

BOARD OF DIRECTORS' MEETING

July 23, 2025
SWWC Service Cooperative
100 London Road
Marshall, MN

5:30 pm Personnel Committee Meeting – Conference Room 114
6:00 pm Dinner
6:30 pm Board Meeting

AGENDA

1. **Call to Order** – Chair Coleman
2. **Introduction of Guests** – Cliff Carmody
3. **Agenda Approval** – Chair Coleman (Action)
4. **Consent Agenda Approval** – Chair Coleman (Action)
 - 4.1 Minutes – June 25, 2025 ENCL
 - 4.2 Monthly Expenditures ENCL
 - 4.3 Services Contracts ENCL
 - 4.4 Consultant Contracts ENCL
 - 4.5 Purchasing Card Program Cardholder Authorization ENCL
 - 4.6 Personnel List ENCL
 - 4.7 Acceptance of Grants ENCL
5. **Action Items** (Action)
 - 5.1 25-26 SWWC Employee Manual – Kari Bailey ENCL
 - 5.2 Language Access Plan – Kari Bailey ENCL
 - 5.3 LIEP Plan – Kari Bailey ENCL
 - 5.4 HIPAA Policies – 1st Reading & Adoption – Kari Bailey ENCL
 - 5.5 SMS Privacy Policy – Kari Bailey ENCL
 - 5.6 Student Handbooks – Kari Bailey ENCL
6. **Monthly Administrative Report**
 - 6.1 Director of Finance – Tegan Gillund ENCL
 - 6.1.1 Quarterly Investment Report
 - 6.2 Interim Director of Human Resources – Kari Bailey
 - 6.3 Executive Director – Cliff Carmody
 - 6.3.1 Annual Meeting/Ribbon Cutting-Open House
7. **Personnel Committee Report** – Jody Bauer, Chair
 - 7.1 Agreement to Extend Probationary Period ENCL (Action)
 - 7.2 Granting Tenure Status ENCL (Action)
 - 7.3 MOU – Interim Due Process Specialist ENCL (Action)
 - 7.4 MOU – Interim Assistant Director of Special Education HANDOUT (Action)

8. **MHC/CPC/MSC Board Meeting Updates** – Ben Bothun, (Information)
Amanda Lecy, Cliff Carmody
9. **Open Forum/Closing Remarks** -- All (Discussion)
10. **Other** – All

Mission – To be a collaborative partner providing exceptional services, innovative solutions, and proactive support.

Vision – To create a future where children, families, schools, and communities learn, succeed, and thrive.

Contact Information:

Bobbie Carmody – 507/537-2247; E-Mail – bobbie.carmody@swwc.org

Cliff Carmody – 507/537-2251; E-Mail – cliff.carmody@swwc.org

BOARD OF DIRECTORS' MEETING

June 25, 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

STAFF PRESENT: Cliff Carmody, Executive Director
Jennifer Lee, HR Assistant
Kari Bailey, Interim Director of Human Resources
Doug Deragisch, Director of Risk Management

ABSENT: Bobbie Carmody, Administrative Assistant
Tegan Gillund, Director of Finance
Becky Paluch, Ivanhoe
Nicole Swanson, Tracy
Brad Johnson, Supt. - Renville County West (Ex-Officio)

ITEM 1: **CALL TO ORDER**
Chair Coleman called the meeting to order at 6:27 pm at SWWC – Marshall, MN.

ITEM 2: **INTRODUCTION OF GUESTS**
Cliff Carmody introduced staff Doug Deragisch.

Chair Coleman read the SWWC Mission and Vision statements.

ITEM 3: **AGENDA APPROVAL**
Motion by Carla Olson, seconded by Jodi 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 – May 28, 2025**

4.2 **Approval of Expenditures**

4.3 24-25 Services Contracts

- Goodhue County Education District - Behavior Analyst Services - 7/1/25-6/30/26 - \$228,367.00.
- Heron Lake/Okabena Public School - Physical Therapy Services - 7/1/25-6/30/26 - \$3,855.00.
- KMS Public School - Instructional Coaching - 7/1/25-6/30/26 - \$3,450.00.
- Montevideo Public School - Speech/Language Pathologist Substitute - 7/1/25-6/30/26 - \$125.00/hour + 2% fee.
- New Century School - Behavior Analyst Services - 7/1/25-6/30/26 - \$10,000.00.

4.4 Consultant Contracts

- Info-Tech Research Group - SWWC Technology Solutions would like to engage Info-Tech Research Group for in-depth consultation, research assistance, and strategy development as the offerings of the department and the demands of technology continue to evolve. Services are from July 1, 2025-June 30, 2028. However, the contract allows for discontinuation after each year. - \$127,448.85.
- Linda Mathiasen - Region 6's Interagency Early Intervention Committee (IEIC) desires facilitation and marketing support among regional organizations working with young people. Services are for 25-26 school year. - \$20,482.00.
- Sunbelt Staffing, LLC - To provide OT services from 9/15/25-12/05/25 with Contracted Telepractitioner Liana Gordon - \$113.00/hour.

4.5 Acceptance of Grants

Approve the following grant acceptance as presented:

- Regional Implementation Projects for School-Wide Positive Behavioral Interventions and Supports (SW-PBIS) in Minnesota - The overall goal is to continue to build and refine the School-Wide Positive Behavior Intervention and Support system based on the national, state, and regional blueprint: coordination, training, coaching, and evaluation. The addition of time and funds will allow for meeting scaling-up goals to increase district saturation of schools implementing SW-PBIS (completing 2-year training cycle) so that 80% of schools starting meet these standards from July 1, 2025 – June 30, 2027 - \$600,000.00

4.6 Personnel List

New Hires:

- Tara Bachmeier, Business Services Specialist, full-time (PS-FY2), with fringes, effective 7/01/2025.
- Miranda DeSmet, Special Education Paraprofessional, full-time (Schedule A/Step 6) with fringes, effective 8/06/2025.
- Heidi Hennen, Business Services Specialist, full-time (PS-FY2), with fringes, effective 7/07/2025.
- Jazlyn Johnson, Special Education Paraprofessional, full-time (Schedule A/Step 3), with fringes, effective 8/06/2025.
- Ashley Lackey, Behavior Therapist, full-time (PS-BT+B/Step 9), with fringes, effective 6/10/2025.

- Azariah Sampson, Behavior Therapy Assistant, full-time (PS-BTA/Step 10), with fringes, effective 6/10/2025.
- Skylar Unzen, Behavior Therapy Assistant, full-time (PS-BTA/Step 4), with fringes, effective 6/10/2025.

Temporary Hire:

- Miranda DeSmet, ESY Paraprofessional, \$22.00/hour, effective 6/09/25-7/23/25.
- Jazlyn Johnson, ESY Paraprofessional, \$22.00/hour, effective 6/09/25-7/23/25.

Other Assignments:

- Sarah Neu, Student Success Coach, effective 2025-2026.

