Welcome: Duckworth welcomed the members to the business meeting and called the meeting to order.

Review and Approval of Minutes: Honeycutt reviewed minutes from the Fall 2014 Business Meeting. There were no questions.

MOTION: To accept the Fall 2014 Business Meeting minutes as presented.
Cooley; Burket. MOTION ADOPTED.

NASDCTEc and NCTEF Financial Reports: Honeycutt provided an overview of the NASDCTEc and NCTEF financial reports. These reports provide summary financial information for the period of July 1, 2014 through February 28, 2015 or 67% of the fiscal year.

NASDCTEc INCOME: Income is strong and exceeds targets in all categories. All states have paid dues except for one and that state has submitted an intent form to pay at the end of the fiscal year. Sponsorships for the spring meeting were tremendous, bringing the income for the category to 188% of budget goals. Interest is also exceeding income goals at 91%, despite only 67% of the fiscal year having passed.

NASDCTEc EXPENSES/LIABILITIES: To date, 64% of budgeted expenses have been spent. The majority of expense categories are on target. Accounting fees are being watched, as they may exceed budget. Licenses and fees exceeded the budget due to increased fees and a mandatory IRS plan revision that was not accounted for in the estimates.

NASDCTEc ASSETS: As of February 28, 2015, the Association's fiscal position was strong with total assets at $2,857,781.81 and total equity at $2,537,051.63. This represents a 7% decrease in assets and a 2% increase in equity compared to 2014.

NASDCTEc INVESTMENTS: The equity portion of the portfolio is exceeding last year's cumulative performance (7.24% compared to 4.70%). The overall portfolio is also doing well, at 4.51% compared to 2.85% last year.

NCTEF INCOME: To cover its expenses, NCTEF has withdrawn $37,936.97 out of the budgeted $72,372.31 in reserves. Most other income categories trail expectations but not in a significant manner other than the workshops.

NCTEF EXPENSES/LIABILITIES: To date, 37% of budgeted expenses have been spent. The majority of expense categories are on target. Staff salaries, at 35% budget, reflect time allocated through December 31, 2014. Although more time will be spent on NCTEF activities in the second half of the fiscal year, due to the elimination of the CCTC project, expenses will mostly likely be below budget at year-end.

NCTEF ASSETS: Compared to last fiscal year, the Foundation's fiscal position is relatively stable. As of February 28, 2015, the Foundation had total assets at $338,049.93 and total equity at $338,027.93. This represents a 6% decrease in assets and an 8% decrease in equity compared to 2014.

NCTEF INVESTMENTS: The equity portion of the portfolio is exceeding last year's cumulative performance (8.13% compared to 5.83%). The overall portfolio is also doing well, at 5.14% compared to 3.54% last year.

MOTION: **To accept NASDCTEc and NCTEF financial report as presented. Burket; Sanford. MOTION ADOPTED.**

Honeycutt shared that a question was asked as to why the Association still charges its members for meeting registrations when there is over $2 million in reserves. She stated that it is the goal in the non-profit world to aspire to have two years' worth of operating expenses in reserves. Two years' worth of reserves for NASDCTEc is $1.66 million and given the position of NCTEF during its transition period, we need to consider NASDCTEc having sufficient resources to support some of the NCTEF operations. Having these reserves allows NASDCTEc to invest in major initiatives without additional expense to the membership. Some of the projects that we have invested in are the Common Career Technical Core development, CCTC Alignment Study, CTE Learning that Works for America campaign and the expansion of our work to include a state policy focus. Honeycutt went on to report that if NASDCTEc were to absorb the registration fees, this would be an average expense of $140,000 annually. The registration fees offset staff expenses associated with the meeting and other direct costs of meals, audio visual, room rental fees, printing and other expenses that are incurred. Overall the meeting registration fees do not seem to limit state participation at the annual meetings, and we generally have 45-48 states participating in the spring and fall meetings. Upon request, the staff is happy to provide the full report provided to Honeycutt to assist with responding to this member inquiry.

