

Minutes for State Board for Career and Technical Education

Call to Order:

The regular meeting of the State Board for Career and Technical Education was held on Monday, June 27, 2022, in the Peace Garden Room and via Microsoft Teams. It began at 10:00 am CT and was presided over by Chairperson Dr. Jeff Fastnacht.

Voting Members Present:

Ms. Kirsten Baesler
Mr. Pat Bertagnolli
Ms. Lyndsi Engstrom
Dr. Mark Hagerott
Dr. Steven Holen
Mr. Burdell Johnson
Ms. Sonia Meehl

Also present: Wayde Sick, Mark Wagner, Gwen Ferderer, Tonya Greywind, Allyson Hicks, Michael Netzloff, Ronald Black Cloud, Kayla O'Toole, Eric Ripley, Kimberli Wray, Greg Tehven, Kevin Reisenauer, Annie Dukart, Jenifer Mastrud, Blaine Booher and Lorie Ruff.

Meeting chat information for this meeting does not exist.

Approval of Minutes:

A motion to approve the minutes of the May 23, 2022, meeting as submitted was made by Ms. Meehl and seconded by Dr. Hagerott. With no further discussion the motion passed unanimously.

Financial Reports:

Ms. Ferderer presented the Appropriation Status Report and CTE Administrative Budget. We are currently aligning where we are normally, however it was pointed out that the secondary grants are over what they should be due to receiving more requests. Mr. Sick presented the CDE Administrative Budget which is a little over due to salaries and professional services. They are above their appropriation and on June 17 we went before the Emergency Commission to request an additional 1.5 million in special fund authority. This request was approved and is now going to the budget section for approval. Once approved this will decrease our budget expended helping with the salary line item. This is only for authority to spend, not cash on hand so CDE will need to raise those funds through enrollment fees to pay salaries.

Mr. Sick was asked the status of Dr. Lonn's position. The job posting opened on June 20 and will remain open until July 4. We will then go through the process of scoring and interviewing applicants. In the interim, Mr. Sick has taken some of the duties as well as Dr. Tonya Greywind, CDE's Assistant Director.

Ms. Meehl moved to approve the CTE and CDE financial report as presented and it was seconded by Ms. Engstrom. With no further discussion the motion passed unanimously.

State Director's Report:

Mr. Sick presented a few items that the Board had requested during the last meeting. First was the CTE Administrative Budget Comparison for the last three and current biennium. Between 2015-2017 and 2021-2023

you will see a \$244,598 decrease in salaries due to reduction of FTEs in response to the Governor and Legislator's ask of cutting down administrative and operational costs. The supplies line item increased drastically due to moving RUPReady from the grants line into supplies as it is not a grant but a supply we purchased for the state. Mr. Sick presented CDE Administrative Budget Comparison which only has two years of historical data as that is how long they have been with the agency.

The next item is the K-12 Reimbursement Rate over the years since 1983-85 biennium. We started reimbursing single districts at 40% and area centers at 50% and we are currently at 27% for single districts and 40% for area centers. Our appropriation was \$8.3 million and we are now at \$23 million.

The final request was Dr. Lonn's presentation from the May 23 meeting which was included in the materials packet for your records.

Mr. Sick informed the Board that we continue to explore options for the replacement of our BRP system. We believe that WebGrants will be the way we go. We are weighing the pros and cons of our three options – join the state enterprise, join under DPI, or go out on our own. Mr. Sick will report at a later meeting his findings.

Mr. Sick reported on meetings and activities that he and staff have been involved in which includes:

June 2 – Workforce Development Council – the recommendations that they will bring to the Governor's office that impact CTE are funding for new and expanding centers and funding for regional work-based learning coordinators and access to career advisors.

June 2 – Mr. Wagner attended the ribbon cutting ceremony in Dunseith for the RV manufacturing and CTE facility

June 6 – CTE State Director's Evaluation Process Subcommittee met

June 8 – CTE Administrator's meeting in Dickinson – agenda items included work-based learning and legislative priorities. They also had the opportunity to tour Steffes Inc. and the SW Area CTE Academy site.

June 9 – attended the Innovation in Education Summit in Dickinson

June 13 – CDE Director's Job Description Subcommittee met – It was decided to change title to Program Director for Center for Distance Education to align with CTE program supervisors and change qualifications of requiring a superintendent credential but that preference would be given for that. There was also an added duty to align CDE activities with the K-12 strategic vision.

June 13-17 – CTSO State Officer training was held in Bismarck

June 14 – RUPReady Work-Based Learning module demo

June 20 – Work-Based Learning Coordinator training started

Coronavirus Capital Projects Fund update – still no approval. We contact the US Treasury often to receive updates. Four states have been approved – Virginia, West Virginia, New Hampshire, and Louisiana – and they are using their entire allocation for broadband access.

June 21 – Mr. Sick participated in a webinar along with OMB staff to share best practices of how approved states are using their funds and how other states should proceed. A few things Mr. Sick learned during this meeting was that for all intent purposes this was a broadband program and that the intent of the multipurpose community facility project was to allow community members to connect to the internet and facilities need to be open to the public. Our US delegation has been updated on this.

The CDE Director position has been posted and will close July 4. Mr. Sick will have weekly meetings with Tonya Greywind who will assist in the interim. He is also in the process of setting up meetings with all the Core Process Team and full-time staff to ensure essential duties are completed and how he can assist them.

