

Southeast Service Cooperative Board of Directors Meeting

5:30 PM, Wednesday, March 25, 2020

Virtual Meeting via Zoom Teleconference

Finance Committee Meeting at 4:30 PM

Present: Theresa Arrick-Kruger, Mike Christensen, Mary Blair-Hoeft, Lynn Gorski, Don Leathers, Brein Maki, Jean Roth, Monica Sveen-Ziebell

Absent: Jason Marquardt

Ex-Officio: Steve Sallee

Staff: Bill Colopoulos, Amy Grover, Jill Miller, Dale Walston

Call to Order

Meeting called to order at 5:31 PM by Chair Mary Blair-Hoeft. A roll call of members in attendance was taken, and a quorum was declared.

Roll Call

Present: Tess Arrick-Kruger, Mike Christensen, Mary Blair-Hoeft, Lynn Gorski, Don Leathers, Bree Maki, Jean Roth, Monica Sveen-Ziebell. **Absent:** Jason Marquardt

Approval of Agenda

MOTION: Jean Roth moved, Don Leathers seconded to approve the agenda. Motion passed.

Hearing of Reports

Health Coverage and Renewal Update. Bill Colopoulos reported that information regarding the COVID-19 pandemic is being distributed to our members through Blue Cross Blue Shield. They have seen an uptick in the use of Doctor on Demand. There is a COVID-19 risk assessment available online. All expenses for telemedicine have been suspended related to COVID-19. Further confirmed today that because the tax deadline was extended, the deadline for making Health Savings Account contributions for the 2019 tax year has been extended to July 15, 2020.

In the short term, with orders for no unnecessary treatment in place, there will be a little impact on healthcare costs. The School Pool is complete. Holmes Murphy reported trend factor increases of 1-10 percent.

Program Manager Updates. Amy Grover provided a written report with updates on Local Government, Development and Innovation, Student Programs, STEM Forward, Wellness, Marketing and Outreach, Wood Lake Meeting Center (WLMC), Mobile Science Labs, Professional Learning, and Workforce Development.

- Due to the COVID-19 pandemic, it was decided to cancel the 33rd Annual Young Authors, Young Artists Elementary Conference. Our venue, RCTC, canceled all events through June 30, which was the ultimate factor in deciding to cancel. The Senior High Knowledge Bowl Competition has been canceled. The Scripps National Spelling Bee has been postponed, but it is unknown if it will be rescheduled.

- Kari Kubicek has canceled all professional development workshops taking place at WLMC through May. She has been communicating with faculty members and districts that have customized PD sessions scheduled. Some trainings may move forward using remote options.
- We have canceled all WLMC rentals through May 10.
- Career Navigators have developed strategies to support their districts however they can during the COVID-19 crisis. They will be assisting their communities to utilize *FutureForward* through virtual tours, online learning experiences, and curriculum support.
- The Spring Educator Forum and STEM Signing Days with area high schools have been canceled. Planning for STEM Signing Days will begin later this year for an April 2021 launch.
- Nicole LaChapelle-Strumski canceled the Wellness Forum; it has been rescheduled to November 4. Several speaking arrangements had to be rescheduled as well.

Executive Director's Report. Steve provided a report and verbal update on the following.

- WLMC/SSC Update – The Governor announced earlier today that he is issuing a “stay at home” order that starts this Friday, March 27 at 11:59 PM and will run through Friday, April 10. We will close the SSC building entirely starting Saturday, March 28 through Friday, April 10. WLMC is still rescheduling meetings and receiving calls for new meetings. Staff will continue to work remotely, and many will be pursuing personal professional development opportunities during that time. Once the Governor’s order is lifted, staff will continue to work remotely but there will be someone in the office providing coverage each day.
- Upcoming Meetings – We will plan to hold the April Board meeting virtually; more information will be forthcoming. It has yet to be determined if we will hold a Personnel meeting. We would like to get staff raises in place. We continue working with Gallagher. Bands and grades have been set up, and they are working on pay ranges.
- SAC Update – A virtual SAC meeting was held yesterday. We had a light agenda, giving superintendents the opportunity to connect and share with each other. There were quite a few superintendents on the teleconference. One of the biggest concerns was broadband access. SSC has posted a link on our website with resources for educators in our region. We encouraged superintendents to let their educators know.
- MHC/MSA Meetings – Steve has several meetings next week for both the MSA and MHC. All meetings will take place virtually. He also has a virtual advisory meeting with the Regional Center of Excellence.
- MSA Annual Conference – The conference will take place July 8-10, 2020, in Alexandria. Steve encouraged the Board to attend. The Board was asked to let Jill Miller know if interested in attending.

