



## **MEEKER & WRIGHT SPECIAL EDUCATION COOPERATIVE**

**Board Meeting - Joint Powers Board #0938**

**Tuesday, December 20, 2022 – 6:30 p.m.**

**Meeting Minutes - *Unofficial***

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**PRESENT:** Colleen Carlson, Amy Johnson, Katie Koch, Jessica Johnson, Julie Rae Pennertz, Cindy Miller, Gena Jacobson

**OTHERS PRESENT:** Melissa Hanson, Heidi Hennen, Emily Schneider, Ruth Schaefer, Alicia Fergen

### **I. Call to Order**

The regular meeting was called to order at 6:32 pm.

### **II. Pledge of Allegiance**

The board recited the Pledge of Allegiance.

### **III. Approval of Meeting Agenda**

Amy Johnson called to pull the Personnel Items out of the consent agenda and move it to VII: Action Items A. New Business 4. Personnel Items for discussion.

A motion to approve the agenda with the proposed change was made by Gena Jacobson and seconded by Katie Koch. Motion carried unanimously.

### **IV. Consent Agenda**

A motion to approve the consent agenda including the minutes of the previous meeting and financial affairs was made by Jessica Johnson and seconded by Cindy Miller. Motion carried unanimously.

### **V. Informational Items**

Alicia Fergen, Teacher of the Deaf and Hard of Hearing, and Ruth Schaefer, Educational Audiologist, gave an overview of their roles and responsibilities within the Meeker and Wright Special Education Cooperative.

### **VI. Reports**

#### **A. Executive Director Report**

##### **● *MAWSECO Program Updates***

- The Wings Adolescent Treatment Center in Litchfield has a new administrator, Wylie Boehmleher. Melissa has a meeting scheduled with him in January to discuss MAWSECO.
- Our Federal Setting IV programs continue to receive referrals from member districts for students needing federal setting IV



programming. New students have been starting in Journeys, Eastern Wright, and Cornerstones. There continues to be a waiting list at Trek due to teacher shortage. Our Classroom Systems Consultant and BCBAs as well as coordinators are providing support to the special education staff in member districts to program for students on the waiting list.

- We are grateful for our Due Process Specialists (presently 1.5 FTE) who conduct all of the evaluations for our alternative programs as well as provide support to help special education case managers with writing IEPs in a coaching model. This support for due process paperwork helps with employee retention as well as due process compliance.

- *Human Resources Updates*

- The federal Office of Special Education Programs (OSEP) recently issued a Memo regarding personnel qualifications under the IDEA. Legislative action needs to be taken in Minnesota to align the Professional Educator License Standards Board (PELSB) licensure system with this federal requirement.
- PELSB has drafted potential language to align Tier 2 licensure requirements to the federal requirements.
- The MDE and PELSB are looking into resources to support Tier 1 and 2 teachers currently in the classroom to get fully licensed (e.g., expanding "Grow Your Own" to include these teachers).
- The specific timeline by which Tier 1 or 2 teachers will need to be fully licensed has not yet been determined.
- MAWSECO presently has six special education teachers on staff who are on a Tier 2 license. All but two of these teachers will be eligible for Tier 3 or Tier 4 licensure before next school year. The remaining two will be eligible for full licensure in Summer of 2024.

- *Special Education Updates*

- OSEP Memo: Melissa will work with the special education coordinators to gather information regarding member districts' special education teachers on Tier 1 and 2 licenses and will communicate with district administrators as more information is available about the timeline.



- Legislative Advocacy for Special Education Funding: The Cross Subsidy is a topic of shared interest amongst several statewide associations and we believe will be a priority included in the governor's budget proposal as well.
- *COVID-19 Online Learning and Mask Requirements - Report to Board*
  - No mask mandates or shifts to online learning have occurred in the past month

A. Business Services Report

- *Business Services: AP / AR*
  - Gen Ed appeal - meeting with Paul was today
  - Meeting with member districts to talk through federal allocations as well as the legal fund balance billing in January.
  - Budget meetings scheduled with site administrators for January to talk through where things are at and look at starting the revised budget numbers.
  - Time & Effort - taking a hard look at where everyone is being coded to make sure all assignments are appropriate
- *Technology*
  - Cell phone booster install at the Ed Center is scheduled for January 10th
- *Human Resources/Payroll*
  - Floating Substitute Teacher has been hired with an 11/28 start date
  - New methods of utilizing Indeed for sourcing applicants are being researched
  - STAR has been submitted
  - Working with cmERDC to implement Time Tracker to replace TimeClock Plus
- *MARSS/Student Reporting*
  - MCCC submission process for 21-22 was successfully submitted.
- *Purchased Services/Third Party Billing*
  - Purchased Service
    - Continuing to update/maintain new Purchased Service system. Discussing billing during the year (after the first semester) rather than all at once for the entire year.
  - Third Party Billing
    - Settle up has been processed. Remaining 2021-2022 have



been submitted for billing.

B. Site Administrator Reports

1. *Journeys, Step, Trek, and Wings*

Journeys

- The program is starting to expand more. Staff are busy making adjustments to the program to accommodate more students and figure out the dynamics
- Working closely with the Trek program to utilize curriculum and research what can be used for both programs.
- Staff have been able to utilize their Ukeru training and this has led to a decrease in the use of restrictive procedures.
- In Skills class they are moving through the Zones of Regulation Curriculum to understand and regulate emotions, additionally they have been working with the STEP program to practice those skills.

