

Advance CTE Board Meeting Agenda

November 17, 2020

2 – 2:03 p.m.	Welcome	Sarah Heath <i>Pages 1-3</i>
2:03 – 2:13 p.m.	Financial reports *	Laura Scheibe <i>Pages 4-16</i>
2:13 – 2:28 pm.	Spring meeting update and budget modification *	Katie Fitzgerald and Krissy Haynes <i>Pages 17-18</i>
2:28 – 2:33 p.m.	Personnel policy revisions *	Krissy Haynes <i>Pages 19-40</i>
2:33 – 2:36 p.m.	Postsecondary strategy *	Meredith Hills <i>Pages 41-46</i>
2:36 – 2:45 p.m.	Federal policy update	Meredith Hills <i>Pages 47-50</i>
2:45 – 3 p.m.	Administration Transition Memo *	Meredith Hills

* Denotes items that require a Board vote

**ADVANCE CTE
BOARD OF DIRECTORS
FY 21**

President

Sarah Heath
State CTE Director
Colorado Community College System
9101 E. Lowry Blvd
Denver, CO 80230
sarah.heath@cccs.edu

Vice President

Marcie Mack
State CTE Director
Oklahoma Department of Career and
Technology Education
1500 W. 7th Avenue
Stillwater, OK 74074
Marcie.mack@careertech.ok.gov

Secretary-Treasurer

Laura Scheibe
State CTE Director
South Dakota Department of Education
Division of Career & Technical Education
800 Governors Drive
Pierre, SD 57501
laura.scheibe@state.sd.us

Past President

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

Region A

Luke Rhine
State CTE Director
Delaware Department of Education
Delaware CTE and STEM Office
401 Federal Street
Dover, DE 19901
luke.rhine@doe.k12.de.us
Term expires: June 30, 2022

Region B

Steve Playl
State CTE Director
Tennessee Department of Education
710 James Robertson Parkway
11th Floor - Andrew Johnson Tower
Nashville, TN 37243
steve.playl@tn.gov
Term expires: June 30, 2023

Region C

Jeralyn Jargo
State CTE Director
Minnesota State Colleges & Universities
Wells Fargo Place
30 East 7th Street, Suite 350
St. Paul, MN 55101-7804
Jeralyn.Jargo@minnstate.edu
Term expires: June 30, 2022

Region D

Thalea Longhurst
State CTE Director
Utah State Board of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114
thalea.longhurst@schools.utah.gov
Term expires: June 30, 2021

Region E

Cathie Raymond
State CTE Director
Arizona Department of Education
1535 West Jefferson, Bin 42
Phoenix, AZ 85007
cathie.raymond@azed.gov
Term expires: June 30, 2023

**ADVANCE CTE
BOARD OF DIRECTORS
FY 21**

At-Large State Director

Katie Graham
State CTE Director
Nebraska Department of Education
301 Centennial Mall South
Lincoln, NE 68509
katie.graham@nebraska.gov
Term expires: June 30, 2022

At-Large State Director

Angel Malone
State CTE Director
South Carolina Department of Education
1429 Senate Street
Columbia, SC 29201
amalone@ed.sc.gov
Term expires: June 30, 2021

State Associate Representative

Victoria Crownover
Perkins Plan Manager
Colorado Community College System
9101 E. Lowry Blvd
Denver, CO 80230
victoria.crownover@cccs.edu
Term expires: June 30, 2022

Associate Member Representative

Donna Lewelling
Deputy Director, Office of Community
Colleges and Workforce Development
Oregon Higher Education Coordinating
Commission
3225 25th Street SE
Salem, Oregon 97302
Donna.j.lewelling@hecc.oregon.gov
Term expires: June 30, 2023

FY21 Advance CTE Financial Report
Report prepared by Krissy Haynes, Finance & Operations Manager

This report provides summary financial information for July 1 through September 30, 2020 or 25% of the fiscal year. The accountant has reconciled the financial statements through September 30, 2020, which means investments are reflected through this date.

INCOME: Advance CTE has received 70% of its budgeted income, on target with projections. There are currently nine states with outstanding dues payments, of which we expect to receive all but California prior to the end of the year. Interest income continues to exceed expectations and is on pace to exceed its budgeted target by 25%. Advance CTE entered into a one-year agreement with Rockefeller Philanthropy Advisors to support Opportunity America with a national community college study. Given the nature and size of this contract, we are recording this as other income. The first payment of \$7,000 has been received with an additional \$7,0000 expected at the end of the fiscal year.

EXPENSES: Advance CTE has spent 12% of its budgeted expenses, which is on target with projections. A majority of expenses incurred thus far are staff salaries and benefits, consultants, accounting, bank fees, and rent.

A note: We anticipate that the FY21 Board retreat will be virtual. At this time, we are not prepared to make a budget modification request but anticipate that we will have to do so to reduce costs for travel and meals, and likely increase facilitation costs as well as the equity training session we'll hold prior to the retreat.

ASSETS: Assets total \$ 4,739,914.84, with equity at \$ 3,974,760.81.

INVESTMENTS: There are no changes to the investment report that was given by the Merrill Lynch advisor in September, therefore no adjustments to the portfolio are recommended at this time. The portfolio has a 5.11% rate of return, with the equity portion at 8.07%, which is higher than the Dow Jones Index (7.63%), but a little lower than the S & P 500 (8.47%).

Board action required: Approve FY21 financial reports.

FY21 Advance CTE Budget				
	Approved FY21	Actuals as of Sept 30, 2020	Actuals to Budget 25% of the fiscal year	Explanatory Notes
INCOME				
State Memberships	\$561,750.00	\$452,895.00	81%	We have received dues from 44 states. A few states are behind in sending in their dues due to COVID and fiscal year end. Some states indicate that they are unable to pay dues until October 2020.
Associate & Organizational Memberships	\$58,500.00	\$74,475.00	127%	Our dues renewal estimate was conservative due to COVID-19. COVID-19 did not have as large of an impact on dues renewal as we anticipated, therefore our Associate dues income is above budget.
Spring meeting registration	\$82,500.00	\$0.00	0%	Registrations are anticipated to begin in the first quarter 2021. A budget modification is being requested due to shifting the meeting to a virtual event.
Spring meeting sponsorships	\$40,000.00	\$0.00	0%	Sponsorships are anticipated to begin in the first quarter 2021. A budget modification is being requested due to shifting the meeting to a virtual event.
ABC Equity Grant	\$4,217.14	\$4,217.14	100%	
NASFAA	\$10,000.00	\$10,000.00	100%	Due to COVID, a no-cost extension was granted until fall 2021. \$10,000 in funds were carried forward for income and expenses.
UMass	\$12,000.00	\$0.00	0%	Income is received quarterly. First payment due October 31, 2020.
Interest/Dividend	\$40,000.00	\$19,984.59	50%	Covers interest through September 30, 2020.
Other income	\$0.00	\$7,000.00	n/a	Opportunity America National Community College study.
TOTAL REVENUES	\$808,967.14	\$568,571.73	70%	
EXPENSES				
Allocated Expenses to Specific Projects				
Member Services	\$45,829.37	\$10,077.49	22%	Includes costs for finance and operations support, performance evaluation, telephone, insurance and software subscriptions.
Member Supports	\$91,925.85	\$619.24	1%	New State Director Institute.
Government Relations	\$34,399.85	\$2,232.48	6%	Politico renewal and Graduate Fellow.
Spring Meeting	\$121,260.00	\$4.61	0%	A budget modification is being requested due to shifting the meeting to a virtual event.
Advance CTE Board	\$41,825.10	\$392.70	1%	D&O policy insurance renewal.
Lobbying	\$1,922.00	\$0.00	0%	No expenses first quarter.
ABC Equity Grant	\$4,217.14	\$4,217.14	100%	Final Consulting payment
NASFAA	\$10,000.00	\$2,474.18	25%	Staff time and phone expenses for July - September 2020.
UMass	\$8,250.00	\$117.06	1%	Staff time for July - September 2020.
Subtotal - Specific Projects	\$359,629.31	\$20,134.90	5.6%	
Staffing & General & Administrative Expenses				
Non-contract Staff Time	\$365,699.83	\$57,628.12	15.8%	Includes staff time for G&A, Board, Government Relations, Member Services and Member Supports.
Total G&A Expenses (excluding staff time)	\$82,398.00	\$18,990.29	23.0%	On track. Includes three months rent, accounting services and bank fees.
Total G&A Expenses	\$448,097.83	\$76,618.41	17.1%	
Total Project Expenses	\$359,629.31	\$20,134.90	5.6%	
TOTAL EXPENSES	\$807,727.14	\$96,753.31	12.0%	
INCOME LESS EXPENSES	\$1,240.00	\$471,818.42		

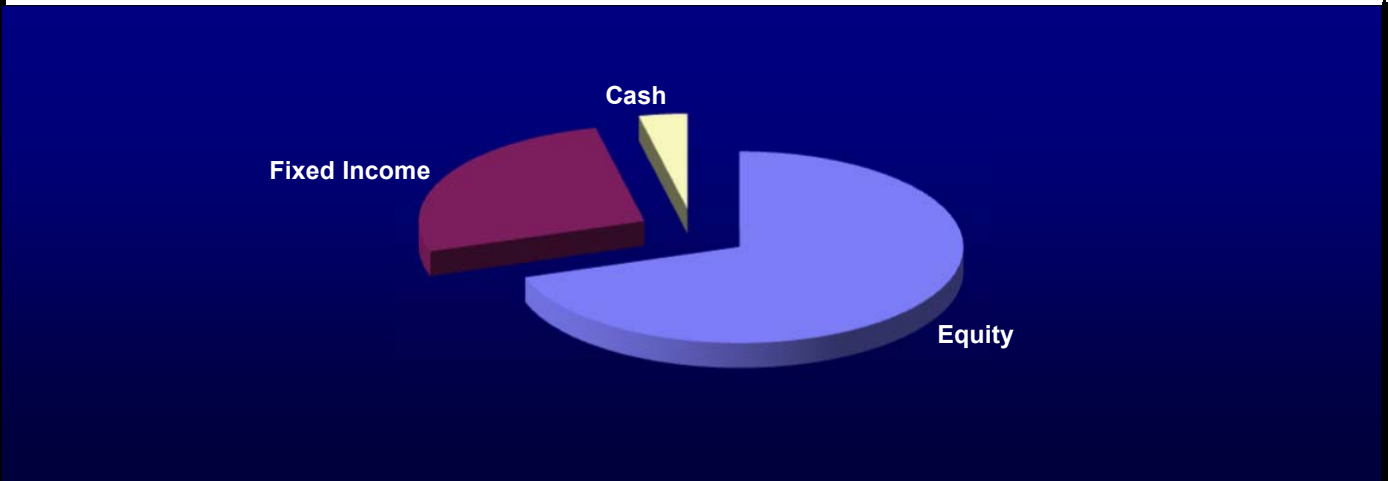
**Advance CTE
Balance Sheet
As of September 30, 2020**

	Total
ASSETS	
Current Assets	
Bank Accounts	
1012 Cash-BOA Checking-Use This	1,036,563.75
1017 Merrill Lynch Cash - 749	119,862.43
1018 Merrill Lynch Cash - 7WD	84,754.63
Total Bank Accounts	\$ 1,241,180.81
Accounts Receivable	
1200 Accounts Receivable	136,364.50
Total Accounts Receivable	\$ 136,364.50
Other Current Assets	
1100 Investments	
1131 Government Bonds	731,756.86
1159 Equities	2,527,475.13
Total 1100 Investments	\$ 3,259,231.99
1275 Security Deposit	9,000.00
1280 Due from Foundation	73,477.23
1299 Accrued Interest Receivable	3,096.77
1300 Prepaid Expense	9,179.95
Total Other Current Assets	\$ 3,353,985.94
Total Current Assets	\$ 4,731,531.25
Other Assets	
1400 Furniture and Fixtures	33,200.78
1405 Accumulated Depreciation - Furniture and Fixtures	-27,327.16
1410 Equipment	12,459.70
1450 Accumulated Depreciation- Equipment	-9,949.73
Total Other Assets	\$ 8,383.59
TOTAL ASSETS	\$ 4,739,914.84
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable {105}	-7,686.10
Total Accounts Payable	-\$ 7,686.10
Other Current Liabilities	
2070 Accrued Vacation	121,058.21
2099 Deferred Revenue	5,000.00
2150 Deferred Revenue FY21 State Dues	418,834.00
2151 Deferred Revenue FY21 Associate Dues	63,600.00
Total 2099 Deferred Revenue	\$ 487,434.00
Total Other Current Liabilities	\$ 608,492.21
Total Current Liabilities	\$ 600,806.11

