

# **BOARD OF DIRECTORS' MEETING**

April 26, 2023  
SWWC Service Cooperative – Marshall, MN

## **Minutes**

**BOARD PRESENT:** Maydra Maas - Chair, Westbrook/Walnut Grove  
Matt Coleman - Vice Chair, Marshall  
Donald Brugman - Clerk, Windom  
Tom Walsh - Treasurer, KMS  
Jody Bauer, Tracy  
Steve Schnieder, Worthington  
Michael Zins, Fulda

**STAFF PRESENT:** Cliff Carmody, Executive Director  
Bobbie Carmody, Administrative Assistant  
Elizabeth Deen, Senior Director of Teaching & Learning  
Eriann Faris, Career & Technical Project Coordinator  
Tegan Gillund, Accounting Supervisor  
Nicole Lydick, Regional Center of Excellence Director  
Shelly Maes, Foundation Director/Manager of Member Services  
Abby Polzine, Director of Human Resources

**ITEM 1:** **CALL TO ORDER**

Chair Maas called the meeting to order at 6:22 pm at the SWWC Service Cooperative – Marshall, MN.

**ITEM 2:** **INTRODUCTION OF GUESTS**

Cliff Carmody introduced Tegan Gillund, Elizabeth Deen, Eriann Faris, Nicole Lydick, and Shelly Maes.

**ITEM 3:** **AGENDA APPROVAL**

Motion by Tom Walsh, seconded by Matt Coleman, to approve the agenda with the addition of Item 9.2 – May Board Meeting Date. Motion passed unanimously.

**ITEM 4:** **CONSENT AGENDA APPROVAL**

Motion by Matt Coleman, seconded by Jody Bauer, to approve items on the consent agenda as follows:

**4.1** **Minutes – March 22, 2023**

**4.2** **Approval of Expenditures**

**4.3 Services Contracts**

- Abbott House – Mental Health Services from 7/1/23-6/30/24 - \$375/assessment.
- EON, Inc. – Behavior Analyst Service from 7/1/23-6/30/24 - \$92/hour.
- Northwest Service Cooperative – Mental Health Consultant from 7/1/23-6/30/24 - \$31,211.00.
- Willmar Public Schools – Intervener from 7/1/23-6/30/24 - \$44,220.00.
- Worthington Public Schools – Assistant Special Ed Director from 7/1/23-6/30/24 - \$139,170.00.

**4.4 2023-24 Membership Services Agreements**

Approve 2023-24 Membership Services Agreements as presented.

**4.5 Consultant Contracts**

- The New Teacher Center – Provide ongoing professional training and support for approximately 30 instructional coaches from July 1, 2023 – June 30, 2024 – not to exceed \$35,750.00.

**4.6 Personnel List**

***New Hires:***

- Sarah Bell, EANS Educational Assistant, full-time (PS-SB1), with fringes, effective 3/20/2023.
- Andrew Larsen, Speech Language Pathologist, 185 days (MA & 4), with fringes, effective 8/01/2023.
- Jacki Larson, LPN/Health Para, full-time (Schedule B/Step 13), with fringes, effective 4/17/2023.
- Anni Lira Angeles, EANS Educational Assistant, part-time (PS-SB1), without fringes, effective 4/10/2023.
- Lance Triplett, Behavior Therapist, full-time (PS-FY2), with fringes, effective 4/11/2023.

***Temporary Hire:***

- Halii Beilke, Behavior Therapist, 90 days, \$18.15/hour, without fringes, effective 6/07/2023-8/11/2023.

***Status Changes:***

- Tom Hoff, Career & Technical Project Coordinator, 65 days (PS-FY8), without fringes, to 195 days (PS-FY8), with fringes, effective 7/01/2023.
- Laura Jenson, Due Process Specialist, 185 days (40MA & 14), to Site Administrator, 235 days (ADMIN – SB3), effective 7/01/2023.
- Jennifer Kimman, Director of Special Education, 235 days (ADMIN-SB3), to Director of ELCs, 235 days (ADMIN – Grade 3/Step 5), effective 7/01/2023.
- Brittney Rham, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, to Substitute Special Education Paraprofessional, \$17.36/hour, without fringes, effective 4/03/2023.
- Jenny Swanson, Special Education Paraprofessional, \$17.52/hour, to Behavior Therapy Assistant (PS-FY 1), effective 4/17/2023.

