

Northeast Educational Services Cooperative

P.O. Box 327 • Hayti, South Dakota 57241

605-783-3607 • Fax 605-783-3259

October 17, 2024

Dear NESC Board Members,

Our monthly board meeting will be held on Monday October 21st, 2024 at 7:00pm. You may attend in person, virtually or by phone. Depending on your preference, information for all three options is listed below:

Physical location of meeting:

Lake Area Technical College

1201 Arrow Avenue

Watertown, SD

Phone and Virtual link via Zoom:

<https://sdk12.zoom.us/j/99257696217>

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

Sincerely,



Anneke Nelson
NESC Director

NESC Board of Directors Meeting	
Date	October 21, 2024
Time	7:00pm
Location	Lake Area Technical College
Link for Virtual Attendance	https://sdk12.zoom.us/j/99257696217

1. Call to order
2. Introduction of guests
3. Agenda review, changes and approval
4. Public comment
5. Conflict of Interest
6. Approval of September 2024 financial report
7. Consent Agenda
 - a. Approval of September 16, 2024 meeting minutes
 - b. Approval of payment of October 2024 budget claims
 - c. Approval of resignation for Webster center-based paraprofessional Peggy Anderson
 - d. Approval of Contract for Center-based paraprofessional Gavan Lindner - \$18.55/hr
 - e. Approval of Contract for Webster Center-Based paraprofessional Lacey Sell - \$18.80/hr
8. Discussion Items
 - a. Assistant Director's Report
 - b. Director's Report
 - c. Board of Advisors Report
 - d. KSB Law Title Nine Policy Services
 - e. Fiscal year 2025 Center-Based program rates
 - f. Property Discussion
9. Action Items
 - a. Approval of Fiscal year 2025 Center-Based program rates
10. Executive Session (if needed)
11. Adjourn

Next Meeting will be held November 18, 2024 at 7:00pm

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
CASH BALANCE				
September 1, 2024	<u>\$247,494.32</u>	<u>\$760,616.45</u>	<u>\$8,461.71</u>	<u>\$1,016,572.48</u>

Receipts:

Local Sources:

1312 Center Base Tuition				\$0.00
1332 Extended School Year Tuition				\$0.00
1510 Interest	\$2.18	\$2,407.29		\$2,409.47
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	\$456.30	\$179,318.75		\$179,775.05
1990 Reading Recovery				\$0.00
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous			\$1,399.98	\$1,399.98
1990 Northern Plains				\$0.00
1990 Special Projects-Indirect Cost				\$0.00
1990 Drug & Alcohol Pool				\$0.00
1990 Expensed Mileage				\$0.00

State Sources:

3119 Grants-in-Aid: Ed. Specialist				\$0.00
3900 Part C Funds		\$6,264.36		\$6,264.36
3900 Part B Funds				\$0.00
3900 ESA 1				\$0.00

Federal Sources:

4175 MTSS				\$0.00
4175 IDEA Part B 611				\$0.00
4175 IDEA Part B 611-Private				\$0.00
4186 IDEA Part B 619				\$0.00

Other Receipts:

120 Accounts Receivable				\$0.00
140 Due from other Governments		\$330,844.00		\$330,844.00
Other Receipts				\$0.00
				\$0.00
Total Monthly Receipts	\$458.48	\$518,834.40	\$1,399.98	\$520,692.86

Balance Frwd plus Revenue to date	\$247,952.80	\$1,279,450.85	\$9,861.69	\$1,537,265.34
Manual Journal Entry				\$0.00
Manual Journal Entry Revenue				\$0.00

Less Salaries & Disbursements

Salaries	\$3,190.00	\$373,937.45		\$377,127.45
Disbursements	\$43,902.47	\$27,343.42	-\$71.15	\$71,174.74
Less Total Salaries & Disbursements	\$47,092.47	\$401,280.87	-\$71.15	\$448,302.19

CASH BALANCE

September 30, 2024	\$200,860.33	\$878,169.98	\$9,932.84	\$1,088,963.15
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Balance Sheet

Clearing Account XX-101-002	\$0.00	\$0.00	\$0.00	\$0.00
Checking Account XX-101	\$0.00	\$705,410.20	\$9,932.84	\$715,343.04
Money Market Savings XX-105	\$200,860.33	\$79,161.03	\$0.00	\$280,021.36
Certificates of Deposit XX-106	\$0.00	\$88,598.75	\$0.00	\$88,598.75
Imprest XX-108	\$0.00	\$5,000.00	\$0.00	\$5,000.00
TOTALS	\$200,860.33	\$878,169.98	\$9,932.84	\$1,088,963.15
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

Regular; Processing Month 09/2024; 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	2.18	136.57	42.02	188.43
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	4,904.25	456.30	1,226.10	25.00	3,678.15
10 1990 012	READING RECOVERY ASSESSMENTS	3,627.84	0.00	3,627.84	100.00	0.00
10 1990 073	D&A POOL ASSESSMENTS	13,000.00	0.00	4,909.00	37.76	8,091.00
10 1990 200	EXPENSED MILEAGE FROM SPED	421,754.50	0.00	0.00	0.00	421,754.50
Subtotal: LOCAL SOURCES		518,371.63	458.48	84,659.55	16.33	433,712.08
Fund Total:		518,371.63	458.48	84,659.55	16.33	433,712.08

