



July 29, 2017

MEMORANDUM

TO: All Career and Technical Educators

FROM: Kim Brewington, Professional Development Committee Chair

Ruth Huff, Executive Director

RE: Fall Professional Development Seminar and Board of Directors' Meeting

NCACTE invites you to attend the Fall Professional Development Seminar scheduled for September 14-16, 2017 at the Sheraton Imperial Hotel, 4700 Emperor Blvd I-40 at exit 282 Page Road, Durham, 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 a.m. on Friday morning. The leadership seminar is open to all Career and Technical Educators.

The registration fee for NCACTE members is \$200.00 and for non-members it is \$250.00. This cost will cover the following meals: Friday's breakfast and lunch and Saturday's breakfast. Each individual will be responsible for handling his/her own lodging arrangements with the Sheraton Hotel. The cost for lodging is not included in this registration fee. The group room rate will be \$110.00 plus tax. Identify yourself as a participant in the NCACTE Fall Seminar when making your room reservations. Hotel information: **919-941-5050, 700 Emperor Blvd., Durham, NC.** The enclosed **registration form and payment must be completed and returned to NCACTE no later than August 25, 2017. Room reservations must be made by August 15, 2017** in order to qualify for the group rate. After the cut-off date of August 15, 2017, no reservations will be guaranteed at the special group rate.

Again, this Professional Development Seminar is open to all Career and Technical Educators. Please make plans to join us in Research Triangle Park for this event.

**REGISTRATION FOR NCACTE  
Fall Professional Development Seminar  
Sheraton Imperial Hotel, Durham, NC  
September 14-16, 2017**

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

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

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

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

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

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

\*\*\*\*\*

Registration fee for Member.....	\$200.00
Registration fee for Non-Member.....	\$250.00
Onsite Registration fee .....	\$300.00

\*\*\*\*\*

**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 information. A \$5.00 processing fee will be added.**

**Deadline: August 25, 2017**

**North Carolina Association of Career and Technical Education  
Fall Professional Development and Leadership Workshop**

**"Together as One"**

**Sheraton Imperial Hotel at Research Triangle Park, Durham, NC  
September 14-16, 2017**

**Thursday, September 14, 2017**

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

**Friday, September 15, 2017**

7:30 - 8:00        **Registration and Check-in**

8:00 - 8:30        **Legal Shield**

Member Benefit Presenter: Ruth Ann Bullock

8:30 - 10:00      **Digital Teaching and Learning: What is it and why is important?**

Guest Presenter: Teika Clavell,  
NCDPI Digital Teaching and Learning  
Educator on Loan

**Break**

10:15 - 12:15     **Digital Teaching and Learning: How do I get started?**

Guest Presenter: Teika Clavell,  
NCDPI Digital Teaching and Learning  
Educator on Loan

12:15 - 1:30      **Lunch**

Auction

1:30 - 2:45        **Using Digital Tools to Make Learning Fun for ALL**

Presenter: Kety Clark, BFIT Educator  
Cumberland County Schools

2:45 - 3:00

**Break**

3:00 - 4:00        **PLearning -- Hands on Playing With and Learning Digital Tools**

Presenters/Facilitators: *TBA*

4:00 - 5:30        **NCACTE Committees--Using Digital Tools to Work and Carry Out Responsibilities as One**

Presenter: Rodney Smith and Ruth Huff

**Dinner on Your Own**

**Saturday, September 16, 2017**

7:00 - 8:00      **Breakfast**

8:00 - 9:30      **Planning for Our Future**  
Presenters: NCACTE Committee Chairs

9:30 - 10:00    **Break**  
Check out

10:00 - 11:30   **T.E.A.M.: Together Everyone Achieves More**  
Presenters: NCACTE Division Presidents

11:45 – until    **Board of Directors Meeting**  
Lunch will be provided to the Board Members during the meeting

## 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. 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.

**Committee Members:** Please attend your committee meetings and help plan for the future of NCACTE. Each division should be represented.

**Fundraiser Activity:** The theme will be **"Together as One"** 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 Elaine Webb, NCACTE Ways and Means Committee Chair during registration on Friday morning.

**Name Badges:** Every Board of Directors member should have an 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.