**2022-2023 Substitutes:**

- Sydney Coleman, Substitute Special Education Paraprofessional, \$17.36/hour, effective 2022-2023.

**Long-Term Substitute:**

- Stephanie Hagen, Long-Term Substitute Occupational Therapist, (MA & 11), effective 3/28/2023 – 5/11/2023.
- Linda Lund, Long-Term Substitute Teacher of the Visually Impaired, (20MA & 16), effective 7/10/2023 – 10/31/2023.

**Stipends:**

- Tori Dengerud, Mentor Stipend, effective 2022-2023.

**Night School:**

- Heather Rieger, Night School Teacher, \$25.00/hour, effective 2/14/2023 through 3/23/2023.

**Retirement:**

- Janet Dirksen, Due Process Specialist, effective 6/15/2023.

**Resignations/Terminations:**

- Sonja Giinthir, Special Education Teacher, effective 6/30/2023.
- Anna Hesse, ECSE Teacher, effective 6/07/2023.
- Kari Schmidt, EANS Educational Assistant, effective 2/16/2023.
- Lance Triplett, Behavior Therapist, effective 4/14/2023.

Motion passed unanimously.

**ITEM 5: STAFF PRESENTATION – TEACHING & LEARNING**

Elizabeth Deen, Eriann Faris, and Nicole Lydick provided a presentation on Teaching & Learning services which included information on the Teaching & Learning Team & Organizational Structure; New Projects; Career & Technical Education; LYFT (Launch Your Future Today); Student Entrepreneurship Conference; Student Activities; First Tech Challenge; Project Discovery; SW Prairie Regional Center of Excellence & Partnerships; Alternative Learning Centers numbers and highlights; STARRS Online Academy; SWWC New Teacher Center; Teaching & Learning Shared Services/Collaboratives; Positive Behavioral Interventions & Supports; Multilingual Learner Services; and the 2023-24 Teaching & Learning Plan.

**ITEM 6: FOUNDATION BOARD UPDATE**

Shelly Maes provided an update on the SWWC Foundation for Innovation in Education and shared information on programs seeking funding; Foundation Budget vs. Actual; Current Individual Donors; Fund Distribution to SWWC; and Ongoing Goals.

**ITEM 7: ACTION ITEMS**

**7.1 SMSU Social Science Building Sublease Agreement**

Motion by Tom Walsh, seconded by Steve Schnieder, to approve the sublease between SWWC and Marshall Public Schools for a 20-year commitment with an option to renew four consecutive five-year renewal periods. Motion passed unanimously.

**7.2 Market Street Mall Lease Extension**

Motion by Mike Zins, seconded by Matt Coleman, to authorize the Executive Director to negotiate an extension of the current Market Street Mall lease for

up to two years. Motion passed unanimously.

**ITEM 8: MONTHLY FINANCIAL REPORT**

Tegan Gillund provided a financial report analysis for the month ended March 31, 2023, on statement of revenues, statement of expenditures, department financials, and treasurer's report. As of March 31, 66.5% of revenues have been collected and 70.8% expended. An update was also provided on the 23-24 preliminary budget planning process, fiscal year-end payroll process, and prioritizing recommendations received from Abdo Financial services.

**ITEM 9: EXECUTIVE DIRECTOR'S REPORT**

Cliff Carmody reported Project SEARCH Graduation is scheduled on June 1. The program recently received the National Employment Outcome Award and will be expanding programming to Willmar and Worthington in 23-24. Congratulations went out to Erin Hoffman, Director of Special Education, on her recent election as Treasurer for the MN Association of Special Education Administrators. The Creative Writing Awards Ceremony was held on April 23 celebrating the writing of young students. Jen Kimman has been hired as the Director of Educational Learning Centers. Discussions are taking place regarding collaboration between Little Crow Telecommunications and SWWC. 2023-24 membership services agreements continue to be returned which drives the planning of FY24 budgets. The MN Service Cooperatives Annual Board Conference is scheduled on October 4-6 at Madden's Resort. Information was shared from the most recent AESA Council meeting. An update was provided on the 7/1/23 Insurance Pool Renewal. The MN Legislative Session is scheduled to be done on May 22 with 5.5 billion targeted for education.

