SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE
SWWC
Education & Administrative Resources

BOARD OF DIRECTORS' MEETING

October 28, 2026
SWWC ELC – Pipestone, 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
Brittany Heidebrink, Special Ed Teacher
Jennifer Kimman, Director of Educational Learning Centers
Jason Kratochvil, Site Administrator
Melanie Kray, Senior Director of Special Education

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

ITEM 2: INTRODUCTION OF GUESTS
Cliff Carmody introduced staff guests Brittany Heidebrink, Jennifer Kimman, Jason Kratochvil, and Melanie Kray.

Chair Coleman read the SWWC Mission and Vision statements.

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

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

4.1 Minutes – September 23, 2026

4.2 Approval of Expenditures

4.3 Services Contracts

- Adrian Public School – ECSE Services from 7/1/26-6/30/27 - $1,230.00.
- Canby Public School – School Nurse Mentor Package from 7/1/26-6/30/27 - $5,500.00.
- Fulda Public School – Blind/Visual Impaired Evaluation from 7/1/26-6/30/27 - $675.67/day.

4.4 Consultant Contracts

- Central Minnesota Jobs & Training Services Youth Programs (CMJTS) – 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 EDR 6E through connections with business and industry from 7/1/26-6/30/27 - $25,000.00.
- Southwest Minnesota 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 from 7/1/26-6/30/27 - $45,000.00.
- Willen, Inc. – Commissioning services during construction, commissioning, and closeout of the Windom Winfair Elementary project, with approximate dates of May 2027 to September 2027 - $31,650.00.
- ACGC Public Schools – Purchase of daily boiler check services for SWWC ELC-Cosmos from September 15, 2026 – June 30, 2027 - $21,445.52.

4.5 Personnel List

New Hires:

• Alma Coudron, Special Education Paraprofessional, full-time (Schedule A/Step 0), with fringes, effective 10/12/2026.
• Jaeleigh Fern, Behavior Therapist, full-time (PS-L2BT/Step 3), with fringes, effective 10/27/2026.
• Hayleigh Lingbeek, Health Paraprofessional, full-time (Schedule B/Step 1), with fringes, effective 9/24/2026.

Status Changes:

• Antonio Correa, Special Education Paraprofessional, full-time (Schedule A/Step 2), with fringes, to ELC Regional Substitute, 163 days, (BA & 3), with fringes, effective 9/23/2026.
• Ashly Eilers, Special Education Paraprofessional, full-time (Schedule A/Step 1), with fringes, to Substitute Paraprofessional, without fringes, effective 10/30/2026.
• Marcia Erickson, Substitute Paraprofessional, without fringes, to Special Education Paraprofessional, full-time (Schedule A/Step 15), with fringes, effective 9/29/2026.
• Morgan Guardado, Revenue Cycle Support Specialist, 210 days (PS-FY1), with fringes, to 221 days (PS-FY1), with fringes, effective 10/19/2026.
• Katrina Vansickle, Behavior Therapist, full-time (PS L2BT/Step 5), to full-time (PS BT+B/Step 4), with fringes, effective 8/10/2026.

• Jessie Wichmann, temporary LPN/Health Para, without fringes, effective 8/24/2026-11/25/2026 to 8/24/2026-11/02/2026.

Individual Contract:
• Raymond Norton, Network Coordinator, Individual Contract 2026-2027.

Substitutes:
• Katie Ellingboe, Substitute Paraprofessional, effective 2026-2027.
• Chris Franzwa, Substitute Teacher, effective 2026-2027.
• Brenda Kellen, Substitute Teacher, effective 2026-2027.
• Easton Larsen, Substitute Paraprofessional, effective 2026-2027.
• Christine Sleeter, Substitute Paraprofessional, effective 2026-2027.
• Shantell Van Vleet, Substitute Teacher, effective 2026-2027.
• Jessie Wichmann, Substitute LPN/Health Para, effective 2026-2027.

Stipends:
• Elizabeth Block, RBT Certification Stipend, effective 2026-2027.
• Samantha Molitor, Mentor Stipend, effective 2025-2026.

