



Fall CTSO Advisory Committee Meeting Minutes Wednesday, October 4, 2017 – Alpine School District 220

In attendance:

Regional Representatives: Darrell Eddington (Bear River), Mark Anderson (Central), Stephanie Clegg (Mountainland), Jed Jenson (Southeast), Greg Sanders (Southwest), Kent Bunderson (Uintah), Christine Heslop (Wasatch Front North), Janet Goble (Wasatch Front South)

CTSO Advisors: Jonathan Hansen (DECA), Duke DiStefano and Lucille Brizzee (FBLA), Nikki Sue Larkin (FCCLA), Megan Cook (FFA), Denise Abbott (HOSA), Richard Wittwer (SkillsUSA), Mike Smoot (TSA)

USBE Staff: Thalea Longhurst (CTE Director and Committee Chair), Andrea Curtin (Assistant), Rachel Bolin (HOSA), Aaron Bodell (SkillsUSA), Laura deShazo (CTE Coordinator and FBLA/DECA), Pearl Hart (FCCLA), Doug Livingston (TSA), Brandon Jacobson (IT Specialist) – Absent Buddy Deimler (FFA)

1. **Welcome and Introductions** – Thalea Longhurst

Thalea had everyone introduce themselves. New to the committee is Aaron Bodell. He is the new Skilled and Technical Sciences Specialist at USBE. Andrea Curtin from USBE will be taking TC Tomlin's place on the committee. Stephanie Clegg will be representing the Mountainland Region on the committee. The Policy and Procedures document was given out for reference. Thalea asked the committee to look over the document and if you see anything that needs to be changed please bring it forward.

2. **Approval of March 30, 2017 Minutes** - Committee

Kristin Heslop made a motion to approve the minutes from the March 30, 2017 spring meeting. Mark Anderson seconded the motion. The committee voted unanimously to approve the minutes.

3. **Insurance** – Andrea Curtin

The insurance group our CTSO policy was underwritten by was Traveler's Insurance. The new policy and carrier is with Hanover. The policy covers CTSO liability and CTSO property. A copy of the declaration was given to the CTSO advisors. Bridgerland has made payment for this year with coverage from October 6, 2017- October 6, 2018.

4. **State Officer Travel** – Thalea Longhurst

There was a concern brought up about state officers driving themselves to events and liability. Regional CTE directors recommended that local LEA rules be followed regardless of whether or not a local chapter advisor is present. HOSA shared their form that covers who the officer can drive with and/or get to state events. Parents sign that form. All future officer applications should include student, parent, and local building administrator signatures. Janet and Kristin felt like the parent signature with a detailed form will be sufficient. Directors will ask how the districts feel about this and report back at the spring meeting.

5. **Utah CTSO Event Summary** – new form – Thalea Longhurst

There is a new form for each CTSO detailing state-sponsored events for the whole year. These completed forms were recently sent out to the directors. In the future will have

this to you before school starts. We would love your feedback on the form to improve this new process.

6. State Event Calendar – Thalea Longhurst

Hard copies were given out to make sure the dates were correct. FBLA 2018 days of the week are Monday – Wednesday. Thalea will make that correction. CTSOs can make changes if necessary, but they cannot be on top of each other. Please send any request for changes to Thalea and Andrea.

7. Friday, March 2, 2018 – CTE Day on the Hill – Thalea Longhurst

UACTE will be sponsoring the CTE Day on the Hill again this spring. They will continue the great advocacy training and breakfast again this year. Please work to get your state officers there. Richard said this was a great event. This is a great opportunity for CTE advocacy and leadership training for state officer teams.

8. 2018 – Governor’s Year of Technical Education – Thalea Longhurst

This event will be held next Friday, October 13. The Governor will announce that this year will be the year of “Technical Education”. CTSO events will be part of the calendar and website they are putting together for this year. Please send any big event notifications to Mark Middlebrook at mmiddlebrook@mlatc.edu to add to a website they are putting together for this year.

