



Meeker and Wright Special Education Cooperative
720 9th Ave, Howard Lake, MN 55349
Joint Powers Board Meeting
Tuesday, December 19, 2023 – 6:30 p.m.

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of Meeting Agenda
- IV. Consent Agenda
 - A. Minutes of Previous Board Meeting
 - B. Financial Affairs
 1. Monthly Board Summary
 - a) Fund Summary
 - b) Check Register Details
 - c) Personnel Items
- V. Reports
 - A. Executive Director Report
 - B. Director of Business Services Report
 - C. Site Administrator Report
- VI. Action Items
 - A. New Business
 1. December 1 Seniority Lists
 2. Resolution Directing the Administration to make Recommendations for Reductions
 3. Resolution Announcing Availability of a Position
 4. Request for Approval to Dispose Equipment
 5. MAWSECO ESST MOA - Special Education Supervisors
 6. MAWSECO ESST MOA - Education Minnesota
 7. MAWSECO ESST MOA - MSEA
 8. MAWSECO ESST At-Will Agreement Addendum for all At-Will Agreements
- VII. Future Board Meetings
 - A. January 23, 2024, 6:30 p.m. MAWSECO Education Center, Howard Lake
 - B. February 20, 2024, 6:30 p.m. MAWSECO Education Center, Howard Lake
 - C. March 20, 2024, 6:30 p.m. MAWSECO Education Center, Howard Lake
- VIII. Adjournment



Meeting Date:
Tuesday, December 19, 2023

Agenda Item I: Call Meeting to Order

The Board Chair will call the meeting to order.

Time: _____

Administration Recommendation:

A quorum must be established in order for the meeting to proceed.

Board Members in Attendance:

Gena Jacobson - Annadale

Cindy Miller - Dassel-Cokato

Amy Johnson - Delano

Kelsey Puncochar - Howard Lake-Waverly-Winsted

Julie Rae Pennertz - Litchfield

Colleen Carlson - Maple Lake

Jessica Johnson - Rockford

Ex Officio, Melissa Hanson, Executive Director

Board Members Absent:

Staff in Attendance: Heidi Hennen, Emily Schneider

Agenda Item II: Pledge of Allegiance

The board will stand and recite the pledge of allegiance.

Administration Recommendation:

Board action is not required.



Agenda Item III: Approval of Meeting Agenda

The Board Chair will request approval of the meeting agenda.

Administration Recommendation:
To approve the meeting agenda.

Motion to approve the meeting agenda (as presented/with changes) made by:
_____ Seconded by: _____ Action: _____

Agenda Item IV: Consent Agenda

- A. [Minutes of Previous Board Meeting](#)
- B. Financial Affairs
 - 1. [Monthly Board Summary](#)
 - a) [Fund Summary](#)
 - b) [Check Register Details](#)
 - c) [Reimbursements](#)
- C. [Personnel Items](#)

Are there any items Board members wish to have considered as separate action?

Administration Recommendation: To approve the consent agenda.

Motion to approve the consent agenda was made by: _____ Seconded by:
_____ Action: _____



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Agenda Item V: Reports

- A. [Executive Director](#)
- B. [Director of Business Services](#)
- C. [Program Administrator](#)

Informational only. No board approval is required.

Agenda Item VI: Action Items

- A. New Business
 - 1. December 1, 2023 Seniority Lists

Background:

[December 1, 2023 MSEA Seniority List](#)

[December 1, 2023 Education Minnesota Seniority List](#)

Administrative Recommendation:

To approve the December 1, 2023 seniority lists.

Motion to approve the December 1, 2023 Seniority Lists was made by: _____

Seconded by: _____ Action: _____

- 2. [Resolution Directing the Administration to make Recommendations for Reductions](#)

Background:

This is an annual agenda item to direct the administration to look at and consider all areas of potential budgetary reductions.



Meeting Date:
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Administrative Recommendation:

To approve the Resolution Directing the Administration to make Recommendations for Reductions.

Motion to approve the Resolution Directing the Administration to make Recommendations for Reductions was made by: _____ Seconded by: _____

Roll Call Vote:

Cindy Miller -
Amy Johnson -
Katie Koch -
Julie Rae Pennertz -
Colleen Carlson -
Jessica Johnson -
Gena Jacobson-

Action: _____

3. [Resolution Announcing Availability of a Position](#)

Background: The Executive Advisory Committee and the Executive Director have determined that there's a need for an additional 1.0 school social worker to support the Cornerstones and Eastern Wright programs. There is new funding available to pay for this additional position using the SSP aid and Setting IV programs aid so this is a budget neutral addition.

