

Unofficial

MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE

Board Meeting - Joint Powers Board #0938

Tuesday, January 22, 2019

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

PRESENT: Irene Bender, Gena Jacobson, Amy Johnson, Jessica Johnson, Katie Koch, Chris Paumen and Julie Rae Pennertz,

OTHERS PRESENT: Janell Bullard and Marcia Dischinger.

MINUTES

I. Call to Order

The meeting was called to order at 7:05 p.m.

II. Pledge of Allegiance

III. Acceptance of Agenda

Motion to accept the agenda as presented was made by Irene Bender, seconded by Julie Rae Pennertz. 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 Jessica Johnson and seconded by Julie Rae Pennertz. Carried unanimously.
2. Vice Chairperson: Nomination for Jessica Johnson as Vice Chairperson by Amy Johnson, seconded by Julie Rae Pennertz. Carried unanimously.
3. Treasurer: Nomination for Irene Bender as Treasurer by Julie Rae Pennertz, seconded by Jessica Johnson. Carried unanimously.
4. Clerk: Nomination for Julie Rae Pennertz as Clerk by Katie Koch, seconded by Amy 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 7:00 p.m., was made by Julie Rae Pennertz, seconded by Chris Paumen. 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 Irene Bender, seconded by Katie Koch. 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 Julie Rae Pennertz, seconded by Chris Paumen. 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 was made by Chris Paumen, seconded by Gena Jacobson. 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 Irene Bender, seconded by Jessica Johnson. 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 Jessica Johnson, seconded by Gena Jacobson. 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 of 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 Amy Johnson, seconded by Katie Koch. Carried unanimously.

J. Board Meeting Per Diem Rates and Mileage Allowance

Motion to continue the board meeting per diem rate at \$50.00 for a half-day meeting and \$100.00 for a full-day meeting (any meeting or combination of meetings which extend over four hours will be considered a full day meeting) with all other meetings at \$40.00 for half day and \$80.00 for full day meetings and to allow each member to elect the IRS standard mileage rate was made by Chris Paumen, seconded by Julie Rae Pennertz. Carried unanimously.

K. Board Committee Assignments

1. Administrative/Classified and Non-Union Certified Personnel – Amy Johnson, Irene Bender, Jessica Johnson.
2. Facilities – Julie Rae Pennertz, Gena Jacobson.
3. Meet and Confer / Staff and Board Task Force – Jessica Johnson, Katie Koch.
4. Negotiations with Union Contracts – Julie Rae Pennertz, Chris Paumen, Amy Johnson.
5. 403(b) – Gena Jacobson, Jessica Johnson, Amy Johnson.
6. Policy Review – Jessica Johnson, Katie Koch, Chris Paumen.
7. Health Insurance – Amy Johnson, Chris Paumen.

V. Minutes of Previous Meeting

Motion to approve the minutes of the December 18, 2018 meeting was made by Julie Rae Pennertz, seconded by Jessica Johnson. Carried unanimously.

VI. Bills for Payment and other Financial Reports

Motion to approve the bills for payment and other financial reports for January was made by Jessica Johnson, seconded by Gena Jacobson. Carried unanimously.

VII. Fund Transfers

Motion to approve the following fund transfers was made by Katie Koch, seconded by Irene Bender. Carried unanimously.

12/3/18 \$500,000.00

12/27/18 \$350,000.00

VIII. Reports

- A. Director Report – Janell Bullard reported that resident district child count is complete and serving district is being gathered and will be available at the next board meeting. In addition, she highlighted the staff development day on January 21. The morning session was presented by Erik Rehwaldt, Deerwood Education. His presentation focused on adverse childhood experiences and the impact on youth and adults. The afternoon sessions consisted of self-care for our staff. Janell also reviewed the Strategic Plan with new board members.

IX. New Business

A. Personnel

Motion to approve the following personnel items was made by Jessica Johnson, seconded by Julie Rae Pennertz. Carried unanimously.

1. Employment: Linnea Manske, Teacher (Sholund School for Girls), 99 days at MA 5 effective January 7, 2019 - June 6, 2019.
2. Employment: Elizabeth Thompson, Administrative Assistant, Third Party, up to 115 days at Step 1, 7.50 hours/day, effective January 7, 2019 - June 19, 2019.
3. Employment: Douglas Standke, Interim Coordinator (Cornerstones and Eastern Wright Programs), up to 19 days, effective January 7, 2019 - January 31, 2019.
4. Authorization: Administrative Assistant, up to 20 hours to update the website.
5. Employment: Jennifer Lindquist, Behavior Analyst Intern, up to 10 hours/week at Step 1, effective January 14, 2019 - June 14, 2019.
6. Reduction of Position: 1-1 Paraprofessional, Eastern Wright Program, effective January 22, 2019.
7. Employment: Timothy Miller, Business Manager, effective February 4, 2019 - June 30, 2020.
8. Employment: Douglas Standke, Interim Coordinator (Cornerstones and Eastern Wright Programs) up to 79 days, effective February 1, 2019 - June 7, 2019.
9. Transfer: Cassandra Hankins, 1-1 Paraprofessional from Eastern Wright Program to Journeys Program, 86 days, up to 32.50 hours per week, effective January 23, 2019.

B. FY19 Revised Budget

The Board had the first reading of the FY19 revised budget and will have the second reading at the February board meeting.

C. Renumber Policy 721 - Legal Consultation and Due Process Cost to Policy 723

The new MSBA Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources was adopted in December, 2018.

The Board had the first reading of the Renumbered Policy 721 to Policy 723 and will have the second reading at the February board meeting.

X. Future Board Meetings

- A. February 26, 2019, 7:00 p.m., MAWSECO Education Center, Howard Lake
New board member orientation at 6:00 p.m.
- B. March 26, 2019, 7:00 p.m., MAWSECO Education Center, Howard Lake
- C. April 23, 2019, 7:00 p.m., MAWSECO Education Center, Howard Lake

XI. Adjournment

Motion to adjourn the meeting was made by Jessica Johnson, seconded by Julie Rae Pennertz. Carried unanimously at 8:20 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 Julie Rae Pennertz 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
To Be Hired, 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, Chris Paumen and upon vote being taken thereon, the following voted in favor thereof Irene Bender, Gena Jacobson, Amy Johnson, Jessica Johnson, Katie Koch, Chris Paumen, Julie Rae Pennertz and the following voted against the same: none. Whereupon said resolution was declared duly passed and adopted.

Attachment B

Board Member Chris Paumen 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 Executive 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 Executive 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 Executive Director or Business Manager.
8. The Executive 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 Gena Jacobson and upon vote being taken thereon the following voted in favor thereof: Irene Bender, Gena Jacobson, Katie Koch, Amy Johnson, Jessica Johnson, Chris Paumen, Julie Rae Pennertz and the following voted against the same: none whereupon said resolution was declared duly passed and adopted.