

BOARD OF DIRECTORS' MEETING

August 27, 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
Becky Paluch, Ivanhoe
Nicole Swanson, Tracy
- BOARD ABSENT:** Tonya Kelly, Dawson/Boyd
Brad Johnson, Superintendent, Renville County West (Ex-Officio)
- STAFF PRESENT:** Cliff Carmody, Executive Director
Kari Bailey, Director of Human Resources
David Berner, Technology Integration Program Coordinator
Bobbie Carmody, Administrative Assistant
Tegan Gillund, Director of Finance
Jennifer Kimman, Director of Educational Learning Centers
Melanie Kray, Senior Director of Special Education
Shelly Maes, Director of Member Engagement & Foundation Executive Director
Josh Sumption, Chief Technology and Information Officer
- ITEM 1:** **CALL TO ORDER**
Chair Coleman called the meeting to order at 6:30 pm at SWWC – Marshall, MN.
- ITEM 2:** **INTRODUCTION OF GUESTS**
Cliff Carmody introduced staff guests David Berner, Jennifer Kimman, Melanie Kray, Shelly Maes, and Josh Sumption.

Chair Coleman read the SWWC Mission and Vision statements.
- ITEM 3:** **AGENDA APPROVAL**
Motion by Becky Paluch, seconded by Jody Bauer, to approve the agenda as presented.
Motion passed unanimously.
- ITEM 4:** **CONSENT AGENDA APPROVAL**
Motion by Nicole Swanson, seconded by Amanda Lecy, to approve items on the consent agenda as follows:

4.1 Minutes – July 23, 2025

4.2 Approval of Expenditures

4.3 Services Contracts

- Cedar Mountain School District – School Nursing Services from 7/1/25-6/30/26 - \$7,000.00.
- Canby Public School – Teacher of the Visually Impaired Services from 7/1/25-6/30/26 - \$1,250.00.
- Hibbing Public School – Cybersecurity Services from 7/1/25-6/30/26 - \$36,949.80.
- Midway Star Academy – Behavior Analyst Services from 7/1/25-6/30/26 - \$10,000.00.

4.4 Consultant Contracts

- EdTech Strategies, LLC – To provide assistance to SWWC with E-Rate application processes for the upcoming funding year, which extends from 7/1/25-6/30/26 - \$28,000.00 + travel and expenses.
- South Central Service Cooperative – 30 days of PBIS Coordination from Holly Spessard – 7/1/25-6/30/26 - \$18,048.00 + travel and expenses.
- Sunbelt Staffing – SLP services from Tele practitioner Heather Flynn from 11/19/25-1/30/26 - \$128.00/hour.
- Montevideo Public Schools – Custodial Services for Montevideo ELC during the FY26 school year - \$32,556.00.
- Southwest MN Private Industry Council – Career Connected Learning Services to expand, enhance, and increase work-based learning opportunities for schools and students in grades 5-12 from July 1, 2025, to June 30, 2026 - \$25,000.00.
- Sunbelt Staffing, LLC – SLP services from Tele practitioner Erin Mueller from 9/2/25-9/30/25 - \$129.00/hour.

4.5 Personnel List

New Hires:

- Samantha Baumhoefner, ECSE Teacher, 185 days (MA & 7), with fringes, \$3,000 signing bonus, effective 8/21/2025.
- Hannah Bevers, Speech Language Pathologist, 185 days (MA & 9), with fringes, effective 8/18/2025.
- Cristal Delgadillo, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 8/06/2025.
- Ashleigh Gilmore, Special Education Paraprofessional, full-time (Schedule A/Step 4), with fringes, effective 8/20/2025.
- Lisa Jessen, Special Education Paraprofessional, full-time (Schedule A/Step 3), with fringes, effective 8/06/2025.
- Justine Kirst, Special Education Paraprofessional, part-time (Schedule A/Step 0), without fringes, effective 8/11/2025.

