

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

March 16, 2017

Dear NESC Board Members:

Our February board meeting will be held on **Monday, March 20, 2017**. It will begin at 7:00 pm and will be held in Watertown at LATI in the Manufacturing, Energy, and Transportation Building (Door #9)—Room 802. The meeting begins at 7:00 pm.

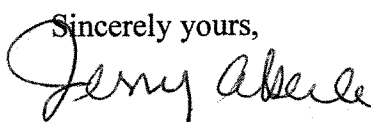
The proposed agenda will have several additions. They include:

8d. Approval of request for Angie Nelson to move from 1.0 FTE to .8 FTE. Please see the enclosed request.

8f. Approval of hiring employees for shared services grant. Please see enclosed document.

See you Monday evening.

Sincerely yours,



Jerry Aberle

NESC BOARD OF DIRECTORS' MEETING

Proposed Agenda

Date: March 20, 2017

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. Conflicts of Interest
5. Approval of February 2017 financial report
6. Consent Agenda
 - a. Approval of February 21, 2017 meeting minutes
 - b. Approval of payment of March 2017 budget claims
 - c.
7. Discussion Items
 - a. March 1, 2017 Advisory Board meeting minutes
 - b. Assistant Director's report
 - c. Director's report
 - d. Reading Recovery update
 - e. Property and liability quotes
 - f.
 - g.
8. Action Items
 - a. Subcontracting Occupational Therapy services for the Webster, Waubay, Summit, Enemy Swim, and Wilmot Districts
 - b. Approval of additional FTE for the Occupational Therapy Department
 - c. Approval of additional FTE for the School Psychology Department
 - d.
 - e.
9. Executive Session
 - a. Personnel—SDCL 1-25-2(1)
 - b. Negotiations—SDCL 1-25-2(4)
10. Action Items after Executive Session
 - a. Issue RIF (Reduction in Force) notices
 - b.
 - c.

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. Conflicts of Interest
5. Approval of February 2017 financial report
6. Consent Agenda
 - a. Approval of February 21, 2017 meeting minutes. Please review enclosed minutes.
 - b. Approval of payment of March 2017 budget claims. Please review the enclosed budget claims.
 - c.
7. Discussion Items
 - a. March 1, 2017 Advisory Board meeting minutes. Please review the enclosed minutes.
 - b. Assistant Director's report.
 - c. Director's report.
 - d. Reading Recovery update.
 - e. Property and liability quotes. Brice will be discussing this issue with the Board.
 - f.
 - g.
8. Action Items
 - a. Subcontracting Occupational Therapy services for the Webster, Waubay, Summit, Enemy Swim, and Wilmot Districts. Please review the enclosed document for further details.
 - b. Approval of additional FTE for the Occupational Therapy Department. This item would pertain to item 8a.
 - c. Approval of additional FTE for the School Psychology Department. This item would pertain to item 8a.
 - d.
 - e.
9. Executive Session
 - a. Personnel—SDCL 1-25-2(1) Director Evaluation
 - b.
 - c.
10. Action Items after Executive Session
 - a. Issue RIF (Reduction in Force) notices
 - b.
 - c.
 - d.

March 16, 2017

Hello NESC Board of Directors

Meeting Location:

Our March meeting will be held Monday, March 20, 2017 in Watertown, SD. **The meeting will be held at Lake Area Technical Institute.** The meeting will begin at **7:00 P.M.**

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					
February 1, 2017	\$142,578.88	\$681,487.62	\$15,972.18	\$617,745.84	\$1,457,784.52

Receipts:

Local Sources:

1312 Center Base Tuition		\$65,602.29			\$65,602.29
1332 Extended School Year Tuition		\$2,713.48			\$2,713.48
1510 Interest	\$38.48	\$124.51	\$1.18	\$115.74	\$279.91
1941 ESA 1 OTHER SOURCES					\$0.00
1941 ESA 1 LEA Assessments	\$20,600.00				\$20,600.00
1941 SD COUNTS Other LEAs					\$0.00
1971 Insurance Premiums					\$0.00
1990 Charges For Service					\$0.00
1990 SPED Assessments		\$107,291.99			\$107,291.99
1990 General Fund Assessment	\$1,816.15				\$1,816.15
1990 Reading Recovery	\$3,291.12				\$3,291.12
1990 Reading Recovery-Other LEAs					\$0.00
1990 Miscellaneous					\$0.00
1990 Northern Plains	\$2,500.00				\$2,500.00
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		\$3,453.40			\$3,453.40
3900 Part B Funds					\$0.00
3900 ESA 1	\$6,600.00				\$6,600.00

Federal Sources:

4152 Title IIB (SD COUNTS)	\$19,274.00				\$19,274.00
4175 IDEA Part B 611		\$132,443.00			\$132,443.00
4175 IDEA Part B 611-Private					\$0.00
4186 IDEA Part B 619		\$4,193.00			\$4,193.00

Other Receipts:

120 Accounts Receivable					\$0.00
140 Due from other Governments	\$1,953.26				\$1,953.26
Other Receipts			\$1,432.98		\$1,432.98

Total Monthly Receipts	\$56,073.01	\$315,821.67	\$1,434.16	\$115.74	\$373,444.58
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Total Gross Receipts	\$198,651.89	\$997,309.29	\$17,406.34	\$617,861.58	\$1,831,229.10
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Manual Journal Entry					\$0.00
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Manual Journal Entry Revenue					\$0.00
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Less Salaries & Disbursements					
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Salaries	\$19,947.21	\$254,941.08			\$274,888.29
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Disbursements	\$8,485.99	\$20,125.88	\$2,421.09	\$31,660.00	\$62,692.96
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Less Total Salaries & Disbursements	\$28,433.20	\$275,066.96	\$2,421.09	\$31,660.00	\$337,581.25
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CASH BALANCE					
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February 28, 2017	\$170,218.69	\$722,242.33	\$14,985.25	\$586,201.58	\$1,493,647.85
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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	\$5,622.05	\$9,385.18	\$10,070.46	\$586,201.58	\$611,279.27
Money Market Savings XX-105	\$164,576.64	\$630,496.37	\$4,914.79	\$0.00	\$799,987.80
Certificates of Deposit XX-106	\$0.00	\$77,280.78	\$0.00	\$0.00	\$77,280.78
Imprest XX-108	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
TOTALS	\$170,218.69	\$722,242.33	\$14,985.25	\$586,201.58	\$1,493,647.85
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Regular; Processing Month 02/2017; Fund Number 10, 22

