

June 16, 2016

Hello NESC Board of Directors

Meeting Location:

Our June meeting will be held Monday, June 20, 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

June 16, 2016

Dear NESC Board Members:

The June 2016 NESC Board of Director's meeting will be held on Monday, June 20, 2016. It will be held in Watertown at LATI and will begin at 7:00 pm.

Attached/enclosed are the board documents for your review prior to the meeting.

Hope to see you on Monday evening. Have a great weekend.

Sincerely yours,



Jerry Aberle

NESC BOARD OF DIRECTORS' MEETING

Proposed Agenda

Date: June 20, 2016

Time: 7:00 P.M.

**Location: Lake Area Technical Institute (LATI)
Manufacturing, Energy, and Transportation Building—Room 802
1201 Arrow Ave NE, Watertown, SD**

1. Call to order
2. Agenda review, changes, and approval
3. Introduction of guests
4. Approval of May 2016 financial report
5. Consent Agenda
 - a. Approval of May 16, 2016 meeting minutes
 - b. Approval of payment of June 2016 budget claims
 - c. Approval of Unit 1 contract amendments
 - d. Approval of Unit 2 Negotiated Agreement
 - e. Approval of Apex agreement, \$13,350.00
 - f. Approval of South Dakota Cooperative Purchasing Services Agreement, \$1,000.00
 - g. Approval of contract—Kristine Harms, ESA; \$15,471.40; 70 days
 - h.
6. Discussion Items
 - a. June 1, 2016 Advisory Board meeting minutes
 - b. NESC Board policy updates
 - c. BMO (Credit card) rebate
 - d. NESC Board of Directors—District representatives for 2016-17
 - e.
 - f.
7. Action Items
 - a. Assess overhead for ESA
 - b. Approve Academic Evaluator position
 - c. Accept paper bid
 - d. Approve Drug & Alcohol Pool Agreement—KorManagement Services
 - e. Approve FY 2016 audit proposal
 - f. Inventory update and declare items surplus
 - g. Review 2016-17 preliminary budget, authorize to publish, and set budget hearing
 - h. Accept property/liability insurance renewal
 - i. Accept worker's compensation insurance renewal
 - j.
 - k.
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)

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 May 2016 financial report**
- 5. Consent Agenda**
 - a. Approval of May 16, 2016 meeting minutes.** Please review enclosed minutes.
 - b. Approval of payment of June 2016 budget claims.** Please review the enclosed budget claims.
 - c. Approval of Unit 1 contract amendments.** Contracts were amended after the completion of negotiations.
 - d. Approval of Unit 2 Negotiated Agreement.** Unit 2 did accept the Board's last offer.
 - e. Approval of Apex agreement--\$13,500.00.** This agreement allows districts to purchase seats at \$125 per seat. It is an on-line curriculum often used for credit recovery as well as original credit.
 - f. Approval of South Dakota Cooperative Purchasing Services Agreement--\$1,000.** Member districts who wish to pay a \$50 membership fee received discounted prices from many vendors.
 - g. Approval of contract--Kristine Harms, ESA; \$15,471.40; 70 days.** Kristine provides services for the ESA.
 - h.**
 - i.**
- 6. Discussion Items**
 - a. June 1, 2016 Advisory Board meeting minutes.** Please review the enclosed minutes.
 - b. NESB Board Policy updates.** We have a few policy updates for the board to consider.
 - c. BMO (Credit Card) rebate.** Brice will provide information on the rebate we received for using the BMO credit card.
 - d. NESB Board of Directors--District representatives for 2016-17.** I will be asking for a preliminary list of board representatives for 2016-17 school year.
 - e.**
 - f.**
- 7. Action Items**
 - a. Assess overhead for ESA.** This was discussed last month. This month we will be asking for a motion to move forward with this item.
 - b. Approve Academic Evaluator position.** We discussed this last month. A proposed job description is enclosed.
 - c. Accept paper bid.** Brice will be providing the Board with the results of the paper bids that were received.
 - d. Approve Drug & Alcohol Pool Agreement--KorManagement Services.** With the closure of our current vendor, Professional Securities, a new vendor was needed.
 - e. Approve of FY 2016 audit proposal.** Brice will be presenting the audit proposal for FY 2016.
 - f. Inventory update and declare items surplus.** Each year at this time we update our inventory lists.
 - g. Review 2016-17 preliminary budget, authorize to publish, and set budget hearing.** Brice will be presenting the 2016-17 preliminary budget. In addition, the board will need to set the budget hearing date and time.
 - h. Accept property/liability insurance renewal.** Brice will be presenting information about our property/liability insurance renewal.
 - i. Accept worker's compensation insurance renewal.** Brice will be presenting information concerning our worker's compensation insurance renewal.
 - j.**
 - k.**
- 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)	Enterprise Fund NPIP (72)	TOTAL ALL FUNDS
CASH BALANCE					
May 1, 2016	\$231,145.97	\$782,815.75	\$10,859.79	\$592,568.55	\$1,617,390.06

Receipts:

Local Sources:

1312 Center Base Tuition		\$13,675.06			\$13,675.06
1332 Extended School Year Tuition					\$0.00
1510 Interest	\$57.21	\$173.11	\$2.89	\$131.89	\$365.10
1941 ESA 1 OTHER SOURCES					\$0.00
1941 ESA 1 LEA Assessments	\$7,200.00				\$7,200.00
1941 SD COUNTS Other LEAs					\$0.00
1971 Insurance Premiums				\$17,265.43	\$17,265.43
1990 Charges For Service				\$41,181.24	\$41,181.24
1990 Miscellaneous-Center Base					\$0.00
1990 SPED Assessments		\$80,456.47			\$80,456.47
1990 General Fund Assessment	\$1,714.42				\$1,714.42
1990 Reading Recovery	\$2,458.65				\$2,458.65
1990 Reading Recovery-Other LEAs					\$0.00
1990 Miscellaneous	\$3,750.00	\$1,012.00			\$4,762.00
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		\$32,611.00			\$32,611.00
3900 Part C Funds		\$7,609.21			\$7,609.21
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)	\$16,696.00				\$16,696.00
4175 IDEA Part B 611		\$100,392.00			\$100,392.00
4175 IDEA Part B 611-Private		\$1,794.00			\$1,794.00
4186 IDEA Part B 619		\$3,876.00			\$3,876.00

Other Receipts:

120 Accounts Receivable					\$0.00
140 Due from other Governments					\$0.00
Other Receipts	\$47.04		\$10,330.93		\$10,377.97

