

BOARD OF DIRECTORS' MEETING

September 25, 2024
SWWC ELC – New London, 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

STAFF PRESENT:

Cliff Carmody, Executive Director
Bobbie Carmody, Administrative Assistant
Tegan Gillund, Director of Finance
Trent Johnson, Site Administrator – ELC - Windom
Jennifer Kimman, Director of Educational Learning Centers
Kate Lieser, Site Administrator – ELC – New London
Abby Polzine, Director of Human Resources

GUESTS:

Kim Barse, ORB Management
Tom Wacholz, ORB Management

ITEM 1:

CALL TO ORDER

Chair Coleman called the meeting to order at 6:30 pm at SWWC ELC – New London, MN.

ITEM 2:

INTRODUCTION OF GUESTS

Cliff Carmody introduced guests Jennifer Kimman, Kate Lieser, Trent Johnson, Kim Barse, and Tom Wacholz.

Chair Coleman read the SWWC Mission and Vision statements.

ITEM 3:

AGENDA APPROVAL

Motion by Becky Paluch, seconded by Jody Bauer, to approve the agenda as presented.
Motion passed unanimously.

ITEM 4:

CONSENT AGENDA APPROVAL

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

4.1 Minutes – August 28, 2024

4.2 Approval of Expenditures

4.3 Services Contracts

- Des Moines Valley Health & Human Services – Translation & Interpretation Services – 7/1/24-6/30/25 - \$.11/word or \$12.50/15 minute increment.

4.4 Personnel List

New Hires:

- Ryan Baedke, PE Teacher, 185 days (BA & 3), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Penny Bjorklund, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/26/2024.
- Shelby Kavanagh, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 9/23/2024.
- Hope Lee Doom, Regional Substitute Teacher, 152 days (30BA & 18), with fringes, effective 10/21/2024.
- Amaya Helmin, Special Education Teacher, 185 days, (MA & 3), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Lisa Jessen, Special Education Paraprofessional, full-time (Schedule A/Step 4), with fringes, effective 9/18/2024.
- Kendra Olson, Behavior Therapy Assistant, full-time (PS-BTA/Step 2), with fringes, effective 9/04/2024.
- Jayda Stoffer, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 9/16/2024.
- Breanna Wagner, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 9/16/2024.

Status Changes:

- Brittany Fiecke, Special Education Paraprofessional, full-time, with fringes, to Substitute Special Education Paraprofessional, without fringes, effective 8/26/2024.
- Emily Michelle, Behavior Therapy Assistant, full-time, to Behavior Therapist, full-time (PS-L2BT/Step 5), with fringes, effective 7/01/2024.
- Angela Morris, Behavior Therapist, full-time, with fringes, to Substitute Behavior Therapist, without fringes, effective 8/29/2024.

Substitutes 2024-2025:

- Nick Topp, Substitute Teacher, effective 2024-2025.

Long-Term Substitutes:

- Hope Doom, Long-Term Substitute DAPE/PE Teacher, 33 days (30BA & 18), effective 8/26/24-10/16/2024.

CSA Lane Changes:

- Brianna Bridgewater, Occupational Therapist, 185 days (20MA & 11) to 185 days (30MA & 11), effective 8/16/2024.
- Ryann Buekema, ECSE Teacher, 185 days (20MA & 6) to 185 days (30MA & 6), effective 8/16/2024.
- Alexandra Elston, Special Education Teacher, 185 days (MA & 6) to 185 days (30MA & 6), effective 8/16/2024.
- Courtney Felton, School Social Worker, 185 days (BA & 10) to 185 days (20BA & 10), effective 8/16/2024.

