



*Partnerships for Innovation is a collaboration of secondary and postsecondary partners focused on building a better statewide system of Career and Technical Education for Nebraska to improve student learning and better meet economic development priorities. PFI will do this by introducing innovation in delivery systems in CTE to include Career Academies, professional development and programs of study with coordinated curriculum between secondary and postsecondary.*

**Leadership Council Meeting Minutes**  
June 6, 2017 4:00 – 8:00 PM Central Time  
CCC, Kearney, NE

Present: Dennis Headrick, Allyson Olson, Kim Kuster-Dale, Justin Shaddick, Lori Biesecker, Jody Tomanek, Seth Heinert, Samantha Pavelka, Deb Brennan (Sub Kelly Christensen), Julie Otero, Kelly Clapp, John Blaylock, Joe Peitzmeier, Nancy Fuller, Marilou Jasnoch, Tom McDonnell, Missy Jabens, Ken Spellman, Retha Dunn

Absent: Deb Brennan (Kelly Christensen attended as a sub)

- I. Welcome**
- II. Approval of April 2017 Meeting Minutes.** Kim Kuster-Dale motions to approve minutes, Julie Otero seconds the motion. Motion passed.
- III. Directors Report**
  - **2016/17 Budget/Program of Work Update:** 2016-2017 annual Perkins contributions of \$433, 296.00. We had \$398,688 of carryover from last year (2015-2016) because our projects have an 18-month timeline so carryover is normal and to be expected. \$831,984 total budget for the year. The program of work update shows where all of our funds were allocated from last year and how much has been spent up to this point (see next page).
  - **Activity Report:** Handed out full report highlighting the director's monthly activities for the last year.
  - **Goals:** Reviewed the director's annual goals that were set in February during her performance review. Also discussed the importance of looking for some professional development to attend this year.

**Professional Development Activities = \$500,899**

**60%**

	End Date	Amount	YTD Spent	Remaining
Accuplacer Transition & Professional Development	Dec 2017	\$33,879	\$3,900	\$29,978
Statewide Career Education Needs Assessment	Dec 2017	\$75,750	\$50,738	\$25,011
Developing Learning Activities: Math, Science, & English	Dec 2017	\$64,900	\$0	\$64,900
On Course - Engaged Learning Experience	Dec 2017	\$83,600	\$18,107	\$65,492
Developmental Education Conference	Dec 2017	\$16,072	\$3,911	\$12,160
Reading Comprehension	Aug 2017	\$33,000	\$23,000	\$10,000
High School of Business	Complete	\$26,868	\$27,080	-\$211
Teacher Focused Training Scholarships	Aug 2017	\$56,000	\$8,000	\$48,000
National Conference Scholarships	Aug 2017	\$69,000	\$48,000	\$21,000
Project Lead the Way Scholarships	June 2017	\$41,830	\$34,180	\$7,650

**CTE Delivery Systems = \$153,500**

**18%**

Economic Modeling Specialist, Inc. (EMSI) membership & Training	\$52,500
Marketing Career Education	\$100,000
2017 NCE PFI Presentations	\$1,000

**Programs of Study and Coordinated Curriculum= \$83,831**

**10%**

THINK: Advanced Manufacturing	\$2,531
Strategic Partnerships Meetings/Support	\$1,300
Systemic Career Guidance System	\$80,000

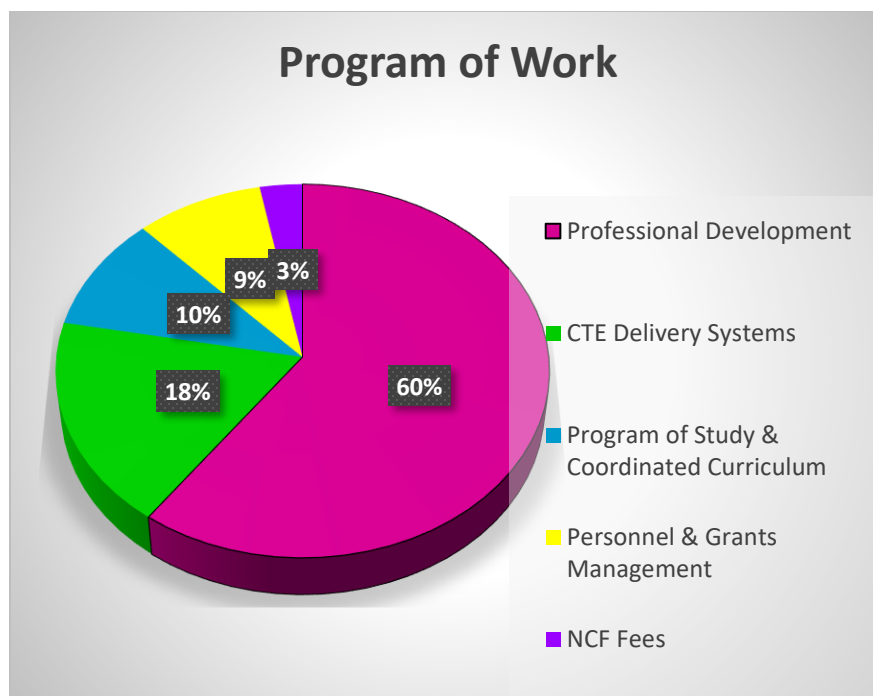
**Personnel and Grants Management = \$82,020**

