

**Arend Schuurman**  
PRESIDENT  
BOARD OF DIRECTORS

**Andrea Powell**  
DIRECTOR  
Andrea.Powell@k12.sd.us

**Tim Frewing**  
ASSISTANT DIRECTOR  
Tim.Frewing@k12.sd.us

**Tiffany Stormo**  
BUSINESS MANAGER  
Tiffany.Stormo@k12.sd.us

**MEMBER DISTRICTS**

- Arlington #38-1
- Britton-Hecla #45-4
- Castlewood #28-1
- Clark #12-2
- De Smet #38-2
- Deubrook #5-6
- Deuel #19-4
- Elkton #5-3
- Enemy Swim Day School
- Estelline #28-2
- Florence #14-1
- Hamlin #28-3
- Henry #14-2
- Iroquois #2-3
- Lake Preston #38-3
- Oldham-Ramona #39-5
- Rosholt #54-4
- Rutland #39-4
- Sioux Valley #5-5
- Summit #54-6
- Waubay #18-3
- Waverly #14-5
- Webster Area #18-5
- Willow Lake #12-3
- Wilmot #54-7

# Northeast Educational Services Cooperative

P.O. Box 327 • Hayti, South Dakota 57241  
605-783-3607 • Fax 605-783-3259

March 15, 2023

Dear NESC Board Members:

Our monthly board meeting will be held on Monday, March 20, 2023. It will begin at 7:00pm, with steering committee meeting at 6:00PM. You may attend the meeting in person, via Zoom, or telephone.

Depending on your preference, information for all three options is below.

**Physical location of the meeting:**

Lake Area Technical College

1201 Arrow Ave.

Watertown, SD

**Zoom option:**

<https://sdk12.zoom.us/meeting/register/tJErcO2uqz4vG9KLTITL7mRKjGsrJJkiydQp>

Enclosed are several documents for your review prior to the meeting.

See you Monday, March 20, 2023 at 7:00pm.

Sincerely yours,

Andrea Powell

NESC Board of Directors Meeting

Proposed Agenda

Date: March 20, 2023

Time: 7:00p.m.

1. Call to order
2. Introduction of guests
3. Public comment
4. Agenda review, changes, and approval
5. Conflict of interest
6. Approval of February 2023 fiscal report
7. Consent agenda
  - a. Approval of February 20, 2023 meeting minutes
  - b. Approval of March 2023 budget claims
  - c. Approval of hires:
    - i. Michelle Pakkala- Car clerk/administrative assistant .5FTE \$17.00/hour
    - ii. Mindy Schwinger-SLP for '23-'24 SY- 1FTE(176 days) \$62,250.00
    - iii. Gabrielle Moes- Para for CW CB- \$15.90/hour
8. Discussion Items
  - a. Assistant Director Report
  - b. Director Report
    - i. Department average ratings
    - ii. Drug and Alcohol RFP update
    - iii. SWWC requested days for '23-'24
  - c. Updated on Child Count- increase one student-
9. Executive session: (if needed)
  - a. Personnel – SDCL 1-25-2(1) Discussing the qualifications, competence, performance, character, or fitness of any public officer or employer or prospective public officer or employee.
  - b. Negotiations- SDCL 1-25-2(4) Preparing for contract negotiations or negotiating with employees or employee representatives;
10. Action Items
  - a. Set Negotiation meeting for April, \_\_\_\_, 23 starting at 3:30pm
  - b. Approve SWWC days contract
  - c.
11. Adjourn

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

	General Fund (10)	Special Education Fund (22)	Custodial Fund (71)	TOTAL ALL FUNDS
<b>CASH BALANCE</b>				
February 1, 2023	\$185,767.23	\$1,049,010.40	\$13,432.90	\$1,248,210.53
Receipts:				
<b>Local Sources:</b>				
1312 Center Base Tuition		\$94,296.48		\$94,296.48
1332 Extended School Year Tuition				\$0.00
1510 Interest	\$4.24	\$993.08		\$997.32
1941 ESA 1 OTHER SOURCES				\$0.00
1941 ESA 1 LEA Assessments				\$0.00
1941 Shared Services LEAs				\$0.00
1950 Refund Prior Year Expense				\$0.00
1990 Entry Fee				\$0.00
1990 SPED Assessments	\$956.90	\$110,841.19		\$111,798.09
1990 Reading Recovery				\$0.00
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous		\$4,679.00	\$1,988.73	\$6,667.73
1990 Northern Plains				\$0.00
1990 Special Projects-Indirect Cost				\$0.00
1990 Drug & Alcohol Pool				\$0.00
1990 Expensed Mileage				\$0.00
<b>State Sources:</b>				
3119 Grants-in-Aid: Ed. Specialist				\$0.00
3900 Part C Funds		\$2,387.44		\$2,387.44
3900 Part B Funds				\$0.00
3900 ESA 1				\$0.00
<b>Federal Sources:</b>				
4175 MTSS	\$6,529.92			\$6,529.92
4175 IDEA Part B 611		\$209,607.00		\$209,607.00
4175 IDEA Part B 611-Private				\$0.00
4186 IDEA Part B 619		\$5,092.00		\$5,092.00
<b>Other Receipts:</b>				
120 Accounts Receivable				\$0.00
140 Due from other Governments				\$0.00
Other Receipts				\$0.00
<b>Total Monthly Receipts</b>	<b>\$7,491.06</b>	<b>\$427,896.19</b>	<b>\$1,988.73</b>	<b>\$437,375.98</b>
Balance Frwd plus Revenue to date	\$193,258.29	\$1,476,906.59	\$15,421.63	\$1,685,586.51
Manual Journal Entry				\$0.00
Manual Journal Entry Revenue				\$0.00
<b>Less Salaries &amp; Disbursements</b>				
Salaries	\$6,757.68	\$337,848.46		\$344,606.14
Disbursements	\$11,366.18	\$41,564.82	\$1,722.62	\$54,653.62
<b>Less Total Salaries &amp; Disbursements</b>	<b>\$18,123.86</b>	<b>\$379,413.28</b>	<b>\$1,722.62</b>	<b>\$399,259.76</b>
<b>CASH BALANCE</b>				
February 28, 2023	<b>\$175,134.43</b>	<b>\$1,097,493.31</b>	<b>\$13,699.01</b>	<b>\$1,286,326.75</b>

