

NESC Board of Directors Meeting	
Date	November 17 , 2025
Time	7:00 pm
Location	LATC Building 8 Room 803
Virtual Attendance	https://sdk12.zoom.us/j/91707297325

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 October 2025 Financial Report
7. Consent Agenda
 - a. Approve October 20, 2025 Meeting Minutes
 - b. Approve November 2025 Budget Claims
 - c. Resignation of Shawna Williams, Lake Preston Paraprofessional
 - d. Approval of Contract for Grace Einrem, Hamlin Paraprofessional
 - e. Resignation of [Jodyann Jongeling](#), School Psychologist
 - f. Approval of 10-month early payout for [Jodyann Jongeling](#)
8. Discussion Items
 - a. Assistant Director's Report
 - b. Director's Report
 - c. Board of Advisors' Report - November
 - d. Designate Watertown Current as the official newspaper
 - e. First reading of policy governing fingerprint-based criminal history record information (CHRI) checks made for Non-criminal justice purposes
9. Executive Session:
 - a. Personnel SDCL1-25-2(1). Discussing the qualifications, competence, performance, character or fitness of any public officer or employer or prospective public officer, or employee
10. Action Items
 - a. Approve Watertown Current as the official newspaper
 - b. Approve sealed bids for surplus vehicles
11. Adjourn

The next meeting will be held on December 15th, 2025, at 7:00 p.m. at LATC.

**** Building Committee will meet prior to the board meeting at 6:00pm 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				
October 1, 2025	\$180,691.76	\$645,517.04	\$10,596.04	\$836,804.84

Receipts:

Local Sources:

1312 Center Base Tuition		\$139,850.26		\$139,850.26
1332 Extended School Year Tuition				\$0.00
1510 Interest	\$18.87	\$175.29		\$194.16
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	\$1,984.73	\$218,687.05		\$220,671.78
1990 Reading Recovery				\$0.00
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous			\$3,999.21	\$3,999.21
1990 Northern Plains				\$0.00
1990 Special Projects-Indirect Cost				\$0.00
1990 Drug & Alcohol Pool				\$0.00
1990 Expensed Mileage	\$102,111.35			\$102,111.35

State Sources:

3119 Grants-in-Aid: Ed. Specialist				\$0.00
3900 Part C Funds		\$1,844.88		\$1,844.88
3900 Part B Funds				\$0.00
3900 ESA 1				\$0.00

Federal Sources:

4175 MTSS				\$0.00
4175 IDEA Part B 611		\$191,914.00		\$191,914.00
4175 IDEA Part B 611-Private				\$0.00
4186 IDEA Part B 619		\$6,094.00		\$6,094.00

Other Receipts:

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

Total Monthly Receipts	\$104,114.95	\$558,565.48	\$3,999.21	\$666,679.64
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Balance Frwd plus Revenue to date	\$284,806.71	\$1,204,082.52	\$14,595.25	\$1,503,484.48
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Manual Journal Entry				\$0.00
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Manual Journal Entry Revenue				\$0.00
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Less Salaries & Disbursements

Salaries	\$3,277.17	\$451,577.50		\$454,854.67
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Disbursements	\$24,309.09	\$124,520.44	\$1,858.27	\$150,687.80
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Less Total Salaries & Disbursements	\$27,586.26	\$576,097.94	\$1,858.27	\$605,542.47
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CASH BALANCE

October 31, 2025	\$257,220.45	\$627,984.58	\$12,736.98	\$897,942.01
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Balance Sheet

Clearing Account XX-101-002	\$0.00	\$0.00	\$0.00	\$0.00
Checking Account XX-101	\$3.17	\$420,646.00	\$12,736.98	\$433,386.15
Money Market Savings XX-105	\$257,217.28	\$109,363.36	\$0.00	\$366,580.64
Certificates of Deposit XX-106	\$0.00	\$92,975.22	\$0.00	\$92,975.22
Imprest XX-108	\$0.00	\$5,000.00	\$0.00	\$5,000.00
TOTALS	\$257,220.45	\$627,984.58	\$12,736.98	\$897,942.01
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

Revenue Summary Report

Processing Month: 10/2025

User ID: TJS

Regular; Processing Month 10/2025; 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	18.87	129.06	39.71	195.94
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	23,816.59	1,984.73	7,938.92	33.33	15,877.67
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	3,114.00	23.95	9,886.00
10 1990 200	EXPENSED MILEAGE FROM SPED	488,683.00	102,111.35	102,111.35	20.90	386,571.65
Subtotal: LOCAL SOURCES		604,212.47	104,114.95	191,681.21	31.72	412,531.26
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	0.00	1,000.00	0.00	(1,000.00)
Subtotal: 5000		0.00	0.00	1,000.00	0.00	(1,000.00)
Fund Total:		604,212.47	104,114.95	192,681.21	31.89	411,531.26

Revenue Summary Report

Processing Month: 10/2025

User ID: TJS

Regular; Processing Month 10/2025; 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	1,066,141.12	139,850.26	242,773.42	22.77	823,367.70
22 1312 100	TUITION-ESY	120,000.00	0.00	0.00	0.00	120,000.00
22 1510	INTEREST	1,700.00	175.29	2,832.88	166.64	(1,132.88)
22 1990 003	SPED ASSESSMENTS	2,624,244.93	218,687.05	874,768.20	33.33	1,749,476.73
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		3,822,086.05	358,712.60	1,120,374.50	29.31	2,701,711.55
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	192,451.54	0.00	0.00	0.00	192,451.54
22 3900 013	STATE REVENUE: PART C FUNDS	40,000.00	1,844.88	8,839.09	22.10	31,160.91
22 3900 014	STATE REVENUE: PART B FUNDS	4,500.00	0.00	0.00	0.00	4,500.00
Subtotal: STATE SOURCES		236,951.54	1,844.88	8,839.09	3.73	228,112.45
22 4175 475	REGULAR IDEA PART B 611	2,165,650.00	191,914.00	191,914.00	8.86	1,973,736.00
22 4175 476	REGULAR IDEA PART B 611-PRIVATE SCHOOL	1,532.00	0.00	0.00	0.00	1,532.00
22 4186 486	REGULAR IDEA PART B 619	58,723.00	6,094.00	6,094.00	10.38	52,629.00
Subtotal: FEDERAL SOURCES		2,225,905.00	198,008.00	198,008.00	8.90	2,027,897.00
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:		6,359,942.59	558,565.48	1,327,221.59	20.87	5,032,721.00

