

Heart of the Valley Consortium Superintendents Meeting
June 6, 2018
10:00 AM
Heritage Room – Campus Center, Mayville State University

Agenda:

Meeting was called to order by President, Jeff Bopp.

Introductions and Roll Call

Jeff Larson, Kevin Rogers, Hy Schlieve, Steve Swiontek, Michael Bradner, Misti Wuori, Sheena Moe, Rhonda Hodges, Linda Lutovsky, Shane Azure, Jeff Bopp

Review Contact Information/updates for new email addresses/staff changes

Information passed around for updates which will be made to the HOV-ITV website.

Review and Approve Minutes from November 1, 2017, meeting

Michael Bradner motions to approve the November minutes. Kevin Rogers seconds the motion. All in favor. November 1, 2017, Minutes approved.

Updates from Consortium Director and Individual Schools—Tuition/Fee Payment Spring 2018

Spring 2018 Fees/Reimbursement invoices were handed out to those in attendance and the rest were mailed out following the meeting. Any questions regarding the bills for Spring 2018, please contact Misti Wuori.

Rhonda Hodges is new to Extended Learning; Sheena Moe will continue to work remotely with Moodle; and Alissa Perkins is new to work primarily with Blackboard. All three employees support Misti Wuori with the HOV-ITV Consortium Management.

Equipment/Tech Needs

- Sheena Moe/Alissa Perkins are the Mayville State Extended Learning contacts
 - A trial run for everyone's equipment to be connected with prior to school starting.
- Testing new equipment this August
 - Second week of August, on the 13th agreed upon from all attending for trial run of all equipment. Sheena will be able to see any errors. Be sure to have your systems turned on by August 13 and keep them on until school starts.
- Maintenance contracts—if you are having issues, definitely call AVI at 1-866-836-8277. The maintenance contract is listed under Mayville State University and/or HOV-ITV Consortium/Heart of the Valley Consortium.
 - Maintenance contracts for the two older systems, Hope-Page and Maple Valley, are due. With schools leaving the HOV-ITV Consortium that have newer equipment with active maintenance contracts; do we want to trade them out or pay/update maintenance contracts? The most recent RUS grant paid the 3 years maintenance contract and still have at least one year of maintenance on the systems from Central Cass, Enderlin, and Valley City.

- It was decided to keep units without contract in use and when needed change out. Districts buy the monitors.
- Jeff Bopp to pick up Valley City's Polycom unit to replace one of Sheyenne Valley's units. Jeff Bopp is willing to store equipment if necessary, but not ones that do not work.
- Kevin Rogers motions to not renew maintenance contract for two older units. Jeff Larson second the motion. All in favor. Maintenance contract non-renewed approved.
- Clarification: Central Cass equipment will go to Hope-Page and is readily available. Enderlin unit will be available for Maple Valley.
- Training or other needs on the new equipment?
 - Jeff Bopp has teachers that will need to be trained. A new technology teacher, Steve Thomas, will replace Chris Sjol who is leaving. They can deal with their training but he asked if others need training.
- Storing back-up systems
 - Discussed everyone should still have their old units; who owns? Are they being stored?
 - The new units have two cameras, Hope-Page's unit has single camera but can be updated to Central Cass system. Maple Valley from Enderlin; Sheyenne Valley from Valley City.
 - Cleaning up storage and disposing of old and out of service equipment.
 - Kevin Rogers motions for local schools to be able to discard old, outdated, and unusable equipment locally. Linda Lutovsky second the motion. All in favor.
 - List of inventory of usable equipment will be put together by Wuori.
- Other systems needed to use extra Polycom systems?
 - Pexip on the last meeting in November and with the principals' meetings this spring worked well. If at the face-to-face meeting next year there was also an option to use Pexip maybe more of the quorum would attend. Discussion followed.

ITV Classes Usage Review for 2017-18

Fall and Spring on the ITV Class Usage Charts provided. Reports to be updated with online information as well as ITV information. Information provided to ND Educational Technology Council.

Update for Northwood, will add numbers for the College Algebra in the Fall and Trigonometry in the Spring.

Course needs/issues (ITV and Dual Credit)

Calculus at the high school level will have interest, as well as AP Calculus and Calculus I. Please talk to teachers about getting a Calculus course available to send to interested sites, if you have a teacher who may be interested.