**9%**

Director salary and benefits, telephone and data stipend, office supplies, travel, professional development, one out of state conference, and board member meeting expenses

**Nebraska Community Foundation Fees = \$25,000**

**3%**



#### **IV. Finance Committee Report on 2016-2017 Budget and Expenditures**

- Reviewed the 2016-2017 Budget and Program of Work. Each member received a copy. Retha will prepare the final numbers and report once we get all of our final expenditures in at the end of July as we received our monthly statements from NCF about 3 weeks after the end of the previous month. Went over each category of expenses: operating, professional development, program of study/coordinated curriculum, and CTE Delivery systems.
- Reviewed each project and where is currently is in the process of completion. Reviewed monies spent YTD and estimated amounts that will be paid out by end of year from all accounts.
- One of the main criticisms from last year was the amount of money that was being rolled over into the next year that was not being “used” for any projects. Retha and the PFI LC made a conscious effort to make sure all the funds are being used so there is not so much left over without it being allocated.
- Reviewed projects that may not be using all their funds, so there may be an opportunity in the fall or winter to re-allocate some funds to more projects.
- Reviewed the CC marketing campaign for the new members.
- We will need a new finance committee this year, until that is determined, Retha & Dennis will report on the budget.

#### **V. New Committees**

- Professional Development: Lori Biesecker, Seth Heinert, Tom McDonnell
- Finance: Julie Otero & Missy Jabens
- Aligning CTE Project Committee (with Rich Katt): Nancy Fuller, Kim Kuster-Dale, Ken Spellman, Justin Shaddick, Dennis Headrick

#### **VI. Rich Katt & Carol Packard**

- **Stakeholder meetings report:** Handed out the completed Stakeholder meeting report for the PFI committee to review. This was a project that PFI funded. Stakeholder meetings will continue this next fall with funds from the original project that were not used. Retha will attend those as well. The focus was on instructional delivery, statewide CTE, emergent ideas, business partnerships, and recommendations. The majority of follow up from the attendees was from business and industry that was excited to be involved and have an opportunity to work more with the schools and community. The report shows the differences in need from each region of the state and communities. There was a lot to learn from what each community wants and needs and how they work with their local business & industry.
- **Aligning CTE project:** The aligning CTE in secondary and post-secondary project was submitted by Ryan Foor and approved for \$196,000. Ryan Foor has since taken a new position, but folks at NDE have committed to continuing on with the project and supporting the completion of it as stated in the original proposal.

- VII. Executive Committee Meeting:** The Executive Committee met and approved a raise for the Executive Director, Retha Dunn, along with her request to acquire new insurance through her husband’s work. Retha was not eligible for a raise last year as she was only in the position for 6 months, so her raise encompasses the last 1.5 years. The Executive Committee also recommended that she attend a

professional development course as the funds are there for her to do so. The PFI Leadership Committee is happy with the job that Retha is doing and they appreciate her timeliness in answering emails and communicating committee information.

#### **VIII. PFI Leadership Council**

- **CTE Focused Projects**
- **Goals**
- **Communication**

#### **IX. 2017-2018 Program of Work Development**

- The final numbers to end June will be in at the end of July. Once Retha gets those numbers, then a concrete starting balance for the year will be in place. The updated documents will be sent out for our August meeting. The updated budgets are as follows:
  1. **Operating Expenses – \$91,670.00**
  2. **Professional Development** (includes current projects on-going and new projects that were approved in Spring 2017) - **\$501,243.62**
  3. **Program of Study/Coordinated Curriculum - \$66,461.18**
  4. **CTE Delivery Systems - \$53,500.00**
- **EMSI & EMSI Aggregate Study:** As previously discussed at our April meeting, the proposal for \$78,000 for the EMSI Aggregate Study for the Community Colleges was not approved because it did not fall under Professional Development. PFI will most likely not have the funds for both the yearly, EMSI Subscription (\$52,500) and the Aggregate Study (\$78,000). If PFI ends up having extra funds, funding the Aggregate Study can be reviewed in the fall or winter.

EMSI, the yearly subscription is for the 6 community colleges (\$52,500/year). A lot of the secondary members of the PFI committee weren't sure what this was and how it benefits the community colleges. Retha will set up a meeting with our EMSI account manager where we will discuss the benefits of EMSI to community colleges and high schools. The PFI Leadership Council will vote on paying for the EMSI subscription for another year at our August meeting.

- **Added in \$30,000** for regional meetings for the PFI Leadership Council

#### **X. 2017-2018 Program of Work Review and Approval:** Approved by the PFI Leadership Committee.

#### **XI. Nominate and vote for new co-chairperson (Community College Representative)**

- Kim Kuster-Dale was nominated, accepted the nomination, received votes to become the PFI co-chair. Next year Kim will be the PFI Chairperson.

#### **XII. Future Meeting Dates & Times**

- **Future Meeting Dates**
- October 6, 2017      10:00-11:00    Zoom
- December 1, 2017    Face to Face, TBD
- February 2, 2018    10:00 – 11:00    Zoom
- April 6, 2018        10:00 – 11:00    Zoom
- June, 2018            Face to Face, Kearney

#### **XIII. Adjourn.**