Revenue Summary Report

Processing Month: 10/2025

User ID: TJS

Regular; Processing Month 10/2025; 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:	6,964,155.06	662,680.43	1,519,902.80	21.82	5,444,252.26

EXPENDITURE SUMMARY
Regular; Processing Month 10/2025

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	\$8,713.67	\$637.43	\$3,100.08	35.58	\$5,613.59
2319	BOARD OF EDUCATION SERVICES	\$16,434.00	\$211.69	\$9,891.23	60.19	\$6,542.77
2329	ADMINISTRATION	\$32,143.03	\$2,561.14	\$9,970.46	31.02	\$22,172.57
2529	ADMINISTRATION-FISCAL SERVICES	\$10,267.47	\$767.27	\$3,570.46	34.77	\$6,697.01
2542	OPERATION & MAINTENANCE BLDGS.	\$5,076.20	\$405.25	\$1,278.82	25.19	\$3,797.38
2545	VEHICLE SERVICE	\$440,190.22	\$20,315.48	\$143,531.07	32.61	\$296,659.15
2551	DRUG & ALCOHOL TESTING POOL	\$13,000.00	\$2,688.00	\$2,767.00	21.28	\$10,233.00
10	GENERAL FUND	\$604,212.47	\$27,586.26	\$174,109.12	28.82	\$430,103.35
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$121,532.00	\$15,016.71	\$115,683.36	95.19	\$5,848.64
1223	CENTER BASE DAY PROGRAMS	\$1,066,141.12	\$126,258.82	\$215,953.53	20.26	\$850,187.59
1226	EARLY CHILDHOOD SERVICES	\$499,225.57	\$45,170.34	\$87,910.87	17.61	\$411,314.70
2113	BEHAVIOR SPECIALIST	\$133,320.35	\$12,060.60	\$37,445.75	28.09	\$95,874.60
2142	PSYCHOLOGICAL SERVICES	\$1,190,535.29	\$102,221.56	\$211,158.69	17.74	\$979,376.60
2152	SPEECH PATHOLOGY SERVICES	\$1,548,430.12	\$130,711.70	\$272,849.22	17.62	\$1,275,580.90
2171	PHYSICAL THERAPY	\$367,097.62	\$33,842.17	\$109,785.32	29.91	\$257,312.30
2172	OCCUPATIONAL THERAPY	\$687,753.69	\$47,385.66	\$166,563.63	24.22	\$521,190.06
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$2,500.00	\$0.00	\$0.00	0.00	\$2,500.00
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$192,451.54	\$11,809.69	\$43,551.79	22.63	\$148,899.75
2227	TECHNOLOGY SUPPORT	\$100,207.21	\$7,335.38	\$35,790.55	35.72	\$64,416.66
2319	BOARD OF EDUCATION SERVICES	\$154,491.00	\$2,434.41	\$113,748.99	73.63	\$40,742.01
2329	ADMINISTRATION	\$369,644.83	\$29,453.34	\$114,660.83	31.02	\$254,984.00
2529	ADMINISTRATION-FISCAL SERVICES	\$118,075.95	\$8,823.38	\$41,059.41	34.77	\$77,016.54
2542	OPERATION & MAINTENANCE BLDGS.	\$58,536.30	\$4,660.56	\$14,706.91	25.12	\$43,829.39
22	SPECIAL EDUCATION FUND	\$6,609,942.59	\$577,184.32	\$1,580,868.85	23.92	\$5,029,073.74
71	AGENCY FUND					
6900	AGENCY ACTIVITIES	\$0.00	\$1,858.27	\$12,732.27	0.00	(\$12,732.27)
71	AGENCY FUND	\$0.00	\$1,858.27	\$12,732.27	0.00	(\$12,732.27)
Grand Total:		\$7,214,155.06	\$606,628.85	\$1,767,710.24	24.50	\$5,446,444.82

Activity Fund Balance Report - Summary - Exclude Encumbrances

10/2025 - 10/2025

Regular; Beginning Month 10/2025; Processing Month 10/2025; 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	(1,743.84)	0.00	1,743.84	0.00	0.00
71 430 800	IMPREST ACCOUNT	5,000.00	57.40	0.00	0.00	4,942.60
71 453	SANFORD FLEX	7,339.88	1,800.87	2,255.37	0.00	7,794.38
Fund Total: 71		10,596.04	1,858.27	3,999.21	0.00	12,736.98

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, October 20, 2025

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, October 20, 2025 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 7:26 P.M.

Members Present

In-Person:

Alisha Nielsen, Castlewood; Wade Gubrud, Deuel; Arend Schuurman, Elkton; Chris Verhoek, Estelline; Tara Abraham, Hamlin; Penny Thyen, Waverly/South Shore

Zoom:

Megann Murphy, Arlington; Lacey Ortberg, Clark; Amy Otten, Deubrook; Skyman Redday, Enemy Swim Day School; Jon Kahnke, Florence; Sterling Eschenbaum, Lake Preston; Carrie Schiernbeck, ORR; Diane LeClair, Rosholt; Jayme Trygstad, Sioux Valley; Nick Fosheim, Webster; Tia Felberg, Willow Lake

Absent:

Heather Landreth, Britton/Hecla; Blake Hojer, DeSmet; Audrey Rider, Henry; Greg Bich, Iroquois; Lisa Amdahl, Summit; Cory Zirbel, Waubay; Jacque Cameron, Wilmot

NESC Staff Representatives: Stephanie Hayunga (Z), Shelly Skogstad (Z) and Teresa Landmark (Z)

Member District Superintendents: Brian Sampson, Arlington; Travis Ahrens, Clark; 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

Brian Sampson, Travis Ahrens, Todd Obele, Stephanie Hayunga, Shelly Skogstad and Teresa Landmark were introduced as guests.

