

January 14, 2016

Hello NESC Board of Directors

Meeting Location:

Our January meeting will be held Monday, January 18, 2016 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

January 12, 2016

Dear NESC Board Members:

Our January 2016 meeting will be held on January 18, 2016. It will be held in Watertown at LATI and will begin at 7:00 pm.

Attached/enclosed are the board documents that will be presented at the meeting. Please review prior to the meeting.

See you Monday evening at 7:00 pm.

Sincerely yours,



Jerry Aberle

NESC BOARD OF DIRECTORS' MEETING

Proposed Agenda

Date: January 18, 2016

Time: 7:00 P.M.

**Location: Lake Area Technical Institute (LATI)
Manufacturing, Energy, and Transportation Building—Room 802
230 11th Street NE, Watertown, SD**

1. Call to order
2. Agenda review, changes, and approval
3. Introduction of guests
4. Approval of December 2015 financial report
5. Consent Agenda
 - a. Approval of December 21, 2015 meeting minutes
 - b. Approval of payment of January 2016 budget claims
 - c.
 - d.
 - e.
6. Discussion Items
 - a. January 13, 2016 Advisory Board meeting minutes
 - b. Big Stone City joining NESC
 - c. Revised job descriptions
 - d. Meeting room location for February 15, 2016—HyVee Club Room
 - e.
 - f.
7. Action Items
 - a. Offer contract to Director for the 2016-17 school year (After executive session)
 - b. Offer contract to Business Manager for the 2016-17 school year (After executive session)
 - c. Hiring of Rodney Freeman to conduct negotiations with Unit 1 and 2 for 2016-17 (After executive session)
 - d. Certificate of Deposit renewal
 - e.
 - f.
8. Assistant Director's Report
9. Director's Report
10. Executive Session
 - a. Personnel—SDCL 1-25-2(1)
 - b. Negotiations—SDCL 1-25-2(4)

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

AGENDA ITEMS INDICATED BY A STRIKE THROUGH 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 December 2015 financial report
5. Consent Agenda
 - a. Approval of December 21, 2015 meeting minutes. Please review enclosed minutes.
 - b. Approval of payment of January 2016 budget claims. Please review the enclosed budget claims.
 - c.

6. Discussion Items
 - a. January 13, 2016 Advisory Board meeting minutes. Please review the enclosed minutes.
 - b. Big Stone City joining NESC. I will provide the board with the most recent developments concerning Big Stone City joining NESC.
 - c. Revised job descriptions. I will be presenting the last of the revised job descriptions.
 - d. Meeting room location for February 15, 2016—HyVee Club Room
 - e.
 - f.

7. Action Items
 - a. Offer contract to Director for the 2016-17 school year (After executive session). In the past, a decision has been made at the January meeting concerning the Director's contract for the ensuing school year.
 - b. Offer contract to Business Manager for the 2016-17 school year (After executive session). In the past, a decision has been made at the January meeting concerning the Business Manager's contract for the ensuing school year.
 - c. Hiring of Rodney Freeman to conduct the 2016-17 negotiations with Unit 1 and 2 (After executive session). In the past, the Board has hired Mr. Freeman to conduct the negotiations for Unit 1 and 2. The Board will need to decide whether to continue with Mr. Freeman, or pursue other options.
 - d. Certificate of Deposit renewal. Brice will be updating the board concerning our Certificate of Deposit.

8. Assistant Director's Report

9. Director's Report

10. Executive Session
 - a. Personnel—SDCL 1-25-2(1)
 - b. Negotiations—SDCL 1-25-2(4)

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				
December 1, 2015	\$198,030.74	\$613,319.59	\$14,147.01	\$825,497.34

Receipts:

Local Sources:				
1312 Center Base Tuition		\$55,930.00		\$55,930.00
1332 Extended School Year Tuition				\$0.00
1510 Interest	\$40.38	\$139.89	\$2.72	\$182.99
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		\$85,054.78		\$85,054.78
1990 General Fund Assessment	\$1,734.36			\$1,734.36
1990 Reading Recovery	\$2,950.38			\$2,950.38
1990 Reading Recovery-Other LEAs	\$8,240.00			\$8,240.00
1990 Miscellaneous		\$806.25		\$806.25
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		\$5,091.45		\$5,091.45
3900 Part B Funds				\$0.00
3900 ESA 1	\$1,200.00			\$1,200.00
3900 ESA 1 Coaching Contract	\$9,250.00			\$9,250.00
3900 ESA 1 SD STARS Training				\$0.00
Federal Sources:				
4152 Title IIB (SD COUNTS)				\$0.00
4175 IDEA Part B 611		\$127,793.00		\$127,793.00
4175 IDEA Part B 611-Private				\$0.00
4186 IDEA Part B 619		\$3,877.00		\$3,877.00
Other Receipts:				
120 Accounts Receivable				\$0.00
140 Due from other Governments				\$0.00
Other Receipts	\$157.92		\$3,773.98	\$3,931.90
Total Monthly Receipts	\$23,573.04	\$278,692.37	\$3,776.70	\$306,042.11
Total Gross Receipts	\$221,603.78	\$892,011.96	\$17,923.71	\$1,131,539.45
Manual Journal Entry				\$0.00
Manual Journal Entry Revenue				\$0.00
Less Salaries & Disbursements				
Salaries	\$21,716.40	\$237,518.34		\$259,234.74
Disbursements	\$37,719.36	\$32,596.10	\$2,429.72	\$72,745.18
Less Total Salaries & Disbursements	\$59,435.76	\$270,114.44	\$2,429.72	\$331,979.92
CASH BALANCE				
December 31, 2015	\$162,168.02	\$621,897.52	\$15,493.99	\$799,559.53

Balance Sheet

Payroll Clearing Account XX-101-002	\$20.00	\$80.00	\$0.00	\$100.00
Checking Account XX-101	\$6,299.87	\$146,705.84	\$4,502.02	\$157,507.73
Money Market Savings XX-105	\$155,848.15	\$393,602.13	\$10,991.97	\$560,442.25
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	\$162,168.02	\$621,897.52	\$15,493.99	\$799,559.53
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

Regular; Processing Month 12/2015; 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	40.38	219.47	73.16	80.53
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	40,554.22	100.00	0.00
10 1941 015	ESA-1 REVENUE OTHER SOURCES-LEAs	29,285.91	0.00	29,285.91	100.00	0.00
10 1941 016	SD COUNTS-OTHER LEAS	23,136.27	0.00	22,351.41	96.61	784.86
10 1990 009	NON-SP.ED. ASSESSMENTS	21,502.89	1,734.36	10,805.85	50.25	10,697.04
10 1990 012	READING RECOVERY ASSESSMENTS	45,710.17	2,950.38	28,007.99	61.27	17,702.18
10 1990 013	READING RECOVERY-OTHER LEAs	13,390.00	8,240.00	8,240.00	61.54	5,150.00
10 1990 018	MISCELLANEOUS	0.00	0.00	2,110.43	0.00	(2,110.43)
10 1990 073	D&A POOL ASSESSMENTS	10,000.00	0.00	5,316.34	53.16	4,683.66
10 1990 200	EXPENSED MILEAGE FROM SPED	231,828.00	0.00	55,170.05	23.80	176,657.95
Subtotal: LOCAL SOURCES		415,707.46	12,965.12	202,061.67	48.61	213,645.79
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	600.00	0.00	(600.00)
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	9,250.00	33,445.83	61.76	20,707.60
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	1,200.00	35,300.00	103.52	(1,200.00)
10 3900 110	ESA 1 MENU OF OPTIONS	105,600.00	0.00	19,500.00	18.47	86,100.00
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	10,450.00	88,845.83	43.41	115,836.20
10 4152 016	TITLE II PART B SD COUNTS	114,220.87	0.00	15,739.00	13.78	98,481.87
Subtotal: FEDERAL SOURCES		114,220.87	0.00	15,739.00	13.78	98,481.87
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	3,950.00	0.00	(3,950.00)
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	7,234.79	0.00	(7,234.79)
Fund Total:		734,610.36	23,415.12	313,881.29	42.73	420,729.07

