

**STATE BOARD FOR CAREER AND TECHNICAL EDUCATION**

## Minutes of Meeting

June 15, 2020

Members of the State Board for Career and Technical Education met at 10:03 a.m., CST, in the Pioneer Room, State Capitol, Bismarck and Zoom. The meeting was called to order by Dr. Brian Duchscherer, Chair. The following members were present:

Ms. Kirsten Baesler, Member  
Mr. Jeff Fastnacht, Member  
Dr. Mark Hagerott, Member  
Ms. Maria Effertz-Hanson, Member  
Dr. Steven Holen, Member  
Mr. Josh Johnson, Member  
Mr. Bryan Klipfel, Member  
Ms. Sonia Meehl, Member

Wayde Sick, Mark Wagner, Gwen Ferderer, Dr. Matt Lonn, Brenda Schuler, Michael Netzloff, Tracy Becker, Kelly Pierce, Eric Ripley, Dr. Doug Darling, Lyle Krueger, Dale Hoerauf, Kyle Olson, and Jason Fewell were also present. Dr. Duchscherer welcomed the board and audience members.

**CONSIDERATION OF MAY 18, 2020 MINUTES** – A motion was made by Ms. Meehl and seconded by Ms. Maria Effertz-Hanson to approve the minutes of the May 18, 2020 meeting. The motion passed unanimously.

**FINANCIAL REPORTS – CTE and CDE** – Ms. Ferderer reviewed the Appropriation Status Report and CTE Administrative Budget for month ended May 2020, reporting that the budget is on target with the time elapsed.

A motion was made by Mr. Johnson and seconded by Dr. Hagerott to approve the CTE financial reports as presented. The motion passed unanimously.

Dr. Lonn reviewed the CDE Administrative Budget, reporting that the CDE budget is on target with the time elapsed.

Following a brief discussion, a motion was made by Dr. Hagerott and seconded by Dr. Holen to approve the CDE financial report as presented. The motion passed unanimously.

**STATE DIRECTOR'S REPORT** – Mr. Sick reported that CTE staff are continuing to work remotely and will continue to do so as the agency continues to achieve the mission of CTE. However, staff do come into the office on an as needed basis.

CTE staff update – Ms. Addie Lea, Administrative Assistant for the Marketing Education and Career Development program areas, retired effective June 1. Due to efficiencies, the Career Development administrative assistant responsibilities have been assigned to the Career Resource Network administrative assistant and the Marketing and Family and Consumer Sciences Education administrative assistant responsibilities were combined as well. The Marketing and Family and Consumer Sciences administrative assistant position announcement closes on June 16.

Ms. Marilyn Orgaard will be retiring June 19. Interviews were conducted for her position and an offer has been made to one of the Career Resource Network Supervisor applicants.

Mr. Sick reported on meetings and activities he has been involved in which included: Department of Labor Grant Application in partnership with Lake Region State College; keeping updated on HEROES Act federal legislation; and, the 2021-23 budget. Budget recommendations, including optional budget requests, will be provided at the next meeting.

Upcoming meetings and activities Mr. Sick will be involved in include: Governor's Strategy Review meeting; OMB State Capitol space utilization; WDC; K-12 Coordinating Council; and, Joint WDC, Employer, Economic Development Foundation Meeting.

The Board thanked Mr. Sick for his report.

**CDE REPORT** – Dr. Lonn reviewed dashboard information, including driver’s education enrollment information, and reported that a final list of CDE subject areas, courses and trends will be provided at the next meeting.

Following discussion on driver’s education enrollment and dual credit opportunities, the Board thanked Dr. Lonn for his report.

**SALARY ADMINISTRATION** – Mr. Sick reviewed the salary recommendations for CTE and CDE employees which are in accordance with legislative intent and are based on performance and not uniform percentage increases. Mr. Sick explained the difference in the percentages between CTE (1.5%-Meets, 2.5%-Exceeds, 3.5%-Exemplary) and CDE (1.5%-Developing, 2%-Achieves, 2.5%-Excels) and reported that CTE and CDE are two separate salary line items and cannot share salary dollars.

Discussion was held on the performance review process and percentages.

Following discussion, Ms. Meehl moved and Dr. Hagerott seconded to approve the salary increases as recommended by Mr. Sick. The roll call vote was as follows:

Ms. Meehl- aye  
Mr. Johnson – aye  
Mr. Fastnacht - aye  
Ms. Effertz-Hanson – aye  
Dr. Holen – aye  
Ms. Baesler – aye  
Dr. Hagerott- aye  
Mr. Klipfel - aye  
Dr. Duchscherer – aye

The motion passed unanimously.

**STATE DIRECTOR’S EVALUATION** – Mr. Sick reported that he requested other states’ CTE Director evaluations and provided the information to Dr. Duchscherer who developed an evaluation for review.

Dr. Duchscherer reported that he worked with Ms. Meehl on a formal evaluation draft and asked for input.

Discussion on the document was held, including whether the evaluation accurately reflects the CTE Director's job responsibilities, adding leadership competencies under critical accountabilities, providing additional comment areas, and how it ties into the Governor's Initiatives.

Following more discussion, Dr. Duchscherer will work with Mr. Sick to update the document. Dr. Duchscherer requested that board members provide any additional input to him to include in the document. The evaluation and salary administration of the director will be on the July meeting agenda.

**AUTHORIZATION TO OPERATE PRIVATE CAREER SCHOOLS ANNUAL RENEWAL REQUESTS** – Mr. Netzloff reviewed six private career school applications seeking renewal of regular status and recommended approval for all, stating that the career schools meet the Board's standards and criteria and are fully accredited.

