

Principal Advisory Council

- November 20 – 2:30 – 3:30 PM
- Teams - [Join the meeting now](#)
- C3TEC Principal Meeting Documents - [Materials link](#)



Agenda

2025-2026 – Semester 2

- Please update Semester 2 requests for the meeting – [C3TEC Enrollment Spreadsheet 25-26](#)

2025-2026 – Career Innovation Center – for semester 2

- Flyers for new 25-26 options – Will share with counselors -
- [Intent to Participate Enrollment](#)

Course Planning for 26-27

- 26-27 – C3TEC Program of Studies – [DRAFT 1](#)
 - Agriculture Courses
 - Heavy Equipment Operation
 - Fire Fighter courses
 - Health Science Sequence
- Career Innovation Center – [DRAFT schedule](#)
 - Consideration of flexible times.
- CIC Tours or Open House
- Transportation

C3TEC – Course Sharing Handbook

- NDSCS & CIC Phone number – main line is at NDSCS 19th - 701-231-6900
- CIC – option 5

Other Important Dates

- December 2 - Career Expo – Fargo Dome - Times to be scheduled by school.
- December 4, 2025 – Teams – 2:00 – 3:00 pm – Counselor and Career Advisor Teams Meeting

School – Semester 1 & Semester 2 for 2025-2026 –

- [Central Cass Calendar](#)

a) Semester 1	August 20	December 19, 2025
b) Semester 2	January 5	May 21, 2026
- [Fargo Calendar](#)

a) Semester 1	August 27	January 15, 2026
b) Semester 2	January 20	June 4, 2026
- [Northern Cass](#)

a) Semester 1	August 20	December 19, 2025
b) Semester 2	January 5	May 22, 2026
- [West Fargo Calendar](#)

a) Semester 1	August 21	January 9, 2026
b) Semester 2	January 12	May 21, 2026
- [NDSCS Calendar](#)

a) Semester 1	August 26	December 19, 2025
b) Semester 2	January 13	May 15, 2026

Review C3TEC Shared Course – Schedules & Instructors

YEAR							
Aviation I – Early Bird	Aviation	F2F	David Gravidahl	Sheyenne	Year (Daily)	7:30 – 8:20 am	August 26 – May 21
Aviation II – Davies students	Aviation	F2F	David Gravidahl	Sheyenne	Year	12:30 – 2:00 pm (3B)	August 26 – May 21
Building Trades I	Building Trades	F2F	Caden Wyse	NDSCS - CIC	Year (Daily)	7:30 - 9:00 am	August 26 – January 9 January 12 – May 21
Building Trades I	Building Trades	F2F	Caden Wyse	NDSCS - CIC	Year (Daily)	9:30 am - 11:00 am	August 26 – January 9 January 12 – May 21
Building Trades II	Building Trades	F2F	Caden Wyse	NDSCS - CIC	Year (Daily)	7:30 - 9:00 am	August 26 – January 9 January 12 – May 21
Building Trades II	Building Trades	F2F	Caden Wyse	NDSCS - CIC	Year (Daily)	9:30 am - 11:00 am	August 26 – January 9 January 12 – May 21
Diesel I – Early Bird	Diesel	F2F	Ralph Elletson	Sheyenne	Year (Daily)	7:30 – 8:20 am	August 26 – May 21
Diesel II -	Diesel	F2F	Ralph Elletson	Sheyenne	Year (Daily)	12:30 - 2:00 pm	August 26 – May 21
Emergency Medical Technician	Health Sciences	F2F	Jaymes Feil	NDSCS - CIC	Year (Daily)	2:00 - 3:25 pm	August 26 – December 19 January 13 – May 15
Horace IT Sharing	Information Technology	F2F	Stephen Garaas	Sheyenne/Horace	Year	See School Schedule	August 26 – May 21
Manufacturing	Manufacturing	F2F	Andrew Henjum	South	Year (Daily)	See School Schedule	August 27 – June 4
Pharm Tech - Ful Program	Health Sciences	F2F	Ellie Guy	Central Cass	Year (Daily)	8:00 – 10:08 am	August 20 – May 15
Unmanned Aerial Vehicle	Aviation	F2F	David Gravidahl	Sheyenne	2	12:30 – 2:00 pm (3A)	January 12 – May 21
Semester 2							
AP Computer Science – Fargo Students	Information Technology	F2F	Ullrich Reichenbach	South HS	2	8:50 – 9:35 am	January 20 – June 4
AP Computer Science – Shared	Information Technology	Video	Ullrich Reichenbach	South HS	2	7:30 – 8:20 am	January 20 – May 21
Emergency Medical Responder (EMR)	Health Sciences	F2F	Seth Murray	NDSCS - CIC	2	2:30 - 3:30 pm	January 13 – May 15
Emergency Medical Systems (EMS)	Health Sciences	F2F	Seth Murray	NDSCS - CIC	2	TBD	January 13 – May 15
HEO Construction Exploration & Basic Grade Math	Heavy Equipment Operations	F2F	Caden Wyse	NDSCS - CIC	2	12:30 - 2:00 pm	January 20 - May 21
Med Term – Testing Plan	Health Sciences	Online	Ridhartha Nadeau	South HS	2	Flexible	January 20 – May 15
Medical Terminology	Health Sciences	Online	Ridhartha Nadeau	South HS	2	Flexible	January 20 - May 15
Pharm Tech - Orientation	Health Sciences	F2F	NDSCS Instructor	NDSCS - CIC	2	7:30 - 8:20 pm	January 13 – May 15
Plant Science I	Agriculture	Online	Hanna Gress	Central Cass	2	Flexible	January 20 start- May 21
Welding II – NDSCS	Welding	F2F	VanVleet & Casey	NDSCS-Fargo	2	7:30 – 8:50 am	January 13 – May 15
Welding II – NDSCS	Welding	F2F	VanVleet & Casey	NDSCS-Fargo	2	8:50 – 10:00 am	January 13 – May 15
Woods II	Building Trades	F2F	Ben Shook	NDSCS - CIC	2	12:30 - 2:00 pm	January 13 – May 21

