

Southern Minnesota Education Consortium #6083
AUGUST REGULAR CABINET MEETING MINUTES
TUESDAY AUGUST 17TH, 2021 9:00am
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 17th, 2021. Due to COVID-19, proper social distancing recommendations were followed by in-person attendees and the meeting was also held virtually via video conference on Zoom. The meeting opened with the Pledge of Allegiance followed by roll call and determination of quorum.

Cabinet members in attendance were Brian Shanks (AC & GE), Jen Backer (LO), Paul Besel (GM), Jamie Goebel (LY), Scott Hall (So), and Jim Hecimovich (KPS). Administration and staff in attendance were Executive Director Dan Armagost, Director Denise Kennedy, and Administrative Assistant Amy Wylde.

Meeting Agenda

The meeting agenda was approved pending changes to the Consent Agenda including removal of items discussed in the July meeting, updated Target Goals, clarifying language regarding the lane change for Camille Osmonson, and an addition of a contract for Brooklyn (Brooke) Eastman for a paraprofessional position. Under new business, the joint powers agreement and strategic planning discussions were added. Motion to approve meeting agenda by Scott Hall, second by Jamie Goebel; all in favor; Motion carried.

Public Recognition

Nothing to report.

Approval of the Consent Agenda

Consent Agenda consisted of July 2021 meeting minutes, Treasurer/Financial Report, NEXT Step Bank Account Activity, Lane Change requests for Ranea Peterson and Camille Osmonson, Office Manager job description, contract for Roger Oberg, contract for Lorrie Hernandez, contract for Brooklyn Eastman, Katie Bissen resignation, and CTSS Policies and Procedures Manual. Motion made to approve Consent Agenda by Jen Backer with a second from Jamie Goebel; all in favor; Motion carried.

Committee Reports

An Admin Council update was provided by Paul Besel. Mr. Besel noted that the next Admin Council meeting is Wednesday August 18th, and that Principals will be meeting prior to the Admin Council Meeting to discuss summer items that need to be wrapped up. No additional information to report.

New Business

** indicates action items*

- A. *FY 22 Billing Procedures** - Reviewed in detail by Dan Armagost. Business Office Managers from all Districts will continue work collaboratively with each other and the SMEC office.
 - Billing procedures reviewed: ALC allocations; quarterly billing; third-party billing; contracts housed and paid for by SMEC that are also utilized by all Districts; permitted legal funds by District; additional reserve funds; billing to outside Districts that open enroll within SMEC for access fees; level II service billing clarification; ELL and interpreting expenses (no changes); annual bond amounts for each District; Kingsland levy; transportation funds; review of co-op billing to SMEC by District; SMEC Academy funding
 - Striking fun balance out of 2.A.II.; add 5.2. to Old Business for next meeting.; add SMEC Academy to old business
 - Motion to approve by Scott Hall and 2nd from Jamie Goebel, all in favor; Motion carried.
- B. *Early Release Letter** – Denise Kennedy brought forth the proposal that all districts release students early one day per week for staff development in Level III and Level VI settings per request of several staff. Staff voiced the concerns for lack of opportunity to meet regarding student behaviors and updates at End of Year check-outs last school year.

- Motion to approve early release by Paul Besel; 2nd by Scott Hall; all were in favor; Motion carried.
- C. *Administrative Contracts** – Scott Hall provided an overview of contract update/change requests
 - *Denise Kennedy* - changes to contracts to be more consistent with SMEC teacher contracts; PTO hours; changes to sick leave vs. vacation morphed into PTO except for bereavement; clarification of the utilization of bereavement leaves; consortium gross pay clarifying language; salary increase percentages
 - *Mary Bergene* – change job title to ‘Coordinator’; job description changes and additions; PTO hours; clarification of the utilization of bereavement leave; salary increases
 - Motion to approve contract changes by Paul Besel; 2nd by Jim Hecimovich; all in favor; Motion carried.
- D. *Updated job description for Due Process Coordinator** – review and justification during discussion of administrative contracts; Due Process Coordinator’s job description now substantiates the rate of pay
 - Motion to approve change by Paul Besel; 2nd by Jen Backer; all in favor; Motion carried.
- E. *Cyber Security Training Contract/District Bill-Back** –
 - Contract
 - Split payment evenly amongst districts participating
 - Motion to approve by Scott Hall; 2nd by Paul Besel; all in favor; Motion carried.
- F. *Approve Administrative Assistant job descriptions and contracts** –
 - Contracts were approved in July meeting contingent with job description proposal at this meeting
 - Job description overviews of Office Team Lead and two Administrative Assistants
 - Motion to approve Administrative Assistant job descriptions by Paul Besel; 2nd by Jamie Goebel; all were in favor; Motion carried.
- G. *MSBA’s Health and Safety Resolution for 21-22*
 - Individual district resolution overview
 - Special Cabinet session to approve each district’s resolutions
- H. *Joint Powers Agreement*
 - Board members requested discussions about decision making processes, policies and procedures, and potential changes that should be made now that SMEC is more established
 - Cabinet duties vs. Board of Director duties – determine any changes and approvals that should be done at the Board level instead of the Cabinet level
 - Discussion will continue with the SMEC Board of Directors at their next meeting
- I. *Strategic Planning*
 - Individual district strategic planning timelines
 - Dan will visit with Gail and bring back information to the next Cabinet meeting – will be put on Old Business for discussion

Old Business

- A. *MOU with Southeast Service Co-op for Career Navigator Service*
 - Costs all remain the same
 - Creating a job description will be the next step – what is missing that is wanted/needed
 - Keep on Old Business until job description is written and will be brought back to Cabinet meeting for review once complete

Administrative Reports

- A. *Business Management Updates*
 - Bank account balance as of 8/16/21
 - Invoices sent for ALC; will be sent for Next Step program and non-member district access fees this month
 - Plans for audit that will start the week of October 11th
 - Next Business Manager meeting August 19th, 2021
- B. *Director Denise Kennedy*
 - Staff Development start-up

- CPI Refresher training additions due to so many staff needing update
- Required to schedule an IEP meeting with every student on an IEP to discuss Recovery Services – we do this already
 - Letters going out to families to inform if Recovery Services have been provided for the student already or not.
 - Meeting with the State coming up that will provide more information regarding this
 - Teachers are being asked to start these conversations with parents
- MDE Complaint – we are on the last stage of this complaint
 - No agreement has been reached; parent suggestions were not reasonable for SMEC
 - Final proposal due to MDE August 18th; MDE will have one week to determine the solution

C. *Executive Director Dan Armagost*

- Online school application – SMEC Co-Op go through application process; have it completed but not use it until necessary
 - Individual districts can complete application themselves
- Building and Grounds update

Cabinet Comments

- A. *Transportation Training* – Jenny attends and comes back with good information; potentially send a couple staff to train and come back to educate drivers on safe transportation practices?
- B. *Homeless Grant* - SMEC could host, and through all the districts could bring in revenue that way
 - Would have to think about how revenue would be utilized

The next regular meeting is Tuesday September 21, 2021 at 9:00AM at the SMEC office and via Zoom.

Motion to adjourn by Scott Hall; 2nd by Jim Hecimovich; all in favor and meeting adjourned.

Meeting adjourned at 11:30AM.