



ND Association for Career and Technical Education 2024-2025 Program of Work

Mission: Promote and improve career and technical education. Provide service, leadership opportunities, and recognition to its members. Support career and technical education as an integral part of the educational system.

Based on the ACTE Strategic Themes for January 2023 through December 2027, North Dakota ACTE will focus on these three priorities during Gabes Kieffer’s presidency July 2024-June 2025. The program of work includes specific strategies to help ensure progress towards the priorities.

- 1) Member Value and Engagement – NDACTE’s success is reliant on the success of divisions and educators. Strengthen division communication on NDACTE membership to increase NDACTE Membership.
- 2) Advocacy and Awareness – Advocate for and be a catalyst in changing perceptions of CTE, as well as promote and bring awareness to CTE teacher shortages and IAED (Inclusion, Access, Equity, and Diversity) initiatives.
- 3) Professional & Leadership Development – Promote leadership roles in NDACTE and ACTE, increase award submissions and increase use of CTE learn for professional development.

Date	Initiative	Responsible	Action Items	Status
July				
July 15	PDC <ul style="list-style-type: none"> • Professional & Leadership Development • Member Value and Engagement 	<ul style="list-style-type: none"> • Executive Director • President • PR / Marketing Committee • Membership Committee 	<ul style="list-style-type: none"> • Prepare interactive booth and giveaways for PDC booth • \$35 membership incentive forms • Finalize Plans • Coordinate activities, secure ribbons, prepare for new teachers’ session 	Completed
July 15	NDACTE Business <ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • President • Executive Director 	<ul style="list-style-type: none"> • Complete Annual Reports & Post on the NDACTE and ND CTE PCD website 	In progress
July 15	NDACTE Business <ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • Executive Director • President • President-Elect • Vice President 	<ul style="list-style-type: none"> • Post Budget and Program of Work • Plan and Prepare Agendas for Pre/Post-Conference Meetings • Plan and Prepare Agenda for Annual Business Meeting • Update Committee Assignments 	In progress
July 15	NDACTE Board Training	<ul style="list-style-type: none"> • Executive Director 	<ul style="list-style-type: none"> • Update Orientation and Officer Training Manual outlining Board Member duties and responsibilities. 	In progress

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Professional & Leadership Development 			
July 30	NDACTE Business	<ul style="list-style-type: none"> Executive Director Vice President Audit Committee 	<p>NDACTE Annual Audit – Thoroughly review the financial activities and records of NDACTE during the preceding year.</p> <p>Review the following materials:</p> <ol style="list-style-type: none"> NDACTE Financial account balances NDACTE Budget to Actuals Financial records including the prior year financial report; the year-to-date balance sheet, and the year-to-date detail of transactions. Provide a list of current NDACTE members at year end IRS Tax Exempt Status NDACTE Investments 	In progress
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	In progress
Before the 25th	<p>ND CTE Newsletter</p> <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit NDACTE Update to ND CTE 	Completed
July 30	<ul style="list-style-type: none"> Website/Social Media Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<p>NDACTE website maintenance/social media posting</p> <ul style="list-style-type: none"> Annual meeting information Annual Report Promote PDC Booth information 	In progress
August				
August 4	NDACTE Business	<ul style="list-style-type: none"> President President-Elect 	<ul style="list-style-type: none"> Conduct End of year meeting 	
August 4-7, 2024	<ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Membership Committee Executive Director 	<ul style="list-style-type: none"> ND PDC Booth sponsorship Promote New Member Incentives Promote New Professional Stipends Distribute NDACTE Membership Info to Divisions 	

