
2020-2021 Annual Plan



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"The Mission of the Northwest Service Cooperative is to be a regional leadership partner with schools, cities, counties, and other governmental agencies and to plan and provide innovative programs and quality services that maximize resources."

Northwest Service Cooperative (NWSC) Members:

As we look forward to the 2020-21 fiscal year...the NWSC is excited about the direction of the organization and our relationship with our school, city, county, non-profit and other governmental agency members. The NWSC is committed to providing the highest quality programs and services!

Authorized by statute in 1976, there are nine service cooperatives in the state of Minnesota. The primary mission of the service cooperatives is to bring programs and services to the members they could not afford themselves. The NWSC serves members in a twelve county region in northwest Minnesota. Those counties include: Beltrami, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomon, Marshall, Norman, Pennington, Polk, Red Lake and Roseau.

The NWSC is committed to working collaboratively with our members to bring innovation, efficiencies and opportunities to their respective organizations. As fiscal resources shrink for many of our member organizations, it is imperative that everyone explores any and all budget efficiency measures. The NWSC is committed to help our members in that process. One way to accomplish this is to have discussions as to how the service cooperative can save members money and resources. Communication with our members is vital to helping the members become more efficient.

Inside our annual plan report, you will find the services we are presently offering to help our member organizations meet their goals. We are continually striving to meet their needs, so any suggestions and comments of new and additional services are always welcome!

On behalf of the NWSC Board of Directors, staff and myself; we want to thank you for taking time to review our annual plan for 2020-21. We are looking forward to another successful year!

Bruce A. Jensen, Executive Director

Board Members

Ann Long Voelkner, Bemidji School
Chris Melbye, Thief River Falls School
Craig Mattson, Thief River Falls School
James DeVries, Mahnomon School
Jason Carlson, Tri-Valley Opportunity Council
Jim Christianson, Badger School
Kathryn Carlson, City of Crookston
Sally Roller, Warren School
Shawn Rominski, Stephen/Argyle School

Advisory Committee

MASA Board Member of this Region

Chris Mills, Stephen/Argyle School

Ex-Officio Governing Board Members

Bob Jaszczak, Kittson Central School

Jim Guetter, RLCC & RLF Schools

Kittson, Marshall, Lake of the Woods & Roseau Counties

Jeffery Lund, Marshall County Central School

Shannon Hunstad, Lancaster School

Pennington, Polk, Red Lake & Clearwater Counties

Brian Clark, Fertile/Beltrami School

Randy Bruer, Win-E-Mac School

Norman, Mahnomon, Hubbard & Beltrami Counties

Greg Parks, Nevis School

Jeff Bisek, Mahnomon School

Northwest Service Cooperative Programs & Services

CCOGA and School Risk Management Health Insurance and Worksite Wellness

The NWSC manages a self-insured health insurance pool for public servants. By having a large, diverse membership made up of school districts, cities, counties and other agencies, we're able to reduce costs for everyone, including taxpayers. Group health benefits are offered to the pools with negotiated low administrative costs. Plan management services and professional expertise are provided by our insurance consultant, Dan Weir and legal information from benefits lawyer/consultant Mark Kinney. Updates on the Affordable Care Act (ACA) will be ongoing with NWSC members having access to the latest changes.

We also insure a healthier workforce by facilitating successful wellness programs. New programs such as Omada, which is an innovative 16 week program designed to help individuals reduce behavioral risk factors for developing type 2 diabetes and chronic diseases. Vitals Smart Shopper, an inventive driven health care redirection program, rewards employees with cash when they shop for and select lower-cost high-quality facilities for treatments and procedures. These two new programs are designed to give our members and their employees' better tools to help them live a healthier and more productive life. The result is a lower number of absences and fewer visits to the doctor, which keeps insurance premiums lower than average. The NWSC will continue to expand with services and more online resources for all members in the health insurance pools.

