



State Board for Career and Technical Education Agenda

December 22, 2025

10:00 AM CT

Microsoft Teams

Microsoft Teams - [Meeting Link](#)

- 1) Call to Order**
- 2) Be Legendary Governance**
 - a) Director Guardrail PM 2.2 – CTE Educator Professional Development**
 - b) Ad hoc Committee Updates**
 - i) Community Engagement**
 - ii) Procedural Manual**
- 3) Consent Agenda**
 - a) Approve November 24, 2025 Minutes**
 - b) Accept Directors Report – Agency update**
 - c) Accept Financial Report (Will be approved at January meeting)**
 - d) Approve Board Vision and Mission Recommendation**
 - e) Adopt Student Outcome Goal 3**
 - f) Adopt Updated Progress Monitoring Calendar**
 - g) Adopt Revised Board Time-Tracker**
- 4) Items for Discussion and Possible Action**
- 5) Information Only**
 - a) November Board Time Tracker**
- 6) Board Comments**
- 7) Adjourn**

NOTE: The exact time each agenda item will be discussed cannot be assured. Therefore, individuals interested in attending any portion of the meeting should plan their schedules accordingly.

Persons requiring auxiliary aids or services must contact CTE at 701-328-3180 at least three working days prior to the scheduled meeting date.

December 2025 – Responses to Board Questions

Agenda Item 2a) GPM 2.2: Would you classify this GPM as on track or off track and why?

Similar Question: Do I understand correctly that this is an interim progress measure and it will be updated with final numbers for the year at the August 2026 meeting? If so, how does this interim report compare with last year's interim report? With a target of 1,370 for the year and progress of 583 so far, we need 787 to meet our target. Is this within reach, based on the anticipated trainings you mention in the Next Steps?

No, we are currently not on track, we are behind where we need to be to meet our annual goal. This is primarily due to reduced attendance at PDC. We will do our best to provide enough PD opportunities between now and the end of the Fiscal Year, to not only meet needs, but to attain our target.

Agenda Item 3a) Nov Minutes: Our minutes mention that Chair Meehl called the mtg to order so one would presume that she was present. However, I'm wondering if she should be listed in the Voting members present section. This is something that I have likely not paid close enough attention to in the past and am just noticing but thought it worth asking about.

Yes, we will ensure she is included.

Agenda Item 3b Directors Report - Staffing Update: Can you remind us what the role of the Program Specialist is?

The program specialist replaced the administrative assistant positions we had prior. They still complete administrative duties, but also are assigned higher level tasks, such as accounting practices for the CTSOs and communications for the Department. In the past, there was an administrative assistant for each program area. We now have points of contact for each program area, but the entire team assists all program areas.

Agenda Item 3e Adopt Student Outcome Goal 3: Please provide rationale for how you went about proposing Annual targets.

This was an estimate of what we hope to achieve. This has been a data point we have reviewed for several years. It has been relatively flat, but we are hoping with the additional CTE Centers, we will see an increase in enrollment.

Thank you for noting that GPM baseline data and targets are still under development. I also appreciated you including the note on Infinite Campus in your Directors report. I notice that currently the CTE Center Membership Report is the data source for many GPMs do you anticipate any of these changing to Infinite Campus?

Yes, I assume the data source may change to Infinite Campus, but our hope is IC creates the CTE Center Membership Report.

Agenda Item 3f Adopt Revised Progress Monitoring Calendar:

Not a question but a comment. I'm incredibly appreciative of embedding NDDPI, JSND, and NDUS input within our monitoring calendar. In theory, this strategy aligns incredibly well with our Theory of Action!

I'm noticing GPM 3.1 - 3.6 planned for September. Can you help us understand the strategy of this timing?

This is when we anticipate having an initial snapshot of fall enrollment.

3) b) Director's Report – New and Expanding Programs – You mention that no new or expanding programs were approved in November. In the past, the board has acted on your recommendations of new or expanding programs twice per year. Does this reflect implementation of policy change whereby the Director approves applications as they are submitted throughout the year, rather than only twice during the year?

Yes, that is correct.

Great news about a possible Center in the Belcourt-Turtle Mountain area. Looking forward to hearing more!

3) e) Regarding the proposed Goal Progress Measures, I know we are not acting on those, but I recall the suggestion from last month to consider using "school of residence" rather than "home school" for better clarity.

