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| **Date** | **November 20, 2015** | **Time** | **9:00 am** |
| **Facilitator** | Dan Armagost | **Scribe** | Denise Kennedy |
| **Subject** | SMEC Board meeting |
| **Attendees** | Jerry Reshetar, Jennifer Backer, Jeff Sampson, Dan Armagost, Denise Kennedy |

| Key Points Discussed |
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| No. | Topic | **Highlights** |
| 1 | Approve minutes | 1st Jeff Sampson 2nd Jerry Reshetar |
| 2 | **Approve bills** | 1st Jennifer Backer 2nd Jerry Reshetar  |
| 3 | **Review Bank Rec Stmts** |  |
| 4 | **Approve SERVs printout** | 1st Jerry Reshetar 2nd Jennifer Backer |
| 5 | **Next Step bank stmts** | Reviewed statements. Next step’s next project is putting together baskets for fundraiser.  |
| 6 | **Audit review** | Adam from Smith & Schafer presented audit findings. SMEC has a clean audit. The general fund revenue exceeded expenditures by $53,173. The reason cited for this is the selling out of vision and deaf/hard of hearing services. Each board member was provided a copy of the audit.  |
| 7 | **Update 14-15 budget** | Amy’s job is becoming 100% MA billing. The 3rd party billing revenue is going back to her salary. 3rd party funds that go to districts can be used to pay for OT costs.  \*Erin Dilley’s contract will not be renewed next year. SMEC paid $20,000 for her services this year. We now have staff that can provide the same services. \*Audiology services are the only services SMEC will purchase outside of the Co-op starting next year. \*SMEC will continue to sell out vision and DHH services, we will continue to pay for staff to go back to school so those services are permanently in district.  |
| 8 | **District cost spreadsheet** |  |
| 9 | Staffing | \*Ted Hinrichs resigned, his last day is December 17, 2014.\*SMEC would like to purchase .5 of Kathy Pillers time for testing. Dan requests permission to purchase .5 of her time.APPROVED: 1st Jerry Reshetar 2nd Jennifer Backer\*Retired teachers are hired by the hour to help test.  |
| 10 | Tuition Bills | The bump in 13-14 revenue that goes outside of district is due to the 90/10 split. GM’s drop in tuition revenue was due to two high needs students who moved out of district.  |
| 11 | WS Update | Mock interview were done on Nov. 13th by Dan, Denise, and GM staff. We have heard back from one candidate to get in some internship hours at Grand Meadow.  |
| 12 | Expansion update | Mable/Canton’s board met with administration from SMEC, HVED, and ZED. One board member is holding back. Dan attended the board meeting on November 18th to answer questions from the board. MC board will make decision at December board meeting.  |
| 13 | ECSE calendar | \*Denise shared the common calendar for ECSE. The district calendars match up very closely. Up to this point each preschool calendar has been made up by individual teachers. This has led to different student contact days, different prices for each program in the district, and different teacher pay. \*Dan asked the superintendents to consider reviewing teacher contracts and to come up with similar contracts, student days, and preschool prices. The superintendents were in favor of the common calendar. \*Dan and Denise are also working on curriculum and assessments for the program. Teachers are welcome to pilot curriculum. \*Jerry requested to add standardized rate for all preschool programs be added to next month’s calendar. All superintendents will visit with staff, and are in favor of preschool starting the same week as the K-12 programs.  |
| 14 | Parapro memo of understanding | A memo of understanding was created to explain the process of how paraprofessionals become highly qualified. Paras are expected to pass the parapro assessment within 90 calendar days of their hire. The district pays for the first 2 assessments and the para pays for the 3rd. If all three parapro assessments are failed the result is immediate termination of the paraprofessional. Districts cannot get federal funding for staff who are not highly qualified.  |
| 15 | Leadership Team | File clean-up days.November 24th 12:00-5:00pm, November 25th 8:00 am to 12:00pm.  |
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