

The KACTE Board of Director's Minutes

Hardin County School Board Room, Elizabethtown, Kentucky

September 11, 2008

Call to Order: The meeting was called to order by President-elect Dale Winkler at 4:30 p.m. (EDT) at the Hardin County School Board Room, Elizabethtown, KY.

Proxies were distributed as follows:

- Donnalie Stratton accepted a proxy for Mark Sims, Treasurer
- Cherie Mingus accepted a proxy for Dexter Knight, Service Area Vice President (Administration)
- Doris Sikora accepted a proxy for Mary Kleber, Service Area Vice President (Heath)
- Wayne King accepted a proxy for Mary Poole, Service Area Vice President (Special Needs)

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

Dale Winkler, Kay Turner, Cherie Mingus, Sarah Raikes, LeeAnn Daugherty, Janet Atwood, Marilyn Bailey, Mark Gibson, Dr. Doris Sikora, Wayne King, Sheree Koppel, Donnalie Stratton, and Ken Talley were present. **With the proxies accepted (above) a quorum was present.** Also present were Executive Director Mike Stone and Assistant Executive Director Kris Stone.

Ahmed Sabie, Mark Sims, Valerie Wolfe, Dexter Knight, Johnetta Grant, Mary Kleber, Mary Poole, Larry Belcher, Elaine Terry, Mike McMillen, Tim Thornberry, Mike Kindred, and Dr. Carolyn Carter were absent.

Approval of the Agenda: Without objection, President-elect Winkler declared the agenda approved.

Approval of the Minutes: Cherie Mingus made a motion to approve the April 25, 2008, Board of Directors meeting minutes, and minutes of the July 28, 2008, Annual Meeting; seconded by Dr. Sheree Koppel.

Motion # 1 accepted.

Introductions of Board Members and Guests: President-elect Winkler thanked everyone for their attendance and participation and a thank you card from Cherie Mingus for her 2006 president gift was read.

President's Remarks: President-elect Winkler offered greetings from President Sabie. He also noted the focus of the meeting was to describe position roles, work with teacher educators, promote industry recognition and integration.

CONSENT AGENDA

Winkler asked for additions to reports. Lee Ann Daugherty reported a Region 4 winner for outstanding teacher- David Black, Fulton Co. He would receive a 2-yr lease on a new Toyota truck.

Treasurer's Report correction was made by Kris Stone - \$2,668.75 not 2,666.75 for the Executive Director's Travel to make a corrected subtotal of \$6,769.75 for the Administration expense category. 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.**

Service Area Vice-Presidents' Reports:

- Administration, Dexter Knight – **Report follows**
- Agriculture, LeeAnn Daugherty – No report
- Business, Janet Atwood – KBEA/SBEA conference 10/29/08-11/1/08.
- Family and Consumer Science, Marilyn Bailey – **Report follows**
- Guidance, Johnetta Grant – No report
- Health, Mary Kleber – No report
- Marketing, Mark Gibson – **Report follows**
- Special Needs, Mary Poole – **Report follows**
- Teacher Educator, Dr. Doris Sikora – No report
- Trade and Industry, Wayne King – **Report follows**
- Technology Education, Larry Belcher – No report

Committee Reports:

- Awards, Sheree Koppel – **Report follows.**
- Annual Conference, Dale Winkler – No report
- Carl D. Perkins Assistantship, Elaine Terry – No report.
- Constitution and Bylaws, Mike McMillen – No report
- Resolutions, Donnalie Stratton – Request was made to have resolutions added.
- Auditing, Mark Sims – No report
- Program of Work/Strategic Plan
 - Ahmed Sabie, 2008-2009 – No report
 - Dale Winkler, 2009-2010 – No report
- Historian, Donnalie Stratton – Four notebooks containing 1926-2005 have been completed. Two years remain and the question was asked where it would be stored. There are no pictures or award sections. Sheree Koppel asked whether the old minutes did not mention the names of people receiving awards. Donnalie stated they only mentioned the awards given not the person receiving the award. Book or electronic storage was

recommended. Mike Stone stated Donnalie, Jewel Deene Ellis, and Mike McMillen had done a great job developing the KATCE history.

- Handbook, Kay Turner – No report.
- Membership, Ken Talley – **Report follows.**
- Legislative Liaison, Tim Thornberry – **Report follows**
- Nominations, Cherie Mingus – No report
- Website, Kris Stone/Mike Stone – Indicated the website is up-to-date
- Flower Fund, Donnalie Stratton – The flower fund balance is \$50.12. There has been no activity since the last report. The 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.**

Motion was made by Sarah Raikes and seconded by Lee Ann Daugherty to approve the Consent Agenda.

Motion # 2 - Accepted

ACTION AGENDA

Assistant Executive Director Report – Kris Stone

- Discussion of dues refund policy. Kris asked the board: Should there be a written policy for refunds? There has been a request made to update a former member's status because she was pursuing a job. She did not receive the job and a request was made to have the dues refunded after membership had been processed and the check cleared the bank. Mike Stone restated the question. Sarah Raikes stated she didn't think dues were refundable. Mike Stone suggested there be no refund after the dues have been processed. Dr. Sikora made a motion once dues checks have been processed no refund will be made. The motion was seconded by Sarah Raikes.

Motion # 3 – Accepted

- Kris reported the 2008 KACTE conference was very successful and there were excellent suggestions submitted on the surveys. She will be bringing the suggestions to the conference planning meeting on September 25th. Mike suggested to those who plan to attend the meeting on the 25th to collect and bring suggestions from professional associations. The success of the conference is directly related to the work of the planning committee.

Mark Gibson asked do you want overall big picture ideas from professional associations? Mike Stone suggested an extended break on Monday afternoon with refreshments such as cookies to allow people more availability to the exhibitors. Mark Gibson suggested spreading out the food to allow more traffic through the exhibits. Some vendors left early this year and a few did not show. Kris Stone suggested improvement in the quality of programs. Also, a post conference meeting was discussed due to the conference following a holiday. **Written report follows.**

Executive Director Report – Mike Stone

- The five delegates chosen for KATCE Delegates to ACTE Assembly of Delegates on December 6, 2008, are Ahmed Sabie, Cherie Mingus, Sarah Raikes, Mark Sims, and Mike Stone. Dr. Doris Sikora and LeeAnn Daugherty were named alternates.
- Liability insurance as an added benefit to KATCE members was discussed. See report.
- KATCE Promotional Video was discussed. A task force was formed which includes Ken Talley, Sheree Koppel, Dale Winkler, and Wayne King. A script is needed. Eastside students along with their instructor Ross DeAeth have offered to complete the project. Some video was captured at this year's conference. Mike will talk to Ross by October 1 and e-mail members as to what message they would like the video to convey.

Written report follows.

Goal Setting – Dale Winkler report follows. Dale suggested four goals for the year be chosen from the list of ten on the Goal Summary report. After much discussion from the board three were chosen:

- Increase KACTE membership among professional associations, administrators and educational agencies.
- Publicize the benefits of career and technical education (CTE) to improve the image of CTE statewide, including possible use of outreach through television.
- Develop KACTE leadership.

The board members present chose one goal each to focus on and plan to meet before the next meeting and report their ideas on November 20th to the board.

The teams are:

Membership – Ken Talley, chair, Doris Sikora, Mark Gibson, Kay Turner and Janet Atwood.

Image – Tim Thornberry, chair, Sheree Koppel, Wayne King and Dale Winkler.

Leadership – Donnalie Stratton, chair, Sarah Raikes, Cherie Mingus, Marilyn Bailey, LeeAnn Daugherty.

Defining Roles of Board Members – Dale Winkler summarized the topic.

A round table discussion among the board members followed, and the question was asked: How do you share your program information to your area?

Old Business – None.

New Business – None

Announcement of next meeting –The next meeting will be November 20, 2008, Elizabethtown (site to be announced), 4:30 p.m. A reminder was made by Mike Stone that written reports are due by November 7 to Kris or Mike, and the officers meeting would be at their home on November 10 at 6 p.m.

Adjournment – A motion to adjourn was made by Sheree Koppel and seconded by Dr. Doris Sikora to adjourn the meeting. The meeting was adjourned at 6:50 p.m.

