

July 13, 2017

## **Hello NESC Board of Directors**

### **Meeting Location:**

Our July meeting will be held Monday, July 17, 2017 in Watertown, SD.

**The meeting will be held at Lake Area Technical Institute.** The meeting will begin at **7:00 P.M.**

**Debbe Koenecke**  
PRESIDENT  
BOARD OF DIRECTORS

**Jerry Aberle**  
DIRECTOR  
Jerry.Aberle@k12.sd.us

**Tim Frewing**  
ASSISTANT DIRECTOR  
Tim.Frewing@k12.sd.us

**Brice Christensen**  
BUSINESS MANAGER  
Brice.Christensen@k12.sd.us

#### MEMBER DISTRICTS

- Arlington #38-1
- Britton-Hecla #45-4
- Castlewood #28-1
- Clark #12-2
- De Smet #38-2
- Deubrook #5-6
- Deuel #19-4
- Elkton #5-3
- Enemy Swim Day School
- Estelline #28-2
- Florence #14-1
- Grant-Deuel #25-3
- Hamlin #28-3
- Henry #14-2
- Iroquois #2-3
- Lake Preston #38-3
- Rosholt #54-4
- Sioux Valley #5-5
- Summit #54-6
- Waubay #18-3
- Waverly #14-5
- Webster Area #18-5
- Willow Lake #12-3
- Wilmot #54-7

## Northeast Educational Services Cooperative

P.O. Box 327 • Hayti, South Dakota 57241  
605-783-3607 • Fax 605-783-3259

July 12, 2017

Dear NESC Board Members:

Thank you for representing your district on the Board of Directors for Northeast Educational Services Cooperative.

Our July board meeting will be held on Monday, July 17, 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.

Enclosed/attached are several documents for your review prior to the meeting.

See you Monday evening at 7:00 pm.

Sincerely yours,



Jerry Aberle

# **NESC BOARD OF DIRECTORS' MEETING**

Proposed Agenda  
Date: July 17, 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**

## **2016-17 FISCAL YEAR**

1. Call to order
2. Agenda review, changes, and approval
3. Introduction of guests
4. Conflicts of Interest
5. Approval of June 2017 financial report
6. Consent Agenda
  - a. Approval of June 19, 2017 meeting minutes
  - b. Approval of payment of final FY 17 budget claims
7. Appoint Business Manager as President Pro-Tem
8. Adjourn meeting for FY 2017

## **2017-18 FISCAL YEAR**

1. Call to order
2. Elect President
3. Elect Vice President
4. FY 2018 budget hearing
5. Adopt FY 2018 budget
6. Consent Agenda
  - a. Approval of July 2017 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 Unit 2 Negotiated Agreement
  - n. Approve contract amendments for Unit 2 employees and Unit 1 employee—Maria Meyer
  - o.
7. Discussion Items
  - a. Assistant Director's Report
  - b. Director's Report
  - c. NESC Board Policies
  - d. NESC Board of Directors—District representatives for 2017-18
  - e.
8. Action Items
  - a. Approve of NPIP (Northern Plains Insurance Pool) agreement
  - b.
9. Executive Session (If needed)
  - a. Personnel—SDCL 1-25-2(1)
  - b. Negotiations—SDCL 1-25-2(4)
10. Action Items after Executive Session
  - 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**

### **2016-17 FISCAL YEAR**

- 1. Call to order**
- 2. Agenda review, changes, and approval**
- 3. Introduction of guests**
- 4. Conflicts of Interest**
- 5. Approval of June 2017 financial report**
- 6. Consent Agenda**
  - a. **Approval of June 19, 2017 meeting minutes.** Please review enclosed minutes.
  - b. **Approval of payment of final FY 17 budget claims.** Please review the enclosed budget claims.
- 7. Appoint Business Manager as President Pro-Tem**
- 8. Adjourn meeting for FY 2016**

### **2017-18 FISCAL YEAR**

- 1. Call to order**
- 2. Elect President**
- 3. Elect Vice President**
- 4. FY 2018 budget hearing.** Brice will present the FY 2018 budget.
- 5. Adopt FY 18 budget.** The Board needs to adopt the FY 18 budget.
- 6. Consent Agenda**
  - a. **Approval of July 2017 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 Unit 2 Negotiated Agreement.** Unit 2 negotiations have been completed.
  - n. **Approve contract amendment for Unit 2 employees and Unit 1 employee—Maria Meyer.** Please review the enclosed list.
  - o.
- 7. Discussion Items**
  - a. **Assistant Director's Report**
  - b. **Director's Report**
  - c. **Board Policies.** Several board policies will be reviewed.
  - d. **NESC Board of Directors—District Representatives for 2017-18 and preferred method of receiving correspondence**
  - e.
- 8. Action Items**
  - a. **Approve NPIP Agreement.** This agreement was discussed last month. Action should be take this month.
- 9. Assistant Director's Report**
- 10. Director's Report**
- 11. Executive Session (If needed)**
- 12. Action Items after Executive Session.**
  - a.
  - b.



# 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
<b>CASH BALANCE</b>					
June 1, 2017	\$255,971.16	\$661,876.45	\$23,103.17	\$1,786,589.00	\$2,727,539.78

**Receipts:**

**Local Sources:**

1312 Center Base Tuition		\$94,296.50			\$94,296.50
1332 Extended School Year Tuition					\$0.00
1510 Interest	\$78.20	\$134.73	\$1.26	\$493.37	\$707.56
1941 ESA 1 OTHER SOURCES					\$0.00
1941 ESA 1 LEA Assessments	\$26,100.00				\$26,100.00
1941 SD COUNTS Other LEAs					\$0.00
1971 Insurance Premiums				\$1,727,465.72	\$1,727,465.72
1990 Charges For Service				\$36,970.00	\$36,970.00
1990 SPED Assessments		\$107,785.76			\$107,785.76
1990 General Fund Assessment	\$1,802.74				\$1,802.74
1990 Reading Recovery	\$3,839.64				\$3,839.64
1990 Reading Recovery-Other LEAs	\$5,459.00				\$5,459.00
1990 Miscellaneous	\$2,250.00	\$3,616.00			\$5,866.00
1990 Northern Plains	\$2,500.00				\$2,500.00
1990 Special Projects-Indirect Cost					\$0.00
1990 Drug & Alcohol Pool	\$1,635.84				\$1,635.84
1990 Expensed Mileage					\$0.00

**State Sources:**

3119 Grants-in-Aid: Ed. Specialist					\$0.00
3900 Part C Funds		\$3,053.27			\$3,053.27
3900 Part B Funds					\$0.00
3900 ESA 1	\$9,486.00				\$9,486.00

**Federal Sources:**

4152 Title IIB (SD COUNTS)					\$0.00
4175 IDEA Part B 611		\$136,740.00			\$136,740.00
4175 IDEA Part B 611-Private					\$0.00
4186 IDEA Part B 619		\$4,191.00			\$4,191.00

**Other Receipts:**

120 Accounts Receivable					\$0.00
140 Due from other Governments					\$0.00
Other Receipts			\$134.00	\$529,290.00	\$529,424.00

<b>Total Monthly Receipts</b>	<b>\$53,151.42</b>	<b>\$349,817.26</b>	<b>\$135.26</b>	<b>\$2,294,219.09</b>	<b>\$2,697,323.03</b>
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Total Gross Receipts	\$309,122.58	\$1,011,693.71	\$23,238.43	\$4,080,808.09	\$5,424,862.81
Manual Journal Entry					\$0.00
Manual Journal Entry Revenue					\$0.00

<b>Less Salaries &amp; Disbursements</b>					
Salaries	\$21,050.47	\$254,530.54			\$275,581.01
Disbursements	\$12,284.01	\$29,213.99	\$2,778.77	\$31,660.00	\$75,936.77
<b>Less Total Salaries &amp; Disbursements</b>	<b>\$33,334.48</b>	<b>\$283,744.53</b>	<b>\$2,778.77</b>	<b>\$31,660.00</b>	<b>\$351,517.78</b>

<b>CASH BALANCE</b>					
June 30, 2017	<b>\$275,788.10</b>	<b>\$727,949.18</b>	<b>\$20,459.66</b>	<b>\$4,049,148.09</b>	<b>\$5,073,345.03</b>

**Balance Sheet**

Clearing Account XX-101-002	\$20.00	\$80.00	\$0.00	\$112,272.27	\$112,372.27
Checking Account XX-101	\$20,192.69	\$45,696.13	\$14,825.59	\$3,936,875.82	\$4,017,590.23
Money Market Savings XX-105	\$255,575.41	\$599,892.27	\$5,634.07	\$0.00	\$861,101.75
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
<b>TOTALS</b>	<b>\$275,788.10</b>	<b>\$727,949.18</b>	<b>\$20,459.66</b>	<b>\$4,049,148.09</b>	<b>\$5,073,345.03</b>
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Regular; Processing Month 06/2017; 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	78.20	580.39	193.46	(280.39)
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	(43,863.52)	26,290.70	35.26	48,263.52
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	(17,967.44)	3,985.39	18.47	17,588.78
10 1990 009	NON-SP.ED. ASSESSMENTS	21,382.70	1,840.73	21,382.68	100.00	0.02
10 1990 012	READING RECOVERY ASSESSMENTS	49,110.16	(110.66)	45,708.58	93.07	3,401.58
10 1990 013	READING RECOVERY-OTHER LEAs	13,791.70	5,459.00	13,791.70	100.00	0.00
10 1990 018	MISCELLANEOUS	0.00	2,250.00	4,481.31	0.00	(4,481.31)
10 1990 020	NORTHERN PLAINS	24,000.00	2,500.00	30,000.00	125.00	(6,000.00)
10 1990 073	D&A POOL ASSESSMENTS	15,000.00	(5,358.70)	8,004.63	53.36	6,995.37
10 1990 200	EXPENSED MILEAGE FROM SPED	262,950.00	48,287.78	257,293.90	97.85	5,656.10
Subtotal: LOCAL SOURCES		511,948.86	(6,884.61)	443,805.19	86.69	68,143.67
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	1,500.00	1,500.00	250.00	(900.00)
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	7,986.00	19,386.00	129.24	(4,386.00)
10 3900 111	ESA 1 TEACHER TRAINING	0.00	0.00	4,168.00	0.00	(4,168.00)
Subtotal: STATE SOURCES		47,172.40	9,486.00	32,314.40	68.50	14,858.00
10 4152 016	TITLE II PART B SD COUNTS	98,629.02	26,952.00	100,493.00	101.89	(1,863.98)
Subtotal: FEDERAL SOURCES		98,629.02	26,952.00	100,493.00	101.89	(1,863.98)
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	29,553.39	596,053.50	90.62	61,696.78

