

BOARD OF DIRECTORS' MEETING

February 26, 2025
SWWC – Marshall, MN

Minutes

BOARD PRESENT: Matt Coleman - Chair, Marshall
Jody Bauer – Vice Chair, Tracy
Amanda Lecy - Clerk, Yellow Medicine East
Carla Olson – Treasurer, KMS
Ben Bothun, Lac qui Parle County
Tonya Kelly, Dawson/Boyd
Becky Paluch, Ivanhoe
Nicole Swanson, Tracy
Brad Johnson, Superintendent, Renville County West (Ex-Officio)

BOARD ABSENT: Becky Foster, Westbrook/Walnut Grove

STAFF PRESENT: Cliff Carmody, Executive Director
David Berner, Technology Integration Program Coordinator
Bobbie Carmody, Administrative Assistant
Tegan Gillund, Director of Finance
Abby Polzine, Director of Human Resources
Josh Sumption, Chief Technology & Information Officer

GUESTS: Karley McClellan

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 staff guests David Berner and Josh Sumption and public guest Karley McClellan from Westbrook/Walnut Grove.

Chair Coleman read the SWWC Mission and Vision statements.

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

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

4.1 Minutes – January 22, 2025

4.2 Approval of Expenditures

4.3 Services Contracts

- City of Waconia – SWWC Membership Dues – 1/1/25 – fee waived/Insurance Pool member.

4.4 Consultant Contracts

- BCI Construction, Inc. – Proposal to replace damaged sanitary line Area A&B at ELC-Cosmos over the summer of 2025 - \$39,069.00.
- Bloom Hay Dobbs – Proposal to provide Facility Fit-Planning and building concepts at ELC-Windom (to be split 50/50 with Windom Public School) - \$27,600.00.
- Sunbelt Staffing, LLC – To provide Occupational Therapy services from 4/15/25-5/30/25 with contract Tele-practitioner Liana Gordan - \$113.00/hour.

4.5 Personnel List

New Hires:

- Emily Baerenwald, School Social Worker, 125 days (BA & 6), with fringes, effective 11/19/2024.
- Heather Benson, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 2/10/2025.
- Preston Dilley, Special Education Paraprofessional, full-time (Schedule A/Step 4), with fringes, effective 2/18/2025.
- Alexia Faulkner, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 2/18/2025.
- Tim Hulzebos, Technology Coordinator, full-time (PS-FY4), with fringes, effective 1/31/2025.
- Olivia Karels, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 2/10/2025.
- Amy Lukken, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 1/27/2025.
- Michael Milbrandt, Behavior Therapist, full-time (PS-BT+B/Step 13), with fringes, \$250 Signing Bonus, effective 1/28/2025.
- Allison Musegades, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 2/18/2025.
- Maddison Wendland, Behavior Therapist, full-time (PS-BT+B/Step 1), with fringes, effective 2/4/2025.

Status Changes:

- Tonia Finstrom, Administrative Assistant, full-time (Schedule B/Step 15), with fringes, to Administrative Assistant, 208 days, (Schedule B/Step 15), with fringes, effective 7/01/2025.
- Rebecca Iverson, Special Education Paraprofessional, full-time (Schedule A/Step 3), with fringes, to Substitute Special Education Paraprofessional, without fringes, effective 1/24/2025.
- Maria Medina, Special Education Paraprofessional, from Level I to Level II, effective 2/10/2025.
- Emily Michelle, Behavior Therapist, full-time (PS-L2BT/Step 5), with fringes, to Special Education Paraprofessional, full-time (Schedule A/Step 4), with fringes, effective 3/03/2025.

- Christina Mlodzik, Special Education Paraprofessional, from Level I to Level II, effective 1/20/2025.
- Ben Mulder, Special Education Paraprofessional, from Level I to Level II, effective 1/30/2025.
- Breanne Powers, Special Education Paraprofessional, full-time (Schedule A-L2/Step 15), with fringes, to Special Education Teacher, 82 days (BA & 3), with fringes, effective 2/06/2025.
- Tori Riggelman, Behavior Therapy Assistant, full-time (PS-BTA/Step 13), with fringes, to Behavior Therapist, full-time (PS-L2BT/Step 11), with fringes, effective 1/31/2025.
- Peyton Sing, Special Education Paraprofessional, from Level I to Level II, effective 1/20/2025.