Resignations/Terminations:
• Emmy Bollman, Substitute Paraprofessional, effective 8/12/2026.
• Chentel Brouwer, Behavior Therapist, effective 9/21/2026.
• Mataya Nelson, Behavior Therapist, effective 8/31/2026.
• Julie O'Donnell, Behavior Analyst, effective 11/11/2026.
• Dallas Saulsgiver, Special Education Paraprofessional, effective 9/23/2026.
• Abbigale Thomas, Behavior Therapist, effective 8/27/2026.
• Jana Timmerman, Behavior Therapist, effective 10/15/2026.

4.6 Acceptance of Grants

- Cottonwood County Family Services Collaborative – Enhance school sensory room at ELC-Windom – Fall 2026 - $998.00.

- Minnesota Special Education Leader Foundation (MNSELF) – Funding to give participating building administrators a copy of the CASE Principal's Guide to Special Education as part of its Administrator Networking Days. The goal is to deepen administrators' understanding of special education and increase their confidence in leading effective programs in their buildings – 10/20/26-3/9/27 - $6,049.50.

Motion passed unanimously.

ITEM 5: STAFF PRESENTATION – EDUCATIONAL LEARNING CENTERS

Jen Kimman, Director of Educational Learning Centers provided the staff presentation on A Day in the Life of Educational Learning Centers. Information shared included Mission, Vision, and Values; Purpose; What Happens in an ELC before 8:30 am; Who We Serve; Student Journey; Our Teams; and Why ELCs are Successful.

ITEM 6: ACTION ITEMS

6.1 Bloom Hay Dobbs Agreement – Windom Project

Motion by Becky Paluch, seconded by Ben Bothun, to approve the amended agreement with Bloom Hay Dobbs to provide professional services throughout the Windom Winfair Elementary Project at a total cost of $586,800.00. Motion passed unanimously.

6.2 MDE Review & Comment/Lease Levy

Motion by Nicole Swanson, seconded by Jody Bauer, to approve the Review and Comment and Lease Levy submittals for the proposed Windom Winfair facilities improvement project and authorize administration to submit the required documentation to the MN Department of Education for approval. Motion passed unanimously.

ITEM 7: MONTHLY ADMINISTRATIVE REPORT

7.1 Director of Finance

Tegan Gillund provided the monthly financial report for the month ending September 30, 2026, with 19.5% of revenues collected and 21.2% expended. Updates were also provided on Quarter 3 WEX revenue share earnings; audit status; STAR reporting process; services at ELC-Cosmos transferred to SWWC; fire system training at ELC sites, and ELC capital project planning.

7.2 Director of Human Resources

Kari Bailey reported on SWWC vacancies to date; DSS negotiations; Teacher, Development, and Evaluation Workgroup; Behavioral Health salary structure; welcomed our second therapy dog at ELC-Windom; staff monitoring on OFPs; Insurance Committee meeting; and first MN Paid Leave appeal hearing.

7.3 Executive Director

Cliff Carmody reported on Windom ELC project and planning timelines; DSS Level III grievance status; Legislative Candidate forums held with newly elected officials being invited to November in-person superintendent meetings; IT2 Conference held with 43 exhibitors and 118 attendees; Rally Your Region and LEAD CTE Network work to expand work-based learning, industry credentials, and career pathways; individual meetings scheduled with new superintendents; the FY26 Audit will be presented to the Board in December; data breach relating to Frontline; Blue Ribbon Commission recommendations; E-Rate and Universal Service Fund risk; and Midwest AESA Symposium and AESA National Conference.

ITEM 8: MSC/MHC/CPC BOARD MEETING UPDATES

A report from the MN Service Cooperatives Board meeting was provided on audit, legislative updates, and permanent school funding vote.

An update was provided from the Cooperative Purchasing Connection Board meeting on final budget with each Service Cooperative receiving $91,000.00 in revenue.

A report was provided from the MN Healthcare Consortium Board meeting on audit, January 1 renewals, and service agreements with Medica and WEX.

ITEM 9: OPEN FORUM/CLOSING REMARKS

Comments were made regarding SWWC therapy dogs and services received at Dawson/Boyd Public School from the Crisis Management Response Team.

ITEM 10: OTHER

Chair Coleman adjourned the meeting at 7:36 pm. The next meeting of the SWWC Board of Directors is scheduled for Wednesday, November 18, 2026, beginning at 6:30 pm at SWWC - Marshall, MN.