

BOARD OF DIRECTORS' MEETING

June 26, 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
Nicole Swanson, Tracy

BOARD ABSENT: Becky Paluch, Ivanhoe

STAFF PRESENT: Cliff Carmody, Executive Director
Bobbie Carmody, Administrative Assistant
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**
No guests were present.

Chair Coleman read the SWWC Mission and Vision statements.

ITEM 3: **AGENDA APPROVAL**
Motion by Nicole Swanson, seconded by Steve Schnieder, to approve the agenda with the addition of Item 7.2 – Workers' Compensation Renewal Rates and Item 8.2 – 2024-25 Program Specialist Personnel Policies. Motion passed unanimously.

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

4.1 **Minutes – May 29, 2024**

4.2 **Approval of Expenditures**

4.3 24-25 Membership Services Agreements

Approve 2024-25 Membership Services Agreements totaling \$1,902,431.31 as presented.

4.4 Services Contracts

- KMS Public School – Speech Language Pathologist Services – 7/1/24-6/30/25 - \$59,250.00.
- Dawson/Boyd Public School – Speech Language Pathologist Extended School Year Services – 6/24/24-6/30/24 - \$589.18/day and Speech Language Pathologist Extended School Year Services – 7/1/24-8/31/24 - \$640.54/day.
- EON, Inc. – Behavior Analytic Services – 7/1/24-6/30/25 - \$23.00/15 minute intervals.
- Willmar Public School – Intervener Services – 7/1/24-6/30/25 - \$53,542.00.
- Worthington Public School – Assistant Director Services – 7/1/24-6/30/25 - \$152,049.00.

4.5 Consultant Contracts

- Holmes Murphy – Health and Welfare Benefits Consulting to develop an approach to optimize benefits and mitigate health care cost trends from July 1, 2024 – June 30, 2025 - \$75,000.00.
- Kelly Koneche – Region 8’s Interagency Early Intervention Committee (IEIC) desires facilitation and marketing support among regional organizations working with young people for the 24-25 school year - \$17,800.00.
- Linda Mathiasen – Region 6’s Interagency Early Intervention Committee (IEIC) desires facilitation and marketing support among regional organizations working with young people for the 24-25 school year - \$20,064.00.
- Marsden Building Maintenance LLC – Janitorial services for Marshall Office for the 24-25 school year - \$26,095.20.
- MN West – Career Development Coordinator for the 24-25 school year - \$51,254.91.
- Regents of the University of Minnesota – Training for functional morphology curriculum implementation on August 14, 2024 - \$18,815.00.
- Willmar Public School - .20 FTE of Blind/Visually Impaired Teacher during the 2024-25 school year – up to \$22,000.00 + mileage.
- Southwest Minnesota Private Industry Council – Career Connected Learning Services to expand, enhance, coordinate, and increase work-based learning opportunities for schools and students in grades 7-12 across the service area from 7/1/24-6/30/25 - \$80,000.00.

4.6 Fiscal Agency, 2025 Fiscal Year

Approve SWWC as fiscal agent for projects as outlined:

- MN Telemedia – pursues educational telecommunications research, planning, and funding assistance from 7/1/24-6/30/25 - \$92,722.00 with no fee charge.
- Mid MN Perkins Partnership – grant provides for improvement of career and technical education programs from 7/1/24-6/30/25 - \$229,906.86 with fees of \$10,948.00.

4.7 **Capital Outlay Assessments**

Approve to certify capital outlay assessments as presented:

- Regional Management Information Center Contract
 - per pupil fees for Finance, Payroll, and Student 2%
 - base assessment 2%
- Services of Special Education Staff (total of days purchased with state and local monies, does not apply to days purchased with 108-446 or preschool incentive entitlements) 8%
- Technology Services Contract (staff development dollars may also be used for a portion of this contract) 2%

4.8 **Acceptance of Grants**

Approve the following grant acceptance as presented:

- New Teacher Center – Education Innovation and Research (EIR) Social Emotional Learning Subaward from July 1, 2024 – June 30, 2025 - \$196,000.00.

4.9 **Personnel List**

New Hires:

- Danielle Brandt, Licensed School Nurse, 185 days (BA & 18), with fringes, effective 8/02/2024.
- Tricia Christopher, Education Consultant, 185 days (30MA & 18), with fringes, effective 7/01/2024.
- Andrea Collins, Behavior Specialist, full-time (PS-SB2), with fringes, effective 8/06/2024.
- Sara Delaney, Speech Language Pathologist, 185 days (MA & 17), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Trent Johnson, Site Administrator, 235 days (ADMIN-Grade 2/Step 2), with fringes, effective 7/01/2024
- Justin McGuinness, Regional Math Lead, 225 days (10MA & 14), with fringes, effective 7/01/2024.
- Rachel Paradee, Special Education Paraprofessional, full-time (Schedule A/Step 4) with fringes, effective 8/06/2024.
- Tori Riggleman, Behavior Therapy Assistant, full-time (PS-FY1), with fringes, effective 6/18/20204.
- Virginia Sorenson, Regional Literacy Network Coach, 205 days, (MA & 18), with fringes, effective 7/01/2024.

