

# **BOARD OF DIRECTORS' MEETING**

July 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  
Amanda Lecy, Yellow Medicine East  
Becky Paluch, Ivanhoe  
Nicole Swanson, Tracy
- BOARD ABSENT:** Becky Foster, Westbrook/Walnut Grove
- 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

- ITEM 1:** **CALL TO ORDER**  
Chair Coleman called the meeting to order at 6:24 pm at SWWC – Marshall, MN.
- ITEM 2:** **INTRODUCTION OF GUESTS**  
Cliff Carmody introduced Shelly Maes, Director of Member Engagement/Foundation Executive Director.  
  
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 with the addition of Item 6.7 – Vacating the Belview School. Motion passed unanimously.
- ITEM 4:** **CONSENT AGENDA APPROVAL**  
Motion by Becky Paluch, seconded by Jody Bauer, to approve items on the consent agenda as follows:
- 4.1 **Minutes – June 26, 2024**
- 4.2 **Approval of Expenditures**

**4.3 Services Contracts**

- BOLD Public School – Mental Health Services – 7/1/24-6/30/25 - \$31,000.00.
- Buffalo Lake/Hector/Stewart Public School – Early Childhood Special Education Services – 7/1/24-6/30/25 - \$108,290.00.
- Freeman School District – Behavior Analyst Services – 7/1/24-6/30/25 - \$10,080.00.
- GFW School District – Instructional Coaching – 7/1/24-6/30/25 - \$5,950.00.
- Hinckley-Finlayson Schools – Membership Dues – 7/1/24-6/30/25 - \$50.00 and Data Privacy Services – 7/1/24-6/30/25 - \$2,506.50.
- Red Lake Public School – Data Privacy Services – 7/1/24-6/30/25 - \$2,201.65.
- Sisseton School District – Behavior Analyst Services – 7/1/24-6/30/25 - \$5,060.00.
- Sleepy Eye Public School – Customized Teaching & Learning Services – 7/1/24-6/30/25 - \$16,950.00.
- Willmar Public School – Assistant Director Services – 7/1/24-6/30/25 - \$157,573.00.
- St. Mary's Bird Island – Nursing Services – 7/1/24-6/30/25 - \$6,100.00.

**4.4 Consultant Contracts**

- Abdo – Audit financial statements for the fiscal year ending June 30, 2024 - \$30,700.00.
- Central Minnesota Jobs and Training Services (CMJTS) – Career connected learning service to expand, enhance, coordinate, and increase work-based learning opportunities for schools and students in grades 7-12 across the service area of 4 counties (Renville, Meeker, McLeod, and Kandiyohi) through connections with business and industry from July 1, 2024 – June 30, 2025 - \$55,000.00.
- ORB Management – Phase IX Facility Management Consulting services for each SWWC nine (9) current facility locations from July 1, 2024, to June 30, 2025 - \$78,000.00.
- STAR Autism Support, Inc. – Training, workshops, and consultation services in the field of Special Education from July 1, 2024 to June 30, 2025 - \$41,250.00.
- South Central Service Cooperative – PBIS (Positive Behavior Intervention Strategies) Coordination from July 11, 2024 – June 30, 2025 – up to \$22,050.00 + actual expenses.
- Windom Public School – 1.0 FTE of Custodial Services at ELC-Windom from July 1, 2024 – June 30, 2025 - \$58,819.00.

**4.5 Purchasing Card Program Cardholder Authorization**

Approve the Purchasing Card Program Cardholders and to authorize the Executive Director and/or the Director of Finance to designate which employees shall be issued a P-Card and are authorized to make purchases on behalf of the agency with the card as presented.

