



MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE
Board Meeting - Joint Powers Board #0938
Tuesday, January 28, 2025 - 6:00 pm
Meeting Minutes - Official

Present: Sarah Baker, Jessica Johnson, Cindy Miller, Kelsey Puncochar, Jen Rasset
(arrived at 6:28 pm)

Absent: Gena Jacobson

Others Present: Melissa Hanson, Heidi Hennen, Emily Schneider

I. Call to Order

The January Regular/Organizational meeting was called to order at 6:09 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 Kelsey Puncochar and seconded by Cindy Miller. Motion carried unanimously.

IV. Election of Officers

A. Board Chairperson

Jessica Johnson was nominated for the position of the Board Chair by Cindy Miller. With no other nominations, the board voted 4-0 in favor. Jessica Johnson is elected Chairperson of the MAWSECO Board for 2025.

B. Board Vice-Chairperson

Gena Jacobson was nominated for the position of the Board Vice-Chairperson by Kelsey Puncochar. With no other nominations, the board voted 4-0 in favor. Gena Jacobson is elected Vice-Chairperson of the MAWSECO Board for 2025.

C. Board Treasurer

Kelsey Puncochar was nominated for the position of Treasurer by Jessica Johnson. With no other nominations, the board voted 4-0 in favor. Kelsey Puncochar is elected Treasurer of the MAWSECO Board for 2025.

D. Board Clerk

Cindy Miller was nominated for the position of Board Clerk by Jessica Johnson. With no other nominations, the board voted 4-0 in favor. Cindy Miller is elected Clerk of the MAWSECO Board for 2025.



V. Resolution to Delegate Clerk, Treasurer Duties

Board member Cindy Miller introduced the following resolution and moved its adoption: Resolution to delegate the Clerk and Treasurer duties to the specified employees of the District Office of the Cooperative. The motion for adoption of the forgoing resolution was duly second by Kelsey Puncochar and upon vote being taken thereon the following voted in favor thereof by roll call vote:

Roll Call Vote:

Sarah Baker, Aye; Gena Jacobson, Absent; Jessica Johnson, Aye; Cindy Miller, Aye; Kelsey Puncochar, Aye; Jen Rasset, Absent.

The Resolution was declared duly passed and adopted.

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 5:00pm on the fourth Tuesday of each month, barring any conflicts.

Motion to approve the proposed schedule was made by Sarah Baker and seconded by Cindy Miller. Motion carried unanimously.

B. Consent Agenda for Annual Designations

1. Designation of Official Newspaper

MAWSECO has designated the Wright County Journal Press as the organization's Official Newspaper.

2. Designation of Official Legal Counsel for 2025

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

3. Authorization for Director of Business Services and Controller to Make Electronic Fund Transfers

The Director of Business Services and Controller may make electronic fund transfers from our PFM/Liquid Assets account to our Kensington Checking account in order to pay bills/payroll.



4. 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 is authorized to employ necessary personnel on a short term basis prior to board approval.

5. Authorization to Execute all Business Affairs within Approved Budget

MAWESCO's Executive Director and Director of Business Services may execute all business affairs of MAWSECO for 2025 within the approved budget guidelines.

6. Board Meeting Per Diem Rates and Mileage Allowance

The 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.

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

MAWSECO is authorized 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.

8. Designation of Official Depository for 2025

Kensington Bank has been designated as the official local bank depository and Minnesota School District Liquid Asset Fund Plus/PFM has been designated as the secondary depository.

9. Authority with Official Depositories for 2025

The Board approved these individuals to be given the following authority with official depositories:

1. Authority to sign checks (all signatures required)
 - a. Governing Board Chair
 - b. Governing Board Clerk
2. Authority to transfer MSDLAF/PFM Funds:
 - a. Director of Business Services
 - b. Controller



3. Authority to transfer funds between local banks:
 - a. Director of Business Services
 - b. Controller
4. Authority to open and close accounts:
 - a. Executive Director of Special Education
 - b. Director of Business Services

Jen Rasset arrived at 6:28 pm.

Motion to approve the Annual Designation items VI. B. 1. through VI. B 9. was made by Kelsey Puncochar and seconded by Cindy Miller. Motion carried unanimously.

