

**SOUTHEAST REGION CAREER AND TECHNOLOGY CENTER
BOARD MEETING
7/26/2023 - 7:45 p.m.**

The Southeast Region Career & Technology Center Board met July 26, 2023, with the meeting hosted at the Career/Tech Center in Wahpeton after a meal provided by the Center and cooked by Administrators Dan and Randal. Dan Spellerberg, Director, called the meeting to order. He asked everyone to introduce themselves.

Board Members Present

Mat Asp–Hankinson
Kris Beck–N Sargent
Lisa Graves – Wahpeton
Amanda Huber-Edgeley
Ben Loll-Campbell-Tintah
Michelle Nelson-Wahpeton
Neil Planteen- Sargent Central
Dave Puetz–Wyndmere
Sadie Siemieniewski-Lidgerwood

Board Members Absent

Derek Beito-Richland 44
Markus Geffre-Fairmount
Sheila Nagel – Oakes
Mark Qual–Lisbon
Val Wagner – Ellendale

Others Present

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

Pledge of Allegiance

Motion by Neil, seconded by Amanda, to approve the agenda. Motion carried unanimously.

Reorganization

Kris nominated Neil Planteen for Board Chair for 2023-24. Motion by Sadie, seconded by Mat, to cease nominations and cast a unanimous ballot for Neil Planteen. Motion carried unanimously.

Mr. Spellerberg appointed the newly elected chair to chair the remainder of the meeting.

Motion by Dave, seconded by Amanda, to nominate Kris as Vice Chair for 2023-24. Motion by Mat, seconded by Sadie, to cease nominations and cast a unanimous ballot for Kris. Motions carried unanimously.

Motion by Amanda, seconded by Mat, to approve the minutes of the June 28, 2023, Career/Tech Center meeting. Motion carried unanimously.

Motion by Kris, seconded by Dave, to approve the June Expenditure & Revenue Report. Fiscal Year Revenue ends at \$6,266,488 or 140.1% and fiscal year expenses end at \$6,063,731 or 135.1%. The budget isn't close to actuals due to federal grants that weren't budgeted due to not knowing when they would be received. Motion carried unanimously.

Motion by Amanda, seconded by Kris, to approve the June Activity Account Report. Ms. Langenwalter took 4 students to the DECA ICDC. The remodeled DECA store will generate more income. Ms. Wertz took 8 students to the HOSA ILC. She will build her account back up during the school year. Motion carried unanimously.

Motion by Ben, seconded by Dave, to approve the July General Fund bills as submitted in the amount of \$352,531. Some purchases included: 5 virtual headsets from Bytespeed \$7,467 (Choice Ready Grant for career exploration); Comstock \$7,000 excavation for the 2023 CT House; enclosed trailer for Ag Processing from Lakes Area Trailers \$7,599 (CHS Grant, thanks to Desi Severance); Manning Mechanical \$134,793, Meridian Construction \$106,197 and Scott's Electric \$44,841 for the Hankinson Ag bldg; staff's \$75 registration fees for PDC, Summit Fire Protection \$2,306 fire extinguisher maintenance for the Oakes Center; and tuition for Ms. Weber, Milnor Counselor, to get her counseling credentials. Ms. Weigelt received a scholarship grant from the U of Mary. Ed Wentworth, Oakes Counselor, and Aaron Stone, Construction Instructor, are also furthering their education. Motion carried unanimously.

Dan presented an overview of the Center's CTE Capital Projects Grant for the Hankinson Ag building, Lisbon Ag Expansion, Edgeley Career Academy and mobile trainers. The most recent bids for a precast concrete building for the Edgeley building from YHR was substantially higher so rebidding for a steel structure is being done to bring down the cost. The building is also redesigned with the metals lab on the very end along with a two-car auto shop. The Hankinson Ag building will be ready for the start of school. Wayde Sick, State CTE Director, will be here tomorrow to tour all our projects. Dan will show him the rotational units and the Hankinson Ag building along with the Edgeley Career Academy plans.

Dan continues to work on selling the 2022 house. Dan hired Mr. Stone to finish a few more items. A couple people were interested but the current interest rate was too much for them.

Schmits will move the 2023 house in the next week or two. There weren't enough students interested in summer school to finish it. Students will build the 2024 house on site and finish up several items in the basement of the 2023 house. Once costs are finalized on the 2023 house, Dan will have the board set the selling price.

Motion by Ben, seconded by Mat, to approve the foundation bid from Krump Construction in the amount of \$75,200. A bid was also received from Camrud Foss in the amount of \$65,000 but the bid was missing a patio, steps and it included only 80 yards of gravel. The Krump bid included 200 yards of gravel and was the most complete bid. Motion carried unanimously.

Motion by Ben, seconded by Kris, to approve the lumber bid from Riverside Building Center in the amount of \$93,479.89. Their bid last year was \$92,000. RBC delivers the materials. A bid was also received from Builders First Source in the amount of

\$51,566. BFS' bid didn't include roof/floor trusses, windows and insulation as well as a number of lumber items. Riverside can obtain windows through our partnership with Marvin Windows. Trusses are 8-10 weeks out. Motion carried unanimously.

