SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE

SWWC

Education & Administrative Resources

BOARD OF DIRECTORS' MEETING

May 27, 2026
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
Emily Coequyt, Minneota
Becky Foster, Westbrook/Walnut Grove
Nicole Swanson, Tracy

BOARD ABSENT: Becky Paluch, Ivanhoe
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
Melanie Kray, Senior Director of Special Education
Christine Schmitt, Director of Business Services
Kayla Speidel, LTFM Specialist

ITEM 1: CALL TO ORDER
Chair Coleman called the meeting to order at 6:33 pm at SWWC – Marshall, MN.

ITEM 2: INTRODUCTION OF GUESTS
Cliff Carmody introduced staff guests Melanie Kray, Christine Schmitt, and Kayla Speidel.

Chair Coleman read the SWWC Mission and Vision statements.

ITEM 3: AGENDA APPROVAL
Motion by Amanda Lecy, seconded by Becky Foster, to approve the agenda with the addition of Item 7.3 – SWWC ELC-Cosmos Painting Project. Motion passed unanimously.

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

4.1 Minutes – April 22, 2026

4.2 Approval of Expenditures

4.3 <u>Services Contracts</u>

- DREAM Technical Academy – SWWC Membership from 3/27/26-6/30/26 - $25.00.
- EdSource Midwest, LLC – School Nurse Services from 4/14/26-5/14/26 - $330.00.
- Hutchinson Public School – Orientation and Mobility Services from 4/21/26-6/30/26 - $1,375.00.
- Luverne Public School – Orientation and Mobility Services from 4/17/26-6/30/26 - $1,250.00.
- Lynd Public Schools – School Nurse Services from 4/27/26-6/30/26 - $2,784.00.
- Westbrook-Walnut Grove Schools – Blind and Visually Impaired Services from 4/27/26-6/30/26 - $1,250.00.
- Worthington Public School – DAPE Services from 4/17/26-6/30/26 - $1,075.00.
- Jackson County Central School District – Instruction Coaching Support from 7/1/26-6/30/27 - $5,900.00.
- Lynd Public Schools – School Nurse Services from 7/1/26-6/30/27 - $19,000.00.
- Lynd Public Schools – Mental Health Services from 7/1/26-6/30/27 - $68,000.00.
- Prinsburg Public School – ECSE Services from 7/1/26-6/30/27 - $1,230.00.
- Willmar Public School – Intervener Services from 7/1/26-6/30/27 - $54,740.00.
- Worthington Public School – Due Process Specialist and Assessment Specialist Services from 7/1/26-6/30/27 - $136,500.00.
- Worthington Public School – Instruction Coaching Support from 7/1/26-6/30/27 - $5,900.00.

4.4 <u>26-27 Membership Services Contracts</u>

Approve 26-27 Membership Services Contracts totaling $2,270,948.30 as presented.

4.5 <u>Consultant Contracts</u>

- Marsden Building Maintenance, LLC – Janitorial Services for Marshall Office from July 1, 2026, to June 30, 2027 - $32,472.00.
- ORB Management Corporation – Facilities and Real Estate Consulting Agreement from July 1, 2026, to June 30, 2029 - $5,500.00/month.

- Resource Training & Solutions – Health Insurance Sales & Support Agreement effective July 1, 2026, to June 30, 2027 - $143,586.00.

4.6 <u>Personnel List</u>

New Hires:
• Ashley Madetzke, ALC Teacher, 185 days (MA & 8), with fringes, effective 8/04/2026.
• Mikaela Serreyn, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, effective 4/27/2026.

Reinstatements:
• Amber Schaffran, Special Education Teacher, 185 days (MA & 7), with fringes, effective 5/18/2026.

