

Northeast Educational Services Cooperative

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

605-783-3607 • Fax 605-783-3259

December 11, 2025

Dear NESC Board Members,

NESC will hold its Board of Directors' meeting on Monday, December 15th at 7 pm. Please see the handout attached to this email for documents that will be referenced at the meeting. We will hold our in-person NESC board meetings at Lake Area Technical College in room 803 in Building 8. You can also attend by phone or via Zoom. Depending on your preference, information for all three options is listed below.

Physical location of meeting:

Lake Area Technical College

1201 Arrow Ave NE

Watertown

Phone and Virtual link via Zoom:

<https://sdk12.zoom.us/j/91707297325>

The Building Committee will meet prior to the NESC Board Meeting at 6pm. The link above will be used to join virtually to that meeting as well or you can join in person at LATC.

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	December 15, 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 November 2025 Financial Report
7. Consent Agenda
 - a. Approve November 17, 2025 Meeting Minutes
 - b. Approve December 2025 Budget Claims
 - c. Approval of Contract for Zach Jordan, Lake Preston Paraprofessional
 - d. Approval of Contract for Abby Kramer, Webster Paraprofessional
 - e. Approval for Shared Paraprofessional Services contract with the Webster School District
 - f. Approval of Teacher of Record contract with Iroquois School District
 - g. Approval to Amend contract for Lisa Reinhiller from 136.8 to 152.05 days
8. Discussion Items
 - a. Assistant Director's Report
 - b. Director's Report
 - c. Director and Business Manager Evaluation
 - d. Second reading of policy governing fingerprint-based criminal history record information (CHRI) checks made for non-criminal justice purposes
 - e. Technology Audit preliminary discussion
9. Action Items
 - a. Approval of policy governing fingerprint-based criminal history record information (CHRI) checks made for non-criminal justice purposes
10. Adjourn

The next meeting will be held on January 19th, 2026, 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				
November 1, 2025	\$257,220.45	\$627,984.58	\$12,736.98	\$897,942.01

Receipts:

Local Sources:

1312 Center Base Tuition		\$133,422.53		\$133,422.53
1332 Extended School Year Tuition		\$115,683.36		\$115,683.36
1510 Interest	\$6.28	\$222.55		\$228.83
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	\$218,667.05		\$220,651.78
1990 Reading Recovery				\$0.00
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous		\$15.00	\$2,312.77	\$2,327.77
1990 Northern Plains				\$0.00
1990 Special Projects-Indirect Cost				\$0.00
1990 Drug & Alcohol Pool				\$0.00
1990 Expensed Mileage				\$0.00

State Sources:

3119 Grants-in-Aid: Ed. Specialist				\$0.00
3900 Part C Funds		\$1,217.41		\$1,217.41
3900 Part B Funds				\$0.00
3900 ESA 1				\$0.00

Federal Sources:

4175 MTSS				\$0.00
4175 IDEA Part B 611		\$210,399.00		\$210,399.00
4175 IDEA Part B 611-Private				\$0.00
4186 IDEA Part B 619		\$5,029.00		\$5,029.00

Other Receipts:

120 Accounts Receivable				\$0.00
140 Due from other Governments				\$0.00
Other Receipts	\$16,492.25			\$16,492.25
				\$0.00

Total Monthly Receipts	\$18,483.26	\$684,655.90	\$2,312.77	\$705,451.93
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Balance Frwd plus Revenue to date	\$275,703.71	\$1,312,640.48	\$15,049.75	\$1,603,393.94
Manual Journal Entry				\$0.00
Manual Journal Entry Revenue				\$0.00

Less Salaries & Disbursements

Salaries	\$3,311.02	\$449,399.25		\$452,710.27
Disbursements	\$34,914.65	\$76,804.67	\$1,145.56	\$112,864.88
Less Total Salaries & Disbursements	\$38,225.67	\$526,203.92	\$1,145.56	\$565,575.15

CASH BALANCE				
November 30, 2025	\$237,478.04	\$786,436.56	\$13,904.19	\$1,037,818.79

Balance Sheet

Clearing Account XX-101-002	\$0.00	\$0.00	\$0.00	\$0.00
Checking Account XX-101	\$3.83	\$560,648.74	\$13,904.19	\$574,556.76
Money Market Savings XX-105	\$237,474.21	\$127,812.60	\$0.00	\$365,286.81
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	\$237,478.04	\$786,436.56	\$13,904.19	\$1,037,818.79
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

Revenue Summary Report

Processing Month: 11/2025

Regular; Processing Month 11/2025; 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	6.28	135.34	41.64	189.66
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	9,923.65	41.67	13,892.94
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	0.00	102,111.35	20.90	386,571.65
	Subtotal: LOCAL SOURCES	604,212.47	1,991.01	193,672.22	32.05	410,540.25
10 5130	SALE OF SURPLUS PROPERTY	0.00	7,983.25	7,983.25	0.00	(7,983.25)
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	8,509.00	9,509.00	0.00	(9,509.00)
	Subtotal: 5000	0.00	16,492.25	17,492.25	0.00	(17,492.25)
	Fund Total:	604,212.47	18,483.26	211,164.47	34.95	393,048.00

Revenue Summary Report

Processing Month: 11/2025

User ID: TJS

Regular; Processing Month 11/2025; 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	133,422.53	376,195.95	35.29	689,945.17
22 1312 100	TUITION-ESY	120,000.00	115,683.36	115,683.36	96.40	4,316.64
22 1510	INTEREST	1,700.00	222.55	3,055.43	179.73	(1,355.43)
22 1990 003	SPED ASSESSMENTS	2,624,244.93	218,667.05	1,093,435.25	41.67	1,530,809.68
22 1990 018	MISCELLANEOUS	5,000.00	15.00	15.00	0.30	4,985.00
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	468,010.49	1,588,384.99	41.56	2,233,701.06
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	1,217.41	10,056.50	25.14	29,943.50
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	1,217.41	10,056.50	4.24	226,895.04
22 4175 475	REGULAR IDEA PART B 611	2,165,650.00	210,399.00	402,313.00	18.58	1,763,337.00
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	5,029.00	11,123.00	18.94	47,600.00
Subtotal: FEDERAL SOURCES		2,225,905.00	215,428.00	413,436.00	18.57	1,812,469.00
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	684,655.90	2,011,877.49	31.63	4,348,065.10

Revenue Summary Report

Processing Month: 11/2025

Regular; Processing Month 11/2025; 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	703,139.16	2,223,041.96	31.92	4,741,113.10

EXPENDITURE SUMMARY

Regular; Processing Month 11/2025; 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	\$8,713.67	\$593.45	\$3,693.53	42.39	\$5,020.14
2319	BOARD OF EDUCATION SERVICES	\$16,434.00	\$141.42	\$10,032.65	61.05	\$6,401.35
2329	ADMINISTRATION	\$32,143.03	\$2,143.95	\$12,114.41	37.69	\$20,028.62
2529	ADMINISTRATION-FISCAL SERVICES	\$10,267.47	\$755.75	\$4,326.21	42.14	\$5,941.26
2542	OPERATION & MAINTENANCE BLDGS.	\$5,076.20	\$133.62	\$1,412.44	27.82	\$3,663.76
2545	VEHICLE SERVICE	\$440,190.22	\$33,360.48	\$176,891.55	40.19	\$263,298.67
2551	DRUG & ALCOHOL TESTING POOL	\$13,000.00	\$827.00	\$3,594.00	27.65	\$9,406.00
10	GENERAL FUND	\$604,212.47	\$37,955.67	\$212,064.79	35.10	\$392,147.68
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$121,532.00	\$0.00	\$115,683.36	95.19	\$5,848.64
1223	CENTER BASE DAY PROGRAMS	\$1,066,141.12	\$124,076.38	\$340,029.91	31.89	\$726,111.21
1226	EARLY CHILDHOOD SERVICES	\$499,225.57	\$38,708.88	\$126,619.75	25.36	\$372,605.82
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$3,046.34	\$3,046.34	0.00	(\$3,046.34)
2113	BEHAVIOR SPECIALIST	\$133,320.35	\$8,502.08	\$45,947.83	34.46	\$87,372.52
2142	PSYCHOLOGICAL SERVICES	\$1,190,535.29	\$86,416.60	\$297,575.29	25.00	\$892,960.00
2152	SPEECH PATHOLOGY SERVICES	\$1,548,430.12	\$130,195.30	\$403,044.52	26.03	\$1,145,385.60
2171	PHYSICAL THERAPY	\$367,097.62	\$26,527.92	\$136,313.24	37.13	\$230,784.38
2172	OCCUPATIONAL THERAPY	\$687,753.69	\$54,451.44	\$221,015.07	32.14	\$466,738.62
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$2,500.00	\$0.00	\$0.00	0.00	\$2,500.00
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$192,451.54	\$11,902.38	\$55,454.17	28.81	\$136,997.37
2227	TECHNOLOGY SUPPORT	\$100,207.21	\$6,829.49	\$42,620.04	42.53	\$57,587.17
2319	BOARD OF EDUCATION SERVICES	\$154,491.00	\$1,626.31	\$115,375.30	74.68	\$39,115.70
2329	ADMINISTRATION	\$369,644.83	\$24,655.63	\$139,316.46	37.69	\$230,328.37
2529	ADMINISTRATION-FISCAL SERVICES	\$118,075.95	\$8,690.90	\$49,750.31	42.13	\$68,325.64
2542	OPERATION & MAINTENANCE BLDGS.	\$58,536.30	\$1,536.45	\$16,243.36	27.75	\$42,292.94
22	SPECIAL EDUCATION FUND	\$6,609,942.59	\$527,166.10	\$2,108,034.95	31.89	\$4,501,907.64
	Grand Total:	\$7,214,155.06	\$565,121.77	\$2,320,099.74	32.16	\$4,894,055.32

Activity Fund Balance Report - Summary - Exclude Encumbrances
11/2025 - 11/2025

Regular; Beginning Month 11/2025; Processing Month 11/2025; 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	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	4,942.60	312.00	57.40	0.00	4,688.00
71 453	SANFORD FLEX	7,794.38	833.56	2,255.37	0.00	9,216.19
Fund Total: 71		12,736.98	1,145.56	2,312.77	0.00	13,904.19

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, November 17, 2025

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, November 17, 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 8:20 P.M.

