

## Advance CTE Board Meeting Agenda

Via Zoom

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**September 28, 2021**

**2- 3:00 p.m. EDT**

|                  |  |   |
|------------------|--|---|
| 2 – 2:01 p.m.    | Welcome  | Marcie Mack<br><i>Pages 1-3</i>                           |
| 2:01 – 2:02 p.m. | Review and Approval of June 29, 2021 Minutes*  | Angel Malone<br><i>Pages 4-6</i>                          |
| 2:02 – 2:05 p.m. | Approval of Consent Agenda*  | Marcie Mack<br><i>Pages 7-31</i>                          |
| 2:05 – 2:10 p.m. | FY21 and 22 Financial Summary and Budget Modification*   | Angel Malone and<br>Krissy Haynes<br><i>Pages 32-33</i>   |
| 2:10 – 2:25 p.m. | Board Vacancies*   | Marcie Mack   |
| 2:25 – 2:30 p.m. | Personnel Policy Updates*  | Krissy Haynes and<br>Kimberly Green<br><i>Pages 34-54</i> |
| 2:30 - 2:40 p.m. | Award Winner Selection*  | Sara Gassman<br><i>Pages 55-62</i>                        |
| 2:40 – 3 p.m.    | Organizational Position on Free Community College<br><br>Discussion Questions:<br><ol style="list-style-type: none"> <li>1. If your state has a free community college program in place, what should we know about it? What makes it successful? What would you change?</li> <li>2. How should a federal free community college program interact with or enhance your state's free (community) college program?</li> <li>3. What conditions or parameters must be in place to ensure a federal free community college program is equitable?</li> <li>4. How should a free community college program interact with or support concurrent/dual enrollment?</li> <li>5. Should Advance CTE take a position on free community colleges as part of its HEA federal policy recommendations? <ol style="list-style-type: none"> <li>a. If yes, what are the condition, nuances or parameters must inform Advance CTE's position regarding a free community college proposal?</li> </ol> </li> </ol> | Kimberly Green<br><i>Pages 63-64</i>                      |

\* Denotes items that require a Board vote

**ADVANCE CTE  
BOARD OF DIRECTORS  
FY 22**

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**President**

Dr. Marcie Mack  
State CTE Director  
Oklahoma Department of Career and  
Technology Education  
1500 W. 7<sup>th</sup> Avenue  
Stillwater, OK 74074  
[Marcie.mack@careertech.ok.gov](mailto:Marcie.mack@careertech.ok.gov)

**Vice President**

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](mailto:laura.scheibe@state.sd.us)

**Secretary-Treasurer**

Angel Malone  
State CTE Director  
South Carolina Department of Education  
1429 Senate Street  
Columbia, SC 29201  
[amalone@ed.sc.gov](mailto:amalone@ed.sc.gov)

**Past President**

Sarah Heath  
State CTE Director  
Colorado Community College System  
9101 E. Lowry Blvd  
Denver, CO 80230  
[sarah.heath@cccs.edu](mailto:sarah.heath@cccs.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](mailto:luke.rhine@doe.k12.de.us)  
Term expires: June 30, 2022

**Region B**

Angela Kremers  
Associate CTE Director  
Arkansas Department of Education  
Division of Career & Technical Education  
Three Capitol Mall  
Little Rock, AR 72201  
[angela.kremers@arkansas.gov](mailto:angela.kremers@arkansas.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](mailto: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](mailto:thalea.longhurst@schools.utah.gov)  
Term expires: June 30, 2024

**ADVANCE CTE  
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**Region E**

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

**At-Large State Director**

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

**At-Large State Director**

Tiara Booker-Dwyer  
Assistant State Superintendent, CTE  
Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, MD 21201  
[tiara.booker-dwyer@maryland.gov](mailto:tiara.booker-dwyer@maryland.gov)  
Term expires: June 30, 2024

**State Associate Representative**

Victoria Crownover  
Perkins Plan Manager  
Colorado Community College System  
9101 E. Lowry Blvd  
Denver, CO 80230  
[victoria.crownover@cccs.edu](mailto: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](mailto:Donna.j.lewelling@hecc.oregon.gov)  
Term expires: June 30, 2023

**The Advance CTE Board of Directors' Meeting**  
June 29, 2021 / 3:00-3:30 p.m. EDT  
Zoom call

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**ATTENDEES:** Sarah Heath, Laura Scheibe, Angel Malone, Katie Graham, Victoria Crownover, Jeralyn Jargo, Donna Lewelling, Cathie Raymond, Luke Rhine

**NOT PRESENT:** Marcie Mack, Thalea Longhurst, Bernadette Howard

**STAFF:** Kimberly Green, Kate Kreamer, Katie Fitzgerald, Krissy Haynes, Tanya Powers

**Welcome:** Heath called the meeting to order at 3:03 p.m. ET, welcoming everyone to the Advance CTE Board Meeting.

Heath asked for approval of minutes from March 10, 2021.

**MOTION: To approve minutes from March 10, 2021, as presented.  
Raymond; Lewelling.  
MOTION APPROVED.**

**Presentation of the Proposed Advance CTE FY22 Budget Overview:** Green shared the “organizational split” – which is used to distribute shared expenses such as rent, phones, technology platforms, etc. across Advance CTE and The Center to Advance CTE is based on estimated staff time across projects and initiatives. This split remains the same as FY21, 75% (The Center) to 25% (Advance CTE) in FY22. This means that approximately 75% of staff time will be supported by The Center. Advance CTE’s staff will continue to work remotely through September 30, 2021 with a voluntary option to come into the office beginning July 1, 2021. The FY22 budget assumes no travel through September 30, 2021, as well as no in-person convenings through the end of the calendar year with a plan to return to normal business operations in the 2nd half of FY22.

Green shared the budget also includes three new positions. A State Policy Manager position that will oversee the New Skills Project, a Senior Advisor for Equity that will manage the ECOMC Fellows grant and focus on external equity work, and a Director of Operations that will focus on internal systems, internal organizational culture, and knowledge management. The expenses for these three positions are shared between both organizations. Advance CTE will have 15 full-time staff members with the three new positions. As an organization, new federal laws start to apply, notably the Americans with Disabilities Act. Green noted that Advance CTE does not anticipate this having any impact on operations.

Green shared that Advance CTE is in a strong fiscal position. Income is estimated from state dues based on intent forms, which have been received from all states and territories except for Indiana.

**Presentation of the Proposed Advance CTE FY22 Budget:** Haynes presented the proposed

Advance CTE FY22 Budget, which has a surplus of \$760. A balanced budget was presented to the Finance and Audit committee, however, after receiving unexpected member dues from Virgin Islands, the Finance and Audit committee approved the addition to the budget to be presented to the Board. Haynes shared that NASFAA and the ABC Equity grants will no longer be in the budget as the grants ended in FY21. The FY22 budget has four items that are either new or coming back. The Fall Meeting will be a virtual event similar to the FY21 Spring Meeting. The finances fall in line with the costs of the FY21 Spring Meeting. The Excellence in Action Awards Program returns. This initiative recognizes and elevates local programs of study that exemplify quality and equity. Rather than hosting an in-person event, the budget covers costs for production of videos for up to 16 award winners and printing of the award banners. Haynes shared that although the Spring Meeting is not new, this fiscal year's budgeted costs are slightly higher than FY21 because it will be an in-person event. The fourth item is a website upgrade. Haynes shared that the current platform is being terminated, therefore, an upgrade to Drupal 9 is necessary. This update requires programming and site redesign. The upgrade is expected to cost \$100,000 of which Advance CTE will cover 25 percent of the costs and The Center will cover the remaining 75 percent.

In terms of income, Haynes noted that state dues income is estimated based on intent forms, which have been received from all states and territories except for Indiana. Indiana did pay last year, so Advance CTE is hopeful the state will maintain its membership. The UMASS budget has decreased due to less staff time required on the project, which was expected based on the contract that is in place.

With regards to expenses, overall staff time has increased with the addition of the three new positions. 25 percent of staff time will be covered by Advance CTE, which is allocated each month based on employee timesheets. Within member services, costs are lower this fiscal year due to more indirect costs being covered by grants in The Center. The Member Supports budget is 73 percent lower than FY21 because of the decrease in consulting costs. Government Relations shows an 115 percent increase with federal policy work returning to pre-Covid activity and the priority the Board placed on this work in the forthcoming strategic plan. Rather than bringing back another full-time position, this budget proposes funds for a Graduate Fellow working 20 hours a week for about nine months, as well as firm support to supplement our internal federal policy staff capacity. There is a 22 percent increase for lobbying with local travel expected to increase. The budget shows an increase for Board expenses. This covers support from Delivery Associates to build out measures and a dashboard that is aligned to the Theory of Action and the Strategic Plan, which will be presented to the Board in September 2021.

Heath asked for a motion to approve the Advance CTE FY22 Proposed Budget.

**MOTION: To approve the Advance CTE FY22 Proposed Budget, as presented.  
Graham; Scheibe.  
MOTION APPROVED.**

**Board Appointments (Region B):** Heath shared that there is a vacant Board position to fill – Region B, which has been vacated by Steve Playl. Based on discussions and input from the

Executive Committee, a proposal to the Board was presented to appoint Angela Kremers with the Arkansas Department of Education to serve out the term for the Region B position. Heath explained that Kremers, Associate State Director from Arkansas, had previously been nominated for the recent, at-large State CTE Director position on the Board (that election was won by Tiara Booker-Dwyer). Kremers was the only at-large candidate who was from region B. Kremers indicated her willingness to serve as a regional representative on the Board.

**MOTION: Angela Kremers to serve as the Region B Board representative until June 2023, filling the balance of the vacated term.  
Jargo; Raymond.  
MOTION APPROVED.**

**FY22 Finance/Audit Committee Appointment:** Scheibe shared that there is a position to fill for the Finance and Audit Committee. It is currently filled by Victoria Crownover from Colorado and the term expires June 30, 2021. Scheibe shared there were five candidates that put themselves forward for the position: Victoria Crownover (Colorado), Jonathan Beard (Ohio), Wendi Morton (Utah), Sarah Shamburger (Arkansas), and Natalie English (Alabama).

A poll vote was taken and Jonathan Beard led the vote. Heath asked for approval to appoint Jonathan Beard to the Finance and Audit Committee.

**MOTION: To appoint Jonathan Beard to serve as the state-associate member representative to the Finance/Audit Committee.  
Malone; Raymond.  
MOTION APPROVED.**

Next Heath asked the Board to go into Executive Session to discuss the Executive Director's contract renewal.

