

**STATE BOARD FOR CAREER AND TECHNICAL EDUCATION**

## Minutes of Meeting

July 20, 2020

Members of the State Board for Career and Technical Education met at 10:02 a.m., CST, via Zoom. The meeting was called to order by Ms. Sonia Meehl, Vice Chair. The following members were present:

Ms. Kirsten Baesler, Member  
Mr. Jeff Fastnacht, Member  
Ms. Lisa Johnson (for Dr. Hagerott, Member)  
Ms. Maria Effertz-Hanson, Member  
Mr. Josh Johnson, Member  
Mr. Bryan Klipfel, Member  
Ms. Sonia Meehl, Member

Wayde Sick, Mark Wagner, Gwen Ferderer, Dr. Matt Lonn, Brenda Schuler, and Kelly Pierce were also present.

**ELECTION OF OFFICERS** – Discussion was held on the Governor’s board member appointments and it was agreed to proceed with electing officers. Ms. Meehl asked for nominations for Chair.

Mr. Johnson nominated Mr. Fastnacht as Chair. A motion was made by Ms. Baesler and seconded by Mr. Klipfel to cast a unanimous ballot for Mr. Fastnacht as Chair. The motion passed unanimously.

Mr. Fastnacht thanked the board for their faith in his leadership and asked for nominations for Vice Chair.

Mr. Johnson nominated Ms. Meehl as Vice Chair. A motion was made by Ms. Baesler and seconded by Ms. Johnson to cast a unanimous ballot for Ms. Meehl as Vice Chair. The motion passed unanimously.

**CONSIDERATION OF JUNE 15, 2020 MINUTES** – A motion was made by Ms. Meehl and seconded by Mr. Johnson to approve the minutes of the June 15, 2020 meeting. The motion passed unanimously.

**STATE DIRECTOR'S REPORT** – Mr. Sick reported there were no financial reports as final payments are being processed for the fiscal year end. The reports will be available at the next meeting.

CTE staff update – Ms. Julie Hersch has been hired as the Career Resource Network Supervisor and Ms. Annie Dukart has been hired as the Family and Consumer Sciences Education and Marketing Education Administrative Assistant. They will begin employment with CTE on August 3.

Reserve Fund Grants – Six Innovation Grants were submitted and are currently being reviewed to determine awards.

Mr. Sick reported on meetings and activities he has been involved in which included: CTE/CDE Governor's Office Strategy Review; K-12 Education Coordination Council; Education Policy Committee; Legislative Audit and Fiscal Review Committee; Choice Ready Committee; Marketplace for Kids Board Meeting; WDC Meeting; and, ELDAC Meeting regarding possible dental assistant programs in high schools.

Upcoming meetings and activities Mr. Sick will be involved in include: Innovation in Education Summit; ND State Electrical Board meeting; Teacher Support Programs meeting; Virtual Centers meeting; and, PDC activities.

Mr. Sick also reported that the CTE/CDE budget will be submitted to OMB by August 15.

Discussion was held on the Governor's Smart Restart for Schools and concerns for CTE programs, hands-on, virtual and classroom learning.

Following further discussion on reference material/guides/other information that could be helpful to schools, Ms. Baesler responded that she will provide the Returning to School Toolkit for Principals document to the Board.

The Board thanked Mr. Sick for his report.

**CDE REPORT** – Dr. Lonn reviewed course popularity information, CDE organizational objectives and results for 2019-20, and dashboard information.

Discussion was held on virtual options that CDE may be asked to provide due to the pandemic, potential enrollment increases, course content, the need for additional instructors, and the possibility of using instructors that are under contract in schools. Dr. Lonn responded that the CDE Management Team is working on measures to put into place to fulfill requests and felt that CDE has the infrastructure to meet requests but will continue to review and improve processes.

Discussion continued on future needs and the possibility of requesting CARES Act funding through the Emergency Commission.

**PROPOSED 2021-23 CTE/CDE BIENNIUM BUDGET** –Mr. Sick explained the initial 2021-23 Biennium Budget proposal stating that the budget reflects not only the 10% required reduction but also a worst-case scenario.

