

**Southwest Telecommunications Cooperative**  
**Minutes of the Superintendents Meeting**  
Thursday, February 19, 1998, 10:00 AM  
Key Largo Ballroom, Lake Shetek

Superintendents Present:

Douglas Froke	Fulda
Steve McCormick	HLO
Greg East	SVRLB
Orlyn Wiemers	Minneota
Steve Kjorness	Westbrook/Walnut Grove
Rick Clark	Tracy
Jay Haugen	Sleepy Eye
Don Knutson	RTR
Cornelius Smit	MCC
Dennis Maasjo	Balaton
LeRoy Domagala	Adrian & Edgerton
George Maurer	Luverne
Jim Schultze	Butterfield/Odin
Dick Gulbranson	RRC
Luther Heller	Springfield
Chris Tomalla	Wabasso
Tom Knoll	HBC
Gery Arndt	JCC

Others Present:

Rod Wrege	SWTC Director
Bruce Haug	SW/WC Service Cooperative Director of RMIC
Jerry Parker	SWTC Program Support Specialist
Forrest Fosheim	SWTC Video Network Coordinator
Jerry Jones	SWTC Data Network Coordinator

1.0 Orlyn Wiemers called the meeting to order Thursday, February 19, 1998, at 10:10 a.m.

2.0 Opening remarks

Rod Wrege introduced Jerry Jones, SWTC's new Data Network Coordinator

The agenda was modified by adding the ITV Schedule as 5.8. Motion by Don Knutson, second by Greg East, to adopt the modified agenda. Motion carried.

3.0 Motion by Greg East, second by Luther Heller, to approve the minutes from the July 21, 1997, Superintendents meeting. Motion carried.

4.0 METC/Legislative Update

Rod Wrege presented the TAG application which we submitted and was approved by the council at the December meeting for \$979,858.

Rod presented a memo from Terrence Twite who is on the METC council regarding concerns about ITV funds. There is a bill before Congress to repeal the prorationing and the ITV levy sunset. Rod said it is important that everyone be in contact with the legislator in their district. There will be a link to contact your legislator on our web site [www.mntm.org](http://www.mntm.org) or at [www.leg.state.mn.us](http://www.leg.state.mn.us) with the name, address, phone number and e-mail address of the legislator in your area.

Tom Burns, from Olson Thielen, St. Paul, went through a step-by-step procedure to complete e-rate forms.

Rod Wrege has met with Senator Vickerman and Representative Harder concerning the proposal of approximately 100 miles of fiber optic cable for SWTC. This is about a \$2,000,000 project. Rod will keep you posted.

## 5.0 SWTC Operations

5.1 Rod presented the FY1999 Preliminary Operating Budget which was approved by the Governance Board at the February 4, 1998, meeting. This budget includes funds to hire an additional A/V technician. Motion by Doug Froke, second by Steve Kjorness, to approve the FY1999 Budget. Motion carried.

5.2 FY1999 Contract Rates  
Rod distributed a copy of the agreement between the cooperative and the districts. Motion by Cornelius Smit, second by Luther Heller, to approve the Telecommunications Service Contract for FY1999 as presented with \$2,500 for Data Network Services and Program Support, and \$9,000 for Video and Data Network Services and Program Support. Motion carried with one opposing vote. It was requested that Rod send instructions with the contracts.

5.3 ITV Programming Charge-Back Formula  
Rod presented the charge-back formula which had been approved by the Governance Board. A motion was made by Steve Kjorness, second by Cornelius Smit, to approve the charge-back formula. Motion carried. A committee was formed to develop a better charge-back formula for next year. Committee members will be Cornelius Smit, LeRoy Domagala, Tom Knoll, Jay Haugen, Don Knutson, Luther Heller and Joel Whitehurst.

5.4 ITV Handbook Update

It was requested that the handbook state that the host site will be responsible for teacher licensure. This includes getting a waiver when necessary. Motion by Greg East, second by Tom Knoll, to have the date for final student registration numbers to be March 1 this year and February 15 in following years. The motion was amended by Greg East to include April 1 for financial commitment for this year and February 15 in following years. The amendment carried. The amended motion now reads: Final student registration numbers will be March 1 for the 1998-99 school year and February 15 for the 1999-2000 school year, with financial commitment being April 1 for the 1998-99 school year and February 15 for the 1999-2000 school year. Motion carried.

It was requested that the ITV handbook address Graduation Standards and that it state all course descriptions will include what profile of the Graduation Standards the course meets, and that this be in place for the 1999-2000 school year.

It was requested that the Superintendents read through the handbook and if there are any concerns or changes they should notify their representative on the Governance Board or contact Jerry Parker. The handbook will be brought before the Governance Board for approval on March 12.

- 5.5 SWTC Acceptable Use Policy  
Rod Wrege will send a survey to all schools to see if they have an acceptable use policy that applies to students and faculty, and if it addresses specific points.
- 5.6 SWTC Personnel Status  
Jerry Jones, SWTC's newest employee, is our Data Network Coordinator. SWTC is in the process of hiring another technician. Rod Wrege and Forrest Fosheim have talked to vocational schools about the technology position. Rod said that he was working on the possibility of starting a student from a vocational school in an internship position which could lead to full time employment by spring.
- 5.7 Graduation Standards  
Addressed in 5.4
- 5.8 K-12 Scheduling  
Addressed in 5.4
- 6.0 Other  
Forrest will record the satellite downlink on Education Reform, Saturday April 18. He will fax notification of when it will be rebroadcast over ITV. Tentatively, it is set for Thursday, April 23 at 3:15 p.m..
- 7.0 Miscellaneous

- 7.1 Next Superintendents Meeting will be Thursday, May 14, 1998, at 10:00 a.m., at Key Largo, Lake Shetek.
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- 8.0 Motion by LeRoy Domagala, second by Greg East, to adjourn the meeting. Meeting adjourned.

Respectfully submitted  
Jerry Parker, Program Support Specialist