**Balance Sheet**

Clearing Account XX-101-002	\$0.00	\$0.00	\$0.00	\$0.00
Checking Account XX-101	\$6,649.01	\$527,758.94	\$13,699.01	\$548,106.96
Money Market Savings XX-105	\$168,485.42	\$481,370.90	\$0.00	\$649,856.32
Certificates of Deposit XX-106	\$0.00	\$83,363.47	\$0.00	\$83,363.47
Imprest XX-108	\$0.00	\$5,000.00	\$0.00	\$5,000.00
<b>TOTALS</b>	<b>\$175,134.43</b>	<b>\$1,097,493.31</b>	<b>\$13,699.01</b>	<b>\$1,286,326.75</b>
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

Regular; Processing Month 02/2023; Accounts to Include Accounts with  
 Activity, Fund Number 10, 22

Fund: 10 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
10 1510	INTEREST	325.00	4.24	300.81	92.56	24.19
10 1941 015	SHARED SERVICES-1 REV OTHER SOURCES-LEAs	74,760.04	0.00	74,760.04	100.00	0.00
10 1990 009	NON-SP.ED. ASSESSMENTS	11,482.55	956.90	7,655.20	66.67	3,827.35
10 1990 012	READING RECOVERY ASSESSMENTS	3,627.84	0.00	3,627.84	100.00	0.00
10 1990 018	MISCELLANEOUS	0.00	0.00	248.60	0.00	(248.60)
10 1990 073	D&A POOL ASSESSMENTS	13,000.00	0.00	13,000.00	100.00	0.00
10 1990 200	EXPENSED MILEAGE FROM SPED	274,240.00	0.00	123,370.64	44.99	150,869.36
Subtotal: LOCAL SOURCES		377,435.43	961.14	222,963.13	59.07	154,472.30
10 4175 022	REGULAR IDEA PART B - MTSS	69,788.52	6,529.92	18,008.30	25.80	51,780.22
Subtotal: FEDERAL SOURCES		69,788.52	6,529.92	18,008.30	25.80	51,780.22
10 5130	SALE OF SURPLUS PROPERTY	0.00	0.00	12,450.00	0.00	(12,450.00)
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	0.00	2,264.86	0.00	(2,264.86)
Subtotal: 5000		0.00	0.00	14,714.86	0.00	(14,714.86)
Fund Total:		447,223.95	7,491.06	255,686.29	57.17	191,537.66

Regular; Processing Month 02/2023; Accounts to Include Accounts with Activity; Fund Number 10, 22

Fund: 22 SPECIAL EDUCATION FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
22 1312	TUITION-CENTER BASE	843,439.94	94,296.48	498,728.16	59.13	344,711.78
22 1312 100	TUITION-ESY	105,000.00	0.00	87,478.25	83.31	17,521.75
22 1510	INTEREST	1,700.00	993.08	2,487.49	146.32	(787.49)
22 1990 003	SPED ASSESSMENTS	1,330,093.70	110,841.19	886,729.52	66.67	443,364.18
22 1990 018	MISCELLANEOUS	5,000.00	0.00	3,528.66	70.57	1,471.34
22 1990 019	SPECIAL PROJECTS INDIRECT COSTS	5,000.00	0.00	0.00	0.00	5,000.00
22 1990 021	DISTRICT ENTRY FEE	22,004.91	0.00	33,804.47	153.62	(11,799.56)
22 1990 475	MOE - IDEA CARRYOVER	0.00	4,679.00	4,679.00	0.00	(4,679.00)
Subtotal: LOCAL SOURCES		2,312,238.55	210,809.75	1,517,435.55	65.63	794,803.00
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	148,674.03	0.00	31,032.12	20.87	117,641.91
22 3900 013	STATE REVENUE: PART C FUNDS	40,000.00	2,387.44	27,927.01	69.82	12,072.99
22 3900 014	STATE REVENUE: PART B FUNDS	4,500.00	0.00	8,755.78	194.57	(4,255.78)
Subtotal: STATE SOURCES		193,174.03	2,387.44	67,714.91	35.05	125,459.12
22 4175 475	REGULAR IDEA PART B 611	2,028,740.00	209,607.00	943,989.00	46.53	1,084,751.00
22 4175 476	REGULAR IDEA PART B 611-PRIVATE SCHOOL	7,927.00	0.00	0.00	0.00	7,927.00
22 4186 486	REGULAR IDEA PART B 619	57,296.00	5,092.00	25,561.00	44.61	31,735.00
Subtotal: FEDERAL SOURCES		2,093,963.00	214,699.00	969,550.00	46.30	1,124,413.00
Fund Total:		4,599,375.58	427,896.19	2,554,700.46	55.54	2,044,675.12

