

The KACTE Board of Director's Minutes
Elizabethtown Community and Technical College
Elizabethtown, Kentucky

January 15, 2009

Call to Order: The meeting was called to order by President - Dr. Ahmed Sabie at 4:30 p.m. (EST) at the Elizabethtown Community and Technical College, Elizabethtown, KY

Proxies were distributed as follows:

- Kay Turner accepted a proxy for Doris Sikora, Teacher Educator
- Marilyn Bailey accepted a proxy for Mary Kleber, Health
- Dexter Knight accepted a proxy for Mark Sims, Treasurer
- Cherie Mingus accepted a proxy for Larry Belcher, Technology Education
- Sarah Raikes accepted a proxy for Wayne King, Trade & Industry

Roll Call: Attendance was taken by Kay Turner, Secretary.

Ahmed Sabie, Dale Winkler, Kay Turner, Cherie Mingus, Sarah Raikes, Valerie Wolfe, Dexter Knight, Marilyn Bailey, Mary Poole, Mark Gibson, Sheree Koppel, Mike McMillen, Donnalie Stratton, Ken Talley, Dr. Carolyn Carter, Mike Stone and Kris Stone were present. **With the proxies accepted (above) a quorum was present.**

Mark Sims, LeeAnn Daugherty, Janet Atwood, Johnetta Grant, Mary Kleber, Doris Sikora, Wayne King, Larry Belcher, Elaine Terry, Tim Thornberry and Mike Kindred, were absent.

Approval of the Agenda: Without objection, President Dr. Ahmed Sabie declared the agenda approved.

Approval of the Minutes: Approval was made on Raikes/Mingus motion after a correction to the November minutes was made by Mike Stone that Mary Kleber was not present at the November board meeting.

President's Remarks: President Sabie thanked everyone for their attendance and participation. President-Elect Winkler remarked on the board's three goals- Membership, Image, and Leadership and thanked the committees for their continued work toward the 2008/09 goals. President Sabie asked that Constitution and Bylaws Chair Mike McMillen research a Board member's attendance requirement

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Presentation was given by Allen Rose, Vice President for Business and Government Relations, The Sullivan University System.

CONSENT AGENDA

Treasurer's report was given by Valerie Wolfe in Mark Sims absence. The treasurer's report was presented to the board members. It was filed for audit.

ACTE Region II Report, Sarah Raikes, Washington County High School, ACTE Region II Representative – **Report follows. Also Sarah asked that everyone please vote in upcoming ACTE elections.**

Service Area Vice-Presidents' Reports:

Administration, Dexter Knight- No report

Agriculture, LeeAnn Daugherty-No report

Business, Janet Atwood- No report.

Family and Consumer Science, Marilyn Bailey – **Report follows**

Guidance, Johnetta Grant – No report

Health, Mary Kleber – No report

KATFACS, Marilyn E. Bailey – **Report follows**

Marketing, Mark Gibson – No report

Special Needs, Mary Poole – No report

Teacher Educator, Dr. Doris Sikora – **Report follows**

Trade and Industry, Wayne King – **Report follows**

Technology Education, Larry Belcher – **Report follows**

Committee Reports:

Awards, Sheree Koppel- **Report follows.**

Annual Conference, Dale Winkler – **Report follows**

Carl D. Perkins Assistantship, Elaine Terry – No report.

Constitution and Bylaws – Mike McMillen- **Report follows and he spoke of possible bylaw changes in Board attendance, retiree structure, dues structure and liability insurance**

Resolutions, Donnalie Stratton – **Not met**

Nominations, Cherie Mingus – **Report given- 2009/2010 Secretary yes, president elect no**

Auditing, Mark Sims- No report

Program of Work/Strategic Plan

Ahmed Sabie ,2008-2009 –**Report given**

Dale Winkler, 2009-2010 - **Report given, looking at membership, leadership, teacher recruitment and industry certification**

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Handbook, Kay Turner – No report.
Historian, Donnalie Stratton –No action
ACTE Convention Planning, KACTE Officers- **Conventions was great!**
Website, Kris Stone/Mike Stone – Indicated the website is up-to-date
Flower Fund, Donnalie Stratton, The flower fund balance is \$68.15. Flower fund guidelines are on file with the secretary.

Reports of Liaison Representatives

Division of Secondary Career and Technical Education, Donnalie Stratton – **Report follows.**

Office of Career & Technical Education, Michael Kindred –**Report follows**

Kentucky Community and Technical College System, Dr. Carolyn Carter- **Report follows.**

Sarah Raikes moved to approve the consent agenda, seconded by Cherie Mingus
Motion 1-Accepted

Action Agenda

Assistant Executive Director's Report, Kris Stone

Report on 2009 SOLD and a request was made for volunteers for Student Organizational Leadership Day, February 10.

Executive Director's Report, Mike Stone – **Report follows**

Sheree P. Koppel moved to approve adoption of a retention policy, seconded by Dexter Knight

Motion 2 -Accepted

Mary J. Poole moved to purchase a general liability insurance policy for KACTE, seconded by Dexter Knight

Motion 3 – Accepted

Mary J. Poole moved to approve ACTE-State Association Statement of Understanding, seconded by Sheree P. Koppel

Motion 4- Accepted

Sheree P. Koppel moved to approve KATCE contribution of \$1,000.00 to ACTE for a National Feasibility Study to increase CTE awareness, seconded by Valerie Wolfe.

Motion 5- Accepted

Morehead State University requested a mailing list of KACTE members. The request was referred to committee.

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KASA committee of Dale Winkler, Kay Turner, and Dexter Knight was formed.

Liaison Committee, Tim Thornberry – **Report follows**

Update and Discussion: Goal Task Force

Membership, Ken Talley – **Report was made.**

Image, Tim, Thornberry – **Report was made. Video under development.**

Leadership, Donnalie Stratton – **Report was made. First Leadership Summit, "Unlocking Your Potential," to be held on Wednesday, July 8, 1-4 p.m., following the close of the 2009 Summer Program. Attendance limited to 50 people.**

Old Business – None.

New Business – Sheree Koppel suggested looking at a post conference workshop for career pathway certification

Announcement of next meeting

President Sabie announced the next meeting to be held, Thursday, April 16, 2009, 4:30 p.m. at the Galt House Hotel, Louisville, KY. Written reports are due on April 3, 2009

Adjournment: The meeting was adjourned by President Sabie at 6:30 p.m.

