

Unofficial

MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE

Board Meeting - Joint Powers Board #0938

Tuesday, January 26, 2021

Virtual

PRESENT: Gena Jacobson, Amy Johnson, Jessica Johnson, Katie Koch, Cindy Miller, Joe Paumen, Julie Rae Pennertz.

OTHERS PRESENT: Janell Bullard and Scott LeSage

MINUTES

I. Call to Order

The meeting was called to order at 6:34 p.m.

II. Pledge of Allegiance

III. Acceptance of Agenda

Motion to approve the agenda as presented was made by Jessica Johnson, seconded by Julie Rae Pennertz. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

IV. Organizational Meeting

A. Election of Officers

Nominations for officers was opened by Amy Johnson.

1. Chairperson: Nomination for Amy Johnson as Chairperson by Jessica Johnson, seconded by Katie Koch. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.
2. Vice Chairperson: Nomination for Jessica Johnson as Vice Chairperson by Amy Johnson, seconded by Julie Rae Pennertz. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.
3. Treasurer: Nomination for Katie Koch as Treasurer by Julie Rae Pennertz, seconded by Amy Johnson. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.
4. Clerk: Nomination for Julie Rae Pennertz as Clerk by Amy Johnson, seconded by Gena Jacobson. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

B. Setting of Meeting, Place, Day, and Time

Motion to hold Joint Powers District board #938 meetings in the Conference Room, MAWSECO Education Center, Howard Lake, on the fourth Tuesday of each month at 6:30 p.m., was made by Gena Jacobson, seconded by Jessica Johnson. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

C. Designation of Official Newspaper - Wright County Journal Press

Motion to name the Wright County Journal Press as the official newspaper was made by Amy Johnson, seconded by Katie Koch. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

D. Resolution Designating Depositor and Accounts (Attachment A)

A resolution designating the Kensington Bank and Minnesota School District Liquid Asset Fund Plus as Depositors was adopted and is documented in Attachment A. Motion to approve the two accounts and authorizations was made by Julie Rae Pennertz, seconded by Gena Jacobson. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

1. Checking - Kensington Bank

2. Savings - Minnesota School District Liquid Asset Fund Plus

E. Resolution Authorizing Issuance of Individual Procurement Cards (Attachment B)

A resolution authorizing the issuance of individual procurement cards was adopted and is documented in Attachment B. Motion to authorize the issuance of individual procurement cards to the Executive Director, Business Manager and Finance Specialist was made by Amy Johnson, seconded by Jessica Johnson. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

F. Authorization for Business Manager and Executive Director to Make Electronic Fund Transfers

Motion to authorized the Business Manager and Executive Director to make electronic fund transfers was made by Amy Johnson, seconded by Katie Koch. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

G. Authorization for the Executive Director to Employ Necessary Personnel on a Short Term Basis

Motion to authorized the Executive Director to employ necessary personnel on a short term basis was made by Jessica Johnson, seconded by Amy Johnson. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

H. Authorization to Pay Specific Accounts Prior to the Board Meeting

Motion to authorize the payment of each of the following eleven accounts prior to the

regular board meeting was made by Julie Rae Pennertz, seconded by Gena Jacobson. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

1. Payroll
2. FICA, PERA, TRA
3. Insurance Premiums
4. Telephone expense
5. Travel Expense to staff
6. Rent
7. Utilities
8. Federal sub-award payments to member districts
9. Supplies and Equipment as approved by the Executive Director or Business Manager
10. Contracts for services
11. Advertising for employment

I. Authorization to Pay Monthly Board Bills in the Event of No Quorum at Regular Monthly Meetings (as long as the check register is received prior to meeting date)
Motion to authorized the payment of the montly board bills in the event of no quorum at the regular monthly meeting as long as the check register is received prior to the meeting date was made by Jessica Johnson, seconded by Amy Johnson. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

J. Board Meeting Perdiem Rates and Mileage Allowance

Motion to keep the same perdiem rate of \$65.00 for each regular board meeting with all other meetings at \$50.00 made by Julie Rae Pennertz, seconded by Gena Jacobson. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

K. Board Committee Assignments

Motion to continue with the same committee assignments as the previous year with Cindy Miller replacing Irene Bender and Joe Pauman replacing Chris Pauman was made by Amy Johnson, seconded by Joe Pauman. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

1. Administrative/Classified and Non-Union Certified Personnel (3) - Amy Johnson, Cindy Miller, Jessica Johnson
2. Facilities (2) – Julie Rae Pennertz, Gena Jacobson
3. Meet and Confer/Staff and Board Task Force (2) – Jessica Johnson, Katie Koch
4. Negotiations with Union Contracts (3) – Julie Rae Pennertz, Joe Pauman, Amy Johnson
5. 403(b) (3) – Gena Jacobson, Jessica Johnson, Amy Johnson
6. Policy Review (3) – Jessica Johnson, Katie Koch, Joe Pauman
7. Health Insurance (2) – Amy Johnson, Joe Pauman

