

Northeast Educational Services Cooperative

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

605-783-3607 • Fax 605-783-3259

May 15, 2025

Dear NESC Board Members,

We will hold our monthly NESC board meeting on Monday May 19, 2025, at 7:00 pm. Our board meeting will be held at Lake Area Technical College in room 803 of .Building 8. If you are a member of the Steering Committee, we will meet at 5:30 pm in room 802 to participate in a negotiation session with Unit 1. You may attend the board meeting in person, virtually, or by phone. Depending on your preference, information for all three options is listed below. The Steering Committee will be held only in person.

Physical location of meeting:

NESC Office

310 5th Street

Hayti, SD 57241

Phone and Virtual link via Zoom:

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

Enclosed are several documents for your review.

Sincerely,

A handwritten signature in black ink, appearing to read "Anneke Nelson". The signature is fluid and cursive, with a large initial "A" and "N".

Anneke Nelson
NESC Director

NESC Board of Directors Meeting	
Date	5/19/25
Time	7:00 pm
Location	LATC Building 8 Room 803
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 the April 2025 financial report
7. Consent Agenda
 - a. Approval of April 21, 2025 meeting minutes
 - b. Approval of payment of May 2025 budget claims
 - c. Morgan Anderson Resignation
 - d. Alyssa Miller Resignation
 - e. Speech Partners, LLC – \$87.79 per Hour (25-26)
 - f. Sara Lorensberg BCBA Amendment – \$81,600 (25-26)
 - g. Lexi Schreurs COTA Contract – \$41,000 (25-26)
 - h. Riley Seeds ESY Contract – \$34.47 per Hour
 - i. Janine Alholinna ESY Contract – \$17.75 per Hour
 - j. Mychelle Donelan ESY Contract – \$20.50 per Hour
 - k. Abygail Krog ESY Contract – \$33.00 per Hour
8. Discussion Items
 - a. FY26 Preliminary Budget
 - b. FY26 Property & Liability Insurance
 - c. Assistant Director's Report
 - d. Director's Report
 - e. First Reading – Proposed Changes to By-Law and Policy
 - i. By-Law 5.3 (rename centerbase references to Pathways)
 - ii. Policy – Article I: Criminal Background Check (numerous)
 - iii. Policy – Article II: Paraprofessional Leave (prorate para leave)
 - iv. Policy – Article III: Other Classified Leave (prorate annual leave)
 - v. Policy – Article IV: Workers' Compensation (point to SDCL instead of claiming percentage)
 - vi. Policy – Article VIII: Vehicle Use (hands-free driving)
 - vii. Policy – Article IX: FMLA (employees with absences longer than 12 weeks could be dropped from insurance)

- viii. Policy – Article XIV: Business Credit Card (increase limit)
 - ix. Policy – Admin Assistant (rewrite job description)
 - x. Policy – Centerbase Teacher (rename centerbase references to Pathways)
 - xi. Policy – Centerbase Paraprofessional (rename centerbase references to Pathways)
9. Executive Session
- a. **SDCL1-25-2(4)**. Preparing for contract negotiations or negotiating with employees or employee representatives;
10. Action Items
- a. Unit 1 contracts pending resolution of negotiations
11. Adjourn

The next Meeting will be held on June 16, 2025, at 7:00 p.m. at LATC

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				
April 1, 2025	\$278,708.76	\$1,026,532.91	\$11,692.86	\$1,316,934.53

Receipts:

Local Sources:

1312 Center Base Tuition		\$114,594.28		\$114,594.28
1332 Extended School Year Tuition				\$0.00
1510 Interest	\$42.54	\$2,306.51		\$2,349.05
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	\$384.90	\$152,930.70		\$153,315.60
1990 Reading Recovery				\$0.00
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous			\$2,922.48	\$2,922.48
1990 Northern Plains				\$0.00
1990 Special Projects-Indirect Cost				\$0.00
1990 Drug & Alcohol Pool				\$0.00
1990 Expensed Mileage	\$129,135.89			\$129,135.89

State Sources:

3119 Grants-in-Aid: Ed. Specialist				\$0.00
3900 Part C Funds		\$1,748.29		\$1,748.29
3900 Part B Funds				\$0.00
3900 ESA 1				\$0.00

Federal Sources:

4175 MTSS				\$0.00
4175 IDEA Part B 611		\$178,827.00		\$178,827.00
4175 IDEA Part B 611-Private				\$0.00
4186 IDEA Part B 619		\$6,365.00		\$6,365.00

Other Receipts:

120 Accounts Receivable				\$0.00
140 Due from other Governments				\$0.00
Other Receipts	\$5,464.50			\$5,464.50
				\$0.00

Total Monthly Receipts	\$135,027.83	\$456,771.78	\$2,922.48	\$594,722.09
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Balance Frwd plus Revenue to date	\$413,736.59	\$1,483,304.69	\$14,615.34	\$1,911,656.62
Manual Journal Entry				\$0.00
Manual Journal Entry Revenue				\$0.00

Less Salaries & Disbursements

Salaries	\$3,160.32	\$403,691.41		\$406,851.73
Disbursements	\$54,379.79	\$172,003.05	\$1,718.58	\$228,101.42
Less Total Salaries & Disbursements	\$57,540.11	\$575,694.46	\$1,718.58	\$634,953.15

CASH BALANCE

April 30, 2025	\$356,196.48	\$907,610.23	\$12,896.76	\$1,276,703.47
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Balance Sheet

Clearing Account XX-101-002	\$0.00	\$0.00	\$0.00	\$0.00
Checking Account XX-101	\$3.16	\$330,720.12	\$12,896.76	\$343,620.04
Money Market Savings XX-105	\$356,193.32	\$481,178.46	\$0.00	\$837,371.78
Certificates of Deposit XX-106	\$0.00	\$90,711.65	\$0.00	\$90,711.65
Imprest XX-108	\$0.00	\$5,000.00	\$0.00	\$5,000.00
TOTALS	\$356,196.48	\$907,610.23	\$12,896.76	\$1,276,703.47
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

Revenue Summary Report

Processing Month: 04/2025

Regular; Processing Month 04/2025; 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	42.54	217.56	66.94	107.44
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	384.90	4,063.20	82.85	841.05
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	277.82	0.00	(277.82)
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	421,754.50	129,135.89	351,410.17	83.32	70,344.33
Subtotal: LOCAL SOURCES		518,371.63	129,563.33	447,356.63	86.30	71,015.00
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	5,464.50	8,569.50	0.00	(8,569.50)
Subtotal: 5000		0.00	5,464.50	8,569.50	0.00	(8,569.50)
Fund Total:		518,371.63	135,027.83	455,926.13	87.95	62,445.50

Revenue Summary Report

Processing Month: 04/2025

Regular; Processing Month 04/2025; 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	114,594.28	843,814.64	84.39	156,041.71
22 1312 100	TUITION-ESY	105,000.00	0.00	112,512.68	107.15	(7,512.68)
22 1510	INTEREST	1,700.00	2,306.51	6,416.32	377.43	(4,716.32)
22 1990 003	SPED ASSESSMENTS	1,956,108.29	152,930.70	1,616,165.15	82.62	339,943.14
22 1990 018	MISCELLANEOUS	5,000.00	0.00	3,209.90	64.20	1,790.10
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	269,831.49	2,582,118.69	84.04	490,545.95
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	186,847.62	0.00	91,537.50	48.99	95,310.12
22 3900 013	STATE REVENUE: PART C FUNDS	40,000.00	1,748.29	30,586.79	76.47	9,413.21
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	1,748.29	122,124.29	52.79	109,223.33
22 4175 475	REGULAR IDEA PART B 611	2,133,285.00	178,827.00	1,407,448.00	65.98	725,837.00
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	6,365.00	41,842.00	71.29	16,850.00
Subtotal: FEDERAL SOURCES		2,194,865.00	185,192.00	1,449,290.00	66.03	745,575.00
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	456,771.78	4,153,532.98	74.52	1,420,344.28

Revenue Summary Report

Processing Month: 04/2025

Regular; Processing Month 04/2025; 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	591,799.61	4,609,459.11	75.66	1,482,789.78

