

BOARD OF DIRECTORS' MEETING

May 29, 2024
SWWC Service Cooperative – Marshall, MN

Minutes

BOARD PRESENT:

Matt Coleman - Chair, Marshall
Jody Bauer – Vice Chair, Tracy
Steve Schnieder - Clerk, Worthington
Carla Olson – Treasurer, KMS
Ben Bothun, Lac qui Parle County
Becky Foster, Westbrook/Walnut Grove
Amanda Lecy, Yellow Medicine East
Becky Paluch, Ivanhoe
Nicole Swanson, Tracy

STAFF PRESENT:

Cliff Carmody, Executive Director
Wendy Borchert, MARSS Services Specialist/E-Rate Support Specialist
Bobbie Carmody, Administrative Assistant
Tegan Gillund, Director of Finance
Dr. Mary Palmer, Senior Director of Special Services
Abby Polzine, Director of Human Resources
Christine Schmitt, Director of Business Services

ITEM 1:

CALL TO ORDER

Chair Coleman called the meeting to order at 6:28 pm at SWWC – Marshall, MN.

ITEM 2:

INTRODUCTION OF GUESTS

Cliff Carmody welcomed and introduced guests Dr. Mary Palmer, Christine Schmitt, and Wendy Borchert.

Chair Coleman read the SWWC Mission and Vision statements.

ITEM 3:

AGENDA APPROVAL

Motion by Ben Bothun, seconded by Carla Olson, to approve the agenda with the addition of Item 7.9 – Memorandum of Understanding – Assigned Overload. Motion passed unanimously.

ITEM 4:

CONSENT AGENDA APPROVAL

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

4.1 **Minutes – April 24, 2024**

4.2 **Approval of Expenditures**

4.3 24-25 Membership Services Agreements

Approve 2024-25 Membership Services Agreements totaling \$812,691.84 as presented.

4.4 Services Contracts

- Heron Lake/Okabena – Blind & Visually Impaired Services – 7/1/23-6/30/24 - \$3,263.00; Orientation & Mobility Evaluation – 7/1/23-6/30/24 - \$1,088.00; Blind & Visually Impaired Services – 7/1/24 – 6/30/25 - \$10,845.00; Orientation & Mobility Evaluation – 7/1/24-6/30/25 - \$3,615.00.
- Hills/Beaver Creek – Early Childhood Special Education – 7/1/23-6/30/24 - \$585.00/day.
- Little Crow Telemedia – Technology Services – 7/1/23-6/30/24 - \$144,500.00.
- Edgerton Public School – Mental Health Services – 7/1/24 – 6/30/25 - \$28,303.00.

4.5 Consultant Contracts

- Core Learning – Online Language and Literacy Academy – May 20, 2024 – May 19, 2025 - \$18,300.00.
- Unique Movers, LLC – Moving costs and junk removal for ELC-Willmar – up to \$55,000.00.
- Sunbelt Staffing, LLC – Speech Language Pathology teleservices from August 26, 2024 through November 22, 2024 - \$115/hour.

4.6 Personnel List

New Hires:

- Heather Bruse, Behavior Specialist, full-time (PS-SB2), with fringes, effective 8/06/2024.
- Christopher Fellows, DAPE Teacher, 185 days (30BA & 15), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Baylor Kardell, Special Education Paraprofessional, part-time (Schedule A/Step 5), without fringes effective 5/07/2024 and full-time (Schedule A/Step 5), with fringes, effective 8/06/2024.
- Heidi Knutson, Speech Language Pathologist, 185 days (MA & 5), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Khrystyna Lupkes, Administrative Assistant, full-time (CEA 2), with fringes, effective 6/10/2024.
- Samantha Rathje, Special Education Paraprofessional, full-time (Schedule A/Step 6), with fringes, effective 8/06/2024.
- Cally Riley, LPN/Health Para, full-time (Schedule B/Step 3), with fringes, effective 8/06/2024.
- Joshua Schaffran, Special Education Paraprofessional, full-time (Schedule A/Step 6), with fringes, effective 8/06/2024.
- Roxie Smith, Health Para, full-time (Schedule B/Step 0), with fringes, effective 5/02/2024.
- Nicole Veith, Business Services Specialist, full-time (PS-FY5), with fringes, effective 5/06/2024.
- Judith Wodzak, Speech Language Pathologist, 185 days (30MA & 8), with fringes, effective 08/06/2024.

- Jessica Wolterstorff-Weber, Speech Language Pathologist, 185 days (10MA & 16), with fringes, \$3,000 signing bonus, effective 8/06/2024.
- Theresa Ziebarth-Moritz, Speech Language Pathologist, 185 days (30BA & 18), with fringes, \$3,000 signing bonus, effective 8/06/2024.

