

STATE BOARD FOR CAREER AND TECHNICAL EDUCATION

Minutes of Meeting

September 22, 2014

Members of the State Board for Career and Technical Education met at 10:00 a.m. CST on Monday, September 22, 2014, in the Peace Garden Room, State Capitol Building, Bismarck. The meeting was called to order by Dr. Brian Duchscherer, Chair. The following members were present:

Ms. Kirsten Baesler, Member
Mr. Jeff Lind, Member
Ms. Debby Marshall, Vice Chair
Ms. Sonia Meehl, Member
Ms. Val Moritz, Member
Mr. David Richter, Member
Dr. Larry Skogen, Member

Wayne Kutzer, Dwight Crabtree, Brenda Schuler, Gwen Ferderer, Clarke Molter, Don Fischer, Tracy Becker, Suzie Weigel, Michael Netzloff, Kelly Pierce, Marilyn Orgaard, and Rick Ross were also present.

Dr. Duchscherer welcomed the board and audience members.

ELECTION OF OFFICERS – Dr. Duchscherer asked for nominations for Chair and Vice Chair.

Mr. Lind nominated and Ms. Baesler seconded Dr. Duchscherer as Chair. Ms. Baesler moved and Ms. Marshall seconded that nominations cease and a unanimous ballot be cast for Dr. Duchscherer. The motion passed unanimously.

Mr. Lind moved and Mr. Richter seconded to nominate Ms. Marshall as Vice Chair. Mr. Lind moved and Ms. Baesler seconded that nominations cease and a unanimous ballot be cast for Ms. Marshall. The motion passed unanimously.

SERVICE AWARD PRESENTATIONS - Mr. Kutzer reported that the service awards are for years of state service, not just years of CTE service.

Dr. Duchscherer presented the following five staff members with years of state service awards and gift certificates: Aaron Anderson - 5 years (Aaron was unable to attend meeting); Clarke Molter – 5 years; Marilyn Orgaard – 5 years; Kelly Pierce – 5 years; and Don Fischer – 10 years.

The board and Mr. Kutzer thanked the staff for their work and dedication to career and technical education.

CONSIDERATION OF JUNE 16, 2014 MINUTES – Ms. Moritz moved and Ms. Marshall seconded to approve the minutes of the June 16, 2014 meeting as presented. The motion passed unanimously.

FINANCIAL REPORT - Mr. Kutzer reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report for months ended July, 2014 and August, 2014, reporting that the total budget expended is in line with the time elapsed through August.

Following a brief discussion, Mr. Richter moved and Ms. Moritz seconded to approve the financial reports as presented. The motion passed unanimously.

DIRECTOR'S REPORT – Mr. Kutzer provided a list of CTE Board Members with their contact information along with the 2015 CTE Board Meeting dates.

Mr. Kutzer informed the board that there are two positions currently being advertised: Educational Data and Research Analyst II, which closes on September 26; and Agriculture Education Assistant Supervisor, which closes November 3 with a start date of negotiable. Mr. Steve Zimmerman has been hired as a temporary employee, for one week, to assist with the district leadership activities. Other temporary employees may be hired to assist in the agriculture education area if necessary until the position is filled.

The Trade, Technical and Health Education Assistant Supervisor position has been filled. Ms. Shila Hager will begin employment on October 15, 2014.

Mr. Kutzer reviewed the draft Memorandum of Understanding (MOU) for the “Ensuring Future CTE Teachers and Administrators Partnership” project, reporting that CTE is working with Valley City State University on a CTE teacher and administrator recruitment, retention, and succession program. Valley City State University has been a partner in the preparation of teachers for both secondary and postsecondary education and the MOU will strengthen that partnership and make it a more formal process. Mr. Rick Ross is the main contact at Valley City State University, with the assistance of Mr. Peter Gjovik.

The draft press release announcing the project was also reviewed.

Discussion was held on certifications offered and class offerings. Mr. Ross reported that he will work with individuals to find the classes needed, regardless of which university the class is offered at.

Dr. Skogen stated that Valley City State University is a good place to house the project; not only because VCSU is a STEM Center but it is also a good fit for their mission.

The board agreed that this is a great project and asked how the success and impact of the program will be measured and what the fiscal impact of providing the program will be.

