



EXECUTIVE BOARD MEETING AGENDA

Saturday, May 21, 2016 • 10:00 AM – 4:00 PM

Rainier Room • Red Lion Hotel Seattle Airport

(Anticipated Action: I = Info; D = Discussion; A = Action)

- 10:00 AM**
- A. **Call-to-Order & Roll Call**
 - B. **Agenda Changes** (I/A)
 - C. **Calendar Update** (I/A)
 - D. **Consent Agenda** (I/A)
 - 1. Approval of January 30, 2016, Executive Board Meeting Minutes
 - 2. Financial Statements (April)
 - 3. Executive Committee Reports
 - 4. Section Reports (Written)
 - 5. Correspondence
 - E. **President Elect Candidates**
 - F. **Board Learning** (I)
 - 1. Webinar: iamcte.org / Curriculum Consortium
- 11:30 AM**
- G. **Reports of Agencies / Organizations (15 minutes each)** (I)
 - 1. OSPI Update – George Aszklar / Ken Emmil
 - 2. WTECB Update – Eric Wolf
 - 3. ACTE Update – Doug Meyer
 - 4. CTSO Update – Larry Howe
- 12:30 PM** **LUNCHEON – Olympic Room**
- 1:15 PM**
- H. **Committees Updates** (I/A)
 - 1. Legislative
 - a. 2017 Legislative Focus / State Races
 - 2. Professional Development
 - a. Region V Update – April 20-23, 2016 – San Diego
 - b. Summer Conference Update
 - 1. Section Grids / Master Grid
 - 2. Sunday Sessions Marketing – Sunday 1 HR & 3 HR Options
 - 3. Membership & Awards
 - a. Community Service Project (during SC in Spokane)
 - I. **2016-2017 Budget – Gene Wachtel / Tim Knue** (I)
 - J. **Review of Clock Hours** (A)
 - K. **Resolutions/Constitution/Bylaws – Lew Keliher** (A)
 - L. **Executive Session (Board Members ONLY)** (I/D)
 - M. **Report Back and Approval of Budget** (I/A)
 - N. **Out-of-State Travel Approval for 2016-2017** (A)
 - 1. ACTE Conferences & Seminars
 - ACTE Convention – November 30-December 2, 2016 – Las Vegas (Ex Comm/Ex Dir)
 - National Policy Seminar – March 12-15, 2017– Washington D.C. (Pres/Pres Elect/Ex Dir)
 - Region V Conference – April 6-8, 2017 – Rapid City, SD (Pres/Pres Elect/Ex Dir)
- 3:30 PM**
- O. **Section Updates Not in Writing / Verbal (3 minutes each)** (I)
- 4:00 PM**
- P. **For the Good of the Order / Adjournment**

May 2016

WA-ACTE Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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<i>8</i> Mother's Day	<i>9</i>	<i>10</i>	<i>11</i> FFA State Convention	<i>12</i> FFA State Convention	<i>13</i> FFA State Convention	<i>14</i> FFA State Convention WITEA Board Meeting
<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i> 10:00 AM -4:00 PM WA-ACTE Executive Board Meeting, Red Lion Seattle Airport
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June 2016

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July 2016

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August 2016

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18	19	20	21	22	23	24																																																																																				
25 Christmas Hanukkah	26 Kwanzaa	27	28	29	30	31																																																																																				



**EXECUTIVE BOARD
Meeting Minutes
Saturday, January 30, 2016**

Call to Order and Roll Call: The Washington ACTE Executive Board Meeting was called to order at 10:07 a.m. on Saturday, January 30, 2016, by President Lew Keliher. Tess Alviso, WA-ACTE Executive Assistant, conducted a roll call and determined a quorum was present.

Executive Board Present:

Executive Committee

PresidentLew Keliher
Past PresidentMichelle Spenser
President ElectGene Wachtel

Executive Board Representatives

Administration Shani Watkins
Business Education Mark Sabo
Career Counseling & Employment Readiness Terry Derrig
Family and Consumer Sciences Dawn Boyden
Marketing Education Darby Vigus
Industrial Technology Education John Davis
Health Sciences Terri Karkau

Executive Board Absent:

Agricultural Education Aubrey Markel
Skilled and Technical Sciences Ryan Nickels
Awards Chair (Ex Officio) Vern Chandler

Staff Present:

Executive Director Tim Knue
Executive Assistant Tess Alviso
Executive Assistant Franciene Chrisman

Guests Present:

CTSOs Larry Howe
OSPI George Aszklar
WTECB Eric Wolf

Agenda Changes:

- Added auction to Summer Conference Update
 - Shani moved that the agenda be approved. The motion was seconded by Mark and carried.

Calendar Update:

- The calendar had been changed back to the old format and not using Google Calendar anymore. Any updates should be sent to Tess.

Consent Agenda:

- Approval of November 7, 2015, Executive Board Meetings Minutes
- Financial Statements - December 2015
- Executive Committee Reports
- Section Reports
- Correspondence
 - Mark moved that the consent agenda be approved as presented. The motion was seconded by Darby and carried.

Board Learning:

- Resolutions
 - Proposed resolutions submitted in writing to Tim no later than July 1.
- President Elect
 - Nominations open from March 1 to May 1.
- Bylaws Changes
 - Suggested changes should be to Tim by May 1 for discussion at the May Executive Board Meeting.
- Strategic Plan Ideas
 - Update included in the books.
- Section Rebates
 - Sections are to let Franciene know if they want their rebate or donate it back to the Association.
- IamCTE Update
 - Washington ACTE has secured:
 - IamCTE.net
 - WeAreCTE.com
 - WeAreCTE.org
- WAVA Name Change (voting in February)
 - Washington Association of Career and Technical Administrators (WACTA)

OSPI Update (George Aszklar):

- On board with \$800,000 for CTSOs
- Working on developing automated framework process
- Working on website to be more user friendly
- Requesting the field's assistance on course equivalencies

WTECB Update (Eric Wolf):

- WIOA – workforce development laws
- New strategic plan
- Reauthorization of Perkins – federal priority
- Career Readiness
 - YouTube video
 - State conception of what career ready should be
- \$150,000 Governor Association's grant
- \$75 million JP Morgan Chase

CTSO Update (Larry Howe):

- 400 registered for CTSO Civic Engagement Day
- Possible \$15,000 grant from OSPI for professional development and student leadership (per program area)

Legislative Committee:

- CTE Minutes Formula
 - CTE minutes worth less with 1,080 minutes vs. 900 minutes
- MSOC Funding
 - SB 6415 & HB 2868
- Civic Engagement Day
 - Looking at week before or after last week of January for next year
- CTE Coalition Update
 - Handout

Professional Development Committee:

- Summer Conference Update
 - Sponsorships
 - Looking for sponsors for Summer Conference in addition to PEMCO
 - STEM Fuse sponsored Fall Conference
 - Speakers
 - Call for Presentations Handout
 - Deadline March 11
 - Sunday Sessions
 - Officially extending conference to begin on Sunday
 - Helps in planning
 - Increases clock hours
 - Exhibitors can present on Sunday
 - Auction (email from Vern)
 - Silent Auction items that people will bid on throughout the day
 - Basket sponsorship from organizations other than our sections
 - We need items that are experiences, personal and unique items, once-in-a-fantasy experiences
 - Handmade gifts
 - Tickets to sporting events, concerts, and shows

- Travel: Tie a travel package to a popular film, book, or current event. I am researching how organizations get airlines to donate airline tickets to non-profit organizations. Can anyone on the board point me in the right direction?
- Other thoughts for improving the auction?

Membership/Awards Committee:

- Community Service Project
 - Suggestions: book drive, food drive, wounded warriors, blankets for the homeless, blood drive, etc.
- Awards Requirements
 - Information including checklist in Board Book and on website
 - Deadline May 1
 - Quality Section Standards – all sections can win
 - Would like to see WAVA nominate their staff.

Resolution to Remove State-Mandated Assessments as a Graduation Requirement:

- Dawn moved that the resolution be approved as presented. The motion was second by John and carried.

Adjournment: The meeting was adjourned at 2:47 p.m.

Future Meetings:

- March 22, 2016, GoToMeeting
- May 21, 2016, 10:00 a.m. - 4:00 p.m., Red Lion Hotel, Seattle Airport
- August 6, 2016, 10:00 a.m. - 4:00 p.m., Davenport Grand Hotel, Spokane

WA-ACTE
BUDGET REPORT
April 2016

	April 2016	Year to Date	2015-2016 Budget	Actual to Budget	% of Budget
OPERATING REVENUES					
WA-ACTE Membership Dues	\$4,575.00	\$87,730.00	\$78,250	\$9,480.00	112.12%
Summer Conference Revenues	\$0.00	\$235,346.88	\$220,000	\$15,346.88	106.98%
Fall Conference	\$0.00	\$92,640.00	\$80,000	\$12,640.00	115.80%
OSPI Grant (Summer Conference)	\$0.00	\$0.00	\$14,000	-\$14,000.00	0.00%
WTECB	\$0.00	\$1,080.00			
Foundation Scholarships	\$0.00	\$0.00	\$3,000	-\$3,000.00	0.00%
PEMCO Partnership	\$0.00	\$2,000.00			
WOVE - Government Relations	\$0.00	\$6,000.00	\$6,000	\$0.00	100.00%
TOTAL BUDGET REVENUES 2014-2015	\$4,575.00	\$424,796.88	\$401,250	\$23,547	105.87%
BUDGETED EXPENSES					
Office Staff					
Salaries/Benefits & Related Taxes	\$16,975.49	\$167,795.75	\$203,528	-\$35,732.25	82.44%
Travel Expenses-Executive Director	\$288.51	\$8,513.29	\$8,000	\$513.29	106.42%
Contracted Office Help	\$0.00	\$0.00	\$500	-\$500.00	0.00%
Professional Fees		\$540.00	\$700	-\$160.00	77.14%
Staff Development	\$0.00	\$0.00	\$300	-\$300.00	0.00%
Total Office Staff Expenses	\$17,264.00	\$176,849.04	\$213,028	-\$36,178.96	83.02%
Office Expenses					
Postage	\$234.45	\$1,196.00	\$2,000	-\$804.00	59.80%
Supplies	-\$161.00	\$2,635.75	\$2,500	\$135.75	105.43%
Telephone/Electronic Communications	\$187.00	\$5,792.35	\$8,500	-\$2,707.65	68.15%
Computer Equipment & Software	\$0.00	\$4,894.36	\$500	\$4,394.36	978.87%
Computer Maintenance/Upkeep	\$0.00	\$559.43	\$1,000	-\$440.57	55.94%
Office-Utilities/Recycle/Custodial	\$310.47	\$9,882.82	\$5,000	\$4,882.82	197.66%
Office - Insurance/Bond	\$0.00	\$1,764.00	\$1,800	-\$36.00	98.00%
Office - Interest/Taxes	\$1,977.33	\$10,273.20	\$13,000	-\$2,726.80	79.02%
Printing Cost	\$0.00	\$0.00	\$2,000	-\$2,000.00	0.00%
Equipment Lease/Maintenance	\$1,195.49	\$5,709.52	\$9,000	-\$3,290.48	63.44%
Miscellaneous Association Expenses	\$0.00	\$1,053.16	\$1,000	\$53.16	105.32%
Total Office Expenses	\$3,743.74	\$43,760.59	\$46,300	-\$2,539.41	94.52%
Leadership Expenses					
WA-ACTE Executive Board	\$150.81	\$9,885.17	\$15,000	-\$5,114.83	65.90%
ACTE/Regional's	-\$94.62	\$10,650.66	\$10,000	\$650.66	106.51%
Substitute Days	\$0.00		\$1,000	-\$1,000.00	0.00%
Total Leadership Expenses	\$56.19	\$20,535.83	\$26,000	-\$5,464.17	78.98%
Educational Scholarships/Awards					
Teacher of the Year Scholarship	\$0.00	\$0.00	\$1,000	-\$1,000.00	0.00%
WA-ACTE Memorial Teacher Education Scholarship	\$0.00	\$0.00	\$1,000	-\$1,000.00	0.00%
Student Leadership Award	\$200.00	\$1,600.00	\$1,600	\$0.00	100.00%
Total Educational Scholarship/Awards	\$200.00	\$1,600.00	\$3,600	-\$2,000.00	44.44%
Association Activities					
Committee Assignment	\$0.00	\$0.00	\$1,500	-\$1,500.00	0.00%
Summer Conference	\$0.00	\$61,083.63	\$65,000	-\$3,916.37	93.97%
Related Conferences	\$0.00	\$23,912.51	\$25,000	-\$1,087.49	95.65%
Total Association Activities	\$0.00	\$84,996.14	\$91,500	-\$6,503.86	92.89%
Contracted Services					
Attorney	\$0.00	\$0.00	\$1,000	-\$1,000.00	0.00%
Accountant	\$350.00	\$3,500.00	\$4,200	-\$700.00	83.33%
Bank Charges	\$0.00	\$8.00	\$1,000	-\$992.00	0.80%
Total Contracted Services	\$350.00	\$3,508.00	\$6,200	-\$2,692.00	56.58%
Cash Reserve Fund					
Mortgage Principle			\$7,000		
Add to Cash Reserve			\$0		
Total Cash Reserve		\$0.00	\$7,000		
TOTAL BUDGETED EXPENSES 2015-2016	\$21,613.93	\$331,249.60	\$393,628	-\$55,378.40	84.15%

