

BOARD OF DIRECTORS' MEETING

August 23, 2023
SWWC Service Cooperative – Marshall, MN

Minutes

- BOARD PRESENT:** Matt Coleman - Chair, Marshall
Michael Zins – Vice Chair, Fulda
Donald Brugman - Clerk, Windom
Jody Bauer, Tracy
Steve Schnieder, Worthington
- BOARD ABSENT:** Tom Walsh - Treasurer, KMS
- STAFF PRESENT:** Cliff Carmody, Executive Director
Bobbie Carmody, Administrative Assistant
Tegan Gillund, Director of Finance
Shelly Maes, Foundation Executive Director/Manager of Member Services
Abby Polzine, Director of Human Resources
Josh Sumption, Chief Technology & Information Officer
Doug Deragisch, Insurance Consultant
- GUESTS:** Maydra Maas, Former Board Member
Klint Willert – Interim Superintendent, Pipestone Area Schools
- ITEM 1:** **CALL TO ORDER**
Chair Coleman called the meeting to order at 6:34 pm at the SWWC Service Cooperative – Marshall, MN.
- ITEM 2:** **INTRODUCTION OF GUESTS**
Cliff Carmody introduced guests Shelly Maes, Josh Sumption, Doug Deragisch, Maydra Maas, and Klint Willert. A service award was presented to Maydra Maas, former Board member, for her many years of service and dedication to the SWWC Board of Directors.
- ITEM 3:** **AGENDA APPROVAL**
Motion by Don Brugman, seconded by Jody Bauer, to approve the agenda with the addition of Item 7.8 – Winfair (ELC-Windom) Lease. Motion passed unanimously.
- ITEM 4:** **CONSENT AGENDA APPROVAL**
Motion by Steve Schnieder, seconded by Mike Zins, to approve items on the consent agenda as follows:
- 4.1 **Minutes – July 26, 2023**
- 4.2 **Approval of Expenditures**

4.3 Services Contracts

- Crookston Public School – 23-24 Membership Dues from 7/1/23-6/30/24 - \$50.00 and 23-24 Data Privacy Services from 7/1/23 – 6/30/24 - \$2,494.80.
- Echo Charter School – Mental Health Services from 7/1/23-6/30/24 - \$21,650.00 and Technology Remote Backup from 7/1/23-6/30/24 - \$900.00.
- GFW Public School – Teaching & Learning Customized Services from 7/1/23-6/30/24 - \$16,875.00.
- Holdingford Public School – 23-24 Membership Dues from 7/1/23-6/3/24 - \$50.00 and 23-24 Data Privacy Services from 7/1/23-6/30/24 - \$2,434.80.
- Jackson County Central – Speech Language Services from 7/1/23-6/30/24 - \$54,500.00.
- Ortonville Public School – Technology Integration Services from 7/1/23-6/30/24 - \$5,787.00 and Technology Coordination (increase in days) from 7/1/23-6/30/24 - \$23,833.00.
- Region V Computer Services – Technology Services from 7/1/23-6/30/24 - \$149,064.00.
- Rochester Beacon Academy – Behavior Analyst Services from 7/1/23-6/30/24 - \$8,220.00.
- Rosa Parks Charter School – Behavior Analyst Services from 7/1/23-6/30/24 - \$8,220.00.
- St. Mary's Bird Island – Nursing Services from 7/1/23-6/30/24 - \$5,100.00.
- Pipestone Area School – SEAT Teacher from 7/1/23-6/30/24 - \$41,111.00.

4.4 Consultant Contracts

- Windom Public School – Provide custodial services to SWWC ELC – Windom for the 2023-24 school year (1.0 FTE) - \$58,818.00
- eLuma – Provide SLP in the 2023-24 school year - \$22,727.34
- Willmar Public Schools – Provide BVI teacher for .60 FTE in the 2023-24 school year - \$60,000 plus mileage.

4.5 Personnel List

New Hires:

- Steph Alfson, Special Education Teacher, 185 days (30BA & 7), with fringes, effective 8/02/2023.
- Brandi Anderson, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/14/2023.
- Yesica Ambriz Botello, Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, effective 8/02/2023.
- Shanee Feller, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 8/02/2023.

