

# **BOARD OF DIRECTORS' MEETING**

July 26, 2023  
SWWC Service Cooperative – Marshall, MN

## **Minutes**

**BOARD PRESENT:** Donald Brugman - Clerk, Windom  
Jody Bauer, Tracy  
Steve Schnieder, Worthington  
Michael Zins, Vice-Chair, Fulda  
Matt Coleman - Chair, Marshall

**BOARD ABSENT:** Tom Walsh - Treasurer, KMS

**STAFF PRESENT:** Cliff Carmody, Executive Director  
Jennifer Lee, Administrative Assistant  
Tegan Gillund, Director of Finance  
Shelly Maes, Manager of Member Services  
Doug Deragisch, Insurance Consultant

**ITEM 1:** **CALL TO ORDER**  
Vice-Chair Coleman called the meeting to order at 6:26 pm at the SWWC Service Cooperative – Marshall, MN.

**ITEM 2:** **INTRODUCTION OF GUESTS**  
Cliff Carmody introduced Shelly Maes, Manager of Member Services and Doug Deragisch, Insurance Consultant from Holmes Murphy.

**ITEM 3:** **ELECTION OF OFFICERS**  
Vice-Chair Coleman called for nominations for Chair. Steve Schnieder nominated Matt Coleman. Motion by Steve Schnieder, seconded by Mike Zins, that nominations cease, and the secretary cast a unanimous ballot for Matt Coleman for Chair. Matt Coleman was elected as Chair.

Chair Coleman called for nominations for Vice-Chair. Steve Schnieder nominated Mike Zins. Motion by Steve Schnieder, seconded by Jody Bauer, that nominations cease, and the secretary cast a unanimous ballot for Mike Zins for Vice-Chair. Mike Zins was elected as Vice-Chair.

**ITEM 4:** **AGENDA APPROVAL**  
Motion by Mike Zins, seconded by Jody Bauer, to approve the agenda with the addition of Item 7.6 – Achieve Contract Amendment and Item 7.7 – Resolution for Facsimile Signatures. Motion passed unanimously.

**ITEM 5: CONSENT AGENDA APPROVAL**

Motion by Steve Schnieder, seconded by Don Brugman, to approve items on the consent agenda as follows:

**5.1 Minutes – June 28, 2023**

**5.2 Approval of Expenditures**

**5.3 Services Contracts**

- Cedar Mountain School – School Nurse Services - \$15,300.00 from 7/1/23-6/30/24.
- Lake of the Woods School – 23/24 Membership Dues - \$50.00 from 7/1/23-6/30/24 and 23/24 Data Privacy Services - \$2,083.80 from 7/1/23-6/30/24.
- Murray County Central – Mental Health Services - \$39,753.00 from 7/1/23-6/30/24.
- Spring Lake Park Schools – 23/24 Membership Dues - \$50.00 from 7/1/23-6/30/24 and 23/24 Data Privacy Services - \$5,512.20 from 7/1/23-6/30/24.

**5.4 Consultant Contracts**

- Linda Mathiasen - Region 6 Interagency Early Intervention Committee (IEIC) facilitation and outreach from July 1, 2023 – June 30, 2024 - \$19,228.00.
- Montevideo Public Schools - Custodial Services for Montevideo ELC during the FY24 school year - \$29,530.00.
- Sunbelt Staffing, LLC - Sunbelt Staffing LLC shall provide SLP in the 2023-2024 school year - \$110/hr.
- ORB Management - Phase IX Facility Management Consulting services for each of SWWC nine (9) current facility locations from July 1, 2023, to June 30, 2024 - \$63,000.00.

**5.5 Purchasing Card Program Cardholder Authorization**

Approve the Purchasing Card Program Cardholders and to authorize the Executive Director and/or the Director of Finance to designate which employees shall be issued a P-Card and are authorized to make purchases on behalf of the agency with the card as presented.

**5.6 Personnel List**

**New Hires:**

- Lacy Baumann, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 8/02/2023.
- Elsie Coyle, Special Education Paraprofessional, full-time (Schedule A/Step 4), with fringes, effective 8/02/2023.
- Natalie Delmonico, Education Consultant, 185 days (20BA & 10), with fringes, effective 8/02/2023.
- Courtney Felton, School Social Worker, 185 days (BA & 9), with fringes, effective 8/02/2023.
- Tracy Johnson, School Counselor, 185 days, (40MA & 18), with fringes, \$3,000 signing bonus, effective 8/02/2023.

