



MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE
Board Meeting - Joint Powers Board #0938
Tuesday, December 19, 2023 - 6:30 pm
Meeting Minutes - Official

Present: Colleen Carlson, Amy Johnson, Jessica Johnson, Julie Rae Pennertz, Kelsey Puncochar
Others Present: Melissa Hanson, Heidi Hennen, Emily Schneider, Jill Sundblad
Excused: Gena Jacobson, Cindy Miller

- I. Call to Order
The meeting was called to order at 6:37 p.m.
- II. Pledge of Allegiance
The board recited the Pledge of Allegiance.
- III. Approval of Meeting Agenda
A motion to approve the meeting agenda was made by Jessica Johnson and seconded by Colleen Carlson. Motion carried unanimously.
- IV. Consent Agenda
A motion to approve the consent agenda was made by Julie Rae Pennertz and seconded by Kelsey Puncochar. The board unanimously approved the consent agenda which included:

- Minutes of Previous Board Meeting
- Bills for Payment and other financial reports
- Personnel Items as follows:

Recommendations for Employment:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kaylee Petersen-Wurzbarger	1.0 FTE Temporary Paraprofessional Eastern Wright	December 6, 2023
Kayla Kastner	1.0 FTE Temporary Paraprofessional Eastern Wright	December 15, 2023



Contract Changes/Approvals/Position Changes

Contract Change: Emily Hilbelink, Behavior Analyst, 20 additional days for 2023-2024 school year contract only (non-continuing contract days)

Effective January 1, 2024 - June 30, 2024.

V. Reports

A. Executive Director Report

General Updates -

Melissa Hanson informed the board that districts have determined they wish to purchase a total of an additional 2.2 FTE of Behavior Analyst services for the remainder of the 2023-2024 school year. MAWSECO has posted 2.0 FTE positions. A current part time BCBA has agreed to add 20 additional days to reach the additional 0.20 FTE increase for the remainder of the 2023-24 school year.

Student Support Personnel Aid - Cooperatives

MAWSECO anticipates being able to use the Student Support Personnel (SSP) Aid to offset the costs for existing 1.5 FTE of school psychologists and the new licensed school nurse position which would reduce the purchased service bills and tuition costs related to these FTEs. The executive advisory committee and executive director have determined that the remainder of the SSP aid, along with the new setting IV program aid, will be used to fund a new 1.0 FTE school social worker position for the Cornerstones and Eastern Wright programs.

B. Business Manager Report

Cyber Incident Response Plan

Heidi Hennen reported that there has been a significant increase in unauthorized attempts to access our networks. In response to this current and ongoing threat, Travis Eldred, Technology Director, has started to put together a detailed Cyber Incident Response Plan in coordination with MAWSECO staff members. This is going to be a work in progress and will take some time to complete.

SERVS/MEGS

Due to the MDE replacing the State Educational Record View and Submission (SERVS) Financial system with the Minnesota Education Grant System (MEGS), all IDEA Special Education Part B and C funds have been moved to the new MEGS system. All current year allocations are active and available for reimbursement. However, prior year funds have not been loaded into the system as of yet and may not be before such funds are needed. A request has been sent to the MDE Special



Education team to provide a timeframe for when they anticipate the funds to be available.

Earned Safe and Sick Leave Implementation Plan

As a result of the Earned Safe and Sick Time statute that goes into effect on January 1, 2024, MAWSECO has made the following decisions regarding ESST for its staff members:

For those who do not already earn 80 hours of sick leave due to: part-time status, accrual language in their current CBA/At-Will Agreement, there will be a: **Sick Leave Adjustment**. On December 31, 2023, each employee who did not earn a minimum of 80 hours of sick leave in accordance with the CBA will be provided with additional leave so they receive a total of 80 hours of sick leave for the 2023-2024 school year.

For all employees: **Earned Sick and Safe Time Leave (ESST) Bank**. On January 1, 2024, the District will transfer 80 hours from each employee's current sick leave balance, as available, to that employee's ESST leave bank for the employee's use in accordance with the ESST law. Any remaining sick leave balance after this transfer will remain in the employee's regular sick leave bank.

For all CBAs/At-Will agreements that end after June 30, 2024: **New Fiscal Year Accrual**. On July 1, 2024, the district will provide 80 hours to each full-time and part-time employee's ESST leave bank. Any sick leave hours accrued in accordance with the CBA in excess of 80 hours will be placed into the employee's regular sick leave bank.

For all employees: **Rollover at Year-End**. If an employee has not used all of their available ESST as of June 30th of the fiscal year, any remaining hours will be rolled over to their regular sick leave bank.

Elizabeth Sullivan, Human Resources Coordinator, will be notifying employees of these changes and training has been provided for all MAWSECO supervisors.

Third Party Billing - Consideration for contracted service for billing

In an effort to maximize potential revenue for our cooperative and members, through Third Party Billing (TPB), and because it is an extremely complicated system, MAWSECO is exploring entering into a contract with a third party billing and management company. This would ensure all necessary steps to maximize revenue are being followed as well federal and state compliance in this area.

C. Site Administrator Report



Programs are participating in a lot of group activities, whole building incentive programs. Students are learning about many things, including animals, space, along with appropriate interaction skills.

VI. Action Items

A. New Business

1. A motion to approve the December 1, 2023 Seniority Lists was made by Colleen Carlson and seconded by Jessica Johnson. Motion carried unanimously.
2. A motion to approve the Resolution Directing the Administration to make Recommendations for Reductions was made by Julie Rae Pennertz and seconded by Kelsey Puncochar. Motion carried unanimously.
3. A motion to approve the Resolution Announcing Availability of a Position and Directing the Executive Director and Administration to notify the appropriate persons on the reinstatement lists of the availability of the positions was made by Jessica Johnson and seconded by Colleen Carlson. Motion carried unanimously. Roll Call Vote: Amy Johnson, Aye; Kelsey Puncochar, Aye; Julie Rae Pennertz, Aye; Colleen Carlson, Aye; Jessica Johnson, Aye. Motion carried unanimously.
4. A motion to approve the request to dispose of listed audiology equipment was made by Colleen Carlson and seconded by Jessica Johnson. Motion carried unanimously.
5. A motion to approve the Earned Safe and Sick Time Memorandum of Agreement with Special Education Supervisors - MAWSECO was made by Jessica Johnson and seconded by Julie Rae Pennertz. Motion carried unanimously.
6. A motion to approve the Earned Safe and Sick Time Memorandum of Agreement with Education Minnesota was made by Julie Rae Pennertz and seconded by Colleen Carlson. Motion carried unanimously.
7. A motion to approve the Earned Safe and Sick Time Memorandum of Agreement with MSEA was made by Jessica Johnson and seconded by Kelsey Puncochar. Motion carried unanimously.



Meeting Date:
Tuesday, December 19, 2023

8. A motion to approve the Earned Safe and Sick Time Addendum for all At-Will Agreements was made by Jessica Johnson and seconded by Kelsey Puncochar. Motion carried unanimously.

VII. Future Board Meetings

- A. January 23, 2024 p.m., Organizational Meeting, MAWSECO Education Center, Howard Lake
- B. February 20th, 2024 p.m., MAWSECO Education Center, Howard Lake
- C. March 20, 2024 p.m., MAWSECO Education Center, Howard Lake

VIII. Adjournment

The meeting was adjourned at 7:25 p.m.

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.