Yes, that is correct. Oversight on my part. I forgot to update the goals in the copy in the Board Teams channel, which is the version Lorie Ruff uses for the Board Packet. That has been updated.

3) g) Board Time-Tracker Revision – I noticed that I failed to correct the language in the box that says "Board Members that Did Not Respond Timely." I changed to "Board Members that Did Not Respond in Alignment with the Agenda Building Calendar." I attached the revised document and ask that you include it with the final packet, noting in the final email that a change was made.

This has been updated and will be included in the revised packet.

Not a question but a comment. Thank you to Chair Meehl for considering how to measure additional Board Guardrails! It makes so much sense to add this to the Board Time Tracker. Having all aligned data at-a-glance is helpful.

In the director's report, it states: The Board will discuss possible Vision and Mission statements later in the meeting.

The Vision and mission appear as an agenda item on the consent agenda and not listed under discussion and possible action. Is the intent to have a discussion, or is it intended to be listed on the consent agenda?

The original intent was to discuss, but when Chair Meehl and I built the agenda, we decided to place it on the consent agenda as Vision and Mission was discussed at the November Board meeting and input was collected by Board members and NDCTE staff. I neglected to change my director's report to reflect that decision.

If any Board member wishes to move it from Consent to items for discussion and possible action, that request can be granted.



Progress Monitoring
December 2025



Director Guardrail 2

The Director will not allow the Department to operate without systems to ensure high quality instructors.

Director Guardrail Progress Measure 2.2

The number of CTE Educators that attend professional development that aligns with NDCTE's vision and goals will increase from 1192 in 2024 to 1415 in 2029.

