

July 14, 2016

Hello NESC Board of Directors

Meeting Location:

Our July meeting will be held Monday, July 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

Northeast Educational Services Cooperative

P.O. Box 327 • Hayti, South Dakota 57241
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July 14, 2016

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

Dear NESC Board Members:

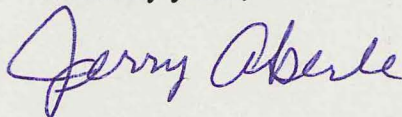
Our July board meeting will be held on Monday, July 18, 2016. It will be held in Watertown at LATI. For new board members, we meet in the Manufacturing, Energy, and Transportation Building—Room 802. The meeting begins at 7:00 pm.

The July meeting is also our annual meeting, so most of the agenda items are fairly routine.

If you are a new board member, I encourage you to review the materials before the meeting. I also encourage any board member to ask if you have questions or concerns.

See you Monday evening. Have a great weekend.

Sincerely yours,



Jerry Aberle

NESC BOARD OF DIRECTORS' MEETING

Proposed Agenda

Date: July 18, 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**

2015-16 FISCAL YEAR

1. Call to order
2. Agenda review, changes, and approval
3. Introduction of guests
4. Conflict of Interest
5. FY 2017 budget hearing
6. Approval of June 2016 financial report
7. Consent Agenda
 - a. Approval of June 20, 2016 meeting minutes
 - b. Approval of payment of final FY 16 budget claims
8. Update inventory for FY 2016
9. Appoint Business Manager as President Pro-Tem
10. Adjourn meeting for FY 2016

2016-17 FISCAL YEAR

1. Call to order
2. Elect President
3. Elect Vice President
4. Adopt FY 2017 budget
5. Consent Agenda
 - a. Approval of July 2016 claims
 - b. Designate Official Depository—Reliabank—Hayti, SD
 - c. Authorize Chairman to be added to signature card
 - d. Authorize official newspaper—Watertown Public Opinion
 - e. Designate Legal Counsel—Rodney Freeman
 - f. Designate Business Manager as official custodian of accounts
 - g. Adopt travel rates
 - i. In state--\$.42 per mile, \$6 breakfast, \$11 noon lunch, \$15 dinner; actual cost for lodging
 - ii. Out of state--\$.42 per mile, \$10 breakfast, \$14 noon lunch, \$21 dinner; actual cost for lodging
 - h. Appoint Title IX and 504 coordinator—Tim Frewing
 - i. Adopt NESC By-Laws
 - j. Designate Director Aberle and Business Manager Christensen as federal program agents
 - k. Designate Director Aberle and Business Manager Christensen as purchasing agents
 - l. Set Board of Director's pay for special committee meetings--\$40 per meeting; \$.42 per mile
 - m. Approve contract amendments for Unit 2 employees
 - n. Accept resignation—Dr. Kris Harms, ESA I
 - o. Approve contract—Beau Larson, paraprofessional, Webster Center Base, \$13.40 per hour
 - p. Approve contract—Anitra (Missy) Gisselbeck, Castlewood Center Base, \$14.34 per hour
 - q. Approve contract—Lindsey Groon, Castlewood Center Base, \$13.40 per hour
6. Discussion Items
 - a. Conflict of Interest policy
 - b.
7. Action Items
 - a. Approve NESC Policies
 - b. Approve vehicle lease—Chevy Astro Van
8. Assistant Director's Report
9. Director's Report
10. Executive Session (If needed)
 - a.
 - b.

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

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

Agenda Explanation

2015-16 FISCAL YEAR

1. Call to order
2. Agenda review, changes, and approval
3. Introduction of guests
4. Conflicts of Interest
5. FY 2017 budget hearing
6. Approval of June 2016 financial report
7. Consent Agenda
 - a. Approval of June 20, 2016 meeting minutes. Please review enclosed minutes.
 - b. Approval of payment of final FY 16 budget claims. Please review the enclosed budget claims.
8. Update inventory for FY 2016. Please review the enclosed Inventory to be Removed document.
9. Appoint Business Manager as President Pro-Tem
10. Adjourn meeting for FY 2016

2016-17 FISCAL YEAR

1. Call to order
2. Elect President
3. Elect Vice President
4. Adopt FY 17 budget. The budget hearing was held earlier in the meeting. The Board now needs to approve the budget.
5. Consent Agenda
 - a. Approval of July 2016 claims. Please review the enclosed claims.
 - b. Designate Official Depository—Reliabank—Hayti, SD
 - c. Authorize Chairman to be added to signature card
 - d. Authorize official newspaper—Watertown Public Opinion
 - e. Designate Legal Counsel—Rodney Freeman
 - f. Designate Business Manager as official custodian of accounts
 - g. Adopt travel rates
 - i. In state--\$.42 per mile, \$6 breakfast, \$11 noon lunch, \$15 dinner; actual cost for lodging
 - ii. Out of state--\$.42 per mile, \$10 breakfast, \$14 noon lunch, \$21 dinner; actual cost for lodging
 - h. Appoint Title IX and 504 coordinator—Tim Frewing. Tim has agreed to this appointment
 - i. Adopt NESC By-Laws
 - j. Designate Director Aberle and Business Manager Christensen as federal program agents
 - k. Designate Director Aberle and Business Manager Christensen as purchasing agents
 - l. Set Board of Director's pay for special committee meetings--\$40 per meeting; \$.42 per mile
 - m. Approve contract amendments for Unit 2 employees. A list is enclosed.
 - n. Accept resignation—Dr. Kris Harms, ESA 1. \$3,000 was received from Kris for compensatory damages.
 - o. Approve contract—Beau Larson, paraprofessional, Webster Center Base, \$13.40 per hour. This is not a new position. Beau will replace a paraprofessional that resigned in April 2016.
 - p. Approve contract—Anitra (Missy) Gisselbeck, Castlewood Center Base, \$14.34 per hour. This is a new position. We are enrolling two new students into the Castlewood Center Base in August 2016.
 - q. Approve contract—Lindsey Groon, Castlewood Center Base, \$13.40 per hour. This is a new position. We are enrolling two new students into the Castlewood Center Base in August 2016.
6. Discussion Items
 - a. Conflict of Interest policy. The Board will need to adopt a conflict of interest policy.
 - b.
7. Action Items
 - a. Approve NESC Policies. Please review the proposed changes that were presented last month.
 - b. Approve vehicle lease—Chevy Astro Van. Grant Deuel would like to lease this van for the 2016-17 school year. The proposed lease is enclosed.
8. Assistant Director's Report
9. Director's Report
10. Executive Session (If needed)