Over the next year Sheyenne Valley Career & Technical Center will be considering to add gaming, coding IT courses. Please talk with Jeff Bopp about this if interested.

2018-2019 Calendar Approval

Misti Wuori shared a draft calendar for 2018-2019. Michael Bradner motion to approve 2018-2019 Calendar. Steve Swiontek seconds the motion. All in favor. 2018-2019 Calendar approved.

Website update and Other Administrative Issues – 10:30 a.m. Craig Keating, MSU information Technology Services

Craig Keating was unavailable today due to power outage overnight. Old platform will be taken down and moved with little changes to a new platform, with the same website URL remaining. That is: <http://www.hovc.k12.nd.us/>. Minutes and agendas and other meeting items can be stored and added to the revised website. Course list and descriptions will stay the same. Is there anything to be changed or added? Feedback to Misti for updates and changes.

2017-2018 budget summary and 2018/2019 budget approval-Wuori

Reminder: If any instructors were sent out and have mileage to report, be sure to send that into Misti in the next week to push through by June 30th.

- Mileage – Shane Azure sent instructor to MayPort; question: can put in for the mileage? Yes, form in Bylaws.
- Budget: 2017-2018 budget information in packets that were handed out: budget summary, budget, PeopleSoft trial balance, more detail and background on the budget summary.
- Year breakdown – will be more complete in November at the end of the year.
- Budget page: Membership due \$3500 - 17 members \$59,500. Also in packet. All expenses with a projection of what will be at end of year.
- Hy Schlieve motions to approve 2017-2018 budget summary and 2018/2019 budget. Linda Lutovsky seconds the motion. All in favor. Approved.

Request to leave the HOV-ITV Consortium for 2018-2019 – Enderlin

Wuori shared a copy of the letter from the Enderlin District with the request to leave the HOV-ITV Consortium due to lack of use of the classes. Coincide with the meetings for approval. October 30 is in the bylaws. To be prior to the November meeting. What if they want to come back if their administration changes? Equipment is the issue. Discussion followed.

Kevin Rogers motions to approve Enderlin withdrawal from the HOV-ITV Consortium. Michael Bradner seconds the motion. All in favor. Approved.

HOV-ITV Consortium By-Laws Changes Review – Bopp

Jeff Bopp did do some updating.

HOV Website 1st page to be updated as well as putting in online in the information.

“Online” in the bylaws or HOV Education Consortium or not put in it title and put in the paragraph. Describe the HOV with the online.

PAGE 6: \$ figure in the yearly fee. Whatever the annual fee only no \$ figure.

Page 6: Reporting on MIS03 Forms - Listing “MayPort CG is responsible for the MSU taught classes.” To be deleted:

Hy Schlieve motions to approve By-Laws as revised. Steve Swiontek seconds the motion. All in favor. Approved.

Establish membership dues for 2018-2019

Kevin Rogers motions to approve 2018-2019 membership dues at \$3500.00. Jeff Bopp seconds the motion. All in favor. Approved.

Other Issues/Concerns

Sending out dues invoices early was approved by attendees, so payment can be made yet this year, or in the 2018-2019 fiscal year, as schools choose.

Withdrawal: Why and when discussion when the withdrawal is happening with the other schools is a longer process before giving notification of withdrawing from the consortium.

Election of Officers

Executive Board (North, South, and President)

North Representative

Kevin Rogers nominates Jeremy Brandt for the north. Hy Schlieve seconds. All in favor. Jeremy Brandt will remain as the North Representative of the Executive Board for 2018-2019.

South Representative (Vice President)

Kevin Rogers nominates Brian Wolf for the south. Hy Schlieve seconds. All in favor. Brian Wolf will serve as the South Representative (Vice President) of the Executive Board for 2018-2019.

President

Kevin Rogers nominates Jeff Bopp for the President. Linda Lutovsky seconds. All in favor. Jeff Bopp will remain President for 2018-2019.

Next Meeting Date

Wednesday, November 7th at 1:00 PM (via Pexip)

Adjourn

Hy Schlieve motion to adjourn. Linda Lutovsky seconds. All in favor. Meeting adjourn.

Lunch to Follow Meeting – MSU Food Services

Minutes provided by Rhonda Hodges and Misti Wuori

June 19, 2018