Electronically signed by,

Kay Turner

Kay Turner, KACTE Secretary

Kentucky Association for Career and Technical Education

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

Income

Category	07-07 thru 06-08	08-09 Adopted	
07-08 thru 8-08			
Dues (600 members; 550@100, 50@46)	\$53,280.70	\$ 57,300 ¹	
\$ 11,111.82 Conference Exhibit		\$20,230.98	\$ 17,500
\$ 0			
KDE Professional Development Regis. ⁴	\$ 0	\$ 0	\$
0			
SOLD sponsorships	\$10,699.00	\$ 3,000	\$
0			
Transfer from Conference Account	\$27,958.37	\$ 32,500	\$ 5,210.42
Miscellaneous (interest, fees, etc.)	<u>\$ 1,215.08</u>	<u>\$ 1,000</u>	<u>\$ 1,000.00</u>
TOTAL	\$113,384.13	\$111,300	
\$ 17,322.24			

Expenses

Category			
Administration			
ACTE	\$34,510.00	\$ 34,500	\$
1,582.00 Executive Director's Contract	\$19,200.00	\$ 19,200	
\$ 1,600.00			
Assistant Executive Director	\$30,500.04	\$ 32,025	
\$ 2,666.75			
Executive Director's Travel	\$ 6,249.58	\$ 5,500	\$
919.00			
Executive Director's Recruitment ²	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Subtotal	\$90,459.62	\$ 91,225	\$
6,767.75			
Overhead			
Telephone	\$ 600.00	\$ 600	\$
50.00 Supplies	\$ 1,807.44	\$ 1,500	\$
365.45			
Postage	\$ 1,265.40	\$ 1,400	\$ 0
Bonding	\$ 180.84	\$ 200	\$ 0
Audit	\$ 500.00	\$ 500 ⁶	\$
0			
ACTE Region 2 Conference Sponsorship	\$ 250.00	\$ 250	\$
250.00			
Miscellaneous	<u>\$ 1,328.14</u>	<u>\$ 1,000</u>	<u>\$</u>
<u>68.90</u>			
Subtotal	\$ 5,931.82	\$ 5,450	\$
734.35			
Officer Travel/ACTE Meeting Expenses			
ACTE Convention (Charlotte)	\$ 1,143.08		
\$ 285.00 Region 2 Rep Travel (Charlotte)		\$ 667.00	
\$ 150.00			
Region 2 Conference (Daytona)	\$ 1,334.00		
\$ 150.00 ACTE Nat'l. Pol. Seminar (D.C.)		<u>\$ 1,267.50</u>	

	\$ 0	Subtotal	\$
4,411.58	\$ 7,000⁵	\$ 585.00	
Member Services			
	Carl Perkins Assistantship	\$ 750.00	\$ 1,000
0	Website	\$ 324.35	\$ 300
	\$ 24.95		
	Legislative Advocacy ³	\$ 0	\$ 300
	\$ 0		
0	SOLD expenses	\$ 8,717.29	\$ 3,000
	Membership Promotion/Advertising ³	\$ 1,428.58	\$ 1,500
	\$ 340.00		
	Annual Conference (Awards)	\$ 0	\$ 500
	\$ 0		
	KDE Professional Development Programs ⁴	\$ 0	\$ 0
	\$ 0		
0	Marketing Initiatives	<u>\$ 0</u>	<u>\$ 1,000</u>
	Subtotal	\$ 11,220.22	\$ 7,600
	\$ 364.95		
	Contingency³	\$ 100.00	\$ 25
0			\$
	GRAND TOTAL	\$112,123.24	\$111,300
	\$ 8,452.05		

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 II ACTE
Date: Thursday, September 11, 2008

Facts, Findings, Key Information

Kentucky needs to send seed money (\$250) to Florida for Region II meeting.

Region II conference will be held October 9-12, 2008 at The Hilton Daytona Beach Oceanfront Resort in Daytona Beach Florida. I will be attending the Policy Committee Meeting on Thursday, October 9, 2008 from 1:00-5:00 pm. The rooms are \$129 a night and the registration for ACTE members is \$175 if paid before September 15 and \$175 after this date. The amounts are \$200 and \$225 for non-members.

The 2009 conference will be held in Georgia, city is still pending.

ACTE will be in Charlotte, North Carolina on December 4-6. I will be attending the regional policy meeting on Wednesday, December 3 at 1 pm. If you have not reserved a hotel you need to do so, as the best and closest rooms go quickly. November 3, is the last day to register without paying the onsite fee. For more information, visit the ACTE website.

KACTE Report Form

FROM: Marilyn E. Bailey

KACTE BOARD POSITION: KATFACS

SUBJECT: Board Report

DATE: September 11, 2008

PERIOD COVERED IN REPORT: July-August 2008

Facts, Findings, Key Information:

- 2008-2009 KATFACS Officers
 - President – Kimberlea Embry
 - President-Elect – Cathy Sparks
 - Secretary – Heather Kirk
 - KACTE Representative – Marilyn Bailey
 - State Consultant – RaAnn Miller

- KATFACS made a \$1000 donation in honor of Ms. Jewell Deene Ellis to the Forkland Community Center Lincoln Museum. This was KATFACS way to honor Ms. Ellis's retirement.

- KOSSA Scenario Benchmark Papers will be released and placed on the web after final revisions (this fall). Family and Consumer Sciences will have two areas released Child Development and Culinary & Food Services.

signature

Area Report
Kentucky Marketing Education Association
Mark Gibson, KMEA President
September 11, 2008

The KMEA met at the KATCE Conference on July 30 at the KMEA breakfast. At that time members were selected for the Marketing Taskforce Committees which will meet later this fall. KMEA meets once per year at the end of the KATCE Conference.

Dates for local and state DECA events were given:

- Regional Officer Workshop in Elizabethtown—September 19 & 20
- Regional Workshops—Late October
- Central Region, Kansas City, MO—November 20-23
- Regional Conferences—Late January, early February
- State Conference, Louisville—March 1-3.
- National conference, Anaheim, CA—April 29-May 2

During the 07-08 school year, the Marketing Taskforce met several times and revised the Retail and Marketing Skills Standards. Also, several marketing teachers, long with business education attended workshops regarding updates to Kentucky's revised Accounting Curriculum.

On April 22 Western Kentucky University's Marketing Department faculty meet with the area's business and marketing educators in a "Building Bridges" kickoff. The faculty has assigned each area school a faculty liaison. The meeting is to help build better communication between WKU and schools.

KACTE Report Form

FROM: Mary Poole

KACTE BOARD POSITION: President of KACTE-SNP Division

SUBJECT: KACTE-SNP Report

DATE: August 25, 2008

PERIOD COVERED IN REPORT: Summer 2008

Facts, Findings, Key Information:

The KACTE-SNP board met on the Sunday night prior to the summer conference. Our first board meeting with new officers is scheduled for October 24, 2008 in Elizabethtown.

We held our annual awards brunch on Wednesday, July 30. Awardees are as follows: Debbie Seider, Indirect Provider for Special Needs Populations, James Lee, Direct Support Provider for Special Needs Populations, and Mark Hobbs, Teacher of the Year.

Membership and leadership continue to be the number one issue on the agenda.

Recommendations:

Events, Upcoming Items, Special Events:

Signature

KACTE Report Form

FROM: Wayne King

KACTE BOARD POSITION: Trade and Industry

SUBJECT: September Trade and Industry Board Report

DATE: 9-11-08

PERIOD COVERED IN REPORT: 7/08 - Present

Facts, Findings, Key Information:

The Kentucky Department of Education is Developing an Energy Pathway.

Consultants reported they believed the summer program effectively met the need of their teachers.

Ten automotive teachers are involved in the Math-in-CTE project this school year.

Ten welding teachers attended training and received CWE and/or CWI certification through AWS.

Thirteen Kentucky students received Skill Point Certificates, the new SkillsUSA skills assessment.

Kentucky secondary students received one silver and 2 bronze metals at SkillsUSA in Kansas City in June.

Recommendations:

Events, Upcoming Items, Special Events:

Construction Career days will be held in Shelbyville October 1-2, 2008.

Program assessment will visit 50 schools to complete cycle 3 during the 2008-2009 school year.

KLTI will be held October 13-15, 2008.

SkillsUSA state conference is April 7-10, 2008.

Wayne King

signature

KACTE Report Form

FROM: Tim Thornberry

KACTE BOARD POSITION: Legislative Liaison

SUBJECT: Legislative issues concerning education

DATE: 8-25-08

PERIOD COVERED IN REPORT: Summer 2008

Facts, Findings, Key Information:

As schools have opened, the budget dilemma will undoubtedly continue with worries planted squarely on next year. One action that will hopefully give some relief came this summer by way of a successful special session that brought passage of a bill concerning the public employee retirement system. The bill mainly deals with future employees and cost of living adjustments along with new terms regarding years of service needed to retire and the elimination of the double-dipping where retired employees could be rehired with a second pension. One report said, "In terms of immediate savings, counties and school districts will receive a one-time savings of approximately \$55 million this year (2008) in their employer contributions because of changes made by the bill.

Pre-filed bills related to education for the 2009 session include:

BR 37 files by Senator Katie Stines that relates to physical activity in the school. Under the bill public school students ages preschool to eight grade would have to complete "30 minutes per day or 150 minutes per week of structured moderate-to-vigorous physical activity in a minimum of 10 minute intervals incorporated into the school day; permit the physical activity to include a combination of classroom-based physical activity, structured recess, or other structured physical activities."

[BR 41](#) filed by Representative Addia Wuchner, Representative Tom Burch which is very similar to BR37.

BR 21 filed by Representative Melvin B. Henley which is related to “voluntary student expression of religious viewpoints in public schools. Amend KRS 158.183 to permit students to voluntarily express religious viewpoints in school assignments free from discrimination and organize prayer groups, religious clubs, or other religious gatherings before, during, and after school to the same extent that students are permitted to organize other non-curricular student activities and groups; create a new section of KRS Chapter 158 to require each board of education to adopt and implement a policy regarding voluntary student expression of religious viewpoints and to establish a limited public forum for student speakers at all school events at which a student is to publicly speak, including graduation; designate procedure for selection of student speakers; require subject of speech to be relevant to event; require district disclaimer indicating non-endorsement of the content of voluntary expressions by students.”