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					
June 1, 2016	\$229,109.64	\$751,289.67	\$18,959.03	\$623,743.20	\$1,623,101.54

Receipts:

Local Sources:

1312 Center Base Tuition		\$13,616.75			\$13,616.75
1332 Extended School Year Tuition					\$0.00
1510 Interest	\$52.34	\$152.11	\$1.36	\$129.48	\$335.29
1941 ESA 1 OTHER SOURCES					\$0.00
1941 ESA 1 LEA Assessments	\$1,800.00				\$1,800.00
1941 SD COUNTS Other LEAs	\$750.66				\$750.66
1971 Insurance Premiums				\$13,535.00	\$13,535.00
1990 Charges For Service				\$73,940.00	\$73,940.00
1990 Miscellaneous-Center Base					\$0.00
1990 SPED Assessments		\$139,848.49			\$139,848.49
1990 General Fund Assessment	\$1,827.06				\$1,827.06
1990 Reading Recovery	\$3,442.11				\$3,442.11
1990 Reading Recovery-Other LEAs					\$0.00
1990 Miscellaneous	\$2,500.00	\$3,187.00			\$5,687.00
1990 Special Projects-Indirect Cost					\$0.00
1990 Drug & Alcohol Pool					\$0.00
1990 Expensed Mileage					\$0.00

State Sources:

3119 Grants-in-Aid: Ed. Specialist					\$0.00
3900 Part C Funds		\$6,592.89			\$6,592.89
3900 Part B Funds					\$0.00
3900 ESA 1	\$6,071.82				\$6,071.82
3900 ESA 1 Coaching Contract					\$0.00
3900 ESA 1 SD STARS Training					\$0.00

Federal Sources:

4152 Title IIB (SD COUNTS)					\$0.00
4175 IDEA Part B 611		\$100,612.00			\$100,612.00
4175 IDEA Part B 611-Private					\$0.00
4186 IDEA Part B 619		\$3,876.00			\$3,876.00

Other Receipts:

120 Accounts Receivable					\$0.00
140 Due from other Governments	\$125.00				\$125.00
Other Receipts	\$47.04		\$1,213.51		\$1,260.55

Total Monthly Receipts	\$16,616.03	\$267,885.24	\$1,214.87	\$87,604.48	\$373,320.62
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Total Gross Receipts	\$245,725.67	\$1,019,174.91	\$20,173.90	\$711,347.68	\$1,996,422.16
Manual Journal Entry	\$995.90	-\$995.90			\$0.00
Manual Journal Entry Revenue					\$0.00

Less Salaries & Disbursements

Salaries	\$21,195.66	\$53,303.11			\$74,498.77
Disbursements	\$13,022.15	\$245,672.86	\$1,405.04	\$95,231.26	\$355,331.31
Less Total Salaries & Disbursements	\$34,217.81	\$298,975.97	\$1,405.04	\$95,231.26	\$429,830.08

CASH BALANCE

June 30, 2016	\$212,503.76	\$719,203.04	\$18,768.86	\$616,116.42	\$1,566,592.08
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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	\$3,364.04	\$9,658.84	\$12,763.50	\$616,116.42	\$641,902.80
Money Market Savings XX-105	\$209,119.72	\$627,684.67	\$6,005.36	\$0.00	\$842,809.75
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	\$212,503.76	\$719,203.04	\$18,768.86	\$616,116.42	\$1,566,592.08
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Regular; Processing Month 06/2016; 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	52.34	512.68	170.89	(212.68)
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	(47,754.22)	0.00	0.00	40,554.22
10 1941 015	ESA-1 REVENUE OTHER SOURCES-LEAs	29,285.91	(29,285.91)	0.00	0.00	29,285.91
10 1941 016	SD COUNTS-OTHER LEAS	23,136.27	(20,379.51)	1,971.90	8.52	21,164.37
10 1990 009	NON-SP.ED. ASSESSMENTS	21,502.89	1,335.33	21,503.05	100.00	(0.16)
10 1990 012	READING RECOVERY ASSESSMENTS	45,710.17	899.13	42,675.56	93.36	3,034.61
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	2,500.00	8,817.50	0.00	(8,817.50)
10 1990 073	D&A POOL ASSESSMENTS	10,000.00	(5,848.69)	4,152.00	41.52	5,848.00
10 1990 200	EXPENSED MILEAGE FROM SPED	231,828.00	53,054.99	257,038.03	110.87	(25,210.03)
Subtotal: LOCAL SOURCES		415,707.46	(45,426.54)	350,060.72	84.21	65,646.74
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	600.00	600.00	100.00	0.00
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	4,900.00	61,345.83	113.28	(7,192.40)
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	(1,788.58)	33,511.42	98.27	588.58
10 3900 110	ESA 1 MENU OF OPTIONS	105,600.00	40,800.00	60,300.00	57.10	45,300.00
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	44,511.42	156,357.25	76.39	48,324.78
10 4152 016	TITLE II PART B SD COUNTS	114,220.87	24,405.00	96,637.00	84.61	17,583.87
Subtotal: FEDERAL SOURCES		114,220.87	24,405.00	96,637.00	84.61	17,583.87
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	23,489.88	610,439.76	83.10	124,170.60

