

BOARD OF DIRECTORS' MEETING

April 23, 2025
SWWC – Marshall, MN

Minutes

- BOARD PRESENT:** Matt Coleman - Chair, Marshall
Jody Bauer – Vice Chair, Tracy
Amanda Lecy - Clerk, Yellow Medicine East
Carla Olson – Treasurer, KMS
Ben Bothun, Lac qui Parle County
Becky Foster, Westbrook/Walnut Grove
Tonya Kelly, Dawson/Boyd
Becky Paluch, Ivanhoe
Nicole Swanson, Tracy
- BOARD ABSENT:** Brad Johnson, Superintendent, Renville County West (Ex-Officio)
- STAFF PRESENT:** Cliff Carmody, Executive Director
Bobbie Carmody, Administrative Assistant
Liz Deen, Senior Director of Teaching & Learning
Tegan Gillund, Director of Finance
Doug Jans, Work-Based Learning Coordinator
Shelly Maes, Director of Member Engagement/Foundation Executive Director
Abby Polzine, Director of Human Resources
Stephanie Strenge, Director of Alternative Programs
- ITEM 1:** **CALL TO ORDER**
Chair Coleman called the meeting to order at 6:30 pm at SWWC – Marshall, MN.
- ITEM 2:** **INTRODUCTION OF GUESTS**
Cliff Carmody introduced staff guests Liz Deen, Stephanie Strenge, Doug Jans, and Shelly Maes.

Chair Coleman read the SWWC Mission and Vision statements.
- ITEM 3:** **AGENDA APPROVAL**
Motion by Jody Bauer, seconded by Nicole Swanson, to approve the agenda with the addition of Item 7.3 – 2025-26 CEA Negotiations Settlement. Motion passed unanimously.
- ITEM 4:** **CONSENT AGENDA APPROVAL**
Motion by Becky Paluch, seconded by Amanda Lecy, to approve items on the consent agenda as follows:

4.1 Minutes – March 26, 2025

4.2 Approval of Expenditures

4.3 24-25 Services Contracts

- CareerForce – Translation & Interpretation Services – March 26, 2025 - \$12.50/15 Min or \$.11/word.
- Pipestone Area Schools – Translation & Interpretation Services – March 20, 2025 - \$12.50/15 Min or \$.11/word.

4.4 25-26 Membership Services Agreements

Approve 2025-26 Membership Services Agreements totaling \$17,283,717.54 as presented.

4.5 Consultant Contracts

- BCI Construction, Inc. – ELC-Cosmos Hallway Door Replacement & Cafeteria Exit Device - \$19,623.56.
- Vantage Point Marketing Consultants, LLC – Marketing services related to the LYFT Career Pathways Grant effective February 10, 2025 - \$3,000/month + \$75.00/hour for Graphic Design.

4.6 Personnel List

New Hires:

- Heather Anderson, Curriculum, Instruction and Assessment Coordinator, 185 days (30MA & 18), with fringes, effective 8/06/2025.
- Morgan Guza-Larsen, Instructional Coach, 185 days (BA & 10), with fringes, effective 8/06/2025.
- Randi Harlow, Behavior Therapy Assistant, full-time (PS-BTA/Step 8), with fringes, effective 4/08/2025.
- Megan Hennen, Behavior Therapist, full-time (PS-L2BT/Step 8), with fringes, effective 5/06/2025.
- Kennedy Tatge, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 4/07/2025.

Temporary Hire:

- Evan Greenfield, Technology Intern, \$17.00/hour, \$1,500 housing stipend, effective 5/13/2025 - 8/20/2025.
- Kalen McNab, Technology Intern, \$17.00/hour, \$1,500 housing stipend, effective 5/13/2025 - 8/20/2025.

Status Changes:

- Melissa Andree, Behavior Analyst, full-time (PS-BCBA/Step 6), with fringes, to Qualified Supervising Professional, full-time (PS-BCBA/Step 7), with fringes, effective 4/01/2025.
- Adam Gregory, School Advocate, 205 days (10MA & 18), with fringes, to Continuous Improvement Coach, 205 days (10MA & 18), with fringes, effective 7/01/2025.
- Samantha Molitor, Occupational Therapist, 185 days, to 160 days, with fringes, effective 7/01/2025.
- Holly Nixon, Special Education Paraprofessional, from Level I to Level II, effective 3/25/2025.

- Barden Peter, Special Education Paraprofessional, full-time (A-L2/Step 11), to Project Search Special Education Paraprofessional, full-time (A-L2/Step 11), effective 7/01/2025.
- Sam Schroeder, School Advocate, 215 days (30MA & 18), with fringes, to Continuous Improvement Lead, 220 days (30MA & 18), with fringes, effective 5/01/2025.
- Heidi van der Hagen, Equitable Access Specialist/Student Success Coach, 225 days (50MA & 18), with fringes, to Equitable Access Specialist, 205 days (50MA & 18), with fringes, effective 7/01/2025.

Substitutes 2024-2025:

- Kevin Acquard, Substitute Teacher/Substitute Paraprofessional, effective 2024-2025.
- Yolanda Cardenas, Substitute Teacher, effective 2024-2025.
- Samantha Geurts Rathje, Substitute Teacher, effective 2024-2025.
- Lexi Orlowski, Substitute Teacher, effective 2024-2025.
- Joshua Schaffran, Substitute Teacher, effective 2024-2025.

Stipends:

- Kate Anderson, Perkins Advisory Committee Stipend, effective 3/31/2025.
- Amber Schaffran, SPED Pipeline Grant, effective 2024-2025.
- Tammy Stifter, Fieldwork Supervision Stipend, effective 1/06/2025-3/14/2025.

