

**SOUTHEAST REGION CAREER AND TECHNOLOGY CENTER  
BOARD MEETING  
7/28/2021  
7:36 p.m.**

The Southeast Region Career & Technology Center Board met July 28, 2021, with the meeting hosted at the Career/Tech Center in Wahpeton ND after a steak/walleye supper. Ginny Buck, Chair, called the meeting to order, welcomed everyone and thanked Jerry Prante & Dan Rood for their contributions.

Board Members Present

Mat Asp – Hankinson	Neil Planteen- Sargent Central
Kris Beck – N Sargent	Dave Puetz – Wyndmere
Ginny Buck – Wahpeton	Mark Qual – Lisbon
Tim Goettle – Campbell/Tintah	Scott Thiel – Wahpeton
Mike Grefsrud- Fairmount	Scott Wertz – Ellendale
Scott Hendrickson – Richland 44	Val Wagner - Ellendale
Kate Mund – Milnor	

Board Members Absent

Molly Leppert-Edgeley  
Sheila Nagel – Oakes  
Sadie Siemieniewski-Lidgerwood

Others Present

Dan Spellerberg, Director  
Randal Brockman, Asst. Director  
Janel Saylor, Business Manager

Motion by Neil, seconded by Scott T, to approve the agenda, noting the budget year change. Motion carried unanimously.

Motion by Mike, seconded by Scott W, to approve the minutes of the June 23, 2021, Career/Tech Center meeting. Motion carried unanimously.

Motion by Kate, seconded by Scott W, to approve the June Expenditure & Revenue Report. Revenue for 2020-21 totaled \$4,501,404 or 112.6% and expenses totaled \$4,359,180 or 109%. Motion carried unanimously.

Motion by Neal, seconded by Scott W, to approve the June Activity Account Report. Motion carried unanimously.

Motion by Scott T, seconded by Scott W, to approve the 2020-21 DPI financial report. Motion carried unanimously.

Motion by Mark, seconded by Dave, to approve the July General Fund bills as submitted in the amount of \$204,170. Motion carried unanimously.

Motion by Neal, seconded by Tim, to approve the Exclusive Right to Sell Listing Agreement at 3% for the 2021 house project with Century 21 through 9/30/21. The

agreement allows other realtors to sell the house and receive 2.5%. Bob Veland has had several conversations and showings. Specials will be \$19,000/year. The house is 95% done and Dan intends for it to be complete by August 15. Painting is being done, plumber is done, Schmitt's will be installing the air exchanger and hooking up the AC. Gutters will be installed tomorrow or Friday. Waiting on the microwave. Motion carried unanimously.

Dan reached out to Riverside Lumber for house materials. They told him to expect lumber prices to go down. There may be a 12-14 week wait for windows but there won't be a problem getting any other materials.

Dan has met a couple times with Edgeley School administrators concerning the Edgeley Satellite Career Academy,. It will be built on an empty lot East of the school. Their board is moving forward on this. They are currently in the process of working on the merits of this application and plan to submit by September 1. Besides classrooms/labs previously mentioned, they plan to add an ITV studio to potentially have Health Science classes. They are looking at possibly having students from other schools attend classes in the afternoon.

Motion by Kate, seconded by Dave, to approve SRCTC paying draft fees up to \$5,000 for Hankinson School's Ag Innovation Center. Dan and Hankinson Supt. Chad Benson met for the first time with architects concerning the building. The building will be comparable to the Wahpeton Ag addition except with more shop space and not as much flex space; possibly one classroom. Hankinson PS will apply for some funds as well. Their board is fully committed. Motion carried unanimously.

Motion by Mike, seconded by Mat, to approve the counselor schedule as presented last month. There were additional requests for counselor time but it was first come first serve. Vehicles will be reallocated to the counselors with the longest drives. Motion carried unanimously.

Motion by Tim, seconded by Mike, to approve SRCTC's 2021-22 budget in the amount of \$4,206,891, as compared to \$3,997,898 last year. We hope to benefit from the \$70 million CTE capital building & equipment budget. Member school assessments increased by 1.82%. Fairmount PS saw the biggest percentage increase due to an increase of 22 students from the previous year. Dan has reached out several times to Kulm PS concerning the Automotive agreement. They are committed this year because they didn't notify us by April. They are looking for additional services but we don't know if we have the personnel to do it. We use the Summer SAE that we get to invest back into the Ag programs, such as the flooring this year. We will be revising what we charge High Tech member schools to be more equitable and the equipment will be coming to member schools workable and ready. Extra revenue this past year included grants, Summer SAE and Covid money. Motion carried unanimously.

Board members Dave Puetz and Neil Planteen volunteered to be on the 2021-22 Program of Work Committee.

Motion by Scott T, seconded by Scott W, to approve US Bank as the Official Depository of SRCTC funds for the 2021-22 year, since we have ITV financing through them. Motion carried unanimously.

