



MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE
Board Meeting - Joint Powers Board #0938
Tuesday, January 25, 2022 - 6:30 pm
Meeting Minutes - *Official*

Present: Amy Johnson, Cindy Miller, Jessica Johnson, Colleen Carlson, Katie Koch, Gena Jacobson
Absent: Julie Pennertz
Others Present: Melissa Hanson, Scott LeSage, Emily Schneider

I. Call Meeting to Order

The Regular/Organizational meeting was called to order at 6:34pm.

II. Roll Call and Pledge of Allegiance

III. Acceptance of Agenda

A motion to approve the agenda was made by Jessica Johnson and seconded by Katie Koch. Motion carried unanimously

IV. Organizational Meeting

A. Election of Officers

Amy Johnson was nominated for the position of the Board Chair by Jessica Johnson and seconded by Katie Koch. Motion carried unanimously. Amy Johnson is elected Chairperson of the MAWSECO Board for 2022.

Jessica Johnson was nominated for the position of the Board Vice-Chair by Amy Johnson and seconded by Cindy Miller. Motion carried unanimously. Jessica Johnson is elected Vice-Chair of the MAWSECO Board for 2022.

Katie Koch was nominated for the position of Treasurer by Jessica Johnson and seconded by Amy Johnson. Motion carried unanimously. Katie Koch is elected Treasurer of the MAWSECO Board for 2022.

Julie Pennertz was nominated for the position of Board Clerk by Jessica Johnson and seconded by Cindy Miller. Motion carried unanimously. Julie is elected Clerk of the MAWSECO Board for 2022.



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

The proposed meeting date and time is 6:30pm on the fourth Tuesday of each month with the exception of September and December. Meetings to be held at MAWSECO Education center with the exception of February (Cornerstones and Eastern Wright in Buffalo), March (Sholund School for Girls in Annandale), April (Westside Alternative Program in Maple Lake), and May (Village Ranch Alternative Program in Cokato).

Motion to approve the proposed 2022 board meeting schedule with listed meeting place, day and times was made by Gena Jacobson and seconded by Jessica Johnson. Motion carried unanimously.

C. EDIAM Resolution: Designation of Identified Official with Authority (IOwA)

Motion to approve the EDIAM Resolution was made by Gena Jacobson and seconded by Cindy Miller.

Roll Call Vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Colleen Carlson, Aye; Jessica Johnson, Aye. Motion carried unanimously.

D. Designation of Official Newspaper

Motion to designate and approve the Wright County Journal Press for MAWSECO's Official Newspaper was made by Jessica Johnson and seconded by Cindy Miller. Motion carried unanimously.

E. Designation of Cooperative Attorney for 2022

Motion to designate and approve Rupp, Anderson, Squires, Waldspurger, and Mace, P.A. as the MAWSECO attorney for 2022 but also allow administration to utilize services from other firms depending on the nature of the issue was made by Colleen Carlson and seconded by Jessica Johnson. Motion carried unanimously.

F. Resolution Designating Depositor and Accounts

Motion to approve the Resolution that the Financial Institution, Kensington Bank, is designated as a depositor for the funds of this association and to approve the designation of Minnesota School District Liquid Asset Fund Plus as the bank used



for MAWSECO savings.was made by Jessica Johnson and seconded by Katie Koch. Roll Call Vote: Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Colleen Carlson, Aye; Jessica Johnson, Aye.
Motion carried unanimously.

G. Resolution Authorizing Issuance of Individual Procurement Cards

Motion to approve the Resolution Authorizing Issuance of Individual Procurement Cards with the following changes: replace “individual who manages our purchasing” with “Administrative Assistant whose title will change tonight to Administrative Support Specialist” was made by Jessica Johnson and seconded by Gena Jacobson.

Roll Call Vote:

Gena Jacobson, Aye; Cindy Miller, Aye; Amy Johnson, Aye; Katie Koch, Aye; Colleen Carlson, Aye; Jessica Johnson, Aye.
Motion carried unanimously.

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

Motion to authorize the Business Manager and Executive Director to make electronic fund transfers was made by Jessica Johnson and seconded by Cindy Miller. Motion carried unanimously.

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

Motion to authorize the Executive Director to employ necessary personnel on a short term basis was made by Gena Jacobson and seconded by Jessica Johnson. Motion carried unanimously.

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

Motion to authorize administration to pay specific accounts listed prior to the Board Meeting was made by Katie Koch and seconded by Colleen Carlson
Motion carried unanimously.



K. Board Meeting Per Diem Rates and Mileage Allowance

Motion to approve the Board Meeting Per Diem Rate of \$65 for each regular board meeting and \$50 for all other meetings and a Mileage Allowance of the current IRS standard mileage rate (\$0.585/mile) was made by Cindy Miller and seconded by Colleen Carlson. Motion carried unanimously.

L. Authorization to Pay Monthly Board Bills in the Event of No Quorum at Regular Monthly Meetings

Motion to authorize administration 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 was made by Jessica Johnson and seconded by Cindy Miller. Motion carried unanimously.

M. Board Committee Assignments

A motion to determine and approve committee assignments for 2022 was made by Jessica Johnson and seconded by Colleen Carlson. Motion carried unanimously.

V. Consent Agenda

- A. Minutes of Previous Board Meeting
- B. Bills for Payment and other financial reports as attached
- C. Personnel Items
- D. Contracts

Motion to approve the consent agenda was made by Jessica Johnson and seconded by Katie Koch. Motion carried unanimously.

The Board and administration acknowledged Janet Hoff's retirement with sincere thanks and appreciation for her service to MAWSECO. Congratulations to Janet on her retirement. We wish her well.

VI. Acknowledgement - Paraprofessional Recognition Week, January 25-28, 2022

Motion to acknowledge the MAWSECO paraprofessionals was made by Jessica Johnson and seconded by Gena Jacobson.



The board and administration recognized the hard work and dedication of the paraprofessionals.

VII. Reports

A. Director Report

Melissa Hanson provided an overview of the January 17, 2022 All Staff Inservice. She gave an update on the Federal OSHA and MNOHSA ETS requirements that are currently paused by the US Supreme Court. As a result of this pause, the related MAWSECO Board Policy #430 is no longer being implemented. Melissa shared the monthly report to the board on the use of online learning in programs in response to the indicators of COVID-19 transmission. Finally, Melissa reported that she has been nominated for the position of President-Elect for the MN Administrators of Special Education (MASE) organization. The membership will take a vote later this spring. If elected, her term would begin on July 1, 2022.

B. Business Manager Report

Scott LeSage updated the board that he and Melissa have been working on Time & Effort to make sure we are in compliance ahead of the fiscal monitoring by the MDE. He also reported to the board that a portion of the American Rescue Plan (ARP) funds were allocated out to the member districts and that the regular Federal Funds allocation to their member districts would be going out to their Business Managers in the next week. Lastly, Scott mentioned that we've extended an offer and received acceptance of that offer for our Accountant position.

VIII. Future Board Meetings

- A. February 22, 2022, 6:30 p.m., Cornerstones and Eastern Wright Programs, Buffalo
- B. March 22, 2022, 6:30 p.m., Sholund School for Girls, Annandale
- C. April 26, 2022, 6:30 p.m., Westside Alternative Program, Maple Lake

IX. Adjournment

The meeting was adjourned at 7:29pm

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