

BOARD OF DIRECTORS' MEETING

March 27, 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
Carli Bothun, Insurance Specialist
Bobbie Carmody, Administrative Assistant
Doug Deragisch, SWWC Insurance Consultant
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**
Cliff Carmody welcomed and introduced guests Carli Bothun and Doug Deragisch.

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

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

4.1 **Minutes – February 28, 2024**

4.2 **Approval of Expenditures**

4.3 **Services Contracts**

- Red Rock Central School – Physical Therapy Services from 7/1/23-6/30/24 - \$3,443.00.

4.4 Wide Area Network Agreements

Approve Wide Area Network Consortium Agreements from July 1, 2024 through June 30, 2029 and up to five (5) 1-year contract extensions with a final end date of no later than June 30, 2034 as presented.

4.5 Personnel List

New Hires:

- Tonya Axford, Special Education Paraprofessional, full-time (Schedule A/Step 5), with fringes, effective 3/18/2024.
- Renee Doyle, EANS Learning Interventionist, part-time (PS-SB2), without fringes, effective 2/27/2024.
- Teresa Grabow, EANS Tutor, full-time (PS-SB2), with fringes, effective 2/12/2024.
- Celeste Gregory, Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, effective 3/18/2024.
- Brenda Hagen, EANS Learning Interventionist, part-time (PS-SB2), without fringes, effective 3/18/2024.
- Jacqueline Jurgenson, EANS Learning Interventionist, part-time (PS-SB2), without fringes, effective 3/18/2024.
- Hope Langswierdt, Behavior Therapy Assistant, full-time (PS-FY1), with fringes, effective 3/27/2024.
- Jessica Lilleberg, Behavior Therapist, full-time (PS-FY2), with fringes, effective 3/04/2024.
- Leah Lines, Behavior Therapist, part-time (PS-FY2), without fringes, effective 3/18/2024.
- Maelee Oachs, Behavior Therapist, full-time (PS-FY2), with fringes, effective 3/04/2024.
- Amalia Olson, EANS Tutor, part-time (PS-SB2), without fringes, effective 3/06/2024.
- Emily Olson, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 3/19/2024.
- Sandra Tischer, EANS Learning Interventionist, part-time (PS-SB2), without fringes, effective 3/18/2024.

Status Changes:

- Danielle Barnett, Behavior Therapy Assistant, part-time (PS-FY1) without fringes, to Substitute Behavior Therapy Assistant, \$17.06/hour, effective 3/01/2024.
- Emily Kemp, Senior Behavior Therapist, salary adjustment, effective 3/04/2024.
- Morgan Litzau, Regional School Nurse Consultant, 150 days (BA & 17), with fringes, to 170 days, with fringes, effective 3/19/2024.
- Rosemary VanMeveren, Special Education Paraprofessional, full-time (Schedule A/Step 9), with fringes, to Custodian, full-time (CEA Pay Grade 1), with fringes, effective 07/01/2024.

Stipends:

- Sara Bauler, RBT Certification, effective 2023-2024.
- Ashley Bendickson, Mentor Stipend, effective 2023-2024.
- Elizabeth Block, Mentor Stipend, effective 2023-2024.
- Jay Skrukud, Mentor Stipend, effective 2023-2024.
- Tera Swenson, Mentor Stipend, effective 2023-2024.
- Alex Wright, Mentor Stipend, effective 2023-2024.

2023-2024 Substitutes:

- Alissa Orsten, Substitute Teacher, \$200/day, effective 2023-2024.
- Nicholas Topp, Substitute Teacher, \$200/day, effective 2023-2024.
- Paul van der Hagen, Substitute Teacher, \$200/day, effective 2023-2024.

Long-Term Substitute:

- Jordyn Goldschmidt, Long-Term Substitute School Social Worker, (MA & 7), effective 4/10/2024 – 5/30/2024.
- Carmen Skyberg, Long-Term Substitute DAPE Teacher, (BA & 3), effective 4/03/2024 – 5/24/2024.

