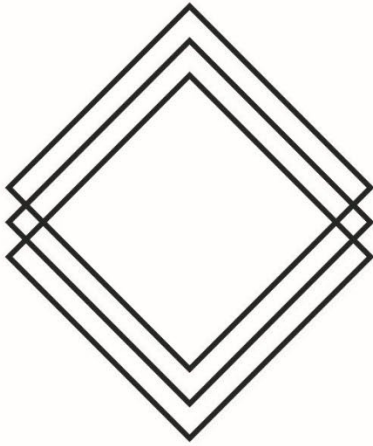




K12 COORDINATION COUNCIL

MAXIMIZING IMPACT

2024 Report

- Letter from the Chairman
- Council Purpose
- K12 Coordination Council Members
- Subcommittees
- Upcoming Meetings
- Structure and Operations



Tomorrow's School Employees

The ND Legislature created the K12 Education Coordination Council to create efficiencies, but more importantly, create more effective ways of providing ND students with a world-class education. To those ends, twenty stakeholders from various backgrounds wrestle with the intentional tasks as outlined by the ND Legislature.

There are six key areas identified for focus of the Coordination Council. 1. Assist the implementation, dissemination, and communication of the statewide strategic vision and evaluate its progress, 2. Perform a review of the access and delivery of education in the state, 3. Identify opportunities for collaboration, 4. Identify gaps and duplications, 5. Evaluate initiatives and trends, and 6. Support local or regional initiatives and practices. With each of these comes the expectation of providing recommendations for addressing the findings.

As the K12 Council evaluated the state of education for the 2024 calendar year, we found that an emphasis on tomorrow's school employees was appropriate for us to prioritize. To this end we are following the work of the ND Teacher Retention and Recruitment Task Force, Finance Task Force, and the Interim legislative committees. We have assigned specific tasks to each of the sub-committees to ensure that the legislatively required tasks are carried out. We anticipate that recommendations from this work this year will be brought forth at the conclusion of our meetings.

The beauty in the design of the K12 Coordination Council is that a mechanism does not need to be built for communication with the Governor's Office, the NDDPI, and with individual legislators as they are already members of the Council. As the recommendations are completed, the Governor's Office will have access and can work to recognize them. The NDDPI can understand them and work to move them forward. The legislators can carry policy recommendations forward as bills. Finally, the education stakeholders can lean into the recommendations and work to enact them at the local level.

It is remarkable to be a part of a thinking, evaluating, studying group which understands the context of ND education and wishes to make improvements. Thank you for creating, empowering, and relying on the ND K12 Education Coordination Council. We know that we can find efficiencies and opportunities for effectiveness and strive to make the education ecosystem in ND the best in the world.

Sincerely,

A handwritten signature in dark ink, appearing to read "Luke Schaefer", is placed below the word "Sincerely,".

Luke Schaefer, Chair

The Council is composed of twenty stakeholders from various backgrounds, including legislators, the governor, the state superintendent, school administration, teachers, and education associations. It is a diverse group that wrestles with the many important and intentional tasks given to us by the legislature. While each agency works to achieve its individual mission, together we see a chance to create efficiencies, but more importantly, more effective ways of providing ND students with a world-class education. Specifically, the Council is tasked with the following:



Assist in the implementation, dissemination, and communication of the statewide strategic vision and evaluate progress toward meeting the identified goals and strategies.



Perform a continuous review of the effectiveness and efficiency of access and delivery of education services and programs in the state.



Identify opportunities for increased collaboration among state education entities and stakeholders.



Identify gaps or duplications in education services and programs and provide recommendations for addressing those gaps or duplications.



Study and evaluate new and emerging educational initiatives and trends and provide recommendations for policy changes to state entities or the legislative assembly if necessary.



Support the implementation, dissemination, and communication of local or regional educational initiatives and practices, including innovative education programs, on a statewide level.



Be a communication and information hub to provide the public and interested parties with seamless access to state entities that deliver education services and programs.



