

October 15, 2015

Hello NESC Board of Directors

Meeting Location:

Our October meeting will be held Monday, October 19, 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

October 15, 2015

Dear NESC Board Members:

Our October board meeting will be held on Monday, October 19, 2015. It will be held in Watertown at LATI and will begin at 7:00 pm.

Please review the enclosed agenda and the handouts prior to the meeting.


As of today, I have two agenda items to add:

7e. Approve Center Base Tuition rates. Our by-laws indicate we need to approve amended center base tuition rates. The rates are adjusted to reflect any additional enrollments or expenses since the rates were set in July. However, as of October 1, we had no new students enroll in the program or any additional projected expenses. So, the rates approved will be the same rates we set in July.

7f. Mentorship. I have been asked to be a mentor for the newly hired director at North Central Special Education Cooperative. I would like to have a discussion with the board to ensure that it is ok for me to take on this responsibility.

See you Monday evening.

Sincerely yours,


Jerry Aberle

NESC BOARD OF DIRECTORS' MEETING

Proposed Agenda

Date: October 19, 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 September 2015 financial report
5. Consent Agenda
 - a. Approval of September 17, 2015 meeting minutes
 - b. Approval of payment of October 2015 budget claims
 - c. Approval of work agreement—Shari Peckenpugh, \$12.90 per hour; paraprofessional at Hamlin
 - d.
 - e.
6. Old Business
 - a. October 14, 2015 Advisory Board meeting minutes
 - b.
 - c.
7. New Business
 - a. Accept bids for surplussed vehicles
 - b. Accept 2015 Audit Report
 - c. Job descriptions
 - d. Funding/Assessment formula
 - e.
 - f.
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 September 2015 financial report**
- 5. Consent Agenda**
 - a. Approval of September 17, 2015 meeting minutes.** Please review enclosed minutes.
 - b. Approval of payment of October 2015 budget claims.** Please review the enclosed budget claims.
 - c. Approval of work agreement—Shari Peckenpaugh, \$12.90 per hour; paraprofessional at Hamlin.** Extra staff is needed to assist with Project Skills, as well as a new student will begin on October 19
 - d.**
 - e.**
- 6. Old Business**
 - a. October 14, 2015 Advisory Board meeting minutes.** Please review the enclosed minutes.
 - b.**
- 7. New Business**
 - a. Accept bids for surplus vehicles.** Brice will be presenting the sealed bids we received for the vehicles the board surplus last month.
 - b. Accept 2015 Audit Report.** Brice will be presenting the FY 2015 audit report
 - c. Job descriptions.** We will be presenting several revised job descriptions.
 - d. Funding/Assessment formula.** The review process for the funding formula has started. I will provide an update to the board concerning the process.
- 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	<u>\$130,110.63</u>	<u>\$588,084.82</u>	<u>\$16,597.66</u>	<u>\$734,793.11</u>

Receipts:

Local Sources:

1312 Center Base Tuition				\$0.00
1332 Extended School Year Tuition				\$0.00
1510 Interest	\$33.25	\$107.01	\$2.84	\$143.10
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		\$111,478.07		\$111,478.07
1990 General Fund Assessment	\$2,098.18			\$2,098.18
1990 Reading Recovery	\$3,933.84			\$3,933.84
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous				\$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		\$7,647.48		\$7,647.48
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		\$1,286.04		\$1,286.04
140 Due from other Governments	\$42,286.15	\$44,050.00		\$86,336.15
Other Receipts	\$7.48	\$92.20	\$1,803.29	\$1,902.97

Total Monthly Receipts	\$48,358.90	\$164,660.80	\$1,806.13	\$214,825.83
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Total Gross Receipts	\$178,469.53	\$752,745.62	\$18,403.79	\$949,618.94
Manual Journal Entry	-\$132.57	\$132.57		\$0.00
Manual Journal Entry Revenue				\$0.00

Less Salaries & Disbursements				
Salaries	\$22,823.99	\$237,118.32		\$259,942.31
Disbursements	\$29,199.61	\$24,150.05	\$3,044.55	\$56,394.21
Less Total Salaries & Disbursements	\$52,023.60	\$261,268.37	\$3,044.55	\$316,336.52

CASH BALANCE				
August 31, 2015	\$126,313.36	\$491,609.82	\$15,359.24	\$633,282.42

Balance Sheet

Payroll Clearing Account XX-101-002	\$20.00	\$80.00	\$0.00	\$100.00
Checking Account XX-101	\$4,869.31	\$10,136.33	\$4,376.22	\$19,381.86
Money Market Savings XX-105	\$121,424.05	\$399,883.94	\$10,983.02	\$532,291.01
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	\$126,313.36	\$491,609.82	\$15,359.24	\$633,282.42
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

Regular; Processing Month 09/2015; 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	33.25	89.45	29.82	210.55
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	2,098.18	5,336.89	24.82	16,166.00
10 1990 012	READING RECOVERY ASSESSMENTS	45,710.17	3,933.84	14,751.88	32.27	30,958.29
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	6,065.27	20,178.22	4.85	395,529.24
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	0.00	1,500.00	0.00	(1,500.00)
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	0.00	3,284.79	0.00	(3,284.79)
Subtotal: 5000		0.00	0.00	4,784.79	0.00	(4,784.79)
Fund Total:		734,610.36	6,065.27	24,963.01	3.40	709,647.35

Regular; Processing Month 09/2015; 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	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	107.01	404.17	13.47	2,595.83
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	111,478.07	256,038.76	24.62	783,790.77
22 1990 018	MISCELLANEOUS	12,000.00	0.00	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	111,585.08	256,732.81	15.65	1,383,604.59
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	7,647.48	17,437.83	34.88	32,562.17
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	7,647.48	17,437.83	8.95	177,327.70
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	119,232.56	274,170.64	7.80	3,239,264.29

