

**SOUTHEAST REGION CAREER AND TECHNOLOGY CENTER
BOARD MEETING
7/24/2024 – 7:40 p.m.**

The Southeast Region Career & Technology Center Board met July 24, 2024, with the meeting being hosted at the Career/Tech Center in Wahpeton. Dan Spellerberg, Director, called the meeting to order and welcomed everyone. He had everyone introduce themselves.

Board Members Present

Kris Beck–N Sargent
Nathan Berseth-Richland 44
Markus Geffre-Fairmount
Lisa Graves – Wahpeton
Amanda Huber-Edgeley
John Manstrom-Wyndmere
Michelle Nelson-Wahpeton
Tom Nitschke-Kulm
Neil Planteen- Sargent Central
Mark Qual-Lisbon
Jason Semerad-Hankinson
Val Wagner – Ellendale

Board Members Absent

Chad Fyre-Milnor
Ben Loll-Campbell-Tintah
Sheila Nagel – Oakes
Sadie Siemieniewski-Lidgerwood

Others Present

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

Pledge of Allegiance

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

Reorganization

Motion by Mark, seconded by Val, to nominate Neil as Board Chair for 2024-25. Motion by Nathan, seconded by John, to cease nominations and cast a unanimous ballot for Neil. Motions carried unanimously.

Mr. Spellerberg turned the meeting over to Neil to chair the remainder of the meeting.

Motion by Markus, seconded by Lisa, to nominate Nathan as Vice Chair for 2024-25. Motion by Lisa, seconded by Michelle, to cease nominations and cast a unanimous ballot for Nathan. Motions carried unanimously.

Motion by Michelle, seconded by Marcus, to approve the minutes of the June 26, 2024, Career/Tech Center meeting. One correction noted is there should be a coma instead of a period on the General Fund bills total of \$539,022. Motion carried unanimously.

Motion by Mark, seconded by Kris, to approve the June Expenditure & Revenue Report. Revenue is at \$9,123,952.51 or 120.24% while expenses are at \$8,895,543.10 or 117.23%. Motion carried unanimously.

Motion by Val, seconded by Amanda, to approve the June Activity Account Report. Dan discussed keeping a budget with a few of the newer teachers. The Alumni has since reimbursed Wahpeton FFA for WLC. Most of the FFAs just took projects to the State Fair so they will be receiving premiums. NDSCS instructors aren't required to fundraise so their SkillsUSA accounts are zeroed out at the beginning of each year. This includes Diesel and Welding Skills this year. Oakes DECA is in the negative after the national convention. The balance of the Activities Accounts is \$188,225. Motion carried unanimously.

Motion by Kris, seconded by Michelle, to approve the July General Fund bills as submitted in the amount of \$823,395. Some purchases/payments included: Dakota Designs graded, seeded and fertilized the house lawns; two payments of eight to Gast Construction for the Edgeley CAC (all grant funds available have been used. A meeting with Mr. Hanson will be scheduled to discuss finances for remaining costs; property insurance with Heritage Ins (was told increases would be over 25%); a 4x8 Torchmate table was purchased from Aberdeen School through S&S Auction for the Edgeley CAC; annual cost of SU; a remanufactured GM transmission for the cargo van at cost from Southside Automotive (100,000 miles guaranteed; van is a DRN donation); 40% downpayment of kitchen equipment from Tri-Mark for the Edgeley CAC (part of grant). Motion carried unanimously.

All CTE Capital Project grants in the amount of \$5.9 million awarded in 2022 will be wrapped up by September. The sheetrocking is done on the Edgeley CAC and the epoxy flooring was started today however work by Scott's Electric is held up. The contractors say they are on track to be done by September 1. Dan has just submitted a five-page annual report.

The 2022 and 2024 houses have been sold but the 2023 house has yet to sell. It is 90% complete. It is 1,500 square feet; there are two bedrooms upstairs and there can possibly be two in the basement.

Of the six lots SRCTC purchased on 18th Avenue North in Wahpeton, three are left. The footings of the 2025 house are going to be poured tomorrow. It will be a slab on grade three-bedroom house. There is an interested party. The students will do a little concrete work on the driveway this fall.

Motion by Nathan, seconded by Tom, to approve the bid from Nadine Julson LLC to conduct the 2023-24 Audit. The cost will be approximately \$7,000. Daniel Julson is in contact with the State Auditors' Office about the audit for fiscal years ending 2022 and 23 as they haven't yet been approved. Motion carried unanimously.

Motion by Mark, seconded by Val, to approve lane changes for Aaron Stone and Calista Heley and an overload contract with Cassidy Bishop. Mr. Stone is close to getting a Bachelors degree and Ms. Heley is moving a lane. Lisbon School has created a schedule without a second Ag instructor. Motion carried unanimously.

