

Southeast Service Cooperative Board of Directors Meeting

5:30 PM, Wednesday, September 25, 2019

Personnel Committee Meeting at 4:00 PM

Finance Committee Meeting at 5:00 PM

Present: Theresa Arrick-Kruger, Mary Blair-Hoeft, Lynn Gorski, Don Leathers, Brein Maki, Jason Marquardt, Rob Mathias, Jean Roth, Monica Sveen-Ziebell

Absent: Karla Bauer

Ex-Officio: Steve Sallee

Staff: Amy Grover, Dale Walston, Jill Miller

Call to Order

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

MOTION: Rob Mathias moved, Don Leathers seconded to approve the agenda. Motion passed.

Hearing of Reports

Executive Director's Report. Steve Sallee provided a verbal update and shared his report including information about the Call to Action Conference, Personnel Committee Meeting, Winter Board Meetings, and Board Platform Software.

- Call to Action Conference - Steve attended the National Call to Action Conference in Washington, D.C. last week. This was the first time he attended. SWWC Executive Director, Cliff Carmody also attended. A half-day was spent talking about CTE funding and apprenticeships. There was an awareness of the teacher shortage. They encouraged educators to promote teaching to students from a positive perspective. Representative Dean Philips from Minnesota spoke on the importance of reaching out to representatives and senators nationally about education. Other topics discussed were the E-Rate program, title funding, mental health, Individuals with Disabilities Education Act (IDEA), and Medicaid for school districts.
- Personnel Committee Meeting – SSC is updating job descriptions for some staff. We will give Personnel Committee members some time to digest and review the job descriptions that were presented. Steve provided committee members with the Executive Director job description. They are also working on finalizing Steve's 3-year contract. The staff engagement survey goes out this month. In regards to strategic planning, the Personnel Committee decided that it is acceptable to wait until December to receive an update on SCC's three strategic priorities, including mental health, workforce development, and curriculum supports.
- Winter Board Meetings – Several Board members have expressed interest in having morning meetings during winter months. Steve presented two options of either keeping the meeting time at 5:30 PM on the fourth Wednesday of the month or holding meetings during the morning during the months of November, December, January, February, and March on the fourth Wednesday of the month. Amy Grover noted that we will need to revise the election nomination form to read that there is the possibility of morning meetings in winter months so that incoming Board members will see what is commitment is. The Board will make a final decision in January 2020.

- **Board Platform Software** - We looked at four different board meeting software platforms. Based on the information presented, we are recommending the iCompass option. It is a very robust system that will help to streamline meetings. We will also use the software for SAC and other SSC Committees. Jill Miller will be scheduling a training session for Board members during the November or December Board meeting. The annual investment is \$3,272.50. A five-minute recorded demo was shown.

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

Katie Schmidt is rolling out the Leading for Innovation Mastermind, a multi-sector network for professionals in Southeast Minnesota. Applications are due October 8. The Mastermind is part of the new Creative Edge Community, a new initiative to strengthen creativity and innovation for individuals and organizations. The Creative Edge Community website is in progress and will launch soon with resources and a blog. The Ninth Annual Young Authors, Young Artists (YAYA) Middle School Conference is coming up in October. The conference serves students in grades 6-8. Information and registration is on the SSC website. It is open to classes or individuals; there is always room for more. Angie Ellsworth, SSC Faculty member, will be facilitating PBIS trainings in the region through an agreement between SSC and Southwest/West Central Cooperative (SWWC). We will be working with the Office of Higher Education to have an SSC staff person trained on the Statewide Longitudinal Education Data System (SLEDS). Funding is available to support a staff person in each region to serve as a SLEDS Data Coach. We are hopeful that this will take place in October or November statewide. On September 13, we welcomed high school science teachers from 17 districts to pick up 500 pig hearts donated by Hormel. If purchased, they would cost approximately \$10 and come in a preserved state. We also prepared all supplies and gave away all the extra equipment and consumables to teachers from 15 districts. Sarah Ness has been sending out information about shared Career Navigator positions. Bluff Country Collaborative, in the far Southeast corner of Minnesota, has expressed interest in two shared Career Navigator positions. The *FutureForward* school portal is up and running. We have 19 school districts who have submitted commitment letters to use *FutureForward*. Those letters will designate our communities of priority to onboard businesses during the fall. Those communities interested in shared positions will also receive priority to onboard business during the fall. Sarah has already been out working with businesses in communities that are a part of Southern Minnesota Education Consortium (SMEC). We will also be hiring a Career and Technical Education (CTE) /Collaboration Specialist to help us maximize partnerships. Things are really taking off with workforce development. STEM Forward and Twin Cities PBS will be awarded the CSforALL Grant called the EcoSystemsforCS Catalyst Cash Grant in the amount of \$15,000 with the additional cash or in-kind match from Twin Cities PBS for a total of \$30,000. We are extremely excited to be the first cohort of ecosystems specifically focused on promoting community-led systems change in K-12 computer science education.

