



*SOUTHERN PLAINS EDUCATION COOPERATIVE*

201 East 3<sup>rd</sup> St. \* Fairmont, MN 56031  
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www.southernplainsedcoop.org

**Sarah A. Mittelstadt, EdD**  
Executive Director

**Dawn Becker**  
Business Manager

**Southern Plains Education Cooperative Board Meeting**  
**August 26, 2019**  
**5:00 PM**  
**201 E 3<sup>rd</sup> St.**  
**Fairmont, MN 56031**  
**REVISED Agenda**

**I. Call to Order:**

Roll Call:

_____ Julie Laue	_____ Kyle Zierke
Fairmont Area Schools	Blue Earth Area Schools
_____ Wendi Russenberger	_____ Mike Schrader
Martin County West Schools	United South Central Schools
_____ Chris Pytleski	_____ Sarah Mittelstadt
Granada Huntley-East Chain Schools	Director, SPEC

**II. Approval of Agenda:**

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the August 26, 2019 Board Agenda.

**III. Recognition of Visitors:**

**IV. Reports:**

- A. Director
- B. Administrative Coordinator
- C. Construction

**V. Approval of Prior Meeting Minutes:**

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the minutes of the SPEC Board Meeting of Monday, July 29, 2019.

**VI. Presentation of Bills/Finance**

Check registers for 7-25-2019, 8-9-2019, 8-22-2019, and wire transfers presented for approval.

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the above check registers and wire transfers.

**VII. Personnel**

**A. Hiring**

1. Carolyn Higgins, Behavior Interventionist, effective 2019-20 school year
2. David Oltman, Custodian, effective 2019-2020 school year
3. Peter Miller, Custodian, effective 2019-2020 school year
4. Kaitlyn Thiesse, DAPE Teacher, effective 2019-20 school year

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the hiring of the named individuals.

**B. Work Agreements**

1. Kate Hawkins, Early Intervention Coordinator
2. Lori Jacobsen, Licensed Psychologist
3. Jennifer Martin, Psychometrist

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the above work agreements.

**C. Lane Change**

1. Kelly Grupe, MA+20 to MA+30

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the above lane change.

**VIII. Action Items**

**A. Approve agreement with Fairmont Area Schools for Custodial Management**

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the above agreement.

**B. Approve agreement with Fairmont Area Schools for Food Service**

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the above agreement.

**C. Approve agreement with Hometown Sanitation for garbage and recycling service**

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the above agreement.

**D. Southern Plains Education Cooperative Employee Handbook**

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the employee handbook.

**E. Southern Plains Education Cooperative Arise Academy Student Handbook**

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the student handbook.

**F. SPEC Yearly Organization Activities Resolution to Set the Following Organizational Activities in place for 2019-2020**

1. Authorize the Sentinel as Cooperative official newspaper
2. Set mileage reimbursement rate at Federal Rate
3. Publish the agenda in public view in the building housing the Director's office and publish unofficial, abridged minutes
4. Schedule for board meetings set for the 4<sup>th</sup> Monday of each month, except when the date is a holiday, and July 29<sup>th</sup>.
5. Teacher Sub pay at \$145 per day, Paraprofessional Class I sub pay set at \$15.50
6. Authorize SPEC board chair, clerk, Director, or Business Manager the ability to approve bill payments.
7. Name Sarah Mittelstadt as Executive Director of Southern Plains Education Cooperative with legal authority to make applications, sign contracts, and sign on behalf of the District/Cooperative.
8. Approve Ratwik, Roszak & Maloney, P.A. as Legal Representation for 2019-2020 and Authorize Board Chair and Director to contact Legal Counsel.

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the SPEC Yearly Organization Activities.

**G. Memorandum of Understanding with Southern Plains Education Cooperative Education Association**

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the above Memorandum.

**H. Fund Transfer of \$25,231.63 from the General Fund to the Food Service Fund**

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove the above fund transfer to eliminate the deficit balance in food service as of 6/29/2019.

**IX. Other**  
None

**X. Next Meeting: Monday, September 23<sup>rd</sup> at 5:00 pm**

**XI. Adjournment**

A motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to approve/disapprove adjourning the meeting at \_\_\_\_\_ p.m.