Temporary Hire:

- Megan Brunkhorst, EANS Instruction Redevelopment/Summer Teacher, \$500/day, effective 6/17/2024-6/28/2024.
- Sara Buethe, EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.
- Erin Collins, EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.
- Zachary Czaia, EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.
- Meredith Draper, Behavior Therapy Assistant, (PS-FY1), effective 5/15/2024 – 8/9/2024.
- Sofia Donado, EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.
- Kenneth (Casey) Dudek, EANS Summer Teacher, \$270/day, effective 6/17/2024-6/28/2024.
- Kathy Holland, Behavior Therapy Assistant, \$22.20/hour, effective 6/11/2024 – 8/09/2024.
- Doug Jans, ESY Special Education Teacher, 7 days, (MA & 13), effective 6/17/2024 -6/27/2024.
- Katherine Jones, EANS Instruction Redevelopment/Summer Teacher, \$200/day, effective 6/17/2024-6/28/2024.
- Geidy Legon, EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.
- Thomas Mooney, EANS Summer Teacher, \$270/day, effective 6/17/2024-6/28/2024.
- Monica Morana, EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.
- Angela Morris, Behavior Therapy Assistant, \$21.60/hour, effective 6/11/2024 – 8/13/2024
- Rachel Morris, EANS Instruction Redevelopment/Summer Teacher, \$200/day, effective 6/17/2024 – 6/28/2024.
- James Nelson, EANS Instruction Redevelopment/Summer Teacher, \$500/day, effective 6/17/2024 – 6/28/2024.
- Claudia Oestenstad, EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.
- Steve Olson, EANS Summer Teacher, \$270/day, effective 6/17/2024-6/28/2024.
- Colleen Quigley, EANS Instruction Redevelopment/Summer Teacher, \$500/day, effective 6/17/2024-6/28/2024.
- Emily Reif, EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.
- Stacy Riley, ESY ECSE Teacher, \$446.49/day, effective 6/07/2024-8/15/2024.
- Robert Ruginis, EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.
- Liesl Schapker, EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.
- Rachel Ziegler, EANS Instruction Redevelopment/Summer Teacher, \$500/day, effective 6/17/2024-6/28/2024.

- Anne Zosel, EANS Instruction Redevelopment, \$200/day, effective 6/17/2024-6/28/2024.

Status Changes:

- Robert Beringer, Behavior Analyst, 195 days (PS-SB4), to Due Process Specialist, 185 days, (50MA & 18), effective 7/01/2024.
- Natalie Delmonico, Education Consultant, 185 days, (20BA & 10), to Regional Literacy Lead, 225 days, (20BA & 11), effective 7/01/2024.
- Katie Ellingboe, Special Education Paraprofessional, from Level I to Level II, effective 4/22/2024.
- Heather Giese, School Advocate, 230 days (50MA & 15), to Regional MnMTSS Lead, 225 days, (50MA & 16), effective 7/01/2024.
- Shannon Gossen, Education Consultant, 185 days (MA & 10) to Regional Literacy Network Coach, 205 days, (MA & 11), effective 7/01/2024.
- McKenzie Helgeson, Assistant Director of Special Education, 220 days (ADMIN – Grade 1/Step 2), to Director of Special Education, 235 days (ADMIN – Grade 2/Step 3), effective 7/01/2024.
- Nicole Kelly, Assistant Behavior Analyst, 185 days (PS-SB3), to 195 days, (PS-SB3), effective 7/01/2024.
- Angie Meyer, School Social Worker, 185 days (MA & 8) to Mental Health Consultant, 185 days, (MA & 9), effective 8/06/2024.
- Caroline Moniza, Qualified Supervising Professional, salary adjustment, effective 7/01/2024.
- Cynthia Patten, School Advocate, 215 days (50MA & 18) to Culturally Responsive Instructional Leadership, 225 days (50MA & 18), effective 7/01/2024.
- Jamie Unke, Systems Administrator, 260 days (PS-FY6), to Senior Systems Administrator, 260 days (PS-FY8), effective 5/20/2024.

Stipends:

- Amber Bruns, Doctoral Degree Stipend, effective 5/15/2024.
- Heather Giese, Administrator License Stipend, effective 2023-2024.
- Mindy Halverson, Coordinating Teacher Stipend, effective 2023-2024.
- Ellie Hamilton, Administrator License Stipend, effective 2023-2024.
- Regina Magedanz, Administrator License Stipend, effective 2023-2024.
- Cynthia Patten, Administrator License Stipend, effective 2023-2024.
- Michelle Raml, Administrator License Stipend, effective 2023-2024.
- Samuel Schroeder, Administrator License Stipend, effective 2023-2024.