Members Present

In-Person:

Alisha Nielsen, Castlewood; Ty Linneman, Clark; Wade Gubrud, Deuel; Arend Schuurman, Elkton; Chris Verhoek, Estelline; Tara Abraham, Hamlin; Audrey Rider, Henry; Lisa Amdahl, Summit; Penny Thyen, Waverly/South Shore

Zoom:

Megann Murphy, Arlington; Amy Otten, Deubrook; Sterling Eschenbaum, Lake Preston; Carrie Schiernbeck, ORR; Diane LeClair, Rosholt; Jayme Trygstad, Sioux Valley; Cory Zirbel, Waubay; Nick Fosheim, Webster; Tia Felberg, Willow Lake; Jacque Cameron, Wilmot

Absent:

Heather Landreth, Britton/Hecla; Blake Hojer, DeSmet; Skyman Redday, Enemy Swim Day School; Jon Kahnke, Florence; Greg Bich, Iroquois

NESC Staff Representatives: Shelly Skogstad (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 and Shelly Skogstad were introduced as guests.

Agenda Review, Changes, and Approval

Action #26-26 Motion by L. Amdahl, second by J. Trygstad, 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 #26-27 Motion by C. Verhoek, second by A. Nielsen, to approve the financial report for the period ending October 31, 2025. All present voted, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
October 1, 2025	\$180,691.76	\$645,517.04	\$10,596.04
<u>Receipts:</u>			
Local Sources	\$104,114.95	\$358,712.60	\$3,999.21
State Sources		\$1,844.88	
Federal Sources		\$198,008.00	
Other			
<u>Total Monthly Receipts</u>	<u>\$104,114.95</u>	<u>\$558,565.48</u>	<u>\$3,999.21</u>
Balance Forward	\$284,806.71	\$1,204,082.52	\$14,595.25
Manual Journal Entries			
Less Salaries	\$3,277.17	\$451,577.50	
Less Disbursements	\$24,309.09	\$124,520.44	\$1,858.27
<u>Total Salaries & Disbursements</u>	<u>\$27,586.26</u>	<u>\$576,097.94</u>	<u>\$1,858.27</u>
Ending Cash Balance			
October 31, 2025	\$257,220.45	\$627,984.58	\$12,736.98

Consent Agenda

Action #26-28 Motion by C. Verhoek, second by A. Rider to approve the following items on the Consent Agenda: 7a) Approval of October 20, 2025 Board of Directors minutes; 7b) Approval of payment of November 2025 budget claims; 7c) Approval of Resignation – Shawna Williams – Lake Preston paraprofessional; 7d) Approval of Contract – Grace Einrem - \$18.30/hr - Hamlin paraprofessional; 7e) Approval of Resignation end of FY26 – JodyAnn Jongeling – School Psychologist; 7f) Approval of JodyAnn Jongeling - 10 month contract payout. All present voting in favor, motion carried.

November 2025 Accounts Payable

General Fund: 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 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

Fund Total: \$38,653.67

Special Education Fund: ABC AUTOMATIC BUILDING CONTROLS FIRE ALARM CONTRACT 346.03; ARLINGTON SCHOOL DISTRICT PART C 184.44; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 28,873.82; 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,

Fund Total: \$526,203.92

Discussion Items

Assistant Director's Report

Assistant Director Frewing gave an update on NESC's progress in migrating to the new SpEd Forms system. Most student files are now represented in the new system.

Director's Report

Director Nelson shared her and Tim are working on evaluations, and she is visiting Pathways programs.

Board of Advisors

Director Nelson reviewed the November 2025 BOA meeting minutes.

Watertown Current

Discussion was held on moving forward with Watertown Current being NESC official newspaper.

First Reading – Criminal History Record Information

Director Nelson reviewed criminal history record policy.

Executive Session

Action #26-29 Pursuant to – Personal SDCL 1-25-2(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. Motion by A. Nielsen, second by C. Verhoek to enter executive session at 7:25 P.M. All present voting in favor, motion carried.

President Schuurman declared the board out of executive session at 8:12 P.M.

Action Items

Approve Official Newspaper – Watertown Current

Action #26-30 Motion by W. Gubrud, second by J. Cameron to approve Annual Report approved by the state. All present voting in favor, motion carried.

Approve Surplus Vehicle Bids

Action #26-31 Motion by T. Abraham, second by P. Thyen to approve all high bids on the surplus vehicles. All present voting in favor, motion carried.

Fixed Asset No. 0329	2005 Dodge Stratus	Sandi Sippel	\$305.00
Fixed Asset No. 0334	2008 Chevy Impala	Sandi Sippel	\$610.00
Fixed Asset No. 0336	2007 Chevy Impala	Tigh Gustafson	\$800.00
Fixed Asset No. 0337	2007 Chevy Impala	Elton Schmeling	\$1,306.00
Fixed Asset No. 0347	2002 Ford ECI Van	Steve Jorenby	\$1,012.00
Fixed Asset No. 0348	2010 Chevy Impala	Dawn Hink	\$1,575.25
Fixed Asset No. 0352	2010 Chevy Impala	Garret Huumala	\$2,375.00

Adjournment

Action #26-32 With there being no further business, motion by A. Nielsen, second by J. Trygstad, to adjourn. All present voted, motion carried.

The Building Committee will meet at Lake Area Technical College in Watertown, SD Monday, December 15, 2025 at 6:00 P.M.

The next NESC Board of Directors meeting will be held at Lake Area Technical College in Watertown, SD Monday, December 15, 2025 at 7:00 P.M.

Arend Schuurman, President

Tiffany Stormo, Business Manager

Northeast Educational Services Cooperative

DECEMBER 2025 INVOICES

GENERAL FUND - 10

3D SECURITY. INC.	BLDG MAINT	14.40
AUTOMATIVE SERVICE CENTER	FLEET MAINT	101.34
AUTOMAXX CDJR, INC.	FLEET MAINT	544.00
AXESS COOPERATIVE	FLEET MAINT	160.17
BYTESPEED, LLC	TECH EQ	96.80
CENEX FLEETCARD	FLEET MAINT	5,795.37
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	10.60
CHURCHILL, MANOLIS, FREEMAN, KLUDT, BURNS LLP	SCHOOL MATTERS	24.18
DUST TEX SERVICE, INC.	NOV RUG USE	6.53
ELO PROF. LLC	FY25 AUDIT	680.00
EMC INSURANCE	ADD VEH COV	44.48
FRANKMAN MOTOR COMPANY	FLEET MAINT	27.50
HAMLIN COUNTY FARMERS COOP	FLEET MAINT	274.27
HEALTH EQUITY	HSA/FLEX	5.49
JENSEN, HOLLY	BACKGROUND CHECK	5.06
KSB SCHOOL LAW	SCHOOL MATTERS	16.24
MINERT & ASSOCIATES, INC	DRUG TESTING	357.00
NESC IMPREST	IMPREST	24.96
NESC PAYROLL	DEC 2025	3,247.92
PRAIRIE AG PARTNERS	FLEET MAINT	70.53
ROB'S AUTO REPAIR	FLEET MAINT	521.75
RON'S AUTO REPAIR	FLEET MAINT	65.13
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	2.54
W.W. TIRE SERVICE	FLEET MAINT	835.58
WATERTOWN CURRENT LLC	MINUTES	7.74
WATERTOWN PUBLIC OPINION	MINUTES	2.73
WEBSTER AUTO CARE	FLEET MAINT	128.46
WEBSTER TIRE	FLEET MAINT	35.00
WIITANEN, ELIZA	BACKGROUND CHECK	4.80

GENERAL FUND TOTAL:13,110.57SPECIAL EDUCATION FUND - 22

3D SECURITY. INC.	BLDG MAINT	165.60
BOYD, BRENDA	ED SPEC TRAVEL	88.00
BYTESPEED, LLC	TECH EQ	1,113.20

CASTLEWOOD SCHOOL DISTRICT	NOV CB USE FEE	1,666.17
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	121.95
CHURCHILL,MANOLIS,FREEMAN,KLUDT, BURNS LLP	SCHOOL MATTERS	278.04
DUST TEX SERVICE, INC.	NOV RUG USE	75.12
ELO PROF. LLC	FY25 AUDIT	7,820.00
EMC INSURANCE	ADD VEH COV	511.52
FREEMAN, MARISA	REIMB MI	77.72
HAMLIN SCHOOL DISTRICT	NOV CB USE FEE	1,666.17
HEALTH EQUITY	HSA/FLEX	63.16
JENSEN, HOLLY	BACKGROUND CHECK	58.19
KSB SCHOOL LAW	SCHOOL MATTERS	186.76
LAKE PRESTON SCHOOL DISTRICT	NOV CB USE FEE	624.81
LILJEGREN, MEGAN	ASHA DUES	250.00
PARENT	NOV 2025 MI REIMB	128.64
NESC IMPREST	IMPREST	287.04
NESC PAYROLL	DEC 2025	441,844.45
SOLIANT HEALTH LLC	SLP CONTRACTED SERVICES	8,505.00
SPEECH PARTNERS, LLC	SLP CONTRACTED SERVICES	12,757.35
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	156.29
WATERTOWN CURRENT LLC	MINUTES	88.98
WATERTOWN PUBLIC OPINION	MINUTES	31.43
WEBSTER SCHOOL DISTRICT	NOV CB USE FEE	1,457.90
WIITANEN, ELIZA	BACKGROUND CHECK	55.20
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>480,078.69</u>
 <u>DECEMBER 2025 INVOICES TOTAL:</u>		 <u>493,189.26</u>