K12 Education Coordination Council Committee Members

<u>Governor Doug Burgum</u> Governor	<u>Superintendent Kirsten Baesler</u> Superintendent of Public Instruction
<u>Senator Donald Schaible</u> Senate Majority Legislative Assembly Member	<u>Senator Ryan Braunberger</u> Senate Minority Legislative Assembly Member
<u>Representative Pat Heinert</u> House Majority Legislative Assembly Member	<u>Representative Cynthia Schreiber-Beck</u> Legislative Management Assemble Member
<u>Lucas Greff</u> North Dakota School Boards Association	<u>Justin Fryer</u> North Dakota Council of Educational Leaders (NDCEL)
<u>Sonia Meehl</u> State Board for Career and Technical Education	<u>Nick Archuleta</u> North Dakota United
<u>Jeremy Mehlhoff</u> Public School Principal Representative	<u>Brandt Dick</u> North Dakota Small Organized Schools
<u>Jared Bollom</u> North Dakota School Counselor Association	<u>Luke Schaefer</u> Regional Education Association Director Council Chair
<u>Beth Slette</u> Public School Administrator Representative	<u>Dr. Jennifer Weber</u> Statewide Longitudinal Data System Committee
<u>Marc S. Bluestone Sr.</u> Tribal School Representative	<u>Dr. Sarah Ricks</u> Public School Secondary Teacher Representative
<u>Sara Medalen</u> Public School Elementary Teacher Representative	<u>Melissa Vollmer</u> Special Education Unit Director Representative

Subcommittee Member List:

Executive Committee:

1st Tuesday each month at 11:00 – 12:00

Executive Director: Mark Vollmer

Members:

1. Luke Schaefer
2. Supt. Kirsten Baesler
3. Maria Neset
4. Sarah Ricks
5. Melissa Vollmer
6. Senator Ryan Braunberger

Aspirational Goals:

Chair: Supt. Kirsten Baesler

Members:

1. Maria Neset
2. Jennifer Weber
3. Rep. Cindy Schreiber-Beck
4. Justin Fryer
5. Jared Bollom

Ex-Officio:

1. Dawn Ulmer
2. Stan Schauer
3. Laurie Matzke
4. Ellie Shockley

Statewide Projects, Duplication & Replication:

2nd Wednesday each month at 3:00-4:00

Chair: Brandt Dick

Members:

1. Rep. Pat Heinert
2. Sonia Meehl
3. Sara Medalen
4. Senator Don Schaible
5. Jeremy Mehlhoff

Ex-Officio:

1. Dawn Ulmer
2. Laurie Matzke
3. Ellie Shockley

Support & Innovation

3rd Monday each month at 2:00-3:30

Chair: Sarah Ricks

Members:

1. Senator Ryan Braunberger
2. Marc Bluestone
3. Beth Slette
4. Melissa Vollmer
5. Lucas Greff

6. Ex-Officio:

1. Luke Schaefer
2. Jennifer Weber
3. Wayde Sick

Review of Initiatives (Special Topic Working Group)

Chair: Jennifer Weber

Members:

1. Brandt Dick
2. Jeremy Mehlhoff
3. Sara Medalen
4. Nick Archuletta

Legislative Approval Initiatives (Special Topic Working Group)

Chair: Luke Schaefer

Members:

1. Lucas Greff
2. Melissa Vollmer



K-12 Education Coordination Council 2024 Meeting Dates

Full Council

6 meetings per Biennium

- September 10, 2024
- November 13, 2024

Executive Committee

1st Tuesday of each month @ 11:00 am – 12:00 pm (central)

- September 3, 2024
- October 1, 2024

Statewide Projects, Duplication & Replication

2nd Wednesday of each month @ 3:00 – 4:00 pm (central)

- September 11, 2024
- October 9, 2024

Support and Innovation

3rd Monday of each month @ 2:00-03:30 pm (central)

