

**Southern Minnesota Education Consortium #6083**  
**MAY 2022 CABINET MEETING MINUTES**  
TUESDAY, MAY 17, 2022, at 9:00AM  
SMEC ED CENTER, 21697 HWY 56 AUSTIN, MN 55912

The regular meeting of the Cabinet of Southern Minnesota Education Consortium #6083 was called to order at 9:10AM by Dan Armagost on Tuesday, May 17, 2022. The meeting opened with the Pledge of Allegiance followed by roll call and determination of quorum.

Cabinet members in attendance in person were Scott Hall (SL). Scott Klavetter (KSL) attended in person in lieu of Jim Hecimovich. Members that attended virtually via Zoom were Jamie Goebel (LY) and Paul Besel (GM). Brian Shanks (AC/GE), Jim Hecimovich (KSL) and Jennifer Backer-Johnson (LO) were absent. Administration and staff in attendance in person were Executive Director Dan Armagost, Director Denise Kennedy, Business Manager John-Mark Dundas, and Administrative Assistant Ashley Rye; also present virtually via Zoom was Jeff Tietje (GE Principal).

**Meeting Agenda**

Armagost requested to add "Career Navigator" New Business, D. Hall motioned to approve the meeting agenda with the addition, seconded by Besel. All were in favor, motion carried.

**Approval of the Consent Agenda**

Approval items on the May consent agenda included: minutes from the March 2022 regular meeting, minutes from the March 2022 special meeting, Treasurer's and financial reports, NEXT Step bank account activity, resignations of Lexie Sherman and Tiffany Raygor, contracts for the 2021-2022 school year for Claire Heichel, Crista Green, and Timothy Peoples, and approval of contracts for the 2022-2023 school year for Jennifer Hanna, Samuel Sawdey, Peyton Pooler, Steve Castro, Caleb Wundermachen, Crista Green, Timothy Peoples, Abbey Bergstrom, and Julie Mitchell. Besel motioned to approve the consent agenda, seconded by Goebel. All were in favor, motion carried.

**Committee Reports**

- A. *Admin Council – Scott Hall:* Met on April 14<sup>th</sup> and defined plans for summer. Admin Council Mini Retreat is scheduled for August 18<sup>th</sup>.
- B. *Negotiations – Dan Armagost & Denise Kennedy (Staff), Paul Besel & Scott Hall (Admin):* Nothing to report.
- C. *Transportation – Jamie Goebel & Brian Shanks:* Van arrival projected for October or November. Still no wheelchair vans available for order.
- D. *Building and Grounds – Paul Besel & Brian Shanks:* Committee met with the builder and is waiting for detailed draw-ups and quotes for the transportation garage. More detailed plans will be shared for approval as they are determined.

Besel inquired with Armagost about how financing the garage will work. Armagost shared that the building will not incur expenses during FY22, but that it will be added and built in to the FY23 budget. Besel confirmed that reserve funds would not be utilized toward the expense and clarified that it will be built into the expenditures and revenues in FY23. Armagost clarified that it will be built into the budget so the expense can be seen, but that it may reduce the reserve amount. Armagost shared that there is only one pot of money for the general education side, and that any money taken out of that will have an impact on the reserve amount. Armagost sought clarification that Besel is asking that SMEC not pull from the 20% fund balance to build the garage. Besel confirmed and suggested building the garage into the operating budget to avoid having to seek board approval to utilize funds from the fund balance to complete the project. Armagost noted that he will continue to consult with the SMEC Business Manager once plans are more finalized.

- E. *Policies and Procedures – Paul Besel & Jen Backer-Johnson:* Next committee meeting is June 27<sup>th</sup>. Armagost and Rye are working on reviewing mandatory and annual review policies in the 500 series, these will be reviewed by the committee in June to determine if the policies should be presented for approval as written or if additional changes must be made. Armagost inquired if the Cabinet can approve these policies or if it is the duty of the board. Besel recommended consulting with the Board to see if the Cabinet can approve policies on their behalf.
- F. *Executive Director Evaluation – Jen Backer-Johnson:* Process will start fall 2022.

