

# Metro ECSU

2 Pine Tree Drive, Arden Hills, MN 55112

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## Executive Board Meeting April 19, 2023

### Members Present:

Carol Bomben, Community Representative  
Andrea Cuene, Community Representative  
Patricia Driscoll, Electoral District 3  
Barbara Duffrin, Superintendent, Mahtomedi School District  
Jessica Ellison, Electoral District 1  
Bill Harvey, Community Representative  
Cheryl Polzin, Electoral District 4  
Zena Stenvik, Superintendent, Columbia Heights School District

### Members Absent:

Marci Anderson, Electoral District 1  
Lisa Sayles-Adams, Superintendent, Eastern Carver County

### Staff Present:

Colleen Feller, Director of Success Beyond the Classroom  
John Schultz, Executive Director  
Angela Skrade, Executive Assistant/Office Manager/Executive Committee Support (Recorder)  
Bianca Virnig, Facilities and Environmental Health and Safety Specialist  
Tom Wieczorek, Business Manager

### Visitors:

Michael Bolsoni, Rosemount-Apple Valley-Eagan, Director of Secondary Education  
Mageen Caines, St. Anthony-New Brighton School Board Member  
Karen Gabler, Edina School Board  
Jessica Olstad, Prior Lake-Savage School Board Member (Attended Virtually)  
Deborah Pauly, Jordan School Board Member  
Kathleen Sweeney Daniels, White Bear Lake School Board Member

### Call to Order:

Chair Harvey called the meeting to order at 3:32pm.

### Approval of Agenda:

Chair Harvey called for a motion to approve the agenda.

*A motion was made by Ms. Ellison and seconded by Ms. Cuene to approve the agenda as submitted. The motion carried.*

### Finance Update:

Mr. Wieczorek reported that cash is flowing from last quarter. Revenue comes in during April. Cash flowing through EANS is currently at 28 million of the initial 40 million received. EANS II has another 20 million remaining, but not through Metro ECSU. Metro ECSU began processing EANS funding in May of 2021, with the funding scheduled to end September 30, 2023. Mr. Wieczorek hopes to be finished with EANS by December 31, 2023. A question was raised about our obligation with the EANS funding. Mr. Wieczorek explained that we approve requests from schools and then move them through the Minnesota Department of Education (MDE) for approval. Once approved by the state, we receive money to pay for the requests. Another question was raised about how this affects our audits. Concerns about the segregation of duties were also expressed. Mr. Wieczorek responded that it affects our single audit. He reported that our auditors are satisfied with the EANS process. Another question was raised about Sourcewell on our check register. Mr. Wieczorek advised they supply our

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financial technology. Comments were made on timing issues with grants, and Mr. Wiczorek advised this is nothing unique.

Chair Harvey called for a motion to approve the Finance Update.

*A motion was made by Ms. Bomben and seconded by Ms. Duffrin to approve the finance update as submitted. The motion carried.*

### **Approval of Consent Agenda:**

Chair Harvey called for a motion to approve the Consent Agenda.

*A motion was made by Ms. Duffrin and seconded by Ms. Driscoll to approve the Consent Agenda as submitted. The motion carried.*

### **Approval of 2023-2024 Calendars:**

Chair Harvey called for a motion to approve the 2023-2024 Calendars.

*A motion was made by Ms. Duffrin and seconded by Ms. Bomben to approve the Executive Board Meeting Calendar as submitted. The motion carried.*

*A motion was made by Ms. Duffrin and seconded by Ms. Bomben to approve the Office Holiday Calendar as submitted. The motion carried.*

### **Annual Meeting:**

Visitors were welcomed and introductions were made.

### **Executive Director Report:**

Executive Director Schultz presented an overview of Metro ECSU. There are currently 33 Metro ECSU member districts, with 484,000 students. The Representative Assembly, Governance, and Leadership Team responsibilities were outlined. The ECSU Board was introduced. Current revenue, expenditures, and the budget were discussed.

