

Official

**MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE**

**Board Meeting - Joint Powers Board #0938**

**Wings Alternative Program, 1326 East Ripley St., Litchfield, MN 55355**

**Tuesday, October 26, 2021**

**6:30 PM**

PRESENT: Amy Johnson, Cindy Miller, Julie Pennertz, Jessica Johnson, Gena Jacobson, Katie Koch

ABSENT: Joe Paumen

OTHERS PRESENT: Scott LeSage, Melissa Hanson, Jill Sundblad, Karla Rick, Wendy Johnson

**MINUTES**

I. Call to Order

The regular meeting was called to order at 6:37 pm.

II. Tour of Wings Alternative Program

III. Pledge of Allegiance

IV. Acceptance of Agenda

A motion to approve the agenda as presented made by Gena Jacobson and seconded by Katie Koch. Motion carried unanimously.

V. Minutes of Previous Meeting

A motion to approve the minutes of the September 28, 2021 board meeting as presented was made by Julie Pennertz and seconded by Cindy Miller. Motion carried unanimously.

VI. Bills for Payment and other financial reports as attached

A motion to approve the bills for payment and other financial reports as presented was made by Jessica Johnson and seconded by Julie Pennertz. Motion carried unanimously.

VII. Fund Transfers

- August 6, 2021 - \$250,000
- August 23, 2021 - \$300,000
- September 7, 2021 - \$400,000
- September 27, 2021 - \$300,000

A motion to approve the fund transfers for August and September 2021 as listed was made by Gena Jacobson and seconded by Katie Koch. Motion carried unanimously.

## VIII. Reports

### A. Director Report

Melissa gave an update on MAWSECO staffing needs including an overview of the current unfilled positions and anticipated leaves of absence. She also shared information about the October 20th staff professional development day and the upcoming MASE Board Meeting and Fall Conference that she and several other MAWSECO administrators will be attending later that week. During the MASE conference, Melissa will be a panelist for a session focused on Districts' responses to the special education Recovery Services legislation. Melissa shared information with the board about changes in the supervision structure that went into effect October 25th. Additionally, Melissa reported on the capacity concerns with Federal Setting 4 programs around the state and the status of our MAWSECO programs.

### B. Business Manager Report

- Discussed that our auditors were scheduled to be on-site Monday-Wednesday but finished up on-site work Tuesday.
- Mentioned the audit presentation will be at the November board meeting.
- Discussed that our team is still very new and doing/seeing things for the first time so things have taken a bit longer but we will be in a good place next year. Scott complimented how everyone on the business office team has stepped up and dug into things. Scott mentioned that with our newer team and Melissa on board that we are planning to make some good changes this year to streamline things more and utilize technology better.
- Scott mentioned that our cash flow starts to get tight this time of year so Scott will be sending out the 85% pre-billing for the FY22 Purchased Services to the member districts as we do every fall to help with cash flow.

## IX. Old Business

There was no old business

## X. New Business

### A. Personnel

1. Employment: Heather Halstead, Paraprofessional (Village Ranch Alternative Program), 36 hours/week, (Step 5), with fringes, effective November 1, 2021.
2. Status Change: Paige Wendorff, Paraprofessional (STEP Program), 177 days (Step 5), with fringes, effective August 30, 2021.
3. FMLA Leave: Jenna Wright, Paraprofessional (TREK), effective September 22, 2021 through November 24, 2021.
4. FMLA Leave: Caitlin Snow, SLP (Itinerant Staff), effective approximately February 22, 2022 through April, 28, 2022.
5. FMLA Leave: Savannah Walsh, Coordinator (Dassel-Cokato), effective October 25, 2021 through December 13, 2021.

A motion to approve the personnel items as listed was made by Julie Pennertz and seconded by Jessica Johnson. Motion carried unanimously.

## B. Assurance of Compliance

A motion to approve the Assurance of Compliance was made by Jessica Johnson and seconded by Cindy Miller. Motion carried unanimously.

## C. New Position: Language Facilitator for the Deaf/Hard of Hearing

A motion to add new position for a Language Facilitator for the Deaf/Hard of Hearing was made by Julie Pennertz and seconded by Gena Jacobson. Motion carried unanimously.

## XI. Future Board Meetings

A. November 23, 2021, 6:30 PM, MAWSECO Education Center, Howard Lake

B. December 14, 2021, 6:30 PM, MAWSECO Education Center, Howard Lake

C. January 25, 2022, 6:30 PM, MAWSECO Education Center, Howard Lake

## XII. Future Committee Meetings

A. Coordinator Negotiations, 6:00 p.m., MAWSECO Education Center, Howard Lake,  
November 4, 2021

## XIII. Adjournment

The meeting was adjourned at 8:07 pm.

Respectfully submitted by,  
Melissa Hanson, Executive Secretary

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