2023-2024 Substitutes:

- Kay Dann, Substitute Teacher, effective 2023-2024.
- Katherine Ihler, Substitute Teacher, effective 2023-2024.

Retirement:

- Susan Deprez, Special Education Teacher, effective 6/06/2024.

Resignations/Terminations:

- Kori DenHartog, Special Education Paraprofessional, effective 5/08/2024.
- Ellie Hamilton, Autism Specialist, effective 6/14/2024.
- Erin Hoffman, Director of Special Education, effective 6/30/2024.
- Jeremiah Huff, Special Education Paraprofessional, effective 4/12/2024.
- Leah Lines, Behavior Therapist, effective 4/19/2024.
- Eberechukwu (Cine) Nnawuihe, Special Education Paraprofessional, effective 5/21/2024.
- Deaushia Spiller-Smith, Behavior Specialist, effective 5/17/2024.

- Erin Tollefsrud, ELL Teacher, effective 06/28/2024.
- Ana Youngblood, Special Education Paraprofessional, effective 5/30/2024.

4.7 2024-25 CSA Employment Contracts

Approve 2024-25 CSA staff contracts as presented.

Motion passed unanimously.

ITEM 5: COORDINATED EARLY INTERVENING SERVICES PRESENTATION

Dr. Mary Palmer provided a presentation on Coordinated Early Intervening Services (CEIS) which included information on CEIS and Individuals with Disabilities Act requirements; Disproportionality; Mandatory CEIS; Use of Funds; Districts in Mandatory CEIS 23-24; and Districts in Mandatory CEIS 24-25.

ITEM 6: STAFF PRESENTATION – BUSINESS SERVICES

Wendy Borchert provided a presentation on the Minnesota Automated Reporting Student System (MARSS) which included information on What is MARSS; Why is MARSS Data Important; MARSS Student Counts; MARSS Reporting Cycles; Ed-Fi; and SWWC MARSS Support.

ITEM 7: ACTION ITEMS

7.1 Resolution Terminating Probationary Teachers

Motion by Steve Schnieder, seconded by Amanda Lecy to adopt the following resolution relating to the termination and nonrenewal of the teaching contract of probationary teacher:

WHEREAS, Anne Shelton – Early Childhood Special Education Teacher is a probationary teacher in the Southwest West Central Service Cooperative.

BE IT RESOLVED, by the Board of Directors of the Southwest West Central Service Cooperative, that pursuant to Minnesota Statute 122A.40, Subdivision 5, that the teaching contract of Anne Shelton is hereby terminated at the close of the current 2023-24 school year.

BE IT FURTHER RESOLVED, that written notice be sent to Anne Shelton regarding termination and non-renewal of her contract as provided by law.

A roll call vote was taken with Directors Coleman, Bauer, Schnieder, Olson, Bothun, Foster, Lecy, Paluch, and Swanson voting in favor. Motion passed unanimously.

7.2 Memorandum of Understanding – Lost Prep Time

Motion by Nicole Swanson, seconded by Becky Paluch, to approve the Memorandum of Understanding of Lost Prep Time for Tegan Hicks from the beginning of the 23-24 school year through October 6, 2023, from October 9, 2023 through March 5, 2024, and for five days related to the PAR report. Motion passed unanimously.

7.3 Resolution Placing Post-Probationary Teachers on Unrequested Leave of Absence

Motion by Jody Bauer, seconded by Becky Foster, to adopt the following resolution placing post-probationary teacher on unrequested leave of absence:

WHEREAS, the Board of Directors of the Southwest West Central Service Cooperative, adopted a resolution on April 24, 2024, proposing to place Ingrid Mello, Early Childhood Special Education Teacher on unrequested leave of absence on the grounds of discontinuance of position, lack of pupils, or financial limitations; and

WHEREAS, said written notice of the proposed placement on unrequested leave of absence was received by Ingrid Mello by personal service on April 25, 2024, and

WHEREAS, said written notice of the proposed placement on unrequested leave of absence contained a statement setting forth the reasons for the proposed placement as well as a statement that Ingrid Mello was entitled to a hearing before the board provided the teacher make a request in writing within 14 days of receipt of said notice, and that if no hearing was requested within said 14-day period, it constituted acquiescence by Ingrid Mello to the board's proposed action, and

WHEREAS, no written request of any kind was received by the board from Ingrid Mello for a hearing as of May 9, 2024, and

WHEREAS, said failure to make written request for a hearing within 14 days after receipt of notice of proposed placement on unrequested leave of absence constitutes acquiescence by Ingrid Mello to placement on unrequested leave of absence.