**MOTION: To go into Executive Session.  
Scheibe; Raymond.  
MOTION APPROVED.**

**MOTION: To empower Sarah Heath as Past-President to connect with the attorney and lead the Executive Committee through the process of renewing Kimberly Green's contract as Executive Director prior to the end of the calendar year.  
Graham; Raymond.  
MOTION APPROVED.**

**MOTION: To end the Executive Session.  
Jargo; Scheibe.  
MOTION APPROVED.**

**Heath called the Advance CTE Board of Directors' Meeting to a close at 3:36 p.m. ET.**

**Budget and Fiscal Year 2022 (FY22) Appropriations:**

At the very end of the May, the White House released its FY22 full budget proposal. Differently from prior years, this proposal did not only list requests for the FY22 appropriations bills, but also named requested funding through the American Jobs Plan (AJP) and American Families Plan (AFP) (both discussed in greater detail below). This request called for a \$20 million increase (only approximately 1.5%) to the Perkins Basic State Grant, as well as a \$108 million increase for National Programs- of which \$100 million would fund competitive awards for middle and high school CTE innovation projects aimed at advancing equity and \$8 million would fund technical assistance and grant evaluations. Given that the education budget was increased by approximately 40% in the proposal, Advance CTE was disappointed by the 1.5% increase for the Basic State Grant. The request also included a new \$1 billion annually for 10 years to support middle and high school career pathways- this funding would happen separately through the passing of the AJP. When the different funding streams come together, the Administration requested essentially doubling the investment in CTE- an encouraging signal of support for the CTE community. Advance CTE in partnership with the Association for Career and Technical Education (ACTE) released a statement on this proposal, which can be viewed [here](#). Advance CTE in partnership with ACTE sent a letter to appropriators analyzing the impact of the budget proposal and requesting that the full AJP funding be included in the FY22 appropriations bill through the Basic State Grant. This request was also submitted in a written testimony to the Senate. Both documents explained that the CTE community would welcome funding in any form but discussed the impact of the Basic State Grant and why it is an equitable and efficient avenue to deliver funding and why an increase in federal funding for CTE is imperative.

Later in July, the House Appropriations Committee's Labor-HHS-Ed Subcommittee released and then passed its FY22 bill. It included an increase of \$50 million for the Perkins Basic State Grant (\$30 million above what the President's May budget proposal recommended) for a total of \$1.38 billion. It also included \$100 million for a competitive grant program that would carry out evidence-based middle and high school CTE innovation programs. Additionally, it included language that names certain apprenticeship programs as eligible institutions under Perkins. Advance CTE has been working with Congressional staff and partner organizations to resolve concerns about this section- particularly the apprenticeship component. This includes correspondence with both House and Senate offices to increase awareness of the problematic apprenticeship component, as well as conversations with the Congressional office that added the provision.

Now, attention has moved from the regular FY22 appropriations process to a separate budget reconciliation process. In August Both the House and Senate adopted budget resolutions to trigger the start of the reconciliation process, which allows a budget bill to pass with only a simple majority. Now, each committee in both chambers will propose their portion of the full bill. This is an opportunity to include funding for CTE and workforce programs. Advance CTE collaborated with Representative Krishnamoorthi's (D-IL) office on a resolution that will be

introduced to include CTE-designated funding in this reconciliation bill. Affordable higher education through free community college has been named a priority of this legislation. Advance CTE partnered with the Association for Career and Technical Education (ACTE) to send a letter to House and Senate committee leadership reinforcing the need for Area Technical Centers (ATCs) to be included in any such proposal.

### **Transitions in the Administration:**

At the beginning of April Dr. Amy Loyd was appointed as Deputy Assistant Secretary for Policy and Strategic Initiatives at the U.S. Department of Education's Office of Career, Technical and Adult Education (OCTAE). Advance CTE was supportive of this appointment and excited that Dr. Loyd's understanding of Career Technical Education (CTE) and long-standing commitment to high-quality career pathways is being brought into OCTAE. Advance CTE's full statement on the appointment, including a quote from Executive Director Kimberly Green, can be found [here](#). Since then, Dr. Loyd was nominated as OCTAE Assistant Secretary. Advance CTE plans to work with the Senate nominations staff to support the confirmation process.

### **Infrastructure:**

President Joe Biden announced the American Jobs Plan in April, a \$2 trillion infrastructure proposal over ten years. There were many components that aligned with Advance CTE's advocacy work, including: \$100 billion for workforce development, support of building new career pathways in middle and high schools, an investment in postsecondary partnerships, priority of addressing underserved communities and a significant investment to expand high-speed broadband access. Advance CTE's statement on the American Jobs Plan can be found [here](#). Later in the month, the second part of the campaign was shared, the American Families Plan. The \$1.8 trillion proposal includes approximately \$731 billion in education funding, including: \$109 billion for two years of tuition-free community college; an increase to the maximum Pell Grant by up to \$1,400; \$62 billion for evidence-based strategies that increase retention and completion rates at community colleges; \$46 billion for HBCUs, MSIs and TCUs; and \$9 billion to train, equip and diversify the teacher workforce. Advance CTE's statement on the American Families Plan can be found [here](#).

Ultimately, the Senate introduced and passed a \$1.2 trillion infrastructure package does not include funding for education or workforce programs. An informal agreement between parties in reaching bipartisan support was that proposals under AJP and AFP that were lacking from the infrastructure bill would need to be included in the budget reconciliation process or another legislative avenue.

### **Apprenticeship:**

The Senate Committee on Health, Education, Labor and Pensions (HELP) announced a bipartisan effort to reauthorize the Workforce Innovation and Opportunity Act (WIOA), the National Apprenticeship Act and expand innovative workforce programs that will support economic recovery. The HELP Committee put out a public call for stakeholder input on these topics. Advance CTE, in partnership with the Association for Career and Technical Education (ACTE), met with committee staff to discuss priorities, and followed up by submitting comments on each topic raised. Advance CTE's statutory proposals for the National Apprenticeship Act were based on the recent House National Apprenticeship Act of 2021- which Advance CTE



endorsed. However, ultimately progress on this stalled due to other Congressional areas of focus. It is possible that this work will continue in the fall.

The Federal Register published a “Notice of Intent to Reestablish the Advisory Committee on Apprenticeship (ACA) Charter and Request for Member Nominations,” and Advance CTE replied with nomination requests for three State CTE Directors. ACA members have not yet been announced.

**Workforce Innovation and Opportunity Act:**

Per the Senate HELP Committee request for information on WIOA reauthorization discussed above, Advance CTE submitted statutory changes to the bill based on the Board- approved [recommendations for WIOA reauthorization](#). At the same time, the House shared that WIOA reauthorization was a main priority. However, progress on reauthorization in the House and Senate stalled due to other Congressional areas of focus. It is possible that this work will continue in the fall.

**Elementary and Secondary Education Act:**

Advance CTE continued its 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 budget and appropriations bills. 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. Advance CTE supported the Preparing and Retaining Education Professionals (PREP) Act, which was reintroduced by Senators Tim Kaine (D-VA) and Susan Collins (R-ME), members of the Senate Health, Education, Labor and Pensions (HELP) Committee to address teacher and principal shortages. The PREP Act particularly addresses shortages in rural areas, and ways to increase teacher diversity. The legislation would expand the definition of high need districts under the Every Student Succeeds Act (ESSA) to include schools with teacher shortages in rural communities as well as in “core academic subjects,” which includes CTE.

**Higher Education Act (HEA):**

HEA reauthorization was not a priority for Congress during this time frame, so comprehensive reauthorization paused. Advance CTE supported the bipartisan Making Education Affordable and Accessible Act (MEAA), reintroduced by Senators Gary Peters (D-MI), Bill Cassidy (R-LA), Tim Kaine (D-VA) and John Boozman (R-AR). This bill would authorize a new grant program under Title VII of the Higher Education Act (HEA) to support establishing and scaling up dual or concurrent enrollment and early college high schools.

**Board Action Required:** None

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

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This report provides summary financial information for July 1, 2020 through June 30, 2021 or 100% of the fiscal year. The accountant has reconciled the financial statements through June 30, 2021 and all year-end entries have been completed.

**INCOME:** Advance CTE exceeded its budgeted income target by 25 percent. Nearly all budget categories were on or above the budgeted income target. UMASS was two percent below its budget target due to shifting income to FY22. Interest/Dividend income exceeded its target by 88 percent, which was due to budgeting conservatively and a strong market in FY21. Spring Meeting registrations and sponsorships also exceeded their budget targets as interest in the meeting by both members and sponsors was extremely high. This interest also attracted new members, which is why the Associate and Organizational Memberships grew and exceeded its budgeted target by 45 percent in FY22.

**EXPENSES:** Advance CTE spent only 54 percent of its budgeted expenses. Nearly all budgeted expense categories were under projections, with four budgets in particular incurring the largest shortfall due to the ongoing impact of COVID-19. Member Supports, Board, Government Relations and Lobbying were all under budget due to not travelling or holding in person meetings. UMASS expended only 20 percent of its budgeted expenses due to lower than anticipated staff time costs as well as lower meeting registration costs. UMASS is a contract, so all unspent funds revert to Advance CTE reserves.

Additional details regarding income and expenses can be found in the Explanatory Notes section of the accompanying budget.

**ASSETS:** Assets total \$5,471,013.87 with equity at \$4,988,265.01.

**INVESTMENTS:** The report from the Merrill Lynch advisor does not call for any adjustments to the portfolio at this time. The portfolio had a 24.33% cumulative rate of return, with the equity portion at 41.97%, which is higher than the Dow Jones Index (33.66% cumulative) and the S & P 500 (38.62% cumulative).

