

BrightWorks

2 Pine Tree Drive, Arden Hills, MN 55112

Executive Board Meeting August 21, 2024

Members Present:

Carol Bomben, Community Representative
Andrea Cuene, Community Representative
Kacy Deschene, Electoral District 1
Karen Gabler, Electoral District 3
Bill Harvey, Community Representative
Sarah Johansen, Electoral District 4
Deborah M. Pauly, Electoral District 4
Zena Stenvik, Superintendent, Columbia Heights School District

Members Absent:

Mageen Caines, Electoral District 2
Pat Driscoll, Electoral District 3
Jessica Ellison, Electoral District 1
Jackie Mosqueda-Jones, Electoral District 2

Staff Present:

Gina Boots, Teacher & Apprenticeship Liaison
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
Tom Wieczorek, Business Manager

Call to Order:

Chair Harvey called the meeting to order at 3:34pm.

Closed Session:

A motion was made by Ms. Bomben and seconded by Ms. Cuene to begin the meeting with a closed session. The motion carried.

BrightWorks Meeting Attendee Introductions & Public Input:

Chair Harvey called the open meeting to order at 5:18pm. No public was present. New board members, Ms. Deschene and Ms. Johansen, were introduced.

Approval of Agenda:

Chair Harvey called for a motion to approve the agenda.

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

Finance Update:

Mr. Wieczorek informed the group July was tight on cash flow while waiting on \$800k in grant funding for the ReadACT to come in. Two months of upfront funding was requested from the Minnesota Department of Education (MOE) and granted due to cash flow and staffing needs. He states eventually we will receive a monthly reimbursement, once the MOE has approved it, and the initial \$800k will be phased out.

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He reported that it was necessary to dip into the fund balance this year. He advised this was due to multiple factors, in addition to the wait for funding, including the sunset of the Covid Workforce Grant, with staff from this program staying a month longer than anticipated, the BrightWorks rebranding, and professional development not doing as well as expected. Mr. Wieczorek added that the organization is still in good shape, even with the fund balance going down.

Mr. Wieczorek also advised that with new staffing, including 5 new hires starting at the beginning of September, we are now close to 50 employees and are on the edge of the Affordable Care Act. This would require us to do some additional reporting to the IRS in January/February. This reporting would not require any additional hiring of staff.

Mr. Wieczorek added that the annual audit is set to take place the week of August 26, 2024. He is not anticipating any problems and is feeling good about the audit report.

Human Resources Update:

Ms. Feller provided a report on new hires and internal staffing changes. She informed the group that the COMPASS Advocates will be working through BrightWorks for the next year.

Approval of Consent Agenda:

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

A motion was made by Ms. Gabler and seconded by Ms. Bomben to approve the Consent Agenda as submitted. The motion carried.

New Programming Reports:

Ms. Boots gave an overview of the new Teacher Apprenticeship program. BrightWorks is the first registered teacher apprenticeship in the state. The 4 Intermediate Districts needed an outside agency to provide sponsorship for the program. BrightWorks is the compliance aspect for this program and will possibly be the only sponsor. If other groups come in that want to participate, they will be under BrightWorks. This is a grant funded program, using pipeline and deed grant dollars allowed through the Minnesota Department of Education (MOE), not Federal funding. Currently there is no sustainable model for this program, so BrightWorks is working with MOE and PELSBY to figure out how to get sustainable funding flowing. She reported there are 23 apprentices and 28 journey workers in the Intermediate Districts Teacher Registered Apprenticeship Collaborative (ITRAC). Apprentices will be licensed in both ASD and EBO when they have completed the program.

Ms. Streiff Oji provided an update on the COMPASS program to the group. The COMPASS Leadership Team officially started in the beginning of July. She gave team introductions. An overview of the services provided by the Advocates was given. This group of staff will be working in targeted schools on improvement and implementation. The COMPASS mission and how it aligns with the BrightWorks mission was shared with the board.

Executive Director Report:

Executive Director Schultz reported to the group that the Minnesota Service Cooperatives (MSC) are meeting with MOE monthly on the new Apprenticeship and ReadACT programs. He discussed the Well-Being Advisor program starting up again soon, with interest from additional districts. Executive Director Schultz elaborated on recent changes to in-house technology support, and a new BrightWorks website coming in the near future. He advised that BrightWorks' Strategic planning will be reviewed with the board during the October meeting and reminded the group of the annual AMSD/BrightWorks Fall Conference coming up on November 14, 2024.

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MSC Conference Debrief:

Attending board members gave a recap of the annual event, which took place in Duluth this year. It was felt to be a successful event, with an enjoyable keynote speaker. 2025 Conference dates will be emailed to BrightWorks Executive Board members.

HOTT Forum:

Due to time constraints at this meeting, this agenda item was removed.

Other Business: None

Adjournment:

Chair Harvey called for a motion to adjourn the meeting at 6:10pm

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



John Schultz, Executive Director



Karen Gabler, Board Clerk

Next Meeting Date: October 16, 2024
