

STATE BOARD FOR CAREER AND TECHNICAL EDUCATION**Minutes of Meeting****January 22, 2008**

Members of the State Board for Career and Technical Education met at 10:00 a.m. on Tuesday, January 22, 2008, in the Brynhild Haugland Room, State Capitol, Bismarck. The meeting was called to order by Mr. Darrel Remington, Chair. The following members were present:

Mr. Jeff Lind, Vice Chair
Ms. Maren Daley, Member
Mr. Brian Duchscherer, Member
Mr. Robert Geske, Member
Dr. Michel Hillman (for Mr. William Goetz, Member)
Ms. Susan Stibbe, Member
Ms. Rita Wilhelmi, Member

Wayne Kutzer, Dwight Crabtree, Brenda Schuler, Vicki Neuharth, Suzie Weigel, Doug Darling, Claire Fitzgerald, Annette Schmid, Donna Fricke, Karen Botine, Carroll Burchinal, Larry Brooks, Sheila Trottier, Gary Wilz, John Lynch, Jeff Bopp, Dan Rood, Jr., Curt Dahme, Dale Hoerauf, Wilfred Volesky, Ton Conlon, and Joe Morrissette were also present.

CONSIDERATION OF DECEMBER 20, 2007 MINUTES – Mr. Geske moved and Ms. Stibbe seconded to approve the minutes of the December 20, 2007 meeting as presented. The motion passed unanimously.

FINANCIAL REPORT – Mr. Kutzer reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report for month ended December, 2007.

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

DIRECTOR'S REPORT – Mr. Kutzer reported that 10 Career Exploration Grant awards were given to six schools totaling approximately \$50,000. The money provided will be used for career exploration activities for students.

Mr. Kutzer reviewed the State Plan Public Hearing information and meeting dates. During the public hearings, any questions regarding the State Plan will be answered. Any written public comments will be responded to and will also be incorporated into the State Plan. The State Plan must be submitted by April 1, 2008.

Mr. Kutzer reported that Ms. Michelle Schoenwald has been hired as the T&I Assistant Supervisor. She will begin her employment with the agency on February 4, 2008.

VIRTUAL CENTERS – Mr. Kutzer distributed and reviewed the guidelines and process that was used in rating the five virtual area center proposals.

All applications were read and rated and then all applicants presented their proposals to the five raters. Discussions were held during the presentations to clarify any issues.

Mr. Kutzer then reviewed each proposal's strengths and weaknesses, noting that the strengths and weaknesses were a laundry list of information contributed by each rater. Budget information was also distributed and reviewed. Additional funding will be requested during the next legislative session to continue with virtual area centers.

Mr. Kutzer reported that all proposals are now public information and are available to schools that request the information.

Following discussion, Mr. Kutzer recommended that the board fund the top two proposals, which are Roughrider Career and Technology Center (RCTC) and North Central Education Cooperative Career and Technology Center (NCECCTC), with a condition to the RCTC approval that they must address the need for welding/manufacturing by year two of the grant. It was also recommended that the Missouri River Regional Career and Technical Consortium

(MRRCTC) be funded using the remaining \$370,000 combined with \$30,000 of unobligated cooperative delivery funds, provided that they can work with the Department of Career and Technical Education and adjust their proposal to that funding level. They must also clarify the governance structure of the MRRCTC. The recommendation also included that other conditions may be imposed on any of the applicants by the Department of CTE so that all the policies concerning program approval are addressed.

Mr. Kutzer also reported that the wording “area” must be in the name of the virtual area centers to comply with state statute.

Discussion was held on what would happen if the proposed centers don’t follow through with conditions made by the Department, particularly the governance of the MRRCTC.

Mr. Kutzer responded that he would meet with the MRRCTC prior to the next board meeting to discuss the governance issue and get clarification on other issues. He would then report back to the board on MRRCTC and make a final recommendation at that time as to MRRCTCs proposal.

The board expressed their concern over the governance of MRRCTC and asked whether the board can approve an alternative governing structure. Mr. Kutzer responded that the state statute reflects that the board can approve a governing structure.

Discussion was then held on qualifications of a CTE director and whether there would be difficulty in finding qualified CTE directors. Mr. Kutzer responded on some of the criteria required to be a CTE director and the requirements of becoming provisionally certified.

Discussion was then held on funding issues and whether funding is in state statute or a policy of the board. Mr. Kutzer reported that funding issues are a policy of the board and not in statute.

Following more discussion, Ms. Daley moved and Ms. Stibbe seconded to approve the recommendations of Mr. Kutzer, and in regard to MRRCTC, that their approval is contingent upon an approved governance structure that the state board would approve. The roll call vote was as follows:

Mr. Geske - aye
Ms. Stibbe - aye
Mr. Duchscherer - aye
Mr. Lind - aye
Ms. Wilhelmi - aye
Dr. Hillman - aye
Ms. Daley - aye
Mr. Remington - aye

The motion passed unanimously.

Mr. Kutzer will formally notify all applicants of the board's decision. He will also meet with the approved applicants to finalize details of their proposals and budgets, provide information regarding the hiring of CTE directors and discuss with them the release of funds, along with any other clarifications that need to be made.

CAREER RESOURCE COORDINATORS – Mr. Kutzer reviewed information on the career resource coordinator program, reporting that Ms. Kathy Holle, Career Resource Network Supervisor will oversee the career resource coordinators.

Discussion was held on services and responsibilities of the coordinators. The four coordinators work in the four regions of the state and work with all schools and REAs in their respective regions.

Following more discussion, Mr. Kutzer recommended to continue to fund the career resource coordinators through the two-year campuses and keep the delivery system as it currently operates.