## FY21 Advance CTE Budget

|  | Approved FY 21      | Actuals 6/30/2021   | Actuals to Budget 100% of year | Explanatory Notes   |
|--|---------------------|---------------------|--------------------------------|---|
| <b>INCOME</b>                                  |                     |                     |                                |   |
| State Memberships                              | \$561,750.00        | \$567,472.00        | 101.0%                         | All state members renewed, except Virgin Islands. Expecting the second half of California's dues in September 2021. Above target due to retaining Indiana's membership.   |
| Associate & Organizational Memberships         | \$58,500.00         | \$84,850.00         | 145.0%                         | Above target as almost all Associate members renewed their membership. We gained several new members due to the high interest in the Spring Meeting.  |
| Spring meeting registration                    | \$43,750.00         | \$66,181.00         | 151.3%                         | Above target due to high interest in the Spring Meeting. There are still a few outstanding invoices, which we expect will be paid.  |
| Spring meeting sponsorships                    | \$31,935.00         | \$79,950.00         | 250.4%                         | Above target due to conservative estimate and high interest in sponsoring the Spring Meeting.   |
| ABC Equity Grant                               | \$4,217.14          | \$4,217.14          | 100.0%                         | On target. Grant complete.  |
| NASFAA   | \$10,000.00         | \$10,000.00         | 100.0%                         | On target. Contract complete.   |
| UMass  | \$12,000.00         | \$11,750.00         | 97.9%                          | Slightly below target as the income will now be received in 2022.   |
| Interest/Dividend                              | \$40,000.00         | \$75,384.60         | 188.5%                         | Above target due to strong market.  |
| Other income                                   | \$0.00              | \$55,250.00         | n/a                            | Opportunity America National Community College Study, Wonder Strategies, Citizens & Scholars, as well as honorariums.   |
| <b>TOTAL REVENUES</b>                          | <b>\$762,152.14</b> | <b>\$955,054.74</b> | 125.3%                         |   |
| <b>EXPENSES</b>                                |                     |                     |                                |   |
| <b>Allocated Expenses to Specific Projects</b> |                     |                     |                                |   |
| Member Services                                | \$45,829.37         | \$37,009.81         | 80.8%                          | Below target due to lower office maintenance costs due to office closure during pandemic. Expenses include costs for finance and operations support, performance evaluation and core values, telephone, insurance and software subscriptions.           |
| Member Supports                                | \$91,925.85         | \$21,229.55         | 23.1%                          | Below target due to New State Director Institute being held virtually, not developing a written curriculum as planned and less payments to paid mentors than projected. Expenses include equity trainings and New State Director Institute mentor fees. |
| Government Relations                           | \$34,399.85         | \$11,323.59         | 32.9%                          | Below target due to no travel, low consulting fees. Expenses include Politico renewal, firm support and Graduate Fellow.  |
| Spring Meeting                                 | \$75,685.00         | \$68,571.72         | 90.6%                          | Below target due to no postage delivery for mailings or speaker fees. Expenses include production and event planning support and credit card fees.  |
| Advance CTE Board                              | \$41,825.10         | \$19,454.19         | 46.5%                          | Below target due to holding the Strategic Planning Retreat virtually. Expenses include accounting and audit services, insurance, and facilitation for the Strategic Planning Retreat.   |
| Lobbying                                       | \$1,922.00          | \$570.00            | 29.7%                          | Below target due to no local travel or meetings. Expenses include CEF Membership.   |
| ABC Equity Grant                               | \$ 4,217.14         | \$4,217.14          | 100.0%                         | On target. Grant complete.  |
| NASFAA   | \$10,000.00         | \$5,529.22          | 55.3%                          | Below target due to staff efficiency in work completed. Contract complete with remaining funds reverting to Advance CTE reserves.   |

|   |                     |                     |       |   |
|---|---------------------|---------------------|-------|---|
| UMass   | \$8,250.00          | \$1,604.07          | 19.4% | Below target as staff time was lower than anticipated and Spring Meeting registrations cost less due to the virtual meeting.              |
| <b>Subtotal - Specific Projects</b>                         | <b>\$314,054.31</b> | <b>\$169,509.29</b> | 54.0% |   |
| <b>Staffing &amp; General &amp; Administrative Expenses</b> |                     |                     |       |   |
| Non-contract Staff Time                                     | \$365,699.83        | \$287,698.61        | 78.7% | These expenses are lower than projected due to costs being covered by grants or direct expenses associated with initiatives listed above. |
| Total G&A Expenses (excluding staff time)                   | \$82,398.00         | \$77,581.84         | 94.2% |   |
| <b>Total G&amp;A Expenses</b>                               | <b>\$448,097.83</b> | \$365,280.45        | 81.5% |   |
| <b>Total Project Expenses</b>                               | <b>\$314,054.31</b> | \$169,509.29        | 54.0% |   |
| <b>TOTAL EXPENSES</b>                                       | <b>\$762,152.14</b> | <b>\$534,789.74</b> | 70.2% |   |
| <b>INCOME LESS EXPENSES</b>                                 | <b>\$0.00</b>       | <b>\$420,265.00</b> |       |   |

# Advance CTE Balance Sheet

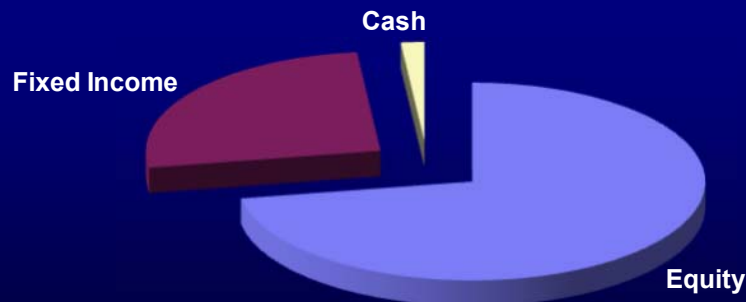
As of June 30, 2021

|  | <b>Total</b>           |
|--|------------------------|
| <b>ASSETS</b>  |                        |
| <b>Current Assets</b>                                  |                        |
| <b>Bank Accounts</b>                                   |                        |
| 1012 Cash-BOA Checking-Use This                        | 504,162.95             |
| 1017 Merrill Lynch Cash - 749                          | 55,062.58              |
| 1018 Merrill Lynch Cash - 7WD                          | 112,796.37             |
| <b>Total Bank Accounts</b>                             | <b>\$ 672,021.90</b>   |
| <b>Accounts Receivable</b>                             |                        |
| 1200 Accounts Receivable                               | 150,047.96             |
| <b>Total Accounts Receivable</b>                       | <b>\$ 150,047.96</b>   |
| <b>Other Current Assets</b>                            |                        |
| <b>1100 Investments</b>                                |                        |
| 1131 Government Bonds                                  | 906,558.40             |
| 1159 Equities  | 3,700,441.25           |
| 1299 Accrued Interest Receivable                       | 3,241.76               |
| <b>Total 1100 Investments</b>                          | <b>\$ 4,610,241.41</b> |
| 1275 Security Deposit                                  | 9,000.00               |
| 1300 Prepaid Expense                                   | 23,682.86              |
| <b>Total Other Current Assets</b>                      | <b>\$ 4,642,924.27</b> |
| <b>Total Current Assets</b>                            | <b>\$ 5,464,994.13</b> |
| <b>Other Assets</b>                                    |                        |
| 1400 Furniture and Fixtures                            | 33,200.78              |
| 1405 Accumulated Depreciation - Furniture and Fixtures | -28,273.87             |
| 1410 Equipment   | 12,459.70              |
| 1450 Accumulated Depreciation- Equipment               | -11,366.87             |
| <b>Total Other Assets</b>                              | <b>\$ 6,019.74</b>     |
| <b>TOTAL ASSETS</b>                                    | <b>\$ 5,471,013.87</b> |
| <b>LIABILITIES AND EQUITY</b>                          |                        |
| <b>Liabilities</b>                                     |                        |
| <b>Current Liabilities</b>                             |                        |
| <b>Accounts Payable</b>                                |                        |
| 2000 Accounts Payable {105}                            | 18,116.21              |
| <b>Total Accounts Payable</b>                          | <b>\$ 18,116.21</b>    |
| <b>Other Current Liabilities</b>                       |                        |
| 2070 Accrued Vacation                                  | 120,091.54             |
| 2099 Deferred Revenue                                  | 0.00                   |
| 2152 Deferred Revenue FY22 State Dues                  | 142,896.00             |
| 2153 Deferred Revenue FY22 Associate Dues              | 37,725.00              |
| <b>Total 2099 Deferred Revenue</b>                     | <b>\$ 180,621.00</b>   |
| 2102 Payroll Liabilities                               | 251.33                 |
| <b>Total Other Current Liabilities</b>                 | <b>\$ 300,963.87</b>   |
| <b>Total Current Liabilities</b>                       | <b>\$ 319,080.08</b>   |

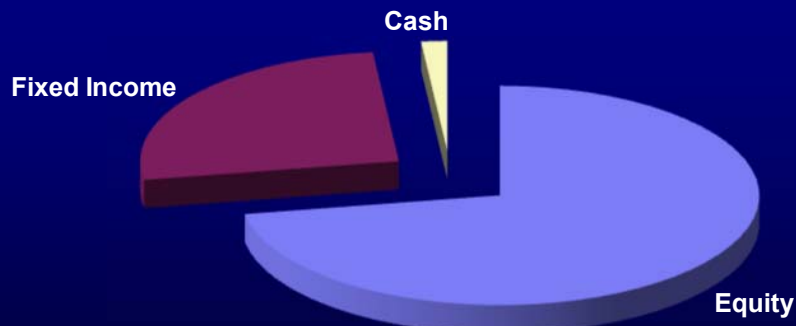
|  |                        |
|--|------------------------|
| <b>Long-Term Liabilities</b>               |                        |
| 2880 Deferred Rent and lease incentive     | 163,668.78             |
| <b>Total Long-Term Liabilities</b>         | <b>\$ 163,668.78</b>   |
| <b>Total Liabilities</b>                   | <b>\$ 482,748.86</b>   |
| <b>Equity</b>                              |                        |
| 3000 Net Assets Without Donor Restrictions | 2,977,262.37           |
| 3005 Net Assets With Donor Restrictions    | 4,217.14               |
| 3900 Earnings                              | 745,669.08             |
| Net Income                                 | 1,261,116.42           |
| <b>Total Equity</b>                        | <b>\$ 4,988,265.01</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>        | <b>\$ 5,471,013.87</b> |

Advance CTE  
 Current Asset Allocation  
 Accounts 749-04H01 & 7WD-04H50  
 Period: July 1, 2020 - June 30, 2021

|                                 |                        |      |                                 |
|---------------------------------|------------------------|------|---------------------------------|
| <b><i>Current Portfolio</i></b> | Asset Allocation Type: |      | Per Investment Policy Statement |
|                                 | Equity                 | 72%  | \$ 3,380,268                    |
|                                 | Fixed Income           | 26%  | \$ 1,222,381                    |
|                                 | Cash                   | 2%   | \$ 75,452                       |
|                                 | Sub-Total              | 100% | \$ 4,678,101                    |
|                                 | Cash Reserves          |      | \$ 100,000                      |
|                                 | Total Portfolio Value  |      | \$ 4,778,101                    |



|                                  |                        |      |                                 |
|----------------------------------|------------------------|------|---------------------------------|
| <b><i>Proposed Portfolio</i></b> | Asset Allocation Type: |      | Per Investment Policy Statement |
|                                  | Equity                 | 72%  | \$ 3,380,268                    |
|                                  | Fixed Income           | 26%  | \$ 1,222,381                    |
|                                  | Cash                   | 2%   | \$ 75,452                       |
|                                  | Sub-total              | 100% | \$ 4,678,101                    |
|                                  | Cash Reserves          |      | \$ 100,000                      |
|                                  | Portfolio Value        | 100% | \$ 4,778,101                    |



