

# BrightWorks

2 Pine Tree Drive, Arden Hills, MN 55112

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## Executive Board Meeting June 21, 2023

### Members Present:

Marci Anderson, Electoral District 1  
Carol Bomben, Community Representative  
Andrea Cuene, Community Representative  
Barbara Duffrin, Superintendent, Mahtomedi School District  
Karen Gabler, Electoral District 3  
Bill Harvey, Community Representative  
Cheryl Polzin, Electoral District 4  
Lisa Sayles Adams, Superintendent, Eastern Carver County School District  
Zena Stenvik, Superintendent, Columbia Heights School District

### Members Absent:

Pat Driscoll, Electoral District 3  
Jessica Ellison, Electoral District 1

### Staff Present:

Ingrid Aasan, Director of Special Education  
Colleen Feller, Director of SparkPath  
Madi Grove, SparkPath Program Coordinator  
John Schultz, Executive Director  
Angela Skrade, Executive Assistant/Office Manager/Executive Committee Support (Recorder)  
Tom Wieczorek, Business Manager

### Call to Order:

Chair Harvey called the meeting to order at 3:30pm.

### Approval of Agenda:

Chair Harvey called for a motion to approve the agenda.

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

### Finance Update:

Mr. Wieczorek reported he is not concerned about the current state of our finances, as it's all timing due to the end of the fiscal year. At the moment we are waiting on grants and are currently operating on a cash basis until June 30, 2023. He assured the board there are no significant material changes to our finances right now.

### Approval of Consent Agenda:

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

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

### Organizational Meeting

A question was raised on the timing of the organizational meeting. Executive Director Schultz elaborated that it is due to the timing of our fiscal year end.

A question on our AESA membership dues was raised. How is the fee based? It is not clear from the statement. Executive Director Schultz will follow up on this and provide clarification at the next meeting.

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Chair Harvey called for a motion to approve items from the organizational meeting, with the exception of the AESA 2023-2024 membership dues.

*A motion was made by Ms. Bomben and seconded by Ms. Cuene to approve the Organizational Meeting items as submitted without AESA Membership. The motion carried.*

### **Leadership Team Reports:**

Ms. Grove presented information on the Minnesota Service Cooperatives Annual Conference, October 4-6, 2023, at Madden's. Details were shared about new presentation formats, and the group was advised on the registration process.

Ms. Aasan, Ms. Feller, and Executive Director Schultz, (standing in for Ms. Streiff-Oji and Ms. Virnig), presented to the board on the programs they oversee, Special Education, SparkPath, Professional Development, and Environmental Health and Safety. Group questions regarding details on the various programs were answered. A request was made for the SparkPath calendar of events to be shared with the board via email.

### **Executive Director Report:**

Executive Director Schultz discussed the READ Act and advised he is meeting with the other service cooperatives on this program. He shared information about grant funding to provide support to schools with their literacy plans over the next 5-years. He will also be meeting with PELSB on this in the future. Executive Director Schultz updated the group on Strategic planning, which is now complete. BrightWorks is now Trademarked, and he is in the process of having the logos trademarked. Mental Health Care for school districts is also currently in the works. Director Schultz advised he is looking at the Wayzata School District model currently in use. There are 5-School districts who will be participating, and a meeting will be held in July to sort out all the details. He also informed the board 2023-2024 membership packets will be going out the week of July 10, 2023.

A discussion followed on compliance vs really helping districts with the READ Act. Director Schultz stated he is looking forward to seeing what MDE's roles and responsibilities will be in this. He is hoping there is support and not just compliance. Chair Harvey commented that there is a lot of ambiguity right now because the Service Cooperatives were mentioned so many times in the legislation. There will be a lot of expectations, which is a good thing, but also challenging. Everyone is wondering what this will look like for end users, and support for students. Director Schultz will be meeting in the next week with the Intermediate Districts on CTE, to clarify details of this grant. A board member commented that this is a great opportunity but could be difficult if not implemented properly.

### **New Business:**

#### **Joint and Cooperative Agreement: Minnesota Service Cooperative**

Director Schultz advised that the Minnesota Service Cooperatives have applied for funding, like a school district. The identifying JPA has been signed by all the cooperatives. And MSC will be the fiscal host. The Executive Directors of all the cooperatives will meet and determine who will process this funding. BrightWorks will have funding coming through. A question was raised on how funding amounts will be decided. Will it be per pupil of members districts?

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Director Schultz stated the allocation is coming from MOE and will be decided equitably. The board has requested more updates on this as it comes through.

