

**Southeast Service Cooperative Board of Directors Meeting**

**5:30 PM, Wednesday, June 26, 2019**

Finance Committee Meeting at 4:30 PM

**Present:** Theresa Arrick-Kruger, Mary Blair-Hoeft, Brein Maki, Rob Mathias, Jean Roth, Monica Sveen-Ziebell

**Absent:** Karla Bauer, Lynn Gorski, Jason Marquardt, Don Leathers,

**Ex-Officio:** Steve Sallee

**Staff:** Dale Walston, Amy Grover, Bill Colopoulos, Jill Miller, Katie Hartman

**Call to Order**

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Meeting called to order at 5:35 PM by Chair Theresa Arrick-Kruger, who declared a quorum.

MOTION: Mary Blair-Hoeft moved, Rob Mathias seconded to approve the agenda. Motion passed.

**Student Academic Report.** Katie Hartman provided the Board with information about SSC's programs which include Spelling Bee, Knowledge Bowl, and Young Authors Young Artists Conference. She also shared that we will be evaluating new programming that we may be able to offer beginning in the 2019-2020 fiscal year. She shared that our SE MN Spelling Bee representative, Neha Nanda from Austin Pacelli Catholic was unfortunately eliminated in an early round of the Scripps National Spelling Bee. Neha was one of 565 students who advanced to Nationals. In the end, the Bee concluded in a momentous 8-way tie when the pronouncer ran out of words. Another program Katie spoke about is the Knowledge Bowl, which consists of teams of students who compete in written and oral rounds by answering related questions related to all areas of learning. Questions test students recall, problem solving, and critical thinking skills; 1019 students from 30 districts participated. Next, she highlighted that the 2019 Young Authors, Young Artists Conference concluded with great success for the 1,030 students and 125 adults in attendance over the 3-day conference. In conclusion, she summarized the Student Programs Roadmap, highlighting objectives for 2019-2020. Members thanked Katie for sharing Student Academics programming.

**Program Manager Updates.** Program Managers provided a written report with updates on Local Government, Development and Innovation, Student Programs, STEM Forward, Cooperative Purchasing, Wellness, Wood Lake Meeting Center, Mobile Science Labs, Professional Learning, and Workforce Development. Amy Grover announced that there are two new STEM Forward members, Blooming Prairie Public Schools and Lab Midwest, who is interested in working with districts to better align CTE. We are hard at work this summer streamlining and revamping the Mobile Science Labs, with teachers coming in on June 27 to complete the inventory and organization of supplies and equipment to determine what we need to keep, what we need to order, and what we will no longer need. Related to Professional Learning, our Educational Behavior/Mental Health Systems Consultant, Angie Ellsworth, is now available to work with individual schools/districts to determine behavioral and mental health priorities and to develop and implement programming to address the identified gaps. Kari is continuing to finalize programming for the upcoming year and a list of these learning opportunities will be finalized and distributed to members in early August.

**Executive Director's Report.** Steve Sallee provided a verbal update and shared his report including information about legislative highlights, a reminder of the evaluation process, the MSC summer conference, and 2019-2020 budget finalization.

Legislative Update. Steve Sallee gave an overview of the 2019 Legislative Session. Of note, the E-12 bill included \$3 million in funding over two years for the Rural Career and Technical Education Consortium grant program. The funds will be shared by SSC and South Central Service Cooperative. SSC staff met with South Central Service Cooperative to discuss a regional approach to utilizing the Rural CTE Consortium funding to provide the greatest positive impact to our members. Next steps include a follow up meeting this summer to map out top five areas of opportunity in each region and review MDE application. SSC has renewed its contract with Sam Walseth, the lobbyist for the Minnesota Service Cooperatives.

Steve discussed that will be bringing the RCE Grant contract to the Board for renewal in August. He also shared that SSC is exploring different software platforms for Board meetings, in addition to other SSC committees. We plan to narrow in on a couple of companies and participate in webinars showcasing their platforms. Members, Brein Maki and Theresa Arrick-Kruger, volunteered to participate in the webinars, along with SSC leadership. We are hoping to roll out a new platform by August or early September. Finally, Steve talked about his plans to meet with every new superintendent in the area before the fall one-on-one to talk about SSC, MASA, and the mentoring program. In addition, he is planning to meet with city and county administrators.

MSC Summer Conference. Steve reminded Board members that the MSC Summer Conference will take place on July 10-12 and that there is no SSC Board meeting in July.

