

# **BOARD OF DIRECTORS' MEETING**

July 23, 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  
Nicole Swanson, Tracy  
Brad Johnson, Superintendent, Renville County West (Ex-Officio)
- BOARD ABSENT:** Becky Paluch, Ivanhoe
- STAFF PRESENT:** Cliff Carmody, Executive Director  
Kari Bailey, Interim Director of Human Resources  
Bobbie Carmody, Administrative Assistant  
Tegan Gillund, Director of Finance  
Cassandra Gohman, Staff Development & Low Incidence Administrator  
Amy Sippl, Behavior Analyst Clinical 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 guests Amy Sippl and Cassandra Gohman.  
  
Chair Coleman read the SWWC Mission and Vision statements.  
  
Amy Sippl provided information on the recent background checks requirements in relation to the READY Clinics. The SWWC Board and employees are now required to get fingerprinted due to changes in Minnesota law this past legislative session. Board members were thanked for their time and cooperation in meeting the requirements of the new law.
- ITEM 3:** **AGENDA APPROVAL**  
Motion by Ben Bothun, seconded by Carla Olson, to approve the agenda as presented.  
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 – June 25, 2025**

**4.2      Approval of Expenditures**

**4.3      Services Contracts**

- Austin Public School – Cybersecurity Services from 7/1/25-6/30/26 - \$78,749.80 and Data Privacy Services from 7/1/25-6/30/26 - \$6,110.96.
- Benson Public School – Teacher of the Visually Impaired Services from 7/1/25-6/30/26 - \$3,750.00.
- Bloomington Public School District – Cybersecurity Services from 7/1/25-6/30/26 - \$66,838.40.
- Hendricks Public School – Environmental/Occupational Health & Safety Management Program from 7/1/25-6/30/26 - \$4,110.00.
- Mahanomen Public School District – Data Privacy Services from 7/1/25-6/30/26 - \$2,694.00.
- Sibley East Public School – Instructional Coaching from 7/1/25-6/30/26 - \$6,900.00.
- Spring Lake Park Public Schools – Data Privacy Services from 7/1/25-6/30/26 - \$6,866.40.

**4.4      Consultant Contracts**

- Abdo – Audit financial statements for the fiscal year ending June 30, 2025 - \$32,200.00.
- Marsden Building Maintenance, LLC – Janitorial services for Marshall Office from July 1, 2025, to June 30, 2026 - \$31,680.00.
- Mindful Marketing – Communications and Marketing Consulting for SWWC from July 1, 2025 – June 30, 2027 - \$42,000 for 2025-26 and \$44,400 for 2026-27.
- MN West – Career Development Coordinator for the 2025-26 school year - \$51,255.72.
- ORB Management – Facilities Management Services from July 24, 2025, to June 30, 2026 - \$4,950.00/month to \$13,900.00/month.
- ORB Management – Phase IX Facility Management Consulting Services for each of SWWC nine (9) current facility locations from July 1, 2025, to June 30, 2026 - \$59,400.00.

**4.5 Purchasing Card Program Cardholder Authorization**

Approve the Purchasing Card Program Cardholders and to authorize the Executive Director and/or the Director of Finance to designate which employees shall be issued a P-Card and are authorized to make purchases on behalf of the agency with the card as presented.

**4.6 Personnel List**

***New Hires:***

- Jamie Fenicle, Special Education Teacher, 185 days (40MA & 18), with fringes, \$3,000 signing bonus, effective 8/06/2025.
- Abby Helmer, Special Education Paraprofessional, part-time (Schedule A/Step 0), without fringes, effective 8/06/2025.
- Alyssa Lecy, Occupational Therapist, 185 days (PhD & 7), with fringes, effective 8/06/2025.
- Andrea McNamara, PTA, full-time (Schedule B/Step 9), with fringes, effective 8/06/2025.
- Mataya Nelson, Behavior Therapist, full-time (PS-BT+B/Step 3), with fringes, effective 6/24/2025.
- Erin Purrington, Special Education Teacher, 185 days (40MA & 7), with fringes, \$3,000 signing bonus, effective 8/06/2025.
- Abby Randall, Speech Language Pathologist, 185 days (MA & 3), with fringes, \$3,000 signing bonus, effective 8/06/2025.
- Lori Rangaard, Program Success Coach, full-time (PS-SB1), with fringes, effective 7/07/2025.
- Crystal Sandoval, Special Education Paraprofessional, full-time (Schedule A/Step 6), with fringes, effective 8/06/2025.
- Angela Schaffer, Speech Language Pathologist, 185 days (MA & 18), with fringes, effective 8/06/2025.
- Cody Shaffer, Behavior Specialist, full-time (PS-BS/Step 11), with fringes, effective 8/11/2025.
- Daniella Trujillo, Speech Language Pathologist, 185 days (MA & 8), with fringes, effective 8/06/2025.

