

BOARD OF DIRECTORS' MEETING

April 24, 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
Bobbie Carmody, Administrative Assistant
Liz Deen, Senior Director of Teaching & Learning Services
Natalie Delmonico, Education Consultant
Tegan Gillund, Director of Finance
Lisa Gregoire, Director of the New Teacher Center
Shelly Maes, Director of Member Engagement/Foundation Executive Director
Abby Polzine, Director of Human Resources

GUESTS:

Kim Barse, ORB
Matt Rantapaa, BAIRD

ITEM 1:

CALL TO ORDER

Chair Coleman called the meeting to order at 6:30 pm at SWWC – Marshall, MN.

ITEM 2:

INTRODUCTION OF GUESTS

Cliff Carmody welcomed and introduced guests Liz Deen, Natalie Delmonico, Lisa Gregoire, Shelly Maes, Kim Barse, and Matt Rantapaa.

Chair Coleman read the SWWC Mission and Vision statements.

ITEM 3:

AGENDA APPROVAL

Motion by Steve Schnieder, seconded by Nicole Swanson, to approve the agenda as presented. Motion passed unanimously.

ITEM 4:

CONSENT AGENDA APPROVAL

Motion by Becky Foster, seconded by Jody Bauer, to approve items on the consent agenda as follows:

4.1 Minutes – March 27, 2024

4.2 Approval of Expenditures

4.3 24-25 Membership Services Agreements

Approve 2024-25 Membership Services Agreements totaling \$15,727,744.82 as presented.

4.4 Services Contracts

- Milroy Public School – Deaf and Hard of Hearing Services – 7/1/23-6/30/24 - \$1,150.00.
- Sisseton School District, SD – Behavior Analyst Services – 7/1/23-6/30/24 - \$5,500.00.

4.5 Consultant Contracts

- Star Autism Support, Inc. – To provide training, workshops, and consultation services in the field of special education for the term of one year - \$16,500.00.

4.6 Personnel List

New Hires:

- Stacey Baedke, School Counselor, 185 days (40MA & 12), with fringes, effective 8/06/2024.
- Kelli Doorenbos, Coordinator of Tiered Supports, 10 days (MA & 18), with fringes, effective 6/03/2024 and 185 days (MA & 18) effective 8/06/2024.
- Amanda Erickson, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 4/10/2024.
- Gerry Ramirez, Technology Support Specialist I, full-time (PS-FY4), with fringes, effective 04/22/2024.
- Alexandra Stitt, Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, effective 8/06/2024.
- Melissa Strand, Business Services Specialist, full-time (PS-FY5), with fringes, effective 4/08/2024.
- Adriana Suarez, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/06/2024.
- Catherine Towne, Behavior Therapy Assistant, full-time (PS-FY1), with fringes, effective 4/02/2024.

Temporary Hire:

- Evan Greenfield, Technology Intern, \$17.00/hour, effective 5/07/2024 - 8/21/2024.
- Kalen McNab, Technology Intern, \$17.00/hour, effective 5/08/2024 – 8/16/2024.

Status Changes:

- Heidi van der Hagen, Director of Special Education, 235 days (Admin-SB3), to Program Success Coach, 185 days (50MA & 18), effective 07/01/2024.

Stipends:

- Tori Dengerud, Mentor Stipend, effective 2023-2024.
- Amber Grengs, Mentor Stipend, effective 2023-2024.
- Emily Michelle, Mentor Stipend, effective 2023-2024.
- Alicia Roelike, Mentor Stipend, effective 2023-2024.
- Walker Schaar, Mentor Stipend, effective 2023-2024.
- Courtney Stolp, RBT Certification, effective 2023-2024.

2023-2024 Substitutes:

- Ashley Johnson, Substitute Teacher, \$200/day, effective 2023-2024.
- Chelsey Burg, Substitute Special Education Paraprofessional, \$19.00/hour, effective 2023-2024.

Other Assignments:

- Kathy Holland, Health Para Substitute (Schedule B/Step 0), effective 2023-2024.

Leave of Absence:

- Linda Kern, Administrative Assistant, effective 4/19/2024 – 6/30/2024.

Retirement:

- Linda Kern, Administrative Assistant, effective 6/30/2024.

