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| **Date** | **September 17, 2015** | **Time** | **9:00 am** |
| **Facilitator** | Dan Armagost | **Scribe** | Denise Kennedy |
| **Subject** | SMEC Board meeting | | |
| **Attendees** | Brian Shanks, John McDonald, Jeff Sampson, Dan Armagost, Denise Kennedy, Jennifer Backer (via phone, left after agenda item #6) | | |

| Key Points Discussed | | |
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| No. | Topic | **Highlights** |
| 1 | Approve minutes | 1st Jennifer Backer 2nd Jeff Sampson 4-0 vote |
| 2 | **Approve bills** | 1st 2nd |
| 3 | **Review Bank Rec Stmts** | The Next Step balance is up. The Lions Club made a donation of $748. Next Step still wishes to purchase a stove. |
| 4 | **Approve SERVs printout** | 1st Brian Shanks 2nd John McDonald 4-0 vote |
| 5 | **Business mgr update** | \*Budget update- Todd will speak at next board meeting.  \*Cooperative cost spreadsheet  \*Approval of liability insurance: 1st John McDonald 2nd Jennifer Backer 4-0 vote  Berkley Assurance Company is who the board approved for liability insurance.  \*Work comp for shared teachers- ECSE teachers who are split between two schools will fill out an incident report at the district the injury occurred. The Superintendents and insurance companies will continue to work it out. Dan and Micki will follow up with other Ed. Districts to see how they handle Workman’s comp. between districts.  \*1st Quarter billing- SMEC will bill out for Infinite Campus. |
| 6 | **Appoint rep to admin council** | It was recommended at the August Diane Amundson training that a Superintended lead the Administration Council. Jeff Sampson volunteered, and will lead the group this year. A one year rotation was decided. |
| 7 | Para checklist discussion | Micki shared the paraprofessional checklist to ensure all paras are trained prior to start dates and in the area of disability they will be working. The checklist is signed by the paraprofessional and is kept in their personnel file.  The SMEC leadership team will approve the checklist at their October meeting. |
| 8 | SMEC SEAC | Micki Breitsprecher is leading a SMEC special education advisory council as directed by statute. The council is to include parents, community member, school board member, special education director and district staff.  She is currently pulling together members and will meet four times a year with the committee. |
| 9 | Preschool screening | Dan will meet with each principal and community education director to review guidelines and job duties for preschool screening. |
| 10 | Programming | Transition program locations are being considered for Kingsland and Alden-Conger. Kingslands needs for a transition program are growing, SMEC toured the Wykoff building with John McDonald and may be a good location for a transition program.  Alden-Conger is working on a location. |
| 11 | Staffing | Cherie May, SMEC’s nurse who does PCA observations, and annual health care plans has not had a raise in three years. Dan proposed a 2-3% raise. The board approved a dollar an hour raise .  1st Jeff Sampson 2nd Brian Shanks 3-0 vote |
| 12 | MN Department of Labor | Jerry Reshetar invited Steve Dudley and Scott Higgins from the MN dept. of Labor to present. The electrical are reps discussed the need for districts to register their custodians to do “in house” electrical work. Anyone doing electrical work must be licensed or registered. Registration is gone for 1 year. Courses for registration are on the dept. of labor website. There are five different was to register based on the type of work that is done in the district.  New installations require a master electrician.  Steve and Scott handed out all information included in the presentation to the superintendents. |