Annual Targets: 2025-1200, 2026-1370, 2027-1385, 2028-1400, 2029-1415

Director Response

2025-26 Target – 1370

2025-26 Progress – 583

Annual Targets: 2025-1200, 2026-1370, 2027-1385, 2028-1400, 2029-1415

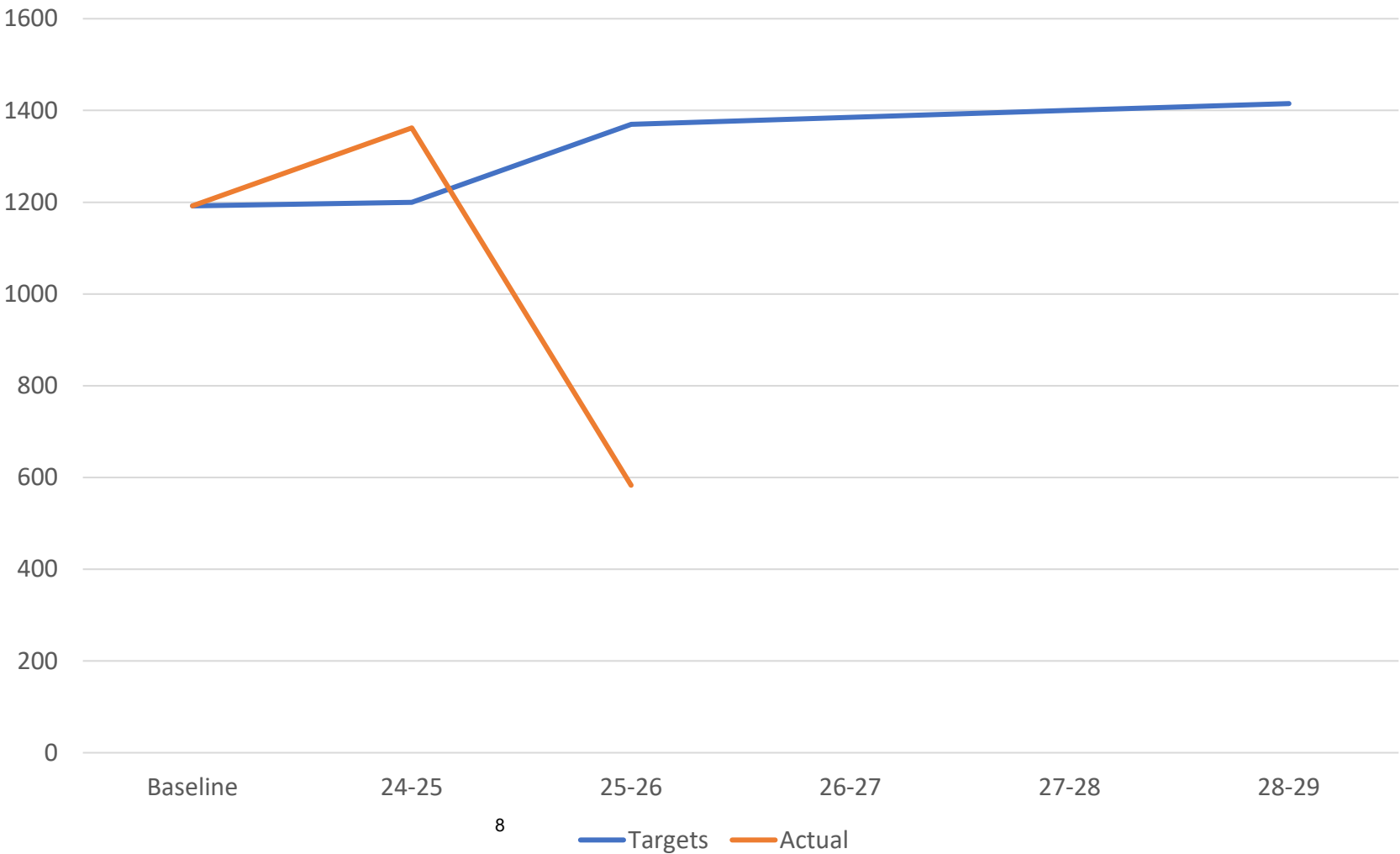
Director Response

Baseline – 1192

2025 Target – 1200
2025 Progress - 1362

2026 Target – 1370
2026 Progress – 583

CTE Professional Development Enrollment



Director Response

Training Provided since July 2025

2025 Professional Development Conference – 507

Career Advisor Training – 6

RUReadyND Training – 51

DECA Advisor Training – 6

WBL Coordinator Training - 13

Next Steps

1. Launch WBL Instructor Professional Development – Dawn Ulmer is coordinating with Director Denise Jonas (Cass County) on content. Possible spring 2026 launch.
2. Meet with all Program Supervisors to discuss upcoming Professional Development scheduled and instructor needs. Meetings are scheduled for December 2026.
3. Evaluate PDC registration to determine gaps and areas of improvement. This is currently in process.
4. Plan Fluxx and Infinite Campus professional development in partnership with vendors. Training will occur starting in late winter 25-26 until August 2026.

**Minutes for State Board for Career and Technical Education
November 24, 2025 Meeting**

Call to Order:

The regular meeting of the State Board for Career and Technical Education was held on Monday, November 24, 2025, via Microsoft Teams. It was called to order by Chair Sonia Meehl at 10:00 am CT.

Voting members present include:

Superintendent Levi Bachmeier
Board Member Patrick Bertagnolli
Board Member Lyndsi Engstrom
Vice-Chair Mike McHugh
Chair Sonia Meehl
Board Member Eric Nelson Board
Member Jason Rohr
Commissioner Brent Sanford

Also present: Wayde Sick, John Gruenberg, Laurie Elliott, Marcia McMahon, Mark Openshaw, Paul Zettler, Myah Robertson, Pam Stroklund, Kenzie Brown, Lyle Krueger, Dan Driessen, Mike Hanson, Dawn Ulmer and Lorie Ruff.

Meeting chat information for this meeting does not exist.

Student Perspective Presentation – Work-based Learning:

As outlined in the Progress Monitoring Calendar and given the emphasis in November on work-based learning, we have invited a student to share their personal experience with WBL for the student perspective. Director Sick introduced Paul Zettler, Work-based Learning Coordinator at Grand Forks Career Impact Academy and Myah Robertson, a Senior at Red River High School, to report their experience to the Board.

Paul gave an overview of the process they use to select students and aligning them with employers as well as the benefits and challenges of engaging real-world learning environments. Myah shared the skills she has developed and how this experience has influenced her career interests and goals.

The presentation reinforced the value of WBL in preparing students for success after high school. Director Sick was asked to send Board members Career Ready Practices information as a refresher.

Student Outcome Goal:

Director Sick presented Student Outcome Goal 2, Goal Progress Measure 2.2 – Work-Based Learning Completion. Our annual target for 2024-25 was set at 45%. We achieved 44.46%, however; this is 2023-24 data which is the most recent reported. The 2024-25 data will not be available until January 2026. Next steps include the Department continuing to train educators on the WBL Module, Compass and creating/tracking WBL experiences. The Department is developing a shorter version of training for educators who will not manage a WBL program and exploring state standards for high-quality simulated experiences. Discussion was held on moving this item to May on the Monitoring Calendar due to the timing of available data.