**Advance CTE**  
 Advisory Program Fees July  
 1, 2020 - June 30, 2021

**ASSOCIATION 7WD-04H50**

| Trade/Transaction Date | Description           | Amount               |
|------------------------|-----------------------|----------------------|
|                        | Advisory Program Fee  |                      |
| 6/2/2021               | INV. ADVISORY FEE JUN | \$ (871.29)          |
|                        | Advisory Program Fee  |                      |
| 5/4/2021               | INV. ADVISORY FEE MAY | \$ (872.84)          |
|                        | Advisory Program Fee  |                      |
| 4/5/2021               | INV. ADVISORY FEE APR | \$ (867.42)          |
|                        | Advisory Program Fee  |                      |
| 3/2/2021               | INV. ADVISORY FEE MAR | \$ (879.56)          |
|                        | Advisory Program Fee  |                      |
| 2/2/2021               | INV. ADVISORY FEE FEB | \$ (896.13)          |
|                        | Advisory Program Fee  |                      |
| 1/5/2021               | INV. ADVISORY FEE JAN | \$ (695.31)          |
|                        | Advisory Program Fee  |                      |
| 12/3/2020              | INV. ADVISORY FEE DEC | \$ (697.23)          |
|                        | Advisory Program Fee  |                      |
| 11/3/2020              | INV. ADVISORY FEE NOV | \$ (695.19)          |
|                        | Advisory Program Fee  |                      |
| 10/2/2020              | INV. ADVISORY FEE OCT | \$ (700.84)          |
|                        | Advisory Program Fee  |                      |
| 9/2/2020               | INV. ADVISORY FEE SEP | \$ (702.29)          |
|                        | Advisory Program Fee  |                      |
| 8/4/2020               | INV. ADVISORY FEE AUG | \$ (710.28)          |
|                        | Advisory Program Fee  |                      |
| 7/2/2020               | INV. ADVISORY FEE JUL | \$ (703.26)          |
| <b>Total</b>           |                       | <b>\$ (9,291.64)</b> |

**ASSOCIATION 749-04H01**

|              |                       |                       |
|--------------|-----------------------|-----------------------|
|              | Advisory Program Fee  |                       |
| 6/2/2021     | INV. ADVISORY FEE JUN | \$ (3,084.76)         |
|              | Advisory Program Fee  |                       |
| 5/4/2021     | INV. ADVISORY FEE MAY | \$ (3,061.73)         |
|              | Advisory Program Fee  |                       |
| 4/5/2021     | INV. ADVISORY FEE APR | \$ (2,942.68)         |
|              | Advisory Program Fee  |                       |
| 3/2/2021     | INV. ADVISORY FEE MAR | \$ (2,832.64)         |
|              | Advisory Program Fee  |                       |
| 2/2/2021     | INV. ADVISORY FEE FEB | \$ (2,789.32)         |
|              | Advisory Program Fee  |                       |
| 1/5/2021     | INV. ADVISORY FEE JAN | \$ (2,998.46)         |
|              | Advisory Program Fee  |                       |
| 12/3/2020    | INV. ADVISORY FEE DEC | \$ (2,413.90)         |
|              | Advisory Program Fee  |                       |
| 11/3/2020    | INV. ADVISORY FEE NOV | \$ (2,180.37)         |
|              | Advisory Program Fee  |                       |
| 10/2/2020    | INV. ADVISORY FEE OCT | \$ (2,206.11)         |
|              | Advisory Program Fee  |                       |
| 9/4/2020     | INV. ADVISORY FEE SEP | \$ (2,257.32)         |
|              | Advisory Program Fee  |                       |
| 8/4/2020     | INV. ADVISORY FEE AUG | \$ (2,152.85)         |
|              | Advisory Program Fee  |                       |
| 7/2/2020     | INV. ADVISORY FEE JUL | \$ (2,063.69)         |
| <b>Total</b> |                       | <b>\$ (30,983.83)</b> |

**Total Fees All Accounts \$ (40,275.47)**



# Time Weighted Rate of Return by Period: Yearly



Performance period: 07/01/2020 to 06/30/2021

| Period       | Opening Balance(\$) | Contributions/ (Withdrawals)(\$) | Interest/ Dividends(\$) | Appreciation/ (Depreciation)(\$) | Closing Balance(\$) | ROR Period(%) | ROR Cum(%)   |
|--------------|---------------------|----------------------------------|-------------------------|----------------------------------|---------------------|---------------|--------------|
| 2021         | 4,410,651           | 0                                | 34,719                  | 332,730                          | 4,778,100           | 7.95          | 24.33        |
| 2020         | 3,298,337           | 600,000                          | 52,857                  | 459,457                          | 4,410,651           | 15.17         | 15.17        |
| <b>Total</b> | <b>3,298,337</b>    | <b>600,000</b>                   | <b>87,576</b>           | <b>792,187</b>                   | <b>4,778,100</b>    |               | <b>24.33</b> |

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 services. Past performance does not guarantee future results.

# Relative Performance - Equity: Yearly



Performance period: 07/01/2020 to 06/30/2021

| 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          |
| <b>2021</b> | <b>14.34</b>  | <b>41.97</b> | <b>12.73</b>                       | <b>33.66</b> | <b>13.79</b>                   | <b>36.34</b> | <b>7.45</b>                     | <b>40.90</b> | <b>9.92</b>                 | <b>33.60</b> | <b>14.41</b>  | <b>38.62</b> | <b>15.25</b>  | <b>40.79</b> |
| US Equity   | 14.34         | 41.97        |                                    |              |                                |              |                                 |              |                             |              |               |              |               |              |
| <b>2020</b> | <b>24.17</b>  | <b>24.17</b> | <b>18.57</b>                       | <b>18.57</b> | <b>19.83</b>                   | <b>19.83</b> | <b>31.14</b>                    | <b>31.14</b> | <b>21.55</b>                | <b>21.55</b> | <b>21.15</b>  | <b>21.15</b> | <b>22.16</b>  | <b>22.16</b> |
| US Equity   | 24.17         | 24.17        |                                    |              |                                |              |                                 |              |                             |              |               |              |               |              |

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 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.

**FY22 Advance CTE Financial Report**  
*Report prepared by Krissy Haynes, Finance & Operations Manager*

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This report provides summary financial information for July 1 through July 31, 2021 or 8% of the fiscal year. The accountant has reconciled the financial statements through July 31, 2021, which means investments are reflected through this date.

**INCOME:** Advance CTE has received 46 percent of its budgeted income. 57 percent of state membership income has been received. The remaining income is expected to be received later this year. Fall Meeting registration and sponsorship outreach kicked off in July. Registration has been slow but is expected to pick up throughout September. Other Income is well above target as we carried forward the Wonder Strategies for Good contract income into this fiscal year to cover expected expenses for the project.

**EXPENSES:** Advance CTE has spent 4.5 percent of its budgeted expenses, which is on target with projections. A majority of expenses incurred thus far are operational expenses, publications and subscriptions, salaries and benefits and consulting costs.

Additional details regarding income and expenses can be found in the Explanatory Notes section of the accompanying budget.

**ASSETS:** Assets total \$5,922,041.62, with equity at \$5,104,751.79.

**INVESTMENTS:** The report from the Merrill Lynch advisor does not call for any adjustments to the portfolio at this time. The portfolio had a 1.84% rate of return for July, with the equity portion at 2.36%, which is higher than the Dow Jones Index (1.25%) and the S & P 500 (2.27%).

## FY22 Advance CTE Budget

|   | APPROVED<br>FY22    | Actuals as of<br>7/31/21 | Actuals to<br>Budget 8% of<br>fiscal year | Explanatory Notes   |
|---|---------------------|--------------------------|---|---|
| <b>INCOME</b>   |                     |                          |   |   |
| State Memberships   | \$561,749.00        | \$322,484.60             | 57.4%                                     | Received dues from 33 states. Remaining dues expected in September and October. All states committed to renewing their memberships in FY22.   |
| Associate & Organizational Memberships                      | \$81,175.00         | \$64,875.00              | 79.9%                                     | Associate and Organizational membership renewals.   |
| Spring meeting registration                                 | \$71,500.00         | \$0.00                   | 0.0%                                      | Registration will open in January 2022.   |
| Spring meeting sponsorships                                 | \$42,000.00         | \$0.00                   | 0.0%                                      | Sponsorship registration will open in January 2022.   |
| Fall meeting registration                                   | \$50,000.00         | \$1,125.00               | 2.3%                                      | Fall meeting registration kicked off in late July. Expect registration to pick up in September.   |
| Fall meeting sponsorships                                   | \$32,160.00         | \$0.00                   | 0.0%                                      | Sponsorship registration opened in late July. Sponsorship payments will be received later in the fiscal year (usually after the event).   |
| UMass   | \$8,500.00          | \$0.00                   | 0.0%                                      | First quarter payment expected in October 2021.   |
| Interest/Dividend   | \$50,000.00         | \$1,572.07               | 3.1%                                      | Interest for July 2021.   |
| Other income  | \$1,000.00          | \$25,000.00              | 2500.0%                                   | Carried forward Wonder Strategies contract income to cover FY22 expenses, as the work associated with this contract will occur largely in this fiscal year. Recommending a budget amendment to reflect this income. |
| <b>TOTAL REVENUES</b>                                       | <b>\$898,084.00</b> | <b>\$415,056.67</b>      | <b>46.2%</b>                              |   |
| <b>EXPENSES</b>   |                     |                          |   |   |
| <b>Allocated Expenses to Specific Projects</b>              |                     |                          |   |   |
| Member Services   | \$41,089.19         | \$2,887.05               | 7.0%                                      | Expenses include consultants and operational expenses.  |
| Member Supports   | \$24,554.90         | \$1.47                   | 0.0%                                      | Expenses include postage.   |
| Government Relations  | \$74,490.69         | \$2,110.49               | 2.8%                                      | Expenses include Politico Pro subscription and postage.   |
| Fall Meeting  | \$82,160.00         | \$550.33                 | 0.7%                                      | Expenses include Interim Manager time and credit card fees.   |
| Spring Meeting  | \$94,580.00         | \$0.00                   | 0.0%                                      | No expenses to date.  |
| Awards  | \$29,855.00         | \$0.00                   | 0.0%                                      | No expenses to date.  |
| Advance CTE Board   | \$36,149.02         | \$687.00                 | 1.9%                                      | Expenses include insurance and President's gavel.   |
| Lobbying  | \$2,345.00          | \$0.00                   | 0.0%                                      | No expenses to date.  |
| UMass   | \$3,022.00          | \$238.31                 | 7.9%                                      | Expenses include staff time.  |
| <b>Subtotal - Specific Projects</b>                         | <b>\$388,245.80</b> | <b>\$6,474.65</b>        | <b>1.7%</b>                               |   |
| <b>Staffing &amp; General &amp; Administrative Expenses</b> |                     |                          |   |   |
| Non-contract Staff Time                                     | \$436,575.00        | \$27,232.72              | 6.2%                                      | Staff time for Member Services, Member Supports, Government Relations, Lobbying, Fall Meeting, and Board.   |
| Total G&A Expenses (excluding staff time)                   | \$72,503.20         | \$6,362.90               | 8.8%                                      | Expenses include rent, accounting and investment fees.  |
| <b>Total G&amp;A Expenses</b>                               | <b>\$509,078.20</b> | <b>\$33,595.62</b>       | <b>6.6%</b>                               |   |
| <b>Total Project Expenses</b>                               | <b>\$388,245.80</b> | <b>\$6,474.65</b>        | <b>1.7%</b>                               |   |
| <b>TOTAL EXPENSES</b>                                       | <b>\$897,324.00</b> | <b>\$40,070.27</b>       | <b>4.5%</b>                               |   |
| <b>INCOME LESS EXPENSES</b>                                 | <b>\$760.00</b>     | <b>\$374,986.40</b>      |   |   |