Resignations/Terminations:

- Shelby Adrian, Special Education Paraprofessional, effective 3/04/2024.
- Brittany Alex, Special Education Teacher, effective 3/07/2024.
- Yesica Ambriz Botello, Special Education Paraprofessional, effective 3/08/2024.
- Elsie Coyle, Special Education Paraprofessional, effective 2/22/2024.
- Kaitlynn Giinthir, Special Education Paraprofessional, effective 3/15/2024.
- Kelsey Hartzler, Dean of Students, effective 3/01/2024.
- Neil Kaufenberg, Technology Coordinator, effective 3/09/2024.
- Markus Mehr, Special Education Teacher, effective 6/06/2024.
- Alan Pliego, EANS Learning Interventionist, effective 2/16/2024.
- Sara Strolberg, Special Education Paraprofessional, effective 3/01/2024.
- Teegan Thompson, Business Service Specialist, effective 3/29/2024.
- Jenna Vachuska, Special Education Paraprofessional, effective 3/29/2024.

4.6 Acceptance of Grants

- Special Education Teacher Pipeline Program through MDE – Develop a pipeline of trained, licensed Tier 3 or Tier 4 special education teachers from February 5, 2024 – January 31, 2029 - \$3,000,000.
- Robotics Teams & STEM Internships through SW MN Private Industry Council – Implement and provide services outlined in the Robotics Team and STEM Internships grants as submitted to MN DEED from February 22, 2024 – June 30, 2025 - \$49,500.

4.7 Consultant Contracts

- Herreid & Associates Consulting – to address workforce culture and issues at Windom ELC – Direct Services @ \$275.00/hour; Review & Planning @ \$590.00; Review Session @ \$1,000.00; and Travel Time @ \$75.00/hour.

Motion passed unanimously.

ITEM 5: STAFF PRESENTATION – RISK MANAGEMENT SERVICES

Doug Deragisch and Carli Bothun provided a presentation on Statewide Mid-Year 2024 Renewals which included information on History of SWWC Group Health Insurance Offerings; MHC Contract and Membership Counts; Industry Drivers of Cost; Health Care Industry Trends - 2024 and Beyond; MHC High-Level Insights; Pool Insights; SWWC Tiered Renewal - Large Mid-Year; MHC Small Group Contracts and Members; and Live Well Updates.

ITEM 6: ACTION ITEMS

6.1 Resolution Discontinuing and Reducing Educational Programs and Positions

Motion by Steve Schnieder, seconded by Amanda Lecy, to adopt the following resolution:

WHEREAS the Board of Directors of the SWWC Service Cooperative adopted a resolution on February 28, 2024, directing the administration to make recommendations for reductions in programs and positions until funding is secured for the 2024-25 school year, and

WHEREAS said recommendations have been received and considered by the Board,

BE IT RESOLVED by the Board of Directors of the SWWC Service Cooperative as follows:

That the following programs and positions or portions thereof, be discontinued:

- ALC Teacher
- Audiologist
- Autism Specialist
- DAPE Teacher
- Due Process Specialist
- ECSE Coordinator
- ECSE Supervisor
- ECSE Teacher
- Education Consultant
- Elementary Education Teacher
- ELL Teacher
- High School Teacher
- Instructional Coach
- Medical Careers Instructor
- Mental Health Consultant
- Occupational Therapist
- Physical Therapist
- Project Search Teacher
- Regional School Nurse Consultant
- School Advocate
- School Counselor
- School Nurse
- School Psychologist
- School Social Worker
- Special Education Assessment Teacher
- Special Education Teacher
- Specialist of PHD and TBI
- Speech/Language Pathologist
- Teacher of Deaf and Hard of Hearing
- Teacher of Oral/Aural Deaf Education
- Teacher of the Visually Impaired
- Transition Case Manager
- Work Based Learning Coordinator

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

6.2 2024-25 SWWC Calendar Guidance

Motion by Matt Coleman, seconded by Jody Bauer, to approve the 2024-25 SWWC Calendar Guidance as presented. Motion passed unanimously.