WA-ACTE
STATEMENT OF REVENUES AND EXPENSES
AND CHANGES IN FUND NET ASSETS
For Month Ended April 30, 2016 and April 30, 2015

	Month Ended 4/30/2016	Month Ended 4/30/2015
OPERATING REVENUES:		
WA-ACTE Membership Dues	\$87,730.00	\$66,100.00
Summer Conference Revenues	\$235,346.88	\$218,763.00
OSPI Grant	\$0.00	\$12,000.00
Fall Conference	\$92,640.00	\$84,925.00
Grants - Others	\$3,080.00	\$3,000.00
WOVE- Government Relations	\$6,000.00	\$6,000.00
Total Operating Revenues	\$424,796.88	\$390,788.00
OPERATING EXPENSES:		
Office Staff	\$176,849.04	\$176,128.76
Office Expenses	\$43,760.59	\$32,577.83
Leadership	\$20,535.83	\$22,156.01
Educational Scholarships/Awards	\$1,600.00	\$1,200.00
Association Activities	\$84,996.14	\$92,911.46
Contracted Services	\$3,508.00	\$4,162.94
Total Operating Expenses	\$331,249.60	\$329,137.00
OPERATING INCOME (LOSS)	\$93,547.28	\$61,651.00
NON OPERATING REVENUES (EXPENSES)		
Interest Income	\$15.69	\$11.31
Depreciation Expense	\$0.00	\$0.00
Non-Operating Expenses	\$0.00	\$0.00
Non-Operating Income	\$3,098.46	\$785.02
Total Nonoperating Revenues (Expenses)	\$3,114.15	\$796.33
CHANGES IN NET ASSETS	\$96,661.43	\$62,447.33
TOTAL NET ASSETS, Beginning of Year	\$266,507.96	\$229,326.85
TOTAL NET ASSETS, End of Year	\$363,169.39	\$291,774.18

WA-ACTE
STATEMENT OF NET ASSETS
For Month Ended April 30, 2016 and April 30, 2015

	Fiscal Year Ended 4/30/2016	Fiscal Year Ended 4/30/2015
ASSETS:		
Checking Accounts	\$141,202.98	\$79,354.32
Accounts Receivable	\$0.00	\$0.00
Prepaid Expenses	\$250.00	\$0.00
Property and Land	\$407,018.00	\$412,540.00
TOTAL ASSETS	\$548,470.98	\$491,894.32
LIABILITIES:		
Loan Payable - House	\$174,006.59	\$179,199.14
Accounts Payable	\$38.00	\$11,317.00
Accounts Payable - Flowthru	\$4,015.00	\$2,830.00
TOTAL CURRENT LIABILITIES	\$178,059.59	\$193,346.14
Unearned Revenues	\$7,242.00	\$6,774.00
TOTAL NET ASSETS	\$363,169.39	\$291,774.18
TOTAL NET ASSETS AND LIABILITIES	\$548,470.98	\$491,894.32

Executive Director's Report

Submitted By: Tim Knue

Date Submitted: May 2016

1. Activities Since the Last Report:

a. March

- i. Skamania Lodge – Lunch presentation
- ii. Spokane Visitor Center – Lunch presentation
- iii. ACTE State Leaders Conference call
- iv. Officer Team meeting – GoToMeeting
- v. State Board of Education - 24 Credit Implementation Workshop
- vi. LEV Breakfast – CTE promotion

b. April

- i. Strategy meeting, LEV / MIC / WBA
- ii. Officer Team meeting – GoToMeeting
- iii. Region V – Preparation for bid to host Region V in 2017
- iv. PESB – meeting
- v. OSPI meeting – Ken Emmil
- vi. Webinar - Today's CTE: A Dead-End Track, or a Path to the Middle Class? Hosted by Fordham Institute
- vii. CTE Foundation – Met with Steve Lehey & Ralph Ibarra – Tacoma
- viii. Professional development committee meeting – GoToMeeting
- ix. Region V Conference – San Diego
- x. ACTE State Leaders Conference call
- xi. Skill Center Directors meeting – GoToMeeting
- xii. Officer Team meeting – GoToMeeting
- xiii. ACTE Webinar - Peer Recognition in the CTE Community
- xiv. Began Meetings Without Walls course review – Weekly Webinar
- xv. OSPI – Ken Emmil meeting – Olympia
- xvi. LEV – Jene Jones meeting – Olympia
- xvii. OSPI Leadership Equivalency meeting – Burien

c. May

- i. SBCTC call to plan presentation to the SBCTC board
- ii. Met with accounting review team from Centralia CC
- iii. Met w/ Brendon O'Conner, PESB CTE policy update
- iv. PLTW meeting w/ Ed Dennis & Diane Lashinsky
- v. WTCB meeting - 2017 CTE Showcase of Skills
- vi. Blueprint for Closing the Construction Skills Gap – breakfast meeting – Seattle
- vii. Officer Team meeting – GoToMeeting
- viii. Met with Chris Reykdal – Olympia
- ix. WA-ACTE Leg Committee Meeting – GoToMeeting
- x. WAVA Northern Meeting – Call in
- xi. WA-ACTE Executive Board Meeting – SeaTac

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-ACTE President

Submitted By: Lew Keliher

Date Submitted: 5/10/16

1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve):

As a member of the executive board I was able to travel to San Diego for the Region V ACTE conference. The conference had session on how to better support our members and in turn better educate our students. I also had the pleasure to present on lab safety and classroom management in CTE programs.

2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (*for information purposes only*):

Find a quality President –elect candidate

3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education (*for information purposes only*):

WA-ACTE needs to stay involved with the equivalency discussion group headed by George Aszklar. Decisions will be made in how Frameworks and student leadership will be dealt with in the state.

4. Other Comments/Suggestions:

5. Upcoming Meetings or Conferences:

Summer conference in Spokane, I hope to see you all there.

Items Requested to Be Placed on Board Agenda for Discussion

(Only include items that require Board discussion or action. These will be placed on the Board meeting agenda at the discretion of the President.)

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WAVA

Submitted By: Shani Watkins

Date Submitted: March 7, 2016

1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve):

Two major accomplishments since the last report:

- A. WAVA members voted for a new name: Washington Association of Career and Technical Administrators (WACTA)
- B. A technical fix to the bylaws was voted in by membership – the president-elect position is a three year term, president-elect, president, and past-president.

2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (for information purposes only):

Funding, funding, funding – CTE directors and Skills Center Directors are VERY concerned with the lack of funding for CTE.

3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education (for information purposes only):

4. Other Comments/Suggestions:

Thank you, Tim, for continuing to work and partner with others to move the CTE agenda forward.

5. Upcoming Meetings or Conferences:

Next meeting is scheduled for April 21st and will be rescheduled because several members will be at the Region V meeting in San Diego, CA.

Items Requested to Be Placed on Board Agenda for Discussion

(Only include items that require Board discussion or action. These will be placed on the Board meeting agenda at the discretion of the President.)

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WSBEA

Submitted By: Mark Sabo

Date Submitted: May 04, 2016

- 1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve):**
 - N/A
- 2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (*for information purposes only*):**
 - Primary concern is MSOC funding.
- 3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education**
 - N/A
- 4. Other Comments/Suggestions:**
 - BAM Fall conference will be held in Bellevue, WA October 13-15, 2016 at the Red Lion.
 - Website upgrade is in final stages.
- 5. Upcoming Meetings or Conferences:**
 - **WSBEA Board Meeting – May 7, 2016**
 - **BAM 2016 Conference – October 13-15, 2016 in Bellevue, WA**
 - **WSBEA Annual Meeting – August 6, 2016 in Spokane, WA**

Items Requested to Be Placed on Board Agenda for Discussion

(Only include items that require Board discussion or action. These will be placed on the Board meeting agenda at the discretion of the President.)

REPORT TO THE WA-ACTE EXECUTIVE BOARD

WA-CCERSection

Submitted By: Terry B. Derrig; CO-President

Date Submitted: 3/9/16

- 1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve):**
 - a. Discussed Professional Development opportunities and believe that a PD would be available in the fall.
 - b. JWG is having their annual Career Development Conference and this year WSL/WBL and Career Choices students are invited
 - c. Bank account and UBI roll over is almost complete
 - d. WA-CCER scholarship document is being updated & will be distributed
 - e. WA-CCER Member of the Year Award was updated; will be distributed by newsletter to members and WAVA members (must be WA-CCER & WA-CTE member
 - f. WA-CTE Summer conference was discussed, especially the need for guest speakers
- 2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (*for information purposes only*):**
- 3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education (*for information purposes only*):**
- 4. Other Comments/Suggestions:**
- 5. Upcoming Meetings or Conferences:**

WA-CCER will have another Go-To-Meeting to continue working on Awards, Scholarships, PD

REPORT TO THE WA-ACTE EXECUTIVE BOARD

Submitted By: Dawn Boyden, WA-FACSE Section Co-President

Date Submitted: May 1, 2016

1. Accomplishments Since the Last Report (please identify the strategic plan goal/objective each activity seeks to achieve):

Quality Association Improvement

- Attended Region V Conference in San Diego. Dottie Record and I participated in Leadership 101 training. Taught a breakout session on incorporating Google Classroom in CTE Programs.
- Attended Program Development GoToMeeting in March.
- Completing speaker arrangements for summer conference and submitted completed grid to Franciene.
- Annual FCS Conference committee is planning our conference for October with WA-FCS. Conference grid to be completed by June 1 and registration will be open on that date through RegOnline.
- Attended last part of WA-ACTE Board GTM on March 22.
- Assisted our Awards Committee Co-Chairs and Executive Director in completing Quality Section Award application and inputting two awards nominations in the ACTE awards portal.

Advocacy and Promotion - Taught WSU students about WA-FACSE and OSPI's FCS Safety Curriculum Resources.

