



NASBE NEWSLETTER

National Association of Supervisors for Business Education

Website: <http://www.nde.state.ne.us/BUSED/nasbe/nasbehome.htm>

President's update, continued from column 1

President's Corner.

Mary Nemish

The changing of the seasons never fails to fill the world with a sense of awe and wonder. We evolve from the bleakness and harshness of winter, to the gentle warmth of spring, to the wonder of summer in full bloom, to the bountiful, rainbow colors of the leaves in the fall. Our own lives are akin to the seasons, in as much as we experience periods of winter, spring, summer and fall. We come to realize how we grow and nurture our lives bringing forth a new period of growth and fulfillment.



In a few short weeks we will be gathering in Orlando sharing our wealth of ideas, camaraderie with friends and associates, experience Epcot and Disney World, and other activities the city has to offer. The festivities planned by ACTE and NASBE will bring forth enjoyment.

I invite you to attend the 2003 ACTE Annual Convention and Exposition. The theme of the convention is "Discover Your Future." Discover innovative ways to change your perspective and enhance students' interest and achievement. The convention is an unparalleled opportunity for you to acquire information needed to succeed in today's changing environment. Gather with your colleagues to hear prominent speakers from the business and educational sector.

Four dynamic general sessions have been planned. Fred Gandy, known for his role in the TV series Love Boat, former member of Congress, former CEO of Goodwill Industries and Political Commentator, will address the Opening General Session on Thursday,

--continued in column 2--

December 11. On Friday, December 12, you will have an opportunity to hear Neil Hower, a historian, economist, demographer, and widely known authority on "Generations in America." Joe Clark, renowned principal, will address the Saturday General Session on December 13. Jack Canfield will conduct the Closing General Session on Sunday, December 14. Mr. Canfield is well known for his #1 best selling book series *Chicken Soup for the Soul*. Each of the speakers will deliver powerful messages on issues that are important to us as educators. You won't want to miss these stimulating sessions.

The NASBR RAP Session scheduled for Friday, December 12, 1:30 p.m. will focus on timely and provocative issues. An opportunity will be provided

continued on p. 2

Table of Contents

Article	Page #
President's Corner	1
Officer Nominations Needed by Nov. 21	2, 3
Websites	4
Diversity/ACTE wants your E-mail	5
ACTE at a Glance (Orlando)	6,7
Membership Info	8,9
Committees & Upcoming Meetings	10
NASBE Officers	11
ACTE Legislative Alert	12-13
Are you a Workaholic?, ISBE Trip	14
ACTE Business & Marketing Sessions	15
Proposed Overtime Rules, Refurbished Computers ..	16
ACTE Briefing Room	17
Business Technology Sample Curriculum	18
Missouri Mentoring Program	19
NASBE Outstanding Leadership Award	20
Leadership Award Nomination Form	21
Leave 'Em Laughing	22
Visuals for Presentations, Training Strategy	23
NASBE ListServ, Leadership Skills	24

NASBE OFFICER NOMINATIONS NEEDED

By: Maurice S. Henderson, Past President

Please send your nominations by November 21, 2003, for the following NASBE officer positions:

- President-Elect
- Vice-President
- Secretary
- Treasurer

If you are interested, or know someone who is interested, in one of the officer positions listed, please complete the form below. Any questions about nominations/elections should be directed to Maurice S. Henderson, Past President/Nominations Committee Chairman. (Work: 734.487.1700; E-mail: maurice.henderson@emich.edu)



President's Corner, continued from Page 1

for you to discuss areas of concern, sample new materials from the various states of programs being implemented, interact with your colleagues, gain insight into issues that affects business education nationwide, and most of all glean from the information presented which can be your most valued resource. Plan to share your ideas and projects with the group.

Join us for the BEST PRACTICES Sessions scheduled for Thursday, December 11, at 1:15 p.m. Timely topics will be presented. Each affiliate will be presenting in the BEST PRACTICES Sessions. Browse the program at a glance to see the variety of topics to be addressed.

As Marian Wright Edelman, an influential American humanitarian and author stated "Education is for improving the lives of others and for leaving your community and world better than you found it." As business educators, we provide an important link between the workforce and stakeholders by influencing policy and by using our expertise to create policy and practice elements that affect the overall success of our programs. It is the integration of various skill sets that make us successful leaders and educators.

Mark your calendar—December 10-14, 2003,

Orlando, FL. Plan to join us for what promises to be an exciting ACTE Convention and Exposition, NASBE RAP Session, and BEST PRACTICES Sessions. Take advantage of the educational opportunities to network, to challenge your mind, to exchange ideas in informal settings, to visit the Trade Show to discover new curricula materials and equipment, and to learn tools, tips and techniques to change you and enhance your workplace effectiveness.

Enjoy our host city by experiencing its food, culture and good times. Orlando awaits your arrival.

As President, I look forward to the coming year with a commitment to the future that lies ahead. Best wishes for a successful and productive year.

Have a Happy Holiday!

Mary Nemesh, President



National Association for Supervisors of Business Education

Officer Nomination Form

Name of candidate

Address of candidate

Street

City

State

Zip

Telephone Number

Work

Home

E-mail Address

Indicate position for which candidate is being nominated:

President-Elect

Vice-President

Secretary

Treasurer

Name of nominator

Address of nominator

Street

City

State

Zip

Telephone Number

Work

Home

E-mail Address

Please mail or fax this form by November 21, 2003, to the following address:

Maurice S. Henderson

Business Professionals of America

Eastern Michigan University

Ypsilanti, MI 48197

FAX: 734.487.4329

WEBSITES TO EXPLORE

www.fpanet.org — Web site of the Financial Planning Association

www.consumeralert.org — Site features a “Budget Planner”

www.choosetosave.org — Incorporates more than 100 financial planning calculators

www.unclaimedbaggage.com — Unclaimed Baggage Center

www.api.org or www.pei.org/static — gasoline safety

CareerJournal.com - If you are out of work or seeking a career change. Monster.com has more job listings as well as providing the Wall Street Journal Online.