Regular; Processing Month 06/2017; 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	53,009.32	538,324.29	86.24	85,884.41
22 1312 100	TUITION-ESY	81,817.75	0.00	83,630.31	102.22	(1,812.56)
22 1510	INTEREST	1,500.00	401.44	2,104.81	140.32	(604.81)
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	109,927.79	1,247,213.88	100.00	5.17
22 1990 018	MISCELLANEOUS	5,000.00	3,616.00	10,596.56	211.93	(5,596.56)
22 1990 019	SPECIAL PROJECTS INDIRECT COSTS	5,000.00	12,067.23	12,067.23	241.34	(7,067.23)
	Subtotal: LOCAL SOURCES	1,964,745.50	179,021.78	1,893,937.08	96.40	70,808.42
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	117,925.03	23,035.72	95,939.45	81.36	21,985.58
22 3900 013	STATE REVENUE: PART C FUNDS	50,000.00	3,053.27	56,424.75	112.85	(6,424.75)
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	26,088.99	163,795.33	95.00	8,629.70
22 4175 475	REGULAR IDEA PART B 611	1,654,908.00	538,868.00	1,654,908.00	100.00	0.00
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	17,745.00	52,362.00	100.00	0.00
	Subtotal: FEDERAL SOURCES	1,710,641.00	556,613.00	1,707,270.00	99.80	3,371.00
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	761,723.77	3,768,159.26	97.93	79,652.27

**Revenue Summary Report**

Processing Month: 06/2017

Regular; Processing Month 06/2017; 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	791,277.16	4,364,212.76	96.86	141,349.05

Account Number	Account Description	BUDGET	CURRENT MO.EXP.	EXP.TO DATE	% OF BUDGET	BALANCE AT EOM
<b>10</b>	<b>GENERAL FUND</b>					
1111	READING RECOVERY	\$62,901.86	\$4,997.44	\$59,680.28	94.88	\$3,221.58
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$271,215.73	\$30,651.60	\$197,040.18	72.65	\$74,175.55
2227	TECHNOLOGY SUPPORT	\$14,829.43	\$1,378.09	\$12,698.26	85.63	\$2,131.17
2319	BOARD OF EDUCATION SERVICES	\$16,443.46	\$1,148.81	\$11,220.96	68.24	\$5,222.50
2329	ADMINISTRATION	\$47,528.33	\$4,308.70	\$39,204.74	82.49	\$8,323.59
2529	ADMINISTRATION-FISCAL SERVICES	\$17,182.83	\$861.40	\$12,013.33	69.91	\$5,169.50
2542	OPERATION & MAINTENANCE BLDGS.	\$11,190.94	\$282.56	\$3,661.42	32.72	\$7,529.52
2545	VEHICLE SERVICE	\$222,457.70	\$12,514.79	\$185,629.75	83.44	\$36,827.95
2551	DRUG & ALCOHOL TESTING POOL	\$15,000.00	\$0.00	\$8,004.63	53.36	\$6,995.37
10	GENERAL FUND	\$678,750.28	\$56,143.39	\$529,153.55	77.96	\$149,596.73
<b>22</b>	<b>SPECIAL EDUCATION FUND</b>					
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	\$78,653.00	\$538,324.29	86.24	\$85,884.42
1226	EARLY CHILDHOOD SERVICES	\$333,429.76	\$72,602.54	\$323,072.33	96.89	\$10,357.43
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$0.00	\$12,589.97	0.00	(\$12,589.97)
2129	TRANSITION SUPPORT SERVICES	\$26,425.78	\$4,051.58	\$24,652.16	93.29	\$1,773.62
2142	PSYCHOLOGICAL SERVICES	\$503,835.38	\$98,739.66	\$453,043.86	89.92	\$50,791.52
2152	SPEECH PATHOLOGY SERVICES	\$1,050,064.85	\$235,998.34	\$1,013,174.14	96.49	\$36,890.71
2171	PHYSICAL THERAPY	\$299,728.31	\$29,826.84	\$285,518.27	95.26	\$14,210.04
2172	OCCUPATIONAL THERAPY	\$485,826.14	\$57,940.12	\$438,389.34	90.24	\$47,436.80
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$6,283.78	\$0.00	\$4,308.20	68.56	\$1,975.58
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$117,925.03	\$14,054.91	\$95,939.45	81.36	\$21,985.58
2227	TECHNOLOGY SUPPORT	\$39,315.36	\$7,931.31	\$31,139.73	79.20	\$8,175.63
2319	BOARD OF EDUCATION SERVICES	\$71,634.12	\$6,614.90	\$61,490.96	85.84	\$10,143.16
2329	ADMINISTRATION	\$250,581.95	\$20,178.18	\$227,158.21	90.65	\$23,423.74
2529	ADMINISTRATION-FISCAL SERVICES	\$75,890.30	\$5,032.34	\$69,157.93	91.13	\$6,732.37
2542	OPERATION & MAINTENANCE BLDGS.	\$37,473.31	\$2,685.21	\$19,080.55	50.92	\$18,392.76
22	SPECIAL EDUCATION FUND	\$4,007,811.53	\$634,308.93	\$3,680,669.84	91.84	\$327,141.69
	Grand Total:	\$4,686,561.81	\$690,452.32	\$4,209,823.39	89.83	\$476,738.42

Regular; Beginning Month 06/2017; Processing Month 06/2017; Fund Number 71, 72

Fund: 71 AGENCY FUND

Chart of Account Number	Chart of Account Description		Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
71 415 801	GENERAL CLEARING-AMT. HELD FOR OTHERS	*Previous Balance						0.00
		*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
71 415 802	FLORENCE CENTER BASE-AMT HELD FOR OTHERS	*Previous Balance						283.17
		*Ending Balance:	0.00	0.00	0.00	0.00	0.00	283.17
71 415 803	HAMLIN CENTER BASE-AMT HELD FOR OTHERS	*Previous Balance						493.31
		*Ending Balance:	0.00	0.00	0.00	0.00	0.00	493.31
71 415 804	GRANT-DEUEL CB-AMT HELD FOR OTHERS	*Previous Balance						621.08
		*Ending Balance:	0.00	0.00	0.00	0.00	0.00	621.08
71 415 805	KNIGHTS OF COLUMBUS-AMT HELD FOR OTHERS	*Previous Balance						2,498.06
		*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,498.06
71 415 806	SPECIAL OLYMPICS SD-AMT HELD FOR OTHERS	*Previous Balance						13,222.78
71 415 806	SPECIAL OLYMPICS SD-AMT HELD FOR OTHERS		0.00	0.00	0.00	0.00	0.00	
71 6900 806 410	SPECIAL OLYMPICS SD EXPENDITURES		2,778.77	0.00	0.00	0.00	0.00	
71 415 806	SPECIAL OLYMPICS SD-AMT HELD FOR OTHERS	*Current Activity						(2,778.77)
		*Ending Balance:	2,778.77	0.00	0.00	0.00	0.00	10,444.01
71 415 850	ELABO-AMT HELD FOR OTHERS	*Previous Balance						0.00
		*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	*Previous Balance						5,968.42
71 430 800	IMPREST ACCOUNT		0.00	0.00	0.00	0.00	0.00	
71 1990 800	IMPREST RECEIPTS		0.00	134.00	0.00	0.00	0.00	
71 430 800	IMPREST ACCOUNT	*Current Activity						134.00
		*Ending Balance:	0.00	134.00	0.00	0.00	0.00	6,102.42
71 704 005	FUND BALANCE - UNDESIGNATED	*Previous Balance						0.00
		*Ending Balance:	0.00	0.00	0.00	0.00	0.00	0.00
71 760	UNASSIGNED FUND BALANCE	*Previous Balance						16.35
71 760	UNASSIGNED FUND BALANCE		0.00	0.00	0.00	0.00	0.00	
71 1510	INTEREST		0.00	1.26	0.00	0.00	0.00	
71 760	UNASSIGNED FUND BALANCE	*Current Activity						1.26
		*Ending Balance:	0.00	1.26	0.00	0.00	0.00	17.61
Fund Total: 71			2,778.77	135.26	0.00	0.00	0.00	20,459.66

Activity Fund Balance Report - Account - Include Encumbrances  
06/2017 - 06/2017

Regular; Beginning Month 06/2017; Processing Month 06/2017; Fund Number 71, 72

Fund: 72 NPIP

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>		<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
72 708	UNRESTRICTED NET POSITION	*Previous Balance						597,963.00
72 708	UNRESTRICTED NET POSITION		0.00	0.00	0.00	0.00	0.00	
72 1510	INVESTMENT EARNINGS		0.00	493.37	0.00	0.00	0.00	
72 1990 151	CHARGES FOR SERVICES - ADMIN		0.00	73,940.00	0.00	0.00	0.00	
72 4622 000 319 153	ADMIN FEE - NESC		2,500.00	0.00	0.00	0.00	0.00	
72 4622 000 319 155	PROFESSIONAL SERVICES		29,160.00	0.00	0.00	0.00	0.00	
72 708	UNRESTRICTED NET POSITION	*Current Activity						42,773.37
		*Ending Balance:	31,660.00	74,433.37	0.00	0.00	0.00	640,736.37
		Fund Total: 72	31,660.00	74,433.37	0.00	0.00	0.00	640,736.37

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, June 19, 2017

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, June 19 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 8:12 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Evelyn Eagle, Enemy Swim Day School; 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; Jeff Buchholz, Waverly/South Shore; Joel Shoemaker, Webster; Paula Warkenthien, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Trudi Gaikowski, Clark; Ron Gorder, Estelline; Jared Engebretson, Grant-Deuel; Greg Schortzmann, Iroquois;

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: Brian Jandahl, Elkton; Jim Lentz, Estelline

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 #17095* Motion by D. Lutkemeier, second by C. Akin, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

Brian Jandahl, Jim Lentz, Sarah Delaney, and Samantha Thomas were introduced as guests.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

*Action #17096* Motion by C. Knutson, second by G. Koerlin, to approve the financial report for the period ending May 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>
<b>May 1, 2017</b>	<b>\$156,239.20</b>	<b>\$763,741.92</b>	<b>\$11,958.20</b>	<b>\$1,583,453.24</b>
<u>Receipts:</u>				
Local Sources	\$96,917.83	\$97,995.09	\$1.55	\$37,336.44
State Sources	\$4,800.00	\$27,160.36		
Federal Sources	\$38,305.00	\$138,858.00		
Other	\$125.00		\$12,107.04	\$197,981.00
<u>Total Monthly Receipts</u>	<u>\$140,147.83</u>	<u>\$264,013.45</u>	<u>\$12,108.59</u>	<u>\$235,317.44</u>
Total Gross Receipts	\$296,387.03	\$1,027,755.37	\$24,066.79	\$1,818,770.68
Less Salaries	\$19875.39	\$248,908.03		
Less Disbursements	\$20,540.48	\$116,970.89	\$963.62	\$32,181.68
<u>Total Salaries &amp; Disbursements</u>	<u>\$40,415.87</u>	<u>\$365,878.92</u>	<u>\$963.62</u>	<u>\$32,181.68</u>
<b>Ending Cash Balance May 31, 2017</b>	<b>\$255,971.16</b>	<b>\$661,876.45</b>	<b>\$23,103.17</b>	<b>\$1,786,589.00</b>

#### Consent Agenda

*Action #17097* Motion by J. Homola, second by T. Hlavacek, to approve the following items on the Consent Agenda: 6a) Approval of May 15, 2017 Board of Directors minutes; 6b) Approval of payment of June 2017 claims; 6c) Approval of Unit 1 2017-18 Negotiated Agreement; 6d) Approval of South Dakota Cooperative Purchasing Services Agreement--\$1,000.00; 6e) Approval of Behavior Analytic Services Agreement Amendment--\$21,210 for 202 hours; 6f) Approval of Unit 1 contract amendments; 6g) Approval of contract – Sara Lorensberg, \$47,264.57, Center Base Teacher, Webster; 6h) Approval of work agreement – Traci Schoenfelder, \$13.40 per hour, ESY paraprofessional; 6i) Approval of contract – Lisa Reinhillier, \$53,747.53, 190 days, Shared Services Grant & Educational Specialist; 6j) Approval of work agreement – Geraldine Binde, \$16.00 per hour, up to six hours per week, custodian. All present voting in favor, motion carried.

