

September 16, 2015

Hello NESC Board of Directors

Meeting Location:

Our September meeting will be held Thursday, September 17, 2015 in Watertown, SD. **The meeting will be held at Lake Area Technical Institute.** The meeting will begin at **7:00 P.M.**

Debbe Koenecke
PRESIDENT
BOARD OF DIRECTORS

Jerry Aberle
DIRECTOR
Jerry.Aberle@k12.sd.us

Tim Frewing
ASSISTANT DIRECTOR
Tim.Frewing@k12.sd.us

Brice Christensen
BUSINESS MANAGER
Brice.Christensen@k12.sd.us

MEMBER DISTRICTS

- Arlington #38-1
- Britton-Hecla #45-4
- Castlewood #28-1
- Clark #12-2
- De Smet #38-2
- Deubrook #5-6
- Deuel #19-4
- Elkton #5-3
- Enemy Swim Day School
- Estelline #28-2
- Florence #14-1
- Grant-Deuel #25-3
- Hamlin #28-3
- Henry #14-2
- Iroquois #2-3
- Lake Preston #38-3
- Rosholt #54-4
- Sioux Valley #5-5
- Summit #54-6
- Waubay #18-3
- Waverly #14-5
- Webster Area #18-5
- Willow Lake #12-3
- Wilmot #54-7

Northeast Educational Services Cooperative

P.O. Box 327 • Hayti, South Dakota 57241
605-783-3607 • Fax 605-783-3259

September 16, 2015


Dear NESC Board Members:

Our September board meeting will be held on Thursday, September 17, 2015. It will begin at 7:00 pm, and will be held in Watertown at LATI.

The agenda is enclosed/attached for your review. In addition, all documents pertinent to the meeting are enclosed/attached. Please review prior to the meeting.

As of today, there are no additions to the agenda.

Sincerely yours,


Jerry Aberle

NESC BOARD OF DIRECTORS' MEETING

Proposed Agenda

Date: September 17, 2015

Time: 7:00 P.M.

**Location: Lake Area Technical Institute (LATI)
230 11th Street NE, Watertown, SD**

1. Call to order
2. Agenda review, changes, and approval
3. Introduction of guests
4. Approval of August 2015 financial report
5. Consent Agenda
 - a. Approval of August 17, 2015 meeting minutes
 - b. Approval of payment of September 2015 budget claims
 - c.
6. Old Business
 - a. September board meeting date--September 17, 2015 at 7:00 pm
 - b. September 2, 2015 Advisory Board meeting minutes
 - c. Job descriptions
7. New Business
 - a. Accept propane quote--\$1.05 per gallon, 1800 gallons
 - b. Surplus vehicles
 - c.
8. Assistant Director's Report
9. Director's Report
10. Executive Session: (If needed)
 - a.
 - b.

AGENDA ITEMS IN RED HAVE BEEN ADDED SINCE THE PROPOSED AGENDA WAS DRAFTED.

AGENDA ITEMS INDICATED BY A STRIKETHROUGH WILL BE DELETED FROM THE PROPOSED AGENDA.

Agenda Explanation

- 1. Call to order**
- 2. Agenda review, changes, and approval**
- 3. Introduction of guests**
- 4. Approval of August 2015 financial report**
- 5. Consent Agenda**
 - a. **Approval of August 17, 2015 meeting minutes.** Please review enclosed minutes.
 - b. **Approval of payment of September 2015 budget claims.** Please review the enclosed budget claims.
 - c.
 - d.
 - e.

- 6. Old Business**
 - a. **September board meeting date—September 17, 2015 at 7:00 pm.** Please note the change for our September board meeting.
 - b. **September 2, 2015 Advisory Board meeting minutes.** Please review the enclosed minutes.
 - c. **Job descriptions.** Revised job descriptions were discussed last month. The board should approve them this month.

- 7. New Business**
 - a. **Accept propane quote—\$1.05 per gallon, 1800 gallons.** This is cheaper than last year; last year it was \$1.67.
 - b. **Surplus vehicles.** We have three vehicles that need to be surplussed.
 - c.
 - d.

- 8. Assistant Director's Report**

- 9. Director's Report**

- 10. Executive Session: (If needed)**
 - a.
 - b.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

	General Fund (10)	Special Education Fund (22)	Agency Fund (71)	TOTAL ALL FUNDS
CASH BALANCE				
August 1, 2015	\$76,017.09	\$684,734.90	\$16,368.27	\$777,120.26

Receipts:

Local Sources:				
1312 Center Base Tuition				\$0.00
1332 Extended School Year Tuition				\$0.00
1510 Interest	\$33.97	\$125.12	\$3.48	\$162.57
1941 ESA 1 OTHER SOURCES				\$0.00
1941 ESA 1 LEA Assessments				\$0.00
1941 SD COUNTS Other LEAs				\$0.00
1990 Miscellaneous-Center Base				\$0.00
1990 SPED Assessments		\$144,560.69		\$144,560.69
1990 General Fund Assessment	\$3,238.71			\$3,238.71
1990 Reading Recovery	\$10,818.04			\$10,818.04
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous		\$289.88		\$289.88
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		\$5,071.65		\$5,071.65
3900 Part B Funds				\$0.00
3900 ESA 1				\$0.00
3900 ESA 1 Coaching Contract				\$0.00
3900 ESA 1 SD STARS Training				\$0.00
Federal Sources:				
4152 Title IIB (SD COUNTS)				\$0.00
4175 IDEA Part B 611				\$0.00
4175 IDEA Part B 611-Private				\$0.00
4186 IDEA Part B 619				\$0.00
Other Receipts:				
120 Accounts Receivable				\$0.00
140 Due from other Governments	\$65,784.15			\$65,784.15
Other Receipts	\$4,784.79		\$891.79	\$5,676.58
Total Monthly Receipts	\$84,659.66	\$150,047.34	\$895.27	\$235,602.27
Total Gross Receipts	\$160,676.75	\$834,782.24	\$17,263.54	\$1,012,722.53
Manual Journal Entry				\$0.00
Manual Journal Entry Revenue				\$0.00
Less Salaries & Disbursements				
Salaries	\$22,232.46	\$229,896.10		\$252,128.56
Disbursements	\$8,333.66	\$16,801.32	\$895.27	\$26,030.25
Less Total Salaries & Disbursements	\$30,566.12	\$246,697.42	\$895.27	\$278,158.81
CASH BALANCE				
August 31, 2015	\$130,110.63	\$588,084.82	\$16,368.27	\$734,563.72

Balance Sheet

Payroll Clearing Account XX-101-002	\$20.00	\$80.00	\$0.00	\$100.00
Checking Account XX-101	\$5,004.89	\$10,009.77	\$1,396.36	\$16,411.02
Money Market Savings XX-105	\$125,085.74	\$496,485.50	\$14,971.91	\$636,543.15
Certificates of Deposit XX-106	\$0.00	\$76,509.55	\$0.00	\$76,509.55
Imprest XX-108	\$0.00	\$5,000.00	\$0.00	\$5,000.00
TOTALS	\$130,110.63	\$588,084.82	\$16,368.27	\$734,563.72
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

