



MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE
Board Meeting - Joint Powers Board #0938
Wednesday, December 3, 2025 - 5:30 pm
Meeting Minutes - Official

Present: Sarah Baker, Jessica Johnson, Cindy Miller, Kelsey Puncochar, Jen Rasset

Absent: Alex Carlson, Gena Jacobson

Others Present: Melissa Hanson, Kate Ryan, Kim Geurts, Marisa Austin

I. Call to Order/Board Roll Call

The November Regular meeting (rescheduled from November 25th due to weather) was called to order at 5:36 p.m.

A roll call was conducted:

Sarah Baker: Present

Alex Carlson: Absent

Gena Jacobson: Absent

Jessica Johnson: Present

Cindy Miller: Present

Kelsey Puncochar: Present

Jen Rasset: Present *via Google Meet*

A quorum of five 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 Kelsey Puncochar and seconded by Sarah Baker.

Roll Call Vote:

Sarah Baker - aye

Jessica Johnson - aye

Cindy Miller - aye

Kelsey Puncochar - aye

Jen Rasset - aye

Motion carried with five votes in favor.



IV. Consent Agenda

A motion to approve the consent agenda was made by Kelsey Puncochar and seconded by Sarah Baker .

Roll Call Vote:

Sarah Baker - aye

Jessica Johnson - aye

Cindy Miller - aye

Kelsey Puncochar - aye

Jen Rasset - aye

Motion carried with five votes in favor of approving 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>
Annie Cafferty	On Call Substitute Teacher	November 5, 2025
Susan Kubasch	On Call Substitute Teacher	November 24, 2025
Emma Martin	On Call Substitute Paraprofessional	November 10, 2025
Kailee Newman	1.0 FTE Paraprofessional, STEP	November 10, 2025

<i>Retirements/Resignations/Terminations</i>		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Louis Holstein	Floating Paraprofessional	November 30, 2025
Kailee Newman	1.0 FTE Paraprofessional, STEP	December 1, 2025



V. Informational Items

A. Executive Director Report

Staff Recognition

The Wellness Committee reported 66 #AWE Moments staff nominations in the first quarter of this school year. The Educational Support Staff (ESS) Recognition Banquet was held on Wednesday, November 19th at the Rivers Edge Convention Center in St. Cloud. MAWSECO celebrated the award recipients for the 2025 ESS Awards: Amanda Anderson, Special Education Paraprofessional at Journeys; and Annie Grunke, Special Education Paraprofessional at Cornerstones.

Grants

Chad Johnson, Program Administrator for Sholund and Wings, applied for a Nonexclusionary Discipline (NED) Mini-Grants for both programs through Resource Training and Solutions. Each program was awarded the grant for \$840. MAWSECO submitted a Letter of Support to Resource Training and Solutions (RTS) for a teacher mentorship and retention grant, which, if awarded, would enable a partnership to expand the Special Education Teacher Mentorship and Retention Network. This regional initiative aims to build consistent, high-quality induction systems for special education teachers in their first three years, train mentors in effective research-based practices, provide structured time for mentoring and reflection, strengthen leadership capacity to sustain induction efforts beyond the grant period, and improve retention of special education teachers, including those from underrepresented groups.

Student Census Shifts

The Sholund program started the school year with a smaller student census. The residential program director expects that number to rise as their staffing improves and stabilizes. A recent workload analysis showed that MAWSECO's current student needs for Teacher of the Deaf/Hard of Hearing services fall below the level supported by our FTE. To better align staffing with actual needs, MAWSECO has entered into a contract with the Buffalo-Hanover-Montrose district to provide TDHH services and support their increased student needs.



B. Director of Finance Report

Finance Department Update

The audit has wrapped up. Special Pupil billing to MDE on behalf of our Member Districts that had eligible students in our Care and Treatment programs was submitted. MDE Year-End Processes have all been completed.

Cash Flow

The cash flow remains positive. PFM account draws were made this month to cover payroll, 12/01 health insurance, AP, Member Districts Birth-3 Rebates, and 3rd Quarter Unemployment.

Accounts Payable & Receivables Update

Current AP payments include payments to Member Districts for the Federal Flow-through and Birth-3 Rebates and 3rd Quarter Unemployment.

C. Fund Balance Annual Review

In accordance with the Fund Balance Policy 714, a review of the sufficiency of the minimum unassigned general fund balance was brought to the board for annual review. Informational only. No action required.

