

BOARD OF DIRECTORS' MEETING

June 28, 2023
SWWC Service Cooperative – Marshall, MN

Minutes

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

BOARD ABSENT: Matt Coleman - Vice Chair, Marshall

STAFF PRESENT: Cliff Carmody, Executive Director
Bobbie Carmody, Administrative Assistant
Tegan Gillund, Director of Finance
Abby Polzine, Director of Human Resources

ITEM 1: **CALL TO ORDER**

Chair Maas called the meeting to order at 6:32 pm at the SWWC Service Cooperative – Marshall, MN.

ITEM 2: **INTRODUCTION OF GUESTS**

No guests were present.

ITEM 3: **AGENDA APPROVAL**

Motion by Mike Zins, seconded by Tom Walsh, to approve the agenda with the addition of Item 9.5 – Program Specialist Personnel Policies. Motion passed unanimously.

ITEM 4: **CONSENT AGENDA APPROVAL**

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

4.1 **Minutes – May 31, 2023**

4.2 **Approval of Expenditures**

4.3 **Services Contracts**

- BBE Public Schools – Teaching & Learning Services - \$6,900.00 and Special Education Services - \$144,802.00 from 7/1/23-6/30/24.
- Brookings School District – Behavior Analyst Services from 7/1/23-6/30/24 - \$70,263.00.

- Chisago Lakes School District – 22-23 Membership Dues - \$50.00 and 23-24 Data Privacy Services from 5/15/23-6/30/24 - \$3,814.20.
- Fulda Public Schools – Cybersecurity Services from 7/1/23-6/30/24 - \$7,648.70.
- Goodhue County Education District – Behavior Analyst Services from 7/1/23-6/30/24 - \$188,481.00.
- KMS Public Schools – Business Services - \$21,789.74, Technology Services – 3,260.00, Teaching & Learning Services - \$47,042.00, Special Education Services - \$271,877.00 from 7/1/23-6/30/24.
- Lac qui Parle Valley School District – LETRS from 7/1/23-6/30/25 - \$38,374.00.
- Lakes Country Service Cooperative – Cybersecurity Services from 7/1/23-6/30/24 - \$18,846/year.
- Lynd Public School – LETRS from 7/1/23-6/30/24 - \$8,585.00.
- Mankato Public School – Membership Dues - \$50.00 and Moodle Course Hosting - \$75.00/course from 7/1/23-6/30/24.
- Red Rock Rural Water Systems – Remote Backup from 7/1/23-6/30/24 - \$900.00.
- Region V Computer Services – Technology Coordinator Services - \$56,160.00, Cybersecurity Services - \$5,086.00, Email Archive System - \$8.50/email account from 7/1/23-6/30/24.
- Round Lake/Brewster Public Schools – LETRS from 7/1/23-6/30/25 - \$43,960.00
- Rush City Public School – Membership Dues - \$50.00, Data Privacy Services - \$2,317.80 from 7/1/23-6/30/24.
- Waubun-Ogema-White Earth Schools – Data Privacy Services - \$1,879.60 and Membership Dues - \$50.00 from 7/1/23-6/30/24.
- Windom Public School – Orientation & Mobility Services from 7/1/23-6/30/24 - \$3,263.00.

4.4 Consultant Contracts

- Holmes, Murphy, and Associates, LLC – to provide Risk Management consulting services from July 1, 2023 – June 30, 2024 - \$114,096.00.
- ABDO – Audit financial statements for the fiscal year ending June 30, 2023 - \$31,375.00.
- E-Therapy – to provide Teletherapy for Speech Therapy, Occupational Therapy, Physical Therapy, and School Psychology from July 1, 2023 – June 30, 2024 - \$80/hour.

- Kelly Koneche – Region 8's Interagency Early Intervention Committee (IEIC) desires facilitation and marketing support among regional organizations working with young people. Services are for 23-24 school year - \$17,200.00.

4.5 Fiscal Agency, 2024 Fiscal Year

Approve SWWC as fiscal agent for the following projects:

- MN Telemedia – pursues educational telecommunications research, planning, and funding assistance from 7/1/23-6/30/24 - \$109,980.00 with no fee charge.
- Mid MN Perkins Partnership – grant provides for improvement of career and technical education programs from 7/1/23-6/30/24 - \$253,329.65 with fees of \$6,982.00.

4.6 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%

4.7 Personnel List

New Hires:

- Hannah Hanson, Due Process Specialist, 185 days (MA & 18), with fringes, effective 8/02/2023.
- Carter Squires, Applications Administrator, full-time (PS-FY6), with fringes, effective 6/21/2023.
- Tammy Stifter, School Social Worker, 185 days (MA & 7), with fringes, effective 8/02/2023.

