

# BrightWorks

2 Pine Tree Drive, Arden Hills, MN 55112

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## Executive Board Meeting January 17, 2024

### Members Present:

Carol Bomben, Community Representative  
Andrea Cuene, Community Representative  
Pat Driscoll, Electoral District 3  
Jessica Ellison, Electoral District 1  
Karen Gabler, Electoral District 3  
Bill Harvey, Community Representative  
Deborah M. Pauly, Electoral District 4  
Zena Stenvik, Superintendent, Columbia Heights School District

### Members Absent:

Jackie Mosqueda-Jones, Electoral District 2

### Staff Present:

Ingrid Aasan, Director of Special Education  
Chastity Engelstad, Region 11 Professional Development Facilitator  
Colleen Feller, Director of SparkPath  
John Schultz, Executive Director  
Angela Skrade, Executive Assistant/Office Manager/Executive Committee Support (Recorder)  
Chris Streiff-Oji, Professional Development Strategist  
Bianca, Virnig, Director of Health & Safety  
Tom Wiczorek, Business Manager

### Visitor:

Mageen Caines, Representative Assembly Member, St. Anthony-New Brighton

### Call to Order:

Chair Harvey called the meeting to order at 3:30pm. Introductions of Executive Board members and staff were exchanged.

### Approval of Agenda:

Chair Harvey called for a motion to approve the agenda.

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

### Finance Update:

Mr. Wiczorek informed the group that for this meeting he would concentrate on the December finances. He advised that expenditures are holding where they should be, but cash flow in December has been a struggle. This is due to issues with the new Minnesota Education Grant System (MEGS) recently put in place by the Minnesota Department of Education. Federal grant funding/Title dollars flow through this program. He stated the priority has been staff payroll payments and that BrightWorks was fortunate to have a sufficient fund balance during this time. As of today's meeting, he reported some grants are beginning to come through, and he is hoping for a quick turnaround. A question was raised about whether this new finance system was also having this effect on other groups. Mr. Wiczorek stated that it was affecting everyone, including Districts, Intermediate Districts, and other Cooperative Units.

Mr. Wiczorek also updated the group on the EANS (Emergency Assistance for Non-public School) program. EANS I has officially ended. He advised the board there was one Human Resources update. Hope Beissel (Region 11 ECSE

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Professional Development Coordinator) resigned from BrightWorks, effective December 31, 2023, to accept an opportunity with the Pyramid Consortium on a National/International level. Mr. Wieczorek states there are no other financial concerns at this time.

*A motion was made by Ms. Driscoll and seconded by Ms. Bomben to approve the Finance Update and HR 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. Cuene and seconded by Ms. Stenvik to approve the Consent Agenda as submitted. The motion carried.*

### **BrightWorks Elections:**

Executive Director Schultz and Ms. Skrade provided a brief update to the group on the status of BrightWorks Board member elections. A reminder will be sent out to member districts for nominations the week of January 22.

### **Leadership Team Reports:**

Ms. Aasan with Ms. Engelstad, Ms. Feller, Ms. Skrade, Ms. Streiff-Oji, and Ms. Virnig, presented to the board on the programs they oversee, Special Education, SparkPath, BrightWorks website governance updates, Paraprofessional testing, Professional Development, and Environmental Health and Safety and the Work Force Grant.

Executive Director Schultz, Ms. Feller, Ms. Streif Oji, and Ms. Virnig also reported on various Brightworks programs currently in place, and upcoming; The Minnesota ReadACT, Special Education Apprenticeship, Minnesota Education Policy Fellowship, and the Hewitt Learning Publishing Agreement. Group questions regarding details on the various programs were answered.

### **Policy Approvals:**

Executive Director Schultz reviewed Policies 203.2, 204, 205, 206, 208, 209, 210, 211, 212, 213 in the first read, and proposed policy 431 be reviewed as first and second read.

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

*A motion was made by Ms. Pauly and seconded by Ms. Gabler to approve the revision of Policies 203.2, 204, 205, 206, 208, 209, 210, 211, 212, 213, in the first read as submitted. The motion carried.*

*A motion was made by Ms. Cuene and seconded by Ms. Ellison to approve the review of Policy 431 as first and second reading. as proposed. The motion carried.*

### **Executive Director Report:**

Executive Director Schultz reported there is one more large set of policies for review. Then the BrightWorks policy project is complete for the year. He also updated the group on the hiring of mental health professionals for the Well-Being Advisor positions and the process with the contracted districts. Lastly, he reminded the group of the annual meeting being held April 17, 2024.

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**HOTT Forum:**

Topics discussed included districts' teaching contract negotiations, bond levees, and searches for new superintendents and board members, as well as district board procedures.

**Other Business:** None

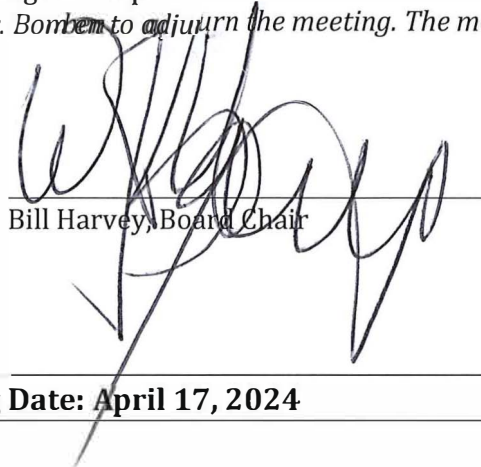
**Adjournment:**

Chair Harvey called for a motion to adjourn the meeting at 5:14pm

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



John Schultz, Executive Director



Bill Harvey, Board Chair

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**Next Meeting Date: April 17, 2024**

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