Contact Bruce Jensen	bjensen@nw-service.k12.mn.us	218.681.0900 x108
Contact Chris Wavra	cwavra@nw-service.k12.mn.us	218.681.0900 x118
Contact Rob Blankenfeld	rblankenfeld@nwservice.org	218.681.0900 x124
Contact Dan Weir	danjw@ebisinc.net	1.800.864.3797

Environmental Health and Safety

The Northwest Service Cooperative contracts with 18 school districts in the region to provide health and safety services. This includes OSHA compliance issues that range from training, management plans and inspections. We also provide asbestos testing and project management, indoor air quality testing, and drug and alcohol testing for district bus drivers.

The Northwest Service Cooperative has also been authorized by the Minnesota Department of Education to host a Health, Safety, and Management Assistance (HSEM) Program for regional school districts. The program is designed to provide on-site regional health, safety, and environmental management assistance to school districts. These services assist districts in identifying, prioritizing and scheduling health and safety capital projects and in the development and betterment of written programs.

Contact Brian Byklum	bbyklum@nwservice.org	218.681.0900 x112
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Drivers Education

Contact Duane Kjono	Behind the Wheel	218.681.0900
Contact Mark Lee	Classroom	218.681.0900

Member Services

Many Workshops, trainings and special events are organized for our members. Examples include Census Awareness, Social Media, Administrative Forum, Wellness Conference and trainings such as "Why Do Teens Kill" to name a few. Other professional development or training are scheduled based on member's needs. Our relationships with other statewide organizations such as Association of Minnesota Counties and League of Minnesota Cities continue to grow. Programs such as Long-Term Care, Cyber Insurance, Internship and Student Loan Financial planning continue to be offered along with two new programs; Financial & Technical Services for City and Counties and facilities planning, consulting, engineering and management services with our partner ICS Consulting LLC.

Contact Chris Wavra	cwavra@nw-service.k12.mn.us	218.681.0900 x118
Contact Rob Blankenfeld	rblankenfeld@nwservice.org	218.681.0900 x124

Mental Health Services

The NWSC is proud to be working with the SWWC to provide mental health supports utilizing innovative, evidence-based best practice standards. Mental Health Services provides a multi-tiered approach to treating mental health needs within the school district to provide a continuum of services to students, families, teachers and administration using evidence-based interventions. Services include but are not limited to individual treatment sessions, small group social skills instruction, community collaboration, workplace wellness, staff trainings, etc. We can provide much related to social emotional learning, compassion fatigue, workplace wellness, general mental health, early onset of mental illness, suicide prevention and can also train on specific disorders (anxiety, depression etc.).

Contact Chris Wavra cwavra@nw-service.k12.mn.us **218.681.0900 x118**

Cooperative Purchasing

New adventures have been in store for the Northwest Service Cooperative Purchasing Program. Our on-line procurement system (Express) has been up and running since 2014. Express is designed to give an experience where the most common purchases can be made in one location. As we continue to build and add additional suppliers to the Express, this online marketplace will bring opportunities such as comparing vendors, completing a category wide search of products to find the best price(s) and option(s), and one single password instead of an account with each of our suppliers and multiple passwords to remember. We have over 4,000 members using this service.

Contact Barb Nelson bnelson@nw-service.k12.mn.us **218.681.0900 x101, 800-562-4053 x101**

Student Academic Programs

Young Authors Conference

The Young Authors Conference is designed to encourage and inspire young writers in grades 5-8, promoting student enthusiasm and competence in written communication. Through interaction with established authors, poets, playwrights, storytellers, illustrators and journalists, students discover and explore their writing talents and potential. This years conference will be a virtual conference.

Spelling Bee

The Spelling Bee is a series of competitions for students in grades 5-8 beginning at the local level, advancing to the Regional, and then to the State competition with an opportunity to win a trip to the Scripps National Spelling Bee in Washington DC. The Spelling Bee builds poise and confidence, strong study skills and increased vocabulary along with improved spelling. This years bee will be a virtual conference.

