

CREA Governing Board 2025 Q3 Agenda

August 13, 2025, 5:30pm

[Virtual Meeting](#)

1. Consent Agenda
 - a. [Minutes](#)
 - b. [Financials](#)
 - c. [Director's Report](#)
 - d. [CRACTC Electronic Device Policy](#)
2. Policy Review
 - a. [OE-2: Emergency CEO Succession](#)
 - b. [OE-4: Personnel Administration](#)
 - c. [OE-7: Asset Protection](#)
 - d. [R-2: Direct Services](#)
3. Meeting Evaluation
 - a. What went well?
 - b. What would improve our meetings?
 - c. What changes might we make?

CREA GOVERNING BOARD MEETING MINUTES

Q2 – Wednesday, April 30, 2025, 5:30pm

Meeting was called to order at 5:30 PM.

Board members Richard Bjerklie, Jennifer Wallender, Lacey Laudenschlager, Amanda Peterson, and Jim Vannett were present. Sherry Schmidt, Lori Furaus, Sheila Schlafmann, and Larry Derr were absent. A quorum was established.

Directors Luke Schaefer, Lyndsi Engstrom, Genelle Olson, Brandt Dick, CRACTC Assistant Director Lyle Krueger, ESP Director Christy Ringgenberg, and CSI – TSI Coordinator Jenna Feldman were present.

- I. Director's Consent Agenda
 - a. Minutes
 - b. Financials
 - c. Director's Report
 - i. Amanda Peterson made a motion to approve the Consent Agenda. Jim Vannett seconded the motion. Motion carried unanimously.
- II. Policy Review and Reports – Luke Shaefer provided his interpretation/summary of each policy.
 - a. BCR-1: Governance-Management Connection
 - b. BCR-2: Unity of Control
 - c. BCR-3: Staff Accountability
 - d. BCR-4: Authority of Chief Executive Office
 - e. BCR-5: Chief Executive Officers Accountability
 - i. Richard Bjerklie made a motion to accept BCR 1-5 in compliance. Amanda Peterson seconded the motion. Motion carried unanimously.
 - f. OE-5: Financial Planning
 - i. Amanda Peterson made a motion to find OE-5 in compliance. Jim Vannett seconded the motion. Motion carried unanimously.
 - g. OE-6: Financial Administration
 - i. Amanda made a motion to find OE-6 in compliance. Richard Bjerklie seconded the motion. Motion carried unanimously.
 - h. OE-9: Program Services
 - i. CSI – TSI Coordinator Jenna Feldman and ESP Director Christy Ringgenberg shared presentations relating to their program services.
 - ii. Richard Bjerklie made a motion to find OE-9 in compliance. Lacey Laudenschlager seconded the motion. Motion carried unanimously.
 - i. R-4: Research and Design of Programming.

North Office

18 2nd St NE,
Suite 2
Minot, ND 58703

South Office

1929 N Washington St,
Suite A
Bismarck, ND 58501

- i. Amanda Peterson made a motion to find R-4 in compliance. Lacey Laudenschlager seconded the motion. Motion carried unanimously.
- III. Board Self-Assessment – Board members self-reflected and evaluated performance within the meeting.

Meeting adjourned at 6:32 PM. The next quarterly meeting will be held in August.



Esther Jayni

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 01	GENERAL FUND			
<u>Current Assets</u>				
01 101	CASH IN BANK	13,351.63	65,046.78	78,398.41
01 102	SWEEP ACCOUNT	2,086,446.88	(240,704.15)	1,845,742.73
	Current Assets Subtotal:	2,099,798.51	(175,657.37)	1,924,141.14
<u>Other Assets</u>				
01 301	ESTIMATED REVENUE	11,090,354.82	0.00	11,090,354.82
01 302	REVENUE CONTROL	(9,922,521.82)	(746,737.61)	(10,669,259.43)
	Other Assets Subtotal:	1,167,833.00	(746,737.61)	421,095.39
Total Assets and Deferred Outflows of Resources:		3,267,631.51	(922,394.98)	2,345,236.53
<u>Current Liabilities</u>				
01 421	ACCOUNTS PAYABLE	33,445.71	(1,159.28)	32,286.43
01 472	COMPENSATED ABSENCES	0.00	0.00	0.00
01 473	RETIREMENT PAYABLE	0.00	0.00	0.00
01 474	ND PERS	9.90	0.00	9.90
01 478	SIT PAYABLE	4,817.00	(3,223.00)	1,594.00
01 479	FIT PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	38,272.61	(4,382.28)	33,890.33
<u>Other Liabilities</u>				
01 601	APPROPRIATIONS	12,091,231.18	0.00	12,091,231.18
01 602	EXPENDITURES/EXPENSES	(9,197,121.46)	(918,012.70)	(10,115,134.16)
	Other Liabilities Subtotal:	2,894,109.72	(918,012.70)	1,976,097.02
<u>Fund Balance</u>				
01 770	RESTRICTED NET ASSETS	1,336,125.54	0.00	1,336,125.54
01 771	BUDGETED FUND BALANCE	(1,000,876.36)	0.00	(1,000,876.36)
	Fund Balance Subtotal:	335,249.18	0.00	335,249.18
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		3,267,631.51	(922,394.98)	2,345,236.53