Total Monthly Receipts

	\$31,923.32	\$241,598.85	\$10,333.82	\$58,578.56	\$342,434.55
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Total Gross Receipts	\$263,069.29	\$1,024,414.60	\$21,193.61	\$651,147.11	\$1,959,824.61
Manual Journal Entry	\$120.00	-\$120.00			\$0.00
Manual Journal Entry Revenue					\$0.00

Less Salaries & Disbursements

Salaries	\$20,622.05	\$242,552.61			\$263,174.66
Disbursements	\$13,457.60	\$30,452.32	\$2,234.58	\$27,403.91	\$73,548.41
Less Total Salaries & Disbursements	\$34,079.65	\$273,004.93	\$2,234.58	\$27,403.91	\$336,723.07

CASH BALANCE

May 31, 2016	\$229,109.64	\$751,289.67	\$18,959.03	\$623,743.20	\$1,623,101.54
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Balance Sheet

Payroll Clearing Account XX-101-002	\$20.00	\$80.00	\$0.00	\$0.00	\$100.00
Checking Account XX-101	\$21,818.88	\$17,541.51	\$12,955.03	\$623,743.20	\$52,318.62
Money Market Savings XX-105	\$207,270.76	\$651,888.63	\$6,004.00	\$0.00	\$865,163.39
Certificates of Deposit XX-106	\$0.00	\$76,779.53	\$0.00	\$0.00	\$76,779.53
Imprest XX-108	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
TOTALS	\$229,109.64	\$751,289.67	\$18,959.03	\$623,743.20	\$999,358.34
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00	\$623,743.20

Regular; Processing Month 05/2016; Fund Number 10, 22

Fund: 10 GENERAL 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>
10 1510	INTEREST	300.00	57.21	460.34	153.45	(160.34)
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	7,200.00	47,754.22	117.75	(7,200.00)
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	1,714.42	20,167.72	93.79	1,335.17
10 1990 012	READING RECOVERY ASSESSMENTS	45,710.17	2,458.65	41,776.43	91.39	3,933.74
10 1990 013	READING RECOVERY-OTHER LEAs	13,390.00	0.00	13,390.00	100.00	0.00
10 1990 018	MISCELLANEOUS	0.00	3,750.00	6,317.50	0.00	(6,317.50)
10 1990 073	D&A POOL ASSESSMENTS	10,000.00	0.00	10,000.69	100.01	(0.69)
10 1990 200	EXPENSED MILEAGE FROM SPED	231,828.00	0.00	203,983.04	87.99	27,844.96
Subtotal: LOCAL SOURCES		415,707.46	15,180.28	395,487.26	95.14	20,220.20
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	0.00	56,445.83	104.23	(2,292.40)
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	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	0.00	111,845.83	54.64	92,836.20
10 4152 016	TITLE II PART B SD COUNTS	114,220.87	16,696.00	72,232.00	63.24	41,988.87
Subtotal: FEDERAL SOURCES		114,220.87	16,696.00	72,232.00	63.24	41,988.87
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	4,100.00	0.00	(4,100.00)
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	7,384.79	0.00	(7,384.79)
Fund Total:		734,610.36	31,876.28	586,949.88	79.90	147,660.48

Regular; Processing Month 05/2016; 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	13,675.06	449,945.06	90.53	47,065.04
22 1312 100	TUITION-ESY	83,497.77	0.00	65,230.22	78.12	18,267.55
22 1510	INTEREST	3,000.00	173.11	1,786.35	59.55	1,213.65
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	80,456.47	946,981.27	91.07	92,848.26
22 1990 018	MISCELLANEOUS	12,000.00	1,012.00	5,433.22	45.28	6,566.78
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	95,316.64	1,469,376.12	89.58	170,961.28
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	140,265.53	32,611.00	102,118.35	72.80	38,147.18
22 3900 013	STATE REVENUE: PART C FUNDS	50,000.00	7,609.21	65,209.22	130.42	(15,209.22)
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	40,220.21	179,057.38	91.93	15,708.15
22 4175 475	REGULAR IDEA PART B 611	1,630,333.00	100,392.00	1,211,703.00	74.32	418,630.00
22 4175 476	REGULAR IDEA PART B 611-PRIVATE SCHOOL	1,794.00	1,794.00	1,794.00	100.00	0.00
22 4186 486	REGULAR IDEA PART B 619	46,205.00	3,876.00	32,056.00	69.38	14,149.00
Subtotal: FEDERAL SOURCES		1,678,332.00	106,062.00	1,245,553.00	74.21	432,779.00
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	241,598.85	2,893,986.50	82.37	619,448.43

Revenue Summary Report

Processing Month: 05/2016

Regular; Processing Month 05/2016; 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	273,475.13	3,480,936.38	81.94	767,108.91

EXPENDITURE SUMMARY
Regular; Processing Month 05/2016; 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	\$4,125.54	\$50,771.18	85.91	\$8,328.99
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$411,879.30	\$21,176.93	\$223,463.58	54.25	\$188,415.72
2227	TECHNOLOGY SUPPORT	\$3,084.28	\$155.33	\$1,483.85	48.11	\$1,600.43
2319	BOARD OF EDUCATION SERVICES	\$6,080.02	\$22.97	\$6,128.47	100.80	(\$48.45)
2329	ADMINISTRATION	\$21,268.56	\$1,423.06	\$17,383.77	81.73	\$3,884.79
2529	ADMINISTRATION-FISCAL SERVICES	\$6,301.65	\$431.25	\$5,776.33	91.66	\$525.32
2542	OPERATION & MAINTENANCE BLDGS.	\$7,234.38	\$173.79	\$2,983.59	41.24	\$4,250.79
2545	VEHICLE SERVICE	\$209,662.00	\$7,131.10	\$165,874.65	79.12	\$43,787.35
2551	DRUG & ALCOHOL TESTING POOL	\$10,000.00	\$0.00	\$4,152.00	41.52	\$5,848.00
8110	OPERATING TRANSFERS OUT	\$0.00	\$0.00	\$0.00	0.00	\$0.00
10	GENERAL FUND	\$734,610.36	\$34,639.97	\$478,017.42	65.07	\$256,592.94
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$85,291.75	\$0.00	\$68,661.24	80.50	\$16,630.51
1223	CENTER BASE DAY PROGRAMS	\$497,010.09	\$39,105.19	\$365,008.03	73.44	\$132,002.06
1226	EARLY CHILDHOOD SERVICES	\$295,295.65	\$23,599.24	\$228,296.49	77.31	\$66,999.16
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$0.00	\$15,245.85	0.00	(\$15,245.85)
2129	TRANSITION SUPPORT SERVICES	\$25,829.06	\$1,565.62	\$19,307.78	74.75	\$6,521.28
2142	PSYCHOLOGICAL SERVICES	\$473,744.73	\$36,441.65	\$345,214.63	72.87	\$128,530.10
2152	SPEECH PATHOLOGY SERVICES	\$972,147.14	\$75,136.92	\$727,176.41	74.80	\$244,970.73
2171	PHYSICAL THERAPY	\$283,674.78	\$22,143.73	\$245,492.47	86.54	\$38,182.31
2172	OCCUPATIONAL THERAPY	\$471,804.40	\$39,912.07	\$395,000.99	83.72	\$76,803.41
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$7,613.36	\$0.00	\$5,776.89	75.88	\$1,836.47
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$140,265.53	\$9,655.46	\$112,642.79	80.31	\$27,622.74
2227	TECHNOLOGY SUPPORT	\$38,039.13	\$1,941.95	\$16,585.96	43.60	\$21,453.17
2319	BOARD OF EDUCATION SERVICES	\$74,986.86	\$283.28	\$53,930.03	71.92	\$21,056.83
2329	ADMINISTRATION	\$262,312.24	\$17,338.00	\$211,299.61	80.55	\$51,012.63
2529	ADMINISTRATION-FISCAL SERVICES	\$77,720.37	\$5,318.77	\$70,308.28	90.46	\$7,412.09
2542	OPERATION & MAINTENANCE BLDGS.	\$37,699.84	\$910.42	\$14,036.32	37.23	\$23,663.52
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	\$273,352.30	\$2,893,983.77	77.31	\$849,451.16
Grand Total:		\$4,478,045.29	\$307,992.27	\$3,372,001.19	75.30	\$1,106,044.10