***Temporary Hire:***

- Jennifer Brinkmann, ESY ECSE Teacher, \$311.63/day, effective 7/22/2025 – 8/31/2025.

***Long-Term Substitute:***

- Linda Lund, Long-Term Substitute BVI Teacher, effective 11/14/25 – 2/27/26.

***Status Changes:***

- Cheyenne Boeck, Substitute Paraprofessional, \$19.50/hour, to Administrative Assistant, 205 days (Schedule B/Step 1), with fringes, effective 8/06/2025.
- Rebecca Carlson, Education Consultant, 185 days (MA & 18), to Multilingual Learner Teacher, 185 days (MA & 18), with fringes, effective 8/06/2025.
- Paige DeWall, Special Education Paraprofessional, Level I to Level II, effective 7/01/2025.
- Aaron Ellingson, Special Education Paraprofessional, Level I to Level II, effective 7/01/2025.
- Janelle Field, Lead Instructional Coach, 185 days (PS-SB1), to 180 days (PS-SB1), effective 7/01/2025.
- Rebecca Konz, Special Education Paraprofessional, Level I to Level II, effective 7/01/2025.

- Krista Laumer, Physical Therapist, 175 days (PhD & 18), to 180 days (PhD & 18), effective 7/01/2025.
- Serenity Lee, Substitute Paraprofessional, \$19.50/hour, to Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, effective 8/06/2025.
- Michelle McDonald, Qualified Supervising Professional, salary adjustment, effective 7/01/2025.
- Caroline Moniza, Qualified Supervising Professional, salary adjustment, effective 7/01/2025.
- Amanda Smith, Social Skills Teacher, 185 days (MA & 4) to School Social Worker, 185 days, (MA & 4), with fringes, effective 7/08/2025.
- Lisa Sonnenburg, Administrative Assistant, 205 days (Schedule B/Step 3), to 215 days (Schedule B/Step 3), effective 7/01/2025.

***Stipends:***

- Cliff Carmody, New Supt Mentor Stipend, effective 2024-2025.
- Jill Cihak, Department Lead Stipend, effective 2025-2026.
- Justin McGuinness, Administrator License Stipend, effective 2025-2026.
- Heather Rieger, Department Lead Stipend, effective 2025-2026.
- Samuel Schroeder, Administrator License Stipend, effective 2025-2026.
- Tammy Stifter, Fieldwork Supervision Stipend, effective 4/01/25-6/13/25.
- Colleen Weis, Department Lead Stipend, effective 2025-2026.
- Emily Whipps, RBT Certification Stipend, effective 2025-2026.

***Retiree Rehire:***

- Deb Wallert, Teacher of Deaf and Hard of Hearing, 93 days (50MA & 18), without fringes, effective 8/21/2025.

***Resignations/Terminations:***

- Anthony Frank, Speech Language Pathologist, effective 7/31/2025.
- Megan Gaulke, Special Education Paraprofessional, effective 7/10/2025.
- Mackenzie Hoffman, Occupational Therapist, effective 6/30/2025.
- Angela Morris, Substitute Behavior Therapist, effective 7/15/2025.

**4.7 Acceptance of Grants**

- Opioid Settlement Funding (Southwest Health & Human Services) – To provide schools with resources, and education surrounding the dangers of vaping and opioid misuse, with a strong focus on prevention and early intervention from July 1, 2025, to June 30, 2026 - \$25,000.00.
- SLEDS Funding thru the MN Office of Higher Education – To support increased use of ECLDS+SLEDS data, improve stakeholders' ECLDS+SLEDS data literacy, and inform value-added research and analysis for schools, districts, institutions, and other organizations within their educational service cooperative area within Minnesota. As a group, the organizations and staff will form the Regional Technical Assistance and Data Use Network who will provide training and support for regional and local ECLDS+SLEDS users and provide suggestions to increase the usability and impact of reports for the period of the agreement from July 1, 2025 – June 30, 2027 - \$60,000.00.

Motion passed unanimously.

**ITEM 5: ACTION ITEMS**

**5.1 2025-26 Employee Manual**

Motion by Amanda Lecy, seconded by Tonya Kelly, to approve the 2025-26 SWWC Employee Manual as presented. Motion passed unanimously.

**5.2 Language Access Plan**

Motion by Jody Bauer, seconded by Carla Olson, to approve the Language Access Plan (LAP) as presented. Motion passed unanimously.