Upcoming Events:

June 29 - July 1 – CCSSO Summer Collaborative Conference in Atlanta – Career Continuum that we are partnering with DPI

July 11 – CTE Director’s Evaluation Process Subcommittee Meeting

Board Strategic Planning Meeting – August 4 worked best for most - we will start working on an agenda

Legislative Update:

Presented to Education Funding Committee on June 16 and Higher Education Committee on June 21. Provided update on the CTE Capital Projects Grant Program and that we still have not been approved.

Cass County Career and Technical Education Center Grant Agreement:

Ms. Hicks reminded Board members that as part of the Coronavirus Capital Projects Grant Fund, a grant agreement between the Agency and CTE area centers needed to be executed in order to receive the money. This agreement includes the state and federal requirements, timelines, and contracts them to comply with these requirements. Cass County CTE Center has contacted the agency for clarification on what the property requirements are. After communicating with Fargo Public School’s legal counsel there are several issues identified with the state and federal law regarding the way they want to run their project. Cass County CTE Center does not have the match dollars, NDSCS Foundation is holding those dollars. Their intent was for the private foundation to use match dollars to build a building, use the state funds to make additions to the building that they would then allow Cass County CTE Center to have access to. To receive federal grant dollars, you need to be the owner, NDSCS Foundation would be the owner of the building. So currently they believe that they will not be able to sign the grant agreement and accept the funds. They will contact Ms. Hicks with their final decision soon. Mr. Sick will review the guidelines this Board had set regarding further action for unaccepted funds if this should happen and report back.

K12 Coordination Council Recommendations Plan:

Mr. Sick reviewed the plans that he had developed after visiting with CTE and CDE staff and CTE Directors. The Board will discuss this plan in more detail at their August planning session.

CTE Proposed 2022-2023 State and Federal Funding Budget:

During the May meeting the Board discussed our federal and state allocations and the constricted budget for the 2022-23 school year. It was asked that we look at leadership dollars and if funds could be moved to other areas to help maintain the reimbursement rate. Our leadership funds total cannot be more than 10% of our allocation. Non-traditional training and special populations can not be touched as a certain percentage must go towards these items. Department of Corrections must not be more than 2% of our allocation. All the other categories listed are allowable expenses but unless we completely disrupt what we are providing to the state, our agency does not see how we can move any dollars.

Mr. Sick then reviewed the General Fund Projections 2021-2023 Biennium asking the Board to approve federal dollars so that allocations can move forward and state funding can either be delayed until after the end of the fiscal year to see exactly what we have or approve as is and readjust in September. It was recommended to not take any action at the current time until we know what the final numbers are.

Approval of Private Career Schools:

Mr. Netzloff reviewed the renewal application list that he is recommending approving for authorization to operate in North Dakota. He has also provided for the Board his checklist for each application and how they scored in accordance with the Board's policy. There are 10 schools that we authorize in the state. One has a provisional authority that goes through next year so they are not on the current approval list. Of the nine remaining six of them are full authorization and have been with us for quite some time. If approved, two will be given their second year of provisional authorization and one is a third year of provisional authorization. Mr. Netzloff finds that all these schools have provided the documentation they need and have made good faith efforts to get accreditation. Mr. Burdell Johnson moved and Dr. Hagerott seconded to approve the list as presented by Mr. Netzloff. With no further discussion the motion passed unanimously.

State Director Evaluation Process Update:

Dr. Fastnacht reviewed the State Director's Job Description and evaluation procedures that the subcommittee had revised. A few changes included adding verbiage to summary of work and duties that this position provides oversight to administration for the ND Center for Distance Education and to include an anonymous survey in spring to gather information to use for the next year's goals. The subcommittee will meet again soon to develop a more detailed calendar of reports and expectations of each job description category.

Salary Administration:

Mr. Sick presented the CTE Salary Administration explaining that during the legislative session agencies were instructed to provide an average pay increase of 2% for the second year of the biennium. The list provided reflects employee levels based on performance. Recommendations are for employees in Level 1 – Developing to receive 1.5%, Level 2 – Meets to receive 2% and Level 3 – Exceeds to receive 2.5%. There was concern by a member that the overall increase for employees exceeded the 2% average and would be a violation and that the agency should check with OMB for clarification. After discussion it was moved by Ms. Meehl and seconded by Dr. Hagerott to

accept the recommended salary increases subject to not exceed 2% increases overall. With no further discussion the motion passed unanimously.

Mr. Sick explained that the above levels did not include the State Director's salary increase. After discussion it was moved by Ms. Baesler and seconded by Mr. Burdell Johnson that the Director's salary will be computed within the previous motion to not exceed 2% average overall. With no further discussion the motion passed unanimously.

Future Meetings:

Next regular meetings will be September 26, October 24, and November 28. August 4 will be the Board Strategic Planning Session. Combined Board meeting date is set for September and will be hosted by Higher Education. Our September 26 meeting may be adjusted to coincide with the combined Board meeting.

Other:

Board members thanked Dr. Holen and Dr. Fastnacht for their service on this Board. Their term as members will expire on June 30, 2022.

There being no other business brought before the Board, the meeting adjourned at 11:59 am.