Regular; Beginning Month 05/2016; Processing Month 05/2016; Fund Number 71, 72

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	1,698.02	1,156.79	7,482.75	0.00	8,023.98
71 415 850	ELABO-AMT HELD FOR OTHERS	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	4,217.53	435.00	2,205.39	0.00	5,987.92
71 704 005	FUND BALANCE - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
71 760	UNASSIGNED FUND BALANCE	29.20	0.00	2.89	0.00	32.09
Fund Total: 71		10,859.79	2,234.58	10,333.82	0.00	18,959.03

Activity Fund Balance Report - Summary - Exclude Encumbrances

05/2016 - 05/2016

Regular; Beginning Month 05/2016; Processing Month 05/2016; Fund Number 71, 72

Fund: 72 SDSGIP

<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>
72 708	UNRESTRICTED NET POSITION	592,568.55	27,403.91	58,578.56	0.00	623,743.20
	Fund Total: 72	<u>592,568.55</u>	<u>27,403.91</u>	<u>58,578.56</u>	<u>0.00</u>	<u>623,743.20</u>

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, May 16, 2016

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday May 16, 2016 at Lake Area Tech in Watertown, SD. The meeting was called to order by President Koenecke at 7:00 P.M. and adjourned at 8:28 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Trudi Gaikowski, Clark; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Joyce Carlson, Lake Preston; Gloria Koerlin, Sioux Valley; Hailey Peterson, Rosholt; Sandy Hinze, Waubay; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Janel Williams, Enemy Swim Day School; Ron Gorder, Estelline; Jared Engebretson, Grant-Deuel; Greg Schortzmann, Iroquois; Corrie Quale, Summit; Jeff Buchholz, Waverly/South Shore; Jamie Reetz, Webster; Paula Warkenthien, Willow Lake

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: Brian Jandahl, Elkton; 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 #16084 Motion by C. Knutson, second by T. Hlavacek, to approve the agenda with the following changes: 5d) Approval of contract amendment - Cheryl Keller-Knudson, SLP; up to 7 days @ \$362.99 per day; 5e) Approval of contract amendment – Christy Busskohl, SLP; up to 4.5 days @ \$302.86 per day; 5f) Approval of Unit 1 Negotiated Agreement; 6f) Academic Evaluator. All present voting in favor, motion carried.

Introduction of Guests

Brian Jandahl and Jim Block were introduced as a guest.

Financial Report

Action #16085 Motion by D. Lutkemeier, second by G. Koerlin, to approve the financial report for the period ending April 2016. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>	<u>Enterprise Fund (NPIP)</u>
Cash Balance				
April 1, 2016	\$170,401.79	\$855,792.72	\$14,826.55	\$0.00
Receipts:				
Local Sources	\$82,367.36	\$152,023.35	\$2.55	\$592,568.55
State Sources	\$19,200.00	\$5,411.59		
Federal Sources		\$103,932.00		
Other	\$400.00		\$784.71	
Total Monthly Receipts	\$101,967.36	\$261,366.94	\$787.26	\$592,568.55
Total Gross Receipts	\$272,369.15	\$1,117,159.66	\$15,613.81	\$592,568.55
Less Salaries	\$21,879.10	\$236,436.28		
Less Disbursements	\$19,344.08	\$97,907.63	\$4,754.02	
Total Salaries & Disbursements	\$41,223.18	\$334,343.91	\$4,754.02	\$0.00
Ending Cash Balance				
April 30, 2016	\$231,145.97	\$782,815.75	\$10,859.79	\$592,568.55

Consent Agenda

Action #16086 Motion by J. Homola, second by C. Akin, to approve the following items on the Consent Agenda: 5a) Approval of April 18, 2016 Board of Directors minutes; 5b) Approval of payment of May 2016 claims; 5c) Approval of contracts – Office staff, Unit 1, Unit 2, Paraprofessionals, ESY, and Administration; 5d) Approval of contract amendment – Cheryl Keller-Knudson, SLP, up to 7 days @ 362.99 per day; 5e) Approval of contract amendment – Christy Busskohl, SLP, up to 4.5 days @ 302.86 per day; 5f) Approval of Unit 1 Negotiated Agreement. All present voted in favor, motion carried.