- Karley McClellan, PBIS Lead Coordinator, part-time (PS-SB2), without fringes, effective 7/28/2025-8/03/2025, full-time (PS-SB2) with fringes, effective 8/04/2025.
- Lacey Popowski, Accounting Specialist, full-time (PS-FY2), with fringes, effective 8/06/2025.
- Tyra Reed, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 8/06/2025.
- Adriana Schmitz, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 8/06/2025.
- Michael Schmitz, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/06/2025.
- Elise Schoer, Special Education Paraprofessional, full-time (Schedule A/Step 10), with fringes, effective 8/20/2025.
- Hope Surber, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 8/06/2025.
- Amberlee Wojcik, PE/DAPE Teacher, 185 days (BA & 3), with fringes, \$3,000 signing bonus, effective 8/06/2025.

Reinstatements:

- Katie Anderson, Medical Careers Instructor, 60 days (30BA & 18), without fringes, effective 7/22/2025.
- Amaya Helmin, Special Education Teacher, 185 days (MA & 3), with fringes, effective 7/25/2025.
- Isabelle Morris, High School Teacher, 185 days (BA & 5), with fringes, effective 8/01/2025.
- Jessica Quissell, Project Search Teacher, 185 days (MA & 3), with fringes, effective 7/23/2025.

Signing Bonus:

- Cody Shaffer, Behavior Specialist, \$3,000 Signing Bonus, effective 8/11/2025.

Status Changes:

- Brandi Anderson, Special Education Paraprofessional, Level I to Level II, effective 8/01/2025.
- Hazel Ashbeck, Behavior Analyst Lead, 200 days (PS-BCBA/Step 12), to 221 days (PS-BCBA/Step 12), with fringes, effective 8/18/2025.
- Kari Bailey, Interim Director of Human Resources, 260 days (PS-FY4), to Director of Human Resources, 260 days (Individual Contract), effective 8/01/2025.
- Ashley Baker, Special Education Teacher, 185 days (BA & 4), with fringes, to Social Skills Teacher, 185 days (BA & 4), with fringes, effective 8/12/2025.
- Allison Eitreim, Director of Special Education, 230 days (ADMIN-Pay Grade 2/Step 7), with fringes, to Interim Due Process Specialist, 185 days (50MA & 18), with fringes, effective 7/24/2025.
- Courtney Felton, School Social Worker, 185 days (30BA & 10), with fringes, to Youth Mental Health Navigator, 185 days (30BA & 10), with fringes, effective 8/11/2025.
- Amalia McCalla, Special Education Paraprofessional, full-time (Schedule A/Step 5), with fringes, to Substitute Paraprofessional, \$20/hour, effective 8/06/2025.
- Karley McClellan, PBIS Lead Coordinator, salary adjustment, effective 7/28/2025.
- Daydrea Nelson, PTA, 72 days (Schedule B/Step 15), to 108 days (Schedule B/Step 15), effective 7/31/2025.
- Emily Olson, Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, to Substitute Paraprofessional, \$20/hour, effective 8/06/2025.

- Heidi Rops, Due Process Specialist, 185 days (20MA & 18), with fringes, to Interim Assistant Director of Special Education, 220 days (ADMIN-Pay Grade 1/Step 1), with fringes, effective 7/24/2025.
- Joshua Schaffran, Special Education Paraprofessional, Level I to Level II, effective 8/20/2025.
- Tera Swenson, Special Education Paraprofessional, full-time (Schedule A-L2/Step 6), with fringes, to Substitute Paraprofessional, \$20/hour, effective 8/19/2025.
- Abby Thomas, Behavior Therapist, full-time (PS-L2BT/Step 3), with fringes, to part-time (PS-L2BT/Step 3), without fringes, effective 8/01/2025.