Fund: 10 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
10 1510	INTEREST	300.00	38.48	330.85	110.28	(30.85)
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	74,554.22	20,600.00	70,154.22	94.10	4,400.00
10 1941 015	ESA-1 REVENUE OTHER SOURCES-LEAs	29,285.91	0.00	32,285.91	110.24	(3,000.00)
10 1941 016	SD COUNTS-OTHER LEAS	21,574.17	0.00	21,952.83	101.76	(378.66)
10 1990 009	NON-SP.ED. ASSESSMENTS	21,382.70	1,816.15	14,237.99	66.59	7,144.71
10 1990 012	READING RECOVERY ASSESSMENTS	49,110.16	3,291.12	36,494.40	74.31	12,615.76
10 1990 013	READING RECOVERY-OTHER LEAs	13,791.70	0.00	3,182.70	23.08	10,609.00
10 1990 018	MISCELLANEOUS	0.00	0.00	1,193.68	0.00	(1,193.68)
10 1990 020	NORTHERN PLAINS	24,000.00	2,500.00	20,000.00	83.33	4,000.00
10 1990 073	D&A POOL ASSESSMENTS	15,000.00	0.00	5,848.69	38.99	9,151.31
10 1990 200	EXPENSED MILEAGE FROM SPED	262,950.00	0.00	59,702.34	22.70	203,247.66
Subtotal: LOCAL SOURCES		511,948.86	28,245.75	265,383.61	51.84	246,565.25
10 3900 013	READING RECOVERY i3 GRANT	0.00	0.00	0.00	0.00	0.00
10 3900 016	COMMON CORE MATH	0.00	0.00	0.00	0.00	0.00
10 3900 017	ESA 1 COMMON CORE TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 050	ESA 1-TEACHER OF THE YEAR	600.00	0.00	0.00	0.00	600.00
10 3900 102	ESA 1 SDAP TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 103	ESA 1 SIP TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 104	ESA 1 6-12 LITERACY TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 105	ESA 1 PBL TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 106	ESA 1 SD STARS TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 107	ESA 1 COACHING	24,312.00	0.00	0.00	0.00	24,312.00
10 3900 108	MATH LEADER/COACH	0.00	0.00	0.00	0.00	0.00
10 3900 109	TEACHER EFFECTIVENESS & COM. CORE	7,260.40	0.00	7,260.40	100.00	0.00
10 3900 110	ESA 1 MENU OF OPTIONS	15,000.00	6,600.00	6,600.00	44.00	8,400.00
10 3900 111	ESA 1 TEACHER TRAINING	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE SOURCES		47,172.40	6,600.00	13,860.40	29.38	33,312.00
10 4152 016	TITLE II PART B SD COUNTS	98,629.02	19,274.00	35,236.00	35.73	63,393.02
Subtotal: FEDERAL SOURCES		98,629.02	19,274.00	35,236.00	35.73	63,393.02
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	6,119.98	0.00	(6,119.98)
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	0.00	13,320.93	0.00	(13,320.93)
Subtotal: 5000		0.00	0.00	19,440.91	0.00	(19,440.91)
Fund Total:		657,750.28	54,119.75	333,920.92	50.77	323,829.36

Regular; Processing Month 02/2017; Fund Number 10, 22

Fund: 22 SPECIAL EDUCATION FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
22 1312	TUITION-CENTER BASE	624,208.70	65,602.29	357,954.99	57.35	266,253.71
22 1312 100	TUITION-ESY	81,817.75	2,713.48	83,630.31	102.22	(1,812.56)
22 1510	INTEREST	1,500.00	124.51	1,245.85	83.06	254.15
22 1990 002	MISCELLANEOUS-CENTER BASE	0.00	0.00	0.00	0.00	0.00
22 1990 003	SPED ASSESSMENTS	1,247,219.05	107,291.99	829,797.17	66.53	417,421.88
22 1990 018	MISCELLANEOUS	5,000.00	0.00	4,505.56	90.11	494.44
22 1990 019	SPECIAL PROJECTS INDIRECT COSTS	5,000.00	0.00	0.00	0.00	5,000.00
Subtotal: LOCAL SOURCES		1,964,745.50	175,732.27	1,277,133.88	65.00	687,611.62
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	117,925.03	0.00	6,784.11	5.75	111,140.92
22 3900 013	STATE REVENUE: PART C FUNDS	50,000.00	3,453.40	42,866.78	85.73	7,133.22
22 3900 014	STATE REVENUE: PART B FUNDS	4,500.00	0.00	11,431.13	254.03	(6,931.13)
22 3900 106	CBI GRANT	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE SOURCES		172,425.03	3,453.40	61,082.02	35.43	111,343.01
22 4175 475	REGULAR IDEA PART B 611	1,654,908.00	132,443.00	714,422.00	43.17	940,486.00
22 4175 476	REGULAR IDEA PART B 611-PRIVATE SCHOOL	3,371.00	0.00	0.00	0.00	3,371.00
22 4186 486	REGULAR IDEA PART B 619	52,362.00	4,193.00	22,045.00	42.10	30,317.00
Subtotal: FEDERAL SOURCES		1,710,641.00	136,636.00	736,467.00	43.05	974,174.00
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	3,156.85	0.00	(3,156.85)
Subtotal: 5000		0.00	0.00	3,156.85	0.00	(3,156.85)
Fund Total:		3,847,811.53	315,821.67	2,077,839.75	54.00	1,769,971.78

Revenue Summary Report
Processing Month: 02/2017

Regular; Processing Month 02/2017; 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:	4,505,561.81	369,941.42	2,411,760.67	53.53	2,093,801.14