Regular; Processing Month 12/2015; 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	55,930.00	182,512.45	36.72	314,497.65
22 1312 100	TUITION-ESY	83,497.77	0.00	65,230.22	78.12	18,267.55
22 1510	INTEREST	3,000.00	139.89	761.29	25.38	2,238.71
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	85,054.78	516,719.48	49.69	523,110.05
22 1990 018	MISCELLANEOUS	12,000.00	806.25	1,269.70	10.58	10,730.30
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	141,930.92	766,493.14	46.73	873,844.26
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	140,265.53	0.00	35,724.35	25.47	104,541.18
22 3900 013	STATE REVENUE: PART C FUNDS	50,000.00	5,091.45	34,650.72	69.30	15,349.28
22 3900 014	STATE REVENUE: PART B FUNDS	4,500.00	0.00	11,729.81	260.66	(7,229.81)
22 3900 106	CBI GRANT	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE SOURCES		194,765.53	5,091.45	82,104.88	42.16	112,660.65
22 4175 475	REGULAR IDEA PART B 611	1,630,333.00	127,793.00	418,598.00	25.68	1,211,735.00
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	3,877.00	12,675.00	27.43	33,530.00
Subtotal: FEDERAL SOURCES		1,678,332.00	131,670.00	431,273.00	25.70	1,247,059.00
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	278,692.37	1,279,871.02	36.43	2,233,563.91

Revenue Summary Report

Processing Month: 12/2015

Regular; Processing Month 12/2015; 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	302,107.49	1,593,752.31	37.52	2,654,292.98

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	\$4,072.02	\$27,313.38	46.22	\$31,786.79
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$411,879.30	\$38,610.06	\$126,066.68	30.61	\$285,812.62
2227	TECHNOLOGY SUPPORT	\$3,084.28	\$103.66	\$734.34	23.81	\$2,349.94
2319	BOARD OF EDUCATION SERVICES	\$6,080.02	\$1,782.68	\$5,972.66	98.23	\$107.36
2329	ADMINISTRATION	\$21,268.56	\$1,436.48	\$9,341.61	43.92	\$11,926.95
2529	ADMINISTRATION-FISCAL SERVICES	\$6,301.65	\$413.85	\$3,624.24	57.51	\$2,677.41
2542	OPERATION & MAINTENANCE BLDGS.	\$7,234.38	\$458.59	\$1,707.60	23.60	\$5,526.78
2545	VEHICLE SERVICE	\$209,662.00	\$9,366.50	\$94,514.18	45.08	\$115,147.82
2551	DRUG & ALCOHOL TESTING POOL	\$10,000.00	\$1,264.00	\$2,352.00	23.52	\$7,648.00
8110	OPERATING TRANSFERS OUT	\$0.00	\$0.00	\$0.00	0.00	\$0.00
10	GENERAL FUND	<u>\$734,610.36</u>	<u>\$57,507.84</u>	<u>\$271,626.69</u>	<u>36.98</u>	<u>\$462,983.67</u>
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$85,291.75	\$0.00	\$66,867.24	78.40	\$18,424.51
1223	CENTER BASE DAY PROGRAMS	\$497,010.09	\$37,725.10	\$147,780.03	29.73	\$349,230.06
1226	EARLY CHILDHOOD SERVICES	\$295,295.65	\$21,538.52	\$98,410.76	33.33	\$196,884.89
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$15,245.85	\$15,245.85	0.00	(\$15,245.85)
2129	TRANSITION SUPPORT SERVICES	\$25,829.06	\$1,565.80	\$9,951.10	38.53	\$15,877.96
2142	PSYCHOLOGICAL SERVICES	\$473,744.73	\$34,358.39	\$153,468.53	32.39	\$320,276.20
2152	SPEECH PATHOLOGY SERVICES	\$972,147.14	\$75,075.96	\$327,132.28	33.65	\$645,014.86
2171	PHYSICAL THERAPY	\$283,674.78	\$19,511.76	\$125,060.92	44.09	\$158,613.86
2172	OCCUPATIONAL THERAPY	\$471,804.40	\$30,723.16	\$171,795.38	36.41	\$300,009.02
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$7,613.36	\$0.00	\$5,611.89	73.71	\$2,001.47
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$140,265.53	\$10,023.03	\$61,245.98	43.66	\$79,019.55
2227	TECHNOLOGY SUPPORT	\$38,039.13	\$1,304.96	\$9,216.19	24.23	\$28,822.94
2319	BOARD OF EDUCATION SERVICES	\$74,986.86	\$331.30	\$52,008.27	69.36	\$22,978.59
2329	ADMINISTRATION	\$262,312.24	\$17,488.23	\$113,797.91	43.38	\$148,514.33
2529	ADMINISTRATION-FISCAL SERVICES	\$77,720.37	\$5,122.05	\$43,972.68	56.58	\$33,747.69
2542	OPERATION & MAINTENANCE BLDGS.	\$37,699.84	\$543.07	\$7,066.22	18.74	\$30,633.62
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	<u>\$3,743,434.93</u>	<u>\$270,557.18</u>	<u>\$1,408,631.23</u>	<u>37.63</u>	<u>\$2,334,803.70</u>
Grand Total:		\$4,478,045.29	\$328,065.02	\$1,680,257.92	37.52	\$2,797,787.37

Activity Fund Balance Report - Summary - Exclude Encumbrances
 12/2015 - 12/2015

Regular; Beginning Month 12/2015; Processing Month 12/2015; 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	2,415.06	0.00	0.00	0.00	2,415.06
71 415 806	SPECIAL OLYMPICS SD-AMT HELD FOR OTHERS	6,255.90	1,077.93	0.00	0.00	5,177.97
71 415 850	ELABO-AMT HELD FOR OTHERS	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	2,958.73	709.00	3,131.19	0.00	5,380.92
71 704 005	FUND BALANCE - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
71 760	UNASSIGNED FUND BALANCE	17.34	0.00	2.72	0.00	20.06
Fund Total: 71		14,147.01	2,429.72	3,776.70	0.00	15,493.99

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, December 21, 2015

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday December 21 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 7:34 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Tom Landsman, Elkton; Ron Gorder, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Joyce Carlson, Lake Preston; Gloria Koerlin, Sioux Valley; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Trudi Gaikowski, Clark; Janel Williams, Enemy Swim Day School; Jared Engebretson, Grant-Deuel; Greg Schortzmann, Iroquois; Hailey Peterson, Rosholt; Corrie Quale, Summit; Jamie Reetz, Webster; Paula Warkenthien, Willow Lake

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: 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 #16038 Motion by D. Lutkemeier, second by C. Knutson, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

Jim Block was introduced as a guest.

