



MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE
Board Meeting - Joint Powers Board #0938
Tuesday, September 24, 2024 - 6:00 pm
720 9th Ave., Howard Lake, MN 55349
Meeting Minutes - Unofficial

Present: *Colleen Carlson, Gena Jacobson, Amy Johnson, Jessica Johnson, Cindy Miller, Kelsey Puncuchar*

Absent: *Julie Rae Pennertz*

Others Present: *Melissa Hanson, Heidi Hennen, Jill Sundblad, Emily Schneider*

I. Call to Order

The regular meeting was called to order at 6:10 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 Cindy Miller. Motion carried unanimously.

IV. Consent Agenda

A motion to approve the consent agenda was made by Colleen Carlson and seconded by Kelsey Puncuchar. 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>
Brenda Brandvold	Short Call Paraprofessional Substitute	September 16, 2024
Cassidy Hollon	1.0 FTE BCBA Intern	September 16, 2024

- *Contract Changes/Approvals/Position Changes*
Lane Change: Matt Barron, Lead Teacher, moving from BA+40/MA to BA+60/MA+20, Effective August 26, 2024



Lane Change: Alexis Cerrato, School Psychologist, moving from BA+50/MA+10 to BA+60/MA+20, Effective August 26, 2024

Lane Change: Trent Wheatley, Special Education Teacher, moving from BA+40/MA to BA+50/MA+10, Effective August 26, 2024

- *BOSA Administrative Variance*
BOSA Administrative Variance: Laura Holmquist, K-12 Principal, Program Administrator, Village Ranch, Effective 2024-2025

V. **Acknowledgement - School Board Recognition Month**

Melissa Hanson, Executive Director, formally acknowledged School Board Recognition Week and expressed sincere appreciation and gratitude to the board members for the important role they play within the MAWSECO organization and for the commitment they demonstrate in making decisions that have a tremendous impact on the education of the students MAWSECO serves.

VI. **Reports**

Executive Director Report

Student Census Data

Executive Director Hanson provided an overview of the student census data for the first week of the school year. The data shows that MAWSECO program totals for the start of the year are slightly higher than recent years, following a pattern of slow but steady growth over the past 5 years. Referrals for Birth-2 ECSE have exceeded previous years, even though the past few years had already seen higher-than-usual referral rates. So far, we have had 51 referrals. As a comparison, last year there were 40 referrals that occurred between July 1 and September 30.

MAWSECO Newsletter

The first edition of the new employee newsletter, “MAWSECO Monthly”, was shared with staff in September. The newsletter will be an important communication tool to keep employees informed and connected to the great things happening across the cooperative!

MSEA MOA in Development

Based on an inquiry from MSEA, MAWSECO has agreed to jointly develop a Memorandum of Agreement (MOA) with MSEA Union to bring the SLPA position into the bargaining unit.



Other

Executive Director Hanson also shared information about Tuition Reimbursement Options for Special Education students and the final version of the 2024-2025 Executive Director Professional Goals & Action Steps.

Gena Jacobson arrived at 6:23pm.

Director of Business Services Report

FY24 Audit Preparation

Finalized:

Final FY24 General Education billing,

Final FY24 Final purchased service billing - The Purchase Service Billing Calculation Spreadsheets were overhauled during the process this year. This has resulted in them being much more user friendly and we can easily pull data out of them. There are still some tweaks to make, but everything is much more efficient both for finalizing invoices as well as SEDRA entry. The same has been done for the 85% billing making the whole process more efficient and again easier to pull data.

Final FY24 Fin 374 Student Support Personnel Aid billing

Working on:

Finalizing federal flow through claim forms, drawing funds from MEGS, and flowing checks back to districts

B-3 refund calculations

FY25 Summer Unemployment Update

There have been a total of 30 individuals who filed for summer unemployment this year. The first quarter of the year FY24 total was \$9,730.36 and the updated amount for the second quarter total is \$71,175.7 with the second quarter not being finalized quite yet. This is a 50.81% increase over the total for the quarter from last year and we're not done yet. As a reminder, it is anticipated that all of these funds will be reimbursed for FY25.

Site Administrator Report

Jill Sundblad provided a tour of Journeys, STEP, and Trek Programs and gave the following updates about the programs:

Journeys



The Journeys program started the year out with three teachers, one mental health professional and three paraprofessionals. They welcomed two new teachers and one new paraprofessional. Staff are melding together their established and new ideas and retines wonderfully. They spent time during workshop week to plan for implementation of some new curriculum and are excited about having a new schedule to support the students' learning. Journeys started the year with three new students and may have another student return soon. Students were able to start with their beginning of the year assessments to assist staff with curriculum planning and placement.

STEP

STEP welcomed a new teacher from Eastern Wright. Students have enjoyed the new approach that is focusing even more on independence and they are really showing their skills already. STEP has continued the “coffee shop” this year and added different options. They also added a “credit card” option to enhance the students' skills in cashiering. Their vending job has also begun again to have students work on learning how to take inventory, determine how and when to restock, count money, and learn how to complete tracking slips.

Trek

Trek welcomed a new teacher this year. She has experience in a setting 3 program which is really helping some of our students that are getting ready to transition back to their district increase their skills. They have added one new student to the program and staff are excited to see how the new dynamic will enhance everyone's skills.

VII. Action Items

A. New Business

1. Policy Review [First Reading]

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

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

2. MAWSECO Materials Requested to be Determined Surplus Property

A motion to approve the request to determine the named materials as surplus property was made by Jessica Johnson and seconded by Gena Jacobson. Motion carried unanimously.

3. Resolution Accepting Donations

A motion to approve the Resolution Accepting Donations was made by Gena Jacobson and seconded by Kelsey Puncochar.

Roll Call Vote:

Amy Johnson - Aye

Jessica Johnson - Aye

Cindy Miller - Aye

Kelsey Puncochar - Aye

Colleen Carlson - Aye

Gena Jacobson - Aye

Motion carried with 6 votes in favor.

VIII. Future Board Meetings

A. October 29, 2024, 6:00 p.m., Village Ranch Alternative Program, Cokato

B. November 26, 2024, 6:00 p.m., MAWSECO Ed Center, Howard Lake

C. December 17, 2024, 6:00 p.m., MAWSECO Ed Center, Howard Lake

IX. Adjournment

A motion to adjourn the meeting at 7:29 p.m. was made by Jessica Johnson and seconded by Gena Jacobson. Motion carried unanimously.

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