EXPENDITURE SUMMARY

Regular, Processing Month 04/2025; Fund Number 10, 22

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	\$598.45	\$5,331.66	68.44	\$2,458.38
2319	BOARD OF EDUCATION SERVICES	\$14,474.00	\$1,603.65	\$11,725.35	81.01	\$2,748.65
2329	ADMINISTRATION	\$29,589.50	\$2,441.88	\$21,793.61	73.65	\$7,795.89
2529	ADMINISTRATION-FISCAL SERVICES	\$10,002.07	\$745.18	\$7,921.34	79.20	\$2,080.73
2542	OPERATION & MAINTENANCE BLDGS.	\$4,145.14	\$145.28	\$2,114.76	51.02	\$2,030.38
2545	VEHICLE SERVICE	\$360,983.00	\$51,123.53	\$224,244.62	62.12	\$136,738.38
2551	DRUG & ALCOHOL TESTING POOL	\$13,000.00	\$630.00	\$8,114.00	62.42	\$4,886.00
10	GENERAL FUND	\$518,371.63	\$57,287.97	\$281,245.34	54.26	\$237,126.29
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$107,888.00	\$0.00	\$112,512.68	104.29	(\$4,624.68)
1223	CENTER BASE DAY PROGRAMS	\$999,856.35	\$105,985.16	\$677,227.71	67.73	\$322,628.64
1226	EARLY CHILDHOOD SERVICES	\$484,907.78	\$54,266.02	\$344,977.34	71.14	\$139,930.44
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$0.00	\$6,808.47	0.00	(\$6,808.47)
2142	PSYCHOLOGICAL SERVICES	\$1,100,621.15	\$116,437.51	\$772,397.11	70.18	\$328,224.04
2152	SPEECH PATHOLOGY SERVICES	\$1,466,272.11	\$145,770.68	\$1,027,744.33	70.09	\$438,527.78
2171	PHYSICAL THERAPY	\$357,600.68	\$35,263.84	\$272,697.90	76.26	\$84,902.78
2172	OCCUPATIONAL THERAPY	\$592,714.97	\$61,407.85	\$460,571.07	77.71	\$132,143.90
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$2,500.00	\$0.00	\$0.00	0.00	\$2,500.00
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$186,847.62	\$11,388.72	\$112,930.69	60.44	\$73,916.93
2227	TECHNOLOGY SUPPORT	\$89,585.49	\$6,580.71	\$58,419.54	65.21	\$31,165.95
2319	BOARD OF EDUCATION SERVICES	\$131,951.00	(\$488.67)	\$112,471.01	85.24	\$19,479.99
2329	ADMINISTRATION	\$340,279.20	\$28,095.47	\$250,643.96	73.66	\$89,635.24
2529	ADMINISTRATION-FISCAL SERVICES	\$115,023.80	\$8,569.60	\$91,095.21	79.20	\$23,928.59
2542	OPERATION & MAINTENANCE BLDGS.	\$47,829.11	\$1,670.69	\$24,319.84	50.85	\$23,509.27
22	SPECIAL EDUCATION FUND	\$6,023,877.26	\$574,947.58	\$4,324,816.86	71.79	\$1,699,060.40
	Grand Total:	\$6,542,248.89	\$632,235.55	\$4,606,062.20	70.40	\$1,936,186.69

Activity Fund Balance Report - Summary - Exclude Encumbrances
04/2025 - 04/2025

Regular; Beginning Month 04/2025; Processing Month 04/2025; 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>
71 415 801	GENERAL CLEARING-AMT. HELD FOR OTHERS	(1,426.60)	0.00	1,426.00	0.00	(0.60)
71 430 800	IMPREST ACCOUNT	4,906.00	26.70	94.00	0.00	4,973.30
71 453	SANFORD FLEX	8,213.46	1,691.88	1,402.48	0.00	7,924.06
Fund Total: 71		11,692.86	1,718.58	2,922.48	0.00	12,896.76

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, April 21, 2025

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, April 21, 2025 via Zoom and at Northeast Educational Services Cooperative in Hayti, SD. The meeting was called to order by President Schuurman at 7:00 P.M. and adjourned at 9:10 P.M.

Members Present

In-Person:

Alisha Nielsen, Castlewood; Malory McIntire, Clark; Carie Knutson, Deubrook; Wade Gubrud, Deuel; Arend Schuurman, Elkton; Chris Verhoeck, Estelline; Tara Abraham, Hamlin; Audrey Rider, Henry; Jayme Trygstad, Sioux Valley; Lisa Amdahl, Summit; Penny Thyen, Waverly/South Shore

Zoom:

Megann Murphy, Arlington; Audrey Schuller, Britton/Hecla; Carrie Schiernbeck, ORR; Diane LeClair, Rosholt – left at 8:58 P.M.; Art Berger Jr., Wauby; – left at 8:23 P.M.; Martin Looyenga, Webster; Heidi Pelzel, Wilmot

Absent:

Jared Tolzin, DeSmet; Lisa Lauterhahn, Enemy Swim Day School; Jon Kahnke, Florence; Greg Bich, Iroquois; Reid McDaniel, Lake Preston; Tia Felberg, Willow Lake

Others Attending:

NESC Staff Representatives: Shelly Skogstad (Z), Stephanie Hayunga (Z)
Member District Superintendents: Travis Ahrens, Clark; Todd Obele, Henry (Z)
NESC Administration: Anneke Nelson, Director; Tiffany Stormo, Business Manager

Call to Order

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

Introduction of Guests

Travis Ahrens, Todd Obele, Shelly Skogstad and Stephanie Hayunga were introduced as guests.

Agenda Review, Changes, and Approval

Action #25-59 Motion by C. Knutson, second by A. Rider, to approve the agenda as presented. All present voted, motion carried.

Public Comment

No public comment was presented.

Conflict of Interest

No conflicts of interest were presented.

Financial Report

Action #25-60 Motion by M. McIntire, second by J. Trygstad, to approve the financial report for the period ending March 31, 2025. All present voted, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
March 1, 2025	\$293,952.86	\$986,456.76	\$11,399.35
<u>Receipts:</u>			
Local Sources	\$411.87	\$274,981.07	\$1,402.48
State Sources		\$38,334.63	
Federal Sources		\$179,733.00	
Other			
<u>Total Monthly Receipts</u>	<u>\$411.87</u>	<u>\$493,048.70</u>	<u>\$1,402.48</u>
Balance Forward	\$294,364.73	\$1,479,505.46	\$12,801.83
Manual Journal Entries			
Less Salaries	\$3,144.39	\$395,702.22	
Less Disbursements	\$12,511.58	\$57,270.33	\$1,108.97
<u>Total Salaries & Disbursements</u>	<u>\$15,655.97</u>	<u>\$452,972.55</u>	<u>\$1,108.97</u>
Ending Cash Balance			
March 31, 2025	\$278,708.76	\$1,026,532.91	\$11,692.86

Consent Agenda

Action #25-61 Motion by C. Verhoek, second by A. Rider to table 7e) Approval of Jeff Dahl – FY25 – Hamlin Pathways – Paraprofessional - \$18.75. All present voting in favor, motion carried. Motion by A. Nielsen, second by H. Pelzel to approve the following items on the Consent Agenda: 7a) Approval of March 17, 2025 Board of Directors minutes; 7b) Approval of payment of April 2025 budget claims; 7c) Approval of Unit 2 Master Agreement; 7d) Approval of Danica Thor – FY25 – Castlewood Pathways – Paraprofessional - \$19.10; 7f) Approval of Contract – Angela Daly – FY25 - SLP Substitute - \$110 per hour; 7g) Approval of Contract – Kristol Erickson – FY26 – Hamlin Pathways – Paraprofessional - \$19.65; 7h) Approval of Contract Amy Lindemann – FY26 – Webster Pathways Teacher - \$67,320; 7i) Approval of Contract – Morgan Odegaard – FY26 – Lake Preston Pathways Teacher – \$51,500; 7j) Approval of Contract Amendment– Lori Wiley – FY26 - EC Teacher - \$71,314.60; 7k) Approval of Contract – Ashley Lerwick – FY26 – Speech Language Pathologist - \$71,317.58; 7l) Approval of Contract – Patricia McGlone – FY26 – School Psychologist - \$74,319.77; 7m) Approval of Apex Seats - \$6,650.00. All present voting in favor, motion carried.