Regular; Processing Month 08/2015; Fund Number 10, 22

Fund: 10 GENERAL FUND						
Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
10 1510	INTEREST	300.00	33.97	56.20	18.73	243.80
10 1941 013	ESA 1 COMMON CORE TRAINING	0.00	0.00	0.00	0.00	0.00
10 1941 014	ESA 1 LEA ASSESSMENTS	40,554.22	0.00	0.00	0.00	40,554.22
10 1941 015	ESA-1 REVENUE OTHER SOURCES-LEAs	29,285.91	0.00	0.00	0.00	29,285.91
10 1941 016	SD COUNTS-OTHER LEAS	23,136.27	0.00	0.00	0.00	23,136.27
10 1990 009	NON-SP.ED. ASSESSMENTS	21,502.89	3,238.71	3,238.71	15.06	18,264.18
10 1990 012	READING RECOVERY ASSESSMENTS	45,710.17	10,818.04	10,818.04	23.67	34,892.13
10 1990 013	READING RECOVERY-OTHER LEAs	13,390.00	0.00	0.00	0.00	13,390.00
10 1990 018	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
10 1990 073	D&A POOL ASSESSMENTS	10,000.00	0.00	0.00	0.00	10,000.00
10 1990 200	EXPENSED MILEAGE FROM SPED	231,828.00	0.00	0.00	0.00	231,828.00
Subtotal: LOCAL SOURCES		415,707.46	14,090.72	14,112.95	3.39	401,594.51
10 3900 013	READING RECOVERY I3 GRANT	0.00	0.00	0.00	0.00	0.00
10 3900 016	COMMON CORE MATH	1,228.60	0.00	0.00	0.00	1,228.60
10 3900 017	ESA 1 COMMON CORE TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 050	ESA 1-TEACHER OF THE YEAR	600.00	0.00	0.00	0.00	600.00
10 3900 102	ESA 1 SDAP TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 103	ESA 1 SIP TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 104	ESA 1 6-12 LITERACY TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 105	ESA 1 PBL TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 106	ESA 1 SD STARS TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 107	ESA 1 COACHING	54,153.43	0.00	0.00	0.00	54,153.43
10 3900 108	MATH LEADER/COACH	0.00	0.00	0.00	0.00	0.00
10 3900 109	TEACHER EFFECTIVENESS & COM. CORE	34,100.00	0.00	0.00	0.00	34,100.00
10 3900 110	ESA 1 MENU OF OPTIONS	105,600.00	0.00	0.00	0.00	105,600.00
10 3900 111	ESA 1 TEACHER TRAINING	9,000.00	0.00	0.00	0.00	9,000.00
Subtotal: STATE SOURCES		204,682.03	0.00	0.00	0.00	204,682.03
10 4152 016	TITLE II PART B SD COUNTS	114,220.87	0.00	0.00	0.00	114,220.87
Subtotal: FEDERAL SOURCES		114,220.87	0.00	0.00	0.00	114,220.87
10 5110	OPERATING TRANSFER IN	0.00	0.00	0.00	0.00	0.00
10 5130	SALE OF SURPLUS PROPERTY	0.00	1,500.00	1,500.00	0.00	(1,500.00)
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	3,284.79	3,284.79	0.00	(3,284.79)
Subtotal: 5000		0.00	4,784.79	4,784.79	0.00	(4,784.79)
Fund Total:		734,610.36	18,875.51	18,897.74	2.57	715,712.62

Regular; Processing Month 08/2015; Fund Number 10, 22

Fund: 22 SPECIAL EDUCATION FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
22 1312	TUITION-CENTER BASE	497,010.10	0.00	0.00	0.00	497,010.10
22 1312 100	TUITION-ESY	83,497.77	0.00	0.00	0.00	83,497.77
22 1510	INTEREST	3,000.00	125.12	297.16	9.91	2,702.84
22 1990 002	MISCELLANEOUS-CENTER BASE	0.00	0.00	0.00	0.00	0.00
22 1990 003	SPED ASSESSMENTS	1,039,829.53	144,560.69	144,560.69	13.90	895,268.84
22 1990 018	MISCELLANEOUS	12,000.00	289.88	289.88	2.42	11,710.12
22 1990 019	SPECIAL PROJECTS INDIRECT COSTS	5,000.00	0.00	0.00	0.00	5,000.00
Subtotal: LOCAL SOURCES		1,640,337.40	144,975.69	145,147.73	8.85	1,495,189.67
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	140,265.53	0.00	0.00	0.00	140,265.53
22 3900 013	STATE REVENUE: PART C FUNDS	50,000.00	5,071.65	9,790.35	19.58	40,209.65
22 3900 014	STATE REVENUE: PART B FUNDS	4,500.00	0.00	0.00	0.00	4,500.00
22 3900 106	CBI GRANT	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE SOURCES		194,765.53	5,071.65	9,790.35	5.03	184,975.18
22 4175 475	REGULAR IDEA PART B 611	1,630,333.00	0.00	0.00	0.00	1,630,333.00
22 4175 476	REGULAR IDEA PART B 611-PRIVATE SCHOOL	1,794.00	0.00	0.00	0.00	1,794.00
22 4186 486	REGULAR IDEA PART B 619	46,205.00	0.00	0.00	0.00	46,205.00
Subtotal: FEDERAL SOURCES		1,678,332.00	0.00	0.00	0.00	1,678,332.00
22 5130	SALE OF SURPLUS PROPERTY	0.00	0.00	0.00	0.00	0.00
22 5140	COMPENSATION FOR LOSS OF ASSET	0.00	0.00	0.00	0.00	0.00
Subtotal: 5000		0.00	0.00	0.00	0.00	0.00
Fund Total:		3,513,434.93	150,047.34	154,938.08	4.41	3,358,496.85

Revenue Summary Report
Processing Month: 08/2015

Regular; Processing Month 08/2015; 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:	4,248,045.29	168,922.85	173,835.82	4.09	4,074,209.47

Account Number	Account Description	BUDGET	CURRENT MO.EXP.	EXP.TO DATE	% OF BUDGET	BALANCE AT EOM
10	GENERAL FUND					
1111	READING RECOVERY	\$59,100.17	\$4,670.10	\$8,740.22	14.79	\$50,359.95
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$411,879.30	\$17,498.63	\$34,060.63	8.27	\$377,818.67
2227	TECHNOLOGY SUPPORT	\$3,084.28	\$176.81	\$269.08	8.72	\$2,815.20
2319	BOARD OF EDUCATION SERVICES	\$6,080.02	\$215.97	\$3,992.23	65.66	\$2,087.79
2329	ADMINISTRATION	\$21,268.56	\$1,480.43	\$3,095.57	14.55	\$18,172.99
2529	ADMINISTRATION-FISCAL SERVICES	\$6,301.65	\$659.87	\$1,093.32	17.35	\$5,208.33
2542	OPERATION & MAINTENANCE BLDGS.	\$7,234.38	\$200.53	\$291.25	4.03	\$6,943.13
2545	VEHICLE SERVICE	\$209,662.00	\$5,796.35	\$60,296.35	28.76	\$149,365.65
2551	DRUG & ALCOHOL TESTING POOL	\$10,000.00	\$0.00	\$0.00	0.00	\$10,000.00
8110	OPERATING TRANSFERS OUT	\$0.00	\$0.00	\$0.00	0.00	\$0.00
10	GENERAL FUND	\$734,610.36	\$30,698.69	\$111,838.65	15.22	\$622,771.71
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$85,291.75	\$26,494.73	\$49,203.60	57.69	\$36,088.15
1223	CENTER BASE DAY PROGRAMS	\$497,010.09	\$4,814.43	\$9,499.40	1.91	\$487,510.69
1226	EARLY CHILDHOOD SERVICE.	\$295,295.65	\$2,786.94	\$5,518.53	1.87	\$289,777.12
2129	TRANSITION SUPPORT SERVICES	\$25,829.06	\$1,660.47	\$3,320.97	12.86	\$22,508.09
2142	PSYCHOLOGICAL SERVICES	\$473,744.73	\$6,208.92	\$8,940.18	1.89	\$464,804.55
2152	SPEECH PATHOLOGY SERVICES	\$972,147.14	\$8,556.20	\$15,715.40	1.62	\$956,431.74
2171	PHYSICAL THERAPY	\$283,674.78	\$19,820.17	\$39,387.65	13.88	\$244,287.13
2172	OCCUPATIONAL THERAPY	\$471,804.40	\$21,496.47	\$42,537.08	9.02	\$429,267.32
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$7,613.36	\$0.00	\$0.00	0.00	\$7,613.36
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$140,265.53	\$8,733.79	\$16,914.82	12.06	\$123,350.71
2227	TECHNOLOGY SUPPORT	\$38,039.13	\$2,207.17	\$3,371.74	8.86	\$34,667.39
2319	BOARD OF EDUCATION SERVICES	\$74,986.86	\$2,663.72	\$49,237.71	65.66	\$25,749.15
2329	ADMINISTRATION	\$262,312.24	\$18,004.60	\$37,688.01	14.37	\$224,624.23
2529	ADMINISTRATION-FISCAL SERVICES	\$77,720.37	\$8,138.45	\$13,484.26	17.35	\$64,236.11
2542	OPERATION & MAINTENANCE BLDGS.	\$37,699.84	\$1,045.11	\$1,518.72	4.03	\$36,181.12
2712	EMOTIONALLY DISTURBED-ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2713	INTELLECTUAL DISABILITIES - ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2714	HEARING IMPAIRMENTS - ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2715	SPEC.LEARNING DISABLED-ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2716	MULTIPLE DISABILITIES-ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2717	ORTHOPEDIC IMPAIRMENTS	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2718	VISUALLY IMPAIRED - ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2719	DEAFNESS - ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2720	SPEECH/LANG.IMPAIRMENTS-ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2721	OTHER HEALTH IMPAIRED - ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2722	AUTISM - ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2723	TRAUMATIC BRAIN INJURY - ADMIN	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2724	PRESCHOOL (AGE 3-5)	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2725	EARLY INTERVENTION (AGE 0-2)	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2900	OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00
7000	CONTINGENCIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00
8110	OPERATING TRANSFERS OUT	\$0.00	\$0.00	\$0.00	0.00	\$0.00
22	SPECIAL EDUCATION FUND	\$3,743,434.93	\$132,631.17	\$296,338.07	7.92	\$3,447,096.86
Grand Total:		\$4,478,045.29	\$163,329.86	\$408,176.72	9.12	\$4,069,868.57

