

## Minutes for State Board for Career and Technical Education

### Call to Order:

The special meeting of the State Board for Career and Technical Education was held on Monday, July 25, 2022, in the CTE Conference Room and via Microsoft Teams. It began at 1:00 pm CT and was presided over by Vice-Chairperson Ms. Sonia Meehl.

### Voting Members Present:

Ms. Kirsten Baesler  
Mr. Pat Bertagnolli  
Ms. Lyndsi Engstrom  
Ms. Lisa Johnson proxy for Dr. Mark Hagerott  
Mr. Burdell Johnson  
Mr. Josh Johnson  
Mr. Eric Nelson

Also present: Wayde Sick, Mark Wagner, Gwen Ferderer, Tonya Greywind, Allyson Hicks, Jennifer Mastrud, Lori Zahradka, Ronald Black Cloud, Kayla O'Toole, Eric Ripley, Dan Spellerberg, Jessica DeVaal, Ron Flanigan, Darby Heinert and Lorie Ruff.

Meeting chat information for this meeting does not exist.

With new members present Ms. Meehl asked that Board members introduce themselves and we noted those members who were absent.

### Approval of Minutes:

A motion to approve the minutes of the June 27, 2022, meeting as submitted was made by Mr. Burdell Johnson and seconded by Ms. Baesler. With no further discussion the motion passed unanimously.

### Election of Officers:

Ms. Meehl informed members that there are no restrictions as to who can serve as chairperson of the Board. Ms. Baesler felt that to have consistency and continuity the Chair of the State Board of Public School Education should be the same Chairperson for State Board for CTE and nominated Ms. Meehl as Chair and Mr. Josh Johnson as Vice Chair. Mr. Burdell Johnson seconded the motion. With no further discussion a roll call vote was administered:

Ms. Baesler – Aye  
Mr. Bertagnolli - Aye  
Ms. Engstrom - Aye  
Ms. Johnson proxy for Dr. Mark Hagerott - Aye  
Mr. Burdell Johnson - Aye  
Mr. Josh Johnson - Aye  
Ms. Meehl – Aye  
Mr. Nelson - Aye  
8-0-1 Absent

### 2022-2023 State and Federal Funding Budget:

Mr. Sick presented the Carl Perkins Obligations without Carryover for Fiscal Year 2023 and asked that the Board approve as there are several projects that the agency would like to start obligating funding to. Mr. Sick also

reviewed the State Funding Budget stating that we expect a deficit of \$373,860 and explained that we can address how to fund this shortfall at a later meeting but that the budget will need to be approved today. We will also have an accurate dollar amount at a future meeting as the fiscal year will be closed out. Mr. Josh Johnson made a motion to approve the Carl Perkins Obligations as presented and seconded by Ms. Engstrom. With no further discussion a roll call vote was administered:

Mr. Bertagnolli - Aye  
Ms. Engstrom - Aye  
Ms. Johnson proxy for Dr. Mark Hagerott - Aye  
Mr. Burdell Johnson - Aye  
Mr. Josh Johnson - Aye  
Mr. Nelson – Aye  
Ms. Baesler – Aye  
Ms. Meehl – Aye  
8-0-1 Absent

Mr. Burdell Johnson then moved to approve the State General Fund Budget and it was seconded by Ms. Baesler. After discussion of how to fund the deficit dollars, Mr. Burdell Johnson amended his motion to include that the Board will address the budget shortfall at a future meeting. Ms. Engstrom seconded the amended motion. With no further discussion a roll call vote was administered:

Mr. Nelson – Aye  
Ms. Baesler – Aye  
Mr. Bertagnolli - Aye  
Ms. Engstrom – Aye  
Ms. Johnson proxy for Dr. Mark Hagerott - Aye  
Mr. Burdell Johnson - Aye  
Mr. Josh Johnson - Aye  
Ms. Meehl – Aye  
8-0-1 Absent

**CDE Program Director Hiring Update:**

Mr. Sick reported that the job posting closed on July 4 and the applications were reviewed by HRMS to determine if minimum qualifications were met. Eight applicants met the minimum qualifications and were scored by HRMS and Mr. Sick. We elected to interview four individuals but one of those applicants withdrew their application as they accepted another position. The Review Committee consisted of Mr. Sick, Mr. Wagner and Dr. Greywind and John Struchynski from Center for Distance Education. The Committee interviewed and scored the three individuals and had a unanimous consensus. We offered the position and currently waiting for the signed offer letter to come back and then we will start the background check and onboarding process.

