



## **Cass County Career and Technical Education Center**

### **By-Laws**

Adopted February 25, 2015  
Revised February 21, 2018

## **ARTICLE I. NAME:**

The name of the organization shall be the Cass County Career and Technical Education Center.

## **ARTICLE II. PURPOSE:**

### **Introduction/Overview**

The Cass County Career & Technical Education Center was established by Fargo Public Schools, the Northern Cass School District, and West Fargo Public Schools in response to the needs of students, schools, and employers in southeastern North Dakota. Through a collaborative effort the region's first area career and technology center was established.

### **A Virtual Delivery System**

The Cass County Career & Technical Education Center will not be housed at a single location. The Center will make use of existing facilities, (distance education classrooms from existing CCCTEC schools) which are electronically (ITV, video conferencing, asynchronous transfer, etc.) networked to provide students quality educational programs and services.

### **Meeting 21<sup>st</sup> Century Student Needs**

The primary focus will be serving high school students attending member districts. The Cass County Career and Technical Education Center will focus on the commitment to a K-Post Secondary system of school to future employment. The Center will be student-centered. Local administrators believe that all student populations should have:

1. The skills and knowledge (career awareness, exploration, planning and preparation, etc.) to make life-long, informed career decisions.
2. Necessary skills to seek and keep employment.
3. The skills necessary to access, analyze, evaluate, organize, and present information in a technology-driven society.

4. Access to rigorous and relevant coursework and achieve documented core and career-specific educational standards.
5. Education/training beyond high school and understand the need for lifelong learning.
6. An educational system (including highly qualified teachers) that continually responds to the rapidly changing needs of employers and society.

### **Opportunities for All**

The Cass County Career and Technical Education Center will offer all students quality career planning and technical education programs. Students are defined as those seeking short-term training updates, immediate employment after high school, admittance in the U.S. military, post-secondary technical training, and university degrees. The Center will respond to special populations which include individuals with disabilities, individuals from economically disadvantaged families (including foster children), individuals preparing for nontraditional fields, single parents (including single pregnant women), displaced homemakers, individuals with limited English proficiency, and those considered gifted. All Center programs and services will be equal opportunity and will not discriminate based on gender, national origin, or ability.

### **ARTICLE III. GOVERNANCE:**

The Cass County Career and Technical Education Center will comply with North Dakota Century Code 15.20.2-05. Special board plan for small center.

The Cass County Career and Technical Education Center will comply with the state plan for career and technology education and meet all rules, standards, and procedures adopted by the North Dakota State Board for Career and Technical Education.

Governing Board – the board will consist of one board member from each member school district. Board members will serve at least one year and terminate upon the expiration of their

term on their respective school boards.

Advisory Council – the council will consist of two annual designated representatives from each school district, along with the Center Director.

#### **ARTICLE IV. COMPENSATION OF GOVERNING and ADVISORY COUNCIL MEMBERS:**

The Center will compensate both governing board and advisory council members for travel at the state rate when engaged in official Center business. The Center shall compensate governing board members at a rate of \$50 per board meeting. ND Century Code 15-20.2-04

#### **ARTICLE V. MEETINGS:**

The Cass County Career and Technical Education Center governing board will hold a minimum of three meetings per year.

The Cass County Career and Technical Education Center advisory council will hold a minimum of six meetings per year for coordination and planning of program activities.

Special meetings will require at least a three (3) day notice to the governing board members.

The governing board will select its officers at its fall meeting.

#### **ARTICLE VI. OFFICERS:**

The officers of the Cass County Career and Technical Education Center governing board and advisory council shall be:

- Chairperson - The Chair shall preside at all meeting to facilitate the agenda and meeting discussion.
- Vice Chairperson - In the absence of the Chair at any meeting, the Vice-Chair will serve as the presiding officer.

- Secretary – the CCCTEC administrative assistant shall serve as meeting recorder to keep minutes and information of all meeting proceedings.

The Chairperson and Vice Chairperson will be appointed for a one year term by board members at the fall meeting. Appointments will be based on an annual alphabetical rotation by school district name. Elected officers who have resigned or have been terminated will be replaced by appointment by the governing board to fill the expired term.