Status Changes:

- Tricia Christopher, Education Consultant, 185 days (30MA & 18), to 150 days (30MA & 18), effective 7/01/2025.
- Madeline Davis, Special Education Paraprofessional, from Level I to Level II, effective 8/06/2025.
- Alexa Deike, Special Education Paraprofessional, from Level I to Level II, effective 8/06/2025.
- Mary Goulson, Special Education Paraprofessional, from Level I to Level II, effective 8/06/2025.
- Morgan Guardado, Revenue Cycle Support Specialist, 185 days (PS-FY1), to 210 days (PS-FY1), effective 7/01/2025.
- Nicole Kelly, BCaBA, 195 days (PS-BCaBA/Step 5), to 185 days (PS-BCaBA/Step 5), effective 7/01/2025.
- Sara McAdams, Behavior Analyst, 195 days (PS-BCBA/Step 6), to 15 days (PS-BCBA/Step 6), effective 7/01/2025.
- Alissa Orsten, Special Education Paraprofessional, from Level II to Level I, effective 8/14/2025.
- Amy Pahl, MnMTSS Regional Lead, 208 days (PhD/Step 15), to 225 days (PhD/Step 15), effective 7/01/2025.
- Allyson Pesek, PBIS Lead Coordinator, 185 days (PS-SB2), to Regional COMPASS Supervisor, 185 days (PS-SB3), effective 7/01/2025.
- Alyssa Schmaedeka, Special Education Paraprofessional, full-time (Schedule A-L2/Step 4) to Special Education Teacher, 185 days (BA & 3), effective 8/06/2025.
- Samuel Schroeder, Continuous Improvement Lead, 220 days (30MA & 18), to 225 days (30MA & 18), effective 7/01/2025.
- Shantell Van Vleet, Special Education Paraprofessional, from Level I to Level II, effective 8/06/2025.

Stipends:

- Wendy Ahnupkana, READ Act Stipend, effective 2024-2025.
- Stephanie Almjeld, READ Act Stipend, effective 2024-2025.
- Brian Arroyo, READ Act Stipend, effective 2024-2025.
- Ashley Baker, READ Act Stipend, effective 2024-2025.
- Robert Beringer, READ Act Stipend, effective 2024-2025.
- Jennifer Besser, READ Act Stipend, effective 2024-2025.
- Elizabeth Block, READ Act Stipend, effective 2024-2025.
- Megan Boreen, READ Act Stipend, effective 2024-2025.
- Breeana Braegelman, READ Act Stipend, effective 2024-2025.

- Anne Bruns, READ Act Stipend, effective 2024-2025.
- Mary Caraway, READ Act Stipend, effective 2024-2025.
- Yolanda Cardenas, READ Act Stipend and Mentor Stipend, effective 2024-2025.
- Rebecca Carlson, READ Act Stipend, effective 2024-2025.
- Tricia Christopher, READ Act Stipend, effective 2024-2025.
- Jill Cihak, READ Act Stipend, effective 2024-2025.
- Nancy Crocker, Mentor Stipend, effective 2024-2025.
- Natalie Delmonico, READ Act Stipend and Mentor Stipend, effective 2024-2025.
- Paige DeWall, Mentor Stipend, effective 2024-2025.
- Danielle Dimond, READ Act Stipend, effective 2024-2025.
- Wendy Dinesen, READ Act Stipend, effective 2024-2025.
- Kelli Doorenbos, READ Act Stipend, effective 2024-2025.
- Kjell Eken, READ Act Stipend, effective 2024-2025.
- Alexandra Elston, READ Act Stipend, effective 2024-2025.
- Marissa Erdman, READ Act Stipend, effective 2024-2025.
- Marcia Erickson, READ Act Stipend, effective 2024-2025.
- Whitney Evers, Mentor Stipend, effective 2024-2025.
- Joseph Fette, Behavior Fieldwork Supervision Stipend, effective 2025-2026.
- Janelle Field, Mentor Stipend, effective 2024-2025.
- Matthew Fjerkenstad, READ Act Stipend, effective 2024-2025.
- Samantha Flatgard, READ Act Stipend, effective 2024-2025.
- Samantha Geurts Rathje, READ Act Stipend, effective 2024-2025.
- Olivia Goeman, READ Act Stipend, effective 2024-2025.
- Shannon Gossen, READ Act Stipend and Mentor Stipend, effective 2024-2025.
- Katelyn Grems-Nelson, READ Act Stipend, effective 2024-2025.
- Alexis Haarsma, READ Act Stipend, effective 2024-2025.
- Jennifer Halvorson, READ Act Stipend, effective 2024-2025.
- Brittany Heidebrink, READ Act Stipend, effective 2024-2025.
- Amaya Helmin, READ Act Stipend, effective 2024-2025.
- Douglas Jans, READ Act Stipend, effective 2024-2025.
- Eric Johnson, READ Act Stipend, effective 2024-2025.
- Charlie Josephson, READ Act Stipend, effective 2024-2025.
- Rosemari Kroll, READ Act Stipend, effective 2024-2025.
- Jessica Kruger, READ Act Stipend, effective 2024-2025.
- Nicholas Macziewski, READ Act Stipend, effective 2024-2025.
- Jennifer Mann, READ Act Stipend, effective 2024-2025.
- Amanda Mattsen, READ Act Stipend, effective 2024-2025.
- Justin McGuinness, Administrative Licensure Stipend, effective 2024-2025.
- Angie Meyer, Fieldwork Supervision Stipend, effective 2024-2025.
- Emily Michelle, Mentor Stipend, effective 2024-2025.
- Taylor Mischke, Mentor Stipend, effective 2024-2025.
- Isabelle Morris, READ Act Stipend, effective 2024-2025.
- Eric Nelson, READ Act Stipend, effective 2024-2025.
- Sarah Neu, READ Act Stipend, effective 2024-2025.
- Lisa Paplow, MARRS Coordinator Stipend, effective 2023-2024, 2024-2025, 2025-2026.
- Hollie Pater, READ Act Stipend, effective 2024-2025.
- Allyson Pesek, READ Act Stipend, effective 2024-2025.
- Barden Peter, Mentor Stipend, effective 2024-2025.

- Heather Petersen, READ Act Stipend, effective 2024-2025.
- Logan Peterson, READ Act Stipend, effective 2024-2025.
- Jessica Quissell, READ Act Stipend, effective 2024-2025.
- Michelle Raml, Mentor Stipend, effective 2024-2025.
- Heather Rieger, READ Act Stipend, effective 2024-2025.
- Jessica Robinson, READ Act Stipend, effective 2024-2025.
- Angie Rogotzke, READ Act Stipend, effective 2024-2025.
- Jill Rohman, READ Act Stipend and Region 6 and 8 Low Incidence Representative Stipend, effective 2024-2025.
- Heidi Rops, READ Act Stipend, effective 2024-2025.
- Steve Rops, READ Act Stipend, effective 2024-2025.
- Nichol Roskamp, READ Act Stipend and Administrative Licensure Stipend, effective 2024-2025.
- Dallas Saulsgiver, Mentor Stipend, effective 2024-2025.
- Amber Schaffran, READ Act Stipend, effective 2024-2025.
- Alyssa Scharmer, READ Act Stipend, effective 2024-2025.
- Julie Schroeder, READ Act Stipend, effective 2024-2025.
- Samuel Schroeder, Mentor Stipend, effective 2024-2025.
- Rebecca Schultz, READ Act Stipend and Region 6 & 8 Low Incidence Representative Stipend, effective 2024-2025.
- Eric Schwankl, READ Act Stipend, effective 2024-2025.
- Jennifer Schwankl, READ Act Stipend and Mentor Stipend, effective 2024-2025.
- Carmen Skyberg, READ Act Stipend, effective 2024-2025.
- William Sordahl, READ Act Stipend, effective 2024-2025.
- Virginia Sorenson, READ Act Stipend, effective 2024-2025.
- Jodi Tongen, READ Act Stipend, effective 2024-2025.
- Amber Unke, READ Act Stipend, effective 2024-2025.
- Heidi van der Hagen, READ Act Stipend, effective 2024-2025.
- Anne Wagener, READ Act Stipend, effective 2024-2025.
- Traci Walkowski, READ Act Stipend, effective 2024-2025.
- Deborah Wallert, READ Act Stipend, effective 2024-2025.
- Colleen Weis, READ Act Stipend, effective 2024-2025.
- Keith Westra, READ Act Stipend, effective 2024-2025.
- Wendy Woelber, READ Act Stipend, effective 2024-2025.
- Peyton Wolf, READ Act Stipend, effective 2024-2025.
- Laura Wurster, READ Act Stipend, effective 2024-2025.

