

# STATE BOARD FOR CAREER AND TECHNICAL EDUCATION

Meeting Minutes

June 21, 2021

Members of the State Board for Career and Technical Education met at 9:00 am, CT, in the CTE Conference Room, State Capitol, Bismarck and via Microsoft Teams. The meeting was called to order by Mr. Jeff Fastnacht, Chair. The following members were present:

- Ms. Kirsten Baesler, Member
- Mr. Jeff Fastnacht, Member
- Dr. Mark Hagerott, Member
- Dr. Steve Holen, Member
- Mr. Burdell Johnson, Member
- Mr. Josh Johnson, Member
- Mr. Bryan Klipfel, Member
- Ms. Sonia Meehl, Member

Wayde Sick, Mark Wagner, Gwen Ferderer, Dr. Tonya Greywind, Dr. Matthew Lonn, Eric Ripley, Michael Netzloff, Randal Brockman, Kelly Pierce, Dale Hoerauf, Julie Hersch and Lorie Ruff were also present.

**Consideration of May 17, 2021 and June 3, 2021 Minutes** – Dr. Hagerott moved and Ms. Meehl seconded to approve the minutes of the May 17 and June 3 meetings. The motion passed unanimously.

**Financial Reports for CTE and CDE – CTE** – Ms. Ferderer reported that CTE remaining appropriation is good and everything is in line where we should be. Ms. Ferderer review the CTE Administrative Budget and reported that again we are doing fine. We are currently at 81.69% expended budget and we could be at 95.83%. **CDE** – Dr. Lonn reported that as anticipated general funds are almost expended for salary but will have special funds carryover for operating expenses during summer months. Everything is right on track. Mr. Josh Johnson moved and Dr. Hagerott seconded to accept the financial reports. The motion passed unanimously.

**Salary Administration** – Mr. Sick recommended that in accordance with legislative intent and based on performance 35 staff would receive the minimum \$100/month increase and 8 would receive 1.5% increase for the first year of the biennium. Mr. Burdell Johnson moved and Dr. Holen seconded to approve the recommendation. The motion passed unanimously.

Discussion was held regarding a salary increase for Mr. Sick. Dr. Hagerott moved for a 1.5% increase and Ms. Baesler seconded. The motion passed unanimously.

**State Director's Report** – Mr. Sick reported that we have two new employees – Dawn Ulmer, Special Projects Manager and Darren Becker, Information Technology Education, Trade, Industry, Technical & Health Sciences Education and Technology & Engineering Education Administrative Assistant. Mr. Sick also reported that Don Fischer, the Technology & Engineering Education Supervisor will be retiring August 4. We have shifted some duties and opened this position as an Information Technology Education and Tech and Engineering Supervisor.

HB1478 (Learn Everywhere bill) – Mr. Sick has been serving on the Admin Rules Committee. They will be completing their work soon.

Mr. Sick reported that Legislative Management met on May 18 to discuss what studies they are going to follow. Career & Technical Education statute will be studied and student transportation cost to centers was also added to that study. Mr. Sick will keep Board informed as to what this study will involve.

Mr. Sick attended Quarterly Workforce Development Council meeting May 20. Discussion was on legislative review and next step is to reevaluate sub-committee.

Mr. Sick recorded a podcast with Job Service about CTE and Student Organizations that will be out late summer or early fall. Mr. Sick was also interviewed by Prairie Public radio regarding CTE Center funding.

Mr. Sick attended the Governor's Summit and prerecorded a session with Mr. Hanson, NVACTC CTE Director, on work-based learning.

CTSO State Officer training was last week. This training is held annually and offers a great opportunity for our new officers.

June 18 was the K12 Education Coordination Council meeting discussing subcommittees and their agendas.

Upcoming events - Professional Development Conference will be August 9-11 in Bismarck.

Dr. Lonn reported that the CDE school year does not end until June 30 but reviewed their current enrollment numbers of 15,000 total ND Learners which is about double what they had expected this biennium. Dr. Lonn then reviewed the 2021-2022 CDE Pricing Proposal asking the Board to approve an increase. There is an Instate increase of 6% and Outstate pricing increase of 10%. CDE's budget was reinstated in full from Legislature to keep pricing similar to what it has been. But with the significant increase in enrollment this is not possible for the next biennium. The last rate increase was \$10 in the 2019-20 school year and late last year we needed to request from

the Emergency Commission \$270,000 to handle the increased enrollment at that time. Mr. Burdell Johnson moved and Ms. Meehl seconded to approve the price increase as proposed. The motion passed unanimously.

**CDE Report** – Dr. Lonn reported that they are working with Empoweru, a company out of Minnesota, to provide one-on-one social-emotional support to students through CDE. This could be very beneficial and they could earn ½ credit. Ms. Baesler reported that DPI is looking at some matching fund incentives to school districts that utilize the Empoweru Training.

