



**MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE**  
**Board Meeting - Joint Powers Board #0938**  
**Tuesday, January 24, 2024 - 6:30 pm**  
**Meeting Minutes - Official**

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**Present:** Amy Johnson, Cindy Miller, Jessica Johnson, Colleen Carlson, Kelsey Puncobar, 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 6:32 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 Julie Rae Pennertz and seconded by Gena Jacobson. 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. With no other nominations, the board voted 7-0 in favor. Amy Johnson is elected Chairperson of the MAWSECO Board for 2024.

Jessica Johnson was nominated for the position of the Board Vice-Chair by Amy Johnson. With no other nominations, the board voted 7-0 in favor. Jessica Johnson is elected Vice-Chair of the MAWSECO Board for 2024.

Kelsey Puncobar was nominated for the position of Treasurer by Amy Johnson. With no other nominations, the board voted 7-0 in favor. Kelsey Puncobar is elected Treasurer of the MAWSECO Board for 2024.

Julie Rae Pennertz was nominated for the position of Board Clerk by Jessica Johnson. With no other nominations, the board voted 7-0 in favor. Julie Rae Pennertz is elected Clerk of the MAWSECO Board for 2024.

**V. Resolution to Delegate Clerk, Treasurer Duties**

Motion to approve the Resolution to delegate the Clerk and Treasurer duties to the specified employees of the District Office of the Cooperative was made by Colleen Carlson and second by Cindy Miller. Motion approved unanimously.



**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.

**VI. Annual Destinations**

**A. Setting of Meeting, Place, Day, and Time**

The Joint Powers Board of Directors meets monthly at the MAWSECO Ed Center located at 720 9th Ave, Howard Lake, MN. at 6:00pm on the fourth Tuesday of each month, barring any conflicts. Please note that February 27th, 2024 is a date with meeting restrictions due to Precinct Caucus Day.

**B. Designation of Official Newspaper**

School districts are required by law to publish their meeting proceedings and many notices in their official newspaper. MAWSECO has previously designated the Wright County Journal Press as the organization's Official Newspaper.

**C. Designation of Official Legal Counsel for 2024**

MAWSECO has designated Squires, Waldspurger, and Mace, P.A. as the official MAWSECO Legal Counsel for several years, but may need to utilize services from other firms depending upon the nature of the issue.

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

This allows the Director of Business Services and the Executive Director to make electronic fund transfers from our PFM/Liquid Assets account to our Kensington Checking account in order to pay bills/payroll.

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

In order to ensure appropriate staffing to meet the needs of students and to ensure the organization runs smoothly, the executive director has previously been authorized to employ necessary personnel on a short term basis prior to board approval.



**F. Authorization to Execute all Business Affairs within Approved Budget**

This authorization will allow MAWESCO's Executive Director and Director of Business Services to execute all business affairs of MAWSECO for 2024 within the approved budget guidelines.

**G. Board Meeting Per Diem Rates and Mileage Allowance**

The current board meeting per diem rate is \$65.00 for each regular board meeting with all other meetings at \$50.00. The mileage allowance is based on the IRS standard mileage rate.

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

This authorization protects the organization's ability to meet payment obligations in the event of no quorum at a regular monthly board meeting.

**I. Board Committee Appointments**

403(b) - Gena Jacobson, Amy Johnson, Jessica Johnson

Non-Union Contracts - Cindy Miller, Amy Johnson, Jessica Johnson

Facilities - Gena Jacobson, Julie Rae Pennertz

Health Insurance - Amy Johnson, Colleen Carlson

Meet and Confer/Staff & Board Task Force - Kelsey Puncochar, Jessica Johnson

Negotiations with Union Contracts - Amy Johnson, Julie Rae Pennertz, Colleen Carlson

Policy Review - Jessica Johnson, Colleen Carlson, Kelsey Puncochar

Motion to approve the Annual Designation items VI. A. through VI. I. was made by Jessica Johnson and seconded by Julie Rae Pennertz. Motion carried unanimously.

**J. 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 Jessica Johnson and seconded by Gena Jacobson.

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.



**K. 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 Julie Rae Pennertz 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.

**L. Resolution Authorizing Issuance of Individual Procurement Cards**

Motion to approve the Resolution Authorizing Issuance of Individual Procurement Cards was made by Colleen Carlson and seconded by Kelsey Puncochar.

