

BOARD OF DIRECTORS' MEETING

September 24, 2025
SWWC ELC – 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
Heather Anderson, Curriculum, Instruction, and Assessment Coordinator
Kari Bailey, Director of Human Resources
Anne Bruns, CSA Co-President
Bobbie Carmody, Administrative Assistant
Tegan Gillund, Director of Finance
Wilson Hoffmann, CSA Co-President
Jennifer Kimman, Director of Educational Learning Centers
Melanie Kray, Senior Director of Special Education

ITEM 1: **CALL TO ORDER**
Chair Coleman called the meeting to order at 6:30 pm at SWWC ELC – Marshall, MN.

ITEM 2: **INTRODUCTION OF GUESTS**
Cliff Carmody introduced staff guests Anne Bruns, Wilson Hoffmann, Jennifer Kimman, Heather Anderson, and Melanie Kray.

Chair Coleman read the SWWC Mission and Vision statements.

ITEM 3: **AGENDA APPROVAL**
Motion by Nicole Swanson, seconded by Becky Foster, to approve the agenda as presented. Motion passed unanimously.

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

4.1 Minutes – August 27, 2025

4.2 Approval of Expenditures

4.3 Services Contracts

- ACGC Public School – Deaf and Hard of Hearing Services from 7/1/25-6/30/26 - \$1,340.00.
- Eden Valley/Watkins School District – Blind and Visually Impaired Services from 7/1/25-6/30/26 - \$1,250.00.
- Intermediate School District #287 – Membership Dues, effective 7/1/25 - \$50.00 and E-Rate Services from 7/1/25-6/30/26 - \$4,104.00.
- Lynd Public School – EOHSM Services from 7/1/25-6/30/26 - \$3,288.00.
- Medford Public School – Membership Dues, effective 7/1/25 - \$50.00 and Student Data Privacy Services from 7/1/25-6/30/26 - \$2,867.50.
- Minneota Public School – Blind and Visually Impaired Services from 7/1/25-6/30/26 - \$1,250.00.
- Rosemount-Apple Valley-Eagan – Membership Dues, effective 7/1/25 - \$50.00 and E-Rate Services from 7/1/25-6/30/26 - \$11,480.00.
- Luverne Public School – O&M Evaluation from 7/1/25-6/30/26 - \$75.67/day.
- New Ulm Public School District – Membership Dues, effective 7/1/25 - \$50.00.
- BOLD Public School – Instructional Coaching from 7/1/25-6/30/26 - \$6,900.00.

4.4 Consultant Contracts

- Central MN Jobs and Training Services Youth Programs (CMJTS) – 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 – June 30, 2026 - \$15,000.00.
- South Central Service Cooperative – 24 days of PBIS Coordination from Holly Spessard from 7/1/25-6/30/26 (amended agreement from August 2025 board meeting) - \$18,480+travel and expenses.
- Sunbelt Staffing – SLP services from Tele practitioner Heather Flynn from 11/19/25-2/27/26 (amended end date of agreement from August 2025 board meeting) - \$128.00/hour.

4.5 Acceptance of Grants

- Building and Cyber Security Grant (MDE) – MDE is offering Cybersecurity and Security grant funding to cover reimbursement for cyber liability insurance, an assessment and approved software and hardware to become qualified for or maintain cyber liability insurance, and security equipment under MN Statutes 2024, section 126c.44, subdivision 4(7) from July 1, 2025 – June 30, 2026 - \$15,000.00.

4.6 Personnel List

New Hires:

