

**SOUTHEAST REGION CAREER AND TECHNOLOGY CENTER  
BOARD MEETING  
6/26/2024 – 8:00 p.m.**

The Southeast Region Career & Technology Center Board met June 26, 2024, with the meeting being hosted at the Career/Tech Centers in Wahpeton and Oakes, along with a remote connection. Neil Planteen, Chair, called the meeting to order.

Board Members Present

Kris Beck–N Sargent-O-R  
Markus Geffre-Fairmount-W  
Lisa Graves – Wahpeton-W  
Ben Loll-Campbell-Tintah-W  
Sheila Nagel – Oakes-O  
Michelle Nelson-Wahpeton-W  
Neil Planteen- Sargent Central-O  
Mark Qual-Lisbon-O  
Val Wagner – Ellendale-O

Board Members Absent

Mat Asp–Hankinson  
Derek Beito-Richland 44  
Chad Fyre-Milnor  
Amanda Huber-Edgeley  
Dave Puetz–Wyndmere  
Sadie Siemieniewski-Lidgerwood

Others Present

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

Pledge of Allegiance

Motion by Mark, seconded by Ben, to approve the agenda. Motion carried unanimously.

Motion by Michelle, seconded by Val, to approve the minutes of the May 22, 2024, Career/Tech Center meeting. Motion carried unanimously.

Motion by Sheila, seconded by Val, to approve the May Expenditure & Revenue Report. Revenue is at \$7,312,422 or 96.4% while expenses are at \$7,106,617 or 93.7%. Motion carried unanimously.

Motion by Mark, seconded by Lisa, to approve the May Activity Account Report. There are expenses for state and national conventions. Several Auto SkillsUSA donations were received, many of them from the Lidgerwood area. Dan purchased Visa gift cards for the Auto SkillsUSA advisor's and students' meals. The balance of the Activities Accounts is \$183,700. Motion carried unanimously.

Motion by Ben, seconded Sheila, to approve the June General Fund bills as submitted in the amount of \$539,022. Some purchases/payments included: DRN 3-yr Meraki license for remote access (most schools are going away from Guardian and are utilizing Ignite); Familia Drywall for taping/mudding and painting the CT houses; Gast Construction for the Edgeley CAC; Hills Cabinetry for the 22 and 24 houses; IFS Maintenance (Christopher Pare)-kitchen hood cleaning for Oakes and Wahpeton (started shopping around for less expensive options); Riverside for mill work for the 2024 house; carpeting for the 22 and

24 houses from Three Rivers Decorating and YHR Partners for architecture fees. Motion carried unanimously.

Motion by Sheila, seconded by Val, to approve Shayle Zimbleman as the recipient of the June Student Award of Excellence. She is a home-schooled student enrolled in Oakes Ag through OPS. She competed in several contests at State FFA and was high individual. Motion carried unanimously.

Dan has finalized kitchen equipment purchases for the Edgeley Career Academy Center. He will go to Edgeley Monday to answer questions about the kitchen. HVAC, exterior wiring and plumbing work is currently being done. Randal shared they found an alternative sewer route for a neighbor's sake. There will be a mezzanine on the second floor for mechanical and storage.

The sale of the 2022 CT House closed on June 18. Dan has shown the 2023 House two times. The electrician is wrapping up his work. Our student helped paint. Most of the punch list on the 2024 House will be wrapped up next week. We have an interested party in the 2025 House. The 2023 House is too big for them. He told them we aren't in the business of custom homes however they would have flooring and color options. Conditions would be set in the sales agreement. Dan asked the board's opinion for an appropriate down payment amount. Discussion was held. It was the consensus of the board to wait until more bids are definite to set the house price.

Lisa Keaveny rescinded her Health Careers resignation. Although she really wanted the half-time Work Based Learning Coordinator position, she wasn't willing to give up the benefit of the Center paying for her Masters.

Motion by Val, seconded by Ben, to approve the Adult Ed Employment Agreements with Sergey and Irina Karamanov. State monies for the program run through Fargo Schools. SRCTC receives a 5% fee for being the fiscal agent. Motion carried unanimously.