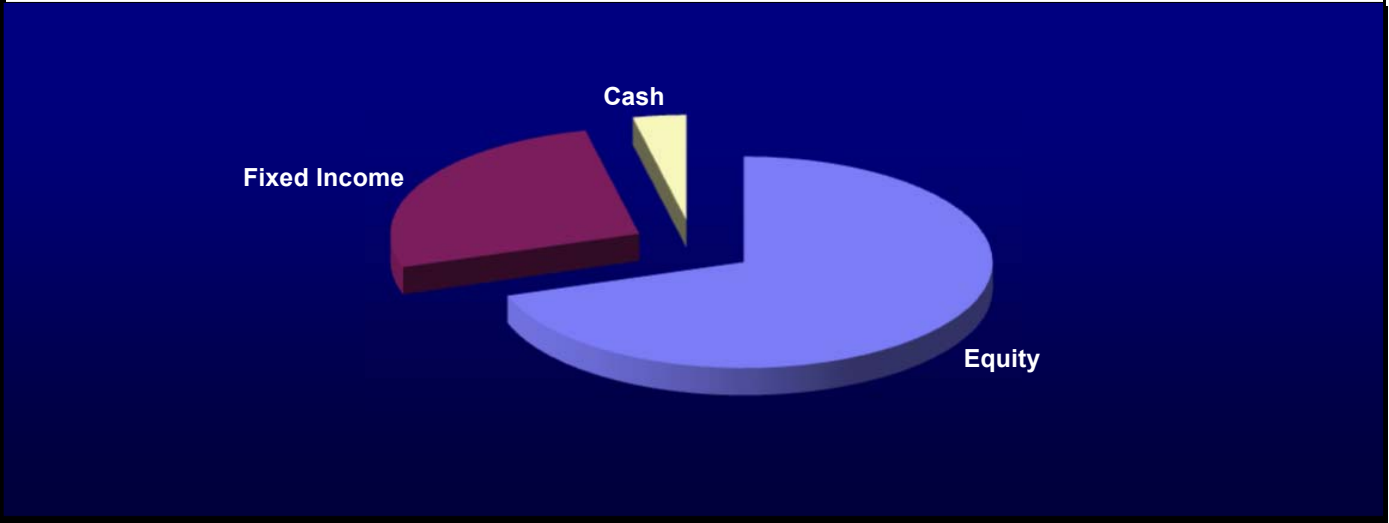
Long-Term Liabilities	
2880 Deferred Rent and lease incentive	164,347.92
Total Long-Term Liabilities	\$ 164,347.92
Total Liabilities	\$ 765,154.03
Equity	
3000 Net Assets Without Donor Restrictions	2,967,262.37
3900 Earnings	745,669.08
Net Income	261,829.36
Total Equity	\$ 3,974,760.81
TOTAL LIABILITIES AND EQUITY	\$ 4,739,914.84

Advance CTE
 Current Asset Allocation
 Accounts 749-04H01 & 7WD-04H50
 Period: July 1, 2020 - July 31, 2020

<i>Current Portfolio</i>	Asset Allocation Type:		Per Investment Policy Statement
	Equity	70%	\$ 2,352,359
	Fixed Income	27%	\$ 897,543
	Cash	3%	\$ 117,044
	Sub-Total	100%	\$ 3,366,946
	Cash Reserves		\$ 100,000
	Total Portfolio Value		\$ 3,466,946



<i>Proposed Portfolio</i>	Asset Allocation Type:		Per Investment Policy Statement
	Equity	70%	\$ 2,352,359
	Fixed Income	27%	\$ 897,543
	Cash	3%	\$ 117,044
	Sub-total	100%	\$ 3,366,946
	Cash Reserves		\$ 100,000
	Portfolio Value	100%	\$ 3,466,946



Advance CTE
Account Review Summary 07/01/2020 - 09/30/2020
Account 749-04H01

Security Name	Quantity	Cost Basis	Date Purchased	Date Sold/Mat	Sales Price	Market Value	Gain or (loss)	Realized Gain/Loss	Yield
Advance CTE-E.T.F.'s (749-04H01)									
Ishares DJ US Consumer Goods (IYK)	340	\$ 24,558	07/10/12			\$ 50,779	\$ 26,221		n/a
Ishares DJ US Consumer Goods (IYK)	72	\$ 5,337	10/31/12			\$ 10,753	\$ 5,416		n/a
Ishares DJ US Consumer Goods (IYK)	5	\$ 471	01/22/14			\$ 747	\$ 276		n/a
Ishares DJ US Consumer Goods (IYK)	69	\$ 6,946	08/24/15			\$ 10,305	\$ 3,359		n/a
Ishares Russell Midcap (IWR)	4000	\$ 96,760	10/20/06			\$ 229,520	\$ 132,760		n/a
Ishares Russell Midcap (IWR)	1864	\$ 26,967	04/03/09			\$ 106,956	\$ 79,989		n/a
Ishares Russell Midcap (IWR)	1192	\$ 32,577	10/31/12			\$ 68,397	\$ 35,820		n/a
Ishares Tr Dow Jones US Tech (IYW)	352	\$ 24,756	07/10/12			\$ 105,977	\$ 81,221		n/a
Ishares Tr Dow Jones US Tech (IYW)	119	\$ 8,376	10/31/12			\$ 35,827	\$ 27,451		n/a
Ishares Tr Dow Jones US Tech (IYW)	28	\$ 2,118	05/10/13			\$ 8,430	\$ 6,312		n/a
Ishares Tr Dow Jones US Tech (IYW)	126	\$ 17,631	05/02/17			\$ 37,935	\$ 20,304		n/a
Ishares TR Dow Jones (DVY)	516	\$ 28,575	06/07/12			\$ 42,075	\$ 13,500		n/a
Ishares TR Dow Jones (DVY)	1733	\$ 97,546	07/10/12			\$ 141,309	\$ 43,763		n/a
Ishares TR Dow Jones (DVY)	541	\$ 31,251	10/31/12			\$ 44,113	\$ 12,862		n/a
Ishares TR Dow Jones (DVY)	32	\$ 2,100	05/10/13			\$ 2,609	\$ 509		n/a
Ishares TR Dow Jones (DVY)	851	\$ 59,965	12/10/13			\$ 69,391	\$ 9,426		n/a
Ishares TR Dow Jones (DVY)	277	\$ 19,729	01/22/14			\$ 22,587	\$ 2,858		n/a
Ishares TR Dow Jones (DVY)	109	\$ 7,711	02/14/14			\$ 8,888	\$ 1,177		n/a
Ishares TR Dow Jones (DVY)	57	\$ 4,605	12/30/14			\$ 4,648	\$ 42		n/a
Ishares TR Dow Jones (DVY)	96	\$ 7,671	02/19/15			\$ 7,828	\$ 157		n/a
Vanguard Consumer (VCR)	177	\$ 11,478	04/26/11			\$ 41,528	\$ 30,049		n/a
Vanguard Consumer (VCR)	62	\$ 4,589	10/31/12			\$ 14,546	\$ 9,957		n/a
Vanguard Consumer (VCR)	6	\$ 632	01/22/14			\$ 1,408	\$ 775		n/a
Vanguard Dividend (VIG)	338	\$ 17,806	08/03/11			\$ 43,487	\$ 25,682		n/a
Vanguard Dividend (VIG)	429	\$ 24,144	06/07/12			\$ 55,195	\$ 31,051		n/a
Vanguard Dividend (VIG)	1734	\$ 98,102	07/10/12			\$ 223,096	\$ 124,994		n/a
Vanguard Dividend (VIG)	538	\$ 31,647	10/31/12			\$ 69,219	\$ 37,572		n/a
Vanguard Dividend (VIG)	812	\$ 59,982	12/10/13			\$ 104,472	\$ 44,489		n/a
Vanguard Dividend (VIG)	266	\$ 19,716	01/22/14			\$ 34,224	\$ 14,508		n/a
Vanguard Dividend (VIG)	107	\$ 7,855	02/14/14			\$ 13,767	\$ 5,912		n/a
Vanguard Dividend (VIG)	56	\$ 4,599	12/30/14			\$ 7,205	\$ 2,606		n/a
Vanguard Dividend (VIG)	94	\$ 7,748	02/19/15			\$ 12,094	\$ 4,346		n/a
Vanguard Industrial ETF (VIS)	24	\$ 965	05/13/09			\$ 3,474	\$ 2,510		n/a
Vanguard Industrial ETF (VIS)	374	\$ 19,968	07/15/10			\$ 54,144	\$ 34,176		n/a
Vanguard Industrial ETF (VIS)	210	\$ 14,507	10/31/12			\$ 30,402	\$ 15,895		n/a
Wisdomtree Total Divid ETF (DTD)	159	\$ 10,482	12/10/13			\$ 14,939	\$ 4,457		n/a
Wisdomtree Total Divid ETF (DTD)	195	\$ 13,026	01/22/14			\$ 18,321	\$ 5,295		n/a
Wisdomtree Total Divid ETF (DTD)	529	\$ 35,327	01/22/14			\$ 49,703	\$ 14,376		n/a
Wisdomtree Total Divid ETF (DTD)	27	\$ 1,789	02/14/14			\$ 2,537	\$ 748		n/a
Wisdomtree Total Divid ETF (DTD)	61	\$ 4,614	12/30/14			\$ 5,731	\$ 1,117		n/a
Wisdomtree Total Divid ETF (DTD)	25	\$ 1,896	02/19/15			\$ 2,349	\$ 453		n/a
Wisdomtree Total Divid ETF (DTD)	21	\$ 2,033	04/29/19			\$ 1,973	\$ (60)		n/a
Wisdomtree Total Divid ETF (DTD)	60	\$ 5,749	08/29/19			\$ 5,637	\$ (112)		n/a
Wisdomtree Tr Midcap Div Fc (DON)	255	\$ 6,227	12/10/13	07/16/20	\$ 7,408	-	-	\$ 1,181	n/a
Wisdomtree Tr Midcap Div Fc (DON)	966	\$ 24,124	01/22/14	07/16/20	\$ 28,063	-	-	\$ 3,939	n/a
Wisdomtree Tr Midcap Div Fc (DON)	525	\$ 13,107	01/22/14	07/16/20	\$ 15,252	-	-	\$ 2,145	n/a
Wisdomtree Tr Midcap Div Fc (DON)	63	\$ 1,566	02/14/14	07/16/20	\$ 1,830	-	-	\$ 264	n/a
Wisdomtree Tr Midcap Div Fc (DON)	165	\$ 4,669	12/30/14	07/16/20	\$ 4,793	-	-	\$ 124	n/a
Wisdomtree Tr Midcap Div Fc (DON)	60	\$ 1,733	02/19/15	07/16/20	\$ 1,743	-	-	\$ 10	n/a
Wisdomtree Tr Midcap Div Fc (DON)	110	\$ 4,022	04/25/19	07/16/20	\$ 3,196	-	-	\$ (826)	n/a
Wisdomtree Tr Midcap Div Fc (DON)	284	\$ 9,826	08/29/19	07/16/20	\$ 8,250	-	-	\$ (1,576)	n/a
Ishares US Financial Services ETF (IYF)	72	\$ 5,820	01/22/14			\$ 8,171	\$ 2,351		n/a
Ishares US Financial Services ETF (IYF)	221	\$ 18,382	10/21/14			\$ 25,079	\$ 6,697		n/a
Ishares US Financial Services ETF (IYF)	378	\$ 39,399	05/02/17			\$ 42,895	\$ 3,496		n/a

Prudential Jennison Health (PHSZX)	961.013	\$ 47,368	10/01/14			\$ 58,064	\$ 10,696		n/a
Vanguard High Div Yield ETF (VYM)	954	\$ 62,386	08/21/15			\$ 77,207	\$ 14,821		n/a
Vanguard High Div Yield ETF (VYM)	164	\$ 11,134	08/13/15			\$ 13,273	\$ 2,139		n/a
Vanguard High Div Yield ETF (VYM)	87	\$ 7,429	12/04/18			\$ 7,041	\$ (388)		n/a
Vanguard High Div Yield ETF (VYM)	56	\$ 3,927	03/13/20			\$ 4,532	\$ 606		
Vanguard Total Bond (BND)	308	\$ 24,947	02/17/17			\$ 27,172	\$ 2,225		n/a
Vanguard Total Bond (BND)	742	\$ 59,954	01/31/17			\$ 65,459	\$ 5,506		n/a
Ishares 1-3 Year Treasury (SHY)	177	\$ 14,958	01/31/17			\$ 15,312	\$ 354		n/a
Ishares 1-3 Year Treasury (SHY)	164	\$ 13,697	02/01/18			\$ 14,188	\$ 491		n/a
Ishares 1-3 Year Treasury (SHY)	509	\$ 42,298	12/04/18			\$ 44,034	\$ 1,736		n/a
Ishares Tr Core Dividend (DGRO)	884	\$ 32,125	02/01/18			\$ 35,174	\$ 3,049		n/a
Ishares Tr Core Dividend (DGRO)	479	\$ 18,081	04/25/19			\$ 19,059	\$ 978		n/a
Ishares Tr Core Dividend (DGRO)	947	\$ 36,154	08/29/19			\$ 37,681	\$ 1,527		n/a
Wisdomtree US Quality Dividend (DGRW)	475	\$ 20,986	04/25/19			\$ 23,546	\$ 2,560		n/a
Wisdomtree US Quality Dividend (DGRW)	947	\$ 41,513	08/29/19			\$ 46,943	\$ 5,430		n/a
Ishares US Healthcare (IYH)	200	\$ 36,988	04/25/19			\$ 45,440	\$ 8,452		n/a
Ishares US Healthcare (IYH)	50	\$ 9,530	08/29/19			\$ 11,360	\$ 1,830		n/a
Ishares US Healthcare (IYH)	21	\$ 3,820	03/13/20			\$ 4,771	\$ 952		
Vanguard Materials ETF (VAW)	8	\$ 1,008	04/25/19			\$ 1,077	\$ 69		n/a
Vanguard Materials ETF (VAW)	17	\$ 2,076	08/29/19			\$ 2,288	\$ 212		n/a
Vanguard Real Estate ETF (VNQ)	52	\$ 3,907	03/13/20	07/16/20	\$ 4,029	\$ -	\$ -	\$ 122	n/a
Invesco QQQ Tr (QQQ)	285	\$ 73,608	07/16/20			\$ 79,184	\$ 5,576		n/a
Total		\$ 1,597,167				\$ 2,527,475	\$ 995,583		
Advance CTE-Money Market (749-04H01)						\$ 119,862			
749-04H01 Account Total						\$ 2,647,338	\$ 995,583		

