

# **NORTH CENTRAL COUNCIL FOR EDUCATIONAL MEDIA SERVICES**

## **ANNUAL MEETING AGENDA**

October 28, 2020, 11:00 am CDT

1. Call to Order, introductions
2. Brief history of relationships between Prairie Public and North Central Council
3. Prairie Public Education staff, duties
  - a. Infographics--member station, service area, Education Services, 2019-20 Highlights
  - b. PBS Teacher Community Program, Molly of Denali Rural Initiative grants
  - c. Funding streams
  - d. Mission & Vision, strategic planning, operational plan
  - e. At-Home Learning resources, response
4. Reports & Business
  - a. Minutes from 2019, accept
  - b. Financial Report 2019-20, accept
  - c. Budget 2020-21, approve
  - d. IRS Form 990 for 2019, accept
  - e. Updated Mission & Vision, adopt
  - f. Elections, 2 3-yr terms, 1 1-ye term, chair & vice-chair for '20-'21
5. Discussion--youth media initiative, PBSLM, communication with education community, lobbying
6. Other business, announcements
7. Adjourn

2020 Annual Meeting Agenda	<a href="https://docs.google.com/document/d/1suCtwOz9IEVHkNhDZZET7iqEf3i1kLr7koGHpdbhH50/edit">https://docs.google.com/document/d/1suCtwOz9IEVHkNhDZZET7iqEf3i1kLr7koGHpdbhH50/edit</a>
2019 Annual Meeting Minutes	<a href="https://docs.google.com/document/d/1WA2ymfA2V48RSRiXDuWfwWojCwT1Ssjk1J16DO3AfY/edit?usp=sharing">https://docs.google.com/document/d/1WA2ymfA2V48RSRiXDuWfwWojCwT1Ssjk1J16DO3AfY/edit?usp=sharing</a>
2019-20 Financial Report & 2020-21 Budget	<a href="https://drive.google.com/file/d/15WmK0vjdKVFb1hfsrQAtW3stQOqE44HD/view?usp=sharing">https://drive.google.com/file/d/15WmK0vjdKVFb1hfsrQAtW3stQOqE44HD/view?usp=sharing</a>
2019 NCCEMS 990 Tax Return	<a href="https://drive.google.com/file/d/1ci_OTNL8ZsR7ShE2hC_RKUcz6iCsfycU/view?usp=sharing">https://drive.google.com/file/d/1ci_OTNL8ZsR7ShE2hC_RKUcz6iCsfycU/view?usp=sharing</a>
2020 NCCEMS Ballot	<a href="https://docs.google.com/document/d/1wbcHgMSpV9k_uNHGNx686FZjBx7Yve-B6b1hbn7Vafo/edit">https://docs.google.com/document/d/1wbcHgMSpV9k_uNHGNx686FZjBx7Yve-B6b1hbn7Vafo/edit</a>
NCCEMS 2019-20 Board Roster	<a href="https://docs.google.com/spreadsheets/d/18dnUCrg8TYyDiV6IOZjzTrBuy2mkE8pQCSchjvZjmHY/edit?usp=sharing">https://docs.google.com/spreadsheets/d/18dnUCrg8TYyDiV6IOZjzTrBuy2mkE8pQCSchjvZjmHY/edit?usp=sharing</a>
2020 Mission & Vision Approval	<a href="https://docs.google.com/document/d/1rfBPUFUZBCOt0O_bl8XrazTzz2t9BXLm/edit">https://docs.google.com/document/d/1rfBPUFUZBCOt0O_bl8XrazTzz2t9BXLm/edit</a>
NCCEMS Conflict of Interest Policy	<a href="https://docs.google.com/document/d/15j-UyfNpYrZWHBbJBUqOd5oGWGW57Yju/edit">https://docs.google.com/document/d/15j-UyfNpYrZWHBbJBUqOd5oGWGW57Yju/edit</a>
NCCEMS Whistleblower Policy	<a href="https://drive.google.com/file/d/1fJ5DaeMqWBN3qKGr6qy_xlpBwdMA-ltt/view?usp=sharing">https://drive.google.com/file/d/1fJ5DaeMqWBN3qKGr6qy_xlpBwdMA-ltt/view?usp=sharing</a>
Media Links - PLEASE SHARE	
Prairie Public	<a href="https://www.prairiepublic.org/">https://www.prairiepublic.org/</a>
Prairie Public Education Services	<a href="https://www.prairiepublic.org/education/">https://www.prairiepublic.org/education/</a>
PBS LearningMedia	<a href="https://prairiepublic.pbslearningmedia.org/">https://prairiepublic.pbslearningmedia.org/</a>
Prairie Public Education Services Facebook	<a href="https://www.facebook.com/prairiepubliceducationservices/">https://www.facebook.com/prairiepubliceducationservices/</a>
Prairie Public Education Services Twitter	<a href="https://twitter.com/PrairiePublicED">https://twitter.com/PrairiePublicED</a>

