

**SOUTHERN MINNESOTA EDUCATION CONSORTIUM #6083
CABINET**

Regular Meeting

Tuesday, September 15, 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 9:00AM by Dan Armagost on Tuesday, September 15, 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 Jim Hecimovich to approve the agenda, seconded by Jamie Goebel. Motion carried.

Public comments/recognition:

No items.

A motion was made by Paul Besel, seconded by Jim Hecimovich to approve the Consent Agenda. Motion carried. Items approved in the Consent Agenda were: Minutes from the August 18, 2020 Regular Meeting; Treasurer's Report/Financial Report; the NEXT Step bank account statements; approval of lane change request from Courtney Janzig to MA/2; approval of maternity leave request for Courtney Janzig effective Dec. 10, 2020; approval of resignation from Lexie Hardecopf, Level III para, effective September 1, 2020; approval of resignation from Barb Hunter, testing assistant, effective September 14, 2020.

Committee Reports:

Review of Target Goals

A. Marketing

- Steve Pittelko will be putting together a video promoting the SMEC Ed Center. This will then be brought to the committee to review to plan for potential future videos of all districts/programs.

B. Transportation

- Still in need of lift vans to use with students; will continue to work with business managers to determine how to best utilize 3rd Party Funds to make these MA allowable purchases

C. Riverland

- Continue to work on addressing communications between Riverland and the districts
- Addressing the joint mission/vision of the collaboration between Riverland and districts
- Heather Schutte will be setting up another meeting

New Business Items:

- A. Review of proposed policy to establish procedure for requesting ELL translation/interpretation services. Billing procedures will be brought back for review at a later date.
 - Motion by Paul Besel, seconded by Scott Hall. Motion carried.
- B. Renewal of Dan Armagost as authorized IOwA for SMEC; email with resolution was sent to all Cabinet members for approval. Resolution stated below was approved unanimously.

- *The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Director recommends the Board authorize Dan Armagost, darmagost@smec.k12.mn.us, EDIAM user ID: darmagost to act as the Identified Official with Authority (IOwA) for Southern Minnesota Education Consortium, ISD 6083.*

Old Business Items: None

Administrative Reports:

Admin Council Updates (Paul Besel):

- Moving forward if you have something to share via the Radio Show, you will need to contact and set up your own times. A set schedule will not be created this year.

3rd Party Billing Coordinator Update (Dee Felten):

- Will start entering information to beginning the billing process for the current school year

Business manager Updates (Nicole Fitzgerald):

- Reviewed the treasurer report end dated Aug. 31, 2020
- Question from Paul Besel asking if the cash flow crisis had been resolved; Nicole feels it has been with the listed balance
- More clarification was asked as to what the 'other reconciling items' include and what is included in the balance per treasurer's books. – Nicole will provide more clarification at next meeting

Director Updates (Denise Kennedy):

- Staffing: sub shortage – needing both teachers and paras; some districts have hired full-time subs to work in their buildings to help when staff is gone
- COVID: lots of traveling staff between districts; trying to limit number of districts any itinerant staff will be working in; CST meetings will be held on Zoom; will consider moving IEP meetings to Zoom for critical disability categories
- Shout out to the transportation teams on a great job

Executive Director Updates (Dan Armagost):

- Building Updates: well pump was replaced – total cost for repair \$3,000, insurance deductible \$2,000; looking at options for sediment filtration – estimated cost for whole system filtration \$10,206
- Have been approved for numerous grants to use for COVID related expenses – grants will help to pay for mental health, technology, and outdoor learning spaces
- Finance Update: will meet with business managers again in October; meeting with SMS to review roles pertaining to SMEC on Sept. 21

Cabinet Comments:

Next Meeting Date/Time:

The next regular meeting will be on Tuesday, October 20, 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 9:51 AM.

Unofficial minutes submitted by Elizabeth Rice, Admin Assistant for SMEC on September 15, 2020