

Southeast Service Cooperative Board of Directors Meeting
5:30 PM, Wednesday, May 23, 2018

Present: Theresa Arrick-Kruger, Mary Blair-Hoeft, Mike Christensen, Carol Cravath, Lynn Gorski, Brein Maki, Jason Marquardt

Absent: Karla Bauer, Don Leathers, Rob Mathias

Ex-Officio: Steve Sallee

Staff: Dale Walston, Amy Grover, Bill Colopoulos

Call to Order

Meeting called to order at 5:33 PM by Chair Tess Arrick-Kruger, who declared a quorum.

Organizational Items

MOTION: Carol Cravath moved, Jason Marquardt seconded to approve and accept the agenda. Motion passed.

Hearing of Reports - Information

Facilities Management Report. Dr. David Thompson, Facilities Management Consultant, presented information about work that SSC is doing. He shared an overview of the work since September, including mock OSHA walk-through site visits for 24 school districts in 49 buildings resulting in high satisfaction ratings for both SSC, CESA 10, and IEA. In November and December, we hosted regional area meetings, which we duplicated in April for additional districts. December through February were spent conducting "Voice of Customer" site visits with facilities managers, business managers, and superintendents. Concurrently, staff were developing the Request for Quotes for environmental services, formed a RFQ review committee, and made a recommendation for a vendor selection. Dave has been conducting record review site visits in 24 school districts since March. Finally, he has been coordinating the annual Town Hall Meeting scheduled for June 13, which will include speakers from MDE, MDH, MN OSHA, and IEA.

WLMC Report. Donna Dickison and Alicia Bredesen provided information on their roles in the Wood Lake Meeting Center.

Mary Blair-Hoeft exited the meeting at this time.

Executive Director Report. Steve Sallee shared that he has been on the road with Bill Colopoulos for school pool renewal meetings, which are going well. He and Katie Schmitt have been meeting with several local government members in the area, especially new city/county administrators. He gave an update on technology support RFQ and feedback from SEMTEC.

Micro Credentialing Report. Steve shared that Kari Kubicek is working on a statewide micro-credentialing initiative through the Minnesota Service Cooperatives. The business model promotes collaboration to be strategic about ways to maximize member utilization statewide and allows the service cooperatives to share the financial risk as a whole. We will be implementing a pilot of existing micro-credential courses developed by Digital Promise and the creation and development of new micro-credentials. With all 9 MSC regions participating, the cost per region will be approximately \$13,500.

Cooperative Purchasing Connection Update. Steve shared information about a CPC spreadsheet and discussion on changing the state business model. There was a taskforce created to look at how the MSC model is working and the general conclusion was that those regions that are spending more are not necessary seeing an increased return on investment. The taskforce will continue to examine this over time, and evaluate impact of staffing changes.

501(c)3 Exploration. After consulting an attorney, we confirmed that SSC as a public, non-profit does not qualify for 501(c)3 status. However, we can redesign our existing Collaborative for Learning and Community (CLC) by adjusting the CLC by-laws and SSC policies to delineate that there is an expectation for SSC Board members to be a volunteer member of the charity board, and to clearly state that the purpose of the CLC is to provide programming support to SSC. We discussed changing the name to the Southeast Service Cooperative Foundation. Additional research will be done related to this topic.

Consent Agenda

MOTION: Carol Cravath moved, Bree Maki seconded to approve and accept the items on the consent agenda: April meeting minutes, balance sheet and revenue expenses, bills, other finance reports, Superintendent Advisory Committee meeting summary, Superintendent Advisory Committee appointments for 2018-2019. Motion passed.

Specific Agenda

School Health Insurance Pool Renewal. Bill Colopoulos provided a renewal update, sharing that meetings are proceeding quite well. Five groups have confirmed renewals, 9 are expected to renew, 1 has not yet had a meeting, and 1 group will be withdrawing.

RCE Graduation Specialist Position. The Graduation Specialist Position has been filled by Cindy Mullins. Sonia Smith has been reassigned back to the Special Education Specialist position. The Grad/SPED/EL is a new position that MDE has approved, which will be opened effective immediately.

MOTION: Lynn Gorski moved, Mike Christensen seconded to approve and accept Sonia Smith's reassignment back to the special education specialist position, with no change in compensation. Motion passed.

MOTION: Carol Cravath moved, Mike Christensen seconded to hire Cindy Mullins in the full-time position of RCE Graduation Specialist effective July 5, 2018 at a salary commensurate with SSC guidelines. Motion passed.