# Advance CTE Balance Sheet

As of July 31, 2021

|  | <b>Total</b>           |
|--|------------------------|
| <b>ASSETS</b>  |                        |
| <b>Current Assets</b>                                  |                        |
| <b>Bank Accounts</b>                                   |                        |
| 1012 Cash-BOA Checking-Use This                        | 547,614.28             |
| 1017 Merrill Lynch Cash - 749                          | 53,316.21              |
| 1018 Merrill Lynch Cash - 7WD                          | 66,534.62              |
| <b>Total Bank Accounts</b>                             | <b>\$ 667,465.11</b>   |
| <b>Accounts Receivable</b>                             |                        |
| 1200 Accounts Receivable                               | 371,363.00             |
| <b>Total Accounts Receivable</b>                       | <b>\$ 371,363.00</b>   |
| <b>Other Current Assets</b>                            |                        |
| <b>1100 Investments</b>                                |                        |
| 1131 Government Bonds                                  | 962,419.94             |
| 1159 Equities  | 3,781,272.34           |
| 1299 Accrued Interest Receivable                       | 2,682.77               |
| <b>Total 1100 Investments</b>                          | <b>\$ 4,746,375.05</b> |
| 1275 Security Deposit                                  | 9,000.00               |
| 1280 Due from Foundation                               | 73,863.46              |
| 1300 Prepaid Expense                                   | 8,197.26               |
| 1499 Undeposited Funds                                 | 39,758.00              |
| <b>Total Other Current Assets</b>                      | <b>\$ 4,877,193.77</b> |
| <b>Total Current Assets</b>                            | <b>\$ 5,916,021.88</b> |
| <b>Other Assets</b>                                    |                        |
| 1400 Furniture and Fixtures                            | 33,200.78              |
| 1405 Accumulated Depreciation - Furniture and Fixtures | -28,273.87             |
| 1410 Equipment   | 12,459.70              |
| 1450 Accumulated Depreciation- Equipment               | -11,366.87             |
| <b>Total Other Assets</b>                              | <b>\$ 6,019.74</b>     |
| <b>TOTAL ASSETS</b>                                    | <b>\$ 5,922,041.62</b> |
| <b>LIABILITIES AND EQUITY</b>                          |                        |
| <b>Liabilities</b>                                     |                        |
| <b>Current Liabilities</b>                             |                        |
| <b>Accounts Payable</b>                                |                        |
| 2000 Accounts Payable {105}                            | -8,167.57              |
| <b>Total Accounts Payable</b>                          | <b>-\$ 8,167.57</b>    |
| <b>Other Current Liabilities</b>                       |                        |
| 2070 Accrued Vacation                                  | 114,559.08             |
| 2099 Deferred Revenue                                  | 0.00                   |
| 2152 Deferred Revenue FY22 State Dues                  | 468,044.00             |
| 2153 Deferred Revenue FY22 Associate Dues              | 78,985.00              |
| <b>Total 2099 Deferred Revenue</b>                     | <b>\$ 547,029.00</b>   |
| 2100 Due to Foundation                                 | 276.00                 |

|  |                        |
|--|------------------------|
| <b>Total Other Current Liabilities</b>     | <b>\$ 661,864.08</b>   |
| <b>Total Current Liabilities</b>           | <b>\$ 653,696.51</b>   |
| <b>Long-Term Liabilities</b>               |                        |
| 2880 Deferred Rent and lease incentive     | 163,593.32             |
| <b>Total Long-Term Liabilities</b>         | <b>\$ 163,593.32</b>   |
| <b>Total Liabilities</b>                   | <b>\$ 817,289.83</b>   |
| <b>Equity</b>                              |                        |
| 3000 Net Assets Without Donor Restrictions | 2,952,262.37           |
| 3005 Net Assets With Donor Restrictions    | 4,217.14               |
| 3900 Earnings                              | 2,006,785.50           |
| Net Income                                 | 141,486.78             |
| <b>Total Equity</b>                        | <b>\$ 5,104,751.79</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b>        | <b>\$ 5,922,041.62</b> |

**Advance CTE/The Center to Advance CTE**  
**Executive Investment Recommendation Summary**  
**September 2021**

Below is a recap of the current investment environment and potential recommendations.

What a difference a few months and trillions of dollars of stimulus makes. Combined returns for the association and foundation for 2020 year end were up and positive at 7.62%. For this year 2021 the combined account are up 11.69% Stocks alone in these combined accounts were up 16.9% this year. Since 2009 the association and foundation accounts are up about 110%.

We recently with your permission slightly adjusted the investment policy statement to allow for more equity income investments. These are low cost indexes that are focused on income (dividends) and capital appreciation. Interest rates remain low causing cash and bonds to have very low returns.

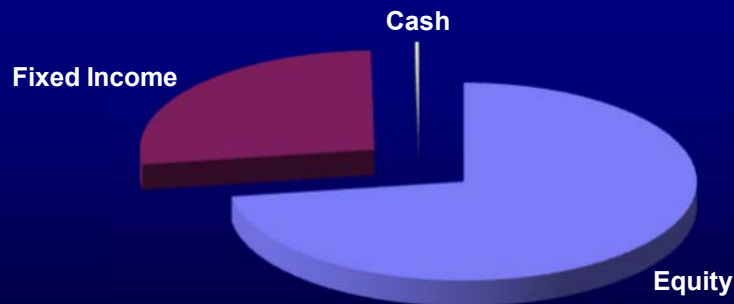
Summary of recommended changes:

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

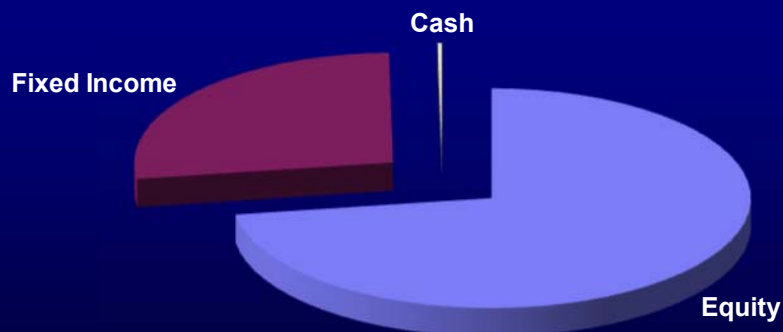
No direct costs are associated with making these changes.

Advance CTE  
 Current Asset Allocation  
 Accounts 749-04H01 & 7WD-04H50  
 Period: July 1, 2021 - July 31, 2021

| <i>Current Portfolio</i> | Asset Allocation Type: Per Investment Policy Statement |                   |
|--------------------------|--|-------------------|
|                          | Equity   | 73%               |
| Fixed Income             | 27%  | \$ 1,293,727      |
| Cash                     | 0%   | \$ 12,262         |
| Sub-Total                |  | 100% \$ 4,766,227 |
| Cash Reserves            |  | \$ 100,000        |
| Total Portfolio Value    |  | \$ 4,866,227      |



| <i>Proposed Portfolio</i> | Asset Allocation Type: Per Investment Policy Statement |                   |
|---------------------------|--|-------------------|
|                           | Equity   | 73%               |
| Fixed Income              | 27%  | \$ 1,293,727      |
| Cash                      | 0%   | \$ 12,262         |
| Sub-total                 |  | 100% \$ 4,766,227 |
| Cash Reserves             |  | \$ 100,000        |
| Portfolio Value           |  | 100% \$ 4,866,227 |





**Advance CTE**  
**Advisory Program Fees**  
**July 1, 2021 - July 31, 2021**

| <b>ASSOCIATION 7WD-04H50</b>   |                       |           |                   |
|--------------------------------|-----------------------|-----------|-------------------|
| Trade/Transaction Date         | Description           | Amount    |                   |
|                                | Advisory Program Fee  |           |                   |
| 7/2/2020                       | INV. ADVISORY FEE JUL | \$        | (874.94)          |
| <b>Total</b>                   |                       | <b>\$</b> | <b>(874.94)</b>   |
| <b>ASSOCIATION 749-04H01</b>   |                       |           |                   |
|                                | Advisory Program Fee  |           |                   |
| 7/2/2020                       | INV. ADVISORY FEE JUL | \$        | (3,129.59)        |
| <b>Total</b>                   |                       | <b>\$</b> | <b>(3,129.59)</b> |
| <b>Total Fees All Accounts</b> |                       | <b>\$</b> | <b>(4,004.53)</b> |

# Time Weighted Rate of Return by Period: Yearly



Performance period: 07/01/2021 to 07/31/2021

| Period       | Opening Balance(\$) | Contributions/ (Withdrawals)(\$) | Interest/ Dividends(\$) | Appreciation/ (Depreciation)(\$) | Closing Balance(\$) | ROR Period(%) | ROR Cum(%)  |
|--------------|---------------------|----------------------------------|-------------------------|----------------------------------|---------------------|---------------|-------------|
| 2021         | 4,778,100           | 0                                | 4,250                   | 83,876                           | 4,866,227           | 1.84          | 1.84        |
| <b>Total</b> | <b>4,778,100</b>    | <b>0</b>                         | <b>4,250</b>            | <b>83,876</b>                    | <b>4,866,227</b>    |               | <b>1.84</b> |

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 services. Past performance does not guarantee future results.