Individual Contract:

- Raymond Norton, Network Coordinator, Individual Contract 2024-2025.

Substitutes 2024-2025:

- Julia Jensen, Substitute Special Education Teacher/Substitute Paraprofessional, effective 2024-2025.
- Jeremiah Oyetunji, Substitute PE Teacher, effective 2024-2025.
- Katie Schreier, Substitute Special Education Teacher, effective 2024-2025.
- Bailey Schwarting, Substitute Special Education Teacher, effective 2024-2025.
- Santanna Shover, Substitute Special Education Teacher, effective 2024-2025.
- Chelsea Wade, Substitute Special Education Teacher/Substitute Paraprofessional, effective 2024-2025.

Stipends:

- Stephanie Almjeld, Fieldwork Supervision Stipend, effective 9/03/2024-12/20/2024.

CSA Lane Changes:

- Kayla DeJong, School Psychologist, 185 days (40MA & 15) to 113 days (40MA & 15) and 72 days (50MA & 15), effective 2/15/2025.
- Courtney Felton, School Social Worker, 185 days (20BA & 10) to 115 days (20BA & 10) and 70 days (30BA & 10), effective 2/15/2025.
- Alexis Haarsma, Special Education Teacher, 185 days (20BA & 7) to 114 days (20BA & 7) and 71 days (MA & 7), effective 2/15/2025.
- Brittany Heidebrink, Special Education Teacher, 185 days (20BA & 5) to 113 days (20BA & 5) and 72 days (30BA & 5), effective 2/15/2025.
- Miranda Jackson, School Social Worker, 185 days (20BA & 4) to 114 days (20BA & 4) and 71 days (30BA & 4), effective 2/15/2025.
- Hannah Krause, Special Education Teacher, 100 days (10BA & 7) to 28 days (10BA & 7) and 72 days (20BA & 7), effective 2/15/2025.
- Karen Pauly, School Psychologist, 185 days (30MA & 18) to 112 days (30MA & 18) and 73 days (40MA & 18), effective 2/15/2025.
- Nichol Roskamp, Due Process Specialist, 185 days (30BA & 18) to 115 days (30BA & 18) and 70 days (MA & 18), effective 2/15/2025.
- Amber Schaffran, Special Education Teacher, 185 days (20BA & 6) to 115 days (20BA & 6) and 70 days (30BA & 6), effective 2/15/2025.
- Alyssa Scharmer, Special Education Teacher, 185 days (30BA & 5) to 114 days (30BA & 5) and 71 days (MA & 5), effective 2/15/2025.
- Amanda Smith, Social Skills Teacher, 185 days (20BA & 4) to 113 days (20BA & 4) and 72 days (MA & 4), effective 2/15/2025.

- Channing VanOverbeke, ECSE Teacher, 185 days (30MA & 13) to 116 days (30MA & 13) and 69 days (50MA & 13), effective 2/15/2025.
- Jessica Wolterstorff-Weber, Speech Language Pathologist, 185 days (20MA & 16) to 114 days (20MA & 16) and 71 days (30MA & 16), effective 2/15/2025.

Night School:

- Heather Rieger, Night School Teacher, effective 12/03/2024 through 1/23/2025.

Resignations/Terminations:

- Heather Benson, Special Education Paraprofessional, effective 2/14/2025.
- Sarah Berger, Speech Language Pathologist, effective 6/05/2025.
- Mariah Thomas, Behavior Therapist, effective 2/12/2025.

4.6 2025 Seniority List

Approve the 2025 Certified Staff Seniority List as presented.

4.7 Pay Equity Report

Approve the 2025 Pay Equity Report as presented.

Motion passed unanimously.

ITEM 5: STAFF PRESENTATION – TECHNOLOGY SOLUTIONS

David Berner provided a staff presentation on Artificial Intelligence Technology Integration which included information on the Technology Integration Team; Artificial Intelligence Development in Education; Regional Guidance; A.I.D.E. Team; The Essential A.I. Newsletter for Educators; Partnership; and EdTech Connect 2025.

ITEM 6: ACTION ITEMS

6.1 Early Retirement Incentive Program

Motion by Becky Paluch, seconded by Jody Bauer, to approve the Early Retirement Incentive Program for Carol Przymus effective June 30, 2025. Motion passed unanimously.