Financial Report

Action #16039 Motion by D. Fuller, second by G. Koerlin, to approve the financial report for the period ending November 2015. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
November 1, 2015	\$186,539.54	\$515,893.20	\$17,824.63
Receipts:			
Local Sources	\$6,844.08	\$204,953.17	\$2.81
State Sources	\$20,100.00	\$34,068.84	
Federal Sources	\$15,739.00	\$131,670.00	
Other	\$2,073.05	\$224.00	\$2,424.65
Total Monthly Receipts	\$44,756.13	\$370,916.01	\$2,427.46
Total Gross Receipts	\$231,295.67	\$886,809.21	\$20,252.09
Less Salaries	\$21,703.13	\$34,590.70	
Less Disbursements	\$11,561.80	\$238,898.92	\$6,105.08
Total Salaries & Disbursements	\$33,264.93	\$273,489.62	\$6,105.08
Ending Cash Balance			
November 30, 2015	\$198,030.74	\$613,319.59	\$14,147.01

Consent Agenda

Action #16040 Motion by J. Homola, second by R. Gorder, to approve the following items on the Consent Agenda: 5a) Approval of November 16, 2015 Board of Directors minutes; 5b) Approval of payment of December 2015 claims; 5c) Approval of contract – Kristine Harms, ESA 1; \$17,500.00; 70 days; 5d) Approval of work agreement – Lucy Vandersnick, Hamlin Center Base paraprofessional; \$13.00 per hour; 5e) Approval of contractor agreement – Randy Cantrell, Hamlin Center Base transporter; \$10.00 per hour. All present voted in favor, motion carried.

December 2015 Accounts Payable

GENERAL FUND: BERNER'S DAKOTA CLUTCH & TRANSMISSION FLEET MAINT 2,435.00; BMO MASTERCARD CONTRACTED THERAPY, TRAVEL, SPLYS, PHONE 1,683.46; BND TOWING FLEET MAINT 406.00; BUNKER AUTO, INC. FLEET MAINT 129.00 CAMSE/BHSU SD COUNTS PURCHASED SERVICES –CAMSE 21,603.00; CENEX FLEETCARD FLEET MAINT & GASOLINE 4,353.47; CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 263.32; CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 2.71; CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON LEGAL- SCHOOL MATTERS 332.76; DELYLE'S SOUTH 81 SERVICE, INC. FLEET MAINT 469.59; DUST TEX SERVICE, INC. RUG RENTAL 6.42; HAMLIN COUNTY FARMERS COOP GASOLINE 627.60; HARMS, KRISTINE ESA TRAVEL 311.64; NESCA IMPREST REIMBURSE IMPREST 1,791.87; NESCA PAYROLL CLEARING DECEMBER 2015 PAYROLL 21,716.40 NORTHLAND AUTO CENTER FLEET MAINT 645.23; OTTER TAIL POWER CO. ELECTRICITY - O&M 367.96; PALMLUND AUTOMOTIVE FLEET MAINT 36.86; PROFESSIONAL SECURITY DRUG AND ALCOHOL POOL 1,264.00; RIDER, DIANNE MEDICATION ADMIN CLASS 720.00 TOWN OF HAYTI WATER & SEWER - O&M 5.72; W.W. TIRE SERVICE FLEET MAINT 263.75

FUND TOTAL: \$59,435.76

SPECIAL EDUCATION FUND: BAYMONT INN ED SPEC TRAVEL 50.00; BMO MASTERCARD CONTRACTED THERAPY, TRAVEL, SPLYS, PHONE 12,641.36; BRITTON-HECLA SCHOOL DISTRICT BIRTH TO 3 PAYMENT TO SCHOOL 223.24; CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE 1,661.82; CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 182.08; CHILSON, GINA SPEECH MILEAGE TO STAFF 117.60; CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 33.41; CLARK SCHOOL DISTRICT BIRTH TO 3 PAYMENT TO SCHOOL 72.95; DEUBROOK SCHOOL DISTRICT BIRTH TO 3 PAYMENT TO SCHOOL 344.73; DUST TEX SERVICE, INC. RUG RENTAL 33.44 ELKTON SCHOOL DISTRICT BIRTH TO 3 PAYMENT TO SCHOOL 667.28; ESTELLINE SCHOOL DISTRICT BIRTH TO 3 PAYMENT TO SCHOOL 1,906.71; HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 2,497.39; IROQUOIS SCHOOL DISTRICT BIRTH TO 3 PAYMENT TO SCHOOL 396.94; LAKE PRESTON SCHOOL DISTRICT BIRTH TO 3 PAYMENT TO SCHOOL 309.51; CB MILEAGE TO PARENT 100.80; NESCA IMPREST REIMBURSE IMPREST 1,339.32; NESCA PAYROLL CLEARING DECEMBER 2015 PAYROLL 237,518.34; OTTER TAIL POWER CO. ELECTRICITY - O&M 70.61; ROSHOLT SCHOOL DISTRICT BIRTH TO 3 PAYMENT TO SCHOOL 3,127.19; SHIRLEY, LINDA ED SPEC TRAVEL/MILEAGE TO

STAFF 592.50; SIOUX VALLEY SCHOOL DISTRICT BIRTH TO 3 PAYMENT TO SCHOOL 854.40; SUMMIT SCHOOL DISTRICT BIRTH TO 3 PAYMENT TO SCHOOL 664.19; TOWN OF HAYTI WATER & SEWER - O&M 29.78; WAUBAY SCHOOL DISTRICT BIRTH TO 3 PART C 346.91
WAVERLY SCHOOL DISTRICT BIRTH TO 3 PAYMENT TO SCHOOL 1,805.85; WEBSTER SCHOOL DISTRICT CB FACILITY USE FEE 2,473.07
WHIPKEY, SARAH OF SUPPLIES REIMBURSEMENT 40.00; WIESE, RITA SPEECH MILEAGE TO STAFF 13.02

FUND TOTAL: \$270,114.44

Discussion Items

Director Evaluation

Director evaluation forms were handed out. Forms can be returned to Denise by January 14.

Business Manager Evaluation

Business Manager evaluation forms were handed out. Forms can be returned to Denise by January 14.

Steering/Negotiations Committee Meeting – January 18, 2016 – 5:35 p.m.

A steering committee meeting will be held before the January 2016 Board of Director's meeting at 5:35 p.m.

Big Stone City joining NESC

Director Aberle shared that Big Stone City has indicated that they would like to join NESC.

501(c)3 Designation

Business Manager Christensen shared additional information regarding the process of applying for a 501(c)3 designation. At this time he suggested that NESC does not move any further, but would be willing to revisit the topic any time in the future.

