

## **OFFICIAL REGULAR CABINET MEETING MINUTES**

Southern Minnesota Education Consortium #6083

Tuesday, October 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 9:05AM by Dan Armagost on Tuesday, October 17, 2023. The meeting opened with the Pledge of Allegiance followed by roll call and determination of quorum. Quorum was reached at 9:12am.

### Attended in person:

- Executive Director Dan Armagost
- SMEC Business Manager John-Mark Dundas
- Ed Center Principal Deana Dontje
- Paul Besel (Grand Meadow) 9:26am
- Scott Hall (Southland)
- SMEC Administrative Assistant Kylea Draayer

### Attended via Zoom:

- Jamie Goebel (Lyle) 9:18am
- Scott Klavetter (Kingsland)
- Jeff Tietje (Glenville-Emmons) 9:11am
- Jennifer Backer-Johnson (Leroy-Ostrander)
- Special Education Coordinator Mary Bergene (9:17am)

### Absent:

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

No public recognition.

### Meeting Agenda

Items 6C was changed to accommodate a resignation. Item 6K was added, Contract for Paraprofessional, Kellie Abrego. Item 7K, Armagost's memo was included at the meeting, but not sent out prior. Item 9D reflects changes due to MARSS Coordinator resignation last month. Armagost requested Cabinet members update their state sites to reflect these changes. Item 9G "Student Support Aid" was added. Hall motioned to approve with noted changes. Klavetter seconded. All in favor, motion carried.

### Approval of the Consent Agenda

Motion by Hall, Second by Backer-Johnson. All in favor, motion carried.

### Committee and Director Reports

*Admin Council* – no updates.

*Building & Grounds* – Preconstruction meeting was held. Construction should begin 10/24 and completed before 7/23/2024. There is a site review meeting scheduled for this Thursday. Armagost also noted that no additional district funds were required for ALC addition at SMEC.

*Policy & Procedure* – No volunteers to replace Besel on the committee; meeting had been scheduled but cancelled due to change in staffing. Dundas has been assigned as the committee secretary due to his prior experience with policy committee function.

*Transportation* – some replacement staff vehicles are being received before the end of year.

*Admin. Negotiation* – completed.

*Staff Negotiation* – to be started in March 2024. L-O will be going to mediation soon. KPS noted their changes for upcoming contracts. G-E has had one meeting to discuss language.

*Executive Director Evaluation* – Completed, presented to board, approved, and new goals also approved.

*Business Manager* – staffing around 100; hiring difficulties due to interview no shows. Worker's compensation insurance changes. Billing procedures continue to be updated, but no billing to be completed yet. Audit is completed, presentation in November. Has been touching base with districts to determine cost of summer transportation and where funding for that comes from. Additional details about summer plans in item 8a

*SpEd Coordinator* – memo was sent.

*Ed Center Admin* – ALC has 78 students currently and there is a waiting list.

*Executive Director* – highlights of memo – there is ALC transportation updates happening.

## **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. Updated financials were presented. Klavetter asked about how cost would be shared between districts for summer programming. Different sources are being considered. Cost differences depend a lot upon how many people would choose unemployment vs 12-month employment. Armagost views the benefits of a 12-month paraprofessional contract as helping with retention, helping with summer projects, helping with scheduling programs effectively, and more efficient staff development training. Klavetter asked if other districts felt this model was effective for their districts compared to SMEC and their multiple summer program sessions.

*Riverland President* – will join the November 9<sup>th</sup> Admin Council meeting to meet district administrators. Besel requested that administrators attempt to join in person for this.

*Billing Procedures Draft for 23-24* – ELL programming can be varied due to enrollments; looking at how to keep it equitable. Changes in Lyle and Leroy districts can cause changes to ELL programming for upcoming years. Leroy worked independently to secure their ELL program due to licensing. Several districts do not have any identified ELL speakers. Looking to project a goal for upcoming SMEC ELL services with the Newcomer program as well. 1-20 students generates \$14,000 per district, but SMEC cannot access these funds. Armagost requested that Administrators discuss with their business managers what options could be most cost-effective and workable in the districts.

## **New Business**

*Mower/Freeborn Grant for Trauma Training* – Kris Clements has assisted districts to secure grant funds to cover the Trauma training from August and October. Fillmore county did not participate

*Board Delegation of Duties to Cabinet* – board chose to follow the authority as outlined in the joint powers.

*Career Day Information* – Dontje shared that all districts have representation on the committee. Event will be shortened to 2 hours this year. Will be held on May 8, 9:30-11:30am, lunch will be served 11:30-12:00 before students return to districts. Julie Mitchell, ALC teacher and Career Navigator will visit districts to prepare students to get the most out of this event. Also looking to add a wider variety of career options at the event. There will not be t-shirts this year, but the logo designed by students will be put onto drawstring bags for the students to use to collect items from the event.

*Infinite Campus/JMC Access* – Draayer will be sending an email to request access to SIS in districts to make sure that data reporting maintains efficiency.

*Levon Larson, Digital Equity Coordinator for Mower County*- Larson did not attend the meeting, but Besel informed the Cabinet that there is Mower County grant funds available for rural internet access. This is a statewide grant so other counties can also participate through their own county.

*District Summer Learning Network (DSLNL) Membership* – a national group that SMEC Academy was recommended by the state to participate. There is no funding for summer programs included in this opportunity. Dontje will be the point person on this for SMEC.

*Student Support Aid* – SMEC received \$40,000 per district as shown on the IDEAS payment at the last business managers meeting. This funding seems out of place due to the struggle to get funding in other areas of programming. Armagost continues to check into changes with the Maintenance of Effort to ensure that other funding will not be compromised. The funding is limited to PELSB licensed support, such as social workers, school nurse, and new positions. This funding could be used to hire co-op wide positions such as psychologists to reduce district costs if the district eliminated the position and SMEC created it as a new position.

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

*Reading Training* – State is requiring hours for this reading strategy training and Lexia is running the LETRS training for the state. Admins should try to attend the Lexia webinar next week to learn more.

Next regular meeting is November 14, 2023, at 9am at the SMEC Ed Center building.

Motion to adjourn by Hall, second by Klavetter, all in favor, motion carried. Meeting adjourned at 10:37am

*Respectfully submitted,*

Kylea Draayer, Administrative Assistant