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> • Professional & Leadership Development • Advocacy and Awareness 		<ul style="list-style-type: none"> • CTE Learn information to divisions 	
August 5	NDACTE Business <ul style="list-style-type: none"> • Member Value and Engagement • Professional & Leadership Development • Advocacy and Awareness 	<ul style="list-style-type: none"> • Executive Director 	<ul style="list-style-type: none"> • New teachers' session • New Teacher membership recruitment through Region V Opportunity Grant Fund – Purchase 100 “Your first Year in CTE: 10 Things to Know”. And 300 bookmarks to be distributed during PDC. 	
August 6	NDACTE Business <ul style="list-style-type: none"> • Member Value and Engagement • Professional & Leadership Development • Advocacy and Awareness 	<ul style="list-style-type: none"> • President • President-Elect 	<ul style="list-style-type: none"> • Conduct Annual Business meeting • NDACTE Awards presentation 	
August 6	NDACTE Business <ul style="list-style-type: none"> • Member Value and Engagement • Professional & Leadership Development • Advocacy and Awareness 	<ul style="list-style-type: none"> • Executive Director • President 	<ul style="list-style-type: none"> • Conduct New Year board meeting • 	
	NDACTE Business <ul style="list-style-type: none"> • Member Value and Engagement • Professional & Leadership Development • Advocacy and Awareness 	<ul style="list-style-type: none"> • Executive Director • President 	<ul style="list-style-type: none"> • Conduct New Board Orientation 	

Date	Initiative	Responsible	Action Items	Status
	Website/Social Media <ul style="list-style-type: none"> • Member Value and Engagement • Professional & Leadership Development • Advocacy and Awareness 	<ul style="list-style-type: none"> • Marketing Committee • Executive Director 	<ul style="list-style-type: none"> • NDACTE website maintenance / social media posting • Update Board members on website • Update Award Winners on website 	
Before the 25th	ND CTE Newsletter <ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • Executive Director 	<ul style="list-style-type: none"> • Submit NDACTE Update to ND CTE • 	
September				
	NDACTE Business	<ul style="list-style-type: none"> • Executive Director • Executive Officer Team 	<ul style="list-style-type: none"> • Review materials and update NDACTE Officer and Board Member Training Manual 	
Sept 1	<ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • Membership Chair • Executive Director 	<ul style="list-style-type: none"> • Solicit Applications for New Professional for 2 \$500 travel stipend – Deadline is Oct 1. 	
	Membership Drive <ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • Executive Director • Membership Chair • Vice President • Division Reps 	<ul style="list-style-type: none"> • e-mail Renewals • Contact and Recruit • Sept 1 - 6 \$50 Gift Card drawings 	
	NDACTE Business <ul style="list-style-type: none"> • Professional & Leadership Development 	<ul style="list-style-type: none"> • Vice President 	<ul style="list-style-type: none"> • Instruct committee chairs about their assignments and • Assist them in carrying out their tasks and • Check with the committee during the year to assure progress is being made. 	
	Website/Social Media <ul style="list-style-type: none"> • Member Value and Engagement 	<ul style="list-style-type: none"> • Marketing Committee • Executive Director 	<ul style="list-style-type: none"> • NDACTE website maintenance / social media posting 	

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 			
Before the 25th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit NDACTE Update to ND CTE 	
October				
October 1	NDACTE Business	<ul style="list-style-type: none"> Membership Chair 	<ul style="list-style-type: none"> New Professional Applications Due – select 2 	
October 1	NDACTE Business	<ul style="list-style-type: none"> President (President elect attends) Executive Director 	<ul style="list-style-type: none"> Coordinate ACTE Voting Delegates 	
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	
October 8 4:00-5:00	NDACTE Business	<ul style="list-style-type: none"> President Executive Director 	<ul style="list-style-type: none"> NDACTE Fall Board Meeting via Zoom 	
October 15 th	NDACTE Business	<ul style="list-style-type: none"> Executive Director Executive Officer Team 	<ul style="list-style-type: none"> Complete Annual Report and Quality Associations Standards information to ACTE 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Chair Executive Director 	<ul style="list-style-type: none"> Website updated Social media plan developed (with monthly themes?) 	