Mr. Kutzer responded that CTE will be working with Mr. Ross to measure the impact and success of the program and report the findings to the board. The cost of providing the program is \$26,000.00 which provides reimbursement for extended time and travel expenses for Mr. Ross and Mr. Gjovik. Other grants provide dollars for classes to be held if a minimum number of students aren't enrolled to ensure classes are available. Valley City State University currently has a number of CTE grants for teacher professional development.

Ms. Baesler requested information on the number of CTE certified teachers who are graduating or becoming certified. Mr. Kutzer will work with Mr. Ross to gather the information.

Mr. Kutzer also reported that he will be attending the School Boards Convention in October and will be presenting information and data on the positive impact CTE courses have on students.

Following a brief discussion, the board thanked Mr. Kutzer for his report.

FY2014 YEAR ENDING & FY2015 PROJECTION – Mr. Kutzer reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report (yellow sheet) for year ended June, 2014, reporting the budget reflects both state and federal dollars and that 93% of the total budget was expended.

Discussion was held on whether CTE funding would be reduced at the federal level. Mr. Kutzer responded that all indications point to a continuing resolution and since North Dakota is a minimum funded state, there should be no reduction in federal funding.

Discussion was held on the ITD budget expenses. Mr. Kutzer reported that the charges were for the on-line Budget and Reporting Process (BRP) system and that the overage was due to ITD underestimating the complexity of the project. The system is very close to being completed; however, there will be modifications and improvements as needed.

Discussion was also held on the enrollment data system. Mr. Kutzer responded that the Department of Public Instruction is working on the enrollment system and that by the end of the school year, the information should be able to be pulled from Powerschool.

Mr. Kutzer reviewed the FY2014 Year Ending and FY2015 General Fund Projections (blue sheet), reporting an unobligated balance of \$482,660 after processing revised budgets and reimbursement claims.

Discussion was held as to the possible reasons why there were differences from schools in the projected expenditures versus the actual expenditures.

Mr. Kutzer also reviewed the new format that will be used to provide more understandable budget information for Adult Farm Management and STEM Grants.

Following discussion of general fund projections, Mr. Kutzer reported that any dollars that aren't spent will be reapportioned to all schools at the end of the biennium.

New and Expanded Program Requests - The Expanded and New Program requests for FY2015 were reviewed. Mr. Kutzer recommended approval of the Expanded Requests totaling \$89,351 and New Program Requests totaling \$70,793 for the 2014-15 school year.

Mr. Richter moved and Ms. Marshall seconded to approve the expanded and new program requests as recommended by Mr. Kutzer. The roll call vote was as follows:

Dr. Skogen - aye
Ms. Baesler - aye
Mr. Richter – aye
Ms. Marshall – aye
Mr. Lind – aye
Ms. Moritz – aye
Ms. Meehl - aye
Dr. Duchscherer – aye

The motion passed unanimously.

Mr. Kutzer reviewed the Carl Perkins Allocations information (white sheet), reporting that schools will be notified of their allocations. Mr. Crabtree then stated that the information will be in the new Budget and Reporting Process (BRP) system.

BIENNIUM OPTIONAL BUDGET REQUEST UPDATE – Mr. Kutzer reviewed the revised 2015-2017 Biennium Optional Budget Considerations (goldenrod sheet), reporting that increases were made to the following optional budget considerations: Increase Access to CTE Funding: Re-establish State's Share of CTE Funding – from \$8,400,000 to \$8,570,000; New

and Expanded Programs – from \$500,000 to \$700,000; and, Update CTE Equipment – from \$2,500,000 to \$3,500,000.

Mr. Kutzer explained the impact of different funding scenarios, based on increasing reimbursement rates and funding new business and office technology courses, reporting that the priority order would be: (1) increase Family and Consumer Sciences to the same level as other CTE programs; (2) fund six Business and Office Technology programs that are currently not funded; and, (3) increase reimbursement rates to all areas in order to have the same rate for each area with the goal of funding at 40% for comprehensive schools and 50% for area centers.

Discussion was held on the various funding scenarios and Mr. Lind requested the information be broken down by district, if possible, in order to provide the information at the local level. Mr. Kutzer responded that the information can be broken down by district.

Following discussion, Mr. Lind moved and Dr. Skogen seconded to approve the increases to the 2015-2017 biennium budget considerations as presented and discussed. The roll call vote was as follows:

Dr. Skogen - aye
Ms. Baesler - aye
Mr. Richter – aye
Ms. Marshall – aye
Mr. Lind – aye
Ms. Moritz – aye
Ms. Meehl - aye
Dr. Duchscherer – aye

The motion passed unanimously.