Northeast Educational Services Cooperative

DECEMBER 2025 BMO INVOICES

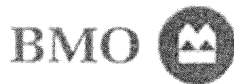
GENERAL FUND - 10

AED SUPERSTORE	O&M SUPP	99.73
AMAZON	ADMIN, O&M SUPP	23.62
HYVEE FOOD STORE	BOA 11/5/25	3.07
INDEED, INC	EMPLOY AD	19.35
INNOVATIVE OFFICE SOLUTIONS	ADMIN SUPP	11.31
ITC TELECOM	NOV PHONE SERVICE	36.41
OTTERTAIL POWER CO.	ELEC	11.50
PC SALES	TECH SUPP	7.68
US POSTAL SERVICE	POSTAGE	9.22
VERIZON WIRELESS	OCT CELL SERVICE	12.46
<u>GENERAL FUND TOTAL:</u>		<u>234.35</u>

SPECIAL EDUCATION FUND - 22

AED SUPERSTORE	ADMIN, O&M, PLC, OT, SLP SUPP	1,146.91
AMAZON	ADMIN SUPP	1,163.11
CLARION POINTE - SIOUX FALLS	ED SPEC TRAVEL	220.00
CPI	CPI SEATS	671.97
HYVEE FOOD STORE	BOA 11/5/25	35.30
INDEED, INC	EMPLOY AD	222.52
INNOVATIVE OFFICE SOLUTIONS	ADMIN SUPP	130.02
ITC TELECOM	NOV PHONE SERVICE	418.66
MARSHALL CO. HEALTHCARE CENTER	PT/OT SERVICES	9,019.42
OTTERTAIL POWER CO.	ELEC	132.24
PC SALES	TECH SUPP	88.32
SANFORD WEBSTER MEDICAL CENTER	OT SERVICES	8,824.85
SUPER DUPER INC.	SLP SUPP	118.91
US POSTAL SERVICE	POSTAGE	106.08
VERIZON WIRELESS	OCT CELL SERVICE	223.32
WESTERN PSYCHOLOGICAL SERVICES	PSYCH SUPP	45.00
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>22,566.63</u>

DECEMBER 2025 INVOCIES TOTAL:**22,800.98**



INVOICE

December 05, 2025

Northeast Educational
310 5th Street
Hayti, SD 57241

ATTN:

Invoice Number: 0703531-2512

Invoice Amount: \$ 22,800.98

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

Your payment is due **January 01, 2026**.

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: 0703531-2512
Amount Paid: \$ 22,800.98
Payment Due Date: January 01, 2026

RUN DATE: 12/09/2025

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 11/06/2025 to 12/05/2025

Mapped Cards

Billing Account 032312

Posting Date	Tran Date	Account	Supplier	Amount
11/26/2025	11/26/2025	XXXX-XXXX-XXXX-2312	Payment - Automatic Pymt Received	-29,842.09
Debit Total USD				0.00
Credit Total USD				-29,842.09
Total USD				-29,842.09

Boyd Brenda

Posting Date	Tran Date	Account	Supplier	Amount		
11/14/2025	11/13/2025	XXXX-XXXX-XXXX-9401	Quality Inns	220.00	?	!
11/24/2025	11/21/2025	XXXX-XXXX-XXXX-9401	Pcsalesonline.Com	48.00	?	!
12/02/2025	12/01/2025	XXXX-XXXX-XXXX-9401	Pcsalesonline.Com	48.00	?	!
Debit Total USD				316.00		
Credit Total USD				0.00		
Total USD				316.00		

Admin Nesc

Posting Date	Tran Date	Account	Supplier	Amount		
11/13/2025	11/12/2025	XXXX-XXXX-XXXX-7540	Usps Po 4637080684	115.30	?	!
12/04/2025	12/03/2025	XXXX-XXXX-XXXX-7540	Innovative Office Solu	141.33	?	!
Debit Total USD				256.63		
Credit Total USD				0.00		
Total USD				256.63		

Stormo Tiffany

Posting Date	Tran Date	Account	Supplier	Amount		
11/06/2025	11/05/2025	XXXX-XXXX-XXXX-8109	Amazon.Com Bt43a84a1	29.60	?	
11/06/2025	11/05/2025	XXXX-XXXX-XXXX-8109	Hy-Vee Watertown 1871	38.37	?	
11/07/2025	11/06/2025	XXXX-XXXX-XXXX-8109	Sanford Online Bill Pa	8,824.85	?	
11/07/2025	11/07/2025	XXXX-XXXX-XXXX-8109	Vzwrllss My Vz Vb P	235.78	?	
11/10/2025	11/06/2025	XXXX-XXXX-XXXX-8109	Interstate Telecommuni	455.07	?	
Debit Total USD				22,228.35		
Credit Total USD				0.00		
Total USD				22,228.35		

Posting Date	Tran Date	Account	Supplier	Amount	
11/12/2025	11/11/2025	XXXX-XXXX-XXXX-8109	Aed Superstore	1,246.64	?
11/13/2025	11/12/2025	XXXX-XXXX-XXXX-8109	Otter Tail Power Compa	143.74	?
11/13/2025	11/12/2025	XXXX-XXXX-XXXX-8109	Marshall County Health	9,019.42	?
11/13/2025	11/13/2025	XXXX-XXXX-XXXX-8109	Amazon Mktpl Bt1xa9u32	45.13	?
11/14/2025	11/13/2025	XXXX-XXXX-XXXX-8109	Amazon Mktpl B89wu1vo1	34.49	?
11/14/2025	11/13/2025	XXXX-XXXX-XXXX-8109	Wps Publish	45.00	?
11/14/2025	11/13/2025	XXXX-XXXX-XXXX-8109	Amazon.Com B82qg4xq0	265.65	?
11/17/2025	11/14/2025	XXXX-XXXX-XXXX-8109	Amazon Mktpl B88ob9891	30.39	?
11/18/2025	11/17/2025	XXXX-XXXX-XXXX-8109	Amazon Mktpl B08im44g1	49.98	?
11/18/2025	11/17/2025	XXXX-XXXX-XXXX-8109	Amazon Mktpl B885k7rt2	363.85	?
11/18/2025	11/18/2025	XXXX-XXXX-XXXX-8109	Crisis Prevention Inst	361.83	?
11/19/2025	11/18/2025	XXXX-XXXX-XXXX-8109	Amazon Mktpl B07p82j41	62.31	?
11/20/2025	11/19/2025	XXXX-XXXX-XXXX-8109	Amazon.Com B01rk1tj0	25.16	?
11/20/2025	11/19/2025	XXXX-XXXX-XXXX-8109	Super Duper Publicatio	118.91	?
11/20/2025	11/19/2025	XXXX-XXXX-XXXX-8109	Amazon Mktpl B09e76po1	280.17	?
11/21/2025	11/21/2025	XXXX-XXXX-XXXX-8109	Crisis Prevention Inst	310.14	?
12/02/2025	12/02/2025	XXXX-XXXX-XXXX-8109	Indeed Usi25-06885669	241.87	?
Debit Total USD				22,228.35	
Credit Total USD				0.00	
Total USD				22,228.35	

**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.

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



Education & Administrative Resources

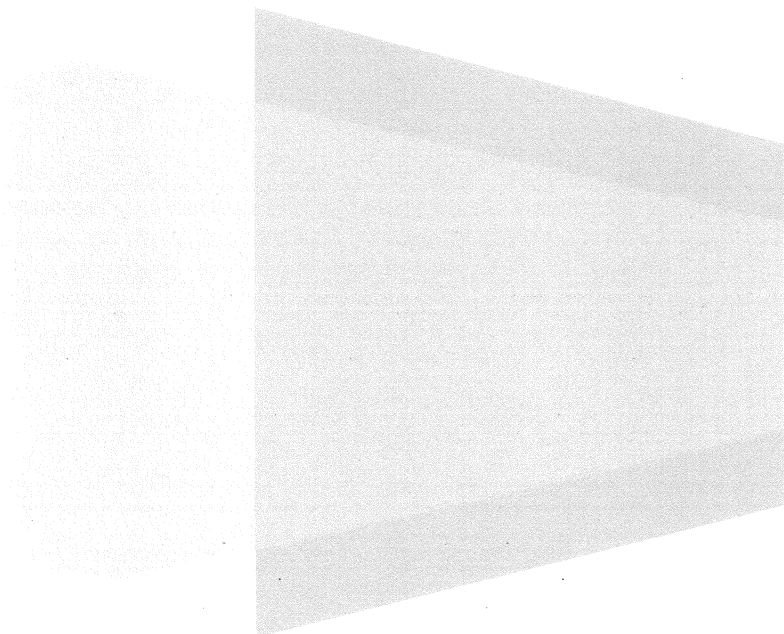
Northeast Educational Services Cooperative

Hayti, South Dakota

Technology Audit

Audit Conducted: June - August 2025

Report Presented: November 20, 2025

An abstract graphic consisting of several overlapping, semi-transparent rectangular planes in various shades of gray, creating a 3D effect. The planes are arranged in a way that suggests depth and movement, with some planes appearing to recede into the background while others come forward.

2025

SWWC Service Cooperative general information:

SWWC Service Cooperative
100 London Road
Marshall, MN 56258
www.swwc.org

This audit has been performed under the supervision of:

Josh Sumption, Certified Education Technology Leader (CoSN CETL)
Chief Technology and Information Officer, SWWC Service Cooperative
josh.sumption@swwc.org 507-537-2265

Onsite audit visit on June 24, 2025, conducted by:

Josh Sumption, Chief Technology and Information Officer, SWWC Service Cooperative
Jeremy Morgan, Technology Coordinator, SWWC Service Cooperative

Acknowledgements and Audit Process

Thank you for selecting SWWC Service Cooperative (SWWC) to provide a comprehensive Technology Audit for the Northeast Educational Services Cooperative (NESC). Our staff thoroughly enjoyed and appreciated the openness and willingness of your staff during our data collection and onsite visit. Their assistance in conducting this audit is essential to ensure that the data analyzed clearly represents the organization. Thank you to Executive Director, Anneke Nelson, and Technology Technician, Brenda Boyd, for providing open access to the NESC staff and membership both in preparation and during the onsite components of the audit.

As a part of this audit, SWWC conducted an online survey to solicit feedback from NESC staff and members regarding the technology ecosystem within the organization. SWWC also spent a day onsite meeting with the Executive Director and Technology Coordinator to identify strengths and areas for improvement that exist within the organization and areas where technology could strengthen its relationship with member school districts.