Fees for period: \$6,473.86
Fees based on assets: \$6,473.86

**National Association of State Directors of Vocational
Account Review Summary 07/01/2020 through 09/30/2020**

Account 7WD-04H50 (Association)

Cost Basis	Buy/Sell	7/31/2020	Gain/Loss
\$700,352	Various	\$731,757	\$31,404

Managed Fixed Income Portfolio

Estimated Accrued Interest \$3,097
Money Market \$84,755
Account Total \$819,608

Time Weighted Rate of Return by Period: Yearly



Performance period: 07/01/2020 to 09/30/2020

Period	Opening Balance(\$)	Contributions/ (Withdrawals)(\$)	Interest/ Dividends(\$)	Appreciation/ (Depreciation)(\$)	Closing Balance(\$)	ROR Period(%)	ROR Cum(%)
2020	3,298,337	0	18,820	149,789	3,466,946	5.11	5.11
Total	3,298,337	0	18,820	149,789	3,466,946		5.11

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: 07/01/2020 to 09/30/2020





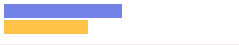

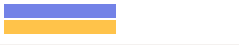





Period	Actual ROR(%)		Dow Jones Industrial Average PR(%)		Dow Jones Industrial Avg TR(%)		MSCI Emerging Markets TR Net(%)		MSCI World ex USA TR Net(%)		S&P 500 PR(%)		S&P 500 TR(%)	
	Year	Cum	Year	Cum	Year	Cum	Year	Cum	Year	Cum	Year	Cum	Year	Cum
2020	8.07	8.07	7.63	7.63	8.22	8.22	9.56	9.56	4.92	4.92	8.47	8.47	8.93	8.93
US Equity	8.07	8.07												

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.

Sector Analysis - Summary

As of Close of Business: 10/20/2020

Sector	Total Holdings(%)		Current(%)	Model(%)	Gap-Model vs. Current(%)	All Equity compared to Custom Model		
	0%	25%				ML Holdings(\$)	Model(\$)	Gap-Model vs. Holdings(\$)
Equity								
Health Care			14.26	14.60	0.34	588,352	925,195	336,842
Consumer Staples			10.58	7.70	(2.88)	436,361	487,945	51,584
Information Technology			21.40	24.30	2.90	882,873	1,539,879	657,006
Consumer Discretionary			10.18	9.80	(0.38)	419,910	621,021	201,111
Industrials			12.24	8.70	(3.54)	504,879	551,315	46,436
Materials			3.37	2.50	(0.87)	139,049	158,424	19,375
Financials			11.65	11.70	0.05	480,782	741,423	260,641
Communication Services			6.33	10.50	4.17	261,190	665,380	404,190
Utilities			5.82	3.70	(2.12)	240,146	234,467	(5,679)
Energy			2.33	3.30	0.97	96,290	209,119	112,829
Real Estate			1.83	3.20	1.37	75,333	202,782	127,449
Equities Blend			0.00	0.00	0.00	50	0	(50)
Total						4,125,214		

* 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: 10/20/2020

Date of Composition Information Obtained for Pooled Investments

If the accounts included in this analysis hold mutual funds, closed end funds, annuities, 529 portfolios, 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	PGIM JENNISON	08/31/2020			

Exchange Traded Funds

Security	Security Description	Data As Of	Security	Security Description	Data As Of
QQQ	INVECO QQQ TR SER 1	08/31/2020	IYW	ISHARES U.S. TECHNOLOGY	08/31/2020
DGRO	ISH TR CORE DIVID GROWTH	08/31/2020	VOX	VANGUARD COMMUNICATION	07/31/2020
SHY	ISHARES 1-3 YEAR	No Date Reported	VCR	VANGUARD CONSUMER	07/31/2020
IEI	ISHARES 3-7 YEAR	No Date Reported	VIG	VANGUARD DIVIDEND	07/31/2020
IWR	ISHARES RUSSELL MIDCAP	08/31/2020	VYM	VANGUARD HIGH DVD YIELD	08/31/2020
DVY	ISHARES SELECT	08/31/2020	VIS	VANGUARD INDUSTRIAL ETF	07/31/2020
IGSB	ISHARES TR ISHARES 1-5	No Date Reported	VAW	VANGUARD MATERIALS ETF	07/31/2020
IGIB	ISHARES TR ISHARES 5-10	No Date Reported	BND	VANGUARD TOTAL BOND MKT	No Date Reported
IYK	ISHARES U.S. CONSUMER	07/31/2020	DGRW	WISDOMTREE U.S. QUALITY	08/31/2020
IYF	ISHARES U.S. FINANCIAL	08/31/2020	DTD	WISDOMTREE US TOTAL	08/31/2020
IYH	ISHARES U.S. HEALTHCARE	08/31/2020			

Size and Style Analysis - Summary

As of Close of Business: 10/20/2020

Size And Style	Total Holdings(%)		Gap-Model vs. Current(%)			All Equity compared to Custom Model		
	0%	50%	Current(%)	Model(%)	Gap-Model vs. Current(%)	ML Holdings(\$)	Model(\$)	Gap-Model vs. Holdings(\$)
Equity								
Large Cap Growth			45.51	33.00	(12.51)	1,877,194	2,091,193	214,000
Large Cap Value			28.81	26.00	(2.81)	1,188,586	1,647,607	459,021
Small/Mid Cap Growth			14.03	8.00	(6.03)	578,752	506,956	(71,796)
Small/Mid Cap Value			11.17	8.00	(3.17)	460,595	506,956	46,361
International Equity			0.35	25.00	24.65	14,633	1,584,237	1,569,604
Equities Blend			0.13	0.00	(0.13)	5,453	0	(5,453)
Total Equity Assets						4,125,214		

* 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: 10/20/2020

Date of Composition Information Obtained for Pooled Investments

If the accounts included in this analysis hold mutual funds, closed end funds, annuities, 529 portfolios, 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	PGIM JENNISON	08/31/2020			

Exchange Traded Funds

Security	Security Description	Data As Of	Security	Security Description	Data As Of
QQQ	INVESCO QQQ TR SER 1	08/31/2020	IYW	ISHARES U.S. TECHNOLOGY	08/31/2020
DGRO	ISH TR CORE DIVID GROWTH	08/31/2020	VOX	VANGUARD COMMUNICATION	07/31/2020
SHY	ISHARES 1-3 YEAR	08/31/2020	VCR	VANGUARD CONSUMER	07/31/2020
IEI	ISHARES 3-7 YEAR	08/31/2020	VIG	VANGUARD DIVIDEND	07/31/2020
IWR	ISHARES RUSSELL MIDCAP	08/31/2020	VYM	VANGUARD HIGH DVD YIELD	08/31/2020
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IGIB	ISHARES TR ISHARES 5-10	08/31/2020	BND	VANGUARD TOTAL BOND MKT	08/31/2020
IYK	ISHARES U.S. CONSUMER	07/31/2020	DGRW	WISDOMTREE U.S. QUALITY	08/31/2020
IYF	ISHARES U.S. FINANCIAL	08/31/2020	DTD	WISDOMTREE US TOTAL	08/31/2020
IYH	ISHARES U.S. HEALTHCARE	08/31/2020			

Advance CTE FY21 Budget Modification

*Report submitted by Katie Fitzgerald, Director of Communications and Membership
And Krissy Haynes, Finance & Operations Manager*

Advance CTE is requesting a modification to the FY21 budget due to the Spring Meeting being held virtually instead of in-person in April 2021.

Advance CTE has lowered the budget both in terms of income and cost as reflected below. Income for the virtual Spring Meeting is anticipated to be \$47,965 less than an in-person meeting due to decreased registration fees as well as less expensive sponsorship packages. While the sponsorship packages are less expensive, we do anticipate a high volume of sponsorships as the sponsors have been showing an interest in connecting with Advance CTE and its members.

The proposed budget modification includes estimated Spring Meeting registration income based on 250 attendees at \$175 each. Based on feedback from the Executive Committee, Spring Meeting registration prices have been set as low as possible while still offering a high-quality and professional meeting. The actual cost per attendee is \$302.74. The member registration cost will be \$175 for early bird and \$225 for regular registration. The non-member registration cost will be \$300 for early bird and \$350 for regular registration. In order to ensure we break even on the meeting, and not have to dip into organizational reserves, we will have to reach our sponsorship goal.

	Approved FY21 Budget	Requested FY21 Modification	Change
Spring Meeting Registration	\$82,500	\$43,750	-\$38,750
Spring Meeting Sponsorships	\$40,000	\$31,935	-\$8,065
Total Spring Meeting Income	\$122,500	\$75,685	-\$46,815

Expenses for a virtual Spring Meeting will also be lower. Expenses are anticipated to be \$45,575 less for a virtual meeting than an in-person meeting. Advance CTE is able to lower expenses for the Spring Meeting by removing the cost of catering, travel and supplies. Even though these expenses have been eliminated, the cost of technology will increase with a virtual meeting and will make up the bulk of the expenses. The event platform is \$7,500 and the cost of a virtual production team is \$60,000. This is a robust platform that will allow for a professional experience and high-level of engagement with and among attendees. The remaining expenses are primarily the cost of the consultant time (meeting planner), a mailing to Spring Meeting attendees, and credit card processing fees.

The requested modification results in the overall FY21 Advance CTE budget being balanced. Previously there was a “profit” of \$1,240, which was due to the difference in Spring Meeting income and expenses.

Board action required: Approve the proposed FY21 Advance CTE budget modification, as presented.

Proposed FY21 Advance CTE Budget Modification

	APPROVED FY 21	Proposed FY 21	Explanatory Notes
INCOME			
State Memberships	\$561,750.00	\$561,750.00	
Associate & Organizational Memberships	\$58,500.00	\$58,500.00	
Spring meeting registration	\$82,500.00	\$43,750.00	FY21 Proposed Revision: Estimating 250 attendees at \$175 (on-time member rate).
Spring meeting sponsorships	\$40,000.00	\$31,935.00	FY21 Proposed Revision: Decreased due to sponsor budget cuts and lower sponsorship pricing due to virtual convening.
ABC Equity Grant	\$4,217.14	\$4,217.14	
NASFAA	\$10,000.00	\$10,000.00	
UMass	\$12,000.00	\$12,000.00	
Interest/Dividend	\$40,000.00	\$40,000.00	
Other income	\$0.00	\$0.00	
TOTAL REVENUES	\$808,967.14	\$762,152.14	
EXPENSES			
Allocated Expenses to Specific Projects			
Member Services	\$45,829.37	\$45,829.37	
Member Supports	\$91,925.85	\$91,925.85	
Government Relations	\$34,399.85	\$34,399.85	
Spring Meeting	\$121,260.00	\$75,685.00	FY21: Expenses aligned with income projections for a conservative 150 attendees. Added in costs for 101-year celebration. FY21 Proposed Revision: Expenses aligned with income projections.
Communications	\$0.00	\$0.00	
Advance CTE Board	\$41,825.10	\$41,825.10	
100 Year	\$0.00	\$0.00	
Lobbying	\$1,922.00	\$1,922.00	
ABC Equity Grant	\$4,217.14	\$4,217.14	
Iowa Contract	n/a	n/a	
Chamber TPM	n/a	n/a	
NASFAA	\$10,000.00	\$10,000.00	
UMass	\$8,250.00	\$8,250.00	
Subtotal - Specific Projects	\$359,629.31	\$314,054.31	
Staffing & General & Administrative Expenses			
Non-contract Staff Time	\$365,699.83	\$365,699.83	
Total G&A Expenses (excluding staff time)	\$82,398.00	\$82,398.00	
Total G&A Expenses	\$448,097.83	\$448,097.83	
Total Project Expenses	\$359,629.31	\$314,054.31	
TOTAL EXPENSES	\$807,727.14	\$762,152.14	
INCOME LESS EXPENSES	\$1,240.00	\$0.00	

Overview of Proposed Personnel Policy Revisions
Report submitted by Krissy Haynes, Finance & Operations Manager

During the past year, Advance CTE has made great strides in adopting technology that increases the efficiency of the organization as well as allows it to operate effectively in a remote environment, which has been critical due to the COVID-19 pandemic. The revisions were led by the Finance & Operations Manager and approved by the Executive Director before being reviewed by our attorney for compliance with federal, state, county or local laws. The attorney indicated that no changes are required at this time. He did note our growing staff size, indicating that should our staff exceed fifteen employees we hit a threshold for required compliance with the Americans with Disabilities Act.