Electronically signed by,

Kay Turner

Kay Turner, KACTE Secretary

KACTE Board of Directors' Agenda

Elizabethtown Community and Technical College

Room 303 AB, Occupational Technical Building

Elizabethtown, Kentucky

Thursday, January 15, 2009

4:30 p.m.

Call to Order/Welcome, Ahmed Sabie, Ph.D, President

Roll Call, Kay Turner, Muhlenberg County Area Technology Center, Secretary

Approval of Agenda

Approval of Minutes

Board of Director's Meeting of November 20, 2008

Introductions of Board Members and Guests

President's Remarks, Ahmed Sabie

President-Elect's Remarks, Dale Winkler, Montgomery County Area Technology Center

Presentation, Allen Rose, Vice President for Business and Government Relations,
The Sullivan University System

Consent Agenda

Treasurer's Report, Mark Sims, Harrison County Area Technology Center

ACTE Region II Report, Sarah Raikes, Washington County High School,
ACTE Region II Representative

Service Area Vice-Presidents' Reports

Administration, Dexter Knight, Jessamine County Career

Technology Center

(See Action Agenda)

Agriculture, LeeAnn Daugherty, Butler County High School

Business, Janet Atwood, Casey County Area Technology Center

Family and Consumer Science, Marilyn Bailey, Barren County High

School

Guidance, Johnetta Grant, Fayette County Eastside Technical Center

Health, Mary Kleber, Kentucky Community and Technical College

System

Marketing, Mark Gibson, Glasgow High School

College

- New and Related, vacant
- Special Needs, Mary Poole, Madisonville Community and Technical

- Teacher Educator, Doris Sikora, Ph.D., Western Kentucky University
- Technology Education, Larry Belcher, Daviess County High School
- Trade and Industry, Wayne King, Office of Career and Technical

Education

Committee Reports

- Awards, Sheree Koppel, Louisville Technical Institute
- Legislative Liaison, Tim Thornberry, Education Cabinet
(See Action Agenda)
- Membership, Ken Talley, Jefferson County Public Schools
(See Action Agenda)
- Annual Conference, Dale Winkler
- Carl D. Perkins Assistanceship, Elaine Terry, Madisonville

Community

and Technical College

- Constitution and Bylaws, Michael McMillen, Bluegrass Community
and Technical College
- Resolutions, Donnalie Stratton, Division of Career and Technical

Education

- Nominations, Cherie Mingus, Central Hardin High School
- Auditing, Mark Sims
- Program of Work/Strategic Plan
 - 2008-2009, Ahmed Sabie
 - 2009-2010, Dale Winkler
- Handbook, Kay Turner
- Historian, Donnalie Stratton
- ACTE Convention Planning, KACTE Officers
- Website, Kris Stone (production), Mike Stone (editing)
- Flower Fund, Donnalie Stratton

Reports of Liaison Representatives

- Donnalie Stratton, Division of Secondary Career and Technical

Education

- Michael Kindred, Office of Career and Technical Education
- Carolyn Carter, Ph.D., Kentucky Community and Technical College

System

Action Agenda

Assistant Executive Director's Report, Kris Stone

SOLD Volunteers

Executive Director's Report, Mike Stone

Records Retention Policy
Business Liability Insurance
ACTE-State Association Statement of Understanding
National Feasibility Study Contribution
Mail List Distribution Policy
Institutional, Organizational, Associate Membership Dues

Liaison Committee, Tim Thornberry, Education Cabinet
2009 Advocacy Plan

Update and Discussion: Goal Task Forces

Membership, Ken Talley, chair

Image, Tim Thornberry, chair

Leadership, Donnalie Stratton, chair

KACTE Agenda, Jan. 15, 2009 – 3

Old Business

New Business

Announcement of Next Meeting

April 16, 2009, Galt House Hotel, 4:30 p.m.

6:30 p.m. (target)Adjournment

TO: KACTE Board

FROM: Ahmed Sabie

SUBJECT: *President's Report*

DATE: Jan. 15, 2009

Efforts will focus on continued improvement toward increasing participation and follow-up on the three Task Forces / Goals: Membership.
Image.
Leadership

Also focus on KACTE involvement in and support of other educational activities statewide, working with other professional associations and organizations, and participation of officers and Board members.

Key Information: Participation and involvement in: State and local CTE directions, and CTE programs improvement.

Kentucky Association for Career and Technical Education

2008-2009 Administrative Year Budget, Adopted April 25, 2008

Income

Category 07-08 thru 12-08	07-07 thru 06-08	08-09 Adopted
Dues (600 members; 550@100, 50@46)	\$53,280.70	\$ 57,300 ¹
\$ 39,523.72 Conference Exhibit		\$20,230.98
\$ 17,500 \$ 19,185.40		
KDE Professional Development Regis. ⁴	\$ 0	\$ 0
\$ 0		
SOLD sponsorships	\$10,699.00	\$ 3,000
\$ 2,620.00		
Transfer from Conference Account	\$27,958.37	\$ 32,500 \$
20,885.42		
Miscellaneous (interest, fees, etc.)	<u>\$ 1,215.08</u>	<u>\$ 1,000 \$</u>
<u>5,418.66</u>		
TOTAL	\$113,384.13	\$111,300
\$ 87,633.20		

Expenses

Category		
Administration		
ACTE	\$34,510.00	\$ 34,500
\$13,693.00 Executive Director's Contract		\$19,200.00
\$ 19,200 \$ 9,600.00		
Assistant Executive Director	\$30,500.04	\$ 32,025
\$21,012.50		
Executive Director's Travel	\$ 6,249.58	\$ 5,500
\$ 2,153.82		
Executive Director's Recruitment ²	<u>\$ 0</u>	<u>\$ 0 \$</u>
<u>0</u>		
Subtotal	\$90,459.62	\$ 91,225
\$46,459.32		
Overhead		
Telephone	\$ 600.00	\$ 600
\$ 250.00 Supplies		\$ 1,807.44
\$ 1,500 \$ 535.41		
Postage	\$ 1,265.40	\$ 1,400 \$
578.27		
Bonding	\$ 180.84	\$ 200 \$
183.83		
Audit	\$ 500.00	\$ 500 ⁶
\$ 1,500.00		
ACTE Region 2 Conference Sponsorship	\$ 250.00	\$ 250 \$
250.00		
Miscellaneous	<u>\$ 1,328.14</u>	<u>\$ 1,000</u>
<u>\$ 577.98</u>		
Subtotal	\$ 5,931.82	\$ 5,450
\$ 3,875.49		