Activity Fund Balance Report - Summary - Exclude Encumbrances
 08/2015 - 08/2015

Regular; Beginning Month 08/2015; Processing Month 08/2015; Fund Number 71

Fund: 71 AGENCY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
71 415 801	GENERAL CLEARING-AMT. HELD FOR OTHERS	1,102.42	642.79	642.79	0.00	1,102.42
71 415 802	FLORENCE CENTER BASE-AMT HELD FOR OTHERS	283.17	0.00	0.00	0.00	283.17
71 415 803	HAMLIN CENTER BASE-AMT HELD FOR OTHERS	493.31	0.00	0.00	0.00	493.31
71 415 804	GRANT-DEUEL CB-AMT HELD FOR OTHERS	621.08	0.00	0.00	0.00	621.08
71 415 805	KNIGHTS OF COLUMBUS-AMT HELD FOR OTHERS	2,063.06	0.00	0.00	0.00	2,063.06
71 415 806	SPECIAL OLYMPICS SD-AMT HELD FOR OTHERS	7,633.93	0.00	0.00	0.00	7,633.93
71 415 850	ELABO-AMT HELD FOR OTHERS	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	4,752.92	609.50	249.00	0.00	4,392.42
71 704 005	FUND BALANCE - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
71 760	UNASSIGNED FUND BALANCE	4.79	0.00	3.48	0.00	8.27
Fund Total: 71		<u>16,954.68</u>	<u>1,252.29</u>	<u>895.27</u>	<u>0.00</u>	<u>16,597.66</u>

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, August 17, 2015

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, August 17 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by President Koenecke at 7:00 P.M. and adjourned at 7:41 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Trudi Gaikowski, Clark; Barb Asleson, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Janel Williams, Enemy Swim Day School; Tracy Hlavack, Florence; Jared Engebretson, Grant-Deuel; Joe Homola, Hamlin; Dave Fuller, Henry; Joyce Carlson, Lake Preston; Hailey Peterson, Rosholt; Gloria Koerlin, Sioux Valley; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Paula Warkenthien, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Tom Landsman, Elkton; Ron Gorder, Estelline; Greg Schortzmann, Iroquois; Corrie Quale, Summit; Jamie Reetz, Webster;

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: Kevin Keenaghan, Deubrook; Jim Block, Webster

NESC Administration: Jerry Aberle, Director; Brice Christensen, Business Manager; Tim Frewing, Assistant Director

Call to Order

President Koenecke called the meeting to order at 7:00 P.M.

Agenda review, changes, and approval

Action #16010 Motion by D. Lutkemeier, second by C. Knutson, to approve the agenda with the addition of 7e) Lease of van. All present voting in favor, motion carried.

Introduction of Guests

Kevin Keenaghan and Jim Block were introduced as guests.

Financial Report

Action #16011 Motion by J. Homola, second by C. Knutson, to approve the financial report for the period ending June 2015. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
July 1, 2015	\$164,631.29	\$638,074.94	\$16,368.27

Receipts:

Local Sources	\$22.23	\$506.20	\$4.79
State Sources		\$4,718.70	
Federal Sources			
Other	\$79,198.13	\$321,613.00	\$1,473.41
<u>Total Monthly Receipts</u>	<u>\$79,220.36</u>	<u>\$326,837.90</u>	<u>\$1,478.20</u>
Total Gross Receipts	\$243,851.65	\$964,912.84	\$17,846.47
Less Salaries	\$22,314.18	\$230,326.21	
Less Disbursements	\$145,520.38	\$49,851.73	\$1,478.20
<u>Total Salaries & Disbursements</u>	<u>\$167,834.56</u>	<u>\$280,177.94</u>	<u>\$1,478.20</u>
Ending Cash Balance			
July 31, 2015	\$76,017.09	\$684,734.90	\$16,368.27

Consent Agenda

Action #16012 Motion by J. Homola, second by J. Bucholz, to approve the following items on the Consent Agenda: 5a) Approval of July 20, 2015 Board of Directors minutes; 5b) Approval of payment of August 2015 claims; 5c) Approval of contract – Jodi Wolfe, paraprofessional, Hamlin Center Base, \$13.10 per hour; 5d) Approval of work agreement – Cheryl Keller-Knudson, supervision for clinical fellowship year, \$45.37 per hour; 5e) Approval of contract amendment-Angel Dubro, moving from BA+15 to BA+30 \$16,969.83; 5f) Approval of contract amendment-Marshall County Healthcare Center, increasing rates of \$61.00 per hour; 5g) Approval of audit engagement letter; 5h) Approval of contract amendment-Brenda Boyd, moving from BA to BA+15, \$46,343.64.

Business Manager Christensen noted one mistake in the July 2015 minutes---Adjourn meeting for 2013-2014 fiscal year should have been 2014-2015 fiscal year.

All present voted in favor, motion carried.

August 2015 Accounts Payable

GENERAL FUND: AAA PURE WATER PROPERTY MAINT - WATER FILTER CHANGE 13.60;BMO MASTERCARD SUPPLIES, TRAVEL 1,044.65
BROOKINGS REGISTER ADVERTISING 17.28;BUSSKOHL, CHRISTY BOARD - FINGERPRINTS 3.99;CENEX FLEETCARD FLEET MAINT &
GASOLINE 1,796.64;CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 1.35;DELYLE'S SOUTH 81 SERVICE, INC. FLEET MAINT
1,998.12;DUST TEX SERVICE, INC. RUG RENTAL - OTHER O&M SERVICES 6.42;DYNAMIC MEASUREMENT GROUP, INC. ESA SUPPLIES
129.00;HAMLIN COUNTY FARMERS COOP FLEET MAINT & GASOLINE 298.53;KASTRUP, ALYSHA BOARD - LEGAL FINGERPRINTS 4.74
NESC IMPREST REIMBURSE IMPREST 197.00;NESC PAYROLL CLEARING AUGUST 2015 PAYROLL 22,232.46;NORTHLAND AUTO CENTER
FLEET MAINT 128.56;OTTER TAIL POWER CO. O&M - ELECTRICITY 78.42;PALMLUND AUTOMOTIVE FLEET MAINT 547.05;PEDERSEN,
SHANE LAWN MOWING 22.54;QUICK PRO LUBE FLEET MAINT 36.02;SD DEPT. OF REVENUE VEHICLE TITLE AND REGISTRATION 56.00
SD FEDERAL PROPERTY AGENCY ADMIN SUPPLIES 0.75;SD TEACHER PLACEMENT CENTER TEACHER PLACEMENT WEBSITE MEMBERSHIP
31.50;SOFTWARE UNLIMITED ACCOUNTING SOFTWARE LICENSE FEE 247.50;STANGL SANITATION O&M MAINT - ROLL-OFF 47.21
STEVE'S TIRE & SERVICE FLEET MAINT 33.00;TAESE/USU ADMIN CONF REGISTRATION 12.38;TASC-CLIENT INVOICES TASC ADMIN
FEES/RENEWAL 158.46;UNIVERSITY OF SOUTH DAKOTA READING RECOVERY DUES AND FEES 600.00;W.W. TIRE FLEET MAINT 822.95