Regular; Processing Month 09/2024; 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	999,856.35	0.00	106,193.96	10.62	893,662.39
22 1312 100	TUITION-ESY	105,000.00	0.00	0.00	0.00	105,000.00
22 1510	INTEREST	1,700.00	2,407.29	2,759.18	162.30	(1,059.18)
22 1990 003	SPED ASSESSMENTS	1,956,108.29	179,318.75	485,180.15	24.80	1,470,928.14
22 1990 018	MISCELLANEOUS	5,000.00	0.00	0.00	0.00	5,000.00
22 1990 019	SPECIAL PROJECTS INDIRECT COSTS	5,000.00	0.00	0.00	0.00	5,000.00
Subtotal: LOCAL SOURCES		3,072,664.64	181,726.04	594,133.29	19.34	2,478,531.35
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	186,847.62	0.00	0.00	0.00	186,847.62
22 3900 013	STATE REVENUE: PART C FUNDS	40,000.00	6,264.36	13,433.12	33.58	26,566.88
22 3900 014	STATE REVENUE: PART B FUNDS	4,500.00	0.00	0.00	0.00	4,500.00
Subtotal: STATE SOURCES		231,347.62	6,264.36	13,433.12	5.81	217,914.50
22 4175 475	REGULAR IDEA PART B 611	2,133,285.00	0.00	0.00	0.00	2,133,285.00
22 4175 476	REGULAR IDEA PART B 611-PRIVATE SCHOOL	2,888.00	0.00	0.00	0.00	2,888.00
22 4186 486	REGULAR IDEA PART B 619	58,692.00	0.00	0.00	0.00	58,692.00
Subtotal: FEDERAL SOURCES		2,194,865.00	0.00	0.00	0.00	2,194,865.00
22 5110	OPERATING TRANSFER IN	75,000.00	0.00	0.00	0.00	75,000.00
Subtotal: 5000		75,000.00	0.00	0.00	0.00	75,000.00
Fund Total:		5,573,877.26	187,990.40	607,566.41	10.90	4,966,310.85

Revenue Summary Report
Processing Month: 09/2024

Regular; Processing Month 09/2024; 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:	6,092,248.89	188,448.88	692,225.96	11.36	5,400,022.93

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	\$74,760.04	\$0.00	\$0.00	0.00	\$74,760.04
2227	TECHNOLOGY SUPPORT	\$7,790.04	\$443.78	\$1,397.93	17.95	\$6,392.11
2319	BOARD OF EDUCATION SERVICES	\$14,474.00	\$902.36	\$7,883.55	54.47	\$6,590.45
2329	ADMINISTRATION	\$29,589.50	\$2,041.09	\$6,426.90	21.72	\$23,162.60
2529	ADMINISTRATION-FISCAL SERVICES	\$10,002.07	\$741.58	\$2,718.46	27.18	\$7,283.61
2542	OPERATION & MAINTENANCE BLDGS.	\$4,145.14	\$656.60	\$779.38	18.80	\$3,365.76
2545	VEHICLE SERVICE	\$360,983.00	\$41,976.06	\$47,024.69	13.03	\$313,958.31
2551	DRUG & ALCOHOL TESTING POOL	\$13,000.00	\$81.00	\$158.00	1.22	\$12,842.00
10	GENERAL FUND	\$518,371.63	\$46,842.47	\$66,388.91	12.81	\$451,982.72
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$107,888.00	\$9,465.37	\$97,243.00	90.13	\$10,645.00
1223	CENTER BASE DAY PROGRAMS	\$999,856.35	\$45,275.52	\$64,349.05	6.44	\$935,507.30
1226	EARLY CHILDHOOD SERVICES	\$484,907.78	\$35,157.25	\$42,675.29	8.80	\$442,232.49
2142	PSYCHOLOGICAL SERVICES	\$1,100,621.15	\$80,069.60	\$101,166.49	9.19	\$999,454.66
2152	SPEECH PATHOLOGY SERVICES	\$1,466,272.11	\$108,538.21	\$124,675.80	8.50	\$1,341,596.31
2171	PHYSICAL THERAPY	\$357,600.68	\$23,803.26	\$72,085.98	20.16	\$285,514.70
2172	OCCUPATIONAL THERAPY	\$592,714.97	\$31,982.85	\$92,016.29	15.52	\$500,698.68
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$2,500.00	\$0.00	\$0.00	0.00	\$2,500.00
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$186,847.62	\$11,355.86	\$33,639.04	18.00	\$153,208.58
2227	TECHNOLOGY SUPPORT	\$89,585.49	\$4,922.03	\$15,291.81	17.07	\$74,293.68
2319	BOARD OF EDUCATION SERVICES	\$131,951.00	\$10,377.08	\$90,660.75	68.71	\$41,290.25
2329	ADMINISTRATION	\$340,279.20	\$23,472.66	\$73,910.10	21.72	\$266,369.10
2529	ADMINISTRATION-FISCAL SERVICES	\$115,023.80	\$8,528.20	\$31,262.31	27.18	\$83,761.49
2542	OPERATION & MAINTENANCE BLDGS.	\$47,829.11	\$7,551.11	\$8,963.09	18.74	\$38,866.02
22	SPECIAL EDUCATION FUND	\$6,023,877.26	\$400,499.00	\$847,939.00	14.08	\$5,175,938.26
	Grand Total:	\$6,542,248.89	\$447,341.47	\$914,327.91	13.98	\$5,627,920.98