Structure of This Report

This report is categorized into four major components and an Executive Summary. No single component in the report outweighs another in importance. The Executive Summary does, however, outline some of the major findings from each component that are the most positive findings or areas in most need of improvement in the opinion of the SWWC Audit Team.

- I. Executive Summary
- II. Support for Technology Leadership
- III. Support Organization for Technology
- IV. Network Infrastructure
- V. Security
- Appendix 1 – NESC Member Survey Feedback
- Appendix 2 – NESC Staff Survey Feedback

I. Executive Summary

The Technology Audit process developed by SWWC Service NESC is meant to be highly adaptable and customized to specific needs identified during phases of the audit itself. Our methodology for the NESC audit involved a pre-audit conversation with Anneke Nelson, NESC Executive Director, an online survey of NESC staff and member school district administrators, followed by an onsite visit to NESC's offices and conversations with Anneke Nelson and Brenda Boyd, NESC Technology Technician.

This report will provide valuable insight and information that should be used for future revisions to your organization's Strategic and Technology Plans as well as during curriculum and professional development planning sessions.

Overall, the state of Technology Systems and Support within NESC is in fair condition. There are several areas that need improvement despite making full use of available resources and personnel. There is a clear need for additional assistance in technical support and planning, as well as systems administration and security.

The current NESC technician, Brenda Boyd, is doing a wonderful job with the tools and resources available, as well as the technical background that she possesses. Brenda was extremely open in sharing with us where she felt limited by her knowledge and understanding of areas outside of end-user technical support. It is our conclusion that additional support, specifically in systems administration, network support, and development of operational architecture, are needed. Addressing these needs will require additional staffing with the appropriate expertise to fulfill these requirements.

NESC needs to commence a planning process to address several key items that are detailed in this report. Succession planning and staffing levels to support technology in the cooperative are at a critical state of necessity and require prompt attention to planning and implementation.

A plan focusing on the overall functionality of NESC's technical systems and security urgently needs to be developed and implemented. This is necessary to ensure the long-term viability of NESC's data and ability to serve students efficiently and effectively. The development of such a plan will require additional staffing or consulting, and external expertise to be leveraged.

Training and targeted technology integration into the service models leveraged by NESC staff is also in critical need. Staff at NESC have indicated overwhelmingly that they need training in areas that are basic by today's standards. Staff are also extremely mobile and both desire and require higher-level solutions to be in place, followed by training on the use of those solutions, to support their success.

Positives:

- Technician demonstrates good interpersonal communication skills with Administration and NESC staff. She has strong rapport with colleagues and is forthcoming about areas where she needs assistance.

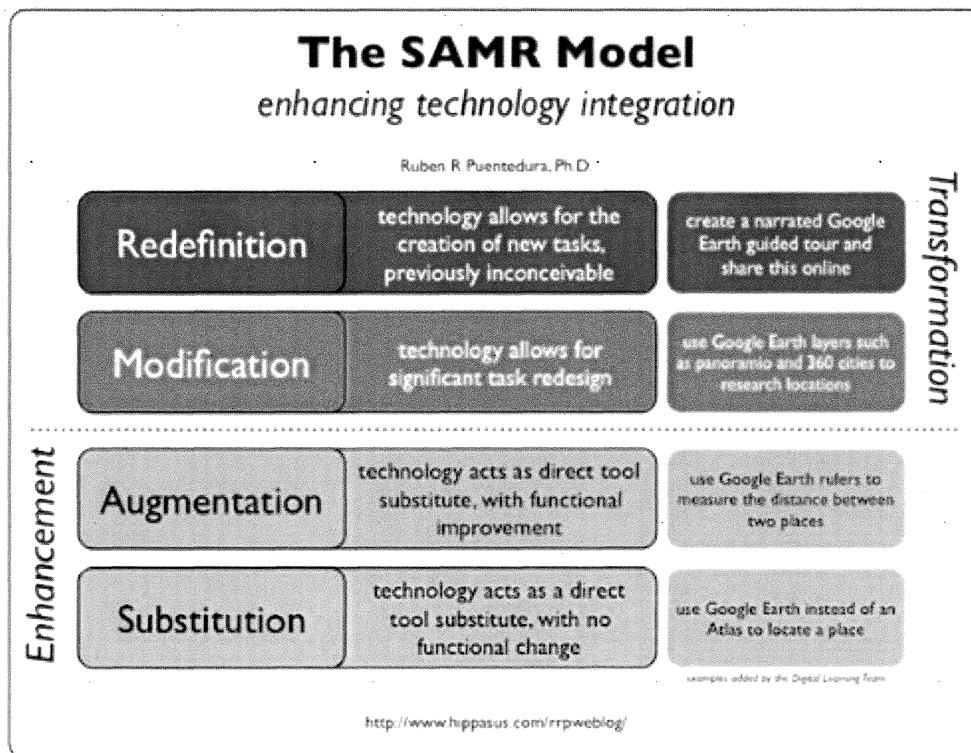
- An annual process is currently utilized to identify the technologies that staff currently have access to and what they would like to requisition for the coming year. The NESC technician utilizes this data in planning purchases for the next year.
- NESC and District staff are supportive of the need for greater technology supports and training for NESC staff.
- Staff show a willingness to utilize technology where appropriate and a desire to learn how to use products and services that can help them in their positions.

Areas noted for improvement:

- A long-term contingency plan should be put in place for how technology staffing will be handled should the current Technology Specialist leave the NESC, and a new combination position can't be hired.
- Staff need technology training, integration assistance, and guidance on using technology within their areas of expertise.
- Management and security of NESC-owned devices and data is not structured to support the highly mobile environment that NESC staff operate in.
- A domain environment is not being leveraged for staff accounts on devices or to administer security standards for staff.
- Data storage and backup strategies need to be developed and implemented as soon as possible. Currently there is no central storage location for staff files.
- Inadequacies exist in technology department staffing to support the network and security infrastructure. There is no succession planning or backup support for the NESC's current part-time technician.

Definitions:

- BIT: South Dakota state government's Bureau of Information Technology. BIT provides several solutions and services to schools throughout the state as well as NESC.
- SAMR: a model designed to help educators infuse technology into teaching and learning. The model supports and enables teachers to design, develop, and infuse digital learning experiences that utilize technology. The goal is to transform learning experiences, so they result in higher levels of achievement for students. The illustration below utilizes Google Earth, a product that has been available for over a decade and is familiar to most educators, to depict each phase of adoption.



II. Support for Technology Leadership

Key Findings and Recommendations

NESC employs a part time technician who serves as the sole staff for Technology Leadership and support. The Deputy Executive Director is also providing support for the organization's website and ensuring that NESC's online materials are accessible in accordance with ADA requirements. Survey results and interviews with key staff have identified that a succession plan for technology leadership and support is not currently defined, and there is little to no redundancy of institutional knowledge pertaining to the technical environment.

The depth of knowledge in several areas of technology is also lacking. NESC's technician has a passion to help others and does what she is able to do in support of the organization but identifies that she is limited in her knowledge to manage the rollout of solutions that are needed within the organization.

This is a key area that the NESC should focus on as a starting point for other conversations and planning that focus on technology in the organization. Although the organization's physical footprint is small, supporting a highly mobile workforce that rarely visits the office during the school year is highly complex. The mobility of this organization puts a high degree of demand on the need for solid technology leadership and support in order to ensure that the NESC is providing technical solutions that allow its staff to operate as efficiently and efficiently as possible, while incorporating technology in areas that expand and enhance the staff's ability to enhance the learning environment for their students and generate better outcomes for students.

Positives:

- The Technology Leadership role is filled by a sole technician, and she feels supported by the NESC's administration.
- Staff speak favorably about their perceptions of interactions with the technician.
- The technician has identified a number of areas that need to be addressed in order to allow staff to better utilize the technology available to them to perform their jobs more efficiently.

Areas noted for improvement:

- A plan for immediate and long-term succession and sustainability of institutional technical knowledge is not in place which presents a risk to the organization.
- The technician identified a number of key skills that she lacks and should be available to NESC and its staff.
- Technical support is limited to the capabilities and time constraints of the NESC's technician with outside companies providing repair and functional supports.
- NESC's technician and leadership identify that the NESC is behind in the adoption and training of technologies.
- The NESC technician indicates that most staff are in "survival mode" with their use of technology and what is available to them.

Finding: A plan for immediate and long-term succession and sustainability of institutional technical knowledge is not in place which presents a risk to the organization. Currently there is no backup plan in place from a personnel perspective if something were to happen to the current technician.

Recommendation: The organization should take steps to plan for what happens next when the current technician moves on from her current position. As a part of this plan NESC should also consider the current lack in cross-sharing of institutional knowledge as it pertains to the technology environment. At this time, no one other than the technician understands how the environment is configured, what administrative credentials have been used, and where documentation that exists is stored.

We recommend that NESC further define the alignment of technology with its strategic plan and ensure that the appropriate staffing or partnerships be put in place to help the organization meet these priorities.

Best Practice: Another individual, or an outside consultant/contractor, should have a thorough understanding of the NESC's environment and how critical components utilized by the organization are configured and where documentation is maintained and have access to it.

Finding: The Technology Leader identifies a number of skills that she lacks and should be available to NESC and its staff, including key technology leadership skills that would aid in building out the NESC's planning and adoption of technologies.

Recommendations: It is always ideal if the Technology Leader is able to focus on the role of Education Technology support and implementation. NESC is currently in a situation where the technician is serving in that capacity part-time and also lacks technical skills outside of basic troubleshooting. The technician has several great ideas and from our conversations has a good sense of high-level goals for the organization but admittedly needs assistance in planning out the roadmap and achieving those goals.

A professional development plan should be put in place for current and future technology staff members serving NESC to ensure that those in this critical role are kept informed on current and emerging technologies that could be implemented at the NESC in order to build efficiencies or further engage students that are being provided service by its staff members.