Regular; Processing Month 06/2016; 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	(13,251.11)	436,693.95	87.86	60,316.15
22 1312 100	TUITION-ESY	83,497.77	0.00	65,230.22	78.12	18,267.55
22 1510	INTEREST	3,000.00	434.41	2,220.76	74.03	779.24
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	139,848.49	1,086,829.76	104.52	(47,000.23)
22 1990 018	MISCELLANEOUS	12,000.00	4,213.38	9,646.60	80.39	2,353.40
22 1990 019	SPECIAL PROJECTS INDIRECT COSTS	5,000.00	17,180.65	17,180.65	343.61	(12,180.65)
Subtotal: LOCAL SOURCES		1,640,337.40	148,425.82	1,617,801.94	98.63	22,535.46
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	140,265.53	23,430.89	125,549.24	89.51	14,716.29
22 3900 013	STATE REVENUE: PART C FUNDS	50,000.00	6,592.89	71,802.11	143.60	(21,802.11)
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	30,023.78	209,081.16	107.35	(14,315.63)
22 4175 475	REGULAR IDEA PART B 611	1,630,333.00	373,164.00	1,584,867.00	97.21	45,466.00
22 4175 476	REGULAR IDEA PART B 611-PRIVATE SCHOOL	1,794.00	0.00	1,794.00	100.00	0.00
22 4186 486	REGULAR IDEA PART B 619	46,205.00	14,149.00	46,205.00	100.00	0.00
Subtotal: FEDERAL SOURCES		1,678,332.00	387,313.00	1,632,866.00	97.29	45,466.00
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	565,762.60	3,459,749.10	98.47	53,685.83

Revenue Summary Report

Processing Month: 06/2016
Regular; Processing Month 06/2016; 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	589,252.48	4,070,188.86	95.81	177,856.43

EXPENDITURE SUMMARY
Regular; Processing Month 06/2016; 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	\$5,294.38	\$56,065.56	94.87	\$3,034.61
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$411,879.30	\$35,511.57	\$258,975.15	62.88	\$152,904.15
2227	TECHNOLOGY SUPPORT	\$3,084.28	\$46.75	\$1,530.60	49.63	\$1,553.68
2319	BOARD OF EDUCATION SERVICES	\$6,080.02	\$613.15	\$6,741.62	110.88	(\$661.60)
2329	ADMINISTRATION	\$21,268.56	\$1,522.15	\$18,905.92	88.89	\$2,362.64
2529	ADMINISTRATION-FISCAL SERVICES	\$6,301.65	\$354.37	\$6,130.70	97.29	\$170.95
2542	OPERATION & MAINTENANCE BLDGS.	\$7,234.38	\$345.58	\$3,329.17	46.02	\$3,905.21
2545	VEHICLE SERVICE	\$209,662.00	\$13,778.82	\$179,653.47	85.69	\$30,008.53
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	\$57,466.77	\$535,484.19	72.89	\$199,126.17
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	\$71,685.92	\$436,693.95	87.86	\$60,316.14
1226	EARLY CHILDHOOD SERVICES	\$295,295.65	\$67,015.90	\$295,312.39	100.01	(\$16.74)
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$0.00	\$15,245.85	0.00	(\$15,245.85)
2129	TRANSITION SUPPORT SERVICES	\$25,829.06	\$3,310.60	\$22,618.38	87.57	\$3,210.68
2142	PSYCHOLOGICAL SERVICES	\$473,744.73	\$100,249.96	\$445,464.59	94.03	\$28,280.14
2152	SPEECH PATHOLOGY SERVICES	\$972,147.14	\$219,026.46	\$946,202.87	97.33	\$25,944.27
2171	PHYSICAL THERAPY	\$283,674.78	\$31,024.51	\$276,516.98	97.48	\$7,157.80
2172	OCCUPATIONAL THERAPY	\$471,804.40	\$65,814.72	\$460,815.71	97.67	\$10,988.69
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	\$12,906.45	\$125,549.24	89.51	\$14,716.29
2227	TECHNOLOGY SUPPORT	\$38,039.13	\$2,291.35	\$18,877.31	49.63	\$19,161.82
2319	BOARD OF EDUCATION SERVICES	\$74,986.86	\$11,684.49	\$65,614.52	87.50	\$9,372.34
2329	ADMINISTRATION	\$262,312.24	\$21,411.68	\$232,711.29	88.72	\$29,600.95
2529	ADMINISTRATION-FISCAL SERVICES	\$77,720.37	\$5,303.58	\$75,611.86	97.29	\$2,108.51
2542	OPERATION & MAINTENANCE BLDGS.	\$37,699.84	\$3,272.63	\$17,308.95	45.91	\$20,390.89
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	\$614,998.25	\$3,508,982.02	93.74	\$234,452.91
	Grand Total:	\$4,478,045.29	\$672,465.02	\$4,044,466.21	90.32	\$433,579.08

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2016 - 06/2016

Regular; Beginning Month 06/2016; Processing Month 06/2016; 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	713.52	713.52	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	8,023.98	191.53	0.00	0.00	7,832.45
71 415 850	ELABO-AMT HELD FOR OTHERS	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	5,987.92	499.99	499.99	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	32.09	0.00	(32.09)	0.00	0.00
Fund Total: 71		18,959.03	1,405.04	1,181.42	0.00	18,735.41

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2016 - 06/2016

Regular; Beginning Month 06/2016; Processing Month 06/2016; 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	623,743.20	95,231.26	87,604.48	0.00	616,116.42
	Fund Total: 72	<u>623,743.20</u>	<u>95,231.26</u>	<u>87,604.48</u>	<u>0.00</u>	<u>616,116.42</u>

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, June 20, 2016

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday June 20, 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 8:21 P.M.

Members present:

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

Absent:

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

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 #16091 Motion by J. Homola, second by C. Knutson, to approve the agenda with the following changes: Remove 7f) Inventory update and declare items surplus; add 7j) Grant-Deuel leasing van for 2016-17. All present voting in favor, motion carried.

Introduction of Guests

Brian Jandahl and Jim Block were introduced as a guest.

Financial Report

Action #16092 Motion by G. Koerlin, second by J. Carlson, to approve the financial report for the period ending May 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				
May 1, 2016	\$231,145.97	\$782,815.75	\$10,859.79	\$592,568.55
<u>Receipts:</u>				
Local Sources	\$15,180.28	\$95,196.64	\$2.89	\$58,578.56
State Sources		\$40,220.21		
Federal Sources	\$16,696.00	\$106,062.00		
Other	\$167.04		\$10,330.93	
<u>Total Monthly Receipts</u>	<u>\$32,043.32</u>	<u>\$241,478.85</u>	<u>\$10,333.82</u>	<u>\$58,578.56</u>
Total Gross Receipts	\$263,189.29	\$1,024,294.60	\$21,193.61	\$651,147.11
Less Salaries	\$20,622.05	\$242,552.61		
Less Disbursements	\$13,457.60	\$30,452.32	\$2,234.58	\$27,403.91
<u>Total Salaries & Disbursements</u>	<u>\$34,079.65</u>	<u>\$273,004.93</u>	<u>\$2,234.58</u>	<u>\$27,403.91</u>
Ending Cash Balance				
May 31, 2016	\$229,109.64	\$751,289.67	\$18,959.03	\$623,743.20

Consent Agenda

Action #16093 Motion by D. Lutkemeier, second by C. Akin, to approve the following items on the Consent Agenda: 5a) Approval of May 16, 2016 Board of Directors minutes; 5b) Approval of payment of June 2016 claims; 5c) Approval of Unit 1 contract amendments; 5d) Approval of Unit 2 Negotiated Agreement; 5e) Approval of Apex agreement, \$13,350.00; 5f) Approval of South Dakota Cooperative Purchasing Services Agreement, \$1,000.00; 5g) Approval of contract – Kristine Harms, ESA, \$15,471.40, 70 days. All present voted in favor, motion carried.