May 2016 Accounts Payable

GENERAL FUND: BLACK HILLS STATE UNIVERSITY SDC- PURCHASED SERVICES 5,205.00;BMO MASTERCARD PURCH SVCS, SPLYS, TRAVEL,PHONE 865.77;BND TOWING MAINT 150.00;CENEX FLEETCARD MAINT & GASOLINE 4,532.52;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 130.77;CHRISTENSEN, BRICE FISCAL - MILEAGE/TRAVEL 4.36;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 785.35;DUST TEX SERVICE, INC. O&M - APRIL RUG RENTAL 6.42;HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 863.10;NESC IMPREST REIMBURSE IMPREST 52.00;NESC PAYROLL CLEARING MAY 2016 PAYROLL 20,622.05;OTTER TAIL POWER CO. O&M - APRIL ELECTRICITY 56.46;RON'S AUTO REPAIR MAINT 262.08;STEVE'S TIRE & SERVICE MAINT 78.61;TOWN OF HAYTI O&M - WATER AND SEWER 5.72;W.W. TIRE SERVICE MAINT 459.44

FUND TOTAL: \$34,079.65

SPECIAL EDUCATION FUND: AMERICAN PT ASSOCIATION PT DUES AND FEES 455.00;BMO MASTERCARD PURCH SVCS, SPLYS, TRAVEL,PHONE 24,318.42;BRITTON-HECLA SCHOOL DISTRICT SPEECH MILEAGE TO SCHOOL 32.76;CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE 677.33;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 126.38;CHILSON, GINA SPEECH MILEAGE TO STAFF 166.74;CHRISTENSEN, BRICE FISCAL - MILEAGE/TRAVEL 53.76;DUST TEX SERVICE, INC. O&M - APRIL RUG RENTAL 33.44;HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 955.04;HOLDEN, KARI PT CONF TRAVEL - AIRFARE 162.20 MILLER, DANA CB MILEAGE TO PARENT 297.36;NESC IMPREST REIMBURSE IMPREST 2,153.39;NESC PAYROLL CLEARING MAY 2016 PAYROLL 242,108.23;OTTER TAIL POWER CO. O&M - APRIL ELECTRICITY 294.22;SECTION ON PEDIATRICS, APTA PT CONF REGISTRATION 275.00;TOWN OF HAYTI O&M - WATER AND SEWER 29.78;WEBSTER SCHOOL DISTRICT CB FACILITY USE FEE 406.40 WENZ, MELODY SPEECH MILEAGE TO STAFF 41.16;WIESE, RITA SPEECH MILEAGE TO STAFF 23.94

FUND TOTAL: \$272,610.55

Discussion Items

May 4, 2016 Advisory Board Minutes

Director Aberle reviewed the May 4, 2016 Advisory Board minutes.

Property/Liability and Worker's Compensation Insurance Renewal

Business Manager Christensen presented the FY17 renewal rates for Property/Liability and Worker's Compensation insurance. He has gone out for quotes to see how other companies would compare with the current renewal. The rates will be officially approved at the June 2016 Board of Directors meeting.

FY 17 Preliminary Budget

Business Manager Christensen presented the FY17 preliminary budget.

Overhead for ESA

Business Manager Christensen suggested NESC start charging an overhead rate to revenue on the ESA department. There currently are no overhead fees. Any expense generated would be at the local level, and would not affect the amount the state reimburses per ESA day worked.

Academic Evaluator

Director Aberle presented a plan to use an Early Childhood Educator to do some of the achievement testing currently being done by the Psych department. The plan would add \$3,650.38 to the Early Childhood budget and \$1,657.54 to the Psych budget. There will be action on this item at the June 2016 Board of Directors meeting.

Action Items

Delta Dental Rates For 2016-17

Action #16087 Motion by C. Knutson, second by T. Hlavacek to accept the Delta Dental rates for FY17 at a 2.09% increase. All present voting in favor, motion carried.

Sanford Health Insurance Rates for 2016-17

Action #16088 Motion by J. Homola, second by C. Akin to accept the Sanford health insurance rates for 2016-17 at a 11% increase. All present voting in favor, motion carried.

Summer Office Hours

Action #16089 Motion by G. Koerlin, second by J. Carlson to set the summer office hours (June-July) at Monday-Thursday 7:30-3:30 and Friday 7:30-12:00. 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

No executive session was held.

Adjournment

Action #16090 With there being no further business, motion by C. Knutson, second by T. Hlavacek, to adjourn. All present voting in favor, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Tech in Watertown, SD on Monday, June 20, 2016 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager

06/16/2016 08:54 AM

User ID: BPC

Vendor Name	Description	Amount
Checking Account: 1	Fund Number: 10 GENERAL FUND	
AKIN, CORY	BOARD OF ED MILEAGE	3.78
BMO MASTERCARD	PURCH SVCS, SPLYS, PHONE, TRAVEL	1,157.75
CARLSON, JOYCE	BOARD OF ED MILEAGE	14.18
CENEX FLEETCARD	MAINT & GASOLINE	3,322.67
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	81.94
CHRISTENSEN, BRICE	FISCAL MILEAGE TO STAFF	2.71
CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON	LEGAL FEES	512.15
DELYLE'S SOUTH 81 SERVICE, INC.	MAINT	3,460.80
DEWITT, SHAWN	ESA TRAVEL	75.00
DON'S BODY SHOP	MAINT	430.00
DUST TEX SERVICE, INC.	RUG RENTAL - O&M	6.42
HAMLIN COUNTY FARMERS COOP	MAINT & GASOLINE	546.71
HAMLIN SCHOOL DISTRICT	CB MINI BUS RENTAL/SUPPLIES/FAC USE FEE	0.95
HARMS, KRISTINE	ESA MILEAGE TO STAFF	430.08
HARTWIG HEATING	RETURN AIR & DUCT WORK - O&M	112.70
HLAVACEK, TRACY	BOARD OF ED MILEAGE	7.88
HOMOLA, JOE	BOARD OF ED MILEAGE	10.21
JOHNSON AUTOMOTIVE	MAINT	36.69
JURGENS OIL	MAINT	37.91
KNUTSON, CARIE	BOARD OF ED MILEAGE	13.23
KOENECKE, DEBBE	BOARD OF ED MILEAGE	9.83
KOERLIN, GLORIA	BOARD OF ED MILEAGE	20.03
LUTKEMEIER, DENISE	BOARD OF ED MILEAGE	17.39
NESC IMPREST	REIMBURSE IMPREST	250.00
NESC PAYROLL CLEARING	JUNE 2016 PAYROLL	21,192.43
NORTHLAND AUTO CENTER	MAINT	95.38
OTTER TAIL POWER CO.	ELECTRICITY - O&M	72.74
PALMLUND AUTOMOTIVE	MAINT	34.00
PEDERSEN, SHANE	LAWN MOWING - O&M	28.18
QUICK PRO LUBE	MAINT	36.02
STEVE'S TIRE & SERVICE	GASOLINE	31.00
TIME MANAGEMENT SYSTEMS, INC	EMPLOYEE TIME CLOCK	1.40
TOWN OF HAYTI	WATER & SEWER - O&M	5.72