- September 16, 2024
- October 21, 2024

Aspirational Goals

- TBD

Review of Initiatives

- TBD

K12 Coordination Council
Committee & Subcommittee Structure & Operations

1. General Operations

- a. Each meeting agenda will include a consent agenda, which may include a budget update provided by the Department of Public Instruction (DPI) at the chair's request. Interim Legislative Study Update and Timely Topics are also standing agenda items.
- b. One item on the consent agenda will include subcommittee reports.
- c. Subcommittee reports to be included in the meeting materials will have the following structure:
 - i. Meeting Agenda
 - ii. Meeting Minutes
 - iii. Recommendations
- d. The Subcommittee Chairmen will provide the recommendation only to the full committee. It is the expectation that all committee members read the full report prior to the meeting for focused and informed discussion and debate.
- e. "Poll Anywhere" may be used for feedback for discussion.
- f. Microsoft Teams will store files.
- g. Zoom will be used for video calls.
- h. Meeting materials should be distributed to committee and subcommittee members 3 working days prior to the meeting. The Chairman may add agenda items after the information has been distributed as needed.

2. Full Council Meeting Operations & Structure:

- a. Membership Terms: (As per Legislation)
 - i. The following gubernatorial appointees:
 1. An individual representing the statewide longitudinal data system committee;
 2. An individual representing a tribal school;
 3. An individual employed as a public school administrator;
 4. An individual employed as a public school principal;
 5. An individual employed as a public school teacher;
 6. A director of a special education unit; and
 7. A director of a regional education association.
 - ii. "The term of office for a member appointed by the governor is four years. The governor may stagger the initial appointments to the council so no more than three members' terms expire in any year."
 - iii. The remaining members are listed statutorily.
 1. Four members of the legislative assembly, two members from each chamber of the legislative assembly, one member selected by the respective majority leader of each chamber, one member selected by the minority of either chamber, and one member selected by the legislative management from the chamber from which the minority leader did not make a selection;

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2. The governor or the governor's designee;
3. The superintendent of public instruction or the superintendent's designee;
4. The president of the state board for career and technical education or the president's designee;
5. The president of the board of the North Dakota council of educational leaders or the president's designee;
6. The president of the board of North Dakota united or the president's designee;
7. The president of the board of the North Dakota school boards association or the president's designee;
8. The president of the board of the North Dakota small organized schools or the president's designee;
9. The president of the board of the North Dakota school counselor association or the president's designee;
- iv. The council shall select a presiding officer annually from among its members." [Statute Reference]f
 1. The council will hold an active election of the Chairman annually, to be held immediately after the legislative session for a suggested 2 year commitment.
 2. The official term of the Chairman will be June 1 of the current year to the end of the biennium. It is anticipated that the chairman will be reappointed each June.
 3. There is intended to be one month overlap for transition. There are no limitations on the number of years a chairman can serve.
- v. A Vice Chair will be elected on a biennial basis for a term every two years, to be held immediately after the legislative session for a term that begins June 1 of the current year.
- vi. The officers include a chair and vice chair. This is not a successive or appointed role.
- vii. The goal is to reach consensus on all action items. When the Council can not achieve full consensus, a majority vote will be taken. All final actions will be determined by a majority vote.

3. Subcommittee Structure & Operations

a. Subcommittee Membership

- i. Each Council member is asked to serve on one subcommittee.
- ii. All council members have one vote on one subcommittee. Only Coordination Council members can vote on each sub-committee.