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 01	GENERAL FUND			
<u>Current Assets</u>				
01 101	CASH IN BANK	78,398.41	(139,202.47)	(60,804.06)
01 102	SWEEP ACCOUNT	1,845,742.73	2,322.07	1,848,064.80
	Current Assets Subtotal:	1,924,141.14	(136,880.40)	1,787,260.74
<u>Other Assets</u>				
01 301	ESTIMATED REVENUE	11,090,354.82	0.00	11,090,354.82
01 302	REVENUE CONTROL	(10,673,895.25)	(773,516.81)	(11,447,412.06)
	Other Assets Subtotal:	416,459.57	(773,516.81)	(357,057.24)
Total Assets and Deferred Outflows of Resources:		2,340,600.71	(910,397.21)	1,430,203.50
<u>Current Liabilities</u>				
01 421	ACCOUNTS PAYABLE	32,286.43	480.70	32,767.13
01 472	COMPENSATED ABSENCES	0.00	0.00	0.00
01 473	RETIREMENT PAYABLE	0.00	(466.67)	(466.67)
01 474	ND PERS	9.90	0.00	9.90
01 478	SIT PAYABLE	1,594.00	1,857.00	3,451.00
01 479	FIT PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	33,890.33	1,871.03	35,761.36
<u>Other Liabilities</u>				
01 601	APPROPRIATIONS	12,091,231.18	0.00	12,091,231.18
01 602	EXPENDITURES/EXPENSES	(10,119,769.98)	(912,268.24)	(11,032,038.22)
	Other Liabilities Subtotal:	1,971,461.20	(912,268.24)	1,059,192.96
<u>Fund Balance</u>				
01 770	RESTRICTED NET ASSETS	1,336,125.54	0.00	1,336,125.54
01 771	BUDGETED FUND BALANCE	(1,000,876.36)	0.00	(1,000,876.36)
	Fund Balance Subtotal:	335,249.18	0.00	335,249.18
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		2,340,600.71	(910,397.21)	1,430,203.50

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 01 GENERAL FUND				
<u>Current Assets</u>				
01 101	CASH IN BANK	108,035.02	(458,489.47)	(350,454.45)
01 102	SWEEP ACCOUNT	1,688,976.99	595,029.72	2,284,006.71
	Current Assets Subtotal:	1,797,012.01	136,540.25	1,933,552.26
<u>Other Assets</u>				
01 301	ESTIMATED REVENUE	11,090,354.82	0.00	11,090,354.82
01 302	REVENUE CONTROL	(11,452,278.50)	(1,420,303.06)	(12,872,581.56)
	Other Assets Subtotal:	(361,923.68)	(1,420,303.06)	(1,782,226.74)
Total Assets and Deferred Outflows of Resources:		1,435,088.33	(1,283,762.81)	151,325.52
<u>Current Liabilities</u>				
01 421	ACCOUNTS PAYABLE	32,767.13	8,497.37	41,264.50
01 472	COMPENSATED ABSENCES	0.00	0.00	0.00
01 473	RETIREMENT PAYABLE	(466.67)	0.00	(466.67)
01 474	ND PERS	9.90	0.00	9.90
01 478	SIT PAYABLE	3,451.00	1,927.00	5,378.00
01 479	FIT PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	35,761.36	10,424.37	46,185.73
<u>Other Liabilities</u>				
01 601	APPROPRIATIONS	12,249,331.18	0.00	12,249,331.18
01 602	EXPENDITURES/EXPENSES	(11,027,153.39)	(1,294,187.18)	(12,321,340.57)
	Other Liabilities Subtotal:	1,222,177.79	(1,294,187.18)	(72,009.39)
<u>Fund Balance</u>				
01 770	RESTRICTED NET ASSETS	1,336,125.54	0.00	1,336,125.54
01 771	BUDGETED FUND BALANCE	(1,158,976.36)	0.00	(1,158,976.36)
	Fund Balance Subtotal:	177,149.18	0.00	177,149.18
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		1,435,088.33	(1,283,762.81)	151,325.52

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 01 GENERAL FUND				
<u>Current Assets</u>				
01 101	CASH IN BANK	(355,832.45)	529,076.57	173,244.12
01 102	SWEEP ACCOUNT	2,284,006.71	(194,978.95)	2,089,027.76
	Current Assets Subtotal:	1,928,174.26	334,097.62	2,262,271.88
<u>Other Assets</u>				
01 302	REVENUE CONTROL	0.00	(1,273,929.62)	(1,273,929.62)
	Other Assets Subtotal:	0.00	(1,273,929.62)	(1,273,929.62)
	Total Assets and Deferred Outflows of Resources:	1,928,174.26	(939,832.00)	988,342.26
<u>Current Liabilities</u>				
01 421	ACCOUNTS PAYABLE	41,264.50	2,498.76	43,763.26
01 472	COMPENSATED ABSENCES	0.00	(225.54)	(225.54)
01 473	RETIREMENT PAYABLE	(466.67)	(535.18)	(1,001.85)
01 474	ND PERS	9.90	0.00	9.90
01 478	SIT PAYABLE	0.00	1,930.00	1,930.00
01 479	FIT PAYABLE	0.00	(58.65)	(58.65)
	Current Liabilities Subtotal:	40,807.73	3,609.39	44,417.12
<u>Other Liabilities</u>				
01 601	APPROPRIATIONS	0.00	6,584.86	6,584.86
01 602	EXPENDITURES/EXPENSES	0.00	(943,441.39)	(943,441.39)
	Other Liabilities Subtotal:	0.00	(936,856.53)	(936,856.53)
<u>Fund Balance</u>				
01 770	RESTRICTED NET ASSETS	1,887,366.53	0.00	1,887,366.53
01 771	BUDGETED FUND BALANCE	0.00	(6,584.86)	(6,584.86)
	Fund Balance Subtotal:	1,887,366.53	(6,584.86)	1,880,781.67
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	1,928,174.26	(939,832.00)	988,342.26

CREA Governing Board Q3 - 2025 Memo

Funding, staffing, and supporting schools will all be emphasized this year in order to walk the tightrope between offering the necessary and desired services and programs and meeting the budgetary constraints encountered this fiscal year.

This memo will outline some brief challenges for CREA, a policy review for sensitive language, and our policies for this quarter.