Resignations/Terminations:

- Erika Dalen, COTA, effective 06/30/2025.
- Hope Doom, Regional Substitute Teacher, effective 3/20/2025.
- Alexis Haarsma, Special Education Teacher, effective 6/05/2025.
- Hayden Hilyar, Behavior Therapy Assistant, effective 5/02/2025.
- Jenny Iverson, Physical Therapist, effective 6/30/2025.
- Taylor Iverson, Physical Therapist, effective 6/05/2025.
- Lisa Jessen, Special Education Paraprofessional, effective 04/10/2025.

Motion passed unanimously.

ITEM 5: STAFF PRESENTATION – TEACHING & LEARNING

Stephanie Streng, Doug Jans, and Liz Deen provided a presentation on Teaching and Learning Services which included information on Alternative Learning Centers; STARRS Online Academy; Work Based Learning Programs; Career & Technical Education; COMPASS; Curriculum, Instruction, and Assessment Services; LYFT (Launch Your Future Today) Career Pathways; MnMTSS SWWC District Coordination; New Teacher Center Instructional Coaching/Mentoring; ParaEducator: PD for Paraprofessionals; Special Education Teacher Pipeline Grant; Shared CTE – Intro to Medical Careers; SLEDs Grant; Student Enrichment; Monthly Newsletters to Members; and Celebrations.

ITEM 6: MONTHLY ADMINISTRATIVE REPORT

6.1 Director of Finance

Tegan Gillund provided a monthly financial report for the month ending March 31, 2025, with 64.8% of revenues collected and 69.1% expended. Updates were also provided on 25-26 Membership Contracts; Preliminary Budget Planning; Property, Liability, and Workers' Comp renewal; and staff attendance at the Annual Business Conference and upcoming MASBO Conference.

6.1.1 Quarterly Investment Report

A Quarterly Investment Report for the quarter ending March 31, 2025 was provided to the Board.

6.2 Director of Human Resources

Abby Polzine reported on CSA Negotiations Kickoff; Program Specialist Negotiations Status; Health Insurance Bid and Renewal Rates; Open Enrollment begins April 28th; sessions presented at the recent Business Conference, and shared her last day with SWWC is May 9.

6.3 Executive Director

Cliff Carmody shared good news communications received from MN Department of Health regarding the work of Morgan Litzau, Regional School Nurse Consultant, and reported on the Ready to Shine Breakfast event scheduled on April 29th, Agency Administrative facility process and target move of June 26-27, ELC-Pipestone project will begin this summer, legislative session continues and is expected to be completed May 19th, incoming Senior Special Education Director Melanie Kray will be attending upcoming SWWC events, presentation at Marshall Leadership Academy, MDE Commissioner letter to Feds on Diversity Equity and Inclusion, meeting held with Jamie Frank, Supt – Windom and Representative Marg Fogelman regarding funding from state for Windom facility re-design, attended Sourcewell Board Retreat in Brainerd, AESA Article featured in the School Administrator on Educational Service Agencies, Creative Writing Awards Ceremony, and the Director of Human Resources Transition Plan.

ITEM 7: PERSONNEL COMMITTEE REPORT

7.1 Resolution Relating to the Termination and Nonrenewal of the Teaching Contract of Probationary Teacher

Motion by Jody Bauer, seconded by Carla Olson, to adopt the following resolution:

WHEREAS, teacher is a probationary teacher in the Southwest West Central Service Cooperative.

BE IT RESOLVED, by the Board of Directors of the Southwest West Central Service Cooperative, that pursuant to Minnesota Statute 122A.40, Subdivision 5, that the teaching contract of the probationary teacher is hereby terminated at the close of the current 2024-25 school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law.

- Kate Anderson – Medical Careers Instructor
- Brian Arroyo – Special Education Teacher
- Ashley Baker – Special Education Teacher
- Ryann Beukema – ECSE Teacher
- Becky Carlson – Education Consultant
- Brittany Heidebrink – Special Education Teacher
- Amaya Helmin – Special Education Teacher
- Eric Johnson – Special Education Teacher
- Hana Krause – Special Education Teacher
- Nicholas Macziewski – Special Education Teacher
- Isabelle Morris – High School Teacher
- Logan Peterson – Special Education Teacher

- Jessica Quissell – Project SEARCH Teacher
- Tracy Shafer – Special Education Teacher
- Carmen Skyberg – Special Education Teacher
- Amanda Smith – Social Skills Teacher
- Theresa Ziebarth-Moritz – Speech-Language Pathologist

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

7.2 25-26 SWWC Insurance Renewal Rates

2025-26 Insurance Renewal Rates were reviewed with health insurance experiencing a 5.95% increase and dental a 3.85% increase. Open enrollment for employees will begin on Monday, April 28th.

7.3 25-26 CEA Negotiations Settlement

Motion by Jody Bauer, seconded by Nicole Swanson, to approve the 2025-26 Classified Employee Association contract of \$0.45 salary improvement to step schedules (A and B) and 10% increase in employer contribution to health plans. Motion passed unanimously.

ITEM 8: FINANCE COMMITTEE REPORT

An update from the Finance Committee meeting was provided on SWWC Budget Guidelines and Assumptions and Lease Levy Process.

ITEM 9: MHC BOARD MEETING REPORT

An update from the recent MHC Board meeting was provided on the Medica Partnership Agreement, Medical Spending Account RFP, and operating budget.

ITEM 10: OPEN FORUM/CLOSING REMARKS

Chair Coleman recommended viewing Melissa Oberg's (NREA Rural Teacher of the Year from MN) video presentation "Chasing Green Lights" and thanked Abby Polzine for her years of service to SWWC.

ITEM 11: OTHER

Chair Coleman adjourned the meeting at 8:04 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, May 28, 2025, beginning at 6:30 pm at SWWC - Marshall, MN.