- Samantha Coakley, Special Education Paraprofessional, full-time (Schedule A/Step 5), with fringes, effective 8/26/2025.
- Cassandra Evans, Special Education Paraprofessional, full-time (Schedule A/Step 8), with fringes, effective 8/18/2025.
- Kevin Gorden, Special Education Paraprofessional, full-time (Schedule A/Step 4), with fringes, effective 9/12/2025.
- Julia Hadt, Special Education Paraprofessional, full-time (Schedule A/Step 6), with fringes, effective 9/29/2025.
- Mitchell Haken, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 9/02/2025.
- Kelly Jordan, Special Education Paraprofessional, full-time (Schedule A/Step 3), with fringes, effective 9/08/2025.
- Chris Keleher, Facility Manager, full-time (PS-FY5), with fringes, effective 9/30/2025.
- Darryl Lee, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 9/15/2025.
- Michelle Nelson, Special Education Paraprofessional, full-time (Schedule A/Step 7), with fringes, effective 8/26/2025.
- April Peterson, Special Education Paraprofessional, full-time (Schedule A/Step 6), with fringes, effective 9/15/2025.
- Katelin Power, Special Education Paraprofessional, full-time (Schedule A/Step 4), with fringes, effective 9/15/2025.
- Jada Preacely, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 8/25/2025.
- Teslynn Saltzer, Behavior Therapy Assistant, full-time (PS-BTA/Step 6), with fringes, effective 9/09/2025.
- Kassi Tietz, Staffing Success Coordinator, full-time (PS-FY4), with fringes, effective 9/29/2025.
- Jana Timmerman, Behavior Therapist, full-time (PS-BT+B/Step 7), with fringes, effective 9/09/2025.
- Chelsea Wade, Special Education Paraprofessional, full-time (Schedule A/Step 10) and Substitute Teacher, effective 8/25/2025.
- Evelyn Waters, Behavior Therapy Assistant, full-time (PS-BTA/Step 9), with fringes, effective 9/16/2025.
- Crystal Wooldridge, Special Education Teacher, 185 days (20MA & 11), with fringes, \$3,000 signing bonus, effective 8/06/2025

Temporary Hire:

- Nicholas Schmitt, Accounting Intern, \$18.00/hour, effective 9/02/2025 – 12/31/2025.
- Sarah Bartz, Interim Staffing Coordinator, \$31.00/hour, effective 9/01/2025-10/7/2025.

Reinstatements:

- Brittany Heidebrink, Special Education Teacher, 185 days (MA & 5), with fringes, effective 9/04/2025.
- Nicholas Macziewski, Special Education Teacher, 185 days (30MA & 9), with fringes, effective 9/02/2025.
- Logan Peterson, Special Education Teacher, 185 days (BA & 3), with fringes, effective 8/14/2025.

Status Changes:

- Lisa Loosbrock, Business Services Specialist, part-time (PS-FY2), without fringes, to full-time (PS-FY2), with fringes, effective 8/18/2025.
- Chelsea Wade, Substitute Paraprofessional, to Special Education Paraprofessional, full-time (Schedule A/Step 10), with fringes, effective 8/25/2025.

Other Assignments:

- Traci Walkowski, Custodian, effective 9/8/2025.

CSA Lane Changes:

- Wendy Ahnupkana, Special Education Teacher, 185 days (30BA & 18) to 185 days (MA & 18), effective 8/21/2025.
- Hannah Bevers, Speech Language Pathologist, 185 days (MA & 9) to 185 days (10MA & 9), effective 8/21/2025.
- Tricia Christopher, Education Consultant, 150 days (30MA & 18) to 150 days (40MA & 18), effective 8/21/2025.
- Kelli Doorenbos, Coordinator of Tiered Supports, 185 days (MA & 18) to 185 days (10MA & 18), effective 8/21/2025.
- Mackenzie Erickson, Occupational Therapist, 185 days (MA & 18) to 185 days (10MA & 18), effective 8/21/2025.
- Courtney Felton, Youth Mental Health Navigator, 185 days (30BA & 10) to 185 days (MA & 10), effective 8/21/2025.
- Brittany Heidebrink, Special Education Teacher, 185 days (30BA & 5) to 185 days (MA & 5), effective 8/21/2025.
- Amaya Helmin, Special Education Teacher, 185 days (MA & 3) to 185 days (10MA & 3), effective 8/21/2025.
- Sarah Hendley, School Psychologist, 185 days (30MA & 18) to 185 days (50MA & 18), effective 8/21/2025.
- Miranda Jackson, School Social Worker, 185 days (30BA & 4) to 185 days (MA & 4), effective 8/21/2025.
- Tiffany Jensen, Special Education Teacher, 185 days (10MA & 9) to 185 days (20MA & 9), effective 8/21/2025.
- Charlie Josephson, Special Education Teacher, 185 days (BA & 10) to 185 days (MA & 10), effective 8/21/2025.
- Chris Kuehl, Specialist of PHD and TBI, 200 days (20MA & 18) to 200 days (40MA & 18), effective 8/21/2025.
- Andrew Larsen, Speech Language Pathologist, 185 days (MA & 5) to 185 days (20MA & 5), effective 8/21/2025.
- Heidi Larsen, Speech Language Pathologist, 185 days (MA & 5) to 185 days (30MA & 5), effective 8/21/2025.
- Justin McGuinness, Regional Math Lead, 225 days (20MA & 14) to 225 days (50MA & 14), effective 8/21/2025.
- Jeremiah Oyetunji, PE Teacher, 185 days (BA & 7) to 185 days (10BA & 7), effective 8/21/2025.
- Karen Pauly, School Psychologist, 185 days (40MA & 18) to 185 days (50MA & 18), effective 8/21/2025.
- Rebecca Schultz, Teacher of Oral/Aural Deaf Education, 185 days (20MA & 16) to 185 days (30MA & 16), effective 8/21/2025.
- Tracy Shafer, Special Education Teacher, 185 days (BA & 6) to 185 days (MA & 6), effective 8/21/2025.
- Jodi Tongen, Special Education Teacher, 185 days (10BA & 6) to 185 days (30BA & 6), effective 8/21/2025.