Creativity Festival

The Creativity Festival is a seven-day event for students in grades 5-8 to celebrate the arts, creativity, science, problem solving and invention. Linking the creative process to the real world, students are recognized and encouraged for their creativity and problem solving as they interact with a variety of visual and performing artists, inventors and scientists, exposing them to the creativity process, critical thinking, and invention. There will be eight different video sessions available via our YouTube Channel for two weeks in the fall.

Knowledge Bowl

Knowledge Bowl is a series of interdisciplinary academic competitions promoting teamwork, problem solving, interpersonal skills, oral communications and listening. Teams of five students compete in written and oral rounds by answering questions related to all areas of learning typical of secondary educational programs testing students' recall, problem solving, and critical thinking skills.

Sr. High Knowledge Bowl competitions for students in grades 9-12 are scheduled in January – March and culminate in sub-regional and regional competitions with top teams advancing to a state competition in April. This year's meets will be virtual using the Discord platform linking in Google Sheets and Forms.

Jr. High Knowledge bowl competitions for students in grades 6-9 are scheduled after school in February-March with an all-day regional competition at the close of the season.

Contact Barb Nelson bnelson@nw-service.k12.mn.us **218-681-0900 x101, 800-562-4053 x101**
Contact Sadie Miller smiller@nwservice.org **218-681-0900 x105**

Educational Services

Northwest Service Cooperative's Education Services Team offers effective solutions to support educators in their mission to improve student achievement. The team offers a robust variety of professional development opportunities throughout the year, serving both existing and new audiences.

Five years ago, we began to explore ways to bring professional learning to teachers in a more efficient manner, given the geography of our region. Now, with the COVID-19 Pandemic largely affecting the way people meet, gather, and access in-person professional learning, the Education Services Team has turned our attention and focus to continuing to build out our online professional learning platform found at <https://nwsc-learning.teachable.com/>

The team is also available to customize professional development across the educational spectrum. Customized services include curriculum mapping and selection, scientifically based reading instruction, formative assessment, and support in the implementation of Minnesota academic standards. We also continue to strengthen and expand our relationships and partnerships with other service organizations to bring added value to our members. Education Services staff provide high quality professional development as districts develop and implement teacher evaluation plans, review data to determine goals, and as they establish improvement plans. Professional development also includes a comprehensive range of technology innovations for student achievement, such as application of G Suite for Education and integration of iPads, Chromebooks, and other one-to-one devices.

All of these customized trainings can be accessed virtually for staff and also provide opportunities for further follow-up instructional coaching beyond the initial training or series of trainings. Contact a member of the Education Services Team for more information.

Contact Jake Seuntjens

jseuntjens@nwservice.org

218.689.4879

Contact Gina Drellack

gdrellack@nwservice.org

218.358.1211

Northern Coalition Education Center

The Northern Coalition Education Center maintains its mission to provide opportunities for personal and professional development. In the 2020 – 2021 school year, the NCEC will continue to offer high quality professional development workshops on relevant topics such as mental health, MN English Language Arts Standards, best practices in literacy instruction, writing instruction, integrating technology, managing common emotional and behavioral difficulties, and issues in social work.

Contact Barb Nelson

bnelson@nw-service.k12.mn.us

218-681-0900 x101, 800-562-4053 x101

ABE Consortium

Adult Basic Education is a state and federally funded program that helps adult learners (ages 17 and older, but no longer enrolled in high school) to acquire the academic and employability skills they need to advance to the next stage in their education or employment. Services include GED and MN Adult High School diploma preparation, English as a Second Language (ESL) instruction, preparation for the U.S. Citizenship exam, digital literacy assessment and instruction, online/distance learning instruction, and assistance in developing core academic skills in the areas of reading, writing, speaking, listening and math. With 30 member school districts, the Northwest Service Cooperative Adult Basic Education consortium is geographically one of the largest adult literacy consortia in the state of Minnesota. Classrooms are located in 13 communities throughout the region, including Bagley, Baudette, Bemidji, Clearbrook, Crookston, East Grand Forks, Erskine, Halstad, Oklee, Park Rapids, Roseau, Thief River Falls, and Warroad. Classrooms are hosted at a number of facilities, including schools, churches, jails, community service centers, and community and technical college campuses. The consortium employs ten full and part time teachers, one administrator, and two specialists. It also serves as the fiscal agent for a federal grant that supports transitions related programs within the greater northwest Minnesota region. The consortium also offers ServSafe preparation and exam proctoring at locations throughout the consortium.