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Committee & Subcommittee Structure & Operations

- iii. Individuals who are not on the council may be invited to be an ex-officio member on subcommittees.
- iv. Voting members and ex-officio members will be established for each subcommittee.
- v. Council members may be an ex-officio member on additional subcommittees. This must be established in advance due to the risk of having a full quorum and ensuring that the correct meeting notice is filed. If a Council member would like to attend a subcommittee to listen to the discussion, 24 hours advance notice is requested to be provided to the Council Administrative Assistant.
- vi. All members are appointed by the executive committee and can be appealed to the executive committee for another placement. A draft of the committee structure will be presented to the council for discussion before approval. A request for placement on another committee is to be requested by the member to the chairman before an appeal is commenced. Each committee will have a chairman appointed by the Council Chairman and approved by the Executive Committee by majority vote. Each member will have an opportunity to provide input on the committee they would prefer, and the executive committee will approve final membership.

b. Subcommittee Structure

- i. The Council has the authority to create subcommittees and standing committees, in addition to special topic working groups that include both council members and additional resource members.
- ii. Below are the 2023-24 standing committees, subcommittees and special topic working groups.
 - 1. Standing Committees:
 - a. Executive Committee (meets the second Tuesday of the month)
 - 2. Subcommittees: 2023-2024
 - a. Aspirational Goals
 - b. Statewide Projects, Duplication, and Replication
 - c. Support and Innovation
 - 3. Special Topic Working Groups
 - a. Review of Initiatives
 - b. Legislative Approval Initiatives

c. Subcommittee Scope of Work:

- i. Standing Committees:

K12 Coordination Council **Committee & Subcommittee Structure & Operations**

1. **Executive Committee:** The executive committee will meet at the call of the chairman. The Executive Committee will have the following duties:
 - a. Reviewing and recommending any contractual agreements or modifications and/or amendments
 - b. Accept or reject the performance review conducted by the Chairman of the performance evaluation of the Executive Director or any subsequent contractors.
 - c. Review the proposed budget and provide a recommendation to the full council.
 - d. Review and recommend applicable changes to the *K12 Coordination Council Committee & Subcommittee Structure & Operations* document annually.
 - e. The Executive Committee will be a five member panel consisting of the:
 - i. Elected Chairman,
 - ii. Superintendent of Public Instruction,
 - iii. Governor or their designee,
 - iv. Legislator (chosen by consensus of the legislators serving)
 - v. 1 At-Large Representative who is an individual from the board nominated and approved by the board.
 - vi. The Vice Chairman (ex-officio, non-voting member)
- ii. **Subcommittees:**
 1. Each sub-committee chairman, with consultation with the K12 Coordination Council Chairman, will determine their committee's scope of work. The list of work should be prioritized by the committee.
 - a. The full K12 Coordination Council will adopt or revise the recommendations, prioritize the goals and send them to the Statewide Strategic Vision Committee.
 2. The scope of The scope of work is not designed to limit the work of the committee, but rather provide focus and priority areas to research, identify collaboration opportunities and duplications that may ultimately lead to recommendations.
 - a. Additional items can be discussed at the subcommittee's chairman's discretion.
 - b. For topics that come up at the full committee, the item will be referred to discuss at the appropriate next sub-committee meeting.

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3. It is encouraged for any recommendations that include required reporting to DPI or other entities are linked directly to a major Strategic Vision goal.

Subcommittee Operations:

- i. Be posted as an open meeting.
- ii. Use Microsoft Teams for information storage and sharing.
- iii. Have recorded meetings if the meeting is executed online. This recording will be retained for 30 days for other committee members to review and for notes to be executed.
- iv. One subcommittee meeting is expected per month. Additional meetings may occur at the discretion of the Chair.

Subcommittee Annual Meeting

I. Every even year fall meeting the Aspirational Goals committee report will include progress monitoring of the ND Insights website to the full council agenda to review the goals and data of the established goals.

4. The Executive Director, under the authority of the council or designated subcommittee, may engage with and use allocated funds for partner activities related to council duties.
 - a. The Executive Director shall forward the funding request to the Executive Committee for review.
 - b. Upon approval by the Executive Committee, the Executive Director will contract with and process payment to the partner.
 - c. After services are performed, the Executive director may amend the existing procured contract to recoup the expended funds, up to the amount approved by the council or authorized subcommittee.
 - d. When possible, NDDPI will provide payment through its invoicing processes.
5. The K12 Coordination Council has determined they are willing to individually review and provide feedback on proposed policy or recommended guidelines; specifically the school re-entry guidelines. In the event that a document is asked to be reviewed the following process and considerations will be applied:
 - The document once received is considered a public document.
 - Comments will be filtered through the executive director and deposited into a shared document with the receiving agency.
 - This completed document will be shared with the public if requested.
 - Members of the K12 Coordination Council will be provided a document of all comments submitted and a summary of the comments that were accepted and/or altered. This summary will be completed by the receiving agency.

