

**Joint Advance CTE/The Center to Advance CTE Board of Directors' Meeting
MINUTES**

November 9, 2021

Zoom call

BOARD ATTENDEES: Marcie Mack, Sarah Heath, Laura Scheibe, Thalea Longhurst, Victoria Crownover, Katie Graham, Tiara Booker-Dwyer, Cathie Raymond, Nicole Smith, Alex Harris, David Horseman, Colleen McCabe, Luke Rhine, Angel Malone

NOT PRESENT: Donna Lewelling, Wendi Safstrom

STAFF: Kimberly Green, Kate Kreamer, Krissy Haynes, Austin Estes

Welcome: Mack called the meeting to order at 3:06 p.m. ET, welcoming everyone to the meeting. Mack asked Board members to review their contact information and provide any necessary updates or changes.

Mack asked for approval of minutes from September 28, 2021, as presented

MOTION: To approve the Joint Advance CTE/The Center to Advance CTE minutes from September 28, 2021, as presented.

Raymond; Harris.

MOTION APPROVED.

Career Clusters Modernization Initiative Update: Green shared that there was a pivot with the project since the last Board meeting when the Board approved the continued development of the “Careeriodic Table” prototype with Board-defined parameters. The initial goal was to have the new prototype ready to implement and launch before the next round of Perkins V state plans, however, after much deliberation and consideration with the national project team and the Advance CTE officers, the decision was made that there was not enough time to roll out the prototype with fidelity and have it utilized in a way that was responsive to all the input received and the needs of the field. Green said that the plan is to refresh the current Framework by updating the current Career Clusters. Green asked the Board if they use the Career Ready Practices to help determine if any time should be spent in updating them as well. Raymond and Malone said they don’t use them and other members agreed. Green said that the revisions will be completed and ready to include in the 2024 Perkins V state plans. Green noted that a pilot of the Careeriodic Table will be launched that a group of states can test at the state and local levels. Green said there will be focus groups and input sessions from the field and industry to ensure it is reflective of the world of work. Green stated that then it can be determined if the prototype can be used as a new framework in the future or if it will be used as a career advisement tool.

Proposed Finance Manual Revision Updates: Haynes noted that there were not a lot of proposed changes to the finance manual but there were proposed changes to the personnel policies that affect the finance manual. The organization proposed giving signature and approval authority to the Deputy Executive Director and future Director of Operations due to increased staffing and responsibilities within the organization. The change will allow the Executive

Director, Deputy Executive Director and the Director of Operations to sign contracts and approve payments on the organization's behalf. Haynes said this allowed the manager closest to the work to give their approval of invoices and contracts. Haynes noted that it is also a step towards succession planning to increase stability should any senior leadership team be out for an extended period or leave the organization. An addition was also made giving the Deputy Executive Director and Director of Operations the ability to make mobile deposits for the organization. Haynes said that although the organization currently performs background and credit checks for anyone that handles the organizations' funds, there was not a formal policy in place, so one was added. Smith asked if authorized signers could sign independently or if there was a requirement for two signatures. Haynes said that anything over ten thousand dollars requires a second approval from the Secretary-Treasurer.

Mack asked for approval of the proposed revisions to the Finance Manual, as presented.

**MOTION: To approve the proposed revisions to the Finance Manual, as presented.
Harris; Raymond.
MOTION APPROVED.**

Proposed Revisions to the Personnel Policy: Green presented an overview of the proposed revisions to the personnel policies stating that the revisions were reviewed by the organization's attorney to ensure compliance with applicable federal, state and local employment laws. Green said that the pandemic had resulted in changing workplace expectations. The organization hired four staff members who live outside of the DC metro area and the organization anticipates that trend to continue. The organization also sustained a great deal of staff transition. The leadership team solicited input from the staff on additional workplace retention strategies in addition to extensive reading and consultation with numerous national organizations on how they were approaching changing workplace expectations and how policies were evolving with the intent to benchmark the organization's policies to like-sized, like-minded, education/workforce development sector and DC-based organizations. The organization also received input from its internal Diversity, Equity and Inclusion Advisory Group.

- **Telework Policy:** The proposed policy is a wholesale replacement of the previous policy. It allows for all DC metro area staff to telework up to three days per week, with no restrictions related to tenure. Language is proposed to extend the policy to more days per week for health-related flexibility and national or locality-based emergencies (re: regional flare-up of the pandemic). The telework policy will be supported by an FAQ and telework agreement, which as before, is not Board policy. Finally, the transportation benefit – which is a commuting reimbursement benefit - reflects language to indicate if an employee teleworks, this benefit will be scaled back appropriately. As is the case with all flexibilities, telework is not an employee right and may be scaled back or revoked for any reason, including performance.
- **Remote Work:** The proposed policies, as appropriate throughout, reflect the addition of fully remote workers to the Advance CTE staff. This includes, for example, an indication that we will comply with employment laws where the employee resides which may

include additional leave requirements. In contrast, there are places throughout where the policies make clear that certain provisions apply only to DC metro area staff.

