

State Executive Leadership Team (SELT) meeting

May 29, 2013

Attendees: John Cech , TJ Eyer, Kelly Hert, Mary Kulawik, Kali Wicks, and Steve York

General Action Items:

- Approve SELT meeting minutes and post online (Mary Kulawik).
- TJ will create a thank you note for Bruce Whittenberg for donating his time to facilitate the May 20th joint OPI/OCHE meeting.

Gracious Space

- Government and businesses are using this book as a tool to work together on statewide leadership issues: communication; listening, even when uncomfortable; and less judgment.
- It will be good for SELT to get the book and reflect on a chapter at each meeting.
- **Action Item:** John will send the online link to order *Gracious Space* to TJ, who will requisition it.

Takeaways from Facilitated Retreat

These will be addressed over time.

SharePoint

- OPI and OCHE both use it; OPI, quite a bit.
- SharePoint can also be used as a repository.
- The OCR program is building a document repository for OVAE; schools are being visited and shown SharePoint so they can see the training documents available.

Fiscal

- Reversions-money going back to the feds.
- We have a 27-month period to use, roll over and re-allocate.
- Kelly-Continued reversions will trigger an audit will be triggered.
- TJ-Audit company may have been changed.
- **Action Item:** Kelly will ask Jay to write up a procedure to roll over reversions.

Lodge Grass School

- The payroll problem was isolated to a local financial recordkeeping issue; the school sent Kelly a write-up.
- **Action Item:** TJ will ask Julia to contact Andrew with an update.

State Leadership

- Take institutional funding up to one percent with interested programs; \$5000 award = the 1%.
- Half a percent comes off leadership, the other half percent would come off OCHE's state leadership funding; up to one percent has to go to corrections per state plan.
- **Action Item:** Those present agreed to bring it up to one percent/\$5000.
- John-Can we get publicity from this relationship with Pathways so the public knows about the RFP and may apply.
- **Action Items-Kali:**
 - Look into a possible press release; Casey Kyler-West may be interested in doing media.
 - See if there are more partners and web sites where we can find funding.
 - Look for Karen Duncan's replacement who works with Corrections.

Special Populations Grant

- Due June 7th.
- RFP focus is TSAs and opportunities to attend postsecondary institutions.
- Build in a certification at the secondary level-Renee is working with Kali on this.
- DLI suggested Pam Watson as another person to work on this.
- If there is a partnership with the institution, e.g., for a one-year credential.
- Ten \$10,000 grants, three applications last year.
- Kali- This year, at least three postsecondary institutions will apply.
- **Action Item-Kali:**
 - Will contact people, including Arlene and Margaret, to sit on the evaluation team.

Rural Reserve

- Kali-We are up against a short timeline; BSP funding is finished on 6/30.
- Billings did a \$10,000 grant, has a strong foundation.
- Steven Peterman has not been hired for a BSP.
- TJ-We will not be able to pay for coordinators: first year pays 100% of salaries, 66% the second year, and 0% funding by the third year.
- Kelly-Over time, we should reduce not only the salaries; we need to evaluate the value of continuing funding the special-populations piece, which is not required.
- Possibly replace with non-traditional.
- **Action Item-Kali:**
 - Is drafting a letter of intent that five pathways coordinators will be rehired if they comply, charged to against the new grant.

Short and Intermediate Goals

- John-Current projects need to complete the pathways that are already underway.
- Kali- Renee is the keeper of the spreadsheet and other documents.
- **Action Item-Kali and TJ:** need to look at the pathway approval process and present it to the rest of SELT, possibly even hold a separate meeting on this.

Wisconsin Model/Pathways Future Direction

- Takes us in a different direction, has a different process.
- Listed in career clusters-our partners would like to know this.
- Can drive the website.
 - TJ-This could be a website of many links.
 - Kali-Link to local one-stops?
 - John-Can any of the \$260,000 now going to MCIS be used to fund any of this?
- **Action Items-Kali, TJ, John:**
 - TJ-Appoint a subcommittee to go through the Implementation Guide, page-by-page.
 - By 6/24, we need to decide which direction Pathways will go; Kali and TJ will create a list to prioritize.
 - June 27th, 8:00 am-noon, SAM building- decide how existing plans fit or need to be modified; create one-year work plan and timeline; How OPI will transition specialist responsibilities to CTSOs?
 - John-Schedule a joint meeting in late August/early September with the Commissioner Christian and Superintendent Juneau to brief them on the Pathways work plan.
 - John-For the September BOR meeting, report on the results of the joint Commissioner of Higher Education and OPI Superintendent meeting.
 - Get on the SWIB agenda.

Perkins Advisory Committee

- Steve/John -revise the State CTE Advisory Committee.
- The state plan is not specific about membership.
- John-Let the clusters drive the membership list.
- TJ-maybe limit to informational meetings, pose questions, and get feedback.
- **Action Items-Kali and TJ:**
 - Write a letter to members to see if they want to restart or retire.
 - TJ-at one of our SELT meetings, decide who else to invite as members; it would be good to include the Governor's office and industry representatives.
 - John-Also include representatives from Departments of Commerce and Labor and Industry, Montana Hospital Association, local development councils.
 - John-It would be good to schedule an in-person meeting the first week of August before the new school year.

Dual Credit

- John-Front and center should be the discussion regarding how to grow dual credit; this was also at the top of the superintendent's presentation at the May BOR meeting.
- A third of our million dollars goes to grow those dual credits and build pathways.
- In two years, we need to be able to go into the session and tell legislators that we have moved to that point.
- TJ-Having a dual credit with each pathway would be great.
- Steve-Inequalities for some students get set up that need to be removed; OPI has education specialists- create a team with them
- **Action Item-TJ: Invite the specialists to the June 27th meeting.**

Microsoft IT Academy

- Kali learned about this opportunity at the state directors meeting.
- The Academy has a program/classes to provide IT certification.
 - It is a growing field that can feed into all the IT workforces, especially with the growth in Bozeman and the Flathead region.
 - The academy starts by certifying a number of high school teachers to teach the courses.
 - Each state decides which courses to focus on.
 - There are also offerings at the postsecondary two- and four-years.
 - Costs are \$1,600/school with a separate fee for exams.
 - ✓ Software and training are included in the price.
 - ✓ Teachers do not need to be certified, but Microsoft recommends it.
 - ✓ Training teams would come from Washington state.
- TJ-This could be part of TSAs; Eric Swenson needs to look at this; it is a way to get certification to high school students.
- The Governor's *Innovate Montana* expands business and entrepreneurships.; Action: Kali will email the links; John-would be nice to set up some pilots, set up best practices
- **Action Items-Steve and TJ:**
 - Steve will invite Mark from the Huntley Project, Billings, up here; Mark has good linkage and ideas for math literacy.
 - TJ will get the Huntley Project's annual report to share with John to familiarize himself.
 - TJ will get us on a Board of Education agenda.