Motion by Dave, seconded by Michelle, to approve the hiring of a Work Based Learning Coordinator(s), either two .5 FTE or 1 FTE. The coordinator(s) will work with the counselors, instructors and principals to line up job sites for students. SRCTC was awarded the \$50,000 grant for the salary and SRCTC will pay the coordinator(s)' benefit expenses. The coordinator doesn't have to be an instructor but will have to go through a certification process. The coordinator(s) will have use of a school vehicle. Motion carried unanimously.

Motion by Kris, seconded by Amanda, to approve the bid from Ottertail Minn-Dakota Coaches in the amount of \$11,628.40 to shuttle 56 of the Center's FFA members and advisors to and from the National FFA convention in Indianapolis IN November 1-4. National youth travel is partially funded by the Youth Travel Activities Account, which is funded by the Center's electronic sign panel rentals. Motion carried unanimously.

Motion by Kris, seconded by Amanda, to approve the 2023-24 SRCTC budget in the amount of \$7,587,846, compared to \$4,206,891 last year. This is due to Federal grant funds which SRCTC have been awarded. Positions recently filled include: Wahpeton and Hankinson Ag instructors and three counselors. Interviews for the Oakes Auto Instructor position are set for Monday. The Center's goal is to keep assessments at a 2% increase. A list of \$174,865 in grants acquired by SRCTC's staff during the 2022-23 year was reviewed. Hankinson School's assessments increased due to the new Ag instructor and North Sargent's increased due to the new counselor. Assessments are based on member schools' 9-12 enrollment from the previous year plus additional services. Last year's Carl Perkins Federal allocations were \$52,781 for Richland Co/Wahpeton and \$76,355 for Southeast/Oakes, which is 100% reimbursed. The allocations for the new year will be higher. The biggest change was the addition of grant monies. Motion carried unanimously.

Dan asked for two board members to volunteer for the Annual Program of Work Committee. Last year Sadie Siemienieski and Art Nelson were on the committee. This committee meets once to set SRCTC's goals for the year and provide input.

Motion by Sadie, seconded by Kris, to name U.S. Bank as SRCTC's Official Depository of Center Funds. Motion carried unanimously.

Motion by Dave, seconded by Amanda, to authorize the signing of Activity Fund warrants by the Business Manager and Center Director and/or the Assistant Director and Oakes Center Office Assistant. Motion carried unanimously.

Motion by Ben, seconded by Michelle, to authorize the signing of the General Fund warrants by the Business Manager, Chair and Vice Chair. Motion carried unanimously.

Motion by Kris, seconded by Mat, to approve the recommended 2023-24 Workforce Safety Insurance coverage for the high-risk programs including Chef Training, Auto, Diesel, Welding & Construction students. Cost per student last year was \$6.95. Covering the cost of adding Ag students was researched last year but considered too expensive to cover all of them. Motion carried unanimously.

Motion by Ben, seconded by Dave, to approve the 2023-24 Board & Staff and Student Handbooks. Changes highlighted in yellow include: 1) minor language changes, 2) the addition of a generic virtual learning/e-learning policy, indicating SRCTC will follow the home schools' plans for virtual learning days, 3) following FERPA Laws when posting on social media and websites or in the local newspapers, 4) grade scale differences in our schools, 5) updated the Civil Rights address and 6) changes on mobile device use. Motion carried unanimously.

Assistant Director's Report

Randal nominated Joe Weigel, Edgeley Auto Instructor, for the Young Educator of the Year in Trades award and he will be presented that award at PDC on Tuesday.

Randal plans to purchase a newer version of the Anatomage table which is easier to rotate and is smaller but still has all the bells and whistles. The cost is \$60,000 versus \$80,000. Randal requested that the additional \$200,000 granted by the legislators for Emerging Tech consortiums across the state to be used not only for the purchase of new equipment but also for repairs. Repairs should be between \$5,000-\$10,000 for our consortium.

Summer CTSO successes include: Megan Miller took second place in Hospitality and Tourism at National FCCLA July 2-6 in Denver while Paige Henningson placed first place in Website Design.

Director's Report

SRCTC staff will be attending the annual Professional Development Conference in Bismarck August 7-9. Daisy Canfield, our Wahpeton HS counselor, will stay back to help the other counselor transition the interim HS Principal. SRCTC will also hold a staff in-service August 16. The regional in-service ordinarily held in August will be held January 15.

Our Ag instructors had a total of 522 students in Summer SAE. This is down about 90 students since we had one instructor versus two at Wahpeton.

The ACTE Career/Tech VISION Conference is in Phoenix November 28-December 2. It is Sargent Central, Lisbon and Milnor's turn to attend. It will be Wahpeton, Fairmount and Richland's turn to attend the 2024 conference in San Antonio.

Dan announced Daniel Julson plans to have SRCTC's 2019-2021 audit done by the August board meeting.

Neil asked the board members to contact Dan or Randal if anything concerning SRCTC comes up at their home school board meetings.

The next regularly scheduled meeting will be held at 8:00 p.m. Wednesday, August 23, 2023, at the Career/Tech Centers and any other designated sites.

Motion by Amanda, seconded by Dave, to adjourn the meeting. The meeting was adjourned at 9:40 p.m.

A handwritten signature in blue ink, appearing to read "Janel Sayler", is written over a light blue rectangular background.

Janel Sayler
Business Manager