

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

October 21, 2020

Zoom call

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**ATTENDEES:** Sarah Heath, Marcie Mack, Bernadette Howard, Laura Scheibe, Victoria Crownover, Katie Graham, Jeralyn Jargo, Donna Lewelling, Thalea Longhurst, Angel Malone, Steve Playl, Cathie Raymond, Luke Rhine, Alex Harris, Wendi Safstrom

**STAFF:** Kimberly Green, Kate Kreamer, Austin Estes, Katie Fitzgerald, Krissy Haynes, Meghan Wills

**Welcome:** Heath called the meeting to order at 3:02 PM, welcoming everyone to the Joint Advance CTE/The Center to Advance CTE Board Meeting.

Heath asked for approval of minutes from September 23, 2020.

**MOTION: To approve Advance CTE and The Center to Advance CTE minutes from September 23, 2020, as presented.  
Raymond; Howard.  
MOTION APPROVED.**

**Finance Manual Update:** Haynes presented the Finance Manual, and explained that the proposed changes are to formalize the pivots that have been made due to coronavirus, recognize the larger role Haynes has undertaken, as well as account for changes due to the increased staff size. Haynes outlined the major changes to the finance manual, which include:

1. Waiving the need for approval by the Secretary/Treasurer for bills over \$10,000 that cover operational expenses such as payroll, benefits and rent;
2. Requiring only the Board President and Secretary/Treasurer to have signature authority on the bank and investment accounts;
3. Changing all references of Bookkeeper to Finance Manager;

Heath asked for approval of the updated Finance Manual.

**MOTION: To approve the updated Finance Manual, as presented.  
Scheibe; Longhurst.  
MOTION APPROVED.**

**Career Clusters Next Steps:** Wills presented on the next steps for the National Career Clusters® Framework refresh. She began by walking through the project timeline for the next two years, which runs from now through September 2022. The timeline is broken out into five phases, which are:

- **Now through March 2021: Community and Stakeholder Engagement**  
This phase of work will include extensive outreach to all stakeholders. Outreach will encompass everyone from counselors to employers, researchers, national organizations,

as well as others. During the outreach, the renewed purpose statement will be shared and they will also be given an update on work completed so far and highlights of what is to come. Information on the innovation portal will also be shared.

- **Now through May 2021: Innovation Portal**

This work is running concurrently with the stakeholder engagement phase, with the launch of the innovation portal planned for May 2021. The purpose of the portal is to solicit submissions of ideas for what a renewed Framework will look like. This will be an online home for information on the project, including introductory text, video, instructions on developing and submitting a pitch, and guidance on what makes a good pitch. The launch is deliberately timed after the new Vision is released.

- **June 2021 through August 2021: Pitch Review and Prototype Development**

The first step of this phase will be to select 20-24 pitches that stand out. Those pitches will then be presented to an Advisory Group or Kitchen Cabinet. The pitches will then be narrowed down to the strongest 1-2 pitches and developed into prototypes.

- **September 2021: Prototype approval**

In September 2021, the prototype will be presented to the Boards for approval. In October 2021, the process to turn the prototype into full Framework will begin.

- **October 2021 through September 2022: Turn Prototype into Full Framework**

After the prototype is approved by the Boards, the process to turn the prototype into a full Framework will begin and is expected to take a year to develop.

After walking through the timeline for the next two years, Wills walked through the timeline for the following two years which will run from September 2022 through July 2024. She explained that in September 2022 the full Framework will be built. The Framework will be presented to the Boards in October 2022. Between October 2022 and January 2023, the project team will develop communications, tools and resources to support the use of the new Framework. The Framework is planned to be launched in February 2023, and technical assistance will be delivered to states from February 2023 through October 2023 to support adoption and implementation. The full implementation of the modernized Framework will begin in July 2024.

Wills asked for questions from the Board and they voiced concerns that the timeline seems too long and drawn out. Due to the long timeline they also wanted to ensure it will be flexible enough that it won't change as we move forward. A number of Board members expressed interest in having the Framework completed before they begin their next four-year Perkins V plan development. There was general consensus that a February 2023 launch is too late for their planning purposes and that a Fall 2022 launch would be more ideal.

Green stated that The Framework will likely be very different from the current Framework based on the renewed purpose statement. The Framework will not prescribe pathways like the original Framework, but will still have value in structure of data, accountability and reporting.

The Board asked if Wills is concerned about not getting enough pitches. Wills explained that the quality of pitches is more important than quantity. Questions were also raised about whether there should be restrictions on who can submit pitches. Harris argued that we should not limit innovation and it is easier to eliminate vendors or other inappropriate pitches on the back end.

Wills asked t who should be part of the stakeholder engagement process. Board responses included HR/Employer perspectives, data teams, and organizations like Consumer Science.

Wills posed a final question to the Board about who should review the pitches. The Board suggested having diverse voices, student and parent voices, as well as educators and workforce representatives.

**Other Items/Next Steps:** Next Advance CTE Board of Directors Meeting is November 17, 2020 via Zoom. The Advance CTE Board will meet from 2-3 p.m. ET, the Joint Board will meet from 3-4 p.m. ET, and The Center to Advance CTE Board will meet from 4-5 p.m. ET.

**Heath adjourned the meeting at 4 p.m. ET.**