SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE
SWWC
Education & Administrative Resources

BOARD OF DIRECTORS' MEETING

October 22, 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
Tonya Kelly, Dawson/Boyd
Ben Bothun, Lac qui Parle County
Becky Foster, Westbrook/Walnut Grove
Becky Paluch, Ivanhoe
Nicole Swanson, Tracy
Brad Johnson, Superintendent, Renville County West (Ex-Officio)

STAFF PRESENT: Cliff Carmody, Executive Director
Kari Bailey, Director of Human Resources
Bobbie Carmody, Administrative Assistant
Tegan Gillund, Director of Finance

GUEST: Stacy Childers, PFM Asset Management (Virtual)

ITEM 1: **CALL TO ORDER**
Chair Coleman called the meeting to order at 6:32 pm at SWWC – Marshall, MN.

ITEM 2: **INTRODUCTION OF GUESTS**
Cliff Carmody introduced virtual guest Stacy Childers from PFM Asset Management.

Chair Coleman read the SWWC Mission and Vision statements.

ITEM 3: **AGENDA APPROVAL**
Motion by Nicole Swanson, seconded by Jody Bauer, to approve the agenda with the addition of Item 11.3 – Separation Agreement. Motion passed unanimously.

ITEM 4: **CONSENT AGENDA APPROVAL**
Motion by Becky Paluch, seconded by Tonya Kelly, to approve items on the consent agenda as follows:

4.1 Minutes – September 24, 2025

4.2 Approval of Expenditures

4.3 Services Contracts

- Worthington Public School – DAPE Evaluation from 7/1/25-6/30/26 - $581.08/day.

- Wildrose Home Care LLC – Translation/Interpretation Services from 9/22/25-6/30/26 - $12.50/15 minute increment and $.11/word.

- Chatfield Public Schools – ELL Services from 9/2/25-6/15/26 - $5,608.00.

- Springfield Public School – Student Data Privacy from 7/1/25-6/30/26 - $1,950.00.

4.4 Consultant Contracts

- Association of Educational Service Agencies (AESA) – Leadership Development Series – Phase 1 from October 1, 2025 – September 30, 2026 - $36,960.00.

4.5 Personnel List

New Hires:
• Kelsey Rajewsky, Occupational Therapist, 157 days (PhD & 4), with fringes, effective 10/06/2025.

Reinstatements:
• Eric Johnson, Special Education Teacher, 185 days (BA & 7), with fringes, effective 9/15/2025.

Status Changes:
• Stephen Derenge, Special Education Paraprofessional, Level I to Level II, effective 9/30/2025.
• Cassandra Evans, Special Education Paraprofessional, full-time (Schedule A/Step 8) to Special Education Teacher, 163 days (MA & 3), with fringes, $3,000 signing bonus, effective 9/22/2025.
• Baylee Maggi, Behavior Therapist, full-time (PS-L2BT/Step 11), to Senior Behavior Therapist, full-time (PS-SBT/Step 6), with fringes, effective 10/01/2025.
• Tori Riggleman, Behavior Therapist, full-time (PS-L2BT/Step 12), to Senior Behavior Therapist, full-time (PS-SBT/Step 6), with fringes, effective 10/01/2025.
• Dallas Saulsgiver, Special Education Paraprofessional, Level I to Level II, effective 9/15/2025.
• Kimberly Schlueter, Special Education Paraprofessional, full-time (Schedule AL2/Step 6), with fringes, to part-time (Schedule A-L2/Step 6), without fringes, effective 9/29/2025.
• DeziRae Steele, Special Education Paraprofessional, Level I to Level II, effective 8/15/2025.

Stipends:
• Michael Milbrandt, MN Care Force Incentive Stipend, effective 9/30/2025.
• Kelsey Rajewsky, MA Billing Stipend, effective 10/06/2025.
• Abbigale Thomas, MN Care Force Incentive Stipend, effective 9/30/2025.
• Emily Whipps, MN Care Force Incentive Stipend, effective 9/30/2025.
• Jessica Wolterstorff-Weber, MA Billing Stipend, effective 8/01/2025.

Substitutes:
• Desiray Decaro, Substitute Special Education Paraprofessional, effective 2025-2026.
• Kathy Holland, Substitute Teacher, effective 2025-2026.

Resignations/Terminations:
• Cathy Henkels, Substitute Teacher, effective 9/02/2025.
• Serenity Lee, Special Education Paraprofessional, effective 10/10/2025.

4.6 Acceptance of Grants

- Existing State Funding – Compass/Read Act Funding through MN Service Cooperatives – July 1, 2025-June 30, 2026 - $92,333.00.

- Compass – Compass/Read Act Funding through MN Service Cooperatives – July 1, 2025 – June 30, 2026 - $275,157.14.

- Compass-Math – Compass/Read Act Funding through MN Service Cooperatives – July 1, 2025 – June 30, 2026 - $149,115.00.