As a part of the plan for this audit, SWWC did not perform a comprehensive Technology Integration review. We would like to note here that it was clear through surveys and in discussions with the NESC Technician and Executive Director that in most cases the organization is in the "Substitution" phase of the SAMR model (provided in the definitions section of this report). This does not necessarily indicate that the organization is behind or failing in any of the domains of technology. What we would like to point out is that it does support the shared observations of all staff that we visited with or who completed our surveys by indicating that NESC has a lot of room for growth in its use of technology. This further demonstrates that if NESC views technology as a strategic priority in helping elevate services and student outcomes, solid technical

leadership is necessary to design, implement, and support the technology ecosystem at NESC and its member districts for years to come. The need to incorporate Technology Integration into the overall environment will help further exemplify the ways that technology can help enhance the learning environment for students that the NESC's professionals are working with in-person or remotely.

Best Practice: Teachers and professionals are more likely to integrate technology if they perceive tech support quality to be high; it increases confidence that someone will help if problems arise (LEAD Commission Report, 2013).

Finding: Current time constraints and available skills possessed by the technician are leading to the use of offsite companies for repairs and other unresolvable issues. This situation is leading to longer than desired support time in some instances.

Recommendations: Evaluate options to increase time for technical support and broaden the technician's skill set through professional development and continuing education.

The use of outside providers for repairs is in some cases the most efficient and effective way to provide support for complex issues or repairs where parts and equipment are not readily available or require a high degree of specialization to perform. In these types of situations, it is critical to ensure that a plan is in place to ensure the continuation of availability for the resource that needs to be sent in for repairs. I.e. a spare iPad that can be quickly swapped into place for a user, or a laptop that can be loaned out to access critical files, communications, etc.

Finding: The NESC technician and leadership identify that the NESC is behind in the adoption and training of technologies. An observation was shared that several staff view their computers as being something to use for email and connecting to Zoom meetings. Staff have indicated that they do not receive a level of training that allows them to utilize technology with confidence. Currently, when training is needed it is provided in a one-on-one setting as requested. NESC is challenged with the amount of time for professional development that is available during the year to focus on required training, making it difficult to deliver technology training.

The NESC technician indicates that most staff are in "survival mode" with their use of technology and what is available to them. There is a feeling among staff and leadership that NESC is a decade behind in terms of technical capacity and capabilities that it should have for its staff throughout the organization. This has led to staff being limited in their use of the technological advances that are available but not incorporated into the culture at NESC.

Recommendations: A long-range plan needs to be developed and adopted for several phases of technology training. A Technology Plan, which can be a short-form set of

priorities and goals, should be established and aligned with NESC's strategic plan framework.

Some guiding questions to begin exploring this process could include:

- 1) What are our standards for technology at NESC? What type of device is each user issued? What software do we standardize on? I.e. Email clients, online meeting platform, file storage locations.
- 2) What are technologies and systems that every new employee at NESC must understand and have the ability to operate? Think about it this way: If someone starts a job that requires driving from district to district, do you require them to have a driver's license?
- 3) What are our operational priorities that technology is supporting, and what training can be delivered now to help our staff utilize the technology that aligns to those priorities? This may be in-service professional development, or online learning content that is provided so that staff can participate in it during a defined time period each week or month.
- 4) Are there any long-term projects that are in the works where training on technology systems may be necessary for our staff? I.e. the NESC transition to SpedForms. Do our staff possess the underlying equipment and technical skills to begin learning about this technological system and appropriately utilize it?
- 5) How do we elevate NESC's adoption of technologies to the Redefinition phase of the "SAMR Model"? With this lofty goal in mind, you can begin to incorporate concepts for service delivery that move into modern systems that allow staff to remain focused on student outcomes and their advancement and achievement.

Having key priorities and goals in mind when shaping a long-term plan that addresses staffing and succession in your technological environment will prove advantageous.

III. Support Organization for Technology

Key Findings and Recommendations

While on-site, a number of positive areas were noted where NESC is following proper procedures and protocols to help ensure that incidents reported requiring technical support are addressed. Response times to resolve issues were reported to be acceptable for the most part, but there were references to longer wait times for hardware and more advanced issues. Several staff indicate that they experience ongoing issues with connectivity at school districts with mixed results in obtaining technical support to remedy the issues.

Positives:

- Staff show an overall desire to learn more about technologies that can allow them to operate more efficiently and interact with students more effectively.

- Inventory management practices are being observed and followed to keep track of technology resources that are assigned to staff.
- The Deputy Executive Director has focused on the NESC website to ensure that it is up to date and ADA compliant.

Areas noted for improvement:

- There are no documented policies, processes, or procedures in place to provide direction to NESC staff on appropriate use of the NESC's technology, nor how to effectively utilize the technology to enrich the student learning environment.
- Documented routine assessments and maintenance of infrastructure equipment and systems are not in place.
- Cybersecurity was identified as something the State of South Dakota takes care of, but staff indicated that a number of fundamental requirements for cybersecurity compliance are not being addressed within the organization or provided by the State.
- An updated look and refresh of the NESC website is desired.
- No evidence of deployment or imaging solutions being utilized to manage computer lifecycles.
- Need for more advanced MDM for management of iPads.

Finding: There are no documented policies, processes or procedures in place to provide direction to NESC staff on appropriate use of the NESC's technology, nor how to effectively utilize the technology to enrich the student learning environment. Staff are highly itinerant and rarely, if ever, do they make it to the NESC office during the course of the year. NESC does not have an identified model to support the mobility of its user base.

Recommendations: NESC's technology leader and administration should review the NESC's governance policies and ensure that there are procedural guidelines in place that ensure that technology is utilized in ways that comply with those policies and any applicable laws. The guidelines should be incorporated into, or, treated in the same way as the employee handbook that outlines the expected conduct of NESC staff while working under its employment.

A couple of the key topics that should be addressed in the guidelines should include:

- Appropriate use of NESC issued technology equipment and services.
 - Does NESC allow personal use of the equipment?
 - Can NESC staff utilize their work-issued email account for personal use?
- Accessing NESC systems and data from personally owned devices.
- Are staff allowed to purchase their own technology, software, or online subscriptions?
 - Is there an approval process that includes a technical review that staff must follow?
 - Are such purchases centralized through the Technology Department?

- What are the minimal security standards that staff are required to follow for their accounts and custodianship of NESC data?
 - Password and MFA requirements for NESC systems.
 - Securing removable media devices, both from an access and physical security component.
- Data Privacy requirements for staff and student data.

Finding: Documented routine assessments and maintenance of infrastructure equipment and systems are not in place. Currently support is requested on an as-needed basis when issues arise.

Recommendations: Regularly scheduled service for the management and monitoring of core equipment and systems used at NESC is necessary to ensure uptime and security of the NESC's network. This includes ensuring that the office network is running optimally, alerts and logs for systems used by the NESC, i.e. Office 365 and SpedForms are reviewed for anomalies and misconfigurations that could cause downtime for staff.

Student learning is becoming highly dependent on technology. The delivery of NESC's services is highly dependent on the ability for staff to remain mobile. It is essential that the technical infrastructure is dependable and well-maintained for both student and staff use.

Finding: Cybersecurity was identified as something the State of South Dakota takes care of, but staff indicated that a number of fundamental requirements for cybersecurity compliance are not being addressed within the organization or provided by the State. A cybersecurity assessment was included as a part of this technology audit, but NESC staff chose not to participate in that process.

During our audit process, evidence of essential cybersecurity practices was not demonstrated by NESC, many that cannot be achieved due to the lack of a network and computing platform that would support them. The State does provide basic, network-level protections to the Internet connection that serves the NESC.

NESC currently utilizes the basic version of Microsoft Defender on its Windows endpoints. The version utilized is considered a consumer version of Defender and is not centrally managed or monitored. A more advanced solution may be available through the State, but the full scope of this offering was not known or available through the BIT website.

Recommendations: As a part of NESC's process in developing a cohesive technology environment and documenting processes, cybersecurity principles and standards should be incorporated into the plan and implementation. NESC is at a unique point in time whereas it can build out a new domain to operate in utilizing the modern Microsoft

Entra framework and thus utilize Microsoft's multifactor authentication tools to secure workstations, Email, and online file access for staff. We would highly recommend enabling MFA in the SpedForms environment if it has not already been done with the migration process.

Security Awareness training and phishing simulations should be routinely conducted with all staff to enhance awareness and understanding of the risks that exist online.

A comprehensive endpoint security solution that is centrally managed should be deployed on all devices owned by NESC. It is recommended that some form of endpoint protection be deployed on all devices, including tablets and mobile. The current deployment of unmanaged, unmonitored agents on NESC computers will only alert end-users of threats and vulnerabilities detected on their devices. At a minimum, an EDR/XDR solution should be deployed to all endpoints owned by NESC. For administrative staff, such as directors, finance, payroll, and other office staff, a Managed Detection and Response (MDR) endpoint solution should be considered. MDR solutions provide 24/7 monitoring of events identified on a device and include interactions from humans, and in some cases AI, to remedy identified threats on a computer. In most cases this may mean the MDR solution reverses the effects of a Ransomware attack and returns a computer to a usable state for the end-user with little or no interactions by the organization's staff.

Outside party engagement will be necessary to effectively evaluate, design, and implement a wholistic approach to cybersecurity for NESC. This engagement could begin at any time.

Finding: An updated look and refresh of the NESC website is desired by some of the NESC's staff members. The current website is dated, but the Deputy Executive Director has ensured that it meets ADA compliance requirements.

Recommendations: A refresh and update to the NESC website should be looked at being a priority project for the organization over the course of the next year. It is a project that the technology staff should be very involved in, but it is less of a technology priority than it is a marketing and member engagement priority.

Your technology department should be actively engaged from the beginning in this process, which should begin with discussions with staff and membership regarding their desires for features and functionality in a web presence for the organization. What are the fundamental "must haves" that are missing from the current website that you would like to see in a new solution? What are existing features on the current website that you want to maintain? From there, the key members of the website team, which should include your technology leader, can explore solutions that are available that

would provide the functionality that you require. You may optionally choose to issue an RFP to solicit vendor proposals to meet your needs.