Agenda Review, Changes, and Approval

Action #26-19 Motion by P. Thyen, second by T. Abraham, 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 #26-20 Motion by C. Verhoek, second by A. Nielsen, to approve the financial report for the period ending September 30, 2025. All present voted, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
September 1, 2025	\$209,629.54	\$603,647.51	\$11,044.37
<u>Receipts:</u>			
Local Sources	\$1.61	\$230,098.16	\$3,350.67
State Sources	\$2,112.18	\$2,726.35	
Federal Sources			
Other		\$287,012.00	
<u>Total Monthly Receipts</u>	<u>\$2,113.79</u>	<u>\$519,836.51</u>	<u>\$3,350.67</u>
Balance Forward	\$211,743.33	\$1,123,484.02	\$14,395.04
Manual Journal Entries			
Less Salaries	\$3,275.26	\$439,013.35	
Less Disbursements	\$27,776.31	\$38,953.63	\$3,799.00
<u>Total Salaries & Disbursements</u>	<u>\$31,051.57</u>	<u>\$477,966.98</u>	<u>\$3,799.00</u>
Ending Cash Balance			
September 30, 2025	\$180,691.76	\$645,517.04	\$10,596.04

Consent Agenda

Action #26-21 Motion by C. Verhoek, second by J. Trygstad to approve the following items on the Consent Agenda: 7a) Approval of September 15, 2025 Board of Directors minutes with the change to 8c. to BOA not BOD; 7b) Approval of payment of October 2025 budget claims; 7c) Approval of Contract – Eliza Wiitanen - \$18.25/hr – Hamlin paraprofessional; 7d) Approval of Contract – Shawna Williams - \$20.60/hr – Lake Preston paraprofessional; 7e) Approval of Resignation end of FY26 – Julie Nelson – Early Childhood; 7f) Approval of Julie Nelson - 9 month contract payout. All present voting in favor, motion carried.

Congratulation Julie Nelson on your retirement.

Thank you for 25 years of service!

October 2025 Accounts Payable

General Fund: 3D SECURITY. INC. BLDG MAINT 6.00; AAA PURE WATER FILTER 11.20; ALLEGRA PRINT & IMAGING; PARENT RIGHT HANDBOOKS 51.01; AXESS COOPERATIVE FLEET MAINT 57.82; BASS SANITATION INC. JULY - SEPT GARBAGE 12.40; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 233.12; BRIAN'S GLASS AND DOOR, INC FLEET MAINT 355.00; BROOKINGS AUTO MALL FLEET MAINT 90.33; BYTESPEED, LLC TECH EQ/SUPP 98.00; CENEX FLEETCARD FLEET MAINT 6,876.12; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 9.94; CULLIGAN BLDG MAINT 100.00; DUST TEX SERVICE, INC. SEPT RUG USE 6.53; EINSPHAR AUTO PLAZA INC. FLEET MAINT 111.91; EMC INSURANCE ADD VEH COV 67.04; HAMLIN COUNTY FARMERS COOP FLEET MAINT 278.82; HEALTH EQUITY HSA/FLEX 4.89; HINMAN, BRENDA BACKGROUND CHECK 3.46; JONES, ROGER BACKGROUND CHECK 4.26; KSB SCHOOL LAW SCHOOL MATTERS 9.28; LARRY MAXWELL BIRKHUIS BLDG MAINT 168.00; MCLEOD'S PRINTING SUPPLY ADMIN SUPP 6.21; MINERT & ASSOCIATES, INC DRUG TESTING 2,688.00; NESC PAYROLL OCT 2025 3,277.17; NESC SPECIAL REVENUE PROJECTS FY26 1ST QTR EXP MI 590.13; PALMLUND AUTOMOTIVE FLEET MAINT 527.61; ROB'S AUTO REPAIR FLEET MAINT 1,709.50; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 5.31; W.W. TIRE SERVICE FLEET MAINT 961.46; WATERTOWN MOTOR COMPANY FY26 VEHICLES 13,189.00; WATERTOWN PUBLIC OPINION MINUTES 10.93; WEBSTER AUTO CARE FLEET MAINT 633.65

Fund Total: \$32,154.10

Special Education Fund: 3D SECURITY. INC. BLDG MAINT 69.00; AAA PURE WATER FILTER 128.80; ALLEGRA PRINT & IMAGING PARENT RIGHT HANDBOOKS 586.56; BASS SANITATION INC. JULY - SEPT GARBAGE 142.60; BMO MASTERCARD

PURCH SVCS, TRAVEL, PHONE, SPLS 9,412.14; BYTESPEED, LLC TECH EQ/SUPP 1,127.00; CASTLEWOOD SCHOOL DISTRICT SEPT CB USE FEE 1,666.17; CENTER OF DISABILITIES CONF REGIS 54.00; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 114.35; CULLIGAN BLDG MAINT 1,150.00; DUST TEX SERVICE, INC. SEPT RUG USE 75.12; EMC INSURANCE ADD VEH COV 770.96; HAMLIN SCHOOL DISTRICT SEPT CB USE FEE 1,666.17; HEALTH EQUITY HSA/FLEX 56.21; HINMAN, BRENDA BACKGROUND CHECK 39.79; JONES, ROGER BACKGROUND CHECK 48.99; KSB SCHOOL LAW SCHOOL MATTERS 106.72; LAKE PRESTON SCHOOL DISTRICT SEPT CB USE FEE 624.81; LARRY MAXWELL BIRKHUIS BLDG MAINT 1,932.00; LATHER, CHRISTOPHER TRAVEL 60.00; LORENSBERG, SARA BCBA TRAVEL/REGIS 497.96; MCLEOD'S PRINTING SUPPLY ADMIN SUPP 71.43; PARENT MI REIMB 273.36; NESC PAYROLL OCT 2025 451,577.50; NESC SPECIAL REVENUE PROJECTS FY26 1ST QTR EXP MI 101,521.22; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 326.49; WAGNER, JENNA REIMB REGIS 415.00; WATERTOWN PUBLIC OPINION MINUTES 125.69; WEBSTER SCHOOL DISTRICT SEPT CB USE FEE 1,457.90

Fund Total: \$576,097.94

Discussion Items

Assistant Director's Report

Assistant Director Frewing informed the Board that the organization had purchased an AED system. He also reviewed the results of Ottertail's Energy Assessment for the NESC office building.

Director's Report

Director Nelson discussed her consultation with Tom Oster regarding the building options. She informed the board that NESC is working through a DCI audit. The latest Parent Right Handbooks were printed and are available. Director Nelson is working on hosting a CASE meeting for special education directors.

Board of Advisors

Director Nelson reviewed the October 2025 BOA meeting minutes.

FY26 Pathways Rates

Business Manager Stormo reviewed October Pathways sliding scale rates for FY26.

Surplus Vehicles

Assistant Director Frewing discussed the list of surplus vehicles.

Action Items

Approve FY25 Annual Report

Action #26-22 Motion by C. Verhoek, second by A. Nielsen to approve Annual Report approved by the state. All present voting in favor, motion carried.