Current open positions include Marketing Instructor-SRCTC Oakes, Ag Instructor-Lisbon School and ½ time Work Based Learning Coordinator-SRCTC Wahpeton. A couple have inquired about the Oakes Marketing position. The State is working with us to see if they are the right fit for us. Dan worked hard to attempt to find candidates for the Lisbon Ag position the last couple weeks.

The board reviewed the CTSO Youth Group Merit Pay Summary. The employment agreements use a rubric partially based on the number of students the advisor has.

It was the general consensus of the board to keep board compensation at \$75/meeting for the 2024-25 fiscal year. Neil suggested this be done in July but Dan prefers it being done in June for budget purposes.

The board reviewed the Vehicle Report. The intention is to keep the 2015 Suburban one more year. One of the 2018 Focuses may need a new set of tires.

Motion by Markus, seconded by Ben, to authorize Dan to submit a bid for a reasonable amount for one of the two mini buses Edmore School is selling. The purpose is to cut down on bus rental expenses and member schools would possibly use it as well. Dan feels we could recoup the cost. He has reached out to Gabe Hermes, WPS Transportation Director, for a recommendation. Neil feels the 2019 would be the more desirable one. Bids are due mid-July. Motion carried unanimously.

The 2024-25 Budget will be sent out to the board in early July. ND CTE is trying to make the budgeting/reimbursement process simpler.

Dan and Randal agree that the Oakes student bathrooms need to be updated next summer as they are original to the building. They will need to come into compliance when updated.

The greenhouse for Hankinson should be showing up soon. A greenhouse for Edgeley was pulled off the plans due to the increase in cost.

#### *Assistant Director's Report*

Randal held an exit evaluation with Amber and he and Dan met with Brooke and Audra. They received ideas from Audra. The meetings were positive.

Two Wahpeton Auto students are in Atlanta this week for the SkillsUSA NLSC, two HOSA students are in Houston for the HOSA ILC and five students are leaving this weekend for the FCCLA NLC in Seattle and seven Wahpeton FFA students are in DC for the WLC. At the ND FFA Convention, the Oakes/Sargent Central Ellendale Small Animal Care Team placed 1<sup>st</sup> with Shayle Zimbelman taking High Individual and Evan Olson, O/SC/E, took 1<sup>st</sup> in Farm business Management. Edgeley/Kulm earned Superior Chapter and Richland 44 took 1st in Food Science and Wade Gorder was High Individual in Advanced Ag Mech. In the Ag Science Fair, two from Richland 44 and one from Wahpeton qualified for nationals. The National FFA Convention will be held October 23-26 in Indianapolis IN.

Randal was notified of NDACTE Awards SRCTC instructors will receive: Cassidy Bishop for Ag and Aaron Stone for Trade/Industry for Young Educator of the Year. He nominated Cameron Young for overall Educator of the Year but the competition evidently was fierce.

Emerging Tech training will be held later July or early August on the Fanuc Robot.

#### *Director's Report*

Dan included an article about Oakes/Sargent Central/Ellendale FFA's State FFA Convention results.

The 2024 ACTE CareerTech VISION Conference is being held in San Antonio December 4-7. It is Fairmount, Richland 44 and Wahpeton's turn to attend and is open to the board member and superintendent.

The National Advanced CTE Report is going to affect a few programs. It is currently in the feedback phase. It is a lengthy report but Dan will try to give the board an update.

Dan finalized 2024-25 Carl Perkin budget requests today and will wrap up 2023-24 up in the next day or two along with the Hankinson Ag state reimbursement claim. A one-line item per program report for the remainder of the programs is due July 15.

We recently received a reach out from our auditor. Our initial audit was rejected by the State Auditor's Office but schools with the same issues have been approved. Daniel Julson is going to contact the State Auditor's office about this.

Facilities will be maintained and updated as needed over the summer.

The next regularly scheduled meeting will be held at 8:00 p.m. Wednesday, July 24, 2024, at the Career/Tech Centers and any other designated sites. A supper will be held at 6:30 p.m. Board members may tour the 2023 house as well.

Motion by Ben, seconded by Michelle, to adjourn the meeting. The meeting was adjourned at 9:15 p.m.

A handwritten signature in blue ink, appearing to read "Janel Sayler", is positioned above the printed name and title.

Janel Sayler  
Business Manager