**9.1 Facility Update**

The New London ELC project is underway with bids being solicited for a tentative construction date of 7/6/23, and plans and concepts continue to be developed for the Marshall Office.

**9.2 May Board Meeting Date**

Motion by Tom Walsh, seconded by Steve Schneider, to reschedule the May board meeting date from May 24 to May 31. Motion passed unanimously. A Board Planning Session will also be held on May 31 beginning at 1:00 pm.

**ITEM 10: PERSONNEL COMMITTEE REPORT**

**10.1 Resolution Relating to the Termination & Non-Renewal of Probationary Teachers**

Motion by Jody Bauer, seconded by Don Brugman, to adopt the following resolution relating to the termination and non-renewal of the teaching contract of probationary teacher:

**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 2022-23 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.

Probationary teachers to be terminated are identified below:

- Brittany Alex – Special Education Teacher
- Serene Brustuen – ALC Teacher
- Angela Daly – Speech Language Pathologist
- Marcia Erickson – Special Education Teacher
- Matt Fjerkenstad – ALC Teacher
- Alexis Haarsma – Special Education Teacher
- Jennifer Halvorson – Special Education Teacher
- Brittany Heidebrink – Special Education Teacher
- Tiffany Jensen – Special Education Teacher
- Eric Johnson – Special Education Teacher
- Isabelle Morris – STARRS Online Teacher
- Jennifer Nelson – School Psychologist
- Jeffrey Powers – ALC Teacher
- Heather Rieger – ALC Teacher
- Kurt Schroeder – Special Education Teacher
- Tracy Shafer – Special Education Teacher
- Jodi Tongen – Special Education Teacher
- Anne Wagener – Special Education Teacher
- Keith Westra – Special Education Teacher

A roll call vote was taken with Directors Schnieder, Zins, Walsh, Coleman, Maas, Brugman, and Bauer voting in favor. Motion passed unanimously.

**10.2 Resolution Terminating Non-Fully Licensed Program Specialist Staff**

Motion by Jody Bauer, seconded by Steve Schneider, to adopt the following resolution relating to the termination of the assignment of the Program Specialist Staff:

**WHEREAS**, staff member is a part of the Program Specialist group in the Southwest West Central Service Cooperative.

**BE IT RESOLVED**, by the Board of Directors of the Southwest West Central Service Cooperative, that the teaching contract of the staff member is hereby terminated at the close of the current 2022-23 school year.

**BE IT FURTHER RESOLVED**, that written notice be sent to staff member regarding termination and of his/her assignment.

Non-fully licensed Program Specialist Staff to be terminated are identified below:

- Kari Carlson – Tier 1 Teacher
- Amanda Mattsen – Tier 1 Teacher
- Markus Mehr – Tier 1 Teacher
- Amelia Palokangas – Tier 1 Teacher

A roll call vote was taken with Directors Schnieder, Zins, Walsh, Coleman, Maas, Brugman, and Bauer voting in favor. Motion passed unanimously.

**10.3 Leave of Absence Request**

Motion by Jody Bauer, seconded by Matt Coleman, to approve the extension of an unpaid leave of absence through May 1, 2023, for Ms. Vanessa Jordahl, Behavior Therapist, as presented. Motion passed unanimously.

**10.4 Juneteenth Holiday**

SWWC will not be recognizing Juneteenth as a holiday for 2023. A recommendation for 2024 will be brought forth at a later date.

**10.5 2023-24 SWWC Insurance Renewal Rates**

2023-24 health and dental insurance rates were shared. Open enrollment begins May 1, 2023.

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

Comments were shared regarding the status of Worthington Public Schools construction projects.

**ITEM 12: OTHER**

Chair Maas adjourned the meeting at 8:02 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, May 31, 2023, beginning at 6:30 pm at the SWWC – Marshall, MN.