### **New Business**

*\* indicates action items*

- A. *Early Childhood Screening Data Reporting:* Districts are asked to give Stephanie Arneson user access on their reporting sites as she will complete the preschool screening reports for all member districts and SMEC.
- B. *Strategic Planning:* Internal and external surveys have been sent out. Internal surveys would have been sent to the SMEC Board and any SMEC-contracted staff; these emails would have been received from Administrative Assistant Kylea Draayer. Armagost requested that admin encourage their staff to complete the surveys they have received. Surveys are due by the end of May.
- a. **LISTENING SESSIONS MAY 25<sup>TH</sup>:**
- 12:00PM – Students
  - 1:30PM – Cabinet
  - 2:30PM – SMEC Admin team and upper-level management
  - 3:30PM – SMEC and district staff
  - 4:30PM – Member district principals
  - 5:30PM – Parents and community
  - 6:30PM – Board of Education
- b. **COMMITTEE SESSIONS:**
- June 8<sup>th</sup> 5:00-7:00PM
  - June 16<sup>th</sup> 5:00-7:00PM
  - June 23<sup>rd</sup> 5:00-7:00PM
  - July 13<sup>th</sup> 5:00-6:30PM

Armagost noted the need to form a committee to attend these sessions. Armagost requested that a representative from each district attend these sessions. Besel inquired about what the committee sessions are comprised of. Armagost noted that each session has a different focus, Armagost will share the committee topics with each district. Armagost shared that it is recommended that the same district representative attend all four sessions, if possible.

- C. *FY20-21 IEP Annual Data Report:* SMEC will complete this for all member districts.
- D. *Career Navigator:* A drafted Career Navigator contract for the 22-23 school year was shared as submitted by Southeast Service Co-op for review. Costs per district increased substantially for the five participating districts. Contract language has not changed. Justifications for the increase in costs was shared. Hall inquired if SMEC would continue to consider participation in this service or if this would be part of the teacher's assignment at SMEC.

Armagost shared, SMEC would withdraw from interest in the career navigator position unless other districts opt to participate. Armagost also noted that if SMEC were to post another ALC teaching position, an option would be to contract out career navigator teacher time to member districts.

Besel noted that due to the cost, Grand Meadow would also withdraw, and noted interest in the option to purchase services from SMEC. Goebel confirmed Lyle would also opt out of the contract but would also consider moving forward with something in house. Tietje noted that Glenville has been pleased with the career navigator's performance, and that Glenville would likely be open to exploring options. Hall confirmed that Southland would also opt for in-house services.

Goebel noted that the Perkins grant application has been submitted, and he will reach out to discuss how opting out of the career navigator position will impact this grant and if it can be used in a different way. Armagost inquired if the grant could be utilized toward the career day or utilization of a SMEC employee to provide these services. Goebel noted that the original submission was on behalf of the five participating SMEC schools, so it would require resubmission for each individual school.

### **Old Business**

*\* indicates action items*

Nothing to report.

### **Administrative Reports**

#### **A. Business Management – John-Mark Dundas**

- Treasurer's cash balance as of 04/30/2022: \$1,272,139.29
- A revised FY22 budget will be presented to the Board at their meeting on Wednesday, May 25<sup>th</sup>.
- Completing the budget for FY23, will be presented to the Board for approval at the end of June
- Next Business Managers meeting: Thursday, June 9<sup>th</sup>, 2022, at 10:00AM

#### **B. Director Denise Kennedy**

- *MSBA 525*: Denise inquired who had the MSBA Service Animal policy approve by their Boards. Southland confirmed, Kingsland will inquire with the board, Grand Meadow is unsure, Lyle will be presenting for approval at their next board meeting.
- *File retention process*: Leadership team oversees file retention in all districts. Leadership team will be visiting Kingsland and Lyle on June 6<sup>th</sup> to go through files. Districts are asked to provide garbage bags for shredding and manila folders; SMEC will take care of the rest.
- *SMEC Academy committee update*: Registrations are closed. Comparison of children last year vs. this year is 180 to 314; several Kindergarten through 2<sup>nd</sup> grade students are enrolled. Popular classes are the social emotional classes, Lego League, and Robotics.

#### **C. Executive Director Dan Armagost**

- *Career Fair*: Went well, looking forward to next year. A Southland student won the \$100 Amazon gift card.
- *Potential Member Districts*: Armagost and Kennedy have been contacted by districts interested in joining the SMEC cooperative. Meetings with the superintendents have been conducted to discuss what the process looks like, and a 5-year plan would be established should the process be approved by their boards. Until the districts could officially join and utilize all SMEC services, SMEC could sell some services in the meantime; this includes accessing level 3 and 4 settings, which would entail access fees as with any other outside districts.

### **Cabinet Comments**

No additional comments.

The next regular Cabinet meeting will be Tuesday, June 21<sup>st</sup>, 2022, at 9:00AM at the SMEC Ed Center.  
Motion to adjourn by Hall, seconded by Besel, all were in favor, motion carried.

The meeting was adjourned at 10:25AM.

*Respectfully submitted,*

Ashley Rye, SMEC Administrative Assistant