

**SOUTHEAST REGION CAREER AND TECHNOLOGY CENTER  
BOARD MEETING  
9/25/2024 – 8:00 p.m.**

The Southeast Region Career & Technology Center Board met September 25, 2024, with the meeting being hosted at the Career/Tech Centers in Wahpeton and Oakes along with video connections. Neil Planteen called the meeting to order and welcomed everyone.

Board Members Present

Kris Beck–N Sargent-O  
Chad Fyre-Milnor-V  
Markus Geffre-Fairmount-W  
Lisa Graves – Wahpeton-W  
Ben Loll-Campbell-Tintah-W  
Sheila Nagel – Oakes-O  
Tom Nitschke-Kulm-O  
Michelle Nelson-Wahpeton-W  
Neil Planteen- Sargent Central-O  
Mark Qual-Lisbon-V

Board Members Absent

Nathan Berseth-Richland 44  
Amanda Huber-Edgeley  
John Manstrom-Wyndmere  
Jason Semerad-Hankinson  
Sadie Siemieniewski-Lidgerwood  
Val Wagner – Ellendale

Others Present

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

Pledge of Allegiance

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

Motion by Chad, seconded by Sheila, to approve the minutes of the August 28, 2024, Career/Tech Center meeting. Motion carried unanimously.

Motion by Sheila, seconded by Ben, to approve the August Expenditure & Revenue Report. Revenue is at \$509,208 or 9.5% while expenses are at \$859,859 or 16%. We should be receiving the ND CTE revenue for the year in the next day or two. Motion carried unanimously.

Motion by Sheila, seconded by Michelle, to approve the August Activity Account Report. Dan has communicated with the advisors whose accounts aren't sitting in the positive. ND State Fair and National FCCLA expenses have been paid. The Lisbon FFA once again put on a golf tourney. The balance of the Activities Account is \$181,702. Motion carried unanimously.

Motion by Lisa, seconded by Tom, to approve the September General Fund bills as submitted in the amount of \$730,855. Some purchases/payments included: PDC hotel rooms, seven sewing machines from Blow's Sew N Vac for Ellendale School, staff laptops from Computer Express, Ehlert Excavating for this year's house, \$616,400 to Gast Construction for the Edgeley CAC, Riverside Lumber for house expenses, and TriMark for the balance of the kitchen equipment for the Edgeley CAC. Motion carried unanimously.

Motion by Ben, seconded by Sheila, to approve Mason Seelye and Jacob Lyons as the recipients of the September Student Awards of Excellence. Mason is a Wyndmere Junior enrolled in Agriculture and Construction Tech and was nominated by Desi Severance. Jacob is a Lisbon Senior enrolled in Agriculture and was nominated by Cassidy Bishop. Motion carried unanimously.

The Construction Tech students are shingling the east side of the house and Aaron is hoping they are done shingling by the end of the week. Windows will arrive tomorrow and will be put in next week. Fill was purchased for the other two lots as they are the lowest in that block.

The State Auditor's office has approved our audit for FYE 2022 and 2023 and so SRCTC is caught up. The only thing Janel has yet to get to the auditor for the audit of last year's financial records is inventory.

SRCTC's fall enrollment is at 1,606 compared to 1,869 last year. This is largely due to not having a second Lisbon Ag instructor along with a full-time Oakes Marketing Instructor.

Motion by Marcus, seconded by Ben, to approve the contract modification for Cheyenne Ketterling. She had turned in her credits in time but we forgot to include it with the others last month. Motion carried unanimously.

Val, Neil, Dan, Randal and one staff member will meet to discuss the 2024-25 Program of Work. It will be brought before the board next month. It will align with the State's guidelines and goals. Dan asked the board to let either he or Randal know if they would like to add anything.

There were leftover ND Choice Ready Grant funds and they had to be applied for by the first of the month. He applied and encouraged the local schools to apply as well. It covers students' dual credit or online classes taken during the Spring and Summer of 2025. The funds will go directly to the schools.

SRCTC's FFA Chapters earned 235,250 points which amounts to \$40,000 in ND State Fair premiums. This is almost 44% of the State's total premiums.

The board viewed the updated Federal Carl Perkins requests: Oakes \$73,123 and Wahpeton \$46,925. The majority is received or ordered.

Dan took Hayley Bouressa, our Work Based Learning Coordinator on the East side, around to all the schools. She met the principals, superintendents and counselors at each of the sites. She is working with Dawn at the state to get her credentials. Hayley will be able to start placing students shortly. Michael Marquette, our West side WBLC, has been meeting with personnel and students at the different schools and has 19 students enrolled.

Motion by Michelle, seconded by Kris, to approve Calista Heley's Professional Development Program with the University of TX Arlington starting the Spring 2025 Semester. The cost is comparable to local programs. A promissory note will be created and signed. Twenty percent of the promissory notes are forgiven each year for five years. Desi Severance's promissory notes was forgiven as of 1/1/2023, Dan's will be forgiven at the end of this fiscal year. Ed Wentworth and Darci Weber's loans will be forgiven Spring of 2029. Aaron Stone and Lisa Keaveny are currently in the program. Motion carried unanimously.

Instructors are to get their students' Career Ready Practices (CRPs) completed by October 10 in order to share with parents at Fall P/T Conferences.

#### *Assistant Director's Report*

The new High Tech vinyl cutter printer has been delivered and it is set up and ready to go. This will replace one that needs major repairs and is not worth fixing. We are waiting on quotes from a couple different businesses for automation trainers. They are both having troubles finding the components due to backlogs.

Teacher Evaluations will be started in October for certified staff that have been teaching three years or less. They need to be completed by December 15<sup>th</sup>.

#### *Director's Report*

The ribbon cutting ceremony for the Edgeley Career Academy Center was held last Friday at 4 p.m. Board members present included Tom Nitschke, Val Wagner and Amanda Huber. Dan thanked everyone who made this project happen. The Jamestown Sun was going to be there tomorrow. Equipment set up will be finished by next week. This is a great facility and will be a great opportunity for students.

Revised State CTE budgets were to be in by September 30<sup>th</sup> but the State doesn't have Webgrants totally up and running yet. Other than how we are delivering Oakes Marketing and being short a Lisbon Ag Instructor, there aren't many revisions.

Dan is waiting to hear from a couple people if they are interested in attending the ACTE VISION Conference in San Antonio December 4-7.

Motion by Ben, seconded by Lisa, to approve the sale of the hoist at the Oakes Center for parts for \$500 (as per Neil's advisement). The Edgeley Auto hoist will be moved to the Oakes Center and a new one will be purchased for Edgeley Auto. The Edgeley Auto hoist doesn't fit at the new site. Motion carried unanimously.

Dan mentioned to the board that they can see a virtual tour of the new Edgeley CAC on the Edgeley School website.

Dan attended a Tristate Safety Conference in Wahpeton today. Topics included what to look for with new drugs, planning for active shooters and site security.

The next regularly scheduled meeting will be held at 8:00 p.m. Tuesday, October 22, 2024, at the Career/Tech Centers and any other requested sites. This is one day earlier to accommodate those that are going to the School Boards Convention in Bismarck which starts Thursday.

Motion by Kris, seconded by Ben, to adjourn the meeting. The meeting was adjourned at 8:50 p.m.

A handwritten signature in cursive script, appearing to read "Janel Sayler", is enclosed in a light gray rectangular box.

Janel Sayler, Business Manager