

## **OFFICIAL REGULAR CABINET MEETING MINUTES**

Southern Minnesota Education Consortium #6083

Tuesday, December 20, 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 9:02AM by Dan Armagost on Tuesday, December 20, 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 Amy Wylde
- SMEC Business Manager John-Mark Dundas
- Scott Hall (Southland)

### Attended via Zoom:

- Brian Shanks (Alden-Conger/Glenville-Emmons)
- Paul Besel (Grand Meadow)
- Scott Klavetter (Kingsland)
- Jamie Goebel

Absent – Jennifer Backer-Johnson

### Meeting Agenda

Paul Besel asked for clarification on the HR/Business Office assistant position and the Administrative Assistant position. The administrative assistant position is existing so we do not need approval to hire. The HR/Business Office assistant is a new position and listed under new business #9f. Also added "Action" to 9c. ELL Newcomers Program.

Based on the explanation, Paul Besel made a motion to approve the meeting agenda, seconded by Jamie Goebel, all were in favor, motion carried.

### Approval of the Consent Agenda

Approval items on the December consent agenda include:

- Minutes from November 2022 regular meeting
- Treasurer's Report/Financial Report
- NEXT Step Bank Account activity
- Resignation – Ashley Rye (Administrative Assistant)
- Resignation – Timothy Peoples (Level III Paraprofessional)
- Augsburg University Partnership Contract

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

### Committee and Director Reports

*Admin Council – Scott Hall:* Summary of discussions held at the Admin Council meeting. Next meeting is February 9<sup>th</sup>.

*Building and Grounds – Dan Armagost:* Requesting to set up a new Buildings and Grounds Committee meeting. Dan received approval from Mower County for the easement variance. Dan asked for a bid from AmeriBuilt for the garage. Dan has included the plans in the monthly memo. Dan also requested bids from the companies that will be doing the dirt, electrician and plumber. Dan has a plan B with the shop area being located off the ALC. He will bring that to the committee also for review. Facilities study has been completed. Dan will provide to the building and grounds committee at the next meeting.

*Policies and Procedures – Besel & Backer-Johnson:* Meeting set for 12/21/22. Last set of mandatory and required was mostly completed before Ashley left. There is one that needs committee review before bringing to the next cabinet meeting.

*Transportation – Goebel & Shanks:* 3 of 4 vans are in. They are DOT inspected and approved. 4<sup>th</sup> van is expected over Christmas break. We have posted and are looking approval to hire drivers. We will begin transporting after Christmas break.

*Administration Negotiations – Besel & Hall:* Nothing new. Begins in March.

*Staff Negotiations – Armagost & Kennedy:* Will begin Fall/Winter of 2023. Teachers are opposite of SMEC member districts.

*Executive Director Evaluation – Backer-Johnson:* Jennifer Backer-Johnson is not at this meeting. No update. Cabinet has received a copy of the goals. Board chair is having a meeting with Dan after Christmas break to review.

*Business Manager – John-Mark Dundas:* Updated the number of employees on our payroll system. Discussion on turnovers and the reason for them leaving. Ex. Pay rate, 1x/month pay schedule. Financial audit is complete. Reviewing SEDRA to make sure no one updated. Q1 and Q2 invoices have been sent out and most have been paid. Looking into options for how to plan proactively for facilities maintenance so we do not have to ask for money if we need it. Talked about options for our Grow Your Own program. Programs are full and there is a waiting list for ALC. Discussion of starting evening and Saturday classes for any new students that would like to attend and but need to hiring staff for these hours and we are experiencing difficulty getting applicants. Possible overload pay for current staff that would like to work the hours.

*Director of Special Education – Denise Kennedy:* Update was provided at the Admin Council meeting. Nothing new to present.

*Executive Director – Dan Armagost:* Grow Your Own grant was submitted by Austin, SMEC and a couple of the smaller Region 10 districts.

### **Old Business**

Houston School District – Mary will attend our Board meeting. Discussion from Cabinet about Houston coming onboard. Would like to see what it will look like on paper. Dan will draft a contract and bring to the Cabinet a proposal of what Houston coming on will look like.

### **New Business**

*SMEC Evaluation Team –* Dan summarized what has already been discussed. He would start with initial evaluations and paying staff stipends. Dan will bring to a future meeting the action items for the stipend and/or contract amount and hiring additional teachers.

*ELL Curriculum –* Jessica has requested the Benchmark curriculum for the ELL program. SMEC will pay for the initial costs of the curriculum with ESSR funding source. Districts will cover the annual subscription renewals. There are a couple of different cost options. John-Mark will get exact numbers and send to the cabinet members. Dan will check the balance of funds set aside for the newcomers program.

Scott Hall made a motion to approve the purchase of the initial curriculum expense with ESSR funds with note that Dan will provide the cost breakdown to the cabinet meeting. 2<sup>nd</sup> by Brian Shanks. All in favor, motion carried.

*ELL Newcomers Program –* Dan is requesting the hiring of 1 additional ELL teacher and 1 additional ELL paraprofessional.

Scott Hall made a motion to approve the hiring of 1 additional ELL teacher for the newcomers program. 2<sup>nd</sup> by Jamie Goebel. Before being put to vote, Paul asked the agenda for this item be updated to an action item. All in favor, motion carried.

#### *FY22 Audit*

John-Mark reviewed the audit. The audit presented an approved by the board at the November Board meeting. This is informational only. SMEC audit decision is an "Unmodified Opinion". They did not note any findings.

#### *SSC Open Enrollment Date Change*

SMEC will be changing our enrollment date to January to follow the calendar year and not the school year.

#### *New Position – 1.0FTE Business Office Assistant Position*

A question was asked if this position would be affordable and sustainable. Discussion was held about funding the position. This position will be paid out of the ALC and Special Ed funding and will not be billed back to the districts. Paul Besel made a motion to approve the Business Office Assistant position. 2<sup>nd</sup> by Brian Shanks. All in favor, motion carried.

#### *New Position – SMEC Drivers Positions*

Dan is requesting permission to hire 2 (two) 1.0 fte drivers. Motion by Scott Hall to approve the hiring of 2 (two) 1.0 fte van drivers. 2<sup>nd</sup> by Jamie Goebel. All in favor, motion carried.

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

Discussion of Winter storm coming in. Brian will contact the other Superintendents on Wednesday, December 21, 2022 at noon.

The next regular Cabinet meeting will be Tuesday, January 17, 2023, 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 11:02AM.

*Respectfully submitted,*

Amy Wylde, SMEC Administrative Assistant