BR 74 filed by Representative Jim DeCesare which relates to writing portfolios. “Amend KRS 158.6453 to remove writing portfolios from the statewide CATS assessment program for elementary school students; require elementary schools to use writing portfolios as an instructional tool for continuous assessment of students.”

Nothing at this point relates to CTE however, “Green” is the word of choice right now and at least one program in the state system of tech centers is using green technology to promote its electrical technology program. The school is using wind and solar power to offset some of its energy usage and has garnished much state and national attention regarding the projects. It would not be surprising to see any number of energy related bills pop up by next year and programs like this one could become the “norm” as opposed to the exception.

The Governor reacted to the lack of funds for college loans by having the state buy a \$50 million bond from the Kentucky Higher Education Student Loan Corp., so the agency could fulfill student loan applications. The action could in some estimates be the determining factor as to whether some low income students would have been able to enroll in college.

In other money related issues, renewed talk about the cigarette tax has surfaced or rather has never fully gone away. It is highly likely legislation will be introduced again in the 2009 session. A bill calling for a 25 cent hike passed the House last session but died in the Senate. The Governor backed a 70 cent increase in the 2008 session. Kentucky has one of the lowest rates in the nation and one of the highest in smoking related illnesses. The measure could conceivably raise millions in revenue and prompt many smokers to quit or would be smokers to never start.

Nationally, Congress recently passed the Higher Education Act Reauthorization the first new version in 10 years. The legislation deals mostly with financial aid for postsecondary students and teacher education.

Recommendations:

Events, Upcoming Items, Special Events:

signature

LIAISON REPORT
Division of Career and Technical Education
September 11, 2008
 Elizabethtown

The Division of Career and Technical Education in Action. Following the Summer Program in Louisville, the staff has been busy in providing follow-up information to conference attendees.

Perkins- Accountability Branch

- Local applications for Perkins funding have been reviewed and most are approved. Others are being revised to meet the requirements of Perkins IV.
- Information and registration on Professional Development provided by and for High Schools That Work (HSTW) and Technology Centers That Work (TCTW) sites can be found at: <http://www.sreb.org/programs/hstw/professionalDev/2008-09Workshops/index.asp> and include topics on advisory programs; high quality CTE; Getting Middle Grades Ready for HS; Quality Teaching Strategies; using Data to Drive Decisions; Technology Centers That Work. Additional topics are included under the Leadership Series.
- Updated Information about Kentucky HSTW/TCTW sites will be on the KDE website Sept. 1.
- 2008 HSTW Assessment results will be posted on the web by Oct. 15, 2008.

Program Branch

Agriculture

For the third year in a row, Kentucky had a National Winner in the National FFA Agri-Entrepreneurship Contest. Amanda Jewell of the Spencer County FFA was selected for this honor in early August. She was one of 21 Kentucky students who entered the National Contest. Each of these students received money from the Kentucky FFA Foundation Project LEAD and the National FFA Organization to further their entrepreneurship based Supervised Experience Programs. Amanda operates "AJ's Berries" in Taylorsville, Kentucky. She will be honored at the National FFA Convention in October.

Business/Marketing

- Staff is working with The Governor's Scholar Program in regard to adding Accounting as a program offering.
- A new program "Banking Makes Cents" is being developed to recognize school banks. This endeavor is being sponsored by the State Treasurer's Office.
- FBLA- did very well at National FBLA Conference in Atlanta bringing home 30 awards in top 10 with 17 being in the top 5. Melissa Hou, State Vice-President from Dupont Manual High School, was elected National Southern Region Vice-President. Had 280 members, advisers, guests who attended the conference.

Family and Consumer Science

- The staff will be working with a committee to review, reorganize and align the curriculum in the various courses of Culinary and Foods Services career major.
- The Facility Guide is in the process of being revisited and updated for each of the career majors in Family – Consumer Science.
- The Kentucky Family Career and Community Leaders of American gathered in Orlando, Florida July 13-17th for the 2008 National Leadership meeting. This year's student devised theme was "Excellence Electrified". Throughout the five day convention, participants examined and discussed several critical issues, including family, school and community violence prevention, physical as well as financial fitness, future career exploration and countless community service projects. Kentucky had 63 participants take part in STAR events (Students Taking Action with Recognition) which are competitive events that build proficiency and achievement in leadership and job related skills. We had 36 Gold, 21 Silver, and 6 Bronze winners.
- The Fleming County Chapter received the national award for the national program FACTS (Families Acting for Community Traffic Safety) only one award is given nationwide. They were awarded this honor due to their project titled "Use S.M.A.R.T.S. (Safety Must Always Rule in Traffic Situations)," and targeted a variety of traffic safety issues such as drinking and driving, seat belt safety and ATV Safety. Through activities such as Safety Day for high school students, weekly traffic statistic posters, monthly seat belt checks, traffic safety reminders at the homecoming game, safety facts, a guest speaker, an appreciation luncheon for local and state police officers, red ribbon & stickers on cars, a ghost out assembly program and Public Service Announcements, they emphasized the importance of traffic safety within their community.
- Advisers recognized for their outstanding service to the organization included Dawn Hollamon, Crittenden County with the Spirit of Advising Award. Veronica Carmical, Whitley County High; Leslie Slaughter, Spencer County High and Sherree Eubank, Monroe County High received their Master Adviser Awards.

Health Science

- Kentucky Health Science Educators are still basking in the glow from Summer Program. Robin Dudley, HSTE from Georgia, was a guest speaker for our group. She led us through her "Survival Kit" which gave our teachers an arsenal of activities to be used in the classroom. She ended our conference with a motivational session on "Humor and Acts of

Kindness". The some 85 health science educators who were in attendance gave her rave reviews!

- Project lead the Way has introduced a Biomedical Science Pathway and Kentucky is on board with implementation of the first course in 3 schools. Barren County high School, Jessamine County Career and Technical Center, and Scott County High School have students taking the Principles of Biomedical Science course. The department hopes more schools will come on line in the future.
- Central Hardin has students enrolled in their Health Science program this fall! Ed Reesor, RN, Instructor brings many years of teaching experience into Hardin County. We celebrate the beginning of something great for Central Hardin.
- For the school year 2008-2009, this division has a focus on breathing new life into the Health Science division of KACTE. We hope to encourage more health science educators to join KACTE. With a greater membership, we hope to offer more services through this worthwhile organization.

Pathway to Careers

- Staff in Pathway to Careers has been focusing on disseminating information pertaining to the Work-Based Learning Manual and curriculum for Career Choices.
- Plans are being formulated for a joint project with KCTSC relating to Junior Coal Academies at the secondary level.
- Additional efforts focus on updating the "Facilities Guide for Career and Technical Education". It is anticipated this Guide will be available for distribution later this fall.

Events, Upcoming Items, Special Events

- Plans are being made for the following conferences

FBLA

September 24, 2008	Region 2 Fall Leadership Conference	Western Kentucky University Bowling Green, Kentucky
September 29, 2008	Region 1 Fall Leadership Conference	Murray State University Murray, Kentucky
October 14, 2008	Region 5 Fall Leadership Conference	Morehead State University Morehead, Kentucky
October 28, 2008	Region 4/6 Fall Leadership Conference	Eastern Kentucky University Richmond, Kentucky
November 14-15, 2008	National Fall Leadership Conference	Washington, D.C.

HOSA

September 20-23, 2008	HOSA Student Officer Leadership Conference	Washington, D.C.
November 1-3, 2008	HOSA Fall Leadership Conference	Galt House
November 2-8, 2008	National HOSA Week	All Chapters
March 3-6, 2009	Spring Leadership Conference	Executive West
June 24-27, 2009	HOSA National Leadership Conference	Nashville, Tennessee

FCCLA

- Executive Council for FCCLA will be meeting September 15th, 16th in Frankfort to plan the state conference.
- Business Education Task Force Meeting – September 19th
- DECA Fall Officer Workshop – September 19-20 – Country Hearth – Elizabeth, Kentucky

KACTE Report Form

FROM: **Michael Kindred, OCTE Deputy Executive Director**

KACTE BOARD POSITION: **OCTE Liaison**

SUBJECT: **OCTE Accomplishments**

DATE: **August 22, 2008**

PERIOD COVERED IN REPORT: **June-August, 2008**

Facts, Findings, Key Information:

June:

- **New Principal Institute:** A training session designed to help and inform new principals about the duties and responsibilities of being an area technology center administrator. Held: June 18-20, 2008.
 - **June 18:** An update training session for principals who completed the NPI.
 - **June 19-20:** An initial training session for --- new Kentucky Tech ATC principals.
- **SkillsUSA Championships - National Leadership and Skills Conference** held June 21 – 27, 2008 in Kansas City, Missouri. The SkillsUSA Kentucky national delegation returned home with eight medals (gold, silver and bronze) and 33 top-ten finishers.
- **HOSA National Leadership Conference** held June 18-21, 2008 in Dallas, Texas. The Kentucky HOSA national delegation returned home with four medals (gold, silver and bronze) and 13 top-ten finishers.
- **The 2009-2011 Program Assessment Cycle IV** has been released throughout the state. Technical Update Training Sessions were held during the KACTE summer conference.
- **2008 Energy Conference for Educators** was held June 9-13. Russell ATC electrical technology instructor Doug Keaton was a participant and presenter. Keaton hosted 24 local school district educators on his campus to connect energy to the classroom. His students were on hand to showcase the Russell ATC Solar Panel House. The conference was sponsored by Kentucky NEED.