Action Items

Funding/Assessment Formula – By Law – 5.2

Action #16041 Motion by D. Lutkemeier, second by T. Hlavacek to adopt the fund/assessment formula-by law – 5.2 as presented. All present voting in favor, motion carried.

February Board Meeting Location – HyVee Club Room

Action #16042 Motion by C. Knutson, second by C. Akin to change the February board meeting location to the HyVee Club Room. 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.

Executive Session

Action #16043 Pursuant to SDCL 1-25-2(1) Motion by R. Gorder, second by C. Knutson to enter executive session at 7:30 to discuss personnel. All present voting in favor, motion carried.

President Koenecke declared the board out of executive session at 7:34. No action was taken.

Adjournment

Action #16044 With there being no further business, motion by G. Koerlin, second by C. Akin, to adjourn. All present voting in favor, motion carried.

The next NESC Board of Directors meeting will be held at HyVee in Watertown, SD on Monday, January 18, 2016 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager


01/14/2016 10:14 AM

User ID: BPC

Vendor Name	Description	Amount
Checking Account: 1	Fund Number: 10 GENERAL FUND	
APEX LEARNING	APEX SEATS	250.00
BMO MASTERCARD	PURCH SVCS, TRAVEL, SPLYS, PHONE	318.25
CENEX FLEETCARD	FLEET MAINT & GASOLINE	2,997.57
CHRISTENSEN, BRICE	FISCAL MILEAGE	2.71
CLARK COUNTY COURIER	BOARD ADVERTISING - PARA AD	2.55
DELYLE'S SOUTH 81 SERVICE, INC.	FLEET MAINT	151.00
DESMET NEWS,, THE	BOARD - POSITION ADVERTISEMENT	4.27
DUST TEX SERVICE, INC.	O&M - RUG RENTAL	6.42
FREWING, TIMOTHY	ADVANCED STUDY	37.50
FRITZ CHEVROLET, INC	FLEET MAINT	524.94
HAMLIN COUNTY FARMERS COOP	FLEET MAINT & GASOLINE	704.20
JAYMAR BUSINESS FORMS, INC.	FISCAL SUPPLIES - TAX FORMS	5.94
JOHNSON AUTOMOTIVE	FLEET MAINT	30.89
NESC IMPREST	REIMBURSE IMPREST	56.50
NESC PAYROLL CLEARING	JANUARY 2016 PAYROLL	21,275.85
NORTHLAND AUTO CENTER	FLEET MAINT	89.36
OTTER TAIL POWER CO.	O&M - ELECTRICITY	88.32
PROFESSIONAL SECURITY	DRUG AND ALCOHOL POOL	144.00
QUICK PRO LUBE	FLEET MAINT	36.02
S & S AUTO	FLEET MAINT	430.94
STORMO, BEN	O&M - SNOW REMOVAL	71.65
TOWN OF HAYTI	O&M - WATER AND SEWER	5.72
W.W. TIRE SERVICE	FLEET MAINT	614.57
WEBSTER AUTO CARE	FLEET MAINT	35.04
Fund Number: 10		<hr/> 27,884.21
Checking Account: 1	Fund Number: 22 SPECIAL EDUCATION FUND	
BMO MASTERCARD	PURCH SVCS, TRAVEL, SPLYS, PHONE	31,941.15
BRITTON-HECLA SCHOOL DISTRICT	SPEECH MILEAGE	60.06
CANTRELL, RANDY	CB TRANSPORTATION	502.56
CASTLEWOOD SCHOOL DISTRICT	CB FACILITY USE FEE	677.33
CHILSON, GINA	SPEECH MILEAGE TO STAFF	89.04
CHRISTENSEN, BRICE	FISCAL MILEAGE	33.41
CLARK COUNTY COURIER	BOARD ADVERTISING - PARA AD	31.45
DESMET NEWS,, THE	BOARD - POSITION ADVERTISEMENT	52.64

01/14/2016 10:14 AM

User ID: BPC

Vendor Name	Description	Amount
DUST TEX SERVICE, INC.	O&M - RUG RENTAL	33.44
FREWING, TIMOTHY	ADVANCED STUDY	462.50
HAMLIN SCHOOL DISTRICT	CB FACILITY USE FEE	1,009.22
JAYMAR BUSINESS FORMS, INC.	FISCAL SUPPLIES - TAX FORMS	73.26
	CB MILEAGE TO PARENT	176.40
NESC IMPREST	REIMBURSE IMPREST	937.50
NESC PAYROLL CLEARING	JANUARY 2016 PAYROLL	234,680.05
OTTER TAIL POWER CO.	O&M - ELECTRICITY	460.25
PRAIRIE LAKES HEALTH CARE SYSTEM	HEARTSAVER CPR CARDS	165.00
SHIRLEY, LINDA	ED SPEC TRAVEL/MILEAGE	310.20
STORMO, BEN	O&M - SNOW REMOVAL	373.35
SW/WC SERVICE COOPERATIVE	CB PURCHASED SERVICES	1,800.00
TIEFENTHALER, DEBRA	SPEECH MILEAGE TO STAFF	38.22
TOWN OF HAYTI	O&M - WATER AND SEWER	29.78
WEBSTER SCHOOL DISTRICT	CB FACILITY USE FEE	406.40

