

**Southeast Service Cooperative Board of Directors Meeting
5:30 PM, Wednesday, September 26, 2018
Finance Committee met at 5:00 PM preceding the Board Meeting**

Present: Theresa Arrick-Kruger, Mike Christensen, Carol Cravath, Lynn Gorski, Don Leathers, Brein Maki, Jason Marquardt, Rob Mathias

Absent: Karla Bauer, Mary Blair-Hoeft

Ex-Officio: Steve Sallee

Staff: Dale Walston, Amy Grover, Bill Colopoulos

Call to Order

Meeting called to order at 5:36 PM by Chair Tess Arrick-Kruger, who declared a quorum.

Organizational Items

MOTION: Carol Cravath moved, Lynn Gorski seconded to add an agenda item to discuss Board process regarding hiring approvals as item 5.3.3 under Personnel, as requested by Tess Arrick-Kruger. Motion passed.

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

Hearing of Reports - Information

CCOGA Pool Renewal Update. Bill Colopoulos provided an update on the pool renewal.

Executive Director Report. Steve Sallee shared the following items:

- Starting in October, Amy will compile a short summary from each SSC Program Manager to give the SAC and Board highlights about each program.
- He shared that we have changed our continuous improvement process timeline slightly to delay the beginning of our next Baldrige application to the June 2019 cycle. He also noted that there will be a joint Board/SAC strategic planning session as part of the Wednesday, December 19 at 5:30 PM.
- Steve met with MSBA about them getting more involved in the SE with superintendent searches. He met with Bruce Klaehn and Gary Kuphal about doing more as well. We are exploring options on what role SSC could play in either scenario.
- Steve is convening a staff committee to work on an emergency plan for SSC.

Consent Agenda

MOTION: Don Leathers moved, Carol Cravath seconded to approve and accept the items on the consent agenda: August meeting minutes, September Superintendent Advisory Committee meeting minutes, June, July and August balance sheets and revenue expenses, bills, and other finance reports. Motion passed.

Specific Agenda

MHC Board Minutes – September Meeting. Lynn Gorski and Steve Sallee provided an update.

Personnel Updates. Ashley Karlsson was hired as Graduation/ELL Specialist and Jennifer Klein was hired as Graduation/SPED Specialist and have started in those positions. These are two year-round, full-time positions.

MOTION: Lynn Gorski moved, Bree Maki seconded to approve the hiring of Ashley Karlsson. Motion passed.

MOTION: Jason Marquardt moved, Carol Cravath seconded to approve the hiring of Jennifer Klein. Motion passed.

Board’s Role in Hiring Approval. Tess Arrick-Kruger raised a process question about whether the Board of Directors needs to approve each individual hire, since the search and posting has previously been approved, and the budget has also been reviewed and approved. After discussion, it was decided that the hiring information would be included in the consent agenda in the future.

Operations

Second Reading: Changes to ByLaws. The proposed changes were reviewed by the ByLaws Committee at their August 15, 2018 meeting. These changes are to align the SSC Board of Directors with the role for the Southeast Service Cooperative Foundation 501(c)3 Board of Directors.

MOTION: Carol Cravath moved, Jason Marquardt seconded to approve the proposed changes to ByLaws. Motion passed.

Approval of Invoice. Following a very large rental, we received a catering invoice for \$29,032.54 to Rochester International Event Center, which will be paid by the renter. However, since this amount exceeds the \$15,000 threshold for internal staff approval, Board approval is required.

MOTION: Rob Mathias moved, Mike Christensen seconded to approve the invoice. Motion passed.

Board of Directors Election Schedule. There are two new 4-year Education terms January 1, 2019 – December 31, 2022 (incumbents with terms ending 12/31/2018 Mike Christensen and Carol Cravath).

MOTION: Jason Marquardt moved, Lynn Gorski seconded to approve the Board of Directors election schedule and nomination form. Motion passed.

Technology Services RFQ Evaluation. As part of the ongoing evaluation of the three vendors that responded to SSC’s RFQ for discounted technology services for our members, the SAC members were asked to complete a blind ranking of the vendors based on information provided in the RFQ to different questions and priority areas.

Information and Sharing

November Board Meeting. There is a conflict with the Wednesday, November 28, 2018 Board meeting date due to the AESA National Conference.

MOTION: Don Leathers moved, Lynn Gorski moved to change the date to Monday, November 19, 2018. Motion passed.

Next Meeting and Adjournment

October 2018 regular Board meeting date is Wednesday, October 24, 2018 at 5:30 PM (preceded by the Finance Committee at 5:00 PM).

MOTION: Bree Maki moved, Lynn Gorski seconded to adjourn the meeting at 6:35 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 10-12, 2019 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
Monday, November 19, 2018	Wednesday, November 27, 2019 - Alt Nov. 21
Wednesday, December 19, 2018	Wednesday, December 18, 2019 - THIRD WED

- **Minnesota Service Cooperatives (MSC) Board: 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.
- **Cooperative Purchasing Connection (CPC) Board: Mary Blair-Hoeft**
- **Minnesota Healthcare Consortium (MHC) Board: Lynn Gorski**
- **Association of Education Service Agencies Conference: Nov 28- Dec 1, 2018 in Colorado Springs, CO**
MN Service Cooperatives Board Conference: Wednesday-Friday, July 10-12, 2019 in Duluth, MN