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| **Date** | **May 19, 2016** | **Time** | **9:00 am** |
| **Facilitator** | Dan Armagost | **Scribe** | Denise Kennedy |
| **Subject** | SMEC Board meeting |
| **Attendees** | Dan Armagost, Todd Lechtenberg, Jeff Sampson, Jerry Reshetar, Denise Kennedy, John McDonald, Micki Breitsprecher, Brian Shanks |

| Key Points Discussed |
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| No. | Topic | **Highlights** |
| 1 | Approve minutes | 1st Jerry Reshetar 2nd John Mcdonald Approved |
| 2 | **Approve bills** | 1st Jeff Sampson 2nd Brian Shanks Approved |
| 3 | **Review Bank Rec Stmts** |  |
| 4 | **Approve SERVs printout** | 1st Jerry Reshetar 2nd Jeff Sampson Approved |
| 5 | **Business mgr update** | * Billing districts 3 times/year
* Set goal for reserve funds by end of the year
* Quarterly business manager meetings the week before the board meeting.
* Business Managers to give each district a budget for ALC in June.
* Business manager working on FY17 budget
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| 6 | **CTIC** | Three students Identified ages 19-21 who are ready to work, but do not have transportation to and from work. Students are paid the same regardless if they have a job coach or not.  |
| 7 | **County Collaborative** | No meeting since last month  |
| 8 | Admin Council update | Jeff Sampson updateBlue Jeans* 5 spots (SMEC/ALC/EL(SL)/shared/shared
* $320 per dist/year
* 100 devices on each site
* Start in July
* SMEC admin asst manage schedule
* 1st Jeff Sampson 2nd John McDonald
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| 9 | Admin Assistant position | Change Amy’s title to MARSS coordinator and Third Party Billing Coordinator. Amy will no longer be taking on Dan’s schedule, inventory or any other admin duties. Her duties for next year are outlined on the attached document.16-17 support staff separation of duties. Discussed admin. Asst. salary and job duties. Approval to interview and hire: 1st Jerry Reshetar 2nd Brian Shanks approved.  |
| 10 | Evaluation spreadsheet | Dan shared initial and re-evals for each district.  |
| 11 | ALC cost projection | * One teacher and one para to begin with.
* ITV
* Laptops
* Desk tops
* Cell phone booster
* Building lease- leasing a building for the ALC is unique to SMEC due to SMEC acquiring the WADM. Todd shared $1.11
* Still need to figure in cost of Adm. Asst.
* Todd will give updated cost in June
* Dan & Todd working on Flowchart
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| 12 | Iowa tuition agreements | With George Holt retired Minnesota no longer gets excess cost for students sent to Iowa.  |
| 13 | Approve special services contract with Mayo clinic | Superintendents signed contracts.  |
| 14 | Approve specialists contracts | Vision with Albert Lea 1st Brian Shanks 2nd John McDonald Approved Vision/DHH/School Psychologist/ EBD teacher with Fillmore1st Brian Shanks 2nd Jerry Reshetar Approved Contracts have a “do not compete” clause added.  |
| 15 | Tuition Bill update | Dan shared revenue and expenditures for the seven districts in regards to tuition billing.  |
| 16 | Summer training update | Math Reading camp reported 76 students, and 12 teachers for math camp, and 91 students and 24 teachers for reading camp. These numbers do not include the Leory students and teachers who were recently approved to attend. Board packets also included August training agendas, those were not discussed.  |
| 17 | Pay scale | Cota- Board approved new cota contract. Discussions regarding PTO:Retire: remaining PTO is paid out at half of PTO days in their bank. Resign: No PTO paid out when cota resigns or is let go. 1st Jerry Reshetar 2nd Jeff Sampson ApprovedOT- SMEC’s OT will be put on a SMEC contract, same as teacher contract. This is the same contract as school psyches and vision. 1st Jerry Reshetar 2nd John McDonald ApprovedB-3 ECSE – Needs year round contract as B-3 services are 12 months. Contract will consist of 200 days spread out over the 12 months.1st Brian Shanks 2nd Jerry Reshetar ApprovedWhen staff come off district contracts to move to a SMEC contract they must resign from their current position first. SMEC needs to post positions where staff move to SMEC contract.  |
| 18 | Donation | Accept donation for the Next Step program |
| 19 | June board meeting date | June 14th 9:00-11:00am  |