June 2016 Accounts Payable

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; W.W. TIRE SERVICE MAINT 459.44; WEBSTER AUTO CARE MAINT 56.32

FUND TOTAL: \$32,573.64

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 OF 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; WIESE, RITA SPEECH MILEAGE TO STAFF 15.12

FUND TOTAL: \$298,541.96

Discussion Items

June 1, 2016 Advisory Board Minutes

Director Aberle reviewed the June 1, 2016 Advisory Board minutes.

NESC Board policy updates

Director Aberle gave the first reading of updates to board policy. Action will be taken to adopt the changes in July.

BMO (Credit card) rebate

Business Manager Christensen reported that NESC will be getting a check for \$2,773 based on credit card purchases for FY16.

NESC Board of Directors – District representatives for 2016-17

Director Aberle surveyed board members to see who will likely leave or be back on the board for FY17.

Action Items

Assess Overhead for ESA

Action #16094 Motion by G. Koerlin, second by C. Knutson to assess a 10% overhead rate on ESA revenue that does not already use an indirect cost rate. All present voting in favor, motion carried.

Approve Academic Evaluator position

Action #16095 Motion by T. Hlavacek, second by A. Schuurman to approve the addition of an academic evaluator position on a trial basis for FY2017. All present voting in favor, motion carried.

Accept Paper bid

Action #16096 Motion by C. Akin, second by D. Fuller to accept Dacotah Paper Company's bid of \$23.68 per case for the cooperative paper purchasing project. All present voting in favor, motion carried.

Vendor	Bid Amount (per case)
Dacotah Paper Co.	\$23.68
Paper 101	\$23.78
Cole Papers	\$24.44
Contract Paper Group	27.43

Approve Drug & Alcohol Pool Agreement – KorManagement Services

Action #16097 Motion by C. Knutson, second by C. Schmidt to approve Drug & Alcohol Pool agreement with KorManagement Services. All present voting in favor, motion carried.

Approve FY 2016 audit proposal

Action #16098 Motion by J. Homola, second by T. Hlavacek to accept the audit proposal from William Neale & Co. CPA's of \$8,500.00 for the FY 2016 audit. All present voting in favor, motion carried.

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

Action #16099 Motion by G. Koerlin, second by H. Peterson to authorize the business manager to publish the preliminary budget and to set the FY 2017 budget hearing for July 18, 2016 at 7:00 p.m. at LATI in Watertown, SD. All present voting in favor, motion carried.

Accept property/liability insurance renewal

Action #16100 Motion by C. Akin, second by R. Gorder to accept the property/liability insurance renewal with ASBSD with an increase of 9%. All present voting in favor, motion carried.

Accept worker's compensation insurance renewal

Action #16101 Motion by J. Homola, second by A. Schuurman to accept the worker's compensation insurance renewal with ASBSD with a decrease of 9%. All present voting in favor, motion carried.

Grant-Deuel leasing van for 2016-17

Action #16102 Motion by D. Fuller, second by T. Hlavacek to allow Grant-Deuel to use an NESC van for the 2016-17 school year with negotiations to be approved in July. 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 #16103 With there being no further business, motion by R. Gorder, second by C. Knutson, 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, July 18, 2016 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager

Vendor Name	Description	Amount
Checking Account: 1	Fund Number: 10 GENERAL FUND	
AMERICINN LODGE & SUITES	ESA TRAVEL	144.00
AMERICINN	ESA TRAVEL	144.00
BMO MASTERCARD	PHONE, REGISTRATION FEES	169.66
CENEX FLEETCARD	GASOLINE	1,545.44
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINTENANCE CONTRACT	85.38
CHRISTENSEN, BRICE	FISCAL MILEAGE	1.35
CRAIG BASS SANITARY SERVICE	O&M - GARBAGE SERVICES	20.77
CROSSROADS HOTEL	ESA TRAVEL	250.00
CUNDY'S CORNER, LLC	FLEET MAINT	54.00
DELYLE'S SOUTH 81 SERVICE, INC.	FLEET MAINT	3,138.09
DUST TEX SERVICE, INC.	O&M - RUG RENTAL	6.42
FREWING, TIMOTHY	ADMIN TRAVEL	2.25
HAMLIN COUNTY FARMERS COOP	FLEET MAINT & GASOLINE	314.34
HAMLIN COUNTY PUBLISHING	ADVERTISING	1.88
ITC TELECOM	TELEPHONE/INTERNET	164.64
NESC IMPREST	READING RECOVERY FEES	50.00
NESC SPECIAL REVENUE PROJECTS	SDC/ED SPEC/ESA INDIRECT COST	17,696.13
NORTHLAND AUTO CENTER	FLEET MAINT	145.28
OTTER TAIL POWER CO.	O&M - ELECTRICITY	57.99
PUBLIC OPINION	LEGAL PUBLISHING	20.49
REINHILLER, LISA	ESA TRAVEL	105.00
REPORTER AND FARMER	EMPLOYMENT ADVERTISING	4.05
SHRED-IT SIOUX FALLS	FY16 SHREDDING	15.58
TIME MANAGEMENT SYSTEMS, INC	EMPLOYEE TIME CLOCK	1.33
TOWN OF HAYTI	O&M - WATER AND SEWER	2.66
VERIZON WIRELESS	CELL PHONE SERVICE	124.76
W.W. TIRE SERVICE	F;EET MAINT	26.41
Fund Number: 10		<hr/> 24,291.90
Checking Account: 1	Fund Number: 22 SPECIAL EDUCATION FUND	
BMO MASTERCARD	PHONE, REGISTRATION FEES	445.08
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINTENANCE CONTRACT	97.57
CHRISTENSEN, BRICE	FISCAL MILEAGE	16.71
CRAIG BASS SANITARY SERVICE	O&M - GARBAGE SERVICES	108.23
DUST TEX SERVICE, INC.	O&M - RUG RENTAL	33.44