# Relative Performance - Equity: Yearly



Performance period: 07/01/2021 to 07/31/2021





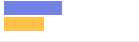







| Period    | Actual ROR(%) |      | Dow Jones Industrial Average PR(%) |      | Dow Jones Industrial Avg TR(%) |      | MSCI Emerging Markets TR Net(%) |        | MSCI World ex USA TR Net(%) |      | S&P 500 PR(%) |      | S&P 500 TR(%) |      |
|-----------|---------------|------|------------------------------------|------|--------------------------------|------|---------------------------------|--------|-----------------------------|------|---------------|------|---------------|------|
|           | Year          | Cum  | Year                               | Cum  | Year                           | Cum  | Year                            | Cum    | Year                        | Cum  | Year          | Cum  | Year          | Cum  |
| 2021      | 2.36          | 2.36 | 1.25                               | 1.25 | 1.34                           | 1.34 | (6.73)                          | (6.73) | 0.66                        | 0.66 | 2.27          | 2.27 | 2.38          | 2.38 |
| US Equity | 2.36          | 2.36 |                                    |      |                                |      |                                 |        |                             |      |               |      |               |      |

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 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: 08/31/2021

| Sector                 | Total Holdings(%)   |     | Current(%) | Model(%) | Gap-Model vs. Current(%) | All Equity compared to Custom Model |           |                            |
|------------------------|---|-----|------------|----------|--------------------------|-------------------------------------|-----------|----------------------------|
|                        | 0%  | 50% |            |          |                          | ML Holdings(\$)                     | Model(\$) | Gap-Model vs. Holdings(\$) |
| <b>Equity</b>          |   |     |            |          |                          |                                     |           |                            |
| Health Care            |  |     | 14.72      | 13.30    | (1.42)                   | 894,955                             | 1,072,853 | 177,897                    |
| Consumer Staples       |  |     | 9.39       | 6.10     | (3.29)                   | 571,159                             | 492,060   | (79,098)                   |
| Information Technology |  |     | 26.18      | 27.80    | 1.62                     | 1,591,603                           | 2,242,505 | 650,902                    |
| Consumer Discretionary |  |     | 10.86      | 12.90    | 2.04                     | 660,082                             | 1,040,587 | 380,504                    |
| Industrials            |  |     | 12.10      | 8.20     | (3.90)                   | 735,604                             | 661,458   | (74,146)                   |
| Materials              |  |     | 2.98       | 2.60     | (0.38)                   | 180,982                             | 209,731   | 28,748                     |
| Financials             |  |     | 11.04      | 10.60    | (0.44)                   | 671,013                             | 855,056   | 184,043                    |
| Communication Services |  |     | 6.55       | 10.90    | 4.35                     | 398,095                             | 879,255   | 481,160                    |
| Utilities              |  |     | 3.58       | 2.70     | (0.88)                   | 217,982                             | 217,797   | (185)                      |
| Energy                 |  |     | 0.85       | 2.50     | 1.65                     | 51,741                              | 201,664   | 149,924                    |
| Real Estate            |  |     | 1.74       | 2.40     | 0.66                     | 106,024                             | 193,598   | 87,573                     |
| Equities Blend         |  |     | 0.02       | 0.00     | (0.02)                   | 1,337                               | 0         | (1,337)                    |
| <b>Total</b>           |   |     |            |          |                          | <b>6,080,577</b>                    |           |                            |

\* 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: 08/31/2021

## 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        | 07/30/2021 |          |                      |            |

### Exchange Traded Funds

| Security | Security Description     | Data As Of       | Security | Security Description    | Data As Of       |
|----------|--------------------------|------------------|----------|-------------------------|------------------|
| QQQ      | INVESTCO QQQ TR SER 1    | 06/30/2021       | IYW      | ISHARES U.S. TECHNOLOGY | 07/30/2021       |
| DGRO     | ISH TR CORE DIVID GROWTH | 07/30/2021       | VOX      | VANGUARD COMMUNICATION  | 06/30/2021       |
| SHY      | ISHARES 1-3 YEAR         | No Date Reported | VCR      | VANGUARD CONSUMER       | 06/30/2021       |
| IEI      | ISHARES 3-7 YEAR         | No Date Reported | VIG      | VANGUARD DIVIDEND       | 06/30/2021       |
| IWR      | ISHARES RUSSELL MIDCAP   | 07/30/2021       | VYM      | VANGUARD HIGH DVD YIELD | 06/30/2021       |
| DVY      | ISHARES SELECT           | 07/30/2021       | VIS      | VANGUARD INDUSTRIAL ETF | 06/30/2021       |
| IGSB     | ISHARES TR ISHARES 1-5   | No Date Reported | VAW      | VANGUARD MATERIALS ETF  | 06/30/2021       |
| IGIB     | ISHARES TR ISHARES 5-10  | No Date Reported | BND      | VANGUARD TOTAL BOND MKT | No Date Reported |
| IYK      | ISHARES U.S. CONSUMER    | 07/30/2021       | DGRW     | WISDOMTREE U.S. QUALITY | 07/30/2021       |
| IYF      | ISHARES U.S. FINANCIAL   | 07/30/2021       | DTD      | WISDOMTREE US TOTAL     | 07/30/2021       |
| IYH      | ISHARES U.S. HEALTHCARE  | 07/30/2021       |          |                         |                  |

# Size and Style Analysis - Summary

As of Close of Business: 08/31/2021

| 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(\$) |
| <b>Equity</b>              |   |     |                          |          |                          |                                     |           |                            |
| Large Cap Growth           |  |     | 41.71                    | 33.00    | (8.71)                   | 2,536,167                           | 2,661,966 | 125,799                    |
| Large Cap Value            |  |     | 35.60                    | 26.00    | (9.60)                   | 2,164,710                           | 2,097,307 | (67,404)                   |
| Small/Mid Cap Growth       |  |     | 6.66                     | 8.00     | 1.34                     | 404,791                             | 645,325   | 240,534                    |
| Small/Mid Cap Value        |  |     | 14.74                    | 8.00     | (6.74)                   | 896,497                             | 645,325   | (251,172)                  |
| International Equity       |  |     | 0.77                     | 25.00    | 24.23                    | 46,637                              | 2,016,641 | 1,970,004                  |
| Equities Blend             |  |     | 0.52                     | 0.00     | (0.52)                   | 31,774                              | 0         | (31,774)                   |
| <b>Total Equity Assets</b> |   |     |                          |          |                          | <b>6,080,577</b>                    |           |                            |

\* 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: 08/31/2021

## 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        | 07/30/2021 |          |                      |            |

### Exchange Traded Funds

| Security | Security Description     | Data As Of | Security | Security Description    | Data As Of |
|----------|--------------------------|------------|----------|-------------------------|------------|
| QQQ      | INVESTCO QQQ TR SER 1    | 06/30/2021 | IYW      | ISHARES U.S. TECHNOLOGY | 07/30/2021 |
| DGRO     | ISH TR CORE DIVID GROWTH | 07/30/2021 | VOX      | VANGUARD COMMUNICATION  | 06/30/2021 |
| SHY      | ISHARES 1-3 YEAR         | 07/30/2021 | VCR      | VANGUARD CONSUMER       | 06/30/2021 |
| IEI      | ISHARES 3-7 YEAR         | 07/30/2021 | VIG      | VANGUARD DIVIDEND       | 06/30/2021 |
| IWR      | ISHARES RUSSELL MIDCAP   | 07/30/2021 | VYM      | VANGUARD HIGH DVD YIELD | 06/30/2021 |
| DVY      | ISHARES SELECT           | 07/30/2021 | VIS      | VANGUARD INDUSTRIAL ETF | 06/30/2021 |
| IGSB     | ISHARES TR ISHARES 1-5   | 07/30/2021 | VAW      | VANGUARD MATERIALS ETF  | 06/30/2021 |
| IGIB     | ISHARES TR ISHARES 5-10  | 07/30/2021 | BND      | VANGUARD TOTAL BOND MKT | 06/30/2021 |
| IYK      | ISHARES U.S. CONSUMER    | 07/30/2021 | DGRW     | WISDOMTREE U.S. QUALITY | 07/30/2021 |
| IYF      | ISHARES U.S. FINANCIAL   | 07/30/2021 | DTD      | WISDOMTREE US TOTAL     | 07/30/2021 |
| IYH      | ISHARES U.S. HEALTHCARE  | 07/30/2021 |          |                         |            |

**Advance CTE Proposed FY22 Budget Modification**  
*Report submitted by Kimberly Green, Executive Director*

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Advance CTE received a \$25,000 contract from Wonder: Strategies for Good to lead a Shared Solution Working Group on Social Capital. That contract was received near the end of last fiscal year, however the majority of the work associated with the grant will occur in FY22. Therefore, it proposed that the \$25,000 be recognized in the “other income” category of this fiscal year’s budget.

The contract is fixed fee and not deliverable based, largely being used to offset staff time. However, as the project plan was developed, it was determined that \$2,500 in direct expenses would be incurred in support of the Shared Solution Working Group. The budget modification recommends increasing the Member Services budget by \$2,500 to reflect these costs.

**Summary of proposed budget modification**

|                 | <b>Income</b>    | <b>Expenses</b> |
|-----------------|------------------|-----------------|
| Other Income    | \$25,000         |                 |
| Member Services |                  | \$2,500         |
| <b>Total</b>    | <b>+\$25,000</b> | <b>+\$2,500</b> |

**Board action:** Approve the proposed budget modification as presented.



## PROPOSED FY22 Advance CTE Budget

|   | APPROVED<br>FY22    | PROPOSED FY22       |
|---|---------------------|---------------------|
| <b>INCOME</b>   |                     |                     |
| State Memberships   | \$561,749.00        | \$561,749.00        |
| Associate & Organizational Memberships                      | \$81,175.00         | \$81,175.00         |
| Spring meeting registration                                 | \$71,500.00         | \$71,500.00         |
| Spring meeting sponsorships                                 | \$42,000.00         | \$42,000.00         |
| Fall meeting registration                                   | \$50,000.00         | \$50,000.00         |
| Fall meeting sponsorships                                   | \$32,160.00         | \$32,160.00         |
| UMass   | \$8,500.00          | \$8,500.00          |
| Interest/Dividend   | \$50,000.00         | \$50,000.00         |
| Other income  | \$1,000.00          | \$26,000.00         |
| <b>TOTAL REVENUES</b>                                       | <b>\$898,084.00</b> | <b>\$923,084.00</b> |
| <b>EXPENSES</b>   |                     |                     |
| <b>Allocated Expenses to Specific Projects</b>              |                     |                     |
| Member Services   | \$41,089.19         | \$43,589.19         |
| Member Supports   | \$24,554.90         | \$24,554.90         |
| Government Relations  | \$74,490.69         | \$74,490.69         |
| Fall Meeting  | \$82,160.00         | \$82,160.00         |
| Spring Meeting  | \$94,580.00         | \$94,580.00         |
| Awards  | \$29,855.00         | \$29,855.00         |
| Advance CTE Board   | \$36,149.02         | \$36,149.02         |
| Lobbying  | \$2,345.00          | \$2,345.00          |
| UMass   | \$3,022.00          | \$3,022.00          |
| <b>Subtotal - Specific Projects</b>                         | <b>\$388,245.80</b> | <b>\$390,745.80</b> |
| <b>Staffing &amp; General &amp; Administrative Expenses</b> |                     |                     |
| Non-contract Staff Time                                     | \$436,575.00        | \$436,575.00        |
| Total G&A Expenses (excluding staff time)                   | \$72,503.20         | \$72,503.20         |
| <b>Total G&amp;A Expenses</b>                               | <b>\$509,078.20</b> | <b>\$509,078.20</b> |
| <b>Total Project Expenses</b>                               | <b>\$388,245.80</b> | <b>\$390,745.80</b> |
| <b>TOTAL EXPENSES</b>                                       | <b>\$897,324.00</b> | <b>\$899,824.00</b> |
| <b>INCOME LESS EXPENSES</b>                                 | <b>\$760.00</b>     | <b>\$23,260.00</b>  |

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

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Several changes occurred in FY21 that affected our Personnel Policies. In order to ensure our Personnel Policies are up to date and accurate, we are proposing the below changes. These are largely conforming changes and not the full annual review conducted by the attorney. That review will be done when we present the revised telework policy to the Board in November 2021.

