

# **BOARD OF DIRECTORS' MEETING**

December 17, 2025  
SWWC – Marshall, MN

## **Minutes**

- BOARD PRESENT:** Matt Coleman - Chair, Marshall  
Amanda Lecy - Clerk, Yellow Medicine East  
Carla Olson – Treasurer, KMS  
Ben Bothun, Lac qui Parle County  
Becky Foster, Westbrook/Walnut Grove  
Becky Paluch, Ivanhoe  
Nicole Swanson, Tracy (Virtual)  
Brad Johnson, Superintendent, Renville County West (Ex-Officio)
- BOARD ABSENT:** Jody Bauer – Vice Chair, Tracy  
Tonya Kelly, Dawson/Boyd
- STAFF PRESENT:** Cliff Carmody, Executive Director  
Kari Bailey, Director of Human Resources  
Bobbie Carmody, Administrative Assistant  
Doug Deragisch, Director of Risk Management  
Tegan Gillund, Director of Finance  
Shelly Maes, Director of Member Engagement/Foundation Ex. Director
- GUEST:** Adam Owens, Abdo Solutions (Virtual)

- ITEM 1:** **CALL TO ORDER**  
Chair Coleman called the meeting to order at 6:36 pm at SWWC – Marshall, MN.
- ITEM 2:** **INTRODUCTION OF GUESTS**  
Cliff Carmody introduced staff guests Doug Deragisch and Shelly Maes and virtual guest Adam Owens from Abdo Solutions.  
  
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 with the addition as presented. Motion passed unanimously.
- ITEM 4:** **CONSENT AGENDA APPROVAL**  
Motion by Becky Foster, seconded by Carla Olson, to approve items on the consent agenda as follows:

**4.1 Minutes – November 19, 2025**

**4.2 Approval of Expenditures**

**4.3 Services Contracts**

- BLHS Public School – Student Data Privacy Services from 7/1/25-6/30/26 - \$1,950.00.
- Inver Grove Heights Schools – E-Rate Services from 7/1/25-6/30/26 - \$5,256.00.

**4.4 Consultant Contracts**

- ORB Management Corporation – Owner’s representative to address Long Term Facility Maintenance and other needs at Windom ELC/ALC - \$28,000.00.
- Bloom Hay Dobbs – to provide design options and next steps for professional services for the Windom ELC facility design option services in Windom, MN - \$13,600.00.
- SW MN Private Industry Council – Career Connected Learning services to expand, enhance, coordinate and increase work-based learning opportunities for schools and students in grades 5-12 across the service area of 14 counties through connections with business and industry effective 10/1/25-6/30/26 - \$25,000.00.

**4.5 Personnel List**

***New Hires:***

- Kayla Blomme, Regional Equitable Access Specialist, full-time (PS-SB2), with fringes, effective 11/19/2025.
- Rosemary Chams, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 1/05/2026.
- Angela McLaughlin, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 12/5/2025.
- Ambreighya Price, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 12/09/2025.
- Megan Torborg, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 11/24/2025.

***Status Changes:***

- Justine Kirst, Special Education Paraprofessional, part-time (Schedule A/Step 0), without fringes, to full-time (Schedule A/Step 0) with fringes, effective 1/01/2026.
- Emily Olson, Substitute Special Education Paraprofessional, without fringes, to Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 12/08/2025.

***Individual Contracts:***

- Elizabeth Deen, Senior Director of Teaching & Learning, July 1, 2025-June 30, 2027.
- Shelly Maes, Director of Member Engagement, July 1, 2025-June 30, 2027.

***Long-Term Substitute:***

- Kenya Duroe, Long-Term Substitute COTA, 12/8/2025 – 1/09/2026.

**Stipends:**

- Paige Clausen, Mentor Stipend, effective 2024-2025.
- Kay Dann, Mentor Stipend, effective 2024-2025.
- Paige DeWall, Mentor Stipend, effective 2024-2025.
- Alison Dickinson, Mentor Stipend, effective 2024-2025.
- Chelsey Frericks, Mentor Stipend, effective 2025-2026.
- Randi Harlow, RBT Certification, effective 2025-2026.
- Jodi Johnson, Mentor Stipend, effective 2024-2025.
- Dallas Saulsgiver, Mentor Stipend, effective 2024-2025.
- Hannah Storm, Administrator License stipend, effective 2025-2026.

**Substitutes:**

- April Roelike, Substitute Paraprofessional, effective 2025-2026.
- Holly Spicer, Substitute Paraprofessional/Substitute Teacher, effective 2025-2026.

**Retirement:**

- Brenda Marschall, Special Education Paraprofessional, effective 12/19/2025.

**Resignations/Terminations:**

- Israel Elizondo, Special Education Paraprofessional, effective 12/02/2025.
- Bryce Kotz, Special Education Paraprofessional, effective 12/01/2025.
- Torri Rykhus, Special Education Paraprofessional, effective 12/08/2025.

**4.6 Acceptance of Grants**

- Robotics Teams & STEM Internships – Grant through SW MN Private Industry Council to support robotics teams and STEM internships. This is an extension of the grant that previously had ended on 6/30/25 – February 22, 2024 – June 30, 2026 - \$49,500.00.

Motion passed unanimously.

**ITEM 5:**

**FY25 AUDIT**

Adam Owens from Abdo Solutions presented on the FY25 SWWC Financial Statements. The audit received an unmodified clean opinion. Areas reviewed included General Fund Balances; General Fund Budget to Actual; General Fund Expenditures; Proprietary Funds; and Cash and Investment Balances by Fund. Motion by Becky Paluch, seconded by Ben Bothun, to approve the FY25 Audit as presented. Motion passed unanimously.

