

Southern Minnesota Education Consortium #6083
SEPTEMBER REGULAR CABINET MEETING MINUTES

TUESDAY SEPTEMBER 21ST, 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 September 21st, 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 Ashley Rye.

Meeting Agenda

The meeting agenda was approved with the addition of the discussion of ELL Services to New Business. Motion was made by Paul Besel to approve the agenda, 2nd by Jamie Goebel, all were in favor; Motion carried.

Public Recognition

Nothing to report.

Approval of the Consent Agenda

The Consent Agenda consisted of the August meeting minutes, the Treasurer and Financial report, the NEXT Step bank account activity, approval of a Step/Lane change for Ashley Hanson, approval of Heather Osgood's contract, approval of Evonne Pechacek's resignation, approval of Heather Grey's termination, and approval of Cassandra Olsen's resignation. Motion was made by Paul Besel to approve the Consent Agenda, 2nd by Jamie Goebel, all were in favor; Motion carried.

Committee Reports

An Admin Council update was provided by Paul Besel. The Admin Council met prior to the school year. Staff development in October will occur at everyone's own site. Scott Hall will be taking over leadership and will provide updates in future meetings. The next Admin Council meeting is October 14th at 2:30 p.m. It is yet to be determined where the meeting will be located.

New Business

** indicates action items*

A. Level III Student Transportation

- Clarification sought about transporting Level III students and what site should be utilizing district payroll to pay the person transporting Level III students if it is a short route
 - Transportation revenue goes to the transporting district, not SMEC
 - Tuition agreements between schools and SMEC note that the school district is responsible for transportation, therefore the transporting staff would be paid from the school district's payroll
- Dan is in the works of discussing funding with the MREA and the State to see how funding would work if SMEC were to take over the routes
- Need for wheelchair-accessible van
 - Students have been going to other districts due to lack of wheelchair-accessible transportation through SMEC
 - Not having a wheelchair-accessible van has resulted in districts contracting out for transportation for children with wheelchairs – greatly impacts the length of the students' days
 - Possibility of purchasing a van in the future for this purpose
- Paras will track paraprofessional time and transportation time on separate sheets and turn into SMEC all at once
- Transportation will be added as Old Business for ongoing discussion

B. ELL Services

- An additional para has been hired to support Laurie with ELL services this school year
 - Laurie has requested another para for support; approval would be based on schedules and the documented need for additional support
- Proposal that Lyle host an ELL program
 - Give Lyle an opportunity to be a host site for a SMEC program
- Newcomers program (Level 3)
 - Target to start 2022-2023 school year
 - Consider set up of a planning committee
 - Will bring to the Business Managers meeting in October
 - SMEC run program or District-run
 - More clarification on funding needed

Old Business

A. Strategic Planning

- Still scheduled for June/July – Dan will have dates after meeting with Gail this week and will bring updates to the next meeting

B. Homeless ARP Co-Op submitted

- Once approval is received, it will be sent out to the Cabinet
- Money will be distributed to Principal's group to determine how to use for Staff Development

C. Career Navigator

- Heather Schutte resignation
- Four interviews are set up for Thursday 9/23 for Heather's replacement – Scott, Dan, and Jamie plan to attend

Administrative Reports

A. Business Management Updates

- Bank account balance as of 09/17/2021 is \$1,181,983.42
 - Cash-flow in good standing
- Access Fees have started to roll-in with some push back as expected
- Audit is scheduled for October 11th; continuing to fulfill document requests
 - SMEC audit financials 420, 422, 427 is complete, working on tying out 419 and 740
- Next Business Manager meeting will be October 14, 2021

B. Director Denise Kennedy

- MDE Complaint – result was in SMEC's favor; SMEC will need to offer 14 hours of summer services during SMEC Academy as Comp.Ed. to the student to which the student/guardian can accept or deny
- University Updates –
 - Winona – contract is in Dan Kirk's hands and awaiting response to finalize/update
 - Augsburg – reached out after losing touch for a couple of years, an old Augsburg contract was update and awaiting response, but Rep was optimistic; will update at the next Cabinet meeting
 - St. Mary's – contract was sent to the Rep to get the conversation started
 - Grand Canyon – Possibly invite to a meeting to talk about collaboration since the Rep has made visits to all sites
- Quarantine and Special Education Services – what are services looking like when a SPED student is quarantined?
 - Provide school-issued devices to those who do not have one at home to ensure SPED service minutes are still being met even if the student is quarantined at home

C. Executive Director Dan Armagost

- Restrictive Procedures report was submitted using StepWell for all districts

- Early Childhood and COSF Reports – trying to get Diane access, but MDE has not been consistent with their responses; Dan plans to meet with everyone to get all on the same page
 - Districts would prefer to have Dan continue to submit Restrictive Procedure and Seclusion reports on their behalf
- SMEC provisionally approved for online school for the 2021-22 school year; this does not have to be implemented until it is wanted/needed

Cabinet Comments

- A. Paul Besel noted that he is facilitating the Collaboration meeting, and all will be in attendance but Brian and Denise. These meetings occur every other month and the next one is November. It is requested that if Cabinet members cannot make it, to send another District Representative.

The next regular meeting is Tuesday October 19th, 2021 at 9:00 A.M. at the SMEC office and via Zoom.

Motion to adjourn by Scott Hall, 2nd by Brian Shanks; all in favor and meeting adjourned.
Meeting adjourned at 10:07 A.M.