

OFFICIAL REGULAR CABINET MEETING MINUTES

Southern Minnesota Education Consortium #6083

Tuesday, November 15, 2022, at 9:00AM

SMEC Ed Center, 21697 State Hwy 56, Austin, MN 55912

The regular meeting of the Cabinet of Southern Minnesota Education Consortium #6083 was called to order at 9:05AM by Dan Armagost on Tuesday, November 15, 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

Attended via Zoom:

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

Meeting Agenda

Armagost requested to strike the Houston School District information presented by Mary Morem from this agenda, as Morem is not able to attend until the December regular meeting. Armagost also corrected a typo under New Business 9.A. Records Management would be provided by ISS, not ICS.

Based on the changes proposed, Backer-Johnson motioned to approve the meeting agenda, seconded by Goebel, all were in favor, motion carried.

Approval of the Consent Agenda

Approval items on the November consent agenda include:

- Minutes from October 2022 regular meeting
- Treasurer's Report/Financial Report
- NEXT Step Bank Account activity
- Hire/Employment Agreement – Katelyn Pickens (Level III Paraprofessional)
- Hire/Employment Agreement – Ellen Eyre (Substitute Teacher On-Contract)

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

Committee and Director Reports

Admin Council – Hall: Nothing to report.

Building and Grounds – Besel & Shanks: Armagost will be meeting with the Mower County Board on November 30th to present on the need for the easement variance for buildings. Committee agreed to reschedule the November 21st meeting to after the November 30th presentation to the county.

Policies and Procedures – Besel & Backer-Johnson: Committee will continue to meet to review policies; next meeting will be on November 16 to continue review of mandatory and annual policies.

Transportation – Goebel & Shanks: Wheelchair van and additional 7-passenger vans have arrived.

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, these will go to the board for approval on November 30ths.

Business Manager – Dundas: Working with the auditors to finalize the audit, working on implementation of employee online time tracking and time off requests, Q1 invoices have been sent out.

Director of Special Education – Kennedy: Discussion on district plans for late starts, early dismissals, and e-learning days. Review of who plans to attend the Winona Professional Day on Friday 11/18.

Executive Director – Armagost: ALC is offering a driver's education course this quarter, Ag Science is implementing more large animal studies, SMEC programs are full.

Old Business

No old business.

New Business

SMEC Records Management Contract (ISS) – Need for SMEC storage of records due to lack of space at the Ed Center building, storage through ISS would be at the old Elkton School Building and can be recalled at any time. ISS has a system in place to secure storage and tracking of items. Contract is based on being part of the SSC.

Motion to approve the contract made by Shanks, seconded by Backer-Johnson, all were in favor, motion carried.

Holiday Inn Staff Development Day District Costs – Received the invoice from the Oct 24 staff development day; split based on who attended and student numbers for Infinite Campus billing; Principals' group agreed at last meeting.

Winona State Professional Day – Confirmed who will be attending via the Director of Special Education report.

New Position – 1.0FTE School Social Worker – Located at the Ed Center, specific to working with the students in the ALC; Motion to approve this new position made by Goebel, seconded by Shanks, all were in favor, motion carried.

ICS Facilities Studies Contract – The facilities study provides an estimate on the time before large repairs and maintenance will be necessary, also provides repair estimates and preventative maintenance suggestions. Goes hand-in-hand with strategic plan. Clarification on pricing, discounted rate since part of SSC.

Motion by Backer-Johnson, seconded by Hall, all were in favor, motion carried.

SMEC Career Expo May 17, 2023 – Julie Mitchell will lead the career expo planning committee; committee meeting Dec 1st 3:30pm

Grow Your Own Grant & Mental Health Grant - Grow Your Own Grant – SMEC does not qualify, seeking other avenues to fund.

Other Discussion Items and Cabinet Comments

No further comments or discussion.

The next regular Cabinet meeting will be Tuesday, December 20, 2022, 9:00AM at the SMEC Ed Center

Motion to adjourn by Goebel, seconded by Backer-Johnson. All in favor, motion carried.

The meeting was adjourned at 10:03AM.

Respectfully submitted,

Ashley Rye, SMEC Administrative Assistant