

**SOUTHERN MINNESOTA EDUCATION CONSORTIUM #6083
CABINET**

Regular Meeting

Tuesday, August 18, 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 9:01AM by Dan Armagost on Tuesday, August 18, 2020. Due to COVID-19, the social distancing recommendations are being followed and the meeting was held virtually via Zoom video conferencing. The meeting opened with roll call to determine a quorum. Cabinet members in attendance were: Brian Shanks (AC & GE), Paul Besel (GM), Jamie Goebel (LY), Scott Hall (SO), Jennifer Backer-Johnson (LO) and Jim Hecimovich (KPS). Administration and staff in attendance were: Executive Director Dan Armagost, Director Denise Kennedy, Business Manager Nicole Fitzgerald and Administrative Assistant Elizabeth Rice.

A motion was made by Scott Hall to approve the agenda, seconded by Brian Shanks. Motion carried.

Public comments/recognition:

Public acceptance of the donation of a 2002 Ford F150 and a 2020 Brushhog from Dan Armagost, Sr.

A motion was made by Scott Hall, seconded by Jamie Goebel to approve the Consent Agenda with the removal of Treasurer/Financial report as there is nothing to review. Motion carried. Items approved in the Consent Agenda were: Minutes from the July 22, 2020 Regular Meeting; the NEXT Step bank account statements; approval to rehire Mary Medinnus, SMEC nurse for up to 400 hours at a rate of \$24/hr. effective August 24, 2020.

Committee Reports:

Review of Target Goals

A. Marketing

- John Deo (videographer) provided a rough estimate, due to Covid there has been no additional communications
- Steve Pittelko also has skills in web design and video; have Steve pull together some samples to be reviewed

B. Mission

C. Career Connection

D. Mid-Level College

- Continue to work on addressing communications between Riverland and the districts

New Business Items:

A. Review and approval Policy 808, Covid-19 Face Covering to sunset on June 30, 2021

- Motion by Jamie Goebel, seconded by Brian Shanks. Motion carried.

B. Review and approval of Policy 522, Title IX

- Motion by Scott Hall, seconded by Jennifer Backer-Johnson. Motion carried.

C. Approval of SMEC Base Learning Model for the 2020-2021 school year

- Motion by Brian Shanks, seconded by Scott Hall. Motion carried.
- Learning plan will be submitted to MDE

D. Approval to accept the sealed bid in amount of \$500 to Stacia Pudenz for the 2008 Chevy Impala.

- Motion by Jennifer Backer-Johnson, seconded by Brian Shanks. Motion carried.

- E. Approval to change the authorized persons for financial accounts held at First Farmers & Merchants Bank to Nicole Fitzgerald, Business Manager, and Elizabeth Rice, Administrative Assistant, and the removal of Todd Lechtenberg from said accounts.
- Motion by Brian Shanks, seconded by Jamie Goebel. Motion carried.

Old Business Items: None

Administrative Reports:

Admin Council Updates (Paul Besel):

- The Otto Bremmer grant was not as much as was expected, however, Southeast Service Cooperative will keep the cost to participating districts the same as was presented.
- Will begin setting up the radio schedule and notify of times
- Due to ongoing Covid restrictions, the Co-op Staff Development day on October 19th will be changed to be site-based. ALICE training will be rescheduled.
 - All cabinet members present were in agreeance to the change.

3rd Party Billing Coordinator Update (Dee Felten):

- Presented the final revenue totals for 2019-2020 for each district: total combined was \$88,268.77
- Discussion held regarding moving the MA (3rd party) revenue back to SMEC vs going back to individual districts
 - Funds would be earmarked for large purchases that could be utilized throughout the co-op; examples: wheel-chair vans, Hoyer lifts, assistive technology devices (FM radio systems)
 - Will also present this information at the next Business Manager meeting

Business manager Updates: as this is Nicole's first meeting there were no updates. Nicole will share information next month.

Director Updates (Denise Kennedy):

- Staff Development: LSCI training completed, Navigating Behaviors for Level III/IV staff completed, staff development week will be Aug. 24-27; CPI initial trainings on September 3 for east side districts (to be held in Grand Meadow) and west side districts (to be held in Alden), 75 currently signed up for CPI refresher, Jessica Benson and Taylor Turner are new CPI trainers
- Tech training: looking to see if districts interested in participating in training for Google, Seesaw, and Zoom; have some interested in providing the training. Check to see what is left in the staff development fund, approval by cabinet to pay up to \$100/hr which would include presentation and prep time
- IEP Updates: New guidance from MDE is requiring that all IEP's will need to be updated to reflect CLP learning models; staff will need more paperwork time to make required updates; all changed need to be completed by September 15
- Other updates: Rachel Fischel (WSU) will be leaving, will send over addendum to WSU agreement and continuing to work on ensuring that spring student teachers receive their stipend

Executive Director Updates (Dan Armagost):

- Building Updates: Sound panels have been installed and block work is complete; pump for well failed due to lightning strike – pump will be replaced, and cost is covered by insurance
- Insurance: looking to move to a single agency for all policies, should result in cost savings; looking to work with company within our coop
- Finance Update: Held initial meeting with business managers; will continue to meet monthly and include information from business manager meeting in cabinet packet; goals moving forward

are for better cash flow and proper billing procedures, and for better transparency; looking to meet with each superintendent and business manager to go over processes moving forward

Cabinet Comments: some districts are still looking to fill vacant positions

Next Meeting Date/Time:

The next regular meeting will be on Tuesday, September 15, 2020 at 9AM at the SMEC office.

Adjourn:

A motion to adjourn was made by Paul Besel, seconded by Brain Shanks. Motion carried. Meeting adjourned at 10:21 AM.

Unofficial minutes submitted by Elizabeth Rice, Admin Assistant for SMEC on August 18, 2020