Approval of FY26 Pathways Rates

Action #26-23 Motion by C. Verhoek, second by W. Gubrud to approve 2025-2026 Pathways tuition rates as presented. All present voting in favor, motion carried.

Base Rate	\$48,409.71
First Placement	\$57,849.60
Second Placement	\$47,441.52
Third Placement	\$39,550.73

Approval to declare vehicles as surplus

Action #26-24 Motion by A. Nielsen, second by T. Abraham to declare (7) vehicles as surplus property to be sold by sealed bids. All present voting in favor, motion carried.

Fixed Asset No. 0329	2005 Dodge Stratus (Blue)	Serial#: 1B3EL46T75N642622
Fixed Asset No. 0334	2008 Chevy Impala (Gray)	Serial#: 2G1WB58K081286416
Fixed Asset No. 0336	2007 Chevy Impala (White)	Serial#: 2G1WB58K579338123
Fixed Asset No. 0337	2007 Chevy Impala (White)	Serial#: 2G1WB58K779397674
Fixed Asset No. 0347	2002 Ford ECI Van (Red)	Serial#: 1FDRE14W82HB56512
Fixed Asset No. 0348	2010 Chevy Impala (Black)	Serial#: 2G1WA5EK7A1264796
Fixed Asset No. 0352	2010 Chevy Impala (Silver)	Serial#: 1G1ZA5E05AF286686

President Schuurman appointed three appraisers: C. Verhoek, A. Nielsen and A. Schuurman.

Adjournment

Action #26-25 With there being no further business, motion by A. Nielsen, second by C. Verhoek, to adjourn. All present voted, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical College in Watertown, SD Monday, November 17, 2025 at 7:00 P.M.

Arend Schuurman, President

Tiffany Stormo, Business Manager

Northeast Educational Services Cooperative

NOVEMBER 2025 INVOICES

GENERAL FUND - 10

ABC AUTOMATIC BUILDING CONTROLS	FIRE ALARM CONTRACT	300.09
AUTOMATIVE SERVICE CENTER	FLEET MAINT	1,203.00
AUTOMAXX CDJR, INC.	FLEET MAINT	79.65
BILLION HYUNDAI	FY26 VEHICLES/PROF SERVICES	15,244.00
BYTESPEED, LLC	TECH EQ	90.72
CENEX FLEETCARD	FLEET MAINT	7,657.40
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	12.16
DON'S BODY SHOP	FLEET MAINT	5,545.83
DUST TEX SERVICE, INC.	OCT RUG USE	6.53
HAMLIN COUNTY FARMERS COOP	FLEET MAINT	800.93
HEALTH EQUITY	HSA/FLEX	4.57
HUYVAERT, NICOL	MI REIMB	22.82
MINERT & ASSOCIATES, INC	DRUG TESTING	827.00
NESC IMPREST	IMPREST	57.40
NESC PAYROLL	NOV 2025	3,311.02
ODEGAARD, MORGAN	FUEL	13.61
PRAIRIE AG PARTNERS	FLEET MAINT	64.13
ROB'S AUTO REPAIR	FLEET MAINT	793.43
RON'S AUTO REPAIR	FLEET MAINT	60.15
SMITH, BARTON	FLEET MAINT	428.00
SW/WC SERVICE COOPERATIVE	TECH SUPPORT	76.42
W.W. TIRE SERVICE	FLEET MAINT	29.19
WATERTOWN PUBLIC OPINION	MINUTES	9.01
WEBSTER AUTO CARE	FLEET MAINT	324.34
WEBSTER TIRE	FLEET MAINT	724.00

GENERAL FUND TOTAL:37,685.40SPECIAL EDUCATION FUND - 22

ABC AUTOMATIC BUILDING CONTROLS	FIRE ALARM CONTRACT	346.03
ARLINGTON SCHOOL DISTRICT	PART C	184.44
BOSSE, JENNIFER	OCT 2025 MI REIMB	36.18
BOYD, BRENDA	ED SPEC TRAVEL	116.00
BYTESPEED, LLC	TECH EQ	1,043.28
CASTLEWOOD SCHOOL DISTRICT	OCT CB USE FEE	1,666.17
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	139.81

CRUMP, NANCY	REIMB MI	33.01
DEUBROOK SCHOOL DISTRICT	PART C	577.28
DEUEL SCHOOL DISTRICT	PART C	93.45
DUST TEX SERVICE, INC.	OCT RUG USE	75.12
ENGELS, ANGELA	OT TRAVEL	148.00
FREEMAN, MARISA	MI REIMB	233.09
HAMLIN COUNTY FARMERS COOP	CREDIT	(105.80)
HAMLIN SCHOOL DISTRICT	OCT CB USE FEE	1,666.17
HAYUNGA, STEPHANIE	OT TRAVEL	148.00
HEALTH EQUITY	HSA/FLEX	52.53
HUYVAERT, NICOL	OT TRAVEL	148.00
IROQUOIS SCHOOL DISTRICT	PART C	600.66
JONGELING, JODYANN	REGIS REIMB	200.00
LAKE PRESTON SCHOOL DISTRICT	OCT CB USE FEE	624.81
PARENT	OCT 2025 MI REIMB	168.84
NESC PAYROLL	NOV 2025	449,399.25
ODEGAARD, MORGAN	PATHWAYS SUPP	220.47
REINHILLER, LISA	ED SPEC TRAVEL	272.00
SIOUX VALLEY SCHOOL DISTRICT	PART C	936.33
SPECIALLY DESIGNED EDUCATION SERVICES	PATHWAYS SUPP	20,460.00
SPEECH PARTNERS, LLC	SLP CONTRACTED SERVICES	14,495.60
SW/WC SERVICE COOPERATIVE	TECH SUPPORT	878.78
TIEFENTHALER, DEBRA	ASHA DUES	250.00
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	6.89
WATERTOWN PUBLIC OPINION	MINUTES	103.63
WAUBAY SCHOOL DISTRICT	PART C	240.40
WEBSTER SCHOOL DISTRICT	SEPT CB USE FEE	1,457.90
WILMOT SCHOOL DISTRICT	PART C	413.78
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>497,330.10</u>
<u>NOVEMBER 2025 INVOICES TOTAL:</u>		<u>535,015.50</u>

