

**Southwest Telecommunication
Governance Board Meeting**

Thursday, January 8, 1998 - 10:12 AM
Mediterranean Club, Tracy, MN

Minutes

Southwest Telecommunication Governance Board Members Present:

Douglas Froke	Fulda
Joel Whitehurst	Cedar Mountain
Greg East	Round Lake
Orlyn Wiemers	Minneota
Steve Kjorness	Westbrook/Walnut Grove
Steve O'Conner	Marshall
Jay Haugen	Sleepy Eye
Rick Ellingworth	Redwood Valley

Others Present:

Rod Wrege
Bruce Haug
Jerry Parker

- 1.0 Orlyn Wiemers called the meeting to order.
- 2.0 No opening remarks
- 3.0 The agenda was modified by adding: 9.1 Agenda items for the February 11 meeting, 6.1 e-rates, 9.2 Grad Standards, 9.3 Grant Submission. Motion made by Doug Froke, second by Greg East, to adopt the modified agenda. Motion passed.
- 4.0 A motion by Greg East, second by Joel Whitehurst, to approve the minutes. The motion carried.
- 5.0 Rod Wrege presented the FY1998 Operating Budget & Claims of Account report. There was a typing error under SWTC Bills for Board Approval. The amount on line seven should read 2,917.75. Rod was asked to offer a written explanation on the YTD Budget remaining amount and how it will change because of the TAG grant. Motion by Greg East, second by Steve Kjorness, to approve the FY1998 Operating Budget & Claims of Account. Motion carried.
- 6.0 METC/Legislative Update
The TAG Grant was formally approved December 19, 1997.
Rod Wrege has a METC meeting January 23.

Rod is working on a TIIAP Grant jointly with Dan Baun.
The Board, by consensus, gave Rod permission to apply for any grants.

- 6.1 Rod has applied for the TAG portion of the e-rates. The School Districts can apply on their own. Rod has contacted Tom Burns of Olson Thielen who will come to this area and help all schools complete their e-rate applications on February 2, for a fee of five thousand dollars (\$5,000). Rod will contact all superintendents to see who is interested. Rod will set up cluster meetings on e-rates:

Windom, January 15

Redwood Falls, January 27

Marshall, January 27, 1:30

Edgerton, January 28, 12:00, Pizza Ranch

Rod will e-mail this information to all Superintendents. He will also mail e-rate application forms.

A motion by Greg East, and second by Joel Whitehurst, that the board recommend Rod hire this person to complete e-rate applications for the individual districts for \$5,000 if a minimum of 20 schools are willing to participate making the maximum cost per school \$250.00. Motion carried.

Rod will check to see whether or not we can use designated technology money to pay for this fee for e-rate applications.

7.0 SWTC Video Network Program Planning

- 7.1 Rod Wrege presented the 1997-98 Spring Schedule for K-12 courses.

- 7.2 Jerry Parker reported on the progress of K-12 registration for 1998-99.

8.0 SWTC Operations

Rod Wrege has hired Jerry Jones to fill the position of Data Network Coordinator.

8.1 FY1999 Contract Rates

Rod has duplicated last years contracts and they will be sent out in March.

A motion by Rick Ellingworth, and second by Greg East, to give Sleepy Eye a prorated rate on the basis of actual use of the studio. Motion carried.

A motion by Greg East, second by Doug Froke, that Rod will hire another Technician. The motion and second were withdrawn. It was decided that Rod was already authorized to fill the position, and he was requested to do so at his earliest convenience.

8.2 FY1999 Preliminary Operation Budget

A motion by Greg East, second by Steve Kjorness, that we table the FY1999 Budget until another Technician is built into the Budget. The motion and second were withdrawn.

Rod Wrege presented FY1999 Budget based on hiring another technician. A motion by Greg East, second by Steve O'Conner, that the fees for FY1999 be \$2,500 for Data Network Services and \$6,500 for Video for a total of \$9,000. The motion carried.

A motion by Doug Froke, second by Rick Ellingworth, to table approving the FY1999 Budget. Motion carried.

8.3 ITV Programming Charge-back Formula

Rod presented the present charge-back formula and three alternative charge-back options. A motion by Steve Kjorness, second by Joel Whitehurst, recommending we adopt option 1 for the 1998-99 school year. Motion carried. Option 1 is the same as the previous method of charge-back except if the class size is smaller than 8 the host school will still be paid based on 8 students. This extra cost will be added to the total student cost which is then divided by the total number of ITV students to determine the per student cost.

8.4 An ITV handbook committee is meeting on January 16 to revise and update the handbook. The updated handbook will be brought to the superintendents meeting February 11.

8.5 Rod Wrege wants an acceptable use policy that is acceptable to the individual districts. Rod recommended that the board read the examples which have been distributed and use them for future consideration.

8.6 SWTC Director Evaluation

A motion by Steve Kjorness, second Steve O'Connor, that representatives from each group will talk with the superintendents in their area and then these representatives will meet as a group and visit with Rod to evaluate him. The representatives are Orlyn Wiemers, Greg East, Doug Froke, Joel Whitehurst, and Jay Haugen. Motion carried.

9.0 Other

9.1 Agenda for Superintendents meeting February 11 in Marshall.

Budget
Charge-backs
Handbook
Acceptable use policy
E-rates

9.2 Grad Standards

The principals agreed the Grad Standards will need to be identified with the class offerings for 1999-2000 school year since there are no freshman in ITV classes.

9.3 Grant Submission

Rod should know by Monday the status of the Site Transformation Grant.

10.0 Miscellaneous

10.1 Next Governance Board Meeting will be February 4 at 1:00 PM

We will discuss budget and Dick Orcutt will advise on acceptable use policy.

10.2 Next Superintendents Meeting - February 11, 1998

11.0 A motion by Greg East, second by Rick Ellingworth, to adjourn the meeting. Meeting adjourned.

Respectfully submitted by

Jerry Parker, Program Support Specialist