Stipends:

- Hannah Bevers, MA Billing Stipend, effective 2025-2026.
- Brianna Bridgewater, MA Billing Stipend, effective 2025-2026.
- Laura Buckley, MA Billing Stipend, effective 2025-2026.
- Kelsey Buysse, MA Billing Stipend, effective 2025-2026.
- Anna Carstensen, MA Billing Stipend, effective 2025-2026.
- Sara Delaney, MA Billing Stipend, effective 2025-2026.
- Janell DeVries, MA Billing Stipend, effective 2025-2026.
- Mackenzie Erickson, MA Billing Stipend, effective 2025-2026.
- Erin Flann, MA Billing Stipend, effective 2025-2026.
- Chelsey Frericks, MARSS Coordinator Stipend, effective 2025-2026.
- Beth Gronli, MA Billing Stipend, effective 2025-2026.
- Dana Hamilton, MA Billing Stipend, effective 2025-2026.
- Abby Heiderscheit, MA Billing Stipend, effective 2025-2026.
- Cindy Heiling, MA Billing Stipend, effective 2025-2026.
- Tami Hellewell, MA Billing Stipend, effective 2025-2026.
- Tori Helmer, MA Billing Stipend, effective 2025-2026.
- Nicole Hjelden, MA Billing Stipend, effective 2025-2026.
- Taylor Huseby, MA Billing Stipend, effective 2025-2026.
- Tyler Ihmels, MA Billing Stipend, effective 2025-2026.
- Darla Jelen, MA Billing Stipend, effective 2025-2026.
- Carrie Kesteloot, MA Billing Stipend, effective 2025-2026.
- Tanya Kevelin, MA Billing Stipend, effective 2025-2026.
- Kristin Kinney, MA Billing Stipend, effective 2025-2026.
- Cristine Knott, MA Billing Stipend, effective 2025-2026.
- Kathryn Knutson, MA Billing Stipend, effective 2025-2026.
- Allison Kruisselbrink, MA Billing Stipend, effective 2025-2026.
- Andrew Larsen, MA Billing Stipend, effective 2025-2026.
- Heidi Larsen, MA Billing Stipend, effective 2025-2026.
- Krista Laumer, MA Billing Stipend, effective 2025-2026.
- Alyssa Lecy, MA Billing Stipend, effective 2025-2026.
- Rachel Luft, MA Billing Stipend, effective 2025-2026.
- Andrea McNamara, MA Billing Stipend, effective 2025-2026.
- Samantha Molitor, MA Billing Stipend, effective 2025-2026.
- Lara Neubauer, MA Billing Stipend, effective 2025-2026.
- Barbara Niessink, MA Billing Stipend, effective 2025-2026.
- Karie Novak, MA Billing Stipend, effective 2025-2026.
- Kayce Olson, Continuing Education Chair Stipend, effective 2025-2026.
- Rebecca Paluch, MA Billing Stipend, effective 2025-2026.
- Salma Perez, MA Billing Stipend, effective 2025-2026.
- Abby Randall, MA Billing Stipend, effective 2025-2026.
- Maggie Sawatzky, MA Billing Stipend, effective 2025-2026.
- Taylor Saxen, MA Billing Stipend, effective 2025-2026.
- Angela Schaffer, MA Billing Stipend, effective 2025-2026.
- Karly Schwartz, MA Billing Stipend, effective 2025-2026.
- Lyndsy Spencer, MA Billing Stipend, effective 2025-2026.
- Kaye Squires, MA Billing Stipend, effective 2025-2026.
- Kim Starz, MA Billing Stipend, effective 2025-2026.
- Jennifer Steinhaus, MA Billing Stipend, effective 2025-2026.
- Allison Thaemlitz, MA Billing Stipend, effective 2025-2026.
- Danielle Thissen, MA Billing Stipend, effective 2025-2026.
- Daniella Trujillo, MA Billing Stipend, effective 2025-2026.
- Jade VanDyke, MA Billing Stipend, effective 2025-2026.
- Aimee Veenker, MA Billing Stipend, effective 2025-2026.

