



## Governing Board Meeting Minutes 12 December 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

- Sarah Marker, Business Manager, MTDA
- Caitlin Byers, Student Support and Content Specialist, MTDA
- Robyn Nuttal, Distance Learning Program Director, MTDA
- Kate Peterson, Student Support and Content Specialist, MTDA
- Christen Cole, Distance Learning Operations Manager, MTDA
- Anna East, Tribal Support and Education Fellow, MTDA
- Ryan Schrenk, EdReady Program Manager, MTDA
- Jason Leonard, EdReady Operations Manager, MTDA
- Rob Watson, School Administrators of Montana
- McCall Flynn, Board of Public Education
- Diane Fladmo, MFPE

# Minutes

1. Establish The Presence of a Quorum (Chair Joel Graves) - The Chair established that a quorum is present.
2. Public Comment (Chair Graves) - No public comment was offered.
3. Consent Agenda
  - a. Approval Minutes of the October Board Meeting (document attached)
    - i. The board reviewed October 12, 2022, Board Meeting Minutes.
    - ii. Board Member Allen moved to approve; Vice Chair Lapke seconded. The motion passed unanimously.
  - b. Approval of November Financial Report (Executive Director Jason Neiffer & Business Manager Sarah Marker; document attached)
    - i. Executive Director Neiffer and Business Manager Marker presented the financial report to the board. Marker highlighted that the outgoing transfer for teacher payments is reflected in the report. Neiffer noted that some staff spending is impacted by losing their Admin III position employee.
    - ii. Board Member Muszkiewicz moved to approve; Board Member Allen seconded. The motion passed unanimously.
4. Discussion/Updates
  - a. Director Evaluation Process Discussion (Chair Graves)
    - i. Chair Graves discussed the process for evaluating the MTDA executive director. He noted the importance of having a process and how it can benefit the organization. He also noted that he perceived it best to happen in February.
    - ii. Board Member Allen discussed the importance of an evaluation process and setting goals for the organization to measure over time.
    - iii. Board Member Muszkiewicz described the Helena School Board processes, including the written evaluation by form and a closed session with the board and the superintendent.
    - iv. Board Member Tessman described the process for the Commissioner of Higher Education and also discussed the 360 Review completed by OCHE.
    - v. Business Manager Marker discussed her experiences with 360 reviews in her previous organizations.
    - vi. Board Member Muszkiewicz agreed with other board members and suggested a self-evaluation could also be helpful.
    - vii. Chair Graves stated that he would work on a tool with Executive Director Neiffer and proceed to share it with the board for the January meeting.
  - b. Curriculum Materials Process Discussion (Assistant Director/Curriculum Director Mike Agostinelli and Executive Director Neiffer; Document Attached)

- i. Executive Director Neiffer introduced Assistant Director/Curriculum Director Agostinelli to discuss the process for MTDA for curriculum materials review and adoption.
  - ii. Agostinelli presented a document to the board that described the process in detail and utilized the Education 101 Seminar dual credit course as an example of how the process works, including planning, research, and implementation. He also described teacher and subject-matter expert recruitment and the role of MTDA's content specialist in working with our teachers to develop and design curriculum assets. He also detailed data collection and feedback efforts that contributed to the evolution of the course over time.
  - iii. Board Member Tessman complimented the staff on this process and stressed the importance of instructional design expertise and staff.
  - iv. Executive Director Neiffer noted the importance of the National Standards for Quality as a benchmark for design, which MTDA both follows and contributes to as part of our work nationally to promote distance learning.
- c. Staffing Update; Admin III Position (Executive Director Neiffer)
- i. Executive Director Neiffer informed the board that Administrative Associate III Julia Troisi returned from military leave and accepted a program position on the UM campus. The staff is determining how to replace Ms. Troisi since campus recruitment has been challenging for Admin positions. Neiffer informed the board that they are exploring options with HR, including reconfiguring the position to be a staff position to increase responsibilities and potential pay.
- d. Legislative Update (Executive Director Neiffer)
- i. Executive Director Neiffer discussed the upcoming session, including the work by staff to connect with legislators to be a resource throughout the session. Neiffer described a bill draft by Senator Salomon to clarify the MTDA board, including the nomination process, and potentially expand membership to include representatives from the Governor's Office and Legislative Branch. Neiffer also noted a bill draft by Rep. Mercer in Billings regarding MTDA, but does not have more information at this time.

## 5. Adjourn