



MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE
Board Meeting - Joint Powers Board #0938
Tuesday, January 24, 2023 - 6:30 pm
Meeting Minutes - Official

Present: Amy Johnson, Cindy Miller, Jessica Johnson, Colleen Carlson, Kelsey Puncuchar, Gena Jacobson, Julie Rae Pennertz

Others Present: Melissa Hanson, Heidi Hennen, Emily Schneider

I. Call to Order

The Regular/Organizational meeting was called to order at 6:30 pm.

II. Pledge of Allegiance

The board recited the Pledge of Allegiance.

III. Approval of Meeting Agenda

A motion to approve the agenda was made by Gena Jacobson and seconded by Julie Rae Pennertz. Motion carried unanimously

IV. Organizational Meeting

A. Election of Officers

Amy Johnson was nominated for the position of the Board Chair by Julie Rae Pennertz. Motion carried unanimously. Amy Johnson is elected Chairperson of the MAWSECO Board for 2023.

Jessica Johnson was nominated for the position of the Board Vice-Chair by Julie Rae Pennertz. Motion carried unanimously. Jessica Johnson is elected Vice-Chair of the MAWSECO Board for 2023.

Colleen Carlson was nominated for the position of Treasurer by Jessica Johnson. Motion carried unanimously. Colleen Carlson is elected Treasurer of the MAWSECO Board for 2023.

Julie Rae Pennertz was nominated for the position of Board Clerk by Jessica Johnson. Motion carried unanimously. Julie is elected Clerk of the MAWSECO Board for 2023.

B. Setting of Meeting, Place, Day, and Time

Motion to approve the proposed 2023 board meeting schedule with listed meeting place, day and times (6:30pm on the fourth Tuesday of each month with the exception of October) was made by Colleen Carlson and seconded by Gena Jacobson. Motion carried unanimously.



C. EDIAM Resolution: Designation of Identified Official with Authority (IOwA)

Motion to approve the EDIAM Resolution designating Melissa Hanson, Executive Director, as the Identified Official with Authority (IOwA) was made by Julie Rae Pennertz and seconded by Jessica Johnson.

Roll Call Vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Kelsey Puncochar, Aye; Julie Rae Pennertz, Aye; Colleen Carlson, Aye; Jessica Johnson, Aye.
Motion carried unanimously.

D. Designation of Official Newspaper

Motion to designate and approve the Wright County Journal Press for MAWSECO's Official Newspaper was made by Gena Jacobson and seconded by Colleen Carlson.
Motion carried unanimously.

E. Designation of Official Legal Counsel for 2023

Motion to designate and approve Rupp, Anderson, Squires, Waldspurger, and Mace, P.A. as the MAWSECO attorney for 2023 but also allow administration to utilize services from other firms depending on the nature of the issue was made by Jessica Johnson and seconded by Colleen Carlson. Motion carried unanimously.

F. Resolution Designating Depositor and Accounts

Motion to approve the Resolution that the Financial Institution, Kensington Bank, is designated as a depositor for the funds of this association and to approve the designation of Minnesota School District Liquid Asset Fund Plus as the bank used for MAWSECO savings was made by Gena Jacobson and seconded by Cindy Miller.

Roll Call Vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Kelsey Puncochar, Aye; Julie Rae Pennertz, Aye; Colleen Carlson, Aye; Jessica Johnson, Aye.
Motion carried unanimously.

G. Resolution Authorizing Issuance of Individual Procurement Cards

Motion to approve the Resolution Authorizing Issuance of Individual Procurement Cards was made by Julie Rae Pennertz and seconded by Jessica Johnson.

Roll Call Vote:

Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Kelsey Puncochar, Aye; Julie Rae Pennertz, Aye; Colleen Carlson, Aye; Jessica Johnson, Aye.
Motion carried unanimously.



H. Authorization for Director of Business Services and Executive Director to Make Electronic Fund Transfers

Motion to authorize the Director of Business Services and Executive Director to make electronic fund transfers was made by Gena Jacobson and seconded by Jessica Johnson. Motion carried unanimously.

I. Authorization for the Executive Director to Employ Necessary Personnel on a Short Term Basis.

Motion to authorize the Executive Director to employ necessary personnel on a short term basis was made by Colleen Carlson and seconded by Julie Rae Pennertz. Motion carried unanimously.

J. Authorization to Pay Specific Accounts Prior to the Board Meeting

Motion to authorize administration to pay specific accounts listed prior to the Board Meeting was made by Cindy Miller and seconded by Jessica Johnson. Motion carried unanimously.

