

# BrightWorks

2 Pine Tree Drive, Arden Hills, MN 55112

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## Executive Board Meeting October 16, 2024

### Members Present:

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

### Members Absent:

Jessica Ellison, Electoral District 1  
Karen Gabler, Electoral District 3  
Sarah Johansen, Electoral District 4  
Jackie Mosqueda-Jones, Electoral District 2

### Staff Present:

Ingrid Aasan, Director of Special Education  
David Bernard, COMPASS MnMTSS Regional Lead  
Tami Childs, Statewide Autism Spectrum Disorder (ASD) and Other Health Disabilities (OHD) Specialist, Minnesota Low Incidence Projects  
Colleen Feller, Director of SparkPath  
Nasreen Fynewever, COMPASS Statewide Family Engagement and Community Engagement Lead  
John Schultz, Executive Director  
Angela Skrade, Executive Assistant/Office Manager/Executive Board Support (Recorder)  
Tom Wieczorek, Business Manager

### Visitor:

Adam Owens, CPA/Senior Associate, Abdo, Eick & Meyers LLP

### Call to Order:

Chair Harvey called the meeting to order at 3:31pm.

### Approval of Agenda:

Chair Harvey called for a motion to approve the agenda.

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

### Finance Update:

Mr. Wieczorek reported to the group that it has been necessary to continue using the fund balance to juggle cash flow. He is currently waiting for ReadACT and CTE grant funds to come in. He expressed that this is nothing out of the ordinary, just timing issues, and that the organization is getting by. A question was raised about the business service numbers. Mr. Wieczorek advised that these numbers reflect indirect costs, and this will balance out by the end of the year.

*A motion was made by Ms. Cuene and seconded by Ms. Deschene to approve the Finance Update as submitted. The motion carried.*

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### **Human Resources Report:**

Ms. Feller reported on 6 new hires with a start date of September 3, 2024. 4 COMPASS Regional Advocates and 2 additional SparkPath staff, one who provides SparkPath staffing full-time and one who shares time between SparkPath and Special Education programs.

*A motion was made by Ms. Driscoll and seconded by Ms. Bomben to approve the Human Resources Report 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. Pauly and seconded by Ms. Bomben to approve the Consent Agenda as submitted. The motion carried.*

### **2023-2024 Audit Report:**

Mr. Adam Owens from the audit firm Abdo, Eick & Meyers was introduced. Mr. Owens presented the 2023-2024 audit report. He began the presentation by informing the group that there was a clean, un-modified opinion this year. Mr. Owens explained that MN legal compliance procedures were applied for this audit. There were no outstanding debts, and no non-compliance issues. Grant funding for Emergency Assistance for Non-Public Schools (EANS) and Special Education was looked at with no modified opinion. General fund balances were also reviewed. Mr. Owens advised keeping an eye on the fund balance, which is currently sitting right below 8%. Mr. Wieczorek added that the actual numbers of the general fund balance were affected by EANS, due to the inability to budget for unpredictable spending of the schools participating in this program.

Board concerns and questions were answered. Mr. Wieczorek stated that other cooperatives have the same issues as BrightWorks. He included that some contributing factors are that most of our grants are issued on a reimbursement basis and that the Minnesota Education Grant System (MEGS) became a problem again over the previous two months.

Chair Harvey thanked the financial team for keeping an unmodified opinion.

*A motion was made by Ms. Stenvik and seconded by Ms. Driscoll to approve the 2023-2024 audit report as submitted. The motion carried.*

### **Leadership Team Reports:**

Ms. Aasan, Mr. Bernard (For Ms. Streif Oji), Ms. Feller, and Executive Director Schultz (For Ms. Boots) provided updates to the board on the programs they oversee. Ms. Feller gave a presentation on the MN Education Policy Fellowship, and Ms. Tami Childs presented to the board on Neurodiversity.

### **Executive Director Report:**

Executive Director Schultz began his report with an update on the Teacher Apprenticeship, COMPASS, and Well-Being Advisor programs. He informed the board that meetings are being held between state departments on the Teacher Apprenticeship, and he is currently working on establishing financial agreements for this program. While the role of the Minnesota Service Cooperatives, BrightWorks, and COMPASS is being determined, Ms. Streiff Oji and Executive Director Schultz are encouraging COMPASS staff to build relationships within districts. Meetings with Columbia Heights, Inver grove Heights, and Mahtomedi districts have been held on the Well-Being Advisors program. Questions were answered on district sources of funding for this program. Board members expressed that they are grateful BrightWorks is able to offer this service for adults within districts that need direct, quick access to mental health care.

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Executive Director Schultz also provided an update on BrightWorks strategic planning, with the BrightWorks mission being reworked. This will be presented for review by the board at the January meeting. He advised that Corporate Technology is working out well in the BrightWorks technology staff position.

### **Identifying BrightWorks Board Members:**

Executive Director Schultz gave an update on the current board status. He informed the group that there are two elected board seats to be filled. A question was raised about adding another Superintendent on the board. Executive Director Schultz stated there is a possibility that this seat may be filled by a director of teaching and learning in place of a superintendent. Elections for these board seats will be held after January 1, 2025.

*A motion was made by Mr. Harvey and seconded by Ms. Cuene to approve Identifying BrightWorks Board Members as submitted. The motion carried.*

### **Policy Review:**

Executive Director Schultz reviewed Policies 102, 203.5, 208, 410, 414, 430, 722 in the first read.

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

*A motion was made by Ms. Cuene and seconded by Ms. Stenvik to approve the review of Policies 102, 203.5, 208, 410, 414, 430, 722 as submitted. The motion carried*

### **HOTT Forum:**

The group discussed current events within districts, including settled contracts, increases in enrollment, board changeover and upcoming board elections.

**Other Business:** None

### **Adjournment:**

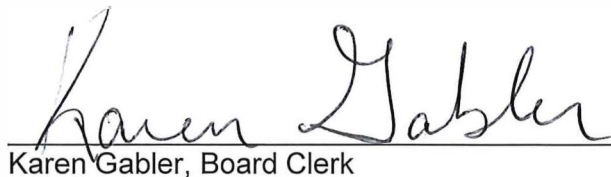
Chair Harvey called for a motion to adjourn the meeting at 5:27pm

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

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John Schultz, Executive Director



Karen Gabler, Board Clerk

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**Next Meeting Date: January 22, 2025**

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