Finance.yahoo.com - This website provides business and financial news, stock charts, company profiles, industry reports and other investing and personal finance tools.

Wetfet.com - Articles covering everything from how to ace an interview. The site’s partner, TrueCareers, runs the job board and provides guidance for job seekers; a personal job search account offers a place to store job leads and interview schedules.

Annoyances.org - This site will tell you how to fix and avoid common PC problems.

Reviews.cnet.com - CNET’s tech experts put PDA’s, MP3 players, and other gizmo’s through their paces to produce detailed reviews. The site posts ratings by other users and links to the latest prices offered by online merchants.

NBEA - www.nbea.org

ACTE - acteonline.org

ISBE - www.siec-isbe.org

OCCUPATIONAL INFORMATION:

Wall Street Journal - <http://careers.wsi.com>

Careers Online Virtual Careers Show - <http://www.careersonline.com.ac/show/menu/html>

JobSmart/JobStar - <http://jobstart.org/tools/career/spec-car.htm>

Occupational Outlook Handbook - <http://state.bks.gov/ocohome.htm>

EDUCATIONAL INFORMATION:

Colleges & Graduate Schools - CollegeNet - <http://collegenet.com>

Yahoo Higher Education - <http://www.yahoo.com/education/highereducation>

JOB SEARCH AND/OR RESUME POSTING

American’s Job Bank - <http://www.ajb.dni.us>

Career Mosaic - <http://www.careermosaic.com>

Career Path - <http://www.careerpath.com>

Online Career Center - <http://www.occ.com>


FINANCIAL AID:

U.S. Office of Education - <http://www.ed.gov/prog/info/SFA/Student Guide>

U.S. News and World Report - <http://www.4.usnews.com/usnews/dollars/ff.web.htm>



Five Components of Diversity Training

- 1. Create Awareness and Understanding:** Employees must learn to discuss differences in terms of cultural behavior, beliefs, and values.
 - 2. Provide Support for People Undergoing Change:** Activities should be developed to reassure employees that the changes they are making are beneficial and supported by the organization. Reuniting training groups to share experiences is one option.
 - 3. Adopt Changes in Management:** If you expect people to change their attitude, they will expect the same from you. Analyze policies and practices for inconsistencies and make changes accordingly.
 - 4. Demonstrate Management Dedication:** Harassment policies must be clearly stated and enforced. Cultural awareness is irrelevant if mistreatment is not punished.
 - 5. Celebrate Success:** When an organization is focused on continued change, it is easy to lose sight of accomplishments. This can lead to frustration and burnout. Award certificates of accomplishment, plan events to celebrate progress, and periodically praise teams to remind them of their successes.
- 

Developing Diversity in Organizations

Lee Gardenswartz and Anita Rowe have developed a five-step action process for developing diversity in organizations. They are as follows:

Discover and rediscover diversity problems in your organization

Strengthen top-management commitment

Choose solutions that fit a balanced strategy

Demand results and revisit goals

Use building blocks to maintain momentum

Source: *Managing Diversity: A Complete Desk Reference and Planning Guide.*



ACTE Wants Your E-mail Address

ACTE is trying to obtain the year-round e-mail addresses for all members. In order to provide you with additional membership services, they need this information. E-mail is the quickest and sometimes most convenient way for people to communicate. Make sure you contact ACTE at 1-800-826-9972 for additional details.

The *Career Tech Update* Newsletter is now being published in an e-mail format. This newsletter will be free to all ACTE members starting in 2003. This is yet another reason to make sure ACTE has your e-mail address.

ACTE, 2003 in Orlando
BUSINESS EDUCATION PROGRAM AT-A-GLANCE

WEDNESDAY, DECEMBER 10, 2003

- ACTE Standing Committee Breakfast 7:00 a.m.-8:00 a.m.
- ACTE Standing Committee Meetings 8:00 a.m.-11:00 a.m.
- NATEBE Research Session 8:30 a.m.-10:30 a.m.
- BE Division Policy Meeting 1:00 p.m.-4:00 p.m.

THURSDAY, DECEMBER 11, 2003

- BE Strategic Planning Meeting 7:30 a.m.-9:00 a.m.
- New Professionals/First Timers Orientation Coffee 8:00 a.m.-9:00 a.m.
- NACEBE Executive Board Meeting 8:30 a.m.-9:15 a.m.
- Opening General Session 9:30 a.m.-11:30 a.m.
- Career Tech Expo 11:45 a.m.-4:00 p.m.
- BE Division Opening, Business Meeting, and Best Practices Session 1:15 p.m.-4:00 p.m.
- President's Reception 6:00 p.m.-7:00 p.m.
- Region Networking Social 8:30 p.m.-11:30 p.m.



FRIDAY, DECEMBER 12, 2003

- NATEBE Executive Business Meeting 7:00 a.m.-7:45 a.m.
- **NASBE Executive Board Meeting 7:00 a.m.-7:45 a.m.—Room S310A, Convention Center**
- NACEBE Business Meeting 7:30 a.m.-8:15 a.m.
- **NASBE Business Meeting 7:45 a.m.-8:30 a.m.—Room S310A, Convention Center**
- NATEBE Business Meeting 7:45 a.m.-8:30 a.m.
- General Session 8:30 a.m.-9:30 a.m.
- BE Division Session (EXPO Floor) 9:30 a.m.-11:00 a.m.
- Career Tech Expo 9:30 a.m.-4:00 p.m.

