

OFFICIAL REGULAR CABINET MEETING MINUTES
Southern Minnesota Education Consortium #6083
Tuesday, January 17, 2023 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, February 21, 2023. 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 Board Secretary Kylea Draayer
- SMEC Business Manager John-Mark Dundas
- Scott Hall (Southland)
- Paul Besel (Grand Meadow) @ 9:09am

Attended via Zoom:

- Brian Shanks (Alden-Conger/Glenville-Emmons)
- Jamie Goebel (Lyle)

Attended via Phone:

- Jennifer Backer-Johnson (Leroy-Ostrander) @ 9:55am

Absent – Scott Klavetter (Kingsland)

Meeting Agenda

Armagost noted the items on the agenda and Scott Hall made a motion to approve the agenda with the reservation that Besel may add items if needed under “other discussion items” upon his arrival, it was seconded by Shanks, all were in favor, motion carried.

Approval of the Consent Agenda

Approval items on the February consent agenda include:

- Minutes from December 2022 regular meeting
- Treasurer’s Report/Financial Report
- NEXT Step Bank Account activity

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

Committee and Director Reports

Admin Council – Hall: Met last week, discussion focused on staff development. All districts will be doing “Trauma Informed School Training” except for Alden and Kingsland, but they will be sending representatives to the training held in Grand Meadow on March 20, 2023. Admin summer retreat – trying to finalize dates.

Building and Grounds – Armagost: Meetings have been hard to schedule – discussed the garage plans with Dan Davis but found a lot of unknowns in the plans, forwarded his ideas to MLA Architect.

Policies and Procedures – Besel & Backer-Johnson: cancelled the last couple meetings, Draayer gave policy numbers 722, 721, 608 as the last ones worked on that were tabled from the last meeting.

Transportation – Goebel & Shanks: haven’t met yet, but we have an additional van now. Looking at adding drivers.

Administration Negotiations – Besel & Hall: Besel addressed waiting until legislation finishes up due the governor’s changes. Armagost stated his plan to move forward starting in March but agreed to holding them open until summer to adjust for any changes in finance from the state.

Staff Negotiations – Armagost & Kennedy: not discussed.

Executive Director Evaluation – Backer-Johnson: Backer-Johnson was not present at this time to give an update. Process is continuing board chair. Armagost confirmed that this month is his Mid-year Eval, with the final one coming during the summer.

Business Manager – John-Mark Dundas: All the tier 1 teaching positions were posted with the 60-day posting period in mind. Business managers discussed moving all summer programming to SMEC payroll. Leadership team and LTRS cohorts will be paid by SMEC. Following July 1, all summer Staff Development and paperwork nights will be paid by SMEC. Dundas stated that districts had not sent much of the billing over to SMEC for summer 2022 programming. Armagost noted that the grant funding sunsets June 30, 2023. Business managers plan to submit all summer 2022 billing to SMEC by the end of March. Dundas has not received any billing from GE, GM, LO, SL. Armagost noted that FIN163 and the Targeted Funding built up is the funds for this programming. Armagost affirmed that finances for this summer session are good but will need to be evaluated for further years. Armagost is hopeful that further grant money will be awarded for purchasing of additional materials or transportation for summer programs. Dundas is also working on revised budget for 2023-24 school year. SMEC will be a single audit this year. Dundas requested audit bids from 3 companies.

Director of Special Education – Kennedy: update is the memo that is in the packet and was emailed.

Executive Director – Armagost: update is the memo that is in the packet and was emailed.

Old Business

SMEC Evaluation Team – job descriptions were presented to the leadership team, department leads, and business managers. Currently Armagost is looking for action to post the full-time position internally. Armagost further explained that the position would be a licensed special education teacher to lead the evaluation team and meetings to take the burden of this off our tier one teachers who are new to Due Process and reduce the extra work on our Due Process coordinator by hiring an experienced sped teacher to complete these duties. Additionally, stipends would be offered to teachers who assist the full-time facilitator on an as needed basis. Besel motioned to approve this posting, seconded by Goebel. All in favor, motion carried.

Go Guardian – SMEC is purchasing the 50 licenses needed to begin the server set up this summer. Besel confirmed that all districts choosing to participate are going to split the cost of the server. Armagost clarified that there are 2 different plans – business managers agreed to pay for the server, and SMEC will purchase the licensing for any districts to use at this point until the server is set up next year.

SMEC Drivers Position - Armagost requested approval of a 3rd SMEC driver contract, to be hired for the 23-24 school year. This was approved at the last meeting. Armagost requests the expedition of the posting approval to immediate instead of waiting until July. Motion by Besel, second by Hall. All in favor, motion carried.

New Business

Staffing Projections – Kennedy noted that administration will be met with for their individual districts following CST meetings. Leadership team is already working on caseloads for the next year. Preschool referrals are at an all time high across the state. Numbers are rapidly changing – Kennedy will be updating as needed for students who are new referral and undergoing evaluation. Level 3 programs across the co-op are fairly similar to previous year. Looking to add the MS/HS program back to the Glenville location. ELL program has about 13 students so far at different levels of skill. Current full time substitute teachers on contract are looking to move into programs and SMEC will need subs on contract next year.

2.2% Fund Balance – Dundas presented to the cabinet what was already brought to the board for approval. Board tabled the discussion until feedback from the business managers and cabinet. A special board meeting is planned for 2/22/23

to decide what should be done with the funds. The recommendation of Dundas and Armagost as follows: \$152,892 of unassigned fund balance over the threshold shall be allocated as follows:

- \$12,892 committed for future debt service payments.
- \$100,000 committed for future facility maintenance and improvements.
- \$30,000 assigned for Grow Our Own.
- \$10,000 assigned for legal fees.

Dundas recounted the status of the business managers meeting which brought most of the district business managers into agreement. Lyle's Business Manager was particularly vocal about his support of the allocation as presented. Grand Meadow's Schroeder did not offer an opinion and Southland and Leroy did not have representation present at that meeting.

Cabinet members Besel, Shanks and Goebel all were in favor of the \$152,892 going entirely towards the bond payments. Hall and Backer-Johnson were in favor of Armagost & Dundas's recommendation to split the funding into the four categories described above. Klavetter was absent. It was made clear that the cabinet is advisory to the board and executive director. The board will decide at the next board meeting.

Other Discussion Items and Cabinet Comments

None.

Motion to adjourn by Hall, seconded by Shanks. All in favor, motion carried.

The meeting was adjourned at 10:48AM.

Next regular meeting is March 21, 2023, at 9am at the SMEC Ed Center building.

Respectfully submitted,

Kylea Draayer, Administrative Assistant