

**Heart of the Valley ITV Consortium
Superintendents Meeting
Wednesday, November 4, 2020
1:00 p.m. via Zoom**

Introductions and Roll Call (John Maus)

Misti Wuori
Jeff Larson
Paula Suda
Kevin Rogers
Shane Azure
Roger Abbe
Jeremy Brandt
Derrick Bopp
Michael Severson
Brad Callender
Jason Keating
Steven Johnson
John Maus
Michael Bradner
Michael O'Brien
Shay Thorsgard

Review and Updates to Contact Information/Staff Changes (John Maus)

- No new submissions.

Review and Approve Minutes from June 3, 2020 Meeting (John Maus)

- Motion to approve (Paula Suda). Seconded (Jeremy Brandt).

Updates from Consortium Director and Individual Schools (John Maus)

- MaSU –Alissa P. no longer with MaSU as of September. Misti will help provide tech support. Contact Shay or Misti if assistance is needed.

Tuition/Fee Payment Fall 2020 (Misti Wuori)

- Shay T. has reached out and still awaiting all information. Sending schools please check email and get back to Shay as needed. Invoices will be sent this month.

Equipment/Tech Needs (Misti Wuori)

- **Mayville State Extended Learning Contact for Equipment/Tech Needs:**
 - Misti Wuori: 701-788-4631 (phone) or misti.wuori@mayvillestate.edu (email)
- **Polycom Unit Purchases Update**
 - Lisbon, Central Valley, Finley-Sharon—received refurbished units. If these are not working well, please let Misti know.
- **Status on RUS grant—COVID funds to purchase 2 units.**
 - The RUS grant was denied on a technicality, so it was decided to use state COVID funding to purchase the units requested in the grant. Two G7500 polycom units and two cameras will be purchased and fully paid with COVID funds—no need for the 15% match required under the RUS grant—and the three-year maintenance contract, will also be fully paid. The only cost will be installation of the units.

- Which schools to receive? The two units were originally designated for Hope-Page and Maple Valley, but Misti clarified that they do not need to go to those schools. They can be distributed as decided. Hope-Page does have a replacement unit in that they received Central Cass's new unit after Central Cass left the HOV-ITV Consortium. Maple Valley still has the oldest unit in the system. Sheyenne Valley is down one unit due to a unit going bad.
 - Michael Bradner moved to install at Maple Valley and Sheyenne Valley and house the one currently used by Sheyenne Valley as a backup. Kevin Rogers seconded. Motion carried. No further discussion.
 - Misti added that ITD/EduTech has to purchase these by December.
 - Installation plans—HOV-ITV needs to pay for installation.
 - John asked if someone needs to move that the units be designated for a school. No motion was made.
- **Managed Services Support Agreement Proposal from DRN Readitech in Ellendale (David Belgarde)**
 - David Belgarde from ReadITech met with Misti to discuss managed service agreements for working with IT services at schools. ReadITech would do all the setup or installation of new Polycom units and parts, and tech support. They would get access from ITD/EduTech to be able to set up new units, run backups, and updates. Options include equipment purchases. A contract guarantees regular servicing and site calls as a matter of planned workload. They can also be hired hourly. Service hours under contract can be banked month to month, but not year to year.
 - Steven Johnson reported having worked with ReadITech for years. They don't use the contracted services option, but they have hired them in as-needed capacities. They are a good company and offer reasonable prices. They often underbid the competition.
 - Misti added that David has a good background in ITV and IVN, so his background supports his work on proposals related to this.
 - John Maus recommended evaluating costs for 2020-21 school year and reopen discussion in June. He recommended HOV employ them on an hourly basis for a trial as needed this year.
 - Steven Johnson asked about CARES dollars and how they might be used for this. Misti will meet with other consortiums this upcoming Monday to see if anyone has more information on it.
 - Derrick Bopp moved to pass this. Paula Suda seconded. Carried. No further discussion.
 - **Other Equipment/Technical Support Needs**
 - Misti has been working on Renovo scheduling. She asked Derrick Bopp if they'd been using the V-Brick recording. Misti noted for the group that this capability can be set up so that classes are recorded and students and faculty can be given access to V-Brick system so they can log in (where students may need to access at a later day, for example). She suggested it would be best to set up this ability to record and set up accesses while students are still on high school campuses in case it is needed later.

