

MN DEC BOARD MEETING

MINUTES: JANUARY 10, 2014

1-3 pm
MDE
Conf Center A
Rooms 1 & 2

Board Members Present: Chris Hansen, Aaron Deris, Jill Haak, Louise Rath, Mary Jo Manzey, Amy Johnson, Teresa Kuchera, Heidi Muhs, Sarah Wille

Other Members Present: Carol Maliszewski from MDE and Pam Morrison (ECSE Coordinator at Stillwater)

Review/Approve Minutes from 11-1-13: minutes approved by Louise Rath, Seconded by Mary Jo Manzey. Minutes approved.

Treasurer's Report (Aaron): Ending balance on October 31, 2013 was \$36,965.77. Ending balance on November 30, 2013 was \$36,266.89. There are several bills that have been paid that have not yet cleared. (These total \$4336.) Aaron reported that we made approximately \$2000. on the Fall Leadership at Rutgers.

Membership Report: Jane was not able to attend- so no membership report.

CEC Report: Kelly was not able to attend today - no CEC report.

State and National Updates:

- ✓ Carol shared that MN received the Early Childhood Technical Assistance grant. The technical assistance training will be on the DEC Recommended practices. We were one of 2 states to receive this grant.
- ✓ Michelle Docktor is taking Shivanni's position - so they will be interviewing for Michelle's position (which is being re-defined from birth to 3 to birth - 5).
- ✓ All of MDE ECSE staff are now birth-5. MDE staff is encouraging everyone to use the new ECSE mailbox which is mde.ecse@state.mn.us This new address will go into the next DEC newsletter and also on Facebook and Twitter. Any ECSE question should be sent to this e-mail.
- ✓ They are working on the Annual Performance Plan and also working on "Inspire Action."
- ✓ MDE staff have heard positive comment about the value of the monthly ECSE calls to local ECSE leaders. These will continue to be held on the second Wednesday of the month at 1:00 p.m.
- ✓ ECSE Leadership Forum at MDE - March 6
- ✓ COE Updates (Jill): Things are busy. Applications for TACSEI, CLD and FGRBI are all out and due back at the end of January. TACSEI and CLD are what people are gravitating to the most. FGRBI not as much- - they are looking at doing some re-vamping of that. They are turning it into webinars that anyone can participate in - instead of Cadre intensive training. Webinars can be recorded and then watched at a later time/date. How do we help people that have gone through the initial training - to keep the spirit/interest alive?

Communications Committee

- ✓ Website- job posting area – website has been updated. Information about the awards, Twitter, etc. will be on the webpage. Kelly had asked if we could use our website as a job posting area. Aaron will talk to Liz (webmaster) about this. Aaron would think that we could do that. Clone a page- - and then re-name it.
- ✓ Winter Newsletter: Winter newsletter is very close to going out. Chris is waiting for an update from Centers of Excellence to add to the winter newsletter. There is a link to COE on the DEC webpage. Newsletter will be up soon. Jill will put together a blurb about service coordination modules to add to the newsletter.
- ✓ Twitter & Facebook: (Amy) – We have a presence on Twitter and Facebook. How should we use it? Information is the same on both Facebook and Twitter. Talk about this at the spring conference and spread the word regionally.
Aaron scanned all of the historical documents that Jill had given him and put them in drop box. Everything is on Drop box - -all information -anything website related is on drop box. Board members have access to drop box.

OLD BUSINESS

Mini-Grant Applications: We did get one mini-grant application. Chris shared information about the application from Judy Beaton, Eden Prairie School, and ECSE Teacher. They want to get some materials and resources that will help all of their students. They would like to purchase materials and individual schedules, designs toolkits, face to face training. They will collect data on the utilization of materials, fidgets, squishy balls, wonder bubbles, and also survey staff. Their data will be analyzed by their Child Study team. This district already is a TACSEI site. Jill made motion, Mary Jo seconded that we approve this application. They will either share information at a poster session at a conference or write up an article for the newsletter. Motion approved. They will send invoices to Aaron who will reimburse them.

Tax Exempt Update: (1) Aaron met with the accountant 2 days ago to finalize Form 1023. He will meet with someone to get that done and taken care of. Since our receipts are over \$25,000 we will need to pay \$750. to the federal government for our filing fee or recognition of tax exemption. Get the number for free- but if you want to be recognized, you need to pay the filing fee. The next step- -Aaron will meet with accountant- (2)- conflict of interest policy. That just needs to be in place. Judy sent the one that PACER uses and adapted it to fit our needs. Jill made a motion to adopt this conflict of interest policy Second by Amy - - motion passed.
We need to pick a date every year to approve this conflict of interest policy on an annual basis. Aaron made a motion, Louise seconded, that we sign the annual conflict of interest policy on an annual basis at our summer retreat. Once this is approved, we need to file a Form 990 very year. We will need to complete this on an annual basis as well.

MDE Request for Letter of Support for NECTAC

Chris did submit a letter from MNDEC for that.

Fall Leadership Conference Date Confirmation for 2014

Oct. 29-31

NEW BUSINESS

Identify Member for the Centers of Excellence State Advisory Team: If we are awarded the grant, then one of the DEC Board members will be asked to sit on a board that meets the last Thursday of the month in the afternoon. The advisory team currently exists. Lisa wants some additional members to sit in on this. Perhaps a DEC member? We did receive the grant so Lisa would like a DEC member to sit in on this group. Louise is willing to do this if no one else is interested. People can e-mail Chris if they are interested.

March Practitioners Conference:

Chris passed out a draft agenda for the Spring Practitioners' Conference. Keynote will be Dr. Benton Johnson talking about the culture of poverty; the impact and outcomes. Louise and Chris heard him at National DEC. DEC will provide crackers/cheese on Thursday evening. Registration is open at 5:30. Chris and Louise then went through the proposed agenda for the conference.

Our raffle will happen right at lunch time. Awards first, then Lisa (to talk about Inspire Action) and then the drawings afterward. Heidi has a letter she will be using. Lisa will do a blast for the donations for the raffle. Hopefully, every board member will be able to get 2 donations for this. We still have some books left to use for the raffle. And tickets for the raffle. Aaron has receipts available if needed.

Board members cost of registration to be picked up by their local district first. Fee can be waived if the district will not pay for that.

Presenters will have registration fee waived.

Professional Awards- Committee

Professional awards information will be going out with the newsletter. Judy, Amy, Beth have met to talk about this. Beth wrote up a description for the awards. We wanted to make it easier to nominate people. Application form will be included in the newsletter.

Better Quality Poly-Com System:

Discussion about having DEC purchase a new system. We will try to set things up differently for our next meeting before we decide to purchase a new one. MDE will have some new technology available in the future. Consensus was that we try PolyCom next time. And perhaps we will try other technology things the meeting after that. Perhaps the April meeting – we will try webinar style?

Motion to adjourn by Jill. Aaron seconded. Motion passed.
Minutes taken by Mary Jo Manzey.

NEXT Meeting:

Feb 7 1-3pm MDE