

CANNON VALLEY SPECIAL EDUCATION COOPERATIVE (CVSEC)
Independent School District 6094-52

Regular Meeting

Tuesday, February 27, 2024, 4:00 PM, CVSEC District Office
200 Western Avenue NW
Faribault, MN 55021

Board Members Present: Jones, Mohs, Robicheau
Board Members Absent: Goerwitz
Staff Members Present: Bente, Elstad, Hillmann, McGuire, Qual, Ristau,
Robertson, Smith

1) Call to Order/Adoption of Agenda:

Motion to Call the Meeting to Order and Approve the Agenda: Robicheau
Second: Jones

AYE: All
NAY: None

The meeting was opened at 4:00 PM.

2) Consent Agenda:

Motion to Approve the Consent Agenda: Jones
Second: Robicheau

AYE: All
NAY: None

*A) Approval of the Minutes from the Regular and Organizational Board Meetings on
January 23, 2024*

B) Approval of Claims

C) Staff Updates

(1) New Hires:

Borchardt, Sarah – EA at SUN – Effective 01/30/2024

(2) Transfers:

(3) Resignations, Retirements, and Terminations:

Rodriguez, Christa – EA at ALEX – Effective 02/21/2024

(4) Leaves of Absence:

Hanson, Krystal – EA at ALEX – Educational Leave – 02/04/2024 – 02/15/2024

Simon, Brooke – Teacher at ALEX – Effective 02/02/2024 – 03/07/2024

(5) Other:

3) **Public Input:**

There was no Public Input.

4) **Reports and Communication:**

A) *Executive Director's Report*

McGuire thanked the Board members for their service. February is School Board Recognition Month. Staffing decisions are being made for the 24-25 school year. Preparations to explore international candidates are underway. STEP enrollment for 24-25 remains unchanged. McGuire outlined plans for remodeling the building, highlighting changes to STEP classrooms as well as added safety features for staff and students. CVSEC is still waiting on the plans, which then have to go to the State for approval. Right now there is no timeline for bids and construction. McGuire estimated that CVSEC is roughly 3 weeks out from receiving plans. Graduation is May 28th.

B) *Enrollment Report*

Enrollment is currently 79 students. One STEP student recently graduated.

C) *Finance Coordinator Report – 2023-2024 Budget Revisions*

Washa reported that there are no substantial differences between the 23-24 adopted budget and the 23-24 budget revisions. Salaries, wages, and benefits decreased and purchased services increased due to unfilled positions. Revenue decreased slightly due to an adjustment in MA rates. Lease levy and loan balance amounts have not changed. A plan for loan repayment is on hold until the cost for the building remodel is determined.

5) **Old Business:**

A) *Approve CVSEC Board Policy 410: Family and Medical Leave Act – Action*

Motion to Approve CVSEC Board Policy 410: Mohs

Second: Jones

AYE: ALL

NAY: NONE

B) Approve CVSEC Board Policy 506: Student Discipline – Action

Motion to Approve CVSEC Board Policy 506: Mohs
Second: Robicheau

AYE: ALL
NAY: NONE

6) New Business:

A) Approve 2023-2025 Master Agreement with Cannon Valley United Educators - Action

Motion to Approve 2023-2025 Master Agreement with Cannon Valley United Educators: Mohs
Second: Robicheau

AYE: All
NAY: None

B) Approve 2024 - 2026 Finance & Payroll Coordinator Personnel Policies and Procedures - Action

Motion to Approve 2024 - 2026 Finance & Payroll Coordinator Personnel Policies and Procedures: Mohs
Second: Jones

AYE: All
NAY: None

C) Approve 2024 - 2026 Confidential Employee Personnel Policies and Procedures – Action

Motion to Approve 2024 - 2026 Confidential Employee Personnel Policies and Procedures: Mohs
Second: Jones

AYE: All
NAY: None

D) Approve 2024 - 2026 Non-Union Administration Personnel Policies and Procedures - Action

Motion to Approve 2024 - 2026 Non-Union Administration Personnel Policies and Procedures: Robicheau
Second: Mohs

AYE: All
NAY: None

7) **Other:**

8) **Comments: Board/Director:**

There were no comments.

9) **Next Meeting Date:**

March 19, 2024, at 4:00 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 4:24 PM.

APPROVED BY: _____ DATE: 03/19/2024

Amy Goerwitz, Board Secretary