Step

- Students have gotten a lot of opportunities to go places this month.
  - Ringing bells for the Salvation Army
  - Collaboration with Functional Industries and the Buffalo Community Center for craft class
  - Skills they have worked on this month have been coping skills, identifying emotions, personal information, money, cooking/baking, and interests
  - The students all got an opportunity to go to a short play called Frenzy in Fairyland in Watkins

Trek

- Besides working on the individual needs of each student during one-to-one work sessions, TREK has been doing a lot of group activities! Most of the students struggle in group settings, so offering multiple opportunities to practice skills is helpful for them.
- During one of the group times, they took the time to learn about different animals, weather patterns, and systems of the human body.



- This month they are focusing on learning about animals that live in Minnesota! They try to tie their unit to a Magic School Bus episode that engages the students on Fridays. The kids love those!

### Wings

- For World Geography, students have been learning about Holidays Around the World to help connect fun information to different geographical locations.
- In Language Arts they have been doing the play 'A Christmas Carol'
- Coming up is the highlight of the Forensic Science class where the students will be creating their own Crime Scene Gingerbread Houses.

## 2. *Sholund and Village Ranch Alternative Program*

### VRAP

*Staff update* - We are almost fully staffed. We continue to post for the Student Support Specialist position. Second Trimester started on Dec.4th and the new courses have been well received by the students. The Floating Teacher has been able to provide subbing support which has been a tremendous benefit to our students and staff.

*Student update* - We are at 29 residential students and 2 day students. There will not be any new students until January. We have 1 student transitioning in early January to a group home in the area. He will continue attending VRAP until at least the end of Tri 2 or possibly until the end of the school year. It has been a great start to our 2nd Trimester, the students have expressed that they are enjoying their new elective classes.

### Sholund

*Staff Update* - Staff has done a fantastic job adjusting to new students, staff absences and dysregulated students. They work together as a team and provide an excellent educational experience for the girls. The Floating Teacher has provided sub support which has made a huge difference in having continuity within the school day.



*Student Update* - We are currently at 13 students. There are 11 residential students and 2 day students. One of the day students is transitioning back to her resident district for the 2nd quarter. There will most likely not be any new residents prior to the holiday break so we will remain at our current enrollment until January.

3. *Cornerstones and Eastern Wright*

Math and Reading Support

This year the CSEW Programs added an applied math and reading period to the students' scheduled classes. There are four teachers who are paired with one another to co-teach this class. The goal of this class is to further differentiate instruction and have a direct instruction intervention in reading and math.

As part of the applied math and reading class, teacher Rob Sohler (who primarily teaches math) and Curriculum Instruction and Assessment Specialist Stephanie Harbulak-Barron are working together using new computer programs from Edmentum to increase student learning through IEP-dependent instruction. Edmentum is a company that hosts an interactive learning platform that allows authentic individualized instruction. While Rob and Stephanie are learning about the latest platform, they are also establishing a math performance baseline so staff can use individual comparative data analysis. As the year progresses each student's performance in math can be measured through a few assessments throughout the year. This data can be used to show a student's growth over the year. This data can be shared in quarterly progress reports, parents/guardians and the measurement of IEP goals,

Circle Process and Restorative Practices

The Circle Process, as mentioned in my earlier reports, is continuing to make Cornerstones and Eastern Wright Programs better and improve our positive learning environments. We use restorative practices, such as the Circle Process to repair relationships and build trust between people, helping us build healthy communities and increase students' social capacity.



## **VII. Action Items**

### **A. New Business**

1. A motion to approve the seniority lists that include the December 1, 2022 MSEA Seniority List and December 1, 2022 Education Minnesota Seniority List was made by Julie Rae Pennertz and seconded by Colleen Carlson. Motion carried unanimously.
2. A motion to approve the addition of 1.0 FTE Physical Therapist beginning with the 2023-2024 school year was made by Gena Jacobson and seconded by Jessica Johnson. Motion carried unanimously.
3. A motion to approve the Resolution Directing the Administration to make Recommendations for Reductions was made by Jessica Johnson and seconded by Katie Koch.  
Roll Call Vote:  
Colleen Carlson - Aye, Cindy Miller - Aye, Amy Johnson - Aye, Jessica Johnson - Aye, Katie Koch - Aye, Julie Rae Pennertz - Aye, Gena Jacobson - Aye  
Motion carried unanimously.
4. A motion to approve Personnel Items including the 2023-2026 Executive Director Contract was made by Gena Jacobson and seconded by Julie Rae Pennertz. Motion carried unanimously.

## **VIII. Future Board Meetings**

- A. January 24, 2022, 6:30 p.m. Organizational Meeting, MAWSECO Education Center, Howard Lake
- B. February, 2023 - To be Determined at the Organizational Meeting in January

## **IX. Board Work Session**

The board discussed possible changes to the MAWSECO Governing Board in the coming two years. Katie Koch, of HLWW, indicated she will no longer be on the MAWSECO Governing board as of January. A replacement has not yet been officially named, but a successor has been chosen. Several other current board members will be stepping back from the MAWSECO Governing board over the next two years and introducing their replacement to set the board up for a successful transition.

## **X. Adjournment**



Meeting Date:  
Tuesday, December 20, 2022

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The meeting was adjourned at 8:12 p.m.

Respectfully submitted by,

Melissa Hanson  
Executive Secretary

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