

**Minutes for State Board for Career and Technical Education  
May 22, 2023**

**Call to Order:**

The regular meeting of the State Board for Career and Technical Education was held on Monday, May 22, 2023, in the CTE Conference Room and via Microsoft Teams. It began at 9:00 am CT and was presided over by Chairperson Ms. Sonia Meehl.

**Voting Members Present:**

Ms. Kirsten Baesler  
Ms. Lyndsi Engstrom  
Mr. Burdell Johnson  
Mr. Josh Johnson  
Mr. Mike McHugh  
Mr. Eric Nelson

Also present: Wayde Sick, Mark Wagner, Gwen Ferderer, Alyssa Martin, Daniel Spellerberg, Ronda Schauer, Lyle Krueger, Maren Furusest, Jessica DeVaal, Melana Howe, Nikki Fideldy-Doll, Wanda Meyer, Eric Ripley, Kevin Reisenauer, Michael Netzloff, Randall Brockman, Kelly Pierce, Dawn Ulmer, Aaron Anderson and Lorie Ruff.

Meeting chat information for this meeting does not exist.

**Consideration of April 24, 2023, Minutes:**

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

**Financial Reports:**

Ms. Gwen Ferderer reviewed the Appropriation Status Report and indicated that on the Grants – Secondary line we anticipate a reduction in reimbursement although it is still too early to know exact percentage reduction. She also indicated that on the CRF – Initiative Grant Program line we have expended \$18.3 million and have requested \$2.8 million from the Bank of North Dakota. Referencing the CTE Administrative Report, Ms. Ferderer stated that travel is a little high but overall we are at 92.55% with 91.67% of time elapsed.

Dr. Alyssa Martin reviewed the CDE Administrative Budget Report stating that they remain in good financial standing at 81.27% of budget expended with 91.67% time elapsed and that they anticipate carryover.

Mr. Josh Johnson moved to approve the financial reports as presented and it was seconded by Ms. Engstrom. With no further discussion the motion passed unanimously.

**2023-2025 Budget Approval (1<sup>st</sup> Reading):**

Mr. Sick reviewed the Department's General Fund Projections for the upcoming biennium breaking out the \$51.7 million that we received from the Legislative Session, the Carl Perkins Obligations without Carryover for the Fiscal Year 2024 allocating the funds totaling \$5,859,991 and the CTE Administrative Budget breakout allocating our \$8,555,583 total funds. Mr. Sick also presented a comparison of the Department's Administrative Budget for

the past four biennium showing where increases have transpired such as salaries, rent, supplies and printing. This is the first reading of these reports and no action is necessary at this time. However, Chairperson Meehl felt that members should vote to approve first readings. With that Mr. McHugh moved to approve the first reading of the 2023-2025 Budget anticipating possible changes and Ms. Baesler seconded it. With no further discussion a roll call vote was administered:

Ms. Baesler – Aye  
Ms. Engstrom – Aye  
Mr. Burdell Johnson - Aye  
Mr. Josh Johnson – Aye  
Mr. McHugh – Aye  
Mr. Nelson – Aye  
Ms. Meehl – Aye  
7-0-2 Absent

**Postsecondary Career Schools Authorization to Operate Policy (1<sup>st</sup> Reading):**

Mr. Sick reminded members of the struggles that Emerging Digital Academy has had finding a national accreditor and directed them to page three, section 200.6. This change is a result of Senate Bill 2145 which allows any school which offers a full-stack software engineering course exemption from accreditation in order to be granted authorization to operate. This has a sunset clause for the end of the biennium and a study will be conducted in the interim to determine if changes to century code are necessary for the approval of Postsecondary Career Schools. Ms. Baesler moved to approve the first reading of the changes to the Postsecondary Career Schools Authorization to Operate Policy and it was seconded by Mr. Burdell Johnson. With no further discussion a roll call vote was administered:

Ms. Engstrom – Aye  
Mr. Burdell Johnson - Aye  
Mr. Josh Johnson – Aye  
Mr. McHugh – Aye  
Mr. Nelson – Aye  
Ms. Baesler – Aye  
Ms. Meehl – Aye  
7-0-2 Absent

**2023-2025 CTE Funding Policy (1<sup>st</sup> Reading):**

Mr. Sick stated that the new funding model has been reviewed by CTE staff and discussed with CTE Directors and the draft policy included in the packet is a result of those discussions. This policy explains reimbursement rates for each fiscal year as well as the conditions programs must meet to be eligible for reimbursement. Discussion was held on the timing of reimbursements and the advantages/disadvantages of quarterly or semi-yearly reimbursements to schools. It was suggested to change this funding model in the last paragraph to this policy will expire. Mr. Josh Johnson moved to approve the first reading of the funding policy as presented and Mr. Nelson seconded it. With no further discussion a roll call vote was administered:

Mr. Josh Johnson – Aye  
Mr. McHugh – Aye  
Mr. Nelson – Aye  
Ms. Baesler – Aye  
Ms. Engstrom – Aye  
Mr. Burdell Johnson - Aye  
Ms. Meehl – Aye  
7-0-2 Absent

**Capital Project Grant Operational Reimbursement Policy (1<sup>st</sup> Reading):**

Mr. Sick reviewed the policy’s purpose and the process for schools to receive reimbursement. Discussion was held that this policy may be considered for any new program and not just those receiving funds from the Capital Project Grant. Percentage rates of reimbursement throughout the biennium were also discussed. A maximum allowable annual reimbursement for a new center was agreed to be \$1 million. It was felt that the Board create a policy subcommittee to review these policies and bring their recommendations to the next meeting. Mr. McHugh moved to approve the first reading of the proposed Capital Project Grant Operational Reimbursement Policy, adding the \$1 million in place of X as maximum allowable annual reimbursement. It was seconded by Mr. Josh Johnson. With no further discussion a roll call vote was administered:

Mr. Burdell Johnson - Aye  
Mr. Josh Johnson – Aye  
Mr. McHugh – Aye  
Mr. Nelson – Aye  
Ms. Baesler – Aye  
Ms. Engstrom – Aye  
Ms. Meehl – Aye  
7-0-2 Absent

Ms. Meehl asked for volunteers to serve on a policy subcommittee to review these two policies and to get assistance from Ms. Hicks with guidance for the policies and any future policies. Ms. Engstrom and Mr. Josh Johnson volunteered to be on this subcommittee. They will meet Tuesday, May 30, 2023, at 2:00 pm.

**CTSO Membership Report:**

Mr. Sick reviewed a trend chart of Career and Technical Student Organization’s membership and chapter numbers from the last five years. There are currently a total of 13,164 members in 337 chapters across all nine organizations. These numbers are comparable to pre-pandemic numbers.

**Apprenticeship Training:**

Ms. Melana Howe presented the differences between internships and apprenticeships, the federal requirements for a qualified apprenticeship program and the process that Lake Region State College has implemented after receiving the State Apprenticeship Expansion Grant, “Building State Capacity to Expand Apprenticeship through Innovations” awarded from the U.S. Department of Labor. This grant was awarded to them over three years ago with their main focus on IT and Healthcare and will expire June 30, 2023.

### **Marketing Education Program Area Update:**

Mr. Kevin Reisenauer presented updates from the Marketing Education Program. Currently there are 26 funded programs at the secondary level with 35 instructors. DECA is the student organization that corresponds with Marketing Education. There are currently 23 chapters at the high school level with 978 members and 8 collegiate chapters with 149 members. There will be a bootcamp for instructors held this Fall. Challenges they face include funding new programs, teacher recruitment and the rising cost to hold conferences.