06/16/2016 08:54 AM

User ID: BPC

Vendor Name	Description	Amount
W.W. TIRE SERVICE	MAINT	459.44
WEBSTER AUTO CARE	MAINT	56.32
Fund Number: 10		32,573.64
Checking Account: 1	Fund Number: 22	SPECIAL EDUCATION FUND
AKIN, CORY	BOARD OF ED MILEAGE	46.62
BMO MASTERCARD	PURCH SVCS, SPLYS, PHONE, TRAVEL	21,257.57
BRITTON-HECLA SCHOOL DISTRICT	SPEECH MILEAGE TO SCHOOL	46.62
CARLSON, JOYCE	BOARD OF ED MILEAGE	174.82
CASTLEWOOD SCHOOL DISTRICT	CB FACILITY USE FEE/CB NURSE	6,616.72
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	116.38
CHILSON, GINA	SPEECH MILEAGE TO STAFF	78.12
CHRISTENSEN, BRICE	FISCAL MILEAGE TO STAFF	33.41
CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON	LEGAL FEES	6,316.48
DUST TEX SERVICE, INC.	RUG RENTAL - O&M	33.44
HAMLIN SCHOOL DISTRICT	CB MINI BUS RENTAL/SUPPLIES/FAC USE FEE	1,200.01
HAMLIN UNIVERSITY	OT REGISTRATION FEE	250.00
HARTWIG HEATING	RETURN AIR & DUCT WORK - O&M	587.30
HLAVACEK, TRACY	BOARD OF ED MILEAGE	97.12
HOMOLA, JOE	BOARD OF ED MILEAGE	125.87
JUTTINGS GROCERY	CB SUPPLIES	209.67
KNUTSON, CARIE	BOARD OF ED MILEAGE	163.17
KOENECKE, DEBBE	BOARD OF ED MILEAGE	121.21
KOERLIN, GLORIA	BOARD OF ED MILEAGE	247.09
LUTKEMEIER, DENISE	BOARD OF ED MILEAGE	214.45
MARSHALL CO. HEALTHCARE CENTER	OT/PT PURCH SVCS	8,026.33
NESC IMPREST	REIMBURSE IMPREST	249.99
NESC PAYROLL CLEARING	JUNE 2016 PAYROLL	245,321.74
NESS, SHAYNA	CONF REGISTRATION REIMBURSEMENT	130.00
OTTER TAIL POWER CO.	ELECTRICITY - O&M	379.09
PEDERSEN, SHANE	LAWN MOWING - O&M	146.82
SANFORD WEBSTER MEDICAL CENTER	OT PURCHASED SERVICES	5,674.58
TIME MANAGEMENT SYSTEMS, INC	EMPLOYEE TIME CLOCK	101.50
TOWN OF HAYTI	WATER & SEWER - O&M	29.78
WEBSTER SCHOOL DISTRICT	CB ADVERTISING/FAC USE FEE	454.50
WENZ, MELODY	SPEECH MILEAGE TO STAFF	76.44

Vendor Name

ACCOUNTS PAYABLE JUNE 2016

Description

Amount

WIESE, RITA

SPEECH MILEAGE TO STAFF

15.12

Fund Number: 22

298,541.96

Checking Account: 1

331,115.60

Reconciled/Disputed Detail

Reporting Period: 05/06/2016 Thru 06/05/2016

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:		
430014211	05/20/2016	05/20/2016	CDW GOVERNMENT - 800-750-4239, IL USA	New			753.00
430014212	05/20/2016	05/19/2016	DAKTECH COMPUTERS - FARGO, ND USA	New			43.00
431247116	06/02/2016	06/01/2016	AMERICINN FT PIERRE - FORT PIERRE, SD USA	New			57.00
						Transaction Count:	3	853.00
Account #:			XXXXXXXXXX525117	Name: CHRISTENSEN, BRICE		ID:		
428402569	05/06/2016	05/07/2016	RVRSIDE EDU *TESTING - 800-323-9540, IL USA	New			906.40
429201642	05/13/2016	05/12/2016	INNOVATIVE OFFICE SOLU - 952-808-9900, MN USA	New			32.44
429201643	05/13/2016	05/12/2016	AMAZON MKTPLCE PMTS - AMZN.COM/BILL, WA USA	New			47.20
429619305	05/18/2016	05/16/2016	MENARDS WATERTOWN SD - WATERTOWN, SD USA	New			16.85
429762534	05/19/2016	05/18/2016	INNOVATIVE OFFICE SOLU - 952-808-9900, MN USA	New			-32.44
429762535	05/19/2016	05/19/2016	VZWRLSS*MY VZ VB P - 800-922-0204, GA USA	New			357.81
429762536	05/19/2016	05/18/2016	SANFORD CREDIT CARD PM - 605-3286573, SD USA	New			7,912.78
429762537	05/19/2016	05/18/2016	WATERTOWN PUBLIC OPINI - WATERTOWN, SD USA	New			283.88
429762538	05/19/2016	05/18/2016	MARSHALL COUNTY HEALTH - BRITTON, SD USA	New			9,296.22
430014213	05/20/2016	05/19/2016	INTERSTATE TELECOMM CO - 605-874-2181, SD USA	New			299.79
430014214	05/20/2016	05/18/2016	TIME MANAGEMENT SYSTEM - 6052717124, IA USA	New			105.94
430485855	05/26/2016	05/26/2016	AMAZON.COM AMZN.COM/BI - AMZN.COM/BILL, WA USA	New			505.15
430485856	05/26/2016	05/26/2016	Amazon.com - AMZN.COM/BILL, WA USA	New			138.61
431247117	06/02/2016	06/01/2016	HY VEE 1871 - WATERTOWN, SD USA	New			19.98
431543790	06/03/2016	06/04/2016	VZWRLSS*MY VZ VB P - 800-922-0204, GA USA	New			358.02
431543791	06/03/2016	06/03/2016	WATERTOWN PUBLIC OPINI - WATERTOWN, SD USA	New			433.39
						Transaction Count:	16	20,682.02
Account #:			XXXXXXXXXX327721	Name: THERAPY 1, OCCUPATIONAL		ID:		
430871570	05/30/2016	05/28/2016	COURTYARD ROSEVILLE - ROSEVILLE, MN USA	New			273.12
						Transaction Count:	1	273.12
Account #:			XXXXXXXXXX327820	Name: CENTER BASE, HAMLIN		ID:		
428816506	05/11/2016	05/10/2016	HY VEE 1871 - WATERTOWN, SD USA	New			24.48
						Transaction Count:	1	24.48
Account #:			XXXXXXXXXX327846	Name: CENTER BASE, CASTLEWOOD		ID:		
429619306	05/18/2016	05/17/2016	RIVER LODGE - PIERRE, SD USA	New			60.00
429619307	05/18/2016	05/17/2016	RIVER LODGE - PIERRE, SD USA	New			74.65