Revenue Summary Report
Processing Month: 09/2015
Regular; Processing Month 09/2015; 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	125,297.83	299,133.65	7.04	3,948,911.64

EXPENDITURE SUMMARY
Regular; Processing Month 09/2015; 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	\$59,100.17	\$5,656.29	\$14,396.51	24.36	\$44,703.66
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$411,879.30	\$17,595.38	\$51,656.01	12.54	\$360,223.29
2227	TECHNOLOGY SUPPORT	\$3,084.28	\$111.61	\$380.69	12.34	\$2,703.59
2319	BOARD OF EDUCATION SERVICES	\$6,080.02	\$135.17	\$4,127.40	67.88	\$1,952.62
2329	ADMINISTRATION	\$21,268.56	\$1,538.81	\$4,634.38	21.79	\$16,634.18
2529	ADMINISTRATION-FISCAL SERVICES	\$6,301.65	\$656.24	\$1,749.56	27.76	\$4,552.09
2542	OPERATION & MAINTENANCE BLDGS.	\$7,234.38	\$599.22	\$890.47	12.31	\$6,343.91
2545	VEHICLE SERVICE	\$209,662.00	\$7,810.40	\$68,106.75	32.48	\$141,555.25
2551	DRUG & ALCOHOL TESTING POOL	\$10,000.00	\$1,088.00	\$1,088.00	10.88	\$8,912.00
8110	OPERATING TRANSFERS OUT	\$0.00	\$0.00	\$0.00	0.00	\$0.00
10	GENERAL FUND	\$734,610.36	\$35,191.12	\$147,029.77	20.01	\$587,580.59
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$85,291.75	\$8,590.80	\$57,794.40	67.76	\$27,497.35
1223	CENTER BASE DAY PROGRAMS	\$497,010.09	\$21,644.89	\$31,144.29	6.27	\$465,865.80
1226	EARLY CHILDHOOD SERVICES	\$295,295.65	\$22,399.39	\$27,917.92	9.45	\$267,377.73
2129	TRANSITION SUPPORT SERVICES	\$25,829.06	\$1,660.80	\$4,981.77	19.29	\$20,847.29
2142	PSYCHOLOGICAL SERVICES	\$473,744.73	\$36,750.32	\$45,690.50	9.64	\$428,054.23
2152	SPEECH PATHOLOGY SERVICES	\$972,147.14	\$76,508.44	\$92,223.84	9.49	\$879,923.30
2171	PHYSICAL THERAPY	\$283,674.78	\$19,998.33	\$59,385.98	20.93	\$224,288.80
2172	OCCUPATIONAL THERAPY	\$471,804.40	\$27,082.57	\$69,619.65	14.76	\$402,184.75
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$7,613.36	\$5,372.19	\$5,372.19	70.56	\$2,241.17
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$140,265.53	\$8,915.78	\$25,830.60	18.42	\$114,434.93
2227	TECHNOLOGY SUPPORT	\$38,039.13	\$1,402.88	\$4,774.62	12.55	\$33,264.51
2319	BOARD OF EDUCATION SERVICES	\$74,986.86	\$1,667.30	\$50,905.01	67.89	\$24,081.85
2329	ADMINISTRATION	\$262,312.24	\$18,741.59	\$56,429.60	21.51	\$205,882.64
2529	ADMINISTRATION-FISCAL SERVICES	\$77,720.37	\$7,351.57	\$20,835.83	26.81	\$56,884.54
2542	OPERATION & MAINTENANCE BLDGS.	\$37,699.84	\$3,125.66	\$4,644.38	12.32	\$33,055.46
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	\$261,212.51	\$557,550.58	14.89	\$3,185,884.35
Grand Total:		\$4,478,045.29	\$296,403.63	\$704,580.35	15.73	\$3,773,464.94

Activity Fund Balance Report - Summary - Exclude Encumbrances

09/2015 - 09/2015

Regular; Beginning Month 09/2015; Processing Month 09/2015; 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	352.00	0.00	2,415.06
71 415 806	SPECIAL OLYMPICS SD-AMT HELD FOR OTHERS	7,633.93	977.50	0.00	0.00	6,656.43
71 415 850	ELABO-AMT HELD FOR OTHERS	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	4,392.42	1,424.26	808.50	0.00	3,776.66
71 704 005	FUND BALANCE - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
71 760	UNASSIGNED FUND BALANCE	8.27	0.00	2.84	0.00	11.11
Fund Total: 71		16,597.66	3,044.55	1,806.13	0.00	15,359.24

Northeast Educational Services Cooperative
Board of Directors Meeting
Thursday, September 17, 2015

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Thursday, September 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 7:40 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Barb Asleson, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Janel Williams, Enemy Swim Day School; Ron Gorder, Estelline; Tracy Hlavack, Florence; 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; Trudi Gaikowski, Clark; Tom Landsman, Elkton; Jared Engebretson, Grant-Deuel; 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 #16015 Motion by D. Lutkemeier, second by C. Knutson, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

Kevin Keenaghan and Jim Block were introduced as guests.

