

**STATE BOARD FOR CAREER AND TECHNICAL EDUCATION**

Minutes of Meeting

November 16, 2020

Members of the State Board for Career and Technical Education met at 10:01 a.m., CST, via Microsoft Teams. The meeting was called to order by Mr. Jeff Fastnacht, Chair.

The following members were present:

Ms. Kirsten Baesler, Member  
Ms. Maria Effertz-Hanson, Member  
Mr. Jeff Fastnacht, Member  
Dr. Steve Holen, Member  
Mr. Burdell Johnson, Member  
Mr. Josh Johnson, Member  
Ms. Lisa Johnson (for Dr. Mark Hagerott, Member)  
Mr. Bryan Klipfel, Member  
Ms. Sonia Meehl, Member

Wayne Sick, Gwen Ferderer, Dr. Matt Lonn, and Brenda Schuler were also present.

**CONSIDERATION OF OCTOBER 19, 2020 MINUTES** – A motion was made by Ms. Meehl and seconded by Ms. Effertz-Hanson to approve the minutes of the October 19, 2020 meeting. The motion passed unanimously.

**FINANCIAL REPORTS – CTE and CDE** – Ms. Ferderer reviewed the CTE Administrative Budget and the Appropriation Status Report for month ended October 2020, reporting that the appropriation increases in the Grants and Center for Distance Education line items were approved by the Emergency Commission for \$200,000 CARES Act funding, \$122,695 Lake Region Apprenticeship Program and \$270,980 Center for Distance Education temporary employee salaries due to Covid.

Dr. Lonn reviewed the CDE Administrative Budget reporting that CDE is within budget and reported that the money approved by the Emergency Commission will be spent by the end of December on part-time adjunct instructor salaries.

A motion was made by Ms. Effertz-Hanson and seconded by Ms. Meehl to approve the CTE and CDE financial reports as presented. The motion passed unanimously.

**STATE DIRECTOR'S REPORT** – Mr. Sick reported on meetings and activities he has been involved in which included: discussions with SLDS and DPI on their electronic standards platform process and the benefits of moving CTE to a similar electronic format for standards; working with Work-based Learning guidelines and the plans in rolling it out; CTE Administrators Quarterly Meeting which included data discussion and presentation on Burning Glass – a real time labor market tool; toured the Southeast Region Career and Technology Center and their satellite locations with representatives who are interested in a Garrison Area Career and Technology Center; virtual meeting hosted by Watford City on career exploration tools and resources; meeting with DPI on Choice Ready training; and, monitoring the Senate Appropriations proposed increase in Perkins funding.

Upcoming meetings Mr. Sick will be involved in include: Emergency Commission and Budget Section to request a funding transfer if the Board approves the recommendation and National Governors Association Work-based Learning.

Discussion was held on Burning Glass, how the data is different from what SLDS and Job Service provides, the potential benefits of CTE obtaining a license to utilize the labor market tool that includes real time data, how the University System utilizes their subscriptions to provide information on career opportunities to students, and the estimated cost per subscription/license.

Mr. Sick then reported on the revisions to the State Director job description, which now includes the oversight of the Center for Distance Education, the State Director goals, and the evaluation tool.

Discussion was held on the priorities of the Board in continuing to support CTE, CTE directors and the Center for Distance Education. It was agreed that now is not the best time to focus on changing the evaluation tool for the State Director. It was also agreed that the revised job description language that includes the oversight of the Center for Distance Education is appropriate and delaying revisions to the evaluation tool is also appropriate due to the pandemic and the upcoming legislative session.

Discussion was held on the most recent Governor's Executive Order 2020-43 and whether the Department of Career and Technical Education will be providing any guidance to schools on CTSO activities and events. Mr. Sick responded that any decisions to participate in CTSO activities are up to each local administration; however, he will be meeting with program area supervisors regarding CTSO activities and emphasized that CTSOs are co-curricular, not extra-curricular.

Discussion continued on the Executive Order, educational activities, the importance of keeping learning and teaching as the priority, and the guidance that will be provided in the FAQ on sports and activities from the Governor's Office.

Mr. Sick reviewed the Strategic Plan stating that the five strategic goals remain relevant and appropriate and emphasized the importance of continuing to advocate for funding and programming that supports the five goals.

Mr. Sick then reported that November is National Apprenticeship Month and during the National Apprenticeship Week of November 16<sup>th</sup>, the Bank of North Dakota is hosting two apprenticeship roundtable virtual discussions and invited the Board to attend. In addition, Job Service is presenting information on apprenticeships.

Following further discussion, Mr. Sick was thanked for his report.

**CDE REPORT** – Dr. Lonn reviewed current dashboard information, reporting there will be a focus on student learning and completion rates. Other activities CDE is involved in include launching K-5 programming; continuing to review CTE course offerings, curriculum, and vendors with input from CTE program supervisors; and, working with NDIT on a rapid enrollment process.

The Board thanked Dr. Lonn for his report.

**FY2021 PROJECTION** – Mr. Sick reported that the FY2021 Projection reflects a deficit of \$489,370 in order to maintain current reimbursement rates and recommended that an Emergency Commission request be made to transfer \$490,000 from the Operating, Salaries, and Adult Farm Management line items. In the event the Emergency Commission or Budget Section does not approve the requested funds transfer, reimbursement rates will need to be reduced from between a half percent to a full percent.

Following a brief discussion, a motion was made by Ms. Meehl and seconded by Dr. Holen to authorize Mr. Sick to request the transfer in funding from the Emergency Commission. The motion passed unanimously.

**CDE PROPOSED ENROLLMENT RATES FOR NELSON AG ACADEMY COURSES** – Dr. Lonn reported that the Center for Distance Education (CDE) is requesting a \$10.00 per enrollment increase for all in-state Nelson Ag courses and informed the Board that CDE uses the Nelson Ag Academy to provide curriculum and instruction for their agriculture courses. The partnership has been in place for several years.

A motion was made by Ms. Meehl and seconded by Ms. Johnson to approve the proposed rate increase for Nelson Ag Academy courses.

Discussion was held on the current agreement between CDE and Nelson Ag Academy. Dr. Lonn reported that the MOU can be amended at any time as long as both parties agree.

Discussion was held on the number of enrollments that use the Nelson Ag Academy courses, CTE area centers ag course offerings and other CDE and CTE area center course offerings. Dr. Lonn responded that technically CDE is competing with virtual CTE centers in every CTE course offering that CDE offers, but the CDE course offerings provide additional options and choices for students.

Further discussion was held on whether courses offered by CTE area centers are available to all students across the state and whether a school district needs to have a relationship or be a member of a center in order to access programming. Mr. Sick responded that schools do not have to be a member of a virtual center to access programming; however, the cost may be higher for a non-member school.

Mr. Sick also reported that the agency is planning to hire a Special Projects Manager, who in addition to other duties, will coordinate and work closely with CTE virtual centers, CTE and CDE on statewide course offerings and programming.

Discussion was held on CDE price increases, the importance of having someone who will coordinate and work with CDE, CTE and CTE centers, and CDE enrollments that occur throughout the year.

Following further discussion, the motion made by Ms. Meehl and seconded by Ms. Johnson to approve the proposed rate increase for Nelson Ag Academy courses would be effectively immediately. The motion passed unanimously.

**FUTURE MEETINGS** – The December meeting is tentatively scheduled for Monday, December 21, 2020.

The January meeting is scheduled for Tuesday, January 19, 2021.

The February meeting is scheduled for Tuesday, February 16, 2021.

The meeting adjourned at 11:27 a.m.

Respectfully submitted,

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Jeff Fastnacht  
SBCTE Chairperson