



**Meeting Minutes – Educational Preparedness Working Group**

Date: November 15, 2016  
 Time: 5:30-7:00 p.m.  
 Location: Shakopee Library

**Work Group Members:**

Roz Addler	X	Renee Hartman		Michelle Rutoski	
Linda Anderson		Amy Hennen		Tamara Severtson	
Carla Arrunategui		Candace Kragthorpe		Emily Skahen	
Lynne Burke		Kim Latterner		Kami Thompson	X
Kathy Busch	X	Barbara Marschall		Lisa Von Bokern	
Mary Erickson		Ibrahim Mohamed			
Marie Johnson		Todd Otis			

**Staff Members:**

Suzanne Arntson	X	Jake Grussing		Jennifer Schultz	X
Lisa Brodsky	X	Kari Ouimette	X	Tawnya Ward	X
Sarah Geffre	X	Lisa Pollard			

**General Housekeeping**

- Reminder that we are not meeting in December of 2016. We will meet again in January of 2017.
- Reminder that the 50 by 30 website ([www.livelearnearn.org](http://www.livelearnearn.org)) is live. The website hosts agendas, minutes, and other information for each of the groups related to the 50 by 30 project (Housing, Workforce Readiness, Educational Preparedness, Transportation and Steering Committee). This is a great resource for seeing what the other groups are doing.

**Scott County Update**

There are no Scott County updates since the last meeting.

**Steering Committee Update**

The Steering Committee hasn't met since the last Educational Preparedness Group meeting. The November Steering Committee meeting will consist of the Steering Committee, working group chairs and co-chairs and staff support

members meeting with Merita. The group will tackle how the groups are progressing, any sticking points, and how the groups should be proceeding forward. Kami will bring updates to the January meeting.

### **Barriers (Additional Barriers and System Barriers)**

Kami asked if anyone had additional barriers they would like to add to the list from the last meeting, especially, as it relates to system barriers as a lot of barriers on the list are barriers of a personal nature. For example, childcare assistance programs lack funding would be a system barrier.

The group added **Executive Functioning Skills** to the list.

The group talked about how solutions towards fixing any of the barriers will need to keep parent, teacher/early child educator, community, and doctors/health care professionals in mind as each barrier needs to be addressed for all groups and not just the child since all the groups are closely interconnected.

As the process progresses, we'll probably discover other barriers exist that we were not aware of, but for now, the group has hit the point that they need to choose which main barriers they want to focus on.

### **Choosing Three Barriers to Focus On**

Due to low group attendance tonight, it was decided that the decision to choose which barriers to focus on would be sent out via email survey for everyone to vote. Sarah will prepare that.

Once we have our main barriers to focus on, individuals will be tasked with finding data to bring to the January meeting so that the group can jump into a root cause analysis of the issues.

January and possibly February will also be a time to prepare for the large all group meeting (date, time, location TBD) as well as reevaluate who is at the table and who else we will need to invite to the table to help with the effort.

### **Homework**

Take some time before our next meeting to think about the following:

1. We need a co-chair for our group. If you are interested, contact Kami Thompson ([priorlake@nhacademy.net](mailto:priorlake@nhacademy.net)), Jen Schultz ([jschultz@co.scott.mn.us](mailto:jschultz@co.scott.mn.us)) or Sarah Geffre ([sgeffre@scottlib.org](mailto:sgeffre@scottlib.org)).
2. Sarah will prepare an email survey for the group to choose barriers to focus on. Please respond to the poll when she sends that out.
3. As the year winds down, Jen and Sarah will take a look at the meeting group list and reach out to those members who have not been able to come to a meeting to discover if the date/time/location doesn't work for them, other commitments are preventing them from being able to attend, not engaged in the effort anymore, etc.
4. Sarah will send out an email survey to see if the current meeting date/time/location still work well for most of the group or if there is a better date/time/location that would work.

**Next Meeting Date: January 2017. Time, date and location TBD. Further details to follow**

Minutes taken by Sarah Geffre