

Unofficial

MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE

Board Meeting - Joint Powers Board #0938

Tuesday, January 28, 2020

MAWSECO Education Center, 720 9th Avenue, Howard Lake, MN 55349

PRESENT: Irene Bender, Gena Jacobson, Amy Johnson, Jessica Johnson, Katie Koch, Julie Rae Pennertz.

ABSENT: Chris Paumen.

OTHERS PRESENT: Janell Bullard and Scott LeSage.

MINUTES

I. Call to Order

The meeting was called to order at 6:31 p.m.

II. Pledge of Allegiance

III. Acceptance of Agenda

Motion to approve the agenda as presented with the addition of the revised addendum to the Business Manager contract was made by Irene Bender, seconded by Jessica Johnson. Carried unanimously.

IV. Organizational Meeting

A. Election of Officers

Nominations for officers was opened by Amy Johnson.

1. Chairperson: Nomination for Amy Johnson as Chairperson by Julie Rae Pennertz, seconded by Irene Bender. Carried unanimously.
2. Vice Chairperson: Nomination for Jessica Johnson as Vice Chairperson by Julie Rae Pennertz, seconded by Gena Jacobson. Carried unanimously.
3. Treasurer: Nomination for Irene Bender as Treasurer by Jessica Johnson, seconded by Katie Koch. Carried unanimously.
4. Clerk: Nomination for Julie Rae Pennertz by Irene Bender, seconded by Jessica Johnson. Carried unanimously.

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

Motion to hold Joint Powers District Board #938 meetings in the Conference Room, MAWSECO Education Center, Howard Lake, on the fourth Tuesday of each month at 6:30 p.m., was made by Irene Bender, seconded by Jessica Johnson. Carried unanimously.

- C. Designation of Official Newspaper - Wright County Journal Press
Motion to name the Wright County Journal Press as the official newspaper was made by Julie Rae Pennertz, seconded by Gena Jacobson. Carried unanimously.
- D. Resolution Designating Depositor and Accounts (Attachment A)
A resolution designating the Kensington Bank and Minnesota School District Liquid Asset Fund Plus as Depositors was adopted and is documented in Attachment A. Motion to approve the two accounts and authorizations was made by Irene Bender, seconded by Katie Koch. Motion carried by unanimous roll call vote.
1. Checking - Kensington Bank
 2. Savings - Minnesota School District Liquid Asset Fund Plus
- E. Resolution Authorizing Issuance of Individual Procurement Cards (Attachment B)
A resolution authorizing the issuance of individual procurement cards was adopted and is documented in Attachment B. Motion to authorize the issuance of individual procurement cards to the Executive Director, Business Manager and Finance Specialist was made by Julie Rae Pennertz, seconded by Irene Bender. Motion carried by unanimous roll call vote.
- F. Authorization for Business Manager and Executive Director to Make Electronic Fund Transfers
Motion to authorize the Business Manager and Executive Director to make electronic fund transfers was made by Katie Koch, seconded by Gena Jacobson. Carried unanimously.
- G. 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 Gena Jacobson, seconded by Jessica Johnson. Carried unanimously.
- H. Authorization to Pay Specific Accounts Prior to the Board Meeting
Motion to authorize the payment of each of the following eleven accounts prior to the regular board meeting was made by Julie Rae Pennertz, seconded by Irene Bender. Carried unanimously.
1. Payroll
 2. FICA, PERA, TRA
 3. Insurance premiums
 4. Telephone expense
 5. Travel expense to staff
 6. Rent
 7. Utilities
 8. Federal sub-award payments to member districts