Stipends:

- Hazel Ashbeck, Program Lead Stipend, effective 2025-2026.
- Ashley Baker, SPED Pathway Grant, effective 2025-2026.
- Sara Bauler, RBT Certification Stipend, effective 2025-2026 and MN Care Force Incentive Stipend, effective 8/29/2025.
- Heather Bruse, RBT Certification Stipend, effective 2025-2026.
- Paige Clausen, RBT Certification Stipend, effective 2025-2026 and MN Care Force Incentive Stipend, effective 8/29/2025.
- Madeline Davis, SPED Pathway Grant, effective 2025-2026.
- Stephen Derenge, SPED Pathway Grant, effective 2025-2026.
- Allison Eitrem, Administrative Licensure Stipend, effective 2025-2026.
- Nichole Frericks, RBT Certification Stipend, effective 2025-2026.
- Christina Garcia, RBT Certification Stipend, effective 2025-2026 and MN Care Force Incentive Stipend, effective 8/29/2025.
- Heather Gilberts, RBT Certification Stipend, effective 2025-2026.
- Adam Gregory, Administrative Licensure Stipend, effective 2025-2026.
- Tyler Ihmels, Administrative Licensure Stipend, effective 2025-2026.
- Tish Kalla, Supervisor Stipend, effective 2025-2026.
- Miranda Lee, MN Care Force Incentive Stipend, effective 8/29/2025.
- Baylee Maggi, RBT Certification Stipend, effective 2025-2026 and MN Care Force Incentive Stipend, effective 8/29/2025.
- Hannah Manche, RBT Certification Stipend, effective 2025-2026.
- Emily Michelle, RBT Certification Stipend, effective 2025-2026.
- Maelee Oachs, MN Care Force Incentive Stipend, effective 8/29/2025.
- Kendra Olson, RBT Certification Stipend, effective 2025-2026 and MN Care Force Incentive Stipend, effective 8/29/2025.
- Courtney Opbroek, RBT Certification Stipend, effective 2025-2026 and MN Care Force Incentive Stipend, effective 8/29/2025.
- Lexi Orlowski, SPED Pathway Grant, effective 2025-2026.
- Amy Pahl, Administrative Licensure Stipend, effective 2025-2026.
- Tori Riggelman, RBT Certification Stipend, effective 2025-2026 and MN Care Force Incentive Stipend, effective 8/29/2025.
- Nichol Roskamp, Administrative Licensure Stipend, effective 2025-2026.
- Michaela Schlenner, RBT Certification Stipend, effective 2025-2026 and MN Care Force Incentive Stipend, effective 8/29/2025.
- Summer Schoer, RBT Certification Stipend, effective 2025-2026.
- Amy Sippl, Program Lead Stipend, effective 2025-2026.
- Brittney Thompson, RBT Certification Stipend, effective 2025-2026.

Substitutes:

- Katie Jones, Substitute Special Education Paraprofessional, effective 2025-2026
- Jewelz Vierstraete, Substitute Special Education Paraprofessional, effective 2025-2026.

Resignations/Terminations:

- Brian Arroyo, Special Education Teacher, effective 6/05/2025.
- Janelle Field, Lead Instructional Coach, effective 7/31/2025.
- Isabelle George, Special Education Paraprofessional, effective 7/23/2025.
- Casey Harrington, Special Education Paraprofessional, effective 7/28/2025.
- Rebecca Iverson, Substitute Special Education Paraprofessional, effective 6/30/2025.
- Julia Jensen, Substitute Teacher, effective 6/30/2025.
- Trisha Lenarz, Occupational Therapist, effective 8/19/2025.
- Candace Otto, Special Education Paraprofessional, effective 8/13/2025.
- Kevin Reeves, Special Education Paraprofessional, effective 7/31/2025.
- Lacy Rohlik, Special Education Paraprofessional, effective 7/31/2025.
- Crystal Sandoval, Special Education Paraprofessional, effective 8/14/2025.
- Carmen Skyberg, Special Education Teacher, effective 6/05/2025.
- Melissa Stevens, Substitute Special Education Paraprofessional, effective 7/24/2025.
- Kennedy Tatge, Special Education Paraprofessional, effective 8/01/2025.
- Abigail Tweed, Substitute Teacher, effective 6/30/2022.
- Judith Wodzak, Speech Language Pathologist, effective 8/21/2025.

