



**Southeast Service Cooperative Board of Directors Regular Board Meeting
5:30 PM, Wednesday, November 17, 2021
MINUTES**

PRESENT: Chair Mary Blair-Hoeft, Vice Chair Brein Maki, Board Clerk Jean Roth, Board Treasurer Lynn Gorski, Member Jason Marquardt, Member Monica Sveen-Ziebell, Member Don Leathers, Member Theresa Arrick-Kruger, Member Mike Christensen

ABSENT: None

EX-OFFICIO: Steve Sallee

STAFF: Dale Walston, Amy Grover

The meeting was called to order at 5:32 PM by Chair Mary Blair Hoeft. A quorum was declared.

Monica Sveen-Ziebell made a motion, seconded by Mike Christensen to approve the agenda. The motion passed unanimously.

Mike Christensen made a motion, seconded by Jason Marquardt to approve Fiscal Audit 2020-2021- [Management Letter](#) and [Annual Financial Report](#). The motion passed unanimously.

[Executive Director Report](#) - Steve Sallee reviewed the attached report with updates.

[Program Manager Updates](#) - Amy Grover reviewed the attached program manager updates and announcements. Verbal Election update includes four nominations for four open board seats; two educational and two local government.

[January 1 Health Insurance Pool Renewal Status Update](#) - Dale Walston reviewed the attached list of groups.

Monica Sveen-Ziebell made a motion, seconded by Bree Maki to approve and accept the items on the consent agenda, including [Minutes of Last Meeting](#), [Sept Balance Sheet](#), [Sept Revenue Expense](#), [Sept Bills](#), [Oct Balance Sheet](#), [Oct Revenue Expense](#), [Oct Bills](#), [Superintendent Advisory Committee Meeting Minutes](#), approval after payment of \$37,250 to Apriton Educational Advisors of [Invoice to FutureForward vendor AEA - Breakdown by District](#) (unanimously approved via email responses on 9/29), approval of [additional payment \\$16,475 to Apriton Educational Advisors - Breakdown by District](#), approval of payment to National School Climate Center for \$16,150 (RCE/MDE contractual work with Winona School District), and approval of membership for City of Lakeville. The motion passed unanimously.

Specific Agenda

The first reading of revisions to [SSC Policies](#) was conducted.

Monica Sveen-Ziebell made a motion, seconded by Jason Marquardt, to approve the [Change to ByLaws](#). The motion passed unanimously.

Lynn Gorski made a motion, seconded by Don Leathers, to approve new hire [Julie Mitchell for Career Navigator \(SMEC Districts\)](#) - [Resume](#). The motion passed unanimously.

Mike Christensen made a motion, seconded by Jean Roth, to approve the resignation of Career Navigator Sue Lawlor-Rod. The motion passed unanimously.

Operations

Monica Sveen-Ziebell made a motion, seconded by Mike Christensen, to approve [Invoice Proposal to Integrate VideoConferencing in Willow Room](#). The motion passed unanimously.

Mike Christensen made a motion, seconded by Jason Marquardt, for acceptance of \$9,980 Grant from MN State Colleges & Universities for CTE Equity Capacity. The motion passed unanimously.

Lynn Gorski made a motion, seconded by Monica Sveen-Ziebell, for approval to waive paper ballot use for voting. The motion passed unanimously.

Lynn Gorski made a motion, seconded by Mike Christensen, to approve the [Interim Superintendent Services Contract](#). The motion passed unanimously.

Information and Sharing

A [Thank You Letter from Natl. Spelling Bee Participant](#) was shared. There was a MSC Conference debrief discussion.

The next regular SSC board meeting date is Wednesday, December 15, 2021, at 5:30 PM and will be offered hybrid; in person and via Zoom.

Jason Marquardt made a motion, seconded by Don Leathers, to adjourn the meeting at 6:43 PM. The motion passed unanimously.

Respectfully submitted by,
Jean Roth, Board Clerk

<u>2021 Meeting Schedule - 5:30 pm start</u>	<u>2022 Meeting Schedule - 5:30 pm start</u>
Wednesday, January 27, 2021 – ANNUAL MTG	Wednesday, January 26, 2022 – ANNUAL MTG
Wednesday, February 24, 2021	Wednesday, February 23, 2022
Wednesday, March 24, 2021	Wednesday, March 23, 2022
Wednesday, April 28, 2021	Wednesday, April 27, 2022
Wednesday, May 26, 2021	Wednesday, May 25, 2022
Wednesday, June 23, 2021	Wednesday, June 22, 2022
JULY, MSC Board Conference – RESCHEDULED	Wednesday, August 24, 2022
Wednesday, August 25, 2021	Wednesday, September 28, 2022
Wednesday, September 22, 2021	OCTOBER, MSC Board Conference
Wednesday, October 27, 2021 – CANCELED	Wednesday, October 26, 2022
Wednesday, November 17, 2021	Wednesday, November 16, 2022 (9:00 AM)
Wednesday, December 15, 2021	Wednesday, December 14, 2022 (9:00 AM)