Temporary Hire:

- Teresa Grabow, EANS Summer Teacher, \$30/hour, effective 7/08/2024-8/02/2024.
- Kristina Heggseth, ESY Special Education Teacher, 12 days, (BA & 10), \$304.81/day, effective 6/11/2024-7/25/2024.

- Alan Pliego, EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.
- Joshua Schaffran, ESY Special Education Paraprofessional, 2 days (Schedule A/Step 6), effective 6/18/2024-6/27/2024.
- Hope Seest, EANS Summer Teacher, \$30/hour, effective 7/08/2024-8/02/2024.
- Annika Swenson, ESY Occupational Therapist, (MA & 5), effective 6/06/2024-08/30/2024.

Status Changes:

- Eriann Faris, Career & Technical Project Coordinator, 185 days (PS-SB4) to 200 days (PS-SB4), effective 7/01/2024.
- Christopher Franzwa, Special Education Paraprofessional, from Level 1 to Level II, effective 8/14/2024.
- Kim Garcia, Special Education Paraprofessional, from Level 1 to Level II, effective 8/14/2024.
- Emily Kemp, Senior Behavior Therapist, 260 days (PS-FY3), to Behavior Analyst, 221 days (PS-SB4), effective 6/17/2024.
- Jordan Maurice, Special Education Paraprofessional, from Level 1 to Level II, effective 8/14/2024.
- Lexi Orłowski, Special Education Paraprofessional, from Level 1 to Level II, effective 8/14/2024.
- Amelia Palokangas, Behavior Therapist, 244 days (PS-FY2), to Behavior Specialist, 185 days (PS-SB2), effective 8/12/2024.
- Leila Sanchez, Special Education Paraprofessional, from Level 1 to Level II, effective 8/14/2024.
- Carmen Skyberg, Long-Term Substitute DAPE Teacher (BA & 3), to Substitute Teacher, \$200/day, effective 5/27/2024.
- Jill Stiefvater, Due Process Specialist, 185 days, (30BA & 15) to Assistant Director of Special Education, 220 days (ADMIN – Grade 1/Step 3), effective 7/01/2024.
- Heidi van der Hagen, Program Success Coach, 185 days (50MA & 18) to COMPASS Equitable Access Specialist, 205 days (50MA & 18), effective 7/01/2024.

Reinstatement:

- Jennifer Bozosi, Behavior Analyst Clinical Lead, effective 6/24/2024.

Individual Contract:

- Doug Deragisch, Director of Risk Management, effective 7/01/2024 – 6/30/2025.

Stipends:

- Laura Buckley, Fieldwork Supervision Stipend, effective 2023-2024.
- Kayla DeJong, Region 6 & 8 LI Representative Stipend, effective 2023-2024.
- Ellie Hamilton, Region 6 & 8 LI Representative Stipend, effective 2023-2024.
- Wilson Hoffmann, Region 6 & 8 LI Representative Stipend, effective 2023-2024.
- Sandra Karels, Mentor Stipend, effective 2024-2025.
- Rosemari Kroll, Region 6 & 8 LI Representative Stipend, effective 2023-2024.
- Chris Kuehl, Region 6 & 8 LI Representative Stipend, effective 2023-2024.
- Lisa Loosbrock, Mentor Stipend, effective 2023-2024.
- Kayce Olson, Region 6 & 8 LI Representative Stipend, effective 2023-2024.
- Jill Rohman, Region 6 & 8 LI Representative Stipend, effective 2023-2024.
- Rebecca Schultz, Region 6 & 8 LI Representative Stipend, effective 2023-2024.
- William Sordahl, Fieldwork Supervision Stipend, effective 2023-2024.
- Kaye Squires, Fieldwork Supervision Stipend, effective 2023-2024.

- Allison Thaemlitz, Fieldwork Supervision Stipend, effective 2023-2024.
- Wendy Woelber, Fieldwork Supervision Stipend, effective 2023-2024.

2023-2024 Substitutes:

- Robin Erickson, Substitute Teacher, effective 2023-2024.

Night School:

- Heather Rieger, Night School Teacher, \$25.00/hour, effective 4/02/2024 through 5/09/2024.

Retirement:

- Cindy DeZeeuw, Special Education Paraprofessional, effective 6/01/2024.