FUND TOTAL: \$30,566.12

SPECIAL EDUCATION FUND: AAA PURE WATER PROPERTY MAINT - WATER FILTER CHANGE 70.90;BMO MASTERCARD SUPPLIES,
TRAVEL 7,693.79;BOYD, BRENDA ED SPEC TRAVEL 41.00;BROOKINGS REGISTER ADVERTISING 213.12;BUSSKOHL, CHRISTY BOARD -
FINGERPRINTS 49.26;CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 16.71;DUST TEX SERVICE, INC. RUG RENTAL - OTHER O&M
SERVICES 33.44;HANSEN, HEATHER ESY MILEAGE TO STAFF 114.66;KASTRUP, ALYSHA BOARD - LEGAL FINGERPRINTS 58.51
LEWIS, PAULINE ESY MILEAGE - JULY 36.54;MIDWEST SPECIAL INSTRUMENTS SPEECH PURCH SVCS - AUDIOMETER PREV MAIN
1,495.00;CB MILEAGE TO PARENT 44.40;NESC IMPREST REIMBURSE IMPREST 52.00;NESC PAYROLL CLEARING AUGUST 2015 PAYROLL
229,896.10;OTTER TAIL POWER CO. O&M - ELECTRICITY 408.67;PEDERSEN, SHANE LAWN MOWING 117.46;SD FEDERAL PROPERTY
AGENCY ADMIN SUPPLIES 9.25;SD TEACHER PLACEMENT CENTER TEACHER PLACEMENT WEBSITE MEMBERSHIP 388.50;SHIRLEY, LINDA ED
SPEC TRAVEL/MILEAGE TO STAFF 315.76;SOFTWARE UNLIMITED ACCOUNTING SOFTWARE LICENSE FEE 3,052.50;STANGL SANITATION
O&M MAINT - ROLL-OFF 246.02;TAESE/USU ADMIN CONF REGISTRATION 152.62;TASC-CLIENT INVOICES TASC ADMIN FEES/RENEWAL

1,954.33;THOMPSON, NELLA ESY MILEAGE TO STAFF 106.26;WENZ, MELODY ESY MILEAGE TO STAFF 27.72;WIESE, RITA ESY MILEAGE TO STAFF 22.68;WILLIAMS, CYNTHIA ESY MILEAGE - JULY 80.22

FUND TOTAL: \$246,697.42

Old Business

September board meeting date – September 17, 2015 at 7:00 pm

The board was reminded that we will be holding the September board meeting on a different date due to a schedule conflict. The September meeting will be held on the 17th at 7:00 pm at LATI.

New Business

Steering/Negotiations Committee-Chairman appointments

President Koenecke appointed Joe Homola and Gloria Koerlin to be the large school representatives; Carie Knutson and Cory Akin to be the mid-size school representatives; Tracy Hlavacek and Joyce Carlson as the small school representatives.

2004 Dodge Stratus-possibly declare surplus

Action #16013 Motion by D. Lutkemeier, second by T. Hlavacek to declare fixed asset #314 (2004 black Dodge Stratus) surplus. All present voting in favor, motion carried.

NESC Board Member in-service

It was decided to not hold a board member in-service in Fiscal Year 2016. The option for Director Aberle, Business Manager Christensen, and Assistant Director Frewing to visit local boards to talk about NESC was discussed and is always available.

Job Descriptions

Director Aberle and Assistant Director Frewing reviewed proposed job description changes.

Lease of Van

Action #16014 Motion by J. Carlson, second by J. Engebretson to allow the lease of a spare van to the Flandreau School District, and allow Director Aberle and Business Manager Christensen to negotiate a price. All present voting in favor, motion carried.

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Aberle gave his monthly report.

ASBSD

President Koenecke encouraged all members to attend the ASBSD Board President retreat and the ASBSD regional meetings.

Adjournment

Action #16015 With there being no further business, motion by C. Knutson, second by J. Homola, to adjourn. All present voting in favor, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical Institute in Watertown, SD on Thursday, September 17, 2015 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager

ACCOUNTS PAYABLE SEPTEMBER 2015

Vendor Name	Description	Amount
Checking Account: 1	Fund Number: 10 GENERAL FUND	
APEX LEARNING	APEX SEATS	16,825.00
ASBSD	CONFERENCE REGISTRATION - ADMIN/FISCAL	27.76
BMO MASTERCARD	PURCH SVCS, TRAVEL, SUPPLIES, PHONE	1,489.15
CENEX FLEETCARD	GASOLINE	2,312.32
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINTENANCE CONTRACT	201.13
CHRISTENSEN, BRICE	ADVANCED STUDY / FISCAL MILEAGE	40.21
DAVE'S COLLISION REPAIR	FLEET MAINT	433.00
DELYLE'S SOUTH 81 SERVICE, INC.	FLEET MAINT	2,716.27
DUST TEX SERVICE, INC.	RUG RENTAL - O&M	12.83
HAMLIN CO. COOP	PROPANE CONTRACT	304.29
HAMLIN COUNTY FARMERS COOP	FLEET MAINT & GASOLINE	714.06
JOHNSON, ANGELA	BOARD - FINGERPRINTS	3.99
JURGENS OIL	FLEET MAINT	36.91
NELSON, ANNEKE	BOARD - FINGERPRINTS	3.99
NESC IMPREST	REIMBURSE IMPREST	76.23
NESC PAYROLL CLEARING	SEPTEMBER 2015 PAYROLL	22,823.99
NORTHLAND AUTO CENTER	FLEET MAINT	519.47
OTTER TAIL POWER CO.	ELECTRICITY	89.70
PEDERSEN, SHANE	O&M - LAWN CARE	22.54
PROFESSIONAL SECURITY	DRUG AND ALCOHOL POOL	1,088.00
REDLINGER BROS. PLUMBING & HEATING	O&M PROPERTY SERVICE	76.23
RFD NEWS	ADVERTISING	9.45
SHARP AUTOMOTIVE	FLEET MAINT	175.40
SLOSSON EDUCATIONAL PUB., INC.	READING RECOVERY SUPPLIES	127.05
SOFTWARE UNLIMITED	ACCOUNTING SOFTWARE FEES	116.95
STREET, KRIS	ADVANCED STUDY	75.00
TOWN OF HAYTI	WATER AND SEWER	5.72
W.W. TIRE	FLEET MAINT	16.90
WATERTOWN SCHOOL DISTRICT	ESA REGISTRATIONS	790.00
WEBSTER AUTO CARE	FLEET MAINT	886.07
WOLFE, JODI	BACKGROUND CHECK	3.99
Fund Number: 10		52,023.60
Checking Account: 1	Fund Number: 22 SPECIAL EDUCATION FUND	
ABERLE, GERALD	SPEECH SUPPLIES	42.81

ACCOUNTS PAYABLE SEPTEMBER 2015

Vendor Name	Description	Amount
ASBSD	CONFERENCE REGISTRATION - ADMIN/FISCAL	342.24
BMO MASTERCARD	PURCH SVCS, TRAVEL, SUPPLIES, PHONE	14,735.26
BUREAU OF EDUCATION & RESEARCH	SPEECH REGISTRATION FEE	478.00
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINTENANCE CONTRACT	173.68
CHILSON, GINA	SPEECH - MILEAGE TO STAFF	46.20
CHRISTENSEN, BRICE	ADVANCED STUDY / FISCAL MILEAGE	495.91
CPI	PSYCH SUPPLIES	1,419.00
DUST TEX SERVICE, INC.	RUG RENTAL - O&M	66.89
HAMLIN CO. COOP	PROPANE CONTRACT	1,585.71
HANSEN, HEATHER	SPEECH - MILEAGE TO STAFF	23.10
JOHNSON, ANGELA	BOARD - FINGERPRINTS	49.26
	CB MILEAGE TO PARENT	156.24
NCS PEARSON, INC.	PSYCH SUPPLIES	99.00
NELSON, ANNEKE	BOARD - FINGERPRINTS	49.26
NESC IMPREST	REIMBURSE IMPREST	732.27
NESC PAYROLL CLEARING	SEPTEMBER 2015 PAYROLL	237,118.32
OTTER TAIL POWER CO.	ELECTRICITY	467.46
PEDERSEN, SHANE	O&M - LAWN CARE	117.46
REDLINGER BROS. PLUMBING & HEATING	O&M PROPERTY SERVICE	397.24
RFD NEWS	ADVERTISING	116.55
SCHMIDT, ROCHELLE	SPEECH - MILEAGE TO STAFF	50.40
SNODDY, MISTY	ESY MILEAGE TO STAFF	6.72
SOFTWARE UNLIMITED	ACCOUNTING SOFTWARE FEES	1,442.43
STREET, KRIS	ADVANCED STUDY	925.00
TOWN OF HAYTI	WATER AND SEWER	29.78
WENZ, MELODY	SPEECH - MILEAGE TO STAFF	45.36
WIESE, RITA	SPEECH - MILEAGE TO STAFF	7.56
WOLFE, JODI	BACKGROUND CHECK	49.26
Fund Number: 22		261,268.37
Checking Account: 1		313,291.97