Board Update: Duckworth shared with on the NASDCTEc and NCTEF Boards Tuesday and had robust discussion and debates. Duckworth report that the NASDCTEC/NCTEF and ACTE Executive Committees met in January, reviewing the many cross-organizational accomplishments and establishing priorities for work in the year ahead. He reminded the membership that the National Career Clusters Institute has been integrated into the ACTE Vision; NASDCTEc/NCTEF staff crafted an agenda for a series of session designed to showcase excellence and state/local collaboration organized by the topical areas of the Rigorous Programs of Study Framework.

Duckworth shared that the staff provided the Board with an array of updates, documenting the significant work accomplished since the Fall Meeting as well as outlining the work ahead. Duckworth reminded the members that your Board representative is a communication conduit between you and the Board, so if you have any questions please do not hesitate to ask!

Methods of Administration: Duckworth shared that the Board authorized staff to pursue three actions related to Methods of Administration (MOA):

- Submit a Freedom of Information Act request of the Office of Civil Rights to determine what are the most common MOA findings and frequency of resolution;
- Conduct a survey of states to determine costs – direct and indirect – for implementation to MOA
- Hire a law firm to draft legislative language that would achieve parity of MOA responsibility among federal education programs.

These steps follows prior, failed efforts made to seek resolution through a year and half long set of dialogues with the U.S. Department of Education's Office of Civil Rights and Office of

Career, Technical and Adult Education, as well as formal inquiry sent to the Secretary of Education

Maintenance of Effort (MOE): Duckworth also shared that due to the current political environment, namely where the U.S House of Representatives is pursing complete elimination of MOE provision in its reauthorization of ESEA, our Board voted to add a provision to NASDCTEc's Perkins reauthorization recommendations to support the law's current maintenance of effort provision. This is intended as a policy "marker" to express the value the organization sees for maintaining an MOE provision in the law. There is diversity among our members as to their perspectives on MOE, therefore staff have been directed to survey the states to ascertain the viability and interest in a variety of MOE options to guide future policy development.

Common Career Technical Core: The Board also directed staff to conduct a survey to determine ways states are using the Common Career Technical Core – ranging from full adoption to using the standards as a benchmark. The survey results will guide future NASDCTEc/NCTEF investments, as well as collect best practices to share among states.

National Career Technical Education Foundation (NCTEF): In addition to NASDCTEc, we also have a partner organization – NCTEF – which is a 501(c) 3 organization. In the past decade, NCTEF was singularly focused on Career Clusters and sourced its funding from the National Career Clusters Institute. With the shift of the Institute to ACTE's VISION, an opportunity was presented to reconsider the Foundation's purpose, focus and funding structure. The organizations' share a vision but a new mission and theory of action have been adopted for NCTEF:

> *To provide the supports and develop the resources and partnerships necessary to ensure high-quality Career Technical Education is advanced throughout the country, leading to a highly skilled workforce and productive economy.*

Collaboration Round Table Report Out: Zimmerman stated the roundtables earlier in the day were small-group discussions focused on identifying common challenges, sharing promising strategies and crating collaborative solutions to address emerging opportunities and long-term challenges in the CTE enterprise. She asked a representative from each group to give a short update on each of their discussions.

1. *Strengthening the Pipeline: Innovative Strategies for Addressing CTE Teacher Shortages*
   Marcie Mack, Oklahoma State CTE Director; Dennis Harden, Coordinator, Career Education, Missouri Department of Education
   - Common Challenges
     - Teacher certification
     - Recruiting/training instructors from industry
     - Low quality of teacher education programs
   - Promising Practices
     - Online teacher education programs, courses
   - Collaborative Solutions
     - Gather a list of available online courses, programs for teacher training
     - Gather/share ways in which states define highly qualified teachers in CTE
     - Strategies for promoting CTE teaching to students (another means to recruit)

