

**SOUTHERN MINNESOTA EDUCATION CONSORTIUM #6083
CABINET**

Regular Meeting

Tuesday, October 20, 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 9:06AM by Dan Armagost on Tuesday, October 20, 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, was able to log on at 9:19AM), 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 Jamie Goebel to approve the agenda, seconded by Scott Hall. Motion carried.

Public comments/recognition:

No items.

Approval of Agenda:

A motion was made by Jennifer Backer-Johnson, seconded by Jamie Goebel to approve the Consent Agenda. Motion carried. Items approved in the Consent Agenda were: Minutes from the September 15, 2020 Regular Meeting; Treasurer's Report/Financial Report (none available); the NEXT Step bank account statements; approval to hire Marisa Meyers, 1st Step Kingsland para, \$14.50/hr; approval to hire Shannan Nelson, Level III Enrich Alden para, \$15.00/hr; approval of resignation from Gwen Howard, BVI teacher, effective June 30, 2020.

Committee Reports:

Review of Target Goals

- A. Marketing
- B. Transportation
- C. Riverland

- Held meeting on October 9th, next meeting on October 27th. Continuing to address the differences in philosophy between the Riverland administration

New Business Items:

A. E-learning for Snow Days

- Discussion was held to review what options are in each district
 - Kingsland and Grand Meadow use E-learning; LeRoy, Lyle, and Southland have distance learning days
 - SMEC programs housed within a district building will follow the policy of the housing district
- SMEC will look to implement E-learning for next school year (missed deadline to implement for current year) and have board approval.
- For remainder of current school year, SMEC's ALC/RESET programs will utilize distance learning days for snow days. This will follow snow days as called by Grand Meadow due to meals for SMEC building coming from Grand Meadow.

- B. A motion was made by Paul Besel, seconded by Jamie Goebel to approve the Medford Contract for Speech Services. Motion carried.
- C. Non-Member Access Fee
- Request was made to have this reviewed by SMEC attorney prior to any approval from the cabinet.
 - A motion was made by Jim Hecimovich with a second by Jamie Goebel to table this item. Motion carried.
 - If necessary, a special meeting will be called to approve notice to allow for sending out with tuition notices to non-member districts.

Old Business Items: None

Administrative Reports:

3rd Party Billing Coordinator Update (Dee Felten):

- No updates at this time

Business manager Updates (Nicole Fitzgerald):

- Auditors are currently here working on FY20
- Current checking account balance after payroll is approx. \$250,000
- Going over the revenue worksheet with Dan to show where all SMEC revenues come from

Director Updates (Denise Kennedy):

- Currently have a waiting list for some level III programs due to staffing shortages
- Still in need of teacher and para subs
- Building from within – have two ALC students who are working with the 1st Step Kingsland

Executive Director Updates (Dan Armagost):

- Building Updates: water filtration system – no funds at this time to purchase; Wi-Fi extenders have been put up outside; one-year building walk through is going to be scheduled soon
- Student counts: ALC currently has 41 with max capacity of 60; RESET currently has 9 with max of 12
- Finance Update: met with business managers to go over 1st draft of billing procedures, made updates and will present 2nd draft at next meeting; SMS continues to work with the IRS in regards to the assessed penalty fees, Nicole waiting to hear back in regards to review
- Teacher sub pay rate: SMEC current rate is \$110/day; KPS, SO, AC, and GE rate is \$115/day; GM and Lyle rate is \$120/day. SMEC will look at raising rate to match with member districts.
- COVID reporting procedures for SMEC programs housed in district building: set up consistent reporting guideline throughout all districts
 - First step is to notify SMEC administration, Host district administration, and host district nurse (if applicable)
 - Host district will file report with MDH and share information with SMEC admin
 - SMEC will file reports for any cases in the ALC, RESET, or GM Next Step locations and share information with member district of student(s) report pertains to
 - Denise will follow up with transportation directors

Cabinet Comments:

None

Next Meeting Date/Time:

The next regular meeting will be on Tuesday, November 17, 2020 at 9AM at the SMEC office.

Adjourn:

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

Unofficial minutes submitted by Elizabeth Rice, Admin Assistant for SMEC on October 20, 2020