

# **BOARD OF DIRECTORS' MEETING**

March 27, 2024  
SWWC Service Cooperative – Marshall, MN

## **Minutes**

**BOARD PRESENT:** Matt Coleman - Chair, Marshall  
Jody Bauer – Vice Chair, Tracy  
Steve Schnieder - Clerk, Worthington  
Carla Olson – Treasurer, KMS  
Ben Bothun, Lac qui Parle County  
Becky Foster, Westbrook/Walnut Grove  
Amanda Lecy, Yellow Medicine East  
Becky Paluch, Ivanhoe  
Nicole Swanson, Tracy

**STAFF PRESENT:** Cliff Carmody, Executive Director  
Carli Bothun, Insurance Specialist  
Bobbie Carmody, Administrative Assistant  
Doug Deragisch, SWWC Insurance Consultant  
Tegan Gillund, Director of Finance  
Abby Polzine, Director of Human Resources

**ITEM 1:** **CALL TO ORDER**  
Chair Coleman called the meeting to order at 6:31 pm at SWWC – Marshall, MN.

**ITEM 2:** **INTRODUCTION OF GUESTS**  
Cliff Carmody welcomed and introduced guests Carli Bothun and Doug Deragisch.

**ITEM 3:** **AGENDA APPROVAL**  
Motion by Steve Schnieder, seconded by Carla Olson, to approve the agenda as presented. Motion passed unanimously.

**ITEM 4:** **CONSENT AGENDA APPROVAL**  
Motion by Jody Bauer, seconded by Nicole Swanson, to approve items on the consent agenda as follows:

**4.1** **Minutes – February 28, 2024**

**4.2** **Approval of Expenditures**

**4.3** **Services Contracts**

- Red Rock Central School – Physical Therapy Services from 7/1/23-6/30/24 - \$3,443.00.

#### **4.4 Wide Area Network Agreements**

Approve Wide Area Network Consortium Agreements from July 1, 2024 through June 30, 2029 and up to five (5) 1-year contract extensions with a final end date of no later than June 30, 2024 as presented.

#### **4.5 Personnel List**

##### **New Hires:**

- Tonya Axford, Special Education Paraprofessional, full-time (Schedule A/Step 5), with fringes, effective 3/18/2024.
- Renee Doyle, EANS Learning Interventionist, part-time (PS-SB2), without fringes, effective 2/27/2024.
- Teresa Grabow, EANS Tutor, full-time (PS-SB2), with fringes, effective 2/12/2024.
- Celeste Gregory, Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, effective 3/18/2024.
- Brenda Hagen, EANS Learning Interventionist, part-time (PS-SB2), without fringes, effective 3/18/2024.
- Jacqueline Jurgenson, EANS Learning Interventionist, part-time (PS-SB2), without fringes, effective 3/18/2024.
- Hope Langswierdt, Behavior Therapy Assistant, full-time (PS-FY1), with fringes, effective 3/27/2024.
- Jessica Lilleberg, Behavior Therapist, full-time (PS-FY2), with fringes, effective 3/04/2024.
- Leah Lines, Behavior Therapist, part-time (PS-FY2), without fringes, effective 3/18/2024.
- Maelee Oachs, Behavior Therapist, full-time (PS-FY2), with fringes, effective 3/04/2024.
- Amalia Olson, EANS Tutor, part-time (PS-SB2), without fringes, effective 3/06/2024.
- Emily Olson, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 3/19/2024.
- Sandra Tischer, EANS Learning Interventionist, part-time (PS-SB2), without fringes, effective 3/18/2024.

##### **Status Changes:**

- Danielle Barnett, Behavior Therapy Assistant, part-time (PS-FY1) without fringes, to Substitute Behavior Therapy Assistant, \$17.06/hour, effective 3/01/2024.
- Emily Kemp, Senior Behavior Therapist, salary adjustment, effective 3/04/2024.
- Morgan Litzau, Regional School Nurse Consultant, 150 days (BA & 17), with fringes, to 170 days, with fringes, effective 3/19/2024.
- Rosemary VanMeveren, Special Education Paraprofessional, full-time (Schedule A/Step 9), with fringes, to Custodian, full-time (CEA Pay Grade 1), with fringes, effective 07/01/2024.

##### **Stipends:**

- Sara Bauler, RBT Certification, effective 2023-2024.
- Ashley Bendickson, Mentor Stipend, effective 2023-2024.
- Elizabeth Block, Mentor Stipend, effective 2023-2024.
- Jay Skrukud, Mentor Stipend, effective 2023-2024.
- Tera Swenson, Mentor Stipend, effective 2023-2024.
- Alex Wright, Mentor Stipend, effective 2023-2024.

**2023-2024 Substitutes:**

- Alissa Orsten, Substitute Teacher, \$200/day, effective 2023-2024.
- Nicholas Topp, Substitute Teacher, \$200/day, effective 2023-2024.
- Paul van der Hagen, Substitute Teacher, \$200/day, effective 2023-2024.