**4.6 Personnel List**

***New Hires:***

- Stephanie Almjeld, Special Education Teacher, 185 days (BA & 3), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Becky Carlson, Education Consultant, 185 days (MA & 18), with fringes, effective 7/01/2024.
- Ashley Dwire, Behavior Analyst, full-time (PS-SB4), with fringes, effective 8/06/2024.
- Adam Gregory, School Advocate, 205 days (10MA & 18), with fringes, effective 7/15/2024.
- Hayden Hilyar, Behavior Therapy Assistant, part-time (PS-FY1), without fringes, effective 8/27/2024.
- Ashlie Raduenz, Behavior Therapy Assistant, full-time (PS-FY1), with fringes, effective 7/08/2024.
- Kylie Servatka, Speech Language Pathologist, 185 days (MA & 5), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Carmen Skyberg, Special Education Teacher, 185 days (BA & 4), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Sara Swanson, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/06/2024.
- Traci Walkowski, ALC Teacher, 185 days (30BA & 9), with fringes, effective 8/06/2024.
- Breeana Zaic, Due Process Specialist, 185 days (40MA & 13), with fringes, effective 8/02/2024.

***Temporary Hire:***

- Krista Bird, EANS Learning Interventionist, \$22.50/hour, effective 6/24/2024-9/30/2024 and EANS Summer Teacher, \$30/hour, effective 7/08/2024-8/02/2024.
- Perry Haske, EANS Instruction Redevelopment, \$200/day, effective 6/24/2024-6/30/2024.
- Merilyn Yates, EANS Summer Teacher, \$30/hour, effective 7/08/2024-8/02/2024.

***Status Changes:***

- Paige Clausen, Behavior Therapy Assistant, full-time (PS-FY1), to Senior Behavior Therapist, full-time (PS-FY3), effective 7/01/2024.
- Lisa Gregoire, Director of New Teacher Center, 230 days (ADMIN - Grade 2/Step 11), to 215 days, effective 07/01/2024.
- Hannah Hanson, Due Process Specialist, 185 days (MA & 18), to Director of Special Education, 235 days (ADMIN – Grade 2/Step 2), effective 7/01/2024.
- Regina Magedanz, Due Process Specialist, 185 days (40MA & 16), to Assistant Director of Special Education, 220 days (ADMIN – Grade 1/Step 4), effective 7/01/2024.
- Heather Petersen, Transition Case Manager, 185 days (MA & 18), to Intake Specialist, 195 days (MA & 18), effective 6/21/2024.
- Colleen Quigley (Ruginis), EANS Instruction Redevelopment/Summer Teacher, \$500/day to EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.

- Michelle Raml, School Advocate, 215 days (50MA & 18), to Statewide Lead Advocate, 225 days (50MA & 18), effective 7/01/2024.
- Heidi van der Hagen, COMPASS Equitable Access Specialist, 205 days (50MA & 18), to 225 days (50MA & 18), effective 7/01/2024.

**Reinstatements:**

- Katie Anderson, Medical Careers Instructor, 27 days (30BA & 18), without fringes, effective 7/09/2024.

**Stipends:**

- Hazel Ashbeck, Program Lead Stipend, effective 2024-2025.
- Amy Sippl, Program Lead Stipend, effective 2024-2025.

**2023-2024 Substitutes:**

- Jennifer Deike, Substitute Teacher, effective 2023-2024.

**Night School:**

- Wendy Ahnupkana, Night School Teacher, 64 hours, effective 6/10/2024 through 6/28/2024.
- Marissa Erdman, Night School Teacher, 14 hours, effective 6/10/2024 through 6/28/2024.
- Matt Fjerkenstad, Night School Teacher, 61 hours, effective 6/10/2024 through 6/28/2024.
- Eric Nelson, Night School Teacher, 14 hours, effective 6/10/2024 through 6/28/2024.
- Sarah Neu, Night School Teacher, 14 hours, effective 6/10/2024 through 6/28/2024.

**Retiree Rehire:**

- Deb Wallert, Teacher of Deaf and Hard of Hearing, 93 days (50MA & 18), without fringes, effective 8/16/2024 – 6/30/2025.

**Retirement:**

- Richard Sullivan, Custodian/Boiler Operator, 6/28/2024.

