

# **BOARD OF DIRECTORS'/ANNUAL MEETING**

August 28, 2024

SWWC Service Cooperative – Marshall, MN

## **Minutes**

- BOARD PRESENT:** Matt Coleman - Chair, Marshall  
Jody Bauer – Vice Chair, Tracy  
Steve Schnieder - Clerk, Worthington  
Ben Bothun, Lac qui Parle County  
Amanda Lecy, Yellow Medicine East  
Becky Paluch, Ivanhoe  
Nicole Swanson, Tracy
- BOARD ABSENT:** Becky Foster, Westbrook/Walnut Grove  
Carla Olson – Treasurer, KMS
- STAFF PRESENT:** Cliff Carmody, Executive Director  
Bobbie Carmody, Administrative Assistant  
Tegan Gillund, Director of Finance  
Shelly Maes, Director of Member Engagement/Foundation Executive Director  
Abby Polzine, Director of Human Resources  
Josh Sumption, Chief Technology and Information Officer
- GUESTS:** Brad Johnson, Superintendent – Renville County West  
Anne Kilzer, Executive Director – Minnesota Service Cooperatives
- 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 introduced guests Shelly Maes, Josh Sumption, Brad Johnson, and Anne Kilzer.  
  
Chair Coleman read the SWWC Mission and Vision statements.
- ITEM 3:** **AGENDA APPROVAL**  
Motion by Becky Paluch, seconded by Jody Bauer, to approve the agenda as presented.  
Motion passed unanimously.
- ITEM 4:** **CONSENT AGENDA APPROVAL**  
Motion by Amanda Lecy, seconded by Steve Schnieder, to approve items on the consent agenda as follows:

**4.1 Minutes – July 24, 2024**

**4.2 Approval of Expenditures**

**4.3 Services Contracts**

- Ellsworth Public School – Early Childhood Special Education Services – 7/1/24-6/30/25 - \$22,100.00.
- Fulda Public School – Early Childhood Special Education Services – 7/1/24-6/30/25 - \$22,100.00.
- Hibbing Public School – Student Data Privacy Services – 7/1/24-6/30/25 - \$3,229.95.
- New Century Academy – Nursing Services – 7/1/24-6/30/25 - \$6,100.00.
- Redwood Area School District – Orientation & Mobility Services – 7/1/24-6/30/25 - \$1,205.00.
- Southwest Health & Human Services – Translation & Interpretation Services – 8/1/24-9/30/24 - \$.11/word.

**4.4 Consultant Contracts**

- Kevin Filter – PBIS Cohort Training & PBIS Advance Tier Support Work from 7/1/24-6/30/25 - \$24,750.00 + actual expenses.
- Montevideo Public Schools – Custodial Services for Montevideo ELC during the FY25 school year - \$31,006.00.
- Sunbelt Staffing, LLC – Sunbelt Staffing LLC shall provide SLP services from Telepractitioner Mary McDevitt Kraljic from 8/19/24-5/30/25 - \$127.00/hour.
- Sunbelt Staffing, LLC – Sunbelt Staffing LLC shall provide SLP services from Telepractitioner Kirstin Kuchler from 9/5/24-6/6/25 - \$110.00/hour.
- Sunbelt Staffing, LLC – Sunbelt Staffing LLC shall provide SLP services from Telepractitioner Alicia Bellville from 9/12/24-6/6/25 - \$124.00/hour.
- Soliant – Soliant Health, LLC shall provide ESL Teacher services from Telepractitioner Tamara Russell from 9/2/24-5/30/25 - \$72.00/hour.

**4.5 Personnel List**

**New Hires:**

- Brian Arroyo, Special Education Teacher, 185 days (BA & 6), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Ashley Baker, Special Education Teacher, 185 days (BA & 4), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Jacey Burnett, Special Education Paraprofessional, full-time (Schedule A/Step 4), with fringes, effective 8/06/2024.
- Maddie Davis, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/14/2024.
- Alexa Deike, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/06/2024.