- Samantha Flatgard, ALC Teacher, 185 days (MA & 7) to 185 days (10MA & 7), effective 8/16/2024.
- Alexis Haarsma, Special Education Teacher, 185 days (BA & 7) to 185 days (20BA & 7), effective 8/16/2024.
- Jennifer Halvorson, Special Education Teacher, 185 days (30BA & 7) to 185 days (MA & 7), effective 8/16/2024.
- Brittany Heidebrink, Special Education Teacher, 185 days (BA & 5) to 185 days (20BA & 5), effective 8/16/2024.
- Miranda Jackson, School Social Worker, 185 days (10BA & 4) to 185 days (20BA & 4), effective 8/16/2024.
- Justin McGuinness, Regional Math Lead, 225 days (10MA & 14) to 225 days (20MA & 14), effective 8/16/2024.
- Maggie Sawatzky, Speech/Language Pathologist, 185 days (MA & 9) to 185 days (10MA & 9), effective 8/16/2024.
- Amber Schaffran, Special Education Teacher, 185 days (10BA & 6) to 185 days (20BA & 6), effective 8/16/2024.
- Alyssa Scharmer, Special Education Teacher, 185 days (10BA & 5) to 185 days (30BA & 5), effective 8/16/2024.
- Jennifer Schwankl, Education Consultant, 185 days (10MA & 18) to 185 days (20MA & 18), effective 8/16/2024.
- Kim Starz, Speech/Language Pathologist, 200 days (10MA & 18) to 200 days (20MA & 18), effective 8/16/2024.
- Allison Thaemlitz, Speech/Language Pathologist, 185 days (20MA & 7) to 185 days (30MA & 7), effective 8/16/2024.
- Jodi Tongen, Special Education Teacher, 185 days (BA & 6) to 185 days (10BA & 6), effective 8/16/2024.
- Anne Wagener, Special Education Teacher, 185 days (BA & 5) to 185 days (MA & 5), effective 8/16/2024.
- Keith Westra, Special Education Teacher, 185 days (BA & 10) to 185 days (30BA & 10), effective 8/16/2024.
- Jessica Wolterstorff-Weber, Speech/Language Pathologist, 185 days (10MA & 16) to 185 days (20MA & 16), effective 8/16/2024.

Stipends:

- Elizabeth Block, SPED Pipeline Grant, effective 2024-2025.
- Jill Cihak, Department Lead Stipend, effective 2024-2025.
- Madeline Davis, SPED Pipeline Grant, effective 2024-2025.
- Chelsey Frericks, MARSS Coordinator Stipend, effective 2024-2025.
- Alexis Haarsma, SPED Pipeline Grant, effective 2024-2025.
- Katherine Ihler, SPED Pipeline Grant, effective 2024-2025.
- Sarah Neu, Department Lead Stipend, effective 2024-2025.
- Hollie Pater, ECSE Supervisor Stipend, effective 2024-2025.
- Samantha Rathje, SPED Pipeline Grant, effective 2024-2025.
- Heather Rieger, Department Lead Stipend, effective 2024-2025.
- Heidi Rops, Administrative License Stipend, effective 2024-2025.
- Amber Schaffran, SPED Pipeline Grant, effective 2024-2025.
- Khaleef Warsame, EANS II Curriculum Redeveloping Project, effective 2023-2024.
- Colleen Weis, Department Lead Stipend, effective 2024-2025.

Leave of Absence:

- Ashlie Raduenz, Behavior Therapist, 9/23/2024 – 10/10/2024.

Retirements:

- Judy Kunkel, Special Education Paraprofessional, effective 9/20/2024.

Resignations/Terminations:

- Kali Ask, EANS Learning Interventionist, effective 9/30/2024.
- Daren Barnett, EANS Learning Interventionist, effective 9/30/2024.
- Hollie Barth, Special Education Paraprofessional, effective 8/22/2024.
- Krista Bird, EANS Learning Interventionist, effective 8/08/2024.
- Carli Bothun, Insurance Specialist, effective 9/27/2024.
- Sara Buethe, EANS Instruction Redevelopment, effective 9/30/2024.
- Whitney Carpenter, Substitute Paraprofessional, effective 8/15/2023.
- Jacquelyn Carter, EANS Learning Interventionist, effective 9/30/2024.
- Lorena Cervantes, EANS Educational Assistant, effective 6/11/2024.
- Renee Doyle, EANS Learning Interventionist, effective 9/30/2024.
- Linda Eilen, EANS Educational Assistant, effective 9/03/2024
- Roxanne Engelson, Substitute Paraprofessional, effective 9/03/2024.
- Allyson Gizzi, EANS Educational Assistant, effective 9/30/2024.
- Catherine Gutierrez Thomson, EANS Learning Interventionist, effective 9/30/2024.
- Shaleigh Jackson, Substitute Paraprofessional, effective 8/22/2024.
- Jared Josephson, Substitute Paraprofessional, effective 5/31/2023.
- Baylor Kardell, Special Education Paraprofessional, effective 9/12/2024.
- Julie Lay, EANS Educational Assistant, effective 7/26/2024.
- Philip Lay, EANS Educational Assistant, effective 6/07/2024.
- Andrea Mathison, EANS Educational Assistant, effective 8/23/2024.
- Marisol Mejia Amaya, Substitute Paraprofessional, effective 8/22/2024.
- Ivette Munoz-Carranza, EANS Educational Assistant, effective 6/07/2024.
- Morgan Newman, Data Privacy Specialist, effective 9/20/2024.
- Amalia Olson, EANS Tutor, effective 5/16/2024.
- Brenda Sadek, EANS Educational Assistant, effective 9/30/2024.
- Jennifer Samuelson, Special Education Paraprofessional, effective 8/19/2024.
- Catherine Towne, Behavior Therapy Assistant, effective 9/24/2024.
- Don Valentine, EANS Learning Interventionist, effective 9/30/2024.
- Khaleef Warsame, EANS Learning Interventionist, effective 9/30/2024.