EXPENDITURE SUMMARY
Regular; Processing Month 02/2017; 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	\$62,901.86	\$4,439.06	\$38,249.06	60.81	\$24,652.80
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$271,215.73	\$11,699.97	\$119,378.65	44.02	\$151,837.08
2227	TECHNOLOGY SUPPORT	\$14,829.43	\$257.67	\$10,194.00	68.74	\$4,635.43
2319	BOARD OF EDUCATION SERVICES	\$16,443.46	\$0.00	\$9,451.60	57.48	\$6,991.86
2329	ADMINISTRATION	\$47,528.33	\$3,007.97	\$25,406.02	53.45	\$22,122.31
2529	ADMINISTRATION-FISCAL SERVICES	\$17,182.83	\$885.44	\$8,457.75	49.22	\$8,725.08
2542	OPERATION & MAINTENANCE BLDGS.	\$11,190.94	\$296.03	\$2,711.08	24.23	\$8,479.86
2545	VEHICLE SERVICE	\$222,457.70	\$7,626.89	\$140,235.07	63.04	\$82,222.63
2551	DRUG & ALCOHOL TESTING POOL	\$15,000.00	\$0.00	\$4,657.36	31.05	\$10,342.64
10	GENERAL FUND	\$678,750.28	\$28,213.03	\$358,740.59	52.85	\$320,009.69
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$85,188.75	\$0.00	\$83,630.45	98.17	\$1,558.30
1223	CENTER BASE DAY PROGRAMS	\$624,208.71	\$47,706.72	\$284,909.78	45.64	\$339,298.93
1226	EARLY CHILDHOOD SERVICES	\$333,429.76	\$23,770.73	\$155,586.76	46.66	\$177,843.00
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$0.00	\$12,589.97	0.00	(\$12,589.97)
2129	TRANSITION SUPPORT SERVICES	\$26,425.78	\$1,681.77	\$14,262.93	53.97	\$12,162.85
2142	PSYCHOLOGICAL SERVICES	\$503,835.38	\$33,850.95	\$233,100.87	46.27	\$270,734.51
2152	SPEECH PATHOLOGY SERVICES	\$1,050,064.85	\$77,742.31	\$509,434.49	48.51	\$540,630.36
2171	PHYSICAL THERAPY	\$299,728.31	\$21,721.58	\$176,697.54	58.95	\$123,030.77
2172	OCCUPATIONAL THERAPY	\$485,826.14	\$34,755.56	\$247,962.13	51.04	\$237,864.01
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$6,283.78	\$0.00	\$4,078.30	64.90	\$2,205.48
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$117,925.03	\$7,215.03	\$55,247.37	46.85	\$62,677.66
2227	TECHNOLOGY SUPPORT	\$39,315.36	\$1,483.49	\$16,724.70	42.54	\$22,590.66
2319	BOARD OF EDUCATION SERVICES	\$71,634.12	\$0.00	\$51,305.27	71.62	\$20,328.85
2329	ADMINISTRATION	\$250,581.95	\$17,316.25	\$148,403.79	59.22	\$102,178.16
2529	ADMINISTRATION-FISCAL SERVICES	\$75,890.30	\$5,097.26	\$48,713.19	64.19	\$27,177.11
2542	OPERATION & MAINTENANCE BLDGS.	\$37,473.31	\$1,543.39	\$12,912.63	34.46	\$24,560.68
22	SPECIAL EDUCATION FUND	\$4,007,811.53	\$273,885.04	\$2,055,560.17	51.29	\$1,952,251.36
	Grand Total:	\$4,686,561.81	\$302,098.07	\$2,414,300.76	51.52	\$2,272,261.05

Activity Fund Balance Report - Summary - Exclude Encumbrances
02/2017 - 02/2017

Regular; Beginning Month 02/2017; Processing Month 02/2017; 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	1,815.94	713.52	0.00	0.00
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	5,568.01	0.00	0.00	0.00	5,568.01
71 415 850	ELABO-AMT HELD FOR OTHERS	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	5,478.46	605.15	719.46	0.00	5,592.77
71 704 005	FUND BALANCE - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
71 760	UNASSIGNED FUND BALANCE	10.67	0.00	1.18	0.00	11.85
Fund Total: 71		15,972.18	2,421.09	1,434.16	0.00	14,985.25

Activity Fund Balance Report - Summary - Exclude Encumbrances
02/2017 - 02/2017

Regular; Beginning Month 02/2017; Processing Month 02/2017; 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	617,745.84	31,660.00	115.74	0.00	586,201.58
	Fund Total: 72	617,745.84	31,660.00	115.74	0.00	586,201.58

Northeast Educational Services Cooperative
Board of Directors Meeting
Tuesday, February 21, 2017

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Tuesday, February 21 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by President Koenecke at 7:00 P.M. and adjourned at 8:50 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; Evelyn Eagle, Enemy Swim Day School; Ron Gorder, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Christy Woodcock, Lake Preston; Hailey Peterson, Rosholt; Gloria Koerlin, Sioux Valley; Corrie Quale, Summit; Sandy Hinze, Waubay; Brad Howell, Waverly/South Shore; Joel Shoemaker, Webster; Paula Warkenthien, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Jared Engebretson, Grant-Deuel; Greg Schortzmann, Iroquois;

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: Jim Block, Webster

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

Call to Order

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

Agenda review, changes, and approval

Action #17043 Motion by C. Knutson, second by D. Lutkemeier, to approve the agenda with the following additions: 6c) Approval of work agreement for Wendi Lindner, Early Childhood Educator, \$34.73; 7e) Child Count Numbers; 7f) Contracting for Occupational Therapy Services; 7g) Staffing for 2017-2018; 7h) Shared services grant. All present voting in favor, motion carried.

Introduction of Guests

Jim Block, Isaac Gerdis, and Jared Tolzien were introduced as guests.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #17044 Motion by C. Akin, second by D. Fuller, to approve the financial report for the period ending January 2017. 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>
January 1, 2017	\$184,041.32	\$629,106.74	\$15,908.23	\$652,012.29
<u>Receipts:</u>				
Local Sources	\$2,675.61	\$179,308.44	\$1.55	\$37,514.13
State Sources		\$4,378.42		
Federal Sources		\$136,353.00		
Other	\$903.00	\$3,156.85	\$1,407.38	
<u>Total Monthly Receipts</u>	<u>\$9,746.52</u>	<u>\$323,196.71</u>	<u>\$1,408.93</u>	<u>\$37,514.13</u>
Total Gross Receipts	\$193,787.84	\$952,303.45	\$17,317.16	\$689,526.42
Less Salaries	\$20,021.74	\$250,063.23		
Less Disbursements	\$31,187.22	\$20,752.60	\$1,344.98	\$71,780.58
<u>Total Salaries & Disbursements</u>	<u>\$51,208.96</u>	<u>\$270,815.83</u>	<u>\$1,344.98</u>	<u>\$71,780.58</u>
Ending Cash Balance January 31, 2017	\$142,578.88	\$681,487.62	\$15,972.18	\$617,745.84

Consent Agenda

Action #17045 Motion by D. Fuller, second by C. Niemann, to approve the following items on the Consent Agenda: 6a) Approval of January 16, 2017 Board of Directors minutes; 6b) Approval of payment of February 2017 claims; 6c) Approval of work agreement for Wendi Lindner, Early Childhood Educator; \$34.73. All present voting in favor, motion carried.

