



Central Cass Public Schools | Fargo Public Schools | Northern Cass School District | West Fargo Public Schools

Governing Board Annual Meeting
Wednesday, November 13, 2024 - 5:30 – 7:00 pm
Location- Teams: [Join the meeting now](#)
Meeting Materials ([click for materials](#))

5:30 pm - Call to order – Patti Stedman

Introductions

- Welcome Jana Oistad, C3TEC Principal designee, replacing West Fargo designee, Jean Luke Arel.
- Wanda Stenerson, C3TEC Administrative Assistant

Approval of Agenda

Consent Agenda

- Approval of the minutes of the last meeting - Governance Board - August 2, 2024 ([document link](#))

Budget & Financial Report

- C3TEC financial report as of October 30, 2024 ([folder link](#))
- Review Board Budget memo ([document link](#))
- Individual District Service Agreements for 24-25 ([folder link](#))
- 24-25 – November Revised Budget
 - Motion: To approve the 2024-2025 C3TEC Budget as per the memo with Northern Cass Health Science program expansion. ([link](#))

Program Updates

- C3TEC - Certified Nurse Assistant application – approved ND Dept. of Health ([folder link](#))
- Health Science – Northern Cass satellite – approved by ND CTE on October 28, 2024. ([folder link](#))
- Agricultural Education program update CIC ([presentation link](#))
- Construction – Building Trades – include Heavy Equipment Operations at the CIC

Unfinished business

- Governance Board Handbook – Draft 2 ([document link](#))
- www.casscte.com transition from Blackboard to Finalsites –SEEC Service Agreement ([document link](#))
- Grants – Perkins V 24-25 - \$50,000 + \$15,000 Xcel – Construction equipment
- District Service Agreements – ([documents link](#))
 - Motion: To approve the District Service Agreements to establish a formal partnership between C3TEC and Northern Cass.

New business

- C3TEC Principal Meeting – ([folder link](#))
- Career Innovation Center - New Program recommendations
 - Agriculture Education – 1 FTE
 - Motion: I move to authorize the Director of Career and Technical Education to explore options for hiring an Agriculture Education teacher in collaboration with Southeast Education Cooperative (SEEC) business services.

- Construction Technology – 1 FTE
 - Motion: I move to authorize the Director of Career and Technical Education to explore options to contract services with West Fargo Horace HS Building trades and share space at the CIC.
- Administration
 - C3TEC Principal recommended on-site assistant principal at the CIC: student support, scheduling, teacher evaluation.
 - Motion: I move to authorize the Director of Career and Technical Education to explore options to contract services with member school districts for administrative support.
- Administrative Assistant | Website | Financials
 - Currently shared with West Fargo
 - Motion: I move to authorize the Director of Career and Technical Education to explore options to contract services with member school districts for administrative assistants' support.
- Past approval CIC Operations Agreement – recommendations for next steps. ([2021 document link](#))
- Director's Feedback for December 15, 2024.
 - Please provide survey feedback by December 6, 2024 ([feedback link](#))

Announcements

- NDSCS – Fargo Operations Director – Denise participated in three candidate presentation. Offered made.
- Cass County Committee Board meeting for CIC Update – tentatively slated for December 2024
- Principal Meeting –
 - December 5, 2024 – Plan for semester 2 – Teams
 - March 26, 2025 – Plan for 25-26 – Teams
 - April 30, 2025 - Plan for 25-26 – Teams
- Governance Board –
 - February 19, 2025 – 5:30 – 7:00 pm – Teams
 - April 16, 2025 – 5:30 – 7:00 pm – Teams
 - June 11, 2025 – Optional – anticipate need for meeting.

24-25 – C3TEC Member School - Semester 1 & Semester 2 Start & End Dates

Note unique start and end dates for individual school districts. (click name to go to detailed calendar)

➤ Central Cass Calendar

- Semester 1 August 21 December 20, 2024
- Semester 2 January 6 May 22, 2025

➤ Fargo Calendar

- Semester 1 August 28 January 16, 2025
- Semester 2 January 21 June 5, 2025

➤ Northern Cass

- Semester 1 August 22 December 20, 2024
- Semester 2 January 2 May 22, 2025

➤ West Fargo Calendar

- Semester 1 August 21 January 10, 2025
- Semester 2 January 13 May 22, 2025

➤ NDSCS Calendar

- Semester 1 August 27 December 20, 2024
- Semester 2 January 14 May 16, 2025