K12 Coordination Council Committee & Subcommittee Structure & Operations

6. The K12 Coordination Council is often asked to collaborate, review and participate in policy making activities. The following will be the working definitions and guidance to the Council when these terms are put into legislation. Modifications to the process may be made, the following is intended to be guidance:

K12 Coordination Council Working Definitions

The K12 Education Coordination Council has several duties, but ambiguous language has led to confusion on the exact parameters of each council function. In order to clearly delineate the responsibilities of the Council moving forward, the following bolded words would benefit from a thorough discussion, possibly leading to definition in code. Each word is discussed further in detail below.

According to N.D.C.C. § 15.1-01-04(7), “The council shall:

- a. **Assist** in the implementation, dissemination, and communication of the statewide strategic vision and **evaluate** progress toward meeting the identified goals and strategies.
- b. Perform a continuous **review** of the effectiveness and efficiency of access and delivery of education services and programs in the state.
- c. Identify opportunities for increased **collaboration** among state education entities and stakeholders.
- d. Identify gaps or duplications in education services and programs and provide recommendations for addressing those gaps or duplications.
- e. Study and **evaluate** new and emerging educational initiatives and trends and provide recommendations for policy changes to state entities or the legislative assembly if necessary.
- f. Support the implementation, dissemination, and communication of local or regional educational initiatives and practices, including innovative education programs, on a statewide level.
- g. Establish a one-stop communication and information hub to provide the public and interested parties with seamless access to state entities that deliver education services and programs.
- h. Develop and utilize subcommittees as needed.
- i. Seek advice and input from interested parties not appointed to the council as needed.
- j. **Review** the North Dakota learning continuum and provide recommendations to the state board of public school education.”

Assist

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“Assist”: to act, or offer or agree to act, in such a way as to help, represent, aid, advise, or furnish information to other agencies or interested persons.

Notes: The Council is tasked to “assist” with the implementation, dissemination, and communication of the statewide strategic vision. The term “assist” is not currently defined in Century Code, but has been defined in other legal contexts as a general or agreement to act.

Collaborate

“Collaborate” or “Collaboration”: communication, resource-sharing, and development or identification of opportunities.

Notes: The Council currently identifies areas for collaboration and attempts to collaborate with other entities, but the extent and line between coordination and collaboration is often blurred. In the education context, “collaborate” has been used to define the basic coordination between the State Board and Informational Technology Departments. A definition in failed H.B. 1467, related to pod education, offers a more comprehensive definition with specific duties. ““Collaborate” in that context means communication, sharing of educational resources, development of learning opportunities, delivery of educational instruction, and the joint supervision of student pod education between parents of children in two or more separate families.” The above definition operates as a compromise between basic coordination and hand-held communication.

Evaluate

“Evaluate”: the on-the-record process of examining and discussing something based on specified, predetermined criteria.

Notes: The Council must study and evaluate new and emerging educational initiatives and trends, but Century Code does not indicate whether the “evaluation” is anything more than a judgment regarding the value of an idea, and is similarly silent on what form such an evaluation should take. During the meeting, it was clarified that the K12 Coordination Council has a rubric and should be following the process set forth within.

The Council’s evaluations are used as the basis for recommendations for future policy. As such, an appropriate definition may read: “Evaluate” means making an appraisal of the worth or effectiveness of something in the light of its usefulness.

Review

K12 Coordination Council

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“Review”: a formal evaluation of an idea or material that may result in recommendations.

