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| **Date** | **September 19, 2017** | **Time** | **9:00 am** |
| **Facilitator** | Dan Armagost | **Scribe** | Tiffany Lewison |
| **Subject** | SMEC Board meeting | | |
| **Attendees** | Todd L, Tiffany L, Bryan B, James H, Paul B, Jeff S, Dan A | | |

| Key Points Discussed | | |
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| No. | Topic | **Highlights** |
| 1 | Approve minutes | **1st Paul B 2nd Jeff S** |
| 2 | **Approve bills** | **1st Jeff S 2nd James H** |
| 3 | **Review Bank Rec Statements** | **1st Bryan B 2nd James H** |
| 4 | **Review Next Step Bank Statement** | **Will be account for Kingsland and Alden programs** |
| 5 | **Approve SERVs printout** | **1st 2nd - no SERVs this month, all will be on October’s printout** |
| 6 | **Business manager update** | **SMEC audit coming up; meeting with business managers in November** |
| 7 | Admin Council update | **Paul Besel: last meeting Sept 14th at Holiday Inn in Austin – Oct 23rd staff development in Grand Meadow, Reps Pappe and Bennett talked about concerns and expectations, going to Winona State to work on getting more student teachers for spring semester** |
| 8 | SMEC ALC Technology Policy | **Approval**  **1st Paul B 2nd Jeff S** |
| 9 | SMEC Land Purchase | **Updates / Rose Creek fire department to burn building / sewer upgraded within 12 months of purchase: Closed on land, Rose Creek will not burn building so will look into costs for demoing land, need to cap septic within 12 months from purchase date** |
| 10 | Edmentum | **Approval to increase number of seats**  **1st Paul B 2nd James H** |
| 11 | First Farmers and Merchants signers | **Approval to change signers for First Farmers and Merchants in include Dan A, Paul B & Todd L**  **1st Jeff S 2nd Bryan B** |
| 12 | Update on air quality of NEXT Step Building | **Air quality report came back good, need to clean upstairs carpets and remove all traces of mold in basement, bank to install new furnaces and get registers/ductwork cleaned out** |
| 13 | AngelSense | **Informational letter to parents about AngelSense** |
| 14 | Level III Paras to SMEC contracts | **SMEC will hire paras for level III rooms in the districts** |
| 15 | Adjourn | **1st James H 2nd Paul B** |