April 2025 Accounts Payable

General Fund: 605 CUSTOM DESIGN LLC BOARD SUPP 1,645.00; ABC AUTOMATIC BUILDING CONTROLS FIRE ALARM MAINT 97.20; AUTOMATIVE SERVICE CENTER FLEET MAINT 112.88; AUTOMAXX CDJR, INC. FLEET MAINT 704.24; AXESS COOPERATIVE FLEET MAINT 18.17; BASS SANITATION INC. JAN - MARCH GARB 12.40; B&B AUTO SALES FY25 VEHICLE 27,600.00; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 167.60; CENEX FLEETCARD FLEET MAINT 6,684.21; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 10.20; DEUEL CO. CENEX FLEET MAINT 35.98; DUST TEX SERVICE, INC. MARCH RUG USE 6.36; EDMENTUM, INC APEX SEATS 162.14; EINSPHAR AUTO PLAZA INC. FLEET MAINT 1,234.79; FASTENAU, REGINA FUEL REIMB 28.51; HAMLIN COUNTY FARMERS COOP FLEET MAINT 309.36; HEALTH EQUITY HSA/FLEX 3.47; KSB SCHOOL LAW SCHOOL MATTERS 16.24; MINERT & ASSOCIATES, INC DRUG TESTING 630.00; NESC PAYROLL APRIL 2025 3,160.32; NESC SPECIAL REVENUE PROJECTS FY25 3RD QTR EXP MI 619.89; OTTERTAIL POWER CO. ELEC 22.26; PALMLUND AUTOMOTIVE FLEET MAINT 120.68; PRAIRIE AG PARTNERS FLEET MAINT 67.87; ROB'S AUTO REPAIR FLEET MAINT 1,317.07; RON'S AUTO REPAIR FLEET MAINT 2,110.07; SD FEDERAL PROPERTY AGENCY FY25 VEHICLE 10,000.00; SMITH, BARTON FLEET MAINT 455.50; STORMO, BEN MARCH/APRIL SNOW REMOVAL 28.80; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 2.23; W.W. TIRE SERVICE FLEET MAINT 203.20; WATERTOWN PUBLIC OPINION MINUTES 15.71; WEBSTER AUTO CARE FLEET MAINT 121.00

Fund Total: \$57,723.35

Special Education Fund: ABC AUTOMATIC BUILDING CONTROLS FIRE ALARM MAINT 82.80; BASS SANITATION INC. JAN - MARCH GARB 142.60; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 15,696.99; BOSSE, JENNIFER MARCH MI REIMB 23.58; BOYD, BRENDA ED SPEC TRAVEL 54.00; CASTLEWOOD SCHOOL DISTRICT MARCH CB USE FEE 822.80; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 117.30; DUST TEX SERVICE, INC. MARCH RUG USE 73.19; HAMLIN SCHOOL DISTRICT MARCH CB USE FEE 1,439.90; HEALTH EQUITY HSA/FLEX 39.93; HEGGELUND, NICOLE PSYCH REGIS 79.00; JENKINS LIVING CENTER OT CONTRACTED SERVICES 740.00; KSB SCHOOL LAW SCHOOL MATTERS 186.76; LAKE PRESTON SCHOOL DISTRICT MARCH CB USE FEE 617.10; PARENT MARCH 25 MI REIMB 157.20; NEDVED, NICOLE MI REIMB 79.91; NELSON, ANNEKE CB SUPP 359.96; NESC IMPREST MARCH 2024 94.00; NESC PAYROLL APRIL 2025 403,691.41; NESC SPECIAL REVENUE PROJECTS FY25 3RD QTR EXP MI 128,516.00; OTTERTAIL POWER CO. ELEC 256.01; SKOGSTAD, SHELLY PSYCH TRAVEL 20.00; SPEECH PARTNERS, LLC SLP CONTRACTED SERVICES 12,992.90; STORMO, BEN MARCH/APRIL SNOW REMOVAL 331.20; TEACHWELL SOLUTIONS OT CONTRACTED SERVICES 2,021.25; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 137.42; WATERTOWN PUBLIC OPINION MINUTES 180.69; WEBSTER SCHOOL DISTRICT MARCH CB USE FEE 1,234.20; WILLIAMS, THEODORE PSYCH CONTRACTED SERVICES 7,613.57

Fund Total: \$577,801.67

Discussion Items

FY26 Preliminary Budget

Business Manager Stormo reviewed the preliminary budget for FY26.

Assistant Director's Report

No Assistant Director report was presented.

Director's Report

Director Nelson shared she has been focused on hiring for open positions and finalizing negotiations.

Final Center Base Tuition Rates for FY25.

Business Manager Stormo shared the final Pathways tuition rates for FY25.

Base Rate	\$ 9,712.15
First Placement	\$ 11,266.09
Second Placement	\$ 9,493.62
Third Placement	\$ 7,891.12

Board Advisory Report

Director Nelson reviewed the BOA minutes from April 2, 2025 meeting.

NESC Building

Discussion was held on the NESC building.

Executive Session

Action #25-62 Pursuant to Negotiations – SDCL 1-25-2(4) Preparing for contract negotiations or negotiating with employees or employee representatives and Pursuant to – Personnel 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 J. Trygstad, second by H. Pelzel to enter executive session at 7:45 P.M. All present voting in favor, motion carried.

President Schuurman declared the board out of executive session at 9:02 P.M.

Action Items

Approval of Final Pathways Tuition Rates for FY25

Action #25-63 Motion by M. McIntire, second by A. Rider to approve final Pathways tuition rates for FY25. All present voting in favor, motion carried.

Approval of ESY Rates for 2025

Action #25-64 Motion by W. Gubrud, second by C. Knutson, to approve the ESY rates for 2025. The hourly pay for current NESC staff will be based on their 24-25 contracts. The pay for other providers will be based on their 24-25 contracts or on our minimum pay rates – whichever is greater. New minimum hourly rates will be \$33.00 for certified staff and \$17.75 for non-certified staff. All present voting in favor, motion carried.

Approval to set salary for Classified Personnel

Action #25-65 Motion by A. Nielsen, second by J. Trygstad, to approve setting salary for classified staff. All present voting in favor, motion carried.

Approval to Offer Contracts to Unit 2, Classified and ESY Personnel

Action #25-66 Motion by C. Verhoek, second by A. Nielsen, to approve offering contracts to Unit 2, classified and ESY personnel. All present voting in favor, motion carried.

Approval of Director Salary

Action #25-67 Motion by C. Knutson, second by M. McIntire to approve Director salary for the 2025-26 contract year. All present voting in favor, motion carried.

Approval of Assistant Director Salary

Action #25-68 Motion by C. Verhoek, second by H. Pelzel to table Assistant Director salary for the 2025-26 contract year. All present voting in favor, motion carried.

Approval of Business Manager Salary

Action #25-69 Motion by C. Verhoek, second by J. Trygstad to approve Business Manager salary for the 2025-26 contract year. All present voting in favor, motion carried.

Adjournment

Action #25-70 With there being no further business, motion by J. Trygstad, second by A. Nielsen, 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 Monday, May 19, 2025 at 7:00 P.M.

Arend Schuurman, President

Tiffany Stormo, Business Manager

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday, May 7, 2025

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, May 7, 2025 at HyVee in Watertown, South Dakota. The meeting was called to order by President Books at 10:04 A.M. and adjourned at 10:55 A.M.

Present: Brian Sampson, Arlington; Steve Benson, Britton-Hecla; Peter Books, Castlewood; Travis Ahrens, Clark; Abi Van Regenmorter, DeSmet; Kim Kludt, Deubrook; Chad Schiernbeck, Deuel; Brian Jandahl, Elkton; Mitch Reed, Florence – entered at 10:15 P.M.; Jim Hulscher, Hamlin; Todd Obele, Henry; Mike Ruth, Iroquois; Dana Felderman, Lake Preston; Dawn Hoeke, Oldham/Ramona/Rutland (ORR); Laura Schuster, Sioux Valley; Scott Lepke, Waubay; Jon Meyer, Waverly/South Shore; Chris Lee, Willow Lake; Larry Hulscher, Wilmot – entered at 10:10 A.M.

Absent: Nadine Eastman, Enemy Swim; Paul Vonfischer, Estelline; Spencer Oland, Rosholt; Mike Schmidt, Summit; Jim Block, Webster

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

ADVISORY BOARD AGENDA

Call to Order

President Books called the meeting to order at 10:04 A.M.