- V. Minutes of Previous Meeting
Motion to approve the minutes of the December 15, 2020 meeting was made by Julie Rae Pennertz, seconded by Jessica Johnson. Roll call vote: Gena Jacobson, Aye; cindy miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.
- VI. Bills for Payment and other financial reports as attached
Motion to approve the bills for payment and other financial reports for January was made by Jessica Johnson, seconded by Katie Koch. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.
- VII. Acknowledgement - Paraprofessional Recognition Week, January 25-29, 2021
The significant contributions of special education paraprofessionals employed by the member districts and the Cooperative are acknowledged. The service and support provided by Cooperative paraprofessionals (listed in Attachment C) to our students with disabilities is greatly appreciated. Motion to acknowledge the MAWSECO paraprofessionals was made by Jessica Johnson, seconded by Katie Koch. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.
- VIII. Reports
- A. Director Report – Janell Bullard informed the Board that the December 1 Child count data is available and will be reviewed in depth at the February board meeting. Federal allocations have been sent to districts. She highlighted the January 18th inservice day, emergency closure procedure, District Office restructure and MAWSECO Program updates. She also highlighted the Strategic Plan for new board members. Ms. Bullard acknowledged the paraprofessional staff who support our students on a daily basis. The kindness, true care and empathy for the students is greatly appreciated.
- B. Business Manager Report – Scott LeSage updated the board about a meeting last week with district Business Managers. They went over the FY21 Federal Allocations to each member district. He updated the board that starting in February they will be having a monthly Member District Business Manager meeting. Mr. LeSage updated the board on the CARES ACT funds received full year to date and what we have spent FYTD. He also informed the board that MAWSECO received no additional CARES Act funding in the recent second round of allocations. Mr. LeSage also updated the board on the restructuring of the Business Office and where we are at in the hiring process.
- IX. New Business
- A. Personnel
Motion to approve the personnel items as listed was made by Jessica Johnson, seconded by Joe Pauman. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.
1. Resignation: Ashley Tabberson, Paraprofessional (TREK), effective December 23, 2020.

2. Extended Contract: Mark Thompson, School Psychologist, up to 336 Hours (January 4, 2021-June 4, 2021), subject to hiring of a new School Psychologist.
3. Lane Change: Lisa Elfman, Teacher (Sholund), from MA+45 to MA+60, effective January 15, 2021.
4. Family Medical Leave: Lea Dobbs, Teacher Due Process (MAWSECO Education Center), Approximately April 13, 2021-June 9, 2021.

B. Review of 2020-2021 Calendars

Motion to adopt Emergency Closure Procedure in place of snow make up days on all program calendars was made by Gena Jacobson, seconded by Julie Rae Pennertz. Roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye.

X. Future Board Meetings

A. February 23, 2021, 6:30 p.m., Virtual

B. March 23, 2021, 6:30 p.m., TBD

C. April 27, 2021, 6:30 p.m., TBD

XI. Adjournment

The meeting was adjourned at 8:05 p.m.

Submitted by,

Janell Bullard
Executive Secretary

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<https://us02web.zoom.us/rec/share/YqN9qAM6uTCbvyZ-N1Ytff0lpSazwP7os9-XM4BKyleHIGaDA6trEo86GVON1NO2.sFFFQHEXItY2QSRj> Passcode: #%5zNjRL

Attachment A

Board Member Julie Rae Pennartz introduced the following resolution and moved its adoption:

BE IT RESOLVED THAT, (1) The Financial Institution (Kensington Bank) is designated as a depository for the funds of this association.

(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution (Kensington Bank).

(3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of this association with this Financial Institution (Kensington Bank) prior to the adoption of this resolution are hereby ratified, approved and confirmed.

(4) Any of the persons named below, so long as they act in a representative capacity as agents of this association, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with this Financial Institution (Kensington Bank), concerning funds deposited in this Financial Institution (Kensington Bank), moneys borrowed from this Financial Institution (Kensington Bank) or any other business transacted by and between this association and this Financial Institution (Kensington Bank) subject to any restrictions stated below.

(5) Any and all prior resolutions adopted by the Board of Directors of this association and certified to this Financial Institution (Kensington Bank) as governing the operation of this association's account(s), are in full force and effect, unless supplemented or modified by this authorization.

(6) This association agrees to the terms and conditions of any account agreement, properly opened by any authorized representative(s) of this corporation, and authorizes the Financial Institution (Kensington Bank) named above, at any time, to charge this corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on this Financial Institution (Kensington Bank), regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they resemble the facsimile signature specimens in section C. (or the facsimile signature specimens that this association files with this Financial Institution (Kensington Bank) from time to time) and contain the required number of signatures for this purpose.

