

**OFFICIAL REGULAR CABINET MEETING MINUTES**  
Southern Minnesota Education Consortium #6083  
Tuesday, July 18, 2023 at 10:00AM  
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 10:00AM by Dan Armagost on Tuesday, July 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  
-Special Education Coordinator Mary Bergene  
-Ed Center Principal Deana Dontje  
-SMEC Business Manager John-Mark Dundas  
-Scott Hall (Southland)  
-Jamie Goebel (Lyle)  
- SMEC Administrative Assistant Clarissa Ellis

-Scott Klavetter (Kingsland)  
- Paul Besel (Grand Meadow)

Attended via Zoom:

-Jennifer Backer-Johnson (Leroy-Ostrander)

Absent:

-Brian Shanks (Alden-Conger/Glenville-Emmons)

**Meeting Agenda**

Added item r. to consent agenda – Krista Davis – BA to BA30  
Add #10a – Joint Powers Agreement  
Add #10b – Role of the Cabinet  
Add #10c – New President of Riverland College

Goebel 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 May 2023 regular meeting*  
*Tasha Block – Paraprofessional Resignation*  
*Kayla Van Tries – Paraprofessional Resignation*  
*Carly Meyer – Paraprofessional Resignation*  
*Michelle Gebel – Paraprofessional Resignation*  
*Lydia Meyer – MHP Resignation*  
*Stephanie Holland – HR/BO Assistant Resignation*  
*Contract – Shannon McDonough, Paraprofessional (Sub on Contract)*  
*Contract – Lydia Moon, Paraprofessional (Success East)*  
*Contract – Katy Hodge, Teacher RESET*  
*Contract – Faron Bremseth, Driver*  
*Contract – McKala Ahles, Paraprofessional (KPS Enrich)*  
*Contract – Paige Priebe, Paraprofessional (CARDS)*  
*Contract – Elizabeth Bechtle, Paraprofessional (Success West)*  
*Contract – Clarissa Ellis, Admin. Assistant to HR/BO Assistant*  
*Contract – John-Mark Dundas, Updated Business Manager*  
*Contract – Kylea Draayer, Office Coordinator*

*Lane Change – Krista Davis BA to BA30*

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

**Committee and Director Reports**

*Admin Council – Hall: Christian Schaefer Update, set rotation for Admin Chair; Looking at retreat date and location*

*Building and Grounds – Shanks: planning to meet 7-19-23*

*Policies and Procedures – Besel & Backer-Johnson:* new ones came out yesterday; there are about 25 and some apply to the student handbook. The Narcan policy has an applicable training next week.

*Transportation – Goebel & Shanks:* Armagost seeking clarity from state on ALC transportation funding.

*Administration Negotiations – Besel & Hall:* in process.

*Staff Negotiations – Armagost:* no updates until 2024.

*Executive Director Evaluation – Backer-Johnson:* no update.

*Business Manager – Dundas:* 1/4 to 1/3 turn over from last year. Digital time sheets have made the roll out of 2x monthly payroll possible. Failed initial MOE – need to make sure that all lines add up. 1.3 million in budget for the ALC addition. Doing good on grants. See 9b.

*Special Education Updates – Bergene:* Due Process had one thing cited; complaint filed was not in violation of policy but student intervention issue. Not intending to fight the decision. Have about \$10,000 for legal fees, cabinet agrees it is appropriate to increase that fund.

*Ed Center Building Updates – Dontje:* Dontje is the contact for all ALC referrals. There are currently 94 students enrolled in the second session of credit recovery. There were 94 in the first session. The full time ALC is at 72 students and growing.

*Executive Director – Dan Armagost:* Request to add 9C “SMEC Legal Fund & Authority to Delegate Motion – Executive Director” was motioned by Besel and seconded by Hall, all in favor, motion carried. Legislative update, available 2025.

## **Old Business**

### **New Business**

*Career Expo -* Ms. Mitchell (career navigator) will be traveling to districts prior to Career Day in May to coach students how to interact with possible employment opportunities. There was a \$3500 grant for Career Day. Looking for sponsorship up to \$5000. If not met, districts will split costs. Motion by Besel, seconded by Goebel, all in favor, motion carried.

*12-month Employee Contracts –* Armagost looking for cost savings of paras working 12 months vs filing unemployment during the summer. Will be revisited at next meeting.

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

*Statement/Joint Powers Agreement –* needs to be reviewed and updated. Goebel requests a special meeting to review.

*New Riverland President –* Dan and Scott will take the lead for meeting the new person.

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

The meeting was adjourned at 11:40 AM.

Next regular meeting is August 15, 2023, at 9am at the SMEC Ed Center building.

*Respectfully submitted,*

Kylea Draayer, Administrative Assistant