Approval of Agenda

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

Financial Report

Business Manager Stormo reviewed the financial report for March 2025.

Motion by B. Sampson and second by L. Schuster to approve March 2025 financial report. All present voting in favor, motion carried.

Board of Directors

Director Nelson reviewed the March 2025 BOD meeting minutes.

Discussion of FY26 Preliminary Budget

Business Manager Stormo reviewed the preliminary budget for FY26.

Paper Purchase

Business Manager Stormo discussed with the board COOP paper purchasing.

Motion by B. Jandahl and second by J. Meyer to approve discontinuing paper purchase. All present voting in favor, motion carried.

Policy and Bylaws Updates

Assistant Director Frewing reviewed policy and bylaw updates.

Sped Forms

A training for Sped Forms will be held on August 15, 2025.

NESC Staffing Update

Director Nelson updated the board that they are still looking for an OT and a COTA. Staff assignments will be sent out to districts.

GMS

Discussion was held on GMS forms to be submitted to NESC.

Coding Training

Director Nelson shared coding training documents are in digital resources.

Election of Chairperson for 25-26

Motion by P. Books and second by M. Reed to approve nomination of Chris Lee as Chairperson. All present voting in favor, motion carried.

Motion by P. Books and second by A. Van Regenmorter to approve nomination of Dana Felderman as Vice-President. All present voting in favor, motion carried.

Superintendent Rotation

Motion by A. Van Regenmorter and second by K. Kludt to approve nomination of Brian Sampson to represent medium schools. All present voting in favor, motion carried.

Todd Obele from small schools and Travis Ahrens from large schools will continue their terms.

July Meeting

The next BOA meeting is tentatively scheduled for July.

Open Discussion

Assistant Frewing discussed that there will be a CPI training on July 30, 2025. Registration is due by May 23, 2025. The cost for each registrant is \$51.69. Further discussion was held on the new BCBA position and paraprofessional training.

Adjournment

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

Tiffany Stormo, Business Manager

Northeast Educational Services Cooperative

MAY 2025 INVOICES

GENERAL FUND - 10

AUTOMATIVE SERVICE CENTER	FLEET MAINT	429.06
AUTOMAXX CDJR, INC.	FLEET MAINT	80.41
AXESS COOPERATIVE	FLEET MAINT	37.00
CENEX FLEETCARD	FLEET MAINT	6,263.53
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	14.57
DAHL, JEFFREY	BACKGROUND CHECK	4.26
DATA CENTER WAREHOUSE, LLC	TECH EQ	515.76
DEUEL CO. CENEX	FLEET MAINT	73.00
DUST TEX SERVICE, INC.	APRIL RUG USE	6.53
EMC INSURANCE	ADD VEH COV	21.04
HAMLIN COUNTY FARMERS COOP	FLEET MAINT	625.28
HEALTH EQUITY	HSA/FLEX	3.47
KSB SCHOOL LAW	SCHOOL MATTERS	41.76
MINERT & ASSOCIATES, INC	DRUG TESTING	472.00
NESC IMPREST	IMPREST	26.70
NESC PAYROLL	MAY 2025	3,183.31
O'KEEFE IMPLEMENT, INC	FLEET MAINT	25.00
ROB'S AUTO REPAIR	FLEET MAINT	130.05
SD FEDERAL PROPERTY AGENCY	FY25 VEHICLE	5,600.00
SMITH, BARTON	FLEET MAINT	271.00
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	2.26
W.W. TIRE SERVICE	FLEET MAINT	376.64
WATERTOWN PUBLIC OPINION	MINUTES	12.08
WEBSTER AUTO CARE	FLEET MAINT	496.09

GENERAL FUND TOTAL:18,710.80SPECIAL EDUCATION FUND - 22

BOSSE, JENNIFER	APRIL MI REIMB	273.58
BOYD, BRENDA	ED SPEC TRAVEL	54.00
CASTLEWOOD SCHOOL DISTRICT	APRIL CB USE FEE	898.91
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	167.58
DAHL, JEFFREY	BACKGROUND CHECK	48.99
DALY, ANGELA	SLP CONTRACTED SERVICES	1,320.00
DATA CENTER WAREHOUSE, LLC	TECH EQ	6,428.24
DUST TEX SERVICE, INC.	APRIL RUG USE	75.12

EMC INSURANCE	ADD VEH COV	241.96
HAMLIN SCHOOL DISTRICT	APRIL CB USE FEE	1,439.90
HAYUNGA, STEPHANIE	OT TRAVEL	20.00
HEALTH EQUITY	HSA/FLEX	39.93
KSB SCHOOL LAW	SCHOOL MATTERS	480.24
LAKE PRESTON SCHOOL DISTRICT	APRIL CB USE FEE	617.10
PARENT	APRIL 25 MI REIMB	125.76
MITCHELL TECHNICAL INSTITUTE	J.B., L.G.,R.S.,M.M., SLP REGIS	196.00
NESC PAYROLL	MAY 2025	413,980.55
SPEECH PARTNERS, LLC	SLP CONTRACTED SERVICES	10,923.93
TEACHWELL SOLUTIONS	OT CONTRACTED SERVICES	1,146.60
TIEFENTHALER, DEBRA	MI REIMB	35.37
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	138.99
WATERTOWN PUBLIC OPINION	MINUTES	138.86
WEBSTER SCHOOL DISTRICT	APRIL CB USE FEE	1,234.20
WILLIAMS, THEODORE	PSYCH CONTRACTED SERVICES	3,031.70
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>443,057.51</u>
<u>MAY 2025 INVOICES TOTAL:</u>		<u>461,768.31</u>

Northeast Educational Services Cooperative

MAY 2025 INVOICES

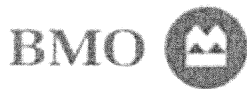
GENERAL FUND - 10

AMAZON	TECH EQ	140.79
CLUBHOUSE HOTEL & SUITES PIERRE	T.S. ADMIN TRAVEL	31.45
INDEED, INC	EMPLOY AD	46.98
INNOVATIVE OFFICE SOLUTIONS	O&M SUPP	27.08
ITC TELECOM	APRIL PHONE SERVICE	35.60
US POSTAL SERVICE	POSTAGE	0.43
VERIZON WIRELESS	MARCH CELL SERVICE	12.51

GENERAL FUND TOTAL:**294.84****SPECIAL EDUCATION FUND - 22**

ADAPTIVE TECH SOLUTIONS LLC	OT SUPP	181.28
AMAZON	TECH EQ	1,648.05
AMERICAN HEART ASSOCIATION	CPR TRAINING	336.00
AMERICINN	ED SPEC TRAVEL	112.00
APPLE INC.	SLP SUPP	50.06
CLUBHOUSE HOTEL & SUITES PIERRE	T.S. ADMIN TRAVEL	361.69
INDEED, INC	EMPLOY AD	540.24
INNOVATIVE OFFICE SOLUTIONS	SLP SUPP	405.23
ITC TELECOM	APRIL PHONE SERVICE	409.43
MARSHALL CO. HEALTHCARE CENTER	PT/OT SERVICES	6,612.57
MULTI-HEALTH SYSTEMS, INC.	PSYCH SUPP	287.50
PEARSON EDUCATION	PSYCH SUPP	3,533.92
SANFORD WEBSTER MEDICAL CENTER	OT SERVICES	11,407.53
THREE RIVERS SPECIAL SERV. COOP.	L.W. EC REGIS	30.00
US POSTAL SERVICE	POSTAGE	4.95
VERIZON WIRELESS	MARCH CELL SERVICE	223.89
WESTERN PSYCHOLOGICAL SERVICES	PSYCH SUPP	3,074.50

SPECIAL EDUCATION FUND TOTAL:**29,218.84****MAY 2025 BMO INVOICES TOTAL:****29,513.68**



INVOICE

May 05, 2025

Northeast Educational
310 5th Street
Hayti, SD 57241

ATTN:

Invoice Number: 0703531-2505

Invoice Amount: \$ 29,513.68

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending May 05, 2025.

Your payment is due **June 01, 2025**.