1. Consent Agenda
 - a. Minutes – you will find meeting minutes linked on the website.
 - b. Financials – you will find the financials linked on the website. We have included monthly reports, as well.
 - c. Director's Report
 - i. You can find the CRACTC report [here](#). There is also a policy necessary with the change in law regarding [personal electronic devices](#).
 - ii. You will find a summary of the [CEO Evaluation Report](#) attached. Please let me know if there are suggestions or changes to this report and/or the process.
 - iii. Federal changes and impact
 1. We had no grants or contracts that were impacted in the last quarter. Our afterschool programs that were grant-funded were appropriately planned for fees covering this summer and grant funding beginning in August. This, to date, has been aligned with the federal freeze experienced over the summer. We will be watching Special Education funding carefully as there is some talk of recissions which could impact some of our Specially Designed Learning programming.
 - iv. Brief Challenges
 1. We continue to struggle with the Dept. of Health and Human Services in regard to providing supports to children and families with needs not being addressed in schools (1915i). Strategic meetings with other agencies and political partners are helping us to maneuver this and we expect a shift in this first quarter of the FY.
 2. Review of language

- a. We anticipate that language in several policies will need to be adapted to be more representative of our programming and staff. In order to work towards the ND Strategic Vision goal of preparing students for kindergarten, we brought on Early Intervention last year (birth – 3 years) and we now work with not only students but children, parents, and communities.
- 2. Policy Review – Operational Expectation 2
 - a. Emergency Succession Plan
 - i. Our current succession plan outlines large groupings of critical roles which require care and attention by the CEO and a clear outline of the duties delegated to the C-suite (COO, CSO, and CFO).
- 3. Policy Review – Operational Expectation 4
 - a. Personnel Administration
 - i. We have enhanced standard operating procedures and adopted new technology to ensure ease of staff onboarding and orientation to CREA. We have also engaged in Vital Networks process of developing culture in a way that allows CREA leaders to engage their teams in solutions specific to their needs.
 - ii. You can see our end of year (compared to mid-year) culture survey results [here](#)
- 4. Policy Review – Operational Expectation 7
 - a. Asset Protection
 - i. CEO Interpretation – The CEO is accountable of protection and maintenance of assets through insurance coverage, bonding of financial staff, mitigating loss, and securing records. Further, the CEO does not have the ability to invest in unsecured funding opportunities, dispose of real property except in normal operations, let equipment be used inappropriately or undermaintain equipment, or allow the agency to be damaged in its credibility or allow it to be liable for legal improprieties.
- 5. Policy Review – Results 2
 - a. Direct Services
 - i. In the past year, CREA has incorporated the Early Intervention program into our direct services portfolio. While it is a direct service to children ages birth to 3, it does not currently meet our R2 definition of direct services as it is not provided directly to schools. Data for Early Intervention is incorporated in this report as appropriate for the Board's information. In the past year, Early Intervention served an average of 351 youth per

month. Satisfaction for services has been very positive as indicated in parent surveys. 1915i Care Coordination is also a relatively new service delivered by CREA within the past year. This is another Medicaid service provided directly to students but not within the schools as currently defined in R2. In the past year, we have served 3 students under 1915i Care Coordination and efforts continue to build these numbers. There is a general lack of participants under age 18 enrolled statewide in 1915i services, thus presenting challenges in building a caseload which is being addressed through partnerships, relationship building, and marketing. To best incorporate our new direct services, a suggestion would be for the Board to consider a review of the wording of this policy to expand the ability to fully capture direct services provided to participants and not limit the scope to only "providing services to schools".

6. Meeting Evaluation

- a. What went well?
- b. What would improve our meetings?
What changes might we make?

As a reminder, here is suggested language for policy review discussion. Please remember that discussion, questions, and suggestions are all welcome as we want to ensure that we are carrying out your expectations and meeting the results that you set out for us. The discussion that you have will be collected for my evaluation. You can find that suggested language for policy [here](#).



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701-415-0453

CREA/CRACTC Governing Board Meeting

August 2025

Lyle Krueger, CRAFTC Asst Director

Hello CREA/CRACTC Board Members,

Hope you are all doing well and were able to enjoy that one day of summer! Well, that is what is seemed like for me anyway! Below are some larger item updates regarding CRAFTC business that I wanted to keep you in the loop on.

- 1. Brick & Mortar Programming (update):** In April 2025, CRAFTC collaborated with Bismarck Public Schools to request the State CTE Department and Board to transfer seven program areas currently within Bismarck Public under CRAFTC's umbrella. The seven program areas have been collaborative efforts between CRAFTC and BPS since the inception of each program, through shared Advisory Committees, staffing, equipment/materials, and/or facilities. Unfortunately, per communications from the State CTE Director, Wayde Sick, our requests were not presented to the CTE State Board in the June meeting as expected and such applications are generally approved, due to fear of causing confusion for board members. No further explanation has been provided.

The purpose of the transfers was to formalize the efforts already occurring, as well as to expand current programs, collaborate at a deeper level for instructor professional learning, provide additional opportunities at BPS facilities for rural schools in closer proximity to Bismarck, along with initial adoptions of new programs such as Electrical, Plumbing, and HVAC to soon be offered at the new Silver Ranch addition in east Bismarck, to be under Center programming. CRAFTC felt that by requesting the transfers now, prior to the State Board adopting a new funding policy, would allow them to include such programs into their funding formula and/or help them to have data while requesting additional funding during the 2027 legislative sessions. We were informed that the transfer applications will be presented to the State CTE Board in the fall.

- 2. 2025-2026 Program:** CRAFTC is continuing to expand and provide CTE learning opportunities for students throughout central and other parts of the state. CRAFTC currently has 1,281 course enrollments from 50 different schools as of 8.7.2025! CRAFTC year end enrollments after spring enrollments during the 2024-2025 school year were 1,206...a current growth of 75 new enrollments before our school year even begins!

We are excited to add two new program areas: 1) Business; 2) Advanced Manufacturing. We are sub-contracting teacher time with a member school (Granville) to provide two new courses; Business Management I and Business Law. For Advanced Manufacturing, we are collaborating with Bismarck State College, as well as partner CTE Centers of Williston Basin CTE Center (Williston) and James Valley CTE Center (Jamestown) to provide the two new courses of Mechanic Drive Systems and Hydraulic Fundamentals. CRAFTC will hold the teacher contract to provide the course instruction for all students, while BSC will provide all equipment and host all the needed hands-on instruction in Bismarck, Williston, and Jamestown. Williston Basin and James Valley will partner with CRAFTC to cover the teacher and course expenses based on the percentage of students enrolled through each Center. The two Advanced Manufacturing courses can be taken for dual credit toward a Mechatronics certificate at BSC.