**North Central Council for Educational Media Services  
Held via ZOOM**

**Tuesday, October 8, 2019**

**Annual General Membership Meeting**

**Members Present:** Nancy Bollingberg, Fessenden-Bowdon; Tonya Greywind, North Dakota Center for Distance Education; Dr. Rupak Gandhi, Fargo; Jeremy Kovash, Lakes Country Service Cooperative; Dr. Mark Vollmer, Minot; Dr. Robert Grosz, Fargo; Dr. Terry Brenner, Grand Forks; Tracy Hanzal, Hazelton/Moffitt/Braddock; Jeff Manley, Cavalier; John Harris, Prairie Public; Dr. Tim Wollenzien, Prairie Public Broadcasting.

**Call to Order and Introductions:** 10 a.m. by Chair Nancy Bollingberg

**Prairie Public Updates**

**Tim Wollenzien:**

- Explanation of what Education Services does, how it is funded and what area it serves.
- Explanation of hierarchy and history between Education Services and the NCCEMS.
- Summary of the Education Services staff and each person's duties.
- Presentation of infographics regarding the station, service area, summary of services and highlights of programming from the past year.
- Explanation and summary of activities related to Teacher Community Program.
- Review of Mission and Vision of Education Services and NCCEMS

**Acceptance and Approval of the 2018 Minutes, 2018 990 Tax Return, 2018-19 Financial Report and 2019-20 Budget**

Motion to accept the 2018 minutes as written was made and seconded. The motion carried unanimously (Vollmer/Gandhi). The 2018 990 Tax Return was presented and accepted unanimously. A hard copy was available for members to see, and an electronic copy will be sent to all who request.

The 2018-19 financial report from Education Services was moved and seconded (Kovash/Brenner) and accepted unanimously. The 2019-20 Budget was moved/seconded/carried (Vollmer/Grosz).

**Election of Board Members and Officers**

Three board members were elected for their first three-year terms: Tracy Hanzal of Hazelton/Moffitt/Braddock, Michael Kaiser of Ellendale, and Jeff Manley of Cavalier. A unanimous ballot was moved by Brenner, seconded by Kovash and carried. A motion to elect Nancy Bollingberg as chair (Kovash/Gandhi) and Tonya Greywind as vice chair (Vollmer/Brenner) for 2019-20 were made and seconded. The motions were carried unanimously.

### **Contract Between NCEMS and Prairie Public**

A contract for Education Services to North Dakota schools during the 2019-2021 biennium between Prairie Public and the North Central Council for Educational Media Services was approved (Manley/Greywind).

### **Conversation**

1. Discussion and action on PPB Education Community Advisory Committee proposal
  - a. Board members were in agreement regarding the idea of the Advisory Committee and the concept of creating community
  - b. Questions arose about what the outcomes would be and how it would differ from other groups already existing (PLCs, REAs, etc.)
  - c. Members suggested we get some more info, including feedback from Darcy Bakkegard, survey of educators
  - d. What does Prairie Public want to know?
  - e. Who should be involved and what are the clear expectations?
  - f. Tim should seek feedback and suggestions from Board members
  
2. Other business, announcements (EdCamp, webchats, Molly of Denali project)

**Meeting Adjournment:** 11:04 a.m.

Minutes submitted by Tim Wollenzien via recording from Zoom, 10/25/19

**North Central Council For Educational Media Services**

**Financial Report 2019-2020**

**Proposed Budget 2020-2021**

(Based on July-June Fiscal Year)