Northeast Educational Services Cooperative

NOVEMBER 2025 BMO INVOICES

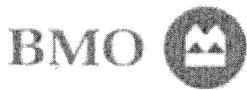
GENERAL FUND - 10

AED SUPERSTORE	O&M SUPP	13.29
AMAZON	ADMIN SUPP	35.83
BILLION HYUNDAI	FLEET MAINT	406.68
INDEED, INC	EMPLOY AD	117.52
ITC TELECOM	OCT PHONE SERVICE	36.48
OTTERTAIL POWER CO.	ELEC	21.31
VALLEY IMPORTS	FLEET MAINT	324.72
VERIZON WIRELESS	SEPT 2025 CELL SERVICE	12.44
<u>GENERAL FUND TOTAL:</u>		<u>968.27</u>

SPECIAL EDUCATION FUND - 22

AED SUPERSTORE	O&M SUPP	152.81
AMAZON	ADMIN/EC/PSYCH/EC/SLP/PT SUPP	899.09
BEST WESTERN RAMKOTA HOTEL	N.H.,J.J.,M.M.,S.S., PSYCH TRAVEL	770.00
DOUBLETREE HOTEL	M.F.,N.C.,S.H.,A.E.,N.H. TRAVEL	2,941.20
HOLIDAY INN EXPRESS & SUITES WTN	L.R. ED SPEC TRAVEL	336.00
HOLIDAY INN EXPRESS YANKTON	L.R. ED SPEC TRAVEL	233.98
HOLIDAY INN EXPRESS-WINNER	L.R., B.B. ED SPEC TRAVEL	660.00
INDEED, INC	EMPLOY AD	1,351.47
ITC TELECOM	OCT PHONE SERVICE	419.49
MARSHALL CO. HEALTHCARE CENTER	PT/OT SERVICES	9,110.37
MEDBRIDGE, INC	K.B. PT REGIS	860.00
OTTERTAIL POWER CO.	ELEC	245.05
PAR INC.	PSYCH SUPP	51.00
SANFORD WEBSTER MEDICAL CENTER	OT SERVICES	9,820.90
SDASP	N.H.,C.H.,M.M.,S.S., PSYCH REGIS	650.00
VERIZON WIRELESS	SEPT 2025 CELL SERVICE	223.09
WAL-MART	PATHWAYS SUPP	149.37
<u>SPECIAL EDUCATION TOTAL:</u>		<u>28,873.82</u>

NOVEMBER 2025 BMO INVOICES:29,842.09



INVOICE

November 05, 2025

Northeast Educational
310 5th Street
Hayti, SD 57241

ATTN:

Invoice Number: 0703531-2511

Invoice Amount: \$ 29,842.09

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

Your payment is due **December 02, 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: 0703531-2511
Amount Paid: \$ 29,842.09
Payment Due Date: December 02, 2025

RUN DATE: 11/07/2025

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 - Mastercard, Statement Period 10/06/2025 to 11/05/2025

Mapped Cards

Billing Account 032312

Posting Date	Tran Date	Account	Supplier	Amount
10/27/2025	10/27/2025	XXXX-XXXX-XXXX-2312	Payment - Automatic Pymt Received	-9,645.26
Debit Total USD				0.00
Credit Total USD				-9,645.26
Total USD				-9,645.26

Nelson Anneke

Posting Date	Tran Date	Account	Supplier	Amount
10/27/2025	10/24/2025	XXXX-XXXX-XXXX-1451	Double Tree Bloominto	588.24 ?
10/27/2025	10/24/2025	XXXX-XXXX-XXXX-1451	Double Tree Bloominto	588.24 ?
10/27/2025	10/24/2025	XXXX-XXXX-XXXX-1451	Double Tree Bloominto	588.24 ?
10/27/2025	10/24/2025	XXXX-XXXX-XXXX-1451	Double Tree Bloominto	588.24 ?
10/27/2025	10/24/2025	XXXX-XXXX-XXXX-1451	Double Tree Bloominto	588.24 ?
11/04/2025	11/03/2025	XXXX-XXXX-XXXX-1451	Billion Hyunda Mazda	406.68 ?
Debit Total USD				3,347.88
Credit Total USD				0.00
Total USD				3,347.88

Boyd Brenda

Posting Date	Tran Date	Account	Supplier	Amount
11/03/2025	10/30/2025	XXXX-XXXX-XXXX-9401	Holiday Inn Express	330.00 ? !
Debit Total USD				330.00
Credit Total USD				0.00
Total USD				330.00

Center Base Castlewood

Posting Date	Tran Date	Account	Supplier	Amount
10/23/2025	10/22/2025	XXXX-XXXX-XXXX-7409	Wm Supercenter #1500	52.31 ? !
Debit Total USD				52.31
Credit Total USD				0.00
Total USD				52.31

Center Base Hamlin

Posting Date	Tran Date	Account	Supplier	Amount		
10/21/2025	10/20/2025	XXXX-XXXX-XXXX-7391	Wal-Mart #1500	97.06	?	!
			Debit Total USD	97.06		
			Credit Total USD	0.00		
			Total USD	97.06		

Reinhiller Lisa

Posting Date	Tran Date	Account	Supplier	Amount		
10/06/2025	10/02/2025	XXXX-XXXX-XXXX-1409	Holiday Inn Express	233.98	?	!
10/13/2025	10/09/2025	XXXX-XXXX-XXXX-1409	Holiday Inn Exp Hotel	336.00	?	!
11/03/2025	10/30/2025	XXXX-XXXX-XXXX-1409	Holiday Inn Express	330.00	?	!
			Debit Total USD	899.98		
			Credit Total USD	0.00		
			Total USD	899.98		

Admin Nesc

Posting Date	Tran Date	Account	Supplier	Amount		
10/13/2025	10/10/2025	XXXX-XXXX-XXXX-7540	Valley Imports	324.72	?	!
			Debit Total USD	324.72		
			Credit Total USD	0.00		
			Total USD	324.72		

Psychology 2 School

Posting Date	Tran Date	Account	Supplier	Amount		
10/13/2025	10/10/2025	XXXX-XXXX-XXXX-0328	Best Western Plus Ramk	122.67	?	!
10/13/2025	10/10/2025	XXXX-XXXX-XXXX-0328	Best Western Plus Ramk	245.34	?	!
10/13/2025	10/10/2025	XXXX-XXXX-XXXX-0328	Best Western Plus Ramk	245.34	?	!
10/13/2025	10/10/2025	XXXX-XXXX-XXXX-0328	Best Western Plus Ramk	245.34	?	!
10/16/2025	10/10/2025	XXXX-XXXX-XXXX-0328	Best Western Plus Ramk	-12.67	?	!
10/16/2025	10/10/2025	XXXX-XXXX-XXXX-0328	Best Western Plus Ramk	-25.34	?	!
10/16/2025	10/10/2025	XXXX-XXXX-XXXX-0328	Best Western Plus Ramk	-25.34	?	!
10/16/2025	10/10/2025	XXXX-XXXX-XXXX-0328	Best Western Plus Ramk	-25.34	?	!
			Debit Total USD	858.69		
			Credit Total USD	-88.69		
			Total USD	770.00		