Resignations/Terminations:

- Melissa Bryhn, EANS Educational Assistant, effective 4/12/2024.
- Andrea Carman, EANS Educational Assistant, effective 4/12/2024.
- Stephanie Dietsche, EANS Educational Assistant, effective 4/12/2024.
- Mark Field, Special Education Teacher, effective 6/06/2024.
- Cindi Flores Dominguez, EANS Educational Assistant, effective 4/12/2024.
- Jacob Fulks, EANS Educational Assistant, effective 4/12/2024.
- Mariama Gillespie, EANS Educational Assistant, effective 4/12/2024.
- Shelby Grunewald, Special Education Paraprofessional, effective 4/12/2024.
- Edrena Hall, EANS Learning Interventionist, effective 4/15/2024.
- Tegan Hicks, Special Education Teacher, effective 4/05/2024.
- Brianna Johnson, Transition Case Manager, effective 6/06/2024.
- Linda Lang, EANS Educational Assistant, effective 4/12/2024.
- Anni Lira Angeles, EANS Educational Assistant, effective 4/12/2024.
- Maryann McGinnis, EANS Learning Interventionist, effective 4/15/2024.
- Briana Morales, EANS Educational Assistant, effective 4/12/2024.
- Layiet Nathanael, EANS Educational Assistant, effective 4/12/2024.
- Rebecca Norman, Special Education Paraprofessional, effective 4/05/2024.
- Jessica Nygaard, Special Education Paraprofessional, effective 4/03/2024.
- Alicia Patterson, Behavior Analyst, effective 6/06/2024.
- Andrew Pearce, EANS Learning Interventionist, effective 4/15/2024.
- Joseph Protzmann, EANS Educational Assistant, effective 4/12/2024.
- Brittani Sanders, EANS Educational Assistant, effective 4/12/2024.
- Haley Schoenberg, Speech Language Pathologist, effective 6/06/2024.
- Kurt Schroeder, Special Education Teacher, effective 6/06/2024.
- Robyn Sullivan, Special Education Teacher, effective 6/06/2024.
- Paige Thompson, Mental Health Professional, effective 6/28/2024.
- Priya Turner, EANS Educational Assistant, effective 4/12/2024.
- Laura Walker, Health Paraprofessional, effective 4/12/2024.
- Michelle Whitcomb-Johnson, Dean of Students, effective 6/06/2024.

4.7 Acceptance of Grants

- Statewide Teacher Mentoring Program MDE – for the purpose of providing mentoring support for new teachers, on-the-ground training, technical assistance, and networks or communities of practice for local, new teachers, districts, and charter schools in order to implement Minnesota's induction model to support and retain new teachers in Minnesota from July 1, 2024 to June 30, 2027 - \$877,426.00.

Motion passed unanimously.

ITEM 5: FINANCE COMMITTEE REPORT

5.1 Fund Balance Policy

Motion by Matt Coleman, seconded by Steve Schnieder, to approve changes to Board Policy 714 – Fund Balance Policy to reflect the financial position and vision of SWWC by maintaining an unassigned general fund balance minimum of 15% of the annual general fund operating budget, excluding capital expenditures. Motion passed unanimously.

5.2 Marshall Agency Administrative Office Project – Notice to Proceed

Motion by Matt Coleman, seconded by Amanda Lecy, to approve BCI Construction letter of recommendation to accept bid results and provide notice to proceed with the Marshall Agency Administrative Office Project. Motion passed unanimously.

5.3 Marshall Agency Administrative Office Project – Schedule of Values

Motion by Nicole Swanson, seconded by Becky Paluch, to approve schedule of values for the Marshall Agency Administrative Office project. Motion passed unanimously.

5.4 Marshall Agency Administrative Office Project – Purchasing Agent Agreement

Motion by Jody Bauer, seconded by Ben Bothun, to approve the purchasing agent agreement with BCI Construction, Inc. related to the Marshall Agency Administrative Office project. Motion passed unanimously.

5.5 Marshall Agency Administrative Office Project – Change Order Procedures

Motion by Steve Schnieder, seconded by Nicole Swanson, to approve the change order procedures for the Marshall Agency Administrative Project as presented. Motion passed unanimously.

ITEM 6: STAFF PRESENTATION – TEACHING & LEARNING SERVICES

Elizabeth Deen, Lisa Gregoire, and Natalie Delmonico provided a presentation on Teaching & Learning Services which included information on Career & Technical Education (Carl Perkins); Student Enrichment; Project Discovery; SW Prairie Regional Center of Excellence; Alternative Learning Centers; STARRS Online Academy; New Teacher Center; Shared Services/Collaboratives; Literacy Services & READ Act Support; Positive Behavioral Interventions & Supports; Multilingual Learner Services; Statewide or International Presentations; and What's Ahead in 2024-25.

ITEM 7: FOUNDATION UPDATE

Shelly Maes provided a SWWC Foundation update on Donors from July 1, 2023 - April 23, 2024; Fund Distribution to SWWC; Donor Designation and Amounts; and Ongoing Goals.

ITEM 8: ACTION ITEMS

8.1 Acceptance of Gifts/Donations

Motion by Nicole Swanson, seconded by Jody Bauer, 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 April 24, 2024, the Board of Directors of Southwest West Central Service Cooperative, ISD 0991, accepts with appreciation the following gifts/donations received by the Agency:

- Sioux Valley Energy – ELC-Pipestone - \$2,000.00.
- Lions Club of Jackson – Special Education - \$500.00.

