**SMEC Board Meeting Minutes**

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| **Date** | **March 16th, 2017** | **Time** | **9:00 am** |
| **Facilitator** | Dan Armagost | **Scribe** | Tiffany Lewison |
| **Subject** | SMEC Board meeting | | |
| **Attendees** | John M, Jerry R, Jeff S, Brian S, Dan A, Todd L, Tiffany L, Paul B, Jennifer B via phone | | |

| Key Points Discussed | | |
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| No. | Topic | **Highlights** |
| 1 | Approve minutes | **1st John M 2nd Jeff S** |
| 2 | **Approve bills** | **1st  Jeff S 2nd Paul B** |
| 3 | **Approve Bank Rec Statements** | **1st Paul B 2nd Brian S** |
| 4 | **Approve Revised Budget** | **1st Brian S 2nd Jerry R** |
| 5 | **Review Next Step Bank Statement** | **Last expense was stove** |
| 6 | **Approve SERVs printout** | **1st Brian S 2nd Jeff S** |
| 7 | **Business manager update** | **Meetings scheduled with all business managers in the next month; EDRS to be done by SMEC and not districts** |
| 8 | Admin Council update | Jeff Sampson: **Tabling most items until the April meeting; good discussion about ALICE training and working with principals on upcoming exercises** |
| 9 | Letter of intent from districts and Ehler’s conversation on Rose Creek (Jeff S) | **In regards to the Rose Creek building: SMEC will need a separate building to house a future Level IV program and CTSS services, Root River is closing and Horizon’s in Austin has joined with Albert Lea to form a co-op and are only servicing their kids so districts now have no local access to a Level IV program for the upcoming school year, Southland only needs 1 building to house its student population which would open the Rose Creek building up to SMEC; Jeff Sampson spoke with Jeff Seely with Ehlers about the different options on how to handle the sale of the Rose Creek building if that is what comes to happen; letter of intent to be sent to each district to bring to boards regarding the future of the Rose Creek building** |
| 10 | Shared positions/student teaching subs (Jerry & Jennifer) | **Set meeting with sups, board chairs, and business managers: March 29th @ 7PM in Adams in the Southland board room**; **Shared positions: embrace the chance to share positions throughout the districts to promote staff advancement and help with cost savings; Student teaching subs: many districts dealing with sub shortages, try to keep student teachers on as long term subs from Dec-end of school year to alleviate principals and superintendents having to fill in when a sub is not available** |
| 11 | Workplace Mentors | **Handed out flyer as an FYI in case Dan visits with organizations in each district** |
| 12 | Self-funded insurance (Jerry R) | **RFP’s due April 23rd and responses to boards by May 4th** |
| 13 | CTSS Fernbrook contract | **Looking at students who are on IEP’s and are MA billable – contracts handed out for review and discussion at April meeting** |
| 14 | SMEC contracts and pay schedule | **SMEC to begin working on contracts for SMEC staff whose contracts are set to renew July 2017** |
| 15 | ALC Update | **Current numbers: 17 students and 3 interviews scheduled and 18 credit recovery students; 2 students have graduated so far** |
| 16 | Adjourn | **1st Paul B 2nd Brian S** |