#### May 2017 Accounts Payable

**GENERAL FUND:** AKIN, CORY MILEAGE TO BOARD 6.34;AMAZON TECH/OT/CB SUPPLIES 58.86;AMERICINN ED SPEC/ESA TRAVEL 57.00;APPLE INC. TECH SUPPLIES 43.96;CDW GOVERNMENT INC. TECH SUPPLIES 211.11;CENEX FLEETCARD MAINT & GASOLINE 3,271.93;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 126.10;CHRISTENSEN, BRICE FISCAL MILEAGE 2.67 CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON BOARD - LEGAL 616.04;CORWIN LEARNING CONFERENCE REGISTRATION 1,174.00 DAKTECH, INC. TECH SUPPLIES 365.56;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 3,218.23;DON'S BODY SHOP MAINT 60.00 DUST TEX SERVICE, INC. O&M - RUG RENTAL 6.42;EXPEDIA CONFERENCE TRAVEL 633.59;GOEHRING-STREET, KRIS ADVANCED STUDY 74.00;HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 1,208.32;HLAVACEK, TRACY MILEAGE TO BOARD 8.58;HOMOLA, JOE MILEAGE TO BOARD 10.07;INNOVATIVE OFFICE SOLUTIONS O&M SUPPLIES 13.94;ITC TELECOM PHONE/INTERNET 167.07;KNUTSON, CARIE MILEAGE TO BOARD 17.90;KOENECKE, DEBBE MILEAGE TO BOARD 12.93;KOERLIN, GLORIA MILEAGE TO BOARD 19.77 LUTKEMEIER, DENISE MILEAGE TO BOARD 17.16;MS BUMBLEBEE'S FLOWERS SYMPATHY GIFT 8.58;NESC IMPREST REIMBURSE IMPREST 4.44;NESC PAYROLL CLEARING JUNE 2017 PAYROLL 21,050.47;OTTER TAIL POWER CO. O&M - ELECTRICITY 66.93;PEDERSEN, SHANE O&M - LAWN CARE 28.18;PUBLIC OPINION LEGAL PUBLISHING 41.55;QUICK PRO LUBE MAINT 36.02;SHOEMAKER, JOEL MILEAGE TO BOARD 22.38;TIME MANAGEMENT SYSTEMS, INC EMPLOYEE TIME CLOCK 4.08;TOBII DYNVOX LLC TECH SOFTWARE 59.05;TOWN OF HAYTI O&M - WATER AND SEWER 5.72;US POSTAL SERVICE POSTAGE 0.90;VERIZON WIRELESS CELL PHONE 110.56;W.W. TIRE SERVICE MAINT 457.67;WEBSTER AUTO CARE MAINT 36.40

**FUND TOTAL: \$33,334.48**

**SPECIAL EDUCATION FUND:** AKIN, CORY MILEAGE TO BOARD 36.50;AMAZON TECH/OT/CB SUPPLIES 610.17;AMERICINN ED SPEC/ESA TRAVEL 276.98;APPLE INC. TECH SUPPLIES 253.04;EC MILEAGE TO PARENT 73.92;BRITTON-HECLA SCHOOL DISTRICT SPEECH MILEAGE 27.30;CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE 812.80;CDW GOVERNMENT INC. TECH SUPPLIES 1,215.28;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 67.38;CHILSON, GINA SPEECH MILEAGE TO STAFF 90.30 CHRISTENSEN, BRICE FISCAL MILEAGE 15.39;CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON BOARD - LEGAL 3,546.38;CRUMP, NANCY PT REG FEE 25.00;DAKTECH, INC. TECH SUPPLIES 2,104.44;DUST TEX SERVICE, INC. O&M - RUG RENTAL 33.44;GOEHRING-STREET, KRIS ADVANCED STUDY 426.00;HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 1,117.59;HLAVACEK, TRACY MILEAGE TO BOARD 49.38;HOMOLA, JOE MILEAGE TO BOARD 57.97;HUYVAERT, NICOL OT TRAVEL 89.00;INNOVATIVE OFFICE SOLUTIONS O&M SUPPLIES 72.72;ITC TELECOM PHONE/INTERNET 311.56;JUTTINGS GROCERY CB SUPPLIES 388.45;KNUTSON, CARIE MILEAGE TO BOARD 103.06;KOENECKE, DEBBE MILEAGE TO BOARD 74.43;KOERLIN, GLORIA MILEAGE TO BOARD 113.79;LUTKEMEIER, DENISE MILEAGE TO BOARD 98.76;MARSHALL CO. HEALTHCARE CENTER OT/PT CONTRACTED SERVICES 7,487.46;CB MILEAGE TO PARENT 75.60 MS BUMBLEBEE'S FLOWERS SYMPATHY GIFT 49.42;NASP PSYCH REG FEES 50.00;NCS PEARSON, INC. PSYCH SUPPLIES 265.00 NESC IMPREST REIMBURSE IMPREST 129.56;NESC PAYROLL CLEARING JUNE 2017 PAYROLL 254,530.54;OTTER TAIL POWER CO. O&M - ELECTRICITY 348.77;PEDERSEN, SHANE O&M - LAWN CARE 146.82;PUBLIC OPINION LEGAL PUBLISHING 239.20;SANFORD WEBSTER MEDICAL CENTER OT CONTRACTED SERVICES 7,056.81;SCHMIDT, ROCHELLE SPEECH MILEAGE TO STAFF 17.64;SHOEMAKER, JOEL MILEAGE TO BOARD 128.82;TIME MANAGEMENT SYSTEMS, INC EMPLOYEE TIME CLOCK 147.40;TOBII DYNVOX LLC TECH SOFTWARE 339.95;TOWN OF HAYTI O&M - WATER AND SEWER 29.78;US POSTAL SERVICE POSTAGE 5.20;VERIZON WIRELESS CELL PHONE 199.13 WEBSTER SCHOOL DISTRICT CB FACILITY USE FEE 406.40

**FUND TOTAL: \$283,744.52**

#### Discussion Items

##### Assistant Director's Report

Assistant Director Frewing gave his monthly report.

##### Director's Report

Director Aberle gave his monthly report.

##### NPIP Information – Sarah Delaney/Samantha Thomas

Sarah Delaney and Samantha Thomas of Marsh and McLennan Agency presented information on how the insurance trust functions today and how it will function in the future in relation to NESC. An updated fiscal agent contract was also presented.

##### NESC Board Policy Updates

Director Aberle presented updated language to NESC board policies.

##### BMO (credit card) Rebate

Business Manager Christensen reported that NESC received a rebate in the amount of \$2,266.00 for credit card purchases.

##### NESC Board of Directors – District Representatives for 2017-18

A survey was taken on what board members would be staying or leaving in FY18.

##### FY18 Preliminary Budget

Business Manager Christensen reviewed the preliminary budget.

#### Action Items

##### Approval of FY 17 audit proposal

Action #17098 Motion by J. Homola, second by J. Shoemaker to accept the proposal from William & Neale CPAs of \$8,750.00. All present voting in favor, motion carried.

Approval of Paper Bid

*Action #17099* Motion by C. Akin, second by D. Lutkemeier to accept the bid of Paper 101 of \$21.78 per case. All present voting in favor, motion carried.

Approval to remove items from inventory

*Action #17100* Motion by C. Knutson, second by G. Koerlin to remove the presented list of broken, outdated or missing items from inventory. All present voting in favor, motion carried.

Approval to publish FY18 preliminary budget and set budget hearing

*Action #170101* Motion by C. Knutson, second by H. Peterson to authorize the preliminary budget to be published and to set the FY18 budget hearing for July 17 at 7:00 p.m. All present voting in favor, motion carried.

Executive Session

No executive session was held.

Adjournment

*Action #17102* With there being no further business, motion by N. Koehlmoos, second by J. Homola, 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, July 17, 2017 at 7:00 P.M.