Activity Fund Balance Report - Summary - Exclude Encumbrances

09/2024 - 09/2024

Regular; Beginning Month 09/2024; Processing Month 09/2024; 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	4,940.00	0.00	60.00	0.00	5,000.00
71 453	SANFORD FLEX	3,521.71	(71.15)	1,339.98	0.00	4,932.84
	Fund Total: 71	<u>8,461.71</u>	<u>(71.15)</u>	<u>1,399.98</u>	<u>0.00</u>	<u>9,932.84</u>

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, September 16, 2024

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, September 16, 2024 via Zoom and 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 8:08 P.M.

Members present:

In-Person:

Audrey Schuller, Britton-Hecla; Alisha Nielsen, Castlewood; Malory McIntire, Clark; Jared Tolzin, DeSmet; Carie Knutson, Deubrook; Arend Schuurman, Elkton; Chris Verhoek, Estelline; Tara Abraham, Hamlin; Penny Thyen, Waverly/South Shore; Heidi Pelzel, Wilmot

Zoom:

Megann Murphy, Arlington; Wade Gubrud, Deuel – joined at 7:18 P.M.; Lisa Lauterhahn, Enemy Swim Day School; Jon Kahnke, Florence; Reid McDaniel, Lake Preston – joined at 7:19 P.M.; Carrie Schiernbeck, ORR; Diane LeClair, Rosholt; Lisa Amdahl, Summit

Absent:

Audrey Rider, Henry; Greg Bich, Iroquois; Jayme Trygstad, Sioux Valley; Art Berger Jr., Waubay; Martin Looyenga, Webster; Tia Felberg, Willow Lake

Others Attending:

NESC Staff Representatives: Shelly Skogstad (Z); Teresa Landmark (Z); Karlette Juhnke (Z) – joined 7:17 P.M.; Stephanie Hayunga (Z) – joined at 7:18 P.M.; Marisa Freeman (Z) – joined at 7:18 P.M.

Member District Superintendents: Travis Ahrens, Clark, Kim Kludt, Deubrook; Todd Obele, Henry (Z);

NESC Administration: Anneke Nelson, 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

Travis Ahrens, Kim Kludt, Todd Obele, Shelly Skogstad and Teresa Landmark were introduced as guests.

Agenda Review, Changes, and Approval

Action #25-15 Motion by C. Verhoek, second by C. Knutson, to approve the agenda with the change to 8d Mallory McIntyre to Malory McIntire. All present voted, motion carried.

Public Comment

No public comment was presented.

Conflict of Interest

No conflicts of interest were presented.

Financial Report

Action #25-16 Motion by A. Schuller, second by A. Nielsen, to approve the financial report for the period ending August 31, 2024. All present voted, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
August 1, 2024	\$255,625.89	\$850,045.45	\$8,175.92
Receipts:			
Local Sources	\$784.56	\$306,062.55	\$699.98
State Sources		\$5,093.66	
Federal Sources			
Other	\$78,204.00		
Total Monthly Receipts	<u>\$78,988.56</u>	<u>\$311,156.21</u>	<u>\$699.98</u>
Balance Forward	\$334,614.45	\$1,161,201.66	\$8,875.90
Manual Journal Entries			
Less Salaries	\$3,178.07	\$352,098.41	
Less Disbursements	\$83,942.06	\$48,486.80	\$414.19
Total Salaries & Disbursements	<u>\$87,120.13</u>	<u>\$400,585.21</u>	<u>\$414.19</u>
Ending Cash Balance			
August 31, 2024	\$247,494.32	\$760,616.45	\$8,461.71

Consent Agenda

Action #25-17 Motion by J. Tolzin, second by H. Pelzel to approve the following items on the Consent Agenda: 7a) Approval of August 19, 2024 Board of Directors minutes; 7b) Approval of payment of September 2024 budget claims; 7c) Approval of Contract – Peggy Anderson – Paraprofessional - \$18.05/hour; 7d) Approval of Contract– Maysen Grewe – Paraprofessional - \$18.80/hour. All present voting in favor, motion carried.