Fund Number: 22

274,343.21

Checking Account: 1

302,227.42

Reconciled/Disputed Detail

Reporting Period: 12/06/2015 Thru 01/05/2016

Tran ID	Proc Date	Tran Date	Supplier Description	GL Information	Current Status	Processing Status		Amount
						Dispute Date	Reconcile Date	
Account #:			XXXXXXXXXX171375	Name: BOYD, BRENDA		ID:		
412709874	12/11/2015	12/09/2015	HOLIDAY INN EXPRESS - WINNER, SD USA	New			110.00
						Transaction Count:	1	110.00
Account #:			XXXXXXXXXX171383	Name: SHIRLEY, LINDA		ID:		
412312426	12/09/2015	12/07/2015	DAYS INN YANKTON - YANKTON, SD USA	New			78.00
412709875	12/11/2015	12/09/2015	HOLIDAY INN EXPRESS - WINNER, SD USA	New			130.00
414566352	01/05/2016	01/04/2016	RANGE COUNTRY - MURDO, SD USA	New			119.36
						Transaction Count:	3	327.36
Account #:			XXXXXXXXXX171441	Name: NOLTE, KARI		ID:		
412184262	12/08/2015	12/07/2015	DAYS INNS/DAYSTOP - PIERRE, SD USA	New			57.00
413101486	12/16/2015	12/07/2015	DAYS INNS/DAYSTOP - PIERRE, SD USA	New			-61.68
						Transaction Count:	2	-4.68
Account #:			XXXXXXXXXX407506	Name: ABERLE, JERRY		ID:		
412312427	12/09/2015	12/09/2015	BEST WESTERN HOTELS - - PIERRE, SD USA	New			91.00
						Transaction Count:	1	91.00
Account #:			XXXXXXXXXX525117	Name: CHRISTENSEN, BRICE		ID:		
412059119	12/07/2015	12/05/2015	INNOVATIVE OFFICE SOLU - 952-808-9900, MN USA	New			17.78
412059120	12/07/2015	12/04/2015	OFFICE DEPOT #1090 - 800-463-3768, MN USA	New			50.29
412312428	12/09/2015	12/08/2015	TIME MANAGEMENT SYST - 7122221126, IA USA	New			98.12
412312429	12/09/2015	12/08/2015	WATERTOWN PUBLIC OPINI - WATERTOWN, SD USA	New			265.64
412312430	12/09/2015	12/08/2015	MARSHALL COUNTY HEALTH - BRITTON, SD USA	New			12,069.22
412312431	12/09/2015	12/08/2015	MARSHALL COUNTY HEALTH - BRITTON, SD USA	New			8,311.52
412456567	12/10/2015	12/09/2015	INNOVATIVE OFFICE SOLU - 952-808-9900, MN USA	New			36.04
412456568	12/10/2015	12/09/2015	INTERSTATE TELECOMM CO - 605-874-2181, SD USA	New			429.47
412709876	12/11/2015	12/11/2015	INNOVATIVE OFFICE SOLU - 952-808-9900, MN USA	New			31.62
413489637	12/18/2015	12/17/2015	INNOVATIVE OFFICE SOLU - 952-808-9900, MN USA	New			37.48
413489638	12/18/2015	12/17/2015	AMAZON MKTPLACE PMTS - AMZN.COM/BILL, WA USA	New			26.00
413489639	12/18/2015	12/17/2015	AMAZON MKTPLACE PMTS - AMZN.COM/BILL, WA USA	New			19.99
413489640	12/18/2015	12/19/2015	VZWRLSS*MY VZ VB P - 800-922-0204, GA USA	New			357.02
413489641	12/18/2015	12/18/2015	SANFORD CREDIT CARD PM - 605-3286573, SD USA	New			8,761.61
413832346	12/23/2015	12/22/2015	INNOVATIVE OFFICE SOLU - 952-808-9900, MN USA	New			38.49
413934918	12/24/2015	12/24/2015	NCS PEARSON - 800-843-0019, MN USA	New			678.30

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RecDisputedDetail

Reconciled/Disputed Detail

Reporting Period: 12/06/2015 Thru 01/05/2016

Tran ID	Proc Date	Tran Date	Supplier Description	GL Information	Current Status	Processing Status		Amount
						Dispute Date	Reconcile Date	
414104815	12/29/2015	12/28/2015	PAYPAL *RAIRSYMP - 4029357733, CA USA	New			395.00
414272866	12/31/2015	12/30/2015	USPS 46370806815241326 - HAYTI, SD USA	New			2.54
						Transaction Count:	18	31,626.13
Account #:	XXXXXXXXXX327721		Name: THERAPY 1, OCCUPATIONAL	ID:				
412458569	12/10/2015	12/09/2015	AHM*OCCUPATIONALTHERAP - 866-7829924, TX USA	New			99.00
						Transaction Count:	1	99.00
Account #:	XXXXXXXXXX327846		Name: CENTER BASE, CASTLEWOOD	ID:				
413620124	12/21/2015	12/20/2015	APL* ITUNES.COM/BILL - 866-712-7753, CA USA	New			10.59
						Transaction Count:	1	10.59
						Report Count:	27	32,259.40

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RecDispDetail.rpt

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday January 13, 2016

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday January 13, 2016

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, January 13, 2016 at Hy-Vee in Watertown, South Dakota. The meeting was called to order by Chairman Stewart at 9:34 A.M. and adjourned at 11:00 A.M.

Present: Chris Lund, Arlington; Steve Benson, Britton-Hecla; Keith Fodness, Castlewood; Luanne Warren, Clark; Jim Altenburg, De Smet; 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; John Bjorkman, Waverly; Scott Klaudt, Willow Lake; James Block, Webster;

Absent: Kevin Keenaghan, Deubrook; Larry Hulscher, Wilmot

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 November 2015.

Proposed Legislation

Director Aberle led discussion on proposed legislation that involved dyslexia and related disorders.

Reading Recovery 2016-2017

Motion by Christensen, second by Appel to recommend to the Board of Directors to retain Kari Nolte at .75 FTE, and to keep the Reading Recovery assessment for 2016-2017 under \$7,000.00. All present voting in favor, motion carried.

Emergency Safety Intervention Administrative Rules

Discussion was held about pending ARSD's involving restraint and seclusion. There were many concerns that were brought up, and this topic will continue to be monitored.

Future Meeting Dates

Future meeting dates for the NESC Board of Advisors will be February 10, 2016 and March 2, 2016.

Comprehensive Plan

Director Aberle and Assistant Director Frewing reviewed a draft of a comprehensive plan that will need to be modified and approved by each school district.

Behavior Conference

Director Aberle provided information on a behavior conference by SWWC that will be held in Brookings on February 22, 2016.

NESC Board Agenda

The January 2016 NESC Board Agenda was reviewed.

Adjournment

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

Brice Christensen, Business Manager

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
and REGION 1 – EDUCATIONAL SERVICES AGENCY**

JOB DESCRIPTION FOR

DIRECTOR

I. Background Information

Part A: Position Requirements

Position Title: ~~Director of Cooperative Special Services~~

Organizational Structure: ~~See Organizational Chart~~

Organizational Relationships:

Primary Function: ~~To provide leadership in the development of effective programs and services for special needs children within the Northeast Educational Services Cooperative.~~

Major Responsibilities:

- ~~1. Administrative~~
- ~~2. Supervisory~~
- ~~3. Coordinating~~

Responsibilities:

This position provides administrative oversight to all departments within both the Services Cooperative and the Educational Services Agency. Emphasis is placed on the development of effective programs and services for students with disabilities served by NESC member districts. The director promotes high quality and sound ethics in general and is accountable to the NESC Board of Directors.

II. Professional Responsibilities

- ~~1. Accountable to the NESC Board.~~
- ~~2. A. Coordinates and recommends policies and programs with for the Board of Directors and Superintendents' Advisory Board.~~
- ~~3. Works with both Elementary and Secondary Principals in service delivery system of the NESC.~~
 - B. Communicate with school district administration and staff regarding pertinent issues.**
- ~~4. C. Work with in cooperation with the NESC Business Manager of the NESC in regard~~
 - to develop and implement budgets, and**
 - to ensure accepted fiscal accounting standards are implemented, and**
 - to ensure inventory is maintained.**
- ~~5. D. Serves as a resource person to individual Boards of Education within the NESC to member districts.~~

I. Administrative Function

- ~~1. Developing policies in conjunction with the Board of Directors and Advisory Board of Superintendents of the Cooperative membership.~~