**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.

**VII. Consent Agenda**

A motion to approve the consent agenda was made by Jessica Johnson 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
- *Resignation of the following staff:*

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Allison Johnson	Trek Language Facilitator	March 1, 2024

- *Employment of the following staff:*

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lucille Ekholm	0.5 Floating Special Education Teacher All Programs	January 30, 2024



LeAnne Grunke	1.0 Paraprofessional Cornerstones	January 23, 2024
Douglas Krokstrom	1.0 Paraprofessional Village Ranch	January 8, 2024
Cindy Lower	Substitute Paraprofessional Cornerstones/Eastern Wright	January 9, 2024 January 9, 2024

*Lane Change:*

Susan Sickler, School Psychologist, moving from BA+60/MA+20 to BA+70/MA+30, Effective: January 15, 2024

Jeanine Sunsten, ECSE Teacher, moving from BA+40/MA to BA+50/MA+10, Effective January 15, 2024

Trent Wheatley, Special Education Teacher, moving from BA+30 to BA+40/MA, Effective: January 15, 2024

**VIII. Acknowledgement - Paraprofessional Recognition Week, January 22-26, 2024**

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

**IX. Reports**

***Executive Director Report***

*General Updates*

The MAWSECO-wide administrative professional development on special education legal topics for this summer will be a regional training that will take place in a central location within the Regions 5 & 7 area on August 1st with Attorney Mick Waldspurger as the presenter. All MAWSECO administrators and District Administrators will be invited to attend.

*MAWSECO Alternative Programs*

Program calendars are being developed for the 2024-2025 school year. Trek and Journeys programs have waitlists as the student capacity is limited due to workforce shortages. MAWSECO is looking at options for special education teacher incentives to work in these programs.

*MAWSECO District Special Education Programs*



MDE Program Monitoring training will begin soon for Cohort 1 districts, which includes all of MAWSECO members. The incidence of MDE Special Education Complaints across MN continues to be at an unprecedented rate.

*Other*

State Legislative Advocacy: The 2024 legislative session will begin February 10, 2024. The Minnesota Administrators for Special Education (MASE) Platform will include the following major areas:

- Fair and Sustainable Funding Systems
- Qualified Special Education Workforce
- Special Education Paperwork Reduction

Melissa will be attending the MASE Day at the Capitol on February 27, 2024 to meet with our state legislators regarding the needs of special education.

Melissa will be traveling to Washington D.C. on February 28-March 1, 2024 to meet with our MN Congressmen regarding educational needs and priorities. This is a joint advocacy trip with MASA and MASE leaders. All travel costs will be covered by MASE due to Melissa's role as MASE President. Melissa will be on vacation the week of January 29th - February 2nd. During this absence the Administrative Contingency Plan will be followed. Melissa will be attending the MASE Board of Directors Meeting and the MASA/MASE Spring Conference on March 13-15, 2024.

***Business Manager Report***

*FY24 Federal Flow Through*

The 419\_420 Initial Federal Sub-Award to Member Districts was shared with all of the district business managers at the monthly district business manager meeting on January 18th, 2024. Updates will be made after the federal awards are finalized later this year.

*Update on the status of Highly Qualified Paraprofessionals*

As of January 19th, only two Title 1 or special education paraprofessionals still need to test and/or need to become highly qualified. MAWSECO feels confident that everyone who needs to be highly qualified will be by the end of the school year.

*Ed Center Water Cooler*

Ed Center had a new water cooler installed. While maybe not seemingly noteworthy, staff have been extremely excited about the new water cooler and are very grateful!

**X. Action Items**



**A. New Business**

**1. Contract and fee schedule for SCHOOL Project**

Motion to approve the contract between MAWSECO and SCHOOL Project Services for third party billing services made by Gena Jacobson and seconded by Julie Rae Pennertz. Motion carried unanimously.

**2. MOA - Journeys and Trek Retention Incentive**

Motion to approve the Trek and Journeys Retention Incentive Memorandum of Agreement (MOA) between EdMN MAWSECO and Meeker and Wright Special Education Cooperative made by Gena Jacobson and seconded by Cindy Miller. Motion carried unanimously.

**XI. Future Board Meetings**

- A. February 20, 2024, 6:00 p.m., MAWSECO Ed Center, Howard Lake
- B. March 26, 2024, 6:00 p.m., MAWSECO Ed Center, Howard Lake
- C. April 23, 2024, 6:00 p.m., MAWSECO Ed Center, Howard Lake

**XII. Adjournment**

The meeting was adjourned at 7:24pm

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