9. Supplies and Equipment as approved by the Executive Director or Business Manager
10. Contracts for services
11. Advertising for employment
- I. Authorization 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)
Motion to authorize the payment of the monthly board bills in the event of no quorum at a regular monthly meeting as long as the check register is received prior to the meeting date was made by Jessica Johnson, seconded by Katie Koch. Carried unanimously.
- J. Board Meeting Per Diem Rates and Mileage Allowance -
Motion to change the per diem rate to align closer to the member districts' rates of \$65.00 for each regular board meeting with all other meetings at \$50.00 with the mileage allowance at the federal IRS rate was made by Julie Rae Pennertz, seconded by Gena Jacobson. Carried unanimously.
- K. Board Committee Assignments
Motion to continue with the same committee assignments as the previous year was made by Jessica Johnson, seconded by Katie Koch. Carried unanimously.
 1. Administrative/Classified and Non-Union Certified Personnel (3) – Amy Johnson, Irene Bender, Jessica Johnson.
 2. Facilities (2) – Julie Rae Pennertz, Gena Jacobson.
 3. Meet and Confer / Staff and Board Task Force (2) – Jessica Johnson, Katie Koch.
 4. Negotiations with Union Contracts (3) – Julie Rae Pennertz, Chris Paumen, Amy Johnson.
 5. 403(b) (3) – Gena Jacobson, Jessica Johnson, Amy Johnson.
 6. Policy Review (3) – Jessica Johnson, Katie Koch, Chris Paumen.
 7. Health Insurance (2) – Amy Johnson, Chris Paumen.
- V. Minutes of Previous Meeting
Motion to approve the minutes of the December 17, 2019 meeting was made by Irene Bender, seconded by Katie Koch. Carried unanimously.
- VI. Bills for Payment and other financial reports as attached
Motion to approve the bills for payment and other financial reports for January was made by Katie Koch, seconded by Jessica Johnson. Carried unanimously.
- VII. Acknowledgement - Paraprofessional Recognition Week, January 27-31, 2020
The significant contributions of special education paraprofessionals employed by the member districts and the Cooperative are acknowledged. The service and support provided by Cooperative paraprofessionals (listed in Attachment C) to our students with disabilities is greatly appreciated. Motion to acknowledge the MAWSECO

paraprofessionals was made by Jessica Johnson, seconded by Julie Rae Pennertz.
Carried unanimously.

VIII. Reports

- A. Director Report – Janell Bullard informed the Board that the December 1 Child Count data is available and will be reviewed in depth at the February board meeting. Federal allocations have been sent to districts. She highlighted the January 20th inservice day, emergency closure procedures meeting and staffing/program updates. Ms. Bullard acknowledged the paraprofessional staff who support our students on a daily basis. The kindness, true care and empathy for the students is greatly appreciated.

IX. New Business

A. Personnel

Motion to approve the personnel items as listed was made by Katie Koch, seconded by Jessica Johnson. Carried unanimously.

1. Employment: Brandon Skoog, 1-1 Paraprofessional (Journeys Program) at Step 1, 107 days, up to 32.50 hours/week, effective December 16, 2019.
2. Employment: Jennifer Bloss, 1-1 Paraprofessional (Eastern Wright Program), at Step 1, 105 days, up to 32.50 hours/week effective December 18, 2019.
3. Employment: Michelle Nybo, Paraprofessional (Trek Program) at Step 1, 101 days, up to 36 hours/week effective January 2, 2020.
4. Employment: Meera Lyver, Teacher, Vision Impairments, at BA+15, 3, 50 days (.27 FTE) effective January 2, 2020.
5. Employment: Nicole Johnson Powell, 1-1 Paraprofessional (Village Ranch Alternative Program) at Step 3, 100 days, up to 32.50 hours/week, effective January 6, 2020.
6. Resignation: Ray Getz, Custodian/Food Service (MAWSECO Education Center) effective December 20, 2019.
7. Resignation: Jolene Spike, Paraprofessional (Cornerstones Program), effective February 5, 2020.
8. Additional Hours: Juan Roberto, Student Worker-Food Service/Custodian, up to 16 hours/week effective January 29, 2020.
9. Employment: Jana Thorson, Teacher (Cornerstones Program), at BA+30, 10, 90 days (.495 FTE) effective January 21, 2020.
10. Revision to Addendum to Business Manager's Contract

B. Resolution for Acceptance of Donations (Attachment D)

The Board adopted the resolution accepting donations which is documented in Attachment D.

X. Closed Session: Pursuant to Minnesota Statutes section 13D.05, subdivision 2(a) to consider an individual's medical records in connection with a pending grievance. Motion to close the meeting at 7:13 p.m. was made by Julie Rae Pennertz, seconded by Jessica Johnson. Carried unanimously.

