

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

Call to Order:

The meeting of the State Board for Career and Technical Education State Director Subcommittee was held on Monday, June 6, 2022, via Microsoft Teams. It began at 4:00 pm CT.

Present:

Ms. Kirsten Baesler
Ms. Lyndsi Engstrom
Dr. Fastnacht
Mr. Sick

Also present: Lorie Ruff

Dr. Fastnacht reviewed the current job description and it was clarified that the highlighted sections regarding Center for Distance Education was added after the 2019 Legislative Session when they were added to CTE. Both Dr. Fastnacht and Mr. Sick feel that this job description summarizes the duties of this position. This is also the job description that is currently in PeopleSoft. This document could be presented to the Board as is with the highlighted sections added.

Next the ESPB Executive Director Evaluation procedure was reviewed and discussion on who completes the survey. It was agreed that the survey be anonymous and completed by all Board members and all CTE staff who report to Mr. Sick. Discussion was held on who at CDE should be reporting to Mr. Sick and what duties should be listing under that job description. Monday, June 13, the CDE Director Subcommittee meets and it was decided to wait and see what comes from that meeting.

The procedures and timelines were discussed. Goals would be set in August, a formative assessment in November and the anonymous survey and summative assessment would occur in Spring/March. On each assessment, the Board Chair would collect comments and provide a summative report. It was agreed that a 4-point scale should be used.

The next steps are Dr. Fastnacht will make noted changes to the job description and evaluation procedure documents, design on paper a survey questionnaire and send to subcommittee members for their review. Dr. Fastnacht will give an update at the next Board meeting.

Ms. Baesler will send the artifacts she received from ESPB to committee. This committee will meet again on July 11 to work on expectations of each job description category.

The meeting adjourned at 5:04 pm.