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

8.2 2024 MSC Outstanding Service Award

Motion by Matt Coleman, seconded by Becky Foster, to nominate Stephen Schnieder, Board Member, for the 2024 MN Service Cooperatives Outstanding Service Award. Motion passed unanimously.

8.3 Board Policies – 2nd Reading & Adoption

Motion by Becky Paluch, seconded by Amanda Lecy, to adopt the following Board Policies:

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
- 903 Visitors to School District Buildings and Sites

Motion passed unanimously.

8.4 WAN Firewall Proposal

Motion by Matt Coleman, seconded by Ben Bothun, to approve the proposal from CDW-G for firewall equipment and a five-year support bundle at a total cost of \$548,810.00. Motion passed unanimously.

ITEM 9: MONTHLY ADMINISTRATIVE REPORT

9.1 Director of Finance

Tegan Gillund provided a monthly financial report for the month ended March 31, 2024 with 61.3% of revenues collected and 66.6% expended. Updates were also provided on 24-25 membership agreements received to date; preliminary budget planning & meetings; Property, Liability, and Workers Comp renewal; staff attended the 38th Annual Business Conference and will be attending the upcoming MASBO Conference; and WEX revenue share for Q1 2024.

9.1.1 Quarterly Investment Report

A copy of the SWWC's Investment Performance Review for the quarter ended March 31, 2024 was provided.

9.2 Director of Human Resources

Abby Polzine reported on open positions; 24-25 staffing process; upcoming bargaining group negotiations for CEA, DSS, and Program Specialists; insurance open enrollment; SWWC Live Well participation; and presentations provided at the Annual Business Conference.

9.3 Executive Director

Cliff Carmody reported on strategies being considered to manage the SWWC health insurance renewal; CSA Union grievances; Creative Writing Awards Ceremony; May board meeting date change from May 22 to May 29 due to ground breaking ceremony; Representative Urdahl and Schomacker visits to READY Clinic and Montevideo ELC; Emergency Relief Grants for Rural EIDBI Providers - state funding for READY Clinics; and shared a legislative update, information on the state of student health in MN, and list of current position openings.

ITEM 10: PERSONNEL COMMITTEE REPORT

10.1 Resolution Relating to the Termination and Nonrenewal of Probationary Teacher

Motion by Jody Bauer, seconded by Nicole Swanson, to adopt the following resolution relating to the termination and nonrenewal of the teaching contract of probationary teacher:

WHEREAS, teacher is a probationary teacher in the Southwest West Central Service Cooperative.

BE IT RESOLVED, by the Board of Directors of the Southwest West Central Service Cooperative, that pursuant to Minnesota Statute 122A.40, Subdivision 5, that the teaching contract of the probationary teacher is hereby terminated at the close of the current 2023-24 school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law.

Probationary teachers to be terminated are identified below:

- Marcia Erickson – Special Education Teacher
- Brittany Heidebrink – Special Education Teacher
- Eric Johnson – Special Education Teacher
- Tracy Shafer – Special Education Teacher
- Cassandra Ulbricht – Special Education Teacher

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

10.2 Resolution Proposing to Place Post-Probationary Teachers on Unrequested Leave of Absence

Motion by Jody Bauer, seconded by Steve Schnieder, to adopt the resolution proposing to place post-probationary teachers on unrequested leave of absence:

BE IT RESOLVED, by the Board of Directors of the Southwest West Central Service Cooperative, as follows:

1. That it is proposed that the persons listed below, teachers of the Southwest West Central Service Cooperative, be placed on unrequested leave of absence without pay or fringe benefits, effective at the end of the 2023-24 school year on June 30, 2024, pursuant to Minnesota Statute 122A.40, Subdivision 10, and Article IX, Section 8 of the current Master Agreement between the Service Cooperatives and the exclusive representative.
2. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall include a date for hearing, if requested.

Post-Probationary teachers proposing to be placed on unrequested leave of absence are identified below:

- Heather Giese – School Advocate
- Ingrid Mello – ECSE Teacher
- Cindi Patten – School Advocate
- Sam Schroeder – School Advocate

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

10.3 Insurance Renewal Rates

2024-25 Insurance Renewal Rates for Medica group health coverage, Delta Dental, and Life and LTD coverage were shared. Rate change for health is a 36.1% increase and dental 6.5% increase. LTD and Life Insurance rates decreased and will be provided through Madison National Life.

10.4 CSA Negotiations Settlement

Motion by Jody Bauer, seconded by Becky Paluch, to approve the 2023-25 CSA Negotiations Settlement of 10.37% as presented. Motion passed unanimously.

ITEM 11: OPEN FORUM/CLOSING REMARKS

No comments were made.

ITEM 12: OTHER

Chair Coleman adjourned the meeting at 8:25 pm. The next regular meeting of the SWWC Board of Directors is scheduled on Wednesday, May 29, 2024, beginning at 6:30 pm at SWWC – Marshall, MN.