Director Sick then reported Director Guardrail Progress Measures 3.1 – Individuals Completing WBL Training and 3.2 – Employed WBL Coordinators. Our annual target for 3.1 was 85 for 2025-26 and to date we have trained 108 individuals. New training sessions began in November and we anticipate 10-20 participants completing this training. The Department is also in the process of developing a WBL Coordinator mentorship program. Our target for 3.2 for 2025-26 was 20 and we currently have 20 employed across the state. Our next steps are to review and approve new WBL Coordinator Grant Applications, launch the mentorship program and determine requests for additional funding from the Legislature.

Eric Nelson moved to accept the Director's report on Student Outcome Goal 2 – GMP 2.2 and Director Guardrails 3.1 and 3.2 as presented and it was seconded by Mike McHugh. The motion passed unanimously.

Director Sick presented Student Outcome Goal 3 and revised Goal Progress Measures. This was revised after receiving feedback from CTE Directors. It was felt that looking at CTE enrollment numbers in general rather than concentrating on CTE Center enrollments is the data we should focus on. Director Sick will meet with SLDS to determine our numerators and denominators and bring proposed baseline numbers hopefully to the December meeting for acceptance.

Ad hoc Committee Updates:

Community Engagement Subcommittee is comprised of Chair Meehl, Jason Rohr, Mike McHugh, Former Superintendent Baesler along with trainer Laurie Elliott. Chair Meehl referenced the PowerPoint presentation developed by the Subcommittee that was included in the material packet and asked members for content feedback. After Subcommittee meets to discuss feedback, the presentation will go to the Department's PR Team for logo's, CTE colors and pictures depicting ND CTE students.

Lyndsi Engstrom reported that the Procedural Manual Subcommittee is made up of Mike McHugh, Jason Rohr and herself along with the assistance of Laurie Elliott. Sections 1.0 and 2.0 were included with the material packet for member's feedback. Following discussion, it was agreed that the subcommittee will incorporate feedback and continue its work.

Consent Agenda:

Mike McHugh moved to approve and accept the items listed on the consent agenda and it was seconded by Superintendent Bachmeier. The motion passed unanimously.

Items for Discussion and Possible Action:

Board Vision and Mission Discussion: After incorporating the responses received at the October meeting, Chair Meehl and Director Sick have included suggested changes in the material packet. If members have any alternative ideas, please submit them to Director Sick.

Information Only:

The October Board meeting time tracker was included in material packet for Member' records.

Board Comments:

Superintendent Bachmeier was congratulated on his new role and Members expressed gratitude for his dedicated service. Director Sick reported that applications close November 28 for the vacant position on our Board. Superintendent Bachmeier encouraged members to reach out within their networks and encourage qualified individuals to submit applications.

Chair Meehl anticipates that the December 22 meeting will be virtual only.

There being no other business brought before the Board, the meeting adjourned at 11:44 am.

Sonia Meehl
SBCTE Chairperson

Agenda Item 3)b)

CTE State Director's Report December 2025

Goal Progress

- 1) Develop an equitable and effective Career and Technical Education funding model that would incentivize access to quality Career and Technical Education programs.

Although the approved policy is a living, breathing document, this goal can be considered achieved.

- 2) Review and edit the Department's Mission, Vision, and Strategic Plan. Procure an outside organization as needed.

This work continues, under the guidance of Elliot and McMahon. The Board will discuss possible Vision and Mission statements later in the meeting. Drafts of the Director's Implementation Plan and Student Outcome Goal 3 Progress Measures have been provided to E&M for input. Also, the subcommittees for the Board Procedural Manual and Community Engagement continue to make progress in their work.

- 3) Develop a common virtual Career and Technical Education course catalog. This would include the review of course alignment with standards and explore the option of adding virtual CTE course codes. How a theory course aligns with the coordinated plans of study and scholarship eligibility will need to be studied as well.

This work has been paused as the Department and Board finalizes its funding policy. The focus of the work in relation to virtual CTE has been more emphasis on quality than access. Instead of funding differently, how can we ensure all programs are of high quality.