Date	Initiative	Responsible	Action Items	Status
	ACTE Event <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> President – Elect (attends) President 	<ul style="list-style-type: none"> ND social to be held at the ACTE Annual CareerTech Vision Convention. No budget. 	
Before the 25th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit NDACTE Update to ND CTE 	
November				
	NDACTE Business	<ul style="list-style-type: none"> Carla Hixson – from ACTE 	<ul style="list-style-type: none"> Coordinate ACTE VISION List - Name of Attendees 	
	ACTE VISION 2024 <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Executive Director President – Elect 	<ul style="list-style-type: none"> Inform ND Delegates of Activities Designate someone to do “State of the State” and “role call” during ACTE membership meeting 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
Before the 25th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit NDACTE Update to ND CTE 	
December 4-7, 2024	ACTE’s CareerTech VISION 2024 Annual Conference <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> President -Elect Executive Director 	<ul style="list-style-type: none"> Attend VISION 2024 VISION ACTE Leadership Training Register and pay \$25 to attend training Coordinate a ND social during the ACTE VISION Convention. No Budget. Present “State of the State” and “Role Call” during ACTE membership meeting 	

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Professional & Leadership Development 			
December				
	NDACTE Business	<ul style="list-style-type: none"> President Eric Ripley 	<ul style="list-style-type: none"> National Policy Seminar Registration (March 16-19, 2025) Leadership Training - Register and pay to attend Part 2 training Start Planning Congressional Visits – Arlington, VA 	
	NDACTE Business	<ul style="list-style-type: none"> President – Elect Past President 	<ul style="list-style-type: none"> Review and make recommendations regarding policy changes or updates. With the Executive Director, update the NDACTE Policy Handbook. 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
Before the 25th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit NDACTE Update to ND CTE 	
January				
	NDACTE Business	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit 990-N Form for taxes Submit and pay filing fee for Nonprofit Corporation Annual Report to Secretary of State on behalf of NDACTE 	
	NDACTE Business	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit 1099 Form for Executive Director – via CPA 	
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	
	NDACTE Awards Website/Social Media <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Awards Committee 	<ul style="list-style-type: none"> Refine Awards Application and review process Update website with deadline and details 	

Date	Initiative	Responsible	Action Items	Status
	NDACTE Awards <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Remind NDACTE Award Winners that are moving forward to Region V of the \$200 stipend to attend Region V Conference 	
Jan 7 4:00-5:00	NDACTE Business	<ul style="list-style-type: none"> President Executive Director 	<ul style="list-style-type: none"> Quarterly Board Meeting – Zoom 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting Update Awards nomination information 	
Before the 25th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit NDACTE Update to ND CTE 	
February				
Entire Month	Career/Tech Ed Month <ul style="list-style-type: none"> Advocacy and Awareness 	<ul style="list-style-type: none"> All Members 	<ul style="list-style-type: none"> Promote your Program www.acteonline.org promotional ideas 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
Before the 25th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit NDACTE Update to ND CTE 	

Date	Initiative	Responsible	Action Items	Status
March				
March 1	Region V Awards <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Awards Chair 	<ul style="list-style-type: none"> Advance NDACTE Award Candidates to Region V 	
March 11 4:00-5:00	NDACTE Business	<ul style="list-style-type: none"> President 	<ul style="list-style-type: none"> Quarterly Board Meeting – Zoom 	
March 16-19, 2025	ACTE National Policy Seminar <ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> President (attends) Eric Ripley 	<ul style="list-style-type: none"> National Policy Seminar Crystal Gateway Marriott Arlington, VA Participate in Capitol Hill visits Attend Leadership Training Part 2 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting Update Awards nomination information on website 	Complete
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	Complete
April				
May 1-3, 2025	ACTE Region V Leadership Conference 2015 <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Vice President (attends) 	<ul style="list-style-type: none"> Register and make arrangements to attend Prepare “State of the State” and “Roll Call” for Region V membership meeting 	
	VP Nominations	<ul style="list-style-type: none"> President-Elect 	<ul style="list-style-type: none"> Begin VP Candidate Search 	

