

# Business Teachers Association of New York State

Chartered by the New York State Board of Regents

**Ramada Inn** 1305 Buckley Road

March 18 &19, 2011 Syracuse, NY

|  |  |  |
| --- | --- | --- |
| Present | | |
| Christine Choi | Walter Zeznick | Marin Grzan |
| Kathleen DeKalb | Amy Boutet | Carol Kozin |
| Joanne Ryan | Marsha Iverson | Ed Blasland |
| Ida Marra | Kristen Kelly | Francine Martella |
| Kim Lemieux \*Saturday | Diana Sisk |  |
| ABSENT | | |
| Tim Ahle | Tracy Farrell | Julie Keenan |
| Tara Hyland | Ana Tuzzolino | Anqelique Clinkscale\* |
| Scott Greene | Mark Albin | Joe Illig\* |
| Mary Gere-Penna | Susan Siuta |  |

## Minutes

Christine Choi called the meeting to order at 7:12pm

1. Welcome Christine Choi

* Introductions of new board members
  + Kristen Kelly-Public Relations
  + Ed Blasland-Region 7

2. Report of the Secretary Christine Choi

* January and November will be sent by email and voted on via Doodle
* Tim also plans to release a motions list soon

3. State Education Department Update Christine Choi

* Eric Suhr was invited to join us but could not come.
* Economics Letter sent on January 31, 2011.
* Letter of Response from Jean Stevens (Associate Commissioner) regarding the “Right of Business Teachers to Teach Economics”. Christine read that the letter stated that Business and Marketing Teacher are **not** certified to teach Economics, Business Economics, Finance and/or Enterprise System. Marsha: Was there a follow-up response to the letter? No, but Christine is working with Eric on the best way to address this
* Eric Suhr will be the Bureau Chief after Jean Stevens retires.
* Letter of Response from Jean Stevens regarding the “Importance of Financial Literacy Letter”
* Daina: Can we discuss Graduation Requirements and clarifying what the CTE department can do? Joanne: Can we table this for our meeting in August for goals? Christine: I will ask Eric Suhr about this.

4. Report of the Treasurer Tara Hyland

* Updated checks not received prior to this meeting. Please give Walt your expense forms and these will be sent to Tara –s he will send you your check.

5. Report of the President Christine Choi

* NBEA Conference in New Orleans
  + Silent Auction Donation – purchase a Nook which Scott will be taking on our behalf
* NYSACTE
  + Kim: Post the CTE TAC website on the BTA website.
    - http://www.spngsl.net/
  + CTE Technical Assistance Center-Marsha is one of the leads. As of December the center is being run by SPN. There is a bid to have associates at the center in Rexford, NY, in addition to other locations.
    - Six “buckets” that the center will be in charge of:
      * CTE Approval for school districts. Goal is to increase numbers of CTE Approved districts across the state.
      * Data collection. This data is essential to Perkins Funding.
      * Help districts and programs with work-based learning.
      * Improve lower performing schools and low income schools
      * Best practices for the state
      * CDOS and Common Core State Standards
* NYSCEA
  + David Abrahams
    - APPR, evaluated on test scores and assessments; unsure what will happen with non-tested areas regarding test scores and assessments
* Connection with NYSSCPA, Accounting Pilot and Bridge Program Presentation Update
  + Sent letter to NYSSCPA regarding future collaboration efforts. Colleen Lutolf from NYSSCPA made contact requesting information about the accounting pilot and bridge program. Offered to provide training location for 2012. Christine will continue to correspond with them to work out the details.
* Board of Regents Regional Forum (Mary)
  + Students need soft skills
  + Administrators concerns were financial such as hiring more math/science teachers and paying for Regents exams
  + College and Career Readiness is one in the same
* Financial Literacy Position – Perhaps BTANYS should keep the idea of requiring financial literacy by encouraging a test out option or a list of courses to replace.
* FBLA donation/DECA donation
  + Request from FBLA for $200 donation
  + Joanne:
    - Amy made a motion to approve a $200 donation to both FBLA and DECA. Daina seconded. Motion approved.
      * 13-yes 0-no