When selecting a website solution, be sure to find one that is mobile-ready. It is hard to believe that in today's era, there are solutions out there that still don't appropriately scale to the browser on a smartphone. Some may require a separate app to interact with the website's functionality on mobile devices.

The security offerings and ability to integrate with other systems are also critical components when looking at your web presence. Beyond your website, are there other online or in-house systems that you would like to integrate into your web presence?

Finding: No evidence of deployment or imaging solutions being utilized to manage computer lifecycles. NESC does not utilize a solution that allows for the automated deployment of "images" to computers, which allows for greater efficiency and consistency in system upgrades. Images also provide a quick way to recover from computer system failures.

Recommendations: The NESC technician should evaluate options that exist to image computers throughout the organization. As a part of this evaluation, a plan should be developed to ensure that future computer acquisitions by NESC will be supported by the selected imaging platform and that common images will be able to be deployed. A solution that can integrate with NESC's highly mobile workforce should be a requirement to prevent staff from needing to bring equipment to the NESC office for imaging.

Collaboration with NESC's technology provider should take place to identify a solution that they can also support with the hope that new systems can be delivered to NESC with a customized configuration.

Finding: NESC deploys iPads utilizing Apple Configurator, but there is not a mobile device management (MDM) solution in use to completely manage the deployment for app, setting and update controls. MDM solutions that allow management of iPads do normally come with an annual fee that ranges from \$5 per device per year to over \$15 per device per year.

Recommendations: Thorough evaluations should take place to assess how much time and effort is being consumed by technical support and educators in managing iPads. One of the unknowns may be how much time professionals and students spend adding apps, managing settings or generally troubleshooting the iPads currently.

NESC should then evaluate several of the available MDM platforms that exist for iPad management such as Mosyle, JAMF, Airwatch. If the cost of the MDM justifies the time and effort that would be saved by enrolling them into an MDM, it should be considered.

It is important to make sure that the time and effort of setting up, configuring and enrolling iPads into the MDM should also be considered.

IV. Network Infrastructure

Key Findings and Recommendations

A key item that was discussed at length with the technician and administration during our onsite discovery visit was NESC's need to have an in-house server to better manage and interface with the solutions being provided by BIT. There were a number of challenges identified in the ability to manage a global address list and assign contacts to groups, to the ability to access cybersecurity related resources and training that are provided for districts that have onsite servers in the state.

The office network was reviewed while onsite, and the physical plant of the network is in need of an upgrade to better support modern wired and wireless access throughout the building. Network VLAN's, aka. segmentation was discussed and it was found that the network infrastructure is flat, but NESC does utilize separate private and public SSID's for wireless network access.

The overall Internet Service to the NESC office appears to be sufficient, and leaves room for future growth should the cooperative add more devices or enhance the utilization of online resources further than is currently being done.

Positives:

- BIT makes several solutions through Microsoft available to NESC. Currently Outlook and Teams are implemented and used by NESC staff.
- The Internet service to the NESC Office is currently meeting the needs of the organization.
- Staff indicate that connectivity, in districts where they are able to connect to the network, is meeting their needs.

Areas noted for improvement:

- Staff report issues in connecting to the network at some of the member schools.
- Resources are available through BIT that should be further leveraged by NESC. From our analysis doing so should eliminate the need for an on-premises server at NESC.
- The physical cabling plant at the NESC offices does not meet modern standards to support a wired network or the infrastructure for a wireless network.
- Segmentation of the NESC Office network does not meet standards for security.

LAN/WAN network equipment (switches, routers, firewalls)

Finding: Currently, the NESC office network is configured in a “flat” configuration. VLAN’s were not found to be in use to create a separation between public use and administrative use.

Recommendations: Though this sounds like a quick fix/win, there is a planning process that will need to take place to design VLAN’s for the NESC network. During implementation, there will be downtime that will impact staff in the office and potentially those providing services to members.

Based on the current utilization of, and the systems on, the network, an implementation of a 3 VLAN environment that segments NESC staff, public use, and control devices should serve the organization well. Should it be determined that onsite servers are necessary, it is recommended that they be implemented into a separate VLAN as well.

It is recommended that that all internal VLAN routing take place through a firewall where specific policies and monitoring can take place. Use of firewall policies and next generation firewall features to monitor and analyze traffic moving between VLAN’s will provide NESC with additional layers of security that are critical to protecting modern networks.

Wireless Network

Finding: Wireless connectivity appears to be accessible throughout the NESC’s office and there are separate “private” and “public” SSID’s in use. The private SSID passkey is not being shared openly with staff, which helps prevent users from being able to add non-NESC devices onto the private network.

Recommendations: We recommend that the public SSID’s traffic land onto a public VLAN. Please reference the recommendation in the LAN/WAN Network Equipment section for further details.

Internet Connectivity

Finding: Staff report challenges in connecting to networks at some member schools in survey responses. They indicated that they did not have issues at all schools. This was discussed during our onsite visit, and it was clarified by the NESC’s technician that what is occurring is that the technicians at a couple member school districts are not allowing NESC equipment to connect to their network due to security concerns.

Recommendation: Through our discussions with the NESC’s technician and administrator, it was determined that there are genuine security concerns that have been raised by the school district technicians, and the NESC understands those concerns. The request from staff to have mobile cellular hotspots so that they can

connect while working in these schools would be an immediate way to remedy this situation on a temporary basis.

Our recommendation that was shared while onsite is for NESC to create an environment where their technology policies and practices are seen as top tier among its membership and looked to as an example of best practices in action. It will be a long-range strategy and project to make the changes necessary and to exemplify the increased security awareness and posture of the organization in order to be awarded the trust of these member districts. Once this is achieved, staff should be allowed to access the networks at schools without the need for hotspots.

Best Practice: An added potential long-term consideration may also be the implementation of EduRoam through the Internet2 Consortium. This would first require that the NESC and all members are a part of EduRoam through the state network and then require all schools and the NESC to deploy the solution on their wireless environments. Once this deployment is configured and deployed, it will allow for RADIUS based authentication to take place with any NESC or school district computer that then validates the devices ability to connect to a wireless network and then have the appropriate security clearance and policies placed on it, including which VLAN to be placed on. EduRoam is also heavily used in institutions of higher education.

Network Cabling and Physical Plant

Overall Observations

The NESC's physical network infrastructure is in fair condition overall. It is recommended that a network plant replacement be incorporated into a future remodel or move as discussed during the onsite visit. Should neither of those opportunities present themselves, an update to CAT 6E cabling to support modern wired and wireless equipment should be planned within the next 5 years. When a transition to a more modern cable plant is made, all patch cables connecting equipment must also be replaced to match or exceed the standard used in the new plant.

Servers

Finding: The NESC does not have any on-premises servers, nor does it have servers in the cloud. There is no established domain environment for NESC users to authenticate to. This has left all end user equipment to be managed in a stand-alone format.

There is also no standard in place providing guidelines for file storage locations for staff to utilize to ensure that their data is not stored locally on devices.

Our initial research indicates that the NESC likely has access to the tools necessary to create a modern domain environment through Microsoft licensing that is currently in place with BIT. Further research and planning of this solution will need to take place outside of the scope of this audit.

Recommendations: A plan needs to be developed to address several key requirements to elevate the security and safety of NESC staff member computers and data. This plan must address a strategy of user account management and the establishment of a domain-style environment where security policies can be established that help elevate the overall security of data and systems utilized by the NESC.

This type of environment can be accomplished through the utilization of a Microsoft active directory implementation; we would strongly recommend that the NESC move into the Microsoft Azure Entra framework as opposed to implementing a legacy active directory environment.

Additionally, the NESC technician should work on identifying the types of data that staff are currently saving on their computers, as well as other cloud-based services being leveraged for data storage. We would recommend that the NESC leverage the Microsoft OneDrive / SharePoint environment to create secure locations that are incorporated into a standard for data storage.

Once the architecture for cloud-based storage is designed and tools to make the use of the tools are identified, staff will need to be provided with written guidelines and training on how to utilize this solution.

Backups

Finding: No backups are being performed of user data as there is not a consistent standard in place for file storage locations. Individuals are backing up data to cloud platforms, but there is no administrative control in place of the environment(s) utilized.

Recommendations: Although some backups are taking place, the NESC's technician should have an administrative level of control to ensure that all data is routinely backed up and that tests are conducted regularly to ensure that data is able to be restored if necessary.

A solution must still be put in place to backup data from online file storage solutions like Microsoft OneDrive, SharePoint, or Google Drive. These services do not provide assurances that data is backed up through their license agreements, and third-party products and services will need to be employed to ensure that data is truly backed up and available in the event of data loss occurring in the storage solution.

Communications Systems

An evaluation of the NESC's communications systems was not conducted as a part of this audit.

Audio-Visual Systems

An evaluation of the NESC's audio-visual systems in meeting spaces and classrooms was not conducted as a part of this audit.

Computer Hardware

Finding: The NESC has a solid computer lifecycle process in place, and the technician has been doing a great job working with staff to ensure that they have technology that appropriately meets the needs of their position.

There isn't a standardized imaging or vendor provided "white glove" service being utilized in the deployment process for new hardware.

A couple of comments were made about technologies being out of date, from the context of the comments and the information shared during our onsite visit, we believe this is in reference to specialized equipment and software used for specific disciplines.

Recommendations: A standardized deployment solution should be explored as discussed in Section III of this report. Utilization of such a solution would create efficiencies for the technician and allow for more time to be spent on the custom requirements of each end user.

Build upon your current success in managing the computer and iPad lifecycles and look at ways to track the lifecycle of specialized equipment in use by professionals in the NESC. Though highly specialized, the equipment utilized by professionals should still be reviewed regularly. Staff utilizing the equipment or solutions may not be aware that it is reaching or beyond end of life and in need of replacement.