September 2024 Accounts Payable

General Fund: AAA PURE WATER FILTER 10.40; ASBSD A.N. REGIS 16.40; AUTOMATIVE SERVICE CENTER FLEET MAINT 189.01; B&B AUTO SALES FY25 VEHICLE 16,050.00; BLEES, GABRIELLA BACKGROUND CHECK 3.46; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 378.08; BROOKINGS AUTO MALL FY25 VEHICLE 19,024.00; CENEX FLEETCARD FLEET MAINT 3,484.87; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 14.46; DUST TEX SERVICE, INC. SEPT RUG USE 6.36; EDMENTUM, INC APEX SEATS 250.00; ELABO T.S. DUES 4.80; ELO PROF. LLC FY24 AUDIT 582.34; FASTENAU, REGINA BACKGROUND CHECK/REIMB GAS 35.31; FIRST DAKOTA INDEMNITY COMPANY WORK COMP 230.08; GOEHRING-STREET, KRIS BACKGROUND CHECK 3.46; GRAHAM, TRACI BACKGROUND CHECK 3.46; HAMLIN COUNTY FARMERS COOP FLEET MAINT/PROPANE FILL 1,082.79; HEALTH EQUITY HSA/FLEX 3.94; KDM EQUIPMENT FLEET MAINT 266.88; MINERT & ASSOCIATES, INC DRUG TESTING 81.00; NELSON, ANNEKE TRAVEL 14.32; NESC PAYROLL SEPT 2024 3,194.72; PAKKALA, JIM FLEET MAINT 65.00; ROB'S AUTO REPAIR FLEET MAINT 1,545.81; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 1.83; W.W. TIRE SERVICE FLEET MAINT 544.82; WATERTOWN PUBLIC OPINION MINUTES 9.59

Fund Total: \$47,097.19

Special Education Fund: AAA PURE WATER FILTER 119.60; ARLINGTON SCHOOL DISTRICT CB SUPP 90.00; ASBSD A.N. REGIS 188.60; BLEES, GABRIELLA BACKGROUND CHECK 39.79; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 10,140.70; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 166.31; DUST TEX SERVICE, INC. SEPT RUG USE 73.19; ELABO T.S. DUES 55.20; ELO PROF. LLC FY24 AUDIT 6,696.96; ESTR PUBLICATIONS CB SUPP 111.00; FASTENAU, REGINA BACKGROUND CHECK 39.79; FIRST DAKOTA INDEMNITY COMPANY WORK COMP 2,645.92; GENT, MELISSA NASP DUES 230.00; GIGOV, ROBIN JULY/AUG MI 27.25; GOEHRING-STREET, KRIS NASP DUES/ BACKGROUND CHECK 269.79; GRAHAM, TRACI BACKGROUND CHECK 39.79; HAMLIN COUNTY FARMERS COOP PROPANE FILL 3,553.19; HEALTH EQUITY HSA/FLEX 45.31; MATTERN, MALLORIE REIMB SLP SUPP 215.00; MIDWEST SPECIAL INSTRUMENTS AUDIOMEETERS 1,350.05; PARENT AUG MI 62.88; NELSON, ANNEKE TRAVEL 164.68; NESC IMPREST 60.00; NESC PAYROLL SEPT 2024 373,991.73; OLSON, KIMBERLY AUG MI 120.52; REINHILLER, LISA ED SPEC TRAVEL 88.00; SCHWINGER, MINDY REIMB MI 72.05; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 112.80; WATERTOWN PUBLIC OPINION MINUTES 110.25; WILLIAMS, THEODORE PSYCH CONTRACTED SERVICES 454.80

Fund Total: \$401,335.15

Discussion Items

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Nelson gave her monthly report.

Board of Advisory

Director Nelson reviewed the Board of Advisor meeting held on September 4, 2024.

Chairperson appointment of Steering/Negotiations Committee Members for FY25

President Schuurman appointed the following to join himself and Vice-President P. Thyen on the steering committee for FY25: M. McIntire – Large, T. Abraham – Large, C. Verhoek- Medium, C. Knutson – Medium, A. Rider - Small and L. Amdahl- Small.

Property Discussion

Discussion was held on NESC property shared with the town of Hayti.

Action Items

No action items were presented.

Executive Session

No executive session was held.

Adjournment

Action #25-18 With there being no further business, motion by H. Pelzel, second by M. McIntire , 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, October 21, 2024 at 7:00 P.M.

Arend Schuurman, President

Tiffany Stormo, Business Manager

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday, October 2, 2024

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, October 2, 2024 at HyVee in Watertown, South Dakota. The meeting was called to order by Vice-President Lee at 10:04 A.M. and adjourned at 10:55 A.M.

Present: Brian Sampson, Arlington; Steve Benson, Britton-Hecla; Travis Ahrens, Clark; Kim Kludt, Deubrook; Chad Schiernbeck, Deuel; Brian Jandahl, Elkton; Paul Vonfischer, Estelline; Mitch Reed, Florence – entered at 10:17 A.M.; Jim Hulscher, Hamlin; Todd Obele, Henry; Dana Felderman, Lake Preston; Dawn Hoeke, Oldham/Ramona/Rutland (ORR); Spencer Oland, Rosholt; Scott Lepke, Waubay; Jon Meyer, Waverly/South Shore; Jim Block, Webster; Chris Lee, Willow Lake

Absent: Peter Books, Castlewood; Abi Van Regenmorter, DeSmet; Nadine Eastman, Enemy Swim; Mike Ruth, Iroquois; Laura Schuster, Sioux Valley; Mike Schmidt, Summit; Larry Hulscher, Wilmot

Others Attending: Anneke Nelson, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

ADVISORY BOARD AGENDA

Call to Order

Vice-President Lee called the meeting to order at 10:04 A.M.

Approval of Agenda

Motion by T. Ahrens and second by B. Sampson to approve the agenda as presented. All present voting in favor, motion carried.

Financial Report

Business Manager Stormo reviewed the financial report for August 2024.

Motion by D. Felderman and second by S. Lepke to approve August 2024 financial report. All present voting in favor, motion carried.

