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| **Date** | **Sept 15, 2016** | **Time** | **9:00 am** |
| **Facilitator** | Dan Armagost | **Scribe** | Tiffany Lewison |
| **Subject** | SMEC Board meeting |
| **Attendees** | Dan Armagost, Tiffany Lewison, Brian Shanks, Jeff Sampson, John McDonald, Denise Kennedy, Jerry Reshetar, Paul Besel, Todd Lechtenberg, Jennifer Backer via teleconference |

| Key Points Discussed |
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| No. | Topic | **Highlights** |
| 1 | Approve minutes | **1st Jeff Sampson 2nd Brian Shanks** |
| 2 | **Approve bills** | **1st Paul Besel 2nd Jerry Reshetar**  |
| 3 | **Review Bank Rec Statements** | No SMEC bank statement to review, Next STEP statement for review and also Next STEP sink and air filter estimate for review **1st Jerry Reshetar 2nd Paul Besel** |
| 4 | **Approve SERVs printout** | **1st Jeff Sampson 2nd John McDonald** |
| 5 | **IA Tuition Bills** | Excess costs can no longer be added to EDRS – **districts to pay out of GenED funds and need to review their contracts with their business managers** |
| 6 | **Business manager update** | FY17 State Bill Process, Audit date in October – **late October, date to be determined yet** |
| 7 | **Admin Council update** | Jeff Sampson – **Advisory Council Meeting Oct.12th at the Holiday Inn in Austin, MN** |
| 8 | Approve Steve Pittelko’s contract | **1st Jerry Reshetar 2nd Brian Shanks** |
| 9 | Shared Staff | Angie Hanson, Dave Delaney, Danielle Hall, Greg Storey, Craig Rayman, Jodine Freese |
| 10 | ECSE Co-teachers | Memo of understanding of substitute teachers, staff development, contracts not matching – **districts to get their own subs when teacher is gone** |
| 11 | SMEC Para Contracts (A) | Approval of $12.00 ESY Rate **1st Paul Besel 2nd John McDonald** |
| 12 |  (B) | Approval of $12.00 Staff Development Rate **1st Paul Besel 2nd John McDonald** |
| 13 |  (C) | Discussion of para mileage – **SMEC will not pay mileage to paras for travel to Southland for training** |
| 14 | Program Updates | ALC Update, CTSS update, Lyle EBD, Transition program, GE ASD, Rose Creek building discussion**ALC: 3 applications sent in for 3 models (3 rooms), student application approved and will be sent to districts****CTSS: Amy working on application, contracting services out for 2016-17 school year****Lyle EBD: Remodel half done****Transition: All programs up and running****Glenville ASD: Hired Jessica Benson (teacher) and classroom instruction has begun****Rose Creek Building: Possible purchase of Rose Creek building in the future for programming needs** |
| 15 | Grand Meadow DCD room construction | Details on construction – **using adjacent room to** **DCD room for additional program space** |
| 16 | Infinitec Contract | Use and quote for this year and next – **all districts using so far this year** |
| 17 | First Farmers and Merchants Acct update | Add Dan, Todd, Jerry R. and remove Steve Sallee  **1st John McDonald 2nd Brian Shanks** |
| 18 | Booth Law Group Annual Renewal | **1st Jerry Reshetar 2nd John McDonald** |
| 19 | Booth Law Group 504 Conference | Information on upcoming 504 conference |
| 20 | Approve Code of Conduct | **1st Brian Shanks 2nd Jerry Reshetar** |
| 21 | Diane Amundson | October Staff Development – **presenting Oct 24th** |
| 22 | Confirmation of monthly district board meeting dates for 2016-17 school year | **Lyle: 3rd Wednesday 7PM****AC: 2nd Monday 7PM****Southland:3rd Monday 6:30PM****Glenville: 3rd Monday 6PM****Kingsland: 3rd Monday 6:30PM****Leroy: 3rd Tuesday 6:30PM****Grand Meadow: 3rd Thursday 7PM** |
|  23 | Self Insurance Info | Thom Surgeon – **discussion of information to bring to Oct. 24th staff development** |