Appendix 1 – Member Survey Feedback

This appendix includes feedback from NESC members collected during our May 2025 survey. A total of 19 individuals from member school districts responded to the survey and were a mixture of superintendents and technology leaders. The results of this survey are unfiltered and only edited for fidelity. In some cases, additional information has been added in line with the survey response in italics by SWWC staff. If employee names were included in the survey responses, their name has been replaced with "A NESC STAFF MEMBER." If the name of a school district employee was provided in the response, their name has been replaced with "A SCHOOL EMPLOYEE." Pronouns in responses have not been modified.

Where do you see technology working best for NESC?

- helping students
- Providing other options for students with cognitive abilities if they need them. I feel strongly about our technology department and what we offer in our district. We have had issues (minimal) with NESC owned or district owned and getting the network or internet to communicate to non-district devices.
- I really don't see where it is used extensively
- IEP facilitation, assessments, staff evaluations, correspondence.
- N/A
- A NESC STAFF MEMBER uses technology often for her speech services. (Utilizing apps on her iPad, recording children)
- All of our providers seem to use technology well when it comes to preparing IEP documents. "
- E-mail communications
- Communication with schools. Providing services if needed, not desirable, but has proven to provide acceptable speech services. Data analysis.
- I am not sure about this question. I normally don't have a chance to witness them using technology. All of the meetings that I attend have not used any technology. We have hard copies of everything. We do use phones for conference calls.
- IEP process for meeting prep
- More frequently with student information management and communication...assistive technology when appropriate.
- Assessing and helping students
- Communication and collaboration
- Connecting to our TV screens when sharing evaluation results during meetings.
- Emails to folks in the districts to keep them updated on current events regarding SPED.
- Zoom meetings.
- Graphs and information shared from NESC to districts."
- I feel that the most use in the areas that I work that technology has really come in handy is with being able to have the zoom/virtual option for meetings with providers. This makes scheduling a little easier with the providers being in so many districts. I am also excited to get everyone on Sped Forms.
- Communication with our school district.

- i don't know. that is a good question.
- I asked our Tech Coordinator, as she has handled most of the tech issues. Her response is in the last box.

How have staff from Northeast Educational Services NESC demonstrated effective use of technologies when they provide services to your district?

- helping students
- We have an activepanel (*Promethean interactive display*) that the NESC - Pathway uses. Seems to be great for interactive learning due to sound/touch/etc. I have witnessed many videos, songs, or learning lesson played on this machine.
- in my experience they are well versed in technology use and implementation during IEP meetings
- NESC staff are versed in a variety of technology applications and uses.
- I don't see it too much.
- They have used technology for gathering data, completing paperwork, and offering incentives. I've also witnessed A NESC STAFF MEMBER providing speech services via Zoom, and she did so very effectively.
- Online testing
- NESC has not typically provided technology during IEP meetings. Maybe a Zoom participant.
- See above answer
- Devices for speech, etc.
- From my perspective, I believe that our service providers are adequately versed in technology associated with their responsibilities.
- The kids seem to like the games as a reward for speech.
- Technology is very limited.
- Connecting to our TV screens when sharing evaluation results during meetings. Printing items when needed. Accessing our student database.
- Using technology with students in various ways.
- The main use of technology that I see is in the meetings, paperwork, and through communication. The providers we have are all very well in those areas and I can't say that we have had any problems or concerns with any of them.
- Yes.
- I know they use it from time to time. It really varies with the provider and the student.

Over the past year, have you observed the use of new technologies by NESC staff in your district?

- "No" – 7 respondents
- No, I have seen surveys being completed on an ipad or computer after the IEP meeting for parent feedback. I have no witnessed anything more than email usage but I am not in the classroom nor the NESC service areas. We do provide NESC their own passwords for using our copier/scanner.
- Smart board use during meetings to project testing results

- I have not personally observed any new technologies being used by NESC staff.
- Yes in the case with a few of our high needs students.
- Not that I am aware of.
- Yes. Laptops for testing and ipads for speech.
- I have seen and heard the speech therapist talk about iPads to parents to be used as assistive devices. This is great. We've also had conversations about amplification systems in classrooms.
- Not that I'm aware of.
- I don't know in detail, but yes, I've observed staff using it with students and during meetings.
- Yes.

Have you observed NESC staff experiencing technology related issues while in your district?

- "No" – 6 respondents
- No. Determining what is district owned or NESC owned is tricky. I also feel the technology director of the district should be communication what is needed within the Pathways classroom to see if our network or servers allow it.
- I have not observed NESC staff experiencing technology related issues while in our school district.
- I think once NESC staff are connected to our wifi, have passwords, or printing codes, it seems to work well.
- School psychologist did not have access to online behavior questionnaires causing issues with complying to indicator 11 timelines.
- Yes. Our tech person is pretty strict on outside devices on our network.
- Perhaps when it comes to using them in our district—getting printer codes, access to Infinite Campus and such. Barriers that I would like to see improved.
- Sometimes their laptops struggle to connect to our printers.
- I believe it has.
- The biggest issue has been getting their computers hooked to our printers and the appropriate rights provided to them with campus. I believe that the printer issues may always be there, but we have some of those same issues with other staff in the building as well. I think that the use of Sped Forms will help alleviate a lot of the campus issues that we had.
- I have not seen/heard about any issues.
- we have very poor service in certain areas of our building especially the board room

If there was one thing that NESC could use technology to change to make a positive impact for your district, what would it be?

- Can't think of anything.
- I do not have any recommendations.
- n/a
- Anything that could make the process of developing and writing IEP's more efficient and user friendly.

- Just continue to provide access to the latest and greatest.
- I can't think of anything.
- This is a good question for the member schools to collaborate on.
- Could we use Zoom or Teams instead of just doing conference calls?
- I think Sped Forms will help for this question.
- Not sure.
- none
- Maybe utilizing Seesaw, being more active in my S'mores monthly newsletters and social media. Make their presence and services known.
- I'm not sure.
- Not sure
- I wish there was a general scheduling calendar that we could all log onto for scheduling meetings and seeing when there is available times.
- I'm struggling to come up with anything.
- train providers especially speech therapists to have the parent survey done on an I-pad at the meeting.

Are there any other observations you would like to share regarding technology at NESC?

- "No" – 8 respondents
- "Not Applicable" – 4 respondents
- I do not have any observations but like I said, I only see laptop/email usage and not the staff actually working with the students.
- I'm continually impressed by NESC staff and their communication with parents - either email, phone, or text messages.
- None at this time. Other than what are their concerns? What ideas do they have about being a part of SV?
- "I would say they are looking for both the connections issues we have at times (COOP users do not always have the same permissions with their accounts, their devices issued from NESC do not connect to our internet, they have issues printing with our cloud based system, and they have issues accessing Infinite Campus due to different permissions and account types)
- But I think they are also asking about technologies they use for students (Apps, devices, etc)
- Feel free to copy and paste anything above. I am not completely sure about all the tech they use with students, but to make the issues ""better"" for us we are now issuing speech (A NESC STAFF MEMBER) a school owned device and give guest passwords to other NESC users (A NESC STAFF MEMBER)."

Appendix 2 – NESC Staff Survey Feedback

This appendix includes feedback from NESC employees collected during our May 2025 survey. A total of 17 individuals responded to the survey, the Executive Director and Technician were asked not to respond to this survey. The results of this survey are unfiltered and only edited for fidelity. In some cases, additional information has been added in line with the survey response in italics by SWWC staff. If employee names were included in the survey, responses, their name has been replaced with "A NESC STAFF MEMBER." Pronouns in responses have not been modified.

Where do you see technology working best for the organization?

- Technology works best when it is tailored to the individual needs of the student. For some students it is having an iPad for communication, for others it is having access to online learning activities on a computer.
- Therapy tools, communication between staff members, report writing
- As a school psychologist, I see technology working best in areas that enhance collaboration, streamline data collection/analysis, and increase accessibility to student records as well as mental health supports. Also, I see technology assisting with continuous learning through webinars, virtual conferences, and online training opportunities.
- As an academic tester it's nice to have the tests on iPads rather than lugging around testing packets
- "Data collection and graphing
- Video recording for consulting
- Finding resources, research, materials
- Creating reports for other staff and school districts "
- For creating psycho-educational reports, emailing out rating scales, getting results from rating scales, for testing students, and for having virtual meetings.
- Technology in the classroom is a great tool. It makes our lives as teachers a lot easier. Being able to track progress and test students has become so much easier with technology. All things that we as teachers and parents like to see.
- IEP meeting treatment sessions communication
- Increased ease for documentation and enabling increased student independence.
- Only in areas staff are trained and expected to use it.
- "Laptop and/or iPad
- Google and/or Microsoft Systems
- One Drive"
- For the School Psych department - access to online assessment protocols and scoring, as well as administering assessments via iPad.
- Nesc
- Technology would help our organization by improving NESC operations, enhancing customer service, supporting marketing efforts, and streamlining internal communication.

What technologies do you utilize at work?

- I utilize a computer for myself, a smart board for group activities, iPads and laptops for each individual student
- Laptop, iPad, cellphone, AAC devices
- Access to various online assessment companies along with online scoring capabilities. I currently use Microsoft Word, PowerPoint and Excel to support my job functions. I just need access to basic printing and copying at school sites.
- iPad and computer
- "Computer
- Printer
- Scanner
- WiFi
- Adobe PDF is a must to sign paperwork and edit documents "
- "Internet for researching and finding ideas
- creating learning materials
- Creating training materials
- (mostly word, little excel, Canva)
- Infinite campus for writing iep
- Laptop, external monitor, online resources for testing, IPADS for testing
- iPads, laptops, smart boards
- unsure
- I use a laptop for emails and report writing; an Ipad with a blue tooth keyboard/mouse for emails, and playing games with children; I use printers provided by NESC and district schools; If a student needs it, I will use switch technology for playing and as appropriate technology for AAC needs
- Laptop, iPad, email, word, excel
- Laptop, iPad, cellphone, adaptive switches with Bluetooth connector, AAC devices, printers and scanners.
- devices? programs? not sure what you are wanting. I use a laptop, ipad, and an android phone I use sharepoint, one drive, teams, notebook, various AI programs, adobe pro, canva....
- Laptop, Lenovo
- Laptop, iPads, additional screen for laptop
- Laptop, iPad,
- "Google Shared Drive
- OneDrive
- Multiple Testing Platforms
- AI
- Zoom
- Outlook
- Google Forms and Surveys
- Genius Scan"

What new technologies have you started to utilize in the past year? Did you receive adequate training to utilize these technologies effectively?