- ~~2.~~ **E.** Establishing **and review** a special service delivery system in conjunction with member **districts** superintendents and building principals that comply with state and federal regulations.
- ~~3.~~ Assisting superintendents and principals in the placement of special needs students. The building principal or designated administrator will coordinate all communication.
- ~~4.~~ **F.** Completion of State and Federal forms relating to the **Cooperative**. NESC and serving as an advisory to member school districts regarding reporting forms.
- ~~5.~~ Coordinate schedules of the NESC personnel in conjunction with building principals' schedules.
- ~~6.~~ Maintaining records of students receiving services from the NESC that comply with State and Federal regulation. Serve as a consultant to member schools in regard to local records.
- ~~7.~~ Responsible for the accountability of NESC personnel serving member school districts.
- ~~8.~~ **G.** Establishing channels of communications ~~from~~ **between** the NESC Board of Directors, and Advisory Board of Superintendents, and **member districts**. Principals to local Boards of Education, building principals, teachers, staff, students, parents, and community.
- ~~9.~~ Evaluation of NESC personnel concerning employment recommendations to Board of Directors, and Advisory Board of Superintendents.
- H.** Ensure employees are evaluated.
- I.** Make personnel recommendations to the Board of Directors.
- ~~10.~~ Maintain equipment and supplies owned or loaned to the NESC.
- ~~11.~~ Responsibilities for planning and appraisal of the program delivery system that provides data for both short/long term goals to the NESC Board and member school districts. Utilizing the instruments of needs assessment, testing, financial records and other information requested.
- ~~12.~~ Additional responsibilities include:
 - ~~1.~~ **J.** Planning and writing grants based on specific needs and availability of funding sources.
 - ~~2.~~ **K.** Planning and ~~a~~Arranging inservice where appropriate for NESC and LEA staff.
 - ~~3.~~ Assisting LEA's and NESC staff as needed, in meeting the educational needs of students.
 - ~~4.~~ **L.** ~~Public relations.~~ **Provide public communications when necessary.**
- M.** Perform other duties as deemed appropriate by the Cooperative Board of Directors.

~~II.~~ **Supervisory Functions:**

- ~~1.~~ Fostering professional growth of NESC personnel and serving as a consultant to building principals with respect to local personnel.

~~2. Serving as a resource person to NESC personnel, building principals, classroom teachers, Board of Education, parents and students.~~

~~3. Evaluation of personnel through observing and recording specific teacher behavior.~~

III. Coordinating Functions - Between NESC and Member School Districts:

- ~~1. Member school personnel~~
- ~~2. Member community agencies~~
- ~~3. State agencies and personnel~~

Part B: Position Holder Qualifications

I. Education

- ~~1. A Masters Degree in Education~~
- ~~2. The major emphasis of preparation in special education course work from an accredited college or university.~~

III. Qualifications

The director should have a master's degree in school administration with experiences in special education being beneficial and appropriate administrative certification from the South Dakota Department of Education.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
and REGION 1 – EDUCATIONAL SERVICES AGENCY**

JOB DESCRIPTION FOR

BUSINESS MANAGER

I. Background Information:

The Business Manager administers all aspects of the Cooperative's business operations. The primary responsibilities include managing a financial accounting system, claiming state and federal grants, preparing the annual budget and monitoring expenditures, preparing and analyzing month and year end reports, and administering human resources benefits.

II. Professional Responsibilities

- A. To act in a consultatory and advisory capacity to the director in matters pertaining to the formulation and execution of financial policy and requisitions dealing with the NESC.
- B. To prepare the annual budget for the NESC, prepare monthly and annual financial reports of the disbursements and receipts of the several funds, and maintain adequate control over all financial transactions.
- C. To assume responsibility for the preparation of the various payrolls, supervise all regular and special accounts and funds of the NESC, the accounting and reporting thereof, and maintain the same according to state law and NESC policy.
- D. To process all requisitions for the purchase of NESC supplies and equipment.
- E. To prepare and process specifications, obtain bids and price quotations, open and tabulate bids when necessary, and execute contracts for the same as prescribed by the policies of the NESC and the laws of the state.
- F. To act on behalf of the Board of Directors in the administration of insurance coverage.
- G. To maintain a record of inventory of the NESC owned property.
- H. To assume responsibility for obtaining adequate telephone service, fire protection, and other services necessary for the operation and maintenance of the NESC Office.
- I. To assume responsibility for uniform accounting for handling of money for the NESC.
- J. To assume responsibility for billing and collecting all tuition receipts from individuals and/or school districts receiving services from the NESC.
- K. To purchase all educational supplies, maintenance of supplies and equipment necessary for the operation of the NESC as approved in the annual budget. Any other purchases must have approval of the Board. All the purchases must be made in accordance with the laws of the state.
- L. He/She shall act as clerk and treasurer of the board, with the following duties:
 - 1. Keep an accurate journal of the proceedings of the Board.

2. Take charge of the Board's books and documents.
 3. Issue all warrants for payment of verified bills approved for payment by the Board.
 4. Prepare the annual report of the NESC.
 5. Keep a record of all financial transactions relating to the operation of the NESC.
 6. Submit financial statements and reports at the monthly meetings of the Advisory Board and Board of Directors.
- M. To perform other such duties as may be delegated by the **Board of Directors**. ~~Director of the NESC.~~

III. Qualifications

A. Education

1. The Business Manager should hold a bachelor's degree relating to School Finance, Accounting, or Business Administration.

B. Experience

1. The Business Manager should have strong analytical and computer skills, especially in regard to Microsoft Excel.
2. Successful experience as a school business official is preferred but not required.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

ASSISTANT DIRECTOR

I. Background Information

Position Title: ~~Assistant Director of Cooperative Services~~

Qualifications: ~~Master's Degree in Special Education and/or School Administration~~

Certification: ~~Appropriate certificate from the South Dakota Department of Education~~

Organizational Structure: ~~See Organizational Chart~~

Organizational Relationships and Responsibilities:

The assistant director is an extension of the cooperative's director. This position provides administrative oversight to departments as designated and promotes high quality and sound ethics in general. The cooperative's assistant director is accountable directly to the director.

II. Professional Responsibilities

1. ~~Accountable to the Director~~
 2. ~~Coordinate and communicate with Cooperative's Business Manager and Director regarding budgeting and purchasing for departments.~~
 3. ~~Assume program responsibilities as delegated by the Director. (Example: Coordinator for departments: speech therapy, physical therapy, occupational therapy, early intervention, Reading Recovery)~~
 4. ~~Supervise and evaluate cooperative staff to include, but not be limited to, scheduling meetings, providing job performance feedback and approving leave requests.~~
 5. ~~Maintaining communication with the administration and staff within the member districts regarding pertinent issues.~~
 6. ~~Ensure that Cooperative policies and procedures are maintained.~~
 7. ~~Coordinates preschool screenings and kindergarten round-ups by working with NESC and member district staff.~~
 8. ~~Coordinates and employs staff for extended school year program in member districts choosing to access this service.~~
 9. ~~Coordinate professional development for NESC staff.~~
- A. Manage departments in the cooperative as assigned by the director. For departments being managed perform the following activities.
1. Participate in budget planning, making arrangements for the department's needs in the coming fiscal year.