Resignations/Terminations:

- Briana Ahrenholz, School Social Worker, effective 6/06/2024.
- Kevin Bachman, Behavior Therapist, effective 5/28/2024.
- Jim Bartholomew, EANS Educational Assistant, effective 6/22/2024.
- Ashley Bendickson, Senior Behavior Therapist, effective 6/14/2024.
- Jamie Breitreutz, Instructional Coach, effective 6/10/2024.
- Kameron Briscoe, EANS Educational Assistant, effective 6/22/2024.
- Shea Bruce, EANS Learning Interventionist, effective 6/21/2024.
- Chelsey Burg, Substitute Special Education Paraprofessional, effective 5/21/2024.
- Tracy Carpenter, EANS Learning Interventionist, effective 6/30/2024.
- Madeline Davis, Special Education Paraprofessional, effective 6/06/2024.
- Jason Dybsetter, Behavior Analyst, effective 6/07/2024.
- Clay Elness, DAPE Teacher, effective 6/07/2024.
- John Fischer, EANS Educational Assistant, effective 6/22/2024.
- Andrea Fladeboe, Director of Special Education, effective 6/30/2024.
- MacKayla Garrison, Special Education Paraprofessional, effective 6/14/2024.
- Amber Grengs, Senior Behavior Therapist, effective 6/14/2024.
- Maria Guaman, EANS Educational Assistant, effective 6/22/2024.
- Ayan Houssein, Special Education Paraprofessional, effective 6/06/2024.
- Isaac Hill, EANS Educational Assistant, effective 6/22/2024.
- Brittany Johnson, School Social Worker, effective 6/30/2024.
- Carissa Land, Special Education Paraprofessional, effective 5/30/2024.
- Hope Langswierdt, Behavior Therapy Assistant, effective 6/11/2024.
- Nicole Lydick, Regional Center of Excellence Director, effective 6/30/2024.
- Jennifer Olsgaard, Speech Language Pathologist, effective 6/30/2024.
- Diana Pasichnyk, EANS Educational Assistant, effective 6/22/2024.
- Cassandra Patterson, Behavior Analyst, effective 6/06/2024.
- Mary Pfarr, EANS Educational Assistant, effective 6/22/2024.
- Brenda Poquette, EANS Educational Assistant, effective 5/23/2024.
- Angelica Quito, EANS Educational Assistant, effective 6/22/2024.
- Amber Rademaker, EANS Educational Assistant, effective 5/24/2024.
- Cally Riley, LPN/Health Para, effective 5/31/2024.
- Tania Sanchez, EANS Educational Assistant, effective 6/22/2024.
- Tamara Stoll, EANS Summer Teacher, effective 6/30/2024.
- Cassandra Ulbricht, Special Education Teacher, effective 6/30/2024.

4.10 2024-25 Rates of Pay

Approve 2024-25 rates of pay as follows:

Substitutes –

- Short-Term Teacher Substitute – \$200 per day/\$100 per half day
- Long-Term Teacher Substitute (15 days or more) – Place on salary schedule
- Related Services Substitute – Place on salary schedule
- Clerical Substitute – \$19.31 per hour
- COTA/PTA Substitute – \$26.00 per hour
- Paraprofessional Substitute – \$19.00 per hour
- Behavior Therapist Assistant Substitute - \$17.06 per hour
- Behavior Therapist Substitute - \$18.15 per hour

After School / ESY –

- Credit Recovery/Summer School/After School – employee’s daily rate of pay
- ESY – Teacher’s current salary or place on salary schedule

Other Positions

- Technology Intern - \$15.00 per hour

Motion passed unanimously.

ITEM 5:

ACTION ITEMS

5.1 Identified Official with Authority Designation for Education Identity Access Management System - SWWC

Motion by Amanda Lecy, seconded by Becky Foster, to approve authorizing Cliff Carmody, Executive Director, to act as the FY25 Identified Official with Authority for the Education Identity Access Management System for SWWC (0991-83) as presented. Motion passed unanimously.

5.2 Identified Official with Authority Designation for Education Identity Access Management System – ESV Region 4

Motion by Carla Olson, seconded by Steve Schnieder, to approve authorizing Christine Schmitt, Director of Business Services, to act as the FY25 Identified Official with Authority for the Education Identity Access Management System for ESV Region 4 (0866-82) as presented. Motion passed unanimously.

5.3 Acceptance of Gifts/Donations

Motion by Matt Coleman, 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 June 26, 2024, the Board of Directors of Southwest West Central Service Cooperative, ISD 0991, accepts with appreciation the following gifts/donations received by the Agency:

- Individual Donor – ELC-Cosmos - \$100.00.
- Pipestone Jaycees – ELC-Pipestone - \$500.00.