- Title I – Compass/Read Act Funding through MN Service Cooperatives – July 1, 2025 – June 30, 2026 - $600,918.96.

- Title II – Compass/Read Act Funding through MN Service Cooperatives – July 1, 2025 – June 30, 2026 - $55,984.81.

- Read Act – Compass/Read Funding through MN Service Cooperatives – July 1, 2025 – June 30, 2026 - $434,603.00.

Motion passed unanimously.

ITEM 5: QUARTERLY INVESTMENT REPORT
Stacy Childers, PFM Asset Management, provided an investment performance review for the quarter ended September 30, 2025, which included current market themes, account summary, and portfolio review.

ITEM 6: ACTION ITEMS

6.1 AESA Fellowship Award
Motion by Ben Bothun, seconded by Amanda Lecy, to select Dr. Timothy Godfrey, Superintendent – Red Rock Central Schools for the 2025 AESA Fellowship Award. Motion passed unanimously.

6.2 Enterprise Lease Agreements
Motion by Becky Paluch, seconded by Nicole Swanson, to approve the Open-End Equity Lease Agreements with Enterprise Fleet Management for sixteen (16) 2026 Chevrolet Equinox's with a monthly lease cost of $835.37 per vehicle for the term of 34 months after delivery. Motion passed unanimously.

ITEM 7: MONTHLY ADMINISTRATIVE REPORT

7.1 Director of Finance
Tegan Gillund provided a monthly financial report for the month ending September 30, 2025, with 17.4% of revenues collected and 21.6% expended. Updates were also provided on Quarter 3 WEX revenue share, Audit status, AESA Training Series, and the new Facilities Manager.

7.2 Director of Human Resources

Kari Bailey reported SWWC currently has 2.0 FTE vacancies and SWWC continues to work on policy development and procedural processes to be implemented for the MN Paid Leave Program which goes into effect January 1, 2026.

7.3 Executive Director

Cliff Carmody shared good news regarding David Berner achieving his Generative AI Regional Trainer Certification from CoSN and Melanie Kray being appointed to serve on MDE's Blue Ribbon Commission on Special Education. An email was also shared from a parent whose child attends ELC-New London regarding the work of Maggie Sawatsky, Speech/Language Pathologist. Updates were also provided on Long Term Facility/Deferred Maintenance for ELC-Windom; transfer of ownership status for ELC-Cosmos; ELC-Pipestone project is complete and on budget; Agency Administration building is nearly complete and is on budget; a Video Shoot is being done by the Marshall Chamber of Commerce on SWWC; the federal government shutdown and its impact on SWWC; Special Education Department partnership with U of M on a Deaf and Hard of Hearing Apprenticeship Proposal; School Threat Assessment Training opportunity to districts in our region, the School Crisis Response Team provided support to Annunciation Catholic School; CSA Negotiations are scheduled for mediation; health insurance premiums continue to see double digit increases for MN individuals and businesses; and the SWWC Board Election ballots will be mailed to full members the week of October 27.

ITEM 8: FINANCE COMMITTEE REPORT

8.1 FY27 Budget Planning Timeline

Motion by Matt Coleman, seconded by Ben Bothun, to approve the FY27 Budget Planning Timeline as presented. Motion passed unanimously.

ITEM 9: BOARD POLICY 806 – 1ST READING

Board Policy #806 – Crisis Management Policy – Emergency Action Plan was reviewed and presented for a first reading.

ITEM 10: MHC/MSC BOARD MEETING UPDATES

Updates from recent MHC and MSC Board meetings were provided and included information on audit results, mid-year and January 1 renewals, legislative update, proposed bill for a statewide insurance program, and annual conference date.

ITEM 11: PERSONNEL COMMITTEE REPORT

11.1 CSA Memorandum of Understanding

Motion by Carla Olson, seconded by Becky Foster, to approve the Memorandum of Understanding with the Certified Staff Association regarding stipends to be provided to eligible ELC Cosmos CSA staff who serve on the MnMTSS Site Leadership Team and successfully complete MnMTSS meetings and trainings. Motion passed unanimously.

11.2 Executive Director Evaluation

The Board conducted the annual performance evaluation of the Executive Director. Following discussion, the Board commended Cliff for his strong leadership, effective communication, and continued commitment to SWWC. The Board determined that Cliff successfully met performance expectations.

11.3 Separation Agreement

Motion by Jody Bauer, seconded by Carla Olson, to approve the separation agreement with Melanie Beam, Special Education Paraprofessional, effective October 22, 2025, and authorized the Executive Director to sign the agreement contingent upon employee's signature. Motion passed unanimously.

ITEM 12: OPEN FORUM/CLOSING REMARKS

No comments were made.

ITEM 13: OTHER

Chair Coleman adjourned the meeting at 7:42 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, November 19, 2025, beginning at 6:30 pm at SWWC - Marshall, MN.