Pat Phillips, Interim Director
Pat.Phillips@bismarckschools.org

Lyle Krueger, Assistant Director
Lyle.krueger@k12.nd.us

Amy Johnson, Registrar
Amy.A.Johnson@k12.nd.us



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Additionally, we are excited to add four additional new courses within already developed program areas:

1. Aviation Mechanics in our Aviation program
2. Nutrition and Wellness in our Family & Consumer Sciences program
3. Introduction to Artificial Intelligence in our Information Technology program
4. Emergency Medical Technician (EMT) in our Health Sciences program

- 3. CRACTC Personal Device Policy:** CRACTC, like all North Dakota public schools and CTE Centers, are required to implement a "phone-free" policy starting prior to the start of the 2025-2026 school year, as per [House Bill 1160](#). This means personal electronic communication devices must be securely stowed and inaccessible to students during instructional time, from the start of the school day until dismissal. CRACTC has developed a draft policy based off the policy adopted by Bismarck Public Schools on August 1, 2025. Please find included in your board packet the CRACTC draft policy for your review and approval for our Center programming.
- 4. CTE Funding Policy Change:** The North Dakota Department of CTE has approved a one-year funding policy that will provide an increase of 6% of all funds provided by the Department during the 2024-2025 fiscal year. Additionally, they continue to work on the long term funding policy to be approved and implemented by the State CTE Board to begin in the 2026-2027 school year. The board has come closer in agreement to most aspects of the proposed funding policy, with debate continuing over funding for operations and administrative expenses.

I will keep you updated on each of these topics and others as we move forward! If there is anything else you have questions regarding, as always, please feel free to reach out to me directly at your convenience if you would like to discuss any of these items! Thank you for your time and service!

Sincerely,
Lyle



Annual Board Report on CEO Performance for SY2024-2025

1. Summary of Monitoring Data

This report summarizes monitoring data derived throughout the year regarding the Board's Results and Operational Expectations policies. The board engaged in structured assessments of all relevant OE and R policies, with attention to fiscal oversight, program quality, communication transparency, and outcome equity.

2. Conclusions on Results Policies

The Board affirmed that the Executive Director's interpretations of the Results policies were reasonable. In particular the board acknowledged thoughtful attention to providing consistent access to all, supported by comprehensive reporting and strategic follow-through. Reasonable progress was demonstrated toward the achievement of stated results, meeting the board's expectations for educational equity and service delivery.

3. Conclusions on Operational Expectations Policies

The Board confirmed that the Executive Director provided reasonable interpretations and operated in compliance with all reviewed Operational Expectations. Affirmations included policies on financial planning (OE-5), financial administration (OE-6), asset protection (OE-7), and board communication (OE-8). There were no exceptions or corrective actions required in the execution of these operational domains.

4. Specific Priorities for the Coming Year

Based on the year's monitoring outcomes, the board has outlined the following priorities for the upcoming year: Continue focus on programmatic excellence, especially within struggling student populations (OE-9). Ensure continued clarity and strategic alignment in budget processes (OE-5). Maintain and enhance transparent communication protocols between the Executive Director and the Board (OE-8). Monitor sustained progress on long-term service outcomes aligned with Results policies. Enhance professional learning services building on the success of the quality and reception of professional development (R3).

Personal Electronic Communication Devices

The Central Regional Area Career and Technical Center (CRACTC) is committed to providing the necessary support for academics and student well-being in a positive educational environment that is free from unnecessary, non-educational distractions. Personal electronic communication devices can be a distraction during instructional time and counterproductive to student focus and engagement. By prohibiting and limiting the use of personal electronic devices during the school day, this policy aims to provide students with more opportunities to engage in meaningful interactions, collaborate with peers, and cultivate the essential skills necessary for academic and life-long success. Therefore, it is the position of the State of North Dakota and the CRACTC that students and school employees shall abide by this policy, which prohibits the use of personal electronic communication devices as outlined herein.

Definitions

For the purposes of this policy and in accordance with North Dakota law, the following terms are defined as follows:

- A. Instructional time means the time from the start of the school day until dismissal at the end of the school day on school premises, for which the signal may be the ringing of a bell, including a structured or unstructured learning experience, recess, a lunch period, and time in between classes. The term does not include private student travel time to and from an area career and technology center or other offsite learning experience or instructional time occurring in virtual environments off school premises.
- B. Parent means a parent or guardian of a student who is authorized to make decisions regarding education for the student.
- C. Personal electronic communication device means a portable electronic device capable of communication by voice, text, or other data with one or more other parties or devices, or capable of connection to a smartphone, the internet, or a cellular or wireless fidelity network, including a smartphone, cell phone, bluetooth-enabled device, tablet, smartwatch or other wearable device, and gaming device. The term does not include:
 - i. School-owned devices provided to a student and school-approved devices used by a student in accordance with this section.
 - ii. Parent-provided tablet or personal computer, when used for educational purposes, as approved by building administration.
 - iii. Portable devices that meet the definition of a medical device under the federal Food, Drug and Cosmetic Act [21 U.S.C. 9 et seq.].

D. School means a public school providing prekindergarten, elementary, or secondary education, including area career and technology centers. The term does not include virtual schools, virtual instruction, the North Dakota center for distance education, or education occurring in a home-school environment.

E. School-related activity means a school-sanctioned activity, event, or function, occurring outside of instructional time, at which students are under supervision of the school, whether on or off school premises, including a bus ride, field trip, sporting event, and school dance.