I will bring this topic back to the CTE Directors for discussion, if the Board wishes to pursue this goal. When it was brought to Directors and their member schools, the idea was met with hesitation as member schools did not see this as a benefit. The concern was that member schools, who pay for Center membership, may lose out of enrollment opportunities, if vacant spots are shared statewide.

General Updates

Executive Officer for State Board for CTE

Staffing update

The Department currently has two vacant positions. Below is the plan to fill those positions.

Asst. Ag Supervisor – This position will be reopened in early to mid-January. We were unable to locate a candidate last fall, due to the timing of the resignation.

Program Specialist – A program specialist resigned effective December 5th. We are evaluating vacancy to determine if it should be filled.

We will also have three retirements within the next 6-7 months, which we will need to post in early 2026, to align with the school contract calendar.

Interpret and Implement Board Policy and State and Federal Law

Consolidated Annual Report

Data is being compiled to complete the Consolidated Annual Report, which is due 1/31/2026. The CAR Portal opened in mid-November, which allows us to begin submitting data.

Planning and Coordination

Infinite Campus

The Department is in the process of working with Infinite Campus to set out the NDCTE instance. IC will set up NDCTE as a district with the CTE Centers as our school buildings. This will allow for more data gathering abilities. We will still need to request comprehensive High School program data from DPI. A work group at the Department has been identified to work as the core team.

Fluxx – Grant Management

The Department is in the process of building its grant management system instance with Fluxx. Multiple training opportunities will occur as these platforms are rolled out.

Workforce Development Council

The WDC met at the ND CTE offices on 12/11. I am an appointed member of the WDC.

CTE Center Expansion

Asst. Director Gruenberg and I met with representatives from Belcourt School District and Turtle Mountain Community College about the potential to establish a Center in that area of the state. They are going to review their plan of establishing a Center and submit the Board for review and approval.

Fiscal Management

New and Expanding Programs:

No new or expanding programs were approved in November.

Advocate for Career and Technical Education

Legislative Updates

Budget Section Environmental and Education Division – I presented to the Budget Section E&E Division on 12/10 on the status of our budget for 2025-27.

The 2027 Budgeting process is beginning. The Department will be meeting with the Governor's Office and OMB on February 12th, to discuss the Department's budget and 2027 Legislative priorities. This has been brought to the attention of the CTE Directors. We will begin working with them now, to determine our priorities.

Agenda Item 3)d) Approve Board Vision and Mission Recommendation

Selecting a Vision and Mission statement is an important, yet difficult process for any organization. While a total agreement is ideal, it's often difficult to accomplish. Below is the recommendation coming from Chair Meehl and Director Sick.

Vision Statement – Our why

A Future-Ready Workforce for North Dakota

Mission Statement – Our how

Delivering high-quality Career and Technical Education to empower all students to achieve workforce readiness for lifelong success.

The reason why we have selected this as a recommendation is not only due to the work the two of us did, but also due to feedback from not only board members, but also staff.

I received feedback from four Board members and six staff members. Overwhelmingly, the feedback was positive on the Mission statement as is currently written.

The Vision statement had more feedback, yet most did approve with the Vision Statement recommendation as written. Below are a few statements supporting that Vision Statement.

I really like Option A for the Vision Statement. It flows well and aligns with our goal of preparing students for careers that don't even exist yet.

Like it. Short - easy to say and remember.

Below are a few concerns or recommendations to edit the Vision Statement, as well as rationale why we are not accepting those recommendations.

Future Ready - "future-ready" is one of those catch phrases that is difficult to define.

To respond to that concern, Chair Meehl and I leaned on AI to help us define it. We believe that is what we are trying to accomplish. See below:

"Future ready" suggests being equipped with the knowledge, skills, and mindset needed to succeed in a rapidly changing world. It typically conveys:

What it implies

- ***Preparedness*** – having the competencies needed for what's coming next.
- ***Adaptability*** – being able to respond to new technologies, industries, and challenges.
- ***Forward-thinking*** – anticipating emerging trends instead of reacting to them.

- **Career readiness** – *often tied to workforce expectations, especially in education and CTE settings.*
- **Lifelong learning** – *the ability to continue developing skills over time.*

There were comments stating the desire to mention students in the Vision Statement. That suggestion was not included as the Mission Statement and the Theory of Action both reference students.

To close, we believe the cascading effect we are trying to accomplish with our Vision (Our Why), our Mission (Our how) and the Theory of Action (Our Goals) is accomplished with the Vision and Mission Statements as written and recommend the State Board approving both.