July:

- Each year, technical update training workshops are conducted throughout the commonwealth for teachers employed in the Kentucky Tech school system, local school districts, and the Kentucky Community and Technical College System. During the 2008 summer training sessions, 808 participants were enrolled in 51 workshops.
- **Math-in-CTE Training Session** held July 7-11, 2008 at the Frankfort Convention Center. Approximately 40 academic and technical instructors were paired to create technical lesson plans that emphasize math concepts imbedded in the technical programs of automotive technology (suspension and steering) and Business (personal finance).
- **Kentucky TECH Statewide Steering Committee** met during KACTE summer conference to discuss the importance of soft skills in the workplace and what could be done to enhance employability skills, problem solving, and safety in Kentucky TECH schools.

- **The 2007-08 Kentucky TECH Prep monitoring for all 13 consortia was completed by Karla Tipton and Charlene Baxter.**
- **The first of two federally required Kentucky TECH Prep site coordinator's meetings was held during the KACTE summer conference. Special guest speaker Theresa Spangler, from Georgia, presented the topic of "Working with Generation Y." Approximately 150 attended the session.**

August:

- **New Teacher Institute: August 4-8, 2008 – 16 participants. Funded by Carl D. Perkins Act.**
- **A new welding program was started at the Montgomery County ATC. Principal Dale Winker**
- **Karla Tipton and Charlene Baxter completed three sessions of Kentucky TECH Prep financial training for approximately 50 people.**
- **A total of four Kentucky TECH principals have been hired since the end of the last school year.**

Recommendations:

Events, Upcoming Items, Special Events:

- **September 16, 2008 - Hughes Jones – Harrodsburg Area Technology Center Ribbon Cutting Ceremony (1:00 p.m.)**
- **October (date not set) – Russell Area Technology Center Solar Panel House Ribbon Cutting Ceremony (time not set).**

Michael Kindred, OCTE deputy executive director

signature

KCTCS Report for KACTE Board

FROM: Carolyn Carter

KACTE BOARD POSITION: KCTCS Liaison to Board

SUBJECT: KCTCS Board Report

DATE: 8/24/08

PERIOD COVERED IN REPORT: April 15, 2008-August 24, 2008

Facts, Findings, Key Information:

KCTCS News

New Programs, Initiatives, and Resources

KCTCS Board of Regents Approves New Programs and Certificates

- Associate in Applied Science in Motorcycle Technology for Big Sandy Community and Technical College;
- Associate in Applied Science in Machine Tool Technology for Bowling Green Technical College;
- Associate in Applied Science in Plumbing Technology for Elizabethtown Community and Technical College;
- Associate in Applied Science in Mining Technology for Hazard Community and Technical College;
- 29 certificate programs at nine KCTCS colleges, including a pilot program for Accelerated Pharmacy Technician at Jefferson Community and Technical College and a pilot program for Medical Office Clinical Aide at Southeast Kentucky Community and Technical College

Belcan Pledges \$250,000 to Fund Ralph G. Anderson Scholarships at Gateway

Belcan Corporation will provide \$250,000 over five years to establish the Ralph G. Anderson Scholarships in Drafting, Computer Aided Design and Engineering Technology at GCTC. The funds will be used to present 10 full, \$5,000 scholarships a year to qualifying students who have declared a major leading to an associate degree in drafting, computer aided design and engineering technology.

Groundbreaking Ceremony for Springfield Campus of ECTC

Groundbreaking ceremonies were held Thursday, May 15 for the new Springfield Campus of Elizabethtown Community and Technical College (ECTC). Funding for the \$14.5 million, 47,000-square-foot building was approved by the 2006 Kentucky General Assembly. When completed in late 2009, the new campus will serve Washington, Marion, Nelson, Spencer and surrounding counties. Major program areas will include machine tool, tool and die, EDM, industrial maintenance, metrology, fluid power, basic

electricity, electrical construction and motor controls. ECTC also will provide continuing education courses for area professionals and non-credit, personal enrichment courses for local citizens.

WKCTC Breaks Ground for New Technology Center

Groundbreaking for the West Kentucky Community & Technical College's Emerging Technology Center took place Thursday, July 31. The 75,000-square-foot Emerging Technology Center is the first state supported new building to be constructed on the WKCTC campus in 20 years. The \$16.5 million Center and adjacent \$2.2 million Fred Paxton Engineering Wing will be equipped to meet the needs of a technically advanced workforce.

Ceremony at JCTC to mark groundbreaking for \$25.6 million building

Jefferson Community & Technical College held a ceremonial groundbreaking May 16 on a \$25.6 million Nursing and Allied Health Building on the Downtown Campus. The facility, funded by the 2006 General Assembly, will be the first new building for the campus in 30 years. The 100,000-square-foot building will house the college's 16 Nursing and Allied Health programs and will serve about 3,500 students a year. The building will contain classrooms, laboratories, faculty offices, meeting rooms and study space.

North American Racing Academy Graduation Race

The North American Racing Academy (NARA) held a graduation race for its inaugural class of eight students Sunday, May 18 at the 42nd running of the High Hope Steeplechase at the Kentucky Horse Park in Lexington. NARA teaches students all aspects of the racing industry, not just jockey skills.

Southeast expands information technology role as Cisco Academy

SKCTC expanded its role in information technology last year when the college was designated as a regional Cisco Networking Academy that covers some 17 counties in Southern and Southeast Kentucky. In this role, SKCTC not only offers course work for students on its campuses, but also serves as a support center for students and instructors at local academies operated in area high schools. Students can take up to four courses on the high school level, all of which will be accepted toward an associate degree in information technology at Southeast. Cisco certificates which are offered as part of the degree process include network administration and network professional. SKCTC also has several instructional platforms that lead to Microsoft and A+ certifications.

E.ON U.S. Employees Enroll In College through Partnership with KCTCS

Nearly 100 employees of E.ON U.S. have enrolled at two Kentucky community colleges via a partnership between KCTCS and E.ON U.S. The partnership provides E.ON U.S. employees with line technician or gas operations experience the opportunity to get a college degree while working. Qualified employees may pursue an associate, bachelors or master's degree and can use technical training hours they have already accumulated for their jobs as credit hours.

The program has four components:

- Employees currently enrolled in the apprenticeship program will earn 50 college credits upon successful completion of the prescribed course of study and upon earning the Journeyman card.

- General education courses required for the associate's degree will be offered on-site at company training sites, at the JCTC campus and online. Upon completion of 19 credit hours of general education, an employee will earn the associate degree.
- Upon completion of general education courses, students will qualify for admission to Western Kentucky University (WKU) to study for a bachelor's degree in Technology Management. The college credits they earn at JCTC will directly transfer to the WKU program.
- All costs will be reimbursed by E.ON U.S.

The curriculum is designed for workers who frequently have unpredictable work hours because of emergency situations. Employees who are working as linemen, but have not participated in the formal Apprenticeship Program will be given college credit for prior work experience and will be able to earn an Associate of Applied Science Degree in Apprenticeship Studies after completing a portfolio that documents the skills, abilities and competencies requires by the course work.

Grants and Awards

Several KCTCS Institutions Named as Top Producers by Community College Week

Several KCTCS institutions made Top 100 rankings in the 2008 Community College Week Magazine's list of Top 100 Certificate Producers and Top Associate Degree Producers. The ranking were based upon data reported by the institutions to the Integrated Postsecondary Education Data System (IPEDS), which is run by the National Center for Education Statistics.

Eight of the 16 KCTCS colleges were included in the "Top 100 Associate Degree Producers" list. Those included: West Kentucky Community and Technical College in Paducah (17th), Bluegrass Community and Technical College (18th), Jefferson Community and Technical College (22nd), Maysville Community and Technical College (32nd), Somerset Community College (45th), Bowling Green Technical College (48th), Owensboro Community and Technical College (88th), and Ashland Community and Technical College (93rd).

Bluegrass Community & Technical College Granted 2008 HP Technology for Teaching Leadership Award

Bluegrass Community & Technical College (BCTC) was awarded a 2008 HP Technology for Teaching Leadership Award designed to transform learning in the classroom through innovative uses of technology. HP Technology for Teaching grant recipients will use wireless HP Tablet PCs to enhance learning in engineering, math, science, or computer science. The HP Tablet PC screens will allow BCTC students to share their ideas while solving complex problems in science. Communication between faculty and students will also enhance the development of learning communities.

BCTC is one of 10 HP Technology for Teaching higher education grant recipients that have been selected for the Leadership Award in 2008. The award package includes \$131,000 in cash, professional development and

HP equipment. BCTC was selected because of its success in using HP technology to enhance instruction - demonstrating a measurable, positive impact on student achievement -- and for proposing innovative plans to expand their programs to have broader impact on student success.

HCC Earns Award of Distinction Honors at 14th ANNUAL COMMUNICATOR AWARDS

The winners of the 2008 Communicator Awards were announced in New York by the International Academy of the Visual Arts recently and Hopkinsville Community College was again among the winning entries. The college entered two of its HCC-TV television programs, both of which aired on Cable Channel 10 in Hopkinsville. The entries were episodes from "iN the Community," a bi-annual TV community-based show, and "The Spotlight," a bi-weekly talk show.