MOTION: Lynn Gorski moved, Mike Christensen seconded to approve the immediate opening of the position of RCE Graduation/Special Education/English Language Learner position. Motion passed.

Personnel Committee Recommendation. The committee is recommending a 3% across-the-board wage increase, with a special adjustment for Alicia Bredesen. For insurance premiums, those on the GVN Network will not have an increase (the Board will absorb that) and there will be a \$31 increase for those on the Aware Network.

MOTION: Carol Cravath moved, Lynn Gorski seconded to approve the recommendations of the Personnel Committee for 2018-19 employee compensation, including wages and benefits. Motion passed.

Operations

2018-2019 Member Fee Structure. The recommendation is to simplify the membership fee structure for SSC member fees to be based on district size (versus a base fee plus a per student charge). In addition, the local government fee will increase by \$50 per category. Program and service increases include minimal changes to Spelling Bee, Health and Safety Management, Mobile Science Labs, and adding a new Rochester Area Math Science Partnership participation category.

MOTION: Bree Maki moved, Carol Cravath seconded to approve the SSC Member Fee Changes. Motion passed.

Young Authors, Young Artists Grants. The Rochester Arts and Cultural Trust gave a \$1,000 grant for FY19 YAYA Elementary School Conference. The Southeastern Minnesota Arts Council awarded SSC a \$2,800 grand for FY19 YAYA Middle School Conference.

MOTION: Mike Christensen moved, Jason Marquardt seconded second to accept a grant for \$2,800 from Southeastern Minnesota Arts Council to support the FY19 Young Authors Young Artists (YAYA) Middle School Conference and a grant for \$1,000 from Greater Rochester Arts and Cultural Trust to support the FY19 Young Authors Young Artists (YAYA) Elementary Conference. Motion passed.

MOTION: Mike Christensen moved, Carol Cravath seconded to approve the membership resolution of the Rochester Area Chamber of Commerce Foundation, effective June 1, 2018. Motion passed.

Next Meeting and Adjournment

The June 2018 regular Board meeting date is Wednesday, June 27, 2018 at 5:30 PM (preceded by the Finance Committee at 5:00 PM).

MOTION: Bree Maki moved, Jason Marquardt seconded to adjourn the meeting at 7:03 PM. Motion passed.

Brein Maki, Clerk

CALENDAR

2018 and 2019 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>2018 Meeting Schedule</u>	<u>2019 Meeting Schedule</u>
Wednesday, January 24, 2018 - ANNUAL MEETING	Wednesday, January 23, 2019 - ANNUAL MEETING
Wednesday, February 28, 2018	Wednesday, February 27, 2019
Wednesday, March 28, 2018	Wednesday, March 27, 2019
Wednesday, April 18, 2018	Wednesday, April 17 - based on school renewal
Wednesday, May 23, 2018	Wednesday, May 22, 2019
Wednesday, June 27, 2018	Wednesday, June 26, 2019
NO REGULAR MEETING IN JULY	NO REGULAR MEETING IN JULY
JULY 11-13, 2018 MSC Board Conference	JULY, MSC Board Conference
Wednesday, August 15, 2018 - THIRD WED to approve Local Govt Pool	Wednesday, August 21, 2019 - THIRD WED to approve Local Govt Pool
Wednesday, September 26, 2018	Wednesday, September 25, 2019

Wednesday, October 24, 2018	Wednesday, October 23, 2019
Wednesday, November 28, 2018	Wednesday, November 27, 2019 - Alt: Nov 21
Wednesday, December 19, 2018	Wednesday, December 18, 2019 - THIRD WED

MSC (MN Service Cooperatives) Board Meetings: Mike Christensen elected at the June 2014 Board meeting to 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. The next date is July 11, 2018 in conjunction with MSC Board Conference.

MN Service Cooperatives Board Conference 2018

Wednesday-Friday, July 11 – 13 at Cragun’s Resort, Brainerd

CPC Board (Cooperative Purchasing Connection): Mary Blair-Hoeft

MHC Board (Minnesota Healthcare Consortium): Lynn Gorski and Steve Sallee

- Wednesday, May 2, 2018, Time 3:30 – 5:30 PM at Resource Trg & Solutions, Sartell
- Wednesday, July 11, 2018, Time 3:30 – 5:30 PM, Cragun’s Resort

Association of Education Service Agencies Conference

- 2018: November 28 – December 1, Colorado Springs, Colorado