Temporary Hire:

- Amanda Barton, PCM Trainer, \$391.60/day, effective 8/07/2023 – 8/10/2023.
- Megan Degner, Behavior Therapist, \$18.31/hr, effective 6/07/2023 – 8/25/2023.

Summer School:

- Ann Barbatsis, EANS Summer School Teacher, \$200/day, upto 17 days, effective 6/15/2023 – 7/28/2023.
- Colin Blakley, EANS Summer Educational Assistant, \$20/hr, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Shamir Brice, EANS Summer School Teacher, \$200/day, up to 14 days, effective 6/15/2023 – 7/07/2023.
- Kameron Briscoe, EANS Summer Educational Assistant, \$20/hr, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Megan Brunkhorst, EANS Instruction Redevelopment, \$200/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Tracy Carpenter, EANS Summer School Teacher, \$200/day, 15 days, effective 6/15/2023 – 7/07/2023.

- Erin Collins, EANS Instruction Redevelopment/Summer Teacher, \$488/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Zachary Czaia, EANS Instruction Redevelopment, \$200/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Noah Emmes, EANS Summer Educational Assistant, \$20/hr, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Maria Guaman, EANS Summer Educational Assistant, \$17/hr, up to 30 hrs/week, effective 6/15/2023 – 7/28/2023.
- Laurel Hettinger, EANS Summer School Teacher, \$200/day, up to 29 days, effective 6/15/2023 – 7/28/2023.
- McKenzie Highsmith, EANS Summer School Teacher, \$220/day, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Jean Hodge, EANS Summer School Teacher, \$200/day, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Thomas Johnson, EANS Summer School Teacher, \$200/day, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Asha Karim, EANS Summer School Teacher, \$200/day, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Julie Lay, EANS Summer Educational Assistant, \$20/hr, up to 15 hrs/week, effective 6/15/2023 – 7/28/2023.
- Philip Lay, EANS Summer Educational Assistant, \$20/hr, up to 15 hrs/week, effective 6/15/2023 – 7/28/2023.
- William Lay, EANS Summer School Teacher, \$200/day, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Rainey Lecher, EANS Summer School Teacher, \$200/day, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Geidy Legon, EANS Instruction Redevelopment, \$200/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Jennifer Lopez-Herrera, EANS Summer School Teacher, \$200/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Christine McKee, EANS Summer School Teacher, \$200/day, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Jill Miller, EANS Summer School Teacher, \$200/day, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Thomas Mooney, EANS Summer School Teacher, \$320/day, 9 days, effective 6/20/2023 – 6/30/2023.
- Monica Morana, EANS Instruction Redevelopment, \$200/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Rachel Morris, EANS Instruction Redevelopment/Summer Teacher, \$488/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Claudia Oestenstad, EANS Instruction Redevelopment/Summer Teacher, \$488/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Maria Osterbauer, EANS Summer School Teacher, \$200/day, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Diana Pasichnyk, EANS Summer Educational Assistant, \$17/hr, up to 16 hrs/week, effective 6/15/2023 – 7/28/2023.
- Anna Rohde, EANS Instruction Redevelopment, \$200/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Crosley Schultz, EANS Summer School Teacher, \$200/day, 18 days, effective 6/15/2023 – 7/28/2023.
- Maria Siebels, EANS Instruction Redevelopment, \$200/day, 10 days, effective 6/19/2023 – 6/30/2023.

- Rebecca Steele, EANS Instruction Redevelopment, \$200/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Tamara Stoll, EANS Summer School Teacher, \$25/hr, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Rosalind Tilsen, EANS Instruction Redevelopment/Summer Teacher, \$488/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Micah Ward, EANS Instruction Redevelopment, \$200/day, 10 days, effective 6/19/2023 – 6/30/2023.
- Margaret White, EANS Summer School Teacher, \$200/day, up to 29 days, effective 6/15/2023 – 7/28/2023.
- Rachel Ziegler, EANS Instruction Redevelopment, \$200/day, 10 days, effective 6/19/2023 – 6/30/2023.

Status Changes:

- Michelle Carlson, Special Education Paraprofessional, full-time (Schedule A/Step 4) to Behavior Therapy Assistant, full-time (PS-FY1), effective 7/11/2023.
- Stacie Hicks, Transition Case Manager, 185 days (50MA & 18), to Site Administrator, 235 days (ADMIN-Grade 2/Step 1), effective 7/01/2023.
- Lisa Loosbrock, Business Services Specialist, 208 days (with fringes) to 156 days (without fringes), effective 7/01/2023.

Reinstatements:

- Heather Rieger, Special Education Teacher, 185 days (MA & 11), with fringes, effective 8/02/2023.

Night School:

- Heather Rieger, Night School Teacher, \$25.00/hour, effective 4/11/2023 through 5/18/2023.