**Revenue Summary Report**  
Processing Month: 02/2023

Regular; Processing Month 02/2023; Accounts to Include Accounts with  
Activity; Fund Number 10, 22

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	5,046,599.53	435,387.25	2,810,386.75	55.69	2,236,212.78

Account Number	Account Description	BUDGET	CURRENT MO.EXP.	EXP.TO DATE	% OF BUDGET	BALANCE AT EOM
10	GENERAL FUND					
1111	READING RECOVERY	\$3,627.84	\$0.00	\$0.00	0.00	\$3,627.84
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$144,548.56	\$3,380.47	\$26,178.27	18.11	\$118,370.29
2227	TECHNOLOGY SUPPORT	\$8,042.17	\$420.81	\$5,400.32	67.15	\$2,641.85
2319	BOARD OF EDUCATION SERVICES	\$14,261.25	\$75.88	\$9,504.85	66.65	\$4,756.40
2329	ADMINISTRATION	\$34,478.48	\$2,364.67	\$20,539.97	59.57	\$13,938.51
2529	ADMINISTRATION-FISCAL SERVICES	\$12,082.85	\$843.53	\$7,795.52	64.52	\$4,287.33
2542	OPERATION & MAINTENANCE BLDGS.	\$4,618.28	\$163.32	\$1,597.55	34.59	\$3,020.73
2545	VEHICLE SERVICE	\$287,564.52	\$10,875.18	\$197,950.09	68.84	\$89,614.43
2551	DRUG & ALCOHOL TESTING POOL	\$13,000.00	\$0.00	\$4,474.76	34.42	\$8,525.24
10	GENERAL FUND	\$522,223.95	\$18,123.66	\$273,441.33	52.36	\$248,782.62
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$112,927.00	\$0.00	\$87,478.25	77.46	\$25,448.75
1223	CENTER BASE DAY PROGRAMS	\$843,439.94	\$73,016.27	\$426,424.55	50.56	\$417,015.39
1226	EARLY CHILDHOOD SERVICES	\$427,692.29	\$31,196.19	\$205,117.30	47.96	\$222,574.99
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$0.00	\$5,684.28	0.00	(\$5,684.28)
2142	PSYCHOLOGICAL SERVICES	\$752,491.37	\$53,066.11	\$377,190.73	50.13	\$375,300.64
2152	SPEECH PATHOLOGY SERVICES	\$1,224,993.80	\$91,947.31	\$590,072.24	48.17	\$634,921.56
2171	PHYSICAL THERAPY	\$317,693.91	\$21,887.36	\$190,295.83	59.90	\$127,398.08
2172	OCCUPATIONAL THERAPY	\$556,301.42	\$36,366.24	\$306,475.16	55.09	\$249,826.26
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$2,500.00	\$0.00	\$0.00	0.00	\$2,500.00
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$148,674.03	\$9,740.53	\$80,373.38	54.06	\$68,300.65
2227	TECHNOLOGY SUPPORT	\$81,315.24	\$4,253.99	\$40,656.03	50.00	\$40,659.21
2319	BOARD OF EDUCATION SERVICES	\$113,863.75	\$767.35	\$79,898.49	70.17	\$33,965.26
2329	ADMINISTRATION	\$348,615.61	\$23,911.72	\$207,697.34	59.58	\$140,918.27
2529	ADMINISTRATION-FISCAL SERVICES	\$122,171.25	\$8,529.63	\$74,187.08	60.72	\$47,984.17
2542	OPERATION & MAINTENANCE BLDGS.	\$46,695.97	\$1,651.40	\$15,174.18	32.50	\$31,521.79
22	SPECIAL EDUCATION FUND	\$5,099,375.58	\$356,334.10	\$2,686,724.64	52.69	\$2,412,650.74
Grand Total:		\$5,621,599.53	\$374,457.96	\$2,960,166.17	52.66	\$2,661,433.36

**Activity Fund Balance Report - Summary - Exclude Encumbrances**  
 02/2023 - 02/2023

Regular; Beginning Month 02/2023; Processing Month 02/2023; Accounts to Include Accounts with Activity; Fund Number 71

**Fund: 71      AGENCY FUND**

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
71 430 800	IMPREST ACCOUNT	4,952.90	244.00	47.10	0.00	4,756.00
71 453	SANFORD FLEX	8,480.00	1,478.62	1,941.63	0.00	8,943.01
Fund Total: 71		13,432.90	1,722.62	1,988.73	0.00	13,699.01



Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, February 20, 2023

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, February 20, 2023 via Zoom or at Lake Area Technical College in Watertown, SD. The meeting was called to order by President Schuurman at 7:00 P.M. and adjourned at 9:03 P.M.

**Members present:**

Jolene King, Arlington; Audrey Schuller, Britton-Hecla; Alisha Nielsen, Castlewood; Malory McIntire, Clark; Barb Asleson, De Smet – entered at 7:07 P.M.; Michelle Prins, Deuel; Arend Schuurman, Elkton; Chris Verhoek, Estelline; Tara Abraham, Hamlin; Paula Blue, Henry; Megan Eichler, Lake Preston; Carrie Schiernbeck, Oldham/Ramona – entered at 7:03 P.M.; Lana Sand, Rosholt; Jessica Anderson, Rutland; Jayme Trygstad – entered 7:15 P.M., Sioux Valley; Penny Thyen, Waverly/South Shore; Martin Looyenga, Webster – entered at 7:21 P.M.