ACTE, 2003 in Orlando

FRIDAY, DECEMBER 12, 2003, continued

- Mega Issues Sessions 11:15 a.m.-Noon
- BE Division Session 11:15 a.m.-12:00 p.m.
- BE Division Luncheon (sponsored by GLENCOE) 12:00 p.m.-2:00 p.m. (*Ticket Required*)
- BE Division Session 1:15 p.m.-2:00 p.m.
- **NASBE RAP Session 1:30: p.m.-3:00 p.m., Room S330E, Convention Center**
- BE Division Session 2:15 p.m.-3:00 p.m.
- BE Division Session 3:15 p.m.-4:00 p.m.
- Award Winners Recognition & Reception 4:30 p.m.-6:00 p.m.
- BE Division reception sponsored by EMC (evening)

SATURDAY, DECEMBER 13, 2003

- BE Division Meeting 7:00 a.m.-8:15 a.m.
- General Session 8:30 a.m.-9:30 a.m.
- Career Tech Expo 9:30 a.m.-4:00 p.m.
- Region Business Meetings 9:45 a.m.-11:30 a.m.
- BE Division Sessions 9:45 a.m.-10:30 a.m. (3)
- BE Division Session 10:45 a.m.-11:30 a.m.
- BE Division Meeting 1:15 p.m.-2:00 p.m. (if needed—will be announced)
- BE Division Session 1:15 p.m.-2:00 p.m.
- BE Division Sessions 2:15 p.m.-3:00 p.m.(3)
- BE Division Sessions 3:15 p.m.-4:00 p.m.(2)
- Assembly of Delegates 4:30 p.m.-6:00 p.m.

SUNDAY, DECEMBER 14, 2003

- Closing General Session 8:30 a.m.-9:30 a.m.



MEMBERSHIP in NASBE

Please print and complete the form and then mail or fax it to the NASBE Treasurer. Your check of \$15 for membership as an active or associate member of NASBE will be greatly appreciated. **NOTE: Membership is July 1 – June 30. To be included in directory, information must be post-marked ASAP. After the ACTE Conference, only paid members receive correspondence. Current members will be sent a profile form after July 1.**

If eligible to be a NASBE member, complete and return to Sherry Franklin, NASBE Treasurer, Mississippi Department of Education, P.O. Box 771, Jackson, MS 39205-0771. Phone: 601-359-3940, E-mail: sfranklin@mde.k12.ms.us

2003-2004 NASBE DIRECTORY INFORMATION FORM

Name		
Title		
Address		
City	State	ZIP
Business Phone ()	Business Fax ()	
Home Phone ()	Home Fax ()	
E-mail Address(es) Work:		Home:

SUPPORT YOUR NASBE ORGANIZATION BY BECOMING A MEMBER!!

Active Members are Business Education program supervisors who are direct employees of a state, region, or local education agency. Each active member of NASBE present at the NASBE business meetings at ACTE and NBEA conventions is eligible to vote. **DUES ARE \$15.**

Associate Members are persons from the field of business who are interested in supporting the purposes of NASBE. Associate members may pay dues and become non-voting associate members. Associate members may include student organization directors, association directors, members of the U.S. Department of Education, publishers, vendors, and former state supervisors of business education. Associate members may attend all meetings of the association and may, upon request to the presiding officer, be extended the privilege of the floor. **DUES ARE \$15.**





NASBE Membership

Membership in the Association for Career and Technical Education shall be a requirement for active membership in NASBE. There are three kinds of membership available in NASBE: ***active, associate, and honorary.***

Active Members

State, regional, and local supervisors (including assistant supervisors and district supervisors with direct responsibility for program development and/or Business Education co-curricula student organizations) of multiple Business Education programs who are direct employees of a state, region, or local educational agency may become active members. Each active member of NASBE present at the NASBE Business meetings at ACTE and NBEA conventions is eligible to vote.

Associate Members

Associate members are persons from the field of business who are interested in supporting the purposes of NASBE and are members of ACTE. Associate members may pay dues and become nonvoting associate members. Associate members may include student organization directors, association directors, members of the U.S. Department of Education, publishers, vendors, and former state supervisors of Business Education. Associate members may attend all meetings of the association and may, upon request to the presiding officer, be extended the privilege of the floor.

Honorary Members

Honorary members are persons who are officially concerned with administration and supervision of vocational education as well as others, including those in the fields of vocational education, who are actively and materially assisting to encourage and to develop Business Education. Honorary members may be elected by a majority vote of the active members present at any business meeting upon proposal by the Nominating Committee. Honorary members **do not** pay dues and are **nonvoting** members.

Honorary members may attend all meetings of NASBE and may, upon request to and/or by the presiding officer, be extended the privilege of the floor. Honorary membership will be presented to the NBEA Executive Director, ACTE/BE Division Vice President, and the CEO's of Business Professionals of America and the Future Business Leaders of America/Phi Beta Lambda (effective July 1, 1995).

Membership Year

The membership year shall coincide with that of the Association for Career and Technical Education.



2002-2003 ACTE/BE COMMITTEES

COMMITTEE	TERM
ACTE/BE Division Policy	
Mary Nemesh (MD).....	2002-2004
Deborah Seehorn (NC)	2003-2005
AWARDS	
Mary Nemesh (MD).....	2001-2004
EDITORIAL/PUBLICATIONS	
Deborah Seehorn (NC)	2001-2004
LEGISLATION	
Jean Kyle (MN)	2003-2005
MEMBERSHIP	
Sherry Franklin (MS)	2003-2006
DIVERSITY ACTION	
Fred Reed (FL)	2003-2005
NOMINATING	
Jimmy Smith (NC).....	2001-2004
OPERATING POLICIES	
Barb Beadle (IN).....	2002-2005
PROFESSIONAL DEVELOPMENT	
Anna Nemesh (MD)	2003-2005
PROGRAM LEADERSHIP	
Janet Gandy (AZ)	2001-2004
RESOLUTIONS	
Kara Burkett (TN).....	2002-2005
CAREER & TECHNICAL STUDENT ORGA- NIZATIONS	
Colleen Hunt (IA)	2003-2005*

*indicates finishing a term for someone else.