2. *Dual Enrollment and Articulation: Getting Credit Where Credit is Due*
   Dr. John Cech, Deputy Commissioner of Two-Year Education, Montana University
   System; Kathy Cullen, Provost and Vice President of Student Success, Wisconsin
   Technical College System
   - Common Challenges
     - Faculty qualifications
     - Funding models are often segregated
     - Transferability of dual credit from 2yr to 4yr
   - Promising Practices
     - Waivers for accreditation based on experience
     - Legislation on dual enrollment tied to usage of multiple graduation models (like in GA)
     - State funding pays for dual enrollment access (ID); funding is earmarked (MD)
     - Use waivers for K-12 faculty with an approved academic plan to continue getting PD; faculty receive coupon to use for further PD (MT)
     - Dual credit tracked on transcripts (MS)
     - Have a high school coordinator for dual enrollment
     - Use Perkins $ to create a crosswalk list of dual enrollment courses (TX)
     - Develop formal MOU that outlines who pays, etc. in order to create a consistent funding approach (MD)
   - Collaborative Solutions
     - Toolbox to gather share info on common challenges/approaches
     - Collection of funding models, policies; provide common language, where possible
     - Accreditation-specific policies

3. *Effectively Gathering Data to Make Data-driven Decisions*
   Dr. Pradeep Kotamraju, Iowa State CTE Director; Catherine Imperatore, Research
   Manager, Association for Career and Technical Education
   - Common Challenges
     - Connect 3rd party data to SEAs (evaluating outcomes)
     - Validity/reliability of assessments and assessment data
     - Portability of certification, gaps in the data
   - Promising Practices
     - TA from OCTAE (CompTIA work with 5 states to streamline data collection and sharing process)
   - Collaborative Solutions
     - Clearinghouse of assessments items
     - Work with trade associations to gather/share data (Mississippi is doing this)

4. *Driving CTE Quality through State Reporting and Accountability Systems*
   Dr. Dale Winkler, Executive Director, Career and Technical Education,
   Kentucky Education and Workforce Development Cabinet; Thalea
   Longhurst, Utah State CTE Director
   - Common Challenges
     - Multiple data systems that don't connect state longitudinal data systems because of policy or technical gaps

- o Verification of placement data
- o Unable to use social security numbers to track students
- Promising Practices
  - o Report cards with career-ready/CTE data
  - o Improved online data submission tools
  - o Central collection of data (KY)
  - o State course codes
- Collaborative Solutions
  - o Sample data sharing agreements

5. *Defining High-quality Industry-recognized Credentials and Technical Skills Assessments*
   Dr. Joann Simser, State CTE Director, Minnesota State Colleges and Universities; Connie Beene, Director of Federal Initiatives for Technical Education, Kansas Board of Regents
   - Common Challenges
     - o Stack-ability and a value system for stackable credentials
     - o Industry-recognized credentials (IRCs) integrated in system of end-of-course, end-of-program assessment systems
     - o Data collection and integrity
   - Promising Practices
     - o Award college credit for use of advanced standing
     - o Partnerships by sector
     - o CareerOneStop has good tools/info on IRCs
   - Collaborative Solutions
     - o Shared definition/criteria for IRCs
     - o Ways to market to parents/students about credentials
     - o Repository of State practices:
       - Vetting process
       - Progression of IRCs within pathways
       - Ways to work with business/industry
       - Role of private associations

6. *Broadening the Equity Agenda Within CTE*
   Dr. Peggy Wild, State Director of Career & Technical Education/STEM, Indiana Department of Education; Mimi Lufkin, Executive Director, National Alliance for Partnerships in Equity
   - Common Challenges
     - o Getting buy-in from all stakeholders
   - Promising Practices
     - o Disaggregating data at the program level
     - o Engagement of local staff, having them focused on this issue (perhaps having a dedicated staff member)
     - o Encouraging credit for prior learning and stackable credentials
   - Collaborative Solutions
     - o Marketing programs to non-trad
     - o Mentors
     - o Sharing state equity action plans

7. *Effective Career Counseling/ Guidance Models*
   Luke Rhine, Director, CTE and STEM Office, Delaware Department of Education; Sandra Porter, Interim Deputy Director, Arkansas Department of Career Education
   - Common Challenges
     - Building a robust, systemic culture so counseling becomes school-wide effort
   - Promising Practices
     - Student Success Plans/Individual Learning Plans – but implementation is the challenge
   - Collaborative Solutions
     - Document the process for establishing a culture – isolate the variables that enable this to occur and translate it into a process
     - Technical assistance for states to scale