- Rene Dollahan, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/06/2024.
- Ashly Eilers, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/12/2024.
- Mary Goulson, Special Education Paraprofessional, full-time (Schedule A/Step 3), with fringes, effective 8/06/2024.
- Rebecca Iverson, Special Education Paraprofessional, full-time (Schedule A/Step 3), with fringes, effective 8/12/2024.
- Miranda Jackson, School Social Worker, 185 days (10BA & 4), with fringes, effective 8/06/2024.
- Caleigh Lech, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/06/2024.
- Amy Pahl, MnMTSS Regional Lead, 208 days (PhD & 15), with fringes, effective 7/29/24.
- Salma Perez, LPN/Health Para, full-time (Schedule B/Step 3), with fringes, effective 8/06/2024.
- Logan Peterson, Special Education Teacher, 185 days (BA & 3), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Jessica Quissell, Project SEARCH Teacher, 185 days (MA & 3), with fringes, effective 8/06/2024.
- Lacy Rohlik, Special Education Paraprofessional, full-time (Schedule A/Step 3), with fringes, effective 8/06/2024.
- Nichol Roskamp, Due Process Specialist, 185 days (30BA & 18), with fringes, effective 8/16/2024.
- Amber Schaffran, Special Education Teacher, 185 days (10BA & 6), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Mikaela Serreyn, Behavior Therapy Assistant, full-time (PS-BTA/Step 3), with fringes, effective 7/30/2024.
- Natali Sigala, BCaBA, full-time (PS-BCaBA/Step 1), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Shantell Van Vleet, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/06/2024.
- Sara Zins, ECSE Teacher, 56 days (BA & 14), without fringes, effective 8/13/2024.

**Temporary Hire:**

- Hafsa Adani, EANS Summer Teacher, \$50/hour, effective 7/31/2024-8/30/2024.
- Khadija Adani, EANS Summer Teacher, \$50/hour, effective 7/31/2024-8/30/2024.

**Status Changes:**

- Lee Dubbelde, Cybersecurity Engineer, Salary Adjustment, effective 7/01/2024.
- Alexandra Elston, Transition Case Manager, 185 days, to Special Education Teacher, 185 days, (MA & 6), effective 7/01/2024.
- Misty Eystad, Behavior Therapist, full-time, with fringes, to Behavior Therapist, part-time, without fringes, effective 9/02/2024.
- Miranda Lee, Behavior Therapy Assistant, full-time, to Behavior Therapist, full-time (PS-L2BT/Step 9), effective 7/01/2024.
- Baylee Maggi, Behavior Therapy Assistant, full-time, to Behavior Therapist, full-time (PS-L2BT/Step 10), effective 7/01/2024.
- Angela Morris, Special Education Paraprofessional, full-time (Schedule A/Step 8), with fringes, to Behavior Therapist, full-time (PS-L2 BT/Step 8), with fringes, effective 8/19/2024.
- Isabelle Morris, High School Teacher, 93 days (BA & 5), without fringes, to 166.5 days (BA & 5), with fringes, effective 8/08/2024.

- Ashlie Raduenz, Behavior Therapy Assistant, full-time, to Behavior Therapist, full-time (PS-L2BT/Step 2), effective 7/08/2024.
- Travis Rupp, Network Coordinator, Salary Adjustment, effective 7/01/2024.
- Mikaela Serreyn, Behavior Therapy Assistant, full-time, to Behavior Therapist, full-time (PS-L2BT/Step 1), effective 7/30/2024.
- Courtney Stolp, Behavior Therapy Assistant, full-time, to Behavior Therapist, full-time (PS-L2BT/Step 3), effective 7/01/2024.

**Reinstatements:**

- Marcia Erickson, Special Education Teacher, 185 days (10BA & 4), with fringes, effective 8/01/2024.
- Brittany Heidebrink, Special Education Teacher, 185 days (BA & 5), effective 7/24/2024.
- Eric Johnson, Special Education Teacher, 185 days (BA & 7), with fringes, effective 8/01/2024.
- Tracy Shafer, Special Education Teacher, 185 days (BA & 6), with fringes, effective 8/02/2024.