Reconciled/Disputed Detail

Reporting Period: 08/06/2015 Thru 09/05/2015

Tran ID	Proc Date	Tran Date	Supplier Description	GL Information	Current Status	Processing Status	Amount
						Dispute Date	Reconcile Date
Account #: XXXXXXXXXXX171375			Name: BOYD, BRENDA		ID:		
398745236	08/06/2015	08/05/2015	LA QUINTA INN & SUITES - SIOUX FALLS, SD USA	New		70.00
401132235	08/28/2015	08/27/2015	COMFORT INN - HURON, SD USA	New		61.68
401132236	08/28/2015	08/25/2015	AMERICINN OF ABERDEEN - ABERDEEN, SD USA	New		209.80
401132237	08/28/2015	08/26/2015	AMERICINN OF ABERDEEN - ABERDEEN, SD USA	New		104.90
401269844	08/31/2015	08/27/2015	CROSSROADS HOTEL HURON - HURON, SD USA	New		55.00
Transaction Count:						5	501.38
Account #: XXXXXXXXXXX407506			Name: ABERLE, JERRY		ID:		
399152799	08/10/2015	08/08/2015	SHERATON HOTELS - SIOUX FALLS, SD USA	New		119.00
Transaction Count:						1	119.00
Account #: XXXXXXXXXXX525117			Name: CHRISTENSEN, BRICE		ID:		
398745237	08/06/2015	08/05/2015	PRO ED INC - 05124513246, TX USA	New		125.85
398947757	08/07/2015	08/07/2015	CURRICULUM ASSOC - 8002250248, MA USA	New		390.88
399152800	08/10/2015	08/08/2015	SHERATON HOTELS - SIOUX FALLS, SD USA	New		119.00
399703941	08/14/2015	08/13/2015	VZWRLLSS*MY VZ VB P - ALPHARETTA, GA USA	New		317.01
399703942	08/14/2015	08/13/2015	SANFORD CREDIT CARD PM - 605-3286573, SD USA	New		3,586.93
399703943	08/14/2015	08/13/2015	WATERTOWN PUBLIC OPINI - WATERTOWN, SD USA	New		515.47
399703944	08/14/2015	08/13/2015	MARSHALL COUNTY HEALTH - BRITTON, SD USA	New		2,422.64
399956118	08/18/2015	08/18/2015	AMAZON MKTPLACE PMTS - AMZN.COM/BILL, WA USA	New		51.05
399956119	08/18/2015	08/17/2015	ASHA EVENTS - 7 - 08004982071, MD USA	New		775.00
400082426	08/19/2015	08/18/2015	TIME MANAGEMENT SYST - 7122221126, IA USA	New		90.05
400210668	08/20/2015	08/19/2015	APL* ITUNES.COM/BILL - 866-712-7753, CA USA	New		105.99
400210669	08/20/2015	08/19/2015	ASHA EVENTS - 7 - 08004982071, MD USA	New		285.00
400426563	08/21/2015	08/20/2015	BESTBUYMKTPPLACE - 888-237289, MN USA	New		59.55
400426564	08/21/2015	08/20/2015	BESTBUYMKTPPLACE - 888-237289, MN USA	New		9.99
400426565	08/21/2015	08/21/2015	NCS PEARSON - 800-843-0019, MN USA	New		333.84
400426566	08/21/2015	08/21/2015	NCS PEARSON - 800-843-0019, MN USA	New		1,784.64
400426567	08/21/2015	08/21/2015	AMAZON MKTPLACE PMTS - AMZN.COM/BILL, WA USA	New		17.84
400559667	08/24/2015	08/21/2015	OFFICE DEPOT #1090 - 800-463-3768, MN USA	New		197.94
401132238	08/28/2015	08/26/2015	DELTA - DELTA.COM, CA USA	New		292.70
401132239	08/28/2015	08/26/2015	DELTA - DELTA.COM, CA USA	New		292.70
401132240	08/28/2015	08/29/2015	AMAZON MKTPLACE PMTS - AMZN.COM/BILL, WA USA	New		321.36
401132241	08/28/2015	08/28/2015	CHANNING BETE CO AHA - 08008282827, MA USA	New		1,158.55
401379043	09/01/2015	08/31/2015	AMSTERDAM PRNT & LITHO - 800-842-6006, NY USA	New		267.77

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Reconciled/Disputed Detail

Reporting Period: 08/06/2015 Thru 09/05/2015

Tran ID	Proc Date	Tran Date	Supplier Description	GL Information	Current Status	Processing Status		Amount
						Dispute Date	Reconcile Date	
401503256	09/02/2015	08/27/2015	EDUC READING RECOVERY - 06142927883, OH USA	New			1,250.00
401680313	09/03/2015	09/02/2015	HY VEE 1871 - WATERTOWN, SD USA	New			42.54
Transaction Count:						25		14,814.29
Account #:	XXXXXXXXXX335997		Name: ADMIN, NESC	ID:				
399373805	08/12/2015	08/11/2015	HY VEE 1871 - WATERTOWN, SD USA	New			114.94
399373806	08/12/2015	08/11/2015	QDOBA #814 QPS - WATERTOWN, SD USA	New			576.00
399956120	08/18/2015	08/17/2015	USPS 46370806815241326 - HAYTI, SD USA	New			98.80
Transaction Count:						3		789.74
Report Count:						34		16,224.41

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Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday September 2, 2015

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, September 2, 2015 at Hy-Vee in Watertown, South Dakota. The meeting was called to order by Director Aberle at 9:36 A.M. and adjourned at 11:25 A.M.

Present: Chris Lund, Arlington; Steve Benson, Britton-Hecla; Keith Fodness, Castlewood; Luanne Warren, Clark; Jim Altenburg, De Smet; Kevin Keenaghan, Deubrook; Dean Christensen, Deuel; Brian Jandahl, Elkton; Virginia Dolney, Enemy Swim; Patrick Kraning, Estelline; Gary Leighton, Florence; Al Stewart, Grant-Deuel; Joel Jorgenson, Hamlin; Steve Zirbel, Henry; Mike Ruth, Iroquois; Tim Casper, Lake Preston; Tess Appel, Rosholt; Tom Oster, Sioux Valley; Kurt Jensen, Summit; Dean Jones, Waubay; James Block, Webster; Scott Klaudt, Willow Lake; Larry Hulscher, Wilmot

Absent: John Bjorkman, Waverly

Others Attending: Jerry Aberle, Director; Brice Christensen, Business Manager; Tim Frewing, Assistant Director

ADVISORY BOARD AGENDA

Welcome new member; Steve Benson – Britton Hecla

Steve Benson of Britton-Hecla was welcomed as a new member.

Elect Chairperson

Motion by Oster, second by Christensen to nominate Al Stewart for chairperson and cast a unanimous ballot. All present voting in favor, motion carried.

SW/WC – Shareen Neumann

Shareen Neumann gave a presentation on the SW/WC purchasing contract that many of the school participate in.

Financial Report

Business Manager Christensen reviewed the financial report for July 2015.

Medicaid rates & billing for direct services

Director Aberle updated everyone on the impending changes in the Medicaid rates and billing for direct services. Discussion was held on possibilities for calculating the new rates and how to go about the changes.

Paraprofessional Training Summary

Director Aberle reviewed feedback from the paraprofessional training held in August.

Indicator 11 and 12

Director Aberle spoke on indicators 11 and 12.

Behavior Classroom

Director Aberle led discussion on a possible behavior classroom. Location remains to be the biggest challenge. Discussion on a behavior classroom will be ongoing.

SPED compliance reviews – Arlington, Summit, and Castlewood

If any of the schools that will be having compliance reviews need help they are to be in contact with Jerry and Tim.