8. *Overcoming CTE Myths*
   Dr. Philip C. Cleveland, State Director of Career and Technical Education and Workforce Development; Erin Larsen, Assistant Director, Division of Career & Technical Education, South Dakota Department of Education
   - Common Challenges
     - Parents' perception of CTE
     - If CTE is not in state accountability systems – not measured, doesn't matter
   - Promising Practices
     - CTSO partnerships
   - Collaborative Solutions
     - Examples of CTE/career readiness in state accountability systems

9. *Ensuring Opportunities for High-quality Work-based Learning*
   Marie Barry, New Jersey State CTE Director; Lolita Hall, Virginia State CTE Director
   - Common Challenges
     - Defining work-based learning (WBL) – focused on "work-site learning"
     - Greatest challenge cited by many roundtable participants -- managing risks
     - Getting employers to understand return on investment - beyond giving back
     - Access in rural communities; scalability of WBL
   - Promising Practices
     - Group convening of employers (regionally) to come together around WBL
   - Collaborative Solutions
     - Share specific policies used to incentivize/mitigate risks of WBL
     - Research supporting WBL, beyond anecdotal evidence
     - Tools – how to engage employers? How can employers engage other employers?
     - Work with DOL for common definitions, recruitment efforts
     - Survey of state policies for incentivizing WBL

Nominations Report & Election of Officers: Fischer served the chair on the Nominations Committee made up of Past Presidents including Marie Barry, Rich Katt, Kathy Oliver, June Sanford and Patrick Ainsworth. The Committee was tasked with developing a slate of candidates to serve as officers for the NASDCTEc/NCTEF in 2015-2016. As is the tradition, the Committee recommends the rotation of current officers: Rod Duckworth as President, Jo Anne Honeycutt to Vice President and John Fischer will remain as Past President.

MOTION: To approve the proposed slate of FY16 NASDCTEc/NCTEF officers as presented: Duckworth as President, Honeycutt as Vice President and Fischer as Past President. Howard; Barry. MOTION ADOPTED.

The Nominations Committee received two nominations for the position of Secretary/Treasurer. The Committee reviewed the nominations to ensure the candidates met the nominations criteria. Fischer reported that the Nominations Committee is please to present two candidates for the position of NASDCTEc/NCTEF Secretary/Treasurer: Dr. Lee Burket, State CTE Director of Pennsylvania and Dr. Pradeep Kotamraju, State CTE Director of Iowa.

Fischer had Dr. Lee Burket and Dr. Pradeep Kotamraju join him on stage, to share a bit about their background and experiences via a series of questions. Candidate bios were included in the business meeting packets. After remarks were made, ballots were distributed, votes cast and counted. Fischer was pleased to announce that **Dr. Pradeep Kotamraju was elected NASDCTEc/NCTEF Secretary/Treasurer.**

Communications Committee Announcement: Fitzgerald invited members or their staff in communication to join our Communication Committee. The Committee will focus elevating the CTE: Learning that Works for America Campaign, reviewing current NASDCTEc case-making resources and work on communication initiatives that come out of the Future of CTE Summit.

Bylaws Revision (Tie Vote Clarification): Duckworth shared with the membership that recently the ballot count for one of the regional NASDCTEc Board elections resulted in a tie – three votes for each of the two candidates. The bylaws did not provide direction on what to do in this situation. An amendment to address this issue has been approved by the NASDCTEc Board of Directors Duckworth stated that what is being proposed to the Article IV Board of Directors; Section 3: The addition of the following sentence:

> *In the event of a tie vote, the director with the longest tenure as a State CTE Director shall be elected to serve on the Board of Directors.*

Votes were counted and the bylaws revision was approved by ballot vote of 26-2.

Meeting adjourned at 5:05 p.m.

Regional Election Results - These positions will begin July 1, 2015 and last for three years.

Region II – Marie Barry of New Jersey elected

Region VII - Pradeep Kotamraju of Iowa elected; Pradeep Kotamraju was also elected Secretary/Treasurer. Due to his being elected to two positions, Richard Katt was appointed to serve another term as the Region VII Regional representative.

Region IX - Mike Raponi of Nevada re-elected

Region X – No nominations were received; Eleni Papadakis of Washington was re-appointed for another term.