Stormo Tiffany

Posting Date	Tran Date	Account	Supplier	Amount		
10/07/2025	10/06/2025	XXXX-XXXX-XXXX-8109	Sanford Online Bill Pa	9,820.90	?	!
			Debit Total USD	24,056.26		
			Credit Total USD	-36.12		
			Total USD	24,020.14		

Posting Date	Tran Date	Account	Supplier	Amount	
10/07/2025	10/07/2025	XXXX-XXXX-XXXX-8109	Vzwrlls My Vz Vb P	235.53	?
10/08/2025	10/06/2025	XXXX-XXXX-XXXX-8109	Interstate Telecommuni	455.97	?
10/10/2025	10/09/2025	XXXX-XXXX-XXXX-8109	Amazon MktpI Nf5jl7d00	110.00	?
10/10/2025	10/09/2025	XXXX-XXXX-XXXX-8109	Medbridge, Inc	285.51	?
10/10/2025	10/09/2025	XXXX-XXXX-XXXX-8109	Medbridge, Inc	311.56	?
10/13/2025	10/11/2025	XXXX-XXXX-XXXX-8109	Medbridge, Inc	-11.51	?
10/13/2025	10/11/2025	XXXX-XXXX-XXXX-8109	Medbridge, Inc	-12.56	?
10/14/2025	10/13/2025	XXXX-XXXX-XXXX-8109	B2b Prime Nf0fr0d22	129.00	?
10/14/2025	10/13/2025	XXXX-XXXX-XXXX-8109	Amazon MktpI Nf0gs2d62	131.90	?
10/16/2025	10/15/2025	XXXX-XXXX-XXXX-8109	Aed Superstore	166.10	?
10/17/2025	10/15/2025	XXXX-XXXX-XXXX-8109	Par, Inc. 01 Of 01	51.00	?
10/21/2025	10/20/2025	XXXX-XXXX-XXXX-8109	Otter Tail Power Compa	266.36	?
10/21/2025	10/20/2025	XXXX-XXXX-XXXX-8109	Marshall County Health	9,110.37	?
10/24/2025	10/24/2025	XXXX-XXXX-XXXX-8109	Amazon MktpI Nu5m910v2	8.99	?
10/24/2025	10/24/2025	XXXX-XXXX-XXXX-8109	Amazon MktpI Nu4l960w2	69.99	?
10/28/2025	10/27/2025	XXXX-XXXX-XXXX-8109	Amazon MktpI N46xj1qs1	26.09	?
10/28/2025	10/27/2025	XXXX-XXXX-XXXX-8109	Py South Dakota Assoc	50.00	?
10/28/2025	10/27/2025	XXXX-XXXX-XXXX-8109	Py South Dakota Assoc	200.00	?
10/28/2025	10/27/2025	XXXX-XXXX-XXXX-8109	Py South Dakota Assoc	200.00	?
10/28/2025	10/27/2025	XXXX-XXXX-XXXX-8109	Py South Dakota Assoc	200.00	?
10/30/2025	10/28/2025	XXXX-XXXX-XXXX-8109	Medbridge, Inc	299.05	?
10/30/2025	10/29/2025	XXXX-XXXX-XXXX-8109	Medbridge, Inc	-12.05	?
10/30/2025	10/29/2025	XXXX-XXXX-XXXX-8109	Amazon MktpI N41x03ro1	94.99	?
10/30/2025	10/29/2025	XXXX-XXXX-XXXX-8109	Amazon MktpI N46x22pu2	197.74	?
11/03/2025	10/31/2025	XXXX-XXXX-XXXX-8109	Amazon MktpI Nk9wa4po0	166.22	?
11/03/2025	11/02/2025	XXXX-XXXX-XXXX-8109	Indeed Usi25-06163900	1,468.99	?
Debit Total USD				24,056.26	
Credit Total USD				-36.12	
Total USD				24,020.14	

Migration to SpEd Forms

Background

SpEd Forms Migration

1,298 students expected (based on Dec 2024 Child Count minus Enemy Swim students)

1,135 students imported from Child Count (late Aug 2025)

1,238 students in SpEd Forms (Nov 13, 2025)

SpEd Forms Trainings

Initial Leader Trainings Aug 6 (1:00 to 3:00)
 Aug 12 (1:00 to 3:00)

Initial User Training Aug 15 (9:00 to 12:00)

Help Desk Aug 27 (2:00 to 3:00)
 Sep 4 (8:30 to 9:30)
 Sep 9 (10:00 to 11:00)
 Sep 25 (8:30 to 9:30)
 Sep 30 (10:00 to 11:00)

Office Hour Nov 4 (2:30 to 3:30)
 Nov 11 (2:30 to 3:30)
 Nov 18 (2:30 to 3:30)
 Nov 25 (2:30 to 3:30)
 Dec 2 (2:30 to 3:30)
 Dec 9 (2:30 to 3:30)
 Dec 16 (2:30 to 3:30)

Continued Work: Numerous Bug Fixes, Quality of Life Improvements, and Data Import Wizard

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday, November 5, 2025

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, November 5, 2025 at HyVee in Watertown, South Dakota. The meeting was called to order by Chairman C. Lee at 10:02 A.M. and adjourned at 11:02 A.M.

Present: Brian Sampson, Arlington; Steve Benson, Britton-Hecla; Angela Keszler, Castlewood; Travis Ahrens, Clark; Chad Schiernbeck, Deuel; Kory Foss, Elkton; Mitch Reed, Florence– entered at 10:12 A.M.; Jim Hulscher, Hamlin– entered at 10:12 A.M.; Todd Obele, Henry; Mike Ruth, Iroquois; Dana Felderman, Lake Preston; Dawn Hoeke, Oldham/Ramona/Rutland (ORR); Christopher Folk, Rosholt; Laura Schuster, Sioux Valley; Scott Lepke, Waubay; Jon Meyer, Waverly/South Shore – entered at 10:11 A.M.; Jim Block, Webster; Chris Lee, Willow Lake; Nicholas Olson, Wilmot

Absent: Abi Van Regenmorter, DeSmet; Skyler Frederick, Deubrook; Nadine Eastman, Enemy Swim; Paul Von Fischer, Estelline; Mike Schmidt, Summit

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

ADVISORY BOARD AGENDA

Call to Order

Chairman C. Lee called the meeting to order at 10:02 A.M.