Financial Report

Action #16016 Motion by C. Akin, second by G. Koerlin, to approve the financial report for the period ending August 2015. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
August 1, 2015	\$76,017.09	\$684,734.90	\$16,368.27

Receipts:

Local Sources	\$14,090.72	\$144,975.69	\$3.48
State Sources		\$5,071.65	
Federal Sources			
Other	\$70,568.94		\$891.79
<u>Total Monthly Receipts</u>	<u>\$84,659.66</u>	<u>\$150,047.34</u>	<u>\$895.27</u>
 Total Gross Receipts	 \$160,676.75	 \$834,782.24	 \$17263.54
 Less Salaries	 \$22,232.46	 \$229,896.10	
Less Disbursements	\$8,333.66	\$16,801.32	\$895.27
<u>Total Salaries & Disbursements</u>	<u>\$167,834.56</u>	<u>\$246,697.42</u>	<u>\$895.27</u>
 Ending Cash Balance			
August 31, 2015	\$76,017.09	\$588,084.82	\$16,368.27

Consent Agenda

Action #16017 Motion by J. Homola, second by T. Hlavacek, to approve the following items on the Consent Agenda: 5a) Approval of August 17, 2015 Board of Directors minutes; 5b) Approval of payment of September 2015 claims. All present voted in favor, motion carried.

August 2015 Accounts Payable

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;JURGENSEN 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 TOTAL: \$52,023.60

SPECIAL EDUCATION FUND: ABERLE, GERALD SPEECH SUPPLIES 42.81;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 TOTAL: \$261,268.37

Old Business

September 2, 2015 Advisory Board meeting minutes

Director Aberle reviewed the September Advisory Board minutes.

Job Descriptions

Action #16018 Motion by D. Lutkemeier, second by C. Akin to approve the updated job descriptions for Title IX Coordinator, Physical Therapist, Occupation Therapist – Registered, Certified Occupational Therapy Assistant, Technology Coordinator, and Transition Coordinator. All present voting in favor, motion carried.

New Business

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

Action #16019 Motion by C. Knutson, second by G. Koerlin to accept the propane quote from Hamlin County Farmers Cooperative of \$1.05 gallon for 1800 gallons. All present voting in favor, motion carried.

Surplus Vehicles

Action #16020 Motion by D. Fuller, second by D. Lutkemeier to declare fixed assets #241 (1998 Plymouth Breeze), #303 (2003 Ford Taurus Wagon), and #310 (2003 Ford Taurus) surplus. 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.

Adjournment

Action #16021 With there being no further business, motion by C. Knutson, second by D. Lutkemeier, 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 Monday, October 19, 2015 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager

10/15/2015 08:55 AM

User ID: BPC

Vendor Name	Description	Amount
Checking Account: 1	Fund Number: 10 GENERAL FUND	
ALLEGRA PRINT & IMAGING	ADMIN SUPPLIES - PARENTS RIGHTS BOOKS	40.58
APEX LEARNING	APEX SEATS	750.00
BMO MASTERCARD	PURCH SVCS, SPLYS, PHONE, TRAVEL	397.66
CENEX FLEETCARD	FLEET MAINT & GASOLINE	5,411.81
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINTENANCE CONTRACT	281.24
CHRISTENSEN, BRICE	FISCAL TRAVEL	4.66
CHURCHILL, MANOLIS, FREEMAN, KLU DT, SHELTON	LEGAL FEES	9.75
CRAIG BASS SANITARY SERVICE	JULY-SEPT GARBAGE SERVICE	20.77
DELYLE'S SOUTH 81 SERVICE, INC.	FLEET MAINT	27.75
DON'S BODY SHOP	FLEET MAINT	35.00
DUST TEX SERVICE, INC.	O&M OTHER SERVICES - RUG RENTAL	12.83
ESTELLINE COMMUNITY OIL CO.	FLEET MAINT	34.84
HAMLIN COUNTY FARMERS COOP	GASOLINE	826.38
HAMLIN COUNTY PUBLISHING	SEALED BIDS AD	0.79
HARMS, KRISTINE	ESA MILEAGE TO STAFF	278.88
NELSON, ANNEKE	PSYCH GASOLINE	34.00
NESC IMPREST	REIMBURSE IMPREST	870.88
NESC PAYROLL CLEARING	OCTOBER 2015 PAYROLL	22,277.51
NESC SPECIAL REVENUE PROJECTS	NESC QUARTER 1 EXPENSED MILEAGE	5,368.24
OTTER TAIL POWER CO.	O&M - ELECTRICITY	94.29
S & S AUTO	FLEET MAINT	25.00
TOWN OF HAYTI	WATER AND SEWER	5.72
W.W. TIRE	FLEET MAINT	464.46
Fund Number: 10		37,273.04
Checking Account: 1	Fund Number: 22 SPECIAL EDUCATION FUND	
ALLEGRA PRINT & IMAGING	ADMIN SUPPLIES - PARENTS RIGHTS BOOKS	500.51
BMO MASTERCARD	PURCH SVCS, SPLYS, PHONE, TRAVEL	13,285.68
BOYD, BRENDA	ED SPEC TRAVEL	41.00
BRITTON-HECLA SCHOOL DISTRICT	MILEAGE TO SCHOOL	98.70
CASTLEWOOD SCHOOL DISTRICT	CB FACILITY USE FEE	677.33
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINTENANCE CONTRACT	206.20
CHILSON, GINA	SPEECH MILEAGE TO STAFF	151.20
CHRISTENSEN, BRICE	FISCAL TRAVEL	57.46
CHURCHILL, MANOLIS, FREEMAN, KLU DT, SHELTON	LEGAL FEES	120.25

