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| **Date** | **October 15, 2015** | **Time** | **9:00 am** |
| **Facilitator** | Dan Armagost | **Scribe** | Denise Kennedy |
| **Subject** | SMEC Board meeting |
| **Attendees** | Dan Armagost,Todd Lechentenberg, Jerry Reshetar, Jeff Sampson, Jennifer Backer (via phone), Brian Shanks (via ITV), Denise Kennedy |

| Key Points Discussed |
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| No. | Topic | **Highlights** |
| 1 | Approve minutes | 1st Jeff Sampson 2nd Brian Shanks |
| 2 | **Approve bills** | 1st Jerry Reshetar 2nd Jeff Sampson |
| 3 | **Review Bank Rec Stmts** |  |
| 4 | **Approve SERVs printout** | 1st Jeff Sampson 2nd Jerry Reshetar |
| 5 | **SMEC Insurance** | Board discuss the possibility of SMEC joining one of the member districts for Life insurance, health insurance, and long term disability. SMEC has liability insurance through Sterling State. Todd recommends going through Grand Meadow insurance for SMECS 5 employees. When SMEC gets to 10 employees the possibility of attaining our own plan increases. For the current time SMEC employees who need insurance are paid directly to pay for the premium of the insurance they choose for themselves. Currently SMEC has one employee who takes this option. |
| 6  | **Business mgr update** | Todd Shared SMEC and member districts business managers are moving from annual billing to quarterly billing. Todd and Dan will update the billing spreadsheets to ease the workload of the district business managers. Sterling State Bank is willing to work with SMEC at this point for workmans compensation and liability insurance.  |
| 7 | **Financial Audit** | Financial audit is scheduled for October 20th.  Dan will share results with district school boards.  |
| 8 | **CTIC** | Micki will give update at next board meeting |
| 9 | **Mower County Collaborative** | Micki and Jerry currently sit on Mower County Collaborative board. Update will be given next month.  |
| 10 | MDE Audit | Dan is working with individual districts. MDE is looking at PARS, transportation, equipment, third party reimbursement, and proportional share  |
| 11 | Programming | *Transition program* – Looking at programs in Kingsland, and Alden-Conger. *ALC*- Dan and John McDonald are touring ALCs in Goodhue, ZED, and Pequot Lakes. ALC’s offer multiple choices: full day, part day, online credit recovery, etc. SMEC looking at locations to host local ALC. *Autism program-* Looking at possibility of ASD program in Glenville-Emmons. *EC program-*Alden Conger willing to host a ECSE program. To begin new programs the staff will be district employees. The superintendent group prefers SMEC’s level 3 programs move to be a site within a site.  |
| 12 | George Holt purchasing info | SMEC will change purchasing procedures to go through Cooperative Purchasing Connection (CPC). Glennville-Emmons, Grand Meadow, Southland, and Leroy-Ostrander are also moving forward with CPC.  |
| 13 | Admin Council Update | Jeff Sampson gave an update on the Admin Council Meeting. The team is looking at developing an ALC. This will allow all SMEC member districts to receive targeted services through the local ALC.  |
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