- Expense Reimbursement: In order to ensure expenses are captured with the month end closeout each month, the organization would like to have all expense reimbursement requests submitted monthly by the 7<sup>th</sup> day of the month following the date the expense was incurred. This change also allows for an expense reporting routine to be set up, which makes it easier for both the employee and Finance Manager to manage.
- Internet Postings/Social Media Policy: The social media landscape has grown tremendously in the past several years. This policy is being updated to include a larger breadth of social media and internet posting formats, including the addition of podcasts, blogs, Twitter, Instagram, Tik Tok, etc.
- Outside Employment and Other External Activities: This change further clarifies “outside employment” as including part-time or contract work.
- Additional Leave: In order to be more equitable, we propose allowing all employees to have paid leave between Christmas and New Year’s Day. Previously, probationary employees had to take unpaid leave during that period of time.
- Holidays: Advance CTE observes all federal holidays. In June 2021, President Biden added the Juneteenth holiday to the list of federally observed holidays. This holiday has been added to the list of Advance CTE observed holidays.
- Health Insurance: Advance CTE’s grandfathered plan was phased out in April 2021. The new healthcare plan is now a PPO plan that is available nationwide, which means that remote employees no longer need to pay a premium to receive coverage in their area. All employees are now on the same plan that is fully covered by Advance CTE.

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

# PERSONNEL POLICIES



The Center to



**September 2021**

## 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 and must abide by the reimbursement policy.

**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~~ [by the 7<sup>th</sup> of the month following](#) 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. 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 podcasts, blogs, and social networking websites such as Facebook, Twitter, Instagram, Tik Tok, etc. 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 any outside employment (including part-time employment or contract work). 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 15<sup>th</sup> 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 15<sup>th</sup> 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~~ eleven federal holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Juneteenth, 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 Advance CTE is not 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 upon 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 the conclusion of 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 at 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 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: \_\_\_\_\_

## **Advancing Career Technical Education Leadership Awards**

*Report prepared by Sara Gassman, Senior Associate, Member Engagement & Professional Learning*

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Advance CTE invited members to submit nominations for the Advancing Career Technical Education Leadership Awards. This awards program recognizes current and former Advance CTE members who have demonstrated a strong commitment to advancing high-quality and equitable CTE at the state and national levels. There are two awards categories:

State CTE Distinguished Leadership Award, to recognize and honor current and former state CTE leaders who have a distinguished history of service and have demonstrated the highest level of commitment to advancing a vision for high-quality CTE at the state and national levels. This includes but is not limited to State CTE Directors, and may include other leaders within a state CTE office, agency or system.

State CTE Leadership Rising Star Award, to recognize new state CTE leaders (no more than five years) who are actively engaged with and dedicated to advancing a vision for CTE that is committed to quality, equity and access within their state. This includes but is not limited to State CTE Directors, and may include other leaders within a state CTE office, agency or system.

All nominations were submitted and/or endorsed by individuals serving as State CTE Directors during the month of August 2021. Advance CTE received zero nominations for the Distinguished Leadership Award and four nominations for the Rising Star Award:

- Michelle Aldrich, State CTE Director, Wyoming
- Elizabeth Bennett, State CTE Director, Massachusetts
- Tiara Booker-Dwyer, State CTE Director, Maryland
- Clay Long, State CTE Director, Idaho

### **Board Action Required:**

- Review Rising Star Award Nominees below and **select up to one winner**, if warranted as per criteria for selection.
- The Advance CTE Board of Directors reserves the right to present awards only in those categories where the quality of nominations is sufficient to warrant recognition and to develop its own slate of candidates.

### **Criteria for Selection**

Nominations should include evidence of how the individual's leadership influenced and strengthened the state's CTE system at the secondary and postsecondary levels. The Board will assess nominations based on the following questions:

1. **Contributions & Leadership** – What has the nominee done to merit recognition at the national level, including furthering the mission and vision of Advance CTE? This may focus on state-specific efforts, but additional consideration will be given to contributions at the national level.

2. **Contributions & Accomplishments** – What has the nominee done to exemplify excellence in CTE, including a demonstrated commitment to quality, equity and access? What accomplishments set the nominee apart?
3. **Benefits to the CTE Community** – To what extent has the CTE community benefited from the contributions of this individual? Please be specific.

All nominations must be submitted and endorsed by a current State CTE Director.



## Rising Star Nominations for Board Consideration

**Nominee Name:** Dr. Michelle Aldrich

**Nominee State:** Wyoming

**Contributions & Leadership:** In 2019, Dr. Michelle Aldrich joined the Wyoming Department of Education as the CTE Director, bringing with her 26 years of CTE teaching experience. As a FACS educator at an alternative high school, she earned Region V CTE Teacher of the Year. The successful development of a Perkins V state plan is attributed to her working knowledge of CTE. Her approach to CTE is driven by the steadfast belief, “I want Wyoming students to not only make a living, but to be able to make a life.” This conviction drives her work to bring understanding and accessibility to Wyoming's CTE program. She traveled across rural Wyoming, to build and strengthen relationships with stakeholders through town hall meetings, sharing how CTE strengthens communities. Her leadership in developing a competitive workforce resulted in Wyoming Governor Mark Gordon appointing her to the Corrections Industry Advisory Board and Workforce Council. Nationally, she served on the Quality Indicator Task Force, NAPE IM STEM Committee and several advisory committees for Advance CTE. Dr. Aldrich embodies the core values of CTE through her work and commitment to empower and inspire educators to provide high quality CTE programs to ensure all Wyoming students are positioned for career success.

**Contributions & Accomplishments:** With a focus on bolstering CTE courses, enrollment, and accessibility, Dr. Aldrich joined forces with Wyoming’s Workforce Services, Family Services, Health, Special Education, the Standards team, and districts to create a series of webinars focused on Special Populations. The two-hour webinars were released monthly, providing a continual focus on serving Special Populations. Dr. Aldrich’s collaboration provided teachers and administrators with the tools, resources, and opportunity to successfully recruit and retain students in CTE courses. Dr. Aldrich continued her cross-agency collaboration by completing NTACT training. While serving on the State Workforce Development Council, Dr. Aldrich successfully established and initiated a Wyoming Transition Team for students with disabilities. During COVID, Dr. Aldrich applied and hosted a NAPE Equity Team training in Wyoming. Her work with the Department of Corrections has increased the quality of CTE offerings in Wyoming’s correctional institutions. Dr. Aldrich’s state plan utilizes the quality indicators set forth by Advance CTE to define high quality CTE programs for funding purposes, which raised the bar and directly impacted the quality of CTE programs across Wyoming. Her work with the Wyoming Contractors Association, Wyoming Mining Association, Wyoming Restaurant and Lodging Association, and Hathaway Scholarship Coordinators resulted in eight-hour workshops for school counselors and administrators in five communities, broadening CTE’s reach and impact across Wyoming. Dr. Aldrich exemplifies excellence in CTE through her continued partnerships to connect academic and technical curriculum with industry standards to provide innovative strategies for ensuring students access to career choices. “We want Wyoming’s students to not just make a living, but to make a life in Wyoming.”

**Benefits to the CTE Community:** The CTE community of Wyoming has benefited greatly from the contributions of Dr. Aldrich. Her relationship-building skills have increased the interaction and strengthened the partnerships between the Wyoming Department of Education CTE Team and Wyoming businesses and industry, and cross-agency collaborations. Dr. Aldrich’s focus on bridging the distance between the classroom and career industry, and in turn educators and

employers, resulted in her providing extensive training and professional development opportunities through Tech Ed Tuesdays, CTE Marketplaces, new teacher orientation, and her newest initiative "See Me Teach CTE" campaign aimed at identifying students, who have chosen to pursue a career as a CTE instructor. Dr. Aldrich has worked on the University of Wyoming Task Force to create a pathway for individuals to earn CTE education degrees within Wyoming. Her engagement in every aspect of Perkins V with a focus on where it intersects with stakeholders, allows Wyoming's CTE program to broaden its reach through programming and paid externship opportunities for Wyoming educators. Wyoming's CTE community has grown in visibility, enrollment, and strength as a direct result of Dr. Aldrich's contributions to promote the merit of CTE across her great state.

**Nominee Name:** Elizabeth Bennett

**Nominee State:** Massachusetts

**Contributions & Leadership:** Liz Bennett has exemplified the characteristics and poise of a CTE leader during her first year as the MA State CTE Director. Entering into an already challenging pandemic environment, Liz approached the state work from an equity perspective, prioritizing the most impactful issues for learners. Throughout the year, Liz focused on staff development and relationship building, local engagement, capacity building around data, equity policy development/adoption and state board relationships. Having previously served as a CTE leader in a district, the transition to state leadership was seamless. Liz is well served by her deep roots in the local CTE community of peers and brought that experience to her state level position. She never lost sight of the value and criticality of including local educators in the transformation and advancement of CTE in MA. The representation of local voices in the state board process was powerful and led to her success in recent adoption of state policy initiatives.

**Contributions & Accomplishments:** For years, MA had attempted to address inequities in admissions across the CTE landscape; a landscape with complexities rivaling any other state. Within this environment were many historical practices which required strategic approaches and state/local engagement. Liz focused on research and data to present the narrative for change while also creating additional capacity at the state to address data analysis and decision support. Her ability to craft a narrative around inequities based on data provided the setting for thoughtful discussion rather than blame and shame from a state agency. Through grassroots approaches, Liz was able to coordinate with the state partners to create momentum, political will for change and co-design of solutions for state regulatory amendments. These efforts culminated in presentations to the state board and adoption of regulatory amendments (603 CMR 4.03(6)(a) Career/Vocational Technical Education Admissions Regulations) which set forth a new era for equity-based admissions as well as a data-based approach to state monitoring and technical assistance.

