

BOARD OF DIRECTORS' MEETING

May 28, 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
Becky Paluch, Ivanhoe
Nicole Swanson, Tracy

BOARD ABSENT: Brad Johnson, Superintendent, Renville County West (Ex-Officio)
Bobbie Carmody, Administrative Assistant

STAFF PRESENT: Cliff Carmody, Executive Director
Tegan Gillund, Director of Finance
Kari Bailey, Interim Director of Human Resources
Jennifer Lee, HR Assistant
Mary Palmer, Senior Director of Special Services
Christine Schmitt, Director of Business Services
Bethany Lacek, Business Services Payroll Lead

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 Mary Palmer, Christine Schmitt, and Bethany Lacek.

Chair Coleman read the SWWC Mission and Vision statements.

ITEM 3: **AGENDA APPROVAL**
Motion by Becky Paluch, seconded by Ben Bothun, to approve the agenda with the addition of Item 5 Windom Lease Agreement and Item 9.2 MOU Grievance for Contract Days. Motion passed unanimously.

ITEM 4: **CONSENT AGENDA APPROVAL**
Motion by Jody Bauer, seconded by Amanda Lecy, to approve items on the consent agenda as follows:

4.1 Minutes – April 23, 2025

4.2 Approval of Expenditures

4.3 24-25 Services Contracts

- Benson Public School – Blind/Visually Impaired Evaluation Services – 5/6/25 - 6/30/25 - \$651.35/day.
- Jackson County Central – Regional Instructional Coaching – 7/01/25-6/30/26 - \$3,450.
- Minneota Public School – Technology Integration – 7/01/25-6/30/26 - \$9,696.
- Willmar Public Schools – Intervener – 7/01/25-6/30/26 - \$54,469.
- Worthington Public School – Regional Instructional Coaching – 7/01/25-6/30/26 - \$6,900.

4.4 Consultant Contracts

- CrisisGo - Crisis preparation and response platform effective July 1, 2025-June 30, 2028 - \$28,035.
- Resource Training & Solutions - Health Insurance Sales & Support Agreement effective July 1, 2025-June 30, 2026 - \$116,982.00.
- Sunbelt Staffing, LLC - To provide SLP services from 8/25/25-10/15/25 with Contracted Telepractitioner Heather Flynn - \$125.00/hr.
- Vantage Point Marketing Consultants, LLC - Marketing services related to the LYFT Career Pathways grant effective April 23, 2025 - \$15,000.00.

4.5 Personnel List

New Hires:

- Michael Collins, Special Education Paraprofessional, full-time (Schedule A/Step 5), with fringes, effective 5/06/2025.
- Erika Hennen, Special Education Teacher, 185 days (MA & 12), with fringes, \$3,000 signing bonus, effective 8/06/2025.
- Darla Jelen, Speech Language Pathologist, 185 days (30MA & 18), with fringes, effective 8/06/2025.
- Melanie Kray, Senior Director of Special Education, full-time (ADMIN-Grade 4), with fringes, effective 7/01/2025.
- Jaime Lindahl, Special Education Teacher, 185 days (MA & 18), with fringes, \$3,000 signing bonus, effective 8/06/2025.
- Kate MacDonald, Youth Mental Health Navigator, 185 days (MA & 18), with fringes, effective 8/06/2025.
- Matthew Onken, Special Education Paraprofessional, full-time (Schedule A/Step 9), with fringes, effective 5/12/2025.
- Kevin Reeves, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 5/08/2025.
- Katrina Vansickle, Behavior Therapist, full-time (PS-L2BT/Step 3), with fringes, effective 5/13/2025.
- Melinda Wu, Speech Language Pathologist, 185 days (MA & 18), with fringes, effective 8/06/2025.

Temporary Hire:

- Sarah Bartz, Interim Staffing Coordinator, \$31.00/hour, effective 5/09/25-8/31/25.
- Alexia Faulkner, Behavior Therapy Assistant, \$19.75/hour, effective 6/10/25-8/18/25.

- Megan Macziewski, ESY Paraprofessional, \$22.00/hour, effective 6/10/25-7/24/25.
- Emily Michelle, Behavior Therapy Assistant, \$20.50/hour, effective 6/11/25–8/18/2025.
- April Roelike, ESY Paraprofessional, \$22.00/hour, effective 6/10/25–7/24/25.

Status Changes:

- Tonya Axford, Special Education Paraprofessional, from Level I to Level II, effective 5/13/2025.
- Kari Bailey, Staffing Coordinator, to Interim Director of Human Resources, effective 5/01/2025.
- Sara Bauler, Behavior Therapist, full-time (PS-L2BT/Step 12), to Senior Behavior Therapist, full-time (PS-SBT/Step 6), with fringes effective 5/14/2025.
- Danielle Brandt, School Nurse, 185 days (BA & 18), to School Health Services Coordinator, 185 days (BA & 18), with fringes, effective 8/01/2025.
- Mason Garbe, Cybersecurity Analyst, salary adjustment, effective 6/01/2025.
- Samantha Geurts Rathje, Special Education Paraprofessional, full-time (Schedule A/ Step 6), with fringes, to Special Education Teacher, 185 days (BA & 3), with fringes, effective 08/06/2025.
- Heidi vanderHagen, COMPASS Equitable Access Specialist/Program Success Coach, 225 days (50MA & 18), to Site Administrator, 235 days (Admin 2/Step 6), with fringes, effective 7/01/2025.