**Cass County Career and Technical Education Center Grant Update:**

Ms. Hicks gave a historical background for the new Board members of the ARPA and Coronavirus Capital Project Funds that the Department of CTE received. The Capital Project Funds are a federal grant and have Federal requirements and State Law that need to be met to receive those funds. Some of the requirements are that the recipient must own the property purchased or built with those funds and matching funds needed to be

attached to their application. When agreements were sent out, we were notified that the Cass County CTE Center project did not meet several of the requirements. Ms. Hicks, Mr. Sick, Cass County CTE Center staff and their attorney have been communicating to try and solve these issues. What they have concluded is that the funds that the Cass County CTE Center application was granted will not be able to be used for their project. The Cass County CTE Center has proposed to the Board that they pull ARPA funds from other projects that were awarded and give those projects the Coronavirus Capital Project funding and award Cass County CTE Center the ARPA funds since those dollars do not have all the requirements. Ms. Hicks reported that if we changed funding we would be violating our grant agreements with those schools but that it is this Board decision if they wanted to review that opportunity. Mr. Sick reported that the Legislative Council has been contacted to see if the State Board can grant dollars to the Foundation or does it need to be a school district. He also informed members that there is still no word from the US Treasury if the State will be receiving the Capital Project Funds. Discussion was held that if we allow one application to change and make special arrangements, we need to offer that to all applicants. It was also noted that all the applicants received some portion of the Capital Project Funds and therefore everyone must follow the requirements. It was agreed to wait until we receive the decision from the Legislative Council on their findings and then discuss our next steps. We cannot grant any dollars out after December 31, 2022, so any changes would need to be made before that time.

**Secondary Instructor Licensing Requirement:**

Mr. Sick presented the Board policy for Secondary Teacher Licensing Requirements and referred to the added portion of Agricultural Education to include Alternative Teacher License Option (TLO) Graduate Degree. This is already being allowed at ESPB but adding this to our Board policy would make it further known that this is an option and help address the teacher shortage. All these requirements were agreed upon between the CTE Agricultural Education Office and NDSU where this graduate degree resides. Mr. Sick recommends approval of this change. Mr. Josh Johnson moved to approve the TLO Alternative License Option for Agricultural Education and seconded by Mr. Nelson. With no further discussion a roll call vote was administered:

Ms. Engstrom – Aye  
Ms. Johnson proxy for Dr. Mark Hagerott - Aye  
Mr. Burdell Johnson - Aye  
Mr. Josh Johnson – Aye  
Mr. Nelson – Aye  
Ms. Baesler – Aye  
Mr. Bertagnolli - Aye  
Ms. Meehl – Aye  
8-0-1 Absent

**State Director Evaluation Process Update:**

Members were given revised State Director/Executive Officer Job Description and Evaluation Procedures that were developed by the subcommittee consisting of Ms. Meehl, Ms. Engstrom, Ms. Baesler and Dr. Fastnacht along with Mr. Sick. Mr. Sick confirmed that what is reflected in this Job Description does align with what he does. After some discussion Ms. Baesler moved to approve the Job Description incorporating today's changes and it was

seconded by Ms. Johnson. With no further discussion a roll call vote was administered:

Mr. Josh Johnson – Aye  
Mr. Nelson – Aye  
Ms. Baesler – Aye  
Mr. Bertagnolli - Aye  
Ms. Engstrom – Aye  
Ms. Johnson proxy for Dr. Mark Hagerott - Aye  
Mr. Burdell Johnson - Aye  
Ms. Meehl – Aye  
8-0-1 Absent

Next Members reviewed the proposed State Director/Executive Officer Evaluation Procedure. After some discussion it was agreed that Mr. Sick will complete a self-evaluation prior to both the formative and summative evaluations. Ms. Baesler moved to approve the Evaluation Procedure incorporating the changes made today and it was seconded by Mr. Bertagnolli. With no further discussion a roll call vote was administered:

Mr. Burdell Johnson - Aye  
Mr. Josh Johnson – Aye  
Mr. Nelson – Aye  
Ms. Baesler – Aye  
Mr. Bertagnolli - Aye  
Ms. Engstrom – Aye  
Ms. Johnson proxy for Dr. Mark Hagerott - Aye  
Ms. Meehl – Aye  
8-0-1 Absent

**August Strategic Planning Session:**

Mr. Sick informed Members that Tuesday, August 16 at 9:00 a.m. has been set for the planning session. Some of the agenda items for the session include strategic goals, revised funding model, K-12 Council, Center for Distance Education and Legislative requests. Ms. Meehl will work with Mr. Sick to finalize an agenda for the Planning Session.

**Future Meetings:**

Discussion was held on when to hold the next Regular Meeting. It is currently scheduled for Monday, September 26, 2022, but there is a combined Board Meeting set for Monday, September 19, 2022. Ms. Meehl will check to see what agenda items are included in the combined meeting and we will defer the final decision on the September dates until the Planning Session.

**Other:**

Mr. Sick reminded Members that August 8-10 we will be hosting the CTE Professional Development Conference in Bismarck at the Event Center. All are welcome to attend.

There being no other business brought before the Board, the meeting adjourned at 2:46 pm.