



Cass County Career and Technical Education Center

By-Laws

**Established as per NDCC Chapter 15.20.2
Area Career and Technology Centers**

Adopted February 25, 2015
Revision February 21, 2018
Revision March 4, 2020
Revision June 13, 2023
Revision November 8, 2023

MISSION

Education and experiences to prepare learners for their future career!

ARTICLE I. NAME:

The name of the organization shall be the Cass County Career and Technical Education Center. The organization may also be known as “C3TEC”.

ARTICLE II. PURPOSE:

Membership

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. The C3TEC application of organization was approved by the North Dakota Department of Career and Technical Education on April 4, 2016. On February 22, 2016, Central Cass Public Schools was approved as fourth member of the consortium. Parties entered into a formal Joint Powers Agreement on November 17, 2022.

A Virtual Delivery System

The Cass County Career & Technical Education Center will not be housed at a single location. C3TEC will develop a network of program services through the use of existing facilities classrooms, and labs, along with video conferencing, and online asynchronous technology to provide quality career and technical educational programs and services for student access.

Meeting 21st 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-12 career exploration and post-secondary alignment for 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 technologies to achieve approved career-specific educational standards.
5. Education/training beyond high school and understand the need for leadership and professional skills 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 C3TEC will respond to special populations which include individuals with disabilities, individuals from

economically disadvantaged families, individuals preparing for nontraditional fields, single parents (including single pregnant women), youth who are in or aged out of foster care, out-of-workforce individuals, youth with a parent in active duty of the armed forces, homeless individuals, and secondary school student who is an English learner. 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 15.20.2-04. Center boards.

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.

Governance Board – C3TEC is governed by a board of nine members, which consists of three members from Fargo PSD, three members from West Fargo PSD, one member from Northern Cass PSD, and two members from Central Cass PSD. If a school district has one center board member, that member must be a school board member. If a school district has more than one center board member, one member must be a school board member and any other center board member may be a designee.

Administration. C3TEC may contract with and employ its own Director or may contract with a participating school district to employ a C3TEC Director. The C3TEC Director must have a Career and Technical Education Director's credential issued by the North Dakota Department of CTE. C3TEC may contract with, employ, and pay other personnel to assist in administering the affairs of C3TEC, and/or contract with a participating school district or other entity for other personnel to assist in administering the affairs of C3TEC.

Coordination of Services. C3TEC and the participating school districts shall continue to cooperatively coordinate staff, programs, and locations when mutually agreeable. C3TEC shall enter into Agreements with each participating district defining the responsibilities of each party, which shall be reviewed and approved by the C3TEC Director and Governance Board on an annual basis.

ARTICLE IV. COMPENSATION OF GOVERNANCE BOARD MEMBERS:

C3TEC will compensate governance board members and for travel at the state rate when engaged in official Board business. C3TEC shall compensate governance 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 governance board will hold a minimum of five meetings per year. Meetings may be held virtually or in person at the discretion of the governance board and coordinated by the CTE Director. Meeting dates and video access links will be posted on the official C3TEC website at www.casscte.com. The governance board will select officers at its August annual in person meeting.

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

The Cass County Career and Technical Education Center principal advisory group will hold a minimum of four meetings per year for coordination and planning for shared career and technical education programs, staffing, and schedule coordination. Each high school will designate a representative for participation in the working group.

ARTICLE VI. OFFICERS:

The officers of the Cass County Career and Technical Education Center governance board shall be:

- Chairperson - The Chair shall preside at all meetings 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.
- Administrative Assistant – the C3TEC 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. Officers will be selected at the August annual meeting. Elected officers who have resigned or have been terminated will be replaced by appointment by the governance 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 regarding 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 governance board member is entitled to one vote. A majority of the members must be in attendance to constitute a quorum.

Revised November 8, 2023

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, or 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 governance board shall contract with a “participating district” or contract services 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. Expenses incurred or to be incurred must be assessed against each participating school district and nonparticipating school district as spelled out in N.D.C.C. § 15-20.2-08. Participating school districts’ payment of the assessment of its share of expenses to C3TEC shall be promptly made after receipt of the assessment notice, no later than (30) days after the official date of receipt noted in the assessment notice. A civil penalty of 1% per month must accrue on all assessments not paid when due.

The C3TEC Director shall develop a yearly budget and submit it for approval to the Governing Board.

In addition, the Center Director or Administrative Assistant 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 governance board and its member schools shall follow, in good faith, the Cass County Career and Technical Education Center Joint Powers Agreement and the Cass County Career and Technical Education Center Sharing 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.

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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 C3TEC annual registration process. Students must register with the district hosting the course using the C3TEC registration form.

Revised February 21, 2018

Funding of the C3TEC will be reviewed annually by the board. Each participating school district shall remit payment of its assessment to the C3TEC 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 C3TEC, including but not limited to, the identification of C3TEC 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 C3TEC, 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 C3TEC Director will update the C3TEC board of directors on progress made, needs, etc. of the area C3TEC. The Director will attend all essential meetings relevant to the vision and goals of the C3TEC.

ARTICLE XV. STAFF CONTRACTS:

Staff. C3TEC may contract or employ its own teaching staff. C3TEC may also contract with a participating school district, other school district, college, or other entity for personnel to teach. The supervision and evaluation of the teaching staff is the responsibility of the C3TEC Director or participating school holding the contract.

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 C3TEC or purchased in collaboration through the C3TEC shall be the sole ownership of the C3TEC unless an agreement is approved designating shared ownership. In the case a school withdraws from the C3TEC all C3TEC purchased equipment in that school shall be relinquished and returned to the C3TEC.

The CTE Director will work with the host site to determine items for equipment inventory and tagging. Equipment will be identified with a C3TEC 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.

Revised February 24, 2016

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:

Withdrawal from C3TEC is outlined in N.D.C.C. § 15-20.2-14, including approval of the vote of the district board, the C3TEC board, and the state board. When a participating district is unable to obtain an approval of withdrawal from the C3TEC 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

Revised February 24, 2016

ARTICLE XX. DISPOSITION of PROPERTY UPON DISSOLUTION:

C3TEC may be dissolved in accordance with N.D.C.C. § 15-20.2-15. Upon dissolution, all property owned by C3TEC shall be dissolved in accordance with rules and procedures adopted by the State Board for Career and Technical Education. If rules and procedures adopted by the State Board for Career and Technical Education do not exist, all property owned by C3TEC shall be distributed based on the proportionate share of previously assessed expenses for each individual District during the most recent year.

North Dakota Century Code References:

1. ARTICLE III. GOVERNANCE: NDCC 15-20.2-02 and NDCC 15-20.2-05.
2. ARTICLE IV. COMPENSATION OF GOVERNING 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