- Richard Kerr, Special Education Paraprofessional, full-time (Schedule A/Step 8), with fringes, effective 8/02/2023.
- Serenity Lee, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/02/2023.
- Rachel Luft, Physical Therapist, 185 days (PhD & 11), with fringes, effective 8/02/2023.
- Ziraili Mayen, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/02/2023.
- Tyra (Klarenbeek) McLaren, School Psychologist, 185 days (30MA & 3), with fringes, effective 8/02/2023.
- Ben Mulder, Special Education Paraprofessional, full-time (Schedule A/Step 5), with fringes, effective 7/11/2023.
- Steve Rops, Due Process Specialist, 185 days (30BA & 18), with fringes, effective 8/02/2023.
- Michaela Schlenner, Behavior Therapist, full-time (PS-FY2), with fringes, effective 7/25/2023.
- Courtney Stolp, Behavior Therapy Assistant, full-time (PS-FY1), with fringes, effective 7/11/2023.
- Cassandra Ulbricht, Special Education Teacher, 185 days (BA & 11), with fringes, effective 8/02/2023.
- McKenzie Vandelanotte, Administrative Assistant, full-time (CEA 2), with fringes, effective 7/13/2023.
- Don Valentine, EANS Learning Interventionist, part-time (PS-SB2), without fringes, effective 8/15/2023.
- Laura Walker, Health Paraprofessional, full-time (Schedule B/Step 0), with fringes, effective 8/02/2023.

**Summer School:**

- Ashley Bracamontes, EANS Instruction Redevelopment/Summer Teacher, \$488/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Jacquelyn Carter, EANS Summer Teacher, \$250/day, up to 30 days, effective 6/15/2023 – 7/28/2023.
- Marissa Erdman, Summer School Teacher, \$25.00/hour, effective 6/12/2023 through 6/30/2023.
- Matthew Fjerkenstad, Summer School Teacher, \$25.00/hour, effective 6/12/2023 through 6/30/2023.
- Shannon Henning, Summer School Teacher, \$25.00/hour, effective 6/12/2023 through 6/27/2023.
- Katherine Jones, EANS Instruction Redevelopment/Summer Teacher, \$488/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Eric Nelson, Summer School Teacher, \$25.00/hour, effective 6/12/2023 through 6/30/2023.
- Sarah Neu, Summer School Teacher, \$25.00/hour, effective 6/12/2023 through 6/30/2023.
- Colleen Quigley, EANS Instruction Redevelopment/Summer Teacher, \$488/day, 10 days, effective 6/19/2023 – 6/30/2023.

**Status Changes:**

- Robert Beringer, Behavior Analyst, 185 days (PS-SB4), to 195 days, with fringes, effective 7/01/2023.
- Sydney Coleman, Substitute Special Education Paraprofessional, \$17.36/hour, to Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/02/2023.

- Jason Dybsetter, Behavior Analyst, 185 days (PS-SB4), to 195 days, with fringes, effective 7/01/2023.
- Janelle Field, Education Consultant, 185 days (30BA & 17), with fringes, to Lead Instructional Coach, 185 days (PS-SB3), with fringes, effective 7/17/2023.
- Chelsey Frericks, Administrative Assistant, 195 days (CEA-2) to 205 days, with fringes, effective 7/01/2023.
- Lisa Gregoire, Director of New Teacher Center, 220 days (ADMIN-Grade 2/Step 10) to 230 days, with fringes, effective 7/12/2023.
- Morgan Guardado, Substitute Behavior Therapist, \$17.94/hour, to Revenue Cycle Support Specialist, 163 days (PS-FY4), without fringes, effective 7/31/2023.
- Cheryl Hartman, , Administrative Assistant, 195 days (CEA-2) to 205 days, with fringes, effective 7/01/2023.
- Morgan Litzau, Regional School Nurse Consultant, 200 days (BA & 17), with fringes, to 103 days, without fringes, effective 7/01/2023.
- Sara McAdams, Behavior Analyst, 185 (PS-SB4) to 195 days, with fringes, effective 7/01/2023.
- Emily Macziewski, Behavior Analyst, 185 days (PS-SB4) to 221 days, with fringes, effective 7/01/2023.
- Amelia Palokangas, Special Education Teacher – Tier 1, 185 days (PS-SB1) with fringes, to Behavior Therapist, full-time (PS-FY2), with fringes, effective 6/30/2023.
- Greg Scheitel, Mental Health Consultant, 200 days (BA & 17), to 185 days, with fringes, effective 7/01/2023.
- Tamara Stoll, EANS Summer School Teacher, \$25/hour, to EANS Learning Interventionist, 240 days, \$25/hour, with fringes, effective 6/15/2023.
- Paige Thompson, Mental Health Professional, 63 days (PS-SB4), without fringes, to 83 days, without fringes, effective 7/01/2023.

***Reinstatements:***

- Brittany Alex, Special Education Teacher, 185 days (20BA & 6), with fringes, effective 8/24/2023.
- Kate Anderson, Medical Careers Instructor, 27 days (PS-SB1), without fringes, effective 7/01/2023.
- Matt Fjerkenstad, ALC Teacher, 185 DAYS (MA & 10), with fringes, effective 8/24/2023.
- Kurt Schroeder, Special Education Teacher, 185 days (30BA & 7), with fringes, effective 8/24/2023.
- Keith Westra, Special Education Teacher, 185 days (BA & 8), with fringes, effective 8/24/2023.