**Absent:**

Laura Crooks, Deubrook; Lisa Lauterhahn, Enemy Swim Day School; Jon Kahnke, Florence; Greg Bich, Iroquois; Lisa Amdahl, Summit; Art Berger Jr., Waubay; Tia Felberg, Willow Lake; Natalie Remund, Wilmot

**Others Attending:**

NESC Staff Representatives: Stephanie Hayunga, Shelly Skogstad, Jessica Fischer  
Member District Superintendents: Mitch Reed, Florence; Todd Obele, Henry; Dr. Jim Block, Webster  
NESC Administration: Andrea Powell, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

**Call to Order**

President Schuurman called the meeting to order at 7:00 P.M.

**Introduction of Guests**

Stephanie Hayunga, Jessica Fischer and Shelly Skogstad were introduced as guests.

**Public Comment**

No public comments were presented.

**Agenda Review, Changes, and Approval**

*Action #23-42* Motion by M. McIntire, second by C. Verhoek, to approve the agenda as presented. All present voted, motion carried.

**Conflicts of Interest**

No conflicts of interest were presented.

**Financial Report**

*Action #23-43* Motion by A. Nielsen, second by P. Blue, to approve the financial report for the period ending January 31, 2023. All present voted, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
<b>January 1, 2023</b>	<b>\$126,924.66</b>	<b>\$1,086,815.20</b>	<b>\$13,369.73</b>
<u>Receipts:</u>			
Local Sources	\$66,497.61	\$201,220.84	\$1,941.63
State Sources		\$3,225.15	
Federal Sources	\$11,478.38	\$171,233.00	
Other			
<u>Total Monthly Receipts</u>	<u>\$77,975.99</u>	<u>\$375,678.99</u>	<u>\$1,941.63</u>
Total Gross Receipts	\$204,900.65	\$1,462,494.19	\$15,311.36
Manual Journal Entries			
Less Salaries	\$6,709.39	\$320,446.50	
Less Disbursements	\$12,424.03	\$93,037.29	\$1,878.46
<u>Total Salaries &amp; Disbursements</u>	<u>\$19,133.42</u>	<u>\$413,483.79</u>	<u>\$1,878.46</u>
<b>Ending Cash Balance</b>			
<b>January 31, 2023</b>	<b>\$185,767.23</b>	<b>\$1,049,010.40</b>	<b>\$13,432.90</b>

**Consent Agenda**

*Action #23-44* Motion by L. Sand, second by M. McIntire to approve the following items on the Consent Agenda: 7a) Approval of January 16, 2023 Board of Directors meeting minutes; 7b) Approval of payment of February 2023 budget claims; 7c) Approval of resignations: Carrie Niles – Speech Language Pathologist EOFY23, Hannah Rowe - Administrative Assistant, Aleah Hymans – Paraprofessional. All present voting in favor, motion carried.

**February 2023 Accounts Payable**

**General Fund:** BERNIE'S BODY & GLASS SHOP FLEET MAINT 230.00; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 284.27; BULLERT AUTO FLEET MAINT 75.00; CENEX FLEETCARD FLEET MAINT 6,070.66; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 11.13; DEUEL CO. CENEX FLEET MAINT 82.99; DUST TEX SERVICE, INC. FEB RUG RENTAL 5.40; ESTELLINE COMMUNITY OIL CO. FLEET MAINT 54.15; FRANKMAN MOTOR COMPANY FLEET MAINT 59.32; HAMLIN COUNTY FARMERS COOP FLEET MAINT 1,078.17; HEALTH EQUITY HSA/FLEX 5.51; NESC IMPREST 4.24; NESC PAYROLL FEB 2023 6,757.68; OTTERTAIL POWER CO. ELEC 62.63; PALMLUND AUTOMOTIVE FLEET MAINT 483.17; PRAIRIE AG PARTNERS FLEET MAINT 53.83; REINHILLER, LISA ED SPEC/MTSS TRAVEL 88.00; RICHARDSON, MELANIE BACKGROUND CHECK 5.69; ROB'S AUTO REPAIR FLEET MAINT 654.70; S & S AUTO FLEET MAINT 40.00; W.W. TIRE SERVICE FLEET MAINT 1,482.84; WATERTOWN PUBLIC OPINION MINUTES 24.13; WEBSTER AUTO CARE FLEET MAINT 510.35;

**Fund Total: \$18,123.86**

**Special Education Fund:** BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 12,141.91; BOETTCHER, KRISTY PTA REGIS 275.00; BOSSE, JENNIFER JAN MI REIMB 91.56; CASTLEWOOD SCHOOL DISTRICT JAN CB USE FEE 924.25; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 112.50; DUBRO, ANGEL JAN MI REIMB 73.08; DUST TEX

SERVICE, INC. FEB RUG RENTAL 54.59; FREEMAN, MARISA ASHA DUES 225.00; HAMLIN SCHOOL DISTRICT JAN CB USE FEE 1,648.85; HEALTH EQUITY HSA/FLEX 55.74; LAKE PRESTON SCHOOL DISTRICT JAN CB USE FEE 369.70; PARENT JAN MI REIMB 95.76; NESC IMPREST 42.86; NESC PAYROLL FEB 2023 337,848.46; OTTERTAIL POWER CO. ELEC 633.21; REINHILLER, LISA ED SPEC/MTSS TRAVEL 74.00; RICHARDSON, MELANIE BACKGROUND CHECK 57.56; SW/WC SERVICE COOPERATIVE BEHAVIOR ANALYST CONTRACT 23,328.75; WATERTOWN PUBLIC OPINION MINUTES 244.02; WEBSTER SCHOOL DISTRICT JAN CB USE FEE 1,088.76; WIESE, RITA JAN MI REIMB 27.72

**Fund Total: \$379,413.28**

#### Discussion Items

##### Assistant Director's Report

Assistant Director Frewing gave his monthly report.

