

Heart of the Valley ITV Consortium Superintendents Meeting
Wednesday, June 9, 2021
10:00 a.m.
Mayville State University—Heritage Room in Campus Center
Map: <https://mayvillestate.edu/future-students/visit-us/campus-map/>
Online via Zoom

1. Introductions and Roll Call

- Present (quorum established):
 - Derrick Bopp
 - Michael Bradner
 - Jason Keating
 - Linda Lutovsky
 - John Maus
 - Michael O'Brien
 - Kevin Rogers
 - Michael Severson
 - Misti Wuori
 - Shay Thorsgard

2. Review and Approve Minutes from November 4, 2020, meeting

- Mike Bradner moved to approve. Mike O'Brien seconded. Carried.

3. Updates from Consortium Director and Individual Schools

- No schools had updates.

4. Equipment/Tech Needs

- Misti Wuori is the Mayville State Extended Learning contact: Misti Wuori noted Alissa Perkins was no longer with Mayville State, so she will be the tech contact for scheduling and equipment. Schools can also leave messages with Shay Thorsgard at 701.788.4667 or shay.thorsgard@mayvillestate.edu.
- Testing equipment this August—Please turn on units to see that classes are running by August 16, 2021.
 - The sooner issues can be identified, the sooner they can be addressed prior to start of classes.
- Training or other needs on the equipment?
 - Let Misti Wuori know if anything is needed.
 - If anything develops, please let Misti know as early as possible.
- Functioning of the Polycom Units and other needs? Any replacement units needed?
 - No issues reported.
- Other equipment/technical support needs?
 - No needs reported.

5. RUS grant

- Received 4 new units through state COVID funds.
 - One went to Maple Valley and one to Sheyenne Valley Area Career & Technology Center.
 - Need to decide where the other two units go. Approval needed. Also need to know how to allocate for getting them installed.
 - Schools with refurbished units and receiving and/or sending classes is Misti's recommendation: Central Valley and Finley-Sharon.
 - Other possible sites with refurbished units: Northwood, Lisbon, and Minto.
 - Michael Bradner moved to provide units to Central Valley and Finley-Sharon. Kevin Rogers seconded. Carried. Existing units will come back to HOV-ITV as back-up units.

- Hiring Readitech (David Belgarde-rep) to install units and complete paperwork with the state on an hourly basis. Approval needed.
 - Per David Belgarde on June 3, 2021: Our labor rate for installing these systems would be \$125/hr. Depending on what systems you have, it can take 3 – 4 hours per room. I would suggest 4 hours or \$500/room plus travel time. This would be if the systems were the Poly G7500 with a single camera. If they are 2 camera systems it would take longer and may need additional cabling and adapters. I would like to look at a room and know exactly what equipment is being installed to give you an exact quote, but the numbers below should be pretty close. They would set up the units and register them with the state system.
 - Central Valley and Finley-Sharon - \$1,750 (includes travel time)
 - Maple Valley and Sheyenne Valley - \$1,500 (include travel time)
 - Total for all 4 units (approximately): \$3250-3500 (estimate up to \$4000 as Sheyenne Valley and Maple Valley have two cameras)
 - Mike O’Brien expressed difficulty with the Polycam in the past and thanked Thompson and John Maus for providing their technical support staff to help with the issue, and he asked if David Belgarde would be available to assist future needs.
 - Misti confirmed Readitech staff could be hired on an hourly basis plus mileage by the HOV-ITV Consortium or an individual school district. David Belgarde’s contact information is:



David Belgarde

Sales Account Associate

✉ dbelgarde@drtel.com

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Ellendale, ND 58436-0069

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- Derrick Bopp moved to approve hiring Readitech for the installation of these four Polycom G7500 units this summer. Jason Keating seconded. Carried.

6. Course Needs/Issues (ITV and Dual Credit)

- No issues reported
- Derrick Bopp reported that Sheyenne Valley Area Career & Technology Center is working with Dakota College at Bottineau and Valley City State University to offer dual credit class options for the courses they send via ITV and online such as Graphic Communications, Health Careers, etc. This will likely start in Fall 2022. Derrick will provide an update at the November meeting.