Substitutes:

- Cheyenne Boeck, Substitute Paraprofessional, effective 2024-2025.

Night School:

- Heather Rieger, Night School Teacher, effective 4/1/2025 through 5/15/2025.

Resignations/Terminations:

- Lacy Baumann, Special Education Paraprofessional, effective 6/05/2025.
- Rene Dollahan, Special Education Paraprofessional effective 6/05/2025.
- Ashley Gohr, Administrative Assistant, effective 6/13/2025.
- Megan Hennen, Behavior Therapist, effective 6/12/2025.
- Caleigh Lech, Special Education Paraprofessional, effective 6/05/2025.
- Amy Lukken, Special Education Paraprofessional, effective 6/30/2025.
- Michelle Raml, Statewide Lead Advocate, effective 6/30/2025.

- Sara Swanson, Special Education Paraprofessional, effective 6/06/2025.
- Amanda Tykwinski, Business Services Specialist, effective 6/30/2025.
- Maddison Wendland, Behavior Therapist, effective 8/05/2025.

4.7 **2025-26 Rates of Pay**

Approve the 2025-26 rates of pay as follows:

Substitutes –

- Short-Term Teacher Substitute – \$200 per day/\$100 per half day
- Long-Term Teacher Substitute (20 days or more) – Place on salary schedule
- Related Services Substitute – Place on salary schedule
- *Clerical Substitute – \$23.45 per hour
- *COTA/PTA Substitute – \$27.00 per hour
- *Paraprofessional Substitute – \$20.00 per hour
- *Behavior Therapist Assistant Substitute - \$17.76 per hour
- *Behavior Therapist Substitute - \$18.73/\$20.01 per hour

After School / ESY –

- Credit Recovery/Summer School/After School – employee's daily rate of pay
- ESY – Teacher's current salary or place on salary schedule
- ESY – DSS staff working ESY will receive an additional \$2.50 per hour to their base hourly rate

Other Positions

- Technology Intern - \$17.00 per hour
- Payroll/Accounting Intern - \$18.00 per hour

4.8 **Fiscal Agency, 2026 Fiscal Year**

Approve SWWC as fiscal agent for projects as outlined:

- MN Telemedia - Pursues educational telecommunications research, planning, and funding assistance from 7/1/25 – 6/30/26 - \$90,141.00 with no fee charge.
- Mid MN Perkins Partnership – grant provides for improvement of career and technical education programs from 7/1/25-6/30/26 - \$253,583.47 with fees of \$5,216.

4.9 **Capital Outlay Assessments**

Approve to certify capital outlay assessments as presented:

- Regional Management Information Center Contract
 - per pupil fees for Finance, Payroll, and Student 2%
 - base assessment 2%
- Services of Special Education Staff (total of days purchased with state and local monies, does not apply to days purchased with 108-446 or preschool incentive entitlements) 8%
- Technology Services Contract (staff development dollars may also be used for a portion of this contract) 2%

Motion passed unanimously.

ITEM 5: ACTION ITEMS

5.1 Granting Tenure Status

Motion by Jodi Bauer, seconded by Carla Olson, to grant tenure status to the following probationary teachers:

- Baedke, Stacey - School Counselor
- Beringer, Robert - Due Process Specialist
- Braegelman (Zaic), Breeana - Due Process Specialist
- Brandt, Danielle - Licensed School Nurse
- Christopher, Tricia - Education Consultant
- Delaney, Sara - Speech/Language Pathologist
- Dengerud, Tori - School Nurse
- Dimond, Danielle - Special Education Teacher
- Doorenbos, Kelli - Coordinator of Tiered Supports
- Erdman, Marissa - High School Teacher
- Fellows, Christopher - DAPE Teacher
- Flann, Erin - Physical Therapist
- Frederick, Jaron - School Psychologist
- Hjelden Svoboda, Nicole - Physical Therapist
- Kinney, Kristin - Occupational Therapist
- Lenarz, Trisha - Occupational Therapist
- McGuiness, Justin - Regional Math Lead
- Roskamp, Nichol - Due Process Specialist
- Rudie, Laura - School Counselor
- Sawatzky, Maggie - Speech/Language Pathologist
- Sorenson, Virginia - Regional Literacy Network Coach
- Wagener, Anne - Special Education Teacher
- Walkowski, Traci - ALC Teacher
- Wodzak, Judith - Speech/Language Pathologist
- Wolterstorff-Weber, Jessica - Speech/Language Pathologist

Motion passed unanimously.

5.2 Identified Official with Authority Designation, SWWC

Motion by Tonya Kelly, seconded by Matt Coleman, to approve authorizing Cliff Carmody, Executive Director, to act as the FY26 Identified Official with Authority for the Education Identity Access Management System for SWWC (0991-83) as presented. Motion passed unanimously.

5.3 Identified Official with Authority Designation, ESV Region 4

Motion by Matt Coleman, seconded by Tonya Kelly, to approve authorizing Christine Schmitt, Director of Business Services, to act as the FY26 Identified Official with Authority for the Education Identity Access Management System for ESV Region 4 (0866-82) as presented. Motion passed unanimously.

5.4 ELC-Cosmos Lease Extension

Motion by Ben Bothun, seconded by Carla Olson, to approve the lease extension at ACGC School District (ELC-Cosmos location) effective July 1, 2025 – June 30, 2026. Motion passed unanimously.

5.5 Withdrawal from SWWC Membership

Motion by Carla Olson, seconded by Jody Bauer, to acknowledge the receipt of the notification letter from Milroy Public School and their withdrawal from SWWC Service Cooperative effective June 30, 2026. Motion passed unanimously.

5.6 25-26 Program Specialist Personnel Policies

Motion by Jody Bauer, seconded by Becky Foster, to approve the 2025-26 Program Specialist Personnel Policies for a total package increase of 4.26%. Motion passed unanimously.

ITEM 6: MONTHLY ADMINISTRATIVE REPORT

6.1 Director of Finance

Cliff Carmody provided a monthly financial report for the month ended May 31, 2025 with 80.8% of revenues collected and 84.8% expended. The Business Office attended UFARS training this month, Jackie has been working on year-end payoffs and we are waiting on a 2nd proposal for the property, liability and auto insurance that expires 7/1 and will have everything finalized soon.

6.2 Interim Director of Human Resources

Kari Bailey reported the Spring Inservice went well and everyone seemed to enjoy the day, currently 15 FTE vacancies for 25-26 and have hired employees in New York, Florida and North Dakota teleworking and July 8th HR will have a new supervisor training for 2 new Administrators.