- Nichole Frericks, Behavior Specialist, full-time (PS-SB2), with fringes, \$3,000 signing bonus, effective 8/24/2023.
- Tegan Hicks, Special Education Teacher, 185 days (BA & 3), with fringes, effective 8/02/2023.
- Taylor Huseby, Physical Therapist, 185 days (PhD & 12), with fringes, effective 8/02/2023.
- Emily Konn, School Psychologist, 185 days (30MA & 3), with fringes, effective 8/02/2023.
- Christina Mlodzik, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/14/2023.
- Jennifer Schwankl, Education Consultant, 185 days (MA & 18), with fringes, effective 8/02/2023.
- Emma Skrukud, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/16/2023.

Temporary Hire:

- Jennifer Brinkmann, ESY ECSE Teacher, \$288.82/day, effective 8/07/2023 – 9/08/2023.

Individual Contract:

- Liz Deen, Senior Director of Teaching and Learning, July 1, 2022 – June 30, 2025.

Status Changes:

- John Fischer, EANS Educational Assistant, 169 days, \$17.00/hour (PS-SB1) to 68 days, \$17.50/hour, effective 8/09/2023.
- Samantha Flatgard, Special Education Teacher/Transition Case Manager, 185 days, (MA & 5), to ALC Teacher, 185 days (MA & 5), effective 8/02/2023.
- Forrest Fosheim, Senior Network Coordinator, 260 days (PS-FY8), to Director of Network Services, 260 days, (ADMIN–Grade 1/Step 1), effective 7/17/2023.
- Maria Guaman, EANS Educational Assistant, 180 days, \$17.00/hour (PS-SB1) to 170 days, \$17.50/hour, effective 8/09/2023.
- Zuleida Hernandez, EANS Educational Assistant, 169 days, \$17.00/hour (PS-SB1) to 250 days, \$19.00/hour, effective 8/09/2023.
- Becky Laleman, Helpdesk Operator, full-time (CEA-2), to E-Rate and Helpdesk Support Specialist, 260 days, (PS-FY4), effective 7/17/2023.
- Lisa Paplow, Administrative Assistant, 226 days, (CEA-2) to 235 days, effective 8/08/2023.
- Diana Pasichnyk, EANS Educational Assistant, 180 days, \$17.00/hour, (PS-SB1), to 102 days, \$17.50/hour, effective 8/09/2023.
- Brittney Rham, Substitute Special Education Paraprofessional, \$19.00/hour, to Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, effective 8/02/2023.
- Alyssa Schmaedeka, Special Education Paraprofessional, part-time (Schedule A/Step 3), to full-time (Schedule A/Step 3), with fringes, effective 8/16/2023.
- Anne Shelton, Behavior Therapist, full-time (PS-FY2), to ECSE Teacher, 185 days (MA & 7), with fringes, effective 8/28/2023.
- Tania Tepozteco Sanchez, EANS Educational Assistant, 180 days, \$17.00/hour (PS-SB1) to 260 days, \$20.00/hour (PS-SB1), effective 7/01/2023.
- Danielle Thissen, Occupational Therapist, 151 days (MA & 10), to 157 days, effective 7/01/2023.

- Paige Thompson, Mental Health Professional, 83 days (PS-SB4), to 51 days, effective 8/08/2023.
- Kelsi Topp, Administrative Assistant, 195 days (CEA-2) to 205 days, effective 7/01/2023.

Reinstatements:

- Marcia Erickson, Special Education Teacher, 185 days (10BA & 3), effective 8/24/2023.
- Amber Grengs, Senior Behavior Therapist, full-time (PS-FY2), with fringes, effective 8/10/2023.
- Jennifer Halvorson, Special Education Teacher, 185 days (20BA & 5), effective 8/24/2023.
- Tiffany Jensen, Special Education Teacher, 185 days (20BA & 7), effective 8/24/2023.
- Eric Johnson, Special Education Teacher, 185 days (BA & 5), effective 8/24/2023.
- Amanda Mattsen, Special Education Teacher, 185 days (30BA & 7), effective 8/24/2023.
- Markus Mehr, Special Education Teacher, 185 days (BA & 5), effective 8/24/2023.
- Isabelle Morris, Teacher, 74 days (BA & 3), effective 8/24/2023.
- Jennifer Nelson, School Psychologist, 185 days (30MA & 3), effective 8/24/2023.
- Sarah Neu, High School Teacher, 185 days (30BA & 5), effective 8/24/2023.
- Tracy Shafer, Special Education Teacher, 185 days (BA & 4), effective 8/24/2023.