February 2017 Accounts Payable

GENERAL FUND: APEX LEARNING APEX SEAT 125.00;BMO MASTERCARD PURCH SVCS, SPLYS, TRAVEL, PHONE 500.40;CENEX FLEETCARD MAINT & GASOLINE 4,462.34;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 11.55;CHRISTENSEN, BRICE FISCAL MILEAGE 8.02;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 1,039.41;DUST TEX SERVICE, INC. O&M - RUG RENTAL 6.42;ESTELLINE COMMUNITY OIL CO. MAINT 55.66;HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 1,055.74;JURGENSEN OIL MAINT 41.90;NESC IMPREST REIMBURSE IMPREST 46.77;NESC PAYROLL CLEARING FEBRUARY 2017 PAYROLL 19,947.21;NORTHLAND AUTO CENTER MAINT 246.92;OTTER TAIL POWER CO. O&M - ELECTRICITY 104.70;PALMLUND AUTOMOTIVE MAINT 24.95;ROUTE 15 BODY WORKS, INC MAINT 139.00;S & S AUTO MAINT 139.00;SD DEPT. OF REVENUE VEHICLES - TITLES, PLATES 48.60;STORMO, BEN O&M - SNOW REMOVAL 55.55;W.W. TIRE SERVICE FLEET MAINT 232.57;WEBSTER AUTO CARE MAINT 140.80;WEST UNIFIED COMMUNICATIONS ADMIN - CONFERENCE CALL 0.6

FUND TOTAL: \$28,433.20

SPECIAL EDUCATION FUND: BMO MASTERCARD PURCH SVCS, SPLYS, TRAVEL, PHONE 15,767.70; EC MILEAGE TO PARENT 83.16;BRITTON-HECLA SCHOOL DISTRICT SPEECH MILEAGE TO SCHOOL 33.18;CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE 909.65;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 30.38;CHILSON, GINA SPEECH MILEAGE TO STAFF 162.54;CHRISTENSEN, BRICE FISCAL MILEAGE 46.16;DUST TEX SERVICE, INC. O&M - RUG RENTAL 33.44;HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 1,117.59;NESC IMPREST REIMBURSE IMPREST 672.69;NESC PAYROLL CLEARING FEBRUARY 2017 PAYROLL 256,043.50;OTTER TAIL POWER CO. O&M - ELECTRICITY 545.64;STORMO, BEN O&M - SNOW REMOVAL 289.45;WEBSTER SCHOOL DISTRICT CB FACILITY USE FEE 406.40;WEST UNIFIED COMMUNICATIONS ADMIN - CONFERENCE CALL 3.96;WIESE, RITA SPEECH MILEAGE TO STAFF 23.94

FUND TOTAL: \$276,169.38

Discussion Items

February 8, 2017 Advisory Board meeting minutes

Director Aberle reviewed the minutes from the advisory meeting.

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Aberle gave his monthly report.

Agenda Format

We will be trying a tweak to the agenda format that adds a section titled "Action items after executive session".

Child Count Numbers

Director Aberle went through a history of the SPED child count numbers at NESC. The data shows that numbers are increasing at a higher pace than previous years.

Contracting for Occupation Therapy Services

Discussion was held on the possibly discontinuing the use of contracted occupational therapy service with Sanford Webster and filling the need with additional NESC staff. Discussion will be ongoing.

Staffing for 2017-2018

Director Aberle discussed how increasing child count numbers may lead to an increase in the need for additional NESC providers. The board was in agreement to advertise based on positional need.

Shared Services Grant

Discussion was held on a shared services grant. The grant itself would be with three member districts, who would then use purchased services to obtain services from an NESC curriculum director. There was some concern of whether the board would like to NESC resources to facilitate the shared services grant.

Action Items

Set ESY rates

Action #17046 Motion by T. Hlavacek, second by T. Gaikowski to set the ESY rates for summer 2017 as presented. All present voting in favor, motion carried.

	NESC Para	Certified Staff	Other Non-Certified Staff
2017 Rate	2016-2017 Hourly Rate	Based on 2016-17 contract salary; divided by # of day contract; divided by 8 hours per determine hourly rate. If certified staff does not work for either NESC or NESC District, it would be \$28.11 per hour	\$13.40 per hour

Set Reading Recovery Rates for Satellite Schools

Action #17047 Motion by H. Peterson, second by N. Koehlmoos to set the rates for satellite schools with no increase. All present voting in favor, motion carried.

Executive Session

Action #17048 Pursuant to SDCL 1-25-2(1) and 1-25-2(4) Motion by C. Knutson, second by J. Homola to enter executive session at 8:27 to discuss personnel and negotiations. All present voting in favor, motion carried.

President Koenecke declared the board out of executive session at 8:40.

Action Items after Executive Session

Action #17049 Motion by G. Koerlin, second by J. Homola to offer contract to Director Gerald Aberle with salary to be determined at a later date. All present voting in favor, motion carried.

Action #17050 Motion by C. Akin, second by A. Schuurman to offer contract to Business Manager Brice Christensen with salary to be determined at a later date. All present voting in favor, motion carried.

Action #17051 Motion by C. Knutson, second by T. Hlavacek to offer contract to Assistant Director Tim Frewing with salary to be determined at a later date. All present voting in favor, motion carried.

Action #17052 Motion by J. Shoemaker, second by A. Schuurman to hire Rodney Freeman as board negotiator for Units 1 and 2. All present voting in favor, motion carried.

Adjournment

Action #17053 With there being no further business, motion by R. Gorder, second by T. Gaikowski, to adjourn. All present voting in favor, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical Institute in Watertown, SD on Monday, March 20, 2017 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager

