

UNOFFICIAL PROCEEDINGS OF
NORTH CENTRAL SPECIAL EDUCATION COOPERATIVE
GOVERNANCE BOARD

REGULAR MEETING
July 15, 2025

Rix called the meeting to order at 7:00 p.m. The meeting was held in the NCSEC Conference Room-NSU-Graham Hall #212. Present: Grant Rix- Groton Area, Megan Clemensen – Northwestern Area, Toni Bukaske–Edmunds Central, Krissa Sampson – Langford Area, Jeremy Bottum – Hitchcock-Tulare, Eric Sumption-Fredrick, Richard Westphal – Leola. Absent: Sarah Lambert-Doland, Shannon Knupe–Warner. Others present were Director Becky Erickson and Business Manager Becky Hubsch.

Moved by Bukaske, seconded Westphal to approve the agenda as presented. Motion carried.

Pursuant to SDCL 23-3, no potential conflict disclosure was reported.

Members of the public are allowed five minutes to address the board on any topic of their choice. With no public members present to speak, the board proceeded with their remaining agenda items.

Hubsch presented bills and financial statements from May and June 2025 as follows:

NON-COOP RELATED SERVICES Treasure's Report balance May 1, 2025 11,920.11 Receipts 0.00 Expenditures 1,281.86 Balance May 31, 2025 10,638.25; Net Salary 233.84 Net Benefits 342.22; June 1, 2025 10,638.25 Receipts 19,500 Expenditures 5,067.40 Balance June 30, 2025 25,070.85; Net Salary 232.74 Net Benefits 344.30. MAY/JUNE ANDERSON, ALYSON TRANSITION CAMP WORKER/MILEAGE 378.80; BINGER, AMANDA TRANSITION CAMP WORKER 125.00; BROWN, TAYLOR TRANSITION CAMP WORKER 125.00; EDMUNDS CENTRAL SCHOOL DISTRICT TRANSITION CAMP MILEAGE 58.80; ERICKSON, BECKY TRANSITION CAMP CORR DINATOR AND RENTAL REIMBURSEMENT 700; FREDRICK SCHOOL DISTRICT TRANSITION CAMP MILEAGE 40.60; GUTHMILLER, CARLY TRANSITION CAMP MILEAGE 56.00; HANSON, BRANDI TRANSITION CAMP WORKER 125.00; HITCHCOCK-TULARE DISTRICT TRANSITION CAMP MILEAGE 179.20; JOHNSON, PAULA NON-COOP MILES 58.80; KOSTERS, CHRISTINE TRANSITION CAMP WORKER/MILEAGE 290.60; MASTERCARD TRANSITION CAMP SUPPLIES 219.72; NORTHWESTERN SCHOOL DISTRICT TRANSITION CAMP MILEAGE 65.20; OSWALD, KELLY TRANSITION WORKER 250.00; PERRION, ANNIE NON-COOP MILES 32.20; RASMUSSEN, LYDSAY NON COOP MILEAGE 7.70; REYELTS, DIANE NON-COOP MILES 39.20; ROBINSON, ANGELA TRANSITION CAMP WORKER 125.00; SALMEN, JOELLEN TRANSITION CAMP WORKER 125.00; WARNER SCHOOL DISTRICT TRANSITION CAMP MILEAGE 30.80; WELCH, LISA TRANSITION CAMP WORKER 250.00.

OTHER SPECIAL REVENUE-COOP Treasure's Report balance May 1, 2025 329,376.68 Receipts 711.81, Expenditures 90,489.07; Balance May 31, 2025 239,524.76; Reserve Unemployment 12,000.00; Net Salary 39,773.57, Net Benefits 32,288.97; June 1, 2025 239,524.76 Receipts 407914.70, Expenditures 210,752.74; Balance June 30, 2025 436,686.72. Net Salary 40,257.73 Net Benefits 32,534.28 Reserved Unemployment 12,000. MAY/JUNE AMERICAN BUSINESS SOLUTIONS 4 TABLES/8 CHAIRS 4,901.24; BECK, TAMMI COOP MILE/PHONE 1332.00; CENTURY BUSINESS PRODUCTS COPIES 79.32; ERICKSON, BECKY COOP MILES/PHONE 388.40; GOETHEL, CATHY COOP MILES/PHONE 1,399.20; HABECK, ANGIE PHONE 100.00; HUBSCH,

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REBECCA PHONE 100.00; JOHNSON, PAULA COOP MILES/PHONE 611.70; MASTERCARD BOARD, STAFF MEAL OFFICE SUPPLIES, DOCUSIGN, 732.80; MCQUILLEN GROUP PUBLICATION 42.84; NEIGER, SUSAN MILES/PHONE 372.30; NSU FINANCE OFFICE RENT/POSTAGE 354.18; PERRION, ANNIE COOP MILES/PHONE 656.50; PRAIRIE HEIGHTS HEALTHCARE CONTRACTED SPEECH SERVICES 4,476.25; QBS MIDCO LLC SAFETY CARE TRAINING STAFF AND B ERICKSON 1,458.00; RASMUSSEN, LYND SAY MILES/PHONE 2,146.10; REYELTS, DIANE; COOP MILES/PHONE 958.60; SCHUMACHER, NITA PHONE/COOP MILES 2,582.00; SORESEN, STEPHANIE PSYCHOLOGY SERVICES 2,201.10; WALTMAN, DIANE COOP MILES/PHONE 692.20.