Northeast Educational Services Cooperative
10/15/2015 08:55 AM

ACCOUNTS PAYABLE OCTOBER 2015

Page: 2
User ID: BPC

Vendor Name	Description	Amount
CRAIG BASS SANITARY SERVICE	JULY-SEPT GARBAGE SERVICE	108.23
DUST TEX SERVICE, INC.	O&M OTHER SERVICES - RUG RENTAL	66.89
HAMLIN COUNTY PUBLISHING	SEALED BIDS AD	9.77
HAMLIN SCHOOL DISTRICT	CB FACILITY USE FEE	677.33
	MILEAGE TO PARENT MEETING	95.76
NESC IMPREST	REIMBURSE IMPREST	665.38
NESC PAYROLL CLEARING	OCTOBER 2015 PAYROLL	235,281.53
NESC SPECIAL REVENUE PROJECTS	NESC QUARTER 1 EXPENSED MILEAGE	49,801.81
OTTER TAIL POWER CO.	O&M - ELECTRICITY	491.39
SCHOLASTIC MAGAZINES	CENTER BASE SUPPLIES	175.12
SHIRLEY, LINDA	ED SPEC TRAVEL	411.34
TOWN OF HAYTI	WATER AND SEWER	29.78
WEBSTER SCHOOL DISTRICT	CB FACILITY USE FEE	406.40
WIESE, RITA	SPEECH MILEAGE TO STAFF	22.68

Fund Number: 22

Checking Account: 1

303,381.74

340,654.78

RUN DATE: 10/15/2015

PAGE NO:1

Reconciled/Disputed Detail

Reporting Period: 09/06/2015 Thru 10/05/2015

Tran ID	Proc Date	Tran Date	Supplier Description	GL Information	Current Status	Processing Status Dispute Date Reconcile Date	Amount
Account #:			XXXXXXXXXX171375	Name: BOYD, BRENDA		ID:	
404349862	09/29/2015	09/28/2015	A-I COMPUTER 605-7 - WATERTOWN, SD USA	New		85.00
404861566	10/02/2015	10/02/2015	AMERICINN FT PIERRE - FORT PIERRE, SD USA	New		57.00
					Transaction Count:	2	142.00
Account #:			XXXXXXXXXX171383	Name: SHIRLEY, LINDA		ID:	
402547511	09/11/2015	09/10/2015	AMERICINN LODGE & SUIT - MITCHELL, SD USA	New		121.36
402547512	09/11/2015	09/10/2015	AMERICINN LODGE & SUIT - MITCHELL, SD USA	New		-9.36
					Transaction Count:	2	112.00
Account #:			XXXXXXXXXX171409	Name: REINHILLER, LISA		ID:	
402307361	09/10/2015	09/09/2015	AMERICINN FT PIERRE - FORT PIERRE, SD USA	New		57.00
					Transaction Count:	1	57.00
Account #:			XXXXXXXXXX171417	Name: DEWITT, SHAWN		ID:	
404861568	10/02/2015	10/02/2015	LA QUINTA INN & SUITES - SIOUX FALLS, SD USA	New		55.00
					Transaction Count:	1	55.00
Account #:			XXXXXXXXXX407508	Name: ABERLE, JERRY		ID:	
404093797	09/25/2015	09/23/2015	HOLIDAY INN RUSHMORE - RAPID CITY, SD USA	New		438.96
					Transaction Count:	1	438.96
Account #:			XXXXXXXXXX525117	Name: CHRISTENSEN, BRICE		ID:	
402069832	09/08/2015	09/04/2015	OFFICE DEPOT #1080 - 800-463-3768, CO USA	New		47.97
402069833	09/08/2015	09/04/2015	OFFICE DEPOT #1090 - 800-463-3768, MN USA	New		64.69
402307362	09/10/2015	09/09/2015	VZWRLSS'MY VZ VB P - ALPHARETTA, GA USA	New		374.02
402547513	09/11/2015	09/09/2015	OFFICE DEPOT #1090 - 800-463-3768, MN USA	New		114.66
402547514	09/11/2015	09/09/2015	OFFICE DEPOT #1079 - 800-463-3768, TX USA	New		3.99
402547515	09/11/2015	09/11/2015	OFFICE DEPOT #1090 - 800-463-3768, MN USA	New		22.92
402795352	09/15/2015	09/14/2015	CHANNING BETE CO AHA - 08008282827, MA USA	New		239.70
402795353	09/15/2015	09/14/2015	BEHAVIOR ANALYSTS, INC - 923-2109370, CA USA	New		97.70
403071007	09/17/2015	09/17/2015	NCS PEARSON - 800-843-0019, MN USA	New		628.16
403071008	09/17/2015	09/17/2015	NCS PEARSON - 800-843-0019, MN USA	New		2,081.15
403071009	09/17/2015	09/17/2015	NCS PEARSON - 800-843-0019, MN USA	New		35.00
403071010	09/17/2015	09/17/2015	NCS PEARSON - 800-843-0019, MN USA	New		1,694.70
403071011	09/17/2015	09/16/2015	WATERTOWN PUBLIC OPIN - WATERTOWN, SD USA	New		156.06