Contact Kirsten Fuglseth

kfuglseth@nw-service.k12.mn.us

218.681.0900 x117

Dietitian

The Northwest Service Cooperative has two contracted dietitians who work with several school districts in the region. They work with districts on Review of food service operations, Menu Planning, Nutritional Analysis, Managing USDA meal programs, Budgeting and Purchasing, Training, Grant Writing, and much more.

Contact Sadie Miller
Contact Chris Wavra

smiller@nwservice.org
cwavra@nw-service.k12.mn.us

218.681-0900 x105
218.681-0900 x118

Finance and Business Manager

Contact Jaci Jorde

jjorde@nw-service.k12.mn.us

218.681-0900 x120

Northern Sky Regional Center of Excellence

In partnership with the Minnesota Department of Education and the Northwest Service Cooperative, the Northern Sky Regional Center of Excellence is one of six regional centers across Minnesota. The centers provide on-the-ground assistance to districts and schools to create the capacity and conditions that support change and continuous improvement. For districts with schools identified under Minnesota's accountability model, Minnesota's Regional Centers of Excellence partner with leadership teams to facilitate school improvement efforts focused on equity for underserved student groups.

For more information: [Regional Centers of Excellence](#)

Definition of Equity

Educational equity is the condition of justice, fairness, and inclusion in our systems of education so that all students have access to the opportunities to learn and develop to their fullest potentials. The pursuit of educational equity recognizes the historical conditions and barriers that have prevented opportunity and success in learning for students based on their races, incomes, and other social conditions. Eliminating those structural and institutional barriers to educational opportunities requires systemic change that allows for distribution of resources, information, and other support depending on the student's situation to ensure an equitable outcome.

Equity is different from equality. Equity is a principle that is based upon justness and fairness, while equality demands everyone be treated at the same level.

[Minnesota's Equity Commitments](#)

Differentiation of Support

Per [Minnesota's State ESSA Plan \(Title I, Part A School Support\)](#), intensity of support from the Regional Centers of Excellence is differentiated based on levels of identification under Minnesota's accountability system for ESSA and requirements under Minnesota's World's Best Workforce statute. The Regional Centers provide differentiated supports and interventions based on accountability results and on district and school needs. Minnesota's statewide system of support uses a [stage-based framework](#) with schools that incorporates three core support elements. The three core

Minnesota Statewide System of Support: Formula for Success

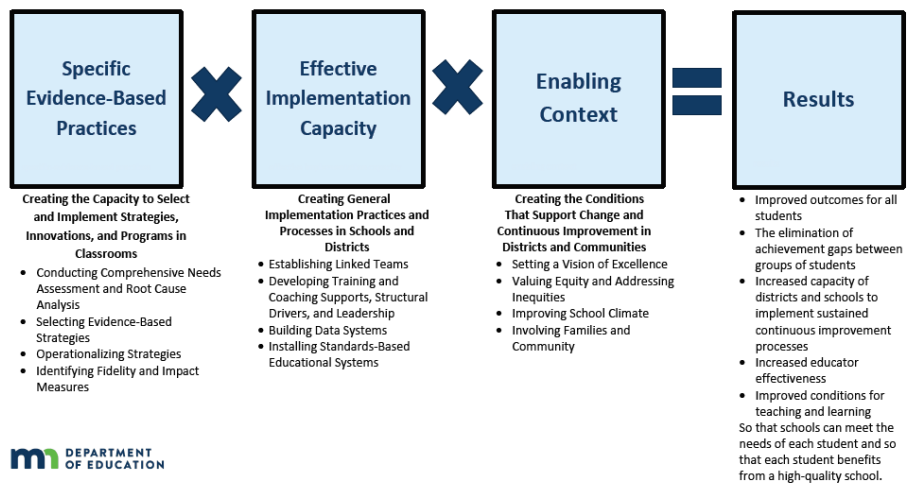
What X How X Where = Success

Minnesota's statewide system of support uses a stage-based framework with schools that incorporates three core support elements.