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

5.4 Granting Tenure Status

Motion by Steve Schnieder, seconded by Carla Olson, to grant tenure status to the following probationary teachers:

- Jennifer Besser – Elementary Education Teacher
- Anna Carstensen – Speech/Language Pathologist
- Natalie Delmonico – Education Consultant
- Olivia Goeman – Special Education Teacher
- Catherine Goetstouwers – School Psychologist
- Katelyn Grems-Nelson – Teacher of Deaf and Hard of Hearing
- Jennifer Halvorson – Special Education Teacher
- Dana Hamilton – Physical Therapist
- Abby Heiderscheit – Occupational Therapist
- Sarah Hendley – School Psychologist
- Rachael Hudson – School Psychologist
- Tracy Johnson – School Counselor
- Charlie Josephson – Special Education Teacher
- Kathryn Knutson – Speech/Language Pathologist
- Mackenzie Lemke – School Social Worker
- Pamela Loitz – School Psychologist
- Eric Nelson – High School Teacher
- Sarah Neu – High School Teacher
- Megan Pulvermacher – School Psychologist
- Heidi Rops – Due Process Specialist
- Steve Rops – Due Process Specialist
- Abby Ruhr – School Social Worker
- Jennifer Schwankl – Education Consultant
- Laura Wurster – ECSE Teacher

Motion passed unanimously.

ITEM 6: MONTHLY ADMINISTRATIVE REPORT

6.1 Director of Finance

Tegan Gillund provided a monthly financial report for the month ended May 31, 2024 with 79.5% of revenues collected and 84.2% expended. Updates were also provided on finalizing 24-25 preliminary budgets; UFARS Fiscal Year-End Training; assistance provided to districts on utilizing special education funds to pay tuition bills; Year-End Payoffs; and status of quotes for Property, Liability, and Auto Insurance.

6.1.2 Worker's Com Renewal Rates

This item was addressed under Item 7.2.

6.2 Director of Human Resources

Abby Polzine provided an update on SWWC open positions; status of Program Specialist, CEA, and DSS negotiations; 24-25 open enrollment; Spring Inservice; and increases in unemployment requests.

6.3 Executive Director

Cliff Carmody reported on the new Center for Artificial Intelligence Development in Education designed by the SWWC IT Department; CEA and DSS negotiations; Windom ELC and flooding precautions; Doug Deragisch will be returning to SWWC

as the Director of Risk Management; SWWC will be contracting with Holmes Murphy for broker services on SWWC insurances; the Summer Leadership Conference was held with presentations on legislative updates, Artificial Intelligence, and the READ Act; The READY Clinic - Pipestone will be closing June 28; the MSC Board Conference is scheduled on July 10-12 in Duluth; the National AESA Conference is scheduled on December 4-6 in Orlando; and the SWWC Annual Meeting is scheduled on August 28 and will be held in conjunction with the August board meeting.

ITEM 7: FINANCE COMMITTEE REPORT

7.1 24-25 Preliminary Budgets/Financial Review

A summary of FY25 funds was provided with preliminary revenues totaling \$113,969,283 and preliminary expenses totaling \$113,428,459 for a net increase of \$540,824.00 which reflects a \$472,878.00 increase in the General Fund balance, a \$11,171.00 increase in the RMIC Fund, and a \$56,775.00 increase in the Risk Management Fund. The total General Fund Unrestricted balance at year-end is projected to be \$12,825,158.00 or 20.64% of General Fund expenditures. For the 24-25 Fiscal Year, SWWC has budgeted 487.99 FTE employee positions, which reflects an increase of 42.12 FTE from the revised 23-24 budget.

Motion by Matt Coleman, seconded by Steve Schnieder, to approve FY 2024-25 preliminary budgets as follows:

- General Fund Budget \$60,115,795.00
- RMIC Budget \$1,618,339.00
- Risk Management Budget \$51,694,325.00

Motion passed unanimously.

7.2 Workers' Compensation Renewal Rates

Motion by Matt Coleman, seconded by Carla Olson, to authorize payment to Minnesota Workers' Compensation Assigned Risk Plan in the amount of \$140,000.00 by June 28, 2024 if a reasonable bid from another carrier is not obtained, which reflects an increase from the current rate of 1% to a renewal rate of 1.52%. Motion passed unanimously.

ITEM 8: PERSONNEL COMMITTEE REPORT

8.1 Extension of Probationary Period

Motion by Jody Bauer, seconded by Becky Foster, to extend probationary periods for the following employees:

- Marcia Erickson
- Jennifer Nelson
- Tracy Shafer
- Keith Westra

Motion passed unanimously.

8.2 2024-25 Program Specialist Personnel Policies

Motion by Nicole Swanson, seconded by Carla Olson, to approve the 2024-25 Program Specialist Personnel Policies for a total package increase of 5.26%. Motion passed unanimously.

ITEM 9: OPEN FORUM/CLOSING REMARKS

No comments were made.

ITEM 10: OTHER

Chair Coleman adjourned the meeting at 7:12 pm. The next regular meeting of the SWWC Board of Directors is scheduled on Wednesday, July 24, 2024, beginning at 6:30 pm at SWWC – Marshall, MN.