

Spring CTSO Advisory Committee Meeting Notes

Wednesday, March 28, 2018

Nebo School District, CTE Room, 2:00 – 4:00 pm

In attendance:

Regional Representatives: Darrell Eddington (Bear River), Mark Anderson (Central), Stephanie Clegg (Mountainland), Jed Jenson (Southeast), Greg Sanders (Southwest), Uintah - not represented, Christine Heslop (Wasatch Front North), Janet Goble (Wasatch Front South)

CTSO Advisors: Jonathan Hansen (DECA), (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), Pearl Hart (FCCLA), Doug Livingston (TSA), Breckon Heywood (FBLA and DECA), Brandon Jacobson (IT Specialist) – Absent Buddy Deimler (FFA)

1. **Welcome and Introductions** - Thalea Longhurst welcomed everyone and introduced Breckon Heywood to her first official CTSO Committee Meeting. Breckon is the new Business and Marketing Education Specialist and will oversee FBLA and DECA.
2. **Approval of October 4, 2017 Notes** - Christine Heslop made a motion to accept the October 4, 2017 committee meeting notes. Janet Goble seconded the motion and the motion passed unanimously.
3. **State Event Calendar**
 - DECA State Dates and Location – Jonathan Hansen presented information that the DECA Advisory Committee had approved DECA moving to the Salt Palace for next year's state convention. This decision was made because DECA is growing in numbers and they will be closer to businesses leaders in Salt Lake. In the following years DECA may need to move their state convention one week earlier because the Salt Palace has several large conferences around this time of year. The CTE Directors didn't see a problem with this change.
 - FFA Change in State Events – Megan Cook presented that FFA is discussing consolidating their state events. FFA holds two state events - leadership conference and state competitive events contests. They are looking into combining the two events. There are mixed reactions to this decision by the local advisors. The CTE Directors encouraged Megan to move forward with the idea because it is one less day out of school.
4. **Event Summary** – There was a new event summary form created last year. CTE Directors liked the form and having the information in one place. We will make a few changes to the form and get it to the state advisors by LTI. The completed form will be due to Andrea Curtin by August 1, then Andrea will send them out to the CTE Directors.

5. **LTI in 2018** – The Leadership Training Institute will be held on June 7 – 9, 2018 at the Provo Marriott. Check-in will be 3:00 pm Thursday, program start 4:00 pm and will run through 3:00 pm on Saturday. The trainer will be Patty Hendrickson. She came a few years ago so Mike Smoot worked with her to revise and update the training. For many years the costs of running LTI has been heavily subsidized by the state. We need this to be a more balanced budget so we will be increasing the costs to \$100 per student and \$250 for adults in a single room or \$200 for adults in a double an empty student quad spot will be \$50.00.
6. **Possible LTI in 2019** – Andrea Curtin has started getting bids for 2019's LTI and would like to start holding the event on a college campus. She has received two bids so far from the University of Utah and Utah State University. Both bids are similar to a hotel bid, but the students will be able to view and experience a college setting. The committee thought this was a good idea. Megan said she would talk to USU and see if we could get an even better price since she is a member of the faculty. Jon also said he has a U of U contact that might be able to get better pricing there. It is FBLA's turn to help in 2019. Andrea will send Duke the bids and get his input.
7. **FY19 Budgets** – Thalea Longhurst presented the proposed budget for FY19. Thalea shared the historical data comparisons. We were asked in the fall to bring to the committee two scenarios for possible increases in the management budget. Thalea shared a 5% increase and a 3% increase. It was been several years since the state advisors have received an increase. There was a positive response for the increase. Janet Goble said she was supportive of an increase and with the 3% increase the districts will still retain a little bit more because of the WPU increase. One question that was raised was if we include Educators Rising would that need to be taken to the committee and full directors for a vote. Thalea said that it would because it would affect the budget. There are a few schools that are piloting the program on their own, but it is not an official Utah CTSO. They currently do not receive funding. It was asked if this budget paid for national travel to 1-3rd place winners. The answer is no. It only pays for 1st place winners and state officers, and only a portion of the cost. The budget allows for \$300 per 1st place winner or state officer. There was a motion made by Greg Sanders to approve the budget at a 3% increase to staff management costs and to look at it again next year. The committee voted to approve unanimously. Thalea will take the 3% budget to full Directors Meeting for a vote.

There was a question about money for national travel for 7-8 graders. CTSOs can only request the \$300 reimbursements for 9-12.

Action item: Andrea will change the national travel form to include the grade level to the national travel form.

8. **Audit Prep Check Sheet and Fall 2018 CTSO Audit and Surveys** – Every two years USBE holds a CTSO audit. The audit includes a program audit, a financial audit and a statewide feedback survey. We will hold the audits this fall and the results will be shared with you in the spring. The advisors have been given a check sheet to help them prepare. Thalea and Andrea will prepare a survey that will be released at the end of August with a due date at the end of September. We will send this to the directors hoping that you will send it on to the local advisors and the directors to fill out. We ask a lot of different questions about

events, website, advisor training, etc. Then we will summarize the results and share this feedback at the audit.

9. **Student Data Privacy** – Richard Wittwer talked about the law that was passed at the state to protect student privacy. SkillsUSA national organization created a document regarding student data privacy. Discussion was held with the reminder that the LEAs are required to have an opt out document. If an LEA registers a student then the CTSO organizations should assume that parents have consented to sharing the student's information. This is per state law. No other forms are necessary from national organizations.
10. **College/High School/Middle School Grade Levels** – Thalea Longhurst wanted all the advisors to understand that it is in Board Rule R277-700 that middle school students are defined as 7 and 8 grade students. It doesn't matter is they go to a school that is 7-9 or a 6-8 or any other configuration. They are considered a middle school student if they are in 7 and 8 grade. It is equally important that a student that is 9-12 but attending a college campus be registered as a high school student and not a college student if they are in grades 9-12. Make sure the advisors are registering them correctly for competitions and for membership. There was a mix of how the different CTSOs are running the middle school competitions and how they treat 9th graders depending on what school they go to. The directors said they haven't heard any complaints about how competitions are structured. Make sure that you are following each CTSO guidelines (generally based around the grade bands and structure of each school) and that they advisors are registering students correctly for membership and competitions.
11. **Advisor/Staff Contracts FY19** – Just a reminder to each specialist and advisor that an evaluation should be held with your advisory committee each year and salaries approved by the advisory committee. We have an evaluation document if you want to use it, but you can use your own. Signed contracts are due to Thalea Longhurst/Andrea Curtin by May 18.
12. **FY18 Final Membership Deadlines:** May 1 Advisor membership reports through MoveIT. May 5 Andrea will send CTE Directors reports. All adjustments made by May 18 and Final report available around June 15. We will be cross referencing student data with SSI information. The data will be as accurate as possible. Please try and provide grade level and make sure the chapter numbers are correct.
13. **Meeting Dates for 2018-2019**
 - September 26, 2018 at USBE in Basement West
 - April 11, 2019 at USBE in Basement West

Other:

1. There has been a question from legislative auditors around government non-profit organizations and how oversight works. Jon and Duke will be meeting with the auditors and Thalea to answer questions. If any recommendations are received, we will discuss at the next meeting.

2. Janet was impressed with all the CTSO events, but one shout-out to DECA. They offer an event for directors and administrators. It helps showcase what they do and educate attendees on CTSOs and what they do.