If indicated, any person listed below (subject to any expressed restrictions) is authorized to:

Janell Bullard, Executive Director
Scott LeSage, Business Manager

- (1) Exercise all of the powers listed in (2) through (6).
- (2) Open any deposit or checking account(s) in the name of this association.
- (3) Endorse checks and orders for payment of money and withdraw funds on deposits with this Financial Institution (Kensington Bank).
Number of authorized signatures required for this purpose one.
- (4) Borrow money on behalf and in the name of this association, sign, execute and deliver promissory notes or other evidences of indebtedness.
Number of authorized signatures required for this purpose one.
- (5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by this association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.
Number of authorized signatures required for this purpose one.
- (6) Withdraw funds on deposit with this Financial Institution one.

The motion for the adoption of the foregoing resolution was duly seconded by Board Member, Gena Jacobson and upon vote being taken thereon, the following voted in favor thereof by roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennartz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye. and the following voted against the same: none. Whereupon said resolution was declared duly passed and adopted.

Attachment B

Board Member Amy Johnson introduced the following resolution and moved its adoption:

*RESOLUTION AUTHORIZING ISSUANCE OF
INDIVIDUAL PROCUREMENT CARDS*

WHEREAS, the School Board has authority to authorize the purchase of goods and services by use of Procurement Cards; and

WHEREAS, the Minnesota Association of School Administrators (“MASA”) has entered into an Administration Agreement with PFM Financial Services LLC, to administer, on behalf of participating school districts in the State of Minnesota, a Procurement Card system. The Procurement Cards will be issued to individual authorized employees of the district, by Harris Bank, at 115 South LaSalle Street, Chicago, IL 60603, with established limits and purpose; and

WHEREAS, it is the desire of the School Board to enable each authorized individual employee to procure authorized supplies for School District purposes in order to facilitate creative pedagogical processes and efficient School District operations; and

WHEREAS, it is the desire of the School Board to reduce the economic burden on the resources of the School District by increasing efficiency and reducing the administrative costs of the School District and to respond to the exigencies of the day-to-day operations in accordance with the procurement process as established by Minnesota Statutes; and

WHEREAS, the School Board recognizes that the Procurement Card is neither a substitute for public bidding nor the School District’s existing procurement program, and that the Procurement Card Program is not being implemented for the purpose of bid splitting and/or the avoidance of the statutorily mandated public bidding process; and

WHEREAS, the School Board recognizes the economic and financial savings and benefits to be gained by establishing an electronic Procurement Card system and sponsors and endorses the Corporate MasterCard Procurement Card Program;

NOW, THEREFORE, BE IT RESOLVED by the School Board of the Meeker and Wright Special Education Cooperative (MAWSECO) #938, State of Minnesota, as follows:

1. The Chair and Clerk are authorized to enter into an Agreement with Harris Bank to secure Procurement Cards for each authorized employee of the School District under such terms and conditions as approved by its legal counsel and the School Board.
2. As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Use Agreement.

3. As a condition precedent to receiving the Procurement Card, the Director or Business Manager shall establish a monetary limit of authority for each employee's use of the Procurement Card.
4. As a condition precedent to issuance of a Procurement Card, the Director or Business Manager shall establish in writing purchasing parameters in accordance with the law including but not limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) daily/weekly/monthly/annual monetary Procurement Card limits for each employee recipient of the Procurement Card. Employee recipients shall submit a list of School District goods and services to be annually purchased with the card, which shall be approved in writing by the Director or Business Manager.
5. As a condition precedent to receiving the Procurement Card, each employee recipient shall sign an Agreement of Indemnity, which is included in the Procurement Card Use Agreement.
6. The School Board hereby expressly authorizes the Chair and Clerk to execute the Procurement Card Use Agreement on its behalf.
7. Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as periodically requested by the Director or Business Manager.
8. The Director shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized school district business purposes and in compliance with applicable law, and to allow for easily verifiable audits of their use. These procedures and internal controls and any changes thereto shall be submitted to the School Board at least annually for its review and input.

The motion for the adoption of the foregoing resolution was duly seconded by Jessica Johnson and upon vote being taken thereon the following voted in favor thereof: by roll call vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Julie Rae Pennertz, Aye; Joe Paumen, Aye; Jessica Johnson, Aye and the following voted against the same: none whereupon said resolution was declared duly passed and adopted.

Attachment C

Gail Bergstrom	Lisa Marquette
Jenna Bloss	Michelle Nybo
Anna Carlson	Mary Schacht
Sarah Case	Nicole Sigler
Holly Cottington	Anne Uecker
Julie Fasching	Wendy VanVleet
Lynn Felder	Kerri Votava
Andrea Hawley	Jennifer Weiers
Maegan Huikko	Trent Wheatley
Judy Jacques	Courtney Wozniak
Jana Knutson	Kathy Wozniak
Holli Kobow	Jenna Wright
Cindy Lower	