Consent Agenda

MOTION: Monica Sveen-Ziebell moved, Bree Maki seconded to approve and accept the items on the consent agenda: February meeting minutes, February balance sheets, February revenue and expenses, February bills, AASA/SSC/MASA 1 Memorandum of Understanding, and new SSC membership fee of \$50 for first year for new groups of 50 or fewer employees. Motion passed.

Specific Agenda

Personnel. Acceptance of Resignation of Jane Drennan, Director, SE-Metro Regional Center of Excellence, effective June 30, 2020. Jane has decided to retire this year. We plan to get the job posted and the process moving as quickly as possible. Along with external candidates, we may have some internal candidates as well.

MOTION: Tess Arrick-Kruger moved, Mike Christensen seconded to accept the resignation of Jane Drennan, Director, SE-Metro Regional Center of Excellence, effective June 30, 2020. Motion passed.

Information and Sharing

Bree Maki shared that Lewiston-Altura is moving forward with their superintendent search per MSBA.

Next Meeting and Adjournment

The April 2020 Board meeting date is Wednesday, April 22, 2020, at 5:30 PM.

MOTION: Lynn Gorski moved, Mike Christensen seconded to adjourn the meeting at 5:59 PM. A roll call was taken of members in attendance. Motion passed.

Roll Call

Present: Tess Arrick-Kruger, Mike Christensen, Mary Blair-Hoeft, Lynn Gorski, Don Leathers, Bree Maki, Jean Roth, Monica Sveen-Ziebell. **Absent:** Jason Marquardt

Jean Roth, Clerk

CALENDAR

2020 and 2021 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>2020 Meeting Schedule</u>	<u>2021 Meeting Schedule</u>
Wednesday, January 22, 2020 – ANNUAL MTG	Wednesday, January 27, 2021 – ANNUAL MTG
Wednesday, February 26, 2020, 9:00 AM	Wednesday, February 24, 2021
Wednesday, March 25, 2020	Wednesday, March 24, 2021
Wednesday, April 22, 2020	Wednesday, April 28, 2021
Wednesday, May 20, 2020	Wednesday, May 26, 2021
Wednesday, June 24, 2020	Wednesday, June 23, 2021
NO REGULAR MEETING IN JULY	NO REGULAR MEETING IN JULY
JULY, MSC Board Conference, July 8-10, 2020	JULY, MSC Board Conference
Wednesday, August 26, 2020	Wednesday, August 25, 2021
Wednesday, September 23, 2020	Wednesday, September 22, 2021
Wednesday, October 28, 2020	Wednesday, October 27, 2021
Wednesday, November 18, 2020	Wednesday, November 17, 2021
Wednesday, December 16, 2020, 9:00 AM	Wednesday, December 15, 2021

- **Minnesota Service Cooperatives (MSC) Board:** Brein Maki elected at the January 2020 Board meeting to complete a four-year term on the MSC Board January 1, 2020, through December 31,

2023. **Mike Christensen** elected at the January 2020 Board meeting to a four-year term on the MSC Board January 1, 2020, through December 31, 2023.

- **Cooperative Purchasing Connection (CPC) Board:** Mary Blair-Hoeft
- **Minnesota Healthcare Consortium (MHC) Board:** Lynn Gorski
- **Association of Education Service Agencies Conference:** December 2-5, 2020, in Orlando, FL
- **MN Service Cooperatives Board Conference:** July 8-10, 2020, in Alexandria, MN

2020 Board Committees

- **Finance** – Mike Christensen, Lynn Gorski, Mary Blair-Hoeft, Tess Arrick-Kruger, Jean Roth
- **Personnel** – Monica Sveen-Ziebell, Don Leathers, Brein Maki, Tess Arrick-Kruger, Mary Blair-Hoeft
- **Policies/Bylaws** – Don Leathers, Monica Sveen-Ziebell, Jason Marquardt, Jean Roth, Bree Maki
- **Canvassing** – Bree Maki and Mary Blair-Hoeft

2020 Staff Presentation Schedule

January – Annual Meeting

February – Professional Development

March – No Presentation

April – Local Government/Development & Innovation, STEM Forward, Workforce Development

May – Facilities Management, Wood Lake Meeting Center

June – Student Academics

July – No Meeting

August – Professional Development, Regional Center of Excellence

September – STEM Forward, Workforce Development

October – Local Government/Development & Innovation

November – Facilities Management, Wood Lake Meeting Center

December – TBD