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Debbe Koenecke, President

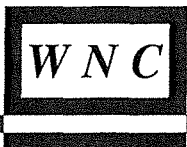
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Brice Christensen, Business Manager

Northeast Educational Services Cooperative		ACCOUNTS PAYABLE EOFY 2017	Page: 1
07/13/2017 10:18 AM			User ID: BPC
<b>Vendor Name</b>		<b>Description</b>	<b>Amount</b>
Checking Account:	10	GENERAL FUND	
AKIN, CORY		STEERING MILEAGE	1.68
BLACK HILLS STATE UNIVERSITY		CAMSE INVOICE #3	2,310.00
CENEX FLEETCARD		MAINT & GASOLINE	1,073.59
CENTURY BUSINESS PRODUCTS, INC		COPIER MAINT CONTRACT	153.00
CHRISTENSEN, BRICE		FISCAL MILEAGE	2.67
CRAIG BASS SANITARY SERVICE		O&M - GARBAGE SERVICE	20.77
DELYLE'S SOUTH 81 SERVICE, INC.		MAINT	1,882.14
DUST TEX SERVICE, INC.		O&M - RUG RENTAL	6.42
FRITZ CHEVROLET, INC		MAINT	287.08
HAMLIN COUNTY FARMERS COOP		GASOLINE	359.74
HLAVACEK, TRACY		STEERING MILEAGE	5.72
HOMOLA, JOE		STEERING MILEAGE	0.75
ITC TELECOM		PHONE/INTERNET	166.88
KOENECKE, DEBBE		STEERING MILEAGE	3.92
LUTKEMEIER, DENISE		STEERING MILEAGE	8.33
NESC SPECIAL REVENUE PROJECTS		Q4 EXPENSED MILEAGE/IDC	14,393.52
NORTHLAND AUTO CENTER		MAINT	272.75
PEDERSEN, SHANE		O&M - LAWN CARE	22.54
PRO-TEC ROOFING		O&M - ROOF REPAIR	28.75
PUBLIC OPINION		BOARD - MINUTES	34.09
QUICK PRO LUBE		MAINT	36.02
REPORTER AND FARMER		BOARD - PUBLISHING	5.55
SHOEMAKER, JOEL		STEERING MILEAGE	7.96
SHRED-IT SIOUX FALLS		SHREDDING SERVICE	33.72
TIME MANAGEMENT SYSTEMS, INC		EMPLOYEE TIME CLOCK	2.95
TOWN OF HAYTI		O&M - WATER AND SEWER	5.72
VERIZON WIRELESS		CELL PHONE	110.56
W.W. TIRE SERVICE		MAINT	204.90
Fund Number:			21,441.72
<b>Checking Account:</b>	<b>22</b>	<b>SPECIAL EDUCATION FUND</b>	
AKIN, CORY		STEERING MILEAGE	9.66
CASTLEWOOD SCHOOL DISTRICT		CB - NURSE	1,859.64
CENTURY BUSINESS PRODUCTS, INC		COPIER MAINT CONTRACT	34.61
CHRISTENSEN, BRICE		FISCAL MILEAGE	15.39
CRAIG BASS SANITARY SERVICE		O&M - GARBAGE SERVICE	108.23
DUST TEX SERVICE, INC.		O&M - RUG RENTAL	33.44
HLAVACEK, TRACY		STEERING MILEAGE	32.92
HOMOLA, JOE		STEERING MILEAGE	4.29
ITC TELECOM		PHONE/INTERNET	310.55
KOENECKE, DEBBE		STEERING MILEAGE	22.54
LUTKEMEIER, DENISE		STEERING MILEAGE	47.95
MARSHALL CO. HEALTHCARE CENTER		PT/OT CONTRACTED THERAPY	3,734.58
NESC SPECIAL REVENUE PROJECTS		Q4 EXPENSED MILEAGE/IDC	45,961.49
PEDERSEN, SHANE		O&M - LAWN CARE	117.46
PRO-TEC ROOFING		O&M - ROOF REPAIR	149.82
PUBLIC OPINION		BOARD - MINUTES	196.25
REPORTER AND FARMER		BOARD - PUBLISHING	31.95
SANFORD WEBSTER MEDICAL CENTER		OT CONTRACTED THERAPY	3,521.94
SHOEMAKER, JOEL		STEERING MILEAGE	45.80
SHRED-IT SIOUX FALLS		SHREDDING SERVICE	194.13

TIME MANAGEMENT SYSTEMS, INC	EMPLOYEE TIME CLOCK	106.64
TOWN OF HAYTI	O&M - WATER AND SEWER	29.78
VERIZON WIRELESS	CELL PHONE	199.13
Fund Number:		56,768.19
Grand Total:		78,209.91

Northeast Educational Services Cooperative		July 2017 Accounts Payable	Page: 1
07/13/2017 10:18 AM			User ID: BPC
<b>Vendor Name</b>		<b>Description</b>	<b>Amount</b>
<b>Checking Account:</b>	<b>10</b>	<b>GENERAL FUND</b>	
ABC AUTOMATIC BUILDING CONTROLS		FIRE ALARM TEST	436.00
APEX LEARNING		APEX SEATS	13,725.00
ASBSD		BOARD - FY18 DUES	116.25
CEC		ADMIN DUES AND FEES	53.25
CPI		ANNUAL MEMBERSHIP FEE	150.00
EMC INSURANCE		PROPERTY/LIABILITY INSURANCE	5,709.60
HEINEMANN		READING RECOVERY SUPPLIES	312.81
NESC PAYROLL CLEARING		JULY 2017 PAYROLL	15,789.24
NOLTE, KARI		READING RECOVERY TRAVEL	1,567.99
OHIO STATE UNIVERSITY, THE		FY18 READING RECOVERY FEES	1,240.00
OTTER TAIL POWER CO.		O&M - ELECTRICITY	98.26
PAPER 101		COOPERATIVE PAPER PROJECT	64,468.80
RELIABANK		DEPOSIT BOX RENTAL	2.25
SASD		ADMIN/FISCAL DUES AND FEES	187.20
SD FEDERAL PROPERTY AGENCY		VEHICLES	46,200.00
SFM		FY18 WORK COMP	1,836.45
SOFTWARE UNLIMITED		SOFTWARE FEES	765.00
SW/WC SERVICE COOPERATIVE		PURCHASING PRORGRAM	1,000.00
<b>Fund Number:</b>			153,658.10
<b>Checking Account:</b>	<b>22</b>	<b>SPECIAL EDUCATION FUND</b>	
ASBSD		BOARD - FY18 DUES	658.75
BONDE, LEROY		ESY MILEAGE TO PARENT	55.44
BRITTON-HECLA SCHOOL DISTRICT		ESY MILEAGE	130.20
CEC		ADMIN DUES AND FEES	301.75
DEUTSCH, JENNIFER		ESY MILEAGE	5.04
EMC INSURANCE		PROPERTY/LIABILITY INSURANCE	32,354.40
MARTIAN, EMILY		ESY MILEAGE	181.44
MIDWEST SPECIAL INSTRUMENTS		AUDIOMETER CALIBRATION	1,522.40
NESC PAYROLL CLEARING		JULY 2017 PAYROLL	264,090.89
OTTER TAIL POWER CO.		O&M - ELECTRICITY	556.81
RELIABANK		DEPOSIT BOX RENTAL	12.75
SASD		ADMIN/FISCAL DUES AND FEES	1,060.80
SFM		FY18 WORK COMP	10,406.55
SOFTWARE UNLIMITED		SOFTWARE FEES	4,335.00
WENZ, MELODY		ESY MILEAGE	26.04
<b>Fund Number:</b>			315,698.26
<b>Checking Account:</b>			469,356.36



# *William Neale & Co., P.C.*

Certified Public Accountants

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(605) 532-3655 • Fax (605) 532-5186*

June 20, 2017

To the Board of Directors  
Northeast Educational Services Cooperative

We are engaged to audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Northeast Educational Services Cooperative for the year ended June 30, 2017. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards*, and the Uniform Guidance

As stated in our engagement letter dated June 20, 2017, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Northeast Educational Services Cooperative's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether Northeast Educational Services Cooperative's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about Northeast Educational Services Cooperative's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on Northeast Educational Services Cooperative's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Northeast Educational Services Cooperative's compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the Budgetary Comparison Schedules, Schedule of the Cooperative's Proportionate Share of the Net Pension Liability (Asset), and Schedule of the Cooperative Contributions, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the Schedule of Expenditures of Federal Awards, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately September 1, 2017 and issue our report no later than September 30, 2017. Troy A. Hieb is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the governing board and management of Northeast Educational Services Cooperative and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "William Neale & Co., P.C.".

WILLIAM NEALE & CO., P.C.



**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE  
BOARD OF DIRECTORS MEETING  
Monday, July 17, 2017 - 7:00 P.M.**

**2016-17 FISCAL YEAR:**

1. Call to Order
2. Agenda review, changes, and approval
3. Introduction of guests: \_\_\_\_\_
4. Conflicts of Interest
5. Approval of June 2017 financial report
6. Consent Agenda

- a. Approval of June 19, 2017 meeting minutes

BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Approval of payment of final FY 17 budget claims

BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Appoint Business Manager as President Pro-Tem
8. Adjourn meeting for the FY 2017

**2017-18 FISCAL YEAR**

1. Call to order
2. Elect President
3. Elect Vice President
4. FY 2018 budget hearing
5. Adopt FY 2018 budget
6. Consent Agenda

- a. Approval of July 2017 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 Unit 2 Negotiated Agreement

BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- n. Approve contract amendments for Unit 2 employees and Unit 1 employee – Maria Meyer

BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- o. \_\_\_\_\_  
BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Discussion Items

- a. Assistant Director's Report

BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Director's Report

BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c. NESC Board Policies

BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- d. NESC Board of Directors—District representatives for 2017-18

BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- e. \_\_\_\_\_  
BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Action Items

- a. Approval of NPIP (Northern Plains Insurance Pool) agreement

BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. \_\_\_\_\_

BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Executive Session: (If needed)

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

10. Action Items after Executive Session

- a.  
b

# *Northeast Educational Services Cooperative*

**Board Member Orientation**

**July 17, 2017**

**7:00 pm**



**310 5<sup>th</sup> Street  
PO Box 327  
Hayti, SD 57241  
(605) 783-3607 Phone  
(605) 783-3259 Fax  
[www.nesc.k12.sd.us](http://www.nesc.k12.sd.us)**

## **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 23 member school districts and has expanded to include a variety of special education and other supplemental services
- The 23 member districts include:
  - Arlington, Britton-Hecla, Castlewood, Clark, DeSmet, Deubrook, Deuel, Elkton, Enemy Swim Day School, Estelline, Florence, Hamlin, Henry, Iroquois, Lake Preston, Rosholt, Sioux Valley, Summit, Waubay, Waverly/South Shore, 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 23 member districts



- NESC's Board of Directors meets monthly:
  - July 17, 2017
  - August 21, 2017
  - September 18, 2017
  - October 16, 2017
  - November 20, 2017
  - December 18, 2017
  - January 15, 2018—Martin Luther King Day
  - February 19, 2018—Presidents' Day
  - March 19, 2018
  - April 16, 2018
  - May 21, 2018
  - June 18, 2018
  
- NESC also has a Board of Advisors consisting of the 23 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 Management
- Optional Services
  - Center Base Program
  - Reading Recovery
  - Drug and Alcohol Testing Pool
  - Teaching & Learning Specialists
  - Section 504 Assistance
  - Professional Development
  - Competitive Group Bidding for:
    - Paper Purchases
    - APEX Seats (Virtual Learning Curriculum)
    - Board Certified Behavioral Analyst (BCBA) Services

### **Questions**

- Jerry Aberle, Director. [Jerry.Aberle@k12.sd.us](mailto:Jerry.Aberle@k12.sd.us); 605.783.3607
- Tim Frewing, Assistant Director. [Tim.Frewing@k12.sd.us](mailto:Tim.Frewing@k12.sd.us); 605.783.3607
- Brice Christensen, Business Manager. [Brice.Christensen@k12.sd.us](mailto:Brice.Christensen@k12.sd.us); 605.783.3607



**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

**NO. 28-201**

# **BY-LAWS**

**Revised and Approved July 2017**

**AGREEMENT ESTABLISHING**  
**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**28-201**  
**BY-LAWS**

\* \* \* \* \*

**ARTICLE I**

**Name**

- 1.1 The name of the educational services cooperative unit credited and established by this agreement shall be the NORTHEAST EDUCATIONAL SERVICES COOPERATIVE (Referred to herein as the NESC).

