SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE
SWWC
Education & Administrative Resources

BOARD OF DIRECTORS' MEETING

September 23, 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
Becky Foster, Westbrook/Walnut Grove
Becky Paluch, Ivanhoe
Nicole Swanson, Tracy

BOARD ABSENT: Emily Coequyt, Minneota

STAFF PRESENT: Cliff Carmody, Executive Director
Kari Bailey, Director of Human Resources
Bobbie Carmody, Administrative Assistant
Tegan Gillund, Director of Finance
Wilson Hoffmann, CSA Co-President
Amber Schaffran, CSA Co-President

ITEM 1: CALL TO ORDER
Chair Coleman called the meeting to order at 6:31 pm at SWWC – Marshall, MN.

ITEM 2: INTRODUCTION OF GUESTS
Cliff Carmody introduced Wilson Hoffmann and Amber Schaffran, Certified Staff Association Co-Presidents.

Chair Coleman read the SWWC Mission and Vision statements.

ITEM 3: AGENDA APPROVAL
Motion by Nicole Swanson, seconded by Becky Paluch, to approve the agenda with the addition of Item 8.1 – 26-27 Program Specialists Tentative Settlement. 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 – August 26, 2026

4.2 Approval of Expenditures

4.3 Services Contracts

- BLHS Public School – ECSE Services from 7/1/26-6/30/27 - $2,460.00.
- Cambridge-Isanti Public School District – Membership Dues - $50.00 and Data Privacy Services - $5,104.20 from 7/1/26-6/30/27.
- Monticello Public School – Membership Dues - $50.00 and Data Privacy Services - $3,606.24 from 7/1/26-6/30/27.
- St. Stephen Lutheran Church – Membership Dues (fee waived) from 7/1/26-6/30/27.
- Worthington Public School – School Nursing Services from 7/1/26-6/30/27 - $5,500.00.

4.4 Consultant Contracts

- Sunbelt Staffing, LLC – To provide Occupational Therapy services from Liana Gordan from 12/16/25-5/29/26 for 10 hours/week - $115.00/hour.
- Sunbelt Staffing, LLC – To provide Occupational Therapy services from Brittney Hendricks from 12/16/26-5/29/26 for 15 hours/week - $115.00/hour.

4.5 Personnel List

New Hires:

• Deana Krueger Pfannschmidt, Speech Language Pathologist, 185 days (PhD & 11), with fringes, effective 9/09/2026.
• Chelsie Laue, Special Education Teacher, 185 days (BA & 3), with fringes, $5,000 signing bonus, effective 8/04/2026.
• Amber Mead, Business Services Specialist, full-time (PS-FY2), with fringes, effective 9/23/2026.
• Erika Olson, Speech Language Pathologist, 185 days (20MA & 18), with fringes, effective 8/04/2026.
• Lindsey Schomacker, Project SEARCH Teacher, part-time (BA & 15), without fringes, effective 7/21/2026-8/03/2026, 185 days (BA & 15), with fringes, effective 8/04/2026.
• Ella Wolner, Behavior Therapist, full-time (PS-L2BT/Step 4), with fringes, effective 9/08/2026.
• Rebecca Wright, Special Education Paraprofessional, full-time (Schedule A/Step 7), with fringes, effective 9/02/2026.

Reinstatements:

• Riley Defries, Special Education Teacher, 185 days (BA & 4), with fringes, effective 8/28/2026.

Temporary Hire:

• Miranda Litzau, LPN, effective 9/22/2026 – 12/15/2026.
• Gina Webb, Licensed School Nurse, effective 9/21/2026 – 1/15/2027.
• Courteney Weidert, Accounting Intern, $18.00/hour, effective 9/02/2026 – 12/31/2026.

Status Changes:

• Jacey Burnett, Special Education Paraprofessional, Level I to Level II, effective 8/11/2026.