##### Director's Report

Director Powell gave her monthly report.

##### ESY Rates for 2023

Director Powell shared information about ESY rates for 2023.

##### Child Count December 1, 2022

Director Powell will provide child count numbers at the March 2023 BOD meeting.

#### Executive Session

*Action #23-45* Pursuant to – Personal SDCL 1-25-2(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. Motion by C. Verhoek, second by P. Blue to enter executive session at 7:15 P.M. All present voting in favor, motion carried.

President Schuurman declared the board out of executive session at 8:57 P.M.

#### Action Items

##### Business Manager Contract

*Action #23-46* Motion by A. Nielsen, second by C. Verhoek to offer a contract to Business Manager Tiffany Stormo for FY24 with salary to be determined at a later date. All present voting in favor, motion carried.

##### Director Contract

*Action #23-47* Motion by C. Verhoek, second by M. McIntire to offer a contract to Director Andrea Powell for FY24 with salary to be determined at a later date. All present voting in favor, motion carried.

##### Assistant Director Contract

*Action #23-48* Motion by A. Nielsen, second by C. Verhoek to offer a contract to Assistant Director Tim Frewing for FY24 with salary to be determined at a later date. All present voting in favor, motion carried.

##### Approval of Hiring Rodney Freeman

*Action #23-49* Motion by J. King, second by T. Abraham to approve hiring Rodney Freeman as board negotiator for Units 1 and 2. All present voting in favor, motion carried.

Approval of ESY Rates for 2023

*Action #23-50* Motion by A. Nielsen, second by M. Prins, to approve the ESY rates for 2023. The hourly pay for current NESC staff will be based on their 22-23 contracts. The pay for other providers will be based on their 22-23 contracts or on our minimum pay rates – whichever is greater. New minimum hourly rates will be \$31.00 for certified staff and \$15.80 for non-certified staff. All present voting in favor, motion carried.

Approval of RFP Draft for D&A Testing

*Action #23-51* Motion by C. Verhoek, second by M. McIntire to approve RFP draft for Drug and Alcohol testing. All present voting in favor, motion carried.

Adjournment

*Action #23-52* With there being no further business, motion by P. Blue, second by C. Verhoek, to adjourn. All present voted, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical College in Watertown, SD on Monday, March 20, 2023 at 7:00 P.M.

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**Arend Schuurman, President**

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**Tiffany Stormo, Business Manager**

## Northeast Educational Services Cooperative

## MARCH 2023 INVOICES

GENERAL FUND - 10

BULLERT AUTO	FLEET MAINT	150.00
CENEX FLEETCARD	FLEET MAINT	5,464.07
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	11.31
DUST TEX SERVICE, INC.	MARCH RUG RENTAL	5.40
EDMENTUM, INC	APEX SEATS	350.00
ELO PROF. LLC	FY22 AUDIT	389.25
ESTELLINE COMMUNITY OIL CO.	FLEET MAINT	51.84
HAMLIN COUNTY FARMERS COOP	FLEET MAINT	746.08
HEALTH EQUITY	HSA/FLEX	5.51
NESC PAYROLL	MARCH 2023	6,519.32
OTTERTAIL POWER CO.	ELEC	58.60
PALMLUND AUTOMOTIVE	FLEET MAINT	47.90
REINHILLER, LISA	MTSS TRAVEL	48.00
ROB'S AUTO REPAIR	FLEET MAINT	1,791.40
STORMO, BEN	DEC - MARCH SNOW REMOVAL	118.80
W.W. TIRE SERVICE	FLEET MAINT	550.50
WATERTOWN PUBLIC OPINION	EMPLOY AD	10.66
WEBSTER AUTO CARE	FLEET MAINT	263.63
<u>GENERAL FUND TOTAL:</u>		<u>16,582.27</u>

SPECIAL EDUCATION FUND

BOSSE, JENNIFER	FEB MI REIMB	60.48
CASTLEWOOD SCHOOL DISTRICT	NURSE SPLIT	14,218.02
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	114.32
DEPT. OF EDUCATION	MOE CARRYOVER	4,679.00
DUST TEX SERVICE, INC.	MARCH RUG RENTAL	54.59
ELO PROF. LLC	FY22 AUDIT	3,935.75
HAMLIN SCHOOL DISTRICT	FEB CB USE FEE	1,478.79
HEALTH EQUITY	HSA/FLEX	55.74
LAKE PRESTON SCHOOL DISTRICT	FEB CB USE FEE	369.70
MARSHALL CO. HEALTHCARE CENTER	PT/OT SERVICES	7,964.41
PARENT	FEB MI REIMB	70.56
NESC IMPREST	IMPREST	244.00
NESC PAYROLL	MARCH 2023	324,844.55
OTTERTAIL POWER CO.	ELEC	592.53