6.3 Acceptance of Gifts/Donations

Motion by Nicole Swanson, 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 March 27, 2024, the Board of Directors of Southwest West Central Service Cooperative, ISD 0991, accepts with appreciation the following gifts/donations received by the Agency:

- Robert & Helen Remick Charitable Foundation Trust – ELC-Windom Field Trips - \$1,796.77

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

6.4 Superintendents' Executive Council Ex-Officio Board Member

Motion by Becky Paluch, seconded by Becky Foster, to approve the request from the Superintendents' Executive Council and appoint an ex-officio superintendent to the SWWC Board of Directors for a 4-year term beginning July 1, 2024 – December 31, 2027.

6.5 BCI Proposal – ELC Marshall

Motion by Steve Schnieder, seconded by Ben Bothun, to approve the proposal from BCI Construction, Inc. to clean the ELC-Marshall building of asbestos fibers, remove remaining acoustical ceilings and perform air quality testing on site at a total of \$485,258, which includes an \$80,000 contingency, and to have the Executive Director continue to pursue cost reimbursement from SMSU. Motion passed unanimously.

ITEM 7: MONTHLY ADMINISTRATIVE REPORT

7.1 Director of Finance

Tegan Gillund provided a monthly financial report for the month ended February 29, 2024 with 55.4% of revenues collected and 62.4% expended. Updates were also provided on 24-25 membership agreements received to date, preliminary budget planning, new vehicles received, and final federal special education allocations released by MDE.

7.2 Director of Human Resources

Abby Polzine reported on recruitment and staffing with 44 current openings, 34 being for 24-25 and 10 for current year; 24-25 Staffing Process; CSA Negotiations; SWWC insurance open enrollment and options to consider for 24-25 health insurance plans.

7.3 Executive Director

Cliff Carmody reported on the expected SWWC health insurance increase; Coop Connection Online Newsletter; ELC Marshall Asbestos clean-up; ELC New London project is on schedule; final approval of funding received for the Marshall Administrative building; Dawson/Boyd is coming on SMART Systems beginning July 1; provided a legislative update with the session scheduled to adjourn on May 20; registration is open for the MSC Board Conference; MN Graduation rates are down 0.3% from 2022; and shared information on the Creative Writing Ceremony, Science & Nature Conference, current ELC student enrollment, current SWWC position openings, and MSBA 2023 K-12 Appropriations Analysis.

ITEM 8: FINANCE COMMITTEE REPORT

8.1 2023-24 Final Budgets

Motion by Steve Schnieder, seconded by Carla Olson, to approve budget revisions as outlined and approve as final all 2023-24 budgets as presented:

• General	\$62,879,527
• RMIC	\$1,479,291
• Risk Management	\$57,321,129

Motion passed unanimously.

8.2 2024-25 Capital Budget

Motion by Becky Paluch, seconded by Amanda Lecy, to approve the 2024-25 Capital Budget of \$1,003,928 as presented. Motion passed unanimously.

ITEM 9: BOARD POLICY REVIEW – 1ST READING

The following Board Policies were presented for a first reading:

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
- 714 Fund Balances
- 903 Visitors to School District Buildings and Sites

Policies will be brought forth for adoption at the April 24 Board meeting.

ITEM 10: MSC BOARD MEETING UPDATE

An update from the recent MSC Board meeting was provided on legislative updates, CCOGAs being able to be associate members, CTE funding, READ Act Grant funding, 24-25 budget, Harassment Policy update, and MSC Board Conference.

ITEM 11: OPEN FORUM/CLOSING REMARKS

Chair Coleman wished all a Happy Easter.

ITEM 12: OTHER

Chair Coleman adjourned the meeting at 8:10 pm. The next regular meeting of the SWWC Board of Directors is scheduled on Wednesday, April 24, 2024, beginning at 6:30 pm at SWWC – Marshall, MN.