Stipends:

- Stephanie Almjeld, Fieldwork Supervision Stipend, effective 1/02/2025-4/17/2025.
- Stacey Baedke, Mentor Stipend, effective 2024-2025.
- Sara Bauler, Mentor Stipend, effective 2024-2025.
- David Berner, Program Lead Stipend, effective 7/01/2025-6/30/2026.
- Lisa Blegen, Mentor Stipend, effective 2024-2025.
- Elizabeth Block, Mentor Stipend, effective 2024-2025.
- Megan Boreen, Mentor Stipend, effective 2024-2025.
- Luke Bothun, Mentor Stipend, effective 2024-2025.
- Mary Kay Caraway, Mentor Stipend, effective 2024-2025.
- Mike Carter, Program Lead Stipend, effective 7/01/2025-6/30/2026.
- Paige Clausen, Mentor Stipend, effective 2024-2025.
- Kay Dann, Mentor Stipend, effective 2024-2025.
- Ali Dickinson, Mentor Stipend, effective 2024-2025.
- Lee Dubbelde, Mentor Stipend, effective 2024-2025.
- Kayla DeJong, Region 6 & 8 LI Representative Stipend, effective 2024-2025.
- Jennie Deike, Mentor Stipend, effective 2024-2025.
- Megan Degner, Mentor Stipend, effective 2024-2025.
- Tori Dengerud, Mentor Stipend, effective 2024-2025.
- Janell DeVries, Mentor Stipend, effective 2024-2025.
- Robin Erickson, Mentor Stipend, effective 2024-2025.
- Courtney Felton, Mentor Stipend, effective 2024-2025.
- Joe Fette, Mentor Stipend, effective 2024-2025.
- Anthony Frank, Mentor Stipend, effective 2024-2025.
- Chelsey Frericks, Mentor Stipend, effective 2024-2025.
- Tami Hellewell, Fieldwork Supervision Stipend, effective 3/17/2025-5/9/2025.
- Wilson Hoffmann, Region 6 & 8 LI Community of Practice Chair Stipend, effective 2024-2025.
- Doug Jans, Mentor Stipend, effective 2024-2025.

- Tiffany Jensen, Mentor Stipend, effective 2024-2025.
- Jodi Johnson, Mentor Stipend, effective 2024-2025.
- Tracy Johnson, Mentor Stipend, effective 2024-2025.
- Rosemari Kroll, Region 6 & 8 LI Representative Stipend, effective 2024-2025.
- Chris Kuehl, Region 6 & 8 LI Community of Practice Chair Stipend, effective 2024-2025.
- Andrew Larsen, Mentor Stipend, effective 2024-2025.
- Kate Lieser, Mentor Stipend, effective 2024-2025.
- Morgan Litzau, Mentor Stipend, effective 2024-2025.
- Molly Ludwig, Mentor Stipend, effective 2024-2025.
- Mykel Madera, Mentor Stipend, effective 2024-2025.
- Baylee Maggi, Mentor Stipend, effective 2024-2025.
- Hannah Manche, RBT Certification Stipend, effective 4/16/2025-6/30/2025.
- Sara McAdams, Mentor Stipend, effective 2024-2025.
- Barb Niessink, Fieldwork Supervision Stipend, effective 3/10/2025-5/02/2025.
- Kayce Olson, Region 6 & 8 LI Community of Practice Chair Stipend, effective 2024-2025.
- Lexi Orlowski, Mentor Stipend, effective 2024-2025.
- Rebecca Paluch, Mentor Stipend, effective 2024-2025.
- Tori Rigglesman, Mentor Stipend, effective 2024-2025.
- Alicia Roelike, Mentor Stipend, effective 2024-2025.
- Steve Rops, Mentor Stipend, effective 2024-2025.
- Taylor Saxen, Mentor Stipend, effective 2024-2025.
- Michaela Schlenner, Mentor Stipend, effective 2024-2025.
- Katie Schreier, Mentor Stipend, effective 2024-2025.
- Eric Schwankl, Mentor Stipend, effective 2024-2025.
- Tracy Shafer, Mentor Stipend, effective 2024-2025.
- Lisa Sonnenburg, Mentor Stipend, effective 2024-2025.
- Kaye Squires, Mentor Stipend, effective 2024-2025.
- Josh Stukel, Mentor Stipend, effective 2024-2025.
- Sara Swanson, Mentor Stipend, effective 2024-2025.
- Tera Swenson, Mentor Stipend, effective 2024-2025.
- Amber Unke, Mentor Stipend, effective 2024-2025.
- Kari Watson, Mentor Stipend, effective 2024-2025.
- Colleen Weis, Mentor Stipend, effective 2024-2025.
- Keith Westra, Mentor Stipend, effective 2024-2025.
- Alex Wright, Mentor Stipend, effective 2024-2025.