Proprietary and Confidential
Powered by BMO Spend & Payment Solutions

EndOfDetail

RUN DATE: 10/15/2015

PAGE NO:2

Reconciled/Disputed Detail

Reporting Period: 09/06/2015 Thru 10/05/2015

Tran ID	Proc Date	Tran Date	Supplier Description	GL Information	Current Status	Processing Status Dispute Date Reconcile Date	Amount
403071012	09/17/2015	09/16/2015	MARSHALL COUNTY HEALTH - BRITTON, SD USA	New		1,660.64
403324958	09/18/2015	09/17/2015	TIME MANAGEMENT SYST - 7122221126, IA USA	New		92.83
403324959	09/18/2015	09/18/2015	SSI'SCHOOL SPECIALTY - 888-388-3224, WI USA	New		41.13
403324960	09/18/2015	09/19/2015	INNOVATIVE BOWLING PRO - 717-428-0881, PA USA	New		265.90
403324961	09/18/2015	09/17/2015	SUPER DUPER PUBLICATIO - GREENVILLE, SC USA	New		104.94
403467871	09/21/2015	09/18/2015	OFFICE DEPOT #1090 - 800-463-3768, MN USA	New		29.99
403713273	09/23/2015	09/23/2015	SSI'SCHOOL SPECIALTY - 888-388-3224, WI USA	New		126.52
403713274	09/23/2015	09/22/2015	SANFORD CREDIT CARD PM - 605-3286573, SD USA	New		4,352.03
404093798	09/25/2015	09/25/2015	BEST WESTERN HOTELS - - PIERRE, SD USA	New		187.98
404236706	09/28/2015	09/25/2015	OFFICE DEPOT #1090 - 800-463-3768, MN USA	New		-47.97
404349963	09/29/2015	09/29/2015	VITAL LINKS DIVISION O - 608-270-5424, WI USA	New		425.00
404482083	09/30/2015	09/29/2015	APL* ITUNES.COM/BILL - 866-712-7753, CA USA	New		-6.00
404612152	10/01/2015	10/01/2015	VITAL LINKS DIVISION O - 608-270-5424, WI USA	New		59.00
404861570	10/02/2015	10/02/2015	AMAZON MKTPLACE PMTS - AMZN.COM/BILL, WA USA	New		19.98
405061431	10/05/2015	10/04/2015	AMAZON MKTPLACE PMTS - AMZN.COM/BILL, WA USA	New		113.98
405061432	10/05/2015	10/03/2015	BEST WESTERN HOTELS - - WATERTOWN, SD USA	New		92.06
					Transaction Count:	29	13,058.73
Account #:			XXXXXXXXXX327820	Name: CENTER BASE, HAMLIN		ID:	
402795354	09/15/2015	09/14/2015	HY VEE 1871 - WATERTOWN, SD USA	New		32.33
404349964	09/29/2015	09/28/2015	HY VEE 1871 - WATERTOWN, SD USA	New		37.54
					Transaction Count:	2	69.87
Account #:			XXXXXXXXXX335997	Name: ADMIN, NESC		ID:	
403713275	09/23/2015	09/22/2015	USPS 48370806815241326 - HAYTI, SD USA	New		15.68
					Transaction Count:	1	15.68
Account #:			XXXXXXXXXX449475	Name: SPECIAL OLYMPICS, NESC		ID:	
403324962	09/18/2015	09/17/2015	CENEX CLARK CO07053499 - CLARK, SD USA	New		38.50
403324963	09/18/2015	09/17/2015	WALL AUTO LIVERY - WALL, SD USA	New		54.03
403467872	09/21/2015	09/19/2015	HOLIDAY STNSTORE 3883 - MITCHELL, SD USA	New		58.50
404861573	10/02/2015	10/02/2015	FARMERS UNION 07073083 - HAZEL, SD USA	New		15.40

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday October 14, 2015

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, October 14, 2015 at Hy-Vee in Watertown, South Dakota. The meeting was called to order by Director Aberle at 10:03 A.M. and adjourned at 10:45 A.M.

Present: Chris Lund, Arlington; Steve Benson, Britton-Hecla; Kevin Keenaghan, Deubrook; Dean Christensen, Deuel; Brian Jandahl, Elkton; Virginia Dolney, Enemy Swim; Patrick Kraning, Estelline; Gary Leighton, Florence; Joel Jorgenson, Hamlin; Steve Zirbel, Henry; Tim Casper, Lake Preston; Tess Appel, Rosholt; Tom Oster, Sioux Valley; John Bjorkman, Waverly; James Block, Webster; Scott Klautdt, Willow Lake; Larry Hulscher, Wilmot

Absent: Keith Fodness, Castlewood; Luanne Warren, Clark; Jim Altenburg, De Smet; Al Stewart, Grant-Deuel; Mike Ruth, Iroquois; Kurt Jensen, Summit; Dean Jones, Waubay

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

ADVISORY BOARD AGENDA

Financial Report

Business Manager Christensen reviewed the financial report for August 2015.

Medicaid rates & billing for direct services

Director Aberle reviewed the new Medicaid rates that will be used. These rates were calculated after removing federal funds and are significantly lower than they have been in previous years.

Set Center Base Rates

Business Manager Christensen reviewed the proposed Center Base rates for school year 2015-2016.

Motion by Jorgenson, second by Leighton to recommend to the Board of Directors to set the rates as presented.

Base Rate	\$36,761.65
First Placement	\$47,790.15
Second Placement	\$28,688.79
Third Placement	\$25,468.47

SPED Comprehensive Plan

Director Aberle spoke on SPED Comprehensive Plans. They are to be individualized to each school district and should be recertified annually by the board.

Funding/Assessment Formula

Input was taken for the review of the Funding/Assessment Formula. The group reviewing the formula alongside Director Aberle, Assistant Director Frewing, and Business Manager Christensen includes Jim Block and Lori O'Farrell of Webster, Joel Jorgenson and Terri Gaikowski of Hamlin, Dean Christensen of Deuel, and Virginia Dolney of Enemy Swim.

NESC Board Agenda

The October 2015 NESC Board Agenda was reviewed.