**Long-Term Substitute:**

- Jordyn Goldschmidt, Long-Term Substitute School Social Worker, (MA & 7), effective 4/10/2024 – 5/30/2024.
- Carmen Skyberg, Long-Term Substitute DAPE Teacher, (BA & 3), effective 4/03/2024 – 5/24/2024.

**Resignations/Terminations:**

- Shelby Adrian, Special Education Paraprofessional, effective 3/04/2024.
- Brittany Alex, Special Education Teacher, effective 3/07/2024.
- Yesica Ambriz Botello, Special Education Paraprofessional, effective 3/08/2024.
- Elsie Coyle, Special Education Paraprofessional, effective 2/22/2024.
- Kaitlynn Giinthir, Special Education Paraprofessional, effective 3/15/2024.
- Kelsey Hartzler, Dean of Students, effective 3/01/2024.
- Neil Kaufenberg, Technology Coordinator, effective 3/09/2024.
- Markus Mehr, Special Education Teacher, effective 6/06/2024.
- Alan Pliego, EANS Learning Interventionist, effective 2/16/2024.
- Sara Strolberg, Special Education Paraprofessional, effective 3/01/2024.
- Teegan Thompson, Business Service Specialist, effective 3/29/2024.
- Jenna Vachuska, Special Education Paraprofessional, effective 3/29/2024.

**4.6 Acceptance of Grants**

- Special Education Teacher Pipeline Program through MDE – Develop a pipeline of trained, licensed Tier 3 or Tier 4 special education teachers from February 5, 2024 – January 31, 2029 - \$3,000,000.
- Robotics Teams & STEM Internships through SW MN Private Industry Council – Implement and provide services outlined in the Robotics Team and STEM Internships grants as submitted to MN DEED from February 22, 2024 – June 30, 2025 - \$49,500.

**4.7 Consultant Contracts**

- Herreid & Associates Consulting – to address workforce culture and issues at Windom ELC – Direct Services @ \$275.00/hour; Review & Planning @ \$590.00; Review Session @ \$1,000.00; and Travel Time @ \$75.00/hour.

Motion passed unanimously.

**ITEM 5: STAFF PRESENTATION – RISK MANAGEMENT SERVICES**

Doug Deragisch and Carli Bothun provided a presentation on Statewide Mid-Year 2024 Renewals which included information on History of SWWC Group Health Insurance Offerings; MHC Contract and Membership Counts; Industry Drivers of Cost; Health Care Industry Trends - 2024 and Beyond; MHC High-Level Insights; Pool Insights; SWWC Tiered Renewal - Large Mid-Year; MHC Small Group Contracts and Members; and Live Well Updates.

**ITEM 6:        ACTION ITEMS**

**6.1        Resolution Discontinuing and Reducing Educational Programs and Positions**

Motion by Steve Schnieder, seconded by Amanda Lecy, to adopt the following resolution:

**WHEREAS** the Board of Directors of the SWWC Service Cooperative adopted a resolution on February 28, 2024, directing the administration to make recommendations for reductions in programs and positions until funding is secured for the 2024-25 school year, and

**WHEREAS** said recommendations have been received and considered by the Board,

**BE IT RESOLVED** by the Board of Directors of the SWWC Service Cooperative as follows:

That the following programs and positions or portions thereof, be discontinued:

- ALC Teacher
- Audiologist
- Autism Specialist
- DAPE Teacher
- Due Process Specialist
- ECSE Coordinator
- ECSE Supervisor
- ECSE Teacher
- Education Consultant
- Elementary Education Teacher
- ELL Teacher
- High School Teacher
- Instructional Coach
- Medical Careers Instructor
- Mental Health Consultant
- Occupational Therapist
- Physical Therapist
- Project Search Teacher
- Regional School Nurse Consultant
- School Advocate
- School Counselor
- School Nurse
- School Psychologist
- School Social Worker
- Special Education Assessment Teacher
- Special Education Teacher
- Specialist of PHD and TBI
- Speech/Language Pathologist
- Teacher of Deaf and Hard of Hearing
- Teacher of Oral/Aural Deaf Education
- Teacher of the Visually Impaired
- Transition Case Manager
- Work Based Learning Coordinator

A roll call vote was taken with Directors Coleman, Bauer, Schnieder, Olson, Bothun, Foster, Lecy, Paluch, and Swanson voting in favor. Motion passed unanimously.

**6.2 2024-25 SWWC Calendar Guidance**

Motion by Matt Coleman, seconded by Jody Bauer, to approve the 2024-25 SWWC Calendar Guidance as presented. Motion passed unanimously.

**6.3 Acceptance of Gifts/Donations**

Motion by Nicole Swanson, seconded by Ben Bothun, to adopt the following resolution accepting gifts/donations:

**WHEREAS**, Board Policy 706 establishes guidelines for the acceptance of gifts or donations to the Agency;

**WHEREAS**, Minnesota Statute 465.03 states the Board of Directors may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

**THEREFORE, BE IT RESOLVED**, that on March 27, 2024, the Board of Directors of Southwest West Central Service Cooperative, ISD 0991, accepts with appreciation the following gifts/donations received by the Agency:

- Robert & Helen Remick Charitable Foundation Trust – ELC-Windom Field Trips - \$1,796.77

A roll call vote was taken with Directors Coleman, Bauer, Schnieder, Olson, Bothun, Foster, Lecy, Paluch, and Swanson voting in favor. Motion passed unanimously.