Motion by Marcus, seconded by Jason, to approve the 2024-25 SRCTC budget in the amount of \$5,363,267. This compares to last year's budget of \$7,587,846. We have three open positions – Lisbon Ag and Oakes Marketing along with a half-time Workbased Learning Coordinator for the East side. There is a candidate for the Marketing position. When approved by ND CTE, one of Lisbon School's counselor positions will be run through

SRCTC. A few of the member schools' assessments went down due to the decrease in their 9-12 school enrollment. Assessments are based on that along with other onsite programs such as Ag and Counseling. Major Expenses will include: Emerging Tech (High Tech) equipment purchases of \$182,621; capital equipment purchases of \$190,000; Hankinson Ag greenhouse, Edgeley Capital Improvement projects; and 2025-26 Oakes Center restroom refresh. Repairs to be made include the electronic marquee, the front door of the Wahpeton Chef Training building and the Richand 44 greenhouse will be reglazed. SRCTC netted \$228,409 and cash reserves equal 4.15% of the 2024-25 budget. In the past, ND CTE made quarterly payments but they paid it all but new programs upfront this year. Investments in CDs were tiered according to the quarterly payments SRCTC would have received and an ICS Intrafi Savings account was opened. Approximately \$50,000 in interest was earned. Projected Federal Carl Perkins costs are as follows: Wahpeton \$46,925 and Oakes 84,847. SRCTC receives 100% reimbursement on these purchases. Oakes side includes \$10,000 of Ellendale School's requests. This \$10,000 is alternated with four other schools. Motion carried unanimously.

Neil and Val volunteered to be on the Annual Program of Work Committee. This includes SRCTC's long and short-term goals.

Motion by Mark, seconded by Lisa, to name US Bank as SRCTC's Official Depository of Center Funds. Motion carried unanimously.

Motion by Michelle, seconded by Kris, 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 Nathan, 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 Nathan, seconded by Tom, to approve the recommended 2024-25 Workforce Safety Insurance coverage for the higher-risk programs including Chef Training, Automotive, Diesel, Welding and Construction students. Cost per student last year was \$6.36/student. Discussion was held on coverage for Ag students. Motion carried unanimously.

Motion by Marcus, seconded by Amanda, to approve the 2024-25 Board & Staff and Student Handbooks. There were only grammatical and date changes. AI will be addressed in the future. Motion carried unanimously.

Mr. Marquette is the Workbased Learning Coordinator for the West side. Still looking for the East side. A Bachelors degree is preferred but an Associates would be acceptable. The job is to connect with principals, counselors and businesses, etc. to line up jobs for students. State funds were allocated.

Assistant Director's Report

All certified staff are required to attend PDC in Bismarck August 5-8. Randal was Vice President of ND ACTE this past year and will be moving to President Elect this year.

The hope is to find Emerging (High) Tech equipment that won't require so much training for staff members to use. Randal asked board members to let him know if they have any suggestions for equipment purchases. The amount allocated for this year is \$182,621.

Michael Bitz and Auto SkillsUSA members attended the national conference in Atlanta June 24-28. Cary Wertz and HOSA members attended the national conference in Houston June 26-29. Anna Kemmer and FCCLA members attended the national conference in Seattle June 29-July 3. All FCCLA members finished in the top 15 of 50 states. Shayle Zimbelman took second overall in Job Interview. Ag instructors and students are working at the ND State Fair. The results aren't in yet.

Director's Report

The majority of the staff will attend PDC August 5-7; a few of the SRCTC staff will leave August 4 and some will stay until August 8.

The SRCTC Fall In-service will be held August 14 in Wyndmere. William Grube will train our staff along with Wyndmere and Lidgerwood's staff on AI. SRCTC is tag teaming with the two schools for a cost savings. SRCTC staff will meet after the AI training.

There are 746 students enrolled in Summer SAE. Tanner Zetocha has posted pictures. A recap will be given after the end of July. Students earn ½ credit for 150 hours worked over the summer.

The ACTE CareerTech VISION Conference will be held December 3-7 in San Antonio. This year's turn goes to board members and superintendents from Wahpeton, Richland 44 and Fairmount along with the board chair. SRCTC pays for travel costs; spouses are welcome to go but would be responsible for their expenses.

Dan said things are going well but it would be great if we could fill the vacant positions. He told the new board members if they are interested in a tour of the programs, to let him or Randal know. This is Dan's third year as Director and he has enjoyed it. He also let the board know that his door is always open and his phone always on.

Both Edmore buses that Dan was going to bid on went to Cavalier. The 2019 bus went for \$47,000 and the 2016 bus \$42,000. Dan was looking to bid \$20,000 to \$30,000.

The next regularly scheduled meeting will be held at 8:00 p.m. Wednesday, August 28, 2024, at the Career/Tech Centers and any other requested sites.

Motion by Michelle, seconded by Lisa, to adjourn the meeting. The meeting was adjourned at 9:20 p.m.



Janel Saylor, Business Manager