• Stephen Derenge, Special Education Paraprofessional, full-time (Schedule A-L2/ Step 7), with fringes, to Special Education Teacher, 185 days (MA & 3), with fringes, $5,000 signing bonus, effective 8/04/2026.
• Miranda DeSmet, Special Education Paraprofessional, 6 days (Schedule A/Step 6), with fringes, to Special Education Teacher, 179 days (BA & 3), with fringes, $5,000 signing bonus, effective 9/10/2026.
• Shelby Kavanagh, Special Education Paraprofessional, Level I to Level II, effective 9/01/2026.
• Eduardo Martinez, Special Education Paraprofessional, Level I to Level II, effective 8/11/2026.
• Skylar Mendro, Special Education Paraprofessional, Level I to Level II, effective 8/11/2026.
• Adriana Schmitz, Special Education Paraprofessional, Level I to Level II, effective 9/01/2026.
• Jayda Stoffer, Special Education Paraprofessional, Level I to Level II, effective 9/02/2026.
• Kristin Zollner, Special Education Paraprofessional, full-time (Schedule A/Step 7), to ALC Paraprofessional, full-time (Schedule A/Step 7), with fringes, effective 8/25/2026.

Substitutes:
• T.Anya Brenner, Substitute Special Education Teacher, effective 2026-2027.

Stipends:
• Beth Gronli, MA Billing Stipend, effective 2026-2027.
• Jennifer Halvorson, Administrator License Stipend, effective 2026-2027.
• Tori Helmer, MA Billing Stipend, effective 2026-2027.
• Carrie Kesteloot, MA Billing Stipend, effective 2026-2027.
• Cris Knott, MA Billing Stipend, effective 2026-2027.
• Daydrea Nelson, MA Billing Stipend, effective 2026-2027.
• Salma Perez, MA Billing Stipend, effective 2026-2027.
• Karly Schwartz, MA Billing Stipend, effective 2026-2027.
• Jade Van Dyke, MA Billing Stipend, effective 2026-2027.
• Chelsea Vander Plaats, MA Billing Stipend, effective 2026-2027.
• Jessica Wolterstorff-Weber, Administrator License Stipend, effective 2026-2027.

CSA Lane Changes:
• Ashley Baker, Social Skills Teacher, 185 days (BA & 6) to 185 days (20BA & 6), effective 8/20/2026.
• Jill Cihak, ALC Teacher, 185 days (MA & 18) to 185 days (10MA & 18), effective 8/20/2026.
• Wendy Dinesen, Special Education Teacher, 185 days (10MA & 18) to 185 days (20MA & 18), effective 8/20/2026.
• Jennifer Halvorson, Special Education Teacher, 185 days (MA & 9) to 185 days (20MA & 9), effective 8/20/2026.
• Wilson Hoffmann, Teacher of the Visually Impaired, 185 days (30MA & 11) to 185 days (40MA & 11), effective 8/20/2026.
• Rachael Hudson, School Psychologist, 185 days (40MA & 17) to 185 days (50MA & 17), effective 8/20/2026.
• Charlie Josephson, Special Education Teacher, 185 days (MA & 12) to 185 days (10MA & 12), effective 8/20/2026.
• Andrew Larsen, Speech Language Pathologist, 185 days (20MA & 7) to 185 days (30MA & 7), effective 8/20/2026.

• Nicole Larson, School Social Worker, 150 days (10MA & 18) to 150 days (20MA & 18), effective 8/20/2026.
• Kate MacDonald, Youth Mental Health Navigator, 185 days (MA & 18) to 185 days (30MA & 18), effective 8/20/2026.
• Amanda Mattsen, Special Education Teacher, 185 days (MA & 10) to 185 days (10MA & 10), effective 8/20/2026.
• Kayce Olson, Teacher of the Visually Impaired, 185 days (MA & 14) to 185 days (10MA & 14), effective 8/20/2026.
• Logan Peterson, Special Education Teacher, 185 days (BA & 5) to 185 days (30BA & 5), effective 8/20/2026.
• Margaret Sawatzky, Speech Language Pathologist, 185 days (10MA & 11) to 185 days (20MA & 11), effective 8/20/2026.
• Amber Schaffran, Special Education Teacher, 185 days (MA & 8), to 185 days (20MA & 8), effective 8/20/2026.
• Alyssa Schmaedeka, Special Education Teacher, 185 days (BA & 4) to 185 days (10BA & 4), effective 8/20/2026.
• Kimberly Starz, Speech Language Pathologist, 200 days (20MA & 18) to 200 days (30MA & 18), effective 8/20/2026.
• Chelsea Wade, Special Education Teacher, 185 days (30BA & 7) to 185 days (MA & 7), effective 8/20/2026.
• Traci Walkowski, ALC Teacher, 185 days (30BA & 11) to 185 days (MA & 11), effective 8/20/2026.

Retirement:
• Debra Whisney, Substitute Paraprofessional, effective 11/20/2025.