Hubsch gave the business manager a report and reviewed the financial statements and the FY26 budget. Erickson reported on year-end caseload and evaluation summaries, IDEA funds and application, Federal Programs Fiscal Desk Audit, staff hiring, summer initiative transition camp, Speech Norms, 25-26 reevaluations and psychology services, Safety Care training, Totem/ASPEN training, comprehensive plans, summer and fall dates for NCSEC fall in-service, proposed governing board meeting dates, and fall IEP training.

Moved by Bottum, seconded by Clemensen to approve the following consent agenda items; minutes of May 5, 2025, Governance Board meeting, May and June 2025 bills and financials, acknowledge semi-annual certification of time and effort; changes to NCSEC Preschool Handbook, approve surplus listing at no value with listing to be found at the COOP office, and approve Supplemental Budget FY25-3. Motion carried.

Moved by Westphal, seconded by Sumption, to adjourn at 7:24 pm. Motion carried.

Acting as chairman pro tem, Hubsch called the first meeting of the 2025-26 North Central Special Ed Coop Governance Board to order at 7:24 p.m. and opened the floor for nominations for 2025-26 Board President. Moved by Bottum, seconded by Westphal to nominate Clemensen, cease nominations and declare a unanimous ballot. Motion carried.

Clemensen took nominations for Board Vice-President. Moved by Rix, seconded by Bukaske to nominate Sampson, cease nominations and declare a unanimous ballot. Motion carried.

Clemensen appointed Business Manager Hubsch as record keeper.

Pursuant to SDCL 23-3 Clemensen read a potential conflict disclosure from Hubsch, who serves as the Business Manager for the North Central Special Ed Coop while under contract as the Business Manager for the Groton Area School District. A copy of the potential conflict is on file in the business office. Moved by Bottum, seconded by Bukaske, to determine that the matter underlying the conflict is fair, reasonable, and not contrary to public interest. Motion carried.

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The Governing Board appointed Sampson and Clemensen as Governing Board Negotiators for the 25-26 school year.

Hubsch presented the NCSEC budget hearing for 2025-26, including revenue, expenditures, and fund balance projections.

The board reviewed and acknowledged South Dakota Open Meeting Laws pursuant to SDCL 1-25-13.

Moved by Rix, seconded by Buraske, to adopt the NCSEC Handbook with changes for the 2025-2026 school year. Motion carried.

The board conducted its first reading of the NCSEC Federal Grants Manual. No action was taken.

Moved by Bottum, seconded by Sumption, to approve the contract with Professional Speech Therapist, LLC for \$110,000, for the FY 25-26 School year. Motion carried.

Moved by Buraske, seconded by Rix to amend the contract for Sue Neiger, SLP, for the 2025-2026 school year to a full-time position at \$65,500. Motion carried.

Moved by Sumption, seconded by Westphal to approve subcontractor agreement with Tonja Jungwirth, School Psychologist, for 2025-2026 school year. Motion carried.

The board set the following dates for NCSEC Governing Board meetings to take place at 7pm at Graham Hall #212: Sept. 2, Nov 3, Feb 2, Apr. 7, May 4. All dates will be considered for rescheduling to other dates, times, and places when deemed necessary or appropriate.

Moved by Sampson, seconded by Bukaske to approve the following consent agenda items: authorize the business manager to publish staff salaries for 2025-26 as follows: Tammi Beck \$41,500; Becky Erickson \$90,000; Paula Johnson \$69,548.22; Susan Neiger \$65,500; Annie Perrion \$40,260; Lyndsay Rasmussen \$62,527.44; Nita Schumacher \$ 44,100.00; Diane Reyelts \$80,000; Diane Waltman \$66,000, Angie Habeck \$20.30/Hour, and Becky Hubsch \$13,500; Dacotah Bank official depository, Aberdeen Insider official newspaper, Rodney Freeman legal counsel/cooperative attorney, Erickson Director of Federal Programs, Hubsch Title IX Coordinator and agent for SD Retirement, continue existing funds, new accounts, investing and borrowing, authorize Hubsch the use of President's signature stamp, July 2025 bills, 2025-26 NCSEC Special Education Comprehensive Plan, NCSEC 2024-25 Handbook, NCSEC Advisory Board of Superintendents to make recommendations to the Governance Board concerning the employment of personnel, budgets, policy, and other concerns, and approve bills for payment with final authorization at the next Governing Board meeting. Motion carried.

July bills as follows: JULY OTHER SPECIAL REVENUE (COOP): ASBSD FY 26 DUES 775;

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EMC INSURANCE COMPANIES COMMERCIAL LIABILITY INSURANCE 13,369.00;
MCQUILLEN CREATIVE GROUP PUBLICATION 65.89; NSU FINANCE RENT; SASD
ERICKSON DUES 901.00; SD DOE ZOOM WORKPLACE SUBSCRIPTION 66.00.

Moved by Westphal, seconded by Sampson, to adjourn at 7:55 pm. Motion carried.

Becky Hubsch, Business Manager

Grant Rix, President

The addition of signatures to this page verifies these minutes as official.

Published once at the total approximate cost of _____.