03/16/2017 07:59 AM

ACCOUNTS PAYABLE MARCH 2017

User ID: BPC

Vendor Name	Description	Amount
Checking Account: 1	Fund Number: 10 GENERAL FUND	
BMO MASTERCARD	PURCH SVCS, SUPPLIES, TRAVEL, PHONE	1,494.68
BROOKINGS REGISTER	BOARD- ADVERTISING	59.05
CENEX FLEETCARD	MAINT & GASOLINE	5,250.72
CHRISTENSEN, BRICE	FISCAL - MILEAGE	8.02
DAYS INN	READING RECOVERY TRAVEL	57.00
DELYLE'S SOUTH 81 SERVICE, INC.	MAINT	3,221.92
DON'S BODY SHOP	MAINT	487.22
DUST TEX SERVICE, INC.	O&M - RUG RENTAL	6.42
ESTELLINE COMMUNITY OIL CO.	MAINT	111.95
GOEHRING-STREET, KRIS	ADVANCED STUDY	74.00
HAMLIN COUNTY FARMERS COOP	MAINT & GASOLINE	1,013.42
JEFF'S VACUUM CENTER	O&M - REPAIRS	2.65
KORMANAGEMENT SERVICES, LLC	DRUG & ALCOHOL POOL	1,666.65
NESC IMPREST	REIMBURSE IMPREST	550.65
NESC PAYROLL CLEARING	MARCH 2017 PAYROLL	19,879.10
NESC SPECIAL REVENUE PROJECTS	QUARTER 2 EXPENSED MILEAGE	6,407.70
NORTHLAND AUTO CENTER	MAINT	46.02
OTTER TAIL POWER CO.	O&M - ELECTRICITY	64.90
PALMLUND AUTOMOTIVE	MAINT	293.73
PLAINSMAN	BOARD - ADVERTISING	28.64
PRAIRIE AG PARTNERS	MAINTENANCE	140.00
QUICK PRO LUBE	MAINT	36.02
REPORTER AND FARMER	BOARD - ADVERTISING	6.66
S & S AUTO	MAINT	32.28
SISSETON COURIER	BOARD - ADVERTISING	13.99
TOWN OF HAYTI	O&M - WATER AND SEWER	5.72
W.W. TIRE SERVICE	MAINT	1,373.03
WEBSTER AUTO CARE	MAINT	52.38
Fund Number: 10		42,384.52
Checking Account: 1	Fund Number: 22 SPECIAL EDUCATION FUND	
BMO MASTERCARD	PURCH SVCS, SUPPLIES, TRAVEL, PHONE	20,648.92
	EC MILEAGE TO PARENT	92.40
BRITTON-HECLA SCHOOL DISTRICT	SPEECH MILEAGE TO SCHOOL	132.72
BROOKINGS REGISTER	BOARD- ADVERTISING	339.95

Northeast Educational Services Cooperative
03/16/2017 07:59 AM

ACCOUNTS PAYABLE MARCH 2017

Page: 2
User ID: BPC

Vendor Name	Description	Amount
CHILSON, GINA	SPEECH MILEAGE TO STAFF	126.42
CHRISTENSEN, BRICE	FISCAL - MILEAGE	46.16
DUST TEX SERVICE, INC.	O&M - RUG RENTAL	33.44
GOEHRING-STREET, KRIS	ADVANCED STUDY	426.00
JEFF'S VACUUM CENTER	O&M - REPAIRS	13.83
JUTTINGS GROCERY	CB SUPPLIES	25.58
LUX, LOIS	SPEECH MILEAGE TO STAFF	40.32
	CB MILEAGE TO PARENT	196.56
NESC IMPREST	REIMBURSE IMPREST	1,444.16
NESC PAYROLL CLEARING	MARCH 2017 PAYROLL	252,337.68
NESC SPECIAL REVENUE PROJECTS	QUARTER 2 EXPENSED MILEAGE	65,764.16
OTTER TAIL POWER CO.	O&M - ELECTRICITY	338.20
PLAINSMAN	BOARD - ADVERTISING	164.86
REPORTER AND FARMER	BOARD - ADVERTISING	38.34
SISSETON COURIER	BOARD - ADVERTISING	80.51
SOUTH DAKOTA DEPARTMENT OF EDUCATION	GRANT-DEUEL MOE	61,596.00
TOWN OF HAYTI	O&M - WATER AND SEWER	29.78
WIESE, RITA	SPEECH MILEAGE TO STAFF	31.92

Fund Number: 22

Checking Account: 1

403,947.91

446,332.43

Transaction Search - Company

All amounts are tax inclusive and displayed in their billing currency

As an administrator you may make adjustments to these transactions

Bank of Montreal - MasterCard, Statement Period 02/06/2017 to 03/05/2017

Mapped Cards

Nelson Anneke

Posting Date	Tran Date	Account	Supplier	Amount		
02/09/2017	02/07/2017	XXXX-XXXX-XXXX-6797	Americinn Lodge & Suit	61.96	✓	✓
02/09/2017	02/08/2017	XXXX-XXXX-XXXX-6797	Americinn Lodge & Suit	-4.96	✓	✓
03/03/2017	03/03/2017	XXXX-XXXX-XXXX-6797	Finance Debit Adjustment - Interest Purchases @ 10.25000% To 05mar	0.69	?	
				Debit Total USD	62.65	
				Credit Total USD	-4.96	
				Total USD	57.69	

Boyd Brenda

Posting Date	Tran Date	Account	Supplier	Amount		
02/17/2017	02/16/2017	XXXX-XXXX-XXXX-1375	Daktech Computers	799.00	✓	✓
03/03/2017	03/03/2017	XXXX-XXXX-XXXX-1375	Finance Debit Adjustment - Interest Purchases @ 10.25000% To 05mar	5.95	?	
				Debit Total USD	804.95	
				Credit Total USD	0.00	
				Total USD	804.95	

Christensen Brice

Posting Date	Tran Date	Account	Supplier	Amount		
02/09/2017	02/08/2017	XXXX-XXXX-XXXX-5117	Hy Vee 1871	34.24	✓	✓
02/10/2017	02/10/2017	XXXX-XXXX-XXXX-5117	Amazon.Com	21.49	✓	✓
02/14/2017	02/14/2017	XXXX-XXXX-XXXX-5117	Ncs Pearson	114.10	✓	✓
02/15/2017	02/14/2017	XXXX-XXXX-XXXX-5117	Pro Ed Inc	225.50	✓	✓
02/15/2017	02/14/2017	XXXX-XXXX-XXXX-5117	Marshall County Health	7,652.51	✓	✓
02/15/2017	02/14/2017	XXXX-XXXX-XXXX-5117	Sanford Credit Card Pm	8,447.53	✓	✓
02/15/2017	02/15/2017	XXXX-XXXX-XXXX-5117	Vzwlss*my Vz Vb P	309.38	✓	✓
02/16/2017	02/14/2017	XXXX-XXXX-XXXX-5117	Time Management System	112.28	✓	✓
02/16/2017	02/15/2017	XXXX-XXXX-XXXX-5117	Watertown Po	396.93	✓	✓
02/16/2017	02/15/2017	XXXX-XXXX-XXXX-5117	Interstate Telecomm Co	475.04	✓	✓
02/20/2017	02/18/2017	XXXX-XXXX-XXXX-5117	Innovative Office Solu	72.17	✓	✓
02/23/2017	02/22/2017	XXXX-XXXX-XXXX-5117	Innovative Office Solu	48.97	✓	✓
02/23/2017	02/22/2017	XXXX-XXXX-XXXX-5117	Innovative Office Solu	333.09	✓	✓
02/24/2017	02/25/2017	XXXX-XXXX-XXXX-5117	Amazon Mktplace Pmts	339.37	✓	✓
02/27/2017	02/26/2017	XXXX-XXXX-XXXX-5117	Amazon.Com Amzn.Com/bi	199.44	✓	✓
02/28/2017	02/27/2017	XXXX-XXXX-XXXX-5117	Amazon Mktplace Pmts	63.98	✓	✓