### **Center for Distance Education Update:**

Dr. Alyssa Martin reported that their enrollment is currently at 2,000 students which has been consistent throughout the year. They plan to hire three full-time temporary teachers to cover elementary, middle school and high school cybersecurity and they will conduct a needs assessment this summer for anticipated numbers. They are in the process of hiring a new assistant principal to oversee the elementary programs and the new online learners' program. They received two FTE positions from the legislature which will be for a new IT position and a full-time elementary teacher and three LMS positions – desk support position, curriculum designer and an instructional coach. CDE has three retirements coming in June and July.

Dr. Martin reviewed her 30/60/90-day goals with members which include weekly organization meetings, enhancing social media presence and working with new vendors to sustain the smart labs.

### **State Director's Report:**

Mr. Sick reviewed his goal progress and general updates that have occurred including submitting our Perkins budget to Department of Education Office of Career, Technical and Adult Education, reviewing data numbers and workloads to determine best use of the two FTE's that we received from the Legislative Session and continuous work on the new funding model. Mr. Sick reported that he has started meeting with program supervisors as well as planning site visits for the Capital Project Grant recipients.

Mr. Sick's final Legislative Update includes HB 1019 NDCTE Appropriations Bill which the agency was granted:

- two additional FTEs
- Cost to Continue was reduced from \$4M to \$3.5M
- New and Expanding Programs was reduced from \$12M to \$10M. \$9.5M is General Fund, \$500,000 is funded through the Strategic Investments and Improvements Fund (SIIF)
- The \$500,000 to fund Career Advisors was removed
- Work-Based Learning Coordinators was reduced from \$2M to \$1.5M
- \$200,000 added to Emerging Technology remains
- The CDE budget was zeroed out because SB2269 passed, it will now move over DPI
- \$500,000 for TrainND, to provide dollars to support the state employee pay increase. This brings this appropriation to \$2.5M
- Operating budget was increased by \$168,000

HB 1021 – The NDIT Budget which included an amendment that would require NDOMB to transfer any unallocated CCPF dollars not used for broadband to NDCTE after October 1, 2023.

HB 1232 – This bill appropriated \$500,000 to NDCTE to add a virtual reality career exploration resource to our RUMReadyND platform. We are working with OMB Procurement Office and NDIT to determine our procurement process.

HB 1519 – Bill appropriated \$475,000 to NDCTE to grant out for UAS workforce training to a workforce training center serving NW North Dakota. Up to \$12,500 can be used by NDCTE for administrative costs.

SB 2015 – This is the OMB Budget. It includes \$26.5M in inflationary funds from SIIF. This would provide approximately a 30% increase per grant award.

Due to other commitments, Ms. Baesler left the meeting at 11:55 am.

#### **CTE Staff and Administrator Survey:**

Ms. Meehl reminded members of the process for the State Director/Executive Officer evaluation and reported that the formative and summative evaluations have been completed and the next phase is to survey CTE Staff and Directors. The subcommittee members included Ms. Meehl, Ms. Engstrom and Ms. Baesler but due to scheduling conflicts Mr. McHugh filled in for Ms. Baesler. This subcommittee met and developed the feedback survey that was included in the material packet. Mr. Nelson moved to approve the survey as presented and Mr. Josh Johnson seconded it. Discussion was held on how long to keep the survey open. It was felt that three weeks would give plenty of time for completion. Lorie Ruff will open the survey as soon as possible and close it June 14. After closing survey, reports will be sent to Ms. Meehl to compile for planning session in July. With no further discussion, the motion passed unanimously.

Due to other commitments, Mr. Nelson left the meeting at 12:03 pm.

#### **Career and Technical Student Organization 2023 State Conferences:**

FFA – June 5-8, Fargo

#### **Future Meetings:**

The next regular meetings will be held Monday, June 26, 2023, and July 24, 2023. Discussion was held on the strategic planning session and that schedules are not allowing for a 1½ day retreat. A new survey will be sent to members looking for a one-day timeframe to meet. Depending on when the planning session is will determine if the July 24 meeting will be held.

There being no other business brought before the Board, the meeting adjourned at 12:07 pm.