STORMO, BEN	DEC - MARCH SNOW REMOVAL	1,201.20
WATERTOWN PUBLIC OPINION	EMPLOY AD	107.74
WEBSTER SCHOOL DISTRICT	FEB CB USE FEE	1,088.76
WIESE, RITA	FEB MI REIMB	31.92
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>361,112.06</u>
<u>MARCH 2023 INVOICES TOTAL:</u>		<u>377,694.33</u>

## Northeast Educational Services Cooperative

## MARCH 2023 BMO INVOICES

GENERAL FUND - 10

COUNTRY INN & SUITES	MTSS TRAVEL	77.00
DESMET FLOWERS & GIFTS	FUNERAL FLOWERS	5.40
HAMLIN COUNTY PUBLISHING	EMPLOY AD	3.60
HY-VEE FOOD STORE	BOA 3-1-23	2.61
INDEED, INC	EMPLOY AD	42.63
INNOVATIVE OFFICE SOLUTIONS	O&M SUPP	27.57
ITC TELECOM	FEB PHONE SERVICES	40.16
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	2.12
VERIZON WIRELESS	JAN PHONE SERVICES	11.50
<u>GENERAL FUND TOTAL:</u>		<u>212.59</u>

SPECIAL EDUCATION FUND - 22

DESMET FLOWERS & GIFTS	FUNERAL FLOWERS	54.60
ENABLING DEVICES	PYSCH SUPP	65.95
HAMLIN COUNTY PUBLISHING	EMPLOY AD	36.40
HY-VEE FOOD STORE	BOA 3-1-23	26.37
INDEED, INC	EMPLOY AD	431.06
INNOVATIVE OFFICE SOLUTIONS	O&M SUPP	278.78
ITC TELECOM	FEB PHONE SERVICES	406.04
MISS JAMIE OT COURSES & MEMBERSHIPS	N.H. OT REGIS	99.00
SPEECH TIME FUN, INC.	A.D. SLP REGIS	97.00
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	115.88
VERIZON WIRELESS	JAN PHONE SERVICES	196.25
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>1,807.33</u>

MARCH 2023 BMO INVOICES TOTAL:2,019.92



A part of BMO Financial Group

# INVOICE

March 05, 2023

Northeast Educational  
310 5th Street  
Hayti, SD 57241

ATTN:

**Invoice Number: 0703531-2303**

**Invoice Amount: \$ 2,019.92**

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending March 05, 2023.

Your payment is due **April 01, 2023**.

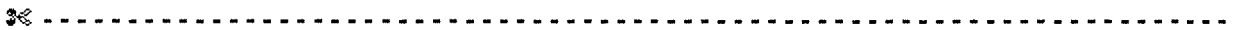
Payment will be automatically withdrawn from your bank account if your organization has pre-arranged payment. If not, please remit payment by electronic means or by mailing a cheque for the Invoice amount to the appropriate address below. Payments must be sent with a detailed breakdown of how the payment needs to be applied, including the 16-digit card numbers or billing account and the total amount to be paid.

BMO Harris Accounts	Diners Club Accounts
Payment By Mail	Payment By Mail
BMO Harris P.O. Box 5732 Carol Stream, IL 60197-5732	Diners Club P.O. Box 5732 Carol Stream, IL 60197-5732
Payment By Overnight Delivery	Payment By Overnight Delivery
FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440	FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440

If you have any questions regarding this invoice or supporting documents, please contact Corporate Client Services:

BMO Harris Accounts	Diners Club Accounts
By Phone: 1-855-825-9234	By Phone: 1-800-2-DINERS (1-800-234-6377)
By e-mail: corporate.clientservices@bmo.com	By e-mail: dinersclub.service@bmo.com

Thank you for your continued business.



Please attach a copy of this invoice or the information below this line with your cheque payment.

Northeast Educational  
310 5th Street  
Hayti, SD 57241

Invoice Number: 0703531-2303  
Amount Paid: \$ 2,019.92  
Payment Due Date: April 01, 2023



# Transaction Search - Company

All amounts are tax inclusive and displayed in their billing currency

As an administrator you may make adjustments to these transactions

BMO, Statement Period 02/06/2023 to 03/05/2023

## Mapped Cards

### Billing Account 032312

Posting Date	Tran Date	Account	Supplier	Amount
02/27/2023	02/27/2023	XXXX-XXXX-XXXX-2312	Payment - Automatic Pymt Received	-12,426.18
			Debit Total USD	0.00
			Credit Total USD	-12,426.18
			Total USD	-12,426.18

### Reinhiller Lisa

Posting Date	Tran Date	Account	Supplier	Amount
02/13/2023	02/10/2023	XXXX-XXXX-XXXX-1409	Country Inn & Suites W	77.00 ? !
			Debit Total USD	77.00
			Credit Total USD	0.00
			Total USD	77.00

### Admin Nesc

Posting Date	Tran Date	Account	Supplier	Amount
02/09/2023	02/08/2023	XXXX-XXXX-XXXX-7540	Pp Hamlincount	40.00 ? !
02/20/2023	02/18/2023	XXXX-XXXX-XXXX-7540	Innovative Office Solu	70.24 ? !
02/22/2023	02/21/2023	XXXX-XXXX-XXXX-7540	Innovative Office Solu	236.11 ? !
02/27/2023	02/25/2023	XXXX-XXXX-XXXX-7540	Desmet Flowers Gifts L	60.00 ? !
			Debit Total USD	406.35
			Credit Total USD	0.00
			Total USD	406.35