NASBE NOMINATING COMMITTEE & TERM

Maurice Henderson (MI) (Chair) ... 2003-2005
 Jimmy Smith (NC) 2003-2005
 Anna Nemesh (MD) 2002-2004

MEETING ANNOUNCEMENTS


NBEA - April 7-10, 2003 - Chicago, IL

ACTE - Dec. 11-14, 2003 - Orlando, FL

NCBEA - October 14-16, 2004 - Des Moines, IA

NEWSLETTER EDITOR

Barbara J. Bielenberg
 Head Teacher, Business Education
 Sioux City Community Schools
 1121 Jackson Street
 Sioux City, IA 51055
 E-mail: bielenb@sioux-city.k12.ia.us
 or bielenb46@yahoo.com
 Phone: 712-279-6644
 Fax: 712-279-6747



NASBE OFFICERS AND INFORMATION



Officers, from left: Maurice, Mary, Deborah, Linda, Sherry, Anna (not pictured, Barb)

RENEWAL OF DUES

Another school year has begun. It is time to renew your membership in **NASBE** and **ACTE**.

NASBE is your organization, and it needs your support and input. Be an active participant. Renew your membership and make the commitment that we all work together in making **NASBE** a strong affiliate of the **BE Division of ACTE**.

An application form is included in the newsletter.



2003-2004 NASBE OFFICERS

In accordance with our bylaws, during the ACTE Convention NASBE officer elections are held. The following officers were elected for 2003-2004.

PRESIDENT Mary Nemesh
Anne Arundel County Public Schools
1001Annapolis Road - Gambrills, MD 21054
410-674-6500 *Office*
301-405-9888 *Voice Mail*; 301-314-6877 *Fax*
m_nem@hotmail.com

PRESIDENT-ELECT Deborah Seehorn
North Carolina Department of Public Instruction
301 N. Wilmington Street Raleigh, NC 27601-2825
919-807-3871 *Office*; 919-80703899 *Fax*
dseehorn@dpi.state.nc.us

VICE PRESIDENT Jean Kyle
Minnesota State Department of Education
1500 Highway 36 West Roseville, MN 55123
651-582-8514 *Office*; 651-582-8492 *Fax*
jean.kyle@state.mn.us

SECRETARY Linda Sullivan
Missouri Department of Education
P.O. Box 480 Jefferson City, MO 65102
573-526-4456 *Office*; 537-526-2004 *Fax*
lsullivan@mail.dese.state.mo.us

TREASURER Sherry Franklin
Mississippi Department of Education
P.O. Box 771 Jackson, MS 39205
601-359-3932 *Office*; 601-359-6619 *Fax*
sfranklin@mde.k12.ms.us

NEWSLETTER EDITOR Barb Bielenberg
Sioux City Community Schools
1121 Jackson Street - Sioux City, IA 51105
712-279-6644 *Office*; 712-279-6747 *Fax*
bielenb@sioux-city.k12.ia.us

PAST PRESIDENT Maurice S. Henderson
Business Professionals of America
Eastern Michigan University
Ypsilanti, MI 48197
734-487-1700 *Office*; 734-487-4329 *Fax*
maurice.henderson@emich.edu

ACTE-WIRE LEGISLATIVE ALERT

ACTE Legislative Update - October 21, 2003

Legislative Status In Brief :

Many pieces of legislation of interest to the career and technical education community are awaiting action by the full Senate, which faces a crowded floor calendar before Congress adjourns for the year (at this time a target adjournment date is rumored to be sometime in November). Some of this legislation (including reauthorizations of the Workforce Investment Act, welfare, and the Individuals with Disabilities Act) may have to wait for further action until after the second session of the 108th Congress begins in January of 2004, after which we also expect legislative action on Perkins reauthorization to begin to move forward.

Appropriations :

FY 2004 Labor, HHS and Education Bill in Conference

House and Senate conferees have begun working out differences between the House and Senate versions of the FY 2004 Labor, Health and Human Services, and Education Appropriations bill. While differences between the House and Senate versions of the bill for Perkins programs are small ([see chart](#)), there are other significant areas, such as funding for the Individuals with Disabilities Education Act, where large compromises must be made. Congressional appropriators hope to reach agreement and complete work on the conference report for the Labor, Health and Human Services, and Education Appropriations bill sometime next week.

In the meantime, as the federal government's new fiscal year (FY 2004) officially began on October 1st, Congress has passed a continuing resolution lasting through October 31st to keep government funds flowing at FY 2003 levels until new spending agreements are reached. The Labor, Health and Human Services, and Education Appropriations bill could find itself rolled into an omnibus spending measure with other appropriations bills if agreements are not worked out and negotiations extend toward Congress' targeted adjournment date.

Senate conferees for the FY 2004 Labor, Health and Human Services, Education Appropriations bill are: Senators Specter (R-PA), Cochran (R-MS), Gregg (R-NH), Craig (R-ID), Hutchison (R-TX), Stevens (R-AK), DeWine (R-OH), Shelby (R-AL), Domenici (R-NM), Harkin (D-IA), Hollings (D-SC), Inouye (D-HI), Reid (D-NV), Kohl (D-WI), Murray (D-WA), Landrieu (D-LA) and Byrd (D-WV). House conferees are: Regula (R-OH), Istook (R-OK), Wicker (R-MS), Northup (R-KY), Cunningham (R-CA), Granger (R-TX), Peterson (R-PA), Sherwood (R-PA), Weldon (R-FL), Simpson (R-ID), Young (R-FL), Obey (D-WI), Hoyer (D-MD), Lowey (D-NY), DeLauro (D-CT), Jackson (D-IL), Kennedy (D-RI), and Roybal-Allard (D-CA).