Board of Directors

Director Nelson reviewed the September 2024 meeting with the BOA.

NESC Sped Support

Director Nelson discussed ongoing special education support for cooperative schools.

Homebound Services

Director Nelson discussed information on homebound services.

Minert Drug and Alcohol Testing Site Change

Director Nelson informed the board that Minert Drug and Alcohol testing has a site change.

*Paragon - 601 N 4th St STE 110, Brookings, SD 57006

FY25 Center Base Rates

Business Manager Stormo presented 2024-2025 center base sliding scale rates.

Motion by J. Hulscher, second by C. Schiernbeck to approve Center Base tuition rates as presented for FY25. All present voting in favor, motion carried.

Base Rate	\$52,295.60
First Placement	\$58,571.07
Second Placement	\$50,726.73
Third Placement	\$43,013.13

Teachwell Contract for OT

Assistant Director Frewing discussed utilizing Teachwell for OT services.

Prolonged Assistance Payments

Assistant Director Frewing stated that districts would be getting prolonged assistance payments going forward.

Other

No other topics were discussed.

Adjournment

There being no further business, motion by D. Hoeke, second by J. Meyer to adjourn. All present voting in favor, motion carried.

Tiffany Stormo, Business Manager

Northeast Educational Services Cooperative

OCTOBER 2024 INVOICES

GENERAL FUND - 10

BASS SANITATION INC.	JULY - SEPT GARB	12.12
CENEX FLEETCARD	FLEET MAINT	5,770.02
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	13.42
DAKOTA DATA SHRED	PROF/SHRED DOC	28.89
DUST TEX SERVICE, INC.	OCT RUG USE	6.36
EDMENTUM, INC	APEX SEATS	236.02
ESTELLINE COMMUNITY OIL CO.	FLEET MAINT	31.31
HAMLIN COUNTY FARMERS COOP	FLEET MAINT	975.72
HEALTH EQUITY	HSA/FLEX	3.02
KDM EQUIPMENT	FLEET MAINT	465.28
MINERT & ASSOCIATES, INC	DRUG TESTING	2,146.00
NESC PAYROLL	OCT 2024	3,130.14
NESC SPECIAL REVENUE PROJECTS	FY25 1ST QTR EXP MI	614.65
OTTERTAIL POWER CO.	ELEC	19.41
PRAIRIE AG PARTNERS	FLEET MAINT	88.49
ROB'S AUTO REPAIR	FLEET MAINT	853.95
RON'S AUTO REPAIR	FLEET MAINT	750.14
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	1.91
TWIN VALLEY TIRE, INC.	FLEET MAINT	54.46
W.W. TIRE SERVICE	FLEET MAINT	1,762.41
WATERTOWN PUBLIC OPINION	MINUTES	9.59
WEBSTER AUTO CARE	FLEET MAINT	793.21
<u>GENERAL FUND TOTAL:</u>		<u>17,766.52</u>

SPECIAL EDUCATION FUND - 22

BASS SANITATION INC.	JULY - SEPT GARB	139.38
BOSSE, JENNIFER	SEPT 24 MI REIMB	70.74
CASTLEWOOD SCHOOL DISTRICT	SEPT CB USE FEE	411.40
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	154.33
DAKOTA DATA SHRED	PROF/SHRED DOC	332.29
DUST TEX SERVICE, INC.	OCT RUG USE	73.19
HAMLIN SCHOOL DISTRICT	SEPT CB USE FEE	1,116.95
HEALTH EQUITY	HSA/FLEX	34.68
LAKE PRESTON SCHOOL DISTRICT	SEPT CB USE FEE	617.10
PARENT	SEPT 2024	149.34

NESC PAYROLL	OCT 2024	381,261.35
NESC SPECIAL REVENUE PROJECTS	FY25 1ST QTR EXP MI	92,639.69
OTTERTAIL POWER CO.	ELEC	223.16
SDASP	PSYCH REGIS	760.00
SPEECH PARTNERS, LLC	SLP CONTRACTED SERVICES	19,837.51
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	117.18
WATERTOWN PUBLIC OPINION	MINUTES	110.25
WEBSTER SCHOOL DISTRICT	SEPT CB USE FEE	1,028.50
WILLIAMS, THEODORE	PSYCH CONTRACTED SERVICES	2,940.06
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>502,017.10</u>
<u>OCTOBER 2024 INVOICES TOTAL:</u>		<u>519,783.62</u>

GENERAL FUND - 10

AMAZON	ADMIN SUPP	6.67
HY-VEE FOOD STORE	BOA 10-2-24	2.11
INDEED, INC	EMPLOY AD	13.65
INNOVATIVE OFFICE SOLUTIONS	O&M SUPP	20.76
ITC TELECOM	SEPT 2024	36.49
OTTERTAIL POWER CO.	ELEC	17.41
US POSTAL SERVICE	POSTAGE	7.87
VERIZON WIRELESS	AUGUST CELL SERVICE	10.38
<u>GENERAL FUND TOTAL:</u>		<u>115.34</u>