**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.
- 2.3 The NESC will exercise the powers granted to it by its members and by-laws. The NESC shall not have the power to levy taxes or commit any member district to obligations extending beyond the term of membership, except as provided by Article III, Section 3.6 and 3.7 of this agreement.

**ARTICLE III**  
**Membership**

- 3.1** The following school districts shall be the charter members of the NESC for the 1980-81 school year.

Arlington School District # 38-1  
Castlewood School District # 28-1  
Clark School District # 12-2  
Clear Lake School District # 19-2  
Deubrook School District # 5-2  
Estelline School District # 28-2  
Grant-Deuel School District # 25-3  
Gary School District # 19-3  
Hamlin School District # 28-3  
Henry School District # 14-2  
Lake Preston School District # 38-3  
Sioux Valley School District # 5-5  
South Shore School District # 14-3  
Waverly School District # 14-5  
Willow Lake School District # 12-3

- 3.2** The following school districts are the current members of the NESC.

Arlington School District # 38-1  
Britton-Hecla School District # 45-4  
Castlewood School District # 28-1  
Clark School District # 12-2  
De Smet School District # 38-2  
Deubrook School District # 5-6  
Deuel School District # 19-4  
Elkton School District # 5-3  
Enemy Swim Day School  
Estelline School District # 28-2  
Florence School District # 14-1  
~~Grant-Deuel School District # 25-3~~  
Hamlin School District # 28-3  
Henry School District # 14-2  
Iroquois School District # 02-3  
Lake Preston School District # 38-3  
Rosholt School District # 54-4  
Sioux Valley School District # 5-5  
Summit School District # 54-6  
Waubay School District # 18-3  
Waverly/South Shore School District # 14-5  
Webster Area School District # 18-5  
Willow Lake School District # 12-3  
Wilmot School District # 54-7



**3.3** Each district participating in NESC shall submit a resolution indicating their adoption of this Cooperative Educational Services Agreement. Any school district who is not currently a member of NESC and wishes to become a member shall indicate its desire to join by submitting to the President of the NESC Board of Directors a resolution that has been adopted by its Board of Education authorizing membership in NESC and this Agreement. The request for membership must be approved by a majority vote of the NESC Board of Directors. School districts requesting membership will have the option of paying the membership fee, pursuant to Article III – 3.4, in full at the time they join or prorated over a three year period with all payments due and payable on or before August 1<sup>st</sup> of each school year.

**3.4** The newly admitted school district will be assessed an admittance fee. The fee will be determined by adding the total NESC Capital Asset expenditures minus the accumulated depreciation as of June 30 of the current year of the date of application and the combined total of the undesignated fund balances for the General Fund and Special Education Fund as of June 30 of the current year of the date of application. The sum of depreciated capital assets and undesignated fund balances will be divided by the current grades K-12 student enrollment of the existing Cooperative members to determine the per student cost. The per student cost will be multiplied by the grades K-12 student enrollment of the newly admitted school district as identified in the current year Fall Enrollment Report to the South Dakota Department of Education.

If a current NESC member district completes a reorganization process with a district that is not a member of the Cooperative, the new district shall be assessed an admittance fee. The admittance fee will be determined based on the formula listed herein using the number of students enrolled in grades K-12 as reported on the non-member district's Fall Enrollment Report to the South Dakota Department of Education for the year preceding the first year of the existence of the newly reorganized school district.

**3.5 A** Any member school district wishing to withdraw from the NESC shall deliver to the NESC Board of Directors, prior to February 15th, a resolution of its Board of Education authorizing withdrawal from the NESC. The resolution to withdraw must be approved by a majority vote of the NESC Board of Directors. Termination of membership shall become effective at the end of the school fiscal year in which notice of such withdrawal is given. Any payments due under this agreement shall be paid in full prior to the withdrawal. Any member district withdrawing shall lose any vested rights in any assets held by the NESC and shall no longer be considered a member, provided NESC is not simultaneously dissolving as set forth below.

**3.5 B** Speech Therapy, Occupational Therapy, Physical Therapy, Early Childhood Special Education, and School Psychologist Services are mandatory participation services for NESC member districts. Member districts cannot withdraw from those services.



All other services are optional to member districts. Any member district wishing to withdraw from an NESC optional service shall deliver to the NESC Board of Directors, prior to February 15<sup>th</sup>, a resolution of its Board of Education authorizing withdrawal from the service. A copy of the attached Change of Status form must be included. The resolution to withdraw must be approved by a majority vote of the NESC Board of Directors. Termination of the service shall become effective at the end of the school fiscal year in which notice of such withdrawal is given. Any payments due concerning this service shall be paid in full prior to the withdrawal. Member districts withdrawing from a service shall lose all vested rights in any assets held by NESC relating to the service. Item 5.8 of these By-Laws further defines withdrawal from optional services.

Member school districts requesting to participate in any of the optional services for the ensuing school year must notify the NESC Director by June 1 of the preceding school year. An exception will be the Center Base Program, placements will be determined on a case by case basis.

- 3.6** The NESC shall be dissolved by unanimous vote, less one (1), of the governing board. The resolution to dissolve the NESC shall be passed on or before February 15th of the year NESC is to be dissolved. In the event that dissolution is determined, the President of the Board of Directors shall instruct the Director to take such action as necessary to facilitate the dissolution of NESC prior to July 1 following the resolution to dissolve.
- 3.7** In the event of dissolution, the Board of Directors shall terminate the affairs of the NESC promptly prior to July 1st. All property owned by the NESC shall be disposed of by the Board of Directors in accordance with SDCL 6-13. Upon settlement of all obligations of the NESC, the remaining funds and/or property shall be distributed to those members enrolled at the time of the dissolution on a pro-rata basis based on the student enrollments. Employee records will be maintained by the Hamlin School District, student records will be returned to the school of the student's enrollment.

## ***ARTICLE IV***

### **Governance**

- 4.1** The NESC shall be governed by a Board of Directors composed of one voting school board member from each member district. Each local board representative to the NESC governing board and a first and second alternate shall be appointed by the local school board at its annual meeting. In the event that the board representative is unable to attend NESC Board of Directors' meetings, it will be the responsibility of the board member and local school district to notify the first or second alternate to attend in his/her place. In the event that the appointee cannot continue representing the local district, the local school board shall appoint a replacement board member.



- 4.2** For the purpose of holding meetings and conducting business under this agreement, a quorum shall exist if a majority of local district representatives are present. A majority vote of all member districts (and not merely a majority vote of all member districts present at any such meeting) shall be required to conduct all business, unless otherwise specifically stated in these by-laws.
- 4.3** The Board of Directors shall hold its annual meeting in July. The Board of Directors will meet on a monthly basis with such meetings to be held on or about the third Monday of the month. An agenda will be provided to the Board of Directors four (4) days prior to the meeting. Special meetings may be called by the President of the Board of Directors, or in his/her absence, by the Vice President, or a majority of the Board of Directors. Notice of such meetings shall be given by the Business Manager to the board members either orally or in writing in sufficient time to permit their presence.
- 4.4** The Board of Directors shall elect a President and Vice President from its membership and such other officers or agents as are deemed necessary. The responsibility of the Secretary-Treasurer of the Board of Directors may be delegated to the Business Manager whose duties shall include recording Board proceedings, preparing financial statements, and publishing in a newspaper of general circulation, as designated by the Board of Directors, such notices and records of the NESC as are required by law.
- 4.5** The Board of Directors shall be responsible for the administrative and fiscal control of the NESC. The Board shall have the authority to employ all personnel, negotiate terms and conditions of employment and terminate employees as provided by law; to establish policy; to adopt a budget; to approve or disapprove monthly and annual financial reports; to approve or disapprove the payment of claims; to approve or disapprove the record of Board proceedings; and to perform any other business as is deemed necessary.
- 4.6** The Advisory Board shall consist of the Superintendent or Chief Executive Officer of each member school district. The Advisory Board will elect a President from the membership and such other officers or agents as is deemed necessary. The responsibility of the Secretary-Treasurer of the Advisory Board may be delegated to the Business Manager whose duties shall be as stated in Article IV, 4.4.
- 4.7** The Advisory Board shall meet with times and dates to be determined by the Director and the Advisory Board President. The President of the Advisory Board may call special meetings as necessary. Notification will be made in sufficient time to permit member presence.
- 4.8** The Advisory Board shall make administrative recommendations to the Board of Directors concerning the employment of personnel, policy, financial, and any other administrative functions as are deemed necessary for the successful operation of the NESC.
- 4.9** 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.

## **ARTICLE V**

### **Means of Finance**

- 5.1** The NESC will receive, budget, and expend funds available to it from state, federal, and other sources.
- 5.11** Medicaid billing services for member school districts will be funding by assessing every member school district \$500.00. The remaining program costs will be prorated and assessed to the member districts based on the percentage of Medicaid claims submitted for each school district during the period of January 1 through December 31 of each calendar year.
- 5.2** All program costs not supported by state and/or federal sources, with the exception of the Advisory board members' mileage and the Board of Directors' expenses (to include salary, social security and mileage), will be assessed to the member school districts. Administrative, other Governing board expense, Fiscal Services, Capital Acquisitions, and Contingency costs will be distributed fifty percent (50%) on a membership basis and fifty percent (50%) on a special education child count basis. All other program costs will be funded on a special education child count basis. Non-special education services are provided based on a general fund assessment to member districts on a per pupil basis. Also, for billing purposes, operational and other administrative costs will be allocated to each of the services provided. Member school districts shall make monthly payments. Membership will be defined as equal distribution of costs to each member district. Per pupil basis will be defined by the K-12 enrollment as of December 1 of the prior school year. Special education child count basis will be defined as the total number of students identified as being on an Individual Education Program (IEP) as of December 1 of the prior school year. Member school districts will be responsible for submitting this information to the NESC Business Manager at the time it is collected. This By-Law will be reviewed every three years with the next review being in 2012-2013. Any changes resulting from the review will become effective the ensuing school year. (Adopted 11-16-2009)

- 5.3** The Center Base Programs will be funded by tuition. Only those school districts with placements in the program will be charged tuition.