	<b>July 20-June 2021</b>	<b>July 19 -June 2020</b>	<b>July 19-June 2020</b>
<b>Revenues</b>	<b>Ed Services Budget*</b>	<b>Actual Inc &amp; Exp</b>	<b>Ed Services Budget*</b>
NCCEMS Legislative/ DPI Ed Servic	114,500	119,004	119,000
Learn 360 School Payments *	22,700	23,275	29,000
Share A Story Grants *	-	-	-
CPB - RTL	-	-	-
Other	-	300	2,000
<b>Total Revenues</b>	<b>\$137,200</b>	<b>\$142,579</b>	<b>\$150,000</b>
<b>Expenses</b>			
Wages	76,600	56,545	62,900
FICA Tax	5,800	4,411	6,400
Fringe Benefits	34,800	23,289	36,000
Travel	10,000	6,993	14,500
Training	2,500	100	3,000
Telephone	300	1,318	100
Contracted Services	11,300	270	10,000
Dues and Subscriptions	500	9,494	500
Learn360 *	20,800	18,000	27,000
Printing Handouts, Flyers	1,000	191	2,000
Postage	600	49	600
Office Supplies	2,000	1,258	2,000
Supplies wksp, bks	3,000	131	3,000
Miscellaneous	1,000	34	1,500
Small Equipment	-	-	-
Share a Story PPB Event Fargo *	-	1,047	-
<b>Total Direct Expenses</b>	<b>\$170,200</b>	<b>\$123,130</b>	<b>\$169,500</b>
Administrative Overhead	\$25,530	\$18,470	\$25,425
<b>Total</b>	<b>\$195,730</b>	<b>\$141,600</b>	<b>\$194,925</b>

Note: Education Services was awarded additional grant funding allowing us to leverage

the NCCEMS dollars. Budgeted spending for FY 20 programs total:

Minnesota Legacy: \$96,700, PBS Teacher Community, \$116,600, Molly of Denali \$45,000

# **PRAIRIE PUBLIC EDUCATION SERVICES Mission and Vision Update**

## **CURRENT DRAFT TO BE APPROVED:**

**Our Mission:** Prairie Public provides quality radio, television, and public media services that educate, involve, and inspire the people of the prairie region.

**Our Department's Vision:** Empowering 21st century learning and diverse storytelling through public media content that is relevant and useful to the people of our region.

## **PREVIOUS VERSION (adopted July 24, 2018):**

**Station Mission: Prairie Public Broadcasting** provides quality radio, television, and public media services that educate, involve, and inspire the people of the prairie region.

**Department Mission: The Education Services Department** engages families, child-care providers, and teachers with innovative, relevant, educational experiences and training by leveraging trusted national and regional media. We are committed to delivering outstanding content and exciting learning experiences designed to cultivate knowledge, enrich lives, and extend the impact of public media.

# NORTH CENTRAL COUNCIL FOR EDUCATIONAL MEDIA SERVICES

## 2020 BALLOT

Elect 2 for a 3-year term (2020-2021, 2021-2022, 2022-2023)

\_\_\_\_\_ Dr. Sherlock Hirning, Divide County  
\_\_\_\_\_ Lori Olson, Williston  
\_\_\_\_\_ additional nominee?

Elect 1 for a 1-year term (2020-2021)

*Note: may subsequently be elected to two additional 3-year terms*

\_\_\_\_\_ Josh Johnson, Valley City  
\_\_\_\_\_ additional nominee?

