

STATE BOARD FOR CAREER AND TECHNICAL EDUCATION

Minutes of Meeting

June 17, 2019

Members of the State Board for Career and Technical Education met at 10:01 a.m. CST, in the Peace Garden Room, State Capitol, Bismarck. The meeting was called to order by Dr. Brian Duchscherer, Chair. The following members were present:

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

Mark Wagner, Dr. Matt Lonn, Gwen Ferderer, Brenda Schuler, Debra Huber, Lyle Krueger, and Bob Marthaller were also present. Dr. Duchscherer welcomed the board and audience members.

CONSIDERATION OF MAY 20, 2019 MINUTES – A motion was made by Ms. Effertz-Hanson and seconded by Dr. Hagerott to approve the minutes of the May 20, 2019 meeting. The motion passed unanimously.

FINANCIAL REPORT – Ms. Ferderer reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report for month ended May 2019, reporting that overall the budget is in line with the percent of time elapsed.

Following a brief discussion, a motion was made by Ms. Meehl and seconded by Mr. Johnson to approve the financial reports as presented. The motion passed unanimously.

DIRECTOR'S REPORT – Mr. Sick provided the following report: Meetings with Center for Distance Education personnel continue to be held in order for a smooth transition. A meeting with CDE is scheduled for June 20 in Fargo with CDE staff, Dr. Duchscherer, Ms. Meehl, Mr. Sick and any other board members who wish to attend.

The CDE director position announcement is being finalized. It is anticipated to open the position in July.

Activities Mr. Sick was involved in included: Submitting the Perkins Transition Plan on May 22; Transition to Teaching meeting to discuss and receive feedback on the program; PK-12 Education Vision Steering Committee; AHEC Advisory Board meeting; Community Expert Teaching Permits discussions with ESPB; and Legislative Management meeting where legislators reviewed and selected interim studies. The studies that CTE will monitor and possibly be a part of include: SB2265; SB2013; SB 2217; HCR3011; SCR4004; SB2015; SB2013; HB1029; and, legislative management will be studying the higher education institutions systems.

Discussion was held on the Legacy Fund and the importance of legislators being aware and informed of the importance of funding the education system and how to provide this information.

Mr. Sick then reported that an applicant for the Family and Consumer Sciences Education Supervisor position has been offered the position. It is anticipated that the individual will begin employment on August 1, 2019.

Upcoming meetings and activities Mr. Sick will be involved in include: CDE and CTE staff meeting to discuss the curriculum process; Perkins meetings with TechND, NDSBA, NDLTCA, ND Association of Builders, ND Indian Education Summit and the Association of General Contractors. In addition, Mr. Sick and a team of four other CTE staff will be attending a Perkins Regional Meeting in September.

Following Mr. Sick's report, discussion was held on the CDE Director position, job description and minimum requirements of the position. It was determined that a teleconference board meeting be held the week of June 24 to discuss and review the position announcement before it is posted. Mr. Sick and Ms. Schuler will set up the conference call.

SALARY ADMINISTRATION – Mr. Sick reviewed the salary recommendations for CTE staff, explaining that the legislature provided a two percent appropriation for salary administration with a minimum of \$120.00 and a maximum of \$200.00 per employee. Based on legislative criteria, Mr. Sick recommended that one half time employee receive \$60.00, one three quarter time employee receive \$90, 11 employees receive \$120.00, and based on performance levels for those not falling in the minimum range, 10 employees with exemplary performance receive a 2% increase effective July 1 paid August 1, 2019.

Discussion was held on the performance review process.

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

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

The motion passed unanimously.

The board then discussed Mr. Sick's salary increase, legislative guidelines, and a performance review for the state director. It was agreed that the Board, or a committee of the Board, complete a standard performance review over the next year.

Following discussion, Ms. Effertz-Hanson moved and Mr. Klipfel seconded to increase Mr. Sick's salary by the \$200.00 maximum, effective July 1 paid August 1, 2019. The roll call vote was as follows:

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

The motion passed unanimously.

Dr. Lonn reviewed the salary recommendations for CDE staff, explaining that the salary increases are within the 2% appropriation. Based on legislative criteria, Dr. Lonn recommended 17 employees receive \$120.00, and based on performance levels for those not falling in the minimum range, 8 employees with exemplary performance receive a 2.4% increase effective July 1 paid August 1, 2019.

