**SOUTHERN MINNESOTA EDUCATION CONSORTIUM #6083**

**CABINET**

**Regular Meeting**

**Tuesday, February 18th, 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 9:03AM by Dan Armagost on Tuesday, February 18th, 2020. The meeting opened with roll call to determine a quorum. Cabinet members present were: Brian Shanks, Paul Besel, Jim Hecimovich, Bryan Boysen, and Scott Hall. Absent was Ray Arsenault. Administration and staff in attendance were: Executive Director Dan Armagost, Director Denise Kennedy, Business Manager Todd Lechtenberg, and Administrative Assistant Tiffany Lewison.

Meeting opened with an addition to the agenda brought forward by Dan Armagost, adding item 6H Rachael Allen 2020-21 Speech contract under Consent Agenda. A motion was made by Brian Shanks to approve the agenda with that addition, seconded by Scott Hall. Motion carried.

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

None

A motion was made by Brian Shanks, seconded by Bryan Boysen to approve the Consent Agenda. Motion carried. The following items were approved: Minutes from the January 21st Regular Meeting, the NEXT Step bank account statements, Frankie Kohn’s CARDS para resignation, Lexie Sherman’s teacher resignation, Megan Dreier para contract 2019-20, Jessica Walters para contract 2019-20, and Rachael Allen’s 2020-21 speech contract.

***Committee Reports: None***

***New Business Items:***

1. Staff Projections (informational only):
   * Alden: projection 5.7 teachers, current 5.0, recommending 5.0
   * Glenville: projection 2.8 teachers, current 3.0, recommending 3.0
   * Grand Meadow: projection 3.8 teachers, current 4.0, recommending 4.0
   * Kingsland: projection 3.7 teachers, current 4.0, recommending 4.0
   * Leroy: projection 2.6 teachers, current 3.0, recommending 3.0
   * Lyle: projection 5.4 teachers, current 4.0, recommending an additional 1.0 (0.5 ECSE/0.5 Elem Sped) for total 5.0
   * Southland: projection 3.5 teachers, current 3.0, recommending 3.0
   * Specialists:
     + Vision: keep same and sell services
     + Speech: Hire additional 1.0 and continue to sell services
     + Psychologists: 1 per population of 1,000 students, on track to keep 3.0
     + DHH: current 1.0 but also does transition and helps case facilitator, no changes
     + OT: on track, keep staffing the same
     + B3/ECSE: short staffed now due to 2 on maternity leave but will be okay once leaves are done
   * Level 3:
     + ECSE (First Step): Keeping the 3 center-based programs in Alden, Kingsland and Adams with 1.0 teacher in each program (0.5 center-based/0.5 co-teaching)
     + DCD (Enrich): Grand Meadow 1.0 teacher, Kingsland 1.0 teacher, share 1.0 teacher so 1.5 in each program; Alden K-12 program for 2020-21 with 2.5 teachers
     + Autism (CARDS): projection is 2.4 teachers, current 2.0, recommending keeping 2.0 teachers due to kids going to transition program
     + EBD (Success): Southland and adding west side program in Glenville 2020-21, Southland 3.0 teachers and Glenville 2.0 teachers
     + Next Step: Alden 0.5 teacher and Grand Meadow 1.0 teacher
     + ALC: 2.0 teachers
     + Level IV (Reset): 2.5 teachers
2. Purchase of additional 10 passenger van: purchase would use general ed funds and be used for transporting ALC students, quote for $32,000. A motion to approve the purchase of the van was made by Brian Shanks, seconded by Jim Hecimovich. Motion carried.

***Old Business Items:***

1. Rescind Kim Perkins contract starting in January 2020 and change to starting in February 2020: a motion was made by Scott Hall to approve contract starting in February 2020, seconded by Bryan Boysen. Motion carried.

***Administrative Reports:***

Admin Council Updates (Paul Besel): next meeting will be March 26th at the Holiday Inn

3rd Party Billing Coordinator Update (Dee Felten): catching up on billing, December is done and working on January; CTSS recertification letter should be coming in the mail this week to tell us how long we are recertified for

Business manager Updates (Todd Lechtenberg): held business manager meeting on Feb 11th and discussed funds, policies, ELL, also will be sending Cabinet agendas out to business managers. Still planning on meeting quarterly with all business managers. Adopted budget will be presented at April Cabinet and at May Board meeting.

Director Updates (Denise Kennedy): ESY locations: Early Childhood will be in Alden, Adams and Kingsland. Level 3 at Kingsland (for Kingsland, Grand Meadow and Leroy programs) and the rest of the level 3 students will be served at the SMEC Ed Center; Summer Academy: lots of great proposals coming in from district staff; Reading Camp will take majority of 3 weeks of ESY in July and focus on LETRS; we will apply for free/reduced breakfast and lunch for SMEC Ed Center and still working on options for breakfast/lunch at Kingsland

Executive Director Updates (Dan Armagost): SMEC Ed Center open house/appreciation event will be Feb. 26th from 4-6pm and flag raising will be at 4pm; SMEC Board meeting to follow open house on Feb. 26th at 6pm; met with soil conservation to see about purchasing trees for a windbreak, they are going to go back to their Board and ask for more than the standard $1,000; food inspector came and there are a few things that need to be done, Nicole at Grand Meadow will help with citations

***Cabinet Comments:***

None

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

The next regular meeting will be on Tuesday, March 17th, 2020 at 9AM at the SMEC office.

***Adjourn:***

A motion to adjourn was made by Brian Shanks, seconded by Bryan Boysen. Motion carried. Meeting adjourned at 10:15 AM.

*Unofficial minutes submitted by Tiffany Lewison, Admin Assistant for SMEC on February 19th, 2020*