Agenda Item 3)e) Adopt Student Outcome Goal 3

I am requesting the approval of Student Outcome Goal 3 as presented.

This data is available, and I have provided growth targets for the next five years.

Goal Progress Measure Baselines and Targets are still being calculated, which will take time. Baselines and Targets will be presented for acceptance as they become available.

GOAL 3

The percentage of high school students that enroll in a CTE course will increase from 75.5% in 2024 to 87% in 2029 as measured by the Consolidated Annual Report.

	Targets	Actual							
Baseline	76%	76%							
2025	78%								
2026	81%								
2027	83%								
2028	85%								
2029	87%								

GPM 3.1 The percentage of high school students whose school of residence offers less than three CTE programs that enroll in a CTE Center course will increase from x% in 2025 to y% in 2030 as measured by the CTE Center Membership Report.

	Targets	Actual							
Baseline									
2026									
2027									
2028									
2029									
2030									

GPM 3.2 The percentage of high school students whose school of residence is less than 20 miles from a CTE Center site that enroll in a CTE Center course will increase from x% in 2023 to y% in 2028 as measured by the CTE Center Membership Report.

	Targets	Actual							
Baseline									
2026									
2027									
2028									
2029									
2030									

GPM 3.3 The percentage of high school students whose school of residence is more than 20 miles from a CTE Center site that enroll in a CTE Center course will increase from x% in 2023 to y% in 2028 as measured by the CTE Center Membership Report.

	Targets	Actual							
Baseline									
2026									
2027									
2028									
2029									
2030									

GPM 3.4 The percentage of high school students that enroll in a course at a CTE Center will increase from x% in 2025 to y% in 2030 as measured by the CTE Center Membership Report.

	Targets	Actual							
Baseline									
2026									
2027									
2028									
2029									
2030									

GPM 3.5 The percentage of high school students that enroll in a CTE course at their school of residence will increase from x% in 2025 to y% in 2030 as measured by the Consolidated Annual Report.

	Targets	Actual							
Baseline									
2026									
2027									
2028									
2029									
2030									

GPM 3.6 The percentage of 6th-8th grade students that enroll in a CTE course will increase from x% in 2025 to y% in 2030 as measured by the Consolidated Annual Report.

	Targets	Actual							
Baseline	26%	25.77%							
2026	27%								
2027	28%								
2028	29%								
2029	30%								
2030	31%								

Agenda Item 3)f) Adopt Revised Progress Monitoring Calendar

I am requesting the following changes to the Progress Monitoring Calendar

September

Change the Student Outcome Goal GPMs to align with proposed GPMs. This may change as we continue to receive guidance from E&M.

Add under Other, ND DPI Input. This will allow the Superintendent of Public Instruction an opportunity to provide input on the impact of the work of the State Board for Career and Technical Education on ND DPI and the reverse.

November

Removed Student Outcome Goals GPM 2.2, WBL Completion, at the request of the Board.

January

Add under Other, JSND Input. This will allow the Director of Job Service North Dakota an opportunity to provide input on the impact of the work of the State Board for Career and Technical Education on JSND and the reverse.

February

Add under Other, NDUS Input. This will allow the Commissioner of Higher Education an opportunity to provide input on the impact of the work of the State Board for Career and Technical Education on NDUS and the reverse.

May

Add Student Outcome Goals GPM 2.2, WBL Completion, at the request of the Board.

MONITORING CALENDAR					
Department of Career and Technical Education			Years: 2023 -2028		
Month	Student Outcome Goals GPMs	Guardrails GrPMs	Leadership Evaluations	Trainings	Other
August		2.1 Qualified CTE Ed. (Prev. Year) 2.2 CTE Ed. Prof. Development (Prev. Year) 3.3 Public/Private Partnership (Prev)		Retreat Training	
September	3.1 - Enrollment - 3 or less programs 3.2 - Less than 20 miles 3.3 - Greater than 20 miles 3.4 - Overall CTE Center enrollment 3.5 - HS CTE Enrollment 3.6 - Middle School Enrollment				ND DPI Input
October	2.1 - CRP Proficiency 2.3 - TA/Industry Credential		Board Self Evaluation		Local CTE Director
November	2.2 - WBL Completion	3.1 - Trained WBL Coordinators (interim) 3.2 - Employed WBL Coordinators (Interim)			Student Perspective
December		2.2 CTE Ed. Prof. Development (interim)			
January		1.1 - Opp. Gap Analysis 3.3 - Public/Private Partnerships (interim)	Board Self Evaluation		JSND Input
February	1.1 - Econ Disadv. Concentrator 1.2 - Minority Concentrator 1.3 - Ind. w/ Disability Concentrator				NDUS Input
March					Local CTE Director
April			Board Self Evaluation CTE Director/Agency Staff Survey Overview		Student Perspective
May	2.2 - WBL Completion	3.1 - Trained WBL Coordinators 3.2 - Employed WBL Coordinators			Director Survey Executive Summary
June			Summative Director Evaluation		
July					