2. Emerging Critical Issues/Concerns for WA-ACTE and/or Your Section (for information purposes only):

Our section president-elect resigned her position in March due to multiple family issues and a job change. As a result, Andrea Ancich and I have agreed to continue another year as co-presidents. This is our third president-elect to resign in the last 6 years.

3. Emerging Critical Issues/Concerns for the Field of Career and Technical Education (for information purposes only):

4. Other Comments/Suggestions:

WA-FACSE Board members continue to express concern about changing dates for GoToMeetings, or short notice, sometimes only 2-3 business days, making it impossible for members to attend due to prior time commitments. We understand if emergencies arise, but whenever possible, more notice would be appreciated.

5. Upcoming Meetings or Conferences: Washington 2016 FCS Conference - October 23 - 25 at Great Wolf Lodge in Grand Mound, WA.

March 17, 2016

Tim Knue
Executive Director, WA-ACTE
PO Box 315
Olympia, WA 98501-0315

REGARDS: Marketing Communications, 1st place, Woodinville High School

Dear Mr. Knue

Thank you so much for the \$280 award for placing first in the Marketing Communications Team Decision Making category. We are honored to have received this award, and the reduced expenses to help in advancing on to Nationals are highly appreciated.

This is our second year participating in DECA and is also our first time advancing to ICDC. Beginning in December, ICDC was always our goal, and we worked so hard to make it a reality. Now that we have made it, we intend to practice and study hard in order to fully take advantage of this experience. We are very thankful for this opportunity which has been made possible through supportive people in our community, such as yourself. We are hoping to proudly represent Washington state at competition, and will make sure to make the most of this truly amazing opportunity and privilege.

Thank you for helping to support us in our journey through this wonderful experience. We are so appreciative for this opportunity and your help through funding us with this award. On behalf of all of the Woodinville High School students, teachers, as well as the community of WA-DECA, thank you for your continued support.

Sincerely,



Libby Held and Kenzi Oates
Woodinville High School

May 14, 2016

Tim -

Wow. You really did it. Rarely do people express support and then actually follow through so promptly.

Thank you very much for the association's endorsement and support for my 2016 re-election campaign. Here's hoping we can get it done in 2017!

-Christine



JULY 2015 – JUNE 2016 MEMBERSHIP REPORT FOR THE MONTH ENDING APRIL 30, 2016

Previous Month	1727
New	+ 10
Rejoin	+ 17
Expired	- 7
Current Month	1747

	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	4/15	5/15	6/15 2016 Goal Retention	+/- % Goal Retention	Fiscal Year Net Gain/Loss
WA-ACTE	1806	1619	1609	1717	1735	1709	1708	1712	1727	1747	1580	1643	1729	1%	18
ACTE	480	469	483	514	517	494	485	492	487	484	446	444	471	3%	13

	4/16	4/16	6/15	6/15 2016 Goal Retention	+/- % Goal Retention	Non-Renewals July 2015 - June 2016
	Paid Section Dues Thru WA-ACTE	Self-Designated Section	Paid Section Dues Thru WA-ACTE	Self-Designated Section		380
WAVA	252	347	139	361	-4%	60
WAAE	33	186	28	170	9%	34
WSBEA	147	274	156	274	0%	55
WACCER	51	98	54	110	-21%	31
FACSE	259	328	216	343	-4%	64
WAME	57	101	59	90	12%	16
WITEA	300	474	304	407	16%	97
WASTS	65	189	76	202	-6%	41
HSCTE	41	69	37	74	-7%	14



**WA-ACTE EXECUTIVE BOARD
REVIEW OF CLOCK HOUR PROGRAMS
INSERVICE EVALUATION SUMMARIES**

List of Clock Hour Programs Held Between May 1, 2015, and April 30, 2016:

- [ACTE Region V Leadership Conference - April 20-23, 2016](#)
- [ACTE's CareerTech VISION 2015 - November 19-22, 2015](#)
- [WA-ACTE Fall STEM & ARTS Conference - November 5-6, 2015](#)
- [WA-ACTE Summer CTE Conference - August 10-12, 2015](#)
- [Engineering and CTE - Great STEM Partner - August 9, 2015](#)
- [Reaching Distinguished with Google Forms & Quizlet - August 9, 2015](#)
- [Science and the Food Supply - August 9, 2015](#)
- [New CTE Directors' Workshop - August 9, 2015](#)
- [Being the Best Teacher Ever - August 9, 2015](#)
- [FBLA Advisor Training - August 9, 2015](#)
- [First Aid & CPR Renewal - August 9, 2015](#)
- [Exploratory STEM Course Training in Engineering - August 8-12, 2015](#)
- [CASE Institute - July 6-16, 2015](#)
- [PLTW Core Training Institutes - June/July 2015](#)
- [Assembly and Integration of Rostock MAX 3D Printer - June 24-26, 2015](#)
- [A Workshop on Launch: STEM for Elementary Students - June 12, 2015](#)

Summary of Evaluations

<http://wa-acte.org/evalsum.php>

Review of Summaries

Action by the Washington Association for Career and Technical Education Executive Board.

Submitted by

Tess Alviso, Executive Assistant

WA-ACTE Agency Record Keeping Designee



POLITICAL ACTIVISM

CONTINUING RESOLUTION 1

WHEREAS, Activism in the legislative and political process is crucial to the success of Career and Technical Education; and

WHEREAS, Career and Technical Education is equipment and technology intensive and high cost, requiring legislative support; and

WHEREAS, Communication of program successes will insure continuation of Career and Technical Education inclusion in ongoing educational reform; and

WHEREAS, The education of parents, business, community, and government leaders is essential to garner support for Career and Technical Education programs; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education encourage section leadership and their members to increase their level of involvement and activism in the legislative and political process in order to supply justification for strong Career and Technical Educational opportunities for all students and that the association provides inservice training on political involvement.

RESOLVED, That WA-ACTE sections encourage increased participation by leadership and their members in the Legislative Policy Seminar.



PROFESSIONAL DEVELOPMENT

CONTINUING RESOLUTION 2

WHEREAS, The Washington State legislature continues calling for education reform including changing roles for teachers, guidance personnel, and administrators; and

WHEREAS, All reform initiatives call for changing roles of educators and the related professional development needed for members of the Washington Association for Career and Technical Education; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education maintains a professional development standing committee which will propose various strategies to meet the professional development needs of the Washington Association for Career and Technical Education members.

RESOLVED, That the Office of Superintendent of Public Instruction (OSPI), Professional Educators Standards Board (PESB), State Board for Community and Technical Colleges (SBCTC), Workforce Training and Education Coordinating Board (WTECB), Association of Washington Business (AWB), and the Business Roundtable continue to be invited to participate with the Washington Association for Career and Technical Education Professional Development opportunities.



CAREER AND TECHNICAL EDUCATION FUNDING AND ECONOMIC DEVELOPMENT

CONTINUING RESOLUTION 3

WHEREAS, Career and Technical Education provides for the development of a skilled workforce serving over 357,878 (2013-2014 Perkins annual report)* students annually; and

WHEREAS, The development of the workforce is essential to the economic health of the state; and

WHEREAS, Career and Technical Education is an integral part of the educational system; and

WHEREAS, Preparation for work and careers is vital to the state's education efforts; and

WHEREAS, All Career and Technical Education programs are very equipment and technology intensive; and

WHEREAS, Effective Career and Technical student leadership organizations require strong support from a teacher/advisor; and

WHEREAS, Continuous improvement and innovation requires seeking new ideas and strategies that can be applied at the classroom level; and

WHEREAS, Funding in Career and Technical Education has limited resources for equipment and technology, Career and Technical student leadership organizations, and innovative projects; and

WHEREAS, Tenuous Federal resource levels for Career and Technical Education can further impact the ability of the state to provide meaningful Career and Technical Education programs for students; therefore, be it

RESOLVED, that we encourage the continued work of the legislature Quality Education Council, and the funding taskforce to recognize the value of Career and Technical Education and provide the required resources to sustain and grow relevant and rigorous Career and Technical Education programs.

RESOLVED, That the Washington Association for Career and Technical Education partner with other education, business, and labor organizations to obtain support for required resources for Career and Technical Education programs to greater drive economic development at the local, regional, and state levels.

*www.wtb.wa.gov/documents/carreport2014.pdf

Adopted by: WA-ACTE Delegate Assembly 8/19/96
Amended: 8/10/15



LEADERSHIP DEVELOPMENT

CONTINUING RESOLUTION 4

WHEREAS, Leadership within Career and Technical Education Programs is essential to the development of a world class workforce; and

WHEREAS, The development of quality leadership begins with membership in professional organizations and is enhanced through professional development and peer mentoring; and

WHEREAS, The creation of a system which encourages leadership development and leads to continuous improvement; and

RESOLVED, The Washington ACTE believes administrative internship program provides valuable professional development to potential Career and Technical administrators.

RESOLVED, That the Washington Association for Career and Technical Education work collaboratively with the Office of Superintendent of Public Instruction and WAVA to maintain and continually update the Administrative Internship program.

RESOLVED, That the Administrative Internship program curriculum contain information on the value of belonging to professional associations and that involvement in professional association activities, such as Legislative Policy Seminar, Summer Conference, WOVE Legislative Update, and 100% membership is an expectation.

RESOLVED, That the Administrative Interns join WAVA and WA-ACTE.

RESOLVED, That the Washington Association for Career and Technical Education provide professional development opportunities in leadership at multiple levels within Career and Technical Education.

Adopted by: WA-ACTE Delegate Assembly 8/19/96
Amended: 8/10/15



COMMITTEE FOCUS ON RECRUITMENT AND RETENTION

CONTINUING RESOLUTION 5

WHEREAS, A professional Association must meet the needs of its membership; and

WHEREAS, Washington Association for Career and Technical Education has a rapidly retiring membership; and

WHEREAS, Washington Association for Career and Technical Education has a need to attract new, younger members in order to sustain and build as an organization; and

WHEREAS, The teaching profession has changed in workload and intensity, we must meet the needs of members that keep them in CTE classrooms; and

WHEREAS, WA-ACTE must inform CTE educators of the many benefits of continuing membership including professional development, advocacy of CTE and supporting legislation, and networking opportunities; and

WHEREAS, It is essential that association member needs are identified and met to ensure the retention of WA-ACTE members; and

RESOLVED, That the Washington Association for Career and Technical Education and WA-ACTE sections gather information on the needs and activities that would benefit the membership of our association.

RESOLVED, That the findings shall be submitted to the Washington Association for Career and Technical Education Membership Committee on an annual basis, for recommendations to the Washington Association for Career and Technical Education Executive Board.

RESOLVED, That the WA-ACTE work with the Office of Superintendent of Public Instruction (OSPI) and WAVA- An Association of Career and Technical Education Administrators to obtain a current list each year of all CTE teachers in the state in order to share professional opportunities which include, but not limited to, membership benefits, conference participation, and other services available.