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: 0703531-2505
Amount Paid: \$ 29,513.68
Payment Due Date: June 01, 2025

RUN DATE: 05/12/2025

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 04/06/2025 to 05/05/2025

Mapped Cards

Billing Account 032312

Posting Date	Tran Date	Account	Supplier	Amount
04/28/2025	04/28/2025	XXXX-XXXX-XXXX-2312	Payment - Automatic Pymt Received	-15,864.59
				Debit Total USD 0.00
				Credit Total USD -15,864.59
				Total USD -15,864.59

Boyd Brenda

Posting Date	Tran Date	Account	Supplier	Amount
04/09/2025	04/08/2025	XXXX-XXXX-XXXX-9401	Americinn	112.00
				Debit Total USD 112.00
				Credit Total USD 0.00
				Total USD 112.00

Admin Nesc

Posting Date	Tran Date	Account	Supplier	Amount
04/18/2025	04/17/2025	XXXX-XXXX-XXXX-7540	Usps Po 4637080684	5.38
05/01/2025	04/30/2025	XXXX-XXXX-XXXX-7540	Bts Innovativeofficesl	432.31
				Debit Total USD 437.69
				Credit Total USD 0.00
				Total USD 437.69

Stormo Tiffany

Posting Date	Tran Date	Account	Supplier	Amount
04/08/2025	04/07/2025	XXXX-XXXX-XXXX-8109	Amazon MktpI R82ji3k83	28.95
04/08/2025	04/07/2025	XXXX-XXXX-XXXX-8109	Three Rivers Coop	30.00
04/09/2025	04/08/2025	XXXX-XXXX-XXXX-8109	Sp Mhs: Multi Health	287.50
04/09/2025	04/08/2025	XXXX-XXXX-XXXX-8109	Sanford Online Bill Pa	11,407.53
04/14/2025	04/11/2025	XXXX-XXXX-XXXX-8109	Interstate Telecommuni	445.03
04/14/2025	04/11/2025	XXXX-XXXX-XXXX-8109	Marshall County Health	6,612.57
04/14/2025	04/12/2025	XXXX-XXXX-XXXX-8109	Vzwrllss My Vz Vb P	236.40
				Debit Total USD 28,963.99
				Credit Total USD 0.00
				Total USD 28,963.99

Posting Date	Tran Date	Account	Supplier	Amount	
04/17/2025	04/16/2025	XXXX-XXXX-XXXX-8109	Bt Adaptive Tech	181.28	?
04/23/2025	04/22/2025	XXXX-XXXX-XXXX-8109	Apple.Com/Bill	1.26	?
04/23/2025	04/22/2025	XXXX-XXXX-XXXX-8109	Apple.Com/Bill	3.18	?
04/23/2025	04/22/2025	XXXX-XXXX-XXXX-8109	Apple.Com/Bill	4.24	?
04/23/2025	04/22/2025	XXXX-XXXX-XXXX-8109	Apple.Com/Bill	5.30	?
04/23/2025	04/22/2025	XXXX-XXXX-XXXX-8109	Apple.Com/Bill	8.49	?
04/23/2025	04/22/2025	XXXX-XXXX-XXXX-8109	Apple.Com/Bill	27.59	?
04/25/2025	04/23/2025	XXXX-XXXX-XXXX-8109	Clubhouse Hotel & Suit	196.57	?
04/28/2025	04/24/2025	XXXX-XXXX-XXXX-8109	Clubhouse Hotel & Suit	196.57	?
04/28/2025	04/25/2025	XXXX-XXXX-XXXX-8109	Amazon.Com 596l081r3	1,759.89	?
04/28/2025	04/25/2025	XXXX-XXXX-XXXX-8109	Western Psychological	3,074.50	?
04/29/2025	04/28/2025	XXXX-XXXX-XXXX-8109	American Heart Shopcpr	336.00	?
04/30/2025	04/30/2025	XXXX-XXXX-XXXX-8109	Awl Pearson Education	3,533.92	?
05/05/2025	05/02/2025	XXXX-XXXX-XXXX-8109	Indeed Usi25-02136574	587.22	?
Debit Total USD				28,963.99	
Credit Total USD				0.00	
Total USD				28,963.99	

5.3 The ~~Center-Base~~ Pathways Programs will be funded by tuition. Only those school districts with placements in the program will be charged tuition.

A preliminary tuition rate for the ensuing school year will be calculated prior to April 1. The projected number of ~~Center-Base~~ Pathways students for the ensuing school year will be divided into the proposed budget total to create a per student base rate. Percentages set by the Board of Directors will then be applied to the per student base rate. Example: The first placement will be 130% of the per student base rate; the second placement will be 75% of the per student base rate per placement; and the third placement plus any additional placements will be 50% of the per student base rate per placement. The Board of Directors will determine the percentage rates on an annual basis prior to May 1.

Tuition will be billed to the participating school districts on a monthly basis. The rate of tuition, per placement, will be prorated in nine monthly payments beginning in October.

On October 1 the tuition rate will be recalculated using the current number of placements in the program and any changes to the program budget. A final tuition rate for the school year will be recalculated again on April 1 and will be based on total program expenses to date and estimated year end expenses. Tuition exceeding program expenditures will be deferred to the following fiscal year and applied to the ~~Center-Base~~ Pathways tuition for that year.

School districts hosting NESC ~~Center-Base~~ Pathways Programs will be paid a facility use fee beginning with the 2006/07 school year. The facility use fee will be twenty- five percent (25%) of the current school year's per student general state aid allocation, excluding any one-time money. The facility use fee will be included in the calculation of the per student base rate. NESC will pay the host school districts the facility use fee on a monthly basis.

ARTICLE I CRIMINAL BACKGROUND INVESTIGATION

SDCL 13-10-12 provides the legal authority and requirement for the Cooperative to conduct criminal background investigations. **The Cooperative and its employees will only obtain criminal history record information (CHRI) when authorized by law and will only use CHRI for the purposes of determining whether a person should be employed.**

New employees, contracted providers, volunteers, and individuals who are completing a field experience are subject to a criminal background investigation from the Federal Bureau of Investigation (FBI) and the South Dakota Department of Criminal Investigation (SDDCI). Criminal background investigations from both the FBI and SDDCI will be treated the same under this policy.

This policy does not apply to individuals seeking supervised observation who will not be working directly with children. Instead of undergoing a criminal background investigation, those individuals must complete the NESC application for observation experience.

A. Disqualifications

Individuals will not be allowed to work or to complete field experiences with any of the following convictions in their criminal history:

- a crime of violence as defined in subdivision SDCL 22-1-2(9) (murder, manslaughter, rape, aggravated assault, riot, robbery, burglary in the first degree, arson, kidnapping, felony sexual contact, felony child abuse, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive device);
- a sex offense as defined in SDCL 22-24B-1 (including but not limited to rape, felony sexual contact with a minor under sixteen, sexual contact with a person incapable of consenting, possessing, manufacturing, or distributing child pornography, and sexual exploitation of a minor);
- or distribution or trafficking in marijuana, narcotics, or any controlled substance.

Additionally, the crime of moral turpitude as defined by SDCL 22-1-2(25) or any other criminal conviction may be treated as a disqualifying record.

B. Appealing a Disqualification

If a person is disqualified from work or a field experience due to the results of criminal background history, the Cooperative shall inform that person about the disqualification.

Once someone has been notified of a disqualification, that person will have five calendar days to inform NESC Administration of the intent to appeal it. After five calendar days, if NESC Administration has not received notice of intent to appeal, no work or field experience will be approved. If NESC Administration is notified within five calendar days of the intent to appeal or correct a disqualification, that person has a reasonable time, not to exceed 100 calendar days, to rectify any discrepancies on their criminal history. After a reasonable time, not to exceed 100 calendar days, if the disqualification has not been resolved, the work or field experience will not be approved.

If the criminal background report has been amended within 100 calendar days, a new criminal background check will be conducted for verification.

Only one appeal period of 100 calendar days will be allowed.

Individuals may visit the FBI's [portal for Identity History Summary Checks](#) for further information on how to amend criminal history records.

C. Records

NESC personnel with access to criminal history record information (CHRI) shall receive training by SDDCI on the rules and responsibilities for the confidentiality, receipt, use, and dissemination of the CHRI.

Records will be maintained in the Director's office in a locked filing cabinet. Individual CHRI shall be shredded by the Director when the person affected is no longer affiliated with NESC.

Sharing records between educational agencies will be allowed. NESC will request CHRI from another educational agency if the CHRI is no older than five years, written consent is received, and the individual is actively employed by another educational agency.