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### **Consent Agenda**

MOTION: Monica Sveen-Ziebell moved, Mary Blair-Hoeft seconded to approve and accept the items on the consent agenda: May meeting minutes, April and May balance sheets and revenue expenses, April and May bills, SAC meeting summary, SAC continued terms, new SAC member, and Abdo Eick & Meyers 2018-2019 audit. Motion passed.

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### **Specific Agenda**

**Programs. School Pool Renewal Update.** Bill Colopoulos provided a renewal update, sharing that we had a very successful school pool renewal effort, with all major groups renewing.

#### **Acceptance of Otto Bremer Trust funds - \$100K – Agreement and Report.**

MOTION: Mary Blair-Hoeft moved, Monica Sveen-Ziebell seconded to accept \$100K from the Otto Bremer Trust. Motion passed.

**Personnel.** Jennifer Klein has resigned her position as a Graduation/SPED Specialist with the RCE team effective June 30<sup>th</sup>, 2019. She has accepted a position with Resource Training and Solutions.

MOTION: Jean Roth moved, Mary Blair-Hoeft seconded to accept Jennifer Klein's resignation. Motion passed.

Steve provided an update on Regional Center of Excellence support being provided in the SE/Metro Region. He shared that interviews went well, with many quality candidates. He is thrilled with the six new School/District Advocates who were hired (3 due to growth, and 3 due to resignations). New Advocates include Isa Anderson-Eggen, Joe Jezierski, Melanie Lawrence-Smith, Keitha-Gail Martin-Kerr, Shana Moses, and Sarah Zeigler, all of whom will start on July 1<sup>st</sup>, 2019. These are year-round, full-time positions.

MOTION: Mary Blair-Hoeft moved, Rob Mathias seconded to approve the hiring of Isa Anderson-Eggen, Joe Jezierski, Melanie Lawrence-Smith, Keitha-Gail Martin-Kerr, Shana Moses, and Sarah Zeigler. Motion passed.

**Approval to Post SMEC Shared Position.** Amy shared the proposed posting for the Career-Connected Learning Liaison. The shared position ties to both workforce development and the Otto Bremer Grant and will perform work developing career-connected learning opportunities for a consortium of small rural school districts. SSC will host and supervise this position, and work is performed under the guidance of schools within Southern Minnesota Education Consortium (SMEC). A Memorandum of Understanding (MOU) will be in place before an offer is made. SSC is hoping to replicate this type of position in the future, as it fits well into our strategic plan.

MOTION: Rob Mathias moved, Jean Roth seconded to approve the posting for the SMEC Shared Position. Motion passed.

**Approval of contract with WDI and the Chamber for Lori Wright's shared position for 2019-2020.** A year ago, SSC entered into a Professional Services Agreement with Workforce Development, Inc. and the Rochester Area Chamber of Commerce to hire Lori Wright, as a business liaison. In year one of this shared position, Lori has been reaching out to businesses about work-based learning opportunities. The second year will focus on outreach and marketing. Otto Bremer grant funds have been set aside to fund SSC's shared cost of the position.

MOTION: Mary Blair-Hoeft moved, Monica Sveen-Ziebell seconded to approve the contract with WDI and the Chamber for Lori Wright's shared position for 2019-2020. Motion passed.

**Operations. Approval of SSC Employee Benefits Plan.** Dale Walston indicated that changes included a change in the year and an increase in Fleet Management Program mileage to 10,000 miles per year.

MOTION: Rob Mathias moved, Jean Roth seconded to approve the SSC Employee Benefits Plan. Motion passed.

**Approval of 2019-2020 Budget.** Dale Walston provided highlights from the comprehensive 2019-2020 budget document that was provided. The information was reviewed by the Finance Committee, which recommended approval by the full Board as proposed.

MOTION: Mary Blair-Hoeft moved, Monica Sveen-Ziebell seconded to approve the 2019-2020 Budget. Motion passed.

**SSC Emergency Preparedness Document.** Board members were provided with written copies of the SSC Emergency Preparedness Document and the Emergency Procedures Room Flyer. The Emergency Action Plan is a work in progress.

**Apriton Contract.** Amy provided a comprehensive outline of the Apriton Educational Advisors, LLC, Pintex Solutions Platform License Agreement. SSC has signed the Apriton contract to create a web-based portal to connect employers, educators, and students to communicate and coordinate efforts to participate in experiential and work-based learning opportunities. The portal, called FutureForward, will have a go-live date in mid-July for businesses to start registering and will be rolled out to all schools in August.