EQUITY AND DIVERSITY

CONTINUING RESOLUTION 6

WHEREAS, Career and Technical Education's purpose is to expand, improve, modernize, and develop quality Career and Technical Education programs in order to meet the needs of the state's and nation's existing and future workforce for marketable skills to improve productivity and promote economic growth; and

WHEREAS, Individuals must not be excluded from participation in, be denied the benefits of, or be subjected to discrimination in Career and Technical Education programs or in the workforce because of national origin, race, age, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous arrest, previous incarceration, or a disability; and

WHEREAS, Individuals must be assured full access to quality Career and Technical Education programs by individuals who are disadvantaged, disabled, students entering nontraditional occupations, single parents or homemakers, individuals with limited English proficiency, and individuals incarcerated in correctional institutions; and

WHEREAS, Equal opportunity in education is fundamental to equality in all forms of human endeavor, especially in the work place; and

WHEREAS, Practices of discrimination often exist unconsciously and through practices long enshrined in tradition; and

WHEREAS, The strengths of our society are built upon the contributions of our diverse cultures; and

WHEREAS, Washington Association for Career and Technical Education recognizes that diversity and equity in the educational environment will foster cultural awareness, mutual understanding, and respect; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education continue to support the development and implementation of Career and Technical Education program standards which emphasize principles of equity, thus informing students and workers of their rights to a non-discriminating education and work environment.

RESOLVED, That the Washington Association for Career and Technical Education is committed to developing and using equitable practices within the association.

RESOLVED, That the Washington Association for Career and Technical Education work with other agencies and organizations to increase the participation of diverse student populations in Career and Technical Education.

Adopted by: WA-ACTE Delegate Assembly 8/11/03

Amended: 8/10/15



ACCOUNTABILITY

CONTINUING RESOLUTION 7

WHEREAS, One of the goals of the Washington Association for Career and Technical Education is to improve the public perception of Career and Technical Education; and

WHEREAS, The Washington Association for Career and Technical Education is the leading voice for Career and Technical Education in Washington State; and

WHEREAS, Data collection must be improved to adequately demonstrate the benefits and accomplishments of Career and Technical Education to prepare a well-educated and competitive workforce for a global economy; and

WHEREAS, The Workforce Training and Education Coordinating Board reported in its annual report* on CTE that 95% of employers reported satisfaction with new employees who were program completers as evidenced by survey responses; therefore, be it

RESOLVED, That the Washington Association for Career and Technical Education encourages the Office of Superintendent of Public Instruction (OSPI), State Board of Education (SBE), Professional Educator Standards Board, and the Workforce Training and Education Coordinating Board (WTECB) to secure a collection of data at the state level that demonstrates the value of Career and Technical Education toward the development of a competitive workforce.

RESOLVED, That the data related to CTE collected be utilized to provide rationale to the legislature for their support of Career and Technical Education as an integral part of Basic Education and continued funding.



HIGH SCHOOL GRADUATION AND DROPOUTS

CONTINUING RESOLUTION 8

WHEREAS, Any student dropping out of school is unacceptable; and

WHEREAS, The Washington State Institute for Public Policy has determined that the cost to the state of Washington for each student who drops out is \$10,500 per year per student for the rest of that student's life; and

WHEREAS, The Office of Superintendent of Public Instruction (OSPI) established, in 2004, incremental improvement goals to reach the 85 percent goal of on-time high school graduation rates by 2014; and

WHEREAS, The on-time state graduation rate for the graduating class of 2014 is 82.9% and CTE completers rate is 91.4%*; and

WHEREAS, The 2015 legislature passed an operating budget which provides funds for the systemic development of statewide dropout prevention and intervention programs, including Jobs for Washington's Graduates (JWG) and the Building Bridges Program; and

WHEREAS, the provision of Career and Technical Education programming is an essential intervention for dropout prevention and intervention and Career and Technical Education student completers graduate at a higher rate; therefore, be it

RESOLVED, That WA-ACTE supports the continued funding and development of statewide dropout prevention initiatives that encourages local Career and Technical Educators to work with their school district in building programs that utilize effective interventions such as JWG, the Building Bridges Program, and Career and Technical Student Organizations.

RESOLVED, That Career and Technical Education is recognized as a best practice in assisting students to graduate on time and as a vehicle for student re-engagement.

*OSPI CTE Stakeholder Report August 2015



TEACHER PREPARATION / RECRUITMENT / RETENTION

CONTINUING RESOLUTION 9

WHEREAS, The CTE profession is experiencing a loss of pre-service teacher education programs and funding for them; and

WHEREAS, There is an unacceptable shortage of CTE teachers exacerbated by an increase in teacher retirements; and

WHEREAS, There is a need to attract new teachers and to increase teacher diversity in order to sustain and expand current programs and implement new programs; and

WHEREAS, Recruitment and retention is critical to the ongoing success of CTE programs; and

WHEREAS, Many new teachers leave the profession after the first few years of teaching; therefore, be it

RESOLVED, That WA-ACTE and WA-ACTE sections market the teaching profession with students as a viable career opportunity.

RESOLVED, That the sections of Washington ACTE create a New Teacher Mentorship Program to assist new teachers.



ADDITIONAL RESOURCES

CONTINUING RESOLUTION 10

WHEREAS, The CTE Congressional Caucus is working tirelessly for Career and Technical Education at the national level; and

WHEREAS, The CTE Congressional Caucus could be influential in the development of new federal resources; and

WHEREAS, States need resources in addition to Carl D. Perkins Career and Technical Education Act; and

WHEREAS, State CTE Programs educate and train secondary and postsecondary students to meet the increasing demands of business and industry; and

WHEREAS, Career and Technical Education Exploratory Programs are valuable to middle school and junior high students; and

WHEREAS, CTE Programs and student leadership programs are recognized as a Best Practice in graduating students on time; and

WHEREAS, Additional resources are needed to support program and instructor certification to meet industry standards; and

WHEREAS, Equipment and technology needs are intensive in CTE Programs nationwide and should be federally funded; and

WHEREAS, A quality teacher mentoring program, according to the research, is essential in teacher retention especially during the first five years; and

WHEREAS, The creation of a federal incentive for school districts with a certified CTE administrator would assist in preventing the further erosion of qualified CTE administrators; and

WHEREAS, Federal startup funds for new and innovative CTE Programs would assist states in targeting high demand fields; therefore, be it

RESOLVED, That WA-ACTE work with the National Association for Career and Technical Education and the Congressional Caucus to secure additional resources for Career and Technical Education such as:

- | | | |
|--|--|---------------------------------------|
| • administrative stipend | • middle school exploratory activities | • equipment and technology |
| • instructors and programs certification | • start-up funds for new programs | • mentoring programs for new teachers |
| • support for CTSOs | • career pathways | • pre-apprenticeships |



STUDENT LEADERSHIP

CONTINUING RESOLUTION 11

WHEREAS, Student leadership is an integral part of Career and Technical Education Programs; and

WHEREAS, CTE student leadership is a proven means of increasing student engagement in schools resulting in higher graduation rates; and

WHEREAS, CTE student leadership provides the personal development and workplace skills desired by business and industry; and

WHEREAS, CTE student leadership offers benefits to all secondary (Grades 7-12) students in Washington State; and

WHEREAS, CTE student leadership organizations in Washington State require statewide leadership (state directors); and

WHEREAS, Current legislation provides for student leadership organization support at the state level; therefore, be it

RESOLVED, That WA-ACTE, their section leadership, and members lobby legislative members, along with business/industry supporters to provide a structure for adequate financial support for current approved Career and Technical Student Leadership Organizations (DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and WCTSMA) and potential future organizations.

RESOLVED, That WA-ACTE, their section leadership, and members encourage OSPI to amend the CTE Standards to require the use of state-approved Career and Technical Student Organizations (CTSOs) in order to meet student leadership requirements.

Adopted by: WA-ACTE Delegate Assembly 8/14/11
Amended: 8/10/15



WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
CONSTITUTION

Amended by the Delegate Assembly
August 10, 2015

Article I ~ Name

The name of this organization shall be the WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION. This organization declares its relation to the Association for Career and Technical Education as an affiliated state Association.

Article II ~ Object

The object of the Washington Association for Career and Technical Education shall be to promote and improve the cause of Career and Technical Education to the state of Washington and to render service to its members; to pledge active assistance and support in promoting the program outlined by the Association for Career and Technical Education in the fulfillment of purpose and objectives.

Article III ~ Members

- A. To be eligible for membership in the Washington Association for Career and Technical Education, a person shall be engaged or interested in Career and Technical Education work of a professional nature and/or hold a Career and Technical Education teaching certificate.
- B. All members shall have the right to vote and hold office in the Washington Association for Career and Technical Education or in any section.

Article IV ~ Affiliated Sections

- A. A Section shall consist of a group of seventy-five (75) members of the Washington Association for Career and Technical Education engaged in a specific instructional or service area of Career and Technical Education.

- B. Sections now recognized as affiliates are:

- WAVA-An Washington Association of Career & Technical Education Administrators (WACTA WAVA-ACTEA)
- Washington Association of Agricultural Educators (WAAE)
- Washington State Business Education Association (WSBEA)
- Washington Career Counseling & Employment Readiness (WA-CCER)
- Family and Consumer Sciences Educators (FACSE)
- Washington Association of Marketing Educators (WAME)
- Washington Industrial Technology Education Association (WITEA)
- Washington Association of for Skilled & and Technical Sciences (WASTS)
- Health Science Career & and Technical Educators (HSCTE)

Article V ~ Officers

The officers of the Washington Association for Career and Technical Education shall be the President, President Elect, and Past President.

Article VI ~ Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern the proceedings of the Washington Association for Career and Technical Education.

Article VII ~ Amendment

This Constitution may be amended at any annual meeting of the Delegate Assembly by a 3/4 vote, provided that the text of the proposed amendments shall have been sent to all the membership at least six (6) weeks prior to the annual meeting of the Delegate Assembly of the Washington Association for Career and Technical Education WA-ACTE.

**PROPOSED AMENDMENTS
DELEGATE ASSEMBLY 8-8-16**



**WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION
BYLAWS**

**Amended by the Delegate Assembly
August 10, 2015**

Article I ~ Members

A. Qualifications

Any person meeting the qualifications of Article III of the Constitution shall be eligible for membership in the Washington Association for Career and Technical Education.

B. Membership Categories

1. Professional Association Members are individuals actively employed in or concerned with Career and Technical Education. of the Washington Association for Career and Technical Education shall include instructors, directors, others interested in the promotion of Career and Technical Education, or employed by or affiliated with a Career and Technical Educational agency.
2. All persons who have been retired from one of the above positions shall be Retired Members are individuals who are retired from active employment in Career and Technical Education and have been Washington Association for Career and Technical Education members for at least one (1) year. of the Washington Association for Career and Technical Education.
3. All persons who are students preparing for a professional Career and Technical Education career shall be Student Members are 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. of the Washington Association for Career and Technical Education.

C. Association Rights

The Washington Association for Career and Technical Education Executive Board shall have the power to censure, suspend, or expel any member for cause and shall serve notification by registered mail, return receipt requested. The member shall notify the Executive Board if a hearing is desired. Request for

hearing shall advise if legal counsel is expected. If an appeal is desired, it must be filed in writing with the Executive Director within ten (10) working days of the member's receipt of the Executive Board notification.

If the member expects to be represented by legal counsel, the member shall so state in the notice of appeal. The Executive Board shall thereafter, within twenty (20) working days, hold a hearing at which a member may appeal in his/her own behalf. All legal and other costs incident to the appeal shall be borne by the member.

Article II ~ Dues and Finance

A. Annual Dues shall be:

1. <u>Professional Association</u> Member	<u>\$65 (2015-2016)</u>
	\$70 (2016-2017)
	\$75 (2017-2018)
<u>23. Retired Member</u>	<u>\$25 (2015-2016)</u>
	\$30 (2016-2017)
	\$35 (2017-2018)
<u>32. Student Member</u>	\$0
<u>4. Leave of Absence</u>	<u>\$25 (2015-2016)</u>
	\$30 (2016-2017)
	\$35 (2017-2018)

B. Dues

1. Dues shall be due and payable at the time of enrollment and each year thereafter on the anniversary date of enrollment.
2. Any member whose dues are not paid within thirty (30) days after the anniversary date shall be dropped from membership.
3. The dues of all members shall be payable to the Washington Association for Career and Technical Education. Dues collected by treasurers of affiliated sections shall be forwarded with a list of members whose dues are included in each

remittance to the Washington Association for Career and Technical Education.