02/28/2017	02/27/2017	XXXX-XXXX-XXXX-5117	Bestbuycom796986026207	1,049.99	✓	✓
03/01/2017	03/01/2017	XXXX-XXXX-XXXX-5117	Ltd Commodities	186.77	✓	✓
03/01/2017	03/01/2017	XXXX-XXXX-XXXX-5117	Hmco *books	370.35	✓	✓
03/02/2017	03/01/2017	XXXX-XXXX-XXXX-5117	Hy Vee 1871	29.97	✓	✓
03/03/2017	03/01/2017	XXXX-XXXX-XXXX-5117	Eai Education	188.52	✓	✓
03/03/2017	03/03/2017	XXXX-XXXX-XXXX-5117	Finance Debit Adjustment - Interest Purchases @ 10.25000% To 05mar	205.06	?	
				Debit Total USD	20,876.68	
				Credit Total USD	0.00	
				Total USD	20,876.68	

Center Base Castlewood

Posting Date	Tran Date	Account	Supplier	Amount		
03/03/2017	03/03/2017	XXXX-XXXX-XXXX-7846	Finance Debit Adjustment - Interest Purchases @ 10.25000% To 05mar	0.94	?	
				Debit Total USD	0.94	
				Credit Total USD	0.00	
				Total USD	0.94	

Center Base Hamlin

Posting Date	Tran Date	Account	Supplier	Amount		
02/17/2017	02/17/2017	XXXX-XXXX-XXXX-7820	Apl* Itunes.Com/bill	4.25	?	✓
				Debit Total USD	4.25	
				Credit Total USD	0.00	
				Total USD	4.25	

Aberle Jerry

Posting Date	Tran Date	Account	Supplier	Amount		
02/14/2017	02/03/2017	XXXX-XXXX-XXXX-7027	Days Inns/Daystop	-85.91	X	!
02/23/2017	02/21/2017	XXXX-XXXX-XXXX-7027	Pizza Hut	26.28	✓	✓
03/03/2017	03/03/2017	XXXX-XXXX-XXXX-7027	Finance Debit Adjustment - Interest Purchases @ 10.25000% To 05mar	1.21	?	
				Debit Total USD	27.49	
				Credit Total USD	-85.91	
				Total USD	-58.42	

Reinhiller Lisa

Posting Date	Tran Date	Account	Supplier	Amount		
02/10/2017	02/08/2017	XXXX-XXXX-XXXX-1409	Holiday Inn Express	57.00	✓	✓
02/15/2017	02/13/2017	XXXX-XXXX-XXXX-1409	Holiday Inn Express	57.00	✓	✓
03/03/2017	03/03/2017	XXXX-XXXX-XXXX-1409	Finance Debit Adjustment - Interest Purchases @ 10.25000% To 05mar	2.91	?	
				Debit Total USD	116.91	
				Credit Total USD	0.00	
				Total USD	116.91	

Admin Nesc

Posting Date	Tran Date	Account	Supplier	Amount		
03/03/2017	03/03/2017	XXXX-XXXX-XXXX-5997	Finance Debit Adjustment - Interest Purchases @ 17.50000% To 05mar	1.36	?	
				Debit Total USD	1.36	
				Credit Total USD	0.00	

Total USD 1.36

Special Olympics Nesc

Posting Date	Tran Date	Account	Supplier	Amount		
02/17/2017	02/17/2017	XXXX-XXXX-XXXX-9475	Farmers Union 07073083	47.06	✓	✓
				Debit Total USD	47.06	
				Credit Total USD	0.00	
				Total USD	47.06	

Therapy 1 Occupational

Posting Date	Tran Date	Account	Supplier	Amount		
02/27/2017	02/23/2017	XXXX-XXXX-XXXX-7721	Radisson Hotel Mpls/St	240.08	✓	✓
				Debit Total USD	240.08	
				Credit Total USD	0.00	
				Total USD	240.08	

Psychology 2 School

Posting Date	Tran Date	Account	Supplier	Amount		
03/03/2017	03/03/2017	XXXX-XXXX-XXXX-2168	Finance Debit Adjustment - Interest Purchases @ 10.25000% To 05mar	0.16		?
				Debit Total USD	0.16	
				Credit Total USD	0.00	
				Total USD	0.16	

Dewitt Shawn

Posting Date	Tran Date	Account	Supplier	Amount		
02/08/2017	02/07/2017	XXXX-XXXX-XXXX-1417	Dropbox*22q72nfl2zqx	99.00	✓	✓
				Debit Total USD	99.00	
				Credit Total USD	0.00	
				Total USD	99.00	

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday March 1, 2017

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, March 1, 2017 at Hy-Vee in Watertown, South Dakota. The meeting was called to order by Chairman Stewart at 10:05 A.M. and adjourned at 11:32 A.M.

Present: Justin Downes, Arlington; Steve Benson, Britton-Hecla; Luanne Warren, Clark; Kevin Keenaghan, Deubrook; Dean Christensen, Deuel; Virginia Dolney, Enemy Swim; Jim Lentz, Estelline; Gary Leighton, Florence; Al Stewart, Grant-Deuel; Patrick Kraning, Hamlin; Steve Zirbel, Henry; Mike Ruth, Iroquois; Tim Casper, Lake Preston; Tess Appel, Rosholt; Laura Schuster, Sioux Valley; Dean Jones, Waubay; John Bjorkman, Waverly; James Block, Webster; Scott Klaudt, Willow Lake;

Absent: Keith Fodness, Castlewood; Abi Van Regenmorter, De Smet; Kurt Jensen, Summit; Larry Hulscher, Wilmot

Others Attending: Jerry Aberle, Director; Brice Christensen, Business Manager; Tim Frewing, Assistant Director; Chad Schiernbeck, Deuel; Jon Meyer, Waverly

ADVISORY BOARD AGENDA

Financial Report

Business Manager Christensen reviewed the financial report for January 2017.

Comprehensive Plans

School districts need to re-certify comprehensive plans annually. Once they have been re-certified administrators are to let NESC know the date of recertification.

Contracting for OT Services

Discussion was held on the possibility of hiring additional staff and to discontinue contracting services with Sanford Webster, and discontinuing contracted OT service with Marshall County Health for Wilmot. Possible savings figures of \$30,000 were given. There was mixed support among the group.

Motion Christensen, second Zirbel to recommend moving forward with discontinuing service with Sanford Webster completely, Marshall County health in Wilmot, and hire NESC staff to cover need if savings are at least \$20,000.

