Welcome

True North Stars

- Chris Vito: Post-Secondary
  - Christopher.vito@minnesotanorth.edu
- Shannon Malovrh: Secondary
  - shannon.malovrh@rrps.org
- Jane Shade: Post-Secondary and Secondary
  - jane.shade@minnesotanorth.edu
Merger
Historical Background

East Range
12 high schools
4 campuses

Hibbing
2 high schools
1 campus

Itasca
8 high schools
1 campus

PERKINS CONSORTIA

The map depicts the 26 consortia in Minnesota. Each consortium is composed of school districts and Minnesota State community and technical colleges.

Map reflects Northeastern MN prior to 2019
Mission: Connecting business and education with learners to prepare them for a productive future through educational and career opportunities.

True North Stars history:
- State measured metrics
- 3 year process
- Simultaneous Minnesota North College Merger
- Last year was inaugural year of Perkins board

Largest Geographic Consortium in the state
- 22 high schools
- 5 colleges
- 10 programs of study (2 emerging programs)
- 70 CTE teachers
- 2,084 CTE students in 2020
- ENDLESS OPPORTUNITIES
22 High Schools

Chisholm
Deer River
Ely
Floodwood
Grand Rapids-Bigfork
Greenway
Hibbing
Hill City
International Falls
Littlefork-Big Falls
Mesabi East
Mountain Iron-Buhl
Nashwauk-Keewatin
Nett Lake
Northland Remer
Rock Ridge- Eveleth/Gilbert
Rock Ridge- Virginia
St. Louis County- Northeast Range
St. Louis County- Cherry
St. Louis County- Northwoods
St. Louis County- Southridge

5 Colleges/6 campuses

- Hibbing Community College
- Itasca Community College
- Mesabi Range College-Eveleth
- Mesabi Range College- Virginia
- Rainy River Community College
- Vermilion Community College
True North Stars

Largest Geographic Consortium
Merger Process

• Coordinators Collaborating
• Engaging Stakeholders
• Board Development
## True North Stars Board

### Business/Industry Members

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Post Secondary</th>
<th>Secondary Admin</th>
<th>Secondary Educators</th>
<th>Regional Career Partners</th>
<th>At Large Community Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturing Pathway: L and M Radiator</td>
<td>Dean of Career and Technical Programs Jassalya Sabin</td>
<td>International Falls Principal Tim Everson</td>
<td>Manufacturing Ryan Lindsay Northeast Range School FINANCE COMMITTEE 2-year term</td>
<td>NEMOUJ/ET Executive Director Maria Domanio DEED DATA/CLNA COMMITTEE 2-year term</td>
<td>Community Member, Part-Time Nursing Instructor Mesabi, and retired Healthcare Secondary Teacher Margaret Rata TREASURER FINANCE COMMITTEE 2-year term</td>
</tr>
<tr>
<td>Business/Accounting Pathway:</td>
<td>Diesel Program Forest Brownlee Hibbing Campus 1-year term</td>
<td>Itasca Area School Collaborative (IASC) Director ASC Jackie Skelly 1-year term</td>
<td>Business/Hospitality/ Communication Technology Missy Blickeau Grand Rapids High School 1-year term</td>
<td>Laurentian Chamber of Commerce President Teresa Applewick 2-year term</td>
<td>ALU/Empower Angela Hakila FINANCE COMMITTEE 2-year term</td>
</tr>
<tr>
<td>Automotive Pathway: Detroit Reman</td>
<td>Chisholm Superintendent Mark Morrison 2-year term</td>
<td>Hill City Superintendent Adam Johnson 3-year term</td>
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<td>Engineering/Mining Pathway: United States Steel</td>
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<td>Construction Pathway: Boldt Industry Joshua Kosluk</td>
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<td>Natural Resources Pathway: DNR Clarissa Opier 1-year term</td>
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<td>Hospitality/Tourism Pathway:</td>
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<tr>
<th>Role</th>
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<tr>
<td>Vice Chair</td>
<td>Joe Sabin</td>
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<td>John Johnson</td>
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<tr>
<td>Treasurer</td>
<td>Margaret Rata</td>
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True North Stars Board

Working Groups

1. DEED Data Group
   a. Support Comprehensive Local Needs Assessment (CLNA), every 2 years
   b. Review DEED data of current and upcoming career needs
   c. Review survey data from local Perkins Partners
   d. Meet in December/January 2x
   e. Determine Programs of Study/top 10 careers

1. Finance Team
   b. Assists coordinators in local budget decisions
   c. Reviews educator requests for reallocation and regular grant funds
   d. Recommends final budgets to board for vote
   e. Meets January 2x, and March 2x
Standardize Operating Procedures  True North Stars Board

**BOARD STRUCTURE**

- Business and Industry: various career fields ................................................................. 7-8 representatives
- Post-secondary admin and faculty: .................................................................................. 3 representatives
- Secondary Educational Administrators: ......................................................................... 5 representatives
- Secondary CTE Licensed Educators .............................................................................. 3 representatives
- Regional Career Partners NEMOJT, DEED, AIA, Chamber Career Pathways, etc. ........ 4 representatives
- At Large Community Members: parent, student, retired educator, etc. ......................... 1-2 representatives
- TOTAL: 23-25

