Septmeber24, 2016

MEMORANDUM

To: All Career and Technical Educators

FROM: Teresa Murphy, Professional Development Committee Chair

Ruth Huff, Executive Director

RE: Fall Professional Development Seminar

And Board of Directors’ Meeting

Our Fall Professional Development Seminar is scheduled for October 31-November 2, 2016 at the Crowne Plaza Hotel, 1 Resort Way, Asheville N.C. The professional development topics are listed on the agenda included with this packet. Seminar participants will be able to earn 1 CEU of credit. Note that the professional development will begin promptly at 8:00 on Tuesday morning. The leadership seminar is open to all Career and Technical Educators.

**The registration fee for members is $200.00 non-members $250.00.** This cost will cover the following: Tuesday breakfast, lunch, and pm break. Also, Wednesday breakfast, lunch, breaks, rental of meeting space, equipment, and Seminar materials. Each individual will be responsible for handling their own lodging arrangements with the Crowne Plaza Hotel. The cost for lodging is not included in this registration fee. The group room rate will be $109.00 plus tax. Identify yourself as a participant in the NCACTE Fall meeting when making your room reservations**. Hotel: 888-211-7755 or 800-733-3211** Hotel Address is: 1 Resort Way, Asheville, NC

The enclosed **registration form and payment must be completed and returned** **to NCACTE by no later than September 26, 2016.** **Room reservations must be made by September 26,** in order to qualify for the group rate. After the cut-off date of September 26, 2016. no reservations will be guaranteed at the special group rate.

2016 Professional Development Seminar

**REGISTRATION FOR NCACTE Fall Professional Development Seminar**

**Crowne Plaza Hotel, Asheville, NC**

**October 31 - November 2, 2016**

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NCACTE DIVISION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL/ORGANIZATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*E-MAIL ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobil Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

HOME ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL TELEPHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOME TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Registration fee for Member…………………………………………………$200.00**

**Registration fee for Non-Member……………………………………………$250.00**

**Registration fee after deadline………………………………………………..$300.00**

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**Option 1:Make check payable to NCACTE and mail :**

**NCACTE**

**7021 Goshen Road**

**Oxford, NC 227565**

**Option 2: Complete online and send to** [**rbhuff777@gmail.com**](mailto:rbhuff777@gmail.com) **with Credit Card. A $5.00 processing fee will be added.**

**Deadline: September 26, 2016**

2016 Professional Development Seminar

**North Carolina Association For Career and Technical Education**

**Fall Professional Development Seminar**

**Crowne Plaza Hotel, Asheville, NC**

October 31-November 2, 2016

**Tentative Agenda**

**Theme: “United We Stand”**

**Monday, October 31, 2016**

6:00pm **Executive Committee Meeting** **and Dinner**

**Tuesday, November 1 2016 (7 hours for the day)**

**7:30am - 8:30 am**    **Breakfast/Registration/Check-in**

**8:30am - 10:00am Session 1**  **(1) Orientation, Let’s Make it Better**

**10am -10:15am** Bathroom Break

**10:15am - 11:45am Session 2** (1.5) **Literacy and CTE, A Winning Team** **Kathy Bonyon**

All teachers will be required to get Literacy CEU’s this year

You will receive .5 CEU for literacy and1.0 for content.

**11:45am - 1:00pm**  **Lunch/ Auction**

**1:00pm- 2:30pm Session 3 (1.5) Math Roundtables 1+1=3**

Visit each roundtable to learn new strategies to include Math in your

daily lesson plans.

**2:30pm-2:45pm Afternoon Break**

**2:45pm-4:15pm Session 4 (1.5) Marketing Your CTE Program**

**The Buncombe County Gang**

Marketing is a big part of maintaining our program. Learn new strategies to market your career cluster to students and the community. A preview from Vision right here in North Carolina

2016 Fall Professional Development Seminar

**4:15pm-5:45pm Session 5** (1.5) **United In Leadership- Committee Meeting**s

**Committee Chairs**

Committees will meet to plan for the 2016-2017 year. They will also begin to develop a notebook to be passed along each year to the chairperson. An outline and notebook will be provided. **If you are not on a committee, please join one that you might find interesting to learn more about their leadership and how you can help them to improve..**

**Dinner on your own / Optional Division Meetings**

**Wednesday, November 2, 2016 (3 hours for the day)**

**7:30am - 8:30am Breakfast and Auction**

**8:30am - 10:00am**  **Session 5** (1.5) How your and You IMC Can Become United We can help each other. Learn new ideas to unite our efforts

**10:00am - 10:30am** **Break/Checkout of Hotel**

**10:30am-12:00N Session 6** (1.5**) United in Leadership : Division meetings**

**Division Presidents**

Divisions will be meeting to plan leadership strategies for their teachers this year. Plan, share and take action for leadership in your division. All division members should attend.

**12:00N - 1:00pm**  **Lunch (CEU credits will be awarded during lunch)**

**1:00pm- until**  **NCACTE Board of Directors Meeting**

Board members are required to stay for Board meeting, others may attend for information.

2016 Fall Professional Development Seminar

**Notes**

**Committee Chairmen:** It is your responsibility to have a meeting with committee members. If you are not going to be present, please let the President know in advance who will conduct your meeting. Remember you agreed to attend these meetings when you accepted your position. You should send each member of your committee via e-mail a reminder of the meetings at least 2 weeks before the meeting date. The Executive Director will send you Committee members and email addresses. All committee chairs should present a report at the Board meeting, and provide a report electronically to the Recording Secretary. Each committee will be required to create a notebook with your committees duties, and responsibilities to pass along to the next committee chair. We can no longer have stagnant committees.

**Committee members:** Please attend your committee meetings and help plan for the future of NCACTE. Each division needs to be represented. If you are not attending, it is your responsibility to let your division president know and find someone from your division to replace you at the meeting. Remember, attendance is required as you were informed when you accepted the committee appointment.

***FUNDRAISER ACTIVITY*: The theme will be “United We Stand”**and anything goes for auction items. All participants are encouraged to contribute to the auction by donating items and bidding. This auction is one way we raise money to cover some of the association expenses during the year. Auction items should be given to Amy White-NCACTE Ways and Means Committee Chair during registration on Tuesday Morning.

**Name Badges:** Every Board of Directors member should have a NCACTE name badge. New Board members will receive their badge at this meeting and returning members are reminded to bring their badges with them. Please remember that these badges are to be worn at all state association activities. They are expensive. If you lose them you will be charged for the second badge.

**CEU credits will be awarded.**

2016 Fall Professional Development Seminar