Adjournment

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

Brice Christensen, Business Manager

2015-2016 CENTER BASE TUITION SLIDING SCALE RATES

October Sliding Tuition Scale

BASE RATE =	\$36,761.65							New October Placements
School District	FTE	# Placements	130.00%	78.04%	69.28%		TUITION	1ST PLACEMENT
Castlewood		4.00						\$47,790.15
Student 1	100.00%		\$47,790.15					2ND PLACEMENT
Student 2	100.00%			\$28,688.79				\$28,688.79
Student 3	100.00%				\$25,468.47			3RD PLACEMENT
Student 4	100.00%				\$25,468.47			\$25,468.47
Total:			\$47,790.15	\$28,688.79	\$50,936.94		\$127,415.88	Budget Hearing Placements
								1ST PLACEMENT
								\$47,790.14
								2ND PLACEMENT
								\$28,688.79
								3RD PLACEMENT
								\$25,468.47
Clark		2.00						
Student 1	100.00%		\$47,790.15					Difference
Student 2	100.00%			\$28,688.79				
Total:			\$47,790.15	\$28,688.79	\$0.00		\$76,478.94	1ST PLACEMENT
								\$0.00
								2ND PLACEMENT
								\$0.00
Deubrook		1.00						3RD PLACEMENT
Student 1	100.00%		\$47,790.15					\$0.00
Total:			\$47,790.15	\$0.00	\$0.00		\$47,790.15	
Elkton		1.00						
Student 1	100.00%		\$47,790.15					
Total:			\$47,790.15	\$0.00	\$0.00		\$47,790.15	
Hamlin		2.00						
Student 1	100.00%		\$47,790.15					
Student 2	100.00%			\$28,688.79				
Total:			\$47,790.15	\$28,688.79	\$0.00		\$76,478.94	
Webster		3.00						
Student 1	100.00%		\$47,790.15					
Student 2	100.00%			\$28,688.79				
Student 3	100.00%				\$25,468.47			
Total:			\$47,790.15	\$28,688.79	\$25,468.47		\$101,947.41	
						Deferred from FY 15	\$19,108.69	
						Tuition Schedule	\$477,901.45	
						Total Tuition	\$497,010.14	
						FY 15 Budgeted		
# of Placements:		13.00				Expenditures	\$497,010.09	

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

CENTER-BASE CLASSROOM INSTRUCTOR-TEACHER

I. Background Information:

- ~~1. The position involves working with the NESC member school districts.~~
- ~~2. The position will be a regular 175 day teaching contract. The teacher will be directly accountable to the Assistant Director.~~
- ~~3. The teacher will serve as a classroom instructor.~~
- ~~4. Refer to the NESC handbook for information relating to the policies and procedures.~~

The educational needs of some children with disabilities are so specialized that they cannot receive an appropriate education in the regular classroom environment. Center-base classrooms are instructional locations designated for students in need of more extensive support. (Typically they are comprised of children with developmental disabilities.) Center-base teachers design programs to meet those needs, including life skills and social skills, finding opportunities to integrate students back into the regular classroom and community.

This position is a 175 day teaching contract, with additional paid work allowed throughout the summer to complete extended school year (ESY) duties.

- ~~II. The responsibilities will involve program development, coordination and instruction in the classroom.~~

II. Professional Responsibilities

~~Program Development:~~

- A. Serve as a special education case manager for students assigned to the center-base program, coordinating evaluations, special education services, and quarterly progress reports with other professionals (such as related service providers or district personnel).
- ~~1. Administer diagnostic evaluations on children referred prior to placement of child. Secure parental permission in accordance with due procedures.~~
- B. Administer diagnostic evaluations, including skill-based assessment and transition assessment, and generate the related reports.
- ~~2. Development of Individual Educational Programs (IEP's) for children identified for service.~~
- C. Write Individualized Education Programs (IEPs) and the related special education paperwork for children in the center-base program.
- ~~3. Development of curriculum and selection of instructional material.~~
- D. Design and deliver specialized instruction designed to meet the individual needs of students assigned to the center-base program.

~~4. Development of record keeping system. This record keeping system must ensure monitoring of student progress and student file compliance with all elements of the Northeast Educational Services Cooperative Comprehensive Plan. A student file must be maintained in the home school district of each center-base student.~~

E. Maintain special education records in accordance with State requirements and also the practices of member school districts.

~~5. Provide public relation activities to explain program to school district staff and general public.~~

~~6. Provide and participate in inservice activities of the NESC.~~

~~Program Coordination:~~

~~1. Responsibilities will involve working through referrals made by parents, schools, and other agencies to help determine a most appropriate placement.~~

~~2. The teacher will be working with support personnel (speech therapist, psychologist, school district resource room teachers, etc.) to help enrich the child's development.~~

F. Identify and pursue opportunities for center-base students to be integrated back into the classroom or community, including Project Skills placements (if appropriate).

G. Promote good behavior by students in the school and community.

~~3. Participation in the placement process of children.~~

~~4. Serving as a resource person to NESC member school districts.~~

H. Transport center-base students between home and the school or community site.

~~Teaching:~~

~~1. Various experiences will be provided in the following areas according to the age and needs of the child:~~

~~A. Cognitive Development~~

~~B. Motor Development~~

~~C. Communication Development~~

~~D. Social or Emotional Development~~

~~E. Adaptive Development~~

~~F. Physical Development~~

~~G. Perceptual Development~~

~~2. There will be some teaching and counseling of parents to help move the parents toward increasing initiative and independence in planning the educational and social stimulation for their child.~~

I. Train and supervise center-base paraprofessionals, utilizing them to assist in the provision of special education for center-base students.

J. Teach and counsel parents about how to increase their child's independence and developmental wellness.

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

III. Qualifications

A. Education:

- ~~1. B.A. or Master's Degree in Special Education from an accredited college or university.~~

Center-base instructors should hold a bachelor's or a master's degree in special education from an accredited college or university.

B. Certification:

- ~~1. A South Dakota Teacher's Certificate with a # 35 endorsement.~~

Center-base instructors are fully certified for this position when they hold a South Dakota teacher's certificate with an endorsement allowing special education of children in the ages of the center-base program.