Leadership positions: chair, vice-chair, treasurer, secretary (coordinator)

**BOARD COMMITMENT**

- Commitment to Career and Technical Education (CTE)
- Assist in the development of the organization’s annual budget and ensuring that proper financial controls are in place
- Other responsibilities for potential board members: selecting new members, addressing board needs
True North Stars Board Timeline
10 Step Annual Budget Checklist

A budget is a planning tool that reflects an organization’s programs, mission, and strategic plan. Typically the budgeting process should begin at least three months before the end of the fiscal year to ensure that the budget is approved by the board of directors before the start of the new year.

1. Determine timeline
   - Set target date for board approval
   - Allow time for each step and for review and discussion
   - Approve before beginning of fiscal year

2. Agree on goals
   - Prioritize program delivery goals
   - Set organizational financial goals
   - Clarify annual goals from strategic plan

3. Understand current financial status
   - Review current year income and expense compared to budget
   - Forecast to the end of the year
   - Analyze and understand any variances

4. Agree on budget approach
   - Assign roles and responsibilities
   - Agree on authority to make decisions
   - Agree on how much uncertainty can be included (how many unknowns)

5. Develop draft expense budget
   - Determine costs (expenses) to reach program goals
   - Determine costs to reach organizational and strategic goals

6. Develop draft income budget
   - Project income based on current fundraising and revenue activities
   - Project new income based on new activities

7. Review draft budget
   - Verify that the draft meets program and organizational goals
   - Review and discuss all assumptions
   - Make adjustments, based on goals and capacity, to match income and expenses
   - Review final draft for all goals and objectives

8. Approve budget
   - Present to any committees as needed
   - Present to the board for approval

9. Document budget decisions
   - Create a consolidated budget spreadsheet and file
   - Write down all assumptions

10. Implement budget
    - Assign management responsibilities
    - Incorporate into accounting system
    - Monitor and respond to changes as needed
True North Stars Perkins FY24 Secondary Request

The Carl D. Perkins Grant is a federal flow through grant to support Career and Technical Education (CTE) programs.

Teachers must have a current CTE license, or have a current Out of Field Permission (OFP), and have a CTE Approved Program on file with the Minnesota Department of Education.

Counselors may apply if it supports the CTE plan for the district. (Career exploration)

Four areas are identified for FY24 requests: 1) Professional Development 2) Equipment 3) Career Exploration 4) Development of New Program of Study

Requests are due March 3rd
## Perkins True North Stars

**FY24 Finance Committee Request Review Matrix**

The Perkins Board finance committee will use this document to review all requests. Educators don’t need to complete. Please use as a guide to ensure these items are addressed in the submission of the request. Finance committee will use to review all requests.

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>School:</th>
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<tbody>
<tr>
<td>Program Area(s):</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th># request</th>
<th>Type of request</th>
<th>Item Request</th>
<th>General Requirements</th>
<th>Scope</th>
<th>Quality</th>
<th>Size</th>
<th>Approval Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>professional development</td>
<td>attend workforce summit in St. Paul</td>
<td>Otter Creek supports students and the advancement of CTE</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>na</td>
</tr>
<tr>
<td>2</td>
<td>professional development</td>
<td>Lean Six Sigma Conference, Brazil</td>
<td>This request aligns with industry standards and leads to high wage, high skill, and in demand careers</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>na</td>
</tr>
<tr>
<td>3</td>
<td>professional development</td>
<td></td>
<td>This request shows strong evidence to support bold, innovation, continuous improvement and business and industry connections</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>Number of students benefiting from request</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td></td>
<td></td>
<td>Total Score for each request</td>
<td></td>
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</tr>
</tbody>
</table>

**Key**

- 3: Strongly evident
- 2: Evident
- 1: Weakly Evident
- 0: Not evident
# Fiscal Timeline and Due Dates

## FALL 2023
- Aug: Faculty notified approved budget
- Sept-Oct: Work on equipment purchases must be purchased using a Purchase Order. **P-Card only used with coordinator’s approval**
- All expense reports must be submitted to the business office within 1 week of career exploration or PD

## DEC. 2023/JAN. 2024
- 12/31/2023--all equipment purchased (must be received 6/30/24)
- 12/31/23--Invoice Due for any year-to-date Career Exploration, Travel, Professional Development, Mini Grants, etc.
- **If we do not receive your bill for anything that has occurred prior to 12/31/23 the program will not be eligible for reallocation consideration**

## MARCH & APRIL 2024
- 3/31/24--Order any reallocation equipment and invoice ASAP
- 4/15/24--Invoices Due for reallocation equipment. Also, send invoices for any other FY24 grant purchases and any Career Exploration, Travel, Professional Development, or Mini-Grants, that have occurred 1/1/24- 4/15/24
- **Programs will be responsible for any expenditures not billed by 4/15. All funds that haven’t been billed will be redistributed at this time. The only exceptions are Perkins Coordinator pre-approved May or June expenditures.**

