**SOUTHERN MINNESOTA EDUCATION CONSORTIUM #6083**

**CABINET**

**Regular Meeting**

**Tuesday, March 17, 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 9:13AM by Dan Armagost on Tuesday, March 17, 2020. The meeting opened with roll call to determine a quorum. Cabinet members present were: Brian Shanks, Paul Besel, Bryan Boysen, Ray Arsenault, and Scott Hall. Absent was Jim Hecimovich. Administration and staff in attendance were: Executive Director Dan Armagost, Director Denise Kennedy, and Administrative Assistant Elizabeth Rice. Business Manager Todd Lechtenberg was absent.

A motion was made by Scott Hall to approve the agenda, seconded by Paul Besel. Motion carried.

***Public comments/recognition****:*

None

A motion was made by Scott Hall, seconded by Ray Arsenault to approve the Consent Agenda. Motion carried. The following items were approved: Minutes from the February 18th Regular Meeting; the NEXT Step bank account statements; resignations from Tiffany Lewison, Administrative Assistant and Jillian Johnson, Wolverine para; approval to hire Scott Swanek as 0.8 ALC instructor effective fall 2020-2021 school year.

***Committee Reports: None***

***New Business Items:***

1. Infinitec FY21 Agreement for Services; no changes from current plan
2. 2020-21 Rates of Pay
   * Working on creating master agreements for Licensed, Non-licensed, and Management
   * Tentatively start talks with staff in April with Non-licensed
3. Formally accept a donation from Buster and Annette Johnson in the amount of $100 for the ALC. Motion to formally accept by Paul Besel, seconded by Scott Hall. Motion carried.
4. Food Service during COVID-19 mandated closure
   * Resident districts will be sending out information to their students with the process for obtaining breakfast and lunch
   * SMEC will forward the resident district information out to parents of students in the Level III/IV/ALC programs.
5. Childcare for Employees during COVID-19 shutdown
   * This will be left to the discretion of each district; not mandated by the state to provide onsite childcare
6. Employee Expectations during COVID-19 shutdown
   * All employees should continue to follow normal routines during the initial 8-day shutdown
   * Hourly employees
     + If district has work and is requesting employee to come in to help (regardless of job duty (ie: para working with kitchen staff)) employee will be paid at regular rate of pay
7. Other COVID-19 concerns during mandated shutdown
   * Fernbrook Services
     + How to continue mental health services to students?
     + Can students meet with mental health provider at the school? Brain Shanks has sent an email in to see what state recommendation will be.
   * MCA testing
     + MDE will not be cancelling MCA testing at this time
     + Testing window will remain open and districts will be asked to complete testing as much as possible when students return
   * Spring Sports
     + Coaching contracts & compensation

***Old Business Items:* None**

***Administrative Reports:***

Admin Council Updates (Paul Besel): next meeting will be March 26th at the Holiday Inn; looking to reschedule due to shutdown

3rd Party Billing Coordinator Update (Dee Felten): No update

Business manager Updates (Todd Lechtenberg): Adopted budget will be presented at April Cabinet and at May Board meeting.

Director Updates (Denise Kennedy): ESY registration forms were sent home; Summer Academy: waiting to send home registration forms until later due to current shutdown, may potentially be able to use this time to recoup some service time for students that was lost due to shut down; Daily Q&A being sent out every night to help facilitate communication with all Sped staff in regards to the constant changes happening daily with the COVID-19 shutdown

Executive Director Updates (Dan Armagost): Staff will be gathering at the Ed Center the remainder of the week to plan for the possibility of extended distance learning.

***Cabinet Comments:***

Superintendents will meet again on Thursday, March 19 to go over most recent information due to COVID-19 closure

***Next Meeting Date/Time:***

The next regular meeting will be on Tuesday, April21, 2020 at 9AM at the SMEC office.

***Adjourn:***

A motion to adjourn was made by Brian Shanks, seconded by Paul Besel. Motion carried. Meeting adjourned at 10:04 AM.

*Unofficial minutes submitted by Elizabeth Rice, Admin Assistant for SMEC on March 17, 2020*

*Minutes approved as official April 21, 2020.*