**SOUTHERN MINNESOTA EDUCATION CONSORTIUM #6083**

**CABINET**

**Regular Meeting**

**Tuesday, October 15th, 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 9:05AM by Dan Armagost on Tuesday, October 15th, 2019. The meeting opened with roll call to determine a quorum. Cabinet members present were: Brian Shanks, Paul Besel, Bryan Boysen, Scott Hall, Jim Hecimovich and Ray Arsenault. Administration and staff in attendance were: Executive Director Dan Armagost, Director Denise Kennedy, and Administrative Assistant Tiffany Lewison. Absent was Business Manager Todd Lechtenberg.

Dan Armagost recommended additions to the agenda including: Item G Cheryl May 2019-20 contract under Consent Agenda, Item B Updated contract for Bailey Hanson to reflect SY 2019-20 under New Business, and items d ELL update and e 504 under 10.E. Administrative Reports Executive Director. A motion was made by Paul Besel, seconded by Brian Shanks to approve the agenda. Motion carried.

Public comments/recognition: none

A motion was made by Paul Besel, seconded by Scott Hall to approve the Consent Agenda. Motion carried. The following items were approved: Minutes from the September 17th Cabinet Regular Meeting, Treasurer’s Report/Financial Report, the NEXT Step bank account statement, Michelle Runde para contract 2019-20, Chelsea Fast para contract 2019-20, Pam McCullough para contract 2019-20, Cheryl May 219-20 contract.

***Committee Reports: None***

***New Business Items:***

1. New teacher cohort: A motion was made to approve moving forward with new teacher meetings paid at the staff development rate of pay by Brian Shanks, seconded by Bryan Boysen. Motion carried. Paul Ragatz (AC) and Matt Roseann (GM) will take the lead on the meetings.
2. Updated contract for Bailey Hanson to reflect SY 2019-20: A motion was made by Scott Hall, seconded by Ray Arsenault to approve the updated contract. Motion carried.

***Old Business Items:***

***Administrative Reports:***

Admin Council Updates (Paul Besel): reviewed staff development budget for FY20; reviewed schedule for Oct 21st staff development day at Grand Meadow; Dr. Nuga from Riverland open to speaking at district boards

3rd Party Billing Coordinator Update (Dee Felten): will begin working on September billing

Business manager Updates (Todd Lechtenberg): Audit Update: audit was Monday October 14th at Grand Meadow; FY19 Tying up and final bills -We have worked with most districts to get their UFARS and SEDRA tied out and once our audit is done, we will start to send out the final payments to districts.  Please note that we usually do not send the level III expense to you until the state makes that final payment so we ensure everything ties out; Staff Development - Working with Mr. Besel to get this ready and will send out the invoice once we know what districts owe.

Director Updates (Denise Kennedy): LETRS: aides in learning reading difficulties before students can even read and goal is to get ALL students to read and reaching every student, six staff getting trained, went to MDE on Friday, reviewed handout, Minnesota is 17th state to take on LETRS, SMEC is part of the first cohort in Minnesota, takes a year to get trained

Executive Director Updates (Dan Armagost): Building update: on time, on track and on budget; FFA: level 3 student wants to do FFA and currently taking classes, will check with district FFA advisors on how it all will work; Career Readiness: part of Oct 21st staff development day; ELL updates: met with Patrick Gordon at ZED in regards to using grant money to cover SMEC’s ELL teacher and how it works is the grant money goes to cover ZED’s ELL coordinator which SMEC will have access to; 504: Laura Booth presented, 504 is not an IEP and you do not need parent permission on the 504 plans

***Cabinet Comments:***

Transportation (Scott Hall): short discussion on how far busses go into neighboring districts to pick up students; School lunches (Bryan Boysen): short discussion on who everyone uses for lunch services, will add to Old Business to discuss further in November; Late Starts (Ray Arsenault): inquiring on how late starts are handled in the consortium, explained that mass texts go out to the group of superintendents when weather is an issue and that all schools try to close together if it’s an option

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

The next regular meeting of the board of education will be on Tuesday, November 19th, 2019 at 9AM at the SMEC office.

***Adjourn:***

A motion to adjourn was made by Ray Arsenault, seconded by Paul Besel. Motion carried. Meeting adjourned at 10:25AM.

*Unofficial minutes submitted by Tiffany Lewison, Admin Assistant for SMEC on October 17th, 2019.*

*Official minutes approved by the Cabinet on November 19th, 2019.*