**Leave of Absence:**

- Ana Holtan, Special Education Paraprofessional, 11/20/2024 – 3/15/2025.
- Ashley Mesman, DAPE Teacher, 9/03/2024 – 10/15/2024.

**Resignations/Terminations:**

- Jessica Ahlers, Interim Site Coordinator, effective 6/30/2024.
- Cristina Cardenas, Behavior Therapy Assistant, effective 7/03/2024.
- Andrea Collins, Behavior Specialist, effective 7/15/2024.
- Heather Giese, MnMTSS Regional Lead, effective 7/09/2024.
- Megan Glashagel, EANS Learning Interventionist, 6/07/2024.
- Nicole Grandsberry, Behavior Therapy Assistant, effective 7/03/2024.
- Debra Jaworski, Substitute EANS Educational Assistant, effective 4/05/2024.
- Pamela Kirchoff-Campbell, Substitute EANS Educational Assistant, effective 6/05/2024.
- Susan Kulikowski, EANS Learning Interventionist, effective 5/30/2024.
- Angela Lawrence, EANS Learning Interventionist, effective 6/21/2024.
- Jessica Lilleberg, Behavior Therapist, effective 7/19/2024.
- Cynthia Patten, Culturally Responsive Instructional Leadership Lead, effective 7/08/2024.

- Pamela Perry, EANS Learning Interventionist, effective 6/20/2024.
- Kris Ploeger, SEAT Teacher, effective 6/30/2024.
- Adriana Suarez, Special Education Paraprofessional, effective 7/08/2024.
- Ashley Willman, Behavior Specialist, effective 8/15/2024.
- Kristin Zollner, Special Education Paraprofessional, effective 6/07/2024.

Motion passed unanimously.

**ITEM 5: SWWC FOUNDATION UPDATE**

Shelly Maes, SWWC Foundation Executive Director provided a 23-24 Foundation Annual Report on grants and donations raised totaling \$55,653.00; gifts received from business partners and individual partners; and 23-24 memorial/honorarium donations. Overall, the Foundation has seen an increase in donations from the previous year.

**ITEM 6: ACTION ITEMS**

**6.1 Annual Plan/Report**

A draft copy of the 23-24 Annual Report was distributed. Areas reviewed included service area and staff; administration; board of directors; financials; service areas; and Foundation. Motion by Becky Paluch, seconded by Steve Schnieder, to approve the 23-24 Annual Report as presented with the final copy to be distributed digitally to members in August. Motion passed unanimously.

**6.2 24-25 SWWC Employee Manual**

Motion by Jody Bauer, seconded by Carla Olson, to approve the 2024-25 SWWC Employee Manual Handbook as presented. Motion passed unanimously.

**6.3 Acceptance of Gifts/Donations**

Motion by Amanda Lecy, 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 July 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:

- Hutchinson Lions Club – ELC-Cosmos - \$200.00
- Foundation for Innovation in Education – The READY Clinics - \$3,672.72
- Foundation for Innovation in Education – Student Activities - \$46,365.00
- Foundation for Innovation in Education – Career & Technical Education - \$1,700.00
- Foundation for Innovation in Education – ELC-Pipestone - \$2,100.00
- Foundation for Innovation in Education – ELC-Belview - \$1,300.00

