

BOARD OF DIRECTORS' MEETING

November 19, 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
Jennifer Lee, Administrative Assistant
Tegan Gillund, Director of Finance

GUESTS: Melanie Kray, Senior Director of Special Education
Heidi Rops, Interim Assistant Director of Special Education
Julie Menage, Director of Special Education

ITEM 1: **CALL TO ORDER**
Chair Coleman called the meeting to order at 6:35 pm at SWWC – Marshall, MN.

ITEM 2: **INTRODUCTION OF GUESTS**
Cliff Carmody introduced guests Melanie Kray, Heidi Rops and Julie Menage.

Chair Coleman read the SWWC Mission and Vision statements.

ITEM 3: **AGENDA APPROVAL**
Motion by Becky Paluch, seconded by Amanda Lecy, to approve the agenda as presented. Motion passed unanimously.

ITEM 4: **CONSENT AGENDA APPROVAL**
Motion by Nicole Swanson, seconded by Becky Foster, to approve items on the consent agenda as follows:

4.1 **Minutes – October 22, 2025**

4.2 Approval of Expenditures

4.3 Services Contracts

- KMS Public School – SLP Services from 9/2/25-9/30/25 - \$129.00/hour + 2% fee.
- St. Mary's Bird Island – School Nurse Services from 7/1/25-6/30/26 - \$7,000.

4.4 Consultant Contracts

- Action Company, LLC – Lawn and snow care contract from 12/1/25-10/31/27 for Agency Administration Building - \$1,950/month (May-Oct) and \$4,050/month (Nov-Apr).
- Medical Solutions – to provide Physical Therapy services from Nicole Lippert from 12/11/25-3/14/26 for up to 40 hours/week - \$90.00/hour.
- Sunbelt Staffing, LLC – to provide Occupational Therapy services from Liana Gordon from 12/16/25-5/29/26 for 4 hours/week - \$113.00/hour.
- Sunbelt Staffing, LLC – to provide SLP services from Holly Atkinson from 11/17/25-2/27/26 for 15 hours/week - \$136.00/hour.
- Sunbelt Staffing, LLC – to provide SLP services from Cynndra Swee from 11/17/25-1/16/26 for 15 hours/week - \$136.00/hour.

4.5 Personnel List

New Hires:

- Riley Defries, Special Education Teacher, 185 days (BA & 3), with fringes, \$3,000 signing bonus, effective 8/06/2025.
- Thomas Fischer, Behavior Therapist, full-time (PS-BT+B/Step 9), with fringes, effective 11/4/2025.
- Bryce Kotz, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 10/27/2025.
- Alyson McStotts, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 11/10/2025.
- Zach Minkel, Special Education Paraprofessional, full-time (Schedule A/Step 3), with fringes, effective 11/3/2025.
- Michelle Schmieg, Behavior Therapy Assistant, full-time (PS-BTA/Step 3), with fringes, effective 11/18/25.
- Hannah Storm, Culturally Responsive Instructional Leadership Lead, 150 days (30MA & 14), with fringes, \$3,000 signing bonus, effective 11/10/2025.

Status Changes:

- Melissa Andree, Qualified Supervising Professional, full-time (PS-BCBA/Step 8), to Behavior Analyst Clinical Lead, full-time (PS-BCBA/Step 8), with fringes, effective 10/15/2025.
- Paige DeWall, Special Education Paraprofessional, (Schedule A-L2/Step 3), with fringes, to Administrative Assistant, (Schedule B/Step 1), with fringes, effective 11/06/2025.
- Whitney Evers, Special Education Paraprofessional, Level I to Level II, effective 10/28/2025.

- Lisa Loosbrock, Business Services Specialist, full-time 194 days (PS-FY2), to full-time 246 days (PS-FY2), with fringes, effective 1/01/2026.
- Stephanie Luebben, Special Education Paraprofessional, Level I to Level II, effective 9/02/2025.
- Noel Tade, Substitute Paraprofessional, to Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 11/24/2025.
- Chelsea Wade, Substitute Teacher, to Social Skills Teacher (30BA & 6), 172 days, with fringes, \$3,000 signing bonus, effective 9/09/2025.
- Evelyn Waters, Behavior Therapy Assistant, full-time (PS-BTA/Step 9) with fringes, to part-time (PS-BTA/Step 9), without fringes, effective 10/20/2025.

Individual Contracts:

- Amber Bruns, Clinical Director of Behavioral Health Services, July 1, 2025-June 30, 2027.
- Doug Deragisch, Director of Risk Management, July 1, 2025-June 30, 2026.
- Tegan Gillund, Director of Finance, July 1, 2025-June 30, 2027.
- Christine Schmitt, Director of Business Services, July 1, 2025-June 30, 2027.

Reinstatement:

- Cliff Carmody, Executive Director, effective 1/01/2026.

Stipends:

- Baylie Peterson, RBT Certification Stipend, effective 2025-2026.
- Cody Shaffer, RBT Certification Stipend, effective 2025-2026.