Reading Recovery Supplies (Slosson Oral Reading Test-SORT-R3 – A brief Measure of Reading Ability Policy was reviewed regarding the use of any supplies that were purchased by a Coop program. If any district is to drop an optional program any supplies purchased by the program will be retained by NESC.

Funding Formula

Per NESC Policy the funding formula will be up for review this year. J. Block and V. Dolney volunteered to be on a committee to look at possible options. Two member business managers to be named later will also join the committee.

Superintendent Contact Information

Superintendent contact information was reviewed for accuracy.

Autism Team

Assistant Director Frewing shared that the NESC autism team is now available for use within the cooperative.

NESC Board Agenda

The September 2015 NESC Board Agenda was reviewed.

Adjournment

There being no further business, motion by Christensen, second by Jorgenson to adjourn. All present voting in favor, motion carried.

Brice Christensen, Business Manager

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

TITLE IX COORDINATOR

TITLE IX COORDINATOR:

I. Background Information

~~The Title IX coordinator will monitor the policies and practices regarding the provisions of Educational Services to assure that the recipient is not denied or restricted opportunities on the basis of sex, race/natural origin or disability in the following areas.~~

- ~~A. Academic requirements~~
- ~~B. Separate programs for the disabled~~
- ~~C. Evaluation process/re-evaluation process (Section 504)~~
- ~~D. Procedural safeguards~~
- ~~E. Extra-curricular activities~~
- ~~F. Actual or potential marital parental status~~
- ~~G. Comparable facilities~~
- ~~H. Monitor the employability of faculty, so that no person be subjected to discrimination on the basis of race, national origin, religion, sex, age, physical and mental disabilities, or marital status in any program, service, or activity for which the school is responsible.~~

All educational institutions receiving Federal financial assistance are required to designate an employee to coordinate efforts to comply with Title IX of the Education Amendments of 1972. The person charged with this responsibility is expected to help staff and students to be aware of legal protections while making the organization aware of its legal obligations through Title IX.

Title IX prohibits discrimination or preferential treatment on the basis of sex.

RESPONSIBILITY OF THE TITLE IX COORDINATOR:

II. Professional Responsibilities

- ~~A. The Title IX Coordinator is responsible to the Director.~~
- ~~B. The Title IX Coordinator has the authority to:
 - ~~1. Conduct school visits to review schedules, publications, etc. for Title IX recommendations.~~
 - ~~2. Enact minor changes.~~
 - ~~3. Conduct on-going evaluation~~~~
- ~~C. The Title IX Coordinator should be accessible to students, employees and community.~~
- ~~D. The Title IX Coordinator will coordinate or provide Title IX training for students, employees, administrators and community.~~
- ~~E. The Title IX Coordinator will be responsible for an objective evaluation and an objective response to requests.~~

~~F. The Title IX Coordinator will be responsible for the administration of the grievance procedure.~~

~~G. The Title IX Coordinator will be responsible for the grievance resolution.~~

~~H. The Title IX Coordinator will be responsible for compliance record keeping.~~

- A. Provide individual or group training about employee rights and the organization's responsibilities due to Title IX.
- B. Facilitate a grievance process that allows complaints about misconduct and investigations into violations of Title IX.
- C. Conduct impartial investigations into alleged violations of Title IX.
- D. Create and maintain confidential documentation related to Title IX investigations.
- E. Design and monitor Title IX compliance activities, providing remedies to ensure equal access if violations of Title IX are found.
- F. Ensure the organization's ongoing compliance with Title IX.
- G. Perform other, reasonably-related duties as assigned.

TITLE IX PERSONAL QUALIFICATIONS:

III. Qualifications

~~A. The Title IX Coordinator will have a willingness to remain current about new legislation, available resources, strategies.~~

~~B. The Title IX Coordinator will have competent knowledge of Title IX regulation.~~

~~C. The Title IX Coordinator will have interpersonal communication skills and competencies appropriate for obtaining the constructive involvement of a variety of persons.~~

~~D. The Title IX Coordinator will possess no conflict of interest because of other assigned responsibilities.~~

~~E. The Title IX Coordinator will have a general knowledge of other Federal and State nondiscrimination laws.~~

~~F. The Title IX Coordinator will have knowledge of internal agency/institutional Title IX grievance procedure.~~

~~G. The Title IX Coordinator will have the ability to design, implement, and monitor compliance activities.~~

~~H. The Title IX Coordinator will have the ability to state a position clearly and assertively in situations of opposition.~~

~~I. The Title IX Coordinator will have the ability to maintain nonjudgmental and nonthreatening behaviors in situations of conflict.~~

Title IX Coordinators should have current knowledge of nondiscrimination laws, strong communication skills, and the authority to act without conflict of interest.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

PHYSICAL THERAPIST

I. _____ Position Title:

_____ Physical Therapist

II. _____ Qualifications:

_____ Must hold or be able to obtain current licensure in South Dakota via South Dakota Physical Therapy Association.

III. _____ Accountable to:

_____ Program Director

IV. _____ Supervises:

_____ Therapy Assistant

V. _____ Basic Function / Purpose of Position:

A. _____ The Physical Therapist provides physical therapy evaluation for all pupils having possible physical or physically associated problems, identifies such, and recommends solution.

B. _____ Physical therapy treatment is provided to the pupil as prescribed by a licensed physician when not otherwise feasible or available to the person in the community.

I. Background Information

Physical therapists (PTs) are health care professionals with clinical experience who diagnose and treat conditions limiting the body's ability to move and function in daily life.

Educationally-based PTs focus on remediating a student's gross motor skills only to the point that such remediation is no longer needed to benefit from special education. Evaluation and consultation for potential impairments is an important part of the work.

This position is a 230 day contract.

VI. _____ Performance Responsibilities:

II. Professional Responsibilities

A. _____ Evaluate child referred for possible physical problems and advise referral source of results.

- A. Administer gross motor evaluations (including skill-based assessments) and generate the related reports.
- ~~B. Confer with classroom teacher, physical education teacher, building principal, parent(s) or guardian, school nurse, speech and language clinician, audiologist, school counselor, attending physician, case worker, regarding results of screening or evaluations.~~
- ~~C. Render physical therapy treatment to any pupil in their own assigned school building as ordered by their attending physician when physical therapy treatment is not otherwise appropriately available to the pupil in the community.~~
- ~~D. Participate when appropriate in multi-disciplinary assessment team staffing.~~
- ~~E. Appraise each referral for possible physical problems such as orthopedic, neuromotor, or psychomotor.~~
- ~~F. Suggest remediation goals and procedures.~~
- ~~G. Evaluate each referral for possible entrance and placement or dismissal from special services.~~
- ~~H. Serve as resource to physical education teachers in modifying or adapting physical activities in lesson plans to better meet the physical needs of an individual or of a class.~~
- ~~I. Counsel with parents where appropriate to seek medical aid from a physician for the pupil or a medical follow-up.~~
- ~~J. Assist in locating community resources to help families locate needed medical services, equipment, supplies, or find financing when indigent.~~
- B. Diagnose and remediate gross motor impairments based on the individual needs of the child.
- C. Model, teach, and counsel parents and teachers how to promote increased movement and independence for the child.
- D. Contribute to the development of Individual Education Programs (IEPs).
- E. Contribute to the development of Individual Family Service Plans (IFSPs).
- ~~K. Maintain accurate records of observations, treatment, and results in physical therapy.~~
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- ~~L. Recommend or acquire and maintain appropriate equipment or supplies for the classroom teacher used in enhancing normal neuromotor growth and development.~~
- ~~M. Attend special education staff meetings, or others, when appropriate or as directed by supervisor.~~
- ~~N. Attend and participate in building staff meetings on invitation of building principal.~~

- G. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- H. Perform other, reasonably-related duties as assigned.

~~VII. Evaluation:~~

~~Performance of this position will be evaluated in accordance with provisions of the board's policy on evaluation for professional personnel. Evaluated by supervisor annually.~~

III. Qualifications

PTs must be licensed to practice physical therapy by the South Dakota Board of Medical and Osteopathic Examiners.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

OCCUPATIONAL THERAPIST, REGISTERED

I. _____ Position Title:

_____ Occupational Therapist, Registered

II. _____ Qualifications:

_____ B.S. Degree from an approved professional curriculum with successful completion of American Occupational Therapy Association (AOTA) Certification requirements. The Occupational Therapist must maintain current registration with AOTA.