6.2 Resolution Directing Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor

Motion by Ben Bothun, seconded by Amanda Lecy, to adopt the following resolution:

WHEREAS the SWWC depends upon external funding for its educational programs and services, and

WHEREAS such funding has not been secured for the 2025-26 school year,

WHEREAS a determination must be made as to which teachers must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED by the SWWC as follows:

That the Board hereby directs the Executive Director and administration to consider the discontinuance of programs or positions, make recommendations to the Board for the discontinuance of programs, curtailment of programs, and discontinuance of positions or curtailment of positions.

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

6.3 2025 MSC Outstanding Service Award

Motion by Matt Coleman, seconded by Carla Olson, to nominate board member Jody Bauer for the 2025 Minnesota Service Cooperatives Outstanding Service Award. Motion passed unanimously.

6.4 ELC-Pipestone Lease Extension

Motion by Tonya Kelly, seconded by Jody Bauer, to approve the lease extension at Minnesota West – Pipestone Campus at a total cost of \$742,340.00 effective July 1, 2029, through June 30, 2034. Motion passed unanimously.

6.5 Restatement to Sublease with Marshall Public Schools

Motion by Nicole Swanson, seconded by Becky Paluch, to approve the first restatement to the sublease between Marshall Public School and SWWC Service Cooperative for space at the Social Science building at Southwest Minnesota State University effective 9/1/2024-8/31/2044 as follows:

- Change the term of the lease from 8/1/24-7/31/2044 to 9/1/2024-8/31/2044 to align with SWWC's lease with SMSU
- Adjust the square footage from 23,860 to 23,270.5 (due to IEA occupying a room and entering a sublease with SWWC)
- Total base rent will go from \$2,793,147.49 to \$2,724,044.76
- Additional rent will go from \$8.17/square foot for a period of eight years to \$8.00/square foot for a period of eight years based on total project costs

Motion passed unanimously.

6.6 SMSU Social Science Building IEA Sublease Agreement

Motion by Carla Olson, seconded by Amanda Lecy, to approve the sublease between SWWC and IEA, Inc. for space at ELC-Marshall from March 1, 2025 through February 28, 2033 at \$640.00/month. Motion passed unanimously.

6.7 2025-26 SWWC Calendar Guidance

Motion by Jody Bauer, seconded by Tonya Kelly, to approve the 2025-26 SWWC Calendar Guidance as presented. Motion passed unanimously.

6.8 Policy 522 – 1st Reading and Adoption

Motion by Becky Paluch, seconded by Ben Bothun, to approve the first reading and adoption of Policy #522 – Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process as presented. Motion passed unanimously.

ITEM 7: MONTHLY ADMINISTRATIVE REPORT

7.1 Director of Finance

Tegan Gillund provided a monthly financial report for the month ending January 31, 2025, with 48.6% of revenues collected and 52% expended. Updates were also provided on ELC-Marshall and ELC-New London final retainage checks; Property/Liability/Workers Comp renewal; revised budgets will be brought forth to Board in March for approval; and status of 2025-26 membership agreements.

7.2 Director of Human Resources

Abby Polzine provided updates on withdrawal from service notifications from districts; current job openings; MSBA Negotiations Workshop; and status of Administrator and Program Specialist negotiations.

7.3 Executive Director

Cliff Carmody shared good news communications on Hazel Ashbeck, Amber Bruns, and Josh Sumption and reported on Windom, Cosmos, and Agency Administration facilities; legislative activities and budget forecast; MASA Region 3 Day at the Capitol; July 1, 2025 health insurance renewal; Senior Director of Special Education position opening; 25-26 SWWC contracts; MN Healthcare Consortium RFP status; and upcoming MSC Board Conference.

ITEM 8: FINANCE COMMITTEE REPORT

8.1 ELC-Pipestone Project Costs

Motion by Becky Paluch, seconded by Ben Bothun, to authorize a not to exceed construction budget for the ELC-Pipestone Phase IV project at \$1.6 million, not including financing costs. Motion passed unanimously.

ITEM 9: OPEN FORUM/CLOSING REMARKS

No comments were made.

ITEM 10: OTHER

Chair Coleman adjourned the meeting at 7:35 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, March 26, 2025, beginning at 6:30 pm at SWWC - Marshall, MN.