



*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.*

## **PFI Leadership Council Meeting Minutes**

December 1, 2017 10:00 – 3:00 PM Central Time

Mid-Plains CC, North Platte, NE

Present: Dennis Headrick, Justin Shaddick, Lori Biesecker, Jody Tomanek, Seth Heinert, Samantha Pavelka, Julie Otero, Kelly Clapp, Marilou Jasnoch, Deb Brennan (Kelly Christensen attended as a sub), Lyle Kathol (Mikayla attended as a sub), Retha Dunn

Absent: Allyson Olson, Kim Kuster-Dale, Joe Peitzmeier, Nancy Fuller, Tom McDonnell, Missy Jabens, Ken Spellman

### **I. Welcome**

**II. Approval of October 2017 Meeting Minutes.** Jody Tomanek motions to approve minutes, Seth Heinert seconds the motion. Motion passed.

### **III. Directors Report**

- **Current Projects:** Reviewed the status of each current project and reviewed what projects we slated to be completed in December 2017.
- **Activity Report:** Handed out full report highlighting the director's monthly activities for the last 6 months (June – November 2017).
- **Completed Projects:** Updates on projects that have been completed since June. Retha is currently gathering the final reports on those projects.
- **EMSI:** Alys, our account manager at EMSI would like to come out to Nebraska for a week in March and offer beginner and advanced training for EMSI across the state, for any user to attend. Since PFI has been working towards getting the state high schools involved in using this tool, the discussion was started on if we are going to fund EMSI again next year. This is usually voted on in our June meeting when we develop the yearly budget.

The community colleges thought it might be a good idea if we vote on renewing the EMSI subscription in February 2018 instead of June 2018. The purpose of this is to prepare the community colleges to potentially pay for the subscription themselves for the next year if PFI does not move to approve the cost for 2018. Voting on this in February 2018 will give the CC the time to build the cost into their current budget if it is not approved.

- **Goals:** Reviewed the director's annual goals and discussed the importance of looking for some professional development to attend this year.

#### **IV. Finance Committee Report on 2017-2018 Budget and Expenditures (Julie Otero & Retha Dunn)**

- Reviewed the 2017-2018 Monthly Budget and Program of Work. Each member received a copy. 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 (June) from all accounts.
- Reviewed the total contribution in Perkins funds that PFI will be receiving for the 2017-2018 year. Showed the PFI Leadership Committee how the bills are sent out, who sends them out, and how the contributions are recorded.
- Reviewed projects that will not be using all their funds, so there may be an opportunity to re-allocate some funds to more projects.

#### **V. Review Available Funds**

- Based on projects that are completed and what will be completed in December 2017, there will be about \$35,000 - \$40,000 of extra funds available that were not all used in the completed projects. Retha suggested that PFI offer 60, \$500 scholarships, totaling \$30,000, for Perkins partner teachers and admin in CTE to use to attend the Nebraska Career Ed (NCE) conference in Kearney in June. The PFI Leadership Committee voted and determined that the use of these funds for scholarships would be appropriate. Retha will develop the scholarship application and email all of the current Perkins partners to let them know about the scholarship and to apply.

#### **VI. Attendance & Subs**

- Review of the current attendance & substitution policy. PFI Leadership committee members are to attend all 6 PFI meetings each year. PFI Leadership committee members can miss 2 meetings a year. If more than 2 meetings are missed, the PFI Leadership Committee can move to recommend to remove that committee member. PFI Leadership committee members can opt to send a substitute to represent them and not have an absence count against them.

#### **VII. Region/School/ESU/Community College Updates**

- Each PFI Leadership Committee Member that was present and gave an update on what is going on at their schools and in their regions. Discussed current and future projects.

#### **VIII. Goals & PFI Focus**

- Discussed as a Leadership Committee how each region would like to communicate with each other and what types of ideas each region has for doing a project or event as a region. Came up with some really good ideas on attending current regional meetings that are currently scheduled with the various schools and community colleges. Retha will be invited to these regional meetings and will talk with school and community college leadership about PFI, what we do and what we are currently doing. The PFI Leadership Committee acknowledged that we all need to start getting more involved with the other PFI committee members in their respective regions.

## **IX. Membership Structure**

- Retha distributed a copy of the current PFI Leadership Committee Structure and made sure that everyone knew who their regional counterparts were.

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

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

## **XI. Adjourn.**