

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

September 23, 2020

Zoom call

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

NOT PRESENT: Nicole Smith

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

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 welcomed and introduced the new Board members: Rhine, Playl, Raymond, Lewelling, and Malone. Heath also congratulated Scheibe on her new appointment as Secretary/Treasurer and welcomed Haynes to her new role as Finance Manager.

Scheibe asked for approval of minutes from June 29, 2020.

**MOTION: To approve Advance CTE and The Center to Advance CTE minutes from June 29, 2020, as presented.
Mack; Jargo.
MOTION APPROVED.**

FY20 Year End Advance CTE Financial Update: Scheibe presented an overview of the Advance CTE FY20 budget. Advance CTE continues to be a leader in the field and has every state as a member, with FY20 ending fiscally very strong. Advance CTE received 105% if the cancelled Spring Meeting was removed from the budget. There was a big jump in associate and organizational memberships, which were 32% above target. Advance CTE also ended the year exceeding the interest income target by 41%. Advance CTE expended only 57% of its expenses due COVID-19 (coronavirus), which was caused by the cancellation of the Spring Meeting (and related 100-year anniversary activities), the inability to travel, and a shift in work. Scheibe explained that any remaining income over expenses rolls into reserves.

Heath asked for approval of the FY20 Advance CTE financial report.

**MOTION: To approve FY20 Advance CTE financial report, as presented.
Howard; Mack.
MOTION APPROVED.**

FY20 Year End Advance CTE Financial Update: Green presented an overview of The Center FY20 budget. Green explained that The Center received a few unplanned income streams, which were from Perkins V Meeting registrations and unadvertised Career Clusters product sells. She also explained that The Center is conservative on investment income estimates due to grant

funding and which is why interest income was 104% above target, as compared to Advance CTE.

Green summarized The Center's grant work. New Skills for Youth grant ended in FY20 and a new five year \$5M grant from JPMC was signed called New Skills ready network. In addition, the Joyce grant on postsecondary CTE, the second Siemens grant and the Oregon contract all ended in FY20. There are three new grants that started in FY20: New Skills ready network, a third grant from Siemens on a national survey and focus groups, and a grant from ECMC on postsecondary CTE data quality. The new Siemens grant and ECMC grant are both multi-year grants. In addition, there are several ongoing grants or contracts that will continue into FY21, including the PAYA contract from New America on youth apprenticeships, the Lumina grant on area technical centers, the Gates grant which covers the work around Perkins V, the Joyce grant that also supports the work around Perkins V, and finally the New Skills for Youth Innovation grant from JPMC.

Green shared that The Center expended only 62% of budgeted expenses. She explained that the expenses were below budget due to shifts in work and travel restrictions caused by coronavirus. The funders have been very accommodating in allowing The Center to adjust the timelines and redefine the what and how we deliver each grant. Any unspent funds for the grants will either roll into reserves or be carried over into FY21. The Center was in a very strong place at the end of FY20. Graham praised The Center for all the hard work.

Heath asked for approval of the FY20 The Center to Advance CTE financial report.

MOTION: To approve FY20 The Center to Advance CTE financial report, as presented. Raymond; Graham.

MOTION APPROVED.

FY21 Advance CTE/The Center to Advance CTE Financial Update: Scheibe presented the FY21 Advance CTE budget which covers only one month, July 2020. She explained that all states have committed to renewal and Advance CTE is currently at 20% above target for organizational membership renewals. Advance CTE has expended only 2.3% of budgeted expenses, which were mostly staffing costs.

Green presented the FY21 The Center to Advance CTE budget which also covers only one month, July 2020. She explained that 81% of income for The Center has been received, which is due to carry forward of grant income that was received in FY20. Additional grant payments will also be received in FY21 to get us to the goal of 100% income. In both Advance CTE and The Center estimates were cautious for interest income, which is why interest is above target in both organizations. The Center has spent 6% of budgeted expenses, which is on target. The Center is adding staff capacity to support the work of the New Skills ready network and Siemens grants.

The Center is preparing for the "funding cliff" with Gates, Joyce and New Skills for Youth Innovation ending this year. Strong signals of renewal of PAYA contract with New America. A concept paper has been submitted to Gates. The Center is part of the College and High School

Alliance steering committee, which goes after funding collaboratively and The Center will likely have new work and related income in FY20.

Advance CTE is in the process of finalizing a one-year contract with Opportunity America. Advance CTE/The Center has very strong relationships with the funders and all major funders were sponsors of the Summit and hope that they will incorporate the vision into their strategy. Strada Education was also a sponsor of the Summit, which is a new funder and The Center is looking to add them to their portfolio of funders for future work.

Heath asked for approval of the FY21 Advance CTE financial report.

**MOTION: To approve FY21 Advance CTE financial report, as presented.
Howard; Raymond.
MOTION APPROVED.**

Heath asked for approval of the FY21 The Center to Advance CTE financial report.

**MOTION: To approve FY21 The Center to Advance CTE financial report, as presented.
Raymond; Longhurst.
MOTION APPROVED.**

FY21 Advance CTE Budget Amendment: Green presented the Advance CTE budget amendment to update the FY21 income and expense for the ABC grant to reflect the final FY20 year-end expenses. The ABC grant will carry forward \$4,217.14 in unspent income and expenses from FY20 into FY21.

Heath asked for approval of the FY21 budget amendment.