Mr. Duchscherer voiced concern regarding if a school isn't in an REA, are they are missing

out on information that the career resource coordinators are providing. Mr. Kutzer

responded that all coordinators are to work not only with REAs but all schools, even the schools not in an REA. If there are schools not receiving services, those schools need to notify the agency or one of the coordinators so that services can be provided to them.

Following more discussion, Ms. Daley asked if there are coordinating efforts between the career resource coordinators and the Department of Commerce's efforts on career promotion.

Mr. Kutzer responded that both he and Kathy Holle are working with Jim Hirsch and Larry Anderson. Mr. Kutzer explained that there is a little different focus in each agency, but they are parallel efforts. The Department of Career and Technical Education's focus is on career development with students and the Department of Commerce's focus is on career promotion with business.

Discussion was then held on the importance of not only reporting career development activities but translating those activities into results. The board also agreed that there should be an emphasis on increasing the program and services provided by the career resource coordinators to all schools.

Following more discussion, Mr. Hillman moved and Ms. Wilhelmi seconded to fund the career resource coordinators through the two-year campuses and keep the delivery system as it currently operates. The roll call vote was as follows:

Ms. Stibbe - aye
Mr. Duchscherer - aye
Mr. Lind - aye
Ms. Wilhelmi - aye
Dr. Hillman - aye
Ms. Daley - aye
Mr. Geske - aye
Mr. Remington - aye

The motion passed unanimously.

CTE COURSE LISTS – Mr. Kutzer reported that because all schools must offer two units of CTE and since CTE courses are now included as electives for graduation requirements, a CTE Course List will be made available on the agency website so that schools know what is considered a CTE course.

Mr. Kutzer reviewed the approved CTE Course List, reporting that some business education courses are not CTE approved because they are introductory courses. Discussion was held on why some of the business education courses are not CTE approved.

Following more discussion, Mr. Lind moved and Ms. Stibbe seconded to approve the CTE Course List as presented. The roll call vote was as follows:

Mr. Duchscherer - aye
Mr. Lind - aye
Ms. Wilhelmi - aye
Dr. Hillman - aye
Ms. Daley – aye
Mr. Geske – aye
Ms. Stibbe - aye
Mr. Remington - aye

The motion passed unanimously.

CONSOLIDATED ANNUAL REPORT - Mr. Crabtree provided the updated postsecondary information that was included in the Consolidated Annual Report, stating that the report was submitted to the U.S. Office of Education by December 31.

Mr. Crabtree reported that beginning next year, the postsecondary information will be collected through Findet. By using Findet, rather than collecting the information from individual campuses, the data will be more accurate and reliable.

Following discussion, the board thanked Mr. Crabtree for his report.

PROGRAM ORIENTATION – CTE CURRICULUM LIBRARY – Ms. Stephanie

Borud provided the CTE Curriculum Library program orientation. The library is located on the

Bismarck State College Campus and is used by educators, state agencies and any others who can benefit from the library, at no cost to the user.

Ms. Borud reported that the library information is continually being updated and is on the web as well as on the ODIN system. The library is well utilized and new items are always being added to the library.

Following discussion, the board thanked Ms. Borud for her presentation.

TRANSITION TO TEACHING UPDATE – Ms. Karen Botine distributed information and provided an update on the Transition to Teaching project, reporting that the program has been successful over the past five years and is meeting the need for new teachers. The directors of the program are Dr. Larry Grooters, Valley City State University, who is in charge of the secondary program and Mr. Bob Gette, who is in charge of the postsecondary program.

Following discussion, the board thanked Ms. Botine for her presentation.

MATH IN CTE PROJECT – Ms. Botine provided information on the Math in CTE project reporting that North Dakota is the first state to do this in a non-occupational program area in Family and Consumer Sciences. The purpose of the project is to improve the math skills of CTE students through more effective teaching of the math that already exists in CTE courses. National standardized tests are used to measure the success of the project.

The project has been successful and the participants are looking forward to training other instructors at the Professional Development Conference in August.

Following discussion, the board thanked Ms. Botine for her presentation.

PROGRAM ORIENTATION – FAMILY & CONSUMER SCIENCES AND

FCCLA – Ms. Karen Botine distributed information on the Family & Consumer Sciences program area at the secondary level, reporting that there were 18,642 students enrolled in FCS Education programs and 410 students enrolled in FACS Occupation programs during the 2006-07 school year. There are five programs not operating this school year because there weren't enough teachers to teach the programs and it is anticipated that there will be a shortage of more than five teachers for next year. Currently there are some instructors that teach at more than one school and over the ITV system.

Ms. Botine reported that at the postsecondary level a variety of activities are occurring including working with curriculum, standards and professional development.

Ms. Vicki Neuharth then presented information on the student organization FCCLA (Family, Career and Community Leaders of America) reporting that there were 1,970 members during the 2006-07 school year. The goal this year is to reach 2,000 members. FCCLA is open to all students as long as they were in an FCS class at one time.

Following discussion, the board thanked Ms. Botine and Ms. Neuharth for their presentations.

CAREER AND TECHNICAL STUDENT ORGANIZATION CONFERENCE – Board members were invited to attend the DECA Conference that will be held March 9-11 in Fargo.

FUTURE MEETINGS – The February board meeting is scheduled for Tuesday, February 19, 2008, at the State Capitol, Bismarck.

The March board meeting is scheduled for Monday, March 17, 2008, at the State Capitol, Bismarck.

The April board meeting is scheduled for Monday, April 21, 2008, at the State Capitol, Bismarck.

The meeting adjourned at 12:46 p.m.

Respectfully submitted,

Mr. Darrel Remington
Chairperson