

BOARD OF DIRECTORS' MEETING

March 22, 2023
SWWC Service Cooperative – Marshall, MN

Minutes

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

STAFF PRESENT: Cliff Carmody, Executive Director
Carli Bothun, Insurance Specialist
Bobbie Carmody, Administrative Assistant
Doug Deragisch, Insurance Consultant
Randy Erdman, Director of Finance
Abby Polzine, Director of Human Resources

ITEM 1: **CALL TO ORDER**
Chair Maas called the meeting to order at 6:29 pm at the SWWC Service Cooperative – Marshall, MN.

ITEM 2: **INTRODUCTION OF GUESTS**
Cliff Carmody introduced Carli Bothun, Insurance Specialist, and Doug Deragisch, Insurance Consultant.

ITEM 3: **AGENDA APPROVAL**
Motion by Don Brugman, seconded by Matt Coleman, to approve the agenda as presented. Motion passed unanimously.

ITEM 4: **CONSENT AGENDA APPROVAL**
Motion by Tom Walsh, seconded by Don Brugman, to approve items on the consent agenda as follows:

4.1 **Minutes – February 27, 2023**

4.2 **Approval of Expenditures**

4.3 **Services Contracts**

- St. Mary's Catholic School of Worthington – Wide Area Network Consortium bandwidth upgrade from 7/1/23-6/30/24 - \$10,200 annually.

4.5 Personnel List

New Hires:

- Brittany Fiecke, Special Education Paraprofessional, regular full-time (Schedule A/Step 2), with fringes, effective 3/06/2023.
- Qashr Middleton, EANS Educational Assistant, part-time (PS-SB1), without fringes, effective 2/22/2023.
- Kayla Yerigan, Special Education Paraprofessional, regular full-time (Schedule A/Step 2), with fringes, effective 3/06/2023.

Temporary Hire:

- Rhonda Bonnstetter, Alternative Teacher License Coordinator, 2 days (PS-FY7) without fringes, effective 3/01/2023 – 6/30/2023.

Status Changes:

- Robert Beringer, Behavior Analyst, 195 days (PS-SB4) to 210 days (PS-SB4), effective 2/21/2023.

Stipends:

- De Spiller-Smith, RBT Certification Stipend, effective 2022-2023.

Resignations/Terminations:

- Taya Burnett, Behavior Therapy Assistant, effective 3/02/2023.
- Marcia Elder, EANS Educational Assistant, effective 3/17/2023.
- Allisa Puentes, Behavior Therapy Assistant, effective 3/08/2023.
- Ashlie Raduenz, Special Education Paraprofessional, effective 3/03/2023.
- Jahnyiya Turner, EANS Educational Assistant, effective 3/10/2023.

Motion passed unanimously.

ITEM 5: STAFF PRESENTATION – RISK MANAGEMENT

Carli Bothun and Doug Deragisch provided a presentation on Risk Management services which included RFPs conducted on medical spending accounts and medical 3rd party administration services resulting in the transition to Medica and WEX; moving from regional Pools to statewide Pools; 12 tiers of the statewide large group pool; challenges and opportunities for the 2023-24 renewal; and wellness and other insurance program offerings available through the Pool.

ITEM 6: ACTION ITEMS

6.1 Resolution Discontinuing and Reducing Educational Programs and Positions

Motion by Jody Bauer, seconded by Steve Schnieder, to adopt the following resolution:

WHEREAS the Board of Directors of the SWWC Service Cooperative adopted a resolution on February 27, 2023, directing the administration to make recommendations for reductions in programs and positions until funding is secured for the 2023-24 school year, and

WHEREAS said recommendations have been received and considered by the Board,

BE IT RESOLVED by the Board of Directors of the SWWC Service Cooperative as follows:

That the following programs and positions or portions thereof, be discontinued:

- ALC Teacher
- Audiologist
- Autism Specialist
- DAPE Teacher
- Due Process Specialist
- ECSE Coordinator
- ECSE Supervisor
- ECSE Teacher
- Education Consultant
- Elementary Education Teacher
- ELL Teacher
- High School Teacher
- Instructional Coach
- Mental Health Consultant
- Occupational Therapist
- Physical Therapist
- Project Search Teacher
- Regional School Nurse Consultant
- School Advocate
- School Counselor
- School Nurse
- School Psychologist
- School Social Worker
- Special Education Teacher
- Specialist of PHD and TBI
- Speech/Language Pathologist
- Teacher
- Teacher of Deaf and Hard of Hearing
- Teacher of Oral/Aural Deaf Education
- Teacher of the Visually Impaired
- Transition Case Manager
- Work Based Learning Coordinator

