

## OFFICIAL REGULAR CABINET MEETING MINUTES

Southern Minnesota Education Consortium #6083

Tuesday, December 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 9:06AM by Dan Armagost on Tuesday, December 19, 2023. The meeting opened with the Pledge of Allegiance followed by roll call and determination of quorum.

### Attended in person:

- Executive Director Dan Armagost
- Scott Hall (Southland)
- SMEC Business Manager John-Mark Dundas
- Ed Center Principal Deana Dontje
- SMEC Administrative Assistant Kylea Draayer
- Special Education Coordinator Mary Bergene (9:45am)

### Attended via Zoom:

- Scott Klavetter (Kingsland)
- Jamie Goebel (Lyle)
- Jennifer Backer-Johnson (Leroy-Ostrander)
- Paul Besel (Grand Meadow) (9:37am)

### Absent:

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

No public recognition.

### Meeting Agenda

Backer-Johnson motioned to approve, Goebel seconded. All in favor, motion carried.

### Approval of the Consent Agenda

Motion by Hall, Second by Goebel. All in favor, motion carried.

### Committee and Director Reports

*Admin Council* – Retreat will be July 17-19, 2024. Reservations are in process at the Afton House in Afton, MN.

*Building & Grounds* – ALC addition walls are up.

*Policy & Procedure* – going to start proceedings through emails instead of in-person meetings.

*Transportation* – there is a meeting next week.

*Admin. Negotiation* – completed.

*Staff Negotiation* – to be started in March 2024. Leroy and Lyle are in progress. Kingsland and Southland are completed.

*Executive Director Evaluation* – no update.

*Business Manager* – Dundas has been presenting the Audit at district board meetings. Approved billing procedures have been sent out to admins. Student Support Aid is being put to work to hire licensed staff. All districts should post for these positions, to allow for future contract between districts.

*SpEd Coordinator* – memo was sent.

*Ed Center Admin* – ALC enrollment is at 80. There is a waiting list.

*Executive Director* – memo was sent.

### Old Business

*12-Month Employee Contract* – contract will be present to board and cabinet when it is prepared.

*DSLN* – Summer programming will be smaller due to funding sources. Fewer program choices will be offered due to staff cost. Armagost is hopeful that the SMEC paraprofessionals will be able to help alleviate some of the transportation costs to the districts.

*Student Support Aid* – there is a nurse applicant and school counselor applicant. Districts without a nurse will be invited to the interview.

*Career Fair Updates* – Julie Mitchell will be attending districts to visit with students. Changes are being made to the format to make the time more valuable to both vendors/employers and students.

*Riverland Community College* – Armagost has been in contact with the President of the college trying to get her to a meeting with consortium admins.

### New Business

*ARCC – Infinite Campus* – Hall reflected on email sent from Oian regarding Infinite Campus and the change of not offering consortium pricing to our districts. Klavetter reflected on the major changes to student data systems the consortium has been using in the last few years. Will staff want to learn another new system? Armagost is in favor of staying with Infinite Campus if the majority of districts are staying with the platform. The Consortium is under a current contract with Infinite Campus. The group has agreed to not respond and let the auto roll over happen at this point.

*READ Act* – some districts are considering LETRS (144hrs), but CORE (45hrs) may be more flexible to use. Could Wednesday early outs be hours to use for training? According to Klavetter, MDE said that there would not be a cost to districts, just staff time. Calendar adjustments might be needed to accommodate the needed training. Who all is required to have this training? MSBA policy does not necessarily fit all districts for this required training. Progress is ongoing in all districts.

*New District Board Members* – please send a list of your new board members to Armagost or Draayer to provide SMEC packets to those members at SMEC audit presentation during school board meetings.

*Inter-District Transportation* – Several new transportation directors in the consortium has necessitated a meeting of the minds to allow for procedure and communication on all level 3 and 4 student transportation.

*CPI Training* – a session will be held 1-15 at SMEC Ed Center, 8am to 2pm; another session on 1/22 held in Alden, 8am-2pm.

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

Armagost and Dundas will be attending district board meetings to present the SMEC audit.

Next regular meeting is January 16, 2024 at 9am at the SMEC Ed Center building.

Motion to adjourn by Klavetter, second by Goebel. all in favor, motion carried. Meeting adjourned at 10:15am following a power outage at Ed Center.

*Respectfully submitted,*

Kylea Draayer, Administrative Assistant