

CANNON VALLEY SPECIAL EDUCATION COOPERATIVE (CVSEC)

Independent School District 6094-52

Regular Meeting

Tuesday, December 17, 2024, 4:00 PM, CVSEC District Office
200 Western Avenue NW
Faribault, MN 55021

Board Members Present: Amberg, Goerwitz, Mohs, Robicheau
Board Members Absent:
Staff Members Present: Bauer, DeMars, Erickson, Johnson, Klawiter, Knutson,
McGuire, Qual, Rasmussen, Rock, Smith, Storm, Tratz,
Washa

1) Call to Order/Adoption of Agenda:

Motion to Call the Meeting to Order and Approve the Agenda: Goerwitz

Second: Amberg

AYE: All

NAY: None

The meeting was opened at 4:00 PM.

Mohs requested to amend the agenda by swapping agenda items 3(A) and 3(B).

Motion to swap Agenda Items 3(A) Executive Director's and Enrollment Reports and
3(B) Finance Coordinator Report – ABDO Presentation of 2023-2024 Financial Audit

Results: Amberg

Second: Goerwitz

AYE: All

NAY: None

2) Consent Agenda:

Motion to Approve the Consent Agenda: Goerwitz

Second: Amberg

AYE: All

NAY: None

A) *Approval of the Minutes from the Regular Board Meeting on 11/26/2024*

B) *Approval of Claims*

C) *Staff Updates*

(1) New Hires:

Katusky, Jerry - Custodian - Effective 12/16/2024

Laput, Jay Merilou - Special Education Teacher at SUN - BA, Step 8 - Effective 02/01/2025

(2) Transfers:

(3) Resignations, Retirements, and Terminations:

Elmore, Claire - Special Education Teacher at SUN - Effective 12/31/2024

(4) Leaves of Absence:

Howard, Elizabeth - EA in ALEX - FMLA Effective 10/04/2024 - 12/27/2024

Westerberg, Kaylyn - Custodian - Medical Leave Effective 02/03/2025 - 04/28/2025

Wigen, Marie - Medical Leave Effective 04/09/2025 - 06/05/2025

(5) Other:

3) **Public Input:** CVSEC staff member Lori Bauer spoke for 3 minutes.

4) **Reports and Communication:**

A) *Finance Coordinator Report- ABDO Presentation of 2023-2024 Financial Audit Results*

An ABDO auditor walked the Board through the results of the 2023-2024 Financial Audit Results. The auditing team found no irregularities. There is a limited segregation of duties due to a small staff which is very common for Cooperatives the size of CVSEC.

B) *Executive Director's and Enrollment Reports*

McGuire reported that students and staff are looking forward to some time off over Winter Break. Illnesses have been spreading, but no programs have been shut down due to lack of staff. January 17th will mark the end of Quarter 2/Semester 1.

Enrollment is 96 students. There are two referrals for ALEX and two referrals for SUN. Two CVSEC students are in the process of transitioning back to their home districts.

C) STEP Coordinator Report

Smith and Rasmussen spoke to the Board about work experiences and work experience capacity in STEP. The Cannon Valley Makers Market has provided the more vulnerable students with valuable work experiences they may not otherwise have. Students are also practice “soft skills” such as interacting positively with customers and co-workers. The store is averaging approximately 32 transactions per day (or 1 every 9 minutes). Pre-packaged food from Janna’s Market and student-made craft items have been selling quickly. Rasmussen described a typical day in the store working with different student groups. The Faribault Chamber of Commerce has been a strong supporter of the market, as have other businesses. The students are very excited about the store. Approximately fifty percent of STEP students have work experiences in their schedules now due to opening the store.

5) **Old Business:**

A) *CVSEC Board Policy 522 Revision - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process – Action*

Motion to Approve CVSEC Board Policy 522 Revision – Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process: Mohs
Second: Amberg

AYE: All
NAY: None

B) *CVSEC Board Policy 524.5 - Cell Phone and Personal Electronic Device Policy – Action*

Motion to Approve CVSEC Board Policy 524.5 – Cell Phone and Personal Electronic Device Policy: Amberg
Second: Goerwitz

AYE: All
NAY: None

6) **New Business:** There was no New Business.

7) **Other:** There was no Other Business.

8) **Comments: Board/Director:** There were no comments.

9) **Next Meeting Date:** January 28, 2025 Organizational Meeting at 4:00 PM and Regular Meeting at 4:10 PM at 200 Western Ave NW Faribault, MN 55021

10) **Adjournment:**

Motion to Adjourn: Mohs

Second: Robicheau

AYE: ALL

NAY: NONE

The meeting adjourned at 4:28 PM.

APPROVED BY: _____ DATE: 01/28/2025

Amy Goerwitz, Board Secretary