Officer Travel/ACTE Meeting Expenses

ACTE Convention (Charlotte)	\$ 1,143.08	
\$ 1,697.38	Region 2 Rep Travel (Charlotte)	\$ 667.00
	\$ 0	
Region 2 Conference (Daytona)	\$ 1,334.00	
\$ 1,555.56	ACTE Nat'l. Pol. Seminar (D.C.)	<u>\$ 1,267.50</u>
	<u>\$ 0</u>	
	Subtotal	
\$ 4,411.58	\$ 7,000⁵	\$ 3,252.94
Member Services		
Carl Perkins Assistantship	\$ 750.00	\$ 1,000
\$ 1,000.00	Website	\$ 324.35
\$ 300	\$ 169.70	
Legislative Advocacy ³	\$ 0	\$ 300
\$ 0		
SOLD expenses	\$ 8,717.29	\$ 3,000
\$ 705.20		
Membership Promotion/Advertising ³	\$ 1,428.58	\$ 1,500
\$ 1,720.83		
Annual Conference (Awards)	\$ 0	\$ 500
\$ 0		
KDE Professional Development Programs ⁴	\$ 0	\$ 0
\$ 0		
Marketing Initiatives	<u>\$ 0</u>	<u>\$ 1,000</u>
<u>\$ 0</u>		
Subtotal	\$ 11,220.22	\$ 7,600
\$ 3,595.73		
Contingency³	\$ 100.00	\$ 25
\$ 0		
GRAND TOTAL	\$112,123.24	\$111,300
\$57,183.48		

¹Includes ACTE \$60 dues, to be collected by KACTE and forwarded to ACTE.

²Only payable if incentive reached, which calls for 800 membership threshold.

³At discretion of Board

⁴Includes contract with Department of Education for registration/expenses for PD Workshops.

⁵Officer travel is divided by number of applicable trips; with each traveler receiving equal payment per trip. Precedent provides support for all officers and ACTE Region 2 Rep. to ACTE Convention; President, President-Elect, Secretary, Treasurer and ACTE Region 2 Rep. to Region 2 Conference, and President, President-Elect and ACTE Region 2 Rep to NPS.

⁶Amount will be transferred from the Summer Program.

Sarah Raikes
Kentucky Representative Region 11 ACTE
Date: Tuesday, January 15, 2009

Facts, Findings, Key Information

I attended the ACTE National Conference in Charlotte, North Carolina, December 3rd -December 6th. I attended the Region II policy meeting and served as a voting delegate. The amendment regarding retired members' passed, but the teacher quality resolution did not pass.

Mike McMillen served on the nominating committee for nationals and the regional level. There were three candidates for president-elect for each and both committees chose to let all three run for each position. Make sure you look for the email reminding you to vote. I was able to sit in on the regional interviews and if you have any questions on who to vote for, you may email me and I will gladly give you my opinion. On paper all three are equally qualified.

We hosted a Kentucky delegation party where food and prizes were given. 11 people were in attendance. Thanks to Mike, Kris, Cherie and Ahmed for making sure we were able to host this event.

I attended the leadership luncheon and KY was recognized as a gold quality state.

The 2009 Region 2 conference will be held in Savannah, Georgia, September 25-27. It will be held at the Savannah Desoto Hilton and the rooms will be \$139 a night plus tax.

The board affirmed that Kentucky will be hosting the 2010 conference. Plans are being made to hold the conference in Louisville September 30-October 2, 2010. We are hoping to focus on leadership, which will directly correlate with what KACTE is trying to do in this area of need.

KACTE Report Form

FROM: Marilyn E. Bailey

KACTE BOARD POSITION: KATFACS

SUBJECT: Board Report

DATE: January 15, 2009

PERIOD COVERED IN REPORT: November – December 2008

Facts, Findings, Key Information:

- Kimberlea Embry, KATFACS President and RaAnn Miller have been working on summer conference.
- KATFACS Board and Executive Council will meet January 15-16, 2009.
- FCCLA State Officers will have their winter executive meeting January 12 – 13, 2009.
- State FCCLA Executive Council meeting is March 23-25th and the theme Leadership Madness

Family and Consumer Sciences award winners (NATFACS) at the annual ACTE conference:

Cherie Mingus – elected as NATFACS President-Elect

Gary Watkins – Champion of Family and Consumer Sciences

Ginny Ellington – FCSEA Roll of Honor

Judy Swinny – Award of Merit

Kayla Godbey – New Professional Award

Leslie Watkins – Pride Award

Marilyn Bailey – Distinguished Service Award

FCS & Business did receive a grant for the Financial Literacy for Math Credit for KY High Schools. We are working with the KCEE – Kentucky Council on Economic Education to incorporate the math content needed in Money Skills for it to count as a math elective for high school students.

signature

FROM: Doris Sikora

KACTE BOARD POSITION: Vice Chair for Higher Education

SUBJECT: KACTE Report

DATE: Jan 5th

PERIOD COVERED IN REPORT:

Facts, Findings, Key Information:

No report

Recommendations:

Events, Upcoming Items, Special Events:

There will be a Statewide Tech Prep meeting on January 15-16, 2008, at the Holiday Inn Hurstbourne, Louisville.

2009 Kentucky Career and Technical Teacher Education Conference will be Feb 4-6 at Thomas L. King Leadership Center at Georgetown College. The theme is Aligning Kentucky Career and Technical Education Programs and it is hosted by the Northern Kentucky University.