Vendor Name	Description	Amount
FREWING, TIMOTHY	ADMIN TRAVEL	27.75
HAMLIN COUNTY FARMERS COOP	FLEET MAINT & GASOLINE	(102.66)
HAMLIN COUNTY PUBLISHING	ADVERTISING	23.12
ITC TELECOM	TELEPHONE/INTERNET	298.85
MARSHALL CO. HEALTHCARE CENTER	OT/PT CONTRACTED THERAPY	5,245.65
	CB MILEAGE TO PARENT, 	70.56
NESC SPECIAL REVENUE PROJECTS	QUARTER 4 EXPENSED MILEAGE	50,547.45
OTTER TAIL POWER CO.	O&M - ELECTRICITY	302.17
PUBLIC OPINION	LEGAL PUBLISHING	252.69
REPORTER AND FARMER	EMPLOYMENT ADVERTISING	49.95
SANFORD WEBSTER MEDICAL CENTER	OT CONTRACTED THERAPY	4,679.39
SHRED-IT SIOUX FALLS	FY16 SHREDDING	192.10
TIME MANAGEMENT SYSTEMS, INC	EMPLOYEE TIME CLOCK	95.92
TOWN OF HAYTI	O&M - WATER AND SEWER	32.84
VERIZON WIRELESS	CELL PHONE SERVICE	233.07
WENZ, MELODY	SPEECH MILEAGE TO STAFF	7.98
Fund Number: 22		62,657.86
Checking Account: 1		86,949.76

Reconciled/Disputed Detail

Reporting Period: 06/06/2016 Thru 07/05/2016

Tran ID	Proc Date	Tran Date	Supplier Description	GL Information	Current Status	Processing Status		Amount
						Dispute Date	Reconcile Date	
Account #:			XXXXXXXXXX525117	Name: CHRISTENSEN, BRICE		ID:		
431694316	06/06/2016	06/04/2016	INTERSTATE TELECOMM CO - 605-874-2181, SD USA	New			494.74
433573354	06/22/2016	06/21/2016	UNIVERSITY OF SIOUX FA - 605-3316592, SD USA	New			120.00
					Transaction Count:	2		614.74
					Report Count:	2		614.74

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INVENTORY TO BE REMOVED FY 2016

Inv. #	Item	Type	Purchased	Price
84	Associat Pict. Cards (DLM) Set III	Audio/Visual Equipment	1980	\$ 40.00
88	Monthly Themes (Basic Skills Act.)	Audio/Visual Equipment	1995	\$ 52.00
103	Artic Burst	Books and Multimedia	2009	\$ 25.95
106	Artic-U-Mazement	Books and Multimedia	1996	\$ 47.95
118	Colored Counting Cubes	Audio/Visual Equipment	1991	\$ 18.90
123	Expand Vocab in Context	Audio/Visual Equipment	1996	\$ 25.95
124	Familiar Actions & Objects (game)	Audio/Visual Equipment	1988	\$ 29.00
125	Farm Families game	Audio/Visual Equipment	1998	\$ 28.00
130	Goldman Fristoe	Books and Multimedia	2000	\$ 169.95
139	Little People Farm (Fisher Price)	Audio/Visual Equipment	2000	\$ 25.99
140	Little People Main Street (F Price)	Audio/Visual Equipment	2000	\$ 25.99
141	MEER 1 & 2 games	Audio/Visual Equipment	1997	\$ 37.95
142	No Glamour Grammar	Audio/Visual Equipment	1988	\$ 37.95
143	Oral Language Activities	Audio/Visual Equipment	1996	\$ 29.95
150	Question the Direction	Audio/Visual Equipment	1993	\$ 29.95
151	Question the Information	Audio/Visual Equipment	1993	\$ 29.95
152	Remediation of Vocal Harshness	Audio/Visual Equipment	1993	\$ 25.00
158	Semantically Speaking - 7-14	Audio/Visual Equipment	1995	\$ 42.50
159	Semantically Speaking - Early Inter.	Audio/Visual Equipment	1995	\$ 45.00
207	Carryover Stories for Art Therapy 1-3	Books and Multimedia	1986	\$ 44.95
225	Food Assortment	Audio/Visual Equipment	1997	\$ 39.50
237	Hodson Computerized Analysis	Computer Software	1998	\$ 115.00
270	Seek-n-Sound Old Mac Shapes	Audio/Visual Equipment	1980	\$ 29.96
355	Communicate	Audio/Visual Equipment	1995	\$ 39.00
356	Communication Picture Sourcebook	Audio/Visual Equipment	1997	\$ 39.95
358	Daily Communication	Audio/Visual Equipment	1994	\$ 33.00
386	Positive Pragmatic game boards	Audio/Visual Equipment	2001	\$ 32.92
399	Sound Investment	Audio/Visual Equipment	1987	\$ 35.00
409	WH Questions Level I, II, III	Books and Multimedia	1984	\$ 65.00
411	Speech Lingo (Set L, R, Th, S)	Books and Multimedia	1987	\$ 32.00
488	Vocabulary Companion: Elem Lit	Computer Software	2001	\$ 58.95
489	Vocabulary Development software	Computer Software	2001	\$ 49.95
496	Create Own Speech games	Computer Software	2004	\$ 42.00
518	Grannies Candies game	Books and Multimedia	2005	\$ 39.95
524	Hidden Pictures for Vocabulary	Books and Multimedia	2005	\$ 27.95
541	Primary Pronoun Pac (books)	Books and Multimedia	2000	\$ 27.95
542	Puppy Bingo	Books and Multimedia	2001	\$ 27.99
577	Goldman Fristoe	Books and Multimedia	2000	\$ 169.95
602	Storytelling to Go	Books and Multimedia	1992	\$ 27.95
611	Vocabulary to Go	Books and Multimedia	1991	\$ 27.95
674	Vocabulary Play Scenes	Computer Software	2003	\$ 58.00
693	Cassette Recorder	Audio/Visual Equipment	1992	\$ 33.86
724	Listening Test	Audio/Visual Equipment	1996	\$ 59.95
725	Magnetic Form Board Stor. Box	Books and Multimedia	1987	\$ 34.50
735	Preschool Lang Assessment	Books and Multimedia	1990	\$ 35.00
749	Systemax SV14-C17 laptop	Computer Equipment	2003	\$ 1,584.00
752	The Listening Test Complete	Books and Multimedia	1993	\$ 49.95
757	Grammar for the Real World	Computer Software	2001	\$ 54.95
758	Arthur's Adventures Library	Computer Software	2001	\$ 89.95
759	Easy Street	Computer Software	2001	\$ 80.00
760	The Amazing Writing Machine	Computer Software	2001	\$ 49.95

