

## **Southwest Area Career & Technical Education Academy**

### **Governing Board Meeting Minutes**

**Wednesday, November 3, 2021, 7:00 PM**

#### **DPS North Campus, Administration Building**

**Call to Order/Roll Call** - Josh Johnson, Vice Chair of the State Board for Career and Technical Education called the meeting of the Southwest Area CTE Academy (SWACTEA) to order at 7:00pm. Roll call showed all board members present Barb Meduna, South Heart; Brent Seaks, Dickinson; Connie Jalbert, New England; Kim Schwartz, Dickinson; Pamla Kukla, Killdeer; and Wes Krebs, Belfield.

**Approval of Agenda** – There were no additions or corrections to the agenda

**Elections** – Vice Chair Johnson shared encouraging words on behalf of the State Board for Career and Technical Education for the creation of the SWACTEA. He then opened nominations for President of the Board.

Mrs Meduna nominated Brent Seaks for the position of President of the Board. Mrs. Schwartz seconded the nomination. No additional nominations. Roll call vote was taken. Krebs, Yea; Kukla Yea; Schwartz, Yea; Jalbert Yea; Meduna, Yea; and Seaks, Yea; Mr. Brent Seaks was elected as President.

Vice Chair Johnson transferred duties of the President to Mr. Seaks.

President Seaks opened nominations for the office of Vice President. Mrs. Schwartz nominated Barb Meduna for Vice President. Mrs. Kukla seconded the nomination. No additional nominations. A voice vote was taken for election of Barb Meduna for Vice President. The motion carried unanimously.

Mr. Krebs moved to combine the Secretary and Treasurer positions; Mrs. Jalbert seconded. A voice vote was taken on the motion. The motion carried unanimously.

President Seaks opened nominations for the office of Secretary/Treasurer. Mr. Krebs nominated Kim Schwartz for Secretary/Treasurer. Mrs. Meduna seconded. No additional nominations. A voice vote was taken for election of Kim Schwartz for Secretary/Treasurer. The motion carried unanimously.

**Directors Report** – Director Aaron Anderson presented information to the board on the status of the ND CTE Coronavirus Grant, business plan that was developed by the SWACTEA Task Force and stated that DPS was going to start the RFQ process for Architectural Services for the DPS North Campus.

#### **New Business**

**Bylaws** - Mrs. Schwartz moved to adopt the proposed bylaws of the SWACTEA. Mrs. Kukla seconded the motion. During discussion the board identified a number of pronoun usage and other items that should be updated within the document. Roll call vote was taken. Kukla, Yea; Jalbert, Yea; Krebs, Yea; Meduna, Yea; Schwartz, Yea; Seaks, Yea. Motion passed unanimously.

**SWACTEA Authorized Representative** – Mrs. Schwartz moved to appoint Academy Director Aaron Anderson as the authorized representative for the SWACTEA. Mrs. Jalbert seconded the motion. A voice vote was taken on the motion. Motion passed unanimously.

**Establish Fiscal Year -** Mrs. Kukla moved to set our fiscal year July 1<sup>st</sup>, 2021 to June 30<sup>th</sup>, 2022. Mr. Krebs seconded the motion. A voice vote was taken on the motion. Motion passed unanimously.

**Establish Banking Institution -** Mrs. Jalbert moved to establish Bravera Bank as the banking institution for the 2021-2022 fiscal year. Mrs. Schwartz seconded the motion. A voice vote was taken on the motion. Motion passed unanimously.

**SWACTEA Fiscal Management** – Mr. Krebs moved to contract with Dickinson Public Schools as fiscal agent for the SWACTEA for the remainder of the fiscal year, June 30<sup>th</sup>, 2022 for a sum of \$10,000. Mrs. Meduna seconded the motion. A voice vote was taken on the motion. Motion passed unanimously.

**Authorized signers** – Mrs. Schwartz moved to authorize the Academy Director, the Academy President and Dickinson Public Schools designated fiscal agents, Naomi Obrigewitch and Stephanie Hunter as signers and can transact business on behalf of the SWACTEA. Mrs. Kukla seconded the motion. A voice vote was taken on the motion. Motion passed unanimously.

**Board Member Meeting Per Diem -** Mrs. Jalbert moved to set the SWACTEA board member per diem for attending monthly meetings at \$75 and follow state rates for travel and meals.

**Official Newspaper** – Mrs. Meduna moved to establish The Dickinson Press as the official newspaper for the 2021-2022 fiscal year. Mrs. Kukla seconded the motion. A voice vote was taken on the motion. Motion passed unanimously.

**Advisory Committee** – Mrs. Schwartz moved to establish an advisory committee of 7-8 individuals representing DSU, RACTC, Stark Development, Job Service and maximum four business and industry spots on the recommendation of the advisory committee members. Mrs. Jalbert seconded the motion. A voice vote was taken on the motion. Motion passed unanimously.

**Board Meeting Dates** – Mrs. Jalbert moved to set the SWACTEA board meeting dates as the first Wednesday of the month as necessary at 7:30 P.M. at DPS North Campus Administration Building.” Mrs. Schwartz seconded the motion. A voice vote was taken on the motion. Motion passed unanimously.

Next meeting Time & Location. The next Governing Board meeting is scheduled for Wednesday, December 1st at 7:30pm at DPS North Campus Administration Building.

**Adjournment** -At 8:25 p.m., President Seaks declared the meeting adjourned. Minutes prepared by Aaron Anderson, SWACTEA Director.

Aaron Anderson, SWACTEA