Additionally, staff inquired if we should put in a modifying clause to the telework provision due to COVID-19, since all staff are, for the most part, working remotely. The attorney indicated that this was not necessary, as the global pandemic and federal, state and Centers for Disease Control and Prevention guidelines grant us plenty of rationale to waive provisions under these extraordinary circumstances. Most national nonprofits that the attorney works with are still working remotely in the DC metro area and are wrestling, like Advance CTE, with options for 2021. There is no clear pattern of how or when re-opening of in person workplaces will occur.

Below is a summary of the revisions.

- **Timesheets**: Due to the remote environment caused by COVID, paper timesheets were no longer practical. Beginning on July 1, 2020, Advance CTE started using a software called ClickTime to enter semi-monthly timesheets. This software allows the employees to enter and submit their time electronically. The timesheets are able to be approved online and records and reports are able to be generated. The update to the timesheet policy replaces the paper timesheet process with the new online process.
- **Expense Reimbursement**: Advance CTE now allows employees to submit expense reimbursements through a software called Expensify. Expensify allows for greater efficiency, as well as simplifies the expense reimbursement process for both the employee and management. Due to the remote environment and the use of Expensify, we are no longer requiring original receipts to be submitted or kept unless there is a reimbursement from an outside organization. The personnel policies have been updated to reflect both the use of an expense reimbursement software as well as the change from original receipts to itemized receipts. For staff not enrolled in Expensify, we are using DocuSign to upload and sign expense reports. In this instance, hard copies of receipts are also not needed.
- **Annual Leave**: Advance CTE now uses an online software called BambooHR to house all employee records, as well as time off requests and accruals. BambooHR is able to automatically pro-rate annual leave from the start date for the first pay period, which wasn't possible with the previous time off accrual system. The proposed annual leave policy allows the employee's annual leave to accrue from their start date, which is more

accurate than the previous policy which did not allow a new employee to accrue leave for the first pay period if they started after the fifteenth of the month. This new annual leave policy would go into effect for all new employees that start beginning December 1, should the new policy be approved.

- Sick Leave: Similar to annual leave, the proposed sick leave policy allows sick leave to accrue from the start date for an employee. Previously the personnel policies did not specify when sick leave accrual started and the process was to use the same accrual method as annual leave, so this change allows the policy to be clear to the employees as well as brings it in line with the new annual leave policy. This new sick leave policy would go into effect for all new employees beginning December 1, should the new policy be approved.
- Health Insurance: The current basic healthcare plan that is fully covered by Advance CTE is only available to employees in the District of Columbia, Maryland and Virginia; therefore, remote employees are required to select the PPO plan which has a small monthly premium. Since our healthcare plan is grandfathered, Advance CTE is unable to cover the additional premium payments for remote employees. Due to this, the health insurance policy has been updated to include language about premium payments for select health care plans.
- Retirement Plan: This policy was updated to specify the calculation used for the final pay period payout, consistent with the retirement plan policies.
- Weather Related Delays, Dismissals: The policy clarifies that remote employees are ineligible for weather delays, dismissals, etc.
- Transportation Reimbursement: Due to new hires possibly being remote, the transportation policy has been updated to clarify that remote workers will not receive transportation benefits as they do not have to commute to the office. Additionally, it is being proposed that Advance CTE is able to pause transportation benefits for employees that telework for a full month or longer since they are not commuting to the office. The proposed revision also clarifies the terms and conditions of this benefit.
- Evaluations: This year we worked to update our performance evaluation system, with the input of staff and the support of a consultant, including our equity consultant. As a result of these revisions, the personnel policies need to be updated to reflect changes to the description of the levels of the performance ratings and clarify some of the language related to interim evaluations during the first year of employment.

Board action required: Approve the adoption of the Proposed Personnel Policy Revisions.

PERSONNEL POLICIES

ADVANCE  **CTE**

State Leaders Connecting Learning to Work

The Center to

ADVANCE  **CTE**

November 2020

SECTION I: INTRODUCTION

The purpose of this handbook is to set forth the policies and practices of the National Association of State Directors of Career Technical Education Consortium (NASDCTEc)/Advance CTE and the National Career Technical Education Foundation (NCTEF)/The Center to Advance CTE with regard to working conditions, employee benefits, and other policies affecting employment.

Employment is contracted with our legal name, National Association of State Directors of Career Technical Education Consortium and The National Career Technical Education Foundation. Both organizations operate under a DBA listed as Advance CTE for the National Association of State Directors (NASDCTEc) and The Center to Advance CTE for the National Technical Education Foundation (NCTEF). For the purposes of this document, references made to Advance CTE cover both Advance CTE and The Center to Advance CTE.

THIS HANDBOOK DOES NOT CREATE A CONTRACT, IMPLIED OR EXPRESS, OR PART OF A CONTRACTUAL AGREEMENT WITH ANY Advance CTE EMPLOYEES. Advance CTE follows the practice of employment – at-will and thus, reserve the right to terminate employee at any time, with or without cause.

The organizational policies are established by a thirteen-member Board of Directors that employ an Executive Director empowered to hire and fire staff and manage the affairs of the national association and the headquarters office.

Advance CTE reserves the right to revise, supplement, or rescind any policies or procedures in this handbook as deemed appropriate, in its sole and absolute discretion. The policies and procedures in this manual supersede any pre-existing documents.

Equal Employment Opportunity Policy: Advance CTE's Employment Policy is to comply with all applicable federal, state and local laws regarding equal employment opportunity and prohibiting discrimination. These laws and regulations apply to all aspects of employment.

SECTION II: OPERATING PROCEDURES

II. A. Hiring:

Advance CTE's policy is to select qualified persons, whether from within Advance CTE or from outside, on the basis of ability, experience, education, and training.

II. B. Working Hours:

Advance CTE's normal working hours for regular full-time employees are from 9:00 a.m. to 5:00 p.m. Eastern Time, Monday through Friday.

Advance CTE recognizes that circumstances beyond the employee's control may occasionally cause him/her to be absent from work for all or part of a day. Whenever an unexpected delay prevents an employee from arriving on time at the office, the employee must notify Advance CTE headquarters as soon as possible and give an estimate of how long the delay will be. Unauthorized absence or tardiness will not be tolerated and will result in disciplinary action.

An employee who is absent for three consecutive days without prior notice to the Executive Director or President is presumed to have resigned without notice. Under these circumstances, Advance CTE will not pay out the employee's accrued annual leave.

II. C. Overtime Hours:

When workload requirements cannot be met during regular working hours, nonexempt employees may be required to take part in overtime work assignments. Nonexempt employees are subject to

the minimum wage and overtime provisions of the Fair Labor Standards Act. Employees who are classified as nonexempt will be paid overtime at the rate of one- and one-half times the regular hourly pay only after a full workweek of 40 hours. Overtime work is based on actual hours worked, and must always be approved by the Executive Director in writing before it is performed. Overtime compensation does not apply to exempt employees.

II. D. Flexible Work Schedule:

Advance CTE's normal working hours for regular full-time employees are from 9:00 a.m. to 5:00 p.m., Monday through Friday. However, working hours can be adjusted to meet the specific needs of the employee or Advance CTE, including compressed work weeks, flexible hours, etc. The employee's type of work and performance will be considered in approving requests. Alternative work schedule arrangements must be made with the employee's direct supervisor and approved by the Executive Director. The flexible work schedule is at the discretion of Advance CTE as to the terms and/or duration and Advance CTE may remove the right to the flexible work schedule at any time. All requests for an alternate work schedule must be submitted in writing and approved at least two weeks prior to the start date of the flex schedule. Employees are eligible for this benefit upon the completion of the six-month probationary period.

II. E. Flexible Location:

Telework entails a work-at-home arrangement for at least part of the workweek on a regular basis. In general, telework is a privilege which may be granted under appropriate circumstances to high performing employees whose job responsibilities are suited to such an arrangement, and each request to telework will be decided on an individual basis under the guidelines set forth below.

Participation in telework is voluntary on the part of the employee. Employees who wish to telework must first discuss the request with their immediate supervisor, who must submit the request to the Executive Director for approval. Each employee who teleworks will be required to annually sign a telework agreement.

An employee who successfully completes the one-year of employment with Advance CTE and receives a "3" in all categories of performance in their most recent evaluation may be eligible to telework for one day per week. Teleworking cannot begin before the annual evaluation has been finalized and approved by the Executive Director.

An employee who successfully completes five years of employment at Advance CTE and receives a "3" in all categories of performance in their most recent evaluation may be eligible to telework up to two days per week. Teleworking two days per week cannot begin before the most recent annual evaluation has been finalized and approved by the Executive Director.

Telework, at any time, can be restricted, reduced or revoked with or without cause. Positions that are non-exempt, primarily administrative, part-time employees, interns and fellows are not eligible for telework. At the discretion of the Executive Director, other Advance CTE positions, based on duties and responsibilities, may not be eligible for telework.

The employee is expected to have appropriate homeowner's or renter's insurance that covers injuries to third parties and reliable phone and internet access in the telework location, at no cost to Advance CTE/The Center to Advance CTE. The employee is not allowed to have in-person meetings at their telework location.

The employee must agree to and abide by all telework guidelines, FAQs and term and conditions in the telework agreement, which may be amended, modified or revoked at any time.

II. F. Lunch Policy:

Employees are allowed one half of one hour for lunch. If additional time is desired for lunch, the employee shall make arrangements with the employee's direct supervisor or Executive Director on how best to accommodate this request.

II. G. Timesheets:

Employees are required to record all working time taken through the Advance CTE time tracking software. Timesheets are due three days after the end of a pay period. If that day falls on the weekend, timesheets are due the following Monday. All employees are required to submit their semi-monthly timesheets through Advance CTE's time tracking software. Submitting a timesheet in the time tracking software represents that the employee agrees that the timesheet is complete and accurate. Timesheets must be approved by the employee's direct supervisor, Deputy Executive Director or Executive Director.

II. H. Pay Period:

Advance CTE employees are paid on the 15th and last day of each month. If a payday falls on a weekend or holiday, payroll is disbursed on the preceding Friday or the day preceding the holiday.

II. I. Travel Expenses:

Prior to any travel taking place, all Advance CTE employee travel must be approved by the employee's director supervisor, Deputy Executive Director or Executive Director. Employees plan travel in advance to obtain the most reasonable rates.

Upon approval, employees will be reimbursed for automobile travel, for Advance CTE business, at the current Federal reimbursement rate. Employees will be reimbursed for meals according to the reimbursement policy.

Meals not available at the meeting/event/conference the employee is staffing or attending will be reimbursed. Employees are asked to use judgment and discretion when incurring business related expenses. Advance CTE will not reimburse for the purchase of alcoholic beverages. All expense reimbursements are subject to approval by the Executive Director must abide by the reimbursement policy [KH1].

II. J. Expense Reimbursement:

All expense reimbursements are subject to approval by Executive Director and must be submitted on either an approved expense form or through Advance CTE's expense report software or DocuSign with itemized receipts. Employees are to use fiscal discretion in incurring costs and are encouraged to be reasonable in their expenditures. All expenditures must be guided by budget allocations and must meet expense reimbursement guidelines or are subject to disallowance.

Advance CTE will reimburse employees for applicable business-related expenses incurred and approved. The reimbursement request must be submitted within thirty days of the date the expense was incurred or the completion of travel. All expenses must be accompanied by an itemized receipt, with the exception of portage and miscellaneous expenses where receipts are not available for or appropriate (e.g. metro expenses). For expenses being reimbursed by an outside organization, all original receipts must be kept until the reimbursement is received from the outside organization. Housekeeping tips and entertainment costs will not be reimbursed. Any meal charges to a credit card must include itemized breakdown of the meal plus the summary receipt that includes the meal total and tip. Reimbursement of internet charges will be made only when the employee has business-related communications to conduct. Reimbursement of luggage fees will only be approved for business trips requiring three or more days of travel or if approved in advance.

The Finance Manager will review the Executive Director's expense reports to assure appropriate expenditure of Advance CTE funds. In addition, the Executive Director's expense reports will be forwarded to the Executive Committee at the end of each quarter for review and approval.

II. K. Payroll Deductions:

Advance CTE is required by law to withhold applicable federal and state/District of Columbia income taxes and FICA (Social Security) contributions from employees' paychecks. The amount of the tax deduction is based on the employee's salary, the number of tax exemptions claimed on the withholding statements and the tax rate.