- Alcohol and Drug-Free Workplace: The proposed revisions reflect changing state laws that now allow for the recreational use of marijuana. As approved by the attorney, the proposed policy indicates employees may not bring any form of marijuana to work or be under the influence of any form of marijuana while working.
- Succession policy provisions: In addition to recommendations in the Finance Manual, the proposed personnel policies add the Director of Operation and Deputy Executive Director to relevant policy language that speaks to an obligation of funds and handling of funds.
- Flexibility in leave policies: The proposed revisions allow staff more flexibility in when they schedule annual or sick leave and reduce the timeframe for when new employees can begin to take annual leave from six months to three months.

Green said that the recommendations aspire to respond to staff input, workplace trends and balance those requests against the organization's commitment to meet its mission and strategic priorities. Green shared that the leadership team was working toward refining what is in the personnel policies versus what is in an employee handbook. Green noted that things were taken out of the policies with the intent to create an employee handbook that defined internal policy and practice expectations that do not warrant inclusion in the personnel policies.

Scheibe asked that if an employee lived in Maryland or Virginia but further outside of the DC-metro area, was there a standard or proximity to determine whether they would be considered remote or if the telework policy was applicable. Green responded that there was not, but it would be determined in the hiring process because if they were a remote employee, they would need to sign a remote-employee agreement form. Smith asked if there was a requirement for which two days an employee would be expected to be in the office and if an employee could be in the office for more than two days if they preferred. Green said that the telework policy would be a choice of the employee. Green said that the previous telework policy stated that an employee would indicate which days they would be in the office to help allow for team planning. Green noted that it was undecided what the criteria will be and that those supporting documents and details would evolve once the revisions were approved. Crownover asked if there was an expectation for remote employees to have a meeting location available to them. Green said the remote work agreement states that employees cannot have meetings in their homes and the expectation is to host virtual meetings. Smith asked if there were any vaccination and/or testing requirements for those employees that will be working in the office. Green said employees must show proof of vaccination by the end of the calendar year. If there is medical or religious reasoning for not being vaccinated, then there would be testing requirements prior to coming into the office or to a staff retreat.

Mack asked for approval of the proposed revisions to the Personnel Policies, as presented.

**MOTION: To approve the proposed revisions to the Personnel Policies, as presented.
Scheibe; Rhine.**

MOTION APPROVED.

Proposed Budget Modification Policy: Haynes presented the proposed budget modification policy. Haynes stated that during The Center to Advance CTE's last Board meeting, it was proposed that the organization establish a ten percent threshold for bringing organizational operating budget modifications to the Board. Currently, every budget modification is proposed to the Board for approval. Haynes shared that the new policy would allow the organization to make modifications up to ten percent of the total income and expenses, such as adding small grants or updating carry forward amounts without the need of the Boards approval. If the budget is modified above or below the ten percent threshold, Board approval would be required. Haynes said that the current threshold is approximately \$90,000 for Advance CTE and \$300,000 for The Center to Advance CTE. Haynes said that the new policy would apply to the most recent Board-approved budget.

Haynes said the policy was shared with the organization's auditor to ensure it was common among other organizations. Haynes noted that the auditor agreed and recommended that the organization implement the policy. Haynes shared the new proposed policy:

Advance CTE and The Center to Advance CTE can modify, up to ten percent, a Board approved operating budget without the need for Board approval. Any modification above the ten percent threshold, for income or expenses, would need to be brought to the respective Board for approval. To ensure that internal controls are in place, the Executive Director will be required to approve all budget modifications that are below the ten percent threshold.

Mack asked for approval of the proposed Budget Modification Policy, as presented.

**MOTION: To approve the proposed revisions to the Personnel Policies, as presented.
Scheibe; Rhine.
MOTION APPROVED.**

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

**MOTION: To go into Executive Session.
Heath; Longhurst.
MOTION APPROVED.**

**MOTION: To end the Executive Session.
Heath; Raymond.
MOTION APPROVED.**

Mack asked for a motion to approve the renewal of the Executive Director's contract, as negotiated between the Past President and Executive Director.

MOTION: To approve the renewal of the Executive Director's contract, as negotiated between the Past President and Executive Director.

**Heath; Graham.
MOTION APPROVED.**

Mack adjourned the meeting at 4:02 p.m. ET.