Chair Harvey called for a motion to approve the Joint and Cooperative Agreement: Minnesota Service Cooperative. *A motion was made by Ms. Bomben and seconded by Ms. Duffrin to approve the Joint and Cooperative Agreement as submitted. The motion carried.*

### **BrightWorks Annual Budget:**

Executive Director Schultz presented BrightWorks' proposed budget for 2023-2024. He advised there have been no changes made to the budget since the April 19, 2023, meeting.

Mr. Wieczorek advised every year there has been a different budget scenario in his 3 years with the cooperative. This year will again be totally different from the previous years.

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

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

### **Representative Assembly Approval of BrightWorks Board Membership and Committee Assignments:**

Ms. Duffrin announced she will be stepping off the board July 1, 2023, but, she will remain involved with BrightWorks. Chairman Harvey spoke of how much Ms. Duffrin has contributed, and his appreciation for all she has done. The board will greatly miss her!

A question was raised about what will happen next. Director Schultz advised that the board did not have enough elected officials, and he is proposing we don't replace Barb. He thinks we should be set with Ms. Stenvik and Ms. Sayles Adams.

Marci Anderson announced she will also be leaving the board. She will be retiring after 16 years on her district board on January 1, 2024. Director Schultz says we will look at new membership in January 2024. Chairman Harvey stated what an incredible honor it has been serving with Ms. Anderson and thanked her for everything she's done.

### **Policy Approvals:**

Executive Director Schultz reviewed Policies 214, 420, 421, 702, 704, 705, 706, 721, 722, 802, and 807 in second read and Policies 101, 101.1, 104, 201, 202, 203, 203.1, 203.2, 203.5, and 203.6 in first read.

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

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

*A motion was made by Ms. Anderson and seconded by Ms. Stenvik to approve the revisions to Policies 101, 101.1, 104, 201, 202, 203, 203.1, 203.2, 203.5, and 203.6 in first read as submitted. The motions carried.*

**Executive Director Evaluation:**

Chair Harvey offered the board the option of closing this portion of the meeting to discuss the Executive Director evaluations and contract. This offer was declined by the board. Executive Director Schultz was thanked for his leadership and innovation, and for taking BrightWorks in a new direction. Ms. Cuene also brought up participation in the board survey and hopes next year members will have better participation numbers. She reminded the board this is their responsibility. Board members commented on the rebranding and strategic planning and how this has been exciting for the organization.

Chair Harvey called for a motion to approve the Executive Director Evaluation, Goals, and Contract. *A motion was made by Ms. Stenvik and seconded by Ms. Cuene to approve the Executive Director Evaluation as submitted. The motion carried.*

**HOTT Forum:**

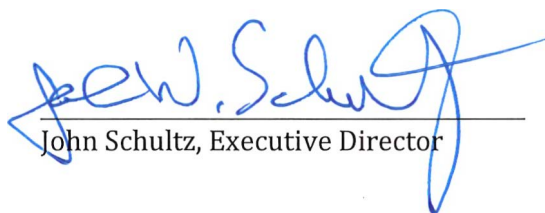
Topics discussed included new legislation. Was this the historic investment in education that we are hearing about? Questions were raised about explaining to families when cuts still have to be made. How districts are allocating funds, with many things they are doing still unfunded. How districts are handling items that are still murky, with so many things depending on guidance from MOE. The timeline of how long everything will really take. The importance of sending letters to legislators. Conversation continued on the erosion of public education funding over the years, that the funding granted is insufficient, and the losing battle of communicating this to the public. How budget figures reinforce the message that districts are receiving a surplus of money and how this works well politically, but not well for districts. Operational levies, teacher negotiations, and equity work, and Anoka-Hennepin transitioning with a new superintendent were also discussed.

**Other Business:** None

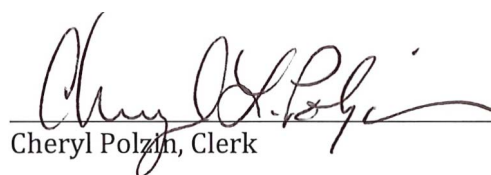
**Adjournment:**

Chair Harvey thanked all the new attendees. He expressed that 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 5:03pm  
*A motion was made by Ms. Polzin and seconded by Ms. Anderson to adjourn the meeting. The motion carried.*



John Schultz, Executive Director



Cheryl Polzin, Clerk

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**Next Meeting Date: October 18, 2023**

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