C. Experience:

- ~~1. Successful experience as a resource room teacher preferred but not required.~~

Successful experience as a special education teacher is preferred but not required.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

CENTER-BASE PARAPROFESSIONALS

ROLE AND RESPONSIBILITIES:

~~The Center-Base Paraprofessionals are under the immediate supervision of the Center-Base Teachers, followed by the Assistant Director and Director of the Northeast Educational Services Cooperative. The completion of the roles and responsibilities listed below will be reviewed on an annual basis.~~

I. Background Information

Many of the tasks performed by a special education teacher could also be performed by a paraprofessional, if that person is adequately trained and supervised by a qualified special education teacher. Center-base paraprofessionals assist in the provision of special education services that are designed and monitored by the supervising teacher.

This position is a regular, nine-month contract with additional paid work allowed throughout the summer to complete extended school year (ESY) duties.

Role:

The paraprofessional will:

- ~~foster a positive attitude toward each student and the Center-Base program goals;~~
- ~~determine personal job performance goals;~~
- ~~use appropriate, positive verbalization and tone for age of student;~~
- ~~maintain a high level of confidentiality concerning each student and the Center-Base program;~~
- ~~attend to job tasks during working hours and not personal activities;~~
- ~~follow behavior management plans, lesson plans and other classroom duties as assigned by Center-Base teacher;~~
- ~~when unsure of work or tasks assigned ask questions for more direction;~~
- ~~be aware of support services each child receives and conference with support staff as needed.~~

Responsibilities:

The Center-Base Paraprofessional's responsibilities include but may not be limited to the following:

- ~~transporting students to and from Center-Base programs as assigned;~~
- ~~fostering appropriate behavior in the car during transporting;~~
- ~~communicating with the parents of the transport students;~~
- ~~relaying and documenting communication with parents of the transport students;~~
- ~~assuming direct supervision of the Center-Base classroom in the absence of the teacher with the assistance of a substitute paraprofessional;~~
- ~~participating in teacher/paraprofessional planning time and decision-making;~~
- ~~utilizing planning time for preparation of student instruction materials;~~
- ~~reviewing the IEP goals with the Center-Base teacher to facilitate implementation;~~
- ~~implementing behavior management plans and lesson plans as described;~~
- ~~providing supervision of the classroom environment and student activities when Center-Base teacher is occupied with other duties;~~

- ~~implementing physical/occupational therapy activities as necessary for each student;~~
- ~~sharing lunch room supervision of student behaviors;~~
- ~~completing clerical tasks as assigned by the center base teacher;~~
- ~~attending to students needs and cues for assistance by actively moving from student to student around the classroom.~~

II. Professional Responsibilities

- A. Maintain confidentiality related to special education students and progress.
- B. Promote good behavior by students in the school and community.
- C. Transport center-base students between home and the school or community site.
- D. Deliver special education services, following direction established by the supervising special education teacher.
- E. Communicate student progress and potential issues to the supervising special education teacher.
- F. Collect data relevant to program goals.
- G. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- H. Perform other, reasonably-related duties as assigned.

III. Qualifications

Paraprofessionals must have at least a high school education, a valid driver's license, and be able to pass a criminal background check.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

EDUCATION SPECIALIST

I. Background Information:

~~1. The position involves working with NESC member school districts as well as those districts assigned by the Division of Education, Office of Special Education.~~

~~2. The individual will be directly accountable to the NESC Director.~~

~~3. The individual will follow the procedures and policies established by the Board of Directors.~~

One of the requirements for a state to receive federal IDEA funds is that it must engage in monitoring activities to ensure proper implementation of the grant. South Dakota's Office of Special Education Programs (OSEP) has chosen to conduct some of these monitoring activities through contracted personnel known as education specialists.

~~II. The position holder will designate a total of 10 working days or up to 50% of employer contractual time to participate in the following activities identified by the Office of Special Education (OSE):~~

II. Professional Responsibilities

A. Develop a familiarity with federal (34 CFR §300) and state (ARSD 24:05) regulations for IDEA.

B. Travel throughout South Dakota to visit school districts and training sites as designated by OSEP.

C. Offer training related to compliance of IDEA.

~~1. Conduct informational settlement conferences in response to special education due process hearing requests as designated by the Office of Special Education (OSE).~~

D. Conduct informational settlement conferences in response to special education due process complaints.

~~2. Assist OSE staff in local district or non-public school compliance monitoring as assigned by the OSE. Compliance monitoring includes presite, onsite, and follow up activities.~~

E. Assist OSEP staff in district and agency compliance monitoring, including pre-site, on-site, and follow up activities.

~~3. Conduct onsite monitoring of local districts and other agencies that receive federal project funding, inclusive of written summary reports submitted to the Office of Special Education.~~

F. Generate written reports detailing compliance or noncompliance, including citations of the pertinent state regulations and suggested remedial actions.

~~4. As designated by the Office of Special Education, provide technical assistance to local districts and other agencies to assist them in meeting state and federal regulations governing special education.~~

G. Provide technical assistance to districts and agencies to assist them in meeting the regulations governing special education.