III. _____ Accountable to:

_____ Program Director

IV. _____ Supervises:

_____ Occupational Therapy Assistant

V. _____ Basic Function / Purpose of Position:

~~To provide occupational therapy service to students in special education programs:~~

A. ~~Directly, through individual or group treatment.~~

B. ~~Indirectly, by meeting with parents and/or teachers to provide consultation and assistance.~~

I Background Information

Registered occupational therapists (OTRs) are health care professionals who help clients to develop, recover, or maintain daily living and work skills.

Educationally-based OTRs focus on remediating a student's fine motor, sensory, or visual motor skills only to the point that such remediation is no longer needed to benefit from special education. Evaluation and consultation for potential impairments is an important part of the work.

This position is a 200 day contract.

VI. _____ Performance Responsibilities

II. Professional Responsibilities

A. _____ Self-care activities may also include instruction in the use of adapted equipment, energy conservation, joint protection techniques.

- ~~B. Activities which maintain or increase range of motion and/or muscular strength.~~
- ~~C. Activities which facilitate integration of developmentally appropriate reflex behavior.~~
- ~~D. Activities to provide appropriate sensory stimulation.~~
- ~~E. Activities to promote the development of normal posture and proper positioning techniques.~~
- ~~F. Evaluate child referred for possible physical problems and advise referral source of results.~~
- A. Administer fine motor, sensory, and visual motor evaluations (including skill-based assessments) and generate the related reports.
- B. Diagnose and remediate ~~gross motor~~ fine motor, sensory, and visual motor impairments based on the individual needs of the child.
- ~~G. Participate when appropriate in multi-disciplinary assessment team staffing.~~
- ~~H. Suggest remediation goals and procedures.~~
- ~~I. Evaluate each referral for possible entrance and placement or dismissal from special services.~~
- ~~J. Serve as resource to classroom teachers in modifying classroom activities in lesson plans to better meet the physical needs of an individual or of a class.~~
- ~~K. Counsel with parents where appropriate to seek medical aid from a physician for the pupil or a medical follow-up.~~
- ~~L. Assist in locating community resources to help families locate needed medical services, equipment, supplies, or find financing when indigent.~~
- C. Model, teach, and counsel parents and teachers how to promote increased movement and independence for the child.
- D. Contribute to the development of Individual Education Programs (IEPs).
- E. Contribute to the development of Individual Family Service Plans (IFSPs).
- ~~M. Maintain accurate records of observations, treatment, and results in occupational therapy.~~
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- ~~N. Recommend or acquire and maintain appropriate equipment or supplies for the classroom teacher used in enhancing normal neuromotor growth and development.~~
- ~~O. Attend special education staff meetings, or others, when appropriate or as directed by supervisor.~~
- ~~P. Attend and participate in building staff meetings on invitation of building principal.~~

- G. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- H. Supervise Certified Occupational Therapy Assistants (COTAs).
- I. Perform other, reasonably-related duties as assigned.

III Qualifications

OTRs must be licensed to practice occupational therapy by the South Dakota Board of Medical and Osteopathic Examiners.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

I. ~~Position Title:~~
~~Occupational Therapy Assistant~~

II. ~~Qualifications:~~
~~Associate of Science Degree from an approved professional curriculum with successful completion of American Occupational Therapy Association (AOTA) Certification requirements. The Certified Occupational Therapist Assistant must maintain current registration with AOTA and maintain current license in South Dakota.~~

III. ~~Accountable to:~~
~~A. Program Director~~
~~B. Occupational Therapy Supervisor~~

IV. ~~Basic Function / Purpose of Position:~~
~~To provide occupational therapy services under supervision of registered Occupational Therapist to students in special education programs:~~

~~A. Directly, through individual or group treatment~~

~~B. Indirectly, by meeting with parents and/or teachers to provide consultation and assistance.~~

I. Background Information

Some occupational therapy interventions can be performed successfully by someone other than a registered occupational therapist (OTR) if the person conducting that task has been properly trained and supervised by an OTR. In particular the direct therapy given to patients is well-suited to delegation.

Certified occupational therapy assistants (COTAs) assist in the provision of occupational therapy services that are designed and monitored by a supervising OTR. Additionally COTAs may support in other duties such as screening, scheduling, and recordkeeping.

This position is a 200 day contract.

V. ~~Performance Responsibilities:~~

II. Professional Responsibilities

~~A. Self-care activities may also include instruction in the use of adapted equipment, energy conservation, joint protection techniques.~~

~~B. Activities which maintain or increase range of motion and/or muscular strength.~~

~~C. Activities which facilitate integration of developmentally appropriate reflex behavior.~~

- ~~D. Activities to provide appropriate sensory stimulation.~~
- ~~E. Activities to promote the development of normal posture and proper positioning techniques.~~
- ~~F. Assist in evaluating children referred for possible physical problems and advise referral source of results.~~
- ~~G. Participate when appropriate in multi-disciplinary assessment team staffing.~~
- ~~H. Suggest remediation goals and procedures.~~
- ~~I. Assist in evaluating each referral for possible entrance and placement or dismissal from special services.~~
- ~~J. Serve as resource to classroom teachers in modifying classroom activities in lesson plans to better meet the physical needs of an individual or of a class.~~
- ~~K. Counsel with parents where appropriate to seek medical aid from a physician for the pupil or a medical follow-up.~~
- ~~L. Assist in locating community resources to help families locate needed medical services, equipment, supplies, or find financing when indigent.~~
- ~~M. Maintain accurate records of observations, treatment, and results in occupational therapy.~~
- ~~N. Recommend or acquire and maintain appropriate equipment or supplies for the classroom teacher used in enhancing normal neuromotor growth and development.~~
- ~~O. Attend special education staff meetings, or others, when appropriate or as directed by supervisor.~~
- ~~P. Attend and participate in building staff meetings on invitation of building principal.~~
- A. Deliver fine motor, sensory, and visual motor interventions, following treatment protocols established by the supervising OTR.
- B. Communicate student progress and potential issues to supervising OTR.
- E. Model, teach, and counsel parents and teachers how to promote growth increased independence for the child.
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Create and update a schedule of services, keeping the stakeholders notified.
- H. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- I. Perform other, reasonably-related duties as assigned.

III Qualifications

COTAs must be licensed to assist with occupational therapy by the South Dakota Board of Medical and Osteopathic Examiners.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

TECHNOLOGY COORDINATOR

PROJECT GOAL:

To facilitate the effective use of Technology -- equipment and resources -- by the NESC Staff and the EXCENT Program for NESC participants.

CONTRACT: _____ 190 days

ORGANIZATIONAL RELATIONSHIP:

1. _____ Accountable to the NESC Director and Assistant Director.
2. _____ Works with NESC Staff and appropriate member district staff using the EXCENT Program.

I Background Information

A variety of technological tools are used by NESC personnel to complete their assigned job duties. The technology coordinator procures and distributes the necessary devices and provides the related technical support. Additionally the technology coordinator maintains the organization's website and e-mail needs.

RESPONSIBILITIES:

II Professional Responsibilities

1. _____ Conducts an ongoing assessment of NESC Staff technology needs.
 - A. Identify the organization's technology needs through an annual survey.
2. _____ Develop an ongoing plan of implementation of NESC technology needs.
3. _____ Provides appropriate technology budgeting recommendations.
4. _____ Actively seeks out and makes NESC staff aware of available technology resources.
 - B. Procure technology to meet those needs through existing supplies or by requisitioning within the budgetary process.
5. _____ Provides technical assistance to NESC Staff concerning operation and maintenance of hardware and software.
6. _____ Assist staff with locating appropriate resources for equipment repair.
7. _____ Provides technical assistance to NESC and member district staff using EXCENT.
8. _____ Facilitates training of new staff at NESC and member districts who will be using EXCENT.
 - C. Provide technical assistance related to technology devices.
 - D. Maintain a list and location for all technological devices, and synchronize it with the organization's list of inventory.

- E. Serve as a technical contact for the K12 Data Center in order to request e-mail accounts for employees, oversee transfers, and assist with password recovery.
- F. Manage and update the organization's website.
- G. Perform other, reasonably-related duties as assigned.