### **Leadership Team Reports:**

Ms. Feller, Executive Director Schultz, (standing in for Ms. Aasan and Ms. Streiff-Oji), Angela Skrade, and Ms. Virnig, presented to the board on the programs they oversee, Special Education, Success Beyond the Classroom, Professional Development, Paraprofessional Assessments, and Environmental Health and Safety. Group questions regarding details on the various programs were answered.

### **Representative Assembly Approval of ECSU Renaming.**

Jonathan Wiese provided details on the naming process. It was collaborative and consensus driven. Metro ECSU's vision, mission, and values were used as the foundation. Stakeholders were interviewed and participants for the naming process were enlisted. A long list of potential names was created and then narrowed down through various processes. After explaining this fully, Mr. Wiese presented the new name: Brightworks.

Success Beyond the Classroom is also working on a new name, and the two will be officially launched together.

Logos are in process. Discussion followed. Ms. Cuene thanked Jonathan for his work on the naming process. A question was raised regarding rules around making a name change like this to a cooperative unit. Chair Harvey pointed out other service cooperatives have names such as Resource and Sourcewell. Mr. Wiczorek added this would be the public facing name, but the state has many different names for Metro ECSU, such as Region 11, etc. Ms. Bomben commented that this is exciting and good for the organization. Chair Harvey thanked Mr. Wiese for his creativity and positivity, and contribution of such a great gift. Another question was raised on whether we need to submit something to the Secretary of State. Mr. Wiese believes it could be as simple as a DBA (Doing Business As) which would cost around \$20. Mr. Wiese advised that BrightworksMN.com and BrightworksMN.org are currently both available, and that we would apply for a trademark. Domains have been

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purchased. He also added that he can be contacted if anyone finds anything online that concerns them regarding the name change. Currently, he has found no overlaps with other organizations using the same name.

Chair Harvey called for a motion to approve the renaming of Metro ECSU to Brightworks.

*A motion was made by Chair Harvey and seconded by Ms. Duffrin to approve the agenda with the following addition, Name change Effective July 1, 2023. The motion carried.*

### **Representative Assembly Approval of ECSU Strategic Plan:**

Strategic Planning Facilitator Mirja Hanson presented an overview of the strategic planning process, which included a "Plan at a Glance" document and compared strategies for Metro ECSU and Success Beyond the Classroom (SBC). Both have similar 1–2-year strategies. She also covered 2–3-year goals for ECSU. SBC's plan will be presented for approval by their board on May 3, 2023. Executive Director Schultz asked Representative Assembly members to approve the 5 strategies and 4 goals that were proposed in the "Plan at a Glance" for Metro ECSU.

Chair Harvey called for a motion to approve the Metro ECSU Strategic Plan.

*A motion was made by Ms. Stenvik and seconded by Ms. Cuene to approve the ECSU Strategic Plan as submitted. The motion carried.*

### **Representative Assembly Approval of ECSU Annual Budget:**

Executive Director Schultz presented Metro ECSU's proposed budget for 2023-2024. Budget numbers were included for Special Education, Professional Development, and Health and Safety programs. SBC dollars do not co-mingle with ECSU dollars, so the percentage that will be billed to SBC for salaries was shared. The proposed FY23-24 SBC budget will be shared with the ECSU Board at the June 21, 2023, meeting. Budget assumptions about revenue, expenditures, and the fund balance projections were presented. The only substantial changes to this year's budget are a proposed Metro ECSU membership fee and Health and Safety membership fee increase. Mr. Wieczorek added that structural changes must be made. \$104k was lost when our contract with Sourcewell Technology was terminated. The membership fee increase is projected to generate 30k in additional revenue. Mr. Wieczorek pointed out that for larger districts, the fee increase is insignificant. He mentioned that the other variable for the proposed budget is grant funding. At this point, we do not know how much we will receive for FY23-24. He discussed that we will be backloading funding for July 2023, because we need Professional Development to get to the level it needs to be at for our budget. He shared that currently we have a 35k deficit in our budget, but this will be gone if membership increases. Mr. Wieczorek added that it is possible we may get more funding for EANS II and EANS III.