C. Budget

A proposed budget for the next fiscal year shall be prepared by the Executive Committee by May 1. ~~The proposed budget shall be presented and adopted at the last Executive Board meeting prior to the current fiscal year ending June 30. It shall be mailed to the Executive Board ten (10) days prior to the May Board meeting and adopted at that meeting.~~ Any expenditure beyond the adopted budget shall have prior approval by the Executive Board by formal action at an open Executive Board meeting.

D. Financial Records Review

The financial records shall be provided by a qualified accountant, who shall be chosen by the Executive Committee. The balance sheet and revenue & expenditures shall be submitted at each Board meeting to the Executive Board. The Accounting Committee shall review the financial records and submit a report to the Executive Board at its annual Summer Conference.

E. Fiscal Year

The fiscal year shall be from July 1 through June 30.

Article III ~ Affiliated Sections

A. Affiliated Sections

1. Any group of twenty-five (25) or more first-time Washington Association for Career and Technical Education members or an elapsed member that is renewing membership engaged in a specific instructional or service area of Career and Technical Education and desiring to be affiliated as a section upon submission of a proposal for organization, a constitution and bylaws, a slate of officers, a list of ~~professional active~~ members, and a program of activities for the membership year; and upon recommendation of the Executive Board and approval by vote of the Delegate Assembly.

2. Sections now recognized as affiliates of the Washington Association for Career and Technical Education are:

- ~~WAVA An Washington~~ Association of Career & Technical Education Administrators (WACTA WAVA-ACTEA)
- Washington Association of Agricultural Educators (WAAE)
- Washington State Business Education Association (WSBEA)
- Washington Career Counseling & Employment Readiness (WA-CCER)

- Family and Consumer Sciences Educators (FACSE)
- Washington Association of Marketing Educators (WAME)
- Washington Industrial Technology Education Association (WITEA)
- Washington Association ~~of for~~ Skilled & and Technical Sciences (WASTS)
- Health Science Career & and Technical Educators (HSCTE)

3. The sections' constitutions and/or bylaws shall be subject to approval by the Washington Association for Career and Technical Education Executive Board.
4. The policies and programs of the sections shall be subordinate to and in conformity with the general policies and programs of the Washington Association for Career and Technical Education Executive Board.
5. The sections shall be autonomous in selecting their officers in determining their policies and programs within the restrictions of Section A. 4. of this Article and in operating their activities.
6. Affiliated sections are requested to prepare an annual Strategic Plan with an evaluation of their progress, activities, and forthcoming officers and delegates to be submitted to the Executive Board by the first meeting after the Delegate Assembly.
7. Any affiliated section failing to meet the minimum requirement of seventy-five (75) ~~Professional Active~~ Washington Association for Career and Technical Education members for two (2) consecutive years is subject to forfeiture of its affiliation. Notices of such forfeiture shall be given ninety (90) days before the effective date by the Washington Association for Career and Technical Education Executive Board. Said section may, within the ninety (90) day period, reorganize and take such other action as to provide the necessary qualifications in accordance with these Bylaws. Upon further evaluation by the Executive Board, notice of forfeiture of affiliation shall be withdrawn provided that, in the opinion of the Executive Board, evidence has been presented showing just cause of continuation of the affiliation.
8. Reinstatement of Affiliated Sections
 - a. An affiliated section of the Washington Association for Career and Technical Education which has forfeited affiliation, on application and having reached the required number of members and with a plan for maintaining and/or increasing membership, can be re-admitted to affiliation.

- b. When affiliation of the section has been forfeited, Washington Association for Career and Technical Education may, at its discretion, reinstate that affiliation provided that the section makes application for such reinstatement in writing by submitting the *Application for Reinstatement* to the Executive Committee.
- c. Upon receiving the *Application for Reinstatement* from a forfeited section the Executive Committee will present the application and a recommendation to the Executive Board. The forfeiture status of a section may be withdrawn for any reason that the Executive Board deems adequate. Such withdrawal shall take effect upon a majority vote of the Executive Board present at an Executive Board meeting at which reasons for withdrawal are considered.

Article IV ~ Officers

- A. Officers
The elected officers of the Washington Association for Career and Technical Education shall be the President, President Elect, and Past President.
- B. Terms of Office
Officers are elected to a three-year term rotating through the positions of President Elect, President, and Past President for a term of one year each.
- C. Vacancy in Office
 - 1. A vacancy in the office of President shall be filled by the President Elect. The vacancy thus created in the office of President Elect shall be filled by the election of one of the Board members at a regular or special meeting of the Executive Board.
 - 2. Should the office of President become vacant and the President Elect is unable to assume the office of President, a special meeting shall be called by the Past President or the Executive Director for the purpose of electing a President and a President Elect from the Executive Board membership to serve the remainder of the term.
 - 3. All elections to fill vacancies shall be by ballot of the Executive Board and a majority shall elect.
- D. Duties
 - 1. Each officer will serve as chair of one of the Strategic Plan Committees as defined in Policies and Procedures and to be assigned no later than the fall meeting of the Executive Committee.
 - 2. The President shall:
 - a. Preside at all meetings of the Delegate Assembly and of the Executive Board.

- b. Appoint all committees (except nominating) subject to approval of the Executive Board.
- c. Submit an annual report at Summer Conference.
- d. Perform duties prescribed by these Bylaws, by the parliamentary authority adopted by the Association and such standing rules as may be adopted by the Executive Board.
- 3. The President Elect shall:
 - a. Perform all duties of the President in the absence of the President.
 - b. Succeed to the office of President for the unexpired term in the event of a vacancy.
 - c. Assume other duties assigned to the office by these Bylaws, the Policies and Procedures, or the Executive Board.
- 4. The Past President shall:
 - a. Assume duties assigned to the office by these Bylaws, the Policies and Procedures, or the Executive Board.

Article V ~ Nominations and Elections

- A. Nominations Committee
The President shall organize a Nominations Committee by the January Board meeting, composed of one (1) Board member acting as chairperson of the Nominations Committee and one (1) member representing each of the other Sections. **Washington Association for Career and Technical Education WA-ACTE** staff must notify each Section by March 1 of the existing and/or newly created positions to be filled together with the nomination procedures. Nominees for President Elect may be from any section. The Nominations Committee shall submit its report at the May Board meeting. No name shall be placed in nomination without the consent of the nominee.
- B. Election of Officers
Election of officers shall be by electronic ballot prior to the annual Summer Conference. A plurality vote shall elect. The President shall take office at the close of the Delegate Assembly. In the event that there is only one candidate for an elected office, a formal election would not be held. The candidate would be elected by the Delegate Assembly.

Article VI ~ Meetings

- A. Meetings
 - 1. A Washington Association for Career and Technical Education Conference shall be held annually at a time and place determined by the Executive Board for the purpose of providing inservice training and electing officers.
 - 2. Summer Conference Committee

- a. There shall be a Summer Conference onsite Chairperson, appointed by the Professional Development Committee Chair President Elect, whose duty shall be to assist in the planning and supervision of the Summer Conference in cooperation with the Professional Development Committee Chair President Elect and the State delivery agencies.
 - b. Summer Conference committees shall include credentials, elections, and resolutions, appointed by the President.
- B. Delegate Assembly
1. A Delegate Assembly shall be held in conjunction with the annual Conference to receive reports, amend the Constitution and/or Bylaws, and other business as may properly come before this Assembly.
 2. Determination of the policies and program of the Washington Association for Career and Technical Education shall be vested in a representative Delegate Assembly.
 3. The official call to the Delegate Assembly giving the time and place of the meeting shall be published by the Executive Director on May 1.
 4. The voting members of the Delegate Assembly shall be:
 - a. Elected officers of the Washington Association for Career and Technical Education.
 - b. The Executive Board.
 - c. Delegate representation of each Section:
 - (1) Two delegates from each Section.
 - (2) One additional delegate for sections having membership of 100 as of May 1; an additional delegate is added for each 50 members thereafter.
 5. No member may be elected as a delegate from more than one section and no member shall vote in more than one capacity.
 6. A quorum for the Delegate Assembly shall be a majority of the voting members registered with the Credentials Committee.
 7. Delegate Assembly Order of Business
 - a. Call to Order
 - b. Invocation
 - c. Pledge of Allegiance
 - d. Standing Rules
 - e. Roll Call of Delegates
 - (1) Seating of Delegates and Alternates
 - f. Credentials Report
 - g. Reading and Approval of Minutes
 - h. Executive Committee Officers Reports
 - (1) Strategic Plan Review (previous year)
 - (a) Acceptance of Report
 - (2) Executive Director's Report
 - (a) Acceptance of Report
 - (3) Strategic Plan (current year)
 - (a) Presentation of Budget
 - ~~(b) Presentation of Projected Income~~
 - (b) Approval of Strategic Plan
 - i. Resolutions Committee Report
 - (1) Reading and Board Position
 - (2) Action
 - j. Standing/Special Committee Reports
 - k. New Business
 - (1) Strategic Plan Approval
 - (12) Constitution Change
 - (23) Bylaws Change
 - (34) Election of President Elect
 - l. Announcement of New Officer
 - (1) Passing of the Gavel
 - m. Adjournment
 8. The order of business as listed under Section 7. may be changed by two-thirds (2/3) vote of the Delegate Assembly.
 9. Resolutions
 - a. Proposed resolutions shall be submitted in writing to the Executive Director no later than July 1.
 - b. The Executive Director shall email and/or mail copies of all resolutions to be presented to the Delegate Assembly to each delegate no less than ten (10) days prior to such meeting.
 - c. The sponsor of any resolution submitted to the Delegate Assembly shall be at the meeting to answer questions and otherwise justify their resolution.

Article VII ~ Executive Board

- A. Executive Board
1. The Executive Board shall consist of:
 - a. Elected officers of the Washington Association for Career and Technical Education.
 - (1) One representative elected or appointed from each Affiliated Section.
 - b. A quorum of the Executive Board shall be the assembly of a majority of the officers and representatives.
- B. Executive Board Power
- The Executive Board shall have the necessary power and authority to carry out the business of the Washington Association for Career and Technical Education.

- C. Duties
Duties of the Washington Association for Career and Technical Education Executive Board shall be:
1. Carryout the program and policies of the Delegate Assembly and to exercise the general authority of the Delegate Assembly between its annual meetings.
 2. Approve all requests for expenditures in excess of the budgeted amounts.
 3. Determine the accounts for placement of all monies received by the Washington Association for Career and Technical Education and approve all disbursements by officers.
 4. Determine bonding procedures for employees and the President.
 5. Perform all duties prescribed in the Bylaws and Policies and Procedures.
 6. Review and approve the annual budget.
 7. Appoint delegates to the Association for Career and Technical Education Assembly of Delegates.
- D. Official Use of Stationery and Titles
Official stationery and official titles of officers shall be used only in the promotion of policies that have been approved by the Executive Board.
- E. Meetings
Regular meetings of the Washington Association for Career and Technical Education Executive Board shall be held in accordance with action of the Executive Board, on call of the President, or on request of a majority of the members of the Executive Board.
- F. Expenditures
Expenditures of the Executive Board shall be allowed as provided in the annual budget.
- G. Executive Director
1. The Executive Director shall be employed on a contractual basis by the Executive Board for a term not to exceed three (3) years. At the end of the contracted term, the Executive Director may be re-appointed by the Board. Duties of the office shall begin on July 1, or on whatever date shall be set up by the Executive Board. The Executive Director shall be evaluated annually in Executive Session on or before the last Executive Board meeting before June 30.
 2. The Executive Director shall:
 - a. Have general administrative charge, under the direction of the Executive Board, of all the Washington Association for Career and Technical Education activities.
 - b. Be responsible for the maintenance of regular books of account and submit them, together with all other records and supporting documents, to the Executive Board at any meeting as requested or required.