The Chairperson shall conduct the meeting and shall be responsible for the management of the affairs of the Cass County Career and Technical Education Center; the Vice Chairperson shall serve in the absence of the Chairperson. The LEA shall work with the Cass County Career and Technical Education Center Director in regard to the recordkeeping and reporting of the financial activities of the Center.

#### **ARTICLE VII. VOTING:**

Meetings will be conducted by the Chairperson of the Center board. Each Center governing board member will have one vote. A majority of the members must be in attendance to constitute a quorum.

#### **ARTICLE VIII. POWERS AND DUTIES OF CENTER BOARDS:**

The powers and duties of a Center board are as follows:

1. To supervise, manage, and control an area career and technology center established by the cooperating school districts pursuant to this chapter.
2. To provide career and technical education programs approved by the state board.
3. To contract with, employ, and pay personnel to administer the affairs and to teach in the area career and technology center, and to remove for cause any personnel when the interests of the area career and technology center may require it;

provided, that personnel employed by a center board shall have the same statutory rights as provided by law for personnel employed by public school districts.

4. To lease, acquire, or purchase career and technical education equipment for an area career and technology center.
5. To lease, acquire, purchase, or sell career and technical education facilities, including real property, for an area career and technology center; provided, that any purchase or sale of real property must first be approved by two-thirds of the school boards of the participating school districts.
6. To receive and administer any private, local, state, or federal funds provided for the operation and maintenance of an area career and technology Center.
7. To enter into contracts consistent with the other powers and duties provided for by this chapter.
8. To accept real or personal property available for distribution by the United States or any of its departments or agencies and also to accept federal grants that may be made available in the field of career and technical education.

#### **ARTICLE IX. RECORD KEEPING:**

The Cass County Career and Technical Education Center governing board will establish a record keeping and financial accounting system in accordance with acceptable accounting principles and practices.

The governing board shall contract with a "Member District" LEA, or Host LEA to act as the fiscal agent on its behalf and to provide the required financial accounting and record keeping herein set forth via these by-laws. In addition, the Center Director or Secretary will be responsible for:

1. The recording and distribution of the governing board meeting minutes.

2. The distribution of those minutes to all governing board members in advance of scheduled meetings.

3. The distribution of meeting minutes to Center member school board designees for notification to local school boards.

4. The distribution of financial reports and budgets.

#### **ARTICLE X. AGREEMENT AND HANDBOOK:**

The governing board and its member schools shall follow, in good faith, the Cass County Career and Technical Education Center Agreement and the Cass County Career and Technical Education Center Handbook as agreed upon at their annual meeting.

#### **ARTICLE XI. AMENDING OF THE BY-LAWS:**

Any proposed changes to these by-laws must be made known to the Cass County Career and Technical Education Center governing board members at least (30) days prior to any scheduled meeting.

Adoption of an amendment, revision, addition, and/or deletion of the by-laws will require a 2/3 vote of approval by the voting governing board members.

The by-laws will be reviewed annually.

#### **ARTICLE XII. EXTERNAL REGULATIONS:**

No changes to the by-laws shall be permitted if they conflict with either the Communities Act of 1934, as amended, or the rules and regulations of the Federal Communications Commission.

### **ARTICLE XIII. FUNDING OF THE CENTER:**

The funding of the area Center (required State Board matching) will be based on a three-part funding mechanism for the purpose of paying any expenses incurred by the Center:

1. All Center schools will contribute an annual baseline payment as determined by the board.
2. Participating school districts shall each be assessed its proportionate share based upon its high school enrollment as compared to the total high school enrollment of all participating school districts in the area career and technology Center.
3. Non-participating (public) school districts receiving services shall be assessed its proportionate share based upon its utilization of the programs. The fee will be established based on the delivering school's State per pupil foundation aid allocation in the year of participation by the non-member school. The allocation will be calculated as foundation aid divided by a seven period day and multiplied by the number of periods of participation.

(Amendment Revision 2-24-17)

Approved 11-15-17

4. Students enrolled in home school or private education that reside in a participating member's district may be approved to participate in Center courses. Enrollment will be based on seat availability following the CCCTEC annual registration process. Students must register with the district hosting the course using the CCCTEC registration form.