**MOTION: To approve FY21 Advance CTE budget amendment, as presented.
Jargo; Crownover.
MOTION APPROVED.**

Green announced that the Spring Meeting will be virtual in 2021 and therefore will have a budget amendment presented in November 2020.

FY21 The Center to Advance CTE Budget Amendment: Green presented The Center to Advance CTE budget amendment to update the income and expenses for FY21 based on FY20 year-end expenses. Green shared the following chart to outline the adjustments.

	Income	Expenses
PAYA	-\$126,185	No change
Gates 2.0	-\$27,261.26	-\$27,261.26
NSFY Innovation	-\$1,504.18	+\$863.32
Joyce 2.0	-\$1,962.71	-\$786.20
New Skills (JPMC)	+\$338,257.06	+\$338,257.06
Lumina	-\$1,001.59	-\$1,001.59

Reserve fund withdrawal	+\$89,633	n/a
Total	+\$269,975.32	+\$310,071.33

The Center expended more funds than anticipated in FY20 for Gates 2.0, Joyce 2.0, NSFY Innovation and Lumina. Less funds were expended than anticipated in FY20 for New Skills and Siemens 3.0.

PAYA is a contract, so the remaining income in FY20 was able to be put in reserves. Due to moving the remaining \$126,185 in PAYA funds into reserves. As a result, The Center now needs to show a reserve withdraw of \$89,633 to cover the costs that are related to non-grant activities.

Kreamer mentioned that Siemens is a new grant that started in March 2020 and the large carry forward amount is not a cause for concern as the work is moving forward as planned.

Green mentioned that Gates allowed staff time to be redirected to the Gates grant to do COVID related work, which is why the expenses were higher than budgeted in FY20.

Heath asked for approval of the FY21 The Center to Advance CTE budget amendment.

MOTION: To approve FY21 Center to Advance CTE budget amendment, as presented. Mack; Jargo.

MOTION APPROVED.

Reflections on the CTE Forward Summit: Kreamer asked for feedback on the Summit. Graham stated that the Summit was incredible. The impact was evident due to her external partner’s reaction, enthusiasm and involvement. She loved the desired outcomes scenarios and the chat on Moodle. Malone said that she loved that the questions about the disruptions were the same throughout because it allowed them to refine their response, which was eye-opening. Heath said many are energized and looking at what the next steps need to be. Raymond spoke about being able to make change as CTE educators right away if there weren’t legislative actions and state statutes that slows down the process. Jargo liked that they were able to invite others that were not part of the typical group. It was surprising how little some knew about CTE. Kreamer was glad to hear how many had debriefs scheduled since it wasn’t something Advance CTE prompted.

Kreamer posed the question, “what were the most exciting or new or transformative ideas that you want to put on the table.” Playl thought the CTE without borders was a very bold idea that could be transformative for our country, but also recognizes it is a major lift. Raymond and Graham noticed that the student voice was missing and that we really need to include going forward. Lewelling said that Oregon was intentional about recognizing adult learner CTE in their plan and believes that there is a lot of work that needs to happen not only in Oregon but in the entire US.

Career Clusters Purpose: Wills presented an overview of The National Career Clusters® Framework. The efforts so far have focused on understanding who uses The Framework and

how, identifying current uses and what is working and what isn't, and clearly defining the purpose of The Framework.

The project name is Advancing The Framework. The project objectives were to understand who uses The Framework and how, what is working and what isn't, and solicit ideas to ensure The Framework is a modern construct, reflective of the future of work, and adaptable to the current and emerging needs of learners and workplace.

The first phase of the work was the research phase. During the research phase, they found that 33 states use all 16 Career Clusters and that 17 states have made some adjustments to The Framework. The most common changes are to add an energy cluster and remove the Government and Public Administration Career Cluster. The most common ways to use The Framework in postsecondary is to aid in career exploration. Many companies are shifting to competency-based management systems. The findings from the research have provided a good starting point.

Throughout June and July feedback was gathered from 44 states on how they are using The Framework currently, as well as what they see the value being in the future. There were three themes that emerged in the value and use today: allow for alignment across systems and states, accommodate business and industry, and accommodate career pathways and advisement. The primary audience of The Framework are CTE leaders and educators and the beneficiaries are the learners as well as business and industry.

Wills presented the renewed purpose statement: The Framework provides structural alignment and a common language to bridge education and work; empowering each learner to explore, decide, and prepare for dynamic and evolving careers.

The Board shared their thoughts on the renewed purpose statement. Graham appreciated the hard work and liked seeing the progress that was made since the beginning. Safstrom liked that it reflects a common language. Another board member liked that it encompasses all stages of decision making. Howard said Advance CTE nailed it. Harris asked if any consideration was given to a value judgement around the types of careers we should be pointing people towards. Wills explained that The Framework is an overview that is meant to enable and support learners to make those decisions on careers that are of interest to them. Several Board members reiterated that they needed a framework and it is an organizational tool. Raymond liked that learner was used instead of student so it doesn't limit them to school.

Heath asked for approval of the new purpose statement for the National Career Clusters Framework.

**MOTION: To approve new purpose statement for The National Career Clusters Framework, as presented.
Graham; Raymond.
MOTION APPROVED.**

Other Items/Next Steps: Next Board of Directors Meeting is October 21, 2020, at 3 p.m. ET via Zoom. Spring Meeting will be virtual in April 2021.

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