

BOARD OF DIRECTORS' MEETING

November 20, 2024
SWWC – 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
Brad Johnson, Superintendent, Renville County West (Ex-Officio)

BOARD ABSENT: Becky Paluch, Ivanhoe
Nicole Swanson, Tracy

STAFF PRESENT: Cliff Carmody, Executive Director
Bobbie Carmody, Administrative Assistant
Allison Eitrem, Director of Special Education
Tegan Gillund, Director of Finance
Wilson Hoffmann, Co-President – CSA
Julie Menage, Director of Special Education
Abby Polzine, Director of Human Resources
Larry Syverson, Director of Special Education

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 introduced staff Wilson Hoffmann, Allison Eitrem, Julie Menage, and Larry Syverson.

Chair Coleman read the SWWC Mission and Vision statements.

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 Becky Foster, seconded by Amanda Lecy, to approve items on the consent agenda as follows:

4.1 Minutes – October 23, 2024

4.2 Approval of Expenditures

4.3 Services Contracts

- ACGC Public School – Behavior Analyst Services – 7/1/24-6/30/25 - \$4,600.00.
- Adrian Public Schools – Intro to Medical Careers & Health Sciences Field Experience Course – 7/1/24-6/30/25 - \$9,604.32.
- BBE Public School – Behavior Analyst Services – 7/1/24-6/30/25 - \$4,600.00.
- Chatfield Public Schools – ELL Teacher – 7/1/24-6/30/25 - \$1,160.73.
- Hills/Beaver Creek School District – Intro to Medical Careers & Health Sciences Field Experience Course – 7/1/24-6/30/25 - \$8,003.60.
- Luverne Public Schools – Intro to Medical Careers & Health Sciences Field Experience Course – 7/1/24-6/30/25 - \$9,604.32.
- Marshall Public Schools – School Nurse Services – 7/1/24-6/30/25 - \$3,050.00.
- Pipestone Area School District – Intro to Medical Careers & Health Sciences Field Experience Course – 7/1/24-6/30/25 - \$5,602.52.
- Willmar Public Schools – O&M Evaluation – 7/1/24-6/30/25 - \$651.35/day.
- Worthington Public School – EOHSM Services – 7/1/24-6/30/25 - \$7,830.00.

4.4 Consultant Contracts

- Resource Training & Solutions – Health Insurance Sales & Support Agreements – 11/25/24-6/30/25 - \$9,533.00/month.
- Sunbelt Staffing, LLC – To provide Occupational Therapy services from 12/2/24-6/5/25 - \$110.00/hour.

4.5 Acceptance of Grants

- COVID-19 Public Health Workforce Supplemental Funding – To provide the regional school nurse consultant services and mental health services for the SWWC region per the workplan submitted – 7/1/24-6/30/25 - \$18,500.00.

4.6 Personnel List

New Hires:

- Maddox Biever, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 11/01/2024.
- Sarah Dittman, Special Education Paraprofessional, full-time (Schedule A/Step 7), with fringes, effective 10/23/2024.
- Shane Grussing, Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, effective 11/18/2024.
- Eli Hulstein, Data Privacy Specialist, full-time (PS-FY1), with fringes, effective 10/21/2024.
- Mariah Larsson, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 11/18/2024.

- Eduardo Martinez, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 10/21/2024.
- Nicki McKenzie, Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, effective 11/01/2024.
- Skylar Mendro, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 11/01/2024.
- Leisa Rahm, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 10/21/2024.
- Mariah Thomas, Behavior Therapist, full-time (PS-L2BT/Step 5), with fringes, effective 11/14/2024.
- Jessica Tidwell, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 11/01/2024.

Status Changes:

- Amanda Appel, Business Services Specialist, full-time (PS-FY2), with fringes, to Business Services Analyst, full-time (PS-FY3), with fringes, effective 9/01/2024.
- Alison Dickinson, Behavior Specialist, full-time (PS-BS/Step 7), with fringes, to Behavior Analyst, full-time (PS-BCBA/Step 1), with fringes, effective 10/15/2024.
- Jill Dolsen, Special Education Paraprofessional, full-time (Schedule A/Step 1), to Substitute Special Education Paraprofessional, without fringes, effective 10/21/2024.
- Morgan Guardado, Revenue Cycle Support Specialist, 163 days (PS-FY1), without fringes, to 185 days, without fringes, effective 11/15/2024.

Substitutes 2024-2025:

- Morgan Noyes, Substitute Special Education Paraprofessional, effective 2024-2025.

Stipends:

- Christina Garcia, RBT Certification, effective 2024-2025.
- Baylee Maggi, RBT Certification, effective 2024-2025.

Retirement:

- Lori Grant, Business Services Specialist, effective 1/31/2025.