Stipends:

- Michelle Carlson, Mentor Stipend, effective 2022-2023.
- Nancy Crocker, Mentor Stipend, effective 2022-2023.
- Aaron Ellingson, Mentor Stipend, effective 2022-2023.
- Tori Helmer, Mentor Stipend, effective 2022-2023.
- Erin Hoffman, Mentor Stipend, effective 2022-2023.
- Jodi Johnson, Mentor Stipend, effective 2022-2023.
- April Jurgens, Mentor Stipend, effective 2022-2023.
- Britney Keiser, Mentor Stipend, effective 2022-2023.
- Katherine Ihler, Mentor Stipend, effective 2022-2023.
- Emily Michelle, Mentor Stipend, effective 2022-2023.
- Taylor Mischke, Mentor Stipend, effective 2022-2023.
- Mandy Morin, Mentor Stipend, effective 2022-2023.
- Breanne Powers, Mentor Stipend, effective 2022-2023.
- Alicia Roelike, Mentor Stipend, effective 2022-2023.
- Santanna Shover, Mentor Stipend, effective 2022-2023.
- Jay Skrukrud, Mentor Stipend, effective 2022-2023.
- Alex Wright, Mentor Stipend, effective 2022-2023.

Resignations/Terminations:

- Katelynn Cunningham, Special Education Paraprofessional, effective 6/08/2023.
- Shannon Henning, Due Process Specialist, effective 7/01/2023.
- Monique Konrad, Special Education Paraprofessional, effective 6/22/2023.
- Kip Lynk, Principal Leadership Specialist, effective 6/30/2023.
- Madison McBeth, Occupational Therapist, effective 6/08/2023.

- Jennifer Olson, LPN/Health Para, effective 6/07/2023.

4.8 2023-24 CSA Rates of Pay

Approve 2023-24 rates of pay as follows:

Substitutes –

- Short-Term Teacher Substitute – \$150 per day/\$75 per half day
- Long-Term Teacher Substitute (15 days or more) – Place on salary schedule
- Related Services Substitute – Place on salary schedule
- Clerical Substitute – \$17.31 per hour
- COTA/PTA Substitute – \$26.00 per hour
- Paraprofessional Substitute – \$19.00 per hour
- Behavior Therapist Assistant Substitute - \$17.06 per hour
- Behavior Therapist Substitute - \$18.15 per hour

After School / ESY –

- Credit Recovery/Summer School/After School – \$25 per hour
- ESY – Teacher's current salary or place on salary schedule

Other Positions

- Technology Intern - \$15.00 per hour

4.9 Acceptance of Grants

- Otto Bremer Trust – The READY Clinic – Marshall – to prepare children with autism for school through medically based developmental and behavioral interventions – one year (23-24) - \$35,000.00.

Motion passed unanimously.

ITEM 5: MONTHLY FINANCIAL REPORT

Tegan Gillund provided an update on finalizing budget related items; preparing for year-end work; 22-23 payoffs; status of company vehicles received; New London site closing; and Property, Liability, Auto, and Workers Comp renewal rates. A financial report for the month ended May 31, 2023, was also provided with 82.2% of revenues collected and 85.7% expended.

ITEM 6: ACTION ITEMS

6.1 Identified Official with Authority Designation for Education Identity Access Management System - SWWC

Motion by Tom Walsh, seconded by Steve Schnieder, to approve authorizing Cliff Carmody, Executive Director, to act as the FY24 Identified Official with Authority for the Education Identity Access Management System for SWWC (0991-83) as presented. Motion passed unanimously.

6.2 Identified Official with Authority Designation for Education Identity Access Management System – Region 4

Motion by Jody Bauer, seconded by Don Brugman, to approve authorizing Christine Schmitt, Director of Business Services, to act as the FY24 Identified Official with Authority for the Education Identity Access Management System for ESV Region 4 (0866-82) as presented. Motion passed unanimously.

6.3 SWWC Glencoe ALC Lease Agreement

Motion by Mike Zins, seconded by Tom Walsh, to approve the lease addendum between SWWC and Hennek Business Holdings for an additional 759 square feet at a rate of \$8,607, effective July 1, 2023. Motion passed unanimously.

6.4 Acceptance of Gifts/Donations

Motion by Tom Walsh, seconded by Mike Zins, 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 June 28, 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 – lounge improvements at SWWC ELC – Windom - \$10,000.00.
- Nobles-Murray Rural Electric Trust – purchase of therapy tools for occupational therapy - \$200.00.

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

6.5 Board Policy Review – 1st Reading & Adoption

Motion by Jody Bauer, seconded by Don Brugman, to approve and adopt Board Policy #516.5 – Overdose Medication as presented. Motion passed unanimously.

6.6 New London ELC Change Order Procedures

Motion by Tom Walsh, seconded by Steve Schnieder, to approve change order procedures for the SWWC New London ELC project as presented. Motion passed unanimously.