Financial Report

Business Manager Stormo reviewed the financial report for September 2025.

Motion by D. Felderman and second by T. Obele to approve September 2025 financial report. All present voting in favor, motion carried.

Board of Directors

Director Nelson reviewed the October 2025 BOD meeting.

Edmentum

Assistant Director Frewing provided an update on Edmentum. Districts using Apex should be transitioning over to Courseware.

Aspen Implementation Timeline

Assistant Director Frewing shared that Aspen will be implemented starting FY27.

BDI Procedure

Districts have given BDI-3 when Kindergarten special education students turn six. Director Nelson discussed having NESC providers give the BDI-3 instead.

Missed Services

Director Nelson shared and discussed NESC's guidelines for missed IEP services.

Sped Forms and Child Count

Director Nelson reminded districts to have their special education enrollments updated in Infinite Campus by December 1, 2025.

SD Department of Criminal Investigation Audit

Director Nelson shared that NESC is working through a DCI audit.

SD CASE Regional Meetings

Director Nelson shared that her and Jen Bollinger are planning the regional meetings for Sped Directors.

Timelines and Evaluation Process for Board of Advisors

Director Nelson reviewed the timelines and evaluation process for Director and Business Manager for BOA.

Executive Session

Motion by B. Sampson, second by D. Hoeke to enter executive session at 10:36 A.M. All present voting in favor, motion carried.

President C. Lee declared the board out of executive session at 11:01 A.M.

Adjournment

There being no further business, motion by K. Foss, second by J. Hulscher to adjourn. All present voting in favor, motion carried.

Tiffany Stormo, Business Manager

**Northeast Educational Service Cooperative
NESC
POLICY GOVERNING
FINGERPRINT-BASED CRIMINAL HISTORY RECORD INFORMATION
(CHRI) CHECKS MADE FOR NON-CRIMINAL JUSTICE PURPOSES**

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

I. Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by the FBI and the South Dakota Division of Criminal Investigation (SD DCI), in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, they shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

II. Access to CHRI

All CHRI is subject to strict state and federal rules and regulations. CHRI is used only for the official purpose for which it was requested, and CHRI cannot be shared with other entities for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the SD DCI and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Furthermore, an entity can be charged with federal and state crimes for the willful, unauthorized disclosure of CHRI.

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.

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.

III. CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at NESC will review and become familiar with the educational and relevant training materials regarding CHRI laws and regulations made available by the appropriate agencies.

In addition to the above, all personnel authorized to receive and/or review CHRI must undergo Security Awareness Training on an annual basis through CJIS Online.

IV. Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, NESC will take the following steps prior to making a final adverse determination:

- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time of 100 calendar days to correct or complete the CHRI.

V. Non-Criminal Agency Coordinator (NAC) and Local Agency Security Officer (LASO) Each NCJA receiving CHRI is required to designate a NAC and a LASO.

The NESC NAC is the Director. The NAC is responsible for the following:

- Maintaining an updated Authorized Personnel List on file with the SD DCI ○ Ensuring everyone included on this list must undergo the appropriate level of CJIS Security Awareness Training

- Ensuring everyone included on this list signs a Acknowledgement Statement of Misuse and the SD DCI Misuse Notification
- Inform the SD DCI of changes in the agency head or any relevant business information (agency name changes, mailing/physical address changes, etc.)
 - Contact the SD DCI immediately to update the User Agreement and, if necessary, submit the new authorization to the SD DCI

The NESC LASO is the Director. The LASO is responsible for the following: ● Identifying who is using or accessing CHRI and/or systems with access to CHRI ● Ensuring that personnel security screening procedures are being followed as stated in this policy

- Ensuring the approved and appropriate security measures are in place and working as expected ● Terminate access to CHRI immediately upon notification of an individual's termination of employment

VI. Retention of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes only:

- Historical reference and/or comparison with future CHRI requests
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in:

- Hard copy form in personnel files located in the locked filing cabinet located in the Director's office.
 - CHRI will be retained until the person is not longer employed at NESC. At the end of this term, the CHRI will be disposed of according to the Disposal of Physical Media policy

VII. Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent FBI security Policy, have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage and destruction of CHRI.

VIII. Media/Physical Protection

All media containing CHRI is to be protected and secured at all times. The following is established and to be implemented to ensure the appropriate security, handling, transporting, and storing of CHRI media in all its forms.

Physical Storage and Access

Physical CHRI media shall be securely stored within physically secured locations or controlled areas. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Physical CHRI media:

- Is to be stored within employee records and within a lockable filing cabinet within the Director's office.

IX. Destruction of CHRI

Disposal of Physical Media

Once physical CHRI media (paper/hard copies) is determined to be no longer needed by NESC, it shall be destroyed and disposed of appropriately. Physical CHRI media shall be destroyed by shredding, cross-cut shredding, or incineration. NESC will ensure such destruction is witnessed or carried out by authorized personnel:

- The LASO shall witness or conduct the disposal
- Cross-cut shredding will be the method of destruction used by NESC

X. Disciplinary

If an individual at NESC has misused or is currently misusing CHRI, the following requirements will be adhered to.

- Using CHRI for any purpose other than what is allowed by state statute or Federal code is considered misuse
- The LASO will document the date and details of the misuse, actions taken to resolve the incident, the current date, and the contact information of the LASO. • Misuse of CHRI can result in loss of access to CHRI, loss of employment and/or criminal prosecution

- Misuse of CHRI shall be reported to the state. The LASO will contact SDDCI in the event of misuse.

XI. Incident Response

The security of information and systems in general, and of CHRI in particular, is a top priority for NESC. Therefore, we have established appropriate operational incident handling procedures for instances of an information security breach. It is each individual's responsibility to adhere to established security guidelines and policies and to be attentive to situations and incidents that pose risks to security. Furthermore, it is each individual's responsibility to immediately report potential or actual security incidents to minimize any breach of security or loss of information. The following security incident handling procedures must be followed by each individual:

- All incidents will be reported directly to the LASO
- If any records were stolen, the incident will also be reported to the appropriate authorities
- Once the cause of the breach has been determined, disciplinary measures will be taken in accordance with the disciplinary policy

In addition to the above, the LASO shall report all security-related incidents to the SD DCI within 24 hours and submit an incident response form.