Stipends:

- Hazel Ashbeck, Program Lead/Mentor Stipend, effective 2023-2024.
- Ashley Bendickson, RBT Certification, effective 2023-2024.
- Emily Benz, Mentor Stipend, effective 2023-2024.
- Paige Clausen, RBT Certification, effective 2023-2024.
- Kayla DeJong, Mentor Stipend, effective 2023-2024.
- Tori Dengerud, Mentor Stipend, effective 2023-2024.
- Alison Dickinson, RBT Certification, effective 2023-2024.
- Jason Dybsetter, Program Lead Stipend, effective 2023-2024.
- Marcia Erickson, Mentor Stipend, effective 2023-2024.
- Janelle Field, Mentor Stipend, effective 2023-2024.
- Forrest Fosheim, Mentor Stipend, effective 2023-2024.
- Darren Fransen, Mentor Stipend, effective 2023-2024.
- Chelsey Frericks, Mentor Stipend, effective 2023-2024.
- Catherine Goetstouwers, Mentor Stipend, effective 2023-2024.
- Shannon Gossen, Mentor Stipend, effective 2023-2024.
- Amber Grengs, RBT Certification, effective 2023-2024.
- Jennifer Halvorson, Mentor Stipend, effective 2023-2024.
- Kelsey Hartzler, Mentor Stipend, effective 2023-2024.
- Jodi Johnson, Mentor Stipend, effective 2023-2024.
- Katie Knutson, Mentor Stipend, effective 2023-2024.
- Nicole Larson, Mentor Stipend, effective 2023-2024.
- Regina Magedanz, Mentor Stipend, effective 2023-2024.
- Aimee Moeller, Mentor Stipend, effective 2023-2024.
- Megan Miller, RBT Certification, effective 2023-2024.
- Karie Novak, Mentor Stipend, effective 2023-2024.

- Jennifer Olsgaard, Mentor Stipend, effective 2023-2024.
- Hollie Pater, Mentor Stipend, effective 2023-2024.
- Karen Pauly, Mentor Stipend, effective 2023-2024.
- Breanne Powers, Mentor Stipend, effective 2023-2024.
- Kyle Quenemoen, Mentor Stipend, effective 2023-2024.
- Alicia Roelike, Mentor Stipend, effective 2023-2024.
- Angie Rogotzke, Mentor Stipend, effective 2023-2024.
- Laura Rudie, Mentor Stipend, effective 2023-2024.
- Summer Schoer, RBT Certification, effective 2023-2024.
- Anne Shelton, RBT Certification, effective 2023-2024.
- Santanna Shover, Mentor Stipend, effective 2023-2024.
- Amy Sippl, Program Lead Stipend, effective 2023-2024.
- Lisa Sonnenburg, Mentor Stipend, effective 2023-2024.
- De Spiller-Smith, RBT Certification, effective 2023-2024.
- Jill Stiefvater, Mentor Stipend, effective 2023-2024.
- Brittney Thompson, RBT Certification, effective 2023-2024.
- Keith Westra, Mentor Stipend, effective 2023-2024.
- Ashley Willman, RBT Certification, effective 2023-2024.

2023-2024 Substitutes:

- Isela Tello, Substitute Special Education Paraprofessional, \$19.00/hour, effective 2023-2024.

Resignations/Terminations:

- Maria Antelo, EANS Educational Assistant, effective 6/09/2023.
- Tonia Axford, Special Education Paraprofessional, effective 8/21/2023.
- Jacey Burnett, Special Education Paraprofessional, effective 8/03/2023.
- Kindra Christensen, EANS Educational Assistant, effective 5/25/2023.
- Elizabeth Cordova-Arias, EANS Educational Assistant, effective 4/10/2023.
- Brenda Deick, EANS Educational Assistant, effective 5/30/2023.
- Cindy Dretske, EANS Educational Assistant, effective 5/25/2023.
- Terrence Graf, EANS Educational Assistant, effective 5/04/2023.
- Celeste Gregory, Special Education Paraprofessional, 8/08/2023.
- Dorothee Haferman, EANS Educational Assistant, effective 5/25/2023.
- McKenzie Highsmith, EANS Educational Assistant, effective 7/28/2023.
- Rita Kittock, EANS Educational Assistant, effective 6/02/2023.
- Linda Lang, EANS Educational Assistant, effective 5/25/2023.
- Jacki Larson, LPN/Health Para, effective 7/12/2023.
- Carolyn Manciu, EANS Educational Assistant, effective 4/18/2023.
- Ziraili Mayen, Special Education Paraprofessional, effective 8/02/2023.
- Maria Metz, EANS Educational Assistant, effective 6/01/2023.
- Pamela Perry, EANS Learning Interventionist, effective 6/30/2023.
- Eileen Revland, EANS Educational Assistant, effective 6/02/2023.
- Nichole Short, School Psychologist, effective 6/30/2023.
- Sarah Strackbein, EANS Educational Assistant, effective 5/24/2023.
- Devon Swanson, EANS Educational Assistant, effective 5/25/2023.
- Isela Tello, Special Education Paraprofessional, effective 8/04/2023.
- Mary Weckwerth, Special Education Paraprofessional, effective 6/08/2023.
- Sarah Zahrt, EANS Educational Assistant, effective 5/25/2023.

Motion passed unanimously.

ITEM 5: ANNUAL MEETING REPORT

5.1 2023 Resolution & Bylaws

Proposed revisions to the SWWC Bylaws were presented as follows:

Section III – Organization and Procedure of the Board of Directors

Governing Board. The care, management, and control of a service cooperative shall be composed of not less than six nor more than fifteen members, which number shall be determined by the board of directors. A majority of the members of the board of directors shall be current members of school boards of school districts in full membership. The SWWC board of directors shall be comprised of ten (10) members elected by the full membership of SWWC. Eight (8) members shall be current school board members representing school districts of full membership. Election to the board of directors shall be by vote of all school board members of full membership school districts with each school board member having one vote. The two (2) remaining board members shall be appointed by the board of directors representing full membership cities, counties, and other governmental units as defined in Minnesota statutes. All members of the board of directors shall be publicly elected officials from full membership schools, cities, counties, or other governmental units. Should any board member lose their elected position for any reason, a vacancy shall immediately occur and result in an unexpired term. Any unexpired term shall be filled by appointment by the board of directors until such vacancy can be filled at the next board of director's election.

Members shall be elected to serve a term of four years beginning on January 1 following the election. Elections shall occur after the first Tuesday in November, but not later than December 15, beginning in 1997, and thereafter during odd numbered years.

Nomination Paper

Nomination papers on behalf of a candidate for member of the board of directors of the SWWC shall be filed with the executive director in accordance with the election calendar as approved by the board of directors. Each candidate shall be nominated by a petition signed by a majority of school board members of a district holding full membership. Such petition shall identify the district from which a candidate is to be elected, the name of the candidate, that the candidate is a current school board member, and a brief resume of the candidate's background and experiences.

Motion by Jody Bauer, seconded by Steve Schnieder, to approve the revisions to the SWWC Bylaws as presented. A roll call vote was taken with Directors Bauer, Brugman, Coleman, Zins, and Schnieder voting in favor. Motion passed unanimously.

5.2 2022-23 Annual Report

Cliff Carmody provided a State of the Agency presentation which included information on geographical region; strategic planning update; key strategic priority areas for 2-3 years; mission and vision; beliefs; facilities; key impact of 2023 legislative session; agency financial growth, team growth, and expansion of programs and services.

ITEM 6: MONTHLY FINANCIAL REPORT

Tegan Gillund provided a monthly financial report for the month ended July 31, 2023, with 7.3% of revenues collected and 6.6% expended. Updates were also provided on final FY23 flow throw payments; FY23 audit process; FY23 lease levy expenses; and EANS program and funding.

ITEM 7: ACTION ITEMS

7.1 Student Handbooks

Motion by Steve Schnieder, seconded by Don Brugman, to approve the following Student Handbooks:

- ALC – Glencoe, Pipestone, Windom
- ELC – Belview, Cosmos, Montevideo, Pipestone, Willmar, Windom
- STARRS Online Academy

Motion passed unanimously.