- c. Submit to the Executive Board monthly and annual financial statements and audit review.
 - d. Give full report of activities during the year to the Delegate Assembly at the annual Washington Association for Career and Technical Education Summer Conference.
 - e. Assist in the preparation of the annual budget and Strategic Plan in conjunction with the Executive Committee for approval by the Executive Board and presentation at the annual Delegate Assembly.
- H. Salaried/Contract Personnel
Other salaried personnel, upon recommendation by the Executive Director, may be employed by the Executive Board. The Executive Director shall evaluate salaried personnel on or before the last Executive Board meeting before June 30 and submit the evaluations, in Executive Session, with recommendations to the Executive Board.

Article VIII ~ Executive Committee

- A. Executive Committee Members
The members of the Executive Committee shall be the elected officers.
- B. Duties
The Executive Committee shall:
1. Be responsible for the transaction of necessary business between meetings of the Executive Board and business that may be referred to it by the Executive Board, and shall make a complete report of its actions to the Executive Board.
 2. Select a qualified accountant to **review or** audit the financial records of the Washington Association for Career and Technical Education.
 3. Prepare and submit to the Executive Board a proposed budget **at the last by the May Board meeting prior to June 30.**
- C. Meetings
Meetings shall be at the call of the President. The Executive Director may attend as an ex officio member.
- D. Quorum
A majority of elected officers shall constitute a quorum.

Article IX ~ Committees

- A. Committee Appointments
All members of committees shall be appointed by the President to serve during the President's term.

B. Standing Committees

The Strategic Plan as adopted by the Executive Board shall determine the standing committees for the upcoming year.

C. Committee Expenses

Expenses of the standing committees as outlined in the Strategic Plan for business and travel shall be provided in the annual budget as outlined in Policies and Procedures.

Article X ~ Dissolution

If the Association ceases operating as a functioning Association, as determined by the officers and/or staff remaining at the time of dissolution, all assets shall be donated to one or more existing non-profit educational organizations.

Article XI ~ Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Washington Association for Career and Technical Education in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rule of order the Association may adopt.

Article XII ~ Amendments

These Bylaws may be amended at any annual meeting of the Delegate Assembly by two-thirds (2/3) vote provided that the text of the proposed amendments shall have been emailed and/or mailed at least ten (10) days prior to the Delegate Assembly.

PROPOSED AMENDMENTS
EXECUTIVE BOARD MEETING 5-21-16



WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

POLICIES AND PROCEDURES

Amended by the Washington ACTE Executive Board
November 7, 2015

The Washington Association for Career and Technical Education believes in the process of total quality improvement and organizational goals will be developed annually by the Executive Board. These need to address the following areas:

- **Membership and Membership Services**
- **Constitution, Bylaws, Policies and Procedures**
- **Legislation**
- **Standing and Working Committees**
- **Professional Development, Career and Technical Education Teacher Recruitment, and Preparation**

Revision of the Policies and Procedures Manual:

Changes in the Policies and Procedures Manual may be made by a majority of the voting members of the Executive Board.

Officers:

The officers, as identified in the Bylaws, are: President, President Elect, and Past President.

Eligibility of Officer Candidates:

1. In order to be eligible to be a candidate for a WA-ACTE Executive Committee office, each candidate must:
 - a. Have been a member of the WA-ACTE Executive Board within a five-year time period; or Have demonstrated active participation with the WA-ACTE Executive Board within the past five years; or Have been a Board member in an affiliated WA-ACTE section within the past five years; and
 - b. Be a member in good standing of the WA-ACTE, ACTE, and his/her affiliated state section; and
 - c. Have on file with the WA-ACTE office a completed application form by May 1 of the year of the election.
2. In the event that no one applies for a position that is open, the WA-ACTE Executive Board may nominate up to two candidates that meet the above criteria by the **May last Board meeting prior to June 30**.
3. In the event that there are more than two qualified candidates, all are eligible to seek the open office. The person receiving the greatest number of votes will be elected to that position.
4. In the event that there is only one candidate for an elected office, a formal election would not be held. The candidate would be elected by the Delegate Assembly.

Duties and Functions of the Officers:

President:

1. Develop an agenda and distribute to Board members at least ten (10) calendar days prior to the Board meetings.
2. Provide written information regarding items that require Board action to Board members.
3. Call and preside over all meetings of the Executive Board and Executive Committee.
4. Present all relevant correspondence at the Executive Board and Executive Committee meetings. (Provide official correspondence file to WA-ACTE office at the end of the year for permanent records.)
5. Implement and carry out functions as outlined in the Strategic Plan.
6. Function in accordance with the Bylaws and Policies and Procedures of the Washington Association for Career and Technical Education.

7. Appointments:
 - a. Establish such committees and select committee chairpersons and members as may be necessary to carry out the Strategic Plan.
 - b. Appoint ~~a~~ the Past President as the nominating committee chairperson by or before the January Board meeting. Insure that a slate of eligible candidates is ready for presentation at to the May last Executive Board meeting prior to June 30 and the Delegate Assembly at Summer Conference in August.
 - c. All appointments will be for a period of one year unless otherwise stated.
8. Serve as an ex-officio member of all committees to insure the continuity of assigned functions and serve as chair of one of the Strategic Plan Committees.
9. Serve as a representative to the Association for Career and Technical Education Assembly of Delegates.
10. Appoint members, with the approval of the Board, to represent the Association at the Association for Career and Technical Education Assembly of Delegates. Selection of delegates should be representative of a cross-section of the sections on the WA-ACTE Executive Board and should be rotated among the sections from year to year.
11. Provide the Executive Board members with a written report of the Association for Career and Technical Education Assembly of Delegates proceedings.
12. Participate in or appoint a representative to participate in ACTE, National Policy Seminar, and Region V activities organized on a national and regional basis.
13. Assume responsibility for approval for expenditure of Association funds within the annual budget approved by the Board. To carry out this responsibility, the President must be a co-signee on each check.
14. Expenditure of funds for any category that exceeds the budgeted amount requires the prior approval of the Board.
15. In cooperation with the Executive Director, be responsible for communications with all other professional organizations.
16. Attend other professional meetings in which the interests of the Association are concerned; for example, state or regional meetings of affiliated sections, state leadership conferences of youth leadership organizations.
17. Provide appropriate written reports to the Executive Committee on meetings attended, activities completed, etc.
18. Perform other duties common to such an officer and assume any other duties assigned to the office by the Executive Board.
19. Provide information to the President Elect regarding duties, responsibilities, and procedures of the office of President.
20. Provide input in development of the annual Budget.

President Elect:

1. Assume the duties of the President in case of absence or disability of the President.
2. Assume the office of President in case of vacancy in that office.
3. Serve as a representative to the Association for Career and Technical Education Assembly of Delegates.
4. Represent the Association at meetings and in committees as requested by the President and/or the Executive Board.
5. Develop with the Executive Committee the Strategic Plan for the following year.
6. Present the draft Strategic Plan to the Executive Board at the August Board meeting prior to Summer Conference and to the Delegate Assembly.
7. Serve as chair of one of the Strategic Plan Committees.
8. Prepare annual Budget in conjunction with the Washington Association for Career and Technical Education Executive Committee and Executive Director and present to the WA-ACTE Executive Board at the May last Board meeting prior to June 30.
9. Request a Calendar of Activities for the next year from each section by the fall retreat.
10. Provide information to the incoming President Elect regarding duties, responsibilities, and procedures for the office to be done in a written record and to be given to the new officer at Summer Conference in August.
11. Perform any other duties assigned to the office by the President and/or the Executive Board.
12. Participate in or appoint a representative to participate in ACTE, National Policy Seminar, and Region V activities organized on a national and regional basis.

Past President:

1. Assist and guide the President in carrying out his/her duties.
2. Be a member of the Executive Board and Executive Committee.
3. Assume other responsibilities as delegated by the President and/or Executive Board.
4. Serve as a representative to the Association for Career and Technical Education Assembly of Delegates.
5. Serve as chair of one of the Strategic Plan Committees.
6. Provide input in development of the Washington Association for Career and Technical Education annual Budget.
7. Participate in or appoint a representative to participate in ACTE and Region V activities organized on a national and regional basis.
8. Serve as chair of the Nominations Committee.

Executive Committee:

The President, President Elect, and Past President shall comprise the Executive Committee. The Executive Director may be invited as an ex-officio (nonvoting member) and the Executive Assistants may be invited to staff the meetings.

Duties and Functions of the Executive Committee:

1. Meet prior to each Executive Board meeting and review agenda for the Board meeting, review financial statements, review correspondence and committee reports, review reports of the President and Executive Director, and develop motions dealing with specific actions for presentation to the Executive Board.
2. Recommend appropriate changes in Board policies, procedures, or Association activities to the Executive Board.
3. Review and provide input for proposed Strategic Plan and annual Budget.
4. Serve as a screening committee for prospective permanent contracted WA-ACTE personnel.
5. Evaluate the Executive Director with input from the WA-ACTE Board.
6. Reviews staff evaluations and make recommendations to the Executive Director.

Executive Board:**Executive Board Membership:**

The Executive Board, as identified in the Bylaws, shall be composed of the officers of the Association, a representative of each affiliated section, and ex-officio (nonvoting members).

Requirements of Board Members:

Members must maintain membership in the WA-ACTE, ACTE, and their respective affiliated sections. The terms of Board members should be a two-year term with staggered terms.

Requirements of Affiliated Sections:

1. Representatives to the Executive Board are determined according to individual section policies within the Constitutional Bylaws.
2. State Presidents of the affiliated section organizations shall ensure that themselves or their Washington Association for Career and Technical Education Board Representative are present at all Executive Board meetings and represents their sections.
3. State Presidents of the affiliated section organizations are responsible to notify the President and the Executive Director upon any change in Executive Board representation.
4. Sections will notify the Washington Association for Career and Technical Education office of dues changes no later than March 1 for the upcoming year.
5. If a section does not maintain an annual average of 75 WA-ACTE Active Professional members, the section will be placed on a two-year probationary period. The section will be eligible to receive assistance from the Membership Chair in recruiting and retaining members during this period. Professional members, as defined in Article I. B.1. of the Bylaws, are individuals actively employed in or concerned with Career and Technical Education.
6. At the end of the probation, if a section has not reached 75 WA-ACTE Active Professional members, the section will lose representation on the WA-ACTE Executive Board in accordance with Article III, Section 7. of the WA-ACTE Bylaws.

New WA-ACTE Sections:

1. In order to qualify for consideration as a new WA-ACTE section, at least twenty-five (25) of the members must meet one of the following requirements:
 - a. Be a first-time Active Professional member of WA-ACTE; or
 - b. Be a lapsed member of WA-ACTE who is renewing their WA-ACTE membership while joining the new section. For a lapsed member to be eligible to be counted as a member of a new section, the lapsed member must have been lapsed for a period of one year.
2. The new section has two years for continuous growth to reach 75 dues-paying section members. If the section does not maintain an annual average of 75 WA-ACTE Active members, the section will be placed on a two-year probationary period. The section will be eligible to receive assistance from the Membership Chair in recruiting and retaining members during this period.
3. At the end of the probation, if a section has not reached 75 WA-ACTE Active members, the section will lose representation on the WA-ACTE Executive Board in accordance with Article III, Section 7. of the WA-ACTE Bylaws.