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

6.2 2023-24 SWWC Calendar Guidance

Motion by Matt Coleman, seconded by Tom Walsh, to approve the 2023-24 SWWC Calendar Guidance as presented. Motion passed unanimously. Discussion followed regarding establishing Juneteenth (recognized on June 19th) as an official holiday in FY23. A recommendation will be brought forth to the Board in April for consideration. The state of MN will require this be a holiday beginning in 2024.

6.3 Board Policy Review – 2nd Reading

Motion by Tom Walsh, seconded by Jody Bauer, to adopt the following Board Policies as presented:

Policies to be reviewed annually:

- 208 Development, Adoption, and Implementation of Policies
- 410 Family and Medical Leave Policy

- 413 Harassment and Violence
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 414 Addendum – READY Clinic
- 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- 506 Student Discipline
- 514 Bullying Prohibition Policy
- 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure & Process
- 524 Internet Acceptable Use, Safety and Data Privacy Policy
- 806 Crisis Management Policy

Policies to be reviewed approximately every three years:

- 104 SWWC Mission Statement
- 203.1 SWWC Board Procedures, Rules of Order
- 203.2 Order of the Regular SWWC Board Meeting
- 203.6 Consent Agendas
- 212 SWWC Board Member Development
- 213 SWWC Board Committees
- 306 Administrator Code of Ethics
- 404.1 Authorized Drivers
- 405 Veteran's Preference; Hiring
- 454 Utilization of Paid leave During A Public Health Emergency
- 513 Student Promotion, Retention and Program Design
- 515 Protection and Privacy of Pupil Records
- 523 Policies Incorporated by Reference
- 610 Field Trips
- 706 Acceptance of Gifts
- 750 Use of Group Employee Benefits Program Funds & Administrative Fees

Motion passed unanimously.

6.4 SMSU Social Science Building Lease

Motion by Tom Walsh, seconded by Steve Schnieder, to approve the lease between SWWC and the State of Minnesota for a 20-year commitment with an option to renew four consecutive five-year renewal periods beginning September 1, 2024 – August 31, 2044 as presented. Motion passed unanimously.

ITEM 7: MONTHLY FINANCIAL REPORT

Randy Erdman provided a financial report analysis for the month ended February 28, 2023, on statement of revenues, statement of expenditures, department financials, and treasurer's report. As of February 28, 59.3% of revenues have been collected and 64.2% expended. An update was also provided on 23-24 services contracts received to date; 23-24 preliminary budget planning process; and recommendations received from the Abdo financial services review.

ITEM 8: FINANCE COMMITTEE REPORT

8.1 2022-23 Final Budget Approval

Motion by Matt Coleman, seconded by Don Brugman, to approve budget revisions as outlined and approve as final all 2022-23 budgets as presented:

- | | |
|-----------|--------------|
| • General | \$49,610,205 |
| • RMIC | \$1,444,003 |

- Risk Management

\$68,334,435

Motion passed unanimously.

8.2 2023-24 Capital Budget Approval

Motion by Matt Coleman, seconded by Mike Zins, to approve the draft FY23-24 Capital Improvement Budget of \$961,215 as presented. Motion passed unanimously.

ITEM 9: EXECUTIVE DIRECTOR'S REPORT

Cliff Carmody reported the Marshall ELC and New London/Spicer ELC projects continue to progress with both projects requesting funding in the bonding bill. The Marshall Office is in its design phase. DSS and Administrator negotiations continue, with CSA negotiations anticipating to begin in the next six months. SWWC staff and the Executive Leadership Team were thanked for covering duties during the Executive Directors absence and future planning for the organization was discussed.

ITEM 10: MSC BOARD OF DIRECTORS MEETING UPDATE

An update from the recent MSC Board of Directors meeting was provided on Board organization and selection of officers and the 2024 MSC Board Conference will be held in July.

ITEM 11: OPEN FORUM/CLOSING REMARKS

Comments were made on the bonding bill.

ITEM 12: OTHER

Chair Maas adjourned the meeting at 8:16 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, April 26, 2023, beginning at 6:30 pm at the SWWC – Marshall, MN.