~~5. Assist local education agencies in developing Special Education Comprehensive Plans for submission to and approval by the state agency.~~

~~6. Assist the Office of Special Education in reviewing local district Special Education Comprehensive Plans.~~

~~7. Attend workshops or conferences sponsored by the Office of Special Education, as requested by the Office of Special Education.~~

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

III. Qualifications:

~~A. Education:~~

~~B.A. or Master's Degree in Education from an accredited college or university. Preferred course work in special education.~~

~~B. Certification:~~

~~A South Dakota Teacher's Certificate~~

~~C. Experience:~~

~~Successful experience as an instructor is preferred.~~

Education specialists should hold a bachelor's or master's degree in special education or a related field from an accredited college or university and should have strong communication and organizational skills. Successful experience as a special education teacher is preferred but not required.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

SCHOOL NURSE

I. ~~Position Title:~~ School Nurse

I. Background Information

Some students with disabilities have health care needs that require nursing and other specialized medical services in order for them to be able to attend a school. (Otherwise they might have to receive their educational program at home or in a hospital.) When health care services are necessary in order for a student to be able to benefit from special education in the least restrictive environment, then school districts must provide them. School nurses help to provide the medical care needed for special education students to receive their education in schools.

II. ~~Qualifications:~~

~~Active licensure from the South Dakota Board of Nursing.~~

~~Five or more years experience in nursing.~~

~~Effective oral and written communication skills, skills in human relations, leadership skills, and health advocate.~~

III. ~~Accountable to:~~ NESC Director

IV. ~~Performance Responsibilities:~~

II. Professional Responsibilities

- A. ~~The NESC School Nurse will perform~~ **Perform** all medical and health related services as required by the Northeast Educational Services Cooperative in compliance with the laws and regulations as set forth by the South Dakota Department of Health and the South Dakota Board of Nursing.
- B. Coordinate and maintain student health records and ~~maintains and assures~~ **assure the** confidentiality of student information.
- C. Obtain parental and/or guardian authorization for the administration of medications.
- D. Oversee medication administration, treatments, and/or procedures as directed by students' physicians.
- E. Facilitate medication administration training, ~~and~~ **and** certification, ~~and technical assistance~~ **and technical assistance** for staff administering medications to Center Base students on a regular basis, ~~including~~ **including** ~~conducting~~ **conducting** ~~The NESC School Nurse will conduct~~ on-site visits to monitor the administration of medications and record maintenance on a minimum of one time per month or more frequently as needed.
- ~~F. Provide technical assistance regarding medications and/or any other medically related issue to NESC staff.~~
- ~~G.~~ **F.** Coordinate the collection of health data necessary for student evaluation and assistance.
- ~~H.~~ **G.** Assist in the placement and programming of students in need of health assistance and will attend student meetings as required by the NESC Administration.

- ~~I.H.~~ Monitor student and staff accidents and ~~assists~~ **assist** in development of safety procedures. Examples: wheel chair transfers, lifting techniques, etc.
- ~~J.I.~~ Make appropriate student referrals to community health agencies, service groups and professionals.
- ~~K.~~ ~~Focus on the prevention of illness, disabilities, and the early detection and correction of health problems.~~
- ~~L.J.~~ Develop and insure implementation of medical and/or medication related policies and ~~incorporates~~ **incorporate** current laws and regulations into such policies and practices as are approved by the NESC Administration and in compliance with the laws and regulations set forth by the South Dakota Department of Health and the South Dakota Board of Nursing.
- ~~M.K.~~ Monitor legislative activity relating to school health services.
- ~~N.~~ ~~Pursue and participate in professional development opportunities in an effort to provide quality health services.~~
- ~~O.~~ ~~Provide leadership for planning and conducting health services objectives and education.~~
- ~~P.~~ ~~Provide professional growth opportunities for staff such as Cardiopulmonary Resuscitation (CPR) training and certification, basic first aid, etc.~~
- ~~Q.~~ ~~Provide age appropriate health education to Center Base students in conjunction with the Center Base classroom teacher and as approved by the NESC Administration regarding such topics as hygiene, sex education, etc.~~
- ~~R.~~ ~~Contribute health articles for NESC's newsletters.~~
- ~~S.~~ ~~Available to assist with preschool screenings.~~
- ~~T.~~ ~~Provide research assistance to NESC Administration and Staff regarding health related issues.~~
- ~~U.L.~~ Maintain an inventory of equipment and supplies needed to provide services to students.
- ~~V.~~ ~~Monitor current rules and regulations regarding the Health Insurance Portability & Accountability Act (HIPAA) as is applicable to NESC Staff.~~
- ~~W.~~ ~~Perform any other duties as assigned by the NESC Administration in compliance with the laws and regulations as set forth by the South Dakota Department of Health and the South Dakota Board of Nursing.~~
- M.** **Perform other reasonably-related duties as assigned.**

III. Qualifications

The school nurse must hold active licensure from the South Dakota Board of Nursing, with five or more years of experience in nursing being preferred. Additionally the school nurse must have effective communication and human relation skills.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, October 19, 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 September 2015 financial report
5. Consent Agenda

- a. Approval of September 17, 2015 meeting minutes

BOARD ACTION: _____

- b. Approval of payment of October 2015 budget claims

BOARD ACTION: _____

- c. Approval of work agreement—Shari Peckenpaugh, \$12.90 per hour; paraprofessional at Hamlin

BOARD ACTION: _____

- d. _____

BOARD ACTION: _____

- e. _____

BOARD ACTION: _____

6. Old business

- a. October 14, 2015 Advisory Board meeting minutes

BOARD ACTION: _____

b. _____
BOARD ACTION: _____

c. _____
BOARD ACTION: _____

7. New business

a. Accept bids for surplussed vehicles

BOARD ACTION: _____

b. Accept 2015 Audit Report

BOARD ACTION: _____

c. Job descriptions

BOARD ACTION: _____

d. Funding/Assessment formula

BOARD ACTION: _____

e. _____
BOARD ACTION: _____

8. Assistant Director's Report

9. Director's Report

10. Executive Session: (If needed)

a.

b.