***Retiree Rehire:***

- Deb Wallert, Teacher of Deaf and Hard of Hearing, 97 days (50MA & 17), without fringes, effective 8/24/2023 – 6/30/2024.

***Stipends:***

- Robin Erickson, Mentor Stipend, effective 2022-2023.
- Heather Giese, Program Lead, effective 2023-2024.
- Erin Hoffman, MASA Region 3 Mentor Stipend, effective 2022-2023.
- Aimee Moeller, Mentor Stipend, effective 2022-2023.
- Brittney Thompson, RBT Certification Stipend, effective 2022-2023.
- Jamie Unke, Mentor Stipend, effective 2023-2024.

**Retirement:**

- Linda Hamm, Physical Therapist, effective 7/14/2023.
- Tom Hoff, Career & Technical Project Coordinator, effective 8/31/2023.

**Resignations/Terminations:**

- Kari Carlson, ALC Teacher – Tier 1, effective 6/29/2023.
- Amber Grengs, Senior Behavior Therapist, effective 8/10/2023.
- Zoe Hess, Behavior Therapist, 6/29/2023.
- Erin Jacobson, Lead Instructional Coach, effective 6/30/2023.
- April Jurgens, Special Education Paraprofessional, effective 7/31/2023.
- Becky Burud-Kolander, Speech Language Pathologist, effective 8/22/2023.
- Joshua McBeth, Special Education Paraprofessional, effective 6/08/2023.

Motion passed unanimously.

**ITEM 6: SWWC FOUNDATION UPDATE**

Shelly Maes shared the 2022-23 Foundation for Innovation in Education Annual Report. \$43,275 was raised from July 1, 2022 – June 30, 2023 through grants and donations to support student enrichment. Next year the goal is to increase the attendance numbers at events.

**ITEM 7: ACTION ITEMS**

**7.1 Annual Plan/Report**

Shelly Maes reviewed a draft copy of the Annual Plan/Report. The final report will be distributed digitally to members with hard copies provided at the upcoming Annual Meeting in August. Mike Zins reminded that it is important to get copies of this to the school board members as well. Motion by Steve Schnieder, seconded by Jody Bauer, to approve the Annual Plan/Report as presented. Motion passed unanimously.

**7.2 23-24 SWWC Employee Manual**

Motional by Steve Schnieder, seconded by Mike Zins, to approve the 23-24 Employee Manual. Motion passed unanimously.

**7.3 Granting Tenure Status**

Motion by Jody Bauer, seconded by Don Brugman, to grant tenure status to Matt Fjerkenstad and Kurt Schroeder. Motion passed unanimously.

**7.4 Acceptance of Gifts/Donations**

Motion by Mike Zins, seconded by Steve Schnieder, to approve 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 July 26, 2023, the Board of Directors of Southwest West Central Service Cooperative, ISD 0991, accepts with appreciation the following gifts/donations received by the Agency:

- Robert and Helen Remick Charitable Foundation and Trust – Teacher Education Fund - \$30,000.00.
- SW Initiative Foundation – Graduation Supplies at ALC–Glencoe - \$200.00

Motion passed unanimously.

**7.5 Board Policy #454**

Motion by Jody Bauer, seconded by Steve Schnieder, to deactivate board policy #454 – Utilization of Paid Leave During a Public Health Emergency. Motion passed unanimously.

**7.6 Achieve Contract Amendment**

Motion by Matt Coleman, seconded by Steve Schnieder, to approve the contract amendment for Achieve TFC, LLC. Motion passed unanimously.

**7.7 Resolution for Facsimile Signatures**

Motion by Jody Bauer, seconded by Mike Zins, to approve the Resolution for Facsimile Signatures. Motion passed unanimously.

**ITEM 8: MONTHLY FINANCIAL REPORT**

Tegan Gillund provided an update that Abdo will do audit this year again; received 10 out of the 15 company vehicles ordered. A financial report for the month ended June 30, 2023 was also provided with 90.2% of revenues collected and 95.8% expended.

**ITEM 9: BOARD POLICIES – 1<sup>ST</sup> READING**

The following Board Policies were presented for a first reading:

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

Policies will be brought forth for adoption at the August 23 Board meeting.

**ITEM 10: EXECUTIVE DIRECTOR'S REPORT**

Cliff Carmody reported that the Market Street Mall has been sold; Annual Meeting to be held next month with Tom Hoff presenting (retiring 8/31/23 after 28 years); Minnesota's Hope Statement of Support shared; PELSB's tiered licensure system out of compliance with federal law for Tier 1 licensure; updated 2023-24 organizational chart was shared; one application has been received for the open board seat - applications due by August 4th.

**10.1 Facility Update**

This item was covered under Item 10.

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

Condolences were shared with Cliff, Bobbie and family.

**ITEM 12: OTHER**

Chair Coleman adjourned the meeting at 7:15 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, August 23, 2023, beginning at 6:30 pm at the SWWC – Marshall, MN.