**Substitutes 2024-2025:**

- Liz Block, Substitute Teacher, effective 2024-2025.

**Stipends:**

- Sara Bauler, RBT Certification, effective 2024-2025.
- Paige Clausen, RBT Certification, effective 2024-2025.
- Alison Dickinson, RBT Certification, effective 2024-2025.
- Nichole Frericks, RBT Certification, effective 2024-2025.
- Heather Gilberts, RBT Certification, effective 2024-2025.
- Adam Gregory, Administrative License Stipend, effective 2024-2025.
- Emily Michelle, RBT Certification, effective 2024-2025.
- Kayce Olson, Continuing Education Chair Stipend, effective 2024-2025.
- Courtney Opbroek, RBT Certification, effective 2024-2025.
- Amy Pahl, Administrative License Stipend, effective 2024-2025.
- Michelle Raml, Administrative License Stipend, effective 2024-2025.
- Michaela Schlenner, RBT Certification, effective 2024-2025.
- Summer Schoer, RBT Certification, effective 2024-2025.
- Samuel Schroeder, Administrative License Stipend, effective 2024-2025.
- Courtney Stolp, RBT Certification, effective 2024-2025.
- Brittney Thompson, RBT Certification, effective 2024-2025.
- Heidi van der Hagen, Administrative License Stipend, effective 2024-2025.

**Leave of Absence:**

- Breanne Powers, Special Education Paraprofessional, 8/26/2024 – 10/15/2024.
- Santanna Shover, Special Education Paraprofessional, 9/2/2024 – 10/27/2024.

**Resignations/Terminations:**

- Stephanie Alfson, Special Education Teacher, effective 7/15/2024.
- Cheryl Block, EANS Educational Assistant, effective 6/03/2024
- Brady Carstens, Cybersecurity Engineer, effective 8/16/2024.
- Brenda Deick, EANS Educational Assistant, effective 5/28/2024.
- Kimberly Garcia, Special Education Paraprofessional, effective 8/07/2024.
- Teresa Grabow, EANS Tutor, effective 8/02/2024.
- Celeste Gregory, Special Education Paraprofessional, effective 7/18/2024.
- Brenda Hagen, EANS Learning Interventionist, effective 5/30/2024.
- Courtney Haglund, Special Education Paraprofessional, effective 7/15/2024.
- Asmaa Issa, EANS Learning Interventionist, effective 6/07/2024.

- Jennifer Johnson, Special Education Paraprofessional, effective 8/14/2024.
- Jacqueline Jurgenson, EANS Learning Interventionist, effective 5/31/2024.
- Marcos Kesler, EANS Learning Interventionist, effective 6/30/2024.
- Mackenzie Lemke, School Social Worker, effective 6/06/2024.
- Mandy Morin, Special Education Paraprofessional, effective 8/16/2024.
- Brittney Rham, Substitute Special Education Paraprofessional, effective 5/31/2024.
- Lori Schroeder, Special Education Paraprofessional, effective 8/13/2024.
- Jill Schunk, Special Education Paraprofessional, effective 8/12/2024.
- Mikaela Serreyn, Behavior Therapy Assistant, effective 8/12/2024.
- Alexandra Stitt, Special Education Paraprofessional, effective 7/19/2024.
- Sandra Tischer, EANS Learning Interventionist, effective 5/30/2024.
- Jessica Trout, Occupational Therapist, effective 8/19/2024.

Motion passed unanimously.

**ITEM 5: ANNUAL MEETING REPORT**

**5.1 2024 Resolution & Bylaws**

SWWC Bylaws were reviewed with no suggested changes brought forth.

**5.2 23-24 Annual Report**

Cliff Carmody provided a state of the agency report on SWWC demographics; SWWC Strategic Plan; Key Strategic Priority Areas for the next 2-3 years; Facilities Update; Advocacy Update; How is the Agency Doing; Staff Growth since 2015; and Program and Services Growth since 2015.

