

UNOFFICIAL PROCEEDINGS OF  
NORTH CENTRAL SPECIAL EDUCATION COOPERATIVE  
GOVERNANCE BOARD  
REGULAR MEETING  
NOVEMBER 3, 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: Megan Clemensen –Northwestern Area, Jeremy Bottum – Hitchcock-Tulare, Richard Westphal – Leola, Shannon Knuppe–Warner, Eric Sumption-Fredrick, and Krissa Sampson – Langford Area. Absent: Grant Rix- Groton Area, Toni Bukaske–Edmunds Central, Sarah Lambert-Doland. Others present were Director Becky Erickson and Business Manager Becky Hubsch.

Moved by Sampson, seconded by Bottum, to approve the agenda as amended with the removal of the action item of new business b. Background checks, volunteers, and employees of contractors. 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 its remaining agenda items.

Hubsch presented bills and financial statements from September and October 2025 as follows:  
NON-COOP RELATED SERVICES TREASURES REPORT BALANCE SEPTEMBER 1, 2025 29,120.74  
RECEIPTS 0.00, EXPENDITURES 1,156.47 BALANCE SEPTEMBER 30, 2025 27,964.27; NET  
SALARY 341.27 NET BENEFITS 344.44; OCTOBER 1, 2025 27,967.44 RECEIPTS 13,125.00  
EXPENDITURES 769.51 BALANCE OCTOBER 30, 2025 40,322.93; NET SALARY 369.25 NET  
BENEFITS 300.86. SEPTEMBER/OCTOBER BILLS OSWALD, KELLY 80 MILES TRANSITION  
CAMP MILEAGE 56.00; PERRION, ANNIE SEPT OCT EXPENSES 63.00; RASMUSSEN, LYNDAY  
SEPT OCT EXPENSES 286.30; REYELTS, DIANE SEPT OCT 25 EXPENSES 39.20.

OTHER SPECIAL REVENUE-COOP TREASURES REPORT BALANCE SEPTEMBER 1, 2025:  
420,965.17 RECEIPTS 165,535.37, EXPENDITURES 82,819.27; BALANCE SEPTEMBER 30, 2025:  
503,681.27; RESERVE UNEMPLOYMENT 12,000.00. NET SALARY 37,660.48, NET BENEFITS  
26,953.67; OCTOBER 1, 2025, 506,385.13 RECEIPTS 0.00, EXPENDITURES 91,288.72; BALANCE  
OCTOBER 28, 2025 484,136.05. NET SALARY 38,832.98 NET BENEFITS 27,399.72 RESERVED  
UNEMPLOYMENT 12,000. SEPTEMBER/OCTOBER BILLS ASBSD 'WORKERS' COMPENSATION  
FUND WORKERS COMPENSATION 25-26 2,936.00; ASBSD SAD JOINT CONVENTION 205.00;  
BECK, MONICA OCT 25 EXPENSES 135.40; CENTURY BUSINESS PRODUCTS COPIES  
147.87 CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON EDUCATION LAW ASSOCIATION  
MEETING 160.00; ERICKSON, BECKY SEPT OCT EXPENSES 1,230.60; ESTR PUBLICATIONS TRS  
1.0 PSYCH FORMS 269.20; GOETHEL, CATHY 258 MILES 180.60; HABECK, ANGIE SEPT OCT  
EXPENSES 100, HUBSCH, REBECCA SEPT OCT EXPENSES 100, KARLS TV & APPLIANCE  
INC. REFRIGERATOR REPAIR 127.44, MASTERCARD NCS PEARSON WAIS-5 324.47, APPLE  
APP, QUILL OFFICE TONER, STAFF TRAINING KESSLERS, STAFF TRAINING WALMART,  
DIRECTOR HOLIDAY INN, DIRECTOR OFFICE SUPPLY, MHS ASRS FORMS, WPS ABAS-3,  
SPEECH SUPPLIES, TARGET OFFICE SUPPLIES, CC FEE, EC SUPPLIES, QUILL TONER, WIX  
WEBSITE, CARD FEE 2,114.65, MCQUILLEN CREATIVE GROUP-ABERDEEN PUBLICATION  
65.00, MIDWEST SPECIAL INSTRUMENTS 690.00, NEIGER, SUSAN SEPTEMBER OCTOBER  
EXPENSES 537.28, NSU FINANCE OFFICE 4 REAMS OF PAPER PARKING PASSES, RENT,  
POSTAGE, YEARLY PHONE SERVICES 2,378.35, PERRION, ANNIE SEPT OCT EXPENSES  
566.20, PRAIRIE HEIGHTS HEALTHCARE SPEECH THERAPY SERVICES 2,931.00;  
PROFESSIONAL SPEECH THERAPIST SPEECH THERAPY SEPT OCT 22,000, RASMUSSEN,

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LYNDSAY SEPT OCT EXPENSES 1,754.80, REYELTS, DIANE SEPT OCT EXPENSES 1,030.60,  
SCHUMACHER, NITA SEPT OCT EXPENSES 492.00, SDSLHA SDSLHA CONVENTION  
WALTMAN 275.00, WALTMAN, DIANE SEPT OCT EXPENSES 784.80.

Hubsch gave the business manager a report and reviewed the financial statements. The board was updated on the FY25 fiscal audit, which has been completed, and should receive the final within the next month. Erickson reported on staffing and hiring, as well as caseload summaries. Erickson participated in the state performance plan and stakeholders data drill, and gave a review to the board over SPED Forms and Infinite Campus, ACTs and special education accommodations, 2025 accountability reviews, DCI background check audit, Educators Rising, region SpEd Director meetings, and updated the board on upcoming trainings and important dates.

Moved by Bottum, seconded by Sumption, to approve the contract with Oahe Special Education Cooperative for the 2025-2026 school year. Motion carried.

Motion by Sumption, seconded by Westphal, to approve the following policy changes: criminal background checks, record retention and destruction, and the Federal Grants Manual-Micro-Purchase Threshold. Motion carried.

Moved by Knappe, seconded by Westphal, to approve the following consent agenda items: minutes of September 2, 2025, Governance Board meeting: September and October 2025 bills and financials. Approve \$160 contribution request from Rodney Freeman to attend the Educational Law Association annual meeting. Authorize superintendents to make recommendations to the Governance Board on personnel employment, budgets, policy, and other matters deemed necessary. Authorize Advisory Board of Superintendents to approve bills for payment, with final authorization at the next Governing Board meeting. Motion carried.

Moved by Westphal, seconded by Sampson, to adjourn at 7:42 pm. Motion carried.

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Becky Hubsch, Business Manager

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Megan Clemensen, President

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

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