COMPARISON STUDY OF COMMON CAREER TECHNICAL CORE TO ND

CTE STANDARDS – Mr. Michael Netzloff, Curriculum and Standards Specialist, presented information on a national study comparing Common Career Technical Core (CCTC) to North Dakota CTE Standards, reporting that many of the recently approved standards now match the CCTC content standards and include the Career Ready Practices. Those areas that do not

currently match are in the process of being reviewed or are based on industry standards and certification.

Mr. Kutzer reported that the analysis is a tool to use to review and update standards, stating that instructors and industry drive the standards.

Following a brief discussion, the board thanked Mr. Netzloff for his report.

PROGRAM STANDARDS – Agriculture Education Standards – Mr. Netzloff presented the proposed Agriculture Education Content Standards, reporting that an executive committee of both secondary and postsecondary instructors were involved in the process; however all instructors received a copy of the standards and were given the opportunity for comment during the Professional Development Conference in August. Examples of two frameworks were also provided and Mr. Netzloff explained that instructors are in the process of writing frameworks and it is anticipated that there will be an Option A and B for each framework.

Following a brief discussion, Ms. Marshall moved and Mr. Lind seconded to approve the North Dakota Agriculture Education Program Standards. The roll call vote was as follows:

Ms. Meehl – aye
 Ms. Moritz - aye
 Mr. Lind – aye
 Ms. Marshall - aye
 Mr. Richter – aye
 Ms. Baesler – (absent and not voting)
 Dr. Skogen – aye
 Dr. Duchscherer – aye

The motion passed unanimously.

Automotive Technology Standards – Mr. Clarke Molter, T&I Supervisor, presented the proposed Automotive Technology Standards, explaining that secondary and postsecondary automotive instructors, along with NATEF were involved in the process and that the proposed standards are not new but revised.

Mr. Netzloff reported that a correction on the inside front cover will be made. The document was reviewed and approved by the North Dakota Automotive Instructors, not the Welding Instructors.

Following a brief discussion, Ms. Moritz moved and Dr. Skogen seconded to approve the North Dakota Automotive Technology Program Standards. The roll call vote was as follows:

Mr. Richter – aye
Ms. Marshall – aye
Mr. Lind – aye
Ms. Moritz - aye
Ms. Meehl – aye
Dr. Skogen – aye
Dr. Duchscherer – aye

The motion passed unanimously.

Welding Standards – Mr. Clarke Molter presented the proposed Welding Standards, reporting that the proposed standards are based off the American Welding Society Education program, SENSE (School Excelling through National Skill Standards Education), and that secondary and postsecondary welding instructors were involved in the process. The frameworks are currently being worked on.

Mr. Molter explained that the proposed standards will maintain quality and integrity of the welding programs and also fill an industry need.

Following a brief discussion, Dr. Skogen moved and Mr. Richter seconded to approve the North Dakota Welding Education Program Standards. The roll call vote was as follows:

Ms. Marshall – aye
Mr. Lind – aye
Ms. Moritz - aye
Ms. Meehl – aye
Mr. Richter - aye
Dr. Skogen – aye
Dr. Duchscherer – aye

The motion passed unanimously.

COORDINATED PLANS OF STUDY – Ms. Kelly Pierce, Supervisor of Career Development and Career Advisors, presented this report, stating that the coordinated plans of study were developed in 2009 with major revisions recently completed.

Ms. Pierce explained that the coordinated plans of study all follow the career clusters and pathways and the document is used for scholarships at the state level.

Discussion was held as to how the information is provided to schools. Ms. Pierce responded that the information was discussed with school counselors during the Professional Development Conference. It was agreed that Ms. Pierce provide the information to all school counselors and high school principals as soon as possible.

FUTURE MEETINGS – The Combined Boards meeting will be held in the Brynhild Haugland Room beginning at 9:00 a.m. on Tuesday, September 23. The State Board of Higher Education is hosting the meeting.

There will be no October CTE Board meeting.

The November CTE Board meeting is scheduled for Monday, November 17, 2014.

The December CTE Board meeting will be by teleconference, date to be determined.

The meeting adjourned at 11:48 a.m.

Respectfully submitted,

Dr. Brian Duchscherer
SBCTE Chairperson