SPECIAL EDUCATION FUND - 22

AMAZON	ADMIN/EC/OT/ED SPEC/SLP SUPP	749.68
CPI	CPI SEATS	872.82
FROM THE INSIDE OUT	SLP REGIS	997.00
HAMPTON INN AND SUITES BY HILTON	ED SPEC TRAVEL	436.00
HY-VEE FOOD STORE	BOA 10-2-24	24.29
INDEED, INC	EMPLOY AD	156.96
INNOVATIVE OFFICE SOLUTIONS	O&M SUPP	238.78
ITC TELECOM	SEPT 2024	419.68
MARSHALL CO. HEALTHCARE CENTER	OT/PT SERVICES	2,057.08
OTTERTAIL POWER CO.	ELEC	200.18
SANFORD WEBSTER MEDICAL CENTER	OT SERVICES	2,387.57
SDSLHA	SLP REGIS	275.00
SPEECHCORNER	SLP SUPP	68.98
TOOLS TO GROW, INC.	SLP REGIS	64.99
US POSTAL SERVICE	POSTAGE	90.49
VERIZON WIRELESS	AUGUST CELL SERVICE	199.38
WESTERN PSYCHOLOGICAL SERVICES	PSYCH SUPP	244.00
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>9,482.88</u>

OCTOBER 2024 BMO INVOICES TOTAL:**9,598.22**



INVOICE

October 05, 2024

Northeast Educational
310 5th Street
Hayti, SD 57241

ATTN:

Invoice Number: 0703531-2410

Invoice Amount: \$ 9,598.22

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending October 05, 2024.

Your payment is due **November 01, 2024**.

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 Accounts	Diners Club Accounts
Payment By Mail	Payment By Mail
BMO 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 Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440	FIS BMO 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 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: 0703531-2410
Amount Paid: \$ 9,598.22
Payment Due Date: November 01, 2024

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 09/06/2024 to 10/05/2024

Mapped Cards

Billing Account 032312

Posting Date	Tran Date	Account	Supplier	Amount
09/26/2024	09/26/2024	XXXX-XXXX-XXXX-2312	Payment - Automatic Pymt Received	-10,518.78
			Debit Total USD	0.00
			Credit Total USD	-10,518.78
			Total USD	-10,518.78

Nelson Anneke

Posting Date	Tran Date	Account	Supplier	Amount
09/06/2024	09/05/2024	XXXX-XXXX-XXXX-1451	Toolstogrow	64.99
			Debit Total USD	64.99
			Credit Total USD	0.00
			Total USD	64.99

Boyd Brenda

Posting Date	Tran Date	Account	Supplier	Amount
10/04/2024	10/03/2024	XXXX-XXXX-XXXX-9401	Hampton Inns	436.00
			Debit Total USD	436.00
			Credit Total USD	0.00
			Total USD	436.00

Admin Nesc

Posting Date	Tran Date	Account	Supplier	Amount
09/06/2024	09/05/2024	XXXX-XXXX-XXXX-7540	Hy-Vee Watertown 1871	55.00
09/09/2024	09/05/2024	XXXX-XXXX-XXXX-7540	Hy-Vee Watertown 1871	-63.72
09/11/2024	09/10/2024	XXXX-XXXX-XXXX-7540	Usps Po 4637080684	98.36
			Debit Total USD	153.36
			Credit Total USD	-63.72
			Total USD	89.64

Stormo Tiffany

Posting Date	Tran Date	Account	Supplier	Amount
09/06/2024	09/05/2024	XXXX-XXXX-XXXX-0837	Hy-Vee Watertown 1871	18.99
09/06/2024	09/05/2024	XXXX-XXXX-XXXX-0837	Amazon Mark Zt4kp0sp2	45.69

Posting Date	Tran Date	Account	Supplier	Amount	
09/06/2024	09/05/2024	XXXX-XXXX-XXXX-0837	Sensoryslp.Com	997.00	?
09/09/2024	09/05/2024	XXXX-XXXX-XXXX-0837	Hy-Vee Watertown 1871	-20.36	?
09/11/2024	09/10/2024	XXXX-XXXX-XXXX-0837	Bts Innovativeofficesl	259.54	?
09/12/2024	09/11/2024	XXXX-XXXX-XXXX-0837	Amazon Reta Py16m8tc3	83.32	?
09/12/2024	09/12/2024	XXXX-XXXX-XXXX-0837	Crisis Prevention Inst	775.84	?
09/13/2024	09/12/2024	XXXX-XXXX-XXXX-0837	Otter Tail Power Compa	217.59	?
09/16/2024	09/13/2024	XXXX-XXXX-XXXX-0837	Sq Speech Corner	68.98	?
09/16/2024	09/15/2024	XXXX-XXXX-XXXX-0837	Amazon Mark 507d49u23	119.99	?
09/18/2024	09/17/2024	XXXX-XXXX-XXXX-0837	Amzn Mktp US Zu2rz1wc3	17.88	?
09/18/2024	09/17/2024	XXXX-XXXX-XXXX-0837	Amazon Mark Mp7pu50c3	51.86	?
09/23/2024	09/20/2024	XXXX-XXXX-XXXX-0837	Amazon Mark Cq1y94nn3	9.85	?
09/23/2024	09/20/2024	XXXX-XXXX-XXXX-0837	South Dakota Speech La	275.00	?
09/24/2024	09/23/2024	XXXX-XXXX-XXXX-0837	Sanford Online Bill Pa	2,387.57	?
09/25/2024	09/24/2024	XXXX-XXXX-XXXX-0837	Marshall County Health	2,057.08	?
09/30/2024	09/27/2024	XXXX-XXXX-XXXX-0837	Western Psychological	244.00	?
09/30/2024	09/29/2024	XXXX-XXXX-XXXX-0837	Amazon Reta O09ea07h3	27.96	?
09/30/2024	09/29/2024	XXXX-XXXX-XXXX-0837	Amazon.Com Dw08n8fk3	399.80	?
10/01/2024	10/01/2024	XXXX-XXXX-XXXX-0837	Crisis Prevention Inst	96.98	?
10/01/2024	10/01/2024	XXXX-XXXX-XXXX-0837	Vzwrllss My Vz Vb P	209.76	?
10/02/2024	09/30/2024	XXXX-XXXX-XXXX-0837	Interstate Telecommuni	456.17	?
10/03/2024	10/02/2024	XXXX-XXXX-XXXX-0837	Hy-Vee Watertown 1871	36.49	?
10/03/2024	10/02/2024	XXXX-XXXX-XXXX-0837	Indeed Jobs	170.61	?
			Debit Total USD	9,027.95	
			Credit Total USD	-20.36	
			Total USD	9,007.59	