Resignations/Terminations:

- Ana Holtan, Special Education Paraprofessional, effective 11/14/2024.
- Aimee Moeller, Special Education Paraprofessional, effective 11/15/2024.

4.7 Christmas Holiday

Approve an extra paid holiday for eligible staff on Tuesday, December 24 as presented.

4.8 2025 Timelines

Approve 2025 staff timelines as presented:

February

- Adopt final seniority list
- Report to Board on need for reduction of staff
- Direct administration to make recommendations for reduction in programs and positions and reasons

March

- List positions to be tentatively discontinued or reduced pending notification of funding

April

- Names of probationary teachers to be terminated
- Names of post-probationary teachers proposed to be placed on unrequested leave of absence

May

- Names of post-probationary teachers to be placed on unrequested leave of absence
- Employment contracts for next year

Motion passed unanimously.

ITEM 5: CSA PRIORITIES

Wilson Hoffman, Co-President of the Certified Staff Association presented the 2024-25 CSA Mission Statement, Vision, and Priorities.

ITEM 6: STAFF PRESENTATION – SPECIAL EDUCATION SERVICES

Allison Eitreim, Julie Menage, and Larry Syverson provided the staff presentation on Special Education Services which included information on layers of support provided to district superintendents and principals, teachers, and paraprofessionals.

ITEM 7: ACTION ITEMS

7.1 Acceptance of Gifts/Donations

Motion by Jody Bauer, seconded by Ben Bothun, to adopt the resolution accepting gifts/donations as follows:

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 November 20, 2024, the Board of Directors of Southwest West Central Service Cooperative, ISD 0991, accepts with appreciation the following gifts/donations received by the Agency:

<u>Who's Donating</u>	<u>For What</u>	<u>Amount</u>
Dooley's Petroleum	ELC-Cosmos	\$100.00
Southern MN Beet Sugar Coop	ELC-Cosmos	\$100.00
Hanson & Fonkert Dental	ELC-Cosmos	\$50.00
Whitcomb Brothers Grain Systems	ELC-Cosmos	\$50.00
Litchfield Kiwanis	ELC-Cosmos	\$250.00
American Legion #104	ELC-Cosmos	\$1,000.00
VFW Litchfield	ELC-Cosmos	\$200.00
Litchfield Lions Club	ELC-Cosmos	\$250.00
Glencoe Lions Club	ELC-Cosmos	\$500.00

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

7.2 Belview Solar Settlement Agreement

Motion by Steve Schnieder, seconded by Carla Olson, to approve the settlement agreement between SWWC, E&K Rentals, and NEE Investments to terminate the solar lease in Belview, MN and transfer ownership of the system to E&K Rentals at a total cost of \$17,000.00 as presented. Motion passed unanimously.

ITEM 8: MONTHLY ADMINISTRATIVE REPORT

8.1 Director of Finance

Tegan Gillund provided a monthly financial report for the month ended October 31, 2024 with 25.3% of revenues collected and 28.6% expended. Updates were also provided on para training reimbursement, unclaimed property submission, STAR reporting, revised budget process, and 25-26 fee schedules.

8.2 Director of Human Resources

Abby Polzine reported on the status of CEA and Administrator negotiations and internal Insurance Committee meetings held.

8.3 Executive Director

Cliff Carmody reported on challenges of SWWC health insurance renewals in relation to the management of the health insurance pools; SpEd Pipeline Grant participants; Teacher Apprenticeship Program discussions with Willmar Public Schools; upcoming legislative session; MREA Summit; Marshall Administrative Building tours scheduled on December 23 and ELC-Pipestone Phase III Scope.

8.3.1 SWWC Board Vacancy

Due to board member Steve Schnieder not being re-elected to his local school board a vacancy on the SWWC Board has been created beginning January 1, 2025 – December 31, 2025. Requests for applications to fill this vacancy will be emailed to member superintendents with the Board to approve the appointment at its December 18 meeting.

ITEM 9: PERSONNEL COMMITTEE REPORT

9.1 Early Retirement Incentive Program Agreement

Motion by Jody Bauer, seconded by Carla Olson, to approve the Early Retirement Incentive Program Agreement for Mary Palmer totaling \$51,055.50 effective June 30, 2025. Motion passed unanimously.

9.2 24-25 CEA Negotiations Settlement

Motion by Jody Bauer, seconded by Amanda Lecy, to approve the 24-25 CEA Negotiations Settlement of 9.83% as presented. Motion passed unanimously.

ITEM 10: CPC BOARD MEETING UPDATE

An update from the recent Cooperative Purchasing Connection Board meeting was provided.

ITEM 11: OPEN FORUM/CLOSING REMARKS

No comments were made.

ITEM 12:

OTHER

Chair Coleman adjourned the meeting at 7:55 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, December 18, 2024, beginning at 6:30 pm at SWWC - Marshall, MN.