(Amendment Added 11-15-17)

Approved 2-21-18



Funding of the Center will be reviewed annually by the boards. Each participating school district shall remit payment of its assessment to the Center board, no later than thirty days after the official receipt as noted on the assessment notice. Distribution of state and appropriated federal funds will comply with North Dakota Century Code.

#### **ARTICLE XIV. DIRECTOR DUTIES:**

The Cass County Career and Technical Education Center will utilize a full-time Director who will oversee the daily operations of the Center, including but not limited to, the identification of Center staff members, working with areas schools to coordinate student/course schedules, monitoring of curriculum, organizing professional development, etc. The Director will oversee the “virtual” aspects of the Center, will meet State Board credentialing requirements and have a background in a program area such as information technology, technology education, and/or business education. The Center Director will update the Center board of directors on progress made, needs, etc. of the area Center. The Director will attend all essential meetings relevant to the vision and goals of the Center.

#### **ARTICLE XV. TEACHER CONTRACTS:**

There are many local educators teaching in approved CTE areas. These instructors will provide instruction through the Cass County Career and Technical Education Center. Their contracts will be retained by their individual school districts. Teachers contracted by the Center for extended services will be compensated at their district rate.

#### **ARTICLE XVI. PARLIAMENTARY AUTHORITY:**

Meetings shall be conducted according to Robert’s Rules of Order, Newly Revised

and shall govern any provision not specifically set forth in these by-laws.

#### **ARTICLE XVII. Equipment Ownership:**

All equipment purchased by the CCCTEC or purchased in collaboration through the CCCTEC shall be the sole ownership of the CCCTEC. In the case a school withdraws from the CCCTEC all CCCTEC purchased equipment in that school shall be relinquished and returned to the CCCTEC.

The CTE Director will work with the host site to determine items for equipment inventory and tagging. Equipment will be identified with a CCCTEC capital asset tag. Transfer of equipment will be coordinated by the CTE Director between the host site and receiving site. Equipment may be retired, sold, or exchanged based on its value to the program.

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#### **ARTICLE XVIII. MEMBERSHIP:**

After an area career and technology center has been established, any other school district may become a participant in the Center and may be governed by the provisions of this chapter upon following a process similar to that pursued by the school districts originally forming the Center, including approval of the vote of the district board, the Center board, and the state board according to the procedure set forth in NDCC sections 15-20.2-11-13.

#### **ARTICLE XIX. MEMBERSHIP WITHDRAWAL:**

The procedure for withdrawal is the same as for joining as provided for in Article XVIII, including approval of the vote of the district board, the Center board, and the state board. When a participating district is unable to obtain an approval of withdrawal from the center board, or the state board, or both, the participating district may submit the question to withdraw from the area career and technology center to the voters of the school district. If a majority of

the total number of votes cast on the question is in favor of withdrawal, the participating school district must be released from the area career and technology center. Such withdrawal may become effective at the end of the next school year or on such a date as determined by the state board, but such withdrawal does not affect the liability of the withdrawing school district for obligations incurred during its participation. NDCC sections 15-20.2-14

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**ARTICLE XX. DISSOLUTION:**

An established area career and technology Center may be dissolved in accordance with rules and procedures adopted by the state board. NDCC sections 15.20.2-15

**North Dakota Century Code References:**

1. ARTICLE III. GOVERNANCE: NDCC 15-20.2-05.
2. ARTICLE IV. COMPENSATION OF GOVERNING and ADVISORY COUNCIL MEMBERS: ND Century Code 15-20.2-04.
3. ARTICLE V. MEETINGS OF BOARDS: NDCC 15-20.2-06
4. ARTICLE VI. OFFICERS: NDCC 15-20.2-06
5. ARTICLE VII. VOTING: NDCC 15-20.2-06
6. ARTICLE VIII. POWERS AND DUTIES OF CENTER BOARDS: NDCC 15-20.2-07.
7. ARTICLE XIII. FUNDING OF THE CENTER: NDCC 15-20.2-09-10.
8. ARTICLE XVIII. MEMBERSHIP: NDCC sections 15-20.2-11-13
9. ARTICLE XIX. MEMBERSHIP WITHDRAWAL: NDCC 15-20.2-14
10. ARTICLE XX. DISSOLUTION: NDCC 15-20.2.15