Workforce Investment Act:

Senate Committee Passes Workforce Legislation

The Senate Health, Education, Labor and Pensions (HELP) Committee marked up its version of legislation to reauthorize the Workforce Investment Act (WIA) (S. 1627) in an "off the floor" executive session on October 2nd. Despite the efforts of many advocates, the bill still contains a controversial provision regarding One-Stop infrastructure that would require localities to better negotiate local cost sharing agreements (similar to current law), but if they fail to do so in an allotted period of time,

ACTE-WIRE LEGISLATIVE ALERT, continued

governors can step in and take a limited amount from partner programs' state allocations. The marked up bill limits that amount to 1.5% for partner programs such as Perkins. ACTE continues to work with HELP Committee staff to minimize the impact on Perkins, including clarifying the "proportionate use" provision to indicate that only postsecondary institutions, not secondary ones, provide services through WIA's One-Stop system.

Additionally, unlike the House version of the bill (H.R. 1261, passed in May), S. 1627 does not contain a provision to consolidate the adult, dislocated worker, and employment services funding streams into a single block grant to states. It is unclear when the full Senate will consider the bill.

Higher Education Act :

Higher Education Legislation Moves Forward

The House continues to work on the Higher Education Act reauthorization, and the Senate has now begun discussions as well. The full House cleared two more pieces of the Higher Education Act on October 21, 2003 — H.R. 3076, "Graduate Opportunities in the Higher Education Act of 2003," and H.R. 3077, "International Studies in Higher Education."

The latest committee activity in both the House and the Senate has focused on the rising costs of college tuition, and how to improve access for all students in light of these increases. Last week, Rep. Buck McKeon (R-CA) introduced the Affordability in Higher Education Act (H.R. 3311), which would penalize institutions for rapid tuition increases, and the Senate held its first hearing on college access. Several other smaller bills related to access have been introduced, and it is clear that these issues will remain on the forefront as this reauthorization continues.

Carl D. Perkins Vocational and Technical Education Act:

Perkins Poised for Reauthorization Activity

It is looking increasingly likely that Congress will not begin action on Perkins reauthorization before the end of this year. The House is expected to act first, and all signals continue to point to a rejection of some of the more significant and harmful changes to the program proposed by the Bush Administration earlier this year. We continue to hear moderating tones from the Administration, however, and expect to see a revised blueprint for Perkins reauthorization either later this year or early next year.

*** For background information on all of these pieces of legislation, visit the Public Policy section of ACTE's website at http://www.acteonline.org/policy/legislative_issues/index.cfm. Also, for previous Legislative Updates, visit the Legislative Newsroom at http://www.acteonline.org/members/news/legislative_news/index.cfm.

For more information, please contact ACTE's Public Policy Department:

Christin Driscoll

Senior Director of Public Policy

cdriscoll@acteonline.org

(703) 683-9311

Alisha Dixon Hyslop

Manager of Federal Affairs

ahyslop@acteonline.org

(703) 683-9331



QUICK TIP

When preparing to deliver a speech, Lyle Sussman, “*Smart Moves*”, suggest that one write the word **PAUSE** in the manuscript at points where a dramatic pause is appropriate. Sussman states that many inexperienced public speakers rush through their speech because they are afraid that they will lose their audience if they hesitate; don’t make the mistake of rushing through your presentation.

ARE YOU A WORKAHOLIC?

Test yourself to determine if you are a workaholic. The following quiz will determine whether or not you are a workaholic. The quiz is adapted from *10 Terrific Skills for the New Workplace, The Dartnell Corp., September 2003*.

1. Do you arrive at work and get started before everyone else?
2. Do you work later than your fellow workers?
3. Do you volunteer to take on extra assignments?
4. During your vacation, do you think about your work?
5. Do you worry that work will not be done without you?
6. Do you often forgo vacations so you can continue working?
7. Do you have trouble sleeping because you are thinking about your job?
8. Do your co-workers seem unappreciative of the extra time that you put in?
9. Do you have the feeling that you are behind in your work?
10. Do you cancel social engagements to work?

What is your score? Eight or more “**yes**” answers suggest that you display signs of workaholism. *Remember: It’s not the quantity of your work that counts; it’s the quality of your work.*



ISBE CONFERENCE (JULY 25-30, 2004)

An ISBE Pre-conference tour to destinations in Greece, Turkey, the Czech Republic, and Poland is being offered by Dr. Ray Bernardi in conjunction with the **2004 ISBE Conference in Krakow, Poland**.

For a complete itinerary and detailed information about the tour inclusions and ISBE Conference, correspond with:

Dr. Ray Bernardi, 3109 Aylesbury Circle, Lexington, KY 40509
Phone and FAX: 859-263-3315, E-mail Address: rbern65454@aol.com

Dr. Bernardi’s website for ISBE tours can be located at the following site:
www.geocities.com/rbern65454/index.html

To sign up for the tour, a deposit of \$200 is required by March 31, 2004. Obtain further details regarding the ISBE Pre-Conference Tours and the ISBE Conference.

ACTE SESSIONS in BUSINESS & MARKETING

ACTE 2003 Annual Convention and Career Tech Expo
December 11-14 — Orlando, Florida



Business

The Annual Convention education program features numerous sessions for educators in your Division! Here are a few highlights, with links to the entire program.

*** **AUTHENTIC APPROACHES IN ECONOMICS.** Educators will learn creative strategies to introduce economic concepts in a student-centered environment.

*** **BUILDING TEACHER EDUCATOR KNOWLEDGE THROUGH READING AND WRITING PROGRAMS.** How to integrate a comprehensive, literature-based reading and writing program into all levels of the business education curriculum.

*** **CREATING COMMUNITY BUILDS SUCCESS IN AN ONLINE ENVIRONMENT.** Learn how to build community in your online classroom to increase student retention and success, and enhance the online learning experience.

REGISTER AND MAKE HOTEL RESERVATIONS TODAY TO ENSURE DISCOUNTED REGISTRATION AND ROOM RATES! TIME IS RUNNING OUT!