F. Student means an individual currently enrolled or registered at a public school as defined under this policy.

G. Inappropriate content is defined as content that:

- i. Violates a District or Center student conduct policy;
- ii. Attacks race, color, national origin, ancestry, religion, sex, disability, or other status protected by law;
- iii. Promotes violence, terrorism, or other illegal activities including, but not limited to, tobacco, drug, and/or alcohol use by minors;
- iv. Is obscene or pornographic as defined by community standards.
- v. Is reasonably forecasted to materially or substantially disrupt the educational environment;
- vi. Poses a direct threat to the physical safety of the school population; and
- vii. Infringes on the rights of others, such as (but not limited to) material that is potentially libelous or invades an individual's privacy.

Prohibitions

In compliance with N.D.C.C. § 15.1-07-41, the CRACTC prohibits students from using personal electronic communications devices during instructional time. Prohibited devices include the following:

- a. Smartphones
- b. Cell phones
- c. Tablets
- d. Smartwatches or other wearable devices
- e. Gaming devices
- f. Any other devices as defined under N.D.C.C. § 15.1-07-41

All personal electronic communication devices identified above must be:

- a. Silenced or turned off, and
- b. Securely stowed away, and
- c. Inaccessible to students during instructional time.

The Center may develop additional administrative regulations or rules, which outline the specific procedures to follow to ensure all three legal requirements are met during instructional time.

Exceptions from this policy's prohibitions may be made only as outlined below.

Device Exceptions

The Center provides specific device exceptions and will not prohibit a student from possessing or using a personal electronic communication device under this policy in each of the following circumstances:

- A. School-owned devices provided to a student, including school-issued laptops, tablets, or any other electronic device capable of communication as defined under this policy.
- B. Parent Provided Personal Computer or Tablet, when used for educational purposes and approved by building administration.
- C. Medical-provider recommendation, which includes a medical provider licensed under N.D.C.C. Title 43 (Occupations and Professions) who determines the possession or use of a personal electronic communication device is necessary for the health or well-being of the student.
- D. Required accommodation, which authorizes the possession or use of a personal electronic communication device when required by the student's individual education program under the:
 - i. The Individuals with Disabilities Education Act [20 U.S.C. 1400];
 - ii. Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794]; or
 - iii. A plan developed in accordance with state or federal law requiring accommodation.

Limitations/ Allowances for School-Related Activities

The Center may limit student access to personal electronic communication devices outside of instructional time, during a "school-related activity" as defined in this policy. Such approval may be provided to a student(s) by administration, a teacher, or a coach.

The Center may develop and enforce specific limitations and allowances under administrative regulations or rules. Any time a student is using a school-owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception in this policy, the following prohibitions apply:

- A. Students are prohibited from using any devices or technology to violate a student conduct policy including, but not limited to, policies on cheating and bullying while on Center-owned or utilized property or at a Center-sponsored event;
- B. Students are prohibited from using any devices or technology to photograph or video record inappropriate content and/or transmit inappropriate content while on school property and/or participating in school-sponsored events;
- C. Students are prohibited from displaying and/or using any devices or technology in areas where there is a reasonable expectation of privacy by others on Center-owned or utilized property and at Center-sponsored events. Students are also strongly discouraged from possessing personal technology in areas where there is a reasonable expectation of privacy by others on Center-owned or utilized property and at Center-sponsored events;
- D. Students are prohibited from using any devices or technology to compromise Center networks or access confidential material on Center networks. The Center may also take disciplinary action against a student who has used personal technology to engage in hacking, trolling, accessing or transmitting inappropriate material, spamming, sending viruses, and/or engaging in illegal or other inappropriate activity while on school property or participating in school-sponsored event; and
- E. Students are prohibited from using any devices or technology disruptively or in a manner that potentially compromises the safety of others on Center-owned or utilized property and during Center sponsored events.

Student Contact with Parents/ Caregivers

A student may contact the student's parent or authorized caregiver during the school day if needed by using a Center/school telephone made available to the student in a manner and location designated by the building administration. Student contact with parents/ caregivers will not be unreasonably withheld, but the Center may develop administrative policies and rules to ensure the orderly operation of the Center and the educational process is not unnecessarily disrupted.

Student Expectations and Disciplinary Measures

The Center requires strict compliance with state law and this policy by students. Students who administration has found to have violated this policy may be subject to disciplinary

consequences and/or corrective measures in accordance with local school policy and/or at the discretion of Center administration. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation.

Searches of Personal Technology

If a student is using a school-owned or approved device, a personal device on a limited or allowed basis, or a personal device that falls under another exception under this policy, then administration is authorized to search the device when there is reasonable suspicion of the following:

1. The device contains evidence of conduct or activity that may constitute a violation of policy or the law; or
2. There is a threat of danger or potential harm to self or others.

Only areas of the device reasonably related in scope to the purpose of the search will be subject to a search (e.g., if a student is texting inappropriate photos, only the device's text messages will be searched).

If administration suspects or finds that a device contains content that violates N.D.C.C. § 12.1- 27.1-03.3 or other laws, they shall contact law enforcement. Under no circumstances shall school officials download or transfer sexually explicit content from a student's personal technology. Law enforcement, including school resource officers, may communicate the need for probable cause to search a device and may provide a student or the Center with a search warrant or subpoena for information or records.

Dissemination and Education

Upon the adoption and implementation of this policy, the Center shall:

- a. Ensure the policy is communicated to students, parents, and authorized caregivers; and
- b. Publish the policy in student and personnel handbooks.

School administration may develop guidelines to assist students and staff with complying with this policy.

Annual Data Collection & Documentation

In accordance with state law, the Center must collect data annually with the goal of measuring the impact of this policy on student behavior, mental health, disciplinary incidents, school attendance, and academic performance.



Operational Expectations Monitoring Document
OE-2 Emergency CEO Succession

Certification of the CEO: I certify this report to be accurate

Signed, *J.W.S.* Date: 8/5/25

In Compliance
 Compliance with Noted Exceptions
 Not in Compliance

Summary statement of the CEO:

The CEO is expected to maintain a plan outlining critical strategies and adherence to board policy through the governance process. The plan must include delegation of the strategies and board work to appropriate and capable CREA leaders.