Status Changes:
• Stacey Baedke, School Counselor, 185 days (40MA & 13), with fringes to Mental Health Consultant, 185 days (40MA & 14), with fringes, effective 8/04/2026.
• Elizabeth Block, Special Education Paraprofessional, full-time (Schedule A-L2/Step 12), with fringes to Behavior Specialist, (PS-BS/Step 1), with fringes, effective 8/04/2026.
• Alejandra Gonzalez, Special Education Paraprofessional, Level I to Level II, effective 7/01/2026.
• Ashley Haken, Technology Integration Specialist, full-time (PS-FY 3) with fringes, to Due Process & Academic Specialist,185 days (30MA & 8), with fringes, effective 8/04/2026.
• Eric Johnson, Special Education Teacher, 185 days (BA & 8), with fringes, to ALC Teacher, 185 days (BA & 9), with fringes, effective 8/04/2026.
• Sarah Kreuter, BCaBA, full-time (PS-BCaBA/Step 14), with fringes, to BCBA, full-time (PS-BCBA/Step 10), with fringes, effective 4/13/2026.
• Regina Magedanz, Assistant Director of Special Education, 220 days (ADMIN 1/Step 5), with fringes to Curriculum, Instruction and Assessment Coordinator, 185 days (40MA & 18), with fringes, effective 8/04/2026.
• Malinda Petersen, Temporary Administrative Assistant, to Substitute Special Education Paraprofessional and Substitute Administrative Assistant, effective 5/08/2026.
• Tamara Russell, Long-Term Substitute EL Teacher, 21 days (MA & 3), without fringes, 2/17/2026 - 5/29/2026 to Long-Term Substitute EL Teacher, 2/17/2026 – 4/22/2026.

Temporary Hire:
• Victoria Imafidor, Technology Intern, $17.00/hour, $1,500 housing stipend, effective 5/18/2026 - 8/14/2026.
• Zachary Ourada, Technology Intern, $17.00/hour, $1,500 housing stipend, effective 5/18/2026 - 8/14/2026.

Substitutes:
• Jodi Johnson, Substitute Teacher, effective 2025-2026.

Stipends:
• Stephanie Almjeld, Mentor Stipend, effective 2025-2026.
• Heather Anderson, Administrator License Stipend, effective 2025-2026.
• Vera Armendariz, Mentor Stipend, effective 2025-2026.
• Hazel Ashbeck, Mentor Stipend, effective 2025-2026.
• Penny Bjorklund, Mentor Stipend, effective 2025-2026.
• Lisa Blegen, Mentor Stipend, effective 2025-2026.

- Luke Bothun, Mentor Stipend, effective 2025-2026.
- Taylor Carlson, Mentor Stipend, effective 2025-2026.
- Kay Dann, Mentor Stipend, effective 2025-2026.
- Megan Degner, Mentor Stipend, effective 2025-2026.
- Jennifer Deike, Mentor Stipend, effective 2025-2026.
- Sara Delaney, Mentor Stipend, effective 2025-2026.
- Stephen Derenge, SPED Teacher Pathway Stipend, effective 2025-2026.
- Paige DeWall, Mentor Stipend, effective 2025-2026.
- Aaron Ellingson, Mentor Stipend, effective 2025-2026.
- Whitney Evers, Mentor Stipend, effective 2025-2026.
- Jennifer Halvorson, Mentor Stipend, effective 2025-2026.
- Katherine Ihler, Mentor Stipend, effective 2025-2026.
- Jodi Johnson, Mentor Stipend, effective 2025-2026.
- Britney Keiser, Mentor Stipend, effective 2025-2026.
- Kristin Kinney, Mentor Stipend, effective 2025-2026.
- Andrew Larsen, Mentor Stipend, effective 2025-2026.
- Amanda Mattsen, Mentor Stipend, effective 2025-2026.
- Ashley Mesman, Mentor Stipend, effective 2025-2026.
- Angie Meyer, Mentor Stipend, effective 2025-2026.
- Taylor Mischke, Mentor Stipend, effective 2025-2026.
- Samantha Molitor, Mentor Stipend, effective 2025-2026.
- Lexi Orlowski, Mentor Stipend, effective 2025-2026.
- Salma Perez, Mentor Stipend, effective 2025-2026.
- Allyson Pesek, Mentor Stipend, effective 2025-2026.
- Jessica Robinson, Mentor Stipend, effective 2025-2026.
- Alicia Roelike, Mentor Stipend, effective 2025-2026.
- Joshua Schaffran, Mentor Stipend, effective 2025-2026.
- Alyssa Scharmer, Mentor Stipend, effective 2025-2026.
- Tracy Shafer, Mentor Stipend, effective 2025-2026.
- Kari Watson, Mentor Stipend, effective 2025-2026.
- Alexander Wright, Mentor Stipend, effective 2025-2026.