Pos		Terms Left	Years Left	Term	Elected	Up	School Representative	Telephone	E-mail	School	City	State	Address	Zip
1	CHAIR 19-20	0	1	3 yr	2015	2021	Nancy Bollingberg	701-547-3296	<a href="mailto:nancy.bollingberg@fessenden.k12.nd.us">nancy.bollingberg@fessenden.k12.nd.us</a>	Fessenden-Bowdon School	Fessenden	ND	Box 67	58438
2	VICE CHAIR 19-20	1	1	3 yr	2018	2021	Dr Tonya Greywind	<a href="tel:701-639-2266">701-639-2266</a>	<a href="mailto:tonya.greywind@k12.nd.us">tonya.greywind@k12.nd.us</a>	ND Center for Distance Education	Fargo	ND	4776 28th Ave. S Ste. 301	58104
3		1	2	3 yr	2019	2022	Tracy Hanzal	701-782-6231	<a href="mailto:tracy.hanzal@k12.nd.us">tracy.hanzal@k12.nd.us</a>	Hazelton/Moffitt/Braddock Schools	Hazelton	ND	211 Hazel Ave	58544
4		1	2	3 yr	2019	2022	Michael Kaiser	701-349-3232	<a href="mailto:michael.kaiser@k12.nd.us">michael.kaiser@k12.nd.us</a>	Ellendale Public School	Ellendale	ND	PO Box 400	58436
5		1	2	3 yr	2019	2022	Jeff Manley	701-265-8417	<a href="mailto:jeff.manley@cavalierk12.org">jeff.manley@cavalierk12.org</a>	Cavalier Public School	Cavalier	ND	PO Box 410, 300 Main Street East	58220
6		1	0	3 yr	2017	2020	Dr. Sherlock Hirning	701-965-6313	<a href="mailto:sherlock.hirning@k12.nd.us">sherlock.hirning@k12.nd.us</a>	Divide County Schools	Crosby	ND	P O Box G	58730
7		0	0	3 yr	2014	2020	Rick Jacobson	701-642-6741	<a href="mailto:rick.jacobson@k12.nd.us">rick.jacobson@k12.nd.us</a>	Wahpeton Public Schools	Wahpeton	ND	1021 11th St N	58027
Perm				Perm	Perm		Jason Hornbacher	701-323-4054	<a href="mailto:jason.hornbacher@bismarckschools.org">jason.hornbacher@bismarckschools.org</a> <a href="mailto:dawn.brown@bismarckschools.org">dawn.brown@bismarckschools.org</a>	Bismarck Public Schools	Bismarck	ND	806 N Washington St	58501
Perm				Perm	Perm		Dr. Rupak Gandhi	701-446-1004	<a href="mailto:gandhir@fargo.k12.nd.us">gandhir@fargo.k12.nd.us</a>	Fargo Public Schools	Fargo	ND	415 4th Street North	58102
Perm				Perm	Perm		Dr. Terry Brenner	701-787-4880	<a href="mailto:tbrenner270@mygfschools.org">tbrenner270@mygfschools.org</a>	Grand Forks Public Schools	Grand Forks	ND	2400 47th Ave S	58206
Perm				Perm	Perm		Dr. Mark Vollmer	701-857-4422,70	<a href="mailto:mark.vollmer@minot.k12.nd.us">mark.vollmer@minot.k12.nd.us</a> <a href="mailto:jody.kraft@minot.k12.nd.us">jody.kraft@minot.k12.nd.us</a>	Minot Public Schools	Minot	ND	215 Second Street SE	58701
Perm				Perm	Perm		Beth Slette	701-356-2000	<a href="mailto:slette@west-fargo.k12.nd.us">slette@west-fargo.k12.nd.us</a>	West Fargo Public Schools	West Fargo	ND	207 Main Ave W	58078
Perm				ExO	MN		Dr Bruce Jensen	218-681-0896	<a href="mailto:bjensen@nw-service.k12.mn.us">bjensen@nw-service.k12.mn.us</a>	Northwest Service Cooperative	Thief River Fall	MN	114 1st St W	56701
Perm				ExO	MN		Jeremy Kovash	218-739-3273	<a href="mailto:jkovash@lcsc.org">jkovash@lcsc.org</a>	Lakes Country Service Cooperative	Fergus Falls	MN	1001 E. Mt. Faith	56537
Perm				ExO	Past Pres Advisory		Dr. Robert Grosz, Assistant Supt.	701-446-1073	<a href="mailto:groszr@fargo.k12.nd.us">groszr@fargo.k12.nd.us</a>	Fargo Public Schools	Fargo	ND	415 4th Street North	58102
Past Pres				Ex O	Past Pres		Rep David Monson	701-496-3394	<a href="mailto:dmonson@nd.gov">dmonson@nd.gov</a>	ND House of Reps	Osnabrock	ND	P O Box 8	58269
Perm				Ex O	Advisory		John Harris, President	701-241-6900	<a href="mailto:jharris@prairiepublic.org">jharris@prairiepublic.org</a>	Prairie Public	Fargo	ND	207 North 5th Street	58108
Perm				Ex O	Advisory		Dr. Tim Wollenzien, Educ Serv Mgr	701-239-7575	<a href="mailto:twollenzien@prairiepublic.org">twollenzien@prairiepublic.org</a>	Prairie Public	Fargo	ND	207 North 5th Street	58108



**North Central Council for Educational Media  
Services, Inc. (NCCEMS)  
Board Policy Regarding and  
Annual Declaration of Conflict of Interest**

Board members are expected to avoid any conflict between the interests of NCCEMS and their personal interests in dealing with suppliers, vendors and other organizations and individuals doing or seeking to do business with NCCEMS.

Board members aware of a potential conflict of interest shall inform the board at the beginning of the discussion of the issue involved.

