

**Minutes for State Board for Career and Technical Education
April 22, 2024**

Call to Order:

The regular meeting of the State Board for Career and Technical Education was held on Monday, April 22, 2024, in the CTE Conference Room and via Microsoft Teams. It was called to order by Chair Sonia Meehl at 10:00 am CT.

Voting Members Present:

Superintendent Kirsten Baesler
Board Member Lyndsi Engstrom
Chancellor Mark Hagerott
Board Member Burdell Johnson
Board Member Josh Johnson
Board Member Eric Nelson

Also present: Wayde Sick, Mark Wagner, Gwen Ferderer, Marcia McMahon, Laurie Elliott, Randall Brockman, Lyle Krueger, Ronda Schauer, Pam Stroklund, Daniel Spellerberg, Heidi Eckart, Michael Hanson, Aaron Anderson, Brian Christopherson, Ryan Lagasse, Carly Retterath, Jessica DeVaal, Dawn Ulmer and Lorie Ruff.

Meeting chat information for this meeting does not exist.

Board Outcome Progress Monitoring:

Approve Director Guardrails:

Wayde Sick reviewed the Director Guardrails and reminded members that the Guardrails were developed by and belong to the Board. The Guardrail Outcome Measures are owned by the Director. Lyndsi Engstrom moved to approve the Director Guardrails as presented and it was seconded by Superintendent Baesler. With no further discussion a roll call vote was administered:

Board Member Lyndsi Engstrom - Aye
Chancellor Mark Hagerott – Aye
Board Member Burdell Johnson – Aye
Board Member Josh Johnson – Aye
Board Member Eric Nelson - Aye
Superintendent Kirsten Baesler - Aye
Chair Sonia Meehl - Aye
Motion passed 7-0-2 Absent

Feedback on Director Guardrails Outcome Measures:

Wayde Sick informed members that Progress Measure 1 is yet to be determined as data numbers are being compiled. Progress Measures 2 and 3 that were included in the material packet is a result of Director Sick's meetings with the trainers and has been reviewed by the subcommittee. It is being presented to the full Board to ensure that we are following the intent of the members. After discussion, it was determined that these Outcome Measures belong to the Director and that he should continue to meet with the trainers to complete the baseline and target data.

Theory of Action:

The next steps in the Board's Be Legendary Training is to develop the Theory of Action. Laurie Elliott explained that this is a very high-level strategic guardrail that drives our overall direction and gave examples to members. Josh Johnson and Chair Meehl informed those present what their Boards have designed as Theory of Actions as they have just completed this step. The trainers will work with Chair Meehl and Wayde Sick to schedule a workshop for the Board to develop this.

Director Evaluation Procedure Revisions:

Chair Meehl stated that due to the Board's new Goals and the Be Legendary Training, the process we have used the last two years for the Director's review will need to be revised. The revised process will start with the development of an ad hoc committee to develop an evaluation proposal for the Board. The subcommittee that developed our current procedure consisted of Chair Meehl, Lyndsi Engstrom, Superintendent Baesler and Wayde Sick. With these members agreeing to remain on the committee, the timeline was determined to develop a proposed procedure by July/August and a final approval at the September meeting.

Consent Agenda:

Josh Johnson moved to approve and accept the items listed in the consent agenda and it was seconded by Burdell Johnson. The motion passed unanimously.

Funding Policy Subcommittee Progress (Information Only):

Wayde Sick referenced the Subcommittee's progress report that was included in the material packet. The next steps include compiling a list of reoccurring themes or observations from the feedback and develop a FAQ document to address questions. The Subcommittee will review the feedback and revisit the proposed funding policy.

Items for Discussion and Possible Action:**Heart River Career and Technology Center Grant Amendment Request:**

Wayde Sick reported the Hebron project in the Heart River CTC Capital Projects Grant will not be proceeding therefore they are requesting to reallocate dollars to address inflationary impact on the New Salem and Mandan projects of the Grant. Wayde has consulted with Allyson Hicks from AG Office who recommended that they submit a request to the Board asking for the reallocation. Josh Johnson moved to approve the Heart River Career and Technology Center Grant Amendment Request and it was seconded by Lyndsi Engstrom. Discussion was held on reallocating the unused funds or if it should be redistributed to original recipients of the grant. With no further discussion a roll call vote was administered:

Board Member Eric Nelson - Aye
Superintendent Kirsten Baesler – Aye
Board Member Lyndsi Engstrom - Aye
Chancellor Mark Hagerott – Aye
Board Member Burdell Johnson – Aye
Board Member Josh Johnson – Aye
Chair Sonia Meehl - Aye
Motion passed 7-0-2 Absent

It was agreed that procedures for future request be established for consistency.

Guests representing Heart River Career and Technology Center left meeting.

State Director Summative Evaluation:

Chair Meehl referenced the memo and summative documents she sent members pertaining to Director Sick's Evaluation. She reported that these documents have been reviewed with Wayde. Burdell Johnson moved to approve the State Director's Summative Evaluation as presented and it was seconded by Chancellor Hagerott.

Due to other commitments Superintendent Baesler needed to leave meeting but voiced her support and approval for the evaluation prior to leaving. She left meeting at 11:29.

Members commended Wayde on his responsibilities advocating on behalf of Career and Technical Education.

With no further discussion a roll call vote was administered:

Board Member Burdell Johnson – Aye
Board Member Josh Johnson – Aye
Board Member Eric Nelson - Aye
Board Member Lyndsi Engstrom - Aye
Chancellor Mark Hagerott – Aye
Chair Sonia Meehl - Aye
Motion passed 7-0-2 Absent

The next step for this process is to conduct a survey of agency employees and CTE directors. In looking at last year's survey we need to revise the document. Chair Meehl asked for volunteers for this committee and Vice-Chair Mike McHugh was nominated. The Subcommittee to work on the survey will be Chair Meehl, Vice-Chair Mike McHugh, Wayde Sick and trainer Marcia McMahon and Laurie Elliott.

Board Comments:

With Board member terms expiring and new members being appointed, it was felt that a procedure guide be developed listing goals, definitions, roles and a summary of CTE to help appointees. Marcia and Laurie also offered their services to help train new members.

May 2024 Board Meeting:

Chair Meehl informed members that the next regular schedule meeting falls on Monday, May 27 which is Memorial Day. Therefore, May's meeting will be moved up one week to May 20 and all dates on the Board Agenda Calendar will move up one week.

There being no other business brought before the Board, the meeting adjourned at 11:41 am.