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| **Date** | **Jan 19, 2017** | **Time** | **9:00 am** |
| **Facilitator** | Dan Armagost | **Scribe** | Tiffany Lewison |
| **Subject** | SMEC Board meeting |
| **Attendees** | Jennifer B, John M, Denise K, Jeff S, Paul B, Dan A, Todd L, Tiffany L, via ITV: Brian S |

| Key Points Discussed |
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| No. | Topic | **Highlights** |
| 1 | Approve minutes | **1st Jennifer B 2nd Paul B** |
| 2 | **Approve bills** | **1st Jeff S 2nd John M** |
| 3 | **Review Bank Rec Statements** |  |
| 4 | **Review Next Step Bank Statement** | **Food Cart startup costs** |
| 5 | **Approve SERVs printout** | **1st Jennifer B 2nd Jeff S** |
| 6 | **Business manager update** | Todd Lechtenberg: **Billing districts is going well; revised budget will be ready next month; ALC billing: SMEC will pay for startup costs and bill back to districts who have students enrolled, options for billing are either bill all 7 districts or bill each district for students they have enrolled at a daily rate****1st Motion from Jennifer B to bill only districts who have students enrolled at daily rate 2nd Brian S** |
| 7 | Admin Council update | Jeff Sampson – **Applitrak: looking at using Applitrak to ease application process and help expand pool of applicants, Webex on Jan 30th at 1:30** |
| 8 | Program Updates | ALC update: **Mary Barrie from the state came for a tour of the ALC and was very happy with everything, will need to start look into college courses like nursing assistant and cosmetology and others, plan to have 16 kids by end of year**ESY: **July 10-27th, July 10-13 will be ESY, July 17-20 will be Literacy camp, July 24-27 will be reading camp/ locations are as follows tentatively: Grand Meadow – ESY and ASD/DCD, Alden – ESY and ECSE, Glenville – ASD/DCD, Southland – ECSE**Free lunch: **ESY locations determined by districts who qualify for free and reduced lunch program**Fernbrook update: **Fernbrook will work on grants for SMEC, Amy working to get 3rd party billing moved from Level 1 to Level 2, staff will begin next school year and will start with 1 person in each Level III program and 1 person in Kingsland** |
| 9 | Summer Staff Development Days | **August 22-24** |
| 10 | Tuition Billing | **Discuss at next board meeting** |
| 11 | Transition Job Coaches | **Need more job coaches for the DCD students -Lions and Kiwanis are possibilities – will talk more on this when more information is abvailable** |
| 12 | Denise Kennedy contract | **Will have team begin to review, team includes Paul B, Jeff S, and John M** |
| 13 | Adjourn | **1st Paul 2nd John M** |
| 14 |  |  |