A preliminary tuition rate for the ensuing school year will be calculated prior to April 1. The projected number of Center Base students for the ensuing school year will be divided into the proposed budget total to create a per student base rate. Percentages set by the Board of Directors will then be applied to the per student base rate. Example: The first placement will be 130% of the per student base rate; the second placement will be 75% of the per student base rate per placement; and the third placement plus any additional placements will be 50% of the per student base rate per placement. The Board of Directors will determine the percentage rates on an annual basis prior to May 1.

Tuition will be billed to the participating school districts on a monthly basis. The rate of tuition, per placement, will be prorated in eight monthly payments beginning in October. The October billing will include September and October tuition.

On October 1 the tuition rate will be recalculated using the current number of placements in the program and any changes to the program budget. A final tuition rate for the school year will be recalculated again on April 1 and will be based on total program expenses to date and estimated year end expenses. Tuition exceeding program expenditures will be deferred to the following fiscal year and applied to the Center Base tuition for that year.

School districts hosting NESC Center Base Programs will be paid a facility use fee beginning with the 2006/07 school year. The facility use fee will be twenty-five percent (25%) of the current school year's per student general state aid allocation, excluding any one-time money. The facility use fee will be included in the calculation of the per student base rate. NESC will pay the host school districts the facility use fee on a monthly basis.

- 5.4** Non-member school districts requesting to place students in the Center Base Program will be charged the same rate of tuition as the participating member districts plus a fifteen percent (15%) administrative fee. The non-member school district will be responsible for transportation of the student.
- 5.5** Extended school year services and/or evaluation costs will be assessed to the participating school district on a per service basis.
- 5.6** The Professional Development / Curriculum Coordinator Program will be funded based on a per day rate. The per day rate will be calculated based on total program costs divided by the total number of available days of services. Distribution of days to participating districts will be based on number of elementary classroom units and left to the discretion of the Chief Administrators of the participating districts. Decisions concerning participation of additional districts will be made by Chief Administrators of districts currently participating in the program.



- 5.7 The Reading Recovery Teacher Leader Program will be funded based on total program costs divided by the number of participating districts. Two school districts may share up to one FTE Reading Recovery teacher at a rate equal to one school district. Participating districts will be responsible for all costs associated with the Reading Recovery teacher at the local level. Decisions regarding participation of additional schools, distribution of training slots, purchasing of training slots by non-participating districts, and all other pertinent matters will be made at a meeting of the Chief Administrators of the participating districts.
- 5.8 When a new program is initiated through the Cooperative that involves a multi-year staff employment agreement(s), the schools committing to participation will also be committed to financial responsibility for the duration of the employment agreement(s).
- 5.9 If a member school district chooses to provide additional services to students above those prescribed by the NESC evaluation process the school district will pay the additional cost.
- 5.91 The cost of student evaluations from sources other than NESC Staff will be paid by the member district where the student attends school.

## **ARTICLE VI**

### **Adoption and Amendments**

- 6.1 By-Laws may be adopted or amended at any regular or special meeting by a two-thirds (2/3) membership vote of the Board of Directors provided written notice has been submitted to the membership at the previous regular monthly meeting. Proposed amendments may themselves be amended by a majority vote of the Board of Directors at the meeting, provided such amendments do not alter the intent of the proposed amendment as originally submitted. Amendments shall become effective upon passage, unless the amendment stipulated the date it is to become effective.
- 6.2 A policy or procedure can be adopted at any regular or special meeting by a majority vote of the Board of Directors. Any policy or procedure can be waived by a two-thirds (2/3) membership vote of the Board of Directors.

## **ARTICLE VII**

### **Dispute Resolution**

- 7.1 Disputes arising under this Agreement and these By-Laws shall be referred to the Advisory Board. Any dispute that cannot be resolved by the Advisory Board

shall be submitted to the Board of Directors. The Board of Directors, by majority vote, shall act upon the dispute.

- 7.2 Should the disposition of a dispute by the Board of Directors not be acceptable to any party, or should the Board of Directors fail to get a majority vote relative thereto, the aggrieved party may appeal the dispute or decision to the Circuit Court pursuant to S.D.C.L.1-26.

## **ARTICLE VIII**

### **Parliamentary Authority**

- 8.1 The rules contained in the current edition of Parliamentary Procedure At A Glance - New Edition shall govern the NESC in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the NESC may adopt.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

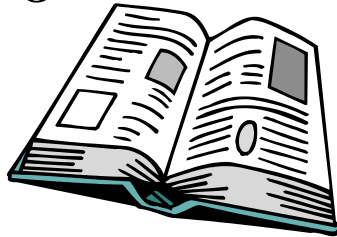
**REGION 1  
EDUCATION SERVICE AGENCY**

# **NESC BOARD POLICIES**

**2016-17**

**2017-18**

***"Broadening Educational Horizons"***



**Gerald Aberle, Director**

**Tim Frewing, Assistant Director**

**Brice Christensen, Business Manager**

# **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE NESC BOARD POLICIES**

## **Table of Contents**

Board of Advisors .....	Page 5
Board of Directors .....	Page 6
Organizational Chart .....	Page 7
Article I: Employment.....	Page 8
Article II: Leave Policy, Paraprofessional Staff .....	Page 9
Article III: Miscellaneous .....	Page 10
Article IV: Sexual Harassment .....	Page 10
Article V: Drug and Alcohol Policy .....	Page 15
Article VI: Acceptable Use Policy .....	Page 16
Article VII: Vehicle Use Policy .....	Page 17
Article VIII: Family & Medical Leave.....	Page 18
Article IX: Grievance Procedure .....	Page 20
Article X: Life-Sustaining Emergency Care Procedure.....	Page 23
Article XI: Administration of Medications .....	Page 23
Article XII: Reporting Child Abuse .....	Page 29
Article XIII: Business Credit Card Policy .....	Page 30
Article IV: Fleet Credit Card Policy .....	Page 30
Article XV: Non Fixed Asset Inventory .....	Page 31

## Appendices

Appendix A..... NESC Job Descriptions .....	Page 32
Director .....	Page 33
Assistant Director .....	Page 34
Business Manager.....	Page 35
Administrative Assistant .....	Page 36
Early Childhood Special Education Teacher .....	Page 37
Speech-Language Pathologist.....	Page 38
Speech-Language Pathology Assistant.....	Page 39
School Psychologist .....	Page 40
Psychological Examiner .....	Page 41
Academic Evaluator.....	Page 42
Supervisor, School Psychological Services .....	Page 43
Center-Base Classroom Teacher .....	Page 44
Center-Base Paraprofessionals.....	Page 45
Education Specialist .....	Page 46
Title IX Coordinator.....	Page 47
Physical Therapist .....	Page 48
Occupational Therapist, Registered .....	Page 49
Certified Occupational Therapy Assistant.....	Page 50
Technology Coordinator .....	Page 51
Transition Coordinator .....	Page 52
School Nurse .....	Page 53
<del>ESA Education Specialist</del> Teaching & Learning Specialist.....	Page 54

\* \* \* \* \*

The Northeast Educational Services Cooperative does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Assistant Director  
310 5<sup>th</sup> Street  
PO Box 327  
Hayti, SD 57241  
(605)783-3607

~~Kansas City Office  
Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, 3rd floor, Suite 320  
Kansas City, MO 64106 Telephone: 816-268-0550  
FAX: 816-268-0599; TDD: 800-877-8339  
Email: OCR.KansasCity@ed.gov~~

Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, 3rd floor, Suite 320  
Kansas City, MO 64106  
Telephone: 816-268-0550  
FAX: 816-268-0599; TDD: 800-877-8339  
Email: OCR.KansasCity@ed.gov

## NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

### BOARD OF ADVISORS

Justin Downes	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
Abi Vanregenmorter	De Smet School District # 38-2
<del>Kevin Keenaghan</del> Kim Kludt	Deubrook Area School District # 5-6
<del>Dean Christensen</del> Chad Schiernbeck	Deuel School District # 19-4
Brian Jandahl	Elkton School District # 5-3
Virginia Dolney	Enemy Swim Day School
James Lentz	Estelline School District # 28-2
Gary Leighton	Florence School District # 14-1
Al Stewart	Grant-Deuel School District # 25-3
Patrick Kraning	Hamlin School District # 28-3
<del>Steve Zirbel</del> Philip Schonebaum	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
Laura Schuster	Sioux Valley School District # 5-5
Kurt Jensen	Summit School District # 54-6
Dean Jones	Waubay School District # 18-3
<del>John Bjorkman</del> Jon Meyer	Waverly/South Shore School District # 14-5
James Block	Webster Area School District # 18-5
Scott Klaudt	Willow Lake School District # 12-3
Larry Hulscher	Wilmot School District # 54-7

# **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

## **BOARD OF DIRECTORS**

Martin Murphy	Arlington School District # 38-1
Kurt Zuehlke	Britton-Hecla School District # 45-4
Cory Akin	Castlewood School District # 28-1
Trudy Gaikowski	Clark School District # 12-2
Norman Koehlmoos	De Smet School District # 38-2
Carie Knutson	Deubrook Area School District # 5-6
Debbe Koenecke	Deuel School District # 19-4
Arend Schuurman	Elkton School District # 5-3
Evelyn Eagle	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
Cristy Woodcock	Lake Preston School District # 38-3
Amber Hamling	Rosholt School District # 54-4
Gene Bjorklund	Sioux Valley School District # 5-5
Lisa Amdahl	Summit School District # 54-6
Sandy Hinze	Waubay School District # 18-3
Penny Thyen	Waverly/South Shore School District # 14-5
Joel Shoemaker	Webster Area School District # 18-5
Tia Felberg	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 DE SMET # 38-2 ENEMY SWIM HAMLIN # 28-3 ROSHOLT # 54-4 WAVERLY/SOUTH SHORE # 14-5 WILMOT # 54-7	BRITTON-HECLA # 45-4 DEUBROOK AREA # 5-6 ESTELLINE # 28-2 HENRY # 14-2 SIOUX VALLEY # 5-5	CASTLEWOOD # 28-1 DEUEL # 19-4 FLORENCE # 14-1 IROQUOIS # 02-3 SUMMIT # 54-6 WEBSTER AREA# 18-5	CLARK #12-2 ELKTON # 5-3 GRANT-DEUEL # 25-3 LAKE PRESTON # 38-3 WAUBAY # 18-3 WILLOW LAKE # 12-3
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**COOPERATIVE BOARD OF DIRECTORS**

**BUSINESS  
MANAGER**

**DIRECTOR OF  
EDUCATIONAL COOPERATIVE**

**BOARD OF  
ADVISORS**

**ASSISTANT DIRECTORS OF  
EDUCATIONAL COOPERATIVE**

# **NESC BOARD POLICIES**

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **28-201**

#### **ARTICLE I**

#### **EMPLOYMENT**

- A. Employee Criminal Background Check Policy: It is the policy of the board to only employ individuals who do not have a “disqualifying record.” Each offer of employment is subject to the provisions of SDCL 13-10-12, et seq., relating to criminal background investigations. This policy shall apply to all individuals employed for the 2000/2001 school year and thereafter, who were not employed by the district during the preceding school year. An employee is any person the district lists on its payroll and makes payroll deductions pursuant to state or federal law.

