

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

**Regular Meeting**

Tuesday, December 19, 2023, 4:00 PM, CVSEC District Office  
200 Western Avenue NW  
Faribault, MN 55021

Board Members Present: Goerwitz, Mohs, Ristau (substituting for Jones)  
Board Members Absent: Jones, Robicheau  
Staff Members Present: Elstad, Hillmann, Korolewski, McGuire, Qual, Robertson,  
Smith, Washa

**1) Call to Order/Adoption of Agenda:**

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

AYE: All  
NAY: None

The meeting was opened at 4:00 PM.

**2) Consent Agenda:**

Motion to Approve the Consent Agenda: Goerwitz  
Second: Mohs

AYE: All  
NAY: None

*A) Approval of the Minutes from the Regular Board Meeting on November 28, 2023*

*B) Approval of Claims*

*C) Staff Updates*

(1) New Hires:

Kruger, Erin - .84 Special Education Teacher at ALEX - BA +15 - Effective  
12/13/2023

Sheikhomar, Aisha - EA at SUN - Effective 12/11/2023

(2) Transfers:

(3) Resignations, Retirements, and Terminations:

Jirik, Jane - Special Education Teacher at ALEX - Effective 12/22/2023

Morris, Kloey - EA at ALEX - Effective 11/27/2023

(4) Leaves of Absence:

Elmore, Claire - Special Education Teacher at SUN - extended until January 2,2024

(5) Other:

Bauer, Mackenzie - Unpaid SSW Intern - Effective 01/09/2024 - 04/30/2024

3) **Public Input:**

There was no Public Input.

4) **Reports and Communication:**

A) *Executive Director's Report*

McGuire reported that students and staff are looking forward to the upcoming winter break. STEP projected enrollment for 24-25 remains the same. The administrative team will have a bigger conversation with the Board about STEP in January. MDE was on site for their visit in early December. CVSEC highlighted many Cooperative positives and also some of the difficulties concerning staffing as well as issues with DHS and 3<sup>rd</sup> party billing.

B) *Enrollment Report*

Enrollment remains steady at 79 students. The Cooperative anticipates at least two students transitioning back to home districts at the semester's end, which could mean the ability to enroll two new students from the referral list. Capacity is dependent upon adequate and safe staffing levels.

C) *2022 – 2023 Audit Results*

ABDO auditor Tom Olinger walked the Board through the results of the 2022-2023 financial audit. ABDO gave CVSEC a modified clean opinion with only minor procedural findings due to the small number of District staff which results in a limited segregation of duties. Olinger went over the General Fund revenue by source, overall expenditures, liabilities, cash balances, and the ending General Fund balance. Regarding the \$1M loan payable to the member districts, Olinger recommended approving an official policy for repayment.

D) *STEP Coordinator Report*

Smith updated the Board on STEP programming and enrollment projections. He reminded the Board that STEP had originally been designed for 42 ambulatory students. The 24-25 projection is 60 students, many of whom have profound disabilities. He noted that while last year STEP had 3 students with profound needs, this year there are 7 students, and next year STEP will have 11 such students. This will require additional space and equipment going forward. Smith also went over the E1MN Transition Network Rubric, highlighting how STEP is implementing the new programs to support students. This includes post-secondary educational resources, employment opportunities

(currently 40% of STEP students are enrolled in work experiences through the school), and engaging in community participation experiences.

5) **Old Business:**

There was no Old Business.

6) **New Business:**

A) *Accept \$2,000 Donation from Northfield Insurance Agency - Action/Roll Call*

Motion to Accept \$2,000 Donation from Northfield Insurance Agency: Mohs

Second: Goerwitz

Goerwitz: AYE  
Ristau/Jones: AYE  
Mohs: AYE  
Robicheau: Absent

The motion passed 3:0.

B) *Accept Specialized Clothing Donation – Action/Roll Call*

Motion to Accept Specialized Clothing Donation: Mohs

Second: Ristau

Goerwitz: AYE  
Ristau/Jones: AYE  
Mohs: AYE  
Robicheau: Absent

The motion passed 3:0.

7) **Other:**

There was no Other Business.

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

There were no comments.

9) **Next Meeting Date:**

Organizational Meeting: January 23, 2024, at 4:00 PM at 200 Western Ave  
NW Faribault, MN 55021

Regular Meeting: January 23, 2024, at 4:05 PM at 200 Western Ave NW Faribault,  
MN 55021

10) **Adjournment:**

Motion to Adjourn: Mohs  
Second: Goerwitz

AYE: ALL  
NAY: NONE

The meeting adjourned at 4:30 PM.

APPROVED BY: \_\_\_\_\_ DATE: 01/23/2024

Amy Goerwitz, Board Secretary