6. Report of the President-Elect Joanne Ryan

* Joanne researched online advocacy platforms. She plans to research it further to see if we can find something “free” by piggybacking off of ACTE or another professional organization.
  + Next movement for pricing and outreaching to other organizations?
  + What about twitter? The newest latest thing to contact politicians
* Economics information was sent to Eric Suhr. Christine has asked Eric to place the information on the SED website and he agreed he would put it on the site.
* Presentation at the Career Pathways:
* Keynote Speaker-Will Richardson (wikis, blogs, podcasts) Possibility for a conference?
* Kathie Helney-CTE Director of Buffalo
* Offer sessions on CTE approval at the state conference

7. Report of the Conference Director Ida Marra

* 2013 Locations – Binghamton, Ithaca, Elmira, Syracuse
  + Elmira could not accommodate our conference
  + Binghamton: Comparison between The Holiday Inn and The Binghamton Riverwalk Hotel & Conference Center
  + Syracuse: Can you email this to the group to see?
  + Ithaca: cannot accommodate our quantity
  + Decision was made to hold off until January 2012 to see how things “shake out” for the 2011 conference
* 2011 Conference Planning:
  + Local Arrangements
    - Keynote Speaker
      * Lisa Sax (Empire State College)
    - Registration (Online Registration)
      * Program with be up and running by May 15th
      * $120 (Early Bird before October 1st)
      * $150 after October 1st
  + Hospitality
  + Facilities/Meals
    - See Yellow Sheet; meals have already been selected
  + Properties – this will be based on speaker needs
  + Conference Educational Sessions/Program Grid
    - See information on Excel spreadsheet sent with the minutes

Motion to adjourn the meeting at 10:19pm for the evening by Walt. Marin seconded.

Christine Choi called the meeting to order at 8:05am

* + Public Relations
    - Presentation of post card and flyer
      * Will continue to work on both items; plan is to have both items ready to go by April 15
  + Thursday Pre-Conference Activities
  + Vendors/Exhibits Tracy Farrell
  + Gifts for Presenters/Attendees Kathie DeKalb
    - Will explore attendee gifts (something with BTANYS logo on it)
    - Presenters will receive $10 gift cards (Staples, Barnes and Noble, etc.) with teacher discount/teacher reward information in the envelope
    - There was a discussion around whether or not we will be providing a favor to all participants or just a presenter
  + Sponsor for Thursday Night
    - Discussion around last year’s conference on the right to the Thursday night sponsor.
      * Christine will work with Tracy and Ida on this
  + Awards Kathie DeKalb
    - Scholarship Winner–should attend the conference?
      * Yes!
    - Conference Fee waved for all awards but the Department of the Year award winners; guests will need to pay for attendance and/or meals
    - Joanne: Do we really need to give them a lifetime membership? Why can’t it be for the next year?
      * Motion made by Joanne to only provide one year of membership. Francine seconded.
      * This is an amendment to the constitution in Article 1. Must be voted on at the next BTA meeting by members (conference in October).
    - Should winners present at the conference?
      * New Teacher and Clinton Reed Award will be required to attend and conduct a session together. When notify the winners indicate that BTANYS has reserved a slot for you to share with your colleagues in Session 2 on Thursday.
* Award applications will go out by April. At the end of June all application will be received. By the first week of the school year the winners should know.
* Send a letter to the administrator and school district stating that they hope the winner can attend and that the conference fee is waived.
* Mini-Grant proposals to be held accountable. Need to work towards being more responsible in following up with this grant (BTANYS).
* Friend of the Business Education Award- more local?
  + Jean Stevens?
* Department of the Year award
  + Historian needs to update this information in the BTANYS records
  + BTA membership requirement?
    - Can it be a part of the rubric? Yes!
    - We should attach the rubric to the award application
    - Are we continuing with plaques for the award recipients? Yes

8. Report of the Past-President Kathie DeKalb

* Vacant positions: Historian, Region 5E, NBEA Membership, Region 2 (Christine has a contact there), Region 4, Region 6 (loss of contact in this region after Phyllis), Region 8W
* We should be tapping award winners to fill vacant positions
* Constitution Changes/Amendments:
* Motion to change the constitution by Kathie. Walt seconded.
* Page 1, Article 4 Objectives of the Association (take out the / and replace with and), any amendments must be submitting in writing out and replaced with sent to the members 30 days prior to the meeting (\*\*leave at 30 days),
* Page 5, Article 4-change the word mailed to sent. Add 30 days to prior the annual meeting.
* Page 6, Article 5, “for all state membership meetings”.
* Should we update the years on page 4 (article 14) “starting in….”,
* Article 3, Executive Board-should we include chairpersons? What counts as a meeting “any meeting that we take attendance other than the conference), at least 3 consecutive in attendance

Motion for a potential ballot made by Walt. Seconded by Marin.