Doris Sikora

FROM: Larry Belcher

KACTE BOARD POSITION: Technology Education

SUBJECT: Technology Education News

DATE: 1/15/09

PERIOD COVERED IN REPORT: November 10, 2008 to present

Facts, Findings, Key Information:

The November 10, 2008, WKTEA meeting was held and dinner was provided by the Mechatronics Department at the Owensboro Community & Technical College and hosted by Steve Bailes, Shawn Payne and Katie Walker. There was a presentation by the Mechatronics robotics program. This is a system-level approach to designing electromechanical systems that merges mechanical, electrical, control, and embedded software design. The meeting ended with a tour of the Advanced Technology Center: Mechatronics Lab, CAD Lab, CAM Lab. The meeting was adjourned at 8:30 p.m. Members present: Aaron Yeiser, Apollo H.S., Kent Gwaltney, Daviess Co. M.S., Jeff Slaton, Calloway Co. H.S., Leonard Carr, Webster Co. ATC, Steve May, Apollo H. S., Darlene Runyon, College View M.S., David Cissell, Paducah ATC, Kay Turner, Muhlenberg Co. ATC, Lance Blue, Daviess Co. H. S., Larry Mattingly, Hancock Co. H. S., and John Janiak, Burns Middle School. The next meeting will be at Webster Co. High School ATC at 6:00 p.m., January 26, 2009.

TSA Update from Robin Johnson

The Executive Committee met on December 12 and 13 to begin preparations for the conference. I wanted to share with you some of the information that will be very important to you as you begin your conference planning as well as many important dates that are coming up on our calendar.

As I look at the membership totals through December, I want to encourage chapters that have not affiliated to do so as soon as possible. As of December, we have a total of 39 chapters state wide. This number is down from 50 at this time last year. Our membership totals are 1389 members compared to 1657 last year at this time. As we have struggled to keep chapters active in the past, we have now become the smallest career and technical student organization in the state. It is never good to be the smallest, and this concerns both myself and Mr. Lacy. I would appreciate your assistance in making calls to other schools in your district or to other technology education teachers or PLTW teachers to encourage them to participate in this worthwhile organization. We must grow the organization from within; and without your support, this will not be possible.

State Conference Updates:

The board unanimously voted to raise the registration amount to \$70.00 per student and advisor for the conference. This was necessary to keep up with the increased cost of the conference. This is the first increase in about eight years. This increase will take affect at the 2009 conference.

The itinerary for the conference and competitive events will be posted to the website by the middle of February. Many of you are anxious to know when the competitions will be held and we have decided to utilize the website and make this a little easier for advisors.

Technology Education – 2

We will be using our online registration system and that will be turned on around mid February. I am beginning the process of securing judges for our events for competition. If you know of someone who would be willing to volunteer their time for this worthy cause, please let me know and I will make the contacts.

I would like to ask you to please consider running a officer candidate for the 2009-2010 school year. This is a wonderful opportunity for your students and as any current member of the executive committee will agree, it is a pretty painless experience. If you have not run an officer in the past, I encourage you to let this be your opportunity. If you have not run an officer for a number of years, this is the year to jump back in. The forms you will need can be found on the website. Please consider this opportunity!

Other forms that you will need are also located on the website including medical release, code of conduct, TSA scholarship applications as well as many others. Kentucky TSA will again be awarding TSA Scholarships of \$250 each. We want to encourage high school seniors to consider filling out the application and returning those to me by the deadline of March 1. The scholarships will be awarded at this year's state conference. We are constantly updating the website and it can be a great source of information for you.

February is CTE Month

If your chapter does something specific to commemorate please let us know and we will post it on the website.

I want to thank you for all that you do to make Kentucky TSA successful. I am reminded each year at this time how wonderful this organization is and how much I appreciate your willingness to help whenever asked. You truly give unselfishly of your time, your energy and your enthusiasm. This is such a valuable experience for all of our students and you are impacting their lives for not only today but for many years to come. *Thank you!*

Events, Upcoming Items, Special Events:

January 16-18, 2009 Kentucky TSA Executive Committee meeting.

February 2-28, 2009 – KOSSA Testing Window

February 10, 2009 – Student Organization Leadership Day @ Frankfort, KY

February 14, 2009 – TSA State Officers training, Executive West Hotel, Louisville, KY

February 27, 2009 - Eastern Kentucky University will host their Regional TSA competition

February 6, 2009 -- Morehead State University will host their Regional TSA competition

February 21, 2009 -Murray State University will host their Regional TSA competition

Technology Education – 3

Western Kentucky University will not be hosting a Regional competition.

March 1, 2009 – Deadline for Kentucky TSA scholarships.

March 4-6, 2009 - KTLC, Commonwealth Convention Ct., Louisville, KY

March 6, 2009 - KOSSA Materials Due to Frankfort

March 15-18, 2009 - State TSA competition at the Executive West Hotel, Louisville, KY

March 26-28, 2009 - ITEA National Conference, Louisville, KY

March 30-31, 2009–KOSSA Scenario Scoring Session, Holiday Inn-Hurstbourne, Louisville, KY

May 4, 2009 – KOSSA Results/Certificates to KOSSA Coordinators

June, 2009 – TBA -Technical Update Training – KOSSA

June, 2009 – TBA - KOSSA Multiple Choice Item Analysis Sessions

June 28- July 2, 2009 - 2007 National TSA Conference, Denver, Colorado

July 5- July 8, 2009 - Annual Career and Technical Summer Program
Louisville, Kentucky

Larry Belcher

Larry Belcher, Technology Education

Daviess County High School

KACTE Report Form

FROM: Wayne King

KACTE BOARD POSITION: Trade and Industry

SUBJECT: November Trade and Industry Board Report

DATE: 1-15-09

PERIOD COVERED IN REPORT: 11/08 - Present

Facts, Findings, Key Information:

KY Tech Automotive Curriculum has been updated with the 2008 ASE standards.

Skills Standards is being required for all Preparatory Completers.

Energy Committee will report to the Legislator during this session.

Recommendations:

Events, Upcoming Items, Special Events:

1st Annual David Nuckols Memorial Invitational Welding Competition will be held Jan. 24, 2009. OCTE will have several students compete in this contest.

Program assessment cycle three visits will conclude in March 2009.

ITEA will have a have a conference in Louisville March 25-28, 2009

SkillsUSA state conference is April 7-10, 2008.

Wayne King

signature

KACTE Report Form

FROM: Sheree P. Koppel

KACTE BOARD POSITION: Awards Chairperson

SUBJECT: Board Report

DATE: December 30, 2008

PERIOD COVERED IN REPORT: October - December

Facts, Findings, Key Information: I have nothing to report. I have not been successful in reaching the Region II contact person about our state awards. I will not be able to provide direction for the awardees until I am able to talk with her.