The three core elements are:

1. Building and using implementation teams to actively lead implementation efforts,
2. Using data and consistent, frequent feedback loops to drive decision-making and promote continuous improvement, and
3. Developing an implementation infrastructure that includes innovation-specific capacity, general capacity, and enabling contexts for implementation and continuous improvement.

An effective implementation infrastructure is required for districts and schools to sustain meaningful change and improve outcomes for all students.



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Principal Leadership Support

MDE and the Regional Centers of Excellence utilize four school leadership specialists to provide principal leadership support. The specialists provide network opportunities and professional development throughout Minnesota, including mentoring support for new principals and offer the Instructional Feedback Observation (IFO) process to support principal supervisors. Using IFO, principal supervisors collect evidence to coach principals in improving their skills delivering feedback. This support is available at no cost for all school leaders. Contact Kari Ross, kross@mnce.org for more information.

School Climate

In partnership with the Minnesota Department of Education’s School Climate Transformation Grant. The Northern Sky Regional Center of Excellence provides on-site support for districts and schools involved in this pilot/cohort.

School climate improvement is a process that engages all members of the school community and involves them in a series of overlapping systemic improvements, school-wide instructional practices and relational management practices that promote safe, supportive and engaging schools. An effective school climate improvement process is an intentional, strategic, data-driven, collaborative (“bottom-up” as well as “top-down”), and continuous process. The assessment of school climate includes analyzing data on perception of students, family or caregivers, and school staff on a range of safety, relationship, teaching and learning, and institutional dimensions. School climate improvement is a five-stage continuous process: preparation, assessment, planning for improvement, implementation and evaluation. The school community’s perception of school climate improves when schools are attentive to systemic, instructional, and relational policies and practices that drive school climate improvement.

Additional Information: [Ensuring Safe and Supportive Schools](#)

Additional Links

Minnesota Department of Education. (2017). *Every student succeeds act: Minnesota state plan executive summary*. Retrieved from: <https://education.mn.gov/MDE/dse/ESSA/mnstp/>

Contact Toni Cox	tcox@mnce.org	218.416.2416
Contact Rebecca Neal	bneal@mnce.org	218.686.9719

Media and Technology

Technology Meetings

The Northwest Service Cooperative hosts monthly technology meetings for its members. The meetings are held the third Tuesday of every month throughout the school year. There are vendor presentations in the morning and after lunch it is regional networking and sharing. You can register for these meetings at northbynorthwest.ning.com

Contact Barb Nelson	bnelson@nw-service.k12.mn.us	218.681.0900 x101, 800-562-4053 x101
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Technology Workshops

Offering of technology workshops will depend upon interest and demand.

Contact Alice Hofstad	ahofstad@nw-service.k12.mn.us	218.681.0900 x113
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Media Services

Media Services will continue to offer video streaming to schools from Learn360. Contracting for video streaming through NWSC gives the schools a discounted rate.

Contact Alice Hofstad ahofstad@nw-service.k12.mn.us 218.681.0900 x113

Website

After a major overhaul to our website last year, making it mobile device friendly, this year will see us maintaining our website and trying to keep our pages current.

Contact Alice Hofstad ahofstad@nw-service.k12.mn.us 218.681.0900 x113

Northwest Service Cooperative Fiscal Year 2021 Budget Summary

(Excluding Minimum Premium Funds)