C. Board Committee Appointments

Non-Union Contracts - *Sarah Baker, Jessica Johnson, Cindy Miller*

Negotiations with Union Contracts (EdMN MAWSECO, MSEA, Special Education Supervisors) - *Jessica Johnson, Kelsey Puncochar, Jen Rasset*

Facilities (Ad Hoc) - *Gena Jacobson, Kelsey Puncochar*

Health Insurance - *Sarah Baker, Cindy Miller*

Meet and Confer/Committee at Large - *Cindy Miller, Kelsey Puncochar*

Policy Review - *Gena Jacobson, Jen Rasset, Litchfield Representative*

Motion to approve the 2025 Board Committee assignments was made by Cindy Miller and seconded by Kelsey Puncochar. Motion carried unanimously.

D. EDIAM Resolution: Designation of Identified Official with Authority (IOwA)

Board member Sarah Baker introduced the following resolution and moved its adoption: EDIAM Resolution designating Melissa Hanson, Executive Director, as the Identified Official with Authority (IOwA). The motion for adoption of the foregoing resolution was duly seconded by Kelsey Puncochar and upon vote being taken thereon the following voted in favor thereof by roll call vote:

Roll Call Vote: Sarah Baker, Aye; Gena Jacobson, Absent; Jessica Johnson, Aye; Cindy Miller, Aye; Kelsey Puncochar, Aye; Jen Rasset, Aye.



The resolution was declared duly passed and adopted.

E. Resolution Authorizing Issuance of Individual Procurement Cards

Board member Cindy Miller introduced the following resolution and moved its adoption: Resolution Authorizing Issuance of Individual Procurement Cards. The motion for the adoption of the foregoing resolution was duly seconded by Kelsey Puncochar and upon vote being taken thereon the following voted in favor thereof by roll call vote:

Roll Call Vote: Sarah Baker, Aye; Gena Jacobson, Absent; Jessica Johnson, Aye; Cindy Miller, Aye, Kelsey Puncochar, Aye; Jen Rasset, Aye.

The resolution was declared duly passed and adopted.

VII. Consent Agenda

A motion to approve the consent agenda was made by Kelsey Puncochar and seconded by Cindy Miller. 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

○ *Retirements/Resignations/Terminations of the following staff:*

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Maegan Okerman	Paraprofessional Village Ranch Alternative Program	January 10, 2025
Ruth Schaefer	Audiologist	June 10, 2025

- *Employment of the following staff:*

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Holli Amberg	Short Call Paraprofessional Substitute	January 13, 2025
Louis Holstein	1.0 FTE Floating Paraprofessional	January 8, 2025



- *Contract Changes/Approvals/Position Changes*
 1. Lane Change: Matt Barron, Lead Teacher, moving from BA+60/MA+20 to BA+70/MA+30, Effective January 15, 2025
 2. Lane Change: Hope Sykora, Special Education Teacher, moving from BA+30 to MA, Effective January 15, 2025

- *Leave of Absence:*
 1. Leave of Absence: Kelly Lhotka, Speech/Language Pathologist, Effective January 2, 2025 - June 1, 2025

VIII. Acknowledgement - Paraprofessional Recognition Week, January 20-26, 2025

A motion for the board to acknowledge and recognize the hard work and dedication of the paraprofessionals was made by Sarah Baker and seconded by Jen Rasset.

IX. Reports

Executive Director Report

Welcome New Board Members

MAWSECO is pleased to welcome three new board members to their board this year. Sarah Baker will represent the Delano school district, Jen Rasset will represent the Maple Lake District, and the Litchfield district board will be announcing their district representative soon.

Executive Director Professional Goals: Mid-Year Progress Update

Melissa Hanson updated the School Board on her 2024-2025 Professional Goals.

Administrative Contingency Plan

This plan will be used in the event that the Executive Director is unavailable due to illness, absence, or other reason resulting in her inability to provide leadership to MAWSECO for a period of time.

MDE Fiscal Monitoring

MAWSECO and its member districts have been designated “not high risk” and will be monitored because it is their “cycle year”. Melissa Hanson and Andrea Fladeboe are working directly with Business Managers to support the Fiscal Monitoring process in Districts.