K. Board Meeting Per Diem Rates and Mileage Allowance

Motion to approve the Board Meeting Per Diem Rate of \$65.00 for each regular board meeting and \$50.00 for all other meetings and a mileage allowance of the current IRS standard mileage rate was made by Julie Rae Pennertz and seconded by Gena Jacobson. Motion carried unanimously.

L. Authorization to Pay Monthly Board Bills in the Event of No Quorum at Regular Monthly Meetings

Motion to authorize administration to pay monthly board bills in the event of no quorum at regular monthly meetings as long as the check register is received prior to meeting date was made by Jessica Johnson and seconded by Julie Rae Pennertz. Motion carried unanimously.

M. Board Committee Assignments

A motion to approve the committee appointments as listed was made by Julie Rae Pennertz and seconded by Gena Jacobson. Motion carried unanimously.



Committee	Board Members
403(b)	<ul style="list-style-type: none"> • Gena Jacobson • Amy Johnson • Jessica Johnson
Admin/Classified, Non-Union Certified Personnel	<ul style="list-style-type: none"> • Cindy Miller • Amy Johnson • Jessica Johnson
Facilities	<ul style="list-style-type: none"> • Gena Jacobson • Julie Rae Pennertz
Health Insurance	<ul style="list-style-type: none"> • Amy Johnson • Colleen Carlson
Meet & Confer/Staff & Board Task Force	<ul style="list-style-type: none"> • Kelsey Puncochar • Cindy Miller
Negotiations with Union Contracts	<ul style="list-style-type: none"> • Amy Johnson • Julie Rae Pennertz • Colleen Carlson
Policy Review	<ul style="list-style-type: none"> • Jessica Johnson • Colleen Carlson • Kelsey Puncochar

V. Consent Agenda

A motion to approve the consent agenda was made by Gena Jacobson and seconded by Colleen Carlson. The board unanimously approved the consent agenda which included:

- Minutes of Previous Board Meeting
- Bills for Payment and other financial reports as attached
- Retirement of the following staff:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lisa Elfmann	Sholund School for Girls Special Education teacher	June 7, 2023

- Resignation of the following staff:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jace Stokes	STEP Paraprofessional	February 3, 2023



- Employment of the following staff:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Adlana Johnson	Trek Paraprofessional	January 3, 2023

- Lane changes of the following staff:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Olivia Engel	Special Education Teacher	January 15, 2023
Kelly Klima	Classroom Systems Consultant	January 15, 2023

VI. Acknowledgement - Paraprofessional Recognition Week, January 23-27, 2023

Motion to acknowledge the MAWSECO paraprofessionals was made by Colleen Carlson and seconded by Cindy Miller.

The board and administration recognized the hard work and dedication of the paraprofessionals.

Gena Jacobson excused herself at 7:18pm.

VII. Reports

A. Executive Director Report

General Updates

Continued exploration of options and discussions with the Executive Advisory Committee on how to address MAWSECO's Technology and Nursing needs for 2023-2024 school year and beyond. Work on the Board Policy Review Process has also continued.

MAWSECO Alternative Programs

Programs had a number of disruptions due to emergency closures and late-starts due to weather/travel conditions during the end of December through January. E-Learning Days were used to provide online instruction to students during school closure days.

Continuing to work on Crisis Management Planning with site administrators and area Law Enforcement. AEDs (automated external defibrillators) have been ordered and just arrived. These will be installed in the programs that did not already have one available.

School Funding - Special Education Cross Subsidy Reduction



Background Information: State special education funding, combined with the federal funding does not fully cover the costs districts incur to provide mandatory special education services. The cross subsidy is the amount of money from the District's General Fund used to pay the un-reimbursed cost of providing services. Eliminating or significantly reducing the cross subsidy is a benefit for all students because it leaves the general education funding intact for its intended purposes.

Governor Walz will finalize his full budget proposal on January 24th. The summary information released so far notes that the Governor and Lieutenant Governor recommend investing \$730 million in the first biennium and \$840 million in the second biennium in special education services, which will reduce the special education cross subsidy for Minnesota school districts by half, so districts will not have to divert more money from the general fund to cover special education costs. House and Senate companion bills have been introduced to address the special education cross subsidy.

B. Business Manager Report

Business Services: AP / AR

Budget meetings with each of the sites as well as purchased service groups have begun. I plan to begin work on a revised budget soon and am making notes for the FY24 budget as well. Time and Effort process is underway for our program staff. Reminder: this is documentation showing staff schedules with related special education services. We use this information to make sure we are maximizing our special education funding as well as coding things correctly to show where services were provided. Meeting with district Business Managers to discuss federal flow through allocations was held on January 18th. 1099s have been mailed and e-filed with the IRS. Gen Ed billing for the programs is in process

Technology

Cell phone booster was installed in the itinerant office on January 10th and has made a great improvement on cell service. Budget planning for next year is underway.