Following a brief discussion, a motion was made by Dr. Hagerott and seconded by Mr. Fastnacht to approve the private career schools through June 30, 2021 as recommended. The roll call vote was as follows:

Dr. Hagerott – aye  
Ms. Baesler – aye  
Dr. Holen – aye  
Ms. Effertz-Hanson – aye  
Mr. Fastnacht – aye  
Mr. Johnson - aye  
Ms. Meehl- aye  
Mr. Klipfel - aye  
Dr. Duchscherer – aye

The motion passed unanimously.

**PROPOSED BUDGET – CTE** – Mr. Sick reviewed the CTE Administrative Budget, reporting that the information remains the same as the first reading reviewed in May.

Proposed 2020-2021 State and Federal Funding – Mr. Sick reviewed the FY2021 General Fund Projections, reporting that the information remains the same as the first reading reviewed in May.

Mr. Sick reported that this is the second and final reading of the Administrative Budget and Proposed 2020-2021 State and Federal Funding and recommended approval.

Following a brief discussion, a motion was made by Ms. Meehl and seconded by Mr. Johnson to approve the CTE Administrative Budget and 2020-2021 State and Federal Funding as recommended. The roll call vote was as follows:

Ms. Meehl – aye  
 Mr. Johnson - aye  
 Mr. Fastnacht - aye  
 Ms. Effertz-Hanson – aye  
 Dr. Holen – aye  
 Ms. Baesler – aye  
 Dr. Hagerott – aye  
 Mr. Klipfel - aye  
 Dr. Duchscherer – aye

The motion passed unanimously.

New and Expanded Program Requests – Two New and Expanded Program Requests for FY2021 were reviewed, along with a request by Dakota College of Bottineau for Farm Business Management in the reimbursement amount of \$58,719. Mr. Sick recommended the three additional requests be approved.

Following discussion, a motion was made by Ms. Effertz-Hanson and seconded by Ms. Baesler to approve the three New and Expanded Program Requests for FY2021 as recommended. The roll call vote was as follows:

Ms. Effertz-Hanson – aye  
 Ms. Baesler – aye

Dr. Holen – aye  
 Mr. Fastnacht – aye  
 Mr. Johnson – aye  
 Ms. Meehl - aye  
 Dr. Hagerott – aye  
 Mr. Klipfel - aye  
 Dr. Duchscherer – aye

The motion passed unanimously.

CDE – Mr. Sick reviewed the CDE Administrative Budget, reporting that the information remains the same as the first reading reviewed in May and recommended approval of the second and final reading.

Following a brief discussion, a motion was made by Mr. Fastnacht and seconded by Mr. Johnson to approve the CDE Administrative Budget as recommended. The roll call vote was as follows:

Mr. Fastnacht – aye  
 Mr. Johnson - aye  
 Ms. Meehl - aye  
 Ms. Effertz-Hanson – aye  
 Dr. Holen – aye  
 Ms. Baesler – aye  
 Dr. Hagerott – aye  
 Mr. Klipfel - aye  
 Dr. Duchscherer – aye

The motion passed unanimously.

**PRESENTATION ON COGNITO FORMS** – Ms. Becker provided a demonstration on agency forms that are being updated to Cognito, a platform that will streamline application processes, such as teacher certification/endorsements. Utilizing Cognito should also prevent misinformation from being provided and should improve data collection.

Following a brief discussion, the board thanked Ms. Becker for her presentation.

**PROFESSIONAL DEVELOPMENT CONFERENCE UPDATE** – Mr. Wagner reported that the August 10-12, 2020 conference will be a virtual, abbreviated conference with

a virtual opening session and awards ceremony. Each program area will provide content specific information virtually as well.

Following a brief discussion, Mr. Wagner reported that he will provide an update of PDC activities during the July meeting.

**FUTURE MEETINGS** – The July meeting is scheduled for Monday, July 20, beginning at 10:00 a.m.

The August meeting is tentatively scheduled for Monday, August 17, 2020.

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

The Combined Boards Meeting is scheduled for Tuesday, September 22, 2020. Mr. Sick will work with ESPB, DPI and the University System on the agenda.

**ELECTION OF OFFICERS** – Ms. Baesler recommended that the election of officers be postponed until a future meeting when the two appointments for the expiring terms have been made by the Governor.

Ms. Baesler reported that the procedure for replacing the two expiring terms has not been fulfilled and the Governor's Office in conjunction with the Department of Public Instruction have developed a more formalized application process. The new process mirrors the Higher Education board member application process. As required in North Dakota Century Code 15.1, names of recommended applicants will be submitted to the Governor's Office by the appropriate organizations. The Governor will then make the appointments. Current members may continue in their positions until vacancies are filled.

Discussion was held on the process and it was agreed that career and technical education information must be included so that applicants are aware of the responsibilities of both the public school and career and technical education boards.

Following further discussion, the board agreed to postpone the election of officers until vacancies have been filled. It was also agreed that it would be appropriate for Mr. Sick to serve as the board's designee on the K-12 Coordinating Council until a new Chair is elected.

**OTHER** – Mr. Sick and the board presented Dr. Duchscherer with a service award plaque for serving on the State Board and thanked him for his dedication, leadership, and contributions in education over the years.

Dr. Duchscherer thanked everyone and stated that he is looking forward to what the future holds.

The meeting adjourned at 11:55 a.m.

Respectfully submitted,

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SBCTE Chairperson