Aye: Arlington, Britton-Hecla, Clark, Deuel, Elkton, Estelline, Grant-Deuel, Henry, Iroquois, Lake Preston, Sioux Valley, Waverly.

Nay: Deubrook, Enemy Swim, Florence, Hamlin, Rosholt, Waubay, Webster, Willow Lake.

Motion Passes 12-8.

Reading Recovery 2017-2018

Director Aberle informed the board that Brookings has still not indicated they will participate in Reading Recovery in FY18.

Hiring Employees for Shared Services Grant

Discussion was held on how a shared services grant would work when using an NESC employee. NESC would employ the person, and would collect indirect cost from schools involved in the grant.

Motion Block, second Christensen to recommend to the board of directors that the cooperative continue to have the option of being involved in shared services.

Detailed Child Count Information

Director Aberle reviewed figures of increasing SPED child count numbers in the cooperative. The could result in the need for increased staff in some areas.

CPI (Crisis Prevention Intervention)

Director Aberle gave information about CPI training. This is something NESC can help with in regard to training employees. If any school is interested they are to let Jerry know.

Adjournment

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

Brice Christensen, Business Manager

Contracted OT Services Board of Directors March 20, 2017

Sanford Webster currently providing OT services to Webster, Enemy Swim, Waubay, and Summit
Marshall County Avera Britton is currently providing OT services to Wilmot

Amount paid by NESC to Sanford Webster:

14-15 school year—Sanford Webster--\$101,392.40
15-16 school year—Sanford Webster--\$82,491.94

For 7 month comparisons:

2014-2015 July-January \$60,136.54
2015-2016 July-January \$47,802.50
2016-2017 July-January \$41,390.29

Amount paid by NESC to Marshall County Healthcare Center--Avera for 2015-2016 for Wilmot District only was \$15,473.36. This amount only includes for service time and travel time. It does not include any amount charged by Avera Marshall County for the federal mileage rate.

2015-16

Sanford Webster cost:	\$82,491.94	\$82,389.73
Marshall County cost (Wilmot only):	\$15,473.36	
Total	\$97,965.30	\$97,863.09

NESC 2016-17 Average Cost of OT (Occupational Therapist)—Salary and Benefits only--\$66,500.12

NESC Average Cost of COTA (Certified Occupational Therapy Assistant)—Salary and Benefits only--\$46,623.00

	Option 1		Option 2	Option 3
	1.0 FTE OT	1.0 FTE COTA	1 day/week OT; 1.0 FTE COTA	2 day/week OT; 1.0 FTE COTA
Cost for Sanford/Marshall County	\$97,863.09	\$97,965.30	\$97,863.09	\$97,863.09
NESC Salary & Benefits	\$66,500.12	\$46,623.00	\$59,923.02	\$73,223.05
Supplies	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Laptop	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Professional Development	<u>\$1,500.00</u>	<u>\$1,500.00</u>	<u>\$1,500.00</u>	<u>\$1,500.00</u>
Possible Savings	\$27,362.97	\$47,342.30	\$33,940.07	\$20,640.04

What FTE will be needed for position?

Method 1: Based on a review of Sanford Webster billing we need .82 FTE for Webster, Waubay, Enemy Swim, and Summit. This would allow for a .18 FTE (7.2 hours a week) for Wilmot.

Method 2: Based on IEP service minutes for Webster, Waubay, Enemy Swim, Summit, and Wilmot we estimated a .78 FTE (3.9 days). This would allow for .22 (8.8 hours a week) for travel, meetings, and evaluations.

Sanford Webster OT Minutes Billed

Week of	OT	OTA	Total Minutes	Total Hours	FTE	Adjusted FTE
Sept 5-9	760	1765	2525	42.08	1.05	1.05
Sept 12-16	355	1290	1645	27.42	0.69	0.69
Sept 19-23	190	1235	1425	23.75	0.59	0.59
Sept 26-30	280	1620	1900	31.67	0.79	0.79
Oct 3-7	430	705	1135	18.92	0.47	0.47
Oct 10-14	420	1740	2160	36.00	0.90	0.90
Oct 17-21	420	1670	2090	34.83	0.87	0.87
Oct 24-28	410	1670	2080	34.67	0.87	0.87
Oct 31-4	295	1585	1880	31.33	0.78	0.78
Nov 7-11	160	870	1030	17.17	0.43	0.43
Nov 14-18	235	1620	1855	30.92	0.77	0.77
Nov 21-25	180	590	770	12.83	0.32	0.32
Nov 28-2	570	1935	2505	41.75	1.04	1.04
Dec 5-9	425	1285	1710	28.50	0.71	0.71
Dec 12-16	405	1610	2015	33.58	0.84	0.84
Dec 19-23	355	1665	2020	33.67	0.84	0.84
Dec 26-30	50	0	50	0.83	0.02	0.02
Jan 2-6	250	1160	1410	23.50	0.59	0.59
Jan 9-13	485	1770	2255	37.58	0.94	0.94
Jan 16-20	475	1730	2205	36.75	0.92	0.92
Jan 23-27	140	1665	1805	30.08	0.75	0.75
					0.72	0.82

FTE for Service Minutes

	# of OT Students	Sessions per Week	Minutes per Session	Total Weekly Minutes	Hours per District
Enemy Swim	13	2	30	780	13.5
	1	1	30	30	
Summit	4	2	30	240	4.0
			20	0	
Waubay	2	2	30	120	2.5
	1	1	30	30	
Webster	7	2	30	420	9.0
	2	3	20	120	
Wilmot	5	2	30	300	5.0

35 Total # of OT Students

34.0 Total Hours per Week

0.85 Estimated Service FTE

Possible Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
A.M.	Webster	Webster	Enemy Swim	Webster	Enemy Swim
P.M.	Summit	Summit	Enemy Swim	Summit	Enemy Swim
	Wilmot	Wilmot	Waubay	Wilmot	Waubay

**OT/COTA Applicants
Board of Directors
March 20, 2017**

Applicant	Licensure	Approximate Years of Experience
Applicant 1	Occupational Therapist	10 years
Applicant 2	Occupational Therapy Assistant	6 years
Applicant 3	Occupational Therapy Assistant	10+
Applicant 4	Occupational Therapy Assistant	0 years
Applicant 5	Occupational Therapy Assistant	1 year
Applicant 6	Occupational Therapy Assistant	2 years
Applicant 7	Occupational Therapy Assistant	1
Applicant 8	Occupational Therapy Assistant	1-2
Applicant 9	Occupational Therapy Assistant	3
Applicant 10	Occupational Therapy Assistant	5