II. L. Garnishment of Employee Wages:

Advance CTE is obligated to comply with any court order received for the garnishment of employee wages. The amount withheld is stipulated by court order.

II. M. Probationary Period:

Employees are considered on probation for the first six months of employment. During the probationary period, employees can accrue annual and sick leave. Annual leave cannot be taken until the probationary period expires. Employees are not eligible for life insurance benefits until the probationary period expires. At the end of the first 90 days of employment, employees will receive a verbal evaluation check in. A second review, which will be in writing, will be conducted at the end of the first six months of employment. Employees can be terminated at any time during the probationary period without cause. Successful completion of the probationary period does not alter the employment at-will employee relationship.

II. N. References:

Requests for information about former employees must be provided by the Executive Director or President and are limited to verification of employment dates and job title(s). Any employee who leaves Advance CTE may request a letter of recommendation from his or her immediate supervisor or from any other employee who is qualified to vouch for the employee's performance and other work-related qualities. However, the only official employment-related verification and recommendation, if any, will be the one issued by the Executive Director or the supervisor, if approved by the Executive Director. Any staff member may serve as personal references for former employees.

II. O. Dress Code:

Advance CTE requires employees to present a neat, professional, and businesslike image to coworkers, members, and the public. Therefore, employees must be dressed in appropriate, clean and tidy business attire. Business attire does not include shorts, crop tops, flip flops, exercise attire, strapless tops, any attire with team logos, political logos, (including any movement, campaign or candidate statements/phrases/images, politically motivated statements, phrases, images or wording/phrases not associated with the organization). Jeans are allowed but only if this does not interfere with appropriate attire for the employee's duties, meetings, etc. on that day. If an employee's attire is found to be in violation of this policy, disciplinary action will be taken, at the discretion of the Executive Director. Grooming and hygiene are an equally important part of a professional appearance. Hair should be clean and neat. Advance CTE will accommodate requests for dress and grooming that deviate from this Dress Code based on an employee's religious practices as required by law.

II. P. "Green" Policy:

Advance CTE strives to be environmentally conscious and to reduce the organization's carbon footprint. Further, recycling is a mandate for employers residing in Montgomery County, Maryland. Fines can be levied on non-compliant organizations. Recycling bins are provided for employee use, as well as briefing materials explaining the county's recycling requirements. Further, employees are encouraged to limit printing and photocopying and to recycle all toner cartridges. Employees are

requested to turn off their computers and monitors, as well as the office lights at the close of the business day.

II. Q. Kitchen Policy:

Advance CTE employees have been provided with kitchen facilities. All unmarked containers, condiments and food will be disposed of at close of business each Friday. The building cleaning staff will not clean the kitchen appliances therefore all staff is requested to be courteous and clean up after themselves. Further, all staff are expected to clean the kitchen on a rotating basis. Guidelines have been established for what tasks are required when it is an employee's turn to clean the kitchen.

II. R. Political and Related Communications Policy:

Employees should avoid overt expressions (including wearing or displaying buttons, hats, posters, signs, stickers, or screen savers) of personal viewpoints on non-work-related political, social or cultural issues that have a likelihood of generating controversy, or strong, conflicting opinions among the staff.

SECTION III: CODE OF CONDUCT

III. A. Alcohol and Drug Free Workplace Policy:

Advance CTE is committed to providing an employment environment that is drug-free, healthful, and safe. While employees are performing their job duties, no employee may use, possess, distribute, sell, be under the influence or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs (whether punishable by criminal or civil penalties). Any violation will be reported to the appropriate legal authorities.

Employees may not bring alcoholic beverages to work or be under the influence of alcohol while working. Violations of the drug and alcohol policies will result in disciplinary action, up to and including termination of employment.

Employees legally authorized under Maryland law to use medical marijuana may request an accommodation. However, under no circumstances may an employee use or be under the influence of marijuana while acting in the capacity as an Advance CTE employee.

III. B. Employee Relations:

Advance CTE believes that effective communication is essential to a productive work environment and that all employees should have knowledge of its mission, objectives, priorities, policies, and administrative guidelines. Staff meetings will be held to communicate and gather feedback on important organizational issues. Ideas and creativity to strengthen the organization are always welcome and should be communicated to the employee's supervisor, Executive Director or President.

III. C. Whistleblower Policy:

Advance CTE/The Center to Advance CTE Boards of Directors believe it is essential to have a safe and comfortable work environment and as such the Board of Directors of both organizations have adopted a whistleblower policy. This policy is in attachment A of the personnel policies and is to be reviewed and signed by each employee annually. There will be no retaliation for reporting incidents that qualify as whistle blowing.

III. D. Conflict of Interest Policy:

The Advance CTE/The Center to Advance CTE Boards of Directors approved a conflict of interest policy that must be reviewed and signed by all staff and Board members annually or as circumstances may dictate. A copy of the policy is included in attachment B.

III. E. Immigration Law Compliance:

Advance CTE is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Advance CTE within the past three years, or if their previous I-9 is no longer retained or valid.

An Advance CTE employee, who, knowingly, or unknowingly breaks the immigration and/or labor laws of the U.S., may be committing a crime and the organization does not condone such activity. Accordingly, persons who engage in such behavior may be subject to disciplinary action, which may include dismissal.

III. F. Harassment:

Advance CTE is committed to assuring all employees a bias-free work environment. Harassment based on a protected characteristic or status, such as race, sex, religion, disability, national origin, age, color, marital status, sexual orientation, or gender identity is strictly prohibited. Harassment may consist of insults, jokes, or other comments or conduct that may create a hostile, intimidating, or offensive work environment or otherwise interfere with an employee's work performance.

Sexual harassment in particular has also been defined by government regulations as "unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature... when submission to such conduct if made, either explicitly or implicitly, a term or condition of the individual's employment, ... (when) submission to or rejection of such conduct... is used as the basis for employment decisions affecting such individual."

Harassment in the form of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature is also unlawful if it unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Employees found to have engaged in harassment will be disciplined as appropriate, up to and including discharge.

If an employee believes that he or she has been the victim of harassment, whether by a co-worker or a third party (e.g., a vendor, member, consultant, etc.) the employee should immediately discuss the situation with the Executive Director or President. To the degree possible, the investigation will be conducted in such a manner as to protect the privacy of all concerned. There will be no retaliation for reporting incidents of harassment.

III. G. No Smoking Policy:

Smoking is prohibited in the Advance CTE offices.

III. H. Ethics:

Employees of Advance CTE hold a position of trust. All employees are required to maintain the highest ethical standards. This means that employees will act with honesty and integrity in all dealings, including with each other, with members, with Advance CTE constituencies, and with the public. Employees will not accept gifts from persons doing business or seeking to do business with Advance CTE. Employees will not show partiality to vendors, members, or anyone else based on friendship or personal bias, or for personal advantage. Employees will comply with the law and seek, within the

scope of their responsibilities, to ensure that Advance CTE complies with the law.

III. I. Handling of Advance CTE Funds:

Integrity in the handling of all Advance CTE monies is of the utmost importance. No one may obligate Advance CTE financially without the prior approval of the Executive Director.

Advance CTE may perform a credit/consumer report on prospective employees or current employees who have a fiscal responsibility within the organization. All employees must cooperate in providing the necessary information to, and signing the necessary documents for, Advance CTE. All information will be kept confidential by Advance CTE and a copy of such report may be requested by the employee.

III. J. Systems and Computer Use Policy

Information technology systems (including but not limited to computer programs, software, databases, hardware, websites, wireless networks, files, and storage services) and computer resources are tools provided by Advance CTE to assist users with their professional duties. Since all items contained within these systems are property of Advance CTE, users are reminded that this is not a private means of communication and all aspects of the system are accessible by Advance CTE. This means that all messages composed, sent or received on the network systems and computer resources; voicemails, texts, instant messages, and other electronic communications are the property of Advance CTE.

Network systems and computer resources must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement. Similarly, they systems must not be used to solicit others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Unlicensed software should not be loaded or executed on the network systems, and licensed software should not be copied onto any media other than for the purpose of backing up hard drive. Personal use of such tools is permissible on a limited basis. This limited personal use should not be during charged time and should not interfere with job performance. Personal messages may not be broadcast to groups of people or other employees except to appropriate forums (such as designated listservs). Permission for organization-wide broadcasting of personal messages must be obtained from the user's supervisor. Distribution of chain letters, junk mail, jokes, executables, and other large attachments for purely recreational purposes is prohibited.

Users expressly waive any right of privacy in anything they create, store, send or receive on the organization's information system. Advance CTE can, but is not obliged to, monitor e-mails and internet/computer activity without prior notification. If there is evidence that users are not adhering to the guidelines set out in this policy, Advance CTE reserves the right to take disciplinary action, including termination and/or legal action.

All passwords must be made known to Advance CTE upon request. The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

III. K. Telephone, Internet, and Email Policy:

The Advance CTE telephone systems and messaging resources and all items contained within these systems are the property of Advance CTE. This means that all messages composed, sent or received on the telephone systems and messaging resources, including voicemails are the property of Advance CTE.

Telephone calls are an important means of communication with Advance CTE members, customers,

and partners and therefore should be handled promptly, efficiently and in a courteous manner. All telephone messages should include the time and date of the call and the correct name, organization, and the telephone number of the caller.

Advance CTE discourages excessive use of the telephone and email for personal business. Advance CTE recognizes that it may be necessary to make or accept a limited number of personal calls and email communications while at work. However, the frequency and time spent on personal business must be kept to a minimum.

Employees may not conduct business for profit or gain from Advance CTE telephones or email. Calls to 1-900 numbers, or other pay per call/premium rate telephone numbers, are prohibited. Advance CTE staff should utilize the most cost-effective method of telephone use when on travel for association or foundation business.

Advance CTE may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Advance CTE may restrict access to certain sites that it deems are not necessary for business purposes. The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement. The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images. Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.

Employees found to be utilizing the internet or email for inappropriate or illegal uses will be terminated immediately and will not be eligible for payout of annual leave. Further, if any suspected illegal usage of the internet or email is found, authorities will be contacted without exception.

III. L. Employer Property:

Computers and computer disks/drives/transportable electronic file storage, filing cabinets, electronic mail, and other items utilized in the course of business are property of Advance CTE. Such property shall be utilized for business purposes only and may be searched by Advance CTE as necessary. The Executive Director shall keep all passwords in a confidential file.

III. M. Employer Intellectual Property:

Advance CTE invests significant resources in the products, materials and services it provides to its membership and other consumers. All rights, title, and interest, including copyright, in and to all work of any kind created or produced (e.g. workshop, presentation, service, technical assistance, article, product, research paper, etc.) by and as an Advance CTE employee, temporary employee, or intern for the purposes of Advance CTE shall be considered a "work for hire" and Advance CTE shall own all rights, title, and interest, including copyright, in and to all work of any kind created or produced (e.g. workshop, presentation, service, technical assistance, article, product, research paper, etc.) by and as an Advance CTE employee, contractor, temporary employee, intern, or volunteer for the purposes of Advance CTE, whether done on or off premises. No employee is permitted to use these products (in any form) for personal gain either while employed by Advance CTE or after the employee has left the organization unless expressly given permission to do so by Advance CTE. Each employee agrees to provide any necessary assistance to protect, enforce, or perfect Advance CTE intellectual property rights. Further, each employee agrees not to register, file, obtain or attempt to register, file, or obtain in his or her own name any patent, copyright, or trademark relating to any work product.

III.N. Conflict Resolution

To promote a productive and cooperative work environment, Advance CTE encourages open

communication and wishes to create a safe environment for addressing differences of opinion. Employees with work related disputes are encouraged to follow the conflict resolution procedures outlined below:

- The employee should first make an attempt to resolve the dispute directly with the other employee(s) involved.
- If the problem cannot be resolved or otherwise persists, then the employee should contact their immediate supervisor or, if the dispute/conflict is with their immediate supervisor, then they should contact the Deputy Executive Director. The immediate supervisor (or Deputy Executive Director) should seek to mediate the matter, including by holding a face-to-face meeting with the employees.
- If these efforts are not successful, then the matter should be escalated to the Executive Director for final resolution.

NOTE: This process is not applicable to work performance or disciplinary matters, or to situations involved harassment or whistleblower complaints. Such matters are addressed elsewhere in these Policies.

III. O. Internet Postings/Social Media Policy:

Employees who effect postings via the Internet, including but not limited to social networking websites such as Facebook, and which can be viewed by persons outside of Advance CTE, should adhere to the following guidelines:

1. Be aware of your relationship with Advance CTE in online social networks. Ensure your profile and related content will not cause embarrassment or bring disrepute upon Advance CTE, or subject Advance CTE to scorn, by virtue of its employment relationship with you.
2. Do not disparage or criticize: (1) the quality or content of products, services, and other offerings of Advance CTE; (2) policy or legislative positions of Advance CTE; (3) suppliers, advertisers, and vendors of Advance CTE; or (4) the field of career technical education.
3. If you discuss matters related to career technical education or other matters within the scope of interest or activity of Advance CTE, be clear that you are speaking for yourself and not on behalf of Advance CTE.
4. Do not post or disclose confidential or other proprietary information of Advance CTE. Ask permission to publish or post materials owned by Advance CTE.
5. Do not cite or reference members, volunteers, supporters, customers, or constituents without their approval.
6. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace.
7. Internet postings should not violate any other applicable policy of Advance CTE.