Technology Processes

New Employee Assignment of Equipment

- The Director or Assistant Director will inform the technology department of new employees requiring technology.
- The technology department will assign technology equipment to employees and contractors.
- Assigned equipment stays with the employee regardless of job assignment changes. The employee is accountable to and responsible for all technology equipment assigned to them.
- If technology equipment is not working or is no longer needed, it should be returned to the technology department. Do not give technology equipment to a Cooperative school district employee or another NESC employee.
- Equipment assignments will be reviewed and updated periodically.

Technology Equipment Requests

- The Technology Department will procure laptops, tablets and other hardware devices.
- Technology Accessories, including bags, cords, speakers, cases, protection for devices, will be requisitioned as supplies through the department supervisor.
- If an employee wishes to make a Technology Device request or have concerns about their assigned equipment, they should
 1. Submit an email to the Technology Coordinator that contains information about the needed item and a justification statement.
 2. If the item needs to be ordered, the Technology Coordinator will complete a purchase requisition form and give the form to the Director for approval.
 3. The Technology Coordinator will communicate with the employee about the request.

Reporting a Technology Issue

- The employee should email any technology malfunction to the technology department.
- In the event that the technology issue cannot be easily resolved, the technology coordinator may issue a temporary equipment loaner.
- Once the issue has been resolved, the employee should confirm with the technology department that the problem has been addressed and their technology is functioning properly.
- After equipment is repaired loaner equipment will be returned to the Technology Coordinator.

Importance of Timely Reporting:

Prompt reporting of technology malfunctions is crucial for minimizing disruptions to business operations and ensuring the continued reliability of the company's technology infrastructure. Employees are expected to report any issues as soon as they are discovered to allow for the fastest possible resolution.

When an Employee leaves NESC

- When employees give notice, the administrative office will notify the Technology Coordinator and provide the departure date.
- Prior to the employees final day, the employee will return all company-issued equipment. This includes, but is not limited to:
 - Laptop/desktop computer
 - Tablet/iPad
 - Smartphone
 - Peripherals (mouse, keyboard, monitors, etc.)
 - Security badges/access cards
 - Any other technology-related items
- The technology coordinator and administrative office verify that all items are accounted for. The employee will be required to sign an equipment return form acknowledging the return of all items.

Technology Needs Assessment

- All staff will have the opportunity to complete an annual technology survey to help determine any current or future technology needs.
- The results of the survey will guide future purchases and priorities.
- A list of potential technology purchases will be compiled by the Technology Department and discussed with the Director and Business Manager.
- After the discussion, the technology department will complete purchase requisitions for the equipment and will submit those to the Director.

NESC Email Processes**Email Accounts for New Employees**

- Once a contract has been signed by the employee, the Director or Assistant Director will inform the technology department of the new hire and if they have an existing state email account.

- The Technology department will request the transfer of a previous state email account or will begin a new account for the new employee and will notify the Director or Assistant Director once accounts have been updated or completed.
- The Director or Assistant Director will notify the employee of the account activation or receipt.

Email Change

- Employees may request to have their email address changed.
- The employee will complete the NESC Name Change Form. A printed form or an electronic submission located [HERE](#) is acceptable.
- The Business Manager will receive the submitted NESC Name Change Form. Upon approval, the Business Manager will notify the technology department of the email change request.
- The technology department will make the change and notify the employee.
- The email change process typically takes 5-10 business days to complete once the request is submitted and approved.
- It is the employee's responsibility to update their email signature, business cards, and other references to the new email address.

NESC Degree Advancement Guidelines

Overview:

NESC is supportive of employees seeking additional degrees, particularly those that support hard to fill positions within the cooperative and in South Dakota. NESC acknowledges that employees enrolled in degree programs may have an overlap in job responsibilities for NESC and program requirements. NESC is providing the following guidelines to assist employees in understanding the expectations and boundaries regarding these overlaps.