Notes: The Council is tasked with reviewing the North Dakota learning continuum and providing recommendations to the state board of public school education.

Most standing legal definitions use “review” in the context of reconsideration or a second view for the purposes of identifying possible corrections. The Council plays an important part in education policy, but is not in the position to “correct” the information contained in the learning continuum. It is important to note that the K12 Coordination Council may be reviewing without the goal of making recommendations, and not all review needs to be undertaken with the scope of change in mind.

Support

“Support”: to provide resources enabling stakeholders to implement, disseminate, or communicate information as appropriate.

The Council must “support” the implementation, dissemination, and communication of local or regional educational initiatives and practices, including innovative education programs. The various terms of “support” currently defined in law are not applicable because they refer to monetary, health care, or other tangible types of support.

7. Expense Approval Process

- a. The Executive Director will provide all invoices other than the contracted amount in the consent agenda for approval of the full council.
- b. Any Council member may request the invoice details of the contracted consultant fee for review and discussion. In the event the Council determines to approve each invoice for service prior to payment processed, the contractor will invoice 3 months prior to the work completed to receive payment on time and without interest penalty. This advance invoicing is required due to the council meeting on a quarterly basis.
- c. Reimbursement for Council members travel and per diem will be approved by the Department of Public Instruction.
- d. Subcommittee members are eligible for per diem when a working hour is scheduled. A working hour is defined as an hour meeting anticipated and scheduled, but the meeting does not need to last the entire hour.
- e. It is the expectation that council members who are eligible and request per diem from the Council make arrangements with their employer regarding duplication of salary or payment according to their employers’ policies for time served and expenses incurred.

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- f. An internal form will be created and maintained for the purpose of approving in-state and/or out of state meetings or on-site explorations that are not K12 Coordination Council meetings or subcommittee meetings for the Executive Director and subsequent subcontractors, Council members, including the Chair. This form must be submitted to the Chair in advance of the event and travel.
- g. Reimbursement for travel expenses will require prior approval from the Chair.
- h. Reimbursement for the Chair to travel for in-state meetings or on-site explorations that are not K12 Coordination Council meetings or subcommittee meetings, will require executive committee approval.
- i. The standard used to determine if the council member can attend on behalf of the Council will be a direct relationship between the council and a report will be required back to the council of what was learned.
- j. The Council will follow rules and regulations of ND Century code.

Executive Director Job Description

- k. The Executive Director will serve as the lead point of contact of the K12 Coordination Council, and will lead the council in a manner that supports and guides the mission as defined by legislative intent covered in N.D.C.C. §15.1-01.
- l. Ensure that the work of the council is effectively planned and implemented.
- m. Provide sound reliable advice and guidance to the council and its members relative to meeting the intent and requirements of NDCC 15.1-01.
- n. Maintain continuous communication with the State Board of Public-School Education on the ongoing operations of the council.
- o. Is responsible for administrative aspects of tracking legislation that pertains to the Council.
 - i. Shall not testify on behalf of the Council.
 - ii. Shall not engage in any lobbying on behalf of the Council.
 - iii. Prohibited from undertaking any measures that fall within the meaning of lobbyist set forth in North Dakota CenturyCode § 54-05.1-02(1), including “directly or indirectly” attempting “to secure the passage, amendment, or defeat of any legislation by the legislative assembly or the approval or veto of any legislation by the governor of the state” or attempting “to influence decisions made by the legislative management or by an interim committee of the legislative management.”
- p. May be requested to serve as spokesperson upon the directive of the full Council.
- q. Attend all subcommittee meetings, draft recommendations, research and correspond with committee members and other stakeholders.

8. Chairman Duties:

- a. Facilitate full council meetings.
- b. Serve as the Chair of the executive committee.

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- c. Serve as the spokesperson for the Council.
- d. Serve as the supervisor of the Executive Director.
- e. Initiate the process for the evaluation of the Executive Director contract and services provided for the purposes of consideration of renewal.