Executive Board Duties:

1. Speak for the Association reflecting the position statements as adopted by the Delegate Assembly and the Executive Board.
2. In conjunction with the President Elect, prepare the Strategic Plan of the Washington Association for Career and Technical Education for approval at the WA-ACTE Annual Conference.
3. Supervise the implementation and accomplishment of the yearly Strategic Plan.
4. Determine the policies of the Association.
5. Provide suggestions to the President of agenda items for the Executive Board meetings.
6. Assist officers in meeting their responsibilities and carrying out their duties.
7. The Executive Board maintains primary responsibilities for all employment issues.
8. Approve the WA-ACTE annual Budget. Proposed budget will be presented at the May last Board meeting prior to June 30 for approval.

9. Submit section annual Strategic Plan with an evaluation of progress, activities, and forthcoming officers to the Executive Board at the **August Board meeting prior to Summer Conference.**

Executive Board Procedures:

1. All officers and section representatives shall attend every meeting of the Executive Board as called by the President. If a position is vacant for two consecutive meetings, that officer or representative shall be subject to removal from the Board.
2. There shall be at least five (5) meetings of the Executive Board each fiscal year either in person, **by GoToMeeting,** or by conference call.
3. Executive Board meetings are to be conducted according to Robert's Rules of Order, Newly Revised.
4. A Board quorum shall consist of a simple majority of the voting members of the Executive Board.
5. Sections or agencies which want their report as part of the official record will submit their reports in written form to the WA-ACTE office seventeen (17) days prior to Board meetings for inclusion in Board books.
6. The functions and duties of Board members shall be presented at the fall Board meeting by the President and Executive Director.

Executive Session:

1. Executive sessions will be called for by the President to deal with staffing and confidential Association business.
2. All official action shall be taken in an open meeting.

Employed Personnel:

Executive Director:

The Executive Director is employed by the Washington Association for Career and Technical Education on a three-year (3) contract to conduct business of the Association as set forth by the Washington Association for Career and Technical Education Executive Committee and Board. The Executive Director reports directly to the Executive Committee for direction and evaluation with input from the Executive Board.

Duties and Functions of the Executive Director:

Refer to Job Descriptions and Personnel Policies and Procedures.

Executive Assistants:

Refer to Job Descriptions and Personnel Policies and Procedures.

Association Committees:

Committee Chairpersons:

Committee chairpersons shall be appointed annually by the President, with ratification by the Executive Board. Committee chairs need not be an official member of the Executive Board, but must be a current Association member.

Duties and Functions of Committee Chairperson:

1. Select a representative committee (representing various educational levels and disciplines). All committee members must be current members of WA-ACTE (with approval of the President).
2. Call and preside over all meetings of the committee.
3. Ensure consideration of all special populations within all program areas.
4. Submit to the President and Executive Board a written report of the committee's accomplishments when assigned functions are completed.

WA-ACTE Finance Committee:

1. Purpose: The Finance Committee shall provide financial review of completed or proposed financial documents and related material and make recommendations to the Executive Committee for recommendation to the Executive Board.
2. Members: The WA-ACTE Treasurer, the Executive Director, Accountant, Past President, and at least one other Board member or member at large shall be members of the Finance Committee. The members of the Finance Committee shall be approved by the Executive Board.
3. Responsibilities:
 - a. The Finance Committee will oversee:
 - i. Preparation and presentation of financial statements.
 - ii. Preparation and presentation of budgets.
 - iii. Supervision of annual audits/reviews.
 - b. The Finance Committee will:
 - i. Search for the selection of repositories for investment of funds, and make presentation of such findings to the Board for action.
 - ii. Work with the Executive Committee on all major transactions.
 - iii. Review and assess the financial impact of new programs and projects.
 - iv. Perform other activities prescribed from time to time by the Executive Board.

4. Term: Each committee member shall serve for one year from time of appointment. Terms are renewable annually.

Bylaws and Policies and Procedures Committee:

1. The Past President working with the Executive Committee shall review the Bylaws and the Policies and Procedures Manual annually and make any appropriate recommendations for change to the Executive Board.
2. Receive proposed Bylaws and Policies and Procedures Manual changes from Association members.
3. Policies and Procedures Manual will be approved when appropriate at an Executive Board meeting.
4. Assure submission of the proposed Bylaws amendments by email and/or mail to the official delegates at least ten (10) days prior to the Delegate Assembly.

Credentials Committee:

Purpose: Review and validate electronic election results, approve delegates and alternates, call roll at Delegate Assembly, and tabulate votes for Delegate Assembly. The Credentials Committee will be appointed by the President by the **May last Executive Board meeting prior to June 30**. The President will appoint a committee chair. The committee will consist of a minimum of two (2) members. Members of the Executive Committee (President, President Elect, and Past President) cannot serve on this committee. Members of this committee need not be on the WA-ACTE Executive Board but must be registered for the WA-ACTE Annual Conference and not be affiliated with the candidates running for office. **WA-ACTE staff or conference volunteers may also serve on this committee.** The President has the authority to appoint any WA-ACTE member in good standing to the Credentials Committee. The duties of the Credentials Committee shall be as follows:

General Election:

1. The committee will be responsible for reviewing and validating the electronic election results from the general election for the position of President Elect. After the electronic election results have been validated and the winner determined, the Chair of the Credentials Committee will place the results in a sealed envelope. The sealed envelope shall be presented to the President prior to Delegate Assembly. The Credentials Committee shall not disclose the results of the election.

Delegate Assembly:

1. Meet with WA-ACTE Staff to certify all delegates by noon on the day the Delegate Assembly is held.
2. During Delegate Assembly, conduct roll call and certify delegates and alternates for seating.
3. Tabulate all votes taken at Delegate Assembly.

Delegates:

In order to qualify as a delegate to the WA-ACTE Delegate Assembly, the Delegate must be:

1. A WA-ACTE member in good standing.
2. Selected by and be a dues-paying member of the section which member is seeking to represent.
3. Registered for the WA-ACTE Annual Conference.

Election Committee:

The President shall appoint a member in good standing and not affiliated with the candidates running for office to chair the Election Committee. Members of the Executive Committee (President, President Elect, and Past President) cannot serve on this committee. The committee will work with the WA-ACTE staff and President to develop voting procedures.

Every-Member Vote Procedures:

All WA-ACTE members in good standing will have an opportunity to vote for WA-ACTE President Elect by an electronic election held within 30 days of the start of the WA-ACTE Annual Conference, provided there are two candidates.

Strategic Plan Committees:

The Strategic Plan Committees may include, but are not limited to, Professional Development, Legislative, and Membership/Awards committees which will be established in the Annual Strategic Plan created by the Executive Committee and Director and submitted to the Executive Board at the **August Board meeting prior to Summer Conference**. Each committee chair is expected to perform their duties prescribed by these Policies and Procedures, by the parliamentary authority adopted by the Association, and such standing rules as may be adopted by the Executive Board.

Professional Development Committee:

One of the three officers shall be chairperson of the WA-ACTE Professional Development Committee. The chair will appoint chairpersons for committees and ask each committee chairperson to make suggestions to pass on to the next committee. This committee and staff will coordinate plans for the WA-ACTE Summer Conference with the appropriate state educational agencies. Suggested activities to complete that task are, but not limited to, the following:

1. Registration (Executive Director is chairperson):
 - a. Electronically mail pre-registration material by March 30.

- b. Arrange for registration facilities and conduct onsite registration.
 - c. Provide for late registration at conference headquarters during the entire conference.
- 2. Social:
 - a. Arrange all WA-ACTE social functions.
 - b. Conduct all WA-ACTE social functions.
- 3. Exhibits:
 - a. Staff shall assign exhibitor booth numbers.
 - b. Solicit exhibitors, starting in November, prior to the conference.
 - c. Initiate contracts with participating exhibitors.
 - d. Coordinate door prizes.
- 4. Housing and Site Coordination:
 - a. Coordinate physical arrangements for inservice activities.
 - b. Arrange for facilities for Association activities.
- 5. Prepare a budget for the annual WA-ACTE Summer Conference.

Legislative Committee:

One of the three officers shall be chairperson of the WA-ACTE Legislative Committee. This committee and staff will coordinate advocacy plans for the WA-ACTE. Suggested activities to complete that task are, but not limited to, the following:

- 1. Solicit ideas for inclusion in legislative agenda from Board members, sections, committee members and appropriate state agencies.
- 2. Prepare legislative agenda with Executive Director and submit to Board for approval.
- 3. Provide copies of approved legislative agenda to policymakers, sections, and other interested parties.
- 4. Monitor progress toward attainment of legislative goals.
- 5. Provide testimony before legislative committees as needed.
- 6. Report legislative activities to Board.
- 7. This committee will function as the WA-ACTE Resolutions Committee:
 - a. Solicit resolutions and ideas for resolutions from members.
 - b. In conjunction with staff, prepare resolutions to be submitted to the Delegate Assembly.
 - c. In conjunction with staff, prepare copies of proposed resolutions and present to the **August Executive Board meeting prior to Summer Conference** for recommendation and action.
 - d. Present the resolutions to the Delegate Assembly.
 - e. Monitor progress of the Association toward attainment of proposed action of the resolutions.

Membership/Awards Committee:

One of the three officers shall be chairperson of the WA-ACTE Membership/Awards Committee. This committee and staff will coordinate and conduct the activities required of the membership/awards for the WA-ACTE. Suggested activities to complete that task are, but not limited to, the following:

- 1. Develop an action plan in support of the membership goal contained in the Strategic Plan.
- 2. Perform such other duties as delegated by the Executive Board.
- 3. Provide information to the incoming Membership Chair regarding duties and responsibilities.
- 4. Provide input in development of the Washington Association for Career and Technical Education annual Budget.

Nominations Committee:

- 1. The President shall organize a Nominations Committee by the January Board meeting composed of one (1) Board member acting as chairperson.
- 2. WA-ACTE staff must notify each section by March 1 of the existing and/or newly created positions to be filled together with the nomination procedures.
- 3. Nominees for President Elect may be from any section and must be current members of WA-ACTE and ACTE.
- 4. The nominating committee shall submit its report at the **May last Board meeting prior to June 30.**

WA-ACTE Campaign Policies:

The following policies have been set forth to regulate campaigning procedures. These campaigning procedures apply to the candidate, any supporter of a candidate, and sections of the WA-ACTE. The over arching purpose of this policy is to create equal access to members by candidates in seeking their vote for office, while not inundating members with campaign information.

- 1. Guidelines for Election of Officers
 - a. Permitted Campaign Activities
 - i. Campaign material may only be distributed through free, electronic means such as email and social media.
 - ii. Any candidate or supporter of a candidate (including section leadership) may speak personally to any other individual or group and ask for support in the election.