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

- 6.4 Sublease with Just for Kix**  
Motion by Jody Bauer, seconded by Nicole Swanson, to approve the sublease between SWWC and Just for Kix for space at ELC-Marshall from September 1, 2024 through May 9, 2025 at a rate of \$700.00 per month. Motion passed unanimously.
- 6.5 Sublease between Marshall Public School and Adult Basic Education**  
Motion by Carla Olson, seconded by Steve Schnieder, to approve the sublease between Marshall Public School and Adult Basic Education for space at the SMSU Social Science Building from August 1, 2024 through July 31, 2027 at a rate of \$2,923.74 per month to be paid to Marshall Public Schools. Motion passed unanimously.
- 6.6 Policy 802 – 1<sup>st</sup> Reading & Adoption**  
Motion by Becky Paluch, seconded by Amanda Lecy, to adopt Board Policy 802 – Disposition of Obsolete Equipment and Materials as presented. Motion passed unanimously.
- 6.7 Vacating the Belview School**  
Per the lease for the Belview School, SWWC is required to surrender the building in the same condition and repair as existed on the first date of the lease. The building has been sold to E&K Rentals. Correspondence has been taking place with E&K to address repairs that are necessary to meet the terms and conditions of the lease. The current lease expires on July 31, 2024. Motion by Steve Schnieder, seconded by Ben Bothun, to authorize the Executive Director to work with the SWWC attorney to negotiate a settlement with E&K rentals not to exceed \$32,500.00. Motion passed unanimously.

**ITEM 7: MONTHLY ADMINISTRATIVE REPORT**

- 7.1 Director of Finance**  
Tegan Gillund provided a monthly financial report for the month ended June 30, 2024 with 91.1% of revenues collected and 95.7% expended. Updates were also provided on the FY Audit is scheduled with ABDO on September 23-27; SWWC accepted the bid from MN Assigned Risk Pool for Worker's Compensation Insurance; coverage was secured for Property Insurance across multiple carriers with a significant increase; and Liability, Auto, Cybersecurity, and Medical Professional insurances were all renewed with the same carrier as last year with reasonable increases. the SWWC Investment Performance Review for the quarter ended June 30, 2024 was provided.
- 7.1.2 Quarterly Investment Report**  
The SWWC Investment Performance Review for the quarter ended June 30, 2024 was provided.
- 7.2 Director of Human Resources**  
Abby Polzine provided an update on staffing and recruitment with approximately 40 position openings to date; status of CEA, and DSS negotiations; a New Supervisor Training was held; New Employee Orientation is scheduled on August 6 at SWWC Marshall; and the Fall Inservice is scheduled on August 16 at the Marshall High School.
- 7.3 Executive Director**  
Cliff Carmody reported Dawson/Boyd has come onto SMART Systems; a MN Service Cooperative Interim Career and Technical Educator Grant Report was provided; the ELC New London and Marshall sites are scheduled to open on time;

A New School Administrators Workshop is scheduled on August 1 with SWWC having 8 new superintendent positions, 28 principal positions, and 14 other administrative positions. Individual meetings have also been scheduled with new superintendents as requested; information has been sent out on the National AESA Conference scheduled on December 4-6 in Orlando; and the September SWWC Board meeting will be held at SWWC ELC - New London and will include a ribbon cutting ceremony and tours.

**7.3.1 Annual Meeting**

The SWWC Annual Meeting will be held in conjunction with the August 28 Board of Directors meeting. Anne Kilzer, Executive Director, MN Service Cooperatives will be presenting.

**ITEM 8: PERSONNEL COMMITTEE REPORT**

**8.1 Extension of Probationary Period**

Motion by Jody Bauer, seconded by Nicole Swanson, to extend the probationary period for Eric Johnson, Special Education Teacher, as presented. Motion passed unanimously.

**8.2 Memorandum of Understanding - Overload**

Motion by Jody Bauer, seconded by Carla Olson, to approve the Memorandum of Understanding on overload between SWWC and the Certified Staff Association as presented. Motion passed unanimously.

**ITEM 9: MHC/CPC/MSC Board Meeting Updates**

Updates were provided from the recent MN Healthcare Consortium, MN Service Cooperatives, and Cooperative Purchasing Connection Board meetings.

**ITEM 10: OPEN FORUM/CLOSING REMARKS**

No comments were made.

**ITEM 11: OTHER**

Chair Coleman adjourned the meeting at 7:27 pm. The next regular meeting of the SWWC Board of Directors is scheduled on Wednesday, August 28, 2024, beginning at 6:30 pm at SWWC – Marshall, MN and will be held in conjunction with the SWWC Annual Meeting.