

## AEFCS Meeting Minutes

Date: Monday, December 13, 2021

Present:

- Charles Parker
- Jill Sperling
- Shay Williams-Hopper
- Melissa Webb
- Diane Wong
- Nina Snow
- Rosa Jorrin
- Jackie Jones

Called to Order: 10:05 AM

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1. Managers meetings - have not been happening, very few
2. Sign language contracts are not supported through department of education – if you need one, you will have to provide your own contract with them for your event(s).
3. Concepts – Have a project that you are wanting to do? Start getting your materials ready. An email will be coming out in January.
4. Division has a Twitter / Facebook account – if anyone would like to manage it, please let Parker know
5. CTSO policy guide has been finalized and has been given to Pete
6. The department will not be presenting a list of certifications (legal says we cannot do that)
  - a. If we have a list, can it come through our teacher's association? Answer – yes.
  - b. Can we also provide a list of additional funding for those certain certifications?
  - c. CTE Online was going to be putting a list together, but not too sure what is going on with it.
7. Office has been quiet – not too many people working in the department
8. If you are traveling in the future, Parker can send the travel powerpoint to you.
  - a. Lots of things have changed – example: they might be asking for a cost analysis/comparison (fly vs driving – needing to provide a rationale)
  - b. Make sure you follow the rules
  - c. They are looking for documentation for hotels as well – even if someone else is paying for it
  - d. If you are receiving emails from the travel department, let Rosa know so she can help with getting the right information to the travel department
9. Still no updates on when returning to the office
  - a. Still asking for a list of who has been in the office during the week

10. Nina is going to help with booking flights for the January meeting that Parker and Jill are going on
  - a. Parker – National FFA is getting his flight
  - b. Jill – Need to book a flight
11. Melissa needs to book an airfare for a conference – would be going through Concur be easier?
  - a. Yes – plus, they are paying for it and you don't need to worry about getting reimbursed
  - b. Concur is worth a look – even with hotels

Next Meeting : January 10, 2022

Meeting Adjourned : 10:25 am