- iii. Candidates may ask supporters to write personal letters of support to other colleagues on their behalf. Such letters must be distributed by electronic means only.
- iv. Candidates are allowed to submit uniform emails to WA-ACTE for WA-ACTE to distribute to members through the WA-ACTE's established e-blast system. The e-blast will include both candidates' information available at the time.
- b. Prohibited Campaign Activities
 - i. Negative campaigning is not allowed by anyone covered by this policy.
 - ii. The development of any printed material by candidates or their supporters is strictly forbidden.
 - iii. Sales and promotional gimmicks or any giveaways, such as campaign buttons are forbidden.
 - iv. Following the nomination for office (President Elect), candidates who are current positions of leadership within the WA-ACTE structure should not be provided with visibility opportunities (campaign opportunities) beyond those typical of their normal duties and activities.
- c. Violations of Campaigning Prohibitions
 - i. All complaints regarding possible violations of these campaign policies must be submitted to the WA-ACTE Executive Committee, via the President and/or Executive Director, in writing and signed by the person or group issuing the complaint.
 - ii. The Executive Committee will notify the candidate charged with the violation that a complaint has been filed and give that individual the opportunity to respond.
 - iii. The Executive Committee will follow up with individuals in and related to the complaint that compiled the information. The Executive Committee will make a determination regarding the violation after the ballots for the election have been counted, but prior to the certification of the election and the announcement of the winner.
 - iv. If it is found that the campaigning prohibition was violated, the Executive Committee will determine if the candidate should be disqualified. If a winning candidate is disqualified, the individual with the second highest number of votes will be declared the winner of the election. If a losing candidate is disqualified, they will be informed, but no further action will be necessary.
 - v. A candidate may be disqualified even if they were not personally involved in or aware of the campaign activities cited in an official complaint.

Reimbursable Expenditures:

General Reimbursement Policies for Board Members of the Association:

1. All reimbursements for travel must be within the approved guidelines.
2. All out-of-state travel by any member or employee shall be specifically approved by the Executive Board prior to the travel. Portland shall be considered in-state.
3. A travel reimbursement form shall be completed, signed, and have appropriate receipts. It must be submitted to the Executive Committee prior to reimbursement.
4. Substitutes for classroom teachers who are serving as Executive Committee members for the Association shall be reimbursed at a rate of basic substitute cost as the budget allows.
5. Reimbursements shall be paid at the least expensive rate for travel to required meetings.

Lodging:

1. Lodging accommodations will be based on same gender double occupancy. Members requesting other lodging accommodations will be responsible for half of the double occupancy rate. If a medical or other circumstance approved by the President exists that prevents room sharing, reimbursement will be at the single rate.
2. If the total number attending any given meeting results in an uneven number of any one gender, the single occupancy rate shall be fully reimbursed.

Transportation:

1. Private car mileage will be reimbursed at the current rate approved by the IRS, adjusted in January, plus special charges such as bridge tolls, parking fees, and ferries for Association travel.
2. Public transportation will be reimbursed if car transportation is not a feasible means when on official Association business.
3. Car rental will be reimbursed if approved in advance by the President and if private, public, or conference-arranged transportation is not feasible.
4. Transportation will only be reimbursed for conference functions, meals, and Association business and functions.

Meals:

1. Those meals that are consumed during Association business will be reimbursed, unless the meals are catered for the group and paid for by the Association. Meals included in registration will not be reimbursed.
2. Rates for reimbursement will be based on prevailing state per diem rates. No receipts are required for the above maximum amounts.
3. Banquets and luncheons may exceed the maximum amounts if the person is representing the Washington Association for Career and Technical Education in an official capacity by approval of the President.
4. WA-ACTE will not purchase any alcoholic beverages with revenue generated from memberships, workshops, or conference registrations. The source of all funds used to purchase alcoholic beverages will be identified and approved by the Executive Committee prior to purchase.

Executive Director Travel:

1. Executive Director travel shall be reimbursed according to the above rates.
2. The Executive Director's out-of-state travel shall have prior approval by the Executive Board.
3. Reimbursement forms, with appropriate attachments, must be submitted to the Executive Committee for approval prior to reimbursement.

Staff Travel:

1. Staff travel shall be reimbursed according to the above rates.
2. The staff shall have prior approval for out-of-Olympia travel by the Executive Director.
3. Reimbursement forms, with appropriate attachments, must be submitted to the Executive Director for approval of reimbursement.

WA-ACTE CODE OF ETHICS

The career and technical educator believes in the worth and dignity of each individual and in the value of Career and Technical Education in enhancing individual development. Consequently, career and technical educators strive for the highest ethical standards to merit the respect and confidence of students, colleagues, and the community. They use their skills and knowledge to develop each of their students or colleagues to maximize human potential. This statement provides a framework by which to guide career and technical educators and the institutions through which they work in attaining the highest degree of professionalism.

With respect to self, the career and technical educator:

- Represents personal and professional qualifications in a true and accurate manner.
- Maintains confidentiality of students and colleagues except where disclosure is compelled by law or to serve a compelling professional need.
- Bases professional action and decisions upon sound, objective rationale without influence of favors, gifts, or personal or political advantage.
- Recognizes and accepts responsibility for individual actions, judgments, and decisions.
- Strives throughout one's career to master, maintain and improve professional competence through study, work, travel, and exploration.
- Contributes to the growing body of specialized knowledge, concepts, and skills that characterize Career and Technical Education.
- Strives for the advancement of Career and Technical Education, upholds its honor and dignity, and works to strengthen it in the community, state, and nation.
- Participates actively in the work of professional organizations to define and improve standards of Career and Technical Education preparation and service.
- Establishes and maintains conditions of employment conducive to providing high-quality Career and Technical Education.
- Prepares carefully as a teacher so instruction is accurate, current, objective and scholarly, and designed to enhance the students' individual capabilities.
- Exercises professional judgment in presenting, interpreting, and critiquing ideas, including controversial issues.
- Joins with other professionals whose mission is to improve the delivery of Career and Technical Education to the nation's citizens.

With respect to others, the career and technical educator:

- Uses individual competence as a principal criterion in accepting delegated responsibilities and assigning duties to others.
- Provides statements about a colleague or student in a fair, objective manner without embarrassment or ridicule.
- Provides educational and/or career options to all students or colleagues.
- Evaluates students and colleagues without regard to race, color, creed, sex, status, or any other factor unrelated to the need for Career and Technical Education;
 - Allows any student or colleague to participate in the program who can benefit from the program and
 - Provides the same benefits or advantages to all students or colleagues in the program.
- Respects the rights and reputations of the students and colleagues with whom one works, and the institution with which one is affiliated.
- Acts to safeguard the health and safety of students and colleagues against incompetent, unethical, or illegal behavior of any person, whether student or colleague.
- Promotes admission to the profession of persons who are fully qualified because of character, education, and experience, according to legally established criteria and standards.
- Exercises professional judgment in the choice of teaching methods and materials appropriate to the needs and interests of each student.
- Influences effectively the formation of policies and procedures that affect one's professional work.

WHISTLEBLOWER POLICY

General:

The Washington Association for Career and Technical Education Code of Ethics and Conduct ("Code") requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of WA-ACTE, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility:

It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation:

No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations:

The Code addresses the Organization's open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, the executive director is in the best position to address an area of concern. However, if you are not comfortable speaking with the executive director or you are not satisfied with your executive director's response, you are encouraged to speak with someone on the executive committee or anyone else on the executive board whom you are comfortable in approaching. The executive director or executive board members are required to report suspected violations of the Code of Conduct to the Organization's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Organization's open door policy, individuals should contact the Organization's Compliance Officer directly.

Compliance Officer:

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the finance committee. The Compliance Officer has direct access to the finance committee of the executive board and is required to report to the finance committee at least annually on compliance activity. The Organization's Compliance Officer is the chair of the finance committee.

Accounting and Auditing Matters:

The finance committee of the executive board shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the finance committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith:

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality:

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations:

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Review and Enforcement of the WA-ACTE Whistleblower Policy:

WA-ACTE established and implemented a Whistleblower Policy in October 2011. The Policy was created to establish and formalize an anti-fraud program and controls with the goal of deterring and detecting potential fraud within the organization. An annual review of the Whistleblower will occur during the Finance Committee meeting held prior to the WA-ACTE Annual Summer Conference to make suggestions and or request updates. These changes will be updated by the Compliance Officer and distributed to the Finance Committee and the WA-ACTE staff no later than 30 days following the last day of the WA-ACTE Annual Summer Conference. The Whistleblower Compliance Officer is the Chair of the Finance Committee.

Roles of the Compliance Officer:

The Organization's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Director and/or the finance committee. The Compliance Officer has direct access to the finance committee of the executive board and is required to report to the finance committee at least annually on compliance activity. The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days.

CONFLICT OF INTEREST POLICY

Article I

Purpose:

The purpose of the conflict of interest policy is to protect the interests of this tax-exempt organization, (the "Organization"), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions:

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest:

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A proposal ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III

Procedures:

- a. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. The remaining board or committee members shall decide if a conflict of interest exists.
- c. After disclosure of the financial interest and all material facts and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.

WASHINGTON ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

Retention Policy

WA-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
Bylaws	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

Financial Records	
Accounts 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

CAREER AND TECHNICAL STUDENT ORGANIZATIONS POLICY

1. Any organization wishing to receive a recommendation from the Washington ACTE to OSPI for consideration as a state approved CTSO must first seek sponsorship by one of the officially recognized instructional program areas (sections) on the Washington ACTE board of directors. The Washington ACTE board Rep will provide minutes from their section showing the official support of their section board and members to recommend the petitioner to OSPI. This must take place prior to consideration by the Washington ACTE board with a formal statement of justification by the section for the addition of a new CTSO for their members.
2. The petitioning organization and the sponsoring Washington ACTE board representative will work together to provide the Washington ACTE board a written proposal for consideration which includes the following documentation and items:
 - a) Completed resolution passed and approved by the Washington ACTE section proposing a new CTSO.
 - a. Including documents demonstrating how the new CTSO will maintain its relationship with the sponsoring section throughout the years.
 - b) Minutes and statement from sponsoring section showing full section support for a new CTSO.
 - c) Documentation that the new CTSO is currently fully established and with proof that the petitioning organization is registered as a separate and independent officially recognized non-profit corporation with the IRS and the Washington Secretary of State OR provides the proof of completed paper work that will be filed to become a separate and independent officially recognized non-profit corporation with the IRS and the Washington Secretary of State.
 - d) How the petitioning organization is an integral component of one or more approved career and technical education (CTE) instructional/curricular program and demonstrates their connections to a related industry.
 - e) Membership must require concurrent enrollment in at least one of the related CTE programs
 - f) Within the articles of incorporation, constitution and bylaws of the organization it is very clear that this is a student driven organization lead by an annually elected set of student officers.
 - g) How the petitioning organization prepares students for career experiences beyond high school in, but not limited to, the CTE program area(s).
 - h) How the petitioning organization develop each student's personal, leadership, technical, and occupational skills.
 - i) How the petitioning organization directly help students achieve Washington state learning goals, especially goals three and four with respect to critical thinking, problem solving, and decision-making skills. Details can be found at <http://www.k12.wa.us/CurriculumInstruct/learningstandards.aspx>.
 - j) Provide evidence as to the need for this new CTSO and demonstrate how they are not providing duplicated services with an existing CTSO, along with a clear statement as to why the goals of the organization cannot be achieved with an established CTSO organization.

The Washington ACTE board representative for that section will submit the completed proposal as outlined above, to the Washington ACTE president to be placed on the next regularly scheduled Washington ACTE face-to-face board meeting agenda. The section representative will present the proposal and the resolution to recommend; for introduction and review by the Washington ACTE board at the meeting. Then the Washington ACTE board will take action to move forward with the request. If the Washington ACTE agrees to accept the request for consideration the Executive Committee will schedule final passage of the resolution for the next regularly scheduled Washington ACTE face-to-face board meeting. This will allow time for the full Washington ACTE board and existing CTSO's to review and comment on the proposal prior to final passage of the resolution.

Upon receiving the approval of the Washington ACTE Board of Directors with the passage of the resolution to recommend the organization, a letter of recommendation will be submitted to OSPI for their consideration.