Resignations/Terminations:

- Sydney Coleman, Special Education Paraprofessional, effective 5/12/2026.
- Jaron Frederick, School Psychologist, effective 6/09/2026.
- Justine Kirst, Special Education Paraprofessional, effective 5/22/2026.
- Alyssa Lecy, Occupational Therapist, effective 6/09/2026.
- Teslynn Saltzer, BTA, effective 5/15/2026.
- Alyssa Scharmer, Special Education Teacher, effective 6/09/2026.
- Mikaela Serreyn, Special Education Paraprofessional, effective 4/30/2026.
- Michael Soupir, Technology Support Specialist II, effective 5/28/2026.

4.7 <u>2026-27 CSA Staff Contracts</u>

Approve the 2026-27 CSA Staff contracts as presented.

4.8 <u>Acceptance of Grants</u>

- Chippewa CARE Collaborative Mini-Grant – ELC-Montevideo items or supplies for a "chill" space from May 13, 2026, to August 13, 2026 - $600.00.

Motion passed unanimously.

ITEM 5: <u>STAFF PRESENTATION – BUSINESS SERVICES</u>

Christine Schmitt and Kayla Speidel provided the staff presentation on Health and Safety services and shared information on program overview, direct district support, Type III bus driver training; compliance; financial impact; electrical and safety concerns; proactive

communication; partnerships; and program reach.

ITEM 6: COORDINATED EARLY INTERVENING SERVICES PRESENTATION

Melanie Kray provided a presentation on Coordinated Early Intervening Services (CEIS) which included information on CEIS; disproportionality; mandatory CEIS; use of funds; districts in mandatory CEIS in 25-26; and districts in mandatory CEIS in 26-27.

ITEM 7: ACTION ITEMS

7.1 ELC-Cosmos Door Project

Motion by Nicole Swanson, seconded by Carla Olson, to approve the proposal from BCI Construction to complete the door replacement at SWWC ELC-Cosmos at a total cost of $148,393.00. Motion passed unanimously.

7.2 ELC-New London Door Project

Motion by Becky Foster, seconded by Amanda Lecy, to approve the proposal from BCI Construction to complete the door replacement at SWWC ELC-New London at a total cost of $90,748.00. Motion passed unanimously.

7.3 SWWC ELC-Cosmos Painting Project

Motion by Ben Bothun, seconded by Carla Olson, to approve the proposal from Platinum Painting, LLC to complete the drywall and painting project at SWWC ELC-Cosmos at a total cost of $38,560.00. Motion passed unanimously.

ITEM 8: MONTHLY ADMINISTRATIVE REPORT

8.1 Director of Finance

Tegan Gillund provided a monthly financial report for the month ending April 30, 2026, with 69.5% of revenues collected and 76.7% expended and reported on 26-27 preliminary budgets are being finalized and will be brought to Board in June; 26-27 special ed program approval; Kelsi Topp completed the MASBO Certification Program; Payroll Fiscal Year-End Training and payouts; project planning for ELCs and summer cleaning schedule; and audit preparation.

8.2 Director of Human Resources

Kari Bailey reported the last day of school for ELCs is Friday, May 29; SWWC currently has 9.5 FTE vacancies; READY to Shine event; CSA union involvement with 26-27 staffing assignments; Program Specialist negotiations status; and the Spring Inservice is scheduled on June 9th at Independence Park, Marshall.

