

**Southern Minnesota Education Consortium #6083**

**NOVEMBER 2021 CABINET MEETING MINUTES**

TUESDAY NOVEMBER 16, 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 9:00am by Dan Armagost on October 19, 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), Paul Besel (GM), Jamie Goebel (LY), and Scott Hall (SL). Jen Backer (LO) and Jim Hecimovich (KPS) were absent. Administration and staff in attendance were Executive Director Dan Armagost, Director Denise Kennedy, and Administrative Assistant Ashley Rye.

**Meeting Agenda**

With the addition of the Ed Center snow removal bid to the meeting agenda, Paul Besel motioned to approve the agenda, Jamie Goebel 2<sup>nd</sup>, all were in favor, Motion carried.

**Public Recognition**

Nothing to report.

**Approval of the Consent Agenda**

The approval of the November Consent Agenda consisted of approval of the October 2021 meeting minutes; Treasurer's Report and Financial report; NEXT Step bank account activity; approval of contracts for Dahna Wright, Cassandra Olsen, and Julie Nafzger; and approval of the resignation of Certified Occupational Therapy Assistant Danielle Wagner. Scott Hall motioned to approve the Consent Agenda, 2<sup>nd</sup> by Brian Shanks, all were in favor, Motion carried.

**Committee Reports**

*Admin Council:* Scott Hall provided updates from the previous Admin Council meeting with minimal information to report. Scott noted that Principals were inquiring about the budget for the upcoming March Staff Development, as it was requested that Gerry Brooks potentially become a guest speaker. Discussions of member district fund contributions and potential for using the Homelessness Grant ensued. Armagost noted that he will follow-up on what the grant can be utilized for. It was determined that a budget of about \$10,000 for the guest speaker would be appropriate. This will be revisited at the Admin Council meeting next month.

The next Admin Council meeting is December 8<sup>th</sup>, 2021 at 2:30pm at the Ed Center.

**New Business**

*\* indicates action items*

- A. *Fernbrook Family Center Update:* Casey Lind from Fernbrook Family Center shared information on FFC updates within the member districts, noting the lack of therapists to provide for students, but hopes for two Masters-level interns to join to help relieve current staff caseloads. Information was also provided about the Adolescent Day Treatment Center in Austin.
- B. *Student Records:* Dan Armagost noted that SMEC plans to come up with a proposal for accessing student records for level 3 that attend at member districts. This would streamline the process for sharing student records with other school districts as they are requested. Principals are working with their Administrative Assistants to discuss the current processes and assist in helping determine a solution. This will remain on Old Business as possible solutions continue to be explored.
- C. *Staff Negotiations:* This is the negotiation year for licensed and non-licensed SMEC contracted staff. A group of representatives from contracted employees will participate in negotiations prior to solidifying contracts.

Information from each member district Business Manager is requested regarding their total package settlements as SMEC closely aligns with these. The negotiations will start after the audit review has been completed.

- D. *SMEC Ed Center Snow Removal Bid\**: Bid provided by Eric Boe was presented. Paul Besel made a motion to approve, 2<sup>nd</sup> by Scott Hall, all were in favor, Motion carried.

### **Old Business**

- A. *Career Navigator*: Scott Hall provided an update on the status of the Career Navigator position since it had been reposted. Five candidates were asked to interview, three candidates dropped out of the interviews before they were completed. Two candidates were interviewed and a candidate with strong workforce experience was selected. It is still waiting to be heard if the candidate has accepted the position.
- B. *Level III Transportation*: Dan Armagost continues to work with the state and Business Managers on the financial aspect of SMEC taking on transportation for the 2022 school year. The planning process for next year will begin after Christmas break.
- C. *ELL Newcomers Program*: Dan Armagost, Jamie Goebel, and Bradley Carlton are meeting on November 16<sup>th</sup> to discuss more on the Newcomers Program, with hopes that the state and ELL teacher can attend. The goal to start this program with Lyle as the host district would be Fall of 2022.

### **Administrative Reports**

- A. Business Management Updates
- Bank account balance as of 11/09/2021: \$1,548,606.26 – this is prior to payroll and bond payments.
  - Access Fees have been received with a total of \$62,129.92. These funds are in a restricted budget and will be applied to bond payments/membership fees for districts that host SMEC programs.
  - *Audit*: Auditors came to the Ed Center on November 11<sup>th</sup>. The audit review is scheduled for November 23<sup>rd</sup>, and results will be presented at the December Cabinet meeting.
  - *SMEC Academy*: SMEC received \$25,680 of \$102,720 of the funds provided last summer. This money remains available for the Summer 2022 SMEC Academy with plans to purchase more materials for programs.
  - *Billing Spreadsheet*: Dan Armagost provided an overview of what these spreadsheets entail and how Business Managers can utilize them within the district.
- B. Director Denise Kennedy
- *October 25<sup>th</sup> Staff Development Day*: Trainings were provided in AT and Conscious Discipline. If there is enough interest, a full training on Conscious Discipline could be provided during summer staff development.
  - *LETRS*: The initial cohort will be spending the second half of the year on units 5-8. Those that are training are also collecting data within their classrooms and will present this at the end of the year.
  - *Saint Mary's Teacher Field Placement Contract*: St. Mary's is willing to approve the \$1,000 stipend for student teachers, but SMEC will only move forward with this contract if St. Mary's will allow Tier 2 teachers to student teach while they work.
- C. Executive Director Dan Armagost
- *Property Lines*: Surveyors were here to mark property lines and SMEC will be in contact with the owner of the property that backs up to SMEC land in hopes of purchasing land to square up the property line.
  - *Next Step GE*: Hope to find a standalone building in the Glenville district for school year 2022 and as a long-term solution to having a facility for this program.

**Cabinet Comments**

- A. Brian Shanks noted of his ongoing absence starting around Thanksgiving through the calendar year.
- B. Paul Besel noted that SMEC has yet to perform a review and adoption of policies as should be done annually.
- C. Paul Besel requested that SMEC begin to participate in the annual evaluation of the Superintendent. This will be added to the SMEC Board agenda to determine how to proceed with this process.

The next regular meeting is Tuesday December 21, 2021 at 9:00am at the SMEC Ed Center and via Zoom.

Motion to adjourn by Scott Hall, 2<sup>nd</sup> by Brian Shanks all in favor and the meeting was adjourned at 10:51am.