**SOUTHERN MINNESOTA EDUCATION CONSORTIUM #6083**

**CABINET**

**Regular Meeting**

**Monday, August 19th, 2019 at 9AM**

**SMEC Office, 203 2nd Street NW, Adams, MN 55909**

The regular meeting of the Cabinet of Southern Minnesota Education Consortium #6083, was called to order at 9:00AM by Dan Armagost on Monday, August 19th, 2019. The meeting opened with roll call to determine a quorum. Cabinet members present were: Brian Shanks, Paul Besel, Jim Hecimovich, Steve Sallee, Bryan Boysen and Scott Hall. Administration and staff in attendance were: Executive Director Dan Armagost, Director Denise Kennedy, Business Manager Todd Lechtenberg, and Administrative Assistant Tiffany Lewison.

Dan Armagost recommended additions to the agenda to include the following: under New Business add letter C. Approval to post and hire ELL Para 1.0 FTE, under New Business add letter D. Lexi Hardecopf para contract 2019-20, and under Executive Director updates add ALC billing discussion and E-Learning days. A motion was made by Brian Shanks to approve the agenda with those additions, seconded by Steve Sallee. Motion carried.

Public comments/recognition: none

A motion was made by Paul Besel, seconded by Bryan Boysen to approve the Consent Agenda. Motion carried. The following items were approved: Minutes from the July 16th Regular Meeting, the NEXT Step bank account statement, Ashley Warner para contract 2019-20, Jillian Johnson para contract 2019-20, Kris Hanson para contract 2019-20, Mary Medinnus SMEC nurse contract 2019-20, and Sarah Flugum para resignation for 2019-20.

***Committee Reports: None***

***New Business Items:***

1. Next Step East checking account: A motion was made by Bryan Boysen to approve opening a checking account in Grand Meadow for the Next Step East, seconded by Brian Shanks. Motion carried. ***Account signers would be Dan Armagost and Courtney Kreutzbender-Hanson***
2. Purchase of new van: A motion was made by Paul Besel to use federal funds for the purchase of a new van, seconded by Brian Shanks. Motion carried.
3. ELL Para 1.0FTE: A motion was made by Bryan Boysen to post and hire a 1.0FTE ELL Para, seconded by Scott Hall. Motion carried.
4. Lexi Hardecopf para contract 2019-20: A motion was made by Brian Shanks to approve the contract, seconded by Paul Besel. Motion carried.

***Old Business Items:***

***Administrative Reports:***

Admin Council Updates (Paul Besel): Admin council meeting next week; principals met last week in Rose Creek; setting details for October staff development day; Career Navigator position was dropped to a 0.7FTE position due to some districts not be able to opt in, Heather Schutte was hired to fill the Career Navigator role, CTE funding will keep costs down for the districts

3rd Party Billing Coordinator Update (Dee Felten): getting ready for new year billing

Business manager Updates (Todd Lechtenberg): almost done with FY19; will get SEDRA updated; working through ALC billing, need to make agreements with districts when open enrolled students go to the ALC

Director Updates (Denise Kennedy): during October staff development SPED staff will help in the morning with the BYOC training and then in the afternoon SMEC will have curriculum training; new programs for the 2019-20 school year include Enrich Alden-Conger, and First Step Kingsland; many questions regarding students who use CBD oils and they will not be able to use any form of CBD in school or on school property; reading camp went well with 16 teachers taking part, MDE will come down in the upcoming month to meet with Dan and Denise regarding SMEC’s reading camp structure

Executive Director Updates (Dan Armagost): Building updates: roof is on and working on getting change order done to switch to natural gas with Austin Utilities; SMEC purchased an OAE machine for the consortium to better assist students with hearing loss, half of the cost was donated by the local Lion’s Clubs; purchased items from Stewartville Public Schools for the new building and also got shelving units from Southland and some miscellaneous items from Grand Meadow Public Schools; ALC billing discussion on how to move forward so billing is done accurately; E-Learning days: level 3 staff and students will follow the district they are housed in’s policy and SMEC will draft up a policy for the new building

***Cabinet Comments:***

Paul Besel: New administration mentor/mentees will be Bryan Boysen and Jim Hecimovich for Leroy Superintendent Ray Arnesvoldt, Paul Besel for Southland Superintendent Scott Hall, and Jeff Tietje for Grand Meadow Principal Matt Rosaaen.

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

The next regular meeting of the board of education will be on Tuesday September 17th, 2019 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 10:27AM.

*Unofficial minutes submitted by Tiffany Lewison, Admin Assistant for SMEC on August 23rd, 2019*

*Amended minutes submitted by Tiffany Lewison, Admin Assistant for SMEC on August 28th, 2019 – amended are bolded and italicized*

*Minutes approved by the Cabinet on September 17th, 2019*