C3TEC Principal Input Sessions with NDSCS planning for Career Innovation Center

Career Innovation Center – Initiative 7 – What is realistic and first best steps?

Align scheduling. Due to the number of school districts, this is one of the most difficult initiatives to administer. Flexibility and willingness to alter current set practices will be needed to accommodate the needs of students and the availability of instructors and classrooms. Many elements will have to be considered at the high school level to achieve success, including transportation, extracurricular activities and maintaining graduation standards. For incumbent workers and new Americans, language and current employment could be obstacles.

Goal 2. Hire scheduling coordinator to facilitate Academy class schedules.

2.1 Establish scheduling committee with representation from all participating high schools and post-secondary institutions. (12-6-23)

2.2 Scheduling coordinator will maintain regular contact and interaction with classroom schedulers at all participating high schools and post-secondary institutions.

2.3 Scheduling coordinator will identify data sources and how to access and use data needed to develop Academy schedule.

Goal 3. Identify existing class schedules for CTE-related courses at participating high schools and post-secondary institutions.

3.1 Academy class scheduler will develop process and data system in collaboration with school schedulers.

3.2 Academy class scheduler in cooperation with scheduling committee and curriculum committees will develop a process to prioritize CTE-related courses.

Goal 4. Align and coordinate schedules of high schools and Academy. (Calendar)

4.1 Using data acquired by Academy scheduler, the scheduler and scheduling committee will develop prototype of Academy schedule that works with class schedules at high schools and post-secondary institutions.

4.2 Academy director and Academy scheduler will prepare/aggregate/disseminate prototype of Academy schedule and relevant data in advance of meeting focused on scheduling.

4.3 Curriculum committee chairs, school schedulers and school leaders (or their representatives) will meet to review prototype of Academy schedule that works with class schedules at high schools and post-secondary institutions.

4.4 Academy scheduler will revise/amend Academy schedule based on input from meeting.

Goal 5. Develop transportation plan for class and extracurricular activities.

5.1 Academy director will assign transportation planning and oversight to staff with responsibility as Academy transportation coordinator.

5.2 Transportation coordinator will establish transportation committee including school district staff responsible for transportation/busing.

5.3 Transportation coordinator, with input from the transportation committee, will develop plan to transport Academy students to and from schools.

Goal 6. Streamline and facilitate process for registration, credits, etc.

6.1 An Academy registration task force will be established to facilitate registration procedures among participating schools and post-secondary institutions.

Goal 7. Engage parents at all levels.

7.1 Provide regular opportunities for Academy personnel to meet with parents.

7.2 Hold annual public forums on Academy scheduling, registration and transportation.