Revenue	General Fund	Comm. Service	Enterprise Funds	Agency/Grant Funds	Total 2021 Budget
Dues/Participation Fees	277,676	48,000	146,293		471,969
Contracted Services	166,500		92,680		259,180
Insurance-Admin. Fees	484,902		484,902		969,804
Sales-Coop Purchasing	500				500
Federal/State Grants-Aids		764,488		2,003,214	2,767,662
Misc., Interest, Pharmaceuticals	246,000		900,000		1,146,000
Transfers In	346,732				346,732
Total Budgeted Revenue	\$1,522,310	\$812,448	\$1,623,875	\$2,003,214	\$5,961,847
Expenditures					
Payroll	994,966	638,203	157,398	1,483,191	3,225,758
Purchased Services	472,898	112,879	874,964	365,211	1,825,952
Supplies & Materials	28,150	25,482	3,350	15,700	72,682
Capital Expenditures	7,500	25,000	2,500	15,000	50,000
Other Expenditures (chg/bk)	134,782	10,820	385,532	124,112	385,682
Total Budgeted Expend.	\$1,320,732	\$812,384	\$1,423,744	\$2,003,214	\$5,560,074
Balance Revenue/<Exp.>	\$201,578	\$64	\$200,131	\$0	\$401,773

Note:

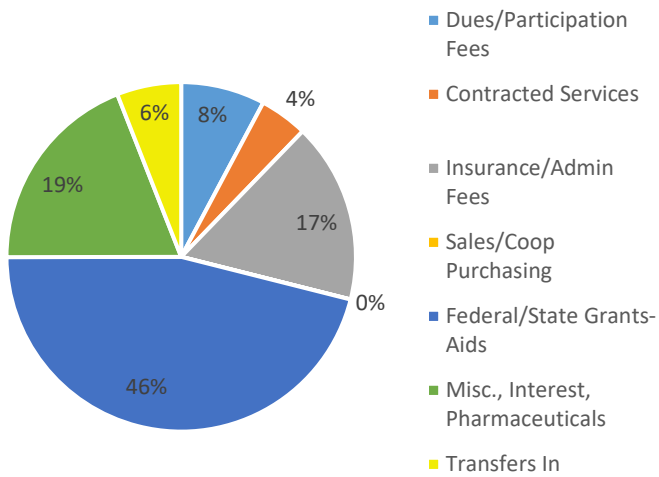
General Fund – includes all the general operating programs (i.e.– Board, Agency, Member Services, etc.) along with educational support programs such as Education Services, Technology Partner, and Coop. Purchasing..

Community Services – includes Adult Basic Ed. and Drivers Education Programs.

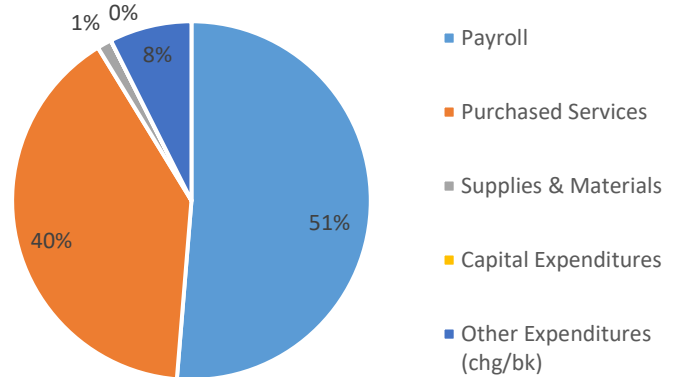
Enterprise Funds – includes the School and CCOGA Insurance Pools and the Health & Safety Program.

Agency/Grant Funds – Regional Center of Excellence Grant program. Note: The Adult Basic Ed Program under **Community Service** and the **Agency/Grant Funds** are based on either last year's funding (ABE) or preliminary grant funding requests for F.Y. 2020, and presented above as other Expenditures (chg/bk).