Human Resources/Payroll

Year End tax reporting has been completed as well as W2s. Working on ACA reporting OSHA 300 reporting has been completed. Moving to Red Rover for our time clock and absence system - started Red Rover implementation with a target date of February 1st.

MARSS/Student Reporting

Final FY23 fall submission was done on the 5th - all fall data is final for child counts - one error data overlap with another district.



Purchased Services/Third Party Billing

Purchased service logs are being updated on a monthly basis now. This will allow us to better plan and prepare billing as well as look at where services are currently being focused as well as giving some insight into work load analysis.

C. *Alternative Site Administrator Reports*

1. *Journeys, Step, Trek and Wings*

Journeys

The program is working closely with Stephanie; our Curriculum, Instruction, and Assessment Specialist; to ensure we have all the curriculum cataloged and categorized to be able to meet the needs of all the students.

There has been one student from Journeys that has fully transitioned back to their resident district! Currently there is one other student from Journeys that has started transitioning back!

Step

Students have gotten a lot of opportunities to go places this month. Including a continued collaboration with Functional Industries and the Buffalo Community Center.

The students highlight of the month was a chance to spend time outdoors sledding! Everyone had a great time!

Trek

Trek is also working closely with Stephanie; our Curriculum, Instruction, and Assessment Specialist; to ensure we have all the curriculum cataloged and categorized to be able to meet the needs of all the students!

There is one student that the team is looking forward to starting to transition back to their resident district!

Wings

The students have started reading the Science Fiction book House of the Scorpion. In Forensic Science, the next sections they are focusing on are arson and ballistics evidence.

2. *Sholund and Village Ranch Alternative Programs*

Village Ranch Alternative Program

Staff update



No changes to staffing. We continue to post for the Student Support Specialist position but have not received any applications that meet the requirements.

Student update

Two residential students moved to a foster home so we have 4 day students. Residential numbers remain about 30. There were several intakes and discharges this month.

Sholund

Staff Update

No changes to staffing this month. Lisa Elfmann will be retiring at the end of this year.

Student Update

Change from two day students to one. The one student returned to her resident district. Residential numbers remain about 10. There were several intakes and discharges this month.

3. *Cornerstones and Eastern Wright*

The following is a summary of events and happenings from CSEW:

The CSEW Staff is working on preparing classes for Quarter 3, which begins Monday, January 30.

Beginning in the third quarter, several students will be enrolled part-time with their resident district schools and enrolled with CSEW for the other portion of the time. Staff from CSEW and resident district schools work together to ensure the most conducive learning environment to address each student's needs and help each student to reach his/her IEP goals.

Eastern Wright and Cornerstones teachers continue to instruct students in Social Emotional Learning. There are five core competencies of the Casel SEL Framework. This quarter's focus is on Self-Awareness and Self-Management. The staff is addressing these competencies through the Circle process, mindfulness, mediation and conflict resolution. We will focus on the other three competencies--Responsible Decision Making, Social Awareness, and Relationship Skills--later in the year.

VIII. Program Calendars - Possible Snow Day Makeup Dates

Motion to approve the dates listed for possible student makeup days to be used in the event student makeup days are necessary to meet the minimum requirements for



instructional hours per year and number of student days per year was made by Julie Rae Pennertz and seconded by Jessica Johnson. Motion carried unanimously.

Possible Snow Day Make Up Days 2022-2023 School Year						
	Day 1		Day 2		Day 3	
Program	Student Day	Staff Day	Student Day	Staff Day	Student Day	Staff Day
Cornerstones	6/5/23	6/8/23	6/6/23	6/9/23	---	---
Eastern Wright	6/5/23	6/8/23	6/6/23	6/9/23	---	---
Journeys	3/17/23	6/8/23	6/5/23	6/9/23	6/6/23	6/12/23
STEP	3/17/23	6/8/23	6/5/23	6/9/23	6/6/23	6/12/23
Trek	3/17/23	6/8/23	6/5/23	6/9/23	6/6/23	6/12/23
Wings	3/17/23	6/8/23	6/5/23	6/9/23	6/6/23	6/12/23
Sholund	3/3/23	6/8/23	3/31/23	6/9/23	6/5/23	6/12/23
VRAP	3/3/23	6/8/23	6/5/23	6/9/23	6/6/23	6/12/23

IX. Future Board Meetings

- A. February 28, 2023, 6:30 p.m., MAWSECO Ed Center, Howard Lake
- B. March 28, 2023, 6:30 p.m., MAWSECO Ed Center, Howard Lake
- C. April 25, 2023, 6:30 p.m., MAWSECO Ed Center, Howard Lake

X. Adjournment

The meeting was adjourned at 7:27pm

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