



**MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE**  
**Board Meeting - Joint Powers Board #0938**  
**Tuesday, November 26, 2024 - 6:00 pm**  
**720 9th Ave., Howard Lake, MN 55349**  
**Meeting Minutes - *Unofficial***

---

**Present:** *Kaitlyn Helmbrecht, Amy Johnson, Jessica Johnson (arrived at 6:44pm),  
Cindy Miller, Melissa Paulson, Julie Rae Pennertz, Kelsey Puncuchar*

**Others Present:** *Melissa Hanson, Heidi Hennen, Marisa Austin, Emily Schneider*

**I. Call to Order**

The regular meeting was called to order at 6:03 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 Julie Rae Pennertz and seconded by Kelsey Puncuchar. Motion carried unanimously (6-0).

**IV. Consent Agenda**

A motion to approve the consent agenda was made by Kelsey Puncuchar and seconded by Melissa Paulson. The board unanimously (6-0) 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>
Barb Say	On-Call Custodian	November 12, 2024- June 30, 2025
Keith Say	On-Call Custodian	November 12, 2024- June 30, 2025



- *Leaves of Absence*

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kelly Lhotka	Speech and Language Pathologist	November 25, 2024- January 1, 2025

**V. Informational Items**

- A.** The Fiscal Year 2024 Audit Report was presented to the board by Marisa Austin with Conway, Deuth, & Schmiesing.  
Informational only. No action required.
- B.** Fund Balance Policy 714 was brought to the board for annual review.  
Informational only. No action required.

**VI. Acknowledgements**

Melissa acknowledged American Education week to celebrate MAWSECO educators and the lengths they go to in order to ensure every student has the tools to learn, grow, and thrive.

**VII. Reports**

***Executive Director Report***

*General Updates*

Village Ranch Alternative Program began 2-hours late on November 21st due to poor travel conditions. MAWSECO's eLearning Plan has been updated for 2024-2025. MAWSECO is actively working to address current student needs at the Education Center. Additional learning spaces and other environmental modifications are needed, such as delayed egress on two doors, allocating additional space for individualized programming within the Journeys area, allocating space for sensory programming within the Journeys area, and allocating space for individualizing programming in the Trek area.

*MAWSECO Staffing Updates*

MAWSECO has been accessing contracted services from two different vendors this fall of SLP coverage in the Education Center programs and. in the Part C team.



In addition to SLP coverage, MAWSECO has added two on-call custodians for the Ed Center, and on-call Part C support.

There are several vacant positions for which MAWSECO continues to actively seek candidates.

*Jessica Johnson arrived at 6:44pm*

***Director of Business Services Report***

***Fiscal Year 2025 Plans / Goals***

FY25 Revised Budget timeline

FY26 Budget Planning Meetings and timeline

Finalizing improvements to the purchase service billing process

Finalizing FY25 Audit planning and preparation schedule

***Site Administrator Report-Cornerstones/Eastern Wright Programs***

Staff have seen positive growth in student behavior while still working through target behaviors. They've brought back the Character Club to help students work on building character and have also brought back Student of the Month!

**VIII. Action Items**

**A. New Business**

A motion to approve the resolution accepting a \$50 donation given to Village Ranch Alternative Program from Bohnsack Family Dentistry was made by Julie Rae Pennertz and seconded by Kaitlyn Helmbrecht.

Roll Call Vote:

*Cindy Miller - Aye*

*Amy Johnson - Aye*

*Kelsey Puncochar - Aye*

*Julie Rae Pennertz - Aye*

*Kaitlyn Helmbrecht - Aye*

*Jessica Johnson - Aye*

*Melissa Paulson - Aye*

Motion carried with 7 votes in favor.

**IX. Future Board Meetings**

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



Meeting Date:  
Tuesday, November 26, 2024

---

- B. January 28, 2025, 6:00 p.m., MAWSECO Ed Center, Howard Lake, MN
- C. February 25, 2025, 6:00 p.m. MAWSECO Education Center, Howard Lake

**X. Adjournment**

A motion to adjourn the meeting at 7:13 p.m. was made by Julie Rae Pennertz and seconded Melissa Paulson. Motion carried unanimously (7-0).

*This document is available in the following formats upon request: Braille, Large Print, Audio MP3 file, Computer Disk. Please call (320) 543-1122 for more information or to request a copy.*