Staffing Updates

Due to an unanticipated leave of absence, there was a 1.0 FTE SLP position opening. A contract was quickly put into place with a staffing agency, however the SLP that was designated for this service suddenly resigned before starting. Letters went out to families impacted by the staffing shortage and make up services will be provided to these families.

Teacher and Para Absence Coverage across the 8 Programs

The rate of substitute coverage is 56% for teachers and 53% for paraprofessionals. There are currently 2.0 FTE Teacher Leaves of absences. Melissa recommended adding a second Floating SPED Teacher position and a second Floating Paraprofessional position for FY26 to increase the rate of sub coverage.

School Psych Plan for FY26

There are currently 8.0 FTE school psychs across the seven member districts and eight programs with 1.0 FTE of these on special assignment. A budget neutral plan is to allocate all 8.0 FTE school psychologists to cover districts and programs to provide additional support for district needs. We will continue to monitor our staffing ratio in comparison to others in the region to ensure MAWSECO can retain our staff.

Audiologist for FY26

MAWSECO's current audiologist is retiring at the end of the school year. Melissa is exploring the possibility of working with a nearby district to share a 1.0 FTE audiologist in hopes of increasing recruitment potential.

Termination of Service Agreement with SCHOOL Project

MAWSECO gave a 30-day notice on December 12, 2024 to terminate the contract. MAWSECO feels assured and confident that they have the correct procedures in place that services from the SCHOOL Project are no longer needed.

Legislative Information

Updates were shared regarding State legislative activities at the beginning of the 2025 session.



Business Manager Report

Amazon Rebate Program and Cooperative Purchasing Contracts

MAWSECO entered into a rebate program with Amazon purchasing beginning January 1, 2025. It is risk free and promises rebates based on increased spending. It is renewable year over year. MAWSECO is also in the process of connecting their Amazon Business account with Omnia Partners, a national cooperative purchasing program, which will give further discounts on many items.

Delayed Egress Update

One quote has been received and MAWSECO is waiting on a second, which is required due to the total cost of the project. MAWSECO is looking into grant opportunities that could potentially fund this purchase. This is an allowable special education expense so will be coded for state reimbursement.

FY25 Fin 374 Student Support Personnel Aid

First billing to districts went out this week. Positions covered by this include: 1.5 FTE School Psychologists, .5 FTE School Nurse, and any remaining funds are used to fund the Social Worker position in the Cornerstones Program.

FY25 Initial Federal Allocations to Districts

The FY25 Initial Calc 419/619_420/620 Federal Sub-Award to Member Districts. Final allocations for both will come sometime in late March or early May.

FY24 Gen Ed Appeal

The FY24 Gen Ed appeal calculation has been finalized with MDE and the final calculation will be done by MDE and finalized in March. The calculated Gen Ed appeal for this year was about \$877 over seven programs which is down from last year due to several factors. The main factor being some different revenue sources being increased and/or added.



X. Action Items

A. Old Business

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

Policy 204 - School Board Meeting Minutes

Policy 421 - Gifts to Employees

Policy 450 - Soliciting Funds from School Personnel

Policy 452 - Substitute Teachers

Policy 453 - Student Teachers

Policy 454 - Instructional Improvement and Staff Evaluation

Policy 518 - DNR-DNI Orders

Policy 523 - Policies Incorporated by Reference

Policy 528 - Student Parental, Family and Marital Status Nondiscrimination

Policy 530 - Immunization Requirements

Policy 531 - Pledge of Allegiance

Policy 554 - Student Insurance

Policy 702 - Accounting

Policy 703 - Annual Audit

Policy 705 - Investments

XI. Future Board Meetings

- A. February 25, 2025, 5:00 p.m., MAWSECO Ed Center, Howard Lake
- B. March 25, 2025, 5:00 p.m., MAWSECO Ed Center, Howard Lake
- C. April 22, 2025, 5:00 p.m., MAWSECO Ed Center, Howard Lake

XII. Adjournment

A motion to adjourn the meeting at 7:52 p.m. was made by Kelsey Puncochar and seconded by Jessica Johnson. Motion carried unanimously.

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.