For student teachers completing field experiences at NESC, a CHRI may be requested from another educational agency in which the student has engaged in student teaching during the same school year.

If NESC receives a request for CHRI from another educational agency, NESC Administration will ask for written authorization, transmit only by mail, and document it in a CHRI exchange log.

~~Personal CHRI will not be provided to individuals. Individuals wishing to review their own CHRI must request it directly from the FBI. Upon request the cooperative will provide a copy of the SDDCI and FBI CHRI to the person who is the subject of the background check as long as the individual provides a valid photo ID. CHRI will be released only to the individual in question and not to others. This dissemination will be logged.~~

D. Miscellaneous

The Cooperative Director shall be the Point of Contact (POC) and Noncriminal Agency Coordinator (NAC), serving as the liaison between the cooperative and SDDCI. The Cooperative Director is the contact person for audit information and is also responsible for notifying SDDCI when employees start or leave (so SDDCI can keep CJIS security training records current). The Cooperative Director is also the Local Agency Security Officer (LASO). ~~The Cooperative Director also serves as the liaison with SDDCI and is responsible for contacting SDDCI if there has been misuse of CHRI.~~ LASO documentation will include the date and location of the security incident, the systems affected, the method of detection, the nature and description of the incident, actions taken to resolve, the current date, and contact information for LASO.

At its discretion, NESC Administration may ask for additional criminal background investigations.

As required by SDCL 13-10-15, if, as the result of a criminal conviction the Board suspends an employee without pay, or an employee resigns, or an employee is terminated, the Cooperative Director shall within ten days report the circumstances and the name of the employee to the South Dakota Department of Education.

Criminal background investigations and associated costs will be paid by the individual subjected to the investigation. Employees who are not disqualified by their CHRI will be reimbursed for the criminal background investigation and associated costs.

ARTICLE II

LEAVE POLICY, PARAPROFESSIONAL STAFF

- A. All paraprofessionals employed by Northeast Educational Services Cooperative (NESC) shall be allowed ten (10) days of sick leave of absence on full pay (prorated by FTE) on account of enforced absence by a medical physician to be taken as needed during the school year. If a paraprofessional is claiming sick leave of more than three consecutive days, he/she may be required to provide the Director or Business Manager or the Cooperative Board a physician's statement verifying illness if so requested.
- B. Sick leave may be accumulated to forty (40) days (prorated by FTE) and may be used for sickness of employee and/or immediate family defined as children, step children, or spouse. Up to five sick leave days will be allowed for sickness of other immediate family defined as father, mother, father-in-law, and mother-in-law. Absence from duties because of sickness shall be deducted from the accumulated sick leave regardless whether a substitute teacher is hired. Paraprofessionals are eligible to participate in the paraprofessional staff Sick Leave Bank.
- C. The Sick Leave Bank shall be administered by the Northeast Educational Services Cooperative Director and Business Manager. The Sick Leave Bank can be accessed only after a member has used all of their accumulated leave.
1. Paraprofessionals can draw days from the Sick Leave Bank up to ten (10) days (prorated by FTE) or their respective number of accumulated leave days, whichever is greater, with a maximum of 24 days, per year per individual. Use of the Sick Leave Bank-II.B is limited for sickness of employee and/or immediate family defined as children, step children, husband, and wife.

The maximum number of days an individual can use for parental leave is 12, which count toward the maximum of 24 days per year.

2. All paraprofessionals will contribute one (1) day to the Paraprofessional Sick Leave Bank by September 15th of the current year. Paraprofessionals that do not wish to participate must notify the Business Manager in writing by September 15, and, in doing so, relinquish all rights to present and/or future participation in the Paraprofessional Sick Leave Bank.
3. Any days granted from the sick leave bank will be paid in June following the completion of the school year. If allowable days requested exceed the number of days in the sick leave bank, the days will be prorated.
- D. In addition, paraprofessionals will be allowed two days of personal leave per year with pay (prorated by FTE). Personal leave can accumulate up to four days with pay per year. Personal leave exceeding four days will be added to the employee's accumulated sick leave not to exceed the maximum number of days in effect. Personal leave must be approved by the Director. Personal leave should be requested at least one week in advance unless emergency circumstances exist.
- E. Professional Leave: Employees requesting professional leave shall submit their request to the Director a minimum of two (2) weeks prior to such leave. The leave requested will be reviewed on its individual merits and benefits to the Cooperative. In the event a request for professional leave is denied by the Director, the staff will be permitted the option of requesting approval from the Board of Directors.
- F. Any employee called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours in a matter in which he is not a named party, shall be granted leave with pay for the days or parts of days such absence is required. Any per diem received for jury or the designated subpoena absence shall be deducted from the regular salary. Such employee shall notify the Director as soon as practical for the necessity for taking jury leave.
- G. A total of three paid days (prorated by FTE) will be allowed for bereavement leave in one contract year. Employees may use available sick leave to extend bereavement by another five days (prorated by FTE) for the death of a child, step-child, a parent, or a spouse. All bereavement leave must be used prior to using any sick leave for bereavement. Employees may not access the sick leave bank for bereavement leave.
- H. Leave of Absence Policy: A staff person may apply to the Board of Directors through the Director for a leave of absence not to exceed one (1) school year. The Board will rule on each application individually.

ARTICLE III

LEAVE POLICY, OTHER CLASSIFIED STAFF

- A. Employees will receive the following paid holidays: Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Easter Monday, Memorial Day, and Juneteenth (June 19th). Days worked after Christmas Day and before New Year's Eve Day will be handled in one of the following ways as decided by the employee.
- Work the day and get paid;
 - Take annual leave and get paid; or
 - Take leave without pay.
- B. Employees shall be allowed twelve (12) days of sick leave of absence on full pay (prorated by FTE). If an employee is claiming sick leave of more than three consecutive days, he/she may be required to provide the Director or Business Manager or the Cooperative Board a physician's statement verifying illness if so requested.
- C. Sick leave may be accumulated to sixty-five (65) days (prorated by FTE) and may be used for sickness of employee and/or immediate family defined as children, step children, or spouse. Up to five sick leave days will be allowed for sickness of other immediate family defined as father, mother, father-in-law, and mother-in-law.
- D. Employees will be allowed annual leave as follows (prorated by FTE).
- 1st through 5th year of employment: 10 days (80 hours) accrued at 0.83 days per month. At any given time an employee can only have a maximum of 15 days (120 hours) of accumulated annual leave.
 - 6th through 10th year of employment: 12 days (96 hours) accrued at 1.00 days per month. At any given time an employee can only have a maximum of 17 days (136 hours) of accumulated leave.
 - 11th and greater years of employment: 15 days (120 hours) accrued at 1.25 days per month. At any given time an employee can only have a maximum of 20 days (160 hours) of accumulated annual leave.
- Up to 5 days (40 hours) can be carried over to the next fiscal year (prorated by FTE). Additionally, the total annual leave, accruals, and maximums shall be prorated by FTE.
- E. Any employee called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours in a matter in which he/she is not a named party, shall be granted leave with pay for the days or parts of days such absence is required. Any per diem received for jury or the designated subpoena absence shall be deducted from the regular salary. Such employee shall notify the Director as soon as practical for the necessity for taking jury leave.
- F. A total of five paid days (prorated by FTE) will be allowed for bereavement leave in one contract year. Employees may use available sick leave to extend bereavement by another five days (prorated by FTE) for the death of a child, step-child, a parent, or a spouse. All bereavement leave must be used prior to using any sick leave for bereavement.

ARTICLE IV MISCELLANEOUS

A. Workers' Compensation (Injury on Duty)

Employees who are injured while performing their job-related duties shall receive such compensation and expense reimbursement as prescribed by the Workers' Compensation Law of South Dakota. The employee must report the job-related injury to the Business Manager within three (3) days and must complete a First Report of Injury form. Employees will be paid regular wages up to the temporary total disability compensation amount ~~(62-2/3%)~~ in South Dakota Codified Law 62-4-3, and may use sick and/or personal leave for the remaining salary amount not to exceed 100%.

Workers' Compensation payments received for the days when regular wages are contained or when sick/personal leave payments are made shall be returned to the Cooperative.