Nothing in this policy is designed to interfere with, restrain, or prevent communications by non-supervisory employees regarding terms and conditions of employment.

III. P. Outside Employment and Other External Activities

Employees must obtain approval from the Executive Director or President before accepting outside employment. Approval will be based on possible conflict of interest, any interference with the employee's ability to perform his or her duties for Advance CTE, and interference with regular working hours. Activity related to outside employment may not take place during the employee's regular hours nor involve the use of the Advance CTE resources.

Any employee who wishes to serve in an advisory capacity for another organization or serve on the

board of any organization must first obtain approval from the Executive Director or President. Approval will be granted based on possible conflict of interest and interference with the employee's ability to perform his or her duties for Advance CTE.

SECTION IV: LEAVES AND HOLIDAYS

IV. A. Annual Leave:

Employees begin to accrue leave time from the date of employment. Employees may use annual leave after completion of the six-month probationary period. Leave time will be accrued with each pay period.

DPY = days per year

Length of employment:	Annual Leave:
1 - 3 years	3.34 hours per pay period (10 DPY)
3 - 5 years	5 hours per pay period (15 DPY)
5 - 9 years	6 hours per pay period (18 DPY)
9 + years	7 hours per pay period (21 DPY)

Employees hired after November 30, 2020 will have their annual leave pro-rated based on their start date for the first pay period. Employees hired prior to November 30, 2020 will accrue leave for the full month if their start date is prior to the 15th of the month. If their start date is after the fifteenth of the month their annual leave will begin accruing the following month.

Employees may accrue annual leave up to a maximum of thirty days. Any leave above the thirty-day cap will be transferred to the employee's sick leave account. Annual leave time will be pro-rated for part-time employees.

Upon departure from Advance CTE, employees shall receive a lump sum payment for accumulated annual leave. Calculation of the final annual leave balance (how much time is available and at what compensation level) will be based on the last full pay period worked. Annual leave is not accrued for partial pay periods and will not be accrued or pro-rated in the last paycheck if an employee's last day falls prior to the end of the full pay period.

Employees must request annual leave, through BambooHR, at least two weeks before the employee intends to use the leave. The employee's direct supervisor must approve the annual leave request. If leave is requested less than two weeks from the date the employee wishes to use the leave, the leave may be disallowed or approved as leave without pay. In general, annual leave will not be authorized the two weeks prior to an annual conference or meeting (e.g. spring meeting, fall meeting, etc.).

Use of annual leave must be approved in advance by employee's direct supervisor or the Executive Director. If an employee has given notice of leaving Advance CTE's employment, the employee is not allowed to use annual leave during the last two weeks of employment with the organization.

IV. B. Sick Leave:

Advance CTE offers 12 paid sick leave days per year, one per month, to permanent staff. This leave can be accrued to a maximum of 90 days. Sick leave will be pro-rated for part-time employees. For absences of more than five consecutive days, the Executive Director may request a doctor's statement. Sick leave is not compensable upon departure or termination.

Employees hired after November 30, 2020 will have their sick leave pro-rated based on their start date for the first pay period. Employees hired prior to November 30, 2020 will accrue leave for the full month if their start date is prior to the 15th of the month. If their start date is after the fifteenth of the month their sick leave will begin accruing the following month.

Sick leave may be used in the event that the employee or family member is sick. A “family member” is a spouse, child, parent, or grandparent, or other persons so classified by applicable law. Additionally, employees may use sick leave for themselves or family members who are victims of domestic violence, sexual assault, or stalking, in order to obtain medical attention and victims services.

If an employee is sick, the employee must notify his/her immediate supervisor prior to his/her regularly scheduled start time of the day the employee will be absent. If the employee does not provide such notification, the leave will be deducted as annual leave rather than sick leave.

If the employee is using sick leave for a doctor’s appointment, the leave request must be made as soon as practicable after the employee determines the need for the appointment, and ideally at least two weeks before the date of the appointment. The leave request must be approved by the employee’s supervisor.

All sick leave must be submitted through BambooHR.

IV. C. Additional Leave:

Advance CTE permanent employees who have successfully completed the probationary period leave will have off between the Christmas and New Year holidays. This leave will not be deducted from an employee’s annual leave balance. This leave cannot be transferred or accrued. The dates for this leave will be set by the Executive Director annually and are not compensable upon departure or termination.

IV. D. Bereavement Leave:

Bereavement leave may be granted for the death of a close family member, such as a spouse, child, mother, father, sister, brother, parent-in-law, grandparents or other individuals as approved by the Executive Director or President. Generally, three days is approved for bereavement leave, however the Executive Director or President may extend or limit this leave as appropriate. Additional leave to be taken would need to be deducted from the employee’s annual leave balance or be unpaid leave. All Bereavement Leave must be submitted through BambooHR.

IV. E. Inclement Weather Absence or Early Dismissal:

Advance CTE employee’s safety is of the utmost importance. Advance CTE uses the Office of Performance Management’s as its guide for delayed arrivals, early dismissal and closures. Delayed arrival and early dismissal is provided to ensure a safe commute for the employee; it is not intended to be unscheduled administrative leave and therefore should be used with discretion. If an employee is going to be late in arriving or wishes to leave early, within the parameters of the Office of Performance Management’s delayed arrival and early dismissal guidance, this must be communicated to the employee’s supervisor or Executive Director prior to the employee’s regular start or dismissal time. This time will be charged as administrative leave.

When the Office of Performance Management closes the federal government but authorizes telework, exempt employees are expected to work from home with an Advance CTE-provided laptop. If the inclement weather was unanticipated, the employee does not have access to a computer or resources/supplies necessary to conduct his/her work, or the home environment is not conducive to working, the employee should communicate with his/her supervisor and Executive Director. Flexibility may be provided in these circumstances, allowing for a portion of the day to be recorded as administrative leave rather than annual leave. If the employee chooses not to work a full business day or to telework, unscheduled annual leave will be recorded.

If an employee chooses to extend inclement weather-related delayed arrivals, early departures or

take an unscheduled annual leave day, annual leave will be charged for scheduled work missed.

Employees who are working remotely are not eligible for inclement weather delays, early dismissals, closures or absences.

IV. F. Court Leave:

Employees are encouraged to fulfill their civic responsibilities, including participation in jury duty. Time off for jury duty will be granted to all employees upon presentation of the summons. Exempt employees who are on jury duty for less than one workweek will be paid the difference between their regular pay and jury duty pay for that workweek. For circumstances, where jury duty calls for a commitment beyond one workweek, compensation will be negotiated with the Executive Director or President. Advance CTE reserves the right to request employees to seek permission from the courts to have their jury duty rescheduled, under appropriate circumstances.

IV. G. Holidays:

Advance CTE observes all ten federal holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. Presidential Inauguration Day is also observed. In addition, Advance CTE's offices are closed the Friday after Thanksgiving.

Exempt employees who work a full business day on a holiday preceding an Advance CTE/Center to Advance CTE conference will be entitled to another day off, to be approved and scheduled in advance. Part-time employees who work on a holiday will be entitled to overtime compensation.

Holidays that fall on Saturday will normally be observed on the preceding Friday. Holidays that fall on Sunday will normally be observed on the following Monday.

IV. H. Leave Without Pay:

While neither Advance CTE are subject to the Federal Family and Medical Leave Act, unpaid leave may be granted, on a case-by-case basis for (1) the birth of a child of the employee; (2) the adoption of a child by the employee; (3) the care of a family member of the employee who has a serious health condition; or (4) a serious health condition of the employee that renders the employee unable to perform the functions of the employee's position.

Employees who have been employed by Advance CTE for 12 months are eligible for up to twelve weeks leave without pay for requests that meet the criteria above. If such leave is granted, Advance CTE may also agree to pay for the health insurance coverage as described in V.B. during the leave period, on the condition that the employee returns to full time employment with Advance CTE after the twelve-week period. If the employee does not return or voluntarily departs Advance CTE within six months of returning following the leave without pay period, the employee will be responsible for reimbursing Advance CTE for these health care costs. These costs will be deducted from the final paycheck. No other benefits are available to the employee during the twelve-week leave without pay period.

SECTION V: EMPLOYMENT BENEFITS

V. A. Group Life Insurance:

Advance CTE provides term life insurance coverage through Forrest T. Jones, Inc. in an amount equal to one- and one-half times the employee's salary. Life insurance is offered in \$20,000 increments. Coverage will be at the closest increment to one- and one-half times the employee's salary. Employees are eligible for this benefit upon the completion of the six-month probationary period and begin the first full pay period after the probationary period expires. **If the employee is deemed**

ineligible for life insurance by the life insurance company, Advance CTE is unable to offer this benefit to the employee.

V. B. Health Insurance:

Advance CTE provides health care coverage for all employees through the association's health insurance plan. Employees may elect to have family coverage, at the employee's own expense. Employees are eligible for health insurance coverage on the first day of the month following 30 days continuous eligible employment. For example, if an employee is hired on March 15, the employee will be eligible for employer-provided health insurance on beginning May 1. Upon termination of employment, health care coverage will end on the last day of the month in which employment terminates.

Depending on the health care plan selected, employees may have a premium to pay for the coverage which will be automatically deducted from each paycheck. Employees located outside of Maryland, Virginia and the District of Columbia that choose to have healthcare coverage, must select the PPO plan which requires an additional small premium that will automatically be deducted from each paycheck.

V. C. Retirement Program:

Employees are eligible to participate in the Advance CTE 401(k) retirement plan on the first day of the first full month after an employee has been employed by Advance CTE for 12 months. For example, if an employee is hired on March 15, 2017, the first employer contribution would be processed in April 2018. Advance CTE will contribute nine percent of the employee's gross current salary to the retirement plan. The employer contribution is made once per month, in line with the pay period on last day of the month.

Upon termination, the final contribution will be 9% of the employee's prorated final month's salary, not including annual leave payout or bonuses.

V. D. Part-time employees:

Regular part-time employees who work at least 20 hours per week may be eligible for employee benefits. Part-time employees are not eligible for participation in the health insurance plan, life insurance benefits, or paid holiday leave. Per plan documents, part-time employees are eligible for participation in the 401(k) after meeting eligibility criteria.

V. E. Transportation Reimbursement:

With appropriate documentation, employees are eligible to receive up to one hundred and fifty-five dollars per month to offset the employee's commuting expenses. Employees will receive these benefits via an electronic transfer to the employee's Smartrip card or direct payment to the landlord for parking. Only one transportation benefit option may be chosen at a time. The employee is responsible for purchasing his/her Smartrip card and must register the card with WMATA in order to participate in the transportation reimbursement benefit. Any unspent funds from the Smartrip program are returned to the organization each month, as the funds are intended to be offsetting commuting costs for that month.

If the Smartrip or parking option is not chosen as the means for the transportation reimbursement, staff can request that some or all of this benefit be in the form of a reimbursement of other commuting expenses (e.g. MARC, VRE, parking, bus tokens, etc.) pending approval of the appropriate documentation (e.g. receipts). Employees are eligible for this benefit upon the completion of the six-month probationary period. Benefits will begin the first day of the seventh full month of employment. For example, if an employee is hired on March 15, the transportation benefit would begin on October 1.

The transportation reimbursement cannot be used for mileage. If monthly parking spaces are not available in the Advance CTE headquarters' building, an employee who chooses the transportation benefit to offset parking costs can do so by submitting receipts, on a monthly basis.

Transportation benefits are not available for remote employees and may be paused for employees that telework for a full month or longer.

SECTION VI: EMPLOYEE EVALUATIONS

VI. A. Performance Evaluation:

Advance CTE believes that performance evaluation is a continuous process of feedback and two-way communication between employees and the employee's supervisor, the Executive Director or President. Each employee is entitled to a timely, semi-annual formal assessment of his or her performance and abilities. This ensures that employees have a clear definition of the role they play in achieving the objectives of the organization, as well as an understanding of the criteria that will be used in their formal performance evaluation.

Explicit and objective evaluations are encouraged. Evaluations will be conducted openly and constructively, while avoiding using subjective criteria for measuring performance. An employee is evaluated against the responsibilities of the position, as well as any agreed up performance goals.

The performance evaluation process:

- Is an opportunity for the employee and the employee's supervisor, Executive Director or President to discuss the responsibilities of the position and exchange ideas on the position's potential development;
- Clarify expectations of the employee's supervisor, Executive Director or President and the employee;
- Identify the employee's areas of strength and areas of needed development;
- Identify training needs; and
- Provide a basis for setting merit salary increase and determining promotions.

