



## Governing Board Meeting Minutes August 8, 2022

### Attendees

#### Members

Present	Absent	Member
	X	<b>Sharyl Allen</b> , Deputy Superintendent, Office of Public Instruction
X		<b>Joel Graves</b> (Chair), Superintendent, Eureka Public Schools
X		<b>Anthony Lapke</b> (Vice Chair), Teacher, Glacier High School
	X	<b>Adrea Lawrence</b> , Dean, Phyllis J. Washington College of Education, University of Montana, Non-Voting
X		<b>Luke Muszkiewicz</b> , Chair, Board of Trustees, Helena School District No.1
X		<b>Brock Tessman</b> , Deputy Commissioner, Academic, Research & Student Affairs, Office of the Commissioner of Higher Education
X		<b>Jason Neiffer</b> , Executive Director, Ex Officio, Non-Voting
X		<b>Mike Agostinelli</b> , Assistant Director/Curriculum Director, Ex Officio

#### Staff and Guests

- Christen Cole, Distance Learning Operations Manager, MTDA
- Kate Peterson, Student Support and Content Specialist, MTDA
- Ryan Schrenk, EdReady Program Manager, MTDA
- Jason Leonard, EdReady Operations Manager, MTDA
- Virg Hale, EdReady Lead Ambassador, MTDA
- Jodie Hirsch, Instructional Projects Coordinator, MTDA
- Sarah Marker, Business Manager, MTDA
- Shelly Turner, MASBO
- Diane Fladmo, MFPE
- Rob Watson, SAM

## Submitted Minutes

1. Establish the Presence of a Quorum
  - a. Chair Graves established the presence of a quorum at 2:31 pm.
2. Public Comment
  - a. No public comment was offered
3. Consent Agenda
  - a. Approval Minutes of the June 13, 2022 (document attached)
    - i. No discussion.
    - ii. Board member Tessman moved to approve the minutes. Board member Muszkiewicz seconded the motion.
    - iii. Motion passed unanimously.
  - b. Approval of Final Budget Report for FY22 (Executive Director Neiffer and Business Manager Marker; document attached)
    - i. Executive Director Neiffer gave a brief overview of MTDA's FT22 budget, including carryover funds from the first to the second year of the biennium, some of which are one-time only monies given to MTDA for course development, including indigenous language, career-technical education, and dual credit.
    - ii. Mr. Muszkiewicz moved to approve the report. Board member Lapke seconded the motion.
    - iii. Dr. Tessman asked about the breakdown of administrative vs. program expenses. Dr. Neiffer explained that the goal is 70% program, 30% administration and that it has become more complicated over time due to positions like the student support specialists who are student-facing employees.
    - iv. Mr. Muszkiewicz asked if it would be useful to report on enrollments as they related to budgets. Dr. Neiffer said we would provide enrollment reports as part of our regular reporting and discuss those statistics as they relate to budgets and planning. Dr. Neiffer also commented that we anticipate enrollments increasing during FY23, and that some of the programs we put in place over the last year are aimed at increasing enrollment and ensuring that existing enrollments are supported no matter the local support philosophy.
    - v. Motion passed unanimously.
  - c. Approval of FY 23 Budget (Neiffer and Marker; document attached)
    - i. Dr. Neiffer introduced Business Manager Sarah Marker to discuss the new format of the budget and financial report. Ms. Marker described adapting internal processes to fit UM budgeting systems and requirements better. She also described her efforts to get the budget report down to a single page for the board.

- ii. Dr. Neiffer also described that some baselines are unknowns at this point, like travel and expenses significantly impacted by Covid.
- iii. Ms. Marker also noted that the “revenue” had been relocated to be more prominent in the report.
- iv. Dr. Tessman moved to approve the report. Mr. Muszkiewicz seconded.
- v. Motion passed unanimously.

#### 4. Discussion/Updates

##### a. Board Leadership Elections (Chair Graves and Neiffer)

- i. Chairman Graves noted the need to conduct leadership elections. Chairman Graves and Dr. Neiffer described a process similar to the Helena School Board leadership elections that provide an opportunity for consensus candidates. Chairman Graves appointed Dr. Lawrence as a natural choice to conduct the process as she is a non-voting member of the board.
- ii. Dr. Tessman shared his support for the process as discussed.

##### b. Staffing Update (Neiffer)

- i. Introduction of Robyn Nuttall, Distance Learning Program Director
  - 1. Mr. Agostinelli introduced the Distance Learning Program Director, Ms. Robyn Nuttall. Ms. Nuttall spoke of her excitement to join the staff.
- ii. Recruitment of Student Support and Contact Specialist
  - 1. Dr. Neiffer detailed the recruitment process to recruit MTDA’s open Student Support and Content Specialist position.
- iii. Military Leave for Julia Troisi, Admin III
  - 1. Dr. Neiffer noted that Ms. Troisi had been deployed until the end of September.

##### c. Full Program Implementation Guide (Neiffer) (document attached)

- i. Dr. Neiffer shared MTDA’s new Full Program Implementation guide, which was created to formalize MTDA’s efforts to help administrators make good decisions about applying MTDA programs in schools with teacher shortages.
- ii. Dr. Neiffer and Mr. Agostinelli described how the guide has been useful in having conversations with new administrators facing shortages.
- iii. Mr. Muszkiewicz complemented the staff on their proactive approach to these larger situations in education

##### d. Dual Credit and “Grow Your Own” Update (Assistant Director Agostinelli)

- i. Mr. Agostinelli presented information to the board on MTDA dual credit initiatives, including new classes this fall like Medical Terminology, taught by Dr. Connie Hahn, M.D., a teacher at the Billings Career Center. Mr. Agostinelli also presented the “grow your own” initiatives with MSU-Bozeman and Gallatin College. These programs will lead to additional education-focused dual credit opportunities for MTDA students across the

state. Mr. Agostinelli also discussed the balance of providing access without duplicated programs.

- ii. Dr. Tessman commented on the need to be mindful of program duplication and discussed efforts on the part of OCHE to provide access to students with needs, particularly in rural schools.
- iii. Mr. Muszkiewicz commented on the new flexibility available regarding licensing of teachers in dual credit programs. He also complimented the staff on streamlining processes to diminish barriers for students.

e. 22-23 Meeting Schedule and Time

- i. Chairman Graves and Dr. Neiffer confirmed the meeting schedule and time.

5. Adjourn - Chairman Graves adjourned the meeting at 3:28 pm.