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| **Date** | **May 18th, 2017** | **Time** | **9:00 am** |
| **Facilitator** | Dan Armagost | **Scribe** | Tiffany Lewison |
| **Subject** | SMEC Board meeting |
| **Attendees** | Dan A, Denise K, Tiffany L, Todd L, Paul B, Jerry R, Jeff S, John M, Jenn B |

| Key Points Discussed |
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| No. | Topic | **Highlights** |
| 1 | Trevor Jensen liability discussion | **Trevor Jensen from Jensen Agency in Owatonna came and discussed the possibility of the consortium joining as together for property liability insurance – would have lower loss ratio as an entity than individual schools** |
| 2 | Approve minutes | **1st Paul B 2nd Jenn B** |
| 3 | **Approve bills** | **1st Paul B 2nd John M**  |
| 4 | **Approve Adopted SMEC FY18 budget** | **1st Jerry R 2nd Paul B** |
| 5 | **Review Bank Rec Statements** |  |
| 6 | **Review Next Step Bank Statement** |  |
| 7 | **Approve SERVs printout** | **1st Jeff S 2nd John M** |
| 8 | **Business manager update** | **Working on end of year billing for everything with the exception of the level 3 programs** |
| 9 | Admin Council update/Staff Sharing | Jeff Sampson: **Admin retreat is Aug 8th and 9th****Moving forward with staff sharing – meeting May 24th@ 6:30PM with superintendents and board chairs from each district** |
| 10 | Approve Denise Kennedy 2017-18 contract | **1st Paul B 2nd Jeff S** |
| 11 | Amy Wylde Resignation effective Oct 1, 2017 | **1st Jenn B 2nd Paul B** |
| 12 | Approval to replace Amy Wylde and add an additional 0.5 admin position | **1st Jenn B 2nd Jeff S** |
| 13 | Approve SMEC employee contracts | **Approval of all contracts: 1st Jenn B 2nd Jerry R****Madeline Beets, Katie Bissen, Stephanie Bonjour, Elizabeth Brumbaugh, Steven Castro, Karen Erickson, Gwen Howard, Jodi Kinney, Sara Koenecke, Megan Labitzky, Tiffany Lewison, Johna Nelson, Steve Pittelko, Kris Stevens, John Swander, Amy Wylde**  |
| 14 | Fillmore & Albert Lea contracts | **Contracts for Fillmore and Albert Lea services have all been signed and returned for 2017-18** |
| 15 | Fernbrook contract approval | **1st Jenn B 2nd Jeff S** |
| 16 | Next Step lease approval | **1st Jerry R 2nd John M** |
| 17 | Adjourn | **1st Paul B 2nd Jerry R** |
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