BCTC One of 39 Schools Nationwide Selected as HP Technology Grant Recipient

Bluegrass Community & Technical College was selected as one of 39 two- and four-year colleges and universities in the United States and Puerto Rico to receive a 2008 HP Technology for Teaching grant, which is designed to transform teaching and improve learning in the classroom through innovative uses of technology. Each of the HP Technology for Teaching grant recipients will use wireless HP Tablet PCs to enhance learning in engineering, math, science, or computer science. The HP Tablet PC screens will allow BCTC students to share their ideas while solving complex problems in science. Communication between faculty and students will also enhance the development of learning communities. BCTC will receive an award package of HP products and a faculty cash award valued at more than \$77,000.

Professional Development

Gateway Hosts Advanced Manufacturing Career Pathways Day for Educators

Gateway Community and Technical College hosted an Advanced Manufacturing Career Pathways Day on June 9. Aimed at guidance counselors; science, technology, engineering and math teachers and other educators, the event was cosponsored by the Northern Kentucky Tri-County Economic Development Corporation and Mazak Corporation.

KCTCS Hosts Mechatronic Certification Training Seminars

KCTCS and the Siemens Technik Academic Berlin in partnership with Amatrol, a Jeffersonville, Indiana equipment & curriculum provider company, held two one-day Mechatronic Systems Seminars August 7 and 8 in Jeffersonville, Ind. Experts in mechatronics along with Dr. Keith Bird, KCTCS Chancellor, and Keith Boarman, faculty member from Owensboro Community & Technical College, spoke about the KCTCS Mechatronics International Certification program.

The seminar provided colleges and faculty with resources needed to make informed decisions about implementing a mechatronic certification program. Presentations included an overview of the Siemens Mechatronic systems certification program, details about how mechatronic certification benefits students and colleges, as well as general information on mechatronics.

KCTCS Master Teacher Seminar to be held October 15-17 in Carrollton

Ashland Teaching and Learning Conference to be held October 16-17 in Ashland

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.

People

ECTC's Mudd Appointed to Kentucky Board of Nursing, Recognized as Certified Nurse Educator

Susan Mudd, Program Coordinator of the Associate Degree in Nursing Program at Elizabethtown Community and Technical College, was appointed by Governor Steve Beshear to the Kentucky Board of Nursing. Mudd, who has taught at ECTC since 1994, will represent registered nurses engaged in practical nurse education. She was assigned to the Education and Consumer Protection subcommittees. The Board of Nursing consists of 16 gubernatorial appointees who approve programs of nursing, and regulate and control the licensing and conduct of nurses in the commonwealth. The Board also protects the well-being of the public through the development and enforcement of state laws governing the safe practice of nursing, nursing education and credentialing.

Mudd was also awarded the Certified Nurse Educator credential from the National League for Nursing, which is the national organization that promotes not the nursing profession and nursing education. One of only 29 nursing educators certified in Kentucky, Mudd was recognized by a program that acknowledges and supports excellence in the advanced specialty role of the academic nurse educator, including knowledge, skills, abilities, and excellence in practice.

BGTC Chef Mike Riggs Named Kentucky's Seafood Champ

Kentucky chefs tested their skills at preparing Kentucky Proud seafood at the third annual Great Kentucky Seafood Cook Off June 9 at Jefferson Community and Technical College in Louisville. This year's winner was Bowling Green Technical College Culinary Instructor Chef Michael Riggs. Riggs represented Kentucky at the Great American Seafood Cook Off in New Orleans this summer.

Dr. Deborah Pape named Vice President of Economic Development at WKCTC

Dr. Deborah Pape has been named Vice President of Economic Development at West Kentucky Community & Technical College.

Earlie Fugate Joins WKCTC as Program Coordinator/Project Director of WIA

Earlie Fugate of Paducah has joined the staff at West Kentucky Community & Technical College as the Program Coordinator/Project Director of the Workforce Investment Act (WIA) Youth Project. The WIA Youth Program provides employment and training opportunities for economically disadvantaged youth ages 19 to 21.

Postsecondary News

KCTCS Board of Regents Approves 2008-09 Budget; Introduces Leadership Initiative to Address Shortfall

The KCTCS Board of Regents approved a 2008-09 budget of \$670,258,900, along with a presidential leadership initiative designed to ensure the accomplishment of targeted goals outlined in the KCTCS Plan for a Competitive Commonwealth, during their quarterly meeting. The operating budget for the 2008-09 fiscal year includes a \$13.5 million reduction due to a decline in state appropriations. KCTCS will begin the fiscal year with 240 fewer people that include the loss of 97 full-time faculty, 69 full-time staff, 43 part-time faculty, and 31 part-time staff.

In response to the tight budgetary environment, President McCall introduced a leadership initiative designed to focus the organization's efforts on re-engineering KCTCS' workforce education and training divisions, launching a virtual learning initiative entitled KCTCS Online, and increasing the number of transfer students to four-year institutions. The goal of the workforce competitiveness initiative is to enhance KCTCS' capacity to meet the state's current and future job needs. Specific activities include the implementation of three workforce partnering initiatives, the establishment of a management/supervisory institute, and the establishment of workforce competitiveness teams at each college.

The KCTCS Online initiative will provide flexible workforce educational opportunities for Kentuckians by offering 24/7 online degree programs. Plans for the 2008-09 academic year include the rollout of both a Business Administration and Information Technology program. Activities planned to enhance the transferring of KCTCS students to four-year institutions include the establishment of a transfer/career center at each college and meetings with each of the state's public university presidents to address the current transfer barriers that exist for KCTCS students.

The board also approved 13,021 candidates for graduation who applied for academic credentials (certificates, diplomas or associate degrees) between Jan. 23, 2008 and April 21, 2008. The credentials included:

- 7,167 candidates for certificates;
- 1,388 candidates for diplomas; and
- 4,466 candidates for associate degrees

Kris Stone
Assistant Executive Director
September 11, 2008

KACTE Membership statistics are in the board package. Kentucky records show a membership total of 611 as of July 1, 2008. At the Summer Program 15 new members were signed and a total of 67 renewals were received. The numbers do not reflect the Agriculture membership transactions. These will be available later this month.

The statistics page shows the new membership divisions, notably the Technology and Technical division is now labeled as Engineering & Technology (eTed). Teacher Educators are listed under the New and Related Services Sections as ACTTE. To simplify tracking of New and Related Services Sections, I have grouped them altogether under NRRS on the chart. A breakout of a single division will be given upon request. 2005 expired memberships have been removed from the database.

Scott County was honored at the Summer Program with the 100% membership award. Debbie Centers from Scott County received a paid registration and three paid hotel nights at the ACTE Convention in Charlotte, North Carolina, December 4-6, 2008, as part of KACTE 100% Challenge.

A situation occurred in mid July concerning a member who renewed her membership over the phone and 2 weeks later called to get a refund. The membership had already been processed through ACTE due to the urgency of the request. KACTE does not have a policy regarding this situation. Common sense told me since the membership had already been processed through ACTE that a refund was not possible. I urge the board to look at this situation (a detailed summary is attached) and determine if a policy is needed.

The Career and Technical Education Summer Program was held July 27-30 at the Galt House Hotel in Louisville. Pre registrations numbered 1563 in addition to 88 on site for a total of 1651. Chuck Pierce booked 2 more exhibitors than he had last year. Financially and the overall program evaluations indicate the summer program was a success. Details of the evaluations will be available at the board meeting. There are still a number purchase orders and individual invoices to be paid, and Pierce has a few exhibitor invoices to collect before the books can be closed and checks sent to the associations.

I want to extend a thank you to the board members who assisted with the KACTE membership booth and helped with the registration. Your assistance was very much appreciated.

A planning meeting for 2009 was held on August 12 at the Galt House Hotel. The participants included John Marks, Office of Career and Technical Education; Debbie Anderson, Division of Career and Technical Education; Dr. Carolyn Carter, Kentucky Community and Technical College System; Diane Porter, Jefferson County Public Schools; Dr. Robert Stillman, Jefferson Community and Technical College; Linda Neal, Jefferson County Public Schools; Dr. Ahmed Sabie, KACTE President; Dale Winkler,

KACTE President-elect; Chuck Pierce, CTE Summer Program Exhibits Manager; Kris Stone, KACTE Assistant /Executive Director and CTE Summer Program Logistics Manager and Mike Stone, Executive Director of KACTE. The group addressed: How can the Annual Statewide Career and Technical Education Summer Program best serve teachers, administrators and Kentucky's CTE system?

Several challenges will be faced by the 2009 Summer Program. The July 5-8, 2009 dates are earlier, and as a post-holiday week, there may be more conflict with personal vacation plans. There may be fewer pre-conference sessions, and the Galt House is holding space for us to allow for more post-conference sessions. The High Schools That Work conference in Atlanta will begin on Wednesday, July 8. Employment contracts, especially at area technology centers and community and technical colleges, and the state budget is impacting all schools and institutions, meaning the program must meet professional development requirements in order to secure approved financial support. A summary of this meeting is attached.

This group will meet again on Thursday, Oct. 2, after the 2009 Planning Committee has met on Sept. 25, 2008, at the Galt House Hotel.

