

Southeast Service Cooperative Board of Directors Meeting

5:30 PM, Wednesday, March 27, 2019

Personnel Committee Meeting at 4:30 PM

Finance Committee Meeting at 5:00 PM

Present: Theresa Arrick-Kruger, Karla Bauer, Mary Blair-Hoeft, Don Leathers, Brein Maki, Jason Marquardt, Rob Mathias, Jean Roth

Absent: Monica Sveen-Ziebell, Lynn Gorski

Ex-Officio: Steve Sallee

Staff: Dale Walston, Sarah Ness

Call to Order

Meeting called to order at 5:31 PM by Chair Theresa Arrick-Kruger, who declared a quorum.

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

STEM Forward and CPC Update. Sarah Ness, Program Manager provided updates. STEM Forward will be holding the Spring Educator Forum on April 10th. Nasco, a national STEM company is sponsoring this event. The goal is to get 100 educators to attend. The event will consist of a “Stem Playground” instead of a keynote speaker. Three local “celebrities” will be holding training sessions around STEM learning during the date. There is a promotion for school districts to join STEM Forward for the rest of the year for \$400. The program has grown from 13 to 28 school districts since SSC started running the program. CPC is going to a more comprehensive state-wide model and will be hiring a representative to cover the southern part of the state. A new contract was recently setup with Bush Company. More information is available at PurchasingConnection.org.

SSC’s Strategic Planning Updates. Sarah Ness and Steve Sallee provided written and verbal updates on the three areas: Workforce Development, Mental Health, and School Curriculum.

Work Place Learning Connection Discussion. Sarah Ness provided information.

Executive Director’s Report. Steve Sallee provided a verbal update and shared his report including information about the SSG Contract, MSBA Superintendent Search contract, MHC Update, CCOGA update, MSC State Conference and the SSC Emergency Plan.

Consent Agenda

MOTION: Jason Marquardt moved, Karla Bauer seconded to approve and accept the items on the consent agenda: February meeting minutes, February balance sheets and revenue expenses, bills, and other finance reports, SAC Meeting Summary. Motion passed.

Specific Agenda

Mobile Science Lab. Steve Sallee led discussion about the Mobile Science Lab.

Approval of \$34,000 Investment for Workplace Learning Connection. Discussion

MOTION: Rob Mathias moved, Don Leathers seconded to approve the \$34,000 Investment for Workplace Learning Connection. Motion passed.

Approval of Resignation of Miranda Schornack, Advocate and ELD Specialist for RCE.

MOTION: Mary Blair-Hoeft moved, Jean Roth seconded to approve the resignation of Miranda Schornack. Motion passed.

Eliminate Program Manager Position Effective April 1, 2019.

MOTION: Brein Maki moved, Karla Bauer seconded to approve the elimination of the Program Manager position effective April 1, 2019. Motion passed.

Approval to Post for Administrative Assistant Position.

MOTION: Mary Blair-Hoeft moved, Rob Mathias seconded to accept the job description and approve the posting for Administrative Assistant Position. Motion passed.

Operations

Program Manager Updates. A written summary report was provided with updates for Local Government, Student Programs, Professional Learning, Wood Lake Meeting Center, Cooperative Purchasing, STEM Forward, Facilities Management, Outreach, and Wellness.

Mandatory Bid Timeline. A written report was provided with 2019-20 timelines.

Board Sharing – Tess highlighted that Steve presented to the Houston County board. On April 9th the Austin Public Schools will have a \$24 million bond referendum for a facility. Mabel-Canton is building a new area using the Safe Schools funding.

Next Meeting and Adjournment

The April 2019 Board meeting date is Wednesday, April 24, 2019 at 5:30 PM. The Finance Committee will meet at 5:00 PM.

MOTION: Jason Marquardt moved, Mary Blair-Hoeft seconded to adjourn the meeting at 6:54 PM. Motion passed.

Brein Maki, Clerk

CALENDAR

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.

<u>2019 Meeting Schedule</u>	<u>2020 Meeting Schedule</u>
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:** Karla Bauer elected at the January 2019 Board meeting to complete a four-year term on the MSC Board July 1, 2014 through June 30, 2018. **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
- **Association of Education Service Agencies Conference:** December 4-7, 2019 in Phoenix, AZ
MN Service Cooperatives Board Conference: Wednesday-Friday, July 10-12, 2019 in Duluth, MN

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
- **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
- **May** – Facilities Management, Wood Lake Meeting Center
- **June** – Professional Development
- **July** – No Meeting
- **August** – Student Activities, Regional Center of Excellence
- **September** – STEM Forward, Cooperative Purchasing
- **October** – Local Government
- **November** – Facilities Management, Wood Lake Meeting Center
- **December** – Marketing, Outreach