Each person considered a final applicant for employment shall be provided with a memo to and certification form for completion by the law enforcement agency as provided in Exhibit File GCDB-E/GDDDB-E, together with fingerprint identification cards approved by the South Dakota Division of Criminal Investigation, and an envelope, postage prepaid, addressed to the South Dakota Division of Criminal Investigation, 500 East Capitol Avenue, Pierre, South Dakota 57501. The final applicant shall take the fingerprint cards, the memo, and the addressed, stamped envelope to a law enforcement agency and submit to the fingerprinting process. The final applicant must also provide to the law enforcement agency a check or money order made out to the South Dakota Division of Criminal Investigation for the amount required. The final applicant's completed application will be attached to the certification of the law enforcement agency when received.

Any person granted employment subject to this policy is employed on a temporary basis conditioned upon no disqualifying report being received from the criminal background investigation. Any disqualifying record will result in immediate termination of employment without further notice or hearing. A “disqualifying record” means any conviction of a crime of violence as defined in SDCL 22-1-2(9), a sex offense as defined in SDCL 22-22-30, or trafficking in narcotics. In addition, the Northeast Educational Services Cooperative Board of Directors may consider the following items when making employment decisions on a case-by-case basis:

1. Conviction of any crime or moral turpitude as defined by SDCL 22-1-2(25) may constitute a disqualifying record as determined by the board on a case-by-case basis.
2. Any criminal conviction not disclosed by an applicant may be treated as a disqualifying record.
3. Any criminal conviction may be considered in making a hiring decision.

An applicant for employment subject to this policy shall provide to the law enforcement agency performing the fingerprint process a check or money order in an amount necessary to cover the costs of the criminal record check. The successful applicant shall be reimbursed the cost for the background check and for any fees charged by a law enforcement agency to complete the fingerprinting process in the event that no disqualifying record is identified.

This policy shall not apply to persons performing services for the district under the authority of the South Dakota High School Activities Association.

This policy applies to all other employment agreements, whether written or oral.

Individuals completing their student teaching, internship, practicum or clinical under the supervision of a Cooperative employee are subjected to this policy as well.

## 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 15<sup>th</sup> 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. 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.

The Cooperative will provide annual in-service education and training about harassment for employees.

#### **A. Definitions**

1. Harassment: Harassment consists of physical or verbal conduct related to a person's gender, race, color, religion, creed, ancestry, national origin, age, disability, or other basis prohibited by law when the conduct is so severe, pervasive, and objectively offensive that it:
  - a. has the purpose of effecting or creating an intimidating, hostile or offensive working or academic environment;
  - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work performance which deprives the staff member access to employment or academic opportunities.
2. Sexual Harassment: Sexual harassment is any unwelcome sexual advances(s), request(s) for sexual favors and/or other verbal, physical, and/or visual contact(s) of a sexual nature, or communication of a sexual nature when:
  - a. submission to such conduct or communication is made, either explicitly or implicitly, a term of person's initial employment; or
  - b. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting a student's ability to learn or participate in school activities, or in hiring, evaluation, retention, promotion, or any other aspect of employment; or
  - c. such conduct or communication has the purpose or effect of interfering with an individual's ability to learn or work, creating an intimidating, hostile, or offensive working or educational environment; or
  - d. such conduct is so severe, pervasive, and objectively offensive that such conduct or communication has the purpose or effect of depriving the employee access to employment opportunities or benefits provided by the Cooperative or depriving a student of educational opportunities.
3. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse based upon gender;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, gender-motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupils by teachers, administrators, or other cooperative personnel to avoid physical harm to persons or property;
  - d. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt threats concerning the individual's employment or educational status;
  - e. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
  - f. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic, in the work environment.

**B. Reporting Incidents of Harassment**

Any person who believes he or she has been the victim of harassment as defined above by a student or an employee of the Cooperative shall report the alleged acts immediately to the Cooperative

Director. If the complaint involves the NESC Director, the complaint shall be filed directly with the NESC Board of Director's Chairman. The report shall be on a form available from the NESC Offices.

1. Submission of a complaint or report of harassment. Submission of a complaint or report of harassment will not affect the individual's employment or work assignments.
2. Confidentiality. The Cooperative will make attempts to respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible consistent with the Cooperative's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.
3. Procedure. The complaining employee will be asked to put the facts surrounding the conduct in writing on a form provided by the Cooperative that includes the following: complainant's name and address; time and date of the incident; type of harassment; description of the incident; name of or identifying information about the alleged perpetrator; name of any witnesses, what action, if any, has been taken; and signature of the complainant.
4. Required Reporting. If the accusations include possible criminal activity such as molestation, sexual battery, or similar contact, all mandatory state reporting requirements including, but not limited to, contact with the State Department of Social Services will be initiated.

#### C. Investigation

Upon receipt of a written report alleging harassment, the NESC Director or his/her designee shall immediately authorize investigation. This investigation may be conducted by Cooperative officials or by a third party designated by the Cooperative. The investigating party shall provide a written report of the status of the investigation within (10) working days to the NESC Director.

In determining whether alleged conduct constitutes harassment, the Cooperative should consider the surrounding circumstances, the nature of the advances, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

In addition, the Cooperative may take immediate steps at its discretion to protect the complainant, students, and employees pending completion of an investigation of alleged harassment.

During the investigation, all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the NESC Director or his/her designee with two (2) working days of the filing of the complaint, notification of any investigation, or the filing of any appeal.

#### D. Cooperative Action

1. Upon receipt of the recommendation that the allegations of the complaint constitute a violation of Cooperative policy, the Cooperative will take such action as appropriate based upon the results of the investigation.
2. The results of the investigation of each complaint will be reported in writing and kept on file in the NESC Director's office. The report shall include findings of fact and will document the disciplinary action taken if any, as a result of the complaint.
3. The complainant will be advised of the Cooperative's decision in writing.

4. If either party is not satisfied with the decision rendered by the Director, he or she may request a hearing in executive session with the NESC Board of Directors. The request for hearing must be submitted in writing through the NESC Director's Office within ten (10) working days following receipt of the Director's response. The appeal must include the original complaint form, a copy of the written decision from the NESC Director, and a written statement as to the reasons for appeal. The hearing will be scheduled within (30) working days of the request for hearing. The parties involved will be notified in writing of the time and date of the scheduled hearing.

5. The Cooperative Board will render a decision in writing within ten (10) working days of the hearing.

#### E. Prohibition against Retaliation

The NESC Cooperative will discipline any individual who retaliates against any person who reports alleged harassment or who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a harassment complaint.

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against an individual.

If any NESC personnel or student who has filed a complaint or has testified, assisted, or participated in the investigation of harassment believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

#### F. False Charges

Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action.

#### G. Uncomfortable Situations

The Cooperative recognizes that not every uncomfortable situation constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory effect on employment or learning environment requires a determination based on all the facts and surrounding circumstances. False accusations can have a serious detrimental effect on innocent parties.

#### H. Discipline

Any Cooperative action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements and Cooperative policies. The Cooperative will take such disciplinary action it deems necessary and appropriate, including but not limited to, warning, suspension, or immediate discharge to end harassment and prevent its recurrence.

## HARASSMENT REPORT FORM

Complainant Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Address \_\_\_\_\_

Work Phone \_\_\_\_\_

Date and time of alleged incident(s) \_\_\_\_\_

Place where alleged incident(s) occurred \_\_\_\_\_

Name of person you believe harassed you \_\_\_\_\_

Describe the incident(s) as clearly as possible \_\_\_\_\_

\_\_\_\_\_

List any witnesses that were present \_\_\_\_\_

What action, if any, has been taken? \_\_\_\_\_

This harassment report form is filed based on my honest belief that \_\_\_\_\_  
has harassed me. I hereby certify the information I have provided in this harassment report form is true,  
correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date



## **ARTICLE V**

### **USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES BY EMPLOYEES (DRUG FREE WORKPLACE)**

Student and employee safety is a paramount concern to the board. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the board will not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor will the board tolerate the unlawful use of, or being under the influence of, alcohol by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action which may include dismissal. Each employee of the cooperative is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the director any criminal drug statute convictions for a violation occurring in or on the premises of this cooperative, or while engaged in regular employment. Such notification must be made by the employee to the director no later than five days after conviction. Within ten (10) days after the director receives such notification in any school district receiving district federal aid the director will report the violation to the United States Department of Education and in all cases report the violation to the State Secretary of Education.

Thirty days after receipt of information concerning a violation of this policy the cooperative will take appropriate disciplinary action which may include termination of employment or may require the employee to participate in drug abuse assistance or rehabilitation programs.

All employees will attend a cooperative drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug-free workplace; available drug counseling; rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such a facility or agency is available.

When a staff member has consumed alcoholic beverages or illegal drugs off of school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation may be subject to the same penalties as for possession or consumption on school property.

The Cooperative Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

A copy of this policy shall be given to all present and future employees.

### **TEMPORARY DISENGAGEMENT**

The board recognizes the inadequacies of "crisis action" and the importance of expert legal counsel in the area of dismissal for any employee. In the event of an emergency situation, the employee will be temporarily disengaged by NESC Administration, with pay, from his responsibilities and requested to await further notice from the administrative office. This action only simplifies one situation so as to maintain a proper environment for learning and in no way imputes contributory involvement to the employee. He/She may be reinstated to their responsibilities when advisable, or may be notified of suspension when investigation so indicates.

### **SUSPENSION**

When contributory involvement is ascertainable, the employee should be suspended by NESC Administration, with pay, pending an executive session hearing before the board and a decision regarding further employment. The employee shall have full opportunity for defense against charges and to face

any person who has made allegations. If any representative is to be present, both the employee and the board should be represented for advice concerning legal rights and possible legal outcomes. In the event of civil or criminal litigation, the welfare of the students shall be the only criterion on which continued employment is based.

Immediate dismissal shall be based on the provision of state law. The board shall take this step only on advice of legal counsel or on the basis of affirmative evidence supporting such action by the board.

It shall be the purpose and use of this policy to assist in the improvement of instruction and to determine future employment.

## **ARTICLE VI**

### **ACCEPTABLE USE POLICY**

#### ***NESC Information Technology***

Any computer, networking device, telephone, copier, printer, fax machine, or other information technology which

1. is owned by NESC or
2. is licensed or leased by NESC or
3. is owned or leased by member school districts and used by NESC employees

is subject to NESC policies.