Mr. Sick then reviewed the optional budget considerations, reporting that OMB and the Governor's Office informed agencies that optional considerations cannot be to restore cuts and budget proposals should be transformative, not incremental.

Discussion was held on the proposed worst-case scenario information and Mr. Sick reported that he, along with staff, are working to provide a budget that is impactful and effective. The Board was asked to provide any feedback or guidance in preparing the budget that will be submitted to OMB by August 15.

Discussion continued on the initial budget proposal and the Board agreed on the importance to be transparent with schools and legislators and continue to keep stakeholders informed.

**STATE DIRECTOR'S EVALUATION** – Mr. Sick provided a background of the evaluation process for the State Director position and completed a self-evaluation on critical accountabilities, leadership competencies and goals and objectives, as requested.

Discussion was held on the timeline and actions the Board could take: (1) accept the self-evaluation as their own; or, (2) have the Board complete their own evaluation.

Mr. Sick then reviewed his self-evaluation and reported on three goals for the next fiscal year.

Discussion was held on the goals, are they achievable, should there be sub-goals, what outside factors such as legislative action could factor into the goals, the importance that an evaluation should be a measure of an individual's abilities, and the evaluation should reflect what the Board sees.

Discussion continued on the evaluation document, job description, CTE's Strategic Plan, CTE's and CDE's mission and vision, and blending CTE and CDE as one.

Following further discussion, Mr. Sick reported that he will work on the goals, job description, and review and update the Strategic Plan and asked for additional feedback. The updated information will be provided at the November meeting.

Upon further discussion, the Board agreed that they were comfortable with the self-evaluation. A motion was made by Ms. Meehl and seconded by Mr. Klipfel to approve the self-evaluation as the Board's annual evaluation. The roll call vote was as follows:

Ms. Meehl- aye  
Mr. Johnson – absent and not voting  
Ms. Effertz-Hanson – aye  
Ms. Baesler – aye

Ms. Johnson - aye  
Mr. Klipfel - aye  
Mr. Fastnacht – aye

The motion passed unanimously.

**SALARY ADMINISTRATION** – Ms. Schuler explained the salary administration for CTE and CDE staff and the history of salary increases for the State Director position.

Discussion was held on the performance ratings and salary increase percentages. Mr. Sick explained the discrepancies between CTE and CDE increases and definitions. It was agreed that CTE and CDE salary administration should be aligned.

Discussion was then held on how other boards evaluate their directors and how salaries compare.

Following further discussion on the average percentage increase of CTE and CDE employees, A motion was made by Ms. Meehl and seconded by Ms. Effertz-Hanson to approve a 2.5%/\$255.00 per month salary increase. The roll call vote was as follows:

Ms. Meehl - aye  
Ms. Effertz-Hanson – aye  
Ms. Baesler – aye  
Ms. Johnson - aye  
Mr. Klipfel - aye  
Mr. Fastnacht – aye

The motion passed unanimously.

The Board thanked Mr. Sick for his service and dedication over the past year.

**PROFESSIONAL DEVELOPMENT CONFERENCE UPDATE** – Mr. Wagner invited board members to the virtual opening session and awards ceremony on August 10. A link to the session will be sent when it becomes available. The Board was also invited to attend program areas sessions throughout August 10-12, that will be provided both virtually as well as some in-person sessions. All PDC information will be on posted to the CTE website.

**FUTURE MEETINGS** – The August meeting is scheduled for Monday, August 17, 2020 via Zoom.

The September meeting is scheduled for Monday, September 21, 2020.

The Combined Boards Meeting is scheduled for Tuesday, September 22, 2020. Mr. Sick will be meeting with ESPB, DPI and the University System on the agenda topics. Suggested topics so far include: distance learning; K-12 coordination; behavioral health; and, dual credit one-stop shop.

The meeting adjourned at 12:06 p.m.

Respectfully submitted,

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Jeff Fastnacht  
SBCTE Chairperson