Administrative Tasks were completed timely, including all financial transactions and posting of items to the KACTE website. The books have been closed for 2007-08 fiscal year and preparation is underway for the audit and filing of Tax Form 990. The database for Fiscal Year 2008-09 has been completed. Arrangements are being made to meet with the new treasurer Mark Sims to review procedures. As Past-treasurer, Valerie Wolfe is copied on all financial matters.

A copy of the 2008-09 KACTE Board directory will be at the board meeting for updates.

Dues Refund Policy

August 4, 2008

The following events provide factual information to facilitate discussion on possible board action. Currently, there is no policy for requesting a refund for cancellation of dues. A recent action brought this to the surface.

July 10, 2008

Martha Stevens called to renew her membership with MC/Visa to ensure her resume was updated with all professional dues paid. She was applying for a principal's position.

At the time the membership was being updated and her record was not found. It was a simple case of sorting the database to find her record. She gave me her MC/Visa information over the phone to process her dues, which was completed and payment was received on July 15 from the merchant account. The transmittal was sent to ACTE for the processing of national dues on July 11. I called her to inform her that the process was complete and her records were updated. She was appreciative of the quick service and thanked me.

Although I have offered this quick turnaround service to other members – both renewing and newly joining – it is not the normal process and does require added work, which

occurred during the Summer Program preparation period. Normally, memberships are processed twice a month, depending on workload, billing periods and schedules. I have been happy to offer this extended service for members who provide reasons related to jobs, awards, etc.

July 29, 2008

I returned a phone call to Martha Stevens concerning a refund of her dues since she was retiring. I told her I was not aware of a policy of refunding dues once they were processed, but since I was at the Summer Program I would look into it.

August 4, 2008

Martha Stevens called to check on the status of her refund. Since KACTE does not have a policy concerning refunds, I was unable to refund her dues. She was going to call ACTE to inquire about refunding national dues, and I told her of the reciprocal agreement KACTE has with ACTE concerning membership. Once KACTE/ACTE dues are paid and updated, membership services (such as mailing of Techniques Magazine, eligibility for discounted insurance, access to members-only web services, etc.) begin and are fulfilled both by KACTE and ACTE. In addition, both KACTE and ACTE expended staff time and overhead costs to complete the transaction.

At this time I recalled the original phone call concerning the updating of her dues and the promptness she requested due to applying for a new job. Her membership had been renewed for the 2008-2009 membership year, and she had the option not to renew for 2009-2010 membership year.

Ms. Stevens continued to inquire about a refund and expressing dissatisfaction with the situation. She ended the conversation with the statement "It was going to cost KACTE a lot more than her \$40 dues payment.

Future

I value members, and I know we need to provide excellent customer service; however, there is no policy governing this situation. I consulted with Mike, who agreed there is no policy in place and since services were initiated and extended, there was no refund option. The Board may wish to discuss this situation and consider a possible policy at its Sept. 11 meeting.

2009 CTE Summer Program Planning Discussion
Galt House Hotel Suite Tower, Sampson Room
Tuesday, Aug. 12, 2008, 1 p.m.

2009 Statewide Annual Career and Technical Education Summer Program
Galt House Hotel and Suites, Louisville
Sunday, July 5-Wednesday, July 8

Meeting Summary

OBJECTIVE: How can the Annual Statewide Career and Technical Education Summer Program best serve teachers, administrators and Kentucky's CTE system?

GENERAL SUMMARY OF MEETING: Participants noted the Annual CTE Summer Program is a valuable professional development conference. It has potential to be improved through enhanced and targeted presentations for all levels of CTE instruction and administration (middle school, high school, area technology center, community and technical college, and university), broader and more innovative use of facilities, and inclusion and resources of business and industry. Those present committed to working toward the objective of the 2009 Summer Program achieving its best potential as a professional development opportunity for CTE educators.

PARTICIPANTS:

- John Marks, Office of Career and Technical Education
- Debbie Anderson, Division of Career and Technical Education
- Dr. Carolyn Carter, Kentucky Community and Technical College System
- Diane Porter, Jefferson County Public Schools
- Dr. Robert Silliman, Jefferson Community and Technical College
- Dr. Ahmed Sabie, Kentucky Association for Career and Technical Education (KACTE) President
- Dale Winkler, KACTE President-elect
- Chuck Pierce, CTE Summer Program Exhibits Manager
- Kris Stone, CTE Summer Program Logistics Manager
- Mike Stone, KACTE

NOTE: Dr. James Stone, National Research Center for Career and Technical Education and Dr. Tony Newberry, Jefferson Community and Technical College, were invited to attend and expressed support for improving the annual CTE Summer Program; however, both had prior commitments and could not attend this meeting.

CHALLENGES: The 2009 Summer Program will face several challenges, some are continuing (budget constraints) and some are unique to 2009 (early date). To achieve success, the planning must consider:

- The July 5-8, 2009, dates are earlier than customary practice (2010 will return to the usual third week of July dates). As a post-holiday week, there may be more conflict with personal vacation plans.
- Due to the holiday weekend, there may be fewer pre-conference sessions. Post-conference sessions are available, and the Galt House does have space now being held pending further planning committee decisions.
- The High Schools That Work conference in Atlanta, which typically draws 200-250 Kentucky attendees, will begin on Wednesday, July 8.

- Employment contracts, especially at area technology centers and community and technical colleges, make it critical the program is valuable to possible attendees to encourage them to attend during the summer, especially in a post-holiday week.
- The state budget is impacting all schools and institutions, meaning the program must meet professional development requirements in order to secure approved financial support.
- A continual challenge is to develop meaningful, exciting, value-added and useful presentations attractive to all potential attendees that will answer a question of why they should attend.

RESOLUTION: KACTE, at its annual meeting, passed a resolution urging a focus on academic integration in the program and invitations to academic teachers to participate. (copy attached)

PREVIOUS THEMES: In the six years since KACTE has provided the logistic management of the Summer Program, here are the themes:

- 2003 – The Power of 3: Engaging Educators
- 2004 – Impacting the Future: Innovations, Improvements, Inspiration
- 2005 – United for Learning: Academic, Technical, Leadership
- 2006 – Building Partnerships: Education, Community, Careers
- 2007 – Integration and Innovation: Family & Community, Business & Industry, Career & Technical Education
- 2008 – CTE Focus on Students: Learning, Earning, Serving

SUMMER PROGRAM BUDGET: The Annual CTE Summer Program budget is built to break even. Due to increasing attendance, over the previous years there has accrued a small carry-forward surplus of about \$45,000; however, much of this is needed to provide cash flow until income begins from the subsequent conference. The 2008 Summer Program registration fee was \$125 for KACTE members and \$175 for non-members. The 2008 Summer Program did meet its registration threshold (1,600) and income target. Although expenditure payments and accounting are on-going, it does appear the 2008 Summer Program again will result in a small surplus. The hope is the registration levels can be kept the same in 2009. The Galt House Hotel room rates remain unchanged for 2009.

TIMELINES: Due to the early dates, work flow timelines will require adjustment. Consensus was noted on a Jan. 20, 2009, date for receipt of calls for presentation; however, there is no prohibition to submitting calls for presentations before that date. The call for presentations will be updated and distributed following the establishment of a program theme and possible strands.

GENERAL DISCUSSION: Those present discussed for more than two hours several issues and items related to the Summer Program. The following is not intended as verbatim. It is hoped to capture a sense of the discussions.

- Postsecondary faculty and administrators, in general, do not attend the Summer Program. Many see it as a K-12 conference. Postsecondary faculty who do attend often are part of intra-discipline groups (e.g., welding, health science technology). Some of the lack of attendance is a communication problem; some is providing information earlier that will allow faculty members to make a case to their dean why they should attend. The Summer Program does not conflict with the KCTCS New Horizons conference; the focus is different.
- Broader participation in program planning – at the very least in identifying the strands and topics to be addressed in presentations – is needed. The Division for Career and Technical Education (DCTE), the Office of Career and Technical Education (OCTE) and the Kentucky Community and Technical College System (KCTCS) each could survey selected faculty and administrators to gather feedback data to share with the larger planning committee (which is to meet Sept. 25). In order to tabulate the data, the survey returns would be needed by Sept. 19.
- Attendees need hands-on activities that provide new methods of instruction, updates on technical elements or ways to reach students.
- All communication and publicity must frame the theme and strands to encourage potential participants to commit to attend.
- In addition to academic integration to include math and science, writing instruction is a critical need in Kentucky. It should be presented as a technical skill students need.
- While the participants agreed there should be – and if possible be more – student involvement in the program and at the conference, there are roadblocks. For instance, it may be difficult to create a showcase of students because of difficulty in getting them together in the summer.
- There could be more business and industry interaction, especially through site visits.
- Business and industry could be engaged through presentations and participation in interactive roundtable discussion groups. A few speakers could set the direction for subsequent roundtable discussions. Attendees can be asked to set at tables aligned by regions and clusters and including a representative of business and industry, administrators and faculty.

- An entertaining keynote is important, as are welcomes from dignitaries; but efforts should examine the availability and affordability of a keynote speaker who also will be able to present a learning message.
- The commercial exhibits are an important part of the Summer Program.