Revenue Budget FY 2021



Expenditure Budget FY 2021



Northwest Service Cooperative School & CCOGA

School District Members	Laporte	Associate Members
Ada-Borup	Mahnomen	Cass/Lake Bena
Badger	Marshall County Central	Circle of Life Academy
Bagley	Nevis	Menahga
Bemidji	Norman County East	Naytahwaush Charter
Blackduck	Norman County West	Trek North Jr & Sr High
Clearbrook-Gonvick	Park Rapids	Schoolcraft Learning Community
Climax-Shelly	Pine Point	Voyager's Expeditionary School
Crookston	Red Lake County Central	Walker/Hackensack/Akeley
East Grand Forks	Red Lake Falls	Cathedral - Crookston
Fertile-Beltrami	Red Lake	Sacred Heart - EGF
Fisher	Roseau	St. Bernard's School - TRF
Fosston	South Koochiching/Rainy River	St. Mary's Mission
Greenbush/Middle River	Stephen/Argyle	St. Michael's - Mahnomen
Goodridge	Thief River Falls	St. Philip's School - Bemidji
Grygla	Tri-County	Region 1
Kelliher	Warren/Alvarado/Oslo	Non-Profit Members
Kittson Central	Warroad	Area Special Ed. Cooperative
Lake of the Woods	Waubun/Ogema/White Earth	BRIC
Lancaster	Win-E-Mac	NWRIC

City Members	County Members	
City of Bemidji	Clearwater County -CP only	Lake of the Woods S&WCD
City of Blackduck	Kittson County -CP only	Marshall & Polk Rural Water System
City of Cass Lake	Mahnomen County	Middle/Snake Rivers Watershed Dist.
		Northern Cass & Bemidji DAC

City of Crookston	Norman County –CP only	NW Community Action –CP only
City of Erskine	Pennington County	NW Private Industry Council –CP only
City of Fertile	Polk County	Pike Bay Township
City of Greenbush – CP Only	Roseau County	Polk County DAC
City of Karlstad	Other Governmental Agencies	Red Lake Band of Chippewa –CP only
City of Lake Bronson	Bemidji Housing/Redevelopment	Red Lake Watershed District
City of Red Lake Falls	Bi-County CAP	TRF Regional Airport Authority
City of Thief River Falls	East Polk County DAC	Tri-County Comm. Corrections
	Headwaters RDC	Tri-Valley Opportunity Council
	Inter-County Comm. Council	White Earth Reservation –CP Only

Northwest Service Cooperative Staff Members

Alice Hofstad	Media Services/Technology Training	218-681-0900 x113
Barb Nelson	Coop Purchasing/NCEC/Student Programs	218-681-0900 x101
Brian Byklum	Health/Safety Coordinator	218-681-0900 x112
Bruce Jensen	Executive Director	218-681-0900 x108
Chris Wavra	Member Services/CCOGA/Wellness Coordinator	218-681-0900 x118
Dawn Kasprowiez	Admin/Program Assistant	218-681-0900 x123
Gina Drellack	Education Services	218-358-1211
Jaci Jorde	Business Manager	218-681-0900 x120
Jake Seuntjens	Ed Services Coordinator	218-689-4879
Kirsten Fuglseth	Adult Education Program Director	218-681-0900 x117
Rob Blankenfeld	CCOGA Member Services	218-681-0900 x124
Sadie Miller	Accounts Receivable/Payroll/Program Assistant	218-681-0900 x105
Center of Excellence		
Holly Ward	COE: School Advocate	218-689-0038
Janelle Johnson	COE: American Indian School-Community-Tribal Liaison	218-689-3116
Kari Ross	COE: Principal Leadership Specialist	218-689-0269
Marcella Melby	COE: School Advocate	218-686-7689
Meagen Bodeker	COE: School Climate Specialist	218-689-0201
Michelle Johnson	COE: School Advocate	218-416-2447
Rachel Mork	COE: School Advocate	218-416-2446
Rebecca Neal	Northern Sky RCE Director	218-686-9719
Rebecca Smith	COE: Systems Improvement Specialist	218-689-0136
Toni Cox	Program Manager, Regional Center of Excellence	218-416-2416
NWSC Consultants		
Amanda Ryan	School Dietitian	218-930-0284
Barb Schmitz	Management Assistant	218-465-4009
Dan Weir	Health and Benefits Consultant	800-864-3797
Hazel Ashbeck	Behavioral Health Consultant	507-591-6296
Karyn Lutz	School Dietitian	218-647-2222
Rachel Cox Raverty	Mental Health Consultant	507-831-6935x1836