**Procedure**

Upon notification of a potential conflict of interest, the Board of Directors shall consider the matter and rule on whether a conflict does indeed exist. If a conflict exists, the board member is permitted to fully participate in the discussion but will abstain from voting on the matter.

**Annual Declaration of  
Conflict of Interest**

\_\_\_ I have not engaged in any potential conflict of interest activity.

\_\_\_ I have engaged in the following potential conflict of interest activity:

---

---

---

---

---

---

Signature \_\_\_\_\_

Date \_\_\_\_\_

Adopted by the North Central  
Council for Educational Media  
Services, Inc. Board of Directors

# **NCCEMS**

## **WHISTLEBLOWER POLICY**

### **General**

North Central Council for Educational Media Services (NCCEMS) is committed to lawful and ethical behavior in all of its activities, and requires its directors, officers, and employees (if applicable) to act in accordance with all applicable laws, regulations, and policies, and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

- the **objectives** of NCCEMS's Whistleblower Policy are to establish policies and procedures to prevent or detect and correct improper activities;
- encourage each NCCEMS director, officer, and employee (i.e., the Reporting Individual) to report what he or she in good faith believes to be a material violation of law or policy or questionable accounting or auditing matter by NCCEMS;
- ensure the receipt, documentation, retention of records, and resolution of reports received under this policy; and
- protect Reporting Individuals from retaliatory action.

### **Reporting Responsibility**

Each Reporting Individual has an obligation to report what he or she believes is a material violation of law or policy or any questionable accounting or auditing matter by NCCEMS, its officers, directors, employees, volunteers, agents or other representatives. Reporting Individuals must also notify NCCEMS if an action needs to be taken in order for NCCEMS to be in compliance with law or policy, or with generally accepted accounting standards. The types of concerns that should be reported include, for purposes of illustration and without being limited to, the following:

- providing false or misleading information on NCCEMS's financial documents, grant reports, tax returns or other public documents;
- providing false information to, or withholding material information from NCCEMS's auditors, accountants, lawyers, directors or other representatives responsible for ensuring NCCEMS's compliance with fiscal and legal responsibilities;
- embezzlement, private benefit, or misappropriation of funds;

- material violation of NCCEMS policy, including among others, confidentiality, conflict of interest, whistleblower, ethics, and document retention (see specific policies);
- discrimination based on race, gender, sexual orientation, ethnicity, and disability; or
- facilitating or concealing any of the above or similar actions.

### **Reporting Concerns**

Whenever possible, employees (if applicable) should seek to resolve concerns by reporting issues directly to his/her manager, or to the next level of management, as needed, until matters are satisfactorily resolved. However, if for any reason an employee is not comfortable reporting to a manager, or does not believe the issue is being properly addressed, the employee may contact the Board Chair. If an employee (if applicable) does not believe that these channels of communication can or should be used to express his/her concerns, an employee may contact the chair of NCCEMS. Whenever practical, reports should be made in writing.

Directors may submit concerns to the Board Chair. If the Board Chair has concerns, he should submit those concerns to the Vice President.

Contact information for the president and board chair may be obtained by calling NCCEMS at 701-241-6900.

Concerns may be submitted anonymously. Because it is impossible to seek additional information from a Reporting Individual about anonymous reports, it is essential that such reports contain as much specific information as possible.

### **Handling of Reported Violations**

NCCEMS will investigate all reports filed in accordance with this policy with due care and promptness. Matters will be investigated by the Board Chair or Vice President to determine whether the allegations are true, whether the issue is material, and what actions, if any, are necessary to correct the problem. The Board Chair or Vice President may issue a full report of all matters raised under this policy to the Board of Directors, if possible, while respecting the confidentiality of the individual(s) reporting concerns.

### **No Retaliation**

This Whistleblower Policy is intended to encourage and enable directors, officers, and employees (if applicable) to raise serious concerns within the organization for investigation and appropriate action. With this goal in mind, no director, officer, or employee who, in good faith, reports a concern shall be threatened, discriminated against, or otherwise subjected to retaliation or, in the case of an employee, adverse employment

consequences as a result of such report. Moreover, an employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment.

### **Acting in Good Faith**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a serious violation of law or policy, or a material accounting or auditing matter. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, with gross negligence, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.

### **Confidentiality**

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, NCCEMS cannot guarantee complete confidentiality. Disclosure of information relating to an investigation under this policy by NCCEMS staff (if applicable), directors, or others involved with the investigation of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and, with respect to NCCEMS employees (if applicable), may result in discipline, up to and including termination of employment. Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.