MOTION: Monica Sveen-Ziebell moved, Mary Blair-Hoeft seconded to accept the Apriton contract. Motion passed.

**Approval of Change in Package Policy Insurance and Agent.** This includes General Liability, Property & Casualty, Umbrella, Worker's Comp, Directors and Officer Liability.

MOTION: Brien Maki moved, Mary Blair-Hoeft seconded to accept the change in Package Policy Insurance and agent. Motion passed.

### **Next Meeting and Adjournment**

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There will be no meeting in July. The June 2019 Board meeting date is Wednesday, August 28, 2019 at 5:30 PM. The Finance Committee will meet at 5:00 PM.

MOTION: Rob Mathias moved, Monica Sveen-Ziebell seconded to adjourn the meeting at 7:11 PM. Motion passed.

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Brein Maki, Clerk

### **CALENDAR**

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**2019 and 2020 Board Meeting Schedule** – Meetings are located in the Wood Lake Meeting Center at Southeast Service Cooperative and start at 5:30 PM unless otherwise noted.

| <b><u>2019 Meeting Schedule</u></b>           | <b><u>2020 Meeting Schedule</u></b>      |
|---|--|
| Wednesday, January 23, 2019 - ANNUAL MTG      | Wednesday, January 22, 2020 – ANNUAL MTG |
| Wednesday, February 27, 2019                  | Wednesday, February 26, 2020             |
| Wednesday, March 27, 2019                     | Wednesday, March 25, 2020                |
| Wednesday, April 24, 2019                     | Wednesday, April 22, 2020                |
| Wednesday, May 15, 2019                       | Wednesday, May 20, 2020                  |
| Wednesday, June 26, 2019                      | Wednesday, June 24, 2020                 |
| NO REGULAR MEETING IN JULY                    | NO REGULAR MEETING IN JULY               |
| JULY 10-12, 2019 MSC Board Conference, Duluth | JULY, MSC Board Conference               |
| Wednesday, August 28, 2019                    | Wednesday, August 26, 2020               |
| Wednesday, September 25, 2019                 | Wednesday, September 23, 2020            |
| Wednesday, October 23, 2019                   | Wednesday, October 28, 2020              |
| Wednesday, November 20, 2019                  | Wednesday, November 18, 2020             |
| Wednesday, December 18, 2019                  | Wednesday, December 16, 2020             |

- **Minnesota Service Cooperatives (MSC) Board:** Mary Blair-Hoeft elected at the June 2015 Board meeting to a four-year term on the MSC Board July 10, 2015 through June 30, 2019.
- **Cooperative Purchasing Connection (CPC) Board:** Mary Blair-Hoeft
- **Minnesota Healthcare Consortium (MHC) Board:** Lynn Gorski
- **MN Service Cooperatives Board Conference:** Wednesday-Friday, July 10-12, 2019 in Duluth, MN
- **Association of Education Service Agencies Conference:** December 4-7, 2019 in Phoenix, AZ

### **2019 Board Committees**

- **Finance** – Karla Bauer, Jean Roth, Lynn Gorski, Mary Blair-Hoeft, Tess Arrick-Kruger
- **Personnel** – Monica Sveen-Ziebell, Rob Mathias, Lynn Gorski, Bree Maki, Tess Arrick-Kruger  
Superintendent Mike Funk (SAC Rep) and Ed Harris (SAC Rep)
- **Policies** – Monica Sveen-Ziebell, Karla Bauer, Rob Mathias, Jason Marquardt, Bree Maki
- **Bylaws** – Karla Bauer, Rob Mathias, Jean Roth, Mary Blair-Hoeft, Don Leathers

- **Canvassing** – Lynn Gorski, Bree Maki

#### **2019 Staff Presentation Schedule**

- **January** – Annual Meeting
- **February** – Wellness, Professional Development
- **March** – STEM Forward, Cooperative Purchasing
- **April** – Local Government, Development & Innovation
- **May** – Facilities Management, Wood Lake Meeting Center
- **June** – Student Academics
- **July** – No Meeting
- **August** – Professional Development, Regional Center of Excellence
- **September** – STEM Forward, Cooperative Purchasing
- **October** – Local Government, Development & Innovation
- **November** – Facilities Management, Wood Lake Meeting Center
- **December** – Strategic Planning