Course Needs/Issues—ITV and Dual Credit (John Maus)

- No discussion.

Pandemic Concerns/Discussion (John Maus)

- No discussion.

2020-2021 Calendar Discussion—Questions and Share Calendar on Listserv as Your District Approves (Misti Wuori)

- The only calendar received so far is from Paula Suda. Others: please provide as able.

2019-2020 Final Budget Summary and 2020-2021 Budget Status (Misti Wuori)

Reminder: if any instructors are sent out and have mileage to report, be sure to send that in to Misti at the end of the semester/after travel completed.

- Trial balance file 2019-20: This shows where funding was at as of June 30, 2020. This shows cash on hand and various expenses.

- Trial balance file 2020-21: This shows where HOV stands as of November 1. Billing has not been completed but most schools have paid their dues, accounting for the cash on hand.

Membership Dues Collected for 2020-2021 (Misti Wuori)

- MaSU will check for unpaid dues on November 9. MaSU staff are working remotely through November 8th.

Other Issues/Concerns/Open Discussion (John Maus)

- No discussion.

Next Meeting Date:

June 9, 2021 at 10:00 a.m. on MaSU campus with an optional Zoom connection.

11.4.20 Meeting Recording:

<https://mayvillestate.zoom.us/rec/share/TSqjruzBH3zkeU9vIV4WYWijkd6ysPIWY1n1t6jf0QG3zivEaOIfzyfUECjpBsO1.aWQnMEHS-g8TLLwB>

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

Report ID: GUS7012
Bus. Unit: MAS01--Mayville State University
Ledger: ACTUALS -- Actuals Ledger
As of Year 2020 and Period 12
Base Currency: USD, Date Code 0
Fund 80330, HOV-ITV

Account	Cash - in BND	Curr	Transaction Debit	Transaction Credit
105251	Cash - in BND	USD	80,281.35	0.00
201001	Accounts/Vouchers Payable	USD	0.00	0.00
224027	Amounts Held For Others	USD	0.00	66,011.71
462110	Other Services	USD	0.00	93,900.00
521030	In State - Vehicle Mileage	USD	400.06	0.00
541015	Postage or P. O. Box Rental	USD	44.29	0.00
541030	Postage Stamps	USD	38.75	0.00
551020	Other IT Equipment under \$5000	USD	6,953.00	0.00
621100	Contract Services	USD	44,050.00	0.00
621150	Freight & Express	USD	119.26	0.00
621325	Other Operating Fees	USD	27,075.00	0.00
623090	IT-Consultant/Development	USD	950.00	0.00
Total for Fund 80330			159,911.71	159,911.71

Total for Ledger

USD 159,911.71 USD 159,911.71

Report ID: GLS7012
Bus. Unit: MASJ1-Mayville State University
Ledger: ACTUALS - Actuals Ledger
As of Year 2021 and Period 12
Base Currency: USD Date Code 0

Pund.	Account	Cash - in BMD	Cur	Transaction Debit	Transaction Credit
80330	105251		USD	121,488.87	0.00
	201001	Accounts/Vouchers Payable	USD	0.00	0.00
	224027	Amounts Held for Others	USD	0.00	80,281.35
	462110	Other Services	USD	0.00	45,500.00
	521045	Motor/Aircraft Pool	USD	69.60	0.00
	551020	Other IT Equipment under \$5000	USD	4,222.88	0.00
Total for Fund 80330				125,781.35	125,781.35

Total for Ledger USD 125,781.35 USD 125,781.35