6.3 Executive Director

Cliff Carmody shared he is looking for a guest speaker for the annual meeting, the annual plan report will be focusing on "impact stories" this year with a preview being shared at the July meeting. The Marshall Administrative Offices will be closed June 26 and 27th to move to the new building with offices opening back up on Monday, June 30th at 100 London Road. An open house is being planned for August.

6.3.1 Annual Meeting Options

Item was addressed with the monthly report.

ITEM 7: FINANCE COMMITTEE REPORT

7.1 25-26 Preliminary Budgets/Financial Review

A summary of FY26 funds was provided with revenue for all funds total \$106,007,118 and Expenditures for all funds total \$104,862,085 which results in a net increase in fund balance of \$1,145,033. The General Fund will see an increase of \$913,698, the RMIC Fund will see an increase of \$12,959 and the Risk Management Fund will see an increase of \$218,376. The total General Fund Unrestricted balance at year-end is projected to be \$9,607,998. The fund balance percentage is projected to be 15.32%, which is unassigned general fund balance, excluding capital expenditures. During the 2025-26 fiscal year, SWWC budgeted for 482.26 full time equivalent employee positions. This reflects an increase of 29.79 FTE from the revised 24-25 Budget.

Motion by Matt Coleman, seconded by Ben Bothun, to approve the 25-26 Preliminary Budgets as presented. Motion passed unanimously.

7.2 2025-26 Capital Budget

Motion by Matt Coleman, seconded by Jody Bauer, to approve the 2025-26 Capital Budget of \$648,883 as presented. Motion passed unanimously.

ITEM 8: OPEN FORUM/CLOSING REMARKS

No additional items were discussed.

ITEM 9: OTHER

Chair Coleman adjourned the meeting at 7:00 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, July 23, 2025, beginning at 6:30 pm at SWWC - Marshall, MN at the new location.

SWWC SERVICE COOPERATIVE BOARD OF DIRECTORS'
AGENDA ANALYSIS FORM

AGENDA ITEM 4.3 **MEETING DATE** 7/23/25 **SUBJECT** Services Contracts

BOARD ACTION X **STATUS OR SCHEDULED REPORT** ____ **INFORMATION** ____

BACKGROUND/RATIONALE:

The following services contracts are presented for the Board's review:

<u>Contracting Agency</u>	<u>Purpose</u>	<u>Timeline</u>	<u>Amount</u>
Austin Public School	Cybersecurity Services	7/1/25-6/30/26	\$78,749.80
	Data Privacy Services	7/1/25-6/30/26	\$6,110.96
Benson Public School	Teacher of Visually Impaired	7/1/25-6/30/26	\$3,750.00
Bloomington Public School District	Cybersecurity Services	7/1/25-6/30/26	\$66,838.40
Hendricks Public School	Environmental/Occupational Health & Safety Management Program	7/1/25-6/30/26	\$4,110.00
Mahnomen Public School District	Data Privacy Services	7/1/25-6/30/26	\$2,694.00
Sibley East Public School	Instructional Coaching	7/1/25-6/30/26	\$6,900.00
Spring Lake Park Public Schools	Data Privacy Services	7/1/25-6/30/26	\$6,866.40

PRESENTER(S):

Tegan Gillund, Director of Finance

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Motion to approve services contracts as presented.

SWWC SERVICE COOPERATIVE BOARD OF DIRECTORS'
AGENDA ANALYSIS FORM

AGENDA ITEM 4.4 **MEETING DATE** 7/23/25 **SUBJECT** Consultant Contracts

BOARD ACTION X **STATUS OR SCHEDULED REPORT** ____ **INFORMATION** ____

BACKGROUND/RATIONALE:

The following consultant contracts in excess of \$15,000 are presented for the Board's review:

<u>Consultant</u>	<u>Purpose</u>	<u>Amount</u>
Abdo	Audit financial statements for the fiscal year ending June 30, 2025.	\$32,200.00
Marsden Building Maintenance LLC	Janitorial Services for Marshall Office from July 1, 2025, to June 30, 2026.	\$31,680.00
Mindful Marketing	Communications and Marketing Consulting for SWWC. The agreement will be in place from July 1, 2025, to June 30, 2027.	\$42,000.00 (2025-26) \$44,400.00 (2026-27)
MN West	Career Development Coordinator for the 24-25 school year.	\$51,255.72
ORB Management	Facilities management services from July 24, 2025, to June 30, 2026. This proposal includes tiered pricing anticipating SWWC will hire a facility manager. Before a facility manager is hired, the cost will be \$13,900.00/month. When SWWC is able to hire a facility manager, there will be a two-month transition period at a cost of \$9,750.00/month. After the transition period, the cost will be \$4,950.00/month for ORB to remain engaged as facilities consultants. The agreement can be cancelled with 30 days' notice.	\$4,950.00/ month to \$13,900.00/ month
ORB Management	Phase IX Facility Management Consulting services for each of SWWC nine (9) current facility locations from July 1, 2025, to June 30, 2026.	\$59,400.00

PRESENTER (S):

Tegan Gillund, Director of Finance

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Motion to approve consultant contracts as presented.

SWWC SERVICE COOPERATIVE BOARD OF DIRECTORS'
AGENDA ANALYSIS FORM

AGENDA ITEM 4.5 **MEETING DATE** 7/23/25 **SUBJECT** Purchasing Card Program
Cardholder Authorization

BOARD ACTION X **STATUS OR SCHEDULED REPORT** ____ **INFORMATION** ____

BACKGROUND/RATIONALE:

The Executive Director and/or the Director of Finance shall have the authority to designate which employees shall be issued a P-Card and are authorized to make purchases on behalf of the agency with the card. All authorized employees will be required to annually sign the P-Card Employee Agreement certifying that they have read the Purchasing Card Program Cardholder Manual and agree to comply with the policies contained in the manual.

In the event that a designated cardholder permits others to use his/her credit card to make purchases on his/her behalf, the designated cardholder remains personally responsible for all charges incurred.

PRESENTER (S):

Tegan Gillund, Director of Finance

EXECUTIVE DIRECTOR'S RECOMMENDATION:

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.

SWWC SERVICE COOPERATIVE BOARD OF DIRECTORS'
AGENDA ANALYSIS FORM

AGENDA ITEM 4.6 **MEETING DATE** 7/23/2025 **SUBJECT** Personnel List

BOARD ACTION X **STATUS OR SCHEDULED REPORT** _____ **INFORMATION** _____

BACKGROUND/RATIONALE:

New Hires:

- Jamie Fenicle, Special Education Teacher, 185 days (40MA & 18), with fringes, \$3,000 signing bonus, effective 8/06/2025.
- Abby Helmer, Special Education Paraprofessional, part-time (Schedule A/Step 0), without fringes, effective 8/06/2025.
- Alyssa Lecy, Occupational Therapist, 185 days (PhD & 7), with fringes, effective 8/06/2025.
- Andrea McNamara, PTA, full-time (Schedule B/Step 9), with fringes, effective 8/06/2025.
- Mataya Nelson, Behavior Therapist, full-time (PS-BT+B/Step 3), with fringes, effective 6/24/2025.
- Erin Purrington, Special Education Teacher, 185 days (10MA & 7), with fringes, \$3,000 signing bonus, effective 8/06/2025.
- Abby Randall, Speech Language Pathologist, 185 days (MA & 3), with fringes, \$3,000 signing bonus, effective 8/06/2025.
- Lori Rangaard, Program Success Coach, full-time (PS-SB1), with fringes, effective 7/07/2025.
- Crystal Sandoval, Special Education Paraprofessional, full-time (Schedule A/Step 6), with fringes, effective 8/06/2025.
- Angela Schaffer, Speech Language Pathologist, 185 days (MA & 18), with fringes, effective 8/06/2025.
- Cody Shaffer, Behavior Specialist, full-time (PS-BS/Step 11), with fringes, effective 8/11/2025.
- Daniella Trujillo, Speech Language Pathologist, 185 days (MA & 8), with fringes, effective 8/06/2025.