Substitutes:

- Katie Ellingboe, Substitute Teacher, effective 2025-2026.
- Holly Nixon, Substitute Teacher, effective 2025-2026.
- Alicia Roelike, Substitute Teacher, effective 2025-2026.

Retirement:

- Cliff Carmody, Executive Director, effective 12/30/2025.

Resignations/Terminations:

- Melanie Beam, Special Education Paraprofessional, effective 10/22/2025.
- Cheyenne Boeck, Administrative Assistant, effective 11/06/2025.
- Mitchell Haken, Special Education Paraprofessional, effective 11/19/2025.
- Kelly Jordan, Special Education Paraprofessional, effective 10/31/2025.

4.6 2026 Timelines

Approve 2026 staff timelines as presented.

February

- Adopt final seniority list
- Report to Board on need for reduction of staff
- Direct administration to make recommendations for reduction in programs and positions and reasons

March

- List positions to be tentatively discontinued or reduced pending notification of funding

April

- Names of probationary teachers to be terminated
- Names of post-probationary teachers proposed to be placed on unrequested leave of absence

May

- Names of post-probationary teachers to be placed on unrequested leave of absence
- Employment contracts for next year

4.7 Christmas Holiday

Approve an extra paid holiday for eligible staff on Wednesday, December 24, 2025 as presented.

Motion passed unanimously.

ITEM 5: STAFF PRESENTATION – SPECIAL EDUCATION SERVICES

Melanie Kray, Heidi Rops and Julie Menage provided the staff presentation on Special Education Services which included information on various trainings provided to support the 46 districts who partner with SWWC for Special Education Services, Specialized programming for 54 School Districts in Region 6 & 8 and for the 6 Educational Learning Centers (ELCs).

ITEM 6: ACTION ITEMS

6.1 Board Policy #806 – 2nd Reading & Adoption

Motion by Jody Bauer, seconded by Ben Bothun, to approve and adopt Board Policy 806 – Crisis Management Policy, Emergency Action Plan. Motion passed unanimously.

ITEM 7: MONTHLY ADMINISTRATIVE REPORT

7.1 Director of Finance

Tegan Gillund provided a monthly financial report for the month ending October 31, 2025, with 24.1% of revenues collected and 29.9% expended. Updates were also provided on unclaimed property reporting of \$74.02, Jackie Jostock wrapped up STAR reporting, Budget Managers are working on drafting the 2025-26 fee schedule, Chris Keleher has been busy his first 7 weeks and is planning to be on site at each facility one day a month meeting with Site Administrators and doing walk throughs.

7.2 Director of Human Resources

Kari Bailey shared there is currently only 1 vacancy, HR has been busy working on MN Paid Leave, Kassi Knutson attended 2 recruiting events and has been visiting ELC sites, HR is working on Procedures and MN Paid Leave for supervisor training.

7.3 Executive Director

Cliff Carmody shared the Federal shutdown is finally over; IT2 Tech Conference was a huge success; receiving good feedback on the work Chris Keleher – new Facility Manager has been doing; 736 attendees were at the Young Artist Conference held October 29th; STARRS Online Academy data shows 94% of

students are passing their classes; two representatives from Disability Law visited ELC – Cosmos, New London and Montevideo sites to review seclusion rooms - they appreciated design and functionality of the sites and noted they felt more like traditional settings; 27 students are transitioning from ELCs back to their school districts; January insurance renewal saw a gain in contracts; and SWWC received \$12,193.67 in rebates from the 2024-25 P-Card program.

ITEM 8: FINANCE COMMITTEE REPORT

Matt Coleman reported SWWC currently has 9 buildings and the need to plan for future facility management and what funds can be generated with the \$65/APU lease levy authority.

ITEM 9: PERSONNEL COMMITTEE REPORT

9.1 MN Paid Leave State Plan

Motion by Amanda Lecy, seconded by Ben Bothun, to approve SWWC to participate in the state MN Paid Leave program. Motion passed unanimously.

9.2 MN Paid Leave Procedures

Motion by Jody Bauer, seconded by Becky Foster, to approve SWWC MN Paid Leave procedures as presented. Motion passed unanimously.

9.3 MN Paid Leave Memorandum of Understandings

Motion by Jody Bauer, seconded by Carla Olson, to approve MN Paid Leave Memorandum of Understandings with CEA, CSA and DSS as presented. Motion passed unanimously.

ITEM 10: CPC BOARD MEETING UPDATE

Matt Coleman reported CPC Board met November 5th. CPC continues to try expanding to other states. At the end of the year each cooperative will receive \$104,104 in revenues.

ITEM 11: OPEN FORUM/CLOSING REMARKS

No comments were made.

ITEM 12: OTHER

Chair Coleman adjourned the meeting at 7:45 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, December 17, 2025, beginning at 6:30 pm at SWWC - Marshall, MN.