8.3 Executive Director

Cliff Carmody shared a legislative session summary and reported on a Legislative Wrap-Up scheduled on June 16; round table with Senator Amy Klobachar on daycare shortage; AESA Foundation; Melanie Kray participating in the AESA Executive in Residence Program; Roger Moe, MSC Lobbyist, retirement; Windom site planning; SWWC purchasing the ELC-Cosmos building; facility bond proceeds; Project SEARCH and ALC Graduations; IT summer intern hires; Building Identity event; Mid-Year Insurance Pool had 100% retention and wrote one new group; MSC Board Conference registration deadline is May 31; and Marshall Administrative Office will begin summer hours on June 8.

ITEM 9: PERSONNEL COMMITTEE REPORT

9.1 Resolution Placing Post Probationary Teacher on Unrequested Leave of Absence

Motion by Jody Bauer, seconded by Nicole Swanson, to adopt the following resolution:

WHEREAS, the Board of Directors of the Southwest West Central Service Cooperative, adopted a resolution on April 22, 2026, proposing to place teacher on unrequested leave of absence on the grounds of discontinuance of position, lack of pupils, or financial limitations; and

WHEREAS, said written notice of the proposed placement on unrequested leave of absence was received by the teacher by personal service on April 23, 2026*,* and

WHEREAS, said written notice of the proposed placement on unrequested leave of absence contained a statement setting forth the reasons for the proposed placement as well as a statement that the teacher was entitled to a hearing before the board provided the teacher make a request in writing within 14 days of receipt of said notice, and that if no hearing was requested within said 14-day period, it constituted acquiescence by the teacher to the board's proposed action, and

WHEREAS, no written request of any kind was received by the board from the teacher for a hearing as of May 7, 2026*,* and

WHEREAS, said failure to make written request for a hearing within 14 days after receipt of notice of proposed placement on unrequested leave of absence constitutes acquiescence by the teacher to placement on unrequested leave of absence.

BE IT HEREBY RESOLVED, by the Service Cooperative's Board of Directors that the teacher be and hereby is placed on unrequested leave of absence for 1.0 of their position as a teacher of the Service Cooperative on the grounds of discontinuance of position, lack of pupils, or financial limitations effective at the end of the 2025-26 school year on June 30, 2026, pursuant to Minnesota Statutes, Sec. 122A.40, Subd. 10, and Article IX, Section 9 of the current Master Agreement between the Service Cooperative and the exclusive representative.

BE IT FURTHER RESOLVED, that a notice of placement on unrequested leave of absence, together with a copy of this resolution be forwarded to said teacher by e-mail with confirmation of receipt be placed in the teacher's file, together with a copy of the notice and resolution.

- Kelli Doorenbos – Coordinator of Tiered Supports

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

9.2 **<u>Resolution Non-Renewing Administrator</u>**
Motion by Jody Bauer, seconded by Becky Foster, to adopt the following resolution:

WHEREAS, staff member is a part of the Administrator group in the Southwest West Central Service Cooperative.

BE IT RESOLVED, by the Board of Directors of the Southwest West Central Service Cooperative, that the employment contract of the staff member is hereby non-renewed at the close of the current 2025-26 school year.

BE IT FURTHER RESOLVED, that written notice be sent to staff member regarding non-renewal of his/her assignment.

- Heidi van der Hagen – Site Administrator
- Kathryn Ralston – Director of Special Education

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

ITEM 10: **FINANCE COMMITTEE REPORT**

An update was provided on the MN Healthcare Consortium reserves and potential use of funds.

ITEM 11: **CPC BOARD MEETING UPDATE**

An update from the recent Cooperative Purchasing Connection Board meeting was provided on 25-26 budget, revenue to date, and revenue share.

ITEM 12: **OPEN FORUM/CLOSING REMARKS**

No comments were made.

ITEM 13: **OTHER**

Chair Coleman adjourned the meeting at 8:03 pm. The next meeting of the SWWC Board of Directors is scheduled for Wednesday, June 24, 2026, beginning at 6:30 pm at SWWC - Marshall, MN.