Temporary Hire:

- Jennifer Brinkmann, ESY ECSE Teacher, \$311.63/day, effective 7/21/2025 – 8/31/2025.

Long-Term Substitute:

- Linda Lund, Long-Term Substitute BVI Teacher, effective 11/14/25 – 2/27/26.

Status Changes:

- Cheyenne Boeck, Substitute Paraprofessional, \$19.50/hour, to Administrative Assistant, 205 days (Schedule B/Step 1), with fringes, effective 8/06/2025.
- Rebecca Carlson, Education Consultant, 185 days (MA & 18), to Multilingual Teacher, 185 days (MA & 18), with fringes, effective 8/06/2025.
- Paige DeWall, Special Education Paraprofessional, Level I to Level II, effective 7/01/2025.

Status Changes continued:

- Aaron Ellingson, Special Education Paraprofessional, Level I to Level II, effective 7/01/2025.
- Janelle Field, Lead Instructional Coach, 185 days (PS-SB1), to 180 days (PS-SB1), effective 7/01/2025.
- Rebecca Konz, Special Education Paraprofessional, Level I to Level II, effective 7/01/2025.
- Krista Laumer, Physical Therapist, 175 days (PhD & 18), to 180 days (PhD & 18), effective 7/01/2025.
- Serenity Lee, Substitute Paraprofessional, \$19.50/hour, to Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, effective 8/06/2025.
- Michelle McDonald, Qualified Supervising Professional, salary adjustment, effective 7/01/2025.
- Caroline Moniza, Qualified Supervising Professional, salary adjustment, effective 7/01/2025.
- Amanda Smith, Social Skills Teacher, 185 days (MA & 4) to School Social Worker, 185 days, (MA & 4), with fringes, effective 7/08/2025.
- Lisa Sonnenburg, Administrative Assistant, 205 days (Schedule B/Step 3), to 215 days (Schedule B/Step 3), effective 7/01/2025.

Stipends:

- Cliff Carmody, New Supt Mentor Stipend, effective 2024-2025.
- Jill Cihak, Department Lead Stipend, effective 2025-2026.
- Justin McGuinness, Administrator License Stipend, effective 2025-2026.
- Heather Rieger, Department Lead Stipend, effective 2025-2026.
- Samuel Schroeder, Administrator License Stipend, effective 2025-2026.
- Tammy Stifter, Fieldwork Supervision Stipend, effective 4/01/25-6/13/25.
- Colleen Weis, Department Lead Stipend, effective 2025-2026.
- Emily Whipps, RBT Certification Stipend, effective 2025-2026.

Retiree Rehire:

- Deb Wallert, Teacher of Deaf and Hard of Hearing, 93 days (50MA & 18), without fringes, effective 8/21/2025.

Resignations/Terminations:

- Anthony Frank, Speech Language Pathologist, effective 7/31/2025.
- Megan Gaulke, Special Education Paraprofessional, effective 7/10/2025.
- Mackenzie Hoffman, Occupational Therapist, effective 6/30/2025.
- Angela Morris, Substitute Behavior Therapist, effective 7/15/2025.

PRESENTER:

Kari Bailey, Interim Director of Human Resources

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Motion to approve personnel listing as presented.

SWWC SERVICE COOPERATIVE BOARD OF DIRECTORS'
AGENDA ANALYSIS FORM

AGENDA ITEM 4.7 **MEETING DATE** 6/25/25 **SUBJECT** Acceptance of Grants

BOARD ACTION X **STATUS OR SCHEDULED REPORT** ____ **INFORMATION** ____

BACKGROUND/RATIONALE:

<u>Grant</u>	<u>Purpose</u>	<u>Timeline</u>	<u>Amount</u>
Opiod Settlement Funding (Southwest Health & Human Services)	Provide schools with resources, and education surrounding the dangers of vaping and opioid misuse, with a strong focus on prevention and early intervention.	July 1, 2025 to June 30, 2026	\$25,000.00
SLEDS funding through the Minnesota Office of Higher Education	The Governmental Unit will support increased use of ECLDS+SLEDS data, improve stakeholders' ECLDS+SLEDS data literacy, and inform value-added research and analysis for schools, districts, institutions and other organizations within their educational service cooperative area within Minnesota. As a group, the organizations and staff will form the Regional Technical Assistance and Data Use Network who will provide training and support for regional and local ECLDS+SLEDS users and provide suggestions to increase the usability and impact of reports for the period of this Agreement.	July 1, 2025 to June 30, 2027	\$60,000.00

PRESENTER(S):

Tegan Gillund, Director of Finance

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Motion to approve the Grant Acceptances as presented.

SWWC SERVICE COOPERATIVE BOARD OF DIRECTORS'
AGENDA ANALYSIS FORM

AGENDA ITEM 5.1 **MEETING DATE** 7/23/25 **SUBJECT** 2025-26 Employee Manual

BOARD ACTION X **STATUS OR SCHEDULED REPORT** ____ **INFORMATION** ____

BACKGROUND/RATIONALE:

Administrators have reviewed the 2025-26 Employee Manual included below. The Employee Manual will be available on the Employee Portal when employees return in August.

2025-26 Employee Manual

PRESENTER(S):

Kari Bailey, Interim Director of Human Resources

COMMITTEE:

N/A

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Approve the 2025-26 Employee Manual as presented.

SWWC SERVICE COOPERATIVE BOARD OF DIRECTORS'
AGENDA ANALYSIS FORM

AGENDA ITEM 5.2 **MEETING DATE** 7/23/25 **SUBJECT** Language Access Plan

BOARD ACTION X **STATUS OR SCHEDULED REPORT** ____ **INFORMATION** ____

BACKGROUND/RATIONALE:

Minnesota requires public and charter schools receiving federal funds to have a Language Access Plan (LAP) in place to ensure effective communication with students and families who communicate in a language other than English. The LAP outlines procedures for providing language assistance, including the use of professional interpreters, translated materials, and other resources to support multilingual families.

Language Access Plan

PRESENTER(S):

Kari Bailey, Interim Director of Human Resources

COMMITTEE:

N/A

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Approve the Language Access Plan as presented.

SWWC SERVICE COOPERATIVE BOARD OF DIRECTORS'
AGENDA ANALYSIS FORM

AGENDA ITEM 5.3 **MEETING DATE** 7/23/25 **SUBJECT** Language Instruction Educational Program (LIEP) Plan

BOARD ACTION X **STATUS OR SCHEDULED REPORT** _____ **INFORMATION** _____

BACKGROUND/RATIONALE:

The purpose of the Language Instruction Educational Program (LIEP) Plan is to provide transparency, coordination, and accountability for the SWWC English Language (EL) Program. The guide's intended use is to support SWWC EL program staff, in consultation with other stakeholders, in writing our language instruction educational program (LIEP) plans. It is meant to assist SWWC in organizing plans to ensure all required components are included and are in alignment with actual practice in our learning programs.