Agenda Item 3) g) Adopt Updated Board Time Tracker

Memo from Chair Sonia Meehl

The Board's adopted Theory of Action, Self-Guardrails, and Agenda Building Calendar are included here for your reference. Please review these documents and recall that our board has committed to these guardrails to adjust our adult behaviors and improve student outcomes.

Guardrail 3 requires that each board member review the board packet in a timely manner. The preliminary board packet is distributed on the Friday which is 10 days prior to our Monday board meeting. Board members should review the packet and submit any questions to the Director by the next Tuesday, six days prior to our Monday meeting. Board members that do not have any questions should reply to the Director that they have reviewed the packet and have no questions.

In an effort to improve accountability of board members to these behaviors, I am proposing a change to the board's Time Tracker by adding a place to record how many board members responded in alignment with our Agenda Building Calendar. In reviewing and updating the Tracker, I also made a few minor formatting changes and corrections.

Because the Board owns the Time Tracker, it has been placed on the Consent Agenda for Adoption. Please submit any questions to the Director and he will forward those questions to me for response. After response, like any other Consent Agenda item, any board member may request to remove the item from the Consent Agenda so that it can be discussed by the full board during the meeting.

If adopted, we will begin using the revised Time Tracker for our January 2026 meeting. By following our procedures, we will make better use of our meeting time for all board members and staff.

Final Revisions: NDCTE Theory of Action and Board Self-Guardrails

If the North Dakota CTE Board and the CTE Department ensure access to quality programs with qualified educators across all North Dakota communities, urban and rural; create partnerships with private industry and higher education to align curriculum and implement work-based learning opportunities; and enhance public awareness of the effectiveness of CTE programs, then the number of CTE students, CTE concentrators, and workforce ready graduates in North Dakota will increase.

1. The board shall not fail to discuss and adjust board behaviors which are impeding proficiency within each objective.
2. The board shall not operate without outcome goals that challenge the organization.
3. The board shall not fail to review the board packet in a timely manner as defined by the board's agenda calendar and respond appropriately to the director to ensure effective use of consent agenda.
4. The board shall not spend less than 50% of meeting time reviewing and discussing the board's student outcome goals.
5. The board shall not operate without an annual retreat to review and discuss the Be Legendary Framework as well as update training for board members according to needs identified in quarterly board self-evaluations.

TIME USE TRACKER		ND CTE BOARD	TIME PERIOD:	DATE:
Framework Pillars	Student Outcome Minutes	Adult Behavior Minutes	The board tracks its time spent during public authorized meetings	
1. Adopting Student Outcome Goals			← Minutes setting and adopting both student outcome goals and goal progress measures	
2. Adopting Student Outcome Goals			← Minutes setting and adopting superintendent and board guardrails, and a theory of action	
3. Adopted Guardrails				
4. Adopted Monitoring Calendar for Student Outcome Goals and Superintendent/Board Guardrails, and Board Self-Evaluation			← Minutes receiving, discussing, and voting on Student Outcome Goal Monitoring Reports according to the board adopted Monitoring Calendar	
			← Minutes receiving, discussing, and voting on Guardrail Monitoring Reports according to the board adopted Monitoring Calendar	
			← Minutes performing board self-evaluations using the Be Legendary Board Leadership Framework Instrument, developing and creating Director evaluation, community engagement, and/or Board Guidelines according to Be Legendary practices.	
5. Structuring for Success	Minutes discussing and/or taking action on other agenda items (including consent agenda items and reports), Non-Be Legendary Committee meetings, Board Workshops, and/or non-statutorily required Board Hearings			
6. Active Teamwork and Advocacy			← Minutes hosting two-way communication meetings on student outcome goals, guardrails, theories of action and/or progress toward student outcome goals	
			← Minutes recognizing the accomplishments of students and staff regarding progress on student outcome goals	
Non-calculated time	Minutes fulfilling statutorily required public hearings, forums, and comments			
TOTALS	0	0	0	0

Use For Student Outcome and Adult Behavior Minutes Percentage Calculation:

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100

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% Student Outcome and Adult Behavior Minutes

Use For Student Outcome Minutes Percentage Calculation 3. Monitoring Student Outcome

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100

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#DIV/0!

