

**Minutes for State Board for Career and Technical Education
June 26, 2023**

Call to Order:

The regular meeting of the State Board for Career and Technical Education was held on Monday, June 26, 2023, in the CTE Conference Room and via Microsoft Teams. It began at 9:08 am CT and was presided over by Chair Sonia Meehl.

Voting Members Present:

Superintendent Kirsten Baesler
Board Member Pat Bertagnolli
Board Member Lyndsi Engstrom
Chancellor Mark Hagerott
Board Member Burdell Johnson
Vice-Chair Josh Johnson
Board Member Mike McHugh
Board Member Eric Nelson

Also present: Wayde Sick, Mark Wagner, Gwen Ferderer, Pam Stroklund, Wanda Meyer, Steve Holen, Allyson Hicks, Dale Hoerauf, Daniel Spellerberg, Eric Ripley, Ronda Schauer, Randal Brockman, Lyle Krueger, Aaron Anderson, Michael Hanson, Nikki Fideldy-Doll, Michael Netzloff, Kevin Reisenauer, Dawn Ulmer, Julie Hersch, Laura Glasser and Lorie Ruff.

Meeting chat information for this meeting does not exist.

Consideration of May 22, 2023, Minutes:

It was moved by Burdell Johnson and seconded by Chancellor Hagerott to approve the minutes as presented. With no further discussion, the motion passed unanimously.

Financial Reports:

Gwen Ferderer reviewed the Appropriation Status and CTE Administrative Budget reports indicating there being little activity bringing our percent of budget expended below the percent of time elapsed. The printing and paper high percentage reflects FFA and FBLA printing. Alyssa Martin was unable to attend meeting, Wayde Sick reviewed the CDE Administrative Budget report. Overall, everything is normal and the high supply amount was due to pre-payment of content curriculum. They anticipate having carryover, which is normal, that they will use for operating during the summer months until receiving fall enrollment tuition.

Lyndsi Engstrom moved to approve the financial reports as presented and it was seconded by Mike McHugh. With no further discussion the motion passed unanimously.

2023-2025 Budget Approval (2nd Reading):

Wayde Sick reviewed for the second time the Department's General Fund Projections for the upcoming biennium, the Carl Perkins Obligations without Carryover for Fiscal Year 2024 and the CTE Administrative Budget reports allocating our total funds. Josh Johnson moved to approve the 2023-2025 budget as presented as a

second reading and Superintendent Baesler seconded it. With no further discussion a roll call vote was administered:

Pat Bertagnolli – Aye
Lyndsi Engstrom – Aye
Chancellor Hagerott - Aye
Burdell Johnson - Aye
Vice-Chair Josh Johnson – Aye
Mike McHugh – Aye
Eric Nelson – Aye
Superintendent Baesler - Aye
Chair Meehl – Aye
9-0-0 Absent

Postsecondary Career Schools Authorization to Operate Policy (2nd Reading):

Wayde Sick reviewed the amendment of the North Dakota Century Code per Senate Bill 2145 that any school which offers a full-stack software engineering course will be exempt from accreditation in order to be granted authorization to operate. This amendment will be effective until August 1, 2025, at which time it will sunset. Superintendent Baesler moved to approve the Postsecondary Career Schools Authorization to Operate Policy amendment as a second reading and Mike McHugh seconded it. With no further discussion a roll call vote was administered:

Lyndsi Engstrom – Aye
Chancellor Hagerott - Aye
Burdell Johnson - Aye
Vice-Chair Josh Johnson – Aye
Mike McHugh – Aye
Eric Nelson – Aye
Superintendent Baesler – Aye
Pat Bertagnolli – Aye
Chair Meehl – Aye
9-0-0 Absent

Minot Public Schools – Minot Area Skills Center:

Pam Stroklund gave an update as to what was happening with the Minot Area Workforce Academy as it pertains to the Capital Project funding. She informed members that they will be in operation August 2023. They are however having difficulty completing their joint powers agreement and want the Board to consider temporary approval as a center as they wait for the proper papers from the Minot Airforce Base. Due to airmen and staff moving, their Board is down to one person and is currently addressing this issue.

Wayde Sick explained that the Minot Area Workforce Academy is going to be operating but it is whether this Board will fund them as a center or as a high school as we discuss the upcoming funding policy. Discussion regarding the Joint Powers Agreement was tabled until they receive the agreement.

Due to other commitments, Pat Bertagnolli left meeting at 9:55 am and returned at 10:45 am.