761	Picture This 3.0	Computer Software	2003	\$ 49.95
762	Deciders 1	Computer Software	2003	\$ 50.00
784	Boardmaker V5 Upgrade Win	Computer Equipment	2006	\$ 99.00
789	Evaluation for Ped feedings	Books and Multimedia	2014	\$ 75.00
792	GFTA Goldman Fristoe kit	Books and Multimedia	2002	\$ 189.95
793	Hodson Computerized Analysis	Books and Multimedia	2004	\$ 103.00
798	Lakeshore Emergency Literacy	Books and Multimedia	1994	\$ 29.95
802	REEL-3 Complete test	Books and Multimedia	2008	\$ 104.00
803	Resource for Activities for Peer Prag	Books and Multimedia	2000	\$ 40.00
811	TOLD-P:4 Complete Test Set	Books and Multimedia	2009	\$ 299.00
845	Radio Flyer 12" wheel trike	Audio/Visual Equipment	2002	\$ 39.99
1101	Tele-Trainer Program	Books and Multimedia	1991	\$ 234.95
1103	That's Life - Social Language	Books and Multimedia	2002	\$ 37.95
1120	Personal Care Skills	Books and Multimedia	1985	\$ 125.00
1126	LCD mor Nobilis	Computer Equipment	2007	\$ 269.00
1132	Primary Thinking Skills (6)	Books and Multimedia	2007	\$ 39.99
1153	Clock	Furniture and Accessories	2006	\$ 31.48
1157	Thermoscan Plus digital thermometer	Business Machines	2005	\$ 48.99
1162	Americans 3bk set	Books and Multimedia	2005	\$ 29.99
1123	Desktop computer 1279	Computer Equipment	2008	\$ 1,346.70
1173	Community Skills 9gameboard)	Books and Multimedia	2002	\$ 49.95
1189	Magnetic Mapping Activity Board	Books and Multimedia	2003	\$ 29.95
1190	Teacher Materials for Reasoning	Books and Multimedia	2002	\$ 168.00
1209	KTEA-II Assist (cd)	Audio/Visual Equipment	2006	\$ 199.99
1212	BASC Plus IBM 3.5 software	Computer Software	1998	\$ 40.00
1213	BASC software	Computer Software	1996	\$ 50.00
1221	Brigance Inventory of Essent Skills	Books and Multimedia	2009	\$ 169.00
1285	TWI Transition to Work starter kit	Books and Multimedia	2008	\$ 105.00
1296	BRP-2 kit	Books and Multimedia	2011	\$ 229.00
1526	Games for Language	Books and Multimedia	1993	\$ 25.95
1530	Articulation & Language Activities	Books and Multimedia	1993	\$ 26.95
1538	DOT Preschool Language & Vocab	Books and Multimedia	2011	\$ 37.07
1545	Hndbk of Exerc. For Lang Process	Books and Multimedia	1985	\$ 36.00
1550	Language Gameboard Express	Books and Multimedia	1997	\$ 29.95
1554	Make It Yourself Barrier Book	Books and Multimedia	2000	\$ 37.00
1556	Playing With Speech Sounds	Audio/Visual Equipment	1996	\$ 32.00
1558	Read the Picture Story Books	Books and Multimedia	1995	\$ 49.00
1567	Talk About it	Audio/Visual Equipment	1992	\$ 28.95
1569	Teaching Vocab Complete Vol 1 & 2	Books and Multimedia	1984	\$ 68.00
1572	Tips for Teaching Infants & Toddlers	Books and Multimedia	2000	\$ 39.95
				\$ 8,600.51

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User ID: BPC

Vendor Name	Description	Amount
Checking Account: 1	Fund Number: 10	GENERAL FUND
ABC AUTOMATIC BUILDING CONTROLS	FIRE ALARM CONTRACT/TESTING	78.41
APEX LEARNING	APEX SEATS	13,350.00
ASB PROTECTIVE TRUST	WORKERS COMPENSATION INSURANCE	1,488.58
ASBSD	BOARD - FY17 DUES	114.70
ASBSD	PROPERTY/LIABILITY INSURANCE	6,210.38
CEC	ADMIN DUES	52.54
NESC PAYROLL CLEARING	JULY 2016 PAYROLL	19,959.12
RELIABANK	BOARD - DEPOSIT BOX RENTAL	2.22
SASD	ADMIN MEMBERSHIP DUES	197.73
SD FEDERAL PROPERTY AGENCY	VEHICLE PURCHASE - 4	50,100.00
SOFTWARE UNLIMITED	FISCAL - ACCT SOFTWARE FEES	754.80
SW/WC SERVICE COOPERATIVE	PURCHASING CONTRACT	1,050.00
UNIVERSITY OF SOUTH DAKOTA	READING RECOVERY - DUES AND FEES	600.00
Fund Number: 10		<hr/> 93,958.48
Checking Account: 1	Fund Number: 22	SPECIAL EDUCATION FUND
ABC AUTOMATIC BUILDING CONTROLS	FIRE ALARM CONTRACT/TESTING	408.59
ASB PROTECTIVE TRUST	WORKERS COMPENSATION INSURANCE	8,569.42
ASBSD	BOARD - FY17 DUES	660.30
ASBSD	PROPERTY/LIABILITY INSURANCE	35,751.62
CEC	ADMIN DUES	302.46
COUGHLIN, ERICA	ESY MILEAGE TO STAFF	121.80
GANDER PUBLISHING	SPEECH SUPPLIES	3,417.22
MARTIAN, EMILY	ESY MILEAGE TO STAFF	176.40
MIDWEST SPECIAL INSTRUMENTS	SPEECH - AUDIOMETER CALIBRATION	940.00
NESC PAYROLL CLEARING	JULY 2016 PAYROLL	251,399.99
RELIABANK	BOARD - DEPOSIT BOX RENTAL	12.78
SASD	ADMIN MEMBERSHIP DUES	1,138.27
SOFTWARE UNLIMITED	FISCAL - ACCT SOFTWARE FEES	4,345.20
TIEFENTHALER, DEBRA	SPEECH CONF REGISTRATION	249.00
WIESE, RITA	ESY MILEAGE TO STAFF	7.56
WILLIAMS, CYNTHIA	ESY MILEAGE TO STAFF	81.06
Fund Number: 22		<hr/> 307,581.67
Checking Account: 1		<hr/> 401,540.15