Motion by Mark, seconded by Kate, to authorize the signing of Activity Fund warrants by the Center Director or Assistant Director and the Business Manager or SRCTC-O Administrative Assistant. Motion carried unanimously.

Motion by Scott T, seconded by Scott W, to authorize the signing of General Fund warrants by the Business Manager, Board Chair & Vice Chair. Motion carried unanimously.

Motion by Tim, seconded by Mat, to approve paying for Student Workforce Safety Insurance for 2021-22 Auto, Construction Tech and Restaurant Management students. Last year's rate was \$6.86. Motion carried unanimously.

Motion by Mike, seconded by Tim, to approve the Board & Staff and Student Handbooks. Changes in the Board & Staff Handbook include: 1) #6 on page 9: Attendance at NTHS banquet will now be a professional obligation; 2) Professional leave on page 10 - If an employee desires to serve as an officer in a professional organization, a memo of understanding is needed from the Director; 3) Equipment & Supplies on page 15 - Requisitions for supplies and equipment over \$500 must be submitted to and approved by the Director prior to ordering; and 4) Vehicle Procedure on page 15 – Participating school districts need to furnish a qualified insurable driver if using Center vehicles. Employees need to sign off saying they have read the handbook each year. Motion carried unanimously.

The Board reviewed the Summer SAE Report. Eight hundred fifty-three students worked 187,867 hours in 2020 and earned \$1,878,575. Seven hundred twelve students are currently enrolled in Summer SAE.

### *Reorganization*

Motion by Scott T, seconded by Dave, to appoint the Director as the temporary Chair. Motion carried unanimously.

Motion by Mike, seconded by Mat, to re-elect Ginny Buck as Chair and Neil as Vice Chair for 2021-22, to cease nominations and cast a unanimous ballot for them. Motion carried unanimously.

A plaque was given to Scott Wertz for his years of service on the SRCTC board. Ginny thanked him for his input, expertise and professionalism and that we would miss him. Scott said he would miss us all as well.

### *Assistant Director's Report*

Randal announced that the new windows at the Oakes Center have all been installed as of last week, an air conditioner was installed in the Culinary Arts classroom, a demand water heater with a circulating pump has been installed and the parking lot is done and looks great.

Randal said DJ is figuring out the High Tech equipment and cleaning it. He will go out to PDC for one day to meet our salesman Jamie and get to know the equipment better. Randal feels DJ was a good hire and that he will have time to check out, repair and ready the equipment between rotations.

Drew Frolek, Lidgerwood, was congratulated for placing first in Clinical Specialty at the HOSA international competition held virtually June 23-26. She chose the occupation Physician Assistant and the skill she focused on was intravenous administration. Drew's advisor was EMT Instructor Cary Wertz. The SRCTC FFA chapters had great showings and success at the State FFA Convention in Fargo June 7-10. The Richland 44 Environmental/Natural Resources team took first and will compete for the opportunity to compete at the National FFA Convention. Tony Boehm is the Richland 44 FFA advisor.

### *Directors Report*

SRCTC will be attending the annual Professional Development Conference in Bismarck the week of August 9. The staff will be going early for required CRP training. It is second nature for our staff but the State is coming on board. Mr. Rood will be receiving the NDACTE lifetime achievement award. Our Health Sciences Programs will also be recognized for earning the Directors Award of Excellence. Cary Wertz and Lisa Keaveny are the instructors.

The SRCTC staff will be participating in the annual regional back-to-school in-service in Wahpeton August 17. A PD day will be held for SRCTC staff August 18.

One of the first things Dan did on the job was to take care of the noxious weeds on our six lots. We received a letter from the City of Wahpeton on July 6 saying we had to take care of the issue by the 7<sup>th</sup>. Dan's dad was excited to use his new tractor so he helped.

The ACTE Vision Conference will be held December 1-5 in New Orleans LA. It is Wahpeton and Ellendale's turn to go. SRCTC covers the expenses to attend for board members and superintendents along with the board chair. Spouses may go as well, at their own expense. Dan intends to go too.

Motion by Scott T, seconded by Mark, to approve paying half of the cost of installing a sidewalk around the N. Sargent greenhouse. Krump Construction will do the work at a cost of \$2,200. Motion carried unanimously.

Dan told the board it's been a whirlwind. He is taking a graduate class to be fully certified as the SRCTC Director. He is overseeing some much needed updating in the Wahpeton Ag shop restrooms. Wahpeton School will be billed as they have ESSR funds to cover the expenses. He is also working to get the CT house ready to sell. He thanked the board for believing in him to drive the ship and keep it growing. He mentioned that he doesn't know what all needs to be approved by the board so please reach out to him.

The next regularly scheduled meeting will be held Wednesday, August 25, 2021, at the Career/Tech Centers and any other requested sites.

Motion by Tim, seconded by Mike, to adjourn the meeting. The meeting was adjourned at 9:17 p.m.

A handwritten signature in blue ink, appearing to read "Janel Saylor".

Janel Saylor  
Business Manager