

**Minutes for State Board for Career and Technical Education  
Center for Distance Education Director Subcommittee**

**Call to Order:**

The meeting of the State Board for Career and Technical Education Center for Distance Education Director Subcommittee was held on Monday, June 13, 2022, via Microsoft Teams. It began at 3:00 pm CT.

Present:

Ms. Kirsten Baesler  
Dr. Steve Holen  
Mr. Josh Johnson  
Mr. Wayde Sick

Also present: Lorie Ruff

Mr. Sick reviewed that the purpose of this meeting is to review the job description of the Director of CDE, make any necessary changes and decide if the job opening should be posted immediately or wait for a later date. The committee reviewed the most current job information for the Director for CDE.

After reviewing the Summary of Work, it was determined to add the statement to identify efficiencies within the Center for Distance Education that align with the K12 Strategic Vision.

The Minimum Qualifications of this position state that applicants must possess a school superintendent credential or the ability to obtain the credential within two years. Ms. Baesler stated that although CDE issues diplomas they are not actually a school but a non-public entity and therefore is not required to have a superintendent employed to operate. Those duties could be assumed for LEA purposes by someone else like county superintendent or CREA. It was decided to leave master's degree in education or education administration and list superintendent credential as a preferred item. To add a wider variety of delivery it was decided to change the knowledge of distance education to experience in a variety of education delivery models.

The job title was discussed as it would align to the positions at CTE. It was determined that titling this as a Program Director of Center for Distance Education to be consistent with all the departments of CTE and CDE.

Mr. Johnson moved to approve the changes that were discussed relative to the job description for the Program Director of Center for Distance Education and seconded by Ms. Baesler. With no further discussion the motion passed unanimously. Mr. Sick will work with HRMS to make changes to the job description and email Board members to give them an update.

Discussion was held if the job posting should be immediate as Dr. Lonn's last day with CDE will be June 30. It was determined to post the job opening as soon as possible.

The meeting adjourned at 3:53 pm.