7. By-laws

- Thorough updating needed to HOV-ITV By-laws to get all the changes in final file—Misti will work on this summer for review in November 2021.

8. 2021-2022 Calendar Approval

- Discussion. Sending sites with different start dates and hours should forward to Misti to note on the calendar. Receiving sites should have students join in timely manner and follow the sending school’s bell schedule.
 - August 19: Thompson.
 - August 24: SVATC
- Mike O’Brien moved to approve. Mike Bradner seconded. Carried.

9. 2020-2021 budget summary and 2021/2022 budget approval

- Misti Wuori gave an overview of the budget to be approved.
 - One school has been sent a reminder to pay dues.
 - One school has been sent a reminder to pay for course reimbursement.
 - Reminder: if any instructors were sent out to school sites and have mileage to report, be sure to send that in to Misti in the next week to approve by June 30th

10. Establish membership dues for 2021-2022

- Kevin Rogers brought forward a request from HOV teachers that the Consortium reconsider the \$500 per class per teacher paid by HOV-ITV for a sending site class offering for an increase.
 - John Maus noted that the teachers are paid to teach the courses under their high school contracts.
 - Misti noted that it has been \$500 since at least 2009.
 - John Maus asked that if sending sites wanted to make a proposal at the next HOV-ITV meeting, the Consortium would consider the request.
 - Michael Bradner proposed a longevity increase for teachers who had been doing it, for example, for ten years; another consideration if it is a zero-hour course that falls outside the teaching contract.
 - Misti and Kevin noted that Mayville State and Hillsboro do pay those teachers as adjuncts.
 - Misti added that the online dual credit teachers also get paid directly from Mayville State as well.
 - John Maus noted that previously negotiated agreements might become an issue. Discussion followed.
- The current membership dues per school is \$3500 annually.
 - Kevin Rogers asked if there were any increased costs.
 - Misti noted where increases were including a 1.5% increase in the management fee to reflect the state employee increase. This equates to about an increase of \$416.
- Kevin Rogers moved to keep the dues at \$3500 and approve the 2021-2022 budget as presented. Michael Bradner seconded. Carried.

11. Other Issues/Concerns/Discussion?

- No issues reported.

12. Election of Officers

- Current officers are:
 - John Maus—President
 - Brad Callender—Vice-President
 - Shane Azure--North Rep.
 - Jeremy Brandt--South Rep.
- Jason Keating moved to nominate John Maus for Pres, Kevin Beaudin for VP, Shane Azure for North Rep, and Jeremy Brand for South Rep. John Maus called for additional nominations. None. Kevin Rogers seconded. Carried.

13. Review Contact Information/updates for new email addresses/staff changes for listservs.

- Current information is located on the members list, <http://www.hovc.k12.nd.us/members.html>
- Send updates to Misti or Shay as soon as possible.

14. Next meeting date

- November 3, 2021 via Zoom; 1 p.m.
- Please send agenda items to John Maus at john.maus@tps-k12.org
- Adjourned 10:55 AM.

Please remember you can find all meeting agenda and minutes at: <http://www.hovc.k12.nd.us/files.html>

Link to the Zoom recording for the June 9 meeting:

<https://mayvillestate.zoom.us/rec/share/V4DTTrVeJE6xclAuf2o1smK9jC-DDW5N39I4eDHjA19X9uiJKvUDyEBj7t2GWfrNw.eMxncpqfXmeKFb5s>

2020-2021 Budget UPDATE

PeopleSoft GL
TRIAL BALANCE

Page No. 1
Run Date 06/01/2021
Run Time 01:05:32

Report ID: GLS7012
Bus. Unit: MASUI--Mayville State University
Ledger: ACTUALS -- Actuals Ledger
As of Year 2021 and Period 12
Base Currency: USD Date Code 0
Fund: 80330 HOV-ITV

Account	Cash - in BND	Transaction Debit	Transaction Credit
105251		79,913.90	0.00
201001	Accounts/Vouchers Payable	0.00	0.00
224027	Amounts Held for Others	0.00	80,281.35
462110	Other Services	0.00	59,600.00
521015	In State - Lodging	86.40	0.00
521020	In State - Meals	35.00	0.00
521030	In State - Vehicle Mileage	235.20	0.00
521045	Motor/Aircraft Pool	158.40	0.00
541030	Postage Stamps	4.57	0.00
551020	Other IT Equipment under \$5000	4,222.88	0.00
621100	Contract Services	27,475.00	0.00
621325	Other Operating Fees	27,750.00	0.00
Total for Fund 80330		139,881.35	139,881.35