- Heather Wachal, MA Billing Stipend, effective 2025-2026.
- Melinda Wu, MA Billing Stipend, effective 2025-2026.

Substitutes:

- Emmy Bollman, Substitute Special Education Paraprofessional, effective 2025-2026.
- Marilyn Delaney, Substitute Project SEARCH Teacher, effective 2025-2026.
- Marcia Erickson, Substitute Paraprofessional/Substitute Teacher, effective 2025-2026.
- Lana Garding, Substitute Teacher, effective 2025-2026.
- Jazlyn Johnson, Substitute Teacher, effective 2025-2026.
- Sara Swanson, Substitute Special Education Paraprofessional, effective 2025-2026.
- Noel Tade, Substitute Special Education Paraprofessional, effective 2025-2026.

Resignations/Terminations:

- Andrea Bergeron, Special Education Paraprofessional, effective 8/28/2025.
- Mary Goulson, Special Education Paraprofessional, effective 8/14/2025.
- Michael Schmitz, Special Education Paraprofessional, effective 9/05/2025.
- Bailey Schwarting, Special Education Paraprofessional, effective 5/27/2025.
- Emma Skrukud, Special Education Paraprofessional, effective 9/08/2025.
- Haylee Zimmer, Special Education Paraprofessional, effective 9/16/2025.

Motion passed unanimously.

ITEM 5: CSA PRIORITIES

Wilson Hoffmann and Anne Bruns, CSA Co-Presidents reviewed the CSA's Mission Statement, Purpose, Core Values, and shared how CSA can assist with recruitment and retention.

ITEM 6: STAFF PRESENTATION – EDUCATIONAL LEARNING CENTERS

Jennifer Kimman and Heather Anderson provided a presentation on the Educational Learning Centers which included Mission, Vision, and Values; Purpose; Programming; Summer Happenings; Site Updates; District Assessment Overview; Curriculum Review Process; and MnMTSS Framework.

ITEM 7: ACTION ITEMS

7.1 SWWC ELC-Marshall Project and Sub-Lease

Motion by Ben Bothun, seconded by Becky Paluch, to approve the concrete project at ELC-Marshall at an estimated cost of \$10,850.00 and approve to amend the sub-lease agreement with Marshall Public Schools to increase additional rent payments after the work is complete. Motion passed unanimously.

ITEM 8: MONTHLY ADMINISTRATIVE REPORT

8.1 Director of Finance

Tegan Gillund provided a monthly financial report for the month ending August 31, 2025, with 11.7% of revenues collected and 13.3% expended. Updates were also provided on the status of the Audit; SpEd Reporting Application updates; and the hiring of a Facility Manager effective 9/30/25.

8.2 Director of Human Resources

Kari Bailey reported SWWC currently has 4.0 FTE vacancies; highlighted the work of Amber Bruns and Amy Sippl surrounding employee retention rates at The READY

Clinics; work is being done on policy development and procedural processes for MN Paid Leave which goes into effect 1/1/26; Kassi Knutson has been hired as the new Staffing Success Coordinator; and American Education Week is November 17-21 with SWWC providing staff with a SWWC T-shirt.

8.3 Executive Director

Cliff Carmody shared good news on Lisa Gregoire being asked to serve on the AAQEP Quality Review Team for SMSU's accreditation; SWWC was featured in an article by the New Teacher Center on Engaging School leaders for the Success and Sustainability of Teacher Development Initiatives; Gail Polejewski was selected to participate in the MN Association for Career and Technical Education Administrators CTE Policy and Leadership Fellowship; and Howard Lake-Waverly-Winsted math teacher Jeff Granrud was named 2025 Rural Teacher of the Year. Updates were also provided on SWWC Cosmos and Windom facilities; the May 6 Business Email Compromise; first meetings of Superintendents' Executive Council, SW and WC Superintendents, and virtual superintendent meetings; CSA negotiations; status of January 1 Insurance Pool renewal; upcoming MSC Board meeting with work continuing on the partnership and implementation of the READ Act and COMPASS; AESA Annual Conference registration deadline; Board election nomination papers due October 24; and American Education Week t-shirt order.

ITEM 9: OPEN FORUM/CLOSING REMARKS

Chair Coleman recommended Board members to view the SWWC YouTube Channel which shares employees' testimonials regarding working for SWWC.

ITEM 10: OTHER

Chair Coleman adjourned the meeting at 7:50 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, October 22, 2025, beginning at 6:30 pm at SWWC - Marshall, MN.