

**SOUTHERN MINNESOTA EDUCATION CONSORTIUM #6083
CABINET**

Regular Meeting

Tuesday, July 22, 2020 10AM

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 10:04AM by Dan Armagost on Wednesday, July 22, 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), and Scott Hall (SO). Absent were Jennifer Backer-Johnson (LO) and Jim Hecimovich (KPS). Administration and staff in attendance were: Executive Director Dan Armagost, Director Denise Kennedy, and Administrative Assistant Elizabeth Rice. Business Manager Todd Lechtenberg was absent.

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

Public comments/recognition:

None

A motion was made by Paul Besel, seconded by Brain Shanks to approve the Consent Agenda with the addition of J: Resignation from Kaitlyn Weber, Success Level III paraprofessional effective July 30, 2020 and removal of Treasurer/Financial report as there was nothing to review. Motion carried. Items approved in the Consent Agenda were: Minutes from the June 16, 2020 Regular Meeting; the NEXT Step bank account statements; resignation of Kim Sherva, Level 3 Cards para, effective July 3, 2020; approval to hire Gizell Lopez, ELL para (\$14.50/hr); resignation from Jody Broitzman, Enrich Alden para, effective July 6, 2020; resignation of Tyler Kressin, Flight para, effective July 31, 2020; resignation of Mary Medinnus, SMEC nurse, effective June 4, 2020; lane change request for Ranea Peterson to BA+15 (Step 7/Lane 3)

Committee Reports: None

New Business Items:

- A. Review and approval of WSU Memorandum of Agreement
 - Motion by Paul Besel, seconded by Scott Hall to approve Memorandum provided WSU approves addendum. Motion carried.
 - No verbiage included in agreement to state that consortium will act as supervisors for student teachers or verbiage to state districts will receive stipend
 - WSU will send an addendum to the agreement to address the missing verbiage
- B. Review and approval of Memorandum of Cooperation with SSC for Career Navigator services
 - Motion by Paul Besel, seconded by Jamie Goebel. Motion carried.
 - There is an increase in cost due to wage equalization efforts at SSC
 - No increase to districts that participated last year; districts had overpaid and will see a reduction in cost for this year
 - Glenville has been added, Alden looking to possibly join
 - SSC holds the contract for Career Navigator and bills districts directly

Old Business Items: None

Administrative Reports:

Admin Council Updates (Paul Besel):

- Admin retreat was held July 14-15 at the SMEC Education Center. Group will be meeting again on August 7 (8AM) to continue discussion for back-to-school with the latest guidance from MDE and Governor Walz.

3rd Party Billing Coordinator Update (Dee Felten): no updates at this time

Business manager Updates: no updates at this time

Director Updates (Denise Kennedy):

- ESY: going very well, started week two
- Staff Development: will meet in person when possible, but looking to move more to virtual training, will be sending out an update by August 1, CPI initial trainings for east side districts (to be held in Grand Meadow) and west side districts (to be held in Alden) the week prior to school starting
- Program Updates: Success West (housed in Glenville-Emmons) will be a K-12 EBD program; Enrich Alden is expanding to include grades K-12, still in need of a few more paras for the program; Next Step West will be transferring to Glenville to allow for more space in Alden for the Enrich program; moving forward with discussions with Lyle for the ELL programming; looking at how to implement hybrid learning in the Level III programs

Executive Director Updates (Dan Armagost):

- Building Updates: Joseph Const. has agreed to redo the commons and the hallways block work to match the mock-up work, Joseph will be installing sound panels in the commons to help with the echo
- Finance Update: Todd Lechtenberg is no longer working with SMEC, SMS is to send a replacement – waiting to hear more information as to when and type of training replacement will receive; districts will need to remove Todd once name of replacement is learned. Setting up a meeting with business managers on Aug 4 to go over cash flow options moving forward.
- Met with Dr. Nuga (Riverland) recently and discussed communication (or lack thereof) between districts and college; need to work on how to improve communication and goals moving forward; Heather Schutte will be working hard to ensure the needs of the co-op are met

Cabinet Comments: Add SMEC Targets to future agendas to ensure that they are continual addressed; will need to start reviewing policies again as well. Received notice today that masks will be required indoors beginning Saturday, July 25, 2020 – this includes students grades K-12.

Next Meeting Date/Time:

The next regular meeting will be on Tuesday, August 18, 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 10:50 AM.

Unofficial minutes submitted by Elizabeth Rice, Admin Assistant for SMEC on July 22, 2020