XI. Open Session: Motion to open the meeting at 7:52 p.m. was made by Julie Rae Pennertz, seconded by Jessica Johnson. Carried unanimously.

XII. Future Board Meetings

A. February 25, 2020, 6:30 p.m., MAWSECO Education Center, Howard Lake

B. March 24, 2020, 6:30 p.m., MAWSECO Education Center, Howard Lake

C. April 28, 2020, 6:30 p.m., MAWSECO Education Center, Howard Lake

XIII. Adjournment

Motion to adjourn the meeting was made by Julie Rae Pennertz, seconded by Gena Jacobson. Carried unanimously at 7:54 p.m.

Submitted by,

Janell Bullard
Executive Secretary

This document is available in the following formats upon request: Braille, Large Print, Audio MP3 file, Computer Disk. Please call (320) 543-1122 for more information or to request a copy.

Attachment A

Board Member Irene Bender introduced the following resolution and moved its adoption:

BE IT RESOLVED THAT, (1) The Financial Institution (Kensington Bank) is designated as a depository for the funds of this association.

(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution (Kensington Bank).

(3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of this association with this Financial Institution (Kensington Bank) prior to the adoption of this resolution are hereby ratified, approved and confirmed.

(4) Any of the persons named below, so long as they act in a representative capacity as agents of this association, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with this Financial Institution (Kensington Bank), concerning funds deposited in this Financial Institution (Kensington Bank), moneys borrowed from this Financial Institution (Kensington Bank) or any other business transacted by and between this association and this Financial Institution (Kensington Bank) subject to any restrictions stated below.

(5) Any and all prior resolutions adopted by the Board of Directors of this association and certified to this Financial Institution (Kensington Bank) as governing the operation of this association's account(s), are in full force and effect, unless supplemented or modified by this authorization.

(6) This association agrees to the terms and conditions of any account agreement, properly opened by any authorized representative(s) of this corporation, and authorizes the Financial Institution (Kensington Bank) named above, at any time, to charge this corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on this Financial Institution (Kensington Bank), regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they resemble the facsimile signature specimens in section C. (or the facsimile signature specimens that this association files with this Financial Institution (Kensington Bank) from time to time) and contain the required number of signatures for this purpose.

If indicated, any person listed below (subject to any expressed restrictions) is authorized to:

Janell Bullard, Executive Director
Scott LeSage, Business Manager

- (1) Exercise all of the powers listed in (2) through (6).
- (2) Open any deposit or checking account(s) in the name of this association.
- (3) Endorse checks and orders for payment of money and withdraw funds on deposits with this Financial Institution (Kensington Bank).
Number of authorized signatures required for this purpose one.
- (4) Borrow money on behalf and in the name of this association, sign, execute and deliver promissory notes or other evidences of indebtedness.
Number of authorized signatures required for this purpose one.
- (5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by this association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.
Number of authorized signatures required for this purpose one.
- (6) Withdraw funds on deposit with this Financial Institution one.

The motion for the adoption of the foregoing resolution was duly seconded by Board Member, Katie Koch and upon vote being taken thereon, the following voted in favor thereof Julie Rae Pennertz, Katie Koch, Irene Bender, Amy Johnson, Jessica Johnson and Gena Jacobson and the following voted against the same: none. Whereupon said resolution was declared duly passed and adopted.

Attachment B

Board Member Julie Rae Pennertz introduced the following resolution and moved its adoption:

*RESOLUTION AUTHORIZING ISSUANCE OF
INDIVIDUAL PROCUREMENT CARDS*

WHEREAS, the School Board has authority to authorize the purchase of goods and services by use of Procurement Cards; and

WHEREAS, the Minnesota Association of School Administrators (“MASA”) has entered into an Administration Agreement with PFM Financial Services LLC, to administer, on behalf of participating school districts in the State of Minnesota, a Procurement Card system. The Procurement Cards will be issued to individual authorized employees of the district, by Harris Bank, at 115 South LaSalle Street, Chicago, IL 60603, with established limits and purpose; and