- B. Every staff member in the Northeast Educational Services Cooperative shall have the unabridged right - as do other citizens in the community - to associate himself/herself as a candidate, supporter, worker, or adherent with any legally recognized political party or with any group of citizens engaged in social, or economic welfare of the community. The same rights may be exercised by the educational associations representing teachers in our individual schools or in our school system, even in respect to school board elections and school revenue issues. It is expected that the exercises of such rights as detailed above will not adversely affect the ability of teachers to carry out the task for which they are employed. It shall be the function of the Director to work out with the Education Association(s) any details concerning the use of school property (such as auditorium) for political activities. Any agreements reached between the Director and the Association(s) representing the employees shall be presented in writing, to the Board of Education for approval.
- C. No Cooperative employee shall be responsible for school district nonacademic duties unless otherwise specified in the contract.
- D. All employees must notify the Cooperative in writing if they are convicted of a crime of violence, a drug or sex offense, or any felony offense. According to SDCL 13-10-15, if as the result of a criminal conviction, the Cooperative suspends an employee without pay, or an employee resigns, or an employee is terminated, the Director shall report the circumstances and the name of the employee to the South Dakota Department of Education within 10 days of the suspension, resignation, or termination.

ARTICLE VIII VEHICLE USE POLICY

Authorization For Use:

NESC employees and contracted service providers shall operate NESC owned vehicles only when they:

1. Are authorized by NESC administration to act as the operator of a vehicle;
2. Hold a valid driver's license for the class of vehicle they are approved to operate. The cooperative may verify license status by checking motor vehicle records. Employees who move to and become residents of South Dakota will have 60 calendar days from their date of hire to secure a South Dakota Driver's License.
3. Provide a copy of their driver's license to NESC;

Responsibilities of Vehicle Operator:

Employees operating NESC vehicles shall:

1. Ensure NESC vehicles will only be used for NESC purposes.
2. Ensure the vehicle is made available for routine maintenance as well as unscheduled maintenance when required.
3. Ensure the engine oil is changed approximately every 6,000 miles.
4. Ensure the vehicle is locked when not in use.
5. Ensure all vehicle related charges made to an NESC account is for an NESC vehicle.
6. Maintain a mileage log to be submitted on a monthly basis to the NESC Administrative Offices.
7. Provide all gas and maintenance receipts on a monthly basis to the NESC Administrative Offices.
8. Operate such vehicles in a safe, responsible manner, and in compliance with South Dakota State laws and regulations as well as local laws governing vehicle use.
9. ~~Cellular phone calls, incoming or outgoing, are discouraged while driving. Be encouraged to pull off to a safe area and stop driving to use a cell phone in a vehicle.~~ **Drivers are discouraged from making or taking phone calls unless using hands-free technology or pulling off to a safe area.**
10. Texting or using a web browser is prohibited while operating a NESC vehicle.
11. Inspect vehicles before operating to ensure the vehicle will function in a safe manner.
12. Report any suspension or revocation of their driver's license to NESC Administration as soon as they are aware or should have been aware of such action.
13. Report all accidents to NESC administration as soon as possible and practical.
14. File a police report for any accidents.
15. Renew annually the NESC Vehicle Use Policy.
16. Refrain from engaging in activities which may distract an individual from safely operating a vehicle.
17. Refrain from operating any such vehicles when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle.
18. Refrain from any tobacco use while in an NESC vehicle.
19. Refrain from the unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance.
20. Refrain from operating any NESC vehicle while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug.
21. Refrain from operating a vehicle in a manner which endangers the safety or life of others.
22. Be personally responsible for the inside and outside appearance of the vehicle.
23. Be personally responsible for costs occurring when keys are locked in NESC vehicle.
24. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating NESC vehicles.
25. Report all verbal warnings or written citations issued by an officer of the law to NESC Administration.

In addition, federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Sanctions:

The Cooperative Director will make the initial determination of a policy violation. Once it has been determined that a policy violation has occurred, the Director will implement the appropriate sanction(s).

Sanctions may include but are not limited to:

1. verbal warning
2. written warning
3. deny, suspend, or revoke any use of a Cooperative vehicle
4. employment sanctions
5. notification of law enforcement

ARTICLE IX FAMILY & MEDICAL LEAVE

The Northeast Educational Services Cooperative (NESC) will provide Family and Medical Leave Act of 1993 ("FMLA") to its eligible employees. The NESC will comply with the provisions of the FMLA.

The FMLA provides eligible employees up to twelve (12) weeks (or up to twenty six (26) weeks of military caregiver leave) of unpaid, job-protected leave during a 12-month period, measured on a rolling twelve (12) month calendar.

Eligibility. In order to be eligible for FMLA, an employee must have:

- (1) been employed by NESC for at least a total of twelve (12) months, and
- (2) worked at least 1,250 hours in the twelve (12) months immediately preceding the start of the leave.

The 1,250 hour requirement does not include using paid leave or unpaid leave.

Leave Entitlements. Eligible employees may take FMLA for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to twenty six (26) weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Concurrent Leave. Any leave taken by an eligible employee that qualifies under the FMLA will be designated as such. FMLA approved leave shall occur concurrently with any/all applicable paid leave policies granted pursuant to the employee's respective working agreement or leave entitlements.

Notice to NESC. An employee should inform his/her supervisor of the need for FMLA at least thirty (30) days in advance of the anticipated start date of the leave if the need for leave is foreseeable. If the need for leave is not foreseeable, the employee should follow normal call-in procedures detailed in the employee's work agreement. Employees must provide enough information so that NESC can determine that the requested leave qualifies for FMLA protection.

Eligibility Notice and Rights and Responsibilities. Once NESC becomes aware that an employee's need for leave is a reason that may qualify under the FMLA, NESC will notify the employee if they are eligible for FMLA. A Notice of Rights and Responsibilities will be provided to eligible employees. Where necessary, a Medical Certification form may need to be completed by the employee.

Medical Certification. When requested, the employee must have its health care provider (or family member's health care provider) complete a Medical Certification and return it to NESC within fifteen (15) days. If the medical certification is filled out incorrectly or not filled out completely, NESC may request that the employee have the medical provider cure the deficiency. NESC may request a second opinion if it has reason to doubt the certification. Failure to provide certification may result in a denial of continuation of leave.

Designation Notice. NESC will provide the employee with a Designation Notice, detailing whether the leave qualifies under the FMLA and, if it qualifies, how much leave will be counted against the employee's FMLA entitlement.

Health Benefits. NESC will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. The employee will continue to be responsible for its share of the health insurance premiums. In the event an employee fails return to work after using FMLA, NESC may require the employee to reimburse the NESC for the amount it paid for the employee's health insurance premium during the leave period.

Employees with absences longer than 12 weeks could be dropped from the group's health insurance plan though they would have the right to continue under COBRA.

Job Restoration. Upon return from FMLA, most employees must be restored to the same job or one nearly identical to it, with equivalent pay, benefits, and other employment terms and conditions.

Fitness for Duty. NESC may require an employee returning from FMLA to complete a fitness for duty examination before returning to work.

Updates. NESC may require employees to provide periodic updates on the employee's status and their intent to return to work.

The NESC will not interfere with, restrain, or deny the exercise of any right provided by the FMLA and will not discharge or discriminate against any employee for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or related to the FMLA.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Business Office by the 30th day of each month. If the payment is more than (30) days late, the employee's health care coverage may be dropped for the duration of the leave. The Cooperative will provide fifteen (15) days' notification prior to the employee's loss of coverage.

ARTICLE XIV

BUSINESS CREDIT CARD POLICY

The Director and Business Manager are authorized to obtain credit cards in the Cooperative's name for the purpose of purchasing items and services that are coop related.

The total line of credit shall not exceed ~~\$15,000~~ **\$20,000**. The Director and Business Manager are authorized to administer the credit card usage by administration and staff. Credit Cards are to be used for the following:

1. Travel costs - airline tickets, registration fees, vehicle rental, and lodging (meals are not to be purchased with credit cards).
2. Purchase of materials, supplies or equipment when the Business Manager or Director provides prior authorization.
3. Emergency purchases for coop-related items when there is insufficient time to follow regular purchase procedures.
4. On-line/internet purchases or registration where a credit card is required, and the purchase is authorized by the Business Manager or Director.

Individuals making purchases as outlined above are required to submit invoices and other such documentation as the Business Office may require prior to the credit card bill being paid to allow for proper expense coding.