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Nominations Committee 	<ul style="list-style-type: none"> Set guidelines, search for, and screen candidates for NDACTE Vice President nominations. 	
	<ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> PR and Membership Committees 	<ul style="list-style-type: none"> Recruitment during PDC Develop PR events Membership campaign ideas Submit budget items 	
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	
	NDACTE Business	<ul style="list-style-type: none"> Audit Committee 	<ul style="list-style-type: none"> Monitor, quarterly, the performance of NDACTE investments. 	
Before May 1 deadline	<ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Awards Committee 	<ul style="list-style-type: none"> NDACTE Member Award Nominations Impact Award Nominations Innovation Award Nominations 	
May				
May 1-3, 2025	ACTE Region V Leadership Conference 2015 <ul style="list-style-type: none"> Professional & Leadership Development 	<ul style="list-style-type: none"> Vice President (attends) 	<ul style="list-style-type: none"> Region V Leadership Conference Las Vegas, Nevada Deliver ND “State of the State” and “Roll Call” for Region V membership meeting 	
	NDACTE Awards	<ul style="list-style-type: none"> Awards Committee 	<ul style="list-style-type: none"> Select Award Winners Send names and short bio to PDC coordinator Supply names for plaques and Program 	

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Notify winners Prepare and send press release 	
Prior to May Board Meeting	NDACTE Business	<ul style="list-style-type: none"> Executive Director President President-Elect Vice President 	<ul style="list-style-type: none"> Prepare 2025-2026 Budget Prepare 2025-2026 Program of Work 	
Prior to May Board Meeting	NDACTE Business	<ul style="list-style-type: none"> Past President (chair) President President-elect Additional board member appointed by President Executive Director 	<ul style="list-style-type: none"> Performance Review/ Independent Contractor Renewal Conduct Executive Director Performance Evaluation This so board members can vote on renewal of annual independent contractor agreement for ED prior to July 1 contract end date. 	
May 13 4:00-5:00	NDACTE Business	<ul style="list-style-type: none"> President Executive Director 	<ul style="list-style-type: none"> Quarterly Board Meeting – Zoom Approve 2025-2026 Budget and Program of Work 	
After May Board Meeting and prior to July 1.	NDACTE Business	<ul style="list-style-type: none"> Past President (chair) President President-elect Additional board member appointed by President Executive Director 	<ul style="list-style-type: none"> Prepare independent contractor agreement for Executive Director for the next fiscal year. 	
	Website/Social Media	<ul style="list-style-type: none"> Marketing Committee 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	

Date	Initiative	Responsible	Action Items	Status
	<ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Executive Director 		
	NDACTE Business	<ul style="list-style-type: none"> Executive Director Past President 	<ul style="list-style-type: none"> Update Guide for NDACTE Board Members in time for annual Executive Board Orientation. 	
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	
June				
	Website/Social Media <ul style="list-style-type: none"> Member Value and Engagement Professional & Leadership Development Advocacy and Awareness 	<ul style="list-style-type: none"> Marketing Committee Executive Director 	<ul style="list-style-type: none"> NDACTE website maintenance / social media posting 	
Before the 25 th	ND CTE Newsletter <ul style="list-style-type: none"> Member Value and Engagement 	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> Submit Monthly NDACTE Update to ND CTE 	
June 30	NDACTE Business	<ul style="list-style-type: none"> Executive Director 	<ul style="list-style-type: none"> e-mail reminder to encourage members to attend the ND CTE PDC. 	

2024-2025 NDACTE Executive Board

President: Gabes Kieffer President-Elect: Randal Brockman

Vice President: **NEW** Past President: Tana Erbes

Division Reps: Darin Spelhaug, **Desiree Severance**, **Greg Borders**, **Barbara Quintus**,

Pam Stroklund, Kellie Meyer, Bryan Stastny,

Katie Rokke, Ashley Sailer, Shari Jerde, Jill Quinlivan,

Ex Officio: Wayde Sick, Eric Ripley, Danielle Luebke, Shari Jerde

Executive Director: Carla Hixson • www.NDACTE.com

Yellowed executive board members are to be determined (terms up in 2024)