Proprietary and Confidential
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Reconciled/Disputed Detail

Reporting Period: 05/06/2016 Thru 06/05/2016

Tran ID	Proc Date	Tran Date	Supplier Description	GL Information	Current Status	Processing Status		Amount
						Dispute Date	Reconcile Date	
429762539	05/19/2016	05/18/2016	CUSTER SUPER 8 - CUSTER, SD USA	New			94.76
429762540	05/19/2016	05/18/2016	CUSTER SUPER 8 - CUSTER, SD USA	New			80.11
430014215	05/20/2016	05/19/2016	SUPER 8 MOTELS - DEADW - DEADWOOD, SD USA	New			81.99
430014216	05/20/2016	05/19/2016	SUPER 8 MOTELS - DEADW - DEADWOOD, SD USA	New			99.99
						Transaction Count:	6	491.50
Account #:	XXXXXXXXXX335997		Name: ADMIN, NESC			ID:		
430014217	05/20/2016	05/19/2016	USPS 46370806815241326 - HAYTI, SD USA	New			91.20
						Transaction Count:	1	91.20
Account #:	XXXXXXXXXX449475		Name: SPECIAL OLYMPICS, NESC			ID:		
430014218	05/20/2016	05/19/2016	COWBOY STORE #6 - PIERRE, SD USA	New			46.01
430203983	05/24/2016	05/22/2016	COWBOY STORE #6 - PIERRE, SD USA	New			62.01
430203984	05/24/2016	05/22/2016	CENEX FARMERS 07066632 - BRYANT, SD USA	New			36.50
430203985	05/24/2016	05/21/2016	MINITMAN FOOD & FUEL - SPEARFISH, SD USA	New			47.01
						Transaction Count:	4	191.53
						Report Count:	32	22,606.85

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NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

Amended Contracts To Be Approved

UNIT 1

SCHOOL PSYCHOLOGISTS - 190 day Contract

Angela Johnson

Anneke Nelson

Shelly Skogstad

PSYCHOLOGICAL EXAMINERS - 190 day Contract

Chantel Sprang

Kris Street

PHYSICAL THERAPISTS--230 Day Contract

Nancy Crump

Kari Holden

Kristina Suttan

OCCUPATIONAL THERAPIST/ASSISTANTS-- 200 Day Contract

Stephanie Hayunga

Nicol Huyvaert

Jamie Wiesner

Kelsey Determan

Sarah Whipkey

Unit 2 would like to accept the board's package offer.

We would like to thank everyone for all the time, hard work, and effort that went into this process. Negotiations are never an easy thing and it is difficult not to take things personally. There were a lot of high expectations with the new legislation and media coverage of how it would affect teachers. We appreciate the opportunity to voice our opinions and feelings. We would like the board to know that all the Unit 2 members are against adding the extra day. By adding a day to Unit 2 contracts it affects our daily and hourly rate of pay which affects what we will be paid for ESY services. We would also like to suggest that the board look at the bachelor level SLPs salaries next year as they have not received the larger raises when the Masters CCC people got a raise and now when the DOE people are getting their raise. Again, thank you for your time and consideration.

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday June 1, 2016

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, June 1, 2016 at Hy-Vee in Watertown, South Dakota. The meeting was called to order by NESC Director Aberle at 9:32 A.M. and adjourned at 11:39 A.M.

Present: Keith Fodness, Castlewood; 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; Scott Klautt, Willow Lake; Larry Hulscher, Wilmot

Absent: Chris Lund, Arlington; Steve Benson, Britton-Hecla; Luanne Warren, Clark; Jim Altenburg, De Smet; Al Stewart, Grant-Deuel; Mike Ruth, Iroquois; Tom Oster, Sioux Valley; Kurt Jensen, Summit; Dean Jones, Waubay; John Bjorkman, Waverly; James Block, Webster

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

ADVISORY BOARD AGENDA

Drug and Alcohol Pool Consortium

Presentations were given from Roberta Cossette and Sanford, Kristi Bruner and Prorate Services LLC, and Jan Kornmann and KorManagement Services LLC.

Motion by Fodness, second by Zirbel to utilize KorManagement Services LLC for the Drug and Alcohol Pool beginning July 2017. All present voting in favor, motion carried.

2016-2017 NESC Negotiations

Director Aberle shared that both Unit 1 and Unit 2 have accepted the Board of Director's final offers.

Flow through grant/application

Director Aberle has e-mailed information regarding the Flow-through grant/application that he will need back from school districts. Included in that is the date the comprehensive plan was approved.

Medication Administration Training

Watertown will be hosting a training August 9, 10, and 15. The NESC training will be cancelled.

Academic Evaluator

Director Aberle and Assistant Director Frewing spoke on the possibility of utilizing an Early Childhood employee to do achievement testing for a school psychologist. There will be additional cost, but this year could serve as a trial for something that may need to be done in the future.

Motion by Christensen, second by Jorgenson to recommend to the Board of Director to move forward with the plan to contract Early Childhood personnel to do achievement testing.

Behavior Services

Director Aberle reviewed the number of hours school districts planned to use in behavior services for the 2016-2017 school year.

Adjournment

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

Brice Christensen, Business Manager

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

ACADEMIC EVALUATOR

I. Background Information

Some standardized evaluations required for special education do not have to be performed by a school psychologist or psychological examiner. Others could conduct certain kinds of assessment if those people met the qualifications for test administration.

Academic evaluators work with a coordinating school psychologist to complete allowable portions of the testing necessary for special education purposes – especially standardized tests of academic achievement.

II. Professional Responsibilities

- A. Collaborate with the supervising school psychologist or examiner.
- B. Conduct academic achievement testing as assigned and generate the related reports.
- C. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- D. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- E. Perform other, reasonably-related duties as assigned.

III. Qualifications

Academic evaluators must hold a bachelor's degree in education or a related field, including coursework in principles of measurement and the administration and interpretations of tests.

Successful experience conducting achievement testing is preferred but not required.