2. Process requisitions, employee leave, and professional development requests.
 3. Facilitate professional development and departmental meetings as necessary.
 4. Supervise and evaluate employees.
- B. Ensure that cooperative policies and procedures are maintained.
- C. Review and file employee calendars.
- D. Arrange for ESY service delivery. This includes the following activities.
1. Determine which school districts would like the cooperative to manage academic ESY.
 2. Project ESY needs through consultation with special education providers.
 3. Arrange for coverage to meet all of those needs.
 4. Communicate ESY expectations to providers, such as how to submit for mileage and pay.
 5. Maintain a list of students served through ESY and a list of providers with pertinent details.
 6. Serve as a contact for any questions or concerns regarding ESY.
- ~~40.~~ E. Attend Board of Directors and Board of Advisors meetings and other meetings as required and deemed appropriate by the Director.
44. F. Serve as a resource person to NESC and member district staffs in the area of special education, ~~including out of district placement of students with special needs.~~
- G. Communicate with school district administration and staff regarding pertinent issues.
- ~~42.~~ H. Perform other duties as deemed appropriate by the Director ~~to facilitate the effective, efficient running of the Cooperative's programs.~~

III. Qualifications

The assistant director should have a master's degree in special education or school administration and appropriate certification from the South Dakota Department of Education.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
AND
REGION 1—EDUCATIONAL SERVICES AGENCY**

JOB DESCRIPTION FOR

ADMINISTRATIVE ASSISTANT

Summary:

~~Provide administrative support to NESC administration and staff. Duties include general clerical, receptionist, and project-based work.~~

I. Background Information

The administrative assistant provides administrative support for the NESC office and staff. This position encompasses general clerical duties, receptionist duties, and project-based work. The administrative assistant is accountable to NESC administration.

Educational Requirements:

~~A high school diploma at the minimum. Candidates with additional education/training in secretarial/clerical coursework would be preferred.~~

Organizational Relationship:

~~Accountable to NESC Administration—Director, Assistant Directors, and Business Manager~~

II. Professional Responsibilities

Primary ~~Responsibilities:~~

- ~~1. Answer telephone and transfer to appropriate staff member or take messages.~~
 - A. Answer telephone and transfer to appropriate staff member or take messages.**
- ~~2. Create and modify documents using Microsoft Office Pro.~~
 - B. Create and modify documents using Microsoft Office applications.**
- ~~3. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, emailing, scheduling, keyboarding, workshop registrations, and filing.~~
 - C. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, e-mailing, scheduling, keyboarding, workshop registrations, and filing.**
- ~~4. Maintain hard copy and electronic filing system.~~
 - D. Maintain hard copy and electronic filing system.**
- ~~5. Setup and coordinate meetings.~~
 - E. Setup and coordinate meetings.**
- ~~6. Medicaid Billing~~
 - F. Assist with Medicaid billing.**
- ~~7. Other duties as assigned~~
 - G. Perform other duties as assigned.**

III. Qualifications

Necessary Skills:

~~1. Proficiency in communication skills, both verbal and written; keyboarding skills; basic math and language skills.~~

2. Technology Skills

~~Operation of Windows Operating System~~

~~Microsoft Office Pro Products~~

~~Email~~

~~Facsimile~~

~~Copy Machines~~

3. Multi Tasking Ability

4. Organizational Skills

5. Independent Worker

The administrative assistant should be proficient in verbal and written communication skills, keyboarding, and basic math and language. Additionally there should be comfort working with Windows, Microsoft Office applications, e-mail, facsimile machines, and copy machines. A successful candidate will be able to organize, multi-task, and work independently.

~~NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
And
REGION 1 – EDUCATION SERVICE AGENCY~~

~~JOB DESCRIPTION FOR
ESA PROGRAM COORDINATOR~~

~~I. Background Information:~~

- ~~1. The position involves working with assigned NESC and Region 1 Education Service Agency Districts.~~
- ~~2. The position will be a 230 day contract, the coordinator will be directly accountable to the NESC Director.~~
- ~~1. The coordinator will follow the procedures and policies established by the Board of Directors.~~

~~II. The responsibilities will involve program development, coordination and NCLB activities.~~

- ~~1. Assist schools with the development and implementation of School Improvement Plans.~~
- ~~2. Assist with Professional Development Plans for individual teachers.~~
- ~~3. Assist with local district needs assessment.~~
- ~~4. Assist with parent and community involvement.~~
- ~~5. Provide data driven decision making training that is focused on student achievement.~~
- ~~6. Provide staff with the knowledge and skills to collaborate.~~
- ~~7. Facilitate professional development based on needs assessment and data driven decisions.~~
- ~~8. Provide assistance with curriculum development based on needs assessment, data driven decision making and collaboration.~~
- ~~9. Provide and participate in inservice activities of NESC and the South Dakota Department of Education.~~
- ~~10. The person in this position will serve as Service Coordinator for NESC and Region 1 Education Service Agency Curriculum Specialists / NCLB Coordinators. Responsibilities include:~~
 - ~~A. Assess the needs of Region 1 Education Service Agency concerning curriculum, NCLB and professional development.~~
 - ~~B. Deploy staff and resources in the most effective and efficient manner.~~

- C. ~~Encourage and advocate for the development of the professional interests and competencies of individual staff members.~~
- D. ~~Work with the Director in the planning, implementation, and evaluation of Region 1 Education Service Agency Program.~~
- E. ~~Organize and conduct staff meetings for the purpose of keeping staff well informed on policies, evaluations of needs of programs, and general issues concerning school improvement.~~
- F. ~~Participate in Advisory Board and Board of Directors meetings as requested by the Director.~~

~~Program Coordination:~~

- 1. ~~The position will involve working diversely with the school districts, parents, students, and other agencies.~~
- 2. ~~Serve as a resource person to NESC and Region 1 Education Service Agency Districts.~~

~~III. Qualifications:~~

~~A. Education~~

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

~~B. Certification:~~

- 1. ~~A South Dakota Teacher's Certificate~~

~~C. Experience:~~

- 1. ~~Successful experience as an instructor is required.~~

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
And
REGION 1— EDUCATION SERVICE AGENCY**

JOB DESCRIPTION FOR

ESA PERSONNEL

I. ~~Background Information:~~

- ~~1. The position involves working with assigned school districts as well as assisting in other districts on an as needed basis as determined by the Program Coordinator.~~
- ~~2. The position will be a **210 day contract**, the specialist will be directly accountable to the ESA Program Coordinator.~~
- ~~3. The specialist will follow the procedures and policies established by the Board of Directors.~~
- ~~4. Candidates for this position must be highly motivated. Candidates must also be able to work independently as well as take direction.~~

II. ~~The responsibilities will involve program development, coordination and NCLB activities.~~

- ~~1. Assist schools with the development and implementation of School Improvement Plans.~~
- ~~2. Assist with local district needs assessment.~~
- ~~3. Assist with parent and community involvement.~~
- ~~4. Provide data driven decision making training that is focused on student achievement.~~
- ~~5. Provide district staff with the knowledge and skills to collaborate.~~
- ~~6. Facilitate professional development based on needs assessment and data driven decisions.~~
- ~~7. Provide assistance with curriculum development based on needs assessment, data driven decision making and collaboration.~~
- ~~8. Provide and participate in inservice activities of NESC and the South Dakota Department of Education.~~
- ~~9. Facilitate professional development in the areas of:
 - ~~➤ Curriculum Mapping
 - ~~● Using Tech Paths Software~~~~
 - ~~➤ Formative Assessment~~
 - ~~➤ Writing
 - ~~● 6 + 1 Writing Traits~~
 - ~~● Step Up To Writing~~
 - ~~● Writing to Win~~~~
 - ~~➤ Reading in the Content Areas~~
 - ~~➤ Instructional Strategies~~~~