Marketing

*** **MARKETING SIMULATION TECHNOLOGY: AN INSTRUCTIONAL TOOL IN PRODUCING SELF-CONCEPT FOR PROFESSIONAL COMPETENCY.** Join this interactive session that highlights the innovative use of marketing simulation technology as an instructional tool in producing self-concept for professional competency.

*** **REPOSITION MARKETING AND BUSINESS PROGRAMS WITH ENTREPRENEURIAL CURRICULA.** Takehome practical industry-validated curricula, professional development, and pilot sites nationwide to help reposition your programs to emphasize higher-order thinking, along with substantive academic and technical skills.

*** **IDON'T KNOW WHAT YOU DID LAST SUMMER — AND THAT IS THE PROBLEM.** Learn how to promote your students and your programs to the media, including secrets to getting press coverage for your students. This is great for building a program and developing business partnerships in your community.

PROPOSED OVERTIME RULES

The U.S. Labor Department is planning a major overhaul of overtime rules. You can obtain a copy at www.you-and-thelaw.com/extra.

E-MAIL MISTAKES

The three top e-mail gaffes adapted from “*Are You Ticking People Off With Your E-Mail*” by Alexandria Brown suggests the following common e-mail mistakes people make every day. They are as follows:

1. **Leaving the subject line empty.** The more information you give in the subject line, the better. It is common courtesy to tell your reader what information you are delivering.
2. **Playing with funky formatting.** Text formatting is rarely consistent among e-mail systems. When your recipients read your messages, certain features may not translate, i.e., boldface, color your words, underline.
3. **Operating undercover.** Unusual screen names don’t do much for your professional image. Frivolous, unclear e-mail addresses frustrate recipients.

REFURBISHED COMPUTERS

You can purchase refurbished computers that still work as well as brand-new ones that can save your organization monies. Before you decide to purchase from any of the listings that are being given, be sure that you are buying from a reputable dealer and know exactly what components the system includes. Read return policies and warranties carefully and as soon as your computer arrives, set it up to be sure that it is running properly and there are no problems. Try the following “**Outlet Store**” – PC Today.com, 800-368-8304, a data-base of for-sale listings, Dell Outlet, 888-798-7561, www.dell.com/outlet; Hewlett-Packard/Compaq Factory Outlet, 888-999-4747, www.shopping.hp.com. Click on “**Outlet Store.**”

ANTISPAM WEAPON FOR PC’S

Ray Everett-Church, a consumer advocate, from Fremont, CA provides the following information regarding the latest antispam weapon for pc’s. His suggestion is to utilize **Cloudmark’s SpamNet**. This particular program automatically blocks 98% of spam. Subscriber computers communicate with SpamNet’s server to create a filter which blocks offending mail. Or you can opt out of the blocking filter for a particular item and keep receiving it. A 30-day free trial period is offered to a subscriber. After the 30-day trial period, it costs \$3.99 per month.

You can download the software from www.cloudmark.com.



ACTE BRIEFING ROOM: Summary of news from across the country

IN THE WAKE OF TESTING DEBACLE, NEW YORK TO LOWER BAR FOR HIGH SCHOOL DIPLOMA

New York – New York State will loosen stringent graduation requirements imposed in recent years, including the standards used to assess proficiency in math, according to The New York Times on Oct. 9. The move follows the release of a report, issued by a panel appointed by the state’s Regents and Education Commissioner Richard P. Mills, which said the state’s effort to establish rigorous math standards was flawed.

http://www.acteonline.org/members/career_tech_update/ctu102203.cfm#briefing

NEWS CLIPS: Announcements, appointments, awards

DEPARTMENT OF LABOR ANNOUNCES ‘CAREER VOYAGES’ WEBSITE

The U.S. Department of Labor has unveiled a new electronic tool to help bridge the gap between education and workforce skills. The Career Voyages website is a collaborative effort between the Department of Education and the Department of Labor. “Every worker needs a strong academic foundation in secondary school, and an array of alternatives for post-secondary education and training to ensure they gain the skills necessary to succeed in today’s economy,” said Secretary of Labor Elaine L. Chao.

http://www.acteonline.org/members/career_tech_update/ctu102203.cfm#newsclips

RESOURCE ROUNDUP: New books, guides, reports, videos

REPORT: GOVERNMENT NEEDS TO REASSESS WORKFORCE EDUCATION AND TRAINING POLICY

The federal government must take a more strategic approach to create a seamless, dynamic, and sufficiently funded workforce development system for advancing the skills, credentials and productivity of the U.S. workforce, according to a new report by the Council for Adult and Experiential Learning, Jobs for the Future, and the National Center on Education and the Economy.

http://www.acteonline.org/members/career_tech_update/ctu102203.cfm#resource

MONEY MATTERS: Announcements, grants, funding, financial aid

FREE TECHNOLOGY TRAINING FOR TEACHERS OFFERED TO SCHOOL DISTRICTS

3Com is offering free TeacherPrep scholarships to 100 school districts for technology training that will take place between Nov. 3 and Nov. 14, 2003. The scholarships are aimed to train K-12 teachers to use technology and the internet effectively in the classroom. Thousands of teachers will receive technology training using a “train-the-teachers” model.

http://www.acteonline.org/members/career_tech_update/ctu102203.cfm#money

BOOKMARKS: Internet Resources

FREE VIDEO RESOURCES TO WHET YOUR APPETITE FOR PROFESSIONAL DEVELOPMENT

<http://www.learner.org>

The Annenberg Foundation and the Corporation for Public Broadcasting have teamed up to create a professional development tool for educators. The website offers free, 24-hour access to more than 25 workshops and hours of streaming video, print guides, and web links aimed at improving teaching skills in areas such as math, science, social studies and English.

BUSINESS TECHNOLOGY SAMPLE MODEL CURRICULUM

For the past year, Missouri has been working on the *Business Technology Sample Model Curriculum*, which provides 15 units that demonstrate internal alignment between the measurable learner objectives, the instructional activities, and the assessments. By mid-October, the document should be on the Missouri business education Web site http://www.dese.mo.gov/divvoted/business_ed_index.htm.