I have received no applications for 2009 awards as yet.

Recommendations: Could we send out an e-mail reminder to all members concerning the January deadline for applications?

Events, Upcoming Items, Special Events: The deadline for the short applications is in January.

Sheree P. Koppel
signature

KACTE Report Form

FROM: Tim Thornberry

KACTE BOARD POSITION: Legislative Liaison

SUBJECT:

DATE: Jan. 15, 2009

PERIOD COVERED IN REPORT: Nov. 2008 –Jan. 2009

Facts, Findings, Key Information:

The legislature is about to convene after leadership elections. No new education bills at this point. Most of the focus is likely to be toward the budget although we are not in a budget year.

Recommendations: None at this point

Events, Upcoming Items, Special Events:

Our promotional CD is being created by students at Eastside TC and should be ready by the February for CTE Month. This is just the first part of the project. It will contain news about CTE and student news as well as a short video.

signature



**Office of Career and Technical Education
Department for Workforce Investment
Education and Workforce Development Cabinet**



Hughes Jones Harrodsburg ATC Ribbon Cutting Ceremony – Legislators, local and state officials, business and industry leaders, and students enjoyed a special ribbon cutting ceremony to celebrate the Hughes Jones -Harrodsburg Area Technology Center’s expansion project. The event was held September 16 at 1:00 p.m. Approximately 300 people attended the event.

PassAssured Pharmacy Technician Program grant was approved and purchased with federal funds. The grant will provide 16 health science teachers with funding to pilot the program beginning in the spring of 2009. Training for the teachers will be held October 16. Pat Dennison, OCTE health sciences/health services academic consultant is in charge of the project.

November/December 2008 issue of *Techniques Magazine* (released in October): Article entitled, “*Kentucky BEEFS UP its CTE Programs,*” written by Myra Helphinstine, Larry Helphinstine and Wayne King. The article addresses how Kentucky has instituted assessment standards to ensure an increase in student achievement for those enrolled in CTE programs.

Russell ATC Solar Panel Ribbon Cutting Ceremony (October 21): The ribbon cutting ceremony celebrated the completion of a solar panel energy system (with associated electronics) that harnesses the sun to light the hallways of the Russell Area Technology Center. The completion of this project represents a first in the Kentucky Tech school system and in the state of Kentucky. Representatives Rocky Adkins and Tanya Pullin joined Superintendent Susan Compton and Secretary Helen Mountjoy as guest speakers.

KTIP Revision Committee: A special KTIP committee was formed, made up of teacher educators, EPSB and Frankfort Staff. The mission of the committee was to improve the internship experience for the in-service teacher. The committee endorsed three goals: 1. Program Assessment will not be required of in-service interns until they have completed their KTIP. 2. Developing a better communications process to determine examples and descriptions of KTIP requirements that will now be applicable to the in-service teacher. 3. All KY Tech principals will attend a professional development session scheduled for November 2008. The session will address the new KTIP examples and definitions for in-service teachers.

K4C Construction Career Days – Shelby Co. Fairgrounds, October 1-2 (9:00 a.m. – 1:00 p.m.). The event is a resource for technical students who are interested in a career in construction. Both OCTE and KDE help put on this major event. Over 2,050 students from 43 schools attended the event.

Kentucky Tech Principals' Meeting – November 18-20

Held at the Rough River State Park, 55 ATC principals were brought in for a series of meetings including:

- **KY Principals Academy training**
- **General Topics including, but not limited to:**
 - **Infinite Campus, professional development, program assessment, energy savings, Foundations, Dual Credit and Articulation, Bullying awareness training -reporting and PD requirements established as a result of House Bill 91; and etc.**

OCTE Liaison Report – 2

Kentucky Green and Health Schools

Energy costs have soared and budgets continue to be financially stressed. To help address cost saving energy measures in the Kentucky Tech System of 55 area technology centers, the OCTE is partnering with the Kentucky Green and Health Schools (KGHS) during the 2008-09 school year. KGHS executive director Jane Eller was invited provided Kentucky Tech principals' with an overview of the program on Wednesday, November 19. **SkillsUSA Kentucky will work with KGHS to adopt a state contest for the 2009 state conference.

EMS Training and Education Institution

The OCTE has been approved to become an EMS Training and Educational Institution by the Kentucky Board of Emergency Services to teach in the levels of First Responder, EMT-Basic and Continuing Education.

KCTCS Report for KACTE Board

FROM: Carolyn Carter

KACTE BOARD POSITION: KCTCS Liaison to Board

SUBJECT: KCTCS Board Report

DATE: 1/05/09

PERIOD COVERED IN REPORT: November 14, 2008 – Jan. 5, 2009

Facts, Findings, Key Information:

KCTCS News

KCTCS Colleges recognized as among nation's fastest growing

Bowling Green, Ashland, Hazard, Elizabethtown, Madisonville, Maysville, Somerset, and Jefferson were recognized as among the most rapidly growing community colleges in the US according to a report prepared for the American Association of Community Colleges.

<http://www.ccweek.com/news/templates/template.aspx?articleid=768&zoneid=7>

Muto named president of Riverside (CA) Community College

Jan Muto, assistant to the chancellor for teaching and learning for KCTCS and former interim president of Maysville Community College, has been named president of Riverside Community College

Postsecondary News

Former SUNY Chancellor chosen to lead CPE

Robert L. King, former SUNY chancellor, was named president of the Kentucky Council on Postsecondary Education.

Beshear offers budget proposal

Gov. Steve Beshear has proposed a budget plan that includes 2 percent cuts in the budgets of state higher education institutions by the end of the fiscal year.

National report shows KY gains

Measuring Up 2008, a report card on higher education showed Kentucky has made gains in college preparation, participation, completion and benefits from higher education. KY scored Cs for college participation and preparation; a D+ for state benefits from higher education; and a B for completion. KY was one of 49 states receiving failing grades on affordability in the National Center for Public Policy and Higher Education report.