Our current succession plan outlines large groupings of critical roles which require care and attention by the CEO and a clear outline of the duties delegated to the C-suite (COO, CSO, and CFO).

Disposition of the Board: Date: _____

In Compliance
 Compliance with Noted Exceptions
 Not in Compliance

Summary statement/direction of the Board:

OE-2 Emergency CEO Succession	CEO In Compliance	CEO Not in compliance	Board In Compliance	Board Not in compliance
The CEO has a written plan for the designation of at least one other executive staff member who is familiar with the board's governance process and issues of current concern and is capable of assuming the CEO responsibilities on an emergency basis until the board appoints a temporary or permanent replacement.	X			
The CEO has a written plan for succession in the event of the CEO position being vacated.	X			



Operational Expectations Monitoring Document
OE-4 Personal Administration

Certification of the CEO: I certify this report to be accurate

Signed,  Date: 8/7/25

In Compliance
 Compliance with Noted Exceptions
 Not in Compliance

Summary statement of the CEO:

The CEO ensures that CREA staff are hired and treated like professionals. This begins at the hiring process with recruitment including clear job descriptions and competitive compensation packages; appropriate and required background checks for each program; and selecting the best candidates. After hire, the CEO is required to create an environment conducive to striving towards the vision through ensuring administrative rules and procedures exist; handling complaints appropriately; protecting information; providing coaching and training; and evaluating staff in a manner consistent with the CEO's evaluation and drives effectiveness, excellent performance, and achieves results.

We have enhanced standard operating procedures and adopted new technology to ensure ease of staff onboarding and orientation to CREA. We have also engaged in Vital Networks process of developing culture in a way that allows CREA leaders to engage their teams in solutions specific to their needs.

Disposition of the Board: Date: _____

In Compliance
 Compliance with Noted Exceptions
 Not in Compliance

Summary statement/direction of the Board:

OE-4 Personal Administration

CEO	Board
In Compliance	Not in compliance
Not in Compliance	In Compliance
Not in compliance	Not in compliance

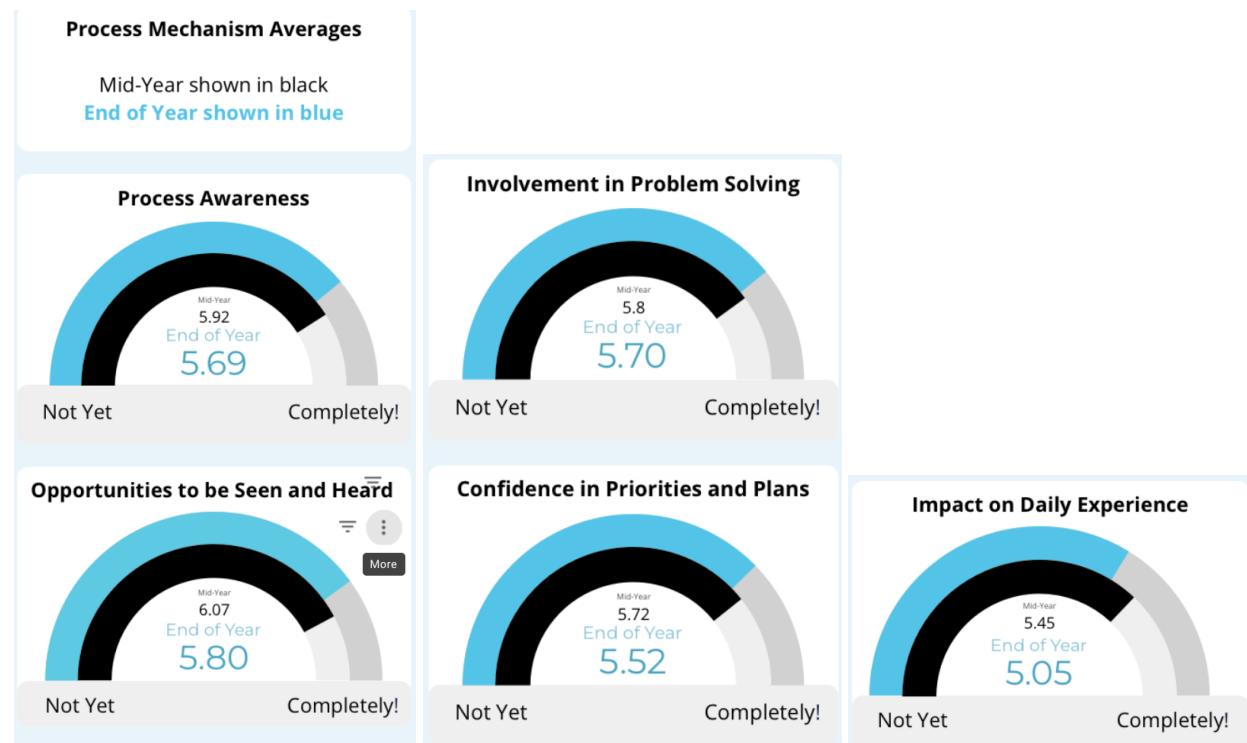
The CEO shall assure the recruitment, employment, development, evaluation and compensation of district employees in a manner necessary to enable the organization to achieve its Results policies. The executive Director will:

1. Conduct extensive background inquiries and checks prior to hiring any paid personnel. This includes temporary, contractual and permanent positions., as well as volunteers who have unsupervised contact with students.

x			
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2. Recruit and select the most highly qualified and best-suited candidates for all positions. This includes temporary, contractual and permanent positions.	x		
3. Administer clear personnel rules and procedures for employees.	x		
4. Effectively handle complaints and concerns.	x		
5. Maintain adequate job descriptions for all staff positions.	x		
6. Protect confidential information.	x		
7. Develop compensation and benefit plans to attract and retain the highest quality employees by compensating employees consistent with the applicable marketplace, including but not limited to organizations of comparable size and type, and within available resources.	x		
8. Consistent with the CEO's own evaluation, evaluate all employee performance according to their contribution toward achieving the board's Results policies and their compliance with the board's Operational Expectations policies.	x		
9. Assure that the evaluation of all programmatic and administrative personnel is designed to: <ul style="list-style-type: none"> a. Improve and support program effectiveness/efficiency; b. Measure and document both excellent performance and unsatisfactory performance; c. Link programmatic and administrator performance with multiple measures of project performance and operational efficiencies toward achieving Results policies. 	x		
10. Ensure that all staff members are qualified and trained to perform the responsibilities assigned to them.	x		
11. Maintain an organizational culture that positively impacts the ability of staff to responsibly perform their jobs and allows them to work in an environment of professional support and courtesy.	x		

End of Year Survey results rated on a 7-point scale.





