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| **Date** | **July 16, 2015** | **Time** | **9:00 am** |
| **Facilitator** | Dan Armagost | **Scribe** | Denise Kennedy |
| **Subject** | SMEC Board meeting |
| **Attendees** | Jeff Sampson, Jennifer Backer, John McDonald, Dan Armagost, Denise Kennedy |

| Key Points Discussed |
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| No. | Topic | **Highlights** |
| 1 | Approve minutes | 1st Jennifer Backer 2nd Jeff Sampson |
| 2 | **Approve bills** | 1st Jennifer Backer 2nd Jeff Sampson |
| 3 | **Review Bank Rec Stmts** | SMS services started July 1st. SMEC will begin providing payroll for SMEC employees. Districts will be billed out quarterly. The SMEC business manager will update the district cost spreadsheets monthly to share with districts.  |
| 4 | **Approve SERVs printout** | 1st Jeff Sampson 2nd Jennifer Backer  |
| 5 | **Use of restrictive procedure report** | Restrictive procedure report has been submitted to MDE.  |
| 6 | **Proportional share w/Sacred Heart and St John’s** | SMEC met with Sacred Heart administration to discuss proportional share. Kingsland will begin proportional share with St. John’s.  |
| 7 | MDE substantially approved district letters | Approval letters for SPED arrived. Funds still need to be uploaded. MDE is behind, but working on getting funds dispersed.  |
| 8 | Authorization for District office to use electronic funds transfer | 1st Jennifer Backer 2nd Jeff Sampson |
| 9 | Denise update on Literacy camp | SMEC has woven together staff development with ESY/title services. The three week reading/math camp consists of trainers working with staff in intervals. Staff rotates between getting trained for 20-30 minutes then immediately using that information to teach students for 20-30 minutes.  The first week is focused on the Barton Reading and Spelling System (for students with dyslexia). The second week is literacy best practices trained by 5 staff members who went thru training in June from national literacy trainers. The third week is math focused, MDE’s Sue Wygant, and Joann Luhtala will come in to train staff on math best practices. SMEC has received a grant to purchase math kits for each attendee. Students will leave reading and math camps with results from their assessments and recommendations for their highest level of academic potential that will be given to parents and principals/teachers.  |
| 10 | Diane Amundson | Dan explained what Diane Amundson can do to lead the SMEC advisory council into their 5 year plan. She is willing to interview each member and work on themes with the group at the August 17th meeting. The desired result is a collective decision on what the team can work on together and what should be done independently. The cost of her services is $1500 for the phone interviews and $2500 for the August 17th training day. Paul Besel will be asked to send out an email to evaluate interest among Principals. Districts will decide if payment will be divided by child count per district, or split evenly.  |
| 11 | Transportation meeting | Discussed the importance of transportation meetings and all transportation directors attendance at those meetings. One district still needs to hire a transportation director, it was asked to consider combining with another school transportation director to streamline transportation.  |
| 12 | Update Leadership Team and contracts | 3 year rotation of leadership team membersBarb Hunter (SL) will be replaced by Jill FeltonLaurie Frey will represent KingslandRobin Haines (GE) will rotate off. Another sped staff member will be recruited.  |
| 13 | Audit October 20th | SMEC will complete their audit after each of the districts have completed theirs.  |
| 14 | Business manager update | Todd from SMS will report to districts on the following: 1. Cash flow report
2. District cost spreadsheet
3. Monthly financial update
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| 15 | Review MSBA critique of SMEC Master Agreement | MSBA gave feedback on SMEC contract. Dan requested SMEC uses the MSBA model contract and add SMEC’s information to it. SMEC will not be unionized, therefore, contracts will be signed by board versus union presidents. Jeff Sampson will send Dan a model agreement to start process.  |
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