MULTI-PURPOSE COPY PAPER BIDS

Northeast Educational Services Cooperative Board of Directors Meeting

Monday, June 20, 2016

Vendors					
		Dacotah Paper Co.		Paper 101	
	Quantity (in cases)	Unit Price	Total Cost (includes advertising cost)	Unit Price	Total Cost (includes advertising cost)
8 1/2" x 11" Multi- Purpose 20# White 92 Brightness	3,160	\$23.68	\$75,025.92	\$23.78	\$75,341.92
Vendors					
		Cole Papers		Contract Paper Group	
	Quantity (in cases)	Unit Price	Total Cost (includes advertising cost)	Unit Price	Total Cost (includes advertising cost)
8 1/2" x 11" Multi- Purpose 20# White 92 Brightness	3,160	\$24.44	\$77,427.52	\$27.43	\$86,875.92

2016-2017 Price per case: \$23.48

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

**REGION 1
EDUCATION SERVICE AGENCY**

NESC BOARD POLICIES

2015-2016
2016-17

"Broadening Educational Horizons"



Gerald Aberle, Director

Tim Frewing, Assistant Director

Brice Christensen, Business Manager

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

BOARD OF ADVISORS

Chris Lund	Arlington School District # 38-1
Steve Benson	Britton-Hecla School District # 45-4
Keith Fodness	Castlewood School District # 28-1
Luanne Warren	Clark School District # 12-2
Jim Altenburg Abi Vanregenmorter	De Smet School District # 38-2
Kevin Keenaghan	Deubrook Area School District # 5-6
Dean Christensen	Deuel School District # 19-4
Brian Jandahl	Elkton School District # 5-3
Virginia Dolney	Enemy Swim Day School
Patrick Kraning James Lentz	Estelline School District # 28-2
Gary Leighton	Florence School District # 14-1
Al Stewart	Grant-Deuel School District # 25-3
Joel Jorgenson , Patrick Kraning	Hamlin School District # 28-3
Steve Zirbel	Henry School District # 14-2
Mike Ruth	Iroquois School District # 02-3
Tim Casper	Lake Preston School District # 38-3
Teresa Appel	Rosholt School District # 54-4
Tom Oster Laura Schuster	Sioux Valley School District # 5-5
Kurt Jensen	Summit School District # 54-6
Dean Jones	Waubay School District # 18-3
John Bjorkman	Waverly/South Shore School District # 14-5
James Block	Webster Area School District # 18-5
Scott Klaudt	Willow Lake School District # 12-3
Larry Hulscher	Wilmot School District # 54-7

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS**

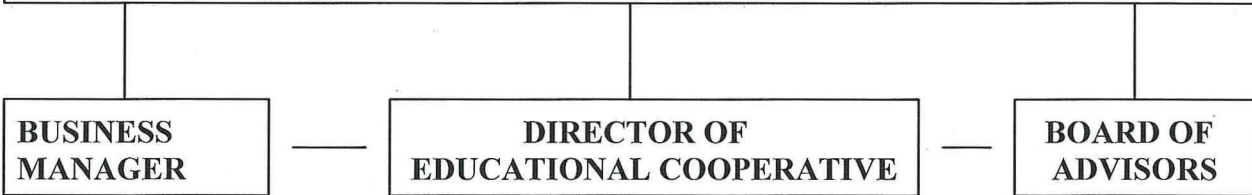
Martin Murphy	Arlington School District # 38-1
Kurt Zuehlke	Britton-Hecla School District # 45-4
Cory Akin	Castlewood School District # 28-1
Trudy Gaikowski	Clark School District # 12-2
Norman Koehlmoos	De Smet School District # 38-2
Carie Knutson	Deubrook Area School District # 5-6
Debbe Koenecke	Deuel School District # 19-4
Tom Landsman	Elkton School District # 5-3
Janell Williams	Enemy Swim Day School
Ron Gorder	Estelline School District # 28-2
Tracy Hlavacek	Florence School District # 14-1
Jared Engebretson	Grant-Deuel School District # 25-3
Joe Homola	Hamlin School District # 28-3
David Fuller	Henry School District # 14-2
Greg Schortzman	Iroquois School District # 02-3
Joyce Carlson	Lake Preston School District # 38-3
Hailey Peterson	Rosholt School District # 54-4
Gloria Koerlin	Sioux Valley School District # 5-5
Corrie Quale	Summit School District # 54-6
Sandy Hinze	Waubay School District # 18-3
Jeff Buchholz	Waverly/South Shore School District # 14-5
Jamie Reetz	Webster Area School District # 18-5
Paula Warkenthien	Willow Lake School District # 12-3
Denise Lutkemeier	Wilmot School District # 54-7

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
ORGANIZATIONAL CHART**

SCHOOL BOARD MEMBERS

ARLINGTON # 38-1	BRITTON-HECLA # 45-4	CASTLEWOOD # 28-1	CLARK #12-2
DE SMET # 38-2	DEUBROOK AREA # 5-6	DEUEL # 19-4	ELKTON # 5-3
ENEMY SWIM	ESTELLINE # 28-2	FLORENCE # 14-1	GRANT-DEUEL # 25-3
HAMLIN # 28-3	HENRY # 14-2	IROQUOIS # 02-3	LAKE PRESTON # 38-3
ROSHOLT # 54-4	SIOUX VALLEY # 5-5	SUMMIT # 54-6	WAUBAY # 18-3
WAVERLY/SOUTH SHORE # 14-5		WEBSTER AREA# 18-5	WILLOW LAKE # 12-3
WILMOT # 54-7			

COOPERATIVE BOARD OF DIRECTORS



**ASSISTANT DIRECTORS OF
EDUCATIONAL COOPERATIVE**

PROGRAMS / SERVICES

Center-Base	Physical Therapy
Child Find	Reading Recovery
Cooperative Purchasing	School Psychological Services
Early Childhood	Speech / Language
Educational Services Agency	Staff Development
Educational Specialist	Technology Program
Extended School Year Services	Transition Program
Occupational Therapy	

ARTICLE II – LEAVE POLICY PARAPROFESSIONAL STAFF

- A. All paraprofessionals employed by Northeast Educational Services Cooperative (NESC) shall be allowed ten (10) days of sick leave of absence or full pay on account of enforced absence by a medical physician to be taken as needed during the school year. If a paraprofessional is claiming sick leave of more than three consecutive days, he/she may be required to provide the Director or Business Manager or the Cooperative Board a physician's statement verifying illness if so requested.
- B. Sick leave may be accumulated to forty (40) days and may be used for sickness of employee and/or immediate family defined as children, **step children**, or spouse). Up to five sick leave days will be allowed for sickness of other immediate family defined as father, mother, father-in-law, and mother-in-law. Absence from duties because of sickness shall be deducted from the accumulated sick leave regardless whether a substitute teacher is hired. Paraprofessionals are eligible to participate in the paraprofessional staff Sick Leave Bank.
- C. The Sick Leave Bank shall be administered by the Northeast Educational Services Cooperative Director and Business Manager. The Sick Leave Bank can be accessed only after a member has used all of their accumulated leave.
1. Paraprofessionals can draw days from the Sick Leave Bank up to ten (10) days or their respective number of accumulated leave days, whichever is greater, with a maximum of 24 days, per year per individual. Use of the Sick Leave Bank-II.B is limited for sickness of employee and/or immediate family defined as children, **step children**, husband, and wife.

