

# **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.