

OFFICIAL REGULAR CABINET MEETING MINUTES
Southern Minnesota Education Consortium #6083
Tuesday, April 18, 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 9:03AM by Dan Armagost on Tuesday, April 18, 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)

Attended via Zoom:

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

Absent – Paul Besel (Grand Meadow)

Meeting Agenda

Armagost noted that 9D and 9E are seeking approval of posting these 2 new positions. Hall made a motion to approve the agenda, it was seconded by Backer-Johnson. All were in favor, motion carried.

Approval of the Consent Agenda

Approval items on the April consent agenda include:

- Minutes from March 2023 regular meeting*
- Next Step East Bank Statement – Account Closed*
- Reassignment of Krista Davis to Next Step West*
- Reassignment of Jessica Walters to Enrich Alden*
- Hire of D.J. Petersen (MHP) for 2023-2024 school year*
- Audrey Geistfeld – SLP .6 FTE contract for 23-24 SY*
- Resignation of Paul Besel from the Policy Committee*
- Hire of Clarissa Ellis (Administrative Assistant)*
- Resignation of Megan Rahn (SLP)*
- Resignation of Amy Sund (ALC Paraprofessional)*
- Houston Contracts for 2023-24 SY – DHH, BVI, PT*
- Mary Bergene – Contract for Special Education Coordinator*

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

Committee and Director Reports

Admin Council – Hall: Meeting was last week. Looking to set up the summer admin council retreat – most likely the 21st or 22nd of June.

Building and Grounds – Shanks: Meeting was 4/17/23. 2 proposals were on the table, the garage and the ALC shop additions. Garage bid was much higher than expected and committee is in favor of the ALC expansion at this point. SMEC will proceed with the educational space addition and working within budgeted funds.

Policies and Procedures – Besel & Backer-Johnson: Draayer shared that policies 721 and 722 were approved on March 29th, 2023. Besel has resigned from the policy committee. Next meeting is May 23, 2023.

Transportation – Goebel & Shanks: nothing new to report. Next meeting is April 24th.

Administration Negotiations – Besel & Hall: Armagost is requesting a start date for PTO/vacation days language before the Governor's changes are finalized in June. Committee is confirmed as Scott Hall, Paul Besel, Michelle Nelsen, and Kyle Rader. Armagost requested an evening meeting during the month of May.

Staff Negotiations – Armagost & Kennedy: no updates until 2024.

Executive Director Evaluation – Backer-Johnson: SMEC board is reviewing Armagost's self-review.

Business Manager – Dundas: high turnover rates across the districts and the state. SMEC business office is beginning the process of health insurance renewals with an open enrollment period. This will be a 16-month renewal as SMEC is switching from a 9/1 renewal to a 1/1 renewal. Rates have increased dramatically. SEDRA needs to be updated before May 1 – Kingsland and Leroy business managers need to complete theirs. SMEC Academy funding is lower than expected. "Grow Your Own" still in the works, in communication with MDE finance.

Director of Special Education – Kennedy: Winona Professional Day was a success. Working on Staff Development for the fall. SMEC week will be before the district week. For the August 30th date, Hall volunteered Southland for the East side and Shanks volunteered Alden for West side.

Executive Director – Dan Armagost: update is the memo that is in the packet and was emailed. State is approving cross-subsidy funding in current bills, funding for this looks likely. Several bills to watch for rural district education support.

Old Business

None.

New Business

Consortium Nurses' Meeting - Armagost called for discussion on the district nurses. SMEC's nurse covers Alden, Glenville, Kingsland, and the Ed. Center. Southland and Leroy share a nurse. Grand Meadow and Lyle have their own nurses. The cabinet agreed that no formal meeting was necessary for the nurses to meet, they can organize a virtual meeting and plan time during staff development week in August.

Building Project Updates - was discussed at the building and grounds meeting. In an upcoming meeting, the committee will meet with the architect to see about what changes can be made to lower the project cost.

SMEC Administration Structure - Armagost plans to add an additional coordinator position to supplement the resignation of Kennedy as Special Education Director. Kennedy's role is split into 2 lower-level positions – Special Education Coordinator and Assistant Principal/Special Education Coordinator. Armagost will retain his level of responsibility and support the 2 new coordinators. The titles also are supported via state and compensatory funds. This allows ALC funds to remain for the building projects. Klavetter noted that this leaves the Due Process coordinator open. Restructuring the Evaluation Team also allows for the due process to still be handled appropriately.

Approve Hire of Additional Administrator – Building Coordinator/Assistant Principal. Hall motioned to approve. Shanks seconded. All in favor, motion carried.

Approval of 1.0 FTE 3rd Party Biller - The addition of this position allows for the higher collection of MA dollars for services rendered. Part time work this year has collected more than the last 3 years combined. SMEC seeks to be efficient and prudent with funds for all districts and finds a need for this position to be added. Motion to approve by Shanks. Seconded by Goebel. All in favor, motion carried.

150 Grant - this is the SMEC Academy grant – this grant was written, and denied. Armagost sought clarification from the state, and was subsequently approved for \$40,000. This will be in addition to the funds budgeted for the targeted

services. There is \$78,000 for this summer. There is \$60,000 buffer, but Dundas is looking for ways to stay within the means of the planned \$78,000. SMEC Academy will look different in upcoming years due to funding.

Other Discussion Items and Cabinet Comments

Goebel asked a question about Credit Recovery and what is required for lunches for students who attend 8am-1pm at SMEC. There was some confusion around times of dismissal for students. Armagost will have a separate meeting to determine food need for this program. Kennedy noted that transportation information comes from herself, SMEC office, or the administrators themselves, no other sources.

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

The meeting was adjourned at 9:58AM.

Next regular meeting is May 16, 2023, at 9am at the SMEC Ed Center building.

Respectfully submitted,

Kylea Draayer, Administrative Assistant