Aberle, Jerry F

From: Harms, Kristine
Sent: Thursday, June 30, 2016 8:03 AM
To: Aberle, Jerry F
Subject: resignation

Good morning Jerry

Please accept this letter as notice of my resignation from my position as Education Specialist for ESA I. My last day of employment will be July 15, 2016, which will ensure that I have worked my contracted days for 2015-2016. I will rearrange my calendar so that the time that was scheduled for later in the month will be worked before the 15th. I am working to set up two projects for the contracts I have lined up for this coming year and would like to complete this work so they are ready to go for my replacement.

Thank you again for the opportunity to work for ESA I. I wish you all the best.

Sincerely,

Kris
Dr. Kristine Harms
Region 1 ESA/ Head Administrator Volga Christian School
Kristine.Harms@k12.sd.us
1(605) 354-1258

Vehicle Use Agreement

This agreement is between Northeast Educational Services Cooperative #28-201, hereafter referred to as Owner, and Grant-Deuel School District #25-3, hereafter referred to as User.

Whereas the Owner wishes to make available the following vehicle available for use for the 2016-2017 school year and will return upon completion of the present need, or the event the Owner needs to reclaim the vehicle for its use, whichever is sooner.

Year	Make	Model	VIN
2003	Chevrolet	Astro Van	1GNEL19X63B143134

Therefore, in consideration of the exchange of promises contained herein and other valuable consideration we, the Owner and User, agree as follow:

- 1) User will indemnify and hold harmless the Owner from and against all losses, claims, suits or other legal liability and legal expenses of any nature imposed upon or brought against them by reason of any act or omission of the User or its agent or employees in the course of the use of the above vehicle.
- 2) User will inspect the vehicle and will return the above in the same condition as prior to use or will pay to have it restored to that condition. Instead of restoring to previous condition, the user has the right to purchase the vehicle from the owner at an agreed upon value between user and owner.
- 3) User will be responsible for fuel and routine maintenance. Examples of routine maintenance include such items as oil changes, wind shield wipers, cracked windshields, tire repair, and fluid replacement.
- 4) Vehicle will be operated in compliance with all appropriate laws.
- 5) User agrees to pay \$20 per day for one trip to and from Milbank, SD for each day of use, payable after use.
- 6) Owner has the option to reclaim vehicle at any time if a need arises within the organization.
- 7) This agreement is separate and distinct from any other lease or other agreement regarding or relating to the use of the vehicle. It is expressly agreed that this agreement is not a part of the consideration offered under any other agreement, and that no merger clause of any other agreement shall serve to extinguish this separate and distinct agreement.

Signed this ____ day of _____, _____.

By: _____

By: _____

For Owner

For User

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, July 18, 2016 - 7:00 P.M.**

2015-16 FISCAL YEAR:

1. Call to Order
2. Agenda review, changes, and approval
3. Introduction of guests: _____
4. Conflict of Interest
5. FY 2017 budget hearing
6. Approval of June 2016 financial report
7. Consent Agenda
 - a. Approval of June 20, 2016 meeting minutes
BOARD ACTION: _____

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

8. Update inventory for FY 2016
9. Appoint Business Manager as President Pro-Tem
10. Adjourn meeting for the FY 2016

2016-17 FISCAL YEAR

1. Call to order
2. Elect President
3. Elect Vice President
4. Adopt FY 2017 budget
5. Consent Agenda
 - a. Approval of July 2016 claims.
BOARD ACTION: _____

 - b. Designate Official Depository - - Reliabank - - Hayti, SD
BOARD ACTION: _____

c. Authorize Chairman to be added to signature card

BOARD ACTION: _____

d. Designate Official Newspaper - - Watertown Public Opinion

BOARD ACTION: _____

e. Designate Legal Counsel - - Rodney Freeman

BOARD ACTION: _____

f. Designate Business Manager as official custodian of accounts

BOARD ACTION: _____

g. Adopt travel rates

i. In state -- \$.42 per mile, \$6 breakfast, \$11 noon lunch, \$15 dinner; actual cost for lodging

ii. Out of state -- \$.42 per mile, \$10 breakfast, \$14 noon lunch, \$21 dinner; actual cost for lodging

BOARD ACTION: _____

h. Appoint Title IX and 504 Coordinator - - Tim Frewing

BOARD ACTION: _____

i. Adopt NESC By-Laws

BOARD ACTION: _____

j. Designate Director Aberle and Business Manager Christensen as Federal Program Agents

BOARD ACTION: _____

k. Designate Director Aberle and Business Manager Christensen as purchasing agents

BOARD ACTION: _____

l. Set Board of Director's pay for special committees -- \$40 per meeting, \$.42 per mile

BOARD ACTION: _____

m. Approve contract amendments for Unit 2 employees

BOARD ACTION: _____

n. Accept resignation--Dr. Kristine Harms, ESA 1

BOARD ACTION: _____

o. Approve contract -- Beau Larson, paraprofessional, Webster Center Base, \$13.40 per hour

BOARD ACTION: _____

p. Approve contract ---Anitra (Missy) Gisselbeck, paraprofessional Castlewood Center base, \$14.34 per hour

BOARD ACTION: _____

q. Approve contract --Lindsey Groom, Castlewood Center Base, \$13.40 per hour

BOARD ACTION: _____

6. Discussion Items

a. Conflict of Interest policy

BOARD ACTION: _____

b. _____
BOARD ACTION: _____

7. New Business

a. Approve NESC Policies

BOARD ACTION: _____

b. Approve vehicle lease – Chevy Astro Van

BOARD ACTION: _____

c. _____
BOARD ACTION: _____

8. Assistant Director's report

9. Director's report

10. Executive Session: (If needed)

a.

b.