Resignations/Terminations:
• Alexa Baker, Health Paraprofessional, effective 9/23/2026.
• Anne Bruns, Special Education Teacher, effective 8/28/2026.
• Rosemary Chambs, Special Education Paraprofessional, effective 8/20/2026.
• Katie Ellingboe, Special Education Paraprofessional, effective 8/27/2026.
• Jessica McNamara, Behavior Specialist, effective 9/17/2026.
• Matthew Onken, Special Education Paraprofessional, effective 8/31/2026.
• April Peterson, Special Education Paraprofessional, effective 8/21/2026.
• Katie Will, Business Services Specialist, effective 9/16/2026.

4.6 <u>Acceptance of Grants</u>

- Career Pathways Impact Funds – CoBank has awarded funding to SWIF to support the LYFT Impact Grant Program administered at SWWC – 9/1/26-3/31/27 - $100,000,00.

- Statewide Health Improvement Partnership (SHIP) – Des Moines Valley Health & Human Services has awarded ELC-Windom with funding to support healthy eating in the workplace – 9/3/26-9/30/26 - $650.00.

Motion passed unanimously.

ITEM 5: <u>CSA PRIORITIES</u>

Wilson Hoffmann and Amber Schraffran reviewed 2026-27 CSA's Mission Statement, Purpose, and Core Values. Core Values included Empowering Students for Success; Partnering and Collaborating with SWWC Administration, Schools, and Districts Served; and Collaborating with Communities for Lasting Impact.

ITEM 6: ACTION ITEMS

6.1 SWWC & Board of Regents – University of Wisconsin Memorandum of Understanding

Motion by Becky Paluch, seconded by Ben Bothun, to approve the memorandum of understanding between SWWC Service Cooperative and the Board of Regents of the University of Wisconsin-Madison's School of Education to affirm its commitment to participate in WIDA's Project RESPECT Pilot.

6.2 Board Policies – 1st Reading & Adoption

Motion by Jody Bauer, seconded by Amanda Lecy, to adopt Policy #423 – Employee-Student Relationships as presented. Motion passed unanimously.

ITEM 7: MONTHLY ADMINISTRATIVE REPORT

7.1 Director of Finance

Tegan Gillund provided the monthly financial report for the month ending August 31, 2026, with 13.5% of revenues collected and 12.6% expended. Updates were also provided on initial audit work; BMO transition to First Citizens Bank for SWWC checking and money market accounts; summer facility projects finishing completion and scheduled fall and winter projects; and the completion of the purchase of the ELC-Cosmos building.

7.2 Director of Human Resources

Kari Bailey reported on SWWC vacancies to date; initial meeting scheduled for 26-28 DSS negotiations; therapy dog application for the ELC-Cosmos site; and Cardiac Emergency Response Protocol for all sites.

7.3 Executive Director

Cliff Carmody reported on Legislative Candidate Forums scheduled; monthly and weekly superintendents meetings; Superintendents Executive Council meeting and rotation of superintendent attending SWWC Board meetings; ALC Pipestone program review; ELC-Windom project status; MHC VEBA Committee meeting held regarding VEBA policy; AESA Conference scheduled in December; October Board meeting will be held at ELC-Pipestone; and recognized and thanked the SWWC Board for their service to the SWWC Board and their local boards.

ITEM 8: PERSONNEL COMMITTEE REPORT

The Executive Director's performance evaluation timelines were shared. A self-review will be provided to the Board by November 4 from the Executive Director with the evaluation scheduled for November 18 at the SWWC Board meeting.

8.1 26-27 Program Specialists Tentative Settlement

Motion by Becky Foster, seconded by Nicole Swanson, to approve the 26-27 Program Specialist's tentative settlement of 4.40% effective July 1, 2026- June 30, 2027. Motion passed unanimously.

ITEM 9: FINANCE COMMITTEE REPORT

An update on the status of the Windom building was provided and included purchasing agreement status, phased renovation approach, and financing options.

ITEM 10: OPEN FORUM/CLOSING REMARKS

The Board congratulated Executive Director Cliff Carmody on receiving the AESA Excellence in Executive Leadership Award.

ITEM 11: **OTHER**

Chair Coleman adjourned the meeting at 7:15 pm. The next meeting of the SWWC Board of Directors is scheduled for Wednesday, October 28, 2026, beginning at 6:30 pm at SWWC ELC - Pipestone, MN.