

# **BOARD OF DIRECTORS' MEETING**

October 23, 2024  
SWWC – Marshall, MN

## **Minutes**

- BOARD PRESENT:** Matt Coleman - Chair, Marshall  
Jody Bauer – Vice Chair, Tracy  
Steve Schnieder - Clerk, Worthington  
Ben Bothun, Lac qui Parle County  
Becky Foster, Westbrook/Walnut Grove  
Amanda Lecy, Yellow Medicine East  
Carla Olson – Treasurer, KMS  
Becky Paluch, Ivanhoe  
Nicole Swanson, Tracy  
Brad Johnson, Superintendent, Renville County West (Ex-Officio)
- STAFF PRESENT:** Cliff Carmody, Executive Director  
Bobbie Carmody, Administrative Assistant  
Tegan Gillund, Director of Finance  
Shelly Maes, Director of Member Engagement/SWWC Foundation Executive Director  
Abby Polzine, Director of Human Resources
- GUESTS:** Stacy Childers, PFM Asset Management
- ITEM 1:** **CALL TO ORDER**  
Chair Coleman called the meeting to order at 6:32 pm at SWWC – Marshall, MN.
- ITEM 2:** **INTRODUCTION OF GUESTS**  
Cliff Carmody introduced staff Shelly Maes and guests Stacy Childers from PFM Asset Management and Brad Johnson, Superintendent – Renville County West and new Ex-Officio member to the Board.  
  
Chair Coleman read the SWWC Mission and Vision statements.
- ITEM 3:** **AGENDA APPROVAL**  
Motion by Steve Schnieder, seconded by Becky Paluch, to approve the agenda with the addition of Item 10.4 – Memorandum of Understanding – Long-Term DSS Substitutes. Motion passed unanimously.
- ITEM 4:** **CONSENT AGENDA APPROVAL**  
Motion by Nicole Swanson, seconded by Ben Bothun, to approve items on the consent agenda as follows:

**4.1 Minutes – September 25, 2024**

**4.2 Approval of Expenditures**

**4.3 Services Contracts**

- Breckenridge Public School – STARRS Online Academy – 7/1/24-6/30/25 - \$750.00.
- New London/Spicer School – Blind & Visually Impaired Services – 7/1/24-6/30/25 - \$1,205.00.
- Minnesota Service Cooperatives – Lead Advocate – 7/1/24-6/30/25 - \$171,197.00.

**4.4 Acceptance of Grants**

- Existing State Funding – Compass/Read Act Funding through Minnesota Service Cooperatives – 7/1/24-6/30/25 - \$77,736.00.
- Compass – Compass/Read Act Funding through Minnesota Service Cooperatives – 7/1/24-6/30/25 - \$298,659.00.
- Compass-Math - Compass/Read Act Funding through Minnesota Service Cooperatives – 7/1/24-6/30/25 - \$145,650.00.
- Title I - Compass/Read Act Funding through Minnesota Service Cooperatives – 7/1/24-6/30/25 - \$502,232.00.
- Title II - Compass/Read Act Funding through Minnesota Service Cooperatives – 7/1/24-6/30/25 - \$61,106.00.
- Read Act - Compass/Read Act Funding through Minnesota Service Cooperatives – 7/1/24-6/30/25 - \$410,570.00.

**4.5 Personnel List**

**New Hires:**

- Josephine Andert, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 9/24/2024.
- Andrea Bergeron, Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, effective 9/25/2024.
- Jill Dolsen, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 10/11/2024.
- Amanda Smith, Social Skills Teacher, 185 days (20BA & 4), with fringes, effective 8/16/2024.
- Julia VanderZiel, Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, effective 9/23/2024.

**Status Changes:**

- Madeline Davis, Special Education Paraprofessional, full-time (Schedule A/Step 0), to (Schedule A/Step 1), effective 8/14/2024.

**Substitutes 2024-2025:**

- Courtney Haglund, Substitute Special Education Paraprofessional, effective 2024-2025.

- Mary Jorissen, Substitute Special Education Teacher, effective 2024-2025.
- Judy Kunkel, Substitute Special Education Paraprofessional, effective 2024-2025.
- Jewel Nelson, Substitute Project SEARCH Paraprofessional, effective 2024-2025.

***Resignations/Terminations:***

- Josephine Andert, Special Education Paraprofessional, effective 10/01/2024.
- Misty Eystad, Behavior Therapist, effective 10/14/2024.
- Trista Knudson, Behavior Analyst, effective 10/15/2024.
- Janelle Larson, Special Education Paraprofessional, effective 10/18/2024.
- Ashlie Raduenz, Behavior Therapist, effective 10/11/2024.
- Diane Taylor, Substitute Teacher, effective 9/03/2024.

**4.6 Consultant Contracts**

- Sunbelt Staffing, LLC – Sunbelt Staffing LLC shall provide SLP services from Tele-practitioner Josie Ekholm Brown from 10/28/24-3/4/25 - \$127.00/hour.