Consent Agenda

MOTION: Don Leathers moved, Lynn Gorski seconded to approve and accept the items on the consent agenda: August meeting minutes, July and August balance sheets, fund balance, and revenue expenses, July and August bills, SAC meeting summary, and Executive Director Goals and Objectives for 2019-2020. Motion passed.

Specific Agenda

Programs. September MHC Board Meeting Summary. Steve discussed that there was a lot of discussion about the upcoming strategic planning meeting next week. There is a sense of urgency because the school pool is not doing well. The contract was renewed for our State Attorney, Mark Kinney. Lynn said that stop-loss pooling was a big success. They are trying to push combining all claims. There are several companies doing Request for Proposals (RFPs) to perform analytics work. They are working closely with Bill Colopoulos. Things are moving in the right direction.

Personnel. Approval of Resignation of Sonia Smith, Special Education Specialist for RCE, effective September 21, 2019.

MOTION: Jason Marquardt moved, Rob Mathias seconded to approve the resignation of Sonia Smith. Motion passed.

Approval to Post for the RCE Special Education Specialist Position.

MOTION: Rob Mathias moved, Jean Roth seconded to approve to post for the RCE Special Education Specialist Position. Motion passed.

Approval of Termination of Carolyn Olijnek, Math Specialist and School Advocate for RCE, effective September 1, 2019. This was a voluntary termination, as she moved to Pequot Lakes, Minnesota. We will not replace this position currently.

MOTION: Monica Sveen-Ziebell moved, Don Leathers seconded to approve the termination of Carolyn Olijnek. Motion passed.

Operations. Board of Directors Election Schedule. There are two Education Positions, one new 4-year term January 1, 2020 – December 31, 2023 and one 1-year term January 1, 2020 – December 31, 2020 (incumbents with terms ending 12/31/2019 Karla Bauer and Rob Mathias). There is one new 4-year term January 1, 2020 – December 31, 2023 (incumbent with term ending 12/31/2019 Lynn Gorski). Nominations will open on Thursday, September 26, 2019, with a deadline of Thursday, October 31, 2019.

Board members recommended that we revise the election nomination form to read that there is the possibility of morning meetings in winter months so that incoming Board members will see what the commitment is. In addition, all nomination forms should be returned to Jill Miller.

MOTION: Brein Maki moved, Monica Sveen-Ziebell seconded to approve the Board of Directors election schedule and nomination form. Motion passed.

Appointment of New Member to Canvassing Committee, replacing Lynn Gorski. Mary Blair-Hoeft volunteered. She joins Brien Maki on the committee.

MOTION: Jason Marquardt moved, Jean Roth seconded to appoint Mary Blair-Hoeft to the Canvassing Committee, replacing Lynn Gorski. Motion passed.

Approval of 2019-2020 SSC Annual Plan.

MOTION: Lynn Gorski moved, Mary Blair-Hoeft seconded to approve the 2019-2020 SSC Annual Plan. Motion passed.

Acceptance of \$5,000 from the Carl and Verna Schmidt Foundation to support regional Student Academics Programming for the 2019-2020 School Year.

MOTION: Mary Blair-Hoeft moved, Jason Marquardt seconded to accept \$5,000 from the Carl and Verna Schmidt Foundation. Motion passed.

Information and Sharing

Discussion to Set Date of December 2019 Board Meeting. There is a conflict with the December Board meeting date. Due to the MHC Board meeting in December that Lynn Gorski, Dale Walston, and Steve Sallee will be attending, we will need to reschedule the December 2019 Board Meeting. The date that worked for the majority of Board members is Wednesday, December 11, 2019.

MOTION: Don Leathers moved, Monica Sveen-Ziebell seconded to change the December Board meeting date to Wednesday, December 11, 2019. Motion passed.

Schedule of MSC, CPC, and MHC Meetings 2019-2020. Steve provided a handout to Board members.

Board Sharing. Tess shared that as Board Chair, she was invited to attend the AESA National Conference in Arizona from December 4-7, 2019. The meeting appears to be very focused on academics and instead of attending herself, Tess decided to open up the opportunity to a Board member. Board members were asked to reach out to Tess or Steve if they are interested in attending.

Monica shared that Amy appeared in a video with Tony McGee from Plainview-Elgin-Millville, who received an Educator of Excellence award from MREA. It was a nice segment about Tony and the impact he is having in our region.

Steve noted that he will be on the road visiting local government members and new superintendents this fall. His focus is on connecting more with local government this year.

Next Meeting and Adjournment

The October 2019 Board meeting date is Wednesday, October 23, 2019, at 5:30 PM. The Bylaws Committee will meet at 4:00 PM. The Finance Committee will meet at 5:00 PM.

MOTION: Brien Maki moved, Jason Marquardt seconded to adjourn the meeting at 6:39 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.

2019 Meeting Schedule	2020 Meeting Schedule
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 11, 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** – Mary Blair-Hoeft, 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