Purpose

This publication is not intended to be a complete curriculum for a business technology course; rather, it is a sample. Teachers may use any or all the units as they are or modify them to fit a school's preferred format and the rest of the business technology course curriculum.

A curriculum developed in this way will emphasize a direct relationship between objectives and assessment. It will help insure that the assessment actually evaluates whether or not students have mastered the stated objectives at an acceptable standard of performance. The student assignments provide practice and completion of tasks to facilitate mastery of the objectives. In addition, each unit is externally aligned with the *Missouri Show-Me Standards* to show how the course objectives reinforce academic knowledge and performance and with the most recent *National Standards for Business Education*, published in 2001.

Description

The eight major parts in the sample model curriculum correlate with eight of the ten parts of the Business Technology Competency Profile developed in 2000. Printed cardstock Competency Profiles may be ordered through IML (Instructional Materials Laboratory at <https://iml.missouri.edu/imm/> or 1-800-669-2465. An electronic version of the Competency Profile, however, may be assessed for use or modification at <http://>

www.dese.mo.gov/divvoted/competency_profiles_business.htm. The cross-reference to the most recent *National Standards for Business Education*, published in 2001, however, is included only in the listing within this publication of this sample model curriculum.

Each unit is named for one of the competencies within the specific profile part, but additional competencies as appropriate have been selected from throughout the profile as measurable learner objectives (competencies) to be mastered and assessed.

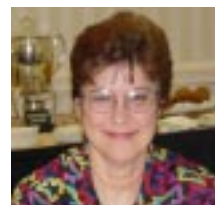
Each unit includes an *overview*, *teaching points*, the student *assignment*, and one or more *assessments*.

Future Publication

Later this fall, a *Computer Business Applications Sample Model Curriculum* will also be available at http://www.dese.mo.gov/divvoted/biz_index.htm. Any feedback that you have when looking at either of these sample model curricula should be directed to Linda Sullivan, Supervisor, at linda.sullivan@dese.mo.gov.

Contact person:

Carey Smith, Director, Business Education
Missouri Department of Elementary and
Secondary Education
573-751-3484



Linda Sullivan, NASBE Secretary



MISSOURI MENTORING PROGRAM

The business and marketing education sections in the Missouri Department of Elementary and Secondary Education have been successfully conducting mentoring programs for new teachers for several years. These sectional programs were so well received that for the 2003-2004 school year, all career and technical sections (Family and Consumer Science, Agricultural Education, Health Sciences, Technology Education, and Trade and Industrial) were required to provide a mentoring program for their new teachers. The goal, of course, is to support new teachers in their work with students, offer a professional learning community that includes collaboration and reflection, and encourage teachers to continue in the teaching profession.

To insure that the programs provide quality professional development opportunities for both the mentors and protégés, the program is coordinated through the new Missouri Center for Career Education, located at Central Missouri State University in Warrensburg.

The first training was offered on an optional basis in three-hour all-division sessions at the Missouri ACTE Summer Conference. Between that meeting and the first required training on September 8, each section identified new teachers as protégés and experienced teachers to serve as their mentors. Many of them met for the first time for a day-long training session.

This initial training, attended by over 300 included discussion of the program goals, social style discovery, and successful mentoring techniques; a panel discussion by past mentors and protégés; instructions to the mentors on strategies for starting the relationships and handling concerns of the protégés; and time for the mentors and protégés to work together.

The 22 business education mentors and 22 protégés spent the afternoon answering decision-point questions, becoming familiar with the required structured experiences and deadlines, and to laying out their individual mentoring plans

for the year. Each mentor is required to visit the protégé's school at least once; protégés are encouraged but not required to visit the mentor's school. Much of the communication will take place via e-mail and telephone and at professional meetings—FBLA, district MBEA meetings, and state business education conferences.

The next time the business education mentors and protégés will meet with the state staff and their subject matter experts—Drs. Jo Behymer and Nan Erickson formerly of the University of Missouri, Columbia—will be Friday, November 21, just prior to the Missouri Business Education Fall Conference at the Inn at Grand Glaize in Osage Beach.

The Department of Elementary and Secondary education will reimburse both the mentors and protégés for mileage for both the September and November meetings, reimburse the school districts for the cost of substitute teachers for those two meeting dates, and will cover the costs of the mentor's visit to the protégé's school. Completion of structured experiences and submission of quarterly reports, school visit reports, etc. will be monitored throughout the year. Mentors, protégés, state staff, and the subject-matter experts will celebrate the mentoring year at the 2004 Missouri ACTE Summer Conference.

If you would like more information about the Missouri career and technical education mentoring program or specifically the business or marketing education parts of it, please communicate with either Carey Smith, Director, or Linda Sullivan, Supervisor, at 573-751-3484 or carey.smith@dese.mo.gov or linda.sullivan@dese.mo.gov.

Contact person:

Carey Smith, Director, Business Education
Missouri Department of Elementary and
Secondary Education
573-751-3484

NATIONAL ASSOCIATION OF SUPERVISORS OF BUSINESS EDUCATION

OUTSTANDING LEADERSHIP AWARD

Purpose

To encourage and reward outstanding contributions to the advancement of Business Education, especially contributions made through the National Association of Supervisors of Business Education to the development and advancement of Business Education and Career and Technical Education.

The Award

The award will be presented by citation of testimony of the recipient's contribution to the National Association of Supervisors of Business Education, Business Education and Career and Technical Education.

Selection Criteria

The recipient of this award (or recipients, in the event the award is shared) **must** be or have been a member of ACTE/ Business Education Division, and the National Association of Supervisors of Business Education. The recipient must be a person who, in the judgment of the Selection Committee, has made an outstanding contribution to the development and advancement of business education, supervision and career and technical education.