Motion passed unanimously.

ITEM 5: ANNUAL MEETING REPORT

5.1 2025 Resolution & Bylaws

The 2025 Resolution and Bylaws were reviewed with no suggested changes.

5.2 2024-25 Annual Report

Cliff Carmody provided a State of the Agency Presentation which included information on SWWC Regional Map; SWWC in Summary; Strategic Plan; SWWC Goals for 2025-26; How the Agency is Doing; 24-25 Programs and Services Highlights; 24-25 Facilities Highlights; and 2025-26 Focus on the Future.

5.3 CoSN Regional AI Training Presentation

David Berner provided a presentation on CoSN K-12 GenAI Regional Training which included information on the K-12 Gen AI Maturity Tool and regional AI Guidance Tool for districts.

ITEM 6: ACTION ITEMS

6.1 2025 Board Election

Motion by Ben Bothun, seconded by Becky Foster, to adopt and schedule the 2025 SWWC Board Election timelines as presented with election day on Friday, December 5, 2025. Motion passed unanimously.

6.2 Non-Member Access Fee

Motion by Becky Paluch, seconded by Jody Bauer, to approve the 2025-26 Non-Member Access Fee for access to SWWC programs up to 20% above and beyond regular tuition. Motion passed unanimously.

6.3 Sublease with Just for Kix

Motion by Amanda Lecy, seconded by Becky Foster, to approve the sublease between SWWC & Just for Kix for space at ELC-Marshall from September 8, 2025, through May 10, 2026, at a rate of \$700 per month. Motion passed unanimously.

ITEM 7: MONTHLY ADMINISTRATIVE REPORT

7.1 Director of Finance

Tegan Gillund provided a monthly financial report for the month ending July 31, 2025, with 4.6% of revenues collected and 6.2% expended. Updates were also provided on new hire Lacey Popowski – Accounting Specialist; Federal Flow Through Payments; SWWC Audit; First School-Based Payroll of the year; and FY26 Lease Costs.

7.2 Director of Human Resources

Kari Bailey reported SWWC currently has 13 FTE vacancies; the Fall Inservice was held on August 21; and HR is preparing for the new MN Paid Leave law effective January 1, 2026.

7.3 Executive Director

Cliff Carmody reported on the AESA Annual Conference scheduled on December 3-5 in Colorado Springs; Para Professional Conferences; New/Newer SPED Teacher Bootcamps; Director of Special Services meetings with superintendents; Ed Tech Connect Conference; RMIC additional services requests; Natalie Delmonico and Shannon Gossen READ Act Training at Para Conference; email communication received from KMS schools regarding David Berner and Angie Meyer presentations; New Administrator Meeting; CSA Negotiations Status; January 1, 2026 Insurance Pool Renewal; and the MHC RFP for Medical Spending Accounts.

7.3.1 AESA Fellowship Award

It was the consensus of the Board to offer member superintendents the AESA Fellowship Program for the Annual AESA Conference in Colorado Springs.

7.3.2 September Board Meeting Location

It was decided to hold the September 24 SWWC Board Meeting at the ELC-Marshall location.

ITEM 8: PERSONNEL COMMITTEE REPORT

The Personnel Committee shared the timeline to be used for the Executive Director Evaluation Process.

8.1 Retire/Rehire Agreement

Motion by Carla Olson, seconded by Nicole Swanson, to approve a Return-to-Work Agreement for the Executive Director with a retirement date of December 31, 2025, and rehire date of January 1, 2026, through June 30, 2027. Motion passed unanimously.

ITEM 9: OPEN FORUM/CLOSING REMARKS

No comments were made.

ITEM 10: OTHER

Chair Coleman adjourned the meeting at 7:42 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, September 24, 2025, beginning at 6:30 pm at SWWC ELC - Marshall, MN.