Operational Expectations Monitoring Document
OE- 7 Asset Protection

Certification of the CEO: I certify this report to be accurate

Signed,  Date: 8/8/25

In Compliance
 Compliance with Noted Exceptions
 Not in Compliance

Summary statement of the CEO:

The CEO is accountable of reprottection and maintenance of assets through insurance coverage, bonding of financial staff, mitigating loss, and securing records. Further, the CEO does not have the ability to invest in unsecured funding opportunities, dispose of real property except in normal operations, let equipment be used inappropriately or undermaintain equipment, or allow the agency to be damaged in its credibility or allow it to be liable for legal improprieties.

Disposition of the Board: Date: _____
 In Compliance
 Compliance with Noted Exceptions
 Not in Compliance

Summary statement/direction of the Board:

OE- 7 Asset Protection

The CEO will assure that all organizational assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.

The CEO will:

	CEO In Compliance	CEO Not in compliance	Board In Compliance	Board Not in compliance
1. Maintain property and casualty insurance coverage on CREA property and its programming property with limits equal to 100% of replacement value	x			
2. Maintain both Errors and Omissions and Comprehensive General Liability insurance coverage protecting board members, staff and the district itself in an amount that is reasonable for REAs of comparable size and character.	x			

3. Assure that all personnel who have access to material amounts of REA funds are bonded and/or covered by employee loss insurance.	x			
4. Protect intellectual property, information, files, records and fixed assets from loss or significant damage.	x			
5. Properly preserve and dispose of all records related to affairs or business of the REA.	x			
The CEO may not:				
6. Allow facilities and equipment to be subject to improper use or insufficient maintenance	x			
7. Unnecessarily expose the REA, the board or staff to legal liability.	x			
8. Invest funds in investments that are not secured or that are not authorized by law.	x			
9. Purchase or sell real estate, including land and buildings.	x			
10. Take any action that damages the district's public image or credibility.	x			
11. Dispose of personal property except as associated with the normal course of business.	x			

CREA is in compliance with OE-7. The following explanations of the reason for the determination of compliance is listed underneath most of the statements listed below. The Executive Director has kept his practice within the guidance given in items 6-11.

OE-7 – Asset Protection

The Executive Director will assure that all organizational assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.

The Executive Director will:

1. Maintain property and casualty insurance coverage on CREA property and its programming property with limits equal to 100% of replacement value.

Central Regional Education Association carries property coverage with NDIRF, policy number IM1299. Coverage is on a blanket basis in the amount of \$138,500 with a \$500 deductible.

Coverage in the amount of \$35,000 is also provided for computers. This has a \$500 deductible as well. This policy with NDIRF also affords money & securities coverage for two locations, \$6,000 for the Minot location and \$19,000 for the Bismarck location with a \$500 deductible. Auto Insurance coverage is provided by NDIRF, policy BA2425, with a \$10,000,000 combined single liability limit (CSL) and all units have comprehensive and collision coverage with the exception of a 2014 Honda. The comprehensive deductible is \$250 and the collision deductible is \$500.

2. Maintain both Errors and Omissions and Comprehensive General Liability insurance coverage protecting board members, staff and the REA itself in an amount that is reasonable for REAs of comparable size and character.

General Liability coverage, including governance liability, with a limit of \$10,000,000 is written through NDIRF, policy GL3451. General liability coverage protects board members, staff and volunteers. Governance Liability means the actual or alleged misstatement, misleading statement, act or omission, neglect or breach of duty including misfeasance, malfeasance or nonfeasance by the covered party. Governance liability does not include personal injury or property damage liability.

3. Assure that all personnel who have access to material amounts of REA funds are bonded and/or covered by employee loss insurance.

CREA is covered by a \$2,000,000 limit of liability Bond Fund in accordance with ND Century Code 26.1-21-10.

4. Protect intellectual property, information, files, records and fixed assets from loss or significant damage.
5. Properly preserve and dispose of all records, equipment, and assets related to affairs or business of the REA.

Data Breach Coverage (data breach liability and data breach expense) with a \$250,000 liability limit and \$250,000 aggregate limit is provided via endorsement to the general liability.

The Executive Director may not:

6. Allow facilities and equipment to be subject to improper use or insufficient maintenance.
7. Unnecessarily expose the REA, the board or staff to legal liability.
8. Invest funds in investments that are not secured or that are not authorized by law.
9. Purchase or sell real estate, including land and buildings.
10. Take any action that damages the REA's public image or credibility.
11. Dispose of personal property except as associated with the normal course of business.

Adopted:

Revised:

Monitoring Method: Internal Report

Monitoring Frequency: Annually in July



Direct Student Services Programming

Certification of the Executive Director: I certify this report to be accurate

Signed,

X

In Compliance
Compliance with Noted Exceptions
Not in Compliance

Date:

8/9/25

Summary statement of the ED:

CREA will routinely provide services to schools who cannot find staff or who would like to partner, in six specific areas: before and after school programming, online/hybrid CTE coursework, events for students, reading and math assistance, interventions and supports for academics and behaviors with students, and shared staffing models. Fulfilling school requests for programming has been significantly impacted by lack of funding for services and/or sustainability past initial grants and supports, as well as difficulty in finding applicants for job openings.