Leave of Absence:

- Susan Lokken, Special Education Paraprofessional, 5/10/2025-6/10/2025.

Retirement:

- Marcia Erickson, Special Education Teacher, effective 6/05/2025.
- Kyle Quenemoen, Physical Therapist, effective 6/05/2025.

Resignations/Terminations:

- Jennifer Amundson, Occupational Therapist, effective 6/30/2025.
- Michael Collins, Special Education Paraprofessional, effective 5/07/2025.
- Jill Dolsen, Special Education Paraprofessional, effective 5/30/2025.
- Shane Grussing, Special Education Paraprofessional, effective 5/06/2025.
- Nicole McKenzie, Special Education Paraprofessional, effective 6/30/2025.
- Abby Polzine, Director of Human Resources, effective 5/09/2025.

- Kylie Servatka, Speech Language Pathologist, effective 6/05/2025.
- Santanna Shover, Special Education Paraprofessional, effective 6/05/2025.
- Krista Smith, Special Education Paraprofessional, effective 4/24/2025.
- Courtney Stolp, Behavior Therapist, effective 5/15/2025.
- Colin Wilson, School Psychologist, effective 6/06/2025.

4.6 25-26 CSA Employment Contracts

Approve the 2025-26 CSA staff contracts as presented.

4.7 25-26 Membership Services Agreements

Approve 2025-26 Membership Services Agreements totaling \$1,722,677.07 as presented.

Motion passed unanimously.

ITEM 5: SWWC WINDOM LEASE AGREEMENT

Motion by Becky Paluch, seconded by Nicole Swanson, to approve the SWWC Windom Lease Agreement as presented.

Motion passed unanimously.

ITEM 6: 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 24-25; and one District in Mandatory CEIS 25-26.

ITEM 7: STAFF PRESENTATION – BUSINESS SERVICES

Christine Schmitt and Bethany Lacek provided a presentation on the Regional Management Information Center more commonly referred to as RMIC. The main focus of RMIC is providing a broad range of services including finance, human resources, payroll and student administrative support as well as Health and Safety Program. RMIC offers educational information, deadline reminders and trainings throughout the year to 51 school districts.

ITEM 8: MONTHLY ADMINISTRATIVE REPORT

8.1 Director of Finance

Tegan Gillund provided a monthly financial report for the month ending April 30, 2025, with 73% of revenues collected and 76.6% expended. Updates were also provided on Preliminary Budget Planning with budgets being brought to Finance Committee and Board in June; working through the Property, Liability, and Workers' Comp renewals; and this week started interviews for the Facility Manager position as well as advertising to replace Carol after her retirement in June.

8.2 Interim Director of Human Resources

Kari Bailey reported that open enrollment has been completed with 97% of staff completing on time and 74.4% are enrolled in one of SWWC's health plans; currently 17 FTE vacancies for 2025-26 and all staff Spring Inservice is being held next week on June 5th.

8.3 Executive Director

Cliff Carmody shared that 880 students and chaperones attended the Science & Nature Conference along with ELC-Marshall students attending for the first time,

Doug Jans took students from ALC Glencoe on a fieldtrip to MITGI in Hutchinson to learn about careers in Manufacturing and robotics, Pipestone summer project will start as soon as kids are out of school for the summer; Agency Administrative Office building updates – furniture will start being moved in the next 10 days with black and white murals being installed in the hallways, Milroy School District provided notice they will be leaving SWWC due to consolidation with Tracy Area Schools effective June 30, 2026, recently had a cybersecurity attack and the team did an excellent job to contain the immediate risk, former board member Richard Vroman passed away recently and the 2025 MSC Board Conference deadline for signup is Friday.

ITEM 9: PERSONNEL COMMITTEE REPORT

9.1 Agreement to Extend Probationary Period

Motion by Jody Bauer, seconded by Becky Foster, to approve the Agreements to Extend Probationary Period for four employees.

Motion passed unanimously.

9.2 MOU Grievance for Contract Days

Motion by Jody Bauer, seconded by Becky Paluch, to approve Memorandum of Understanding Grievance for Contract Days.

Motion passed unanimously.

ITEM 10: CPC BOARD MEETING UPDATE

Amanda Lecy reported CPC Board is focusing on member outreach at more conferences and sponsoring swag bags.

ITEM 11: OPEN FORUM/CLOSING REMARKS

Chair Coleman wished Bobbie Carmody well on her recovery from recent eye surgery and extended an invitation to all Board Members to attend the Spring Inservice on June 5th.

ITEM 12: OTHER

Chair Coleman adjourned the meeting at 7:40 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, June 25, 2025, beginning at 6:30 pm at SWWC - Marshall, MN.