WHEREAS, it is the desire of the School Board to enable each authorized individual employee to procure authorized supplies for School District purposes in order to facilitate creative pedagogical processes and efficient School District operations; and

WHEREAS, it is the desire of the School Board to reduce the economic burden on the resources of the School District by increasing efficiency and reducing the administrative costs of the School District and to respond to the exigencies of the day-to-day operations in accordance with the procurement process as established by Minnesota Statutes; and

WHEREAS, the School Board recognizes that the Procurement Card is neither a substitute for public bidding nor the School District’s existing procurement program, and that the Procurement Card Program is not being implemented for the purpose of bid splitting and/or the avoidance of the statutorily mandated public bidding process; and

WHEREAS, the School Board recognizes the economic and financial savings and benefits to be gained by establishing an electronic Procurement Card system and sponsors and endorses the Corporate MasterCard Procurement Card Program;

NOW, THEREFORE, BE IT RESOLVED by the School Board of the Meeker and Wright Special Education Cooperative (MAWSECO) #938, State of Minnesota, as follows:

1. The Chair and Clerk are authorized to enter into an Agreement with Harris Bank to secure Procurement Cards for each authorized employee of the School District under such terms and conditions as approved by its legal counsel and the School Board.
2. As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Use Agreement.

3. As a condition precedent to receiving the Procurement Card, the Director or Business Manager shall establish a monetary limit of authority for each employee's use of the Procurement Card.
4. As a condition precedent to issuance of a Procurement Card, the Director or Business Manager shall establish in writing purchasing parameters in accordance with the law including but not limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) daily/weekly/monthly/annual monetary Procurement Card limits for each employee recipient of the Procurement Card. Employee recipients shall submit a list of School District goods and services to be annually purchased with the card, which shall be approved in writing by the Director or Business Manager.
5. As a condition precedent to receiving the Procurement Card, each employee recipient shall sign an Agreement of Indemnity, which is included in the Procurement Card Use Agreement.
6. The School Board hereby expressly authorizes the Chair and Clerk to execute the Procurement Card Use Agreement on its behalf.
7. Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as periodically requested by the Director or Business Manager.
8. The Director shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized school district business purposes and in compliance with applicable law, and to allow for easily verifiable audits of their use. These procedures and internal controls and any changes thereto shall be submitted to the School Board at least annually for its review and input.

The motion for the adoption of the foregoing resolution was duly seconded by Irene Bender and upon vote being taken thereon the following voted in favor thereof: Gena Jacobson, Jessica Johnson, Amy Johnson, Irene Bender, Katie Koch, Julie Rae Pennertz and the following voted again the same: none whereupon said resolution was declared duly passed and adopted.

Attachment C

Meeker and Wright Special Education Cooperative
Paraprofessional List

Gail Bergstrom	Nicole Johnson Powell	Jolene Spike
Tammy Blomgren	Jana Knutson	Anne Uecker
Jenna Bloss	Holli Kobow	Wendy VanVleet
Anna Carlson	Cindy Lower	Kerri Votava
Sarah Case	Lisa Marquette	Mary Wald
Holly Cottington	Michelle Nybo	Jennifer Weiers
Olivia Engel	Christine Oswald	Trent Wheatley
Patrice Ertl	Mary Schacht	Tamera Williams
Julie Fasching	Brandon Skoog	Courtney Wozniak
Lynn Felder	Kayla Sonsteby	Kathy Wozniak
Stacey Greenhagen	Nicole Sigler	Jenna Wright
Andrea Hawley	Tamara Smith	Alice Yanta
Judy Jacques		

Attachment D

The following resolution was moved by Irene Bender and seconded by Jessica Johnson.

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Meeker and Wright Special Education Cooperative, #0938, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
DonorsChoose	“Brain Teasers and Math Drills”	Journeys Program

The vote on adoption of the Resolution was as follows:

Aye: Julie Rae Pennertz, Katie Koch, Irene Bender, Amy Johnson, Jessica Johnson, Gena Jacobson.

Nay: None.

Absent: Chris Paumen.

Whereupon, said Resolution was declared duly adopted.