ITEM 7: EXECUTIVE DIRECTOR'S REPORT

Cliff Carmody reported the New London ELC site is in its beginning stages; a meeting with the City of Marshall was held regarding the Marshall Office site; the SWWC Annual Meeting is scheduled on August 23; the Annual Legislative Form was held and was well attended; the Spring Inservice was held and was a great day celebrating staff and service awards; Project SEARCH Graduation was held and was a great success; Region V has contacted us to provide technology services; the AESA Summer CEO Conference is scheduled in July; collaboration continues with the MN Service Cooperatives and MDE; progress continues to be made on the statewide insurance pool; and an initial meeting was held with CSA staff surrounding negotiations.

7.1 Facility Update

This item was covered under Item 7.

7.2 Annual Meeting Discussion

The SWWC Annual Meeting is scheduled on August 23. Please contact Cliff or Bobbie with suggestions for potential speakers.

ITEM 8: FINANCE COMMITTEE REPORT

8.1 2023-24 Preliminary Budgets

A summary of FY24 funds was provided with preliminary revenues totaling \$115,765,894 and preliminary expenses totaling \$116,004,581 for a difference of \$238,687 which amounts to less than 2 tenths of a percentage for a total general fund balance at year-end projected at 21% of general fund expenditures.

Motion by Steve Schnieder, seconded by Don Brugman, to approve FY 2023-24 preliminary budgets as follows:

• Agency Administration	\$3,038,656
• Teaching & Learning	\$5,783,854
• Educational Learning Centers	\$16,541,481
• Special Education	\$18,533,812
• Behavioral Health Solutions	\$3,420,568
• Administrative Services	\$4,405,926
• RMIC	\$1,515,698
• Risk Management	\$62,764,587

Motion passed unanimously.

ITEM 9: PERSONNEL COMMITTEE REPORT

9.1 Granting Tenure Status

Motion by Jody Bauer, seconded by Mike Zins, to grant tenure status to the following probationary teachers:

- Wendy Ahnupkana – Special Education Teacher
- Anne Bruns – Special Education Teacher
- Alexandra Elston – Special Education Teacher/Transition Case Manager
- Janelle Field – Education Consultant
- Shannon Gossen – Education Consultant
- Regina Magedanz – Due Process Specialist
- Ingrid Mello – ECSE Teacher
- Cynthia Patten – School Advocate
- Karen Pauly – School Psychologist
- Heather Rieger – Special Education Teacher
- Angie Rogotzke – Due Process Specialist
- Samuel Schroeder – School Advocate
- Rebecca Schultz – Teacher of Oral/Aural Deaf Education
- Kim Sobiech – Occupational Therapist
- Jill Stiefvater – Due Process Specialist
- Allison Thaemlitz – Speech Language Pathologist
- Amber Unke – Due Process Specialist
- Colleen Weis – Special Education Teacher

Motion passed unanimously.

9.2 Agreement to Extend Probationary Period

Motion by Jody Bauer, seconded by Tom Walsh, to extend probationary periods for the following employees:

- Matt Fjerkenstad
- Isela Tello

Motion passed unanimously.

9.3 Individual Contracts

Motion by Jody Bauer, seconded by Don Brugman, to approve individual employment contracts for the following individuals:

- Neil Kaufenberg – 260 days beginning July 1, 2023
- Raymond Norton – 260 days beginning July 1, 2023

And to approve individual contract increases for Amber Bruns, Elizabeth Deen, Shelly Maes, Abby Polzine, Christine Schmitt, Josh Sumption, for 2022-2025 and approve an individual contract increase for Randy Erdman for 2022-23 as presented.

Motion passed unanimously.

9.4 Executive Director Evaluation Process

The process to be used for the Executive Director's evaluation was shared and will begin in September with an overall summary of the evaluation to be reviewed at the October board meeting.

9.5 Program Specialist Personnel Policies

Motion by Jody Bauer, seconded by Tom Walsh, to approve the 2023-24 Program Specialist Personnel Policies of 5.54%. Motion passed unanimously.

ITEM 10: CPC/MSC/MHC BOARD OF DIRECTORS MEETING UPDATE

Updates from recent CPC, MSC, and MHC Board meetings were provided on approval of MHC budgets, increase in CPC MN sales with 1635 new users on the system, and the annual MSC budget was approved with efforts continuing on business sponsorships and collaborations with MDE.

ITEM 11: OPEN FORUM/CLOSING REMARKS

Chair Maas announced her resignation from the SWWC Board of Directors effective June 30, 2023.

ITEM 12: OTHER

Chair Maas adjourned the meeting at 7:29 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, July 26, 2023, beginning at 6:30 pm at the SWWC – Marshall, MN.