### Stormo Tiffany

Posting Date	Tran Date	Account	Supplier	Amount
02/07/2023	02/07/2023	XXXX-XXXX-XXXX-0837	Vzwrlls My Vz Vb P	207.75 ?
02/08/2023	02/06/2023	XXXX-XXXX-XXXX-0837	Interstate Telecommuni	446.20 ?
02/08/2023	02/07/2023	XXXX-XXXX-XXXX-0837	In Time Management Sy	118.00 ?
02/17/2023	02/16/2023	XXXX-XXXX-XXXX-0837	Miss Jaime, O.T.	99.00 ?
02/23/2023	02/20/2023	XXXX-XXXX-XXXX-0837	Enabling Devices	65.95 ?
02/28/2023	02/27/2023	XXXX-XXXX-XXXX-0837	Speech Time Fun, Inc.	97.00 ?
03/01/2023	03/01/2023	XXXX-XXXX-XXXX-0837	Online Job Ads Indeed	473.69 ?

03/02/2023	03/01/2023	XXXX-XXXX-XXXX-0837	Hy-Vee Watertown 1871	28.98	7
			Debit Total USD	1,536.57	
			Credit Total USD	0.00	
			Total USD	1,536.57	

Northeast Educational Services Cooperative  
Advisory Board Meeting  
Wednesday, March 1, 2023

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, March 1, 2023 via zoom and at Hy-vee in Watertown, South Dakota. The meeting was called to order by President Pro-tem Peter Books at 10:04 A.M. and adjourned at 10:29 A.M.

Present: Steve Benson, Britton-Hecla; Peter Books, Castlewood; Travis Ahrens, Clark; Abi Van Regenmorter, DeSmet; Kimberly Kludt, Deubrook; Chad Schiernbeck, Deuel; Brian Jandahl, Elkton; Eric Bass, Estelline; Jim Hulscher, Hamlin; Mike Ruth, Iroquois; Dana Felderman, Lake Preston; Mike Fischer, Oldham/Ramona; Brian Nelson, Rosholt; Laura Schuster, Sioux Valley; Scott Lepke, Waubay; Jon Meyer, Waverly/South Shore; James Block, Webster; Chris Lee, Willow Lake; Larry Hulscher, Wilmot

Absent: Brian Sampson, Arlington; Nadine Eastman, Enemy Swim; Mitch Reed, Florence; Todd Obele, Henry; Brian Brosnahan, Rutland; Mike Schmidt, Summit

Others Attending: Andrea Powell, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

#### ADVISORY BOARD AGENDA

##### Call to Order

President Pro-tem P. Books called the meeting to order at 10:04 A.M.

##### Agenda

Motion by J. Hulscher and second by E. Bass to approve the agenda as presented. All present voting in favor, motion carried.

##### Conflicts of Interest

No conflicts of interest were presented.

##### Financial Report

Business Manager Stormo reviewed the financial report for January 2023.

Motion by D. Felderman and second by B. Nelson to approve January 2023 financial report. All present voting in favor, motion carried.

##### December Child Count

Director Powell reminded the board to submit December 1 child count.

##### Meeting Dates

The remaining BOA meetings will be on April 5 and May 10.

##### RFP for Drug and Alcohol testing review

Director Powell reviewed the RFP for drug and alcohol testing.

Motion by A. Van Regenmorter and second by J. Hulscher to approve issuing the RFP for the drug and alcohol pool. All present voting in favor, motion carried.

SWWC Days

Director Powell reviewed FY23 SWWC contract and stated she would send out a request for FY24 days.

ESY Rates

Discussion was held on ESY rates.

Certified Staff	Other Non-Certified Staff
\$31.00 hourly or 2022-23 contract salary; (calculated on an 8 hour day), whichever is greater.	\$15.80 per hour or their 2022-23 paraprofessional hourly wage, whichever is greater.

CB Students for FY24

Director Powell shared that she will be requesting enrollments for FY24 center base.

504 vs. Special Education

Assistant Director Frewing discussed some of the differences in FAPE between 504 and special education.

Contract Days for Special Olympics

Discussion was held on adding more days to the contracts for center base teachers who coach Special Olympics.

Findings from CAPs

Director Powell reviewed some of the common findings in CAPs this year.

Performance Surveys for NESC providers

Director Powell reminded districts to turn in their performance surveys.

Open Conversation

No open discussion was held.

Adjournment

There being no further business, motion by T. Ahrens, second by S. Lepke to adjourn. All present voting in favor, motion carried.

Tiffany Stormo, Business Manager

## Request for Proposal (RFP)

### Drug and Alcohol Testing Services for Member School Districts of Northeast Educational Services Cooperative (NESC)

Northeast Educational Services Cooperative (NESC) member schools are seeking proposals for frequent (minimum of quarterly), random, and observed drug and alcohol testing services per Federal Motor Carrier Safety Administration (FMCSA) and U.S. Department of Transportation (DOT) requirements.

The NESC Board reserves the right to reject any proposals submitted for any reason. Cost is an important consideration, but is not the sole qualification for a successful proposal. Any proposal must meet all requirements required by law.

#### Proposal Deadlines

**Proposal questions are due by: Monday, April 3, 2023 by 4 pm.**

**Proposals due by email (PDF format) by: Monday, April 10, 2023, by 4 pm.**

A complete proposal, evidencing name and address of the proposer(s), as well as any questions on this Request for Proposal, should be submitted by email to Andrea Powell at [andrea.powell@k12.sd.us](mailto:andrea.powell@k12.sd.us).

Proposals received after the due date and time will be considered late and subject to disqualification. Completeness is the responsibility of the applicant.

