CTE has received 81 percent of its budgeted income. Due to unexpended grant funds that were carried forward into this fiscal year, both Siemens 2.0 and Joyce grants have greater income than originally projected. All other income areas are on target and in line with contract or grant disbursement schedules.

It was noted that the low spend rate of 8 percent in the expenses budget is because the salary and benefits reconciliation has not yet occurred. The goal is to work towards monthly reconciliation of staff time and benefits. Everything is on target and investments remain the same.

**MOTION: To approve The Center to Advance CTE FY19 Budget, as presented.  
Mack; Heath.  
MOTION ADOPTED.**

**Review and Approval of Center to Advance CTE Proposed Budget Modification:** Green presented a summary of changes to the budget due to new grants and a rent adjustment. The Center to Advance CTE saw success in development efforts, leading to two new grants - Gates and PAYA that need to be accounted for in the budget. Modifications based on the new grants are for income and expenses. Due to an analysis by the accountant, we have to make an adjustment in the reported rent allocation.

- **Gates:** On October 2, we received approval for a Gates grant in the amount of \$300,000. The funds will be used to offset Perkins V regional meetings, the Career Clusters Revision and an expansion of our equity work. The proposed budget modification is to increase both income and expenses by \$300,000.
- **PAYA:** In early October, we were awarded a \$100,000 subcontract from New America for our collaboration in the Partnership to Advance Youth Apprenticeship (PAYA). These funds will be used to offset ½ of a position (the other half will be funded via the Gates grant for the Career Clusters work). The proposed budget modification is to increase both income and expenses by \$100,000.
- **Rent:** The budget proposed to the Board in June included no rent costs for nine of the twelve months in this fiscal year because of a negotiated rent abatement. The accountants have proposed that the rent needs to be covered by **both** Advance CTE and the Center. As a result, it is necessary to charge the Center for rent during these nine months, which totals \$70,236.

The vote for these budget modifications will occur at a later date due to the need to make additional modifications to the budget.

**Career Clusters: Next Steps:** Kreamer presented an update on the approved Career Clusters strategy to revise the Framework but to keep some version of the original 16. The Center to Advance CTE has solicited a proposal from Vivayic to lead and document the technical aspects of the revision process from project management, to data analysis and we would focus on the resource development aspect. She mentioned the creation of a communications resource to demonstrate to members and users how to use the Career Clusters. The revision process will take a year to a year and a half including a website refresh to archive some of the related content. The budget for this project will need to cover a contractor and a senior associate role. This new position will be part of the PAYA grant to include the future of work, systems alignment and apprenticeships. Gates funding may also be used. There was a strong pool of candidates and there are plans to send an offer this week with a start date in December. We hope to have a project plan in place in the first quarter of 2019.

Smith asked why the Career Clusters needed to be revised. Kreamer responded that the standards were the main reason for evaluating them. We weren't sure if it was time well spent to rewrite them so a taskforce was created to consider the purpose of the standards and where was best to invest resources. Common core contributed to making the term "standards" receive a negative reaction.

Thoughts to consider for the future framework includes ensuring the full world of work is incorporated, how to consider the need to be flexible and work across Career Clusters. Smith inquired what the timeline would be. Kreamer responded that it would be before 2020 and wasn't sure if we can do it in a year – 18 months would be more realistic with staff capacity.

Kotamraju stated that the Career Clusters need to remain in some form due to Perkins V. Green responded that we don't have the new framework and Consulted Annual Report framework is getting set. Howard commented that Hawaii has reduced the number of Career Clusters they use. Koramraju asked will OCTAE not have direct control over Career Clusters – will states have to put 16 Career Clusters or are they permitted to use N/A. For example, Georgia added an Energy Career Cluster.

**Public Board Membership:** Green shared updates on board membership including an immediate vacancy on the Board due to a resignation by Jennifer Grove and Cheryl Carrier will depart in June but stay on virtually. Consider looking at the criteria for joining the Board such as who are high priority partners and cultivate relationships. We want to add an external voice as well to the board. Other considerations for Board members would be someone from the equity committee, someone from postsecondary, someone from communications (i.e. Hillary from WGBH), or an employer to represent business/industry).

**Howard adjourned the meeting at 4:30 p.m.**

*\*Howard in the meeting notes is referring to Bernadette Howard.*