Nature of the Contribution

The following suggested criteria may be used in reviewing the nominee's contributions:

1. Contributions made to teaching and/or administration of business education and career and technical education programs in high schools, colleges, career and technical schools, and/or business schools. **(10 points)**
2. Contributions made to the administration and supervision of business education programs. **(25 points)**
3. Contributions to business and industry, with definite implications and significance for education (membership in business community organizations) **(5 points)**
4. Contributions to the promotion of NASBE. **(30 points)**
5. Contributions to the promotion, expansion, development, and/or strengthening of ACTE/ BE DIVISION/NASBE **(20 points)**
6. Other significant professional contributions **(10 points)**

NATIONAL ASSOCIATION OF SUPERVISORS OF BUSINESS EDUCATION

OFFICIAL NOMINATION FORM

Any member of the Association may make nominations for Career and Technical Education (ACTE) with active or affiliate membership in the National Association of Supervisors of Business Education (NASBE) for the **OUTSTANDING LEADERSHIP AWARD**. The Chairperson of the NASBE Awards Committee will contact the nominee directly for the necessary supporting materials. Nominations must be postmarked no later than **January 15**. Send by first-class mail. Please key all information.

Date _____

Nominee Name _____

Address _____

City	State	Zip
------	-------	-----

Telephone Numbers: Work _____ Home _____

E-Mail Address _____

Position _____

Employer _____

Nominator's Name _____

Address _____

City	State	Zip
------	-------	-----

Telephone Numbers: Work _____ Home _____

E-Mail Address _____

Position _____

Employer _____

Signature _____

Please return the completed **Nomination Form** to: Dr. Mary Nemesh
11351 Empire Lane
Rockville, MD 20852
m_nem@hotmail.com

LEAVE'EM LAUGHING!

TOP 13 WAYS YOU CAN TELL IF A STUDENT IS "OFF TASK"

13. For the third time this period, he has put fresh batteries in his Gameboy.
12. When you stop by her desk to check her work, she covers her paper and says, "What I'm writing is none of your business."
11. He has comic book newsprint smear over his face.
10. Every time you walk by, she uses her reflection in your eyeglasses to adjust her make-up.
9. Plastic golf balls are piling up at one end of the room, and there are divots in the carpet next to his desk.
8. The student in front of her has had the back of her shirt stapled to her chair.
7. He straps on a Breathe Right, leans back, and closes his eyes.
6. Holding a copy of "The Daily Racing Form", she asks to use your phone.
5. The only sheet of paper on his desk has been neatly folded into a triangular football.
4. He carefully chooses one of his action figures for collateral; and asks, "Can I borrow a spear—um, I mean—a pencil.
3. You hear him ask around, "Hey, does the dealer have to hit on seventeen?"
2. She returns your overhead markers, and you notice that her finger and toenails now feature the colors of the rainbow.
1. Your classroom furniture is falling apart, and you keep hearing the sound of a cordless screwdriver coming from his desk.

*Humor from LearningLaffs.com ~ Visit them for more!



VISUALS FOR PRESENTATIONS

- ◆ When you prepare visuals for presentations, the following choice colors should be selected:
- ◆ **Limit colors—no more than three**
- ◆ **Stick** to the same color throughout to code like elements
- ◆ **Use warm colors – red, orange or yellow.** Warm colors visually advance the elements on the screen, especially for those items you wish to stress.
- ◆ **Pick red** to call attention to main points as it generates energy and excitement.
- ◆ **Select green** to list things you want the audience to do or decisions you want them to approve. Green encourages people to think.
- ◆ **Highlight goals and objectives** with bright yellow as it signifies optimism and confidence.
- ◆ **Switch to blue** when you need to calm your audience because it lowers blood pressure and pulse rate. *A warning note:* Too much blue can impair concentration.
- ◆ **Avoid large** amounts of purple as it disturbs the eye's focus.

TRAINING STRATEGY

The following cues will help you determine if someone is a good learner:

- ◆ **Does the individual have an active, curious mind?**

Strong learners are willing to make the effort to acquire more knowledge.

- ◆ **Is the person goal-driven?**

Students soak up more information when they are working to achieve something that is real and measurable.

- ◆ **Is the person a strategic thinker?**

Good learners are aware of how they absorb new information

Source: Writing That Works.



LEADERSHIP SKILLS

How many of the following statements can you answer “yes” to:

1. **I recognize someone today** with a sincere “thank you.”
2. **I taught, counseled or motivated** someone today.
3. **I listened today.** If you can’t answer “yes,” you really did not listen. If you answered “yes,” write down what you learned.
4. **I can name three leadership techniques** that I used this month.
5. **Every member of my team is meeting my expectations.** If you answered “no” to this statement, outline what you would do to improve your performance with a brief statement.

Source: Incentive

Please submit articles for the next issue of the NASBE Newsletter, and attach a picture of yourself (digital or scanned)

The **deadlines** are:

Jan. 15, 2004

May 1, 2004

Subscribe to the NASBE LISTSERV

Do you need to keep in touch with fellow business education supervisors? Do you have good information you want to share with your colleagues? Then use the NASBE Listserv as a way to reach all your fellow business education supervisors.

If you have not signed up for the listserv, please send an e-mail message to maurice.henderson@emich.edu indicating that you would like to subscribe to the listserv.

If you are subscribed, and once you have subscribed, you can send a message that will reach all members subscribed to the list by sending an e-mail message to: nasbe@lists.thomsonlearning.com. E-mail address changes for the listserv should be sent to maurice.henderson@emich.edu.

Don’t miss out on sharing and receiving valuable information that can assist you.

“Please note that attachments of any kind are not accepted through the listserv. Sending a message with an attachment will cause the message to be rejected and not sent without receiving any type of rejections message.

Also, as a subscriber to the listserv, you will also receive a copy of any messages that you send. This can be used to confirm that your message was sent. If you don’t get a copy of your message, then your message was not successfully transmitted.”