New Programs, Initiatives, and Resources

New Programs and Certificates

At the December KCTCS Board of Regents meeting the Board approved 40 new KCTCS occupational-technical certificates and diplomas. They also approved or ratified 7 new programs. Approvals included:

- o Associate in Applied Science in Civil Engineering for BSCTC,
- o Associate in Applied Science in Mining Technology with options in Operators, Electricians, Supervisors, Mechanics, and Engineering for BSCTC,
- o Associate in Applied Science in Visual Communication - Multimedia for WKCTC
- o Diploma in Visual Communication/Advertising and Design - Graphic Design for BSCTC,
- o Diploma in Interdisciplinary Early Childhood Education for HCTC,
- o Diploma in Interdisciplinary Early Childhood Education for HCC,
- o Diploma in Automotive Technology: Auto Parts/Service Writer for JCTC

KCTCS Liaison Report – 2

School officials, college confer about prep work

ECTC administrators and faculty met with superintendents of districts in north-central Kentucky to discuss steps needed to fully prepare high school students for post-secondary education. The educators discussed preparation for the ACT, preparatory math programs and classes, starting career pathways in high schools and expanding dual credit offerings, which give high school students college credit. Follow-up meetings are planned.

HCC sponsors TECH EXPO '08

On December 11 Hopkinsville Community College sponsored a first-of-its-kind Technology Showcase on campus as part of TECH EXPO '08. It was co-hosted by the Christian County Career and Technical Center. TECH EXPO '08 featured demonstrations presented by HCC technology students as well as demonstrations and displays by local industries.

SCC Laurel Campus Launches Transfer Center to assist students

The Laurel Campus of Somerset Community College has launched a new Transfer Center.

Grants and Awards

SKCTC selected to participate in new college mentoring program

SKCTC has been selected to participate in a new college mentoring program to support the development of effective intervention strategies for improving student achievement. Through the program, practitioners from community colleges across the country will participate in an intensive, collaborative learning experience to share knowledge and experiences and receive technical assistance and expert advice. The program is a central component of *Community Colleges CAN* initiative funded by the U.S. Department of Education's Office of Vocational and Adult Education. The initiative is designed to strengthen the capacity of community colleges to meet students' academic needs and support their success in college and the workforce. Colleges were selected through a national competition and matched with a mentor college. SKCTC was chosen to further develop its public and allied health program. SKCTC has the largest health science education program among the state's 16 community colleges and offers degrees and/ or certificates in eight fields.

Kentucky Coal Academy and Interactive Digital Center win national awards

The Kentucky Coal Academy and the KCTCS Interactive Digital Center (IDC) recently received awards from the U.S. Department of Labor Mine, Safety and Health Administration for their entry in the annual training materials competition. They won Mixed Media Public and Grand Prize categories. The simulation based training focused on Self-Contained Self Rescuers. The interactive application provides users with a hands-on opportunity to visualize the parts of the rescuer unit, the daily inspection process, the 90 day inspection process, an interactive breathing demonstration and an innovative demonstration of the donning procedure.

KY AHED gets ARC funding

Morehead State University has been awarded funding from the Appalachian Regional Commission to continue work with the Kentucky Appalachian Higher Education Network (KY AHED). KY AHED is a partnership among MSU, the ARC, 4 KCTCS colleges, 19 county school systems and the Governor's Office for Local Development. KY AHED assists high schools through resources to help students overcome educational barriers and provides information on applying for college and financial aid.

KCTCS Liaison Report – 3

HCTC's Brunty named Career Counselor of the Year

At the Kentucky Career Counseling Association Annual Conference Helen Brunty, Activity Director/ Retention Specialist at Hazard CTC was presented the Career Counselor of the Year Award.

Professional Development

KCTCS New Horizons Conference on Teaching Learning to be held, May 18-19 in Louisville

Council on Postsecondary Education is Scholarship of Teaching and Learning Conference to be held May 20-21 in Lexington.

Kris Stone
Assistant Executive Director
Board Report
December 15, 2009

KACTE Membership stats are included in the board package. January dues have been sent including overdue notices for October. Updated membership cards are being sent to the membership.

Scott County received the 100% membership award at the Summer Program. Registration and housing reimbursement has been sent to Debbie Centers for the ACTE convention in Charlotte.

The Career and Technical Education Summer Program will be July 5-8, 2009. Call for Presentations are due January 20, 2009. The registration form has been updated and sent to abc Signup for posting on the website. Online registration should be available the third week of January.

Student Organization Leadership Day will be held in Frankfort on Tuesday, Feb. 10, 2009. Registration numbers as of December 31 are 206 students and 31 advisors. A gift of a drawstring backpack has been purchased for each attendee. I have confirmed sponsorships of \$1800 with an additional \$1500 likely to be confirmed in January. I was not able to confirm any new sponsorships.

Administrative Tasks were completed timely, including all financial transactions and posting of items to the KACTE website.

TO: KACTE Board
FROM: Mike Stone
SUBJECT: *Executive Director's Report*
For the period Nov. 20, 2008-Jan. 15, 2009
DATE: January 15, 2009

Since the last Board meeting, tasks have focused on:

- Preparation for the 2009 Summer Program, including successful negotiations with keynote speaker Harry Pickens, communication with Continental Sewing of the display of NASA spacesuits and the appearance of an astronaut, and developing promotional items, including a script for a video.
- Preparation for the 2009 Student Organization Leadership Day, Tuesday, Feb. 10, and the CTSO State Officers Leadership program on Monday, Feb. 9.
- Working with Tim Thornberry and the Image Task Force on awareness items to enhance knowledge of and the image of CTE in Kentucky, including outreach to legislators and opinion leaders.

IN REGARD TO OUTREACH, I attended the Kentucky Chamber of Commerce Legislative Seminar in Lexington on Dec. 19. I spoke with Chamber Executive Director David Adkisson, and he agreed to meet in early 2009 to consider how the Chamber can support awareness of the importance of CTE in Kentucky. This outreach can be extended to other Kentucky organizations, like the Kentucky Association of Manufacturers, Kentucky Farm Bureau, Kentucky Retail Federation, etc. This concept fits well with the Image Task Force direction.

I also spoke with Rhonda Caldwell, Kentucky Association of School Administrators, on possible collaboration. Several ATC and LOC principals are KASA members, and although they represent a small percentage of KASA members, the organization wants to provide them with services. She agreed to meet in the future to examine how the two organizations and their respective summer meetings can cooperate. I suggested a group of principals who are both KACTE and KASA members meet with Ms. Caldwell and me to examine this opportunity. I can answer questions at the Jan. 15 Board meeting.