III. ~~Qualifications:~~

A. ~~Education~~

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

B. ~~Certification:~~

- ~~1. A South Dakota Teacher's Certificate~~

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
And
REGION 1— EDUCATION SERVICE AGENCY**

**JOB DESCRIPTION FOR
PROJECT ENRICH FACILITATOR**

- I. ~~Background Information~~
 - A. ~~This position involves working with Region 1 Education Service Agency Districts.~~
 - B. ~~The position will be a 230 day contract. The facilitator will be directly accountable to the NESC Director.~~
 - C. ~~The facilitator will follow the policies and procedures established by the NESC Board of Directors.~~

- II. ~~The responsibilities will involve Project ENRICH program development, coordination, and activities.~~
 - A. ~~Plan and conduct five — six meetings with the Leadership Team each year.~~
 - B. ~~Collect and analyze data from the annual Needs Assessment for Education Survey from each school and determine the professional development needs that are common and those that are specific to each local school.~~
 - C. ~~Conduct follow-up needs assessment specific to the region and/or local schools.~~
 - D. ~~Plan and implement any necessary region wide (and when appropriate) statewide professional development activities that support the local professional development plans.~~
 - E. ~~Develop a means for communication and dissemination of Project ENRICH information and activities throughout the region including, but not limited to: web page listing upcoming events, key contacts and information about each of the local schools and agencies involved.~~
 - F. ~~Monitor and provide support for each local school to create and implement a local professional development plan. Emphasis for support will be focused on helping local contacts or trainers serve as coaches and peer mentors in areas of emphasis of the local professional development plans.~~
 - G. ~~Keep updated and connected with major state professional development initiatives such as Reading First, Math Initiative and others provided by the ESA.~~

- III. ~~Qualifications~~
 - ~~Job qualifications for the regional facilitator position are:~~
 - A. ~~Bachelors Degree in Special Education with additional training toward and/or including Masters Degree.~~
 - B. ~~Knowledge and experience with birth to 21 special education services.~~
 - C. ~~Experience and understanding of the pedagogy of adult learning theory.~~
 - D. ~~Basic technology skills including basic web page development.~~
 - E. ~~Excellent communication skills.~~
 - F. ~~Capacity to travel throughout the state with some overnight travel.~~

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
And
REGION 1—EDUCATION SERVICE AGENCY**

JOB DESCRIPTION FOR

MATH SPECIALIST

Background Information:

- This position involves working as a Math Specialist with assigned ESA school districts.
- Math Specialist will be directly accountable to the ESA Program Coordinator.
- The Math Specialist will follow the procedures and policies established by the NESC Board of Directors.
- Candidate for this position must be highly motivated. He/She must be able to work independently as well as take direction.
- Candidate must be able to function as part of a team and understand group processes and group dynamics.
- Candidate must possess excellent communication skills.
- Candidate must understand adult learning theory.
- Candidate must be open minded and possess the ability to look at mathematics instruction and learning with an open mind
- Candidate must be a frequent user of research as well as a life-long learner who is dedicated to best practices.

Duties and Responsibilities:

Duties will include but not be limited to:

- Attend all SDDOE, CAMSE, and TIE sponsored trainings associated with the Math Specialist position
- Collaborate with SDDOE, CAMSE, and TIE to coordinate and deliver professional development components
- Attend professional development centered on mathematics content, mathematics pedagogy, student mathematical thinking and educational leadership
- Coordinate and disseminate all pertinent information to participating Elementary Math Teacher Leaders and principals.
- Collect, compile, review all written evaluations.
- Support the work of the Elementary Math Teacher Leaders.
- Collect and review planning and reflection guides
- Facilitate school-wide data analysis related to mathematics achievement
- Collect and report data to SDDOE and external evaluator
- Other duties as assigned by the Project Director

Qualifications:

- Master's Degree in Education from an accredited college or university. (Will consider highly qualified applicants with a Bachelor's Degree in Education)
- A minimum of five years experience as a successful classroom teacher
- A valid South Dakota Teacher's Certificate

REGION 1 – EDUCATIONAL SERVICES AGENCY

JOB DESCRIPTION FOR

Region 1 ESA Education Specialist

I. Background Information

Education Specialists provide a variety of leadership, coaching, technical assistance and professional development services. This position is accountable to the director.

II. Professional Responsibilities

- A. Provide and participate in professional development
- B. Establish a clear understanding of the learning outcomes
- C. Complete assignments working independently or in assigned teams
- D. Communicate with school district personnel and other representatives
- E. Submit evaluation and other reports to stakeholders as required by assignment
- F. Maintain an accurate calendar and accounting of work days
- G. Work with director and department of education in planning, implementation and evaluation of ESA 1 programs
- H. Contribute to the development of short and long term goals for the organization
- I. Perform other such duties as may be delegated by the Director.

III. Qualifications

- A. Master's degree or equivalent experience
- B. A valid South Dakota teacher's certificate
- C. Successful experience as a classroom instructor
- D. Knowledge of principles and practices related to adult learning
- E. Strong and polished interpersonal, written and oral communication skills
- F. Creative, strategic and analytical thinker with the ability to manage multiple projects
- G. Highly organized and able to work well with others
- H. Knowledge of Microsoft Office, standard computer applications, and variety of applications (i.e. Google Drive, wikis and blogs)
- I. Familiarity with the SD Department of Education regulations and processes
- J. Flexibility and the ability to assume a variety of roles on short notice

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, January 18, 2016 - 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 December 2015 financial report
5. Consent Agenda

- a. Approval of December 21, 2015 meeting minutes
BOARD ACTION: _____

- b. Approval of payment of January 2016 budget claims
BOARD ACTION: _____

- c. _____
BOARD ACTION: _____

- d. _____
BOARD ACTION: _____

- e. _____
BOARD ACTION: _____

6. Discussion Items
 - a. January 13, 2016 Advisory Board meeting minutes
BOARD ACTION: _____

b. Big Stone City joining NESC

BOARD ACTION: _____

c. Revised job descriptions

BOARD ACTION: _____

d. Meeting room location for February 16, 2016—Hy-Vee Club Room

BOARD ACTION: _____

e.

BOARD ACTION: _____

f.

BOARD ACTION: _____

7. Action Items

a. Officer contract to Director for the 2016-17 school year (after executive session)

BOARD ACTION: _____

b. Officer contract to Business Manager for the 2016-17 school year (after executive session)

BOARD ACTION: _____

c. Hiring of Rodney Freeman to conduct negotiations with Unit 1 and 2 for 2016-17 (after executive session)

BOARD ACTION: _____

d. Certificate of Deposit renewal

BOARD ACTION: _____

e. _____

BOARD ACTION: _____

f. _____

BOARD ACTION: _____

8. Assistant Director's Report

9. Director's Report

10. Executive Session: (If needed)

a. Personnel—SDCL 1-25-2(1)

b. Negotiations—SDCL 1-25-2(4)