The maximum number of days an individual can use for parental leave is 12, which count toward the maximum of 24 days per year.
 2. All paraprofessionals will contribute one (1) day to the Paraprofessional Sick Leave Bank by September 15th of the current year. Paraprofessionals that do not wish to participate must notify the Business Manager in writing by September 15, and, in doing so, relinquish all rights to present and/or future participation in the Paraprofessional Sick Leave Bank.
 3. Any days granted from the sick leave bank will be paid in June following the completion of the school year. If allowable days requested exceed the number of days in the sick leave bank, the days will be prorated.
- D. In addition, paraprofessionals will be allowed two days of personal leave per year with pay. Personal leave can accumulate up to four days with per year. Personal leave exceeding four days will be added to the employee's accumulated sick leave not to exceed the maximum number of days in effect. Personal leave must be approved by the Director. Personal leave should be requested at least one week in advance unless emergency circumstances exist.
- E. Professional Leave: Employees requesting professional leave shall submit their request to the Director a minimum of two (2) weeks prior to such leave. The leave requested will be reviewed on its individual merits and benefits to the Cooperative. In the event a request for professional leave is denied by the Director, the staff will be permitted the option of requesting approval from the Board of Directors.
- F. Any employee called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours in a matter in which he is not a named party, shall be granted leave

with pay for the days or parts of days such absence is required. Any per diem received for jury or the designated subpoena absence shall be deducted from the regular salary. Such employee shall notify the Director as soon as practical for the necessity for taking jury leave.

- G. ~~Five (5) days, if necessary, may be allowed for deaths in the employee's family. Employee's family shall be defined as parent, spouse, child, brother, sister, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchild, and grandparent. Other funeral leave may also be granted at the discretion of the Director.~~
- G. A total of three paid days (prorated by FTE) will be allowed for bereavement leave in one contract year. Employees may use available sick leave to extend bereavement by another five days (prorated by FTE) for the death of a child, step-child, a parent, or a spouse. All bereavement leave must be used prior to using any sick leave for bereavement. Employees may not access the sick leave bank for bereavement leave.
- H. Leave of Absence Policy: A staff person may apply to the Board of Directors through the Director for a leave of absence not to exceed one (1) school year. The Board will rule on each application individually.

ARTICLE III MISCELLANEOUS

- A. The Cooperative Board provides Workmen's Compensation for all Cooperative employees.
- B. Every staff member in the Northeast Educational Services Cooperative shall have the unabridged right - as do other citizens in the community - to associate himself/herself as a candidate, supporter, worker, or adherent with any legally recognized political party or with any group of citizens engaged in social, or economic welfare of the community. The same rights may be exercised by the educational associations representing teachers in our individual schools or in our school system, even in respect to school board elections and school revenue issues. It is expected that the exercises of such rights as detailed above will not adversely affect the ability of teachers to carry out the task for which they are employed. It shall be the function of the Director to work out with the Education Association(s) any details concerning the use of school property (such as auditorium) for political activities. Any agreements reached between the Director and the Association(s) representing the employees shall be presented in writing, to the Board of Education for approval.
- C. No Cooperative employee shall be responsible for school district nonacademic duties unless otherwise specified in the contract.

ARTICLE IV SEXUAL HARASSMENT/HARASSMENT

Each student and employee has the right to learn and work in an environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, gender, national origin, disability, age or other basis prohibited by law.

It shall be a violation of this policy for any student or any personnel of the Cooperative to harass a student, any Cooperative personnel, or any visitor through conduct or communication of a sexual nature, or communication disparaging a person's religion, race, color, religion, creed, ancestry, national origin, gender, disability, or age as defined by this policy. For the purpose of this policy, "cooperative personnel" includes NESC Board members, all cooperative employees and agents, volunteers, contractors, or persons subject to the supervision and control of the Cooperative.

The Cooperative will investigate all complaints of harassment and will discipline or take appropriate action against any student or other Cooperative personnel who is found to have violated this policy.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, June 20, 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 May 2016 financial report
5. Consent Agenda
 - a. Approval of May 16, 2016 meeting minutes
BOARD ACTION: _____

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

 - c. Approval of Unit 1 contract amendments
BOARD ACTION: _____

 - d. Approval of Unit 2 Negotiated Agreement
BOARD ACTION: _____

 - e. Approval of Apex agreement, \$13,350.00
BOARD ACTION: _____

 - f. Approval of South Dakota Cooperative Purchasing Services Agreement, \$1,000.00
BOARD ACTION: _____

 - g. Approval of contract—Kristine Harms, ESA; \$15,471.40; 70 days
BOARD ACTION: _____

h. _____
BOARD ACTION: _____

6. Discussion Items

a. June 1, 2016 Advisory Board meeting minutes
BOARD ACTION: _____

b. NESC Board policy updates
BOARD ACTION: _____

c. BMO (Credit card) rebate
BOARD ACTION: _____

d. NESC Board of Directors- - District representatives 2016-17
BOARD ACTION: _____

e. _____
BOARD ACTION: _____

f. _____
BOARD ACTION: _____

7. Action Items

a. Assess overhead for ESA
BOARD ACTION: _____

b. Approve Academic Evaluator position

BOARD ACTION: _____

c. Accept paper bid

BOARD ACTION: _____

d. Approve Drug & Alcohol Pool Agreement—KorManagement Services

BOARD ACTION: _____

e. Approve FY 2016 audit proposal

BOARD ACTION: _____

f. Inventory update and declare items surplus

BOARD ACTION: _____

g. Review 2016-17 preliminary budget, authorize to publish, and set budget hearing

BOARD ACTION: _____

h. Accept property/liability insurance renewal

BOARD ACTION: _____

i. Accept worker's compensation insurance renewal

BOARD ACTION: _____

j.

BOARD ACTION: _____

k _____
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)