Discussion was held on salary increases for CTE and CDE employees. The board agreed that moving forward, beginning with the July 1, 2020 salary increases, CTE and CDE salary increase proposals are together, not separated out.

Discussion was then held on state agencies, schools and area centers salary and performance evaluations processes.

Following discussion, Dr. Hagerott moved and Ms. Baesler seconded to approve the salary increases as proposed by Dr. Lonn. The roll call vote was as follows:

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

The motion passed unanimously.

PROPOSED BUDGET – CTE – Proposed 2019-2020 State and Federal Funding – Mr. Sick reviewed the CTE Administrative (green sheet) and FY2020 State and Federal Funding budgets (blue sheet), reporting that revised budgets are continuing to be processed.

Discussion was held on the General Fund projections and Carl Perkins obligations, the importance of encouraging innovation so that students are workforce and career ready, STEM, STEAM, and Perkins reporting requirements.

Following further discussion, a motion was made by Ms. Effertz-Hanson and seconded by Ms. Meehl to approve the CTE 2019-2020 State and Federal Funding budgets as proposed.

The roll call vote was as follows:

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

The motion passed unanimously.

CDE – Dr. Lonn reviewed the CDE Administrative Budget for FY2020 (yellow sheet), the history and review of the Center for Distance Education and reporting dashboard.

Discussion was held on the history of tuition rates and the differences between in-state and out-of-state rates.

Following further discussion, a motion was made by Mr. Johnson and seconded by Dr. Holen to approve the CDE budget as proposed. The roll call vote was as follows:

Ms. Meehl- aye
 Mr. Johnson – aye
 Ms. Effertz-Hanson – aye
 Dr. Holen – aye
 Ms. Baesler – aye

Dr. Hagerott- absent and not voting
 Mr. Klipfel - aye
 Dr. Duchscherer – aye

The motion passed unanimously.

AUTHORIZATION TO OPERATE PRIVATE CAREER SCHOOLS ANNUAL

RENEWAL REQUESTS – Ms. Huber 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 Ms. Meehl and seconded by Ms. Effertz-Hanson to approve the private career schools through June 30, 2020 as recommended.

The roll call vote was as follows:

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

The motion passed unanimously.

K-12 COORDINATING COUNCIL CTE REPRESENTATIVE – Mr. Sick reported that state statute requires the K-12 Coordinating Council CTE Representative be the State Board for Career and Technical Education’s president or his designee.

Discussion was held on the CTE representative and it was agreed that the chair of the State Board for CTE be the representative and attend the K-12 Coordinating Council meetings and if the chair is not available for a meeting, then the chair would designate someone for that meeting. It was also agreed that it will be important for Mr. Sick and/or other CTE staff to attend the meetings to ensure consistency and continuity.

STATEWIDE STRATEGIC VISION AND STEERING COMMITTEE UPDATE –

Ms. Baesler provided an overview of the strategic vision process, the steering committee

facilitator and the ND PK-12 Education Strategic Vision document, which includes the mission, goals, themes, objectives and initiatives of each organization and reported that a diverse group of stakeholders have been working on the strategic vision for over two years. Ms. Baesler stated that the efforts of the steering committee have legislative support.

The next steering committee meeting will be held in August to review the progress of the metrics and Ms. Baesler will continue to keep the board informed.

Following discussion, it was agreed that CTE will play an instrumental role in the strategic vision.

PROFESSIONAL DEVELOPMENT CONFERENCE – Mr. Wagner provided an overview of the Professional Development Conference activities that will be held August 5-7 at the Bismarck Event Center and invited board members to attend.

Dr. Duchscherer encouraged board members to attend if possible and stated he has been impressed with the conferences he has attended in the past.

Following discussion, Ms. Schuler will send an invitation to board members for them to respond.

FUTURE MEETINGS – A special meeting will be set up for the week of June 24 to review the Center for Distance Education job announcement. Ms. Schuler will work with the board in order to have a quorum.

Combined Board Meeting date has not been set at this time.

The meeting adjourned at 11:57 a.m.

Respectfully submitted,

Dr. Brian Duchscherer
SBCTE Chairperson