% Student Outcome Minutes

Board Members Present-6. Active Teamwork and Advocacy	Board Absent	% Attendance
		#DIV/0!

Consent Items 5. Structuring for Success	Consent Items Removed	% Remaining on Consent Agenda
		#DIV/0!

Board Members that Responded in Alignment with the Agenda Building Calendar 5. Structuring for Success	Board Members that Did Not Respond in Alignment with the Agenda Building Calendar	% Timely Response
		#DIV/0!

Count of 'Other' Agenda Items

Goals Discussed 3. Monitoring Student Outcome Goals	Goals on Target	% on Target
		#DIV/0!

GPMS Discussed 3. Monitoring Goals Progress Measures	GPMS on Target	% on Target
		#DIV/0!

Aug 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sept 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24			27
28	29	30				

Oct 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOV 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DEC 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2026						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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FEB 2026						
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Mar 2026						
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Apr 2026						
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May 2026						
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Jun 2026						
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Jul 2026						
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26	27	28	29	30	31	

	Board Meeting Date		Board Members submit questions to Director (6 Days)
	Board meeting materials due to Director (14 Days)		Director provides Q&A to Board Members (4 Days)
	Draft agenda meeting – Director and Board Chair (12 Days)		Board Members move items from consent agenda to discussion and possible action. Final material packet to Board Members, posted on website and teams channel (3 Days)
	Board Members receive initial material packet (10 days)		Board meeting debrief – Director and Board Chair

24-Nov-25		Career and Technology Board Time Tracker		QTR:	4	24-Nov
Framework Pillars	Outcome Minutes	Adult Behavior Minutes	The board tracks its time spent during public authorized meetings			Other Topic Minutes
1. Adopting Outcome Goals 2. Adopting Outcome Goals 3. Adopted Guardrails	0		← Minutes setting and adopting both student outcome goals and goal progress measures.			
		0	← Minutes setting and adopting director and board guardrails, and a theory of action			
4. Adopted Monitoring Calendar for Outcome Goals and Director/ Board Guardrails, and Board Self-Evaluation	18		← Minutes receiving, discussing, and voting on Outcome Goal Monitoring Reports according to the board adopted Monitoring Calendar			
		20	← Minutes receiving, discussing, and voting on Guardrail Monitoring Reports according to the board adopted Monitoring Calendar			
		0	← Minutes performing board self-evaluations using the Be Legendary School Board Leadership Framework Instrument			
5. Structuring for Success	Minutes discussing and/or taking action other agenda items (including consent agenda items and reports) →					28
6. Active Teamwork and Advocacy	38		← Minutes hosting two-way communication meetings on student outcome goals, constraints, theories of action and/or progress toward student outcome goals ← Minutes recognizing the accomplishments of students and staff regarding progress on student outcome goals			
Non-calculated time	Minutes fulfilling statutorily required public hearings, forums, and comments Minutes fulfilling statutorily required or Be Legendary Governance Institutes Minutes in closed session as permitted by law					
TOTALS	56	20	104			28
Use For Outcome and Adult Behavior Minutes Percentage Calculation: <div>76 ÷ 104 × 100 = 73.08 % Student Outcome and Adult Behavior Minutes</div>						
Use For Student Outcome Minutes Percentage Calculation 3. Monitoring Outcome Goals and <div>56 ÷ 104 × 100 = 53.85 % Student Outcome Minutes</div>						

Board Members Present- 6. Active Teamwork and Advocacy	Board Absent	% Attendance	Count of 'Other' Agenda Items	Goals Discussed 3. Monitoring Student Outcome Goals	Goals on Target	% on Target
8	0	100.00	3			#DIV/0!
Consent Items 5. Operations for Success	Consent Items Removed	% Remaining on Consent Agenda		GPMs Discussed 3. Monitoring Goals Progress Measures	GPMs on Target	% on Target
3	0	100.00		2	2	100.00