All agency personnel with access to FBI and/or SD DCI CHRI have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All existing laws and NESC regulations and policies apply, including those that may apply to personal conduct. Misuse or failure to secure any information resources may result in temporary or permanent restriction of all privileges up to employment termination.

ACKNOWLEDGEMENT STATEMENT OF MISUSE

All authorized personnel are made aware of the guidelines, consequences and liabilities that could occur from unauthorized use of CJI and CHRI. Employees are advised of the following:

- Never give CHRI to someone who is not authorized to receive it
- Never allow unauthorized access to CHRI
- Using CHRI for any other purpose other than stated in the approved South Dakota statute or approved Federal authority
- Access to CJI and CHRI via submitted fingerprints could be suspended or canceled for violation of security and/or violation of the terms and conditions in the User Agreement
- Misuse of the CHRI can be a misdemeanor or felony depending on the circumstances of the release
- Penalties for Misuse of CHRI

I acknowledge that I have been advised of the consequences of misuse of CJI and CHRI.

Employee Name (Print)

Employee Signatures

Date

Misuse Notification

Due to the increase in the number of accidental or malicious computer attacks against both government and private agencies, SD DCI shall: (i) establish an operational incident handling capability for all information systems with access to FBI CJIS systems and data. This includes adequate preparation, detection, analysis, containment, recovery, and user response activities; (ii) track, document, and report incidents to appropriate agency officials and/or authorities. ISOs have been identified as the POC on security-related issues for their respective agencies and shall ensure LASOs institute the CSA incident response reporting procedures at the local level.

All SD DCI and agency personnel are responsible to report misuse of SD DCI technology resources to appropriate SD DCI officials.

Local contact-LASO: kimberly.ripley@state.sd.us Phone: 605-773-3331 State
contact-CSA ISO: kelli.erickson@state.sd.us Phone: 605-773-4636

I have read the policy and rules above and I will abide in the SD DCI's Disciplinary

policy. Print Name: _____

Signature: _____

Date: _____

**South Dakota Division of Criminal Investigation
Information Security Officer (ISO) Security Incident Reporting Form**

Name of Person reporting the incident: _____

Date of Report: _____ (mm/dd/yyyy)

Date of Incident: _____ (mm/dd/yyyy)

Point of Contact (Include Phone/Extension/Email): _____

Location of Incident:

Incident Description:

System(s) affected (e.g. CAD, RMS, file server, etc.):

Method of Detection:

Actions Taken/Resolution:

Email copy to:

kelli.erickson@state.sd.us		
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			FY26 Sealed Vehicle Bids				
Fixed Asset #	Car -S7877	Fixed Asset #	Car- S8056	Fixed Asset #	Car- S8072	Fixed Asset #	Car- S8077
329	2005 Dodge Stratus - Blue	334	2008 Chevy Impala - Gray	336	2007 Chevy Impala - White	337	2007 Chevy Impala - White
\$ 305.00	Sandi Sippel	\$ 610.00	Sandi Sippel	\$ 800.00	Tigh Gustafson	\$ 1,306.00	Elton Schmeling
\$ 300.00	Steve Jorenby	\$ 550.00	Shane Roth	\$ 650.00	Shane Roth	\$ 800.00	Tigh Gustafson
\$ 250.00	Baily Mack	\$ 512.00	Steve Jorenby	\$ 610.00	Sandi Sippel	\$ 610.00	Sandi Sippel
\$ 250.00	John Gustafson	\$ 501.00	Jamie Weets	\$ 516.00	Paul Larson	\$ 525.00	Shane Roth
				\$ 501.00	Jamie Weets	\$ 512.00	Steve Jorenby
						\$ 501.00	Jamie Weets
Fixed Asset #	Car-S8496	Fixed Asset #	Car- S8562	Fixed Asset #	Car-S8689		
347	2002 Ford Econoline Van - Red	348	2010 Chevy Impala - Black	352	2010 Chevy Malibu - Silver		
\$ 1,012.00	Steve Jorenby	\$ 1,575.25	Dawn Hink	\$ 2,375.00	Garret Huumala	\$ -	
\$ 857.00	Carson Stormo	\$ 1,375.00	Garret Huumala	\$ 2,275.00	Matt Miller	\$ -	
\$ 851.00	Terry Dierkson	\$ 1,306.00	Elton Schmeling	\$ 1,800.00	Chris Sowers	\$ -	
\$ 710.00	Sandi Sippel	\$ 1,010.00	Sandi Sippel	\$ 1,210.00	Sandi Sippel	\$ -	
		\$ 1,002.00	John Gustafson	\$ 1,002.25	Britany Hink	\$ -	
		\$ 701.00	Terry Dierkson	\$ 1,000.00	Cole Kannas	\$ -	
		\$ 650.00	Shane Roth	\$ 800.00	Dana Felderman - received via mail 11/17	\$ -	
		\$ 612.00	Steve Jorenby	\$ 550.00	Shane Roth	\$ -	
		\$ 501.00	Jamie Weets	\$ 506.00	Steve Jorenby	\$ -	
		\$ 500.00	Dana Felderman - received via mail 11/17	\$ 501.00	Jamie Weets	\$ -	
		\$ 400.00	Baily Mack			\$ -	

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, November 17, 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 October 2025 financial report
7. Consent Agenda
 - a. Approve of October 20, 2025 meeting minutes

 - b. Approve November 2025 budget claims

 - c. Resignation of Shawna Williams, Lake Preston paraprofessional

 - d. Approval of contract for Grace Einrem, Hamlin paraprofessional

 - e. Resignation of Jodyann Jongeling, School Psychologist

 - f. Approval of 10-month early payout for Jodyann Jongeling

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

 - b. Director's Report

 - c. Board of Advisors' Report - November

 - d. Designate Watertown Current as the official newspaper

 - e. First reading of policy governing fingerprint-based criminal history record information (CHRI) checks made for non-criminal justice purposes

9. Executive Session:

- a. Personnel SDCL1-25-2(1). Discussing the qualifications, competence, performance, character
or fitness of any public officer or employer or prospective public officer, or employee
-

10. Action Items

- a. Approve Watertown Current as the official newspaper
-

- b. Approve sealed bids for surplus vehicles
-

11. Adjourn

Next meeting will be held on December 15, 2025 at 7:00pm at LATC

*** Building Committee will meet prior to the board meeting at 6:00pm at LATC