9. ~~General~~

- A. ~~Established positive rapport and working relationship with coworkers and community agencies.~~
- B. ~~Works cooperatively with team members to develop and implement technology plans and evaluate the appropriateness of those plans.~~
- C. ~~Shares responsibility and offers assistance to coworkers.~~
- D. ~~Conveys enthusiasm and caring for students.~~
- E. ~~Communicates clearly with students, coworkers and parents.~~
- F. ~~Shares appropriate information with supervisors and coworkers.~~
- G. ~~Follows NESC policies.~~
- H. ~~Maintains confidentiality of students and their families.~~

III Qualifications

The technology coordinator should have strong communication and organizational skills and be comfortable with the technology employed by the organization.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

TRANSITION SITE COORDINATOR

PROJECT GOAL:

~~To facilitate the smooth transition of special needs students from school to adulthood.~~

CONTRACT: ~~190 Days~~

ORGANIZATIONAL RELATIONSHIP:

- ~~1. Accountable to the NESC Director and Assistant Director.~~
- ~~2. Works with resource room instructors, self-contained classroom instructors, district administrators, community resources, agencies, and adult service providers.~~

I Background Information

In 1990 Congress required special education plans to include certain additional elements to help students with disabilities transition to life after public education. IEPs needed to address the prospects for future education, employment, and independent living. Since that time the requirements for transition have undergone numerous other revisions.

NESC's transition coordinator provides technical assistance to special education teachers in the cooperative, helping them to stay abreast of regulatory changes and to plan the coordinated set of transition activities required for the child's successful transition to life as an adult.

RESPONSIBILITIES:

II Professional Responsibilities

- ~~1. Facilitate training for Special Education staff relating to transition of students.~~
- ~~2. Facilitate appropriate case management.~~
- ~~3. Is fiscally accountable for project costs under project guidelines and the generally accepted accounting principals of the NESC.~~
- ~~4. Coordinates resources and services among service providers including, but not limited to, Job Services, Vocational Rehabilitation, Career Learning Centers, and Welfare Agencies.~~
 - A. Make personal contact with special education teachers in the cooperative who write transition IEPs.
 - B. Connect special education teachers with transition resources pertinent to their needs.
 - C. Upon request assist special education teachers with transition planning, data collection, and evaluation reports.
- ~~5. Public relations to solicit community support and acceptance of project students.~~

- ~~6. Actively seek job and learning opportunities for project students.~~
- ~~7. Assist with the implementation of job shadowing and job coaching opportunities for project students.~~
- ~~8. Assist project students with independent living which includes seeking housing and learning necessary skills.~~
- ~~9. Create a one-stop-shop for project students to make application for the necessary adult services for employment and independent living.~~
- ~~10. Create and disseminate a transition resource packet for Special Education staff and parents in the implementation of this project.~~
- ~~11. Attend student IEP meetings as practical and necessary to facilitate student transition process.~~
- ~~12. Collect and report data for the evaluation of transition grant.~~

D. Attend IEP meetings of transition-age special education students when requested.

E. Collaborate with post-secondary agencies to agree on IEP goals, service minutes, and other wording, so that the IEP reflects services actually provided but also meets State requirements for special education.

F. Facilitate the IEP process between schools and post-secondary agencies.

G. Maintain the confidentiality of students and families.

H. Perform other, reasonably-related duties as assigned.

III Qualifications

The transition coordinator should be comfortable with transition and the other requirements of special education paperwork. Additionally the coordinator should be able to establish positive relationships and collaborate with others.

CAR:1998 PLYMOUTH BREEZE-White
SERIAL #1P3EJ46C6WN306398
ASSIGNED TO: SELL

LICENSE NO: S6057
YEAR PURCHASED: 01-02
Mileage 06-30-15 157258

<u>DATE</u>	<u>MAINTENANCE</u>	<u>ODOMETER READING</u>	<u>AMOUNT</u>
	Regular Oil Changes every 3000 miles Every summer a complete check on the car was done		
6/3/2002	4 new tires		
12/13/2004	new spark plugs & wires		
3/11/2005	replace head gasket and water pump		
4/8/2005	4 new tires		
11/5/2008	flush transmission		
11/15/2010	new alternator belt		
1/21/2011	4 new tires		
2/11/2011	new resistor and blower motor		
9/20/2012	replace ignition switch, all brake pads and front rotors		
1/16/2014	fix throttle sensor, carburator, choke		
1/28/2014	new battery, hose clamps, trans fluid leak		
3/21/2014	new rear brakes, drums, hardware with springs, left rear wheel cylinder		
3/30/2015	trans fluid, washer fluid		
4/20/2015	1 new tire		

Needs a door stop mechanism, leaks oil

CAR:2003 Ford Taurus Wagon - Blue
SERIAL #1FAFP58233A233223
ASSIGNED TO: SELL

LICENSE NO.: S7082
YEAR PURCHASED: 2006-2007
Mileage 06-30-15 247090

DATE	MAINTENANCE	ODOMETER READING	AMOUNT
	Regular Oil Changes every 3000 miles Every summer a complete check on the car was done		
8/8/2007	replace T connector & repair washer fluid line		
9/26/2007	replace blower motor		
2/6/2008	4 new tires		
10/8/2008	4 wheel alignment		
10/15/2008	2 new tires		
10/31/2008	1 tire, tie rod end		
1/23/2009	replace front wheel bearing		
4/3/2009	2 tires		
4/15/2009	new starter		
6/19/2009	turn 2 rotors, replace rear brake pads, fuel filter, and spark plugs		
12/16/2009	new transmission		
3/10/2010	2 tires, 4 wheel alignment		
7/12/2010	2 tires, alignment		
7/6/2011	spark plugs,		
10/13/2011	new starter, fix seat belt		
10/23/2012	replace brake pads, rotors		
11/9/2012	4 new tires		
8/7/2013	replace serpentine belt, fix a/c, new idler pulley		
10/27/2013	replace tensioner pulley, left rear hub & bearing assembly and alternator		
11/15/2013	4 new tires, 4 wheel alignment		
1/6/2014	spark plugs, gas filter, plug wires		
12/2/2014	new cabin air filter		
2/13/2015	Needs 4 new tires, outer tie rod on right side has play. The coolant needs to be flushed. Both valve covers have seepage, oil pan has seepage. Appears the oil drain plug may have a leak.		
	Battery goes dead; maybe a short somewhere		

CAR: 2003 Ford Taurus - Black
Serial #IFAFP53253G265563
ASSIGNED TO: SELL

LICENSE NO.: S7108
YEAR PURCHASED: 2006-2007
Mileage 07-30-15 197688

DATE	MAINTENANCE	ODOMETER READING	AMOUNT
	Regular Oil Changes every 3000 miles Every summer a complete check on the car was done		
3/5/2009	4 tires		
10/19/2009	replace alternator, replace front brake pads, rotor, fuel filter		
4/28/2010	4 tires and alignment		
8/29/2011	new torque converter, transmission filter kit, replace starter		
12/10/2012	replace synchronizer and sensor (cam shaft)		
8/10/2012	2 new tires		
10/22/2012	new idler pulley		
3/27/2013	new serpentine belt		
11/22/2013	replace tension pulley		
1/8/2014	new starter		
12/8/2014	2 new tires, wiper blades		

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, September 17, 2015 - 7:00 P.M.**

NESC DISCUSSION AND/OR ACTION ITEMS:

- 1. Call to Order
- 2. Agenda review, changes, and approval
- 3. Introduction of guests: _____
- 4. Approval of August 2015 financial report
- 5. Consent Agenda
 - a. Approval of August 17, 2015 meeting minutes

BOARD ACTION: _____

- b. Approval of payment of September 2015 claims
- BOARD ACTION: _____

- c. _____
- BOARD ACTION: _____

- 6. Old business
 - a. September board meeting date—September 17, 2015 at 7:00 pm
- BOARD ACTION: _____

- b. September 2, 2015 Advisory Board meeting minutes
- BOARD ACTION: _____

- c. Job descriptions
- BOARD ACTION: _____

7. New business

- a. Accept propane quote--\$1.05 per gallon, 1800 gallons

BOARD ACTION: _____

- b. Surplus vehicles

BOARD ACTION: _____

- c.

BOARD ACTION: _____

8. Assistant Director's Report

9. Director's Report

10. Executive Session: (If needed)

- a.
- b.