[LIEP Plan](#)

PRESENTER(S):

Kari Bailey, Interim Director of Human Resources

COMMITTEE:

N/A

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Approve the Language Instruction Educational Program (LIEP) Plan as presented.

SWWC SERVICE COOPERATIVES' BOARD OF DIRECTORS
AGENDA ANALYSIS FORM

AGENDA ITEM 5.4 **MEETING DATE** 7/23/25 **SUBJECT** HIPAA Policies - 1st Reading and Adoption

BOARD ACTION X **STATUS OR SCHEDULED REPORT** _____ **INFORMATION** _____

BACKGROUND/RATIONALE:

Below are suggested revisions and annual review of our HIPAA Policies.

[455 HIPAA Privacy Policies and Procedures](#)

[751 HIPAA Security Policies](#)

PRESENTER(S):

Kari Bailey – Interim Director of Human Resources

COMMITTEE:

NA

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Approve the revisions and adopt Policies as presented.

SWWC SERVICE COOPERATIVES' BOARD OF DIRECTORS
AGENDA ANALYSIS FORM

AGENDA ITEM 5.5 **MEETING DATE** 7/23/25 **SUBJECT** SMS Privacy Policy

BOARD ACTION X **STATUS OR SCHEDULED REPORT** _____ **INFORMATION** _____

BACKGROUND/RATIONALE:

This policy outlines that by providing a mobile number, individuals consent to receive automated and non-automated SMS/MMS messages for service updates and event communications. Users can opt out at any time by texting keywords like "STOP." The policy emphasizes user privacy: no personal information is sold or shared for marketing, and messages will not contain confidential or sensitive data. The policy also confirms compliance with carrier requirements, provides user support, and includes appropriate data security measures.

[SMS Privacy Policy](#)

[SMS Terms and Conditions](#)

PRESENTER(S):

Kari Bailey – Interim Director of Human Resources

COMMITTEE:

NA

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Approve the SMS Privacy Policy as presented.

SWWC SERVICE COOPERATIVE BOARD OF DIRECTORS'
AGENDA ANALYSIS FORM

AGENDA ITEM 5.6 **MEETING DATE** 7/23/25 **SUBJECT** 2025-26 Student Handbooks

BOARD ACTION X **STATUS OR SCHEDULED REPORT** ____ **INFORMATION** ____

BACKGROUND/RATIONALE:

Administrators have reviewed and updated the 2025-26 student handbooks for the following programs:

[ALC's – Glencoe, Pipestone, Windom](#)

[ELC's – Cosmos, Marshall, Montevideo, New London, Pipestone, Windom](#)

[STARRS Online Academy](#)

Project SEARCH

[Marshall](#)

[Worthington](#)

PRESENTER(S):

Kari Bailey, Interim Director of Human Resources

COMMITTEE:

N/A

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Approve the 2025-26 Student Handbooks as presented.

2024-25 School Year Financial Report Analysis

For the Month Ended June 30, 2025



Statement of Revenue Analysis

This analysis reflects revenue received by the month end noted above. Overall revenues are consistent with prior years.

The revenue generated in the current year is in line with the agency's historical performance, indicating that the agency is operating in a stable and predictable manner.

Moreover, the revenue mix remains consistent with the past years, with the majority of revenue coming from the agency's core lines of service.

General Fund: General Fund revenue through June 30, 2025, was \$54,556,786 compared to \$62,024,012 the prior year.

Risk Management: Risk Management revenue through June 30, 2025, was \$43,334,339 compared to \$54,262,015 the prior year.

RMIC: RMIC revenue through June 30, 2025, was \$1,583,104 compared to \$1,520,498 the prior year.

Statement of Expenditure Analysis

This analysis reflects expenditures incurred by the month end noted above and does not include encumbrances. Overall expenditures are consistent with prior years.

The expenditures for the current fiscal year align with those of previous years. Our spending patterns have remained relatively stable, with only minor fluctuations in certain categories.

Overall, our organization's expenditures are consistent with prior years, indicating a stable financial position and responsible budget management.

General Fund: General Fund expenditures through June 30, 2025, were \$62,132,634 compared to \$62,126,548 the prior year.

Risk Management: Risk Management expenditures through June 30, 2025, were \$43,808,673 compared to \$56,618,452 the prior year.

RMIC: RMIC expenditures through June 30, 2025, were \$1,529,724 compared to \$1,486,947 the prior year.

2024-25 School Year

Statement of Revenues

For the Month Ended June 30, 2025

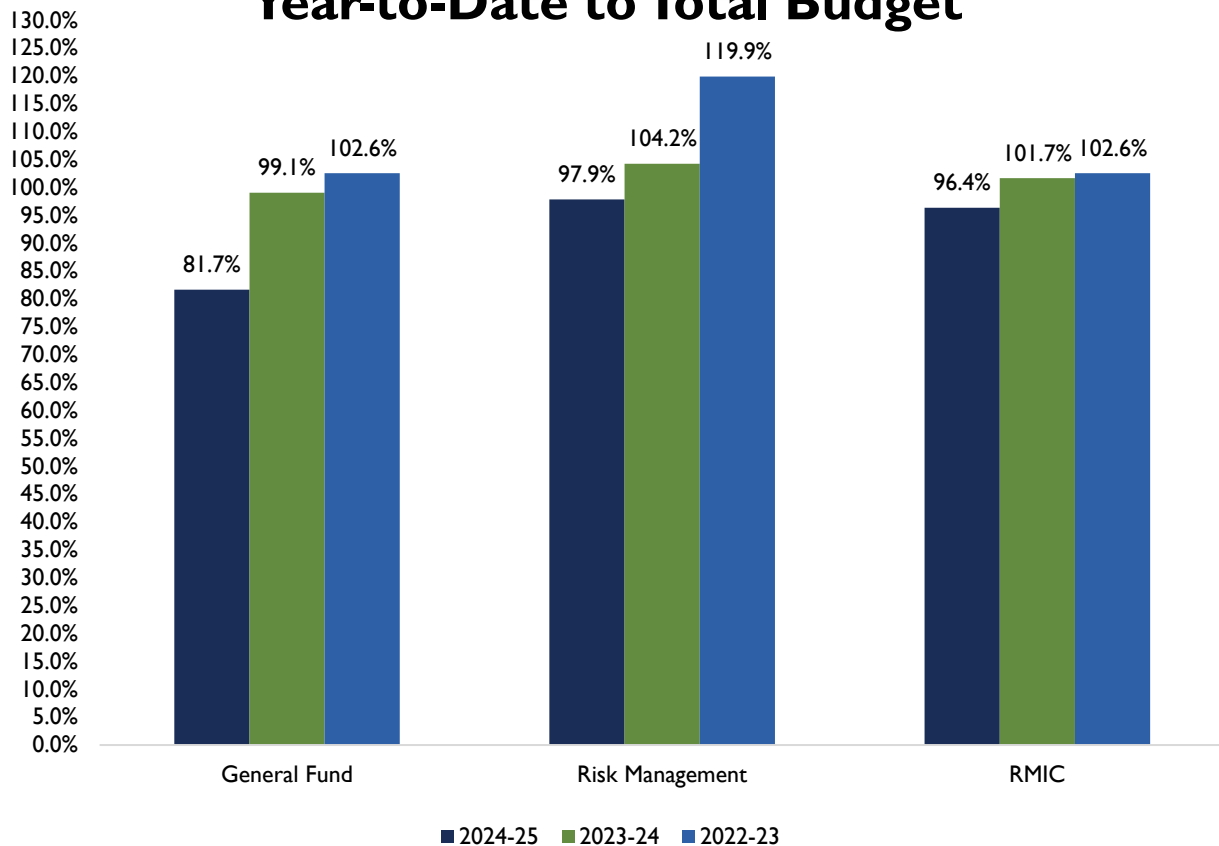
SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