Guidelines:

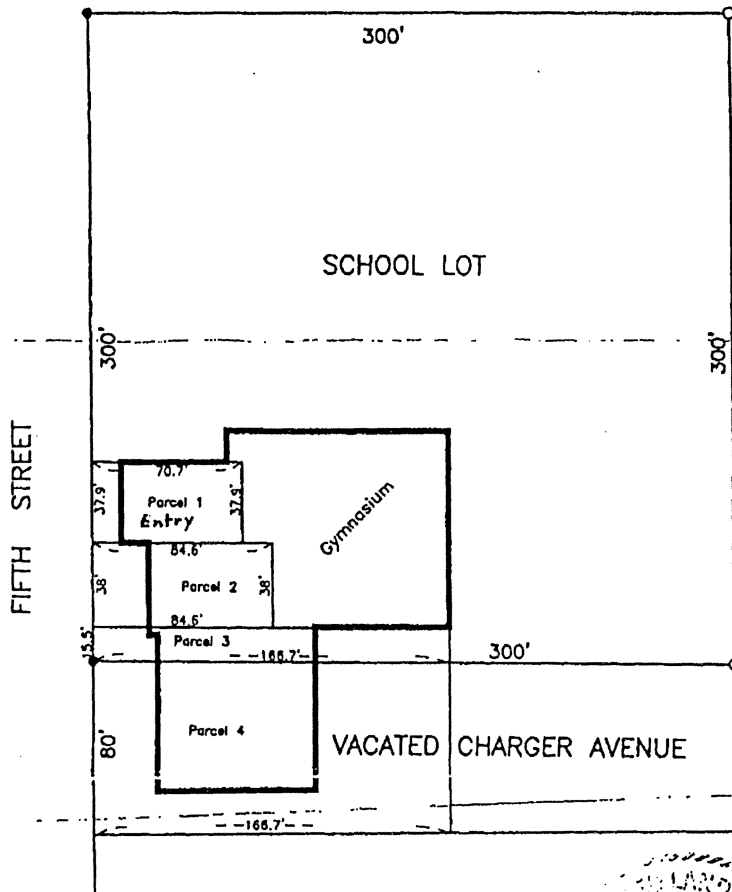
1. If an employee wishes to use part of their NESC contract time to work on degree requirements, the employee must notify their direct supervisor and the NESC director to discuss the impact of the requirements on contracted duties.
2. At NESC, our districts are our customers and our customer needs always come first. All degree requirements should be completed after tasks/work for which NESC has contracted the employee to provide are completed.
3. The employee and their direct supervisor or cooperative director will work together to create a plan for the agreed use of NESC contract time for degree requirements.
4. The supervisor or director will share the plan with the schools for which the employee provides services and/or the schools where the degree requirements will take place.
5. The employee will track the hours spent doing non-NESC/degree requirement work during NESC contracted time and submit these hours to the direct supervisor or director monthly.
6. The employee should maintain a sense of propriety when balancing practicum and NESC duties.
7. NESC reserves the right to require the employee to complete degree requirements outside of NESC contracted days.
8. Employees pursuing degree advancement are expected to adhere to NESC confidentiality requirements when conducting degree requirements during NESC contracted time.
9. Employees participating in degree requirements during NESC time are expected to adhere to Article XVIII of the NESC Board Policies for Conflict of Interest.

Legal Descriptions

Parcel 1: The North 37.9' of the South 91.4' of the West 70.7' of School Lot.
Parcel 2: The North 38.0' of the South 53.5' of the West 84.6' of School Lot.
Parcel 3: The South 15.5' of the West 166.7' of School Lot.
Parcel 4: The West 166.7' of Vacated Fourth Avenue (Charger Avenue).
All located in the Northeast quarter of the Northwest quarter of Section 28,
Township 114 North, Range 53 West of the 5th P.M., Hamlin County, South
Dakota.



March 10, 2006
Scale: 1"=60'
○ Property Corner
● Property Pin Rec.



Subject to Easements and Encroachments
not Found of Record

REG. LAND SURVEYOR
6673
MARTY W. BRACK
SOUTH DAKOTA
Marty W. Brack
Registered Land Surveyor

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, October 21, 2024 7:00 P.M.**

1. Call to order
 2. Introduction of guests
 3. Agenda review, changes and approval
 4. Public comment
 5. Conflict of Interest
 6. Approval of September 2024 financial report
 7. Consent Agenda
 - a. Approval of September 16, 2024 meeting minutes

 - b. Approval of payment of October 2024 budget claims

 - c. Approval of resignation for Webster center-based paraprofessional Peggy Anderson

 - d. Approval of Contract for Center-based paraprofessional Gavan Lindner - \$18.55/hr

 - e. Approval of Contract for Webster Center-based paraprofessional Lacey Sell - \$18.80/hr

 8. Discussion Items
 - a. Assistant Director's Report

 - b. Director's Report

 - c. Board of Advisors Report

 - d. KSB Law Title Nine Policy Services

 - e. Fiscal year 2025 Center-Based program rates

 - f. Property Discussion

 9. Action Items
 - a. Approval of Fiscal year 2025 Center-Based program rates

 10. Executive Session (if needed)
 11. Adjourn
- Next meeting November 18, 2024 at 7:00pm