**Current Rates as Compared to Proposed New Rates
February 2017
Sanford Webster Billing**

Current Rates			
	Per Hour	Hours	Total
OT	\$ 63.75	29.08	\$ 1,853.85
COTA	\$ 53.25	108	<u>\$ 5,751.00</u>
			\$ 7,604.85

New Rates			
	Per Hour	Hours	Total
OT	\$ 59.75	29.08	\$ 1,737.53
COTA	\$ 51.00	108	<u>\$ 5,508.00</u>
			\$ 7,245.53

Savings \$ 359.32 Per Month

Effects on School Psychologists Budget for Additional FTE

FY17 Actual (current)							
Employee	FTE	Contract Days	Total				
Psych 1	1.00	190	\$ 70,033.77				
Psych 2	1.00	190	\$ 79,891.25				
Psych 3	0.90	170	\$ 72,179.68				
Psych 4	1.00	190	\$ 73,579.65				
Psych 5	1.00	190	\$ 66,618.13				
Psych 6	0.95	180.5	\$ 61,532.78				
Achievement Tester	0.20	26	\$ 9,496.18				
Psychology Service Total	6.05		\$ 433,331.43				
Option 1				Option 2			
Employee	FTE	Contract Days	Total				
Psych 1	0.80	152	\$ 55,674.50	Psych 1	0.80	152	\$ 55,674.50
Psych 2	1.00	190	\$ 79,450.60	Psych 2	1.00	190	\$ 79,450.60
Psych 3	0.90	170	\$ 71,831.28	Psych 3	0.90	170	\$ 71,831.28
Psych 4	1.00	190	\$ 73,139.00	Psych 4	1.00	190	\$ 73,139.00
Psych 5	1.00	190	\$ 66,177.48	Psych 5	1.00	190	\$ 66,177.48
Psych 6	1.00	190	\$ 63,968.92	Psych 6	1.00	190	\$ 63,968.92
New Employee	1.00	190	\$ 69,593.12	New Employee	1.00	190	\$ 69,593.12
				Achievement Tester	0.20	26	\$ 9,496.18
Psychology Service Total	6.70		\$ 479,834.89	Psychology Service Total	6.90		\$ 489,331.07
Increase with New Employee 1.0 FTE \$ 46,503.46				Increase with New Employee 1.0 FTE \$ 55,999.64			
		FTE +	0.65			FTE +	0.85
.75 FTE Employee \$ 52,194.84				.75 FTE Employee \$ 52,194.84			
Increase with New Employee .75 FTE \$ 29,105.18				Increase with New Employee .75 FTE \$ 38,601.36			
		FTE +	0.40			FTE +	0.60
.5 FTE Employee \$ 32,016.18				.5 FTE Employee \$ 32,016.18			
Increase with New Employee .5 FTE \$ 8,926.51				Increase with New Employee .5 FTE \$ 18,422.69			
		FTE +	0.15			FTE +	0.35

March 16, 2017

Northeast Educational Services Cooperative
310 5th St.
PO Box 327
Hayti, SD 57241

Dear Board of Directors:

I greatly enjoy working with my colleagues at Northeast Educational Services Cooperative and with the staff, students, and parents with the districts I collaborate with. I appreciate the opportunity that I have been given. I would like to request a change to a .80 work-time contract.

Thank you.

Sincerely,

Angie Nelson

Angie Nelson
School Psychologist

cc: Jerry Aberle and Tim Frewing

**Shared Services Grant
Board of Directors
March 20, 2017**

- ✓ School Districts have applied for shared services grant from DOE.
 - Elkton and DeSmet
 - Hamlin, Willow Lake, and Estelline
- ✓ Services would be purchased from NESC.
 - Preparing for and review results from district/state testing. Preparing for and leading PLC time
 - Instructional coaching in the classroom, Standards study
 - Curriculum alignment, support, advancement, Coaching for implementation of new initiatives
 - Smarter Balanced Assessment support, Researching/supporting intervention strategies (Tier 2 and Tier 3)
 - Implementation of science standards, Technology coaching and trouble shooting
 - Writing in the content areas, Organizing and leading professional book studies
 - On-site targeted professional development, Attending Curriculum Directors' and/or state-wide meetings
- ✓ NESC would employ the two individuals who would provide these services.
 - Both of the employees are current employees of ESA 1/NESC
- ✓ Unrestricted indirect cost rate 7.7%
- ✓ Concept is not new; before DOE offered the shared services grant, our ESA was already doing things like this for districts.

By-Laws
ARTICLE II
Creation, Purpose, and Limits

2.1 There is hereby created and established as a legal entity, an educational services unit as authorized by SDCL 13-5-31 and 32, and SDCL 13-37-14.2, and pursuant to the provisions of SDCL Chapter 1-24 inclusive, to exercise the powers, privileges and authority of the Members as herein provided.

2.2 The NESC shall assist member districts in providing appropriate educational services for all children and to offer, on a cooperative basis, services that districts would not be able to provide as effectively or as economically acting alone.

Non-core services that we currently offer:

- Reading Recovery
- Center Base (Special Education)
- Paper purchase
- Apex purchase
- Educational Specialist (Special Education)
- Medicaid Billing
- Providing services and billing for Part C
- Bus Driver Drug and Alcohol Pool

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday March 20, 2017 - 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. Conflicts of Interest
5. Approval of February, 2017 financial report
6. Consent Agenda
 - a. Approval of February 21, 2017 meeting minutes
BOARD ACTION: _____

 - b. Approval of payment of March, 2017 budget claims
BOARD ACTION: _____

 - c. _____
BOARD ACTION: _____

7. Discussion Items
 - a. March 1, 2017 Advisory Board meeting minutes
BOARD ACTION: _____

 - b. Assistant Director's report
BOARD ACTION: _____

 - c. Director's report
BOARD ACTION: _____

d. Reading Recovery update

BOARD ACTION: _____

e. Property and liability quotes

BOARD ACTION: _____

f. _____

BOARD ACTION: _____

g. _____

BOARD ACTION: _____

8 Action Items

a. Subcontracting Occupational Therapy services for the Webster, Summit, Enemy Swim and Wilmot Districts

BOARD ACTION: _____

b. Approval of additional FTE for the Occupational Therapy Department

BOARD ACTION: _____

c. Approval of additional FTE for the School Psychological Department

BOARD ACTION: _____

d. _____

BOARD ACTION: _____

9. Executive Session

- a. Personnel---SDCL 1-25-2(1)
- b. Negotiations---SDCL 1-25-2(4)

10. Action Items after Executive Session.

- a. Issue RIF (Reduction in Force) notices
- b.