Employees are rated using the following categories:

- 5: Far exceeds expectations** – performance clearly exceeds all criteria listed consistently and over a sustained period of time; both results and how those results were achieved are outstanding; serves as a model for others to follow
- 4: Exceeds expectations** – performance clearly and consistently demonstrates all criteria and exceeds some criteria for the competency; significant contributions are made beyond the criteria listed
- 3: Meets expectations** – performance consistently meets all of the criteria listed
- 2: Partially meets expectations** – performance meets expectations in some criteria, but needs improvement in others
- 1: Does not meet expectations** – performance needs significant improvement in several criteria quickly and requires goals to address deficiencies

The discharge of an employee for unsatisfactory performance may be preceded by verbal and written

warnings and suspension. However, at management discretion, employees may be separated from Advance CTE without prior warning. Nothing in this policy provides any contractual rights regarding employee discipline or counseling, and this policy in no way shall be read as modifying the at-will employment relationship between Advance CTE and its employees.

VI. B. Performance Evaluation Procedures:

At or before the first 90 days of employment, employees will receive verbal performance evaluation check in. A second review, which will be in writing, will be conducted before the conclusion of the first six months of employment. Written performance evaluations are given to all employees annually on the same schedule, generally in September or October. After the first anniversary date, verbal performance evaluation check ins are conducted mid-year.

SECTION VII: TERMINATION

Employees can be terminated voluntarily or involuntarily. Every effort is made to affect a smooth transition from the organization, ensuring that employees are granted all rights and benefits to which they are entitled.

VII. A Voluntary Termination:

Advance CTE would appreciate employees providing the Executive Director or President of the association with at least 30 days written notice before leaving Advance CTE. Those holding leadership positions within the organization should provide for more time to effectuate an appropriate transition.

VII. B Involuntary Termination:

It is not possible to list all forms of behavior that would warrant dismissal and are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal of possession of Advance CTE property;
- Falsification of timekeeping records or expense reports;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of illegal drugs in the workplace, while on duty or while operating employer-owned equipment;
- Fighting or threatening violence in the workplace;
- Insubordination or other disrespectful conduct;
- Sexual harassment;
- Lack of work, funds or elimination of position;
- Unsatisfactory performance or conduct; inability to perform the essential functions of the job.

Employment with Advance CTE is at the mutual consent of Advance CTE and the employee and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

The Executive Director will approve all terminations and suspensions.

VII. C. Accrued Pay and Leave:

Terminated employees are entitled to a final paycheck, to be processed with the next regular payroll (either the 15th or last day of the month), provided all keys, passwords, Advance CTE/The Center to Advance CTE property and equipment are returned. The final check will include all earnings through the last day of employment and payment for up to thirty days of accrued vacation at the employee's

regular rate of pay, less any outstanding expenses or overdrawn sick leave or other uncleared financial obligations.

VII. D. Unemployment Compensation:

Advance CTE contributes to the Maryland's unemployment compensation program, which provides weekly salary payments to unemployed persons. Advance CTE's contributions are established by the Maryland government. Eligibility for unemployment compensation is determined by the unemployment compensation agency in the state in which the unemployment person files, not Advance CTE. Advance CTE will verify the reason for termination, which is stated on the employee's application for unemployment compensation.

EMPLOYEE ACKNOWLEDGEMENT FORM

I have received and read this revision of the Advance CTE/The Center to Advance CTE personnel policies and I understand that it is my responsibility to follow the policies contained in it, as well as any revisions made to it. I understand that the handbook is a statement of policies and is not an express or implied contract of employment or a legal document.

I further understand that I am employed at-will, that both Advance CTE and I are free to terminate the employment relationship at our discretion, and that no supervisor or other employee, other than the Executive Director, has the authority to alter this relationship.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that further revisions to the Advance CTE/The Center to Advance CTE personnel policies may occur.

Acknowledged and Accepted by:

Name: _____

Signature: _____

Date: _____

**Advance CTE/Center to Advance CTE
APPROVED WHISTLEBLOWER POLICY**

Should any person have knowledge of any illegal or unethical conduct in connection with the finances or other aspect of Advance CTE operations, that person should inform the Executive Director. If the alleged wrongdoing concerns the Executive Director, then the Advance CTE President or other Executive Committee member of Advance CTE should be notified instead.

Should the Executive Director, President, or other Officer or Director of Advance CTE/Center to Advance CTE receive information regarding alleged illegal or unethical conduct in connection with the finances or other aspect of Advance CTE operations, that person shall inform the Executive Committee.

The Executive Committee shall investigate all credible allegations. At all times respecting the privacy and reputation of individuals involved to the extent possible, the Executive Committee shall inform the Board of Directors if any material allegation is confirmed, or if the Committee otherwise believes that the Board of Directors should be made aware of the situation. Should any member of the Executive Committee be the subject of an allegation of wrongdoing, that member shall recuse themselves from any investigation, deliberation, and decision-making.

There will be no punishment or other retaliation for the good faith reporting of conduct pursuant to this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation or resolution.

[Note: This Whistleblower Policy is a unilateral expression of Advance CTE policy and, as with all personnel policies, does not create an express or implied contract or change the at-will nature of employment with Advance CTE].

Employee's name: _____

Employee's signature: _____

Witness signature: _____

Witness title: _____

Date: _____

Advance CTE/Center to Advance CTE EMPLOYEE CONFLICT OF INTEREST POLICY

PURPOSE: This Conflict of Interest Policy has been adopted to protect the integrity of purchasing and other decisions and actions of Advance CTE.

DISCLOSURE: An employee shall disclose to the Executive Director any business or personal relationship of the Employee with any vendor or other firm, organization, or individual with which Advance CTE do business or are actively considering doing business.

IMPROPER INFLUENCE: An employee shall not attempt to influence any decision of Advance CTE to do business with any vendor or other firm, organization, or individual with which the Employee has a business or personal relationship.

GIFTS AND GRATUITIES: No employee shall accept gifts, services, transportation, meals, lodging, entertainment, or similar items or benefits from a vendor or other firm, organization, or individual with which Advance CTE has, or is actively considering, a contractual or other business relationship, with a value totaling more than \$250 annually. This prohibition shall not apply to complimentary lodging, meals, or transportation provided by hotels, convention centers, or convention and visitors bureaus in connection with meetings or events of Advance CTE, including site visits.

FEES FOR ADVISORY SERVICES: No employee shall accept any fee or other consideration for advising or consulting services provided to any person who has an interest in an issue, matter, or transaction related to the interests of Advance CTE.

Employee's name: _____

Employee's signature: _____

Witness signature: _____

Witness title: _____

Date: _____

Overview of Major Activities (April – October 2020)

1. Ensure high-quality federal and state CTE policies are adopted and implemented

In state policy, Advance CTE has prioritized sharing postsecondary stories and strategies in research and publications. Advance CTE published new reports that include postsecondary examples, these were:

- [*Making Good on the Promise: Improving Equity and Access to High-Quality CTE for Youth and Young Adults in the Justice System;*](#)
- [*Making Good on the Promise: Improving Equity and Access to Quality CTE Programs for Students with Disabilities;*](#)
- [*From Tails to Heads: Building Momentum for Postsecondary Success; and*](#)
- [*Making Good on the Promise: Improving Equity in and Access to Quality CTE Programs for Students Experiencing Homelessness.*](#)

Advance CTE also completed an initiative on postsecondary short-term programs led by the National Association of Student Financial Aid Administrators (NASFAA) and funded by the Lumina Foundation. This culminated in a [report](#) on the national landscape of short-term postsecondary programs, with contributions by Advance CTE, NASFAA and the Association for Career and Technical Education (ACTE). The publication was built off of a literature review, surveys disseminated to the three organizations' memberships, phone interviews with Advance CTE members and focus groups with ACTE members. Following the completion of this project, Advance CTE began a new partnership with Opportunity America to learn more about community college workforce programs- also funded by the Lumina Foundation. Over the past year Advance CTE participated in a community college working group led by Opportunity America, which resulted in a [comprehensive report](#) focused on reimagining the role of community colleges, that was published in May. This new initiative led by Opportunity America will continue to expand the organization's knowledge of the community college landscape and non-credit postsecondary credentials, as well as our positioning with other leaders in these spaces.

Additionally, Advance CTE launched the Advancing Postsecondary CTE Data Quality Initiative (PDI), a multi-year initiative funded by the ECMC Foundation to build state capacity and improve postsecondary CTE data quality. After coordinating a nationwide competition in which 10 states applied, Advance CTE ultimately selected five states to participate in the initiative. In December, they will submit proposed action plans and budgets to Advance CTE and will begin implementation in early 2021.

2. Empower members through professional learning

Advance CTE convened the Workforce Innovation and Opportunity Act (WIOA) Kitchen Cabinet on a bi-monthly basis and will continue to do so through the fall in order to develop the organization's policy recommendations for WIOA reauthorization. Advance CTE also convened the Economic Recovery Kitchen Cabinet, which meets on a monthly basis and includes postsecondary and workforce development representation from the organization's membership. These convenings are used as a forum to provide information to cabinet members, as well as share resources with members.

Staff held regional calls for State CTE Directors to address federal and state CTE policies and practices. Facilitators made sure that discussions covered topics relevant to both secondary and postsecondary CTE. The summer learning series included postsecondary-level representation. Staff also published COVID-19 (Coronavirus) informational blogs, including postsecondary specific content on how remote CTE has been successfully delivered. Advance CTE tracked how states are using funding from the CARES Act through the Education Stabilization Fund and found that many states are directing Governor's Emergency Relief Fund dollars to postsecondary CTE, in addition to the Higher Education Emergency Relief Fund. Advance CTE will continue to track this information and share out strategies across the membership.

Additionally, staff continues to support postsecondary members in implementation of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). The [detailed analysis](#) that staff carried out for each state plan under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) included the postsecondary components of the plan. This information is also included in the new state profiles on Advance CTE's website.

3. Raise the visibility and promotion of high-quality CTE

Advance CTE promoted the report on short-term postsecondary programs developed in partnership with NASFAA and ACTE (discussed above). Advance CTE will elevate the promising practices found through the work, supported by the Lumina Foundation and ECMC Foundation. In the analysis and promotion of Perkins V state plans, Advance CTE is lifting up promising postsecondary practices. This will continue in the coming months as staff create a variety of Perkins V assets. The Aspen Institute presented on a webinar this summer on how to attract and recruit diverse students at the postsecondary level, which was well attended. Finally, the [economic recovery assets](#), including a [video](#) focused on postsecondary CTE's role in economic recovery were released.

4. Build and maintain strong and effective partnerships that advance Advance CTE's vision and mission

Advance CTE continued to grow existing partnerships in the postsecondary space through targeted outreach and regular participation in coalition meetings and events. For example, Advance CTE has been an outspoken participant in the Campaign to Invest in America's Workforce (CIAW) and played an active role in Congressional activities before and during

Workforce Development Month. Advance CTE contributed to the resolution that was introduced by Congress in recognition of Workforce Development Month. In addition, staff assisted in organizing a Congressional briefing- and in doing so was able to ensure that the postsecondary CTE voice was present.

Existing relationships were leveraged in two ways to expand the scope of services for postsecondary members. For example, the Economic Recovery Kitchen Cabinet heard from the Community College Research Center and the National Governor's Association (NGA). Advance CTE also hosted a webinar featuring the Georgetown Center on Education and the Workforce. Alternatively, Advance CTE staff presented to NGA on economic recovery, and the implications for postsecondary and adult learners.

Staff also ensured that there is a postsecondary voice present in all working groups that are not postsecondary-specific. Advance CTE led the Youth Apprenticeship Data Quality Workgroup through the Partnership to Advance Youth Apprenticeship (PAYA), which included both secondary and postsecondary representation. The organization also included postsecondary representation in its Shared Solutions Work Group.

5. Developing internal processes and protocols to ensure a strong and sustainable organization

In order to continue to expand our reach in the postsecondary space, Advance CTE staff must have a thorough understanding of the content and the ways in which K-12 and postsecondary CTE differ. As Advance CTE staff build content expertise through new partnerships, topical panels, working groups and new reports (internal and external), this information is shared back internally through knowledge management strategies. Additionally, Advance CTE staff convened the WIOA Kitchen Cabinet bi-monthly.

Major Accomplishments (April– October 2020)

- Held interviews (DE, FL, OH, OK, and UT) and a roundtable for an initiative on adult/postsecondary learners and area technical centers, funding by the Lumina Foundation.
- Contributed to and published a report on short-term postsecondary programs in partnership with the National Association for Student Financial Aid Administrators (NASFAA), funded by the Lumina Foundation.
- Convened Advance CTE's WIOA Kitchen Cabinet, comprised of 20 members across 18 states.
- Added four new resources to the resource center from Advance CTE and partner organizations that include postsecondary content.
- Launched the Advancing Postsecondary CTE Data Quality Initiative (PDI), funded by the ECMC Foundation.
- Began a new initiative on community college workforce programs in partnership with Opportunity America, funded by the Lumina Foundation.

Challenges

During this time frame, it became evident that Coronavirus was not a passing pandemic. As a result, organizational priorities shifted to be responsive to the evolving needs of our members. All Coronavirus response efforts had a deliberate secondary and postsecondary focus, including a blog series about best practices in delivering remote CTE.