Education & Administrative Resources

Fund	2024-25		Year-to-Date % of Budget		
	Budget	Actuals	2024-25	2023-24	2022-23
General Fund					
Local	\$ 33,276,696	\$ 29,626,663	89.0%	106.8%	102.1%
State	\$ 20,644,997	\$ 16,972,197	82.2%	92.9%	101.5%
Federal	\$ 12,879,637	\$ 7,957,925	61.8%	91.6%	104.1%
Total General Fund Revenue	\$ 66,801,330	\$ 54,556,786	81.7%	99.1%	102.6%
Risk Management	\$ 44,284,700	\$ 43,334,339	97.9%	104.2%	119.9%
RMIC	\$ 1,642,865	\$ 1,583,104	96.4%	101.7%	102.6%
Total Revenue All Funds	\$ 112,728,895	\$ 99,474,229	88.2%	101.4%	112.2%

Percent Comparison Year-to-Date to Total Budget



2024-25 School Year

Statement of Expenditures

For the Month Ended June 30, 2025

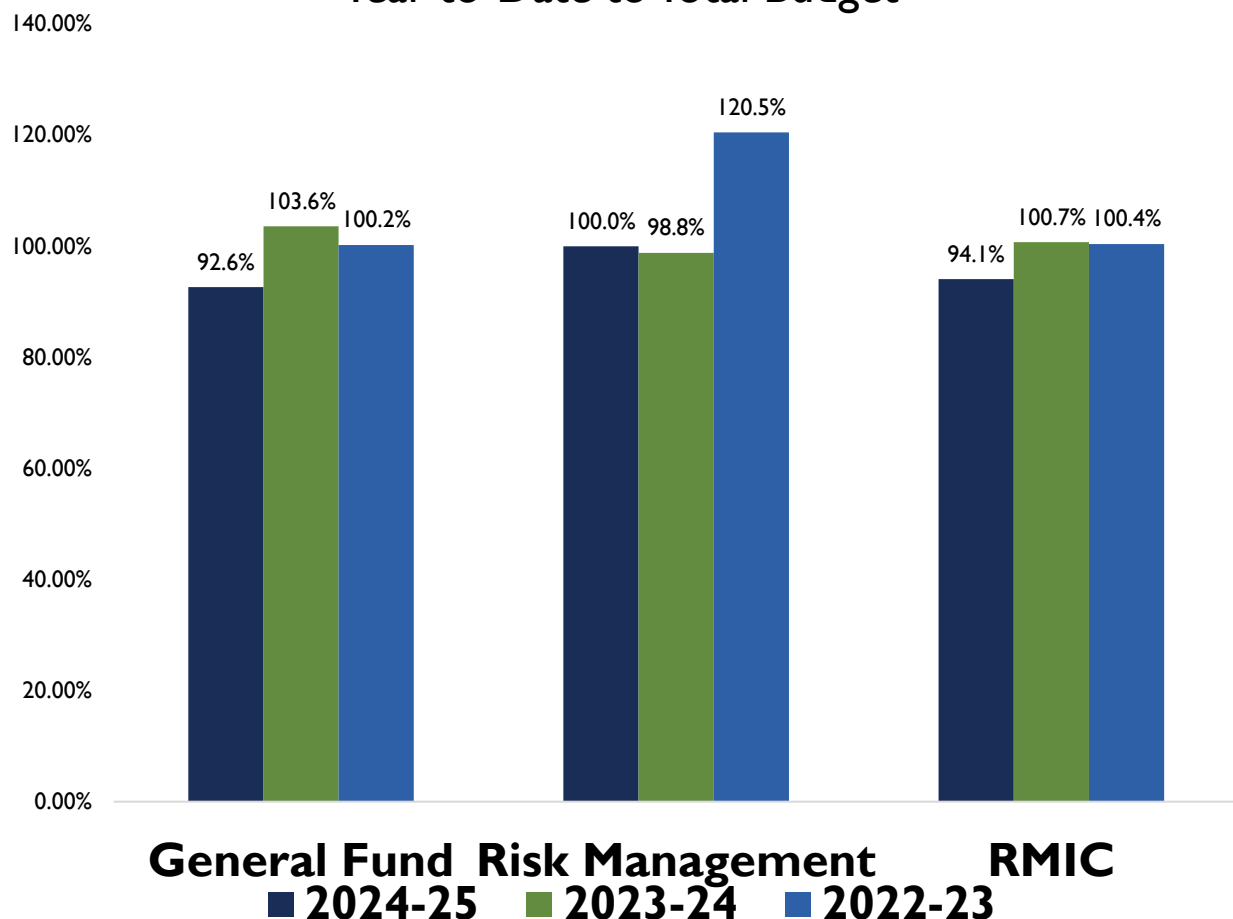
SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



Education & Administrative Resources

Fund	2024-25		Year-to-Date % of Budget		
	Budget	Actuals	2024-25	2023-24	2022-23
General Fund					
Salaries & Wages	\$ 27,532,838	\$ 27,680,352	100.5%	100.1%	106.3%
Employee Benefits	\$ 10,845,382	\$ 10,535,763	97.1%	103.5%	103.3%
Purchased Services	\$ 13,239,709	\$ 9,334,875	70.5%	92.2%	88.7%
Supplies & Materials	\$ 2,311,140	\$ 1,761,382	76.2%	95.9%	105.1%
Capital Expenditures	\$ 12,254,288	\$ 12,699,268	103.6%	127.8%	93.0%
Other Expenditures	\$ 909,658	\$ 120,995	13.3%	97.8%	99.4%
Total General Fund Expenditures	\$ 67,093,015	\$ 62,132,635	92.6%	103.6%	100.2%
Risk Management	\$ 43,822,337	\$ 43,808,673	100.0%	98.8%	120.5%
RMIC	\$ 1,626,451	\$ 1,529,724	94.1%	100.7%	100.4%
Total Expenditures All Funds	\$ 112,541,803	\$ 107,471,031	95.5%	101.3%	111.9%

Percent Comparison Year-to-Date to Total Budget



2024-25 School Year

Department Financials

For the Month Ended June 30, 2025

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



Education & Administrative Resources

Department	2024-25		Gain/Loss		
	Revenue	Expenditures	Actual	Budget	Variance
General Fund					
Agency Administration	\$ 12,575,750	\$ 14,298,715	\$ (1,722,964)	\$ (1,226,992)	\$ 495,972
Department of Behavioral Health Services	\$ 2,959,587	\$ 3,795,357	\$ (835,770)	\$ (220,684)	\$ 615,086
Department of Business Services	\$ 442,166	\$ 382,094	\$ 60,073	\$ 37,217	\$ (22,856)
Department of Special Services	\$ 28,743,415	\$ 32,276,970	\$ (3,533,555)	\$ 756,276	\$ 4,289,831
Department of Teaching & Learning	\$ 5,446,965	\$ 7,254,448	\$ (1,807,483)	\$ 349,509	\$ 2,156,992
Department of Technology	\$ 4,294,850	\$ 3,904,735	\$ 390,115	\$ 37,402	\$ (352,713)
Fiscal Hosting	\$ 94,052	\$ 220,316	\$ (126,263)	\$ (24,413)	\$ 101,850
Total General Fund	\$ 54,556,786	\$ 62,132,635	\$ (7,575,849)	\$ (291,685)	\$ 7,284,164
Department of Risk Management Services	\$ 43,334,339	\$ 43,808,673	\$ (474,333)	\$ 462,363	\$ 936,696
RMIC	\$ 1,583,104	\$ 1,529,724	\$ 53,381	\$ 16,414	\$ (36,967)
Total All Funds	\$ 99,474,229	\$107,471,031	\$ (7,996,801)	\$ 187,092	\$ 8,183,893