Motion passed unanimously.

ITEM 5: FACILITIES UPDATE

Kim Barse, ORB Management, provided an update on current SWWC facility projects. The ELC-New London project was completed on time and came in under budget. The ELC-Marshall project also was completed on time and is currently tracking under budget. The Marshall Agency Administration project continues to make progress with the goal to be weather tight at the end of November, early December. The project is currently on schedule and on budget with an estimated completion date of June 2025.

ITEM 6: STAFF PRESENTATION – EDUCATIONAL LEARNING CENTERS

Jennifer Kimman, Director of the Educational Learning Centers provided a presentation on ELC Updates and Start of the School Year which included information on Strong Starts; Teacher Training on Science of Reading; Tailored Professional Development for Paraprofessionals; Positive Behavior Interventions and Systems Reboot; Successful Opening of New Sites; Increased Enrollment; Individual Site Updates; and Gratitude and Next Steps.

ITEM 7: ACTION ITEMS

7.1 Board Policies – 2nd Reading & Adoption

Motion by Nicole Swanson, seconded by Carla Olson, to adopt the following Board Policies as presented:

- 416 Drugs and Alcohol Testing
- 503 Student Attendance
- 507 Corporal Punishment
- 512 School Sponsored Student Publications and Activities
- 514 Bullying Prohibition Policy
- 515 Protection and Privacy of Pupil Records
- 516 Student Medication
- 712 Video Surveillance Other Than on Buses

Motion passed unanimously.

7.2 SWWC Language Instruction Educational Program (LIEP) Plan

Motion by Becky Paluch, seconded by Jody Bauer, to approve the SWWC Language Instruction Educational Program (LIEP) Plan 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 August 31, 2024 with 11.5% of revenues collected and 12.8% expended. Updates were also provided on initial work has started with the audit; year-end state and federal special education expenses have been entered and reconciled; and the Emergency Assistance for Nonpublic Schools Aid (EANS) funding will be ending September 30.

8.2 Director of Human Resources

Abby Polzine reported on the status of DSS, CEA, and Administrator negotiations; a SWWC Administrative Assistant training is scheduled on September 30; SWWC employees will be given a SWWC T-shirt in appreciation of American Education Week; and an internal Insurance Agency Committee has been formed consisting of employee group representatives to discuss SWWC plan offerings.

8.3 Executive Director

Cliff Carmody reported on New Teacher Center articles highlighting SWWC's work supporting special education teachers; Brad Johnson, Superintendent – Renville County West was selected to serve as an ex-officio member to the SWWC Board; the SWWC Coop Connection newsletter; MREA Fall membership meetings held with emphasis on the upcoming legislative session; Cliff presented to the Marshall Rotary on SWWC and its facilities; MN Healthcare Consortium and MN Service Cooperatives upcoming board meetings; increases in Workers Comp insurance since 2021 and its impact on budget and planning for agency structure and claims since July 1; AESA Conference; the Marshall ELC Open House is scheduled on October 14; September is School Board Appreciation month with board members thanked for service on their local boards and SWWC Board.

ITEM 9: PERSONNEL COMMITTEE REPORT

9.1 DSS Settlement

Motion by Jody Bauer, seconded by Steve Schnieder, to approve the 2024-26 DSS settlement of 11.81% as presented. Motion passed unanimously.

9.2 Memorandum of Understanding – DSS Evaluations at ELC-Windom

Motion by Jody Bauer, seconded by Nicole Swanson, to approve the Memorandum of Understanding between SWWC and Direct Student Staff (DSS) for the 24-25 school year for DSS staff at ELC-Windom who did not receive an evaluation for the 23-24 school year will receive one within the first 90 days of the 24-25 school year. Motion passed unanimously.

9.3 Granting Tenure Status

Motion by Jody Bauer, seconded by Ben Bothun, to grant tenure status to Keith Westra, Special Education Teacher, as presented. Motion passed unanimously.

ITEM 10: OPEN FORUM/CLOSING REMARKS

Board members were thanked for their meeting attendance at the New London site.

ITEM 11: OTHER

Chair Coleman adjourned the meeting at 7:30 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, October 23, 2024, beginning at 6:30 pm at SWWC - Marshall, MN.