## MAY/JUNE 2024
- 6/1/2024- Due to federal grant processing timeline no p-cards used after this date
- Due Date- ASAP for pre-approved May/June expenditures occur. Invoice immediately following
- **Only bills that have been pre approved for May and June will be considered for reimbursement**
- 6/30/24--Final invoice due for any professional development that occurred end of June.
- 6/30/24--All equipment received OR it will need to be paid by individual program budgets

## FALL 2023
- Launch CTE Mini-Grant
- 10/1 Annual Performance Report coordinators submit to State
- 10/10 Perkins 101 Overview Zoom (new faculty & admin)
- 11/15 or 11/16 Perkins Grant Update Zoom meeting
- Coordinators will meet with all programs to learn needs and provide Perkins updates

## WINTER 2023-2024
- Dec/Jan. Comprehensive local needs assessment (CLNA). Determines the 10 Programs of Study where funds can be allocated
- Winter. 5-year State monitoring/audit coordinators manage
- Jan. reallocation request available for mid-year funds (optional Zoom meetings TBD)
- TBD: FY25 budgeting request depends on state notification (optional Zoom meetings TBD)

## SPRING 2024
- 5/1 Coordinators submit to state FY25 grant narrative and budget
# 2023-2024 Northeastern Minnesota Career and Technical Education Events

Calendar maintained by True North Stars Federal Perkins Grant

Dates are subject to change as the year evolves.

Check back frequently as this calendar will be updated and events added throughout the year.
If you have updated information or events to add to this calendar please contact jane.shade@minnesotanorth.edu

To access the calendar online for most updated information: [https://bit.ly/NEMN-CTE-calendar](https://bit.ly/NEMN-CTE-calendar)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Name and hyperlink for more information</th>
<th>Location</th>
<th>Career Area</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/15/2023</td>
<td>Future Forest Steward Event</td>
<td>Itasca Fairgrounds</td>
<td>Natural Resources/Transportation</td>
<td>9-12</td>
</tr>
<tr>
<td>10/6/2023</td>
<td>STEM Career Day (day time for school, evening open house for public)</td>
<td>Hibbing Memorial Building</td>
<td>STEM</td>
<td>6</td>
</tr>
<tr>
<td>10/17/2023</td>
<td>Law Enforcement Career Day - Rock Ridge Only</td>
<td>Rock Ridge</td>
<td>Law Enforcement</td>
<td>9-12</td>
</tr>
<tr>
<td>10/19/2023</td>
<td>Minnesota North College Preview Day 10:00am-1:00pm--need to RSVP</td>
<td>Minnesota North College-Vermilion</td>
<td>ALL Programs</td>
<td>9-12</td>
</tr>
<tr>
<td>10/24/2023</td>
<td>Minnesota North College Preview Day 10:00am-1:00pm--need to RSVP</td>
<td>Minnesota North College-Rainy</td>
<td>ALL Programs</td>
<td>9-12</td>
</tr>
<tr>
<td>10/26/23-10/27/23</td>
<td>Manufacturing Tours across at NE MN, partnering with AMFA</td>
<td>Across the region</td>
<td>Manufacturing</td>
<td>9-12</td>
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<tr>
<td>10/26/23-10/27/23</td>
<td>Regional Robotics Competition</td>
<td>Northeast Range School</td>
<td>STEM</td>
<td>9-12</td>
</tr>
<tr>
<td>10/27/2023</td>
<td>Program Fair Bois Forte Tribal Government Center</td>
<td>Nett Lake Government Center</td>
<td>ALL Programs</td>
<td>9-12</td>
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Empow(HER)

&

Women in the Workforce
First Annual Regional Manufacturing Month Tours

WE APPRECIATE HELIENE FOR PARTNERING TO HOST THE FIRST EVER REGIONAL MANUFACTURING TOURS TO CELEBRATE MINNESOTA MANUFACTURING MONTH. THERE WERE OVER 135 STUDENTS FROM 8 HIGH SCHOOLS TOURING 11 LOCAL MANUFACTURING COMPANIES IN NORTHEASTERN MINNESOTA. THANK YOU FOR BEING PART OF THIS MOMENTOUS DAY!
First Iron
Range
Discover
Healthcare

Discover Healthcare
Hands-On Experience Event for High School Students

You're Invited to Participate!

Thursday, November 2nd
9am–3pm

Arrival Time Slots for Students:
9am, 10am, and 1pm

Hibbing Armory
2310 Brooklyn Dr.
Hibbing, MN 55746

The 2023 Discover Healthcare Career Exploration Event is an opportunity to learn about the types of healthcare careers and education students can find in the Northern Minnesota!

Contact Shannon Malovrh at shannon.malovrh@rrps.org for more information
Future Possibilities: Strengthen Relationship and additional funding

Career and Technical Education

- JET
- True North Stars
- Applied Learning Institute
- Northeast Service Cooperative
- NEXT
- IASC Career Pathways
- Bluejacket Career Academies
- Rock Ridge Wolverines

Perkins | Career and Technical Education