A major task was preparation and distribution of December's all-member mailing.

We also attended and participated in the ACTE Convention in Charlotte Dec. 4-6. Kentucky ACTE was recognized as a Quality Association. A few items presented at the State Association Leadership Workshop should be addressed by the KACTE Board.

1. It is recommended, as the KACTE Board adopted Whistleblower and Conflict of Interest policies at the last meeting, it also adopt a records retention policy. This supports the work of Donnalie Stratton and the History Committee. A copy of the ACTE model is attached.
2. KACTE should consider purchasing a comprehensive business liability insurance package. It was recommended as sound business planning. In addition, KACTE should confirm its federal non-profit designation, and perhaps seek 501(c)(3) status if it does not already have that designation.
3. The ACTE Board has approved an ACTE-State Association Statement of Understanding, which was written by NEDA during my term as NEDA president. If the KACTE Board approves, I will sign and send a copy to ACTE for filing.
4. ACTE is seeking to obtain a feasibility study for a national promotional strategy to enhance the awareness and image of CTE. The cost of the feasibility study is \$100,000, and ACTE is asking state associations to contribute as they are able. The study will outline a strategy for a comprehensive awareness program, with a likely future cost of more than \$1 million annually, which ACTE projects may be funded through the CTE Foundation. However, the foundation cannot pay for the feasibility study. Kentucky ACTE will benefit by seeing the overall

enhancement of the CTE brand, and with it recognition of CTE and its career professionals. Since KACTE has received an unexpected \$3,400 from the close-out of the former KVA Bluegrass Region treasury, and the KACTE portion of the Summer Program exhibit revenue exceeded projection by more than \$1,500, and that projected expenses are in line and membership income appears steady; it is possible for KACTE to join its colleague state associations and contribute \$1,000 to this effort. Such a contribution will require a Board motion.

Executive Director's Report – 2

KACTE received a request this fall for its mailing list. This request was from a Morehead State staff person, wanting to advise CTE teachers of a learning opportunity. There is no policy of which I am aware on this issue. The Board may wish to consider whether it wants to establish a policy on distribution of its mailing lists, including Summer Program attendees.

In the discussion of outreach at the Jan. 5 Officers Meeting, President Sabie asked about educational and business contributions to KACTE. They are free to donate or sponsor, such as the existing sponsorships for SOLD or the Farm Bureau's sponsorship of the awards program. Further, the KACTE bylaws permit educational, organizational or affiliate membership. The bylaws permit the Board to set the dues levels for these classifications, but the dues levels never have been set. Attached is Article 3 of the bylaws explaining the membership classifications. ACTE's dues fees are:

- for corporations or businesses, \$1,200
- for organizations, \$500
- for postsecondary institutions, based on staff, up to 250, \$2,500; 251-700, \$5,000; 701+, \$10,000
- for secondary schools, based on students, up to 2,500, \$2,500; 2,501-3,500, \$5,000; 3,501+, \$10,000

Regardless of whether KACTE wants to seek these memberships, if the categories exist in the bylaws the Board should adopt corresponding fees.

ARTICLE III

MEMBERSHIP

A. Eligibility

Any individual interested in the mission and purposes of the association shall be eligible for membership.

B. Classification of Members

The Association shall consist of four (4) classes of membership:

1. Individual
2. Educational Institutions
3. State or National Affiliate Organizations
4. Associate

C. Individual Membership

1. Professional Membership: individuals actively employed in or concerned with career and technical education. Kentucky is a unified state requiring professional members in KACTE to hold state and ACTE membership simultaneously.
2. Retired Membership: Individuals who are retired from active employment in career and technical education and have been a KACTE member for at least five (5) years.
3. Life Membership: Individuals who, as of May 1, 2006, are life members of the association will be recognized as either professional or retired members with all rights and privileges accorded to that member classification, but with no obligations to pay dues.
4. Student Membership: Individuals who are enrolled as full-time students preparing to become career and technical educators and who are not employed full-time in the education system as a teacher, counselor or administrator.
5. Dues for Individual Membership classifications shall be set by vote of the membership at the Annual Meeting.

D. Educational Institution Membership

1. Any school district, technical and career center, curriculum center, community technical college or university.
 2. The KACTE Board of Directors will set dues for this category.
- E. State or National Affiliate Organization Membership
1. Any state or national organization that has a professional interest in activities that foster the improvement and expansion of career and technical education.
 2. The Organization's purpose and actions shall not be in conflict with ACTE/KACTE policies.
 3. The KACTE Board of Directors will set dues for this category.

Executive Director's Report – 3

F. Associate Membership

1. Associate membership shall be available to corporations, owners, and persons representing business, industry, and the military.
2. The KACTE Board of Directors will set dues for this category.

G. Voting and Holding Office

1. Individuals from the following membership classification shall be considered eligible for voting and serving as committee members.
 1. Individual Professional and Retired Members
 2. Educational Institution Members
 3. State or National Affiliate Organizations
2. Individual Professional Members may serve as officers of the association.
3. The Board of Directors shall determine policies and procedures for the determination of voting eligibility.

H. Membership Year

Membership shall begin with the receipt of dues at the ACTE office and extend for one year (twelve months).

ACTE-State Association Statement of Understanding

The Association for Career and Technical Education (ACTE) is a duly constituted legal entity providing services and benefits on behalf of Career and Technical Education (CTE) professionals within the United States and internationally. ACTE invites affiliation with duly constituted legal entities providing ACTE-aligned services and programs on behalf of CTE professionals within a specific state of the United States, a commonwealth or territory of the United States, or a sovereign nation or any of its political subdivisions.

Affiliation requires a state association's purposes, activities and operational procedures not be in conflict with ACTE's mission. ACTE recognizes state associations' necessity to adopt bylaws, missions and organizational structures specific to their jurisdictions and responsive to their members.

An ACTE-affiliated state association shall be entitled to voting delegates at the ACTE Assembly of Delegates as specified in the ACTE bylaws. ACTE and affiliated state associations further agree to the following principles and operational elements.

