

Governing Board Meeting Minutes - DRAFT

Tuesday, June 24, 4:00 – 4:30 pm

Location- Teams: [Join the meeting now.](#)

Meeting Materials ([click for materials](#))

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

I) 4:00 pm - Call to order – Chair Patti Stedman

II) Introductions

III) Approval of Agenda

- i) Motion made by Penny Johnon, seconded by Morgan Forness. Motion carried.

IV) Consent Agenda

- a) Approval of April 16, 2025, Governance Board meeting minutes – ([document link](#))
 - i) Motion made by Todd Sears, seconded by Penny Johnson. Motion carried.

V) New business

- a) 25-26 - [NDCTE Funding Policy](#) and C3TEC Budget Update
 - i) New and Expanding program applications – April 30, 2025
 - ii) Will submit an expansion request for Administration fall 2025 for rent expenses at the CIC.
- b) Authorized users and signers for First International Bank
 - i) Motion made by Penny Johnson to approve the recommended positions and individual as authorized users and signers on the C3TEC account at First International Bank including C3TEC CTE Director – Denise Jonas, SEEC Business Services Director – Hunter Diegel, C3TEC Board Chair – Patti Stedman. Seconded by Jackie Gapp. Motion carried.
 - ii) Motion made by Todd Sears to approve the authorization of C3TEC credit card services through First International Bank & Trust for the above-mentioned card holders and respective maximum limits, C3TEC Director – Denise Jonas - \$10,000, C3TEC Administrative Assistant – Wanda Stenerson - \$5,000, Fargo Administrative Assistant – Idette Graham - \$5,000. Seconded by Morgan Forness. Motion carried.
- c) NDCTE WBL Grant for 2025-2027 – Approval of Agreement.
 - i) Motion made by Penny Johnson to approve the grant extension agreement with the ND Department of Career and Technical Education for the Work-based Learning grant extension (2025–2026 and 2026–2027 school years), pending continued adherence to grant expectations and submission of required reporting. Seconded by Morgan Forness. Motion carried.
- d) Career Innovation Center Rental Agreement for 25-26
 - i) For the 25-26 school year, NDSCS will adhere to the CIC Operational Agreement signed by all school districts in 2021. Actual expenses for the CIC will be monitored during the 25-26 school year and reviewed with superintendents and business managers for cost share planning and budgeting for 26-27.
- e) Grant Opportunity
 - i) Motion made by Todd Sears to approve the ND Department of Commerce – Workforce Development Division grant between ND Department of Commerce – Workforce Development Division - \$200,000 – in partnership with the ND Building Trades Union, C3TEC, and NDSCS for the purchase of heavy equipment simulators for the CIC Building Trades program. Seconded by Penny Johnson. Motion carried.

VI) Announcements

- a) CIC Ribbon Cutting – August 18, 2025 – 11:00 – 1:00 pm
- b) Governance Board Annual meeting – August 20, 2025 – Career Innovation Center – 5:30 – 7:00 pm