Group discussion of the proposed budget followed. Chair Harvey questioned if our fund balance is stable. Mr. Wieczorek estimates we will have over 800k this year, which allows flexibility for cash flow. He added we will need to watch cash flow closely, but currently it is 10% of our budget, which is above the 8% required by our fund balance policy. Chair Harvey questioned if this is a conservative budget, even though there is a deficit. Mr. Wieczorek is comfortable with where we are at right now. He mentioned we are also earning extra interest through our EANS funding, which is kept in a Minnesota Schools Liquid Asset Funds money market account. Chair Harvey is comfortable with this.

Chair Harvey called for a motion to approve the ECSU Annual Budget.

*A motion was made by Ms. Bomben and seconded by Ms. Driscoll to approve the ECSU Annual Budget as submitted. The motion carried.*

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### **Metro ECSU Bylaws Approval:**

A request was made by Ms. Bomben to waive the first reading of the Metro ECSU Bylaws at this meeting and instead review them in the second read stage. Executive Director Schultz advised the board that the most significant change to the Bylaws is the number of appointed district representatives.

Chair Harvey called for a motion to approve the Bylaws

*A motion was made by Ms. Bomben and seconded by Ms. Cuene to approve the Bylaws with the following change, waive the first read and approve in second read stage. The motion carried.*

### **Representative Assembly Approval of ECSU Board Election Results.**

April 2023 Electoral Representative Assembly Member election results were presented by Executive Director Schultz and Ms. Skrade. The results of the election are:

Electoral District 2 – Jackie Mosqueda-Jones, Osseo School District

Electoral District 3 – Karen Gabler, Edina School District

Electoral District 4 – Deborah M. Pauly, Jordan School District

Chair Harvey called for a motion to approve the Board Election Results

*A motion was made by Ms. Driscoll and seconded by Ms. Polzin to approve the Board Election Results as submitted. The motion carried.*

### **Policy Approvals:**

Executive Director Schultz reviewed Policies 214, 420, 421, 702, 704, 705, 706, 721, 722, 802, and 807 in first read and Policies 402,410, 413, 414, 522, 524, 701, 701-1, and 714 in second read. Ms. Cuene thanked Executive Director Schultz and staff for their work on making the policies ECSU ready. Ms. Bomben thanked everyone for all their hard work and reminded everyone of the pending name change in relation to policies.

Chair Harvey called for a motion to approve the policy readings.

*A motion was made by Ms. Cuene and seconded by Ms. Bomben to approve the revisions to Policies 214, 420, 421, 702, 704, 705, 706, 721, 722, 802, and 807 in first read as submitted.*

*A motion was made by Ms. Cuene and seconded by Ms. Bomben to approve the revisions to Policies 402,410, 413, 414, 522, 524, 701, 701-1, and 714 in second read as submitted. The motions carried.*

### **HOTT Forum:**

Topics discussed included exciting relationship growth happening with the Minnesota Department of Education and the other service cooperatives. Legislative concerns, but also possibilities of legislative funding being funneled through the cooperative units. Legislators reaching out to the cooperatives more and more, and the opportunities this may bring. Excitement of possibilities for growth in Professional Development at Metro ECSU, specifically in the area of reading.

**Other Business:** None

### **Adjournment:**

Chair Harvey thanked all the new attendees. Their willingness to step up and join this organization is greatly appreciated. He also thanked Executive Director Schultz for his continued leadership and vision.

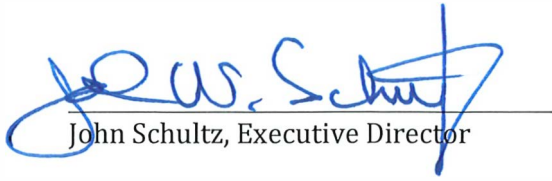
Chair Harvey called for a motion to adjourn the meeting at 6:00pm

*A motion was made by Ms. Bomben and seconded by Ms. Cuene to adjourn the meeting. The motion carried.*

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John Schultz, Executive Director



Cheryl Polzin, Clerk

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**Next Meeting Date: June 21, 2023**

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