The Board and NESC Administration have the authority to revoke use of any credit card if use becomes other than for which it was originally intended. If the Board or Administration revokes use of a card, the Business Manager or Director shall cancel the card the next business day after the Board of Directors meeting the card was voted to be revoked. Documentation of the cancelled card shall be presented at the following Board of Directors meeting.

JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT

I. Background Information

The administrative assistant provides administrative support for the NESC office and staff. This position encompasses general clerical duties, receptionist duties, and project-based work. The administrative assistant is accountable to NESC administration.

II. Professional Responsibilities

- ~~A. Answer telephone and transfer to appropriate staff member or take messages.~~
- ~~B. Create and modify documents using Microsoft Office applications.~~
- ~~C. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, e-mailing, scheduling, keyboarding, workshop registrations, and filing.~~
- ~~D. Maintain hard copy and electronic filing system.~~
- ~~E. Setup and coordinate meetings.~~
- ~~F. Assist with Medicaid billing.~~
- ~~G. Perform other duties as assigned.~~

- A. **Scheduling and Calendar Management:** Scheduling meetings, appointments, and travel arrangements.
- B. **Clerical Duties:** Copying, faxing, mailing.
- C. **Record Keeping and Filing:** Maintaining and updating files, both digital and physical.
- D. **Communication:** Answering Phones, responding to e-mails, and managing correspondence.
- E. **Report and Document Preparation:** Drafting and editing documents, preparing reports, and presentations.
- F. **Office Operations Support:** Ordering supplies, coordinating maintenance, and managing office equipment.
- G. **Project Coordination:** Assisting with the implementation of new programs or processes.
- H. **Customer Service:** Providing support to visitors, clients, and internal staff.
- I. **Data Entry and Management:** Entertaining and updating information in databases and spreadsheets.
- J. **Financial Tasks:** Assisting with budget activities, preparing invoices, and managing expenses.
- K. **Meeting Support:** Preparing meeting agendas, taking minutes, and coordinating logistics.
- L. **Medicaid Billing:** Complete eligibility verification, data entry, claim submission, and payment verifications for Medicaid billing.

III. Qualifications

~~The administrative assistant should be proficient in verbal and written communication skills, keyboarding, and basic math and language. Additionally, there should be comfort working with Windows, Microsoft Office applications, e-mail, facsimile machines, and copy machines. A successful candidate will be able to organize, multi-task, and work independently.~~

- **Strong organizational skills:** To manage time, tasks, and information effectively.
- **Excellent communication skills:** To interaction professionally with colleagues, clients, and vendors.
- **Proficiency in office software:** Including Microsoft Office, Google Workspace, and other relevant programs.
- **Attention to detail:** To ensure accuracy and efficiency in all tasks.
- **Time management skills:** To prioritize tasks and meet deadlines.
- **Problem-solving skills:** To handle unexpected situations and find solutions.
- **Ability to work independently and as apart of a team:** To adapt to various situations and contribute to a positive work environment.

JOB DESCRIPTION FOR
CENTER-BASE PATHWAYS CLASSROOM TEACHER

I. Background Information

The educational needs of some children with disabilities are so specialized that they cannot receive an appropriate education in the regular classroom environment. Center-base Pathways classrooms are instructional locations designated for students in need of more extensive support. (Typically they are comprised of children with developmental disabilities.) Center-base Pathways teachers design programs to meet those needs, including life skills and social skills, finding opportunities to integrate students back into the regular classroom and community.

This position is an academic year contract, with extra work paid additionally throughout the summer to complete extended school year (ESY) duties.

II. Professional Responsibilities

- A. Serve as a special education case manager for students assigned to the center-base Pathways program, coordinating evaluations, special education services, and quarterly progress reports with other professionals (such as related service providers or district personnel).
- B. Administer diagnostic evaluations, including skill-based assessment and transition assessment, and generate the related reports.
- C. Write Individualized Education Programs (IEPs) and the related paperwork for children in the center-base Pathways program, based on individual needs.
- D. Deliver specialized instruction to meet the individual needs of students assigned to the center-base Pathways program, linking instructional activities to program goals.
- E. Maintain special education records in accordance with State requirements and the practices of member school districts.
- F. Identify and pursue opportunities for center-base Pathways students to be integrated back into the classroom or community, including Project Skills placements (if appropriate).
- G. Promote good behavior by students in the school and community.
- H. Transport center-base students between home and the school or community site.
- I. Train and supervise center-base paraprofessionals, utilizing them to assist in the provision of special education for center-base students.
- J. Teach and counsel parents regarding how to increase their child's independence and developmental wellness.
- K. Transmit calendars, schedules, caseloads, ESY data, vehicle mileage logs, evaluation data, and inventory reports when requested.
- L. Perform other, reasonably-related duties as assigned.

III. Qualifications

- A. Education
Center-base Pathways instructors should hold a bachelor's or a master's degree in special education from an accredited college or university.
- B. Certification
Center-base Pathways instructors are fully certified for this position when they hold a South Dakota teacher's certificate with an endorsement allowing special education of children in the ages of the center-base Pathways program.
- C. Experience
Successful experience as a special education teacher is preferred but not required.

JOB DESCRIPTION FOR
CENTER-BASE PATHWAYS PARAPROFESSIONALS

I. Background Information

Many of the tasks performed by a special education teacher could also be performed by a paraprofessional, if that person is adequately trained and supervised by a qualified special education teacher. Center-base Pathways paraprofessionals assist in the provision of special education services that are designed and monitored by the supervising teacher.

This position is a regular, nine-month contract with additional paid work allowed throughout the summer to complete extended school year (ESY) duties.

II. Professional Responsibilities

- A. Maintain confidentiality related to special education students and progress.
- B. Promote good behavior by students in the school and community.
- C. Transport center-base Pathways students between home and the school or community site.
- D. Deliver special education services, following direction established by the supervising special education teacher.
- E. Communicate student progress and potential issues to the supervising special education teacher.
- F. Collect data relevant to program goals.
- G. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- H. Perform other, reasonably-related duties as assigned.

III. Qualifications

Paraprofessionals must have at least a high school education, a valid driver's license, and be able to pass a criminal background check.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, May 19, 2025 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 April 2025 financial report
7. Consent Agenda
 - a. Approval of April 21, 2025 meeting minutes

 - b. Approval of payment of May 2025 budget claims

 - c. Morgan Anderson resignation

 - d. Alyssa Miller resignation

 - e. Speech Partners, LLC - \$87.79 per hour (25-26)

 - f. Sara Lorensberg BCBA Amendment - \$81,600 (25-26)

 - g. Lexi Schreurs COTA contract - \$41,000 (25-26)

 - h. Riley Seeds ESY contract - \$34.47 per hour

 - i. Janine Alholinna ESY contract - \$17.75 per hour

 - j. Mychelle Donelan ESY contract - \$20.50 per hour

 - k. Abygail Krog ESY contract - \$33.00 per hour

8. Discussion Items
 - a. FY26 Preliminary Budget

 - b. FY26 Property & Liability Insurance

c. Assistant Director's Report

d. Director's Report

e. First Reading – Proposed changes to By-Law and Policy

- i. By-Law 5.3 (rename centerbase references to Pathways)
 - ii. Policy – Article I: Criminal Background Check (numerous)
 - iii. Policy – Article II: Paraprofessional Leave (prorate para leave)
 - iv. Policy – Article III: Other Classified Leave (prorate annual leave)
 - v. Policy – Article IV: Worker's Compensation (point to SDCL instead of claiming percentage)
 - vi. Policy – Article VIII: Vehicle Use (hands-free driving)
 - vii. Policy – Article IX: FMLA (employee with absences longer than 12 weeks could be dropped from insurance)
 - viii. Policy – Article XIV: Business Credit Card (increase limit)
 - ix. Policy – Admin Assistant (rewrite job description)
 - x. Policy – Centerbase Teacher (rename centerbase references to Pathways)
 - xi. Policy – Centerbase Paraprofessional (rename centerbase references to Pathways)
-

9. Executive Session

- a. **SDCL 1-25-2(4)** Preparing for contract negotiations or negotiating with employees or employee representatives

10. Action Items

- a. Unit 1 contracts pending resolution of negotiations
-

11. Adjourn

Next meeting will be held on June 16, 2025 at 7:00pm at LATC