



MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE
Board Meeting - Joint Powers Board #0938
Tuesday, October 28, 2025 - 5:30 pm
Meeting Minutes - Official

Present: Sarah Baker, Alex Carlson, Gena Jacobson, Jessica Johnson, Cindy Miller,
Kelsey Puncochar, Jen Rasset
Absent: None
Others Present: Melissa Hanson, Kate Ryan, Laura Holmquist, Colleen Carlson

I. Call to Order/Board Roll Call

The Regular meeting was called to order at 5:37 p.m.

A roll call was conducted:

Sarah Baker: Present

Alex Carlson: Present

Gena Jacobson: Present

Jessica Johnson: Present

Cindy Miller: Present

Kelsey Puncochar: Present

Jen Rasset: Present

A quorum of seven board members was established.

II. Pledge of Allegiance

The board recited the Pledge of Allegiance.

III. Approval of Meeting Agenda

A motion to approve the agenda as presented was made by Gena Jacobson and seconded by Sarah Baker. Motion carried unanimously.

IV. Consent Agenda

A motion to approve the consent agenda was made by Kelsey Puncochar and seconded by Gena Jacobson. 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

<i>Employment of the following staff:</i>		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Britta Barth	On-Call Substitute Teacher	September 24, 2025
Layle Dawa	On-Call Substitute Paraprofessional	October 20, 2025
Raja Ellman	1.0 FTE Paraprofessional, STEP	November 3, 2025
Shannon Jex	1.0 FTE Paraprofessional, VRAP	October 20, 2025
Robert Moynagh III	On-Call Substitute Teacher	September 30, 2025

V. Informational Items

A. Executive Director Report

MN Education Organizations Call on the Administration and Congress

Over 200 national education organizations signed a letter urging the Administration and Congress to reverse recent U.S. Department of Education layoffs and restore staffing to ensure continued support for students with disabilities.

Grant Opportunities

MAWSECO received a \$15,000 Cyber and Building Security Grant to support the installation of delayed egress doors at the Education Center. MAWSECO also applied for a Cardiac Emergency Response Plan (CERP) grant to strengthen AED access and emergency preparedness ahead of new 2026–2027 state requirements.

MA Billing - New Requirement to Use CPT Codes

DHS now requires the use of CPT and HCPCS codes for MA Billing effective October 1. SpEd Forms updated its system accordingly, and staff training will follow.

MDE Special Education Program Monitoring

MDE's Special Education Program Monitoring placed MAWSECO in Cohort 1. A targeted review of 275 student files identified 28 citations, primarily related to



progress reporting. Corrections are due by January 2026, with the Close-Out Phase beginning in spring 2026.

Board Policy Review

The Board Policy Committee will resume its review process following earlier delays during central office staffing transitions.

B. Director of Finance Report

Cash Flow

A draw from the PFM account was made this month to cover payroll, November 1st health insurance, payables, and the \$522,017.45 of Member Districts Federal Finance 419/619 flow-through funds.

Accounts Payable & Receivables Update

Current period payables include the Wright County SRO payment of \$64,840, the Brothers Fire & Security door egress payment of \$25,500, the HLWW semi annual lease payment of \$121,790.20, HLWW catch up rent/utilities payment due to a broken meter at the end of the school year plus current rent payments, and an increase in health insurance premiums. A check for the MDE grant of \$15,000 towards payment of the door egress is expected this month.

FY2024-25 YE Audit

The audit began October 27, 2025. The auditors first day onsite was Tuesday, October 28th.

C. Village Ranch Alternative Program Administrator Report & Tour of the Program

Laura Holmquist, Program Administrator at VRAP, provided an update on the Village Ranch Alternative Program and offered a facility tour following the meeting. She expressed appreciation for the dedicated staff, noting that nearly all returned this fall, providing valuable consistency and stability for students. The program recently hired a new English teacher who has brought strong energy and engagement to classes. A second teacher position remains unfilled, so an additional full-time paraprofessional was hired to support larger class sizes.



Current enrollment is 34 students, with three students attending Dassel-Cokato High School for part of the day. Collaboration with DCHS administration continues to strengthen transition processes for students moving from residential care to local foster homes.

Music has become an integral part of the program's success. Through multiple grants, the school acquired guitars, a violin, iPads, and other materials to support music instruction and student engagement. A new music studies elective has also been introduced.

VI. Action Items

A. New Business

1. Annual Assurance of Compliance and Mandated Reporting

A motion to approve the Annual Assurance of Compliance and Mandated Reporting was made by Gena Jacobson and seconded by Cindy Miller. Motion carried unanimously.

VII. Future Board Meetings

- A. November 6, 2025, 5:30 p.m., EdMN MAWSECO Negotiations Meeting, MAWSECO Ed Center, Howard Lake
- B. November 25, 2025, 5:30 p.m., Regular Board Meeting, MAWSECO Ed Center, Howard Lake
- C. December 16, 2025, 5:30 p.m., Regular Board Meeting, MAWSECO Ed Center, Howard Lake
- D. January 27, 2026, 5:30 p.m., Organizational Board Meeting, MAWSECO Ed Center, Howard Lake
- E. February 24, 2026, 5:30 p.m., Regular Board Meeting, Sholund School for Girls, Annandale

VIII. Adjournment

A motion to adjourn the meeting was made by Kelsey Puncochar and seconded by Jen Rasset. Motion carried unanimously. The meeting was adjourned at 5:55 p.m.

**A tour of the Village Ranch facility by Laura Holmquist was taken after the meeting adjourned.*

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