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| **Date** | **December 13th, 2016** | **Time** | **9:00 AM** |
| **Facilitator** | Dan Armagost | **Scribe** | Tiffany Lewison |
| **Subject** | SMEC Board meeting |
| **Attendees** | Dan A, Denise K, Todd L, Tiffany L, Brian S, Jeff S, Jerry R, John M, Jennifer B via Bluejeans |

| Key Points Discussed |
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| No. | Topic | **Highlights** |
| 1 | Approve minutes | **1st John M 2nd Brian S**  |
| 2 | **Approve bills** | **1st Brian S 2nd Jeff S**  |
| 3 | **Review Bank Rec Statements** |  |
| 4 | **Review Next STEP bank statement** | **Approval for $390 for Lunch Cart start up 1st Jen B 2nd Jeff S** |
| 5 | **Approve SERVs printout** | **1st John M 2nd Jeff S** |
| 6 | **Business manager update** | **Membership Fees: will include expenses not covered by federal dollars****Bills will be broken down by expense category** |
| 7 | Admin Council update | Jeff Sampson: **Next meeting Dec 14th in Austin starting at noon; Sparks and Poppe from Senate will be there** |
| 8 | Substitute Teachers | **Discussion on Co-op hiring of substitutes: subs are hard to come by, have superintendents visit with principals at Advisory council meeting about hiring student teachers on as long term subs** |
| 9 | Approval for purchase of car | **Approval to buy 2016 Honda HR-V for Denise****1st  Brian S 2nd John M** |
| 10 | Self-Funded Insurance  | **Discussion led by Jerry R. on moving forward with self-funded health insurance: Contract from Amy for data collection and go out for bidding in Jan/Feb; districts that are in are SL, L-O, G-E, GM, Lyle and SMEC** |
| 11 | Change in homeless definition | **Have superintendents visit with principals about McKinney Vinto Act** |
| 12 | Approval to post ALC teacher &/or para position | **1st Brian S 2nd John M** |
| 13 | Audit | **Presentation by Jason Boyton from Smith & Schaeffer** |
| 14 | Staff Development contracts for Jan. 16, 2017 | **Take contracts to Advisory Council to review for presenters for January staff development** |
| 15  | Adjourn | **1st Jeff S 2nd Brian S** |