

BrightWorks

2 Pine Tree Drive, Arden Hills, MN 55112

Executive Board Meeting

July 9, 2025

Members Present:

Paula Cole, Electoral District 3 (Virtual)
Kacy Deschene, Electoral District 1 (Virtual)
Karen Gabler, Electoral District 3 (Virtual)
Bill Harvey, Community Representative (Virtual)
Sarah Johansen, Electoral District 4 (Virtual)
Laura Oksnevad, Electoral District 2
Deborah M. Pauly, Electoral District 4 (Virtual)

Members Absent:

Carol Bomben, Community Representative
Andrea Cuene, Community Representative
Jessica Ellison, Electoral District 1

Staff Present:

Gina Boots, Teacher & Apprenticeship Liaison (Virtual)
John Schultz, Executive Director (Virtual)
Angela Skrade, Executive Assistant, Office Manager, Executive Board Support (Recorder)
Tom Wieczorek, Business Manager (Virtual)

Visitors:

None

Call to Order:

Chair Harvey called the meeting to order at 3:04pm, after a quorum was met.

BrightWorks Meeting Public Input:

No public was present.

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Approval of Agenda:

Chair Harvey called for a motion to approve the agenda.

A motion was made by Ms. Pauly and seconded by Ms. Johansen to approve the agenda as submitted. Role was called. The motion carried.

Summary of Executive Director Evaluation:

Pursuant to Minn. Stat. § 13D.05, Subd. 3(a) to evaluate the performance of an individual who is subject to the Board's authority. The Board held a closed session to conduct the performance evaluation for Director John Schultz at the June 18, 2025, Executive Board meeting. Conclusions were summarized at this public meeting.

Executive Director Goals:

Executive Director Schultz provided a brief summary of his 2025-2026 goals for the board. He stated he is happy with BrightWorks partnership with the state. BrightWorks continues to move forward on their strategic plan, with a new website planned to be launched in the fall. The Department of Labor and Industry received grant funding and is figuring out how best to work with BrightWorks on the Teacher Apprenticeship program. The new Long-Term Facility Maintenance program will be bringing back the organization's work with Health & Safety. The board shared its conclusions regarding Executive Director Schultz's evaluation, which was completed at the June 18, 2025, meeting in closed session. Discussion was held on the need to refine the evaluation process and update the evaluation forms. Executive Director Schultz plans to work with the policy committee to achieve this, later this summer, or early fall. Board members said they feel Executive Director Schultz's goals and the organization's work are in line. Members commented on how impressed they are to see the COMPASS work coming together.

Chair Harvey called for a motion to approve the Executive Director Goals.

A motion was made by Ms. Oksnevad and seconded by Ms. Gabler to approve the Executive Director Goals as submitted. Role was called. The motion carried.

Executive Director Contract:

The board confirmed with Mr. Wieczorek that the only changes to Executive Director Schultz's contract are the date, and a standard 2% cost of living increase. Executive Director Schultz states he is happy with the contract and enjoys his work with BrightWorks.

Chair Harvey called for a motion to approve the Executive Director Contract.

A motion was made by Ms. Pauly and seconded by Ms. Johansen to approve the Executive Director Contract as submitted. Role was called. The motion carried.

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Approval of Cooperative Agreement Between BrightWorks and the Minnesota Teacher Joint Apprenticeship Training Committee:

Executive Director Schultz explained the Joint Apprenticeship Training Committee (JATC) agreement was written similarly to the SparkPath Cooperative Agreement. He stated that we are considered a sponsor of the JATC program in the eyes of the federal and state government, and with the Department of Labor and Industry (DLI). He advised there needs to be a relationship between the sponsor and the training committee. This cooperative agreement lays out where BrightWorks ends and the JATC begins. It also shows how the financing works and specifies that the funding goes to the JATC. We need to have the cooperation agreement due to supervisory duties.

Ms. Boots provided a brief update on the Teacher Apprenticeship program, which continues to grow with more districts joining. The funding received by the DLI should be open by mid-July at the earliest and will be focused on getting the JATC up and running. She informed the board there are close to 70 apprentices and 17 districts who are now participating in the program. The board continued discussion on the cooperation agreement. Executive Director Schultz confirmed for the board that BrightWorks currently only has one contract of this nature, with SparkPath. This contract, if approved, would be the second. Board members agreed that they felt comfortable moving forward as long as the legalities are met and there is consistency with the SparkPath agreement. The only change needed at this time is to change wording "Executive Committee" to "Executive Board" in the contract.

Chair Harvey called for a motion to approve the Approval of Cooperative Agreement Between BrightWorks and the Minnesota Teacher Joint Apprenticeship Training Committee.

A motion was made by Ms. Gabler and seconded by Ms. Deschene to approve the Approval of Cooperative Agreement Between BrightWorks and the Minnesota Teacher Joint Apprenticeship Training Committee as submitted. Role was called. The motion carried.

Adjournment:

Chair Harvey called to adjourn the meeting at 3:25pm



John Schultz, Executive Director



Karen Gabler (Aug 21, 2025 10:21:29 CDT)

Karen Gabler, Board Clerk

Next Meeting Date: August 20, 2025
