



MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE
Board Meeting - Joint Powers Board #0938
Tuesday, October 29, 2024 - 6:00 pm
720 9th Ave, Howard Lake, MN 55321
Meeting Minutes - Official

Present: *Colleen Carlson, Katie Jones, Amy Johnson, Jessica Johnson, Cindy Miller, Julie Rae Pennertz, Kelsey Puncuchar, Melissa Hanson (Ex Officio)*

Absent: *Gena Jacobson*

Others Present: *Heidi Hennen, Laura Holmquist, Caren Heltne, Sarah Baker*

I. Call to Order

The regular meeting was called to order at 6:12 pm.

II. Pledge of Allegiance

The board recited the Pledge of Allegiance.

III. Approval of Meeting Agenda

A motion to approve the agenda without changes was made by Jessica Johnson and seconded by Julie Pennertz. Motion carried unanimously.

IV. Consent Agenda

A motion to approve the consent agenda was made by Kelsey Puncuchar 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
- Personnel Items

- *Employment of the following staff:*

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Gail Bergstrom	Short Call Paraprofessional Substitute	October 9, 2024
Meggann Carlson	On-Call Speech-Language Pathologist	October 9, 2024 - June 30, 2025
Linda Hamm	On-Call Physical Therapist	October 8, 2024 - June 30, 2025



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Angela Lauderbaugh	On-Call Speech-Language Pathologist	October 7, 2024 - June 30, 2025
Heather Sage	On-Call Speech-Language Pathologist	October 7, 2024 - June 30, 2025

- *Contract changes for the following staff:*

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
April McGee	Speech-Language Pathologist, additional days for 2024-2025 school year (non-continuing contract days)	October 7, 2024 - June 30, 2025

V. Reports

Executive Director Report

General Updates

The website transition from Blackboard to Finals site is nearing completion, with Elizabeth Sullivan leading the process. MAWSECO, after conducting in-house pay equity reviews since a full study in 2018, is now moving forward with a third-party contractor for a comprehensive compensation analysis. The process is expected to begin soon.

Special Education Updates

MDE Special Education Program Monitoring for MAWSECO programs and member districts, including Topical Record Reviews and Disproportionality Policies and Procedures Reviews, commenced on October 1st. Vocational Rehabilitation Services announced they will end authorization for work experiences and related services during school hours starting in the 2025-2026 school year. Increased referrals to Help Me Grow for Birth-3 are impacting the Part C team and providers, resulting in a higher workload to manage these cases.

Director of Business Services Report

FY24 Audit

Auditors are on site this week, with federal flow-through finalized on October 1st and B-3 refund checks sent to districts on October 15th.



FY24 Summer Unemployment Update

A payment of \$72,114.14 was made on October 15th, totaling \$81,844.50 for FY24—an increase of 54.88% from last year. MDE reimbursement is expected in FY25.

FY25 Next Steps

Audit planning is underway, with efforts to move timelines up by 2-3 weeks to align with district audits. Meetings are being held to review current budgets, and preparations are ongoing for the FY25 Revised Budget (due February) and FY26 budget planning.

Site Administrator Report

Caren Heltne, Assistant Director of Care and Treatment Programs provided an update to the board.

Village Ranch Alternative Program

VRAP began the school year strong, with one paraprofessional position still open. New administrator Laura Holmquist has positively impacted with her leadership, clear communication, and effective behavior management. Staff appreciate the new addition with two classrooms, a reset room, and a conference room, enhancing student support. Jennifer Janikula is assisting with the reset room setup. Laura will present program data at the next board meeting.

Sholund School for Girls

Sholund began with 6-8 students, and Jennifer Janikula was reassigned to VRAP to support the reset room until enrollment stabilizes. Staff are adapting well, providing consistent support despite increased disruptions from heightened mental health needs among residents.

Wings Alternative Program

Wings welcomed new teacher Nancy Walter, who, alongside Karla, is effectively balancing duties based on strengths. Enrollment began at 18, stabilized to 16-17 in October, and is expected to rise to 18-19 by November.

Laura Holmquist, Program Administrator at the Village Ranch Alternative Program (VRAP), provided the Governing Board with a tour of the VRAP.



VI. Action Items

A. Old Business

1. Policy Review [Second and Final Reading]

A motion to approve the listed policy changes as recommended by the Policy Committee was made by Julie Pennertz and seconded by Cindy Miller. Motion carried unanimously.

Policy 520 - Student Surveys

Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

Policy 525 - Violence Prevention (Applicable to Students and Staff)

Policy 533 - Wellness

Policy 701 - Establishment and Adoption of School District Budget

Policy 701.1 - Modification of School District Budget

Policy 705.1 - Electronic Fund Transfer

Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources

Policy 903 - Visitors to School District Buildings and Sites

B. New Business

1. Assurance of Compliance for the 2024-2025 School Year

A motion to approve the 2024-2025 Assurance of Compliance was made by Jessica Johnson and seconded by Colleen Carlson. Motion carried unanimously.

2. Resolution Accepting Donations for Village Ranch Alternative Program

The Resolution Accepting Donations was introduced by Julie Pennertz and seconded by Cindy Miller.

Roll Call Vote:

Amy Johnson - Aye

Julie Pennertz - Aye

Jessica Johnson - Aye

Cindy Miller - Aye

Kelsey Puncochar - Aye

Colleen Carlson - Aye

Katie Jones - Aye

Motion carried with 7 votes in favor.



3. Approval of Fund Transfer

A motion to approve the fund transfer and the closing of Fund 19 was made by Jessica Johnson and seconded by Kelsey Puncuchar. Motion carried unanimously.

4. Memorandum of Agreement (MOA) with MSEA for SLPA Position

A motion to approve the MOA with MSEA for the SLPA Position was made by Cindy Miller and seconded by Colleen Carlson. Motion carried unanimously.

VII. Future Board Meetings

- A. November 26, 2024, 6:00 p.m., MAWSECO Ed Center, Howard Lake, MN
- B. December 17, 2024, 6:00 p.m., MAWSECO Ed Center, Howard Lake, MN
- C. January 28, 2025, 6:00 p.m., MAWSECO Ed Center, Howard Lake, MN

VIII. Adjournment

A motion to adjourn the meeting at 7:16 p.m. was made by Jessica Johnson. Motion carried unanimously.

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