9. Report of the Legislation Director Walt Zeznick

* Legislation Day in Albany – not sure if this was held as no correspondence was received since the initial communication last year
* Directory of NYS assembly and senate; federal assembly and senate completed

10. Report of the Membership Director Scott Greene

* Message on list serve about checking out the BTANYS site to see your dues being placed into action (once tag lines on main page have been added)

11. Report of the Collegiate Teacher Education Director (Liaison) Marsha Iverson

* CTE TAC Update
* Hofstra is developing a financial literacy curriculum for 4th grade on a grant from Capital One-Money & Me
* Process of teacher evaluation is changing; going to be extremely different (3 categories, meets expectations, progressing, exceeds expectations) progressing interesting because up until now it was favorable now it is not. Some will be up to local contracts. No idea how to evaluate student progress for non-tested areas. Get progressing you need a TIP plan in place. First time that money is tied to student achievement. What about low achieving students? Need to show growth of students. Pearson got a huge grant to do a pilot with student teachers and emerging administrators – starts next week until the end of the year with videotapes to come up with something for the state. Some schools have regulations against videotaping. Should also take the praxis test – NJ and CT need teachers.
* Life is a Reality is being held at Commack High School

12. Report of Communications - Web Page Director Kim Lemieux

* Joanne’s suggestion about tag lines on the main page of website:
  + BTA advocates for Economics…..see information under member resources
  + Link for PIG and Occupation Studies…..see under member curriculum
    - Change to Student Leadership
  + BTA advocates for Financial Literacy….see information under member resources
  + BTA answers the College Readiness Survey….see under member resources

13. Report of Communications – Newsletter Director Amy Boutet

* April 2011-STEM focus; other potential topics include: getting the word out about your programs; mention we are stem and the careers that fall under this; we are college and career ready (what constitutes this – largest major in colleges is business they certainly have informed decisions about this and we teach 21st century skills and demonstrate that we do; Harvard university pathways to prosperity and it speaks to authentic instruction and soft skills)
* Email Julie Keenan for mini-grant update

14. Report of Educational Policies Director Tracy Farrell

* Mandate reliefs
* Other courses we can teach
* Ten weeks out of the 30 weeks we can teach. Seventh and 8th grade could be taught by a business teacher. Entrepreneurship, financial literacy, money management, career pathways – need to find the literature on this. Nobody will provide this in writing. This is a district decision and you can prove as a district cannot find someone then can do this for a year. Local BOCES and evaluate transcripts to get additional certifications.

15. Report of Public Relations Director Kristen Kelly

16. Report of Curriculum Planning Director Daina Sisk

* BizShare Wiki – ready to launch on April 1st to all members
* Accept your invitation to the Wiki
* BTA-NYS.wikispaces.com
* BTANYSboard.pbworks.com (for executive board only)

17. Reports of Regional Directors

Region 1 Mark Albin/Ana Tuzzolino

Region 2 vacant

Region 3 Marin Grzan

Region 4 vacant

Region 5E vacant

Region 5W Carol Kozin

Region 6 vacant

Region 7 Ed Blasland

Region 8E Julie Keenan/Mary Gere-Penna

Region 8W vacant

Region 9 Francine Martella

Region 10 Susan Siuta

***Post reports to the board wiki.***

18. Report of Business and Marketing Honor Society Chair Mary Gere-Penna

* Make sure that if you hear something about not receiving information please tell Mary or myself.
* BMHS – should we provide induction letters and an induction program; how about a rejection letter; removal letter. Great idea to include induction letters and a program on the website for those starting up BMHS. Send a letter this summer to all accounts payable school districts to update their records for the mailing address for BMHS.
* We’ve keeping track of all orders and reorganized the system that was in place.
* Numbers from each school that participates.