- I have not had any training on the current programs.
- New IEP update on Campus. Not adequate training prior to implementation. Google Meet- unsuccessful and no training.
- This year I used a secondary screen to assist with report writing and love it! It was easy enough to use without training. This upcoming year I know we will receive training for SpedForms. This will be new for me, so I hope we will have continued training throughout the year for initial implementation.
- I have used all prior
- This has been limited—I feel clumsy with teams and could use some training
- "Canva- no training
- Promethean board- no
- AI- no
- Excel, OneDrive, and Google docs. I didn't receive any training for these to be able to use these.
- We just got a smart board in the last 2 days of the school year. Looking forward to using our new curriculum on it.
- I went to the Closing the Gap conference last October and have started to get back into looking at the accessibility features available on Google and Apple for students so that I know what accommodations to recommend and assist schools/students with. Since that conference, I have been trying to look into technology accommodations related to writing/literacy as I do not know much about technology in that area. I have looked at low based technology with adapting how students hold or push buttons as I have had some students on caseload that benefit from that. (This area, I feel I have had adequate training to address switches and low based technology) I have really started looking at Google Forms and how to better keep data with progress monitoring, with department data and trying to play with the charts/tables to better look at that data collected and this was again after the closing the gap conference as I attended a session on that.
- Adaptive switches with iPad apps and AAC devices is newer and no training has been formally provided. Starting to use AI programs and no formal training has been provided. Looking for improved technology programming for use of department shared drives, shared documentation for co-signing capabilities, progress monitoring and talk to text options. I have trialed use of Onedrive, Google Drive, and wakelet.
- Any new technologies i have started using are self training , trial by error
- No training provided on technology
- none
- N/a
- "Magic School AI
- Genius Scan
- ChatGPT

- I did not receive any training on them"

Do you feel appropriately supported in the area of technology integration? (Technology Integration ensures staff are appropriately trained and coached in effective use of technology to effectively engage learners and enhance the learning environment)?

- No, I did not receive any sort of technology integration this last year.
- Could be much better. I feel behind and like I need to figure things out constantly.
- Yes, I feel supported. However, I have noticed that some sped teachers within the districts I support do not always feel confident with navigating state IEP forms. I know this will improve with the upcoming trainings for SpedForms.
- Yes
- I feel like I've left myself behind in this area. As my job description has changed over the years I have not challenged myself to keep up and my current role has been limited to zoom, sharepoint, google drive, and email
- Yes and no- I have been able to figure things out because what I have been working with is fairly simple.
- No. I do not recall ever having any training for the technology I use. I need to figure things out on my own or ask my colleagues. However, it's difficult to ask colleagues and we work in different school districts.
- No. Everything that we need to do with technology in the 4 years I have taught, has been self taught on how to use.
- I need extra help
- Yes, through attending the closing the gap conference, through gaining knowledge of where to look for that information (i.e. Wisconsin and the SETT, UNC, etc.)
- No, I don't receive any technology training. I feel very behind in technology compared to my school district staff.
- No. Most information I need I seek out on my own.
- NO but there has not been a great expectation in the use of technology.
- Yes, answers and assistance are given.
- No, I know there are more options out there to make our profession more efficient but do not know how to use them. Training to fix everyday issues would also be helpful.
- N/a
- No, I do not feel appropriately supported in technology integration. There is no dedicated person available to answer questions or help troubleshoot issues, even with basic computer setup and technical problems. One staff member tries her best to assist, but her skills are limited, which makes it difficult for us to fully leverage technology.

What, if anything, could help make the utilization of technology or technology integration easier for you?

- I am unsure at this time.
- Training on One Drive and AI.
- IDK

- NA
- Access to internet when traveling to different schools
- I believe that having some basic training in using Google docs, OneDrive, and Excel would be very helpful.
- Maybe a list or report on what apps are the best or what could be used for certain things.
- having easy access to programs, internet in our schools
- Having more of the team (NESC and local school district staff) knowledgeable about technology and how it would benefit students so that there would be more collaboration among staff and not one or two staff recommending/educating the team
- I have not been introduced or trained in any current technology.
- Consistent internet access at all schools, printers and scanners access, training on features of one drive and Google. Creating forms, spreadsheets, shared drives, etc. AI training.
- Training on One Drive and file storage
- More training and access to a variety of options.
- To make technology utilization and integration easier, we need a dedicated staff member who is knowledgeable and able to provide support. Alternatively, contracting with an external company specializing in technology assistance could ensure we have reliable help to troubleshoot issues, provide training, and support effective technology use.

Do you feel you receive enough professional development regarding technology throughout the year?

- "No" – 14 of 16
- "Yes" – 2 of 16

What topics for technology training(s) or specific technology training(s) would benefit you the most?

- Trainings on the different programs and formats that needed to be utilized. Training on the apps that are available for student usage.
- AI, One Drive, Canvas.
- Hmm... how about additional training on platforms like Excel, Google Forms, or anything that would help staff gather behavioral and academic data efficiently?
- Google, organization, advanced email features, teams
- "I would like to know how to better use google pieces to create charts and be more efficient/ effective with document sharing.
- How to better use AI"
- How to use OneDrive and Google docs effectively. How to create graphs in Excel. Also, there may be things I don't even know about to suggest. For example, I just started using Google docs to save reports and share items. A teacher shared things with me this way so that's how I found out about Google docs. I don't know how this works in

OneDrive so maybe I should have done it on that platform but Google docs seemed easier.

- Our new curriculum. We need a great training on that to make it successful or people will push it aside.
- General programs
- Continuing to grow in the knowledge of the products out there, knowing what grants are out there for assisting with technology, knowing what area schools' technology use is (I go to over 9 schools in NESC) and they each have different technology and technology knowledge.
- Adaptive switch technology training, AI training, onedrive, google forms
- One Drive, file storage
- Some basics as review, Software options - and how to use them
- It's hard to identify specific training topics without a better understanding of the available technology options and tools. Having an overview or introduction to current and emerging technologies relevant to our work would help us pinpoint the most beneficial training areas.

How is technology supported in your organization? Do you have any suggestions of how technology could be supported differently to better assist you?

- I do not know how technology is supported in this organization.
- Due to logistics, I usually rely on tech staff within the schools. Often things need immediate attention and NESC staff is not on location.
- I can't think of any suggestions.
- Be able to have internet when needing to travel.
- Technology used to be shared by two people at NESC. This past year it is managed by one person. There is no training or updates on tech things that may be helpful.
- It is supported. No suggestions.
- Every spring, in our organization, we are asked what technology we have and what technology requests we may have.
- I would love a spreadsheet of the switches/switch toys/switch I-pad apps that NESC has purchased that I could borrow for a student when I have one on caseload. Typically, we live in isolation for the most part on what is available and we don't share like a library to see if a type of switch/technology works. Once we purchase it, we trial it/use it/decide it doesn't or does work and then store in our inventory. I would love to see a library or shared resource list available to NESC staff as able."
- We are provided with a laptop and iPad. Very few switch resources available. We have to use our personal cellphones with limited wifi access at times, limited data, etc.
- We have a technology coordinator. No suggestions.
- Someone specifically designated to focus on technology and training
- "Currently, technology support in our organization is limited. We don't have a dedicated technology specialist, and while one staff member tries to assist, her capacity and expertise are limited. This often leaves staff without timely help for technical issues or guidance on using new tools effectively.

- Some staff members are very knowledgeable about various technologies and could contribute by dedicating time to showcase the tools they use and share best practices. Additionally, it would be helpful to consider either hiring a dedicated, knowledgeable technology support staff member or contracting with an external company that can provide consistent, expert assistance, training, and troubleshooting. This combined approach would help improve our ability to integrate technology smoothly into our daily work and better serve our districts."

Are there any other observations you would like to share regarding technology in your organization?

- Our program uses technology provided by school in which we are located, this allows us to have access to their programming and be included in their "classes" but can limit access to appropriate learning for the students as they are grouped with age level peers.
- Google Meet did not work on my NESC issued laptop and tech staff in school was not able to help. No access to mic even when steps suggested were followed.
- Para educators training on how to use data tracking and having the resources for paras to be able to complete documentation tasks
- Some of it is very outdated.
- I would love time to have the opportunity to collaborate with NESC staff on technology things. I have had multiple NESC staff ask me to educate them on switch and low tech adaptations, but to do this on an individual basis vs. a one-time get together.... And same goes for learning more about AAC and/or the different tech options for those that are non-verbal with communication.
- Biggest challenge is having lots of drive time, being in 9+ districts with varying levels of access to technology (i.e. wifi, cellphone service, printer, scanner)
- In the past, it worked to combine a technology position with other additional roles - but now, with all of the progression of technology it would be helpful to focus on training and development in this field.
- It seems like there is a genuine interest and willingness among staff to use technology effectively, but the lack of structured support and training often hinders our full potential. Additionally, having clearer communication about available tools and resources would help staff feel more confident exploring and adopting new technologies. Investing in ongoing professional development and fostering a culture of tech-sharing among knowledgeable staff could greatly enhance how technology supports our work.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, December 15, 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 November 2025 financial report
7. Consent Agenda
 - a. Approve of November 17, 2025 meeting minutes

 - b. Approve December 2025 budget claims

 - c. Approval of contract for Zach Jordan, Lake Preston paraprofessional

 - d. Approval of contract for Abby Kramer, Webster paraprofessional

 - e. Approval for Shared Paraprofessional Services contract with the Webster School District

 - f. Approval of Teacher of Record contract with Iroquois School District

 - g. Approval of Amend contract for Lisa Reinhiller from 136.8 to 152.05 days

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

 - b. Director's Report

 - c. Director and Business Manager Evaluation

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

 - e. Technology Audit preliminary discussion

9. Action Items

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

10. Adjourn

Next meeting will be held on January 19, 2026 at 7:00pm at LATC

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