

OFFICIAL REGULAR CABINET MEETING MINUTES

Southern Minnesota Education Consortium #6083

Tuesday, September 19, 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, September 19, 2023. The meeting opened with the Pledge of Allegiance followed by roll call and determination of quorum. Quorum was reached at 9:10am.

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)
- SMEC Administrative Assistant Kylea Draayer

Attended via Zoom:

- Jamie Goebel (Lyle) 9:19am
- Scott Klavetter (Kingsland) 9:10am
- Paul Besel (Grand Meadow)
- Jeff Tietje (Glenville-Emmons) 9:06am

Absent:

- Jennifer Backer-Johnson (Leroy-Ostrander)
- Brian Shanks (Alden-Conger/Glenville-Emmons)

No public recognition.

Meeting Agenda

Armagost requested the addition of 10b – Changing date of November meeting from 21st to 14th.

Hall motioned for approval of agenda, Klavetter seconded. All in favor, motion carried.

Approval of the Consent Agenda

Besel requested that the meeting minutes show that he requested an agenda item be added to the governing board meeting to clarify the delegation of authority to the cabinet to approve expenditures. Klavetter requested clarification on items k, l, m, n (contracts for the sale and purchase of services between districts.) Following clarification, Hall motioned for approval, Klavetter seconded. All in favor, motion carried.

Committee and Director Reports

Admin Council – meeting was last week.

Building & Grounds – Board approved Joseph Company bid for ALC addition.

Policy & Procedure – No volunteers to replace Besel on the committee; Meeting to be scheduled by Draayer.

Transportation – finding drivers to accommodate needs.

Admin. Negotiation – near completion.

Staff Negotiation – to be started in March 2024.

Executive Director Evaluation – Completed, will be presented at next board meeting.

Business Manager – staffing around 100; hiring difficulties due to interview no shows.

SpEd Coordinator – detailed new hires in districts

Ed Center Admin – detailed ALC and Level 4 updates – programs are full.

Executive Director – memo was sent; interested to set up a common contract to handle Iowa student Tuition Agreements.

Old Business

12-month Employee Contracts – feedback from paraprofessional survey presented; process is still ongoing as SMEC collects data and works towards presenting updated contracts and financial impact of this change.

Riverland President – will join the October Cabinet meeting to meet district administrators.

Joint Powers Special Meeting – Superintendents should plan to attend this meeting in person on November 14, 2023. Business managers have also been invited and can attend virtually or in person. 10:00am meeting time.

New Business

Billing Procedures Draft for 23-24 – Dundas updated the procedures following the business managers' meeting last week. Work will continue until Dundas is ready to present the completed procedure.

New Legislative Requirements – there are a lot of updates coming from MDE. How these apply to SMEC may differ from how they affect the member districts.

Interpreters – SMEC does not currently employ any translators. Cabinet will compile a list of translators who work within or work with the districts.

SMEC Meeting Calendar & Admin Emails – document provided to cabinet members.

Speech Services in Districts – some districts are only served by virtual services due to staffing and space constraints.

Other Discussion Items and Cabinet Comments

November board meeting was moved from November 21 to November 14.

Next regular meeting is October 17, 2023, at 9am at the SMEC Ed Center building.

Respectfully submitted,

Kylea Draayer, Administrative Assistant