In the past year, CREA has incorporated the Early Intervention program into our direct services portfolio. While it is a direct service to children ages birth to 3, it does not currently meet our R2 definition of direct services as it is not provided directly to schools. Data for Early Intervention is incorporated in this report as appropriate for the Board's information. In the past year, Early Intervention served an average of 351 youth per month. Satisfaction for services has been very positive as indicated in parent surveys.

1915i Care Coordination is also a relatively new service delivered by CREA within the past year. This is another Medicaid service provided directly to students but not within the schools as currently defined in R2. In the past year, we have served 3 students under 1915i Care Coordination and efforts continue to build these numbers. There is a general lack of participants under age 18 enrolled statewide in 1915i services, thus presenting challenges in building a caseload which is being addressed through partnerships, relationship building, and marketing.

To best incorporate our new direct services, a suggestion would be for the Board to consider a review of the wording of this policy to expand the ability to fully capture direct services provided to participants and not limit the scope to only "providing services to schools".

Disposition of the Board:

In Compliance
Compliance with Noted Exceptions
Not in Compliance

Date:

Summary statement/direction of the Board:

Data Analysis

[R2 - Direct Student Services Programming](#)

CEO	Board
In Compliance	Not in compliance
In Compliance	Not in compliance

Programming will be offered and delivered with regularity to schools in order to provide support directly to students for schools who are unable to provide such programming alone or in which it would be more effective or more efficient for the REA to provide. Programs will be developed in the following areas:

1. Before and After School programming. (ESP)	X			
2. Online/Hybrid CTE Coursework. (RACTC)	X			

3. Student-Driven Events. (Artist in Residence)	X			
4. Reading and Math Assistance. (Reading/Math Corps)	X			
5. MTSS-specific supports/interventions. (Culture, NDFSCS, Check and Connect, Stop It)	X			
6. Shared Staffing models. (Superintendent/Business Manager Services, School Psychology, eCare, EL Programming, School Counseling Services, Specially Designed Services)				X

Indicator 1
100% of schools who cannot find staff retain services

Met

	22-23 SY	23-24 SY	24-25 SY		% Retention due to staffing (not funding)	% Program/Service Growth
						100%
Artist in Residence	8	12	17	Retention isn't a goal-want schools to take over and do for themselves	N/A	42%
Counseling Services	18	20	21	Lost one staff in Spring 2025-provided coverage	100%	5%
eCare	46	52	41	Funding issues vs. staffing; Some schools don't see sufficient ROI	100%	-21%
EL Programming	13	16	20	19 school districts, 20 schools	100%	25%
ESP	15	13	14	12 sites under current grant; 2 sites are fee based only	100%	8%
NDFSCS	8	10	9	School funding/sustainability planning a major factor	100%	-10%
Reading/Math Corps	16	17	22	Program grew, but could not expand further due to lack of applicants	100%	29%
School Psych	2	10	11		100%	10%
Specially Designed Services	0	19	20		100%	5%
StopIT	138	63	29	Not staffing issues-funding ran out-many schools didn't renew	100%	-54%
Superintendent/Business Manager Services	3	2	7	Added Business Manager Services number to this category SY 24-25 (3 are Superintendent Services and 7 are Business Manager Services)	100%	250%

CRACTC	38	55	58	100%	6%
Total/Average	305	289	269	100%	25%

Growth negatively impacted by large decrease in StopIt service renewals.

Indicator 2
100% of schools receiving services express satisfaction

Met

100% retention rate for direct services (see above) based on ability to retain staff and does not include loss of services due to funding challenges, which would significantly change results. Survey Results, interviews, site visits and administrative follow-ups resulted in 100% reported satisfaction in services. Any challenges seem to be worked through and have not risen to the level of dissatisfaction.

Met

Indicator 3
Increase number of students receiving supports to 17% by 2027

Met

2021-2022 (baseline)	4,054 Students	2023-2024.	7,829 Students	2024-2025	7,744 Students	91%
		Number included total number of students served which had duplicative numbers for some programs.			This year and going forward, this number is students served using highest semester numbers for programs to reduce duplicative numbers.	
					Early Intervention served an additional 351 youth/month and 1915i served an additional 3 students.	Making Progress

Indicator 4
Fill 90% of requested, eligible services within 3 months

83 requests for services - 49 services filled

CRACTC had requests for Fire Fighting courses that could not be fulfilled due to logistics and costs associated with the course. Other CTE's provided this programming. They also had requests for Business program courses and will offer these in fall 25/26 SY.

Math Corps had 11 positions and Reading Corps had 9 positions they could not fill due to no tutor applicants.

59%

Check and Connect had 4 schools express desire to add this program but could not move forward due to funding and staffing.

ESP had 1 request for an additional Middle School Program in an existing location- this age group has been attempted before and is very difficult to sustain attendance and run a program.

Making
Progress

79%

Indicator 5

90% of Direct Service programs will meet or exceed their impact scores each year

Program	Not Yet Started	Did Not Meet	Met Impact Scores			Exceeds Impact Scores
ESP	x					New grant cycle with new goals starting- prior ones had difficulty in getting data from schools. ESP Logic Model slated to be developed in next year.
CRACTC			x			Had a 98% pass rate.
Math Corps			x			91.2% of students showed improvement on benchmark scores.
Reading Corps			x			75.8% of students met their target growth.
Specially Designed Services			x			
EL Services			x			
eCare			x			Amazing data for eCare: 2700 unique students seen with associated cost savings of \$430,885, 4735 learning days saved, 2891 educator hours saved, and over 90% stay in school rate
Counseling			x			
ALFY			x			
NDFSCS			x			8 out of 9 schools enhanced existing pipeline services/programs

Check & Connect x 8 out of 9 schools met fidelity implementation program goals

StopIT

x

Artist in Residence

x

Superintendent/Business Manager Services

x