**5.3 The Minnesota Service Cooperatives**

Anne Kilzer, Executive Director of The MN Service Cooperatives provided a presentation on The Minnesota Service Cooperatives (MSC); MSC Strategic Framework; MSC Accomplishments in 2023; the MDE and MSC Relationship; MSC Communication Objectives; Sub-brand Concept; Legislative Advocacy; and MSC Proposed Statewide Staff Structure.

**ITEM 6: ACTION ITEMS**

**6.1 Non-Member Access Fee**

Motion by Nicole Swanson, seconded by Becky Paluch, to approve the 2024-25 Non-Member Access Fee for access to SWWC programs up to 20% above and beyond regular tuition. Motion passed unanimously.

**6.2 24-25 Student Handbooks**

Motion by Jody Bauer, seconded by Amanda Lecy, to approve 2024-25 Student Handbooks for the ALCs in Glencoe, Pipestone, Windom; ELCs in Cosmos, Marshall, Montevideo, New London, Pipestone, Windom; STARRS Online Academy; and Project SEARCH. Motion passed unanimously.

**6.3 Board Policies – 1<sup>st</sup> Reading & Adoption**

Motion by Steve Schnieder, seconded by Becky Paluch, to adopt the following Board Policies as presented:

- 102 Equal Opportunity Employer
- 104 SWWC Mission Statement
- 207 Public Hearings
- 413 Harassment and Violence
- 418 Drug-Free Workplace

- 419 Smoke Tabacco Free Environment
- 455 HIPAA Privacy Policies and Procedures
- 506 Student Discipline
- 513 Student Promotion, Retention and Program Design
- 521 Student Disability Nondiscrimination
- 602 School Calendar and School Day
- 614 Testing Plan and Procedures
- 615 Testing Accommodations
- 709 Student Transportation Safety Policy
- 751 HIPAA Security Policies

Motion passed unanimously.

**6.4 Instructure Proposal**

Motion by Amanda Lecy, seconded by Ben Bothun, to approve the proposal from Instructure to provide the LearnPlatform Statewide Clearinghouse from 8/1/24-7/31/25, at an annual cost of \$129,866.97. Motion passed unanimously.

**ITEM 7: MONTHLY ADMINISTRATIVE REPORT**

**7.1 Director of Finance**

Tegan Gillund provided a monthly financial report for the month ended July 31, 2024 with 10.2% of revenues collected and 5.4% expended. Updates were also provided on final federal flow through payments; FY25 lease costs entered into the MDE lease levy system; and budget updates on the New London and Marshall ELC projects.

**7.2 Director of Human Resources**

Abby Polzine reported on the status of DSS and CEA negotiations; the New Employee Orientation held on August 6 with 37 new staff in attendance; the Fall Inservice held on August 16; and the Executive Director evaluation process.

**7.3 Executive Director**

Cliff Carmody reported on insurance increases and its impact on employee group settlements; Para-Professional Trainings held with more than 1,100 participants from member schools; the January 1 Insurance Pool Renewal experienced an average increase of 11.8% for large groups and under 10% for small groups and the Live Well Program will require employees to have an annual physical in order to receive the \$500 incentive.

**7.3.1 AESA Fellowship Award**

SWWC once again, will be offering the AESA Fellowship Award to member superintendents for attendance at the Association of Educational Service Agencies National Conference.

**ITEM 8: BOARD POLICIES**

The following Board Policies were presented for a first reading:

- 416 Drugs and Alcohol Testing
- 503 Student Attendance
- 507 Corporal Punishment
- 512 School Sponsored Student Publications and Activities
- 514 Bullying Prohibition Policy
- 515 Protection and Privacy of Pupil Records
- 516 Student Medication
- 712 Video Surveillance Other Than on Buses

**ITEM 9:        OPEN FORUM/CLOSING REMARKS**

No comments were made.

**ITEM 10:       OTHER**

Chair Coleman adjourned the meeting at 7:57 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, September 25, 2024, beginning at 6:30 pm at SWWC ELC – New London, MN.