**Benefits to the CTE Community:** The successful approach to solutions for equity in access and awareness of CTE has established respect for Liz and trust among state and local stakeholders. As the year ended, Liz and her state team were working to merge their historic MOA monitoring with their Perkins data/monitoring activities. This work reinforces the equity mission of her office and will provide another approach to data-based decision support and continuous improvement for local CTE programming. Liz continued her engagement with local leadership in this process, building upon her years of experience in the CTE community. In the future, the state MOA monitoring will not only provide an efficient process but also an understandable story for the need to improve access and opportunity in MA CTE experiences. The journey towards deeper use of data and analytics will be a long process as grassroots adoption of these practices take hold across the state. Through these experiences, Liz can provide examples of state leadership working successfully with local educators and stakeholders as they address complex issues in CTE.

**Nominee Name:** Tiara Booker-Dwyer  
**Nominee State:** Maryland

**Contributions & Leadership:** The nominee has led the revision of CTE in Maryland making it more accessible and equitable for all learners. This included: revising state regulations to minimize barriers to enrollment and retention in CTE programs; launching a summer camp for current and future underrepresented CTE students designed to increase enrollment and retention; starting some CTE programs in middle schools to increase access and awareness of CTE programs; including non-credit CTE pathways at the postsecondary level; launching CTE data dashboards that clearly identify program disparities so that improvements can be made; and consolidating the Perkins and Methods of Administration monitoring process to maintain equity as the focus of CTE programs. The nominee has presented at several Advance CTE meetings, currently serves on the board of Advance CTE, and is an active member of CTE Without Limits Kitchen Cabinet led by Advance CTE.

**Contributions & Accomplishments:** The nominee established a new specialist position in the Division of Career and College Readiness that is solely dedicated to equity and civil rights through the CTE lens. The Specialist led the revision of Perkins and Methods of Administration monitoring to better address equity, access, and program quality. The nominee partnered with the National Alliance for Partnerships in Equity (NAPE) to launch a statewide equity professional learning series to reduce equity gaps in CTE ([viewable here](#)). The nominee partnered with the Region 4 Comprehensive Center to create a [work-based learning continuum](#) to provide guidance to school systems and community colleges on the implementation of research-based, effective practices to engage all students in grades K-16 in work experiences. Youth apprenticeship opportunities were expanded under the tenure of the nominee with an increase of over 50% of students engaged in the Apprenticeship Maryland CTE Program. The number of CTE programs and pathways increased under the tenure of the nominee with programs being added for military careers, mobile software and application, cybersecurity, and others. Employer engagement increased under the tenure of the nominee through the establishment of a statewide CTE Advisory Committee led by the Maryland Business Roundtable for Education. The nominee applied for and was awarded a grant from Advance CTE to implement strategies to support recruitment of learners into high-quality CTE. Lastly, the nominee is leading the development of a CTE endorsement on the Maryland high school diploma which will elevate the standing of CTE across the state.

**Benefits to the CTE Community:** The CTE Community has received guidance on how to consolidate Perkins and Methods of Administration monitoring and guidance on the development of data dashboards for CTE through Data Quality Institute series. The nominee served on the CTE panel for the Pathways to Adult Success Conference to share promising practices for CTE. Additionally, the nominee presented effective CTE practices at the US Department of Education's Back-to-School Event.

**Nominee Name:** Clay Long

**Nominee State:** Idaho

**Contributions & Leadership:** Dr. Long recognized the impact of and demonstrated exceptional leadership in advancing CTE long before taking formal steps to transition from industry to teaching and leading at the secondary level, and now leading Idaho as the state CTE Administrator. First, as CTE student, then CTSO coordinator, then teacher and administrator, he passionately understands CTE and walks the talk as he advocates for what CTE brings to student success and the promotion of industry and economy. He, through words and examples, communicates a vision for what CTE can be. Dr. Long has been key in networking Idaho with state and national resources and training, and in soliciting additional support to foster efforts such as the following:

- Facilitating opportunities for students and educators to advocate for CTE with congress.
- Securing over \$8 million to support and expand CTE access and opportunities for program delivery, and increased professional development prior to and during the pandemic.
- Re-establishing positive collaborative partnerships with elected officials and ensuring all programs meet the intent of Idaho Code.
- Advocating for a comprehensive, non-linear career preparation ecosystem beginning with middle school through retirement.
- Championing access to in-person and digital training opportunities for all.
- Increasing stakeholder engagement and communication.

**Contributions & Accomplishments:** Dr. Long intimately understands the value of CTE for all and espouses the high level to which CTE applies not only industry standards but also high-level academic standards. Tandem to this, Dr. Long has established and/or facilitated the establishment of processes and means to ensure that all programs receive the technical assistance and resources needed to promote high quality, equity, and access as demonstrated by the following:

- Solidifying internal processes and systems
  - Transparently articulating funding processes and grant information
  - Launching the Intranet
- Expanding educator services
  - Legislatively implementing InSpIRE Ready! teacher onboarding program
  - Availing free access to CTE Learn professional development for all educators
  - Implementing realigned Occupational Specialist endorsements
- Stabilizing and growing program services support
  - Resuming statewide program reviews
  - Resuming engagement in regional superintendent meetings
  - Working with Technical College Leadership Council and Career Technical School administrators
- Supporting student success
  - Shifting focus to developing leadership skills
  - Holding successful virtual conferences and competitions

- Promoting the value of and supporting the growth of Idaho SkillStack® micro certifications platform
- Increasing stakeholder engagement and communication
  - Kicking off Idaho CTE advisory council
  - Launching new website and educator portal

The accomplishments cited above speak well to Dr. Long’s leadership. More appropriately, however, it is the holistic vision, partnerships and networking, transparency, and capacity that Dr. Long brings to the table as a leader that sets him apart from other nominees. He is driven to accomplish measurable and lofty goals, but also provides genuine support to and confidence in those he relies on to carry the work forward. The above items are only highlights of what Dr. Long has facilitated the accomplishment of in the past year; when one considers our system decentralization and the virtual efforts of staff and stakeholders, it is even more amazing.

**Benefits to the CTE Community:** Dr. Long is gifted in identifying and fostering the partnerships to accomplish what needs to get done, and every Idahoan has benefited from these connections. His work has helped to expand training programs, make many of them digitally accessible, provide expanded start-up funding to afford even the most rural of schools the ability to implement and strengthen CTE programs, provide several industries access to the talent pipelines needed while simultaneously providing learners and career changers of all ages the opportunity to cultivate a living wage and additional skill sets, and so much more. Priorities for FY2022 seek to extend programs and generate add-ons to elevate connection, communication, collaboration, and commitment.

CTE in Idaho increasingly cuts across all learning styles and access to high-quality programs. In Dr. Long’s short tenure (1.5 years) as Idaho’s state administrator, CTE is once again being recognized as solid and promising. Stakeholders, including legislators, are confidently promoting CTE, and securing funding and out-of-the-box approaches to expand opportunities for all Idahoans. The metrics for CTE in Idaho are picking up the pace in a positive way. Efforts under Dr. Long are increasingly unified among all stakeholders as we take his lead and work to realize the vision.

**Free Community College: Background Report**  
*Report Submitted by Meredith Hills, Senior Associate for Federal Policy*

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The topic of free community college has long been debated in the higher education policy space. This conversation has become a top priority of the White House, particularly due to First Lady Dr. Jill Biden's policy stance in support of free community college. In President Joe Biden's American Families Plan (one of two proposals of the Build Back Better campaign, with the American Jobs Plan being the other part), providing two years of free community college is named as an area of focus- though specific policies to achieve this are not included in the plan. Currently, Congress is working through a budget reconciliation process, and "free community college" has been named a priority. Regrettably, at the time of introduction, the reconciliation bill left out area technical centers (ATCs) as eligible entities that could benefit from the free community college proposal.

A [report](#) from the Georgetown Center on Education and the Workforce (CEW) shared that over the past 10 years, tuition and college fees have increased by 35 percent at public four-year college and 23 percent at public two-year colleges. At the same time that college expenses have gone up, postsecondary attainment is even more essential to getting a job that supports self-sufficiency. As a result, the idea of free college has gained popularity and been increasingly present in the affordable higher education conversation. Right now, free college policies are instituted at the state or local level through a College Promise program, and [in 2020 there were over 360 programs](#). For example, the Tennessee Promise program is perhaps one of the most well-known and successful ones. It began in 2014 when the state legislature voted to provide tuition-free community college across the state. Since then, [studies have shown](#) overall increases in enrollment, a 40 percent increase in enrollment of first-time students and increases in degree attainment.

The phrase "free college" can mean many different types of policies and can be misleading at times. For example, state-led free college programs are typically "last dollar in." This means that first grant aid, such as Pell Grants, is given to learners and the state will pay for the remaining tuition. Although this is a significant contribution, this "last dollar" practice means that learners are using grant money for tuition instead of also putting it towards additional costs of college such as housing, food, textbooks and any other fees. Most of the states that offer free college programs do so through this approach. Additionally, these free college initiatives are often directed toward learners who recently graduated high school leaving non-traditional learners with large financial barriers to college enrollment. Finally, the way that an included college is defined varies between states- so community college, ATCs, etc. may not always be part of the program even though they are accredited and Title IV-eligible. It is clear that although the notion of free college is a positive one, in practice such programs do not always increase opportunities for higher education for everyone. These programs do have potential for more equitable access to postsecondary education if they are created with intentionality.

In principle, free college is something that Advance CTE appears to support, as it contributes to the organization's Higher Education Act (HEA) reauthorization priority of "eliminating barriers to financial aid program access" and would improve access and equity to postsecondary

attainment. The new *Without Limits: A Shared Vision for the Future of Career Technical Education* also appears to support the concept of free college. Particularly, the recommendation to “design equitable funding models that direct funding to where it is needed most” within “Principle 1: each learner engages in a cohesive, flexible and responsive career preparation ecosystem,” as well as “Principle 2: each learner feels welcome in, is supported by and has the means to succeed in the career preparation ecosystem.”

However, free college has not been part Advance CTE’s HEA priorities since the topic is so nuanced and there are different versions of the policy that the organization supports, while there are others that are not detailed or inclusive enough to sufficiently support equitable postsecondary access.

**Board Action Required:** Discuss the topic of free community college and vote on whether Advance CTE should develop a position on free community colleges.

1. If your state has a free community college program in place, what should we know about it? What makes it successful? What would you change?
2. How should a federal free community college program interact with or enhance your state's free (community) college program?
3. What conditions or parameters must be in place to ensure a federal free community college program is equitable?
4. How should a free community college program interact with or support concurrent/dual enrollment?
5. Should Advance CTE take a position on free community colleges as part of its HEA federal policy recommendations?
  - a. If yes, what are the condition, nuances or parameters must inform Advance CTE's position regarding a free community college proposal?