ACTIONS: The following actions stem from the meeting.

1. DCTE, OCTE and KCTCS will survey selected administrators and faculty to identify needed program elements, both broad-based and specific to program areas. Report due Sept. 19.
2. Convene a larger planning committee to include representatives from professional associations, program area consultants, and individuals from all levels of the CTE system to meet at the Galt House Hotel, Louisville, on Thursday, Sept. 25, 2008, 10 a.m.-4 p.m. (lunch provided). The goals will be: a) to consider 2008 evaluations and identify concerns to address; b) offer suggestions and ideas for improvement; c) establish the 2009 theme and possible strands; d) review events and amenities for appropriateness and enhancement; e) make assignments and form subcommittees as necessary (e.g., keynote speaker selection). This group also will serve to peer review all program submissions.
3. Design a “save the date” announcement message (PDF flyer) for distribution Sept. 1. Circulate a draft to review for appropriate wording to stimulate recognition and attendance from all levels of the CTE system.
4. Hold an executive committee (the group attending the Aug. 12 meeting, including Dr. James Stone and Dr. Tony Newberry) at Dr. Ahmed Sabie’s home on Thursday, Oct. 2, at 3 p.m., to be followed by a cookout. The goals are: a) review the larger planning committee recommendations; b) establish the timeline; c) finalize the call for presentations; and d) commit to specific actions.
5. Release the call for presentations on Oct. 6, 2009.

**2008 KACTE ANNUAL MEETING
ADOPTED RESOLUTION 3**

Professional Development Opportunities for CTE Integration

WHEREAS, the National Center, universities, and ACTE are advocating collaborative projects integrating academic and career and technical education curricula, and

WHEREAS, business and industry representatives have indicated career and technical education graduates need improved academic skills to be valued employees, and

WHEREAS, recent projects integrating academics and career and technical education courses such as the Interdisciplinary Construction Geometry Course have generated positive feedback from involved instructors stating that students are achieving at a higher rate and have a better understanding of academic content; and

WHEREAS, effective academic integration in career and technical education courses requires specific training for both academic and technical instructors;

THEREFORE BE IT RESOLVED that the Kentucky Association of Career and Technical Education recruit academic and technical integration workshop presenters with expertise in the area of integration for Summer Program 2009, and

BE IT FURTHER RESOLVED that KACTE market these workshops to secondary and postsecondary technical schools and their academic partners.

TO: KACTE Board

FROM: Mike Stone

SUBJECT: ***Executive Director's Report***
For the period April 26-Sept. 11, 2008

DATE: Sept. 11, 2008

IF KACTE is to truly grow and achieve success, it is obvious from the goals collected at the July 27 orientation and the *7 Measures of Success* self-assessment instrument:

- More focused action is needed
- By a broader number of participants
- Representing all levels, areas and disciplines of career and technical education (CTE).

For instance, one of the two most-suggested goals was, “publicize the benefits of CTE to improve the image of CTE statewide, including the possible use of outreach through television.” Accomplishing this goal involves more than gleaning stories of CTE success from the ACTE *Career Tech Update* and agency and school media advisories, writing a news release, and distributing it. Properly, it involves developing a public relations marketing plan, obtaining commitment from individuals to follow up on the plan’s elements, and evaluating whether the effort has any effect. For the most part, the needed resources are not money but the volunteer commitment of time to gather data, create a message, develop materials and follow up locally to encourage publication or broadcast; in short, to be visible and available as a resource.

The results of the self assessment indicate the Board sees KACTE as an average organization. It does not score well on use of data-driven strategies. The scores in adaptability and alliance building are at the very bottom of the mid-range.

The Board can use the goals list to specify which of the suggested goals it wishes to emphasize this year. In order to achieve long-term success, the Board will have to strengthen all *7 Measures* for a successful association.

In addition to the on-going, annual projects, the staff’s priority actions will be defined by the Board’s goal-setting at the Sept. 11 meeting.

Possible Action Items

One of the suggested goals is marketing insurance options. For the benefit of the new Board, I am attaching a memo I wrote last April regarding a survey to determine whether members and non-members would support raising dues if professional liability insurance were included as a universal benefit. At that time, I was unable to obtain price quotes from either of two recommended insurance brokers. The previous Board took no action, citing the need for more data and the potential harm of a dues increase on membership.

On Aug. 27, I spoke with Fred Wheeler, Forest T. Jones Co., ACTE’s insurance broker. He said, if KACTE provided professional liability insurance coverage to all members (approximately 625), the full coverage policy, including a “job action” provision that offers up to \$5,000 to contest demotions, suspensions, etc., would be:

- \$28 for \$2 million coverage, or
- \$25 for \$1 million coverage.

There is a \$500,000 coverage policy priced at \$18.75 per member; however, it does not include the “job action” provision.

KACTE Executive Director's Report – 2

These prices are current, and could increase by the time KACTE could raise dues to imbed the increase as a benefit for all members at next year's Annual Meeting. Wheeler did not think this would happen, but the possibility exists. Wheeler said the mechanism would be on a date set for the conversion, KACTE would send Forest T. Jones a check for the premium amount times the number of members to be covered along with a list of those members. Members would not have to complete any application forms. All listed would be covered, and any new members, provided they had no prior acts (joining after being sued in order to get coverage), would automatically be covered at no additional cost. On the anniversary date, the premium total would be recalculated and a new amount remitted.

Wheeler added the experience of the more than 60 educational associations participating in Jones-administered professional liability insurance programs is the benefit adds value, increases retention rates, and often helps in increasing membership.

Should the KACTE Board decide to present a dues increase to the 2009 Annual Meeting in order to imbed the premium in dues, the proposal can be fully vetted and presented to the membership. Sound fiscal management would suggest a dues increase larger than the proposed premium to allow for a potential increase. KACTE's dues have not changed since 2000. In addition, KACTE may wish to follow the newly amended ACTE constitution, which vests the power to set dues amounts with the executive board. Several state associations have this provision, which is recommended by association management experts.

Last year's Board suggested developing a DVD, CD, podcast or similar video advertisement for KACTE and the Summer Program. Guidance Vice President Johnetta Grant obtained a commitment from Ross DeAeth, who teaches communications at Eastside Technical Center in Fayette County, to assist in production. DeAeth did film portions of the Summer Program and is willing to make this a class project. A script must be written, and DeAeth needs guidance on the potential audience.

I will be completing the ACTE Quality Association Standards application in September. It appears ACTE will have five official seats at the 2008 ACTE Assembly of Delegates. According to the KACTE bylaws, the seats go first to the association's officers – president, president-elect, past-president, secretary, treasurer, ACTE Region 2 representative, and past-treasurer – second to the executive director, third to service area vice-presidents, fourth to other KACTE Board members, and finally to any member. The Board will have to determine: 1) who will be attending the convention, and 2) who will be submitted as delegates and alternates.

For November, due to Internal Revenue Service implementing new regulations, KACTE may have to adopt "whistle blower" guidelines and other items. I will research and present recommendations, if needed, at the Nov. 20, 2008, meeting.

Summary Items

Please note an opinion column I wrote for *Techniques Magazine* was published in the September issue.

Since the last meeting, tasks concentrated on the Summer Program. Please see the Assistant Executive Director's report for a summary of what can be described as a successful event. As also noted in that report, planning for the 2009 Summer Program is underway.

On May 20, I exhibited on behalf of KACTE at the KCTCS New Horizons Conference, and I also presented a workshop on the impact of the millennial generation on non-profit associations.

Executive Director's Report – 3

Kris or I met with Career and Technical Education Student Organization state advisers on May 21 and Aug. 7, and a third meeting is set for Sept. 10. KACTE supports this effort through production of a CTSO newsletter and promoting Entrepreneurial Education Week. The CTSO state advisers support KACTE's Student Organization Leadership Day, Career and Technical Education Month, and the Summer Program.

I participated on the planning committee for the International Technology Education Association conference, which will be held in Louisville March 25-28, 2009. The planning meetings were held June 20 and Aug. 20.

Kris and I have held several meetings with agency officials and KACTE officers to continue partnership building and plan 2008-2009 activities.

Executive Director's Report – 4

TO: KACTE Board

FROM: Mike Stone

SUBJECT: ***Dues Increase for Liability Insurance***

DATE: April 23, 2008

ON APRIL 15, 2008, Kris distributed a one-question e-mail survey to the 2007 Summer Program attendees for whom we had e-mail addresses. Discounting undeliverables, approximately 1,500 reached some e-mail destination. The single question was:

Would you consider paying KACTE membership dues of \$150 per year if \$1 million professional liability insurance for educators was included as a member benefit?

Results:

- 212 responses received, 14 percent of deliverable distribution
- 154 yes
- 52 no
- 6 no commitment with requests for additional information or comment
- 72.6 percent of respondents voted yes, they would join at \$150 if it included liability insurance
- Of the 154 yes votes, 60 received from current KACTE members
- Of the 52 no votes, 23 received from current members
- 83 members responded, 72.3 percent voted yes, they would join at \$150 if it included liability insurance
- 129 non-members responded, 72.9 percent voted yes, they would join at \$150 if it included liability insurance.