PRINCIPLES OF AFFILIATION

1. ACTE and its affiliated State Associations share a primary obligation to serve the lifelong professional needs of their collective memberships by delivering or providing access to products and services of the highest quality and communicating directly with their respective members.
2. ACTE and its affiliated State Associations will cultivate operating environments of mutual trust and respect towards one another and their members and stakeholders; foster open communication and transparency; and exercise transparent governance and decision-making responsibilities.

3. ACTE, in consultation with its affiliated State Associations, will establish and communicate advocacy principals that enhance the value of the profession, serve its stakeholders and inform the education system.
4. ACTE and its affiliated State Associations will strive to protect, develop and enhance the reputation, value and preeminence of career and technical education as well as their own “brands.”
5. ACTE and its affiliated State Associations will each operate in a financially prudent manner and in fulfillment of their respective fiduciary responsibilities and will do so in a manner that is open and transparent to their members.
6. ACTE and its affiliated State Associations will both seek out, foster and train effective leaders that advance the vision and goals of the respective organizations and the profession.

Executive Director's Report – 4

OPERATING FRAMEWORK

1. ACTE has the responsibility for developing and communicating the positions on Federal legislation and regulatory agency actions. Affiliated state associations will align their activities, where feasible, with the ACTE positions and assist ACTE by communicating the positions to members and stakeholders.
2. ACTE and its affiliated state associations will work in partnership to deliver consistent messages that advance the career and technical education profession and the respective associations. Volunteers are one of ACTE's and the affiliated state associations' most valuable resources.
3. Volunteers shall be recognized, supported and encouraged when acting on behalf of ACTE and its affiliated state associations.
4. The Affiliated state associations will ensure that all delegates to the ACTE Assembly of Delegates are familiar with the ACTE governing documents, Strategic Priorities and issues facing the association and members.
5. ACTE and its affiliated state associations will work in partnership to identify, train and motivate effective leaders on the national and state level.
6. ACTE and its affiliated state associations recognize and accept that it is in both parties' best interest to complement and support, not duplicate and compete. To this end, the following activities are considered important:
 - a. ACTE will provide recognition of affiliated state association activities in its publications and on the Web site.
 - b. ACTE will communicate on a regular basis to the affiliated state associations on its activities and upcoming events, which may be distributed to the state membership.
 - c. Affiliated state associations will include ACTE, where feasible, in its conference programming.
 - d. Affiliated state associations will provide and ACTE will maintain current information and leadership rosters for each affiliated state association.
7. ACTE and its affiliated state associations will collaborate and support each other on membership recruitment and retention efforts. Membership in both associations will be promoted by both parties. New and renewing members in each affiliated state association will be transmitted at least monthly by ACTE and the affiliated state associations.
8. ACTE and its affiliated state associations recognize the need for ongoing input and feedback from members as to what constitutes member value. ACTE agrees to provide information from national members surveys to its affiliated state associations. The affiliated state associations agree to provide information on member needs to ACTE.
9. ACTE and its affiliated state associations recognize that the most efficient and effective avenue for providing professional development for members is through the state association and its divisions. As such, each affiliated state association will endeavor to schedule professional development programs throughout the

- year. ACTE will continue to enhance and improve upon the Annual Convention program to address the needs of all members.
10. ACTE and its affiliated state associations will exercise fiduciary responsibility in regard to the funds that are collected from members and will be good stewards of the funds provided to them by their members in the form of dues and other fees.
 11. ACTE and its affiliated state associations will share information on emerging issues in career and technical education and the education and workforce system. ACTE and its affiliated state associations will support each other in utilizing their knowledge of emerging issues to keep their respective associations relevant to members and prospective members.
 12. ACTE and its affiliated state associations will continually strive to identify and develop products and services that can be jointly promoted to members and will, where feasible, share in revenue realized as a result of these products and services.

Executive Director's Report – 5

Association for Career and Technical Education Retention Policy

ACTE will retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference, or to comply with contractual or legal requirements, or for other purposes as described below. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Permanent Retention: Records that are permanent or essential shall be retained and preserved indefinitely

Current Records: Records for which convenience, ready reference or other reasons are retained in the office space and equipment of the association

Institutional and Legal Records	
Articles of Incorporation	Permanent
By-Laws	Permanent
Minutes	Permanent
Tax Exemption Documents	Permanent

Employee Payroll Files	
Wage or Salary History	7 years
Salary or Current Rate of Pay	7 years
Payroll Deductions	7 years
Time Cards or Sheets	7 years
W-2 Forms	7 years
W-4 Forms	7 years
Garnishments	Termination plus 1 year

Employee Personnel Files	
Employment Application or Resume	Termination plus 1 year
Employment History	Termination plus 1 year
Beneficiary Designation	Until employee termination
Medical Records	Until employee termination
Promotions	Termination plus 1 year
Attendance Records	7 years
Employee Evaluations	7 years
Disciplinary Warnings and Actions	7 years
Layoff or Termination	7 years
I-9 Form	7 years after termination

Employee Injury/Accident Reports	7 years
Retirement Benefits	Life of the employee
Disability Records	Life of the employee
General Files	
Pension/Retirement Plans	7 years after termination of individual plan

Federal Tax Records	
Form 990 and 990-T with support	Permanent

Executive Director's Report – 6

Financial Records	
Account Receivable	7 years
Original A/P Invoices	7 years
Expense Reports	7 years
1099 & Sales and Use Tax Reports	7 years
A/P Check Registers	7 years
Bank Statements	7 years
Deposit Records	7 years
Bank Reconciliations	7 years
Canceled Checks	7 years
General Ledgers	Current plus 7 years
Journal Entries	7 years
Annual Audited Financial Report	Permanent

Capital Property Records	
Property Records	Current plus 7 years
Inventory	Current plus 7 years
Depreciation Schedules	Current plus 7 years
Long-Term Debt Records	Current plus 7 years
Property Improvement Records	Current plus 7 years

Facilities Records	
Building Permits	Current plus 7 years
Building Plans and Specifications	Permanent
Office Layouts	Current
Zoning and Operating Permits	Current
Maintenance Records	Current

Insurance Records	
Property Insurance Policies	7 years
Liability Insurance Policies	Permanent
Insurance Claim Documents	7 years

Litigation Records	
Claims/Court Documents	Current

Policy implemented January 2006