

<b>Date</b>	<b>November 21<sup>st</sup>, 2017</b>	<b>Time</b>	<b>9:00 am</b>
<b>Facilitator</b>	Dan Armagost	<b>Scribe</b>	Tiffany Lewison
<b>Subject</b>	SMEC Board meeting		
<b>Attendees</b>	Bryan B, Brian S, Denise K, Jerry R, Jeff S, Dan A, Tiffany L, Paul B, Jim H via Bluejeans		

### Key Points Discussed

No.	Topic	Highlights
1	Approve minutes	1 <sup>st</sup> Jeff S 2 <sup>nd</sup> Bryan B
2	Approve bills	1 <sup>st</sup> Jerry R 2 <sup>nd</sup> Jeff S
3	Review Bank Rec Statements	Billing out 1 <sup>st</sup> quarter invoices and then reimburse districts for level III staff costs
4	Review Next Step Bank Statement	Purchases for PAES lab
5	Approve SERVs printout	1 <sup>st</sup> 2 <sup>nd</sup> No SERV's this month
6	Business manager update	Meeting with auditors on Nov 30 <sup>th</sup> and will present at December board meeting; business manager meeting earlier this month and will continue to have them quarterly
7	Admin Council update	Paul Besel: GM and G-E working together for a mindset training
8	SMEC audit update	Meet with auditors on Nov 30 <sup>th</sup> and then will present at the December SMEC board meeting
9	Postsecondary Pathways Form	New forms for parents and staff to utilize Side note: principals to revisit concurrent classes with Riverland
10	Next Step business proposals	Students in Alden doing sweet treats and students in Kingsland will do salads
11	Approval to hire SMEC Subs (names/where)	Districts will hire their own subs directly and not through SMEC
12	Resumes from Kate Hartman & Brittany Waters	Keep resumes on standby for open positions that come up in the co-op
13	Placement of student teaches for 2 <sup>nd</sup> semester	All placed except 1 and Lyle will touch base with her for possible placement in Lyle
14	Jessica Benson Augsburg	Approval for SMEC to hold tuition reimbursement contract for Jessica 1 <sup>st</sup> Paul B 2 <sup>nd</sup> Brian S
15	EL case load (Jeff Sampson)	Laurie Schmidt case load is 31 plus 13 mentoring; Jeff S and Bryan B will meet with Laurie to discuss options for possible para support
16	Fernbrook staff	Unfilled skills worker 0.5 position increased to 1.0 skills worker 1 <sup>st</sup> Bryan B 2 <sup>nd</sup> Paul B Laura Perez-Nichols to 30 hours a week through February 1 <sup>st</sup> Paul B 2 <sup>nd</sup> Bryan B
17	SMEC health insurance	Have a quote from PEIP and will check with SSC to get another quote as well; will need 75% of employees to sign up to continue with PEIP
18	Staff negotiations	Approval to start 1 <sup>st</sup> Paul B 2 <sup>nd</sup> Bryan B
19	Options to pay for SMEC building	Set up meeting with business managers and superintendents in December to discuss options; reviewed powerpoint presentation from last business manager meeting
20	Updated Joint Powers approval	Table until after business manager/supt meeting in December
21	Approval to hire architect for building project	1 <sup>st</sup> Bryan B 2 <sup>nd</sup> Brian S
22	Early outs and level 3 transportation (Denise)	take suggestion to the upcoming calendar meeting to get more common early dismissal times throughout the co-op for ease of transportation throughout the consortium
23	Adjourn	1 <sup>st</sup> Paul B 2 <sup>nd</sup> Bryan B

### Additional items:

- Tiered licensure discussion: **State of Minnesota** changing licensure into tiers, each having different requirements which will affect some staff; districts to work to keep current staff