**6.4 Superintendents' Executive Council Ex-Officio Board Member**

Motion by Becky Paluch, seconded by Becky Foster, to approve the request from the Superintendents' Executive Council and appoint an ex-officio superintendent to the SWWC Board of Directors for a 4-year term beginning July 1, 2024 – December 31, 2027.

**6.5 BCI Proposal – ELC Marshall**

Motion by Steve Schnieder, seconded by Ben Bothun, to approve the proposal from BCI Construction, Inc. to clean the ELC-Marshall building of asbestos fibers, remove remaining acoustical ceilings and perform air quality testing on site at a total of \$485,258, which includes an \$80,000 contingency, and to have the Executive Director continue to pursue cost reimbursement from SMSU. Motion passed unanimously.

**ITEM 7: MONTHLY ADMINISTRATIVE REPORT**

**7.1 Director of Finance**

Tegan Gillund provided a monthly financial report for the month ended February 29, 2024 with 55.4% of revenues collected and 62.4% expended. Updates were also provided on 24-25 membership agreements received to date, preliminary budget planning, new vehicles received, and final federal special education allocations released by MDE.

**7.2 Director of Human Resources**

Abby Polzine reported on recruitment and staffing with 44 current openings, 34 being for 24-25 and 10 for current year; 24-25 Staffing Process; CSA Negotiations; SWWC insurance open enrollment and options to consider for 24-25 health insurance plans.

**7.3 Executive Director**

Cliff Carmody reported on the expected SWWC health insurance increase; Coop Connection Online Newsletter; ELC Marshall Asbestos clean-up; ELC New London project is on schedule; final approval of funding received for the Marshall Administrative building; Dawson/Boyd is coming on SMART Systems beginning July 1; provided a legislative update with the session scheduled to adjourn on May 20; registration is open for the MSC Board Conference; MN Graduation rates are down 0.3% from 2022; and shared information on the Creative Writing Ceremony, Science & Nature Conference, current ELC student enrollment, current SWWC position openings, and MSBA 2023 K-12 Appropriations Analysis.

**ITEM 8: FINANCE COMMITTEE REPORT**

**8.1 2023-24 Final Budgets**

Motion by Steve Schnieder, seconded by Carla Olson, to approve budget revisions as outlined and approve as final all 2023-24 budgets as presented:

• General	\$62,879,527
• RMIC	\$1,479,291
• Risk Management	\$57,321,129

Motion passed unanimously.

**8.2 2024-25 Capital Budget**

Motion by Becky Paluch, seconded by Amanda Lecy, to approve the 2024-25 Capital Budget of \$1,003,928 as presented. Motion passed unanimously.

**ITEM 9: BOARD POLICY REVIEW – 1<sup>ST</sup> READING**

The following Board Policies were presented for a first reading:

**Policies to be reviewed annually:**

- 208 Development, Adoption, and Implementation of Policies
- 410 Family and Medical Leave Policy
- 413 Harassment and Violence
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 414 Addendum – READY Clinic
- 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- 506 Student Discipline
- 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure & Process

**Policies to be reviewed approximately every three years:**

- 404 Employer Background Checks
- 406 Public and Private Personnel Data
- 416 Drug and Alcohol Testing
- 421 Gifts to Employees
- 451 Employees Work for Hire/Work Product
- 501 School Weapons Policy

- 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person
- 503 Student Attendance
- 505 Distribution of Non-School Sponsored Materials on School Premises by Students and Employees
- 507 Corporate Punishment
- 511 Student Fundraising
- 525 Violence Prevention (Applicable to Students and Staff)
- 526 Hazing Prohibition
- 530 Immunization Requirements
- 550 Service Animals' Access to School District Facilities and at School-Sponsored Activities
- 551 Data Request Policy for Subjects of Data
- 552 Data Request Policy for Public Data
- 553 Suicide Prevention
- 711 Video Recording on School Buses
- 714 Fund Balances
- 903 Visitors to School District Buildings and Sites

Policies will be brought forth for adoption at the April 24 Board meeting.

**ITEM 10: MSC BOARD MEETING UPDATE**

An update from the recent MSC Board meeting was provided on legislative updates, CCOGAs being able to be associate members, CTE funding, READ Act Grant funding, 24-25 budget, Harassment Policy update, and MSC Board Conference.

**ITEM 11: OPEN FORUM/CLOSING REMARKS**

Chair Coleman wished all a Happy Easter.

**ITEM 12: OTHER**

Chair Coleman adjourned the meeting at 8:10 pm. The next regular meeting of the SWWC Board of Directors is scheduled on Wednesday, April 24, 2024, beginning at 6:30 pm at SWWC – Marshall, MN.