Course fees / Membership
Misti to Bismarck - New Units
Bismarck
Bismarck + return
Tech Support Instructors
Reburbished Units
Course Instructor Fees Paid
Management Contract

Total for Ledger

139,881.35

Post Date	Transaction Document ID	Line	Reference	Budget Amount	Planned Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount
12/04/2020	AP_VOUCHER 00068578	1	SHEYENNE VALLEY AREA CAREER & TECH CTR/HOV-ITV F	0.00	0.00	0.00	0.00	8,850.00
12/04/2020	AP_VOUCHER 00068579	1	THOMPSON PUBLIC SCHOOL/REIMB HOV-ITV FALL 2020	0.00	0.00	0.00	0.00	5,200.00
12/09/2020	GL JOURNAL 0001718106	1	12/09/2020/MANAGEMENT FEES HOV	0.00	0.00	0.00	0.00	27,750.00
05/03/2021	GL BD JRNL 0001739046	1	07/01/2020//Operating Fees and Services	0.00	0.00	0.00	0.00	0.00
05/03/2021	AP_VOUCHER 00069822	1	SHEYENNE VALLEY AREA CAREER & TECH CTR/HOV ITV R	0.00	0.00	0.00	0.00	6,100.00
05/03/2021	AP_VOUCHER 00069823	1	THOMPSON PUBLIC SCHOOL/HOV ITV SPRING REIMBURSE	0.00	0.00	0.00	0.00	4,600.00
05/03/2021	AP_VOUCHER 00069824	1	HATTON EIELSON PUBLIC SCHOOL DISTRICT/HOV ITV SP	0.00	0.00	0.00	0.00	2,725.00
Number of Transactions 7				0.00	0.00	0.00	0.00	55,225.00
Totals				0.00	0.00	0.00	0.00	1,350.00
Totals				0.00	0.00	0.00	0.00	4,222.88

Currency	Budget Period	Fund	Account	Budget Amount	Planned Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount
USD	2021	80330	621000	0.00	0.00	0.00	0.00	1,350.00
Totals				0.00	0.00	0.00	0.00	4,222.88

Post Date	Transaction Document ID	Line	Reference	Budget Amount	Planned Amount	Pre Encumbered Amount	Encumbered Amount	Expended Amount
12/04/2020	AP_VOUCHER 00068578	1	SHEYENNE VALLEY AREA CAREER & TECH CTR/HOV-ITV F	0.00	0.00	0.00	0.00	8,850.00
12/04/2020	AP_VOUCHER 00068579	1	THOMPSON PUBLIC SCHOOL/REIMB HOV-ITV FALL 2020	0.00	0.00	0.00	0.00	5,200.00
12/09/2020	GL JOURNAL 0001718106	1	12/09/2020/MANAGEMENT FEES HOV	0.00	0.00	0.00	0.00	27,750.00
05/03/2021	GL BD JRNL 0001739046	1	07/01/2020//Operating Fees and Services	0.00	0.00	0.00	0.00	0.00
05/03/2021	AP_VOUCHER 00069822	1	SHEYENNE VALLEY AREA CAREER & TECH CTR/HOV ITV R	0.00	0.00	0.00	0.00	6,100.00
05/03/2021	AP_VOUCHER 00069823	1	THOMPSON PUBLIC SCHOOL/HOV ITV SPRING REIMBURSE	0.00	0.00	0.00	0.00	4,600.00
05/03/2021	AP_VOUCHER 00069824	1	HATTON EIELSON PUBLIC SCHOOL DISTRICT/HOV ITV SP	0.00	0.00	0.00	0.00	2,725.00
Number of Transactions 7				0.00	0.00	0.00	0.00	55,225.00
Totals				0.00	0.00	0.00	0.00	1,350.00
Totals				0.00	0.00	0.00	0.00	4,222.88