Northeast Educational Services Cooperative

Board Member Orientation

July 18, 2016

7:00 pm



**310 5th Street
PO Box 327
Hayti, SD 57241
(605) 783-3607 Phone
(605) 783-3259 Fax
www.northeastcoop.org**

What is Northeast Educational Services Cooperative (NESC)?

- NESC consists of a group of school districts joined together to form an educational service unit authorized under South Dakota Law
- NESC was organized in 1980 with 15 member school districts
- The Cooperative has grown to include 24 member school districts and has expanded to include a variety of special education and other supplemental services
- The 24 member districts include:
 - Arlington, Britton-Hecla, Castlewood, Clark, DeSmet, Deubrook, Deuel, Elkton, Enemy Swim Day School, Estelline, Florence, Grant-Deuel, Hamlin, Henry, Iroquois, Lake Preston, Rosholt, Sioux Valley, Summit, Waubay, Waverly, Webster Area, Willow Lake, Wilmot

Why did NESC form?

- Prior to 1975, education for children with disabilities was not federally regulated
- In 1975, PL 94-142 Education for all Handicapped Children Act (EAHCA) was enacted providing:
 - Free Appropriate Public Education (FAPE)
 - Parental/Student Rights
 - Assistance to local education agencies in providing education to students with disabilities
- PL 94-142 has been reauthorized three times and is now known as the IDEIA (Individuals with Disabilities Education Improvement Act), which is based on six key principles:
 - FAPE for children with disabilities from birth through 21
 - Appropriate Evaluation
 - Individualized Educational Program & Processes
 - Least Restrictive Environment
 - Parent & Student Participation
 - Procedural Safeguards
- NESC exists to support individual member school districts in meeting the requirements of the IDEIA and to provide required services more effectively and efficiently than an individual member district could provide by itself

How is NESC funded?

- Funding comes from multiple sources including federal, state, and local tax monies

How is NESC governed?

- NESC is governed by a Board of Directors consisting of one representative from each of the school boards of its twenty-four member districts

- NESC's Board of Directors meets monthly:
 - July 18, 2016
 - August 15, 2016
 - September 19, 2016
 - October 17, 2016
 - November 21, 2016
 - December 19, 2016
 - January 16, 2017—Martin Luther King Day
 - February 20, 2017—Presidents' Day
 - March 20, 2017
 - April 17, 2017
 - May 15, 2017
 - June 19, 2017

- NESC also has a Board of Advisors consisting of the twenty-four member district superintendents. This board also meets monthly and provides recommendations to the Board of Directors.

- **Steering/Negotiations Committee:** No later than the August meeting of the Board of Directors, the Board President shall appoint a six member Steering Committee from its membership with one alternate member. Membership on the committee will include the Board of Directors' Chairperson, Vice Chairperson, and a minimum of two members from member districts with enrollments of 400 upward, two with enrollments of 251-399, and two with enrollments of 0-250. The December 1 K-12 enrollments of the previous school year will be used. The committee shall meet at their discretion with dates, time and location of meeting selected by the committee. The committee will review the NESC By-Laws on an annual basis and discuss pertinent NESC issues. The committee will make recommendations and suggest updates to the Board of Directors and Advisory Board. Compensation and mileage reimbursement will be paid by NESC at a rate authorized by the Board of Directors.

What Programs and Services does NESC provide?

- Direct Services/Core Programs
 - School Psychology
 - Speech Therapy
 - Occupational Therapy
 - Physical Therapy
 - Early Childhood Special Education
 - Transition

- Additional Services Provided by NESC
 - Comprehensive Plan Development
 - Federal Flow Through Applications
 - Medicaid Billing
 - Part C Billing

- Technical Assistance/Special Education Compliance
- Developmental Screenings
- Extended School Year
- Optional Services
 - Center Base Program
 - Reading Recovery
 - Drug and Alcohol Testing Pool

Questions

- Jerry Aberle, Director. Jerry.Aberle@k12.sd.us; 605.783.3607
- Tim Frewing, Assistant Director. Tim.Frewing@k12.sd.us; 605.783.3607
- Brice Christensen, Business Manager. Brice.Christensen@k12.sd.us; 605.783.3607

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

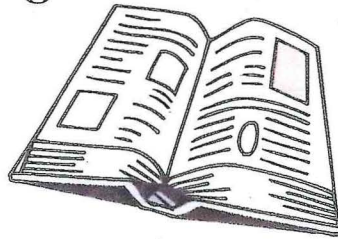
REGION 1
EDUCATION SERVICE AGENCY

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 Klautt	Willow Lake School District # 12-3
Larry Hulscher	Wilmot School District # 54-7

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS**

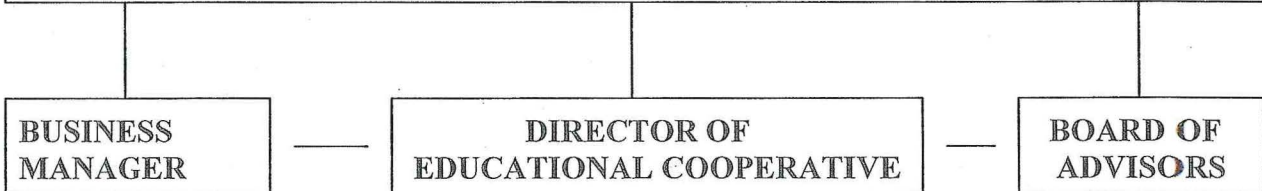
Martin Murphy	Arlington School District # 38-1
Kurt Zuehlke	Britton-Hecla School District # 45-4
Cory Akin	Castlewood School District # 28-1
Trudy Gaikowski	Clark School District # 12-2
Norman Koehlmoos	De Smet School District # 38-2
Carie Knutson	Deubrook Area School District # 5-6
Debbe Koenecke	Deuel 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.