7.2 Board Policies – 2nd Reading & Adoption

Motion by Matt Coleman, seconded by Mike Zins, to adopt the following Board Policies:

- Policy #455 – HIPAA Privacy Policy and Procedures
- Policy #751 – HIPAA Security Policies

Motion passed unanimously.

7.3 2023 -24 Non-Member Access Fee

Motion by Jody Bauer, seconded by Mike Zins, to approve the 2023-24 Non-Member Access Fee of up to 20% above and beyond regular tuition. Motion passed unanimously.

7.4 2023 Board Election

Motion by Matt Coleman, seconded by Steve Schnieder, to adopt and schedule the 2023 SWWC Board Election timelines as presented with election day on Friday, December 8, 2023. Motion passed unanimously.

7.5 MSC Joint Powers Agreement

Motion by Steve Schnieder, seconded by Mike Zins, to approve the updated Minnesota Service Cooperatives Joint Powers Agreement as presented. Motion passed unanimously.

7.6 SWWC Board Appointment

Motion by Mike Zins, seconded by Steve Schnieder, to appoint Nicole Swanson – Tracy Area Schools to the SWWC Board of Directors effective September 1, 2023 – December 31, 2023. Motion passed unanimously.

7.7 Granting Tenure Status

Motion by Matt Coleman, seconded by Jody Bauer, to grant tenure status to Tiffany Jensen – Special Education Teacher as presented. Motion passed unanimously.

7.8 Winfair (ELC-Window) Lease

Motion by Steve Schnieder, seconded by Don Brugman, to approve the lease agreement extension for FY24 for an annual cost of \$148,020.00, effective July 1, 2023. Motion passed unanimously.

ITEM 8: EXECUTIVE DIRECTOR'S REPORT

Cliff Carmody reported MSBA and MDE Back to School Conferences were held and focused on the Read Act; a meeting was held in August for new school administrators in the SWWC region; weekly SWWC virtual superintendent meetings have begun; New Employee Orientation was held and the Fall Inservice is scheduled on August 24. The agency has approximately 45 new staff and 475 total staff; SWWC is researching the possibility of live streaming board meetings; the US Department of Education-Office of Special Education accepted Minnesota's corrective action plan for highly qualified SPED teachers relating to Tier I licensure; SWWC currently has approximately 20 FTEs to fill; the MN Service Cooperatives are working on receiving state funds directly and implementing the Read Act; the MN Healthcare Consortium renewed its contractual arrangement with Holmes Murphy; and current board committee vacancies were shared.

8.1 Facility Update

This item was covered under Item 5.2.

8.2 AESA Fellowship Award

It was the consensus of the Board to offer the AESA Fellowship Award to area superintendents.

8.3 September Board Meeting Location

The September Board meeting will be held offsite at The READY Clinic in Marshall.

8.4 Board Committee Openings

Vacancies on Board Committees created due to the resignation of Maydra Maas were shared. Openings are on the MSC Board, CPC Board, Continuing Education Committee, and Senior Fellows Award Committee. Board members should contact Chair Coleman if they are interested in serving. Jody Bauer volunteered to serve on the Continuing Education Committee.

ITEM 9: BOARD POLICIES – 1st READING

The following Board policies were presented for a first reading:

- 102 - Equal Educational Opportunity
- 418 - Drug-Free Workplace
- 419 - Smoke/Tobacco Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction
- 424 - License Status
- 504 - Student Dress and Appearance
- 506 - Student Discipline
- 507 - Corporal Punishment and Prone Restraint
- 513 - Student Promotion, Retention, and Program Design
- 514 - Bullying Prohibition Policy
- 524 - Internet Acceptable Use, Safety and Data Privacy Policy
- 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds

- 602 - Organization of School Calendar and School Day
- 709 - Student Transportation Safety Policy
- 806 - Crisis Management Policy

ITEM 10: OPEN FORUM/CLOSING REMARKS

Klint Willert expressed his excitement to be back in the region and to be a partner with SWWC.

Information was shared from the recent MSBA Conference where the state demographer reported in 2040, 40% of the population will be over 65 which will be higher than K-12 enrollment.

ITEM 11: OTHER

Chair Coleman adjourned the meeting at 7:35 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, September 27, 2023, beginning at 6:30 pm at The READY Clinic – Marshall, MN.