D. Policy Review [First Reading]

The following policies were brought to the board for a first reading. No action was taken.

1. Policy 103 - Complaints - Students, Employees, Parents, Other Persons
2. Policy 203.5 - School Board Meeting Agenda
3. Policy 205 - Open Meetings and Closed Meetings
4. Policy 206 - Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
5. Policy 208 - Development, Adoption, and Implementation of Policies
6. Policy 210 - Conflict of Interest - School Board Members
7. Policy 301 - School District Administration
8. Policy 302 - Director of Special Education
9. Policy 303 - Director of Special Education Selection
10. Policy 304 - Director of Special Education Contract, Duties, and Evaluation
11. Policy 305 - Policy and Administrative Procedure Implementation
12. Policy 306 - Administrator Code of Ethics
13. Policy 404 - Employee Background Checks



14. Policy 407 - Employee Right to Know - Exposure to Hazardous Substances

F. Policy Rescission [First Reading]

The following policy was brought to the board for a first reading. No action was taken.

1. Policy 250 - Publications

VI. Acknowledgements

A. American Education Week, November 17-21, 2025

Melissa Hanson, Executive Director, acknowledged American Education week. It is a week that offers a powerful moment to lift up public education and the people who make it thrive. MAWSECO proudly recognizes its exceptional educators with how they create strong pathways for students to learn, grow, and succeed, and how everyone shows remarkable dedication every day. MAWSECO celebrates their impact and care they bring to every classroom and program.

VII. Action Items

A. New Business

1. Fiscal Year 25 Audit Report

The Fiscal Year 2025 Audit Report was presented to the board by Marisa Austin with Conway, Deuth & Schmiesing.

A motion to approve the Audit Report was made by Sarah Baker and seconded by Cindy Miller.

Roll Call Vote:

Sarah Baker - aye

Jessica Johnson - aye

Cindy Miller - aye

Kelsey Puncochar - aye

Jen Rasset - aye

Motion carried with five votes in favor.

2. Short-Call Substitute Teacher & Paraprofessional Rates of Pay

Postponed action due to lack of motion for approval. The board requested for additional information and to move the action item to the next meeting.



3. Language Access Plan

A motion to approve the Language Access Plan as presented was made by Kelsey Puncochar and seconded by Sarah Baker .

Roll Call Vote:

Sarah Baker - aye

Jessica Johnson - aye

Cindy Miller - aye

Kelsey Puncochar - aye

Jen Rasset - aye

Motion carried with five votes in favor.

4. Audiology Surplus Property

A motion to designate the listed Audiology items as Surplus Property was made by Kelsey Puncochar and seconded by Cindy Miller.

Roll Call Vote:

Sarah Baker - aye

Jessica Johnson - aye

Cindy Miller - aye

Kelsey Puncochar - aye

Jen Rasset - aye

Motion carried with five votes in favor.

5. Ratification of 2025-2027 EdMN MAWSECO Master Agreement and Approval of the Memorandums

A motion to approve the ratification of the 2025-2027 EdMN MAWSECO Master Agreement approval of the Memorandums was made by Kelsey Puncochar and seconded by Jen Rasset.

Roll Call Vote:

Sarah Baker - aye

Jessica Johnson - aye

Cindy Miller - aye

Kelsey Puncochar - aye

Jen Rasset - aye



Motion carried with five votes in favor.

VIII. Future Board Meetings

- A. December 10, 2025, 5:30 p.m., Special Education Supervisor Negotiations Committee Meeting, MAWSECO Ed Center, Howard Lake
- B. December 16, 2025, 5:30 p.m., Regular Board Meeting, MAWSECO Ed Center, Howard Lake
- C. January 27, 2026, 5:30 p.m., Organizational Board Meeting, MAWSECO Ed Center, Howard Lake
- D. February 24, 2026, 5:30 p.m., Regular Board Meeting, MAWSECO Ed Center, Howard Lake
- E. March 24, 2026, 5:30 p.m., Regular Board Meeting, MAWSECO Ed Center, Howard Lake

IX. Adjournment

A motion to adjourn the meeting was made by Jessica Johnson and seconded by Sarah Baker.

Roll Call Vote:

Sarah Baker - aye

Jessica Johnson - aye

Cindy Miller - aye

Kelsey Puncochar - aye

Jen Rasset - aye

Motion carried with five votes in favor. The meeting was adjourned at 7:29 p.m.

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