

**SOUTHERN MINNESOTA EDUCATION CONSORTIUM #6083
CABINET**

Regular Meeting

Tuesday, April 21, 2020 9AM

SMEC Office, 21697 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 21, 2020. Due to the implementation of the Shelter in Place order by Governor Walz, the meeting was held virtually via BlueJeans video conferencing. The meeting opened with roll call to determine a quorum. Cabinet members present were: Brian Shanks, Paul Besel, Bryan Boysen, Jim Hecimovich, Scott Hall. Absent was Ray Arsenault (arrived at 10 a.m.). Administration and staff in attendance were: Executive Director Dan Armagost, Director Denise Kennedy, Business Manager Todd Lechtenberg, LeRoy-Ostrander Principal Aaron Hungerholt, and Administrative Assistant Elizabeth Rice.

A motion was made by Paul Besel to approve the agenda, seconded by Jim Hecimovich. Motion carried.

Public comments/recognition:

None

A motion was made by Jim Hecimovich, seconded by Paul Besel to approve the Consent Agenda. Motion carried. The following items were approved: Minutes from the March 17th Regular Meeting; the Treasurer's/Financial report; the NEXT Step bank account statements; resignation of Karen Erickson, School Psychologist effective June 30, 2020; Non-renewal of Kretta Menuet, Level IV teacher.

Committee Reports: None

New Business Items:

- A. Service Agreement with Total Fire for SMEC Ed Center; motion made by Scott Hall, seconded by Jim Hecimovich to proceed with the agreement to have Total Fire provide annual inspections of the automatic sprinkler systems.
- B. Reorganizational Chart: A motion was made by Paul Besel, seconded by Brian Shanks to approve the reorganizational chart structure of SMEC leadership as follows:
 - Tier 1: Leadership Team
 - Tier 2: Department Lead
 - Tier 3: AdministrationNo changes to staffing other than more defined levels and duties within the level; will allow for more flexibility in moving people up or down the ladder.
- C. Job descriptions were presented to include potential positions for in the future. Motion by Paul Besel, second by Scott Hall to approve the job descriptions as written.
- D. Testing Assistant 0.5 FTE: Motion by Scott Hall, seconded by Bryan Boysen to approve the posting to hire a 0.5 FTE Testing Assistant. This position will work with the school psychologists for overflow testing for Woodcock Johnson IV tests. Position will be posted internally.
- E. Teacher and Non-Licensed Agreements: Motion by Scott Hall, seconded by Bryan Boysen to approve the verbiage of the Teacher and Non-Licensed Agreements. SMEC is moving to agreements vs individual contracts to make it more uniform for all employees. Non-licensed would include SMEC staff in district buildings and PTO of those employees will be tracked by

SMEC and assigned Department Leads. SMEC will also continue to cover the costs associated when districts provide the staffing coverage for Level III programs.

- F. Fernbrook Proposal: Discussion Only. Looking to move to a hybrid model where a CT or MHP would be available to see students as either School Linked or School Based. Hybrid model would be more efficient with less travel time for therapists and allow for more student contact time.
 - When Fernbrook sends contract for services would like to add in an escape clause to allow for review of contract due to emergency reasons (ie: loss of state/federal funding, prolonged school closures, etc.)
- G. Designated fund for Legal Costs: Discussion Only. Bryan Shanks, Paul Besel, and Dan Armagost will work together to create the parameters for the fund to state what type of legal costs and when fund should be utilized to cover costs. Will also need to address how much each district would contribute to the fund.
- H. Zoom vs BlueJeans video conferencing: Discussion Only. Currently SMEC hosts 30 rooms, but generally only utilizes 8 rooms. During the distance learning more staff, students, and parents have become familiar with Zoom and are comfortable using this platform. Cost to purchase is comparable between the two platforms, Jeff Oian will contact Zoom to see what an actual cost would be. SMEC would continue to host 8 rooms, but each district would then purchase their own Zoom rooms to use. SMEC will be testing Zoom over the next month to ensure it is compatible with currently owned equipment.
- I. School Pictures: Discussion Only. SMEC would like to be able to offer school pictures to students attending at the Ed Center. Strawbridge was suggested by both Grand Meadow and Lyle as a vendor of choice.
- J. EdFi/MARSS: Discussion Only. Southland and Kingsland are looking to migrate to EdFi in the 2020-2021 school year, remaining districts unsure as to date they will start the process.

Old Business Items: None

Administrative Reports:

Admin Council Updates (Paul Besel): next meeting will most likely need to be scheduled as a virtual meeting; may need to cancel the Admin Retreat due to potential of continuation of social distancing guidelines; will be setting up a meeting to touch base with Heather Schutte, Career Navigator, to see how things have been going.

3rd Party Billing Coordinator Update (Dee Felten): Goal was to reach 50%, currently sitting at 49%; billable services will be less during the distance learning, but are still able to bill out mental health services

Business manager Updates (Todd Lechtenberg): budget review in May; looking to future projections to determine ways to potentially 'live with less'

Director Updates (Denise Kennedy): ESY: registrations were collected now waiting for direction from Governor to see if ESY can continue as planned or if it will need to be distance learning only; Summer Academy: talked with other committee members about cancelling, but were waiting for official guidance from Governor, would recommend cancelling to ensure that the first year of Academy can be successful (after discussion with Cabinet, was determined that Summer Academy will be cancelled for this year, but that all ideas will be rolled over to next summer); Distance Learning: going very well for Sped, teachers are doing a good job of maintaining contact with students and are documenting all interactions, due process and paperwork will be rough in the fall with so much of the face-to-face evaluation pieces being put on hold

Executive Director Updates (Dan Armagost): Building Updates: Joseph Const. has been working on fixes, they did a test of block repair on a wall section – will see how well it holds up; received final bid on the parking lot; Grants: Project Discovery, DNR (school forest), playground equipment, and many other grants in the works; rSchooltoday: looking to move SMEC website to be more uniform with the rest of the cooperative, cost approx. \$800, Jeff Oion would help to migrate from current website over to new site; Level III Diplomas: these are tuition agreement students, diplomas should come from serving district (SMEC), resident district, or open enrolling district – will need to work with districts to ensure that students have the right coursework to match credit requirements for diploma issuing district, case managers will contact district of seniors who will be graduating to ensure a diploma is ordered.

Cabinet Comments: District Videos: will review quote sent by John Deo; Todd L. and Dan A. will work with staff for teacher negotiations to be completed by June 1st.

Next Meeting Date/Time:

The next regular meeting will be on Tuesday, May 19, 2020 at 9AM at the SMEC office.

Adjourn:

A motion to adjourn was made by Brian Boysen, seconded by Scott Hall. Motion carried. Meeting adjourned at 11:17 AM.

Unofficial minutes submitted by Elizabeth Rice, Admin Assistant for SMEC on April 21, 2020

Official minutes approved May 19, 2020