Motion passed unanimously.

**ITEM 5: SWWC FOUNDATION UPDATE**

Shelly Maes provided a report on the SWWC Foundation for Innovation in Education which included information on annual fund, program/project gifts, and fiscal sponsors. Information was also shared on funds raised by program, process improvements, donor retention and new donors.

**ITEM 6: ACTION ITEMS**

**6.1 Board Policy #522 – 1<sup>st</sup> Reading and Adoption**

Motion by Jody Bauer, seconded by Nicole Swanson, to adopt Policy #522 – Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process as presented. Motion passed unanimously.

**6.2 AESA Fellowship Award**

Motion by Steve Schnieder, seconded by Becky Paluch, to select Klint Willert, Superintendent – Pipestone Area Schools (Superintendent representative) and Brad Johnson, Superintendent – Renville County West Public Schools (SWWC Board representative) for the 2024 AESA Fellowship Award. Motion passed unanimously.

**6.3 Acceptance of Gifts/Donations**

Motion by Ben Bothun, seconded by Carla Olson, 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 October 23, 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>
Falcon Ind.	ELC-Cosmos	\$250.00
Babe's Blossoms	ELC-Cosmos	\$100.00

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

**6.4 Enterprise Lease Agreements**

Motion by Becky Paluch, seconded by Jody Bauer, to approve open-end equity lease agreements with Enterprise Fleet Management for (12) 2025 Chevrolet Equinox's for the term of 34 months after delivery 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 ended September 30, 2024 with 17.6% of revenues collected and 20.4% expended. Updates were also provided on unemployment claims paid out for FY24 and the first quarter for FY25, WEX revenue share for Quarter 3, and preliminary audit results to be reviewed at the November board meeting.

**7.1.1 Quarterly Investment Report**

Stacy Childers from PFM Asset Management provided an Investment Performance Review for the Quarter ended September 30, 2024. Areas reviewed included market update, account summary, and portfolio review.

**7.2 Director of Human Resources**

Abby Polzine reported on CEA, Administrator, and CSA negotiations; American Education Week will be celebrated the third week in November with SWWC employees receiving t-shirts; and the 24-25 Live Well Program Kick-Off.

**7.3 Executive Director**

Cliff Carmody reported the SWWC group has earned \$15,290 in the My Health Rewards program, with both the January and July Pools totaling over a half of million dollars to date; Alicia Roelike was highlighted for serving students with disabilities for 25 years; Mike Carter, Kristin Lieser, and Mike Soupier were highlighted for their IT work at the New London and Marshall ELCs; MN had 7 schools named National Blue Ribbon Schools with 2 coming out of the SWWC region - Hills/Beaver Creek Elementary and James Knoll Elementary, Ortonville; New London and Marshall ELC Ribbon Cutting and Open Houses were held; SWWC will be collaborating with Resource Training & Solutions and Southeast Service Cooperative for insurance positions - account manager and sales representative; the January 1 2025 insurance renewal continues to go well; and a settlement is getting close on the Belview solar panels.

**ITEM 8: FINANCE COMMITTEE REPORT**

**8.1 FY26 Budget Planning Timeline**

Motion by Matt Coleman, seconded by Becky Foster, to approve the FY26 Budget Planning Timeline as presented. Motion passed unanimously.

**ITEM 9: MHC/MSC BOARD MEETING UPDATES**

Updates and minutes from the recent MN Healthcare Consortium and MN Service Cooperatives Board meeting were provided.

**ITEM 10: PERSONNEL COMMITTEE REPORT**

**10.1 DSS/CSA Memorandums of Understanding**

Motion by Jody Bauer, seconded by Carla Olson, to approve Memorandums of Understanding between SWWC and the DSS and CSA Staff for the 24-25 school year indicating stipends will be provided to staff who successfully complete the required READ Act training. Motion passed unanimously.

**10.2 24-25 Early Retirement Incentive Program**

Motion by Jody Bauer, seconded by Nicole Swanson, to approve implementing an Early Retirement Incentive Program to be made available to eligible employees through February 1, 2025. Motion passed unanimously.

**10.3 Executive Director Evaluation**

The Board conducted the Executive Director's evaluation.

**10.4 Memorandum of Understanding – Long-term DSS Substitutes**

Motion by Jody Bauer, seconded by Carla Olson, to approve the Memorandum of Understanding between SWWC and Direct Student Staff (DSS) for the 24-25 school year indicating an increased substitute rate of pay for members of the DSS staff who hold a short-call substitute license but are requested to work within the classroom in a more consistent and long-term manner. Motion passed unanimously.

**ITEM 11: OPEN FORUM/CLOSING REMARKS**

No comments were made.

**ITEM 12: OTHER**

Chair Coleman adjourned the meeting at 8:34 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, November 20, 2024, beginning at 6:30 pm at SWWC - Marshall, MN.