Update on Identified Priorities for (April – October 2020)

- Ensure that postsecondary CTE is represented in COVID-19 response efforts, including resources and support from Advance CTE, federal legislation and waivers and guidance from the U.S. Departments of Education and Labor. In addition, ensure that postsecondary examples are included in the distance learning series as much as applicable. Staff will also track the implications of Coronavirus for postsecondary systems and institutions.
 - Advance CTE advocated for postsecondary needs during Coronavirus response and recovery, including federal legislation and waivers and guidance regarding the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). Staff completed the distance learning blog series, including postsecondary examples.
- Develop Advance CTE's WIOA reauthorization priorities and continue to prepare for WIOA reauthorization, including participation in Hill visits and coalition efforts.
 - Advance CTE hosted bi-monthly discussions with the WIOA Kitchen Cabinet to understand the member priorities for WIOA.
- Complete work on the Lumina Foundation grant with NASFAA and ACTE regarding short-term postsecondary programs.
 - This work was completed and the final report was published in October 2020.
- Continue work on the Lumina Foundation grant regarding area technical centers.
 - Given extensions due to Coronavirus, this work was delayed but has now picked up again. The survey of states and listing of area technical centers is not completed; exceeding our goal of securing responses from 45 states. We completed a state-focused roundtable this month, which had 27 participants across 16 states and four partner organizations. The 50-state report, case studies (for Delaware, Florida, Ohio, Oklahoma and Utah) and a microsite, including an interactive map of all of the area technical centers, will be released in late January 2021.
- Continue work on the ECMC Foundation grant with a focus on postsecondary data, including releasing the RFP and selecting states to participate.
 - Advance CTE launched the Advancing Postsecondary CTE Data Quality Initiative (PDI), a multi-year initiative funded by the ECMC Foundation to build state capacity and improve postsecondary CTE data quality. After coordinating a nationwide competition in which 10 states applied, Advance CTE ultimately selected five states to participate in the initiative. The selected states will each receive \$10,000 in 2020 to support a three-month needs assessment and action

planning process. In December, they will submit proposed action plans and budgets to Advance CTE and will begin implementation in early 2021.

- Continue to track HEA reauthorization and actively engage in advocacy efforts, including Hill visits and coalition efforts.
 - The development of this work paused for the time being due to the Coronavirus and shifted Congressional priorities.
- Publish an HEA blog series that will be comprised of four blogs covering the following topics: reinstating Pell grant eligibility in prisons; fostering job-driven postsecondary partnerships; expanding the scope of data collection and increasing opportunities for experiential learning.
 - The development of this work paused for the time being due to the Coronavirus and shifted Congressional priorities.
- Continue existing and build new postsecondary partnerships to support legislative priorities and grow our content knowledge.
 - This continued through active participation in coalitions, as well as expanded partnerships. For example, Advance CTE began a new initiative with Opportunity America on community college workforce programs. Because of the shift in Congressional attention (for example, Higher Education Act reauthorization was paused) there were some planned inter-partner interactions that also were held.

Priorities for Next Five Months (November 2020 – March 2021)

- Ensure that postsecondary CTE is represented in COVID-19 response efforts, including resources and support from Advance CTE, federal legislation and waivers and guidance from the U.S. Departments of Education and Labor. With an equity lens, staff will also track the implications of COVID-19 for postsecondary systems and institutions and.
- Continue work on the Lumina Foundation grant regarding area technical centers, releasing final assets in January 2021. The final assets will include a microsite and interactive map that will plot the area technical centers, their service areas and socio-demographic and economic data.
- Continue work on the ECMC Foundation grant with a focus on postsecondary data, including releasing the RFP and selecting states to participate.
- Continue to work on the Lumina Foundation grant led by Opportunity America regarding community college workforce programs.

Recommendation for Phasing Out A Separate Postsecondary Strategy: Advance CTE’s postsecondary strategy was created in recent years as a way to ensure a deliberate focus, in all aspects of the organization’s work, on postsecondary CTE. The regular Board strategy updates, combined with internal check points, make it evident that the strategy has been successful. Postsecondary CTE is widely represented in the Federal Policy Strategy, State Policy Strategy, Membership Strategy, Communications Strategy and Data Quality and Use Strategy, as well as a priority in development. This work has been planned separately from the strategy, with staff taking initiative provide resources and supports to postsecondary members and represent postsecondary CTE with partner organizations. Advance CTE has also seen an increase in being

approached by new partners to participate in postsecondary work, as was the case with NASFAA and Opportunity America. As such, staff feel it is time to formally close the postsecondary strategy, while continuing to monitor postsecondary work in each of the aforementioned strategies. This speaks to the way that a postsecondary lens exists in all facets of the organization's work.

Relevant Data

- Postsecondary Resources Added to the Learning that Works Resource Center: Five
- Postsecondary-only Topical Webinars: Two
- Postsecondary-focused Kitchen Cabinets: Two

Board Action: Approve the staff recommendation to phase out a separate postsecondary strategy in favor of integration of postsecondary priorities across the organization.

Fiscal Year (FY) 2021 Budget and Appropriations Update: As COVID-19 (Coronavirus) came to the forefront, Congressional and Administration focused almost entirely on pandemic response and recovery. This means that the FY21 appropriations bills were not a top priority at the federal level. Additionally, the polarized nature of Congress and the fact that Congressional and presidential elections are about to take place are all barriers to the House, Senate and administration coming to an agreement on full FY21 appropriations bills. The result was a Continuing Resolution (CR). Early in the morning on October 1, 2020, the president signed a stopgap funding bill that had been passed in the House and Senate- just avoiding a government shutdown since federal funding expired on September 30, 2020. The bill includes all 12 appropriations bills and extends federal funding at the currently enacted levels through December 11, 2020. At that time Congress will either pass a new FY21 appropriations bill or another CR. Although the appropriations process was largely stalled and put to the bottom of the legislative agenda due to the pandemic, Advance CTE kept appropriators, Congressional leaders and CTE advocates in Congress aware of the need for an increase in CTE funding, as well as CTE-dedicated funding in stimulus bills. Advance CTE submitted written appropriation testimony to key offices, made outreach to Congressional leadership and coordinated efforts with the CTE caucuses, as well as held virtual lobbying visits.

COVID-19 Pandemic Response: In April, Advance CTE, in partnership with the Association for Career and Technical Education (ACTE), sent a [letter](#) to House Committee on Education and Labor and Senate Committee on Health, Education, Labor and Pensions outlining member-informed priorities for new investments, necessary waivers or statutory flexibilities under the Strengthening Career and Technical Education for the 21st Century Act (Perkins V) and additional policy areas during pandemic response and the resulting economic downturn. This letter was also promoted publicly, beyond sharing with just Committee leadership. The letter called to:

- Provide at least \$1 billion in additional dedicated resources to CTE programs;
- Foster job-driven postsecondary partnerships by reinstating partnership grants to community and technical colleges;
- Establish a redistribution waiver under Perkins V;
- Extend national emergency education waivers to all Perkins eligible agencies through the Coronavirus Aid, Relief and Economic Security (CARES) Act;
- Extend the waiver of the definition of “professional development” in ESEA to Perkins through the CARES Act;
- Rescind supplement not supplant provisions for Perkins V for one year;
- Expand pooling flexibility under Perkins V;
- Expand Pell Grant eligibility for high-quality short-term programs;
- Reinstatement and expansion of Pell grant eligibility in prisons;
- Increase support for non-traditional learners to succeed in postsecondary education; and
- Direct investments in research and development.

Still, no comprehensive pandemic response bill has been signed into law since the CARES Act in March. Advance CTE continues to monitor implementation of the CARES Act, including guidance provided by the U.S. Department of Education (ED)- as well as advocate for the CTE community. In April, ED first shared a statement limiting eligibility of higher education CARES Act funding. The eligibility requirements would exclude students in non-credit programs and without a high school diploma. Advance CTE and ACTE sent a letter to the department speaking out against this, explaining the negative impact it would have on students.

Although the CARES Act is the most recent bill passed, many have been introduced. In May, the House and Senate introduced the Relaunching America's Workforce Act (RAWA)- a bill focused on supporting CTE and workforce development programs as a result of the pandemic. Advance CTE supports this bill, which proposed a \$1 billion investment in CTE programs and activities, \$2 billion to re-instate the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program; flexibility at the state and local levels for retention of funds under Perkins V; flexibility to Perkins V recipients for pooling of funds and a waiver for some professional development requirements. Prior to introduction, Advance CTE was sent the discussion draft by Committee staff and provided feedback on the CTE and Perkins V- related language. Advance CTE staff also assisted in coordinating feedback to the House and Senate in both parties. Before the bill was introduced, Advance CTE was invited to participate in a call led by Committee staff regarding the promoting and messaging of the bill. However, this bill was not brought to a vote in the House or the Senate.

House Democrats introduced the Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act in May. The \$3 trillion relief package included \$100.15 billion for education programs, as well as flexibility for retention of funds under Perkins V, flexibility for pooling of funds under Perkins V and a waiver for some of the professional development requirements. Following this bill introduction, Advance CTE and ACTE sent a [letter](#) to House Appropriations Committee leadership advocating for the inclusion of CTE-specific funding. This bill passed in the House and was not brought to a vote in the Senate.

Later on, in July, Senate Democrats introduced the Coronavirus Child Care and Education Relief Act (CCCERA), a bill that would have provided \$430 billion for childcare and education activities, in July. The proposed act allocated \$1 billion for CTE programs and activities to support state and local CTE needs as a result of the pandemic. This could include updates to physical or digital infrastructure, or expansion of work-based learning supports. The bill included \$345 billion for the Education Stabilization Fund and would have provided \$4 billion to the Federal Communication Commission's E-Rate program to increase internet access for students and educators. Advance CTE was pleased to support this bill. CCCERA was not brought to a vote in the House or the Senate.

In August, Senate Republicans introduced the Health, Economic Assistance, Liability and Schools (HEALS) Act, a \$1 trillion proposal that included \$105 billion for an Education Stabilization fund. This bill included the Perkins V pooling of funds, retention of funds and professional development flexibilities mentioned earlier. Advance CTE and ACTE sent a letter to the Senate voicing concerns about the bill provisions that conditions two-thirds of education

funding to local education agencies that meet requirements to open schools in-person. The HEALS Act was not brought to a vote.

Most recently, House democrats introduced a revised version of the HEROES Act that was passed in the House but not brought to vote in the Senate.

Due to the partisan nature of Congress and the timing of the presidential and Congressional elections, it is unlikely that a comprehensive stimulus package will pass in this Congress.

Apprenticeship: In September, the House Committee on Education and Labor marked up and passed the National Apprenticeship Act of 2020, a comprehensive reauthorization of the National Apprenticeship Act. This follows the March discussion draft of the bill that was shared in March, and to which Advance CTE provided feedback on areas such as the importance of the state role, increased data collection requirements and quality measures. The final version of the bill seeks to:

- Authorize \$400 million for FY21, increasing by \$100 million every year up to \$800 million in FY25;
- Codify and streamline standards for registered apprenticeships, youth apprenticeship and pre-apprenticeships;
- Codify existing regulations and practices for equitable participation and increased diversity in apprenticeship programs;
- Codify the roles and responsibilities of the U.S. Department of Labor's Office of Apprenticeship;
- Codify the roles and responsibilities of the State Apprenticeship Agencies (SAAs); and
- Strengthen the connection between the DOL and ED.

Advance CTE supports this bill for reasons such as its attention to inter-system coordination, equity mindedness and increase of supports and resources. There has been no further movement on this bill since it passed in Committee.

Higher Education Act (HEA): Although HEA reauthorization has been a priority in the House and Senate, particularly for Senate Committee on Health, Education, Labor and Pensions Chair Lamar Alexander (R-TN), any potential movement halted at the start of the Coronavirus. Due to the ongoing pandemic, it is unlikely the reauthorization will take place during this Congress.

Elementary and Secondary Education Act (ESEA) / Every Student Succeeds Act (ESSA): Advance CTE continued active participation in the Title IV-A Coalition, and the group monitored if and how Title IV-A programs under ESSA would be impacted by proposed stimulus bills. Staff have also been tracking, ED flexibilities offered through CARES, including ESSA waivers, and the effect those might have on the CTE community. ESSA will be up for reauthorization in 2021. However, House Education and Labor Committee leadership has indicated that they do not plan on taking the bill up for a comprehensive reauthorization at that time.

Workforce Innovation and Opportunity Act (WIOA): Initial conversations about WIOA reauthorization were expected to begin over the summer. However, due to Coronavirus,

legislative priorities greatly shifted and any talks about WIOA reauthorization were paused. In preparation for when these conversation begin, Advance CTE has been convening the WIOA Kitchen Cabinet on a bi-monthly basis and working on final organizational recommendations for reauthorization. Given the nature of the economic downturn and pandemic, the WIOA recommendations, initially due to be approved by the Board in November, are being held to be finalized until the new year, when we have a better sense of the direction of and timing of reauthorization.

Board Action Required: None