BE IT HEREBY RESOLVED, by the Service Cooperative's Board of Directors that Ingrid Mello be and hereby is placed on unrequested leave of absence for .8 of their position as a teacher of the Service Cooperative on the grounds of discontinuance of position, lack of pupils, or financial limitations effective at the end of the 2023-24 school year on June 30, 2024, pursuant to Minnesota Statutes, Sec. 122A.40, Subd. 10, and Article IX, Section 9 of the current Master Agreement between the Service Cooperative and the exclusive representative.

BE IT FURTHER RESOLVED, that a notice of placement on unrequested leave of absence, together with a copy of this resolution be forwarded to Ingrid Mello by e-mail with confirmation of receipt be placed in the teacher's file, together with a copy of the notice and resolution.

A roll call vote was taken with Directors Coleman, Bauer, Schnieder, Olson, Bothun, Foster, Lecy, Paluch, and Swanson voting in favor. Motion passed unanimously.

7.4 Administrative Licensure Variance

Motion by Matt Coleman, seconded by Nicole Swanson, to approve the request for an administrative license variance for Jill Stiefvater and Hannah Hanson as presented. Motion passed unanimously.

7.5 WEAC Lease Agreement

Motion by Steve Schnieder, seconded by Ben Bothun, to approve the lease agreement with Willmar Public Schools for rental space on the third (3rd) floor of the Willmar Education and Arts Center – 611 5th Street SW, Willmar, MN from July 1, 2024 to June 30, 2027. Motion passed unanimously.

- 7.6 Coleman Management LLC – The READY Clinic Marshall Lease**
Motion by Becky Paluch, seconded by Amanda Lecy, to approve the lease extension with Coleman Management LLC at 349 West Main Street, Marshall, MN from August 1, 2024 to July 31, 2027 with the option for one additional three-year term. Motion passed unanimously.
- 7.7 Ridgewater Lease Agreement**
Motion by Carla Olson, seconded by Steve Schnieder, to approve the lease agreement with the State of Minnesota for rental space at Ridgewater College at 2 Century Ave Southeast, Hutchinson, MN from July 1, 2024 to June 30, 2026. Motion passed unanimously.
- 7.8 Agreement with Foundation for Innovation in Education**
Motion by Jody Bauer, seconded by Steve Schnieder, to approve the agreement with the Foundation for Innovation in Education regarding the Administrative Office Building for administrative tasks as the borrower for the building. SWWC will pay no later than December 31st of each year \$15,000 annually to the Foundation. Motion passed unanimously.
- 7.9 Memorandum of Understanding – Assigned Overload**
Motion by Matt Coleman, seconded by Carla Olson, to approve the Memorandum of Understanding for Assigned Overload for Alexandra Elston and Brianna Johnson as presented. Motion passed unanimously.

ITEM 8: MONTHLY ADMINISTRATIVE REPORT

- 8.1 Director of Finance**
Tegan Gillund provided a monthly financial report for the month ended April 30, 2024 with 71.1% of revenues collected and 74.6% expended. Updates were also provided on 24-25 preliminary budget work; Property, Liability, and Workers Comp applications; MASBO Conference; audit field work scheduled; and the estimated 23-24 SWWC fund balance.
- 8.2 Director of Human Resources**
Abby Polzine shared the SWWC Recruitment Video and reported on open positions; status of negotiations for CEA and Program Specialists; health insurance open enrollment numbers; and the Science & Nature Conference.
- 8.3 Executive Director**
Cliff Carmody reported on the challenges of the SWWC health insurance renewal and options put into place for plan offerings and repayment option for employees with less than 24 pay periods; a tree was planted in the Belview City Park to say thank you to the Belview Community for their support of the ELC; the MN Service Cooperatives sent 9 students to the National Spelling Bee, one from each region; additional dollars have been received for the READ Act; Emergency Relief Grants for Rural EIDBI Providers was approved for \$600,000 for FY25; a list of current staff vacancies was provided; statewide MSC, Legislative, and Career & Technical Education updates were provided; the MSC Board Conference registration deadline is June 3; current SWWC student enrollment was provided; the SWWC Spring Inservice is scheduled on June 6; and the September Board meeting will be held at the SWWC ELC - New London.

ITEM 9: CPC BOARD MEETING UPDATE

An update from the recent Cooperative Purchasing Connection Board meeting was provided on budgets, gross purchasing totals, and SWWC administrative fees collected.

ITEM 10: OPEN FORUM/CLOSING REMARKS

Chair Coleman commented on the Project SEARCH graduation held with seven students earning high school diplomas.

ITEM 11: OTHER

Chair Coleman adjourned the meeting at 7:50 pm. The next regular meeting of the SWWC Board of Directors is scheduled on Wednesday, June 26, 2024, beginning at 6:30 pm at SWWC – Marshall, MN.