**5.3 Language Instruction Educational Program (LIEP) Plan**

Motion by Nicole Swanson, seconded by Amanda Lecy, to approve the Language Instruction Educational Program (LIEP) Plan as presented. Motion passed unanimously.

**5.4 HIPAA Policies – 1<sup>st</sup> Reading & Adoption**

Motion by Becky Foster, seconded by Tonya Kelly, to approve revisions to HIPAA Policies and adopt as presented. Motion passed unanimously.

**5.5 SMS Privacy Policy**

Motion by Nicole Swanson, seconded by Jody Bauer, to approve the SMS Privacy Policy as presented. Motion passed unanimously.

**5.6 2025-26 Student Handbooks**

Motion by Amanda Lecy, seconded by Carla Olson, to approve student handbooks for the following programs:

- ALC's – Glencoe, Pipestone, Windom
- ELC's – Cosmos, Marshall, Montevideo, New London, Pipestone, Windom
- STARRS Online Academy
- Project SEARCH – Marshall, Worthington

Motion passed unanimously.

**ITEM 6: MONTHLY ADMINISTRATIVE REPORT**

**6.1 Director of Finance**

Tegan Gillund provided a monthly financial report for the month ended June 30, 2025 with 88.2% of revenues collected and 95.5% expended and also reported the FY25 Audit is scheduled the week of September 22, an Accounting Specialist has been hired beginning August 6, and quotes were received for Workers Comp, Property, and Liability insurances with the decision being made to stay with the current agent, USI.

**6.1.1 Quarterly Investment Report**

A Quarterly Investment Report for the quarter ending June 30, 2025, was provided with current market themes being reviewed.

**6.2 Interim Director of Human Resources**

Kari Bailey reported SWWC has 9.5 FTE vacancies to fill for 2025-26; a New Employee Orientation is scheduled on August 6; SWWC employee turnover rate for 24-25 was 15%, a decrease from the previous school year; and the Fall Inservice is scheduled on August 21 at the Marshall High School.

**6.3 Executive Director**

Cliff Carmody thanked the Board for getting READY Clinic requirements completed; reported Melanie Kray, new Senior Director of Special Education started July 1; the move to the new Marshall Administrative Office is complete and went well. A thank you was extended to staff for all their work in the planning and moving process; the Cosmos ELC sewer project is near completion; the Pipestone Renovation Project is on schedule; negotiations with CSA continues; and a

number of trainings have been held in July at the new Marshall location and went very well.

**6.3.3 Annual Meeting/Ribbon Cutting/Open-House**

The SWWC Annual Meeting is scheduled on August 27 in conjunction with the regular Board meeting. A guest speaker for the event is being considered. An Open-House/Ribbon Cutting Ceremony for the new Agency Administration Building will also be held on August 27 prior to the Board meeting beginning at 4:30 pm.

**ITEM 7: PERSONNEL COMMITTEE REPORT**

**7.1 Agreement to Extend Probationary Period**

Motion by Jody Bauer, seconded by Carla Olson, to extend the probationary period for Eric Johnson, Special Education Teacher, as presented. Motion passed unanimously.

**7.2 Granting Tenure Status**

Motion by Jody Bauer, seconded by Nicole Swanson, to grant tenure status to Tracy Shafer, Special Education Teacher, as presented. Motion passed unanimously.

**7.3 Memorandum of Understanding – Interim Due Process Specialist**

Motion by Jody Bauer, seconded by Becky Foster, to approve the Memorandum of Understanding between SWWC and Certified Staff Association for an Interim Due Process Specialist for the 2025-26 school year as presented. Motion passed unanimously.

**7.4 Memorandum of Understanding – Interim Assistant Director of Special Education**

Motion by Jody Bauer, seconded by Amanda Lecy, to approve the Memorandum of Understanding between SWWC and Certified Staff Association for an Interim Assistant Director of Special Education for the 2025-26 school year as presented. Motion passed unanimously.

**ITEM 8: MHC/CPC/MSC BOARD MEETING UPDATES**

Updates were provided on recent MN Healthcare Consortium (MHC), Cooperative Purchasing Connection (CPC), and MN Service Cooperatives (MSC) Board of Directors meetings and included WEX fund status and RFP, July 1 Renewal status; MOBE and self-insurance stand-alone initiatives, top CPC contracts for 24-25 and new participation agreements, and MSC re-organization and strategic planning.

**ITEM 9: OPEN FORUM/CLOSING REMARKS**

No comments were made.

**ITEM 10: OTHER**

Chair Coleman adjourned the meeting at 7:06 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, August 27, 2025, beginning at 6:30 pm at SWWC - Marshall, MN.