19. Old Business

* Joanne – capability to fax and email (see President-Elect information in the minutes)
* Marsha and Christine – NYSSCPA letter (see President information in the minutes)
* Marsha and Christine – SED Survey for Eric Suhr – information was sent to Eric and the CTE TAC (survey regarding committee work, etc.)
* Christine - Executive board wiki – please make sure you use this as a resource
* Kathie – virtual meeting feedback – noise complaint initially; most people used a land line; adding video – no; agenda was good overall; definite rules before you talk (state your name first and then say what you have to say); how many meetings we should have using that technology; conference planning meetings use this for; do a virtual meeting more often

20. New Business

* Economics documentation **Follow up with Eric (Christine will follow-up on Monday)**

**Meeting dates for 2011:**

* June 18 Virtual Meeting (9am to 11am)
* Summer workshops
* Conference information (local arrangements, confirm session grid, speaker update)
* Awards applications update
* Conference gifts update
* Update from each person
* Any other “to do’s” overview
* August 17 Virtual Meeting (9am to 11am)
* November 18 and 19 in Syracuse

**Meeting dates for 2012:**

* January 7 Virtual Meeting (9am to 11am)
* March 9 and 10 in Syracuse, NY (will decide at this meeting if would like a June 23 virtual meeting)
* August 22 Virtual Meeting (9am to 11am)
* November 16 and 17 in Syracuse, NY

**Other New Business**

* Donation to FBLA and DECA for $200 each (letter must be provided in future for auditing purposes)
* Regional forum update (Mary – see President information above)
* Conferences Updates
* Session Final Plan scheduled for June Meeting – conference session information will be ready for June virtual meeting
* Hard copy of letter saying that business teachers can teach economics – Christine will post this to the wiki
* Jon Greenwalt does not think you have home email address – keep passing the note; feel free to contact him as he misses us [jgreenwalt@nycap.rr.com](mailto:jgreenwalt@nycap.rr.com)
* Region 6 will be having a summer workshop – Kathie will do
* WECA needs time to have a meeting at the conference and collegiate meeting at the same time

Motion to adjourn the meeting at 12:31pm for the day by Walt. Joanne seconded.

21. Adjournment for Working Session

* Working session
  + Regional directors (Mary/Carol)**:**
    - Finish plans for summer workshops (flyer, registration, etc.)
      * Carol – Animoto and Prezi, South Lewis High School; summer session at Edwards Knox High School in Russell, NY
      * Mary/Julie – Animoto, Broome Community College, Libous Room
      * Susan – Daemen College, June 27 or 28, either 9-1 or 10-2
      * Francine?
      * Mark/Ana/Marin?
    - Carol finish up flyer; flow of day
      * Presenter showing example
      * Explaining what Animoto is and Francine doing PowerPoint for how to use
      * Presenters go in and register; attendees shown how to register for own classroom
      * Make own video and then break into groups and show and tell video
      * Group share
      * Flyer done by April 1 need to have solidified all locations date and times; refreshments will be provided send information to carol by April 8 carol finish this up and April 15 carol email it regional directors email out, send to Eric (disseminate as needed), BTANYS list serve and other list serve
  + Conference work (Ida)
    - Flyer, registration, save the date, online conference evaluation survey
    - Finishing up Regonline for testing, save the date will be finalized soon, postcard needs to be completed
  + Exhibitors work (Tracy)
    - Not present
  + Website update (Kim) (awards email change to Kathie and Amy – Phyllis is still receiving the awards email information)
  + Wiki work (Daina)
    - Resent invitations out to join; added gaming page; all copyright disclaimers on each page; live April 1 even if missing few pieces
  + Awards work (Kathie and Amy)
    - DOY and made wording/grammatical changes complete revision, adjusted the category numbers for potential layoffs and created a rubric for scoring; Amy type up and send to committee members and then send to us; added something on the rubric as to what professional organizations people belong to; representative from department is expected to attend the conference to accept the award
    - BTA awards all set
  + Membership expiration work/annual member survey work/letter correspondence brainstorm (Scott, Walt, Marsha, Joanne, Tim)
    - How we contribute to college and career readiness
    - Survey for members – 7 questions looking for information on how to be proactive and bring membership up-to-date and current and keep everyone informed to understand needs and concerns
    - What can BTA help you with; what courses have you seen a large increase in; can we get a summary of beds from last year to this year (ask Eric)
    - Link on BizShare wiki for curriculum information
* Train new board members (Kristen, Ed and Christine)