

UNOFFICIAL PROCEEDINGS OF
NORTH CENTRAL SPECIAL EDUCATION COOPERATIVE
GOVERNANCE BOARD

REGULAR MEETING

July 13, 2023

PAGE 1

Westphal called the meeting to order at 7:01 p.m. The meeting was held in the NCSEC Conference Room with members joining in person and via Zoom. Present: Craig Hansen-Doland, Toni Bukaske – Edmunds Central, Eric Sumption – Frederick Area, Jeremy Bottum – Hitchcock-Tulare, Krissa Sampson – Langford Area, Richard Westphal – Leola, Doug Stahl – Northwestern Area, and Val Jensen – Warner. Absent: Grant Rix – Groton Area. Others present Director Becky Erickson, Groton Area Superintendent Joe Schwan, and Business Manager Becky Hubsch.

Moved by Sampson, second Bottum to approve the agenda as written. Motion carried.

There were no potential conflict disclosures pursuant to SDCL 23-3.

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 a list of 2023-24 salaries to be published along with bills and financial statements from June 2023 as follows:

Treasure's report balance June 1, 2023 – 418,389.13; Receipts – 158,806.30; Expenditures – 216,844.38; Balance June 30, 2023 – 398,387.17. JUNE NON-COOP SERVICES: Net Salary – 898.88; FIT – 93.72; Medicare – 37.38; FICA – 159.96; Delta Dental – 8.34; SDRS – 1,310.66; AFLAC – 12.42, SD Supplemental – 120.00; Wellmark – 168.48; Standard Life – .45; Gothel, Cathy – mileage, 3.93; Hempel, Mary – mileage, 28.82; Rasmussen, Lyndsay – mileage, 145.41, Reyelts, Diane-mileage 146.72. JUNE OTHER SPECIAL REVENUE (COOP): Net Salary – 91,246.55; FIT – 8,805.00; Medicare – 3,951.72; FICA – 16,897.14; Delta Dental – 885.04; SDRS – 17,944.68; AFLAC – 2,458.21; AXA Equitable – 4,500.00; SDRS Supplemental – 11,901.38; Wellmark – 28,025.52; Standard Life – 74.27; Avesis – 154.44; Aberdeen American News – legals, 287.68; Century Business – copies, 115.64; Erickson, Becky-expenses 416.19; Gibbs, Lora – expenses, 90.00; Gothel, Cathy – expenses, 1,621.39; Hempel, Mary – expenses, 1,435.75; Johnson, Paula – expenses, 856.35; Kappenman, Haylee – expenses, 986.04, Mastercard-charges 1,590.78, Neiger, Susan – expenses, 396.18; NCSEC – fee, 17.45; NSU Finance Office – rent, phone 984.71; NSU Post Office – postage, 13.92, Rasmussen, Lyndsay – expenses, 2,078.69; Reyelts, Diane – expenses, 858.26, Uttermark, Roxana – expenses, 447.63; Waltman, Diane – expenses, 1,907.14.

Schwan resented a list of action items from July 12, 2023, Advisory Board Meeting, including prior minutes, bills, financials, 2023-24 staff salaries, Dacotah Bank official depository, Aberdeen American News official newspaper, Rodney Freeman legal counsel, Erickson Director of Federal Programs, Hubsch Title IX Coordinator, agent for SDRS, existing funds, new accounts, investing and borrowing, Eide Bailly auditor, 2023-2024 NCSEC Handbook, and Birth-to-Three Agreement for 2023-2024 school year.

Erickson reported on discussion and information items from the July 12, 2023, Advisory Board Meeting including budget hearing, Totem/Aspen, training, Comprehensive Plans, IDEA

UNOFFICIAL PROCEEDINGS OF
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July 13, 2023

PAGE 2

Application, dates for the following: preschool screenings, hearing screenings, NCSEC SPED staff back to school in-service, collaboration cohort, proposed board meeting dates, and discussed her time at MSAA in Salt Lake City.

Moved by Bukaske, second Sumption to approve the following consent agenda items; minutes of June 6, 2023 Governance Board meeting, June 2023 bills and financials, and publish staff salaries for 2023-24 as follows: Becky Erickson - \$77,500, Lora Gibbs - \$31,920; Cathy Goethel - \$66,185.06, Mary Hempel - \$61,170.91, Paula Johnson, \$65,911.75; Haylee Kappenman - \$51,200; Susan Neiger - \$61,376.31; Annie Perrion - \$33,300; Lyndsay Rasmussen - \$59,161.10; Diane Reyelts - \$68,532.20; Roxana Uttermark - \$82,937.55; Diane Waltman - \$56,411.94 and Becky Hubsch - \$12,500.00. Motion carried.

Moved by Jensen, second Sumption to adjourn at 7:23 pm. Motion carried.

Acting as chairman pro tem, Erickson called the first meeting of the 2023-24 North Central Special Ed Coop Governance Board to order at 7:24 p.m. and opened the floor for nominations for 2023-24 Board President. Moved by Westphal, second Bottum to nominate Rix, cease nominations and declare a unanimous ballot. Motion carried.

Erickson took nominations for Board Vice-President. Moved by Sampson, second by Westphal to nominate Bottum, cease nominations and declare a unanimous ballot. Motion carried.

Bottum appointed Business Manager Hubsch as record keeper.

Pursuant to SDCL 23-3 Bottum 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 Westphal, second Sumption to determine that the matter underlying the conflict is fair, reasonable, and not contrary to public interest. Motion carried.

Members of the public were 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 present a list of July bills as follows: JULY NON-COOP SERVICES: ASBSD – worker’s comp insurance, 20.85; JULY OTHER SPECIAL REVENUE (COOP): ASBSD – worker’s comp insurance, 3,367.15; ASBSD – dues, 775.00; and EMC – property/liability insurance, 11,451.00, SASD-dues 807.00

Weber presented the NCSEC budget for 2023-24, including revenue, expenditures, and fund balance projections. The final budget will be approved in September at the Governing Board Meeting.

UNOFFICIAL PROCEEDINGS OF
NORTH CENTRAL SPECIAL EDUCATION COOPERATIVE
GOVERNANCE BOARD

REGULAR MEETING
July 13, 2023

PAGE 3

Moved by Sampson, second Westphal to approve the following consent agenda items: Dacotah Bank official depository, Aberdeen American News 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, Eide Bailly auditor, NCSEC Special Education Comprehensive Plan, NCSEC 2023-24 Handbook, NCSEC Advisory Board of Superintendents to make recommendations to the Governance Board concerning the employment of personnel, budgets, policy, and other concerns, approve July bills for payment in August with final authorization at the next Governing Board meeting, authorize Hubsch the use of President's signature stamp and approve July bills. Motion carried.

Motion by Sumption, second by Bukaske, to approve updates to the 2023-2024 NCSEC Membership Agreement. Motion carried.

The following new business items were noted: IDEA application update, and future meetings to be held at 7:00 pm on September 5, 2023, November 6, 2023, February 5, 2024, April 2, 2024, and May 6, 2024

Moved by Westphal, second Jensen to adjourn at 7:54 pm. Motion carried.

Becky Hubsch, Business Manager

Grant Rix, President

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

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