

**Southwest Telecommunications  
Governance Board Meeting**

Wednesday, November 12, 1997 - 1:15 PM  
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
Jerry Horgen	Pipestone
Steve O'Conner	Marshall
Jay Haugen	Sleepy Eye

Others Present:

Rod Wrege  
Forrest Fosheim  
Jerry Parker

1.0 Rod Wrege called the meeting to order.

2.0 No opening remarks

3.0 The agenda was modified by adding the election of officers between item 3 and 4, and adding Fire Wall and Acceptable Use Policy for the Internet as item 9. Motion made by Orlyn **Wiemers and** seconded by Greg East, to adopt the modified agenda. Motion passed.

Doug Froke nominated Orlyn Wiemers for Chairman. Greg East moved that nominations cease. Jay Haugen seconded the motion and it passed unanimously. Greg East nominated Doug Froke for Vice Chairman. Jerry Morgen moved that nominations cease. Greg East seconded the motion and it passed unanimously.

4.0 Rod distributed copies of the FY1998 Operating Budget & Claims of Account. Rod explained what was included in the equipment purchases of \$102,619.50. Motion made by Jerry Morgen to approve the expenditures with the understanding that the budget deficit will be made up either by savings in personnel or from the TAG grant. The motion was seconded by Greg East. Motion passed.

5.0 Rod discussed personnel issues. Three positions have not been filled. The projected expenditures for the year end, if we do not get TAG funding, will leave us with a balance of \$16,245.19. This amount will support hiring a Data Network Coordinator for the remainder of the fiscal year. Greg East made a motion to fill the Data Network Coordinator's position as of January 1, 1998. Jerry Horgan seconded the motion. Motion passed.

It was also requested that Rod make a brochure of the Southwest Telecommunication Cooperative organization.

## 6.0 SWTC Operations

6.1 Rod presented the Data Network/Internet Access Report and commented on the high Internet usage.

6.2 Forrest presented the Video Network Operations Report. He has tracked ITV usage and identified the usage of each district. The system is capable of approximately 10,000 hours and is operating at about 20%.

The system is working well. The problems this year were primarily in scheduling.

## 7.0 SWTC Video Network Program Planning

7.1 The 1997-98 K-12 course schedule is posted on the web at [www.mntn.org](http://www.mntn.org). It was requested that the SWTC E-mail address be on their letterhead.

### 7.2 1998-99 K-12 Course Offerings

7.2a Jerry Parker will talk to all Principals before the December 10<sup>th</sup> meeting to discuss new classes and scheduling.

7.2b Rod discussed unique class offerings to expand the system for the benefit of our area.

7.2c Rod suggested scheduling classes on a first-come, first-serve basis.

It was suggested that we have an ITV policy to determine who gets priority when signing up for classes. The drop/add policies will be enforced and included in the charge back formula. The class size limit is 24 at the time of registration.

7.3 Rod discussed the seven period vs four block system as it relates to scheduling.

7.4 Grad Standards will need to be identified with the class offerings. This should be included in the ITV handbook.

7.5 Schedule for Final Registration will be February 15.

7.6 ITV Teacher Inservices will be outlined in the ITV handbook. A motion was made by Greg East that SWTC pay teachers a stipend of \$75 per day and \$40 per half day for inservices, that the districts reimburse SWTC, and that the inservice be held 2 weeks prior to the earliest school starting date. Doug Froke seconded the motion. Motion passed.

7.7 Rod explained how the charge back formula works and considered changing this formula so schools can afford to offer a classes with a small number of students.

## 8.0 Legislative/METC Update

8.1 Rod submitted the TAG grant requesting \$979,858 for FY1998. This includes an operations budget of \$812,203 and an enhancements budget of \$138,500. Included in the enhancements budget are MCU's and T1 lines. The grant also included a new site budget of \$29,155 for Sioux Valley and Dakota Open Charter School. In the grant application Rod established priorities as to what is essential, what is needed to have bandwidth equity and what is needed to migrate all analog sites to digital. The approval of ongoing costs will possibly be determined by November 21 and approval for enhancements will be at a later date. We now have interim funding through November.

8.2 SWTC will apply for a blanket e-rate application to supplement TAG expenditures. Each district needs to decide if they want to apply for additional e-rate discounts on their own or if they want the SWTC to submit e-rate applications on their behalf for a to-be-determined fee. The forms for the e-rate application are not available yet.

8.3 The possibility of hiring a grant writer was discussed.

## 9.0 Other

9.1 The cost of books was discussed. A motion was made by Greg East that we form a task force of 2 or 3 members from the Governance Board to review and approve orders for books, supplies and incidentals for the 1998-99 school year and that they be requisitioned by April 1. This task force will develop a policy for SWTC to use in future years. The cost for books, supplies and incidentals will be charged back to the specific class. The motion was seconded by Joel Whitehurst. Motion passed.

9.2 A Fire Wall was discussed. Rod Wrege recommended a Fire Wall for next year and an acceptable-use policy for the Internet. Rod will bring up these issues to the principals. Rod will mail a copy of a sample policy to the Superintendents and Principals.

9.3 Rod discussed a common inservice for ITV teachers. He suggested teachers visit their remote sites at least once per semester and preferably early in the semester.

10.1 Future Governance Board Meetings will be held on the second Thursday of every other month at 10:00 A.M. The next meeting will be on January 8, 1998, and the following meeting will be on March 12.

10.2 The next Superintendents meeting will be February 11, 1998.

11. Motion by Joel Whitehurst, second by Jerry Horgen, to adjourn the meeting. Meeting adjourned.

Respectfully submitted by  
Jerry Parker, Program Support Specialist