9. Leadership Training Institute – Thalea Longhurst & Andrea Curtin

The tentative dates are Wednesday, June 7 starting at 3:00 pm through Friday, June 9, 2018. We are looking at holding it possibly in the Park City area again. Andrea will get some hotel bids. Denise said they had some problems with the Double Tree that they stayed at last year. This training is for state officer teams. TSA/Mike Smoot will facilitate the conference per our rotation this year.

10. Assuring Proficiency for Top Winners – Thalea Longhurst

How are you assuring proficiency for top winners? There are several LEAs that are concerned about taking 3rd place or lower winners to nationals. HOSA, SkillsUSA, FCCLA said they have a competency level and if they don’t meet that level they are not even allowed as a winner. DECA will only allow the top 6 to attend nationals. SkillsUSA has some push back that they should take someone in each area even if they are not proficient at the national level. Jon advocated for LEAs to allow 3rd or lower ranked students to attend nationals (some LEAs will only allow 1st or 2nd place winners to attend nationals). The directors agreed it is a great experience, but the costs to send advisors can be very expensive. CTSOs should always defer to the policies of each LEA. This discussion should help the LEAs be confident that their students are competent to go even if they are not the top winner.

11. House Bill 358 – Student Data Privacy – Thalea Longhurst

Parent can opt students out of directory information at the school level – and this will affect CTSOs. LEAs should have developed policies around forms to be signed by parents for students to be able to participate in CTSOs and send student members information through the local and national registration processes. Mike and Richard said they received MOA forms from Weber and Alpine wanting them to sign to assure non-disclosure of student information and to have the national organizations sign it. Some of the national organizations have been willing to sign these - HOSA and FCCLA. LEAs have or should have an opt-in form if the students want to join a CTSO or for the CTE skill certification program. This is a local advisor training item. We need to make sure students are not registering at the door. If you are posting student information and/or photos on social media or websites, CTSOs must also have a signed media release. Local advisors should not register students with opt outs unless they are opting back in

and have a signed opt in form from parents. The responsibility is at the LEA level along with training on the LEA policy.

12. Membership Reporting – Thalea Longhurst

For the December membership reporting it will be a similar process to the past. By spring we are hoping to be able to use the Data Gateway to record membership. We will have training when this is set up. By June LEAs will need proof of payment and affiliation to correct any numbers that are wrong. All affiliation fees need to be paid by June 1 of each year.

13. Advisor Issues – CTSO Advisors

Richard – one group going to SkillsUSA nationals this summer got diverted and got stranded overnight in the Baltimore airport because of weather. There was at least one very upset parent that felt like SkillsUSA was not taking care of their student (sleeping in the airport etc.) Richard is thinking about building in a contingency day – bringing students in to the national conference one day early. Regional directors felt like this was too costly for the very rare times something like this would happen and they encouraged advisors to keep district students together. LEAs should be in charge of these arrangement and parent contact if there is a problem like this in the future. The principal and CTE Director should be contacted and make decisions about what to do in the future. There should be a disclaimer on the travel form for nationals stating that they are not responsible for delays due to weather or plane malfunction. Principals and CTE Directors should help make decisions. CTE Directors felt like added expenses of extra days was not necessary and would be a hardship.

14. Regional Issues – CTE Directors and USBE Staff

Janet has concerns about overnight stays and travel for CTSOs. Thalea reminded the group that all Fall Leadership Conferences will now be one day only starting next year. State competitions will minimize travel and overnight stays as much as possible, but they will be at least two days. Some LEAs will be moving to a two students per hotel room policy. This will be a concern for hotel space and costs in the future. LEAs continue to have concerns about travel and days out of school. The suggestion to figure out ways to control the number of students attending state conferences should be discussed. If you are not already using regional/local competitions or electronic qualifying rounds to narrow down the qualifiers participating at state conference, you should be discussing options for the future with your advisory boards.

Next Meeting – Wednesday, March 28, 2018 from 2:00 – 4:00 pm. Nebo School District, CTE Training Room