The current optional liability insurance for educators available through ACTE is \$99 per year for \$1 million. A copy of the ACTE-produced flyer on liability insurance is attached. An educator's professional liability policy from Oklahoma ACTE (copy attached) indicates a \$40 annual premium, of which \$26 is for the insurance, \$1.56 is for taxes, and \$12.44 is retained by Oklahoma ACTE for administrative expenses and profit. Conversation with Fred Wheeler, ACTE's insurance broker with Forest T. Jones Co., indicated a premium for state associations wishing to embed liability insurance in their dues structure would be less than \$75 per year. From the above information, the question was structured at \$150 per year dues, with \$50 included for the insurance premium, to be a conservative projection to not mislead the respondents. When an actual policy is quoted, it could be less than \$50, depending on what KACTE wished to do regarding fees and other potential dues increases.

At this time, Wheeler has not provided an updated quotation. I spoke with Susan at Chenault and Hoge Insurance in Frankfort, which is the Kentucky broker for the same company offering the Oklahoma ACTE liability insurance. She is researching a quote, but I have not received a response at this time.

When ACTE offered the comprehensive membership options, which for \$39 additional dues (a \$120 total at that time) included \$500,000 professional liability insurance, approximately 40 Kentucky members selected this option. Kentucky's total of comprehensive members was one of the largest in ACTE.

The question before the KACTE Board is whether to pursue a dues increase to include professional liability insurance as a member benefit? The KACTE Constitution (Article III, Section C5) requires dues for individual members to be set by a vote at the KACTE Annual Meeting.

Executive Director's Report – 5

KACTE Survey – 2

Additional Notes and Comments from Respondents:

As cited above, six respondents were non-committal. Their primary question was what coverage would be received for the premium paid? That cannot be definitively known at this time. The answer will depend on a specific quote from a selected carrier. If the Board chooses to embed liability insurance in dues, a marketing/informational campaign and promotional literature must be created.

Of those responding, 13 provided additional comments.

- Two suggested the insurance should be optional. (*NOTE:* Insurance currently is optional, at \$99 per year for \$1 million coverage. Embedding the insurance in dues is what allows a significantly lower premium.)
- Four indicated they would prefer to pay a higher KACTE dues including liability coverage rather than KEA dues.
- One suggested KACTE's actions would not be supported by the other CTE professional associations, which may offer some liability insurance coverage in their dues.
- One respondent reported his liability coverage is part of his homeowner's insurance. (*NOTE:* I have heard insurance brokers repeatedly say over the past three years this understanding is likely a misrepresentation of homeowner's liability coverage; that it would not apply to a professional work situation.)
- One person emphasized the need to explain the coverage limits.
- One respondent indicated KACTE dues at \$150 would be cheaper than other professional liability coverage the individual has in force.
- Three comments were particularly noteworthy:
 - I was not aware membership did not include liability insurance. Personally, I expect there to be liability insurance in a professional organization, and yes I want it. We in CTE ABSOLUTELY NEED as much liability insurance as possible. Classroom activities and travel with students put us at greatest risk of litigation. I am disappointed that it was dropped nationally. I encourage you to add this back as soon as possible.
 - I am discouraging new teachers from joining simply because we have no support at the state level for our salary. We, the state teachers, have no one speaking for us at the state level – unlike those represented by KEA. We work longer days, more days, have no planning period and receive less pay.
 - What benefits could I receive by joining KACTE? I know nothing about the organization. Literally nothing. (*NOTE:* I feel compelled to comment this response came from someone who attended the 2007 Summer Program, managed by KACTE, with KACTE literature included in receipt mailing and in the program.)

SOME KACTE MEMBERS – retirees and students – may not wish or need liability insurance. If the Board chooses to increase dues to embed liability insurance as a member benefit, it may wish to apply the increase only to the affiliate (individual) and associate dues categories.

TO: KACTE Board

FROM: Mike Stone

SUBJECT: *Goal Summary*

DATE: Sept. 11, 2008

AT THE ORIENTATION session for the 2008-2009 year, held at the Galt House Hotel on Sunday, July 27, 2008, President Ahmed Sabie asked each member of the KACTE Board to present one goal he or she would like to accomplish during the year. The following is a summary of those responses.

PLEASE NOTE the goals are ranked based on the number of Board members making the suggestion. Goal one and goal two were supported by three Board members each. Goal three was supported by two Board members. All the other goals were suggested by a single Board member; however, in several instances Board members said, in effect, "I agree with what he/she said," then added their own suggestion.

THESE GOALS ADD to KACTE's existing projects, which are:

- Work with Career and Technical Education Student Organizations, particularly in planning and conducting Student Organization Leadership Day (SOLD) in Frankfort during Career and Technical Education Month (February 2009).
- Manage planning and logistics for the 2009 Statewide Career and Technical Education Summer Program, to be held at the Galt House Hotel, July 5-8.
- Advocate for career and technical education before the Kentucky General Assembly and the U.S. Congress.
- Maintain communication through an updated KACTE website, www.kacteonline.org.

The Suggested Goals

1. Increase KACTE membership among professional associations, administrators and educational agencies.
2. Publicize the benefits of career and technical education (CTE) to improve the image of CTE statewide, including possible use of outreach through television.
3. Increase award nominations by 100 percent by encouraging representation from all program areas.
4. Promote the CTE career pathway by working with colleges, universities, Department of Education, Education Cabinet, Kentucky Community and Technical College System (KCTCS), Council for Postsecondary Education, school administrators, and guidance associations, including development of potential materials for recruiting students to pursue CTE teaching careers.
5. Identify industry certifications available for students and develop materials to promote benefits and costs of certifications.
6. Market professional insurance options to CTE educators.
7. Increase KCTCS participation in KACTE.
8. Develop KACTE leadership.

9. Increase awareness of Family and Consumer Sciences.
10. Market professional development opportunities available through ACTE/KACTE.

Measures Score Sheet

5							
4					4.0		
3	3.4	3.9		3.4		3.1	3.1
2			2.6				
1							
	Customer focus	Alignment	Data	Dialogue	CEO	Adaptability	Alliances

KACTE Report Form

FROM: KEN TALLEY

**KACTE BOARD POSITION: MEMBERSHIP
COMMITTEE CHAIR**

SUBJECT: BOARD REPORT

DATE: 8-25-08

**PERIOD COVERED IN REPORT: INITIAL 2008
REPORT**

Facts, Findings, Key Information:

DEVELOPING GOALS
CONSIDERING PROCEDURES
WELCOMING INPUT

Recommendations:

- THAT COMMITTEE MEET SOON TO REVIEW MEMBERSHIP LISTS, GOALS, OBJECTIVES.
- THAT DISTRICT POINTS OF CONTACT BE ESTABLISHED FOR DISTRIBUTION OF PROMOTIONAL MATERIALS.
- THAT DISTRICT LISTS OF MEMBERSHIP BE PROVIDED TO CTE COORDINATORS FOR SPECIAL RECOGNITION AT DISTRICT EVENTS.
- THAT FORMER MEMBERS BE SURVEYED FOR REASONS FOR NON-RENEWAL.
- THAT SCHOOL, DISTRICT, AND STATE MEMBERS BE ENCOURAGED BY E-MAIL TO INCLUDE "A PROUD MEMBER OF KACTE SINCE _____" (WITH KACTE LOGO) IN ALL E-MAIL CORRESPONDENCE.

Events, Upcoming Items, Special Events:

PRESIDENT SABE ADDRESSED NUMEROUS GROUPS AT KY CTE SUMMER PROGRAM IN JULY.
CHAIR TALLEY ADDRESSED 12 NEW TECH TEACHERS AND 8 SCHOOL-TO-CAREER STAFF IN JULY.

**CHAIR TALLEY WILL ADDRESS HIGH SCHOOL SCHOOL-TO-CAREER
LIAISONS AND CTE COORDINATORS IN SEPTEMBER.**

Original Signed
signature

KACTE Report Form

FROM: Dexter Knight

KACTE BOARD POSITION: Vice-President/Administration

SUBJECT: Increase visibility of Career and Technical Education programs

DATE:08/27/08

PERIOD COVERED IN REPORT:

Facts, Findings, Key Information: Suggest that we partner with KET to develop a promotional video promoting CTE in Kentucky.

Recommendations:

Events, Upcoming Items, Special Events:

signature

KACTE Report Form

FROM: Sheree P. Koppel

KACTE BOARD POSITION: Awards Chairperson

SUBJECT: Awards Process

DATE: 08-15-08

PERIOD COVERED IN REPORT: July - September

Facts, Findings, Key Information: The short application form we used for 2008 KACTE award winners seemed to work, as we had more applications than we have had in the past few years. I think, since it seemed effective, that we should work again this year with the short form. We gave five awards at the conference this year.

Can we determine from our database how many members have at least 27 years? I would like to suggest that we either run a report from our member database or send with the announcement of awards a form asking people for their number of years within the organization and what Board offices they may have held. These people should be recognized.

Recommendations:

1. I recommend, as committee chair, that we continue the use of the short form application and timelines we used in 2007-2008.
2. I recommend that we gather data on years of membership for all of our members so that WE identify members with 27 years in the organization and do not leave it to members to inform us of those years.
3. I recommend that the announcement of the awards and a copy of the nomination form go to all members in early December.

Events, Upcoming Items, Special Events:

None until December.

Sheree P. Koppel, Ed.D.

signature