2024-25 School Year

Monthly Treasurer's Report

For the Month Ended June 30, 2025

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



Education & Administrative Resources

	Beginning Balance	Disbursements	Receipts	Ending Balance
Funds				
General Fund	\$ 5,667,125	\$ 11,954,285	\$ 10,606,805	\$ 4,319,645
RMIC	\$ 1,249,163	\$ 248,975	\$ 75,211	\$ 1,075,400
Risk Management	\$ 21,629,701	\$ 4,664,966	\$ 5,043,223	\$ 22,007,959
Total	\$ 28,545,989	\$ 16,868,225	\$ 15,725,239	\$ 27,403,003

	Beginning Balance	Disbursements	Receipts	Ending Balance
Bank Account				
Liquid Asset Fund	\$ 4,658,629	\$ 3,911,768	\$ 2,541,165	\$ 3,288,026
LAF/PFM	\$ 382,383	\$ -	\$ -	\$ 382,383
Petty Cash	\$ 474	\$ -	\$ -	\$ 474
Bank of the West Checking	\$ 34,279	\$ 10,804,624	\$ 8,123,887	\$ (2,646,458)
BOW Money Market	\$ 10,769	\$ -	\$ 2,908,354	\$ 2,919,124
Dummy Cash-Internal Transfers	\$ -	\$ 2,151,833	\$ 2,151,833	\$ -
Investments	\$ 24,773,285	\$ -	\$ -	\$ 24,773,285
Market Value Appreciation on Bonds	\$ (1,313,831)	\$ -	\$ -	\$ (1,313,831)
Total	\$ 28,545,989	\$ 16,868,225	\$ 15,725,239	\$ 27,403,003

SWWC SERVICE COOPERATIVES' BOARD OF DIRECTORS
AGENDA ANALYSIS FORM

AGENDA ITEM 7.1 **MEETING DATE** 7/23/25 **SUBJECT** Agreement to Extend Probationary Period

BOARD ACTION X **STATUS OR SCHEDULED REPORT** _____ **INFORMATION** _____

BACKGROUND/RATIONALE:

- **Eric Johnson** was initially hired as a Special Education Teacher beginning with the 2018-19 school year and has a three-year probationary period with SWWC. Since Mr. Johnson is not legally licensed in his assignment as Special Education Teacher, we are not willing to grant him continuing contract rights at this time. An agreement to waive his continuing contract rights under M.S. 122A.40 and any applicable rights under the teachers' Master Agreement and to extend his probationary period with SWWC until he is legally licensed as a Special Education Teacher has been given to Mr. Johnson for his signature.

PRESENTER(S):

Jody Bauer – Chair, Personnel Committee

COMMITTEE:

Personnel Committee (Jody Bauer, Amanda Lecy, Becky Foster, Carla Olson)

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Motion to extend the probationary period for the above-listed employees as presented.

SWWC SERVICE COOPERATIVE BOARD OF DIRECTORS'
AGENDA ANALYSIS FORM

AGENDA ITEM 7.2 **MEETING DATE** 7/23/25 **SUBJECT** Granting Tenure Status

BOARD ACTION X **STATUS OR SCHEDULED REPORT** _____ **INFORMATION** _____

BACKGROUND/RATIONALE:

The teachers listed below have satisfactorily completed their probationary period and have obtained full licensure. Their supervisor is recommending they be granted tenure status:

- Tracy Shafer – Special Education Teacher

PRESENTER(S):

Jody Bauer – Chair, Personnel Committee

COMMITTEE:

Personnel Committee (Jody Bauer, Amanda Lecy, Becky Foster, Carla Olson)

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Grant tenure status to probationary teachers as presented.

SWWC SERVICE COOPERATIVES' BOARD OF DIRECTORS
AGENDA ANALYSIS FORM

AGENDA ITEM 7.3 MEETING DATE 7/23/25 SUBJECT Memorandum of Understanding
Interim Due Process Specialist
BOARD ACTION X STATUS OR SCHEDULED REPORT _____ INFORMATION _____

BACKGROUND/RATIONALE:

A Memorandum of Understanding has been mutually agreed upon between SWWC and the Certified Staff Association that SWWC has identified a temporary need for an Interim Due Process Specialist for the 2025-2026 school year and parties recognize the unique circumstances of the situation and mutually agree to waive procedural requirements for this placement. Allison Eitreim shall be placed in the Interim Due Process Specialist position for the 2025-2026 school year and will conclude on June 30, 2026.

PRESENTER(S):

Jody Bauer – Chair, Personnel Committee

COMMITTEE:

Personnel Committee (Jody Bauer, Amanda Lecy, Becky Foster, Carla Olson)

EXECUTIVE DIRECTOR'S RECOMMENDATION:

Motion to approve the Memorandum of Understanding as presented.

MEMORANDUM OF UNDERSTANDING
BETWEEN
SWWC CERTIFIED STAFF ASSOCIATION, EDUCATION MINNESOTA
AND
SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE

This Memorandum of Understanding (MOU) is entered into by and between Southwest West Central Service Cooperative (“SWWC”) and the certified bargaining unit represented by the SWWC Certified Staff Association, Education Minnesota (“the Union”).

WHEREAS, SWWC has identified a temporary need for an Interim Due Process Specialist for the 2025–2026 school year; and

WHEREAS, the parties recognize the importance of timely staffing and the unique circumstances of the situation and mutually agree to waive certain procedural requirements for this placement;

NOW, THEREFORE, the parties agree as follows:

- A. The Union agrees to waive any and all posting and hiring procedures required under the collective bargaining agreement or past practice for an Interim Due Process Specialist position for the 2025–2026 school year.
- B. Allison Eitreim shall be placed into the Interim Due Process Specialist position for the 2025–2026 school year without requiring a formal posting or competitive hiring process.
- C. Allison Eitreim’s assignment to the Interim Due Process Specialist position will begin with the start of the 2025–2026 school year and will conclude on June 30, 2026 with no further guarantee of employment beyond June 30, 2026.
- D. During her assignment as an Interim Due Process Specialist, Allison Eitreim shall receive the same salary, benefits, and contractual provisions as other employees serving in the Due Process Specialist role, in accordance with the collective bargaining agreement.

It is understood that this Memorandum of Understanding is not considered to be a past practice, cannot be considered to be evidence in any future issues pertaining to the parties, and cannot be used as evidence in any court or arbitration proceeding except to uphold the validity of such Agreement.

The undersigned, by execution hereof, state that this Memorandum of Understanding has been read by them and that they understand and fully agree to each, all, and every provision of this Memorandum and hereby acknowledge receipt of a copy of this Memorandum.

Allison Eitreim
Allison Eitreim
SWWC

07/15/25
Date

Wilson Hoffmann Anne E. Burns
[NAME]
Union Representative

7/10/2025

Date

[NAME]
SWWC

Date