MAWSECO previously had 2.0 school social workers that supported both Cornerstones and Eastern Wright until the decision was made to reduce the staffing to 1.0 across both programs. There was an employee placed on Unrequested Leave of Absence when this change occurred in 2020. Please find the [Reinstatement List](#) here.

Administrative Recommendation:

To approve the Resolution Announcing Availability of a Position and Directing the Executive Director and Administration to notify the appropriate persons on the reinstatement lists of the availability of the positions.



Meeting Date:
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Motion to approve the Resolution Announcing Availability of a Position and Directing the Executive Director and Administration to notify the appropriate persons on the reinstatement lists of the availability of the positions was made by: _____ Seconded by:

Roll Call Vote:
Cindy Miller -
Amy Johnson -
Katie Koch -
Julie Rae Pennertz -
Colleen Carlson -
Jessica Johnson -
Gena Jacobson-

Action: _____

4. [Request for Approval to Dispose Equipment](#)

Background: The request for disposal of equipment is for audiology equipment that is no longer working and/or has become obsolete.

Administrative Recommendation:
To approve the request to dispose of listed audiology equipment.

Motion to approve the request to dispose of listed audiology equipment was made by:
_____ Seconded by: _____

5. [MAWSECO ESST MOA-Special Education Supervisors](#)

Background: The 2023 MN Legislature passed a new law that goes into effect on January 1, 2024 called the Earned Sick and Safe Time (ESST) law. MAWSECO intends to comply with the



law regardless of the existence of an MOA, however the MOA has been developed to provide clarification on the way that MAWSECO will implement the law for this group.

Administrative Recommendation:

To approve the Earned Safe and Sick Time Memorandum of Agreement with Special Education Supervisors - MAWSECO

Motion to approve the Earned Safe and Sick Time Memorandum of Agreement (MOA) with Special Education Supervisors - MAWSECO was made by: _____

Seconded by: _____

Action: _____

6. [MAWSECO ESST MOA - Education Minnesota](#)

Background: The 2023 MN Legislature passed a new law that goes into effect on January 1, 2024 called the Earned Sick and Safe Time (ESST) law. MAWSECO intends to comply with the law regardless of the existence of an MOA, however the MOA has been developed to provide clarification on the way that MAWSECO will implement the law for this group.

Administrative Recommendation:

To approve the Memorandum of Agreement MAWSECO ESST MOA - Education Minnesota

Motion to approve the Earned Safe and Sick Time Memorandum of Agreement (MOA) with - Education Minnesota was made by: _____

Seconded by: _____

Action: _____

7. [MAWSECO ESST MOA - MSEA](#)

Background: The 2023 MN Legislature passed a new law that goes into effect on January 1, 2024 called the Earned Sick and Safe Time (ESST) law. MAWSECO intends to comply with the law regardless of the existence of an MOA, however the MOA has been developed to provide



clarification on the way that MAWSECO will implement the law for this group.

Administrative Recommendation:

To approve the Memorandum of Agreement MAWSECO ESST MOA - MSEA

Motion to approve the Earned Safe and Sick Time Memorandum of Agreement (MOA) with MSEA was made by: _____ Seconded by:

Action: _____

8. [MAWSECO ESST At-Will Agreement Addendum for all At-Will Agreements](#)

Background: The 2023 MN Legislature passed a new law that goes into effect on January 1, 2024 called the Earned Sick and Safe Time (ESST) law. MAWSECO intends to comply with the law regardless of the existence of an Addendum to the At-Will Contracts, however the Addendum has been developed to provide clarification on the way that MAWSECO will implement the law for At-Will employees.

Administrative Recommendation:

To approve the Memorandum of Agreement MAWSECO ESST At-Will Agreement Addendum for all At-Will Agreements

Motion to approve the Earned Safe and Sick Time At-Will Agreement Addendum for all At-Will Agreements was made by: _____ Seconded by:

Action: _____

Agenda Item VII: Future Board Meetings

- A. January 23, 2024, 6:30 p.m. MAWSECO Education Center, Howard Lake



Meeting Date:
Tuesday, December 19, 2023

- B. February 20, 2024, 6:30 p.m. MAWSECO Education Center, Howard Lake (tentatively scheduled)
 - C. March 20, 2024, 6:30 p.m. MAWSECO Education Center, Howard Lake
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Agenda Item VIII: Adjournment

The meeting was adjourned at _____ pm

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