**Proposed Budget – CTE** – Mr. Sick reviewed the Administrative Budget Comparison comparing the biennium from 2015-17 through 2021-23. There are not many changes except for the large jump in Professional Services and Supplies. This is due to RUPReady platform that our agency needs to completely cover now that the Bank of North Dakota grant has run out. Mr. Sick then reviewed the Administrative Budget which was reviewed at the May meeting – this being the second reading. This budget reflects both federal and general fund dollars. Next Mr. Sick reviewed for the second reading the new and expanding program requests for fiscal year 2022. These are estimated budgets and reminded the Board that these expenses will be for the next two years and could deplete our new and expanded budget for the biennium. Next the General Fund Projections for the 2021-23 biennium and allocations was reviewed. We will need to monitor our allocations closely as it will be a tight biennium. The final report was Carl Perkins Obligations for Fiscal Year 2022. CTE receives \$5.4 million on an annual basis and Mr. Sick reviewed the allocations of these funds. Mr. Josh Johnson moved to approve the CTE state and federal budget and Mr. Burdell Johnson seconded. The motion passed unanimously. It was then moved by Ms. Baesler to approve the new and expanded program requests and seconded by Mr. Meehl. The motion passed unanimously.

**CDE** – Mr. Lonn reviewed the Administrative Budget Comparison for CDE with majority of their budget allocated to salaries and fringes due to the number of instructors needed to provide services. Supplies is another large allocation due to curriculum costs and student information system. Dr. Holen moved to approve CDE budget allocation and Ms. Meehl seconded. The motion passed unanimously.

**Federal Coronavirus Capital Projects Fund for CTE Center Funding Grant Guidance Review** – Mr. Sick made the suggested changes from the June 3, 2021 special meeting and from several reviewers and presented the grant guidance final draft. After reviewing the guidance, a suggestion was made to clarify in the deadline section that

any application not funded in whole or part in the initial review that they will be considered for second round without reapplying. After much discussion on deadline dates and legislative intent, Mr. Josh Johnson moved to change the initial timeline date from October 31 to October 1, 2021 and have applications reviewed as a totality. Mr. Klipfel seconded the motion. Mr. Fastnacht called for a vote of the Department will take initial round applications from July 1 to October 1 with allocation not to exceed \$35 million and applications will be reviewed upon receipt from committee and approved at October Board meeting. Vote results were 5 Aye and 2 Nay from Ms. Baesler and Dr. Holen. For the remaining funds application dates, it was moved by Mr. Josh Johnson to have applications due November 1 and review at the December meeting. Vote was unanimous. A suggestion from Dr. Holen was to include funding match description in the guidance to make awareness to applicants. Mr. Sick presented that a private sector reviewer asked to add how they plan to utilize career counselors and/or career advisors. There were no concerns to add this to the guidance.

Mr. Sick reviewed the project ranking sheet that was designed. It was discussed that the Post-Secondary and Workforce Partners area needs a higher ranking than Budget Proposal area. It was decided to change Post-Secondary and Workforce Partners to 30 points and Budget Proposal to 10 points. Ms. Meehl moved and Mr. Josh Johnson seconded approving the grant guidance and scoring rubric with changes as discussed. The motion passed unanimously.

**Approval of Business Education Program State Standards** – Mr. Netzloff presented the Business Education Content Standards packet and advised that this was developed using the National Business Education Association standards that were published in 2020. It was then reviewed by 13 Business Education instructors from North Dakota. Dr. Holen moved to accept the standards as written and Ms. Meehl seconded. The motion passed unanimously.

**Approval of Private Career Schools** – Mr. Netzloff presented the Board with a list of seven private career schools that are renewing their license to operate in North Dakota. They have all submitted an application and meet the requirements for June 30, 2021 to June 30, 2022 renewal. Ms. Meehl moved to approve the recommended 2021-22 Private Career Schools and Mr. Klipfel seconded. The motion passed unanimously.

Mr. Netzloff reviewed the initial, provisional request to operate from the Fargo School of Massage Therapy and

his recommendation is to approve as they have met all the requirements to operate. Mr. Josh Johnson moved and Dr. Holen seconded to approve this recommendation. The motion passed unanimously.

**Career and Technical Student Organization Conferences** – The state conferences have all been completed and the Officer Leadership Training was held June 14-16 with the new cohorts of State Officers.

**Future Meetings** – No meetings are currently scheduled for July or August 2021. The next scheduled meeting is Monday, September 20, 2021.

**Other** – Mr. Sick would like to discuss at the September meeting moving future Board meetings to the 4<sup>th</sup> Monday of the month due to the dates that fiscal reports are available. Mr. Klipfel also requested maybe looking at another day other than Mondays as they seem to be a busy time. Mr. Sick will discuss with Ms. Baesler as this will affect the State Board of Public School Education.

Farm Management Annual Report packets were distributed to those present and mailed to all others.

There being no other business brought before the Board, the meeting adjourned at 11:26 am.