Chancellor Hagerott left meeting at 11:00 am

2023-2025 CTE Funding Policy (2nd Reading):

Wayde Sick presented the draft copy the subcommittee is submitting for review and feedback notes gathered from the CTE Directors and Administrators. There was an updated version email by Wayde Sick after the material packet was sent. The difference between them were reducing the policy for only one year and adding a sustainability plan that each program needed to submit. The committee consisted of Lyndsi Engstrom, Josh Johnson and Wayde Sick with input from Gwen Ferderer and Mark Wagner. The purpose of the policy is to effectively obligate funds allocated to the Department of CTE to currently approved programs and to provide funding for transferring new, expanding and reinstated program for the 2023-24 school year that meet the definition of size, scope and quality. There was discussion on the 4% and 7% increases, what schools need to submit and how audits will be performed. Josh Johnson moved to amend the second version of the policy and include the following amendments: language to include not reimbursing for equipment that is covered by the CTE Capital Projects Grant and that the subcommittee will continue working on the policy and incorporate feedback loops from stakeholders and report back to this Board for approval of a revised funding policy no later than February 2024. The motion was seconded by Superintendent Baesler. With no further discussion a roll call vote was administered:

Burdell Johnson - Aye
Vice-Chair Josh Johnson – Aye
Mike McHugh – Aye
Eric Nelson – Aye
Superintendent Baesler – Aye
Pat Bertagnolli – Aye
Lyndsi Engstrom – Aye
Chair Meehl – Aye
8-0-1 Absent

New and Expanding Program Requests Approval:

Wayde Sick presented the new and expanding program requests that the agency had received. Referencing the transfer, under the new policy definition the Drake-Anamoose Agriculture program would be considered reinstated. Eric Nelson moved to approve the new and expanding programs as presented and it was seconded by Mike McHugh. With no further discussion a roll call vote was administered:

Burdell Johnson - Aye
Vice-Chair Josh Johnson – Aye
Mike McHugh – Aye
Eric Nelson – Aye
Superintendent Baesler – Aye
Pat Bertagnolli – Aye
Lyndsi Engstrom – Aye
Chair Meehl – Aye
8-0-1 Absent

CTE Employee Merit Salary Increase Approval:

Wayde Sick presented the State Employee Salary Increases and reviewed OMB Guidelines that were set in place for the agency and asked the Board to approve his recommendations. Mike McHugh moved to approve the salary increases as recommended by the Director and seconded by Eric Nelson. With no further discussion a roll call vote was administered:

Vice-Chair Josh Johnson – Aye
Mike McHugh – Aye
Eric Nelson – Aye
Superintendent Baesler – Aye
Pat Bertagnolli – Aye
Lyndsi Engstrom – Aye
Burdell Johnson - Aye
Chair Meehl – Aye
8-0-1 Absent

State Director Merit Salary Increase Approval:

Chair Meehl reference memo that she sent to members and reminded those present of OMB's guidelines. Superintendent Baesler commended Wayde for his work over the past year and moved to approve a 5.5% increase for Director Sick. Eric Nelson seconded and with no further discussion a roll call vote was administered:

Mike McHugh – Aye
Eric Nelson – Aye
Superintendent Baesler – Aye
Pat Bertagnolli – Aye
Lyndsi Engstrom – Aye
Burdell Johnson - Aye
Vice-Chair Josh Johnson – Aye
Chair Meehl – Aye
8-0-1 Absent

Due to other commitments, Josh Johnson left the meeting at 11:34 am

Private Career Schools Authorization Approval:

Michael Netzloff reviewed the list of renewal applicants received by the agency for authorization to operate in North Dakota. He reported that they have all met the criteria and his recommendation is to approve those listed. Superintendent Baesler moves the approval and Lyndsi Engstrom second it. With no further discussion, the motion passed unanimously.

Williston Basin CTE Center Joint Powers Agreement Approval:

Wayde Sick reported that we do not have a complete packet from them but we do have documentation listing their full intent that should be sufficient for a provisional approval. We have on file from them signed joint power agreements by two schools and meeting minutes with their intent for the other two schools. Superintendent Baesler moved for provisional approval of the Williston Basin CTE Center Joint Powers Agreement and Burdell Johnson second it. With no further discussion, the motion passed unanimously.

Bakken Area Skills Center Joint Powers Agreement Approval:

Steve Holen updated the Board on the members that have joined his Center and he currently has 10 member schools in good faith. Since they have exceeded the minimum required it was recommended by Wayde Sick to approve their JPA. Burdell Johnson moved to approve the JPA as presented for the Bakken Area Skills Center and seconded by Eric Nelson. With no further discussion, the motion passed unanimously.

Center for Distance Education Update:

Since Dr. Martin was unable to attend, Wayde Sick reported that the paperwork for Center for Distance Education to transition to Department of Public Instruction has been completed. CDE is also working on implementing the new cyber security and computer science requirements from HB 1398. CTE and CDE weekly meeting will now transition into monthly meeting that will continue to occur.

State Director's Report:

Wayde Sick reviewed his report that was included in the material packet. He informed members that our agency is designing a new logo that will be launched during our Professional Development Conference. He also informed the Board that he will serve on the Advanced CTE Board as the At-Large State Representative starting July 1.

Other:

Chair Meehl reminded members of the State Director's evaluation process that included a Spring survey to CTE employees and Directors for feedback that will be used to set upcoming goals. She has compiled the results and has sent them to Board Members. Discussion was held on attending a two-day planning session to develop these goals and include Be Legendary training before that session. A doodle poll will be sent out to determine says that would work for everyone.

Future Meetings:

The July 11 planning session is cancelled, and the July 24 meeting will be changed to days deemed by the poll results. The next meeting following will be September 25.

There being no other business brought before the Board, the meeting adjourned at 12:12 pm.