**SOUTHERN MINNESOTA EDUCATION CONSORTIUM #6083**

**CABINET**

**Regular Meeting**

**Tuesday, November 19th, 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 9:01AM by Dan Armagost on Tuesday, November 19th, 2019. The meeting opened with roll call to determine a quorum. Cabinet members present were: Paul Besel, Bryan Boysen, Scott Hall, and Ray Arsenault. Absent were Brian Shanks and Jim Hecimovich. Administration and staff in attendance were: Executive Director Dan Armagost, Director Denise Kennedy, Business Manager Todd Lechtenberg, and Administrative Assistant Tiffany Lewison.

A motion was made by Paul Besel, seconded by Bryan Boysen to approve the agenda. Motion carried.

Public comments/recognition: Paul Besel recognized Lyle Public Schools for all the great things happening at Lyle in past few months.

A motion was made by Paul Besel, seconded by Ray Arsenault to approve the Consent Agenda. Motion carried. The following items were approved: Minutes from the October 15th Cabinet Regular Meeting, Treasurer’s Report/Financial Report, and the NEXT Step bank account statements.

***Committee Reports: None***

***New Business Items:***

1. School Removals: Procedures and Requirements: informational only, already gave to principals at consortium principals meeting
2. Snow Removal bids: A motion was made to post for bids by Bryan Boysen, seconded by Paul Besel. Motion carried.
3. Approval to post for custodian/groundskeeper for SMEC Education Center: A motion to approve to post was made by Paul Besel, seconded by Bryan Boysen. Motion carried.
4. Set SMEC summer rates: A motion to table until January 2020 Cabinet meeting was made by Paul Besel, seconded by Ray Arsenault so the options to keep rates the same, increase rates, or use district rates can be discussed with all consortium business managers. Motion carried.
5. Set access fee: A motion to table until December when all categories are finalized and starting access fee July 1st, 2020 was made by Paul Besel, seconded by Scott Hall. Motion carried.
6. Approval of Dave Delaney lane change request: A motion to approve was made by Scott Hall, seconded by Ray Arsenault. Motion carried.
7. Approval of Stephanie Arneson FMLA leave request: A motion to approve was made by Ray Arsenault, seconded by Paul Besel. Motion carried.
8. Approval of amended Fernbrook contract to include 1.0FTE Mental Health Practitioner for Level IV Reset Program: A motion to approve was made by Scott Hall, seconded by Ray Arsenault. Motion carried.

***Old Business Items:***

No discussion on Free & Reduced Lunches from last month

***Administrative Reports:***

Admin Council Updates (Paul Besel): held admin council last month; continuing to work with Riverland, working with Heather Schutte to get survey to ALC students to see what Career Pathways most interest them, working to make a program that is better tailored to meet the needs of the ALC students

3rd Party Billing Coordinator Update (Dee Felten): got September checks, working on October billing, 17-18 rates are okay; CTSS recertification; working with Fernbrook to get recertified through the Minnesota Department of Human Services

Business manager Updates (Todd Lechtenberg): Audit is done, meet November 25th with auditors, meet with Board on December 11th to review audit; cleaning up ALC billing; ELL billing was sent to districts with ELL students; please ensure each of your districts ensures all staff working with level 3 students are getting billed back to SMEC

Director Updates (Denise Kennedy): Spoke at mental health conference Nov 6-8th regarding Reflective Consultation for the level 3 staff, first ones in Minnesota to use Reflective Consultation; ECSE user roles are not working, remove assessment screening role and approve ECSE user role; transportation meeting December 16th with how transportation will change with the SMEC Education Center; snow days and 2 hour late starts: start group text with consortium administrators and try to make decision the night before on late start or closing for the following day or make decision for late start or cancellation before 6AM and then make the decision to close by 8AM if it is a late start, then reach out to all appropriate transportation directors and level 3 staff

Executive Director Updates (Dan Armagost): Building is on track, POC meeting Nov 25th to decide on reserve funds; ELL testing handout; short discussion on reference checks and what each district uses in regards to them; cleaning supplies: had Hillyard come to the site and do a walkthrough and had them send quote for all items to get started in the building and enough supplies for one month; ALC graduation: met with MDE, 21.5 credits=don’t walk and 28.5=walk, when student starts year and gets 28.5 credits before end of year they can still finish out year which is a perfect way to incorporate Career Pathways through Riverland, state still flows money to Riverland if ALC student does a class there; ELL students just have to take 3 introductory ELL classes as part of mid-level college; handouts to review Memorandum of Understanding (MOUs) for transportation and Edmentum to be approved next month

Fernbrook (Casey Lind): School Based services going well, seeing growth in minutes of service, more established now and can spend more time with students and not doing diagnostic assessments, first year only had 1,500 service minutes and now in 3rd year have 23,000 service minutes, 2017/18 was 20 to 25 kids and 2019/20 is 45 kids and 15 new referrals, hearing good feedback from staff and teachers in the districts; School Linked is going well and lots of new referrals

***Cabinet Comments:***

Bryan Boysen: January staff development to be held in Lyle

Paul Besel: Discussion and information on Career Pathways: In an effort to help Riverland keep career programs running and staffed, SMEC would purchase the seats for certain programs which would allow Riverland to keep those programs running even if the program was technically filled (i.e. 6 students instead of a full class of 16). So, if each program requires 16 seats then each district plus SMEC would each commit to buying 2 seats at $600 a piece ($1200 total per district) and that would keep those programs up and running and allow our ALC students to have access to those programs. *Note: Five districts gave the verbal okay for the go ahead during the meeting (SMEC, GM, SL, LY, LO)*

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

The next regular meeting of the board of education will be on Tuesday, December 17th, 2019 at 9AM at the SMEC office.

***Adjourn:***

A motion to adjourn was made by Scott Hall, seconded by Ray Arsenault. Motion carried. Meeting adjourned at 11:19AM.

*Unofficial minutes submitted by Tiffany Lewison, Admin Assistant for SMEC on November 22nd, 2019*

*Minutes approved by Cabinet on December 16th, 2019.*