

## **OFFICIAL REGULAR CABINET MEETING MINUTES**

Southern Minnesota Education Consortium #6083

Tuesday, October 18, 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 9:06AM by Dan Armagost on Tuesday, October 18, 2022. The meeting opened with the Pledge of Allegiance followed by roll call and determination of quorum.

### **Attended in person:**

-Executive Director Dan Armagost  
-Director of Special Education Denise Kennedy  
-SMEC Administrative Assistant Ashley Rye  
-SMEC Business Manager John-Mark Dundas  
-Paul Besel (Grand Meadow)

### **Attended via Zoom:**

-Brian Shanks (Alden-Conger/Glenville-Emmons)  
-Scott Hall (Southland)  
-Scott Klavetter (Kingsland)  
-Jennifer Backer-Johnson (LeRoy-Ostrander)  
-Jamie Goebel (Lyle)

### **Meeting Agenda**

Shanks motioned to approve the agenda, seconded by Backer-Johnson. All were in favor, motion carried.

### **Approval of the Consent Agenda**

Approval items on the September consent agenda include:

- a. Minutes from September 2022 regular meeting
- b. Treasurer's Report/Financial Report
- c. NEXT Step Bank Account activity
- d. Hire/Employment Agreement – Sam Klaehn (0.2FTE ALC Teacher)
- e. Hire/Employment Agreement – Tasha Block (Level III Paraprofessional)
- f. Hire/Employment Agreement – Nicole Hanson (Level III Paraprofessional)
- g. Resignation – Traci Bothum (ALC Paraprofessional)
- h. Resignation – Madison Underhill (Level III Paraprofessional)
- i. Hire/Employment Agreement – Brianna Smith (Level III/IV Substitute Teacher On-Contract)
- j. Hire/Employment Agreement – Heidi Heavner (Level III Paraprofessional)
- k. Resignation – Shannan Nelson (Level III Paraprofessional)
- l. Extracurricular Compensation Agreement – Julie Mitchell (Career Day Advisor)
- m. SMEC/Lyle Services Agreement - Resource room teacher mentor

Shanks motioned to approve the consent agenda, seconded by Hall. All were in favor, motion carried.

### **Committee and Director Reports**

*Admin Council – Hall:* Meeting was last week – Principal updates, future programming discussions, teacher seminars coming up.

*Building and Grounds – Besel & Shanks:* Reviewed recent setbacks with building a garage at the Ed Center site.

*Policies and Procedures – Besel & Backer-Johnson:* Met yesterday to review mandatory and annual review policies; these will be going to the Board for approval in November.

*Transportation – Goebel & Shanks:* 7-passenger vans are on order; one is expected to arrive next week. An additional vehicle for staff-use and a wheelchair-accessible van are also on order.

*Administration Negotiations – Besel & Hall:* Set to begin in the Spring of 2023.

*Staff Negotiations – Armagost & Kennedy:* Will begin Fall/Winter of 2023.

*Executive Director Evaluation – Backer-Johnson:* Armagost has drafted his goals for committee review based off the goals developed for the SMEC strategic plan.

*Business Manager – Dundas:* Audit is complete, auditors will present the financials to the Business Office and will present to the Governing Board at the Board meeting in November. SEDRA is up-to-date and there are currently no errors, if there is an FTE error or changes needed for any district Armagost and Dundas should be contacted. Reviewed the district billing spreadsheet and staff FTE breakdowns, invoices will be sent to districts shortly now that everything has been reviewed with the district business managers.

*Director of Special Education – Kennedy:* Provided updates on Winona student teacher agreement, and upcoming K-6 student teacher placement requests from Winona. Discussed October 24<sup>th</sup> staff development day.

*Executive Director – Armagost:* Overview of Region 10 discussion regarding level III/IV program staffing and student enrollments, provided updates on funding teacher licensure programs.

### **Old Business**

*Go Guardian – Oian:* SMEC has received chromebooks to start rolling out the use of Go Guardian.

*Houston School District – Armagost:* SMEC will contract services to Houston following their official resignation from HVED. Armagost reviewed options for districts that would like to join SMEC or contract SMEC services.

### **New Business**

*Ed Center Snow Removal Bids – Armagost:* Noted that the Building and Grounds Director recommended Dietrich Lawn Service, reviewed the comparisons of four local business that submitted snow removal bids.

### **Action Items**

*Ed Center Seasonal Snow Removal Bids – Besel* motioned to formally accept the bid for Dietrich Lawn Service as the snow removal provider for this upcoming winter; seconded by Hall, all were in favor, motion carried.

### **Other Discussion Items and Cabinet Comments**

No further comments or discussion.

The next regular Cabinet meeting will be Tuesday, November 15, 2022, 9:00AM at the SMEC Ed Center  
Motion to adjourn by Shanks, seconded by Backer-Johnson. All in favor, motion carried.

The meeting was adjourned at 9:48AM.

*Respectfully submitted,*  
Ashley Rye, SMEC Administrative Assistant