

BrightWorks

2 Pine Tree Drive, Arden Hills, MN 55112

Executive Board Meeting June 12, 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

Members Absent:

Jackie Mosqueda-Jones, Electoral District 2
Deborah M. Pauly, Electoral District 4
Zena Stenvik, Superintendent, Columbia Heights School District

Staff Present:

Ingrid Aasan, Director of Special Education
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 Wieczorek, Business Manager

Call to Order:

Chair Harvey called the meeting to order at 3:48pm, after a quorum had been reached.

Public Input: No public was present.

Approval of Agenda:

Chair Harvey called for a motion to approve the agenda.

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

Finance Update:

Mr. Wieczorek informed the group that cash flow has been tight, and currently the fund balance is being used for cash flow. He advised this is due in part to the EANS program ending, and with this change the financial process has reverted to the way it was in years prior to 2020. Questions from the group were answered on pinch points and possible preventative measures for the future. Mr. Wieczorek advised this situation is all due to the timing of grants. He states that we will get through, and July will look different with grant funding and membership payments coming in. COMPASS funding will also come in, but there isn't a set date for this yet. A request was made to provide the board with a graph to illustrate the yearly fluctuation of finances for a better understanding of the current situation. Mr. Wieczorek agreed to provide this for the next Executive Board meeting.

Mr. Wieczorek also updated the board on Human Resources. One BrightWorks staff member is resigning in July, there will be 4 terminations due to the sunset of the Covid Workforce Grant, and a new hire for the Apprenticeship program. A request was made by a board member to include more detail in the Human Resources reports. In the future these updates will include staff assignments.

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Approval of Consent Agenda:

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

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

Organizational Meeting:

Chair Harvey called for a motion to approve the Organizational Meeting.

A motion was made by Ms. Cuene and seconded by Ms. Bomben to approve the Organizational meeting as submitted. The motion carried.

COMPASS Organization and BrightWorks' role:

Executive Director Schultz and Ms. Streiff Oji provided an update on the COMPASS program. They informed the group that this is a state funded program, based on MTSS (Multi-Tiered Systems of Support). 51 Interviews were conducted for Lead, Coaches and Advocate positions. 17 New staff have been hired. 8 Advocates are coming from Resource Training and Solutions Service Cooperative and 11-12 will come to BrightWorks from Southeast Service Cooperative. Human Resource days for new staff will be held at the end of June, and a 3-day retreat will be held for new staff in July. Information on the 3-Day retreat will be sent to the board. Executive Director Schultz stated there is a possibility of holding a meet and greet of new staff at the beginning of the August 2024 board meeting.

Ms. Streiff Oji stated that at this time the course for this program is being determined, content offerings are being established, and rubrics are being co-created on what this will all look like. Board questions were answered on the Advocate positions, and how the COMPASS program incorporates under the ReadACT. Executive Director Schultz advised the group that this program is state funded, so we cannot distinguish between member and non-member participation. A point was raised by a board member regarding the importance of establishing awareness of BrightWorks' involvement in the program with our non-member and member districts.

Executive Director Schultz also presented information on the reorganization of BrightWorks and staff changes with the addition of the COMPASS program. It has been proposed that Ms. Feller will take on the role of part-time Director of Human Resources, with portions of her duties in her current position as Director of SparkPath being distributed to the current SparkPath Program Coordinators. An additional coordinator position will be added to SparkPath. New staff has been hired to manage the Apprentices, and Ms. Streiff Oji will move to the new Director of COMPASS role.

Approval of 2024-2025 Budget:

Mr. Wieczorek and Executive Director Schultz provided information on the proposed 2024-2025 budget. Mr. Wieczorek advised that COMPASS grant funding was not reflected on this proposal. Funding sources include membership, Cooperative Purchasing Connection, and indirect Federal costs (Grant funding). Board questions regarding rent stability were answered, with Mr. Wieczorek stating there was a small increase due to adding a dedicated meeting space, but he expects rent to stay stable. Executive Director Schultz also advised the group that a participation survey will be going out to districts in the late summer or fall.

Chair Harvey called for a motion to approve the 2024-2025 Budget.

A motion was made by Ms. Gabler and seconded by Ms. Driscoll to approve the 2024-2025 Budget as submitted. The motion carried.

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Leadership Team Reports:

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

MSC Conference - 2024 Outstanding Service Award:

Ms. Cuene and Executive Director Schultz announced that BrightWorks' Chair Harvey will be the recipient of the 2024 Outstanding Service Award at the Minnesota Service Cooperatives Conference coming up in July.

Executive Director Report:

Executive Director Schultz provided updates on the Apprenticeship program. BrightWorks will be providing apprenticeship sponsorship with the 4 Intermediate Districts and will also work with St. Paul Public Schools and Spring Lake Park. St. Thomas will participate as the Higher Education leader in these programs. He announced that Ms. Gina Boots has been hired as the BrightWorks Apprenticeship Liaison.

COMPASS funding meetings are upcoming.

He also advised the Mental Health program will be regrouping after July 1st and that there have been additional districts expressing interest in participating in 2024-2025.

Policy Approvals:

Executive Director Schultz reviewed Policies 412, 430 in the first and second read, and policies 301, 302, 303, 304, 305, 403, 404, 407, 408, 409, 416 in the second read.

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

A motion was made by Ms. Bomben and seconded by Ms. Cuene to approve the revision of Policies 412, 430 in the first and second read and the review of policies 301, 302, 303, 304, 305, 403, 404, 407, 408, 409, 416 in the second read as submitted. The motion carried.

Executive Director Evaluation

Chair Harvey called for a motion to approve the Executive Director Evaluation.

A motion was made by Ms. Ellison and seconded by Ms. Bomben to approve the Executive Director Evaluation as submitted. The motion carried.

HOTT Forum:

Topics discussed included graduation ceremony issues with tickets and protests. Ms. Driscoll announced she will not be running for school board again in 2024-2025.

Other Business: None

Adjournment:

Chair Harvey called for a motion to adjourn the meeting at 5:53pm

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

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John Schultz, Executive Director



Karen Gabler, Board Clerk

Next Meeting Date: August 21, 2024