**ITEM 6:**

**SWWC FOUNDATION UPDATE**

Shelly Maes provided a report on the SWWC Foundation and funds raised by program from 2021-22 through the 2024-25 fiscal years. Also noted was the recent Foundation audit received a clean opinion.

**ITEM 7:**

**ACTION ITEMS**

**7.1 Board Election Resolution Canvassing Return of Votes**

Motion by Amanda Lecy, seconded by Becky Paluch, to adopt the following resolution canvassing return of votes and authorizing issuance of certificates of election:

Whereas, the Board has canvassed the election for the Southwest West Central Service Cooperative (SWWC SC) held December 5, 2025, and whereas the Board has found and determined that the ballots received provide the following results:

**Election to fill Four 4-year school offices:**

Jody Bauer, Tracy	125
Becky Foster, Westbrook/Walnut Grove	98
Becky Paluch, Ivanhoe	94
Emily Coequyt, Minneota	92
Tonya Kelly, Dawson/Boyd	82
Leslie Madison, Adrian	73

Whereas, the Board has passed a resolution requiring write-in votes for an individual candidate for the board be recorded only if the total number of write-in votes for that individual is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

Now therefore, be it resolved by the Board of the Southwest West Central Service Cooperative that the Chair and the Clerk are hereby authorized to execute certificates of election on behalf of the Board of Directors of the Southwest West Central Service Cooperative to:

**School Board Representatives – 4-year term**

Jody Bauer, Tracy, 2026-2029  
Becky Foster, Westbrook/Walnut Grove, 2026-2029  
Becky Paluch, Ivanhoe, 2026-2029  
Emily Coequyt, Minneota, 2026-2029

Who have received a sufficiently large number of votes to be elected to fill vacancies on the Board from January 1, 2026, based on the results of the canvass.

A roll call vote was taken with Directors Coleman, Lecy, Olson, Bothun, Foster, Paluch, Swanson voting in favor. Motion passed unanimously.

**7.2 CCOGA Board Appointment**

Motion by Becky Foster, seconded by Becky Paluch, to appoint Ben Bothun, Lac qui Parle County, to serve as the CCOGA Representative to the SWWC Board of Directors for a four-year term beginning January 1, 2026 – December 31, 2029. Motion passed unanimously.

**7.3 MREA Board Election**

Motion by Carla Olson, seconded by Becky Paluch, to cast a ballot for Tracy Detloff, Teacher – New London/Spicer to the MREA Board of Directors. Motion passed unanimously.

**7.4 Acceptance of Gifts/Donations**

Motion by Nicole Swanson, seconded by Ben Bothun, to adopt the following resolution accepting gifts/donations:

**WHEREAS**, Board Policy 706 establishes guidelines for the acceptance of gifts or donations to the Agency;

**WHEREAS**, Minnesota Statute 465.03 states the Board of Directors may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

**THEREFORE, BE IT RESOLVED**, that on December 17, 2025, the Board of Directors of Southwest West Central Service Cooperative, ISD 0991, accepts with appreciation the following gifts/donations received by the Agency:

- Federated Rural Electric Trust – Special Education - \$450.00

A roll call vote was taken with Directors Coleman, Lecy, Olson, Bothun, Foster, Paluch, Swanson voting in favor. Motion passed unanimously.

**ITEM 8: MONTHLY ADMINISTRATIVE REPORT**

**8.1 Director of Finance**

Tegan Gillund provided a monthly financial report for the month ending November 30, 2025, with 31.7% of revenues collected and 36.5% expended. Updates were also provided on FY26 revised budgets, 2026-27 contract development, federal flow through reimbursement, new staff training, and issuance of retainage checks for Agency Administration and Pipestone projects.

**8.2 Director of Human Resources**

Kari Bailey reported on SWWC vacancies, MN Paid Leave Supervisor Training and mandatory notice, 26-27 staffing process, and ELC site supervisor visits.

**8.3 Executive Director**

Cliff Carmody reported on Interim SMSU President meeting, David Berner AI presentation at AESA National Conference, Annual Robotics Competition, Eriann Faris earned a certificate of Economic and Workforce Development Integration, Windom site, MN state budget forecast, Administrative Forum and Superintendent Council meeting, leadership development framework for senior leadership, update to virtual meeting attendance for board meetings, completion of term on MREA Board of Directors, and Marshall office holiday hours.

**ITEM 9: FINANCE COMMITTEE REPORT**

Matt Coleman reported solutions and financing for the Windom site continue to be considered and a presentation was provided on SWWC Past, Present, and Future Budgets.

**ITEM 10: PERSONNEL COMMITTEE REPORT**

**10.1 CSA Memorandum of Understanding**

Motion by Becky Foster, seconded by Amanda Lecy, to approve an unpaid leave of absence for Ms. Amaya Helmin, Special Education Teacher, for the 2026-27 school year. Motion passed unanimously.

**10.2 Executive Director Return-to-Work Agreement**

Motion by Becky Paluch, seconded by Becky Foster, to approve an updated Return-to-Work Agreement to include language regarding MN Paid Leave and to move any HSA contributions to a VEBA contribution. Motion passed unanimously.

**10.3 2025-27 CSA Tentative Settlement**

Motion by Amanda Lecy, seconded by Becky Foster, to approve the 2025-27 CSA Tentative Settlement of 7.62% as presented. Motion passed unanimously.

**ITEM 11: OPEN FORUM/CLOSING REMARKS**

Cliff Carmody shared a note received from Tonya Kelly regarding her year of service on the SWWC Board and was thanked for her time.

**ITEM 12: OTHER**

Chair Coleman adjourned the meeting at 7:30 pm. The next meeting of the SWWC Board of Directors is scheduled on Wednesday, January 28, 2026, beginning at 6:30 pm at SWWC - Marshall, MN.