#### Services to be provided:

1. All materials, lab costs, Drug and Alcohol testing must adhere to law, and follow the requirements under Federal Motor Carrier Safety Administration (FMCSA) and U.S. Department of Transportation (DOT) requirements.
2. Material Information System (MIS) reports must be generated based on testing information and summary reports provided to NESC for all members submitted through NESC.
3. Vendors are responsible for the participant pool random selection, scheduling, on-site collection or collaboration with collection sites, lab processing, MIS reporting, and summary report provided to NESC.
4. Vendor is responsible for ordering and maintaining necessary inventory and PPE supplies.
5. Vendor is responsible for entering of all tests results into MIS Data Collection within 24 hours of administering a test.
6. Vendor is responsible for timely communication with participants during testing and following up regarding any relevant statements, behaviors, or observations immediately prior to, during, and after testing.
7. Vendor must examine all test specimens for all unauthorized substances that are suspected to be used by drug court participants.
8. Vendor is responsible for following all evidence-based practices to reduce the risk of the participant providing an adulterated, tampered, or substitute specimen.

9. The vendor is responsible to provide confirmation test results with a goal of turnaround within 48 hours of sample collection.
10. Vendor is required to be trained on and follow generally accepted chain-of-custody procedures when handling test specimens. A chain-of-custody form shall be completed when a urine sample has been collected and is being transported from the testing site. This form ensures the identity and integrity of the sample through transport, testing, and reporting of results.
11. The vendor and approved lab used for confirmation testing must cooperate if the court determines that scientific, technical, or other specialized knowledge will assist the trier of fact to understand the evidence or to determine a fact in issue. A witness qualified as an expert by knowledge, skill, experience, training, or educational will testify in the form of an opinion or otherwise if (1) testimony is based on sufficient facts or data, (2) the testimony is the product of reliable principles and methods, and (3) the witness has applied the principles and methods reliably to the facts of the case.
12. Vendors are required to comply with 42 USC 290dd-2, the federal law that protect the confidentiality of the identity, diagnosis, prognosis, or treatment of any patient records that are maintained in connection with the performance of any federally assisted program or activity relating to substance abuse treatment, as well as 42 CFR, Part 2, the federal law regarding confidentiality of substance use disorder patient records.
13. Vendors are required to comply with the Health Insurance Portability and Accountability Act (HIPPA). HIPPA is a federal law that created national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.
14. Vendor must agree to accommodate all requested auditing activities at the request of NESC to ensure that services are being performed as described in this RFP.

**Terms of the Contract**

The term of the agreement shall be from 7-1-2023 to 7-1-2024.

**Compliance with Laws, Including Anti-discriminatory laws**

The applicant shall certify that it will comply with all applicable federal, state, and local laws and regulations including those prohibiting discrimination in its employment practices.

**No Conflict of Interest**

The applicant must not have a personal or financial interest, direct or indirect, that would conflict in any manner or degree with the performance of the Contract.

**Indemnification and Hold Harmless**

Organizations or agencies submitting a proposal must be willing to sign a contract that will provide a full indemnification and hold Northeast Educational Services Cooperative and member schools harmless of any liability arising from or out of the provision of services by the applicant. The contract will include a full statement of responsibility for reimbursing the Organization for any costs or expenditures that are disallowed in an audit, or for any other claims which might be made against the Organization arising from the acts or omission of the Applicant.

**Insurance**

The Applicant shall carry insurance coverage in such amounts as necessary to cover all claims arising out of the Applicant's services and/or the Applicant's failure to provide such services under the terms of the contract.

**Independent Contractor Status**

The Applicant will act as an independent contractor in the performance of duties under the contract. Accordingly, the Applicant will be responsible for payment of all taxes including federal, state, and local taxes arising out of the Applicant's activities in accordance with an agreement, including by way of illustration but not limited to federal and state income taxes, and any other taxes or fees required by Applicant to execute the project. The Applicant will not subcontract out its obligations to NESC unless approved by NESC before such contracting. The Applicant will supply all of its own materials and equipment except as otherwise agreed upon.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE  
BOARD OF DIRECTORS MEETING  
Monday, March 20, 2023 - 7:00 P.M.**

1. Call to Order
2. Introduction of guests
3. Public comment
4. Agenda review, changes, and approval
5. Conflict of Interest
6. Approval of February 2023 fiscal report
7. Consent Agenda
  - a. Approval of February 20, 2023 meeting minutes

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  - b. Approval of payment of March 2023 budget claims

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  - c. Approval of hires:
    - i. Michelle Pakkala – Car clerk/administrative assistant .5FTE \$17.00/hour
    - ii. Mindy Schwinger – SLP for '23-'24 SY- 1FTE (176 days) \$62,250.00
    - iii. Gabrielle Moes-Para for CW CB - \$15.90/hour
8. Discussion Items
  - a. Assistant Director Report

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  - b. Director Report
    - i. Department average ratings
    - ii. Drug and Alcohol RFP update
    - iii. SWWC requested days for '23-'24
  - c. Updated on Child Count – increase one student

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9. Executive Session (if needed)
  - a. Personnel--SDCL 1-25-2(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employer or prospective public officer or employee
  - b. Negotiations—SDCL 1-25-2(4) Preparing for contract negotiations or negotiating with employees or employee representatives
10. Action Items
  - a. Set Negotiations for April \_\_, 23 starting at 3:30pm

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  - b. Approve SWWC days contract

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11. Adjourn