In addition, any information technology which

1. connects directly to NESC data or telephone networks, or
2. connects directly to a computer or other device owned or operated by NESC, and/or
3. otherwise uses or affects NESC information-technology facilities

is subject to NESC information-technology policies.

In addition, employees will be required to adhere to any NESC member districts' acceptable use policy as well.

#### ***Restricted Applications***

Restricted applications of NESC's information technology primarily include but are not limited to:

1. threatening NESC's tax-exempt status, such as certain kinds of political activity and most commercial activity,
2. illegal acts, such as fraud, harassment, copyright violation, and child pornography,
3. depriving other users of their fair share of NESC information technology or interfere with the functioning of central networks and systems, such as mass mailings, and chain letters
4. violating NESC by-laws or policies
5. sending or displaying offensive messages or pictures
6. using obscene language
7. insulting or attacking others
8. engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
9. violating copyright laws
10. using others' passwords without permission
11. trespassing in others' folders, documents, or files
12. intentionally wasting limited resources
13. employing the network for sale of personal items

Disclaimers do not render restricted applications acceptable. The only recourse available to someone interested in such applications is to use non-NESC computers, networks, and other technologies.

#### ***Procedures***

When any use of information technology at NESC presents an imminent threat to other users or to the NESC's technology infrastructure, system operators may take whatever steps are necessary to isolate the threat, without notice if circumstances so require. This may include changing passwords, locking files, disabling computers, or disconnecting specific devices or entire sub-networks from NESC, regional, or national voice and data networks. System operators will restore connectivity and functionality as soon as possible after they identify and neutralize the threat.

Telephones, computers, network connections, accounts, usernames, authorization codes, and passwords are issued to identify them as eligible users of NESC information technology. Users are responsible for not sharing their privileges with others, and especially for ensuring that authorization codes and passwords remain confidential. Users of computers connected to the NESC network, permanently or temporarily, are responsible for ensuring that unauthorized users do not thereby gain access to the NESC network or to licensed resources.

Use of information technology that violates this policy and rules based on it may result in disciplinary proceedings and, in some cases, in legal action.

### **Sanctions**

Preliminary determination:

The cooperative director with assistance from the technology committee will make the initial determination of a policy violation. Once it has been determined that a policy violation has occurred, the director will implement the appropriate sanction(s).

Sanctions may include but are not limited to:

1. verbal warning
2. written warning
3. deny, suspend, or revoke any internet access as deemed appropriate
4. employment sanctions
5. notification of law enforcement

## **ARTICLE VII**

### **NESC VEHICLE USE POLICY**

#### **Authorization For Use:**

NESC employees and contracted service providers shall operate NESC owned vehicles only when they:

1. Are authorized by NESC administration to act as the operator of a vehicle;
2. Hold a valid driver's license for the class of vehicle they are approved to operate. The cooperative may verify license status by checking motor vehicle records. Employees who move to and become residents of South Dakota will have 60 calendar days from their date of hire to secure a South Dakota Driver's License.
3. Provide a copy of their driver's license to NESC;

#### **Responsibilities of Vehicle Operator:**

##### **Employees operating NESC vehicles shall:**

1. Ensure NESC vehicles will only be used for NESC purposes.
2. Ensure the vehicle is made available for routine maintenance as well as unscheduled maintenance when required.
3. Ensure the engine oil is changed approximately every 3,000 miles.
4. Ensure the vehicle is locked when not in use.
5. Ensure all vehicle related charges made to an NESC account is for an NESC vehicle.
6. Maintain a mileage log to be submitted on a monthly basis to the NESC Administrative Offices.
7. Provide all gas and maintenance receipts on a monthly basis to the NESC Administrative Offices.

8. Operate such vehicles in a safe, responsible manner, and in compliance with South Dakota State laws and regulations as well as local laws governing vehicle use.
9. Cellular phone calls, incoming or outgoing, are discouraged while driving. Be encouraged to pull off to a safe area and stop driving to use a cell phone in a vehicle.
10. Texting or using a web browser is prohibited while operating a NESC vehicle.
11. Inspect vehicles before operating to ensure the vehicle will function in a safe manner.
12. Report any suspension or revocation of their driver's license to NESC Administration as soon as they are aware or should have been aware of such action.
13. Report all accidents to NESC administration as soon as possible and practical.
14. Renew annually the NESC Vehicle Use Policy.
15. Refrain from engaging in activities which may distract an individual from safely operating a vehicle.
16. Refrain from operating any such vehicles when under the influence of controlled substances, medications, or mental or physical conditions which could impair their ability to properly operate a vehicle.
17. Refrain from any tobacco use while in an NESC vehicle.
18. Refrain from the unlawful use, distribution, dispensing, manufacture, or possession of a controlled substance.
19. Refrain from operating any NESC vehicle while under the influence of alcohol, any drug, or the combined influence of alcohol and any drug.
20. Refrain from operating a vehicle in a manner which endangers the safety or life of others.
21. Be personally responsible for the inside and outside appearance of the vehicle.
22. Be personally responsible for costs occurring when keys are locked in NESC vehicle.
23. Be personally responsible for traffic fines, court appearances, and other personal judgments or penalties arising from their violation of traffic laws while operating NESC vehicles.
24. Report all verbal warnings or written citations issued by an officer of the law to NESC Administration.

In addition, federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

### **Sanctions:**

The Cooperative Director will make the initial determination of a policy violation. Once it has been determined that a policy violation has occurred, the Director will implement the appropriate sanction(s).

Sanctions may include but are not limited to:

1. verbal warning
2. written warning
3. deny, suspend, or revoke any use of a Cooperative vehicle
4. employment sanctions
5. notification of law enforcement

## **ARTICLE VIII FAMILY AND MEDICAL LEAVE (FMLA Leave)**

An eligible employee is entitled to up to a combined total (paid and unpaid) of twelve (12) weeks of FMLA Leave per year for:

- For incapacity due to pregnancy, prenatal medical care of child birth;
- To care for the employee's child after birth, or placement for adoption of foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or

- For a serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

The employee must first use and count all available accrued paid leave, including vacation, sick leave, and personal leave, before using the unpaid leave. During the period of FMLA Leave, the employee is entitled to the continuation of all fringe benefits. Employees will still earn sick days and vacation days while on FMLA Leave. The district will continue to pay its portion of health insurance, and it will be the employee's responsibility to continue to pay for his or her portion. Upon return to work, the employee will be entitled to his or her same position or an equivalent position with equivalent pay.

In the case of birth, adoption or foster placement, the FMLA Leave entitlement for child-care ends after: (1) the child reaches the age of one, or (2) 12 months after adoption or placement. FMLA Leave to care for a child would include leave for a step-parent or a person in loco parentis.

In cases where both spouses are employed by the Cooperative, the combined amounts (both employees) of FMLA Leave for birth, adoption or foster placement, or family illness is limited to twelve (12) weeks. Personal illness is not limited to this combined total.

The Cooperative, at the request of the employee, may agree that the employee may take leave intermittently or on a reduced hours basis in connection with the birth, adoption or foster placement of a child. This is subject to the recommendations of the administrator or supervisor and is at the request of the employee.

When FMLA Leave is in connection with birth, adoption or foster placement, and is foreseeable, the employee must provide at least thirty (30) days notice of the date when FMLA Leave is to begin. When FMLA Leave is in respect to a family or employee illness which is foreseeable, the employee must make a reasonable effort to schedule treatment, including intermittent and reduced hour level, so as to not unduly disrupt the operations of the Cooperative.

In case of employee illness, in addition to current sick leave policy requirements, the Cooperative may require the employee to provide certification by his or her health care provider that the employee is able to return to work and is able to meet the essential functions of the job.

During FMLA leave, the District will continue the employee's health benefits during the leave period on the same level and under the same conditions as if the employee had continued to work. If the employee does not return to work after the expiration of leave, he/she will be required to reimburse the Cooperative for any insurance premiums paid by the Cooperative during the leave, unless the employee's failure to return is due to a serious health condition which prevents the employee from performing his/her job, or because of other circumstances beyond the employee's control.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Business Office by the 30<sup>th</sup> day of each month. If the payment is more than (30) days late, the employee's health care coverage may be dropped for the duration of the leave. The Cooperative will provide fifteen (15) days' notification prior to the employee's loss of coverage.

## **ARTICLE IX GRIEVANCE PROCEDURE**

WHEREAS, the Board of Directors of the Northeast Educational Services Cooperative # 28-201, in compliance with the rules and regulations pertaining to nondiscrimination on the basis of race, color, national origin, sex, disability, or age in its programs and activities under Federally assisted education programs and activities, has established this procedure whereby a complaint related to the violation, interpretation, or application of Title IX (discrimination based on gender), Title VI (discrimination based on national origin/race, Section 504, Age Discrimination Act, or Americans with Disabilities Act Rules and Regulations may be quickly and smoothly resolved;

WHEREAS, students and employees of the Northeast Educational Services Cooperative # 28-201 are eligible to participate in this grievance procedure; and

WHEREAS, the resolution of real or alleged violations shall be motivated toward a solution that is satisfactory to the student or employee, the administration, and the Board of Directors.

NOW THEREFORE BE IT RESOLVED, that the following grievance procedures be adopted by the Board of Directors of the Northeast Educational Services Cooperative # 28-201.

### **1. Definitions**

- 1.1 Grievance: An issue that reaches Level One Procedure. This involves the violation, interpretation, or application of any selection of Title IX, Title VI, Section 504, Age Discrimination Act, or Americans with Disabilities Act.
- 1.2 Student: Any person enrolled as a student in any school and/or educational or recreational program authorized by the Northeast Educational Services Cooperative #28-201 Board of Directors.
- 1.3 Employee: Any full-time or part-time person receiving compensation for services rendered the Northeast Educational Services Cooperative # 28-201 Board of Directors.
- 1.4 Non-discrimination Coordinator: The person designated by the Board of Directors to coordinate efforts to comply with Title IX, Title VI, Section 504, Age Discrimination Act, or American with Disabilities Act Rules and Regulations.
- 1.5 Director: The Director of the Cooperative or a designated representative.

### **2. Level One Procedure**

- 2.1 The student or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the Non-Discrimination Coordinator.
- 2.2 The Non-Discrimination Coordinator's responsibilities:
  - a. Investigate, within five business days, the circumstances of the complaint;
  - b. Render a decision, within ten business days after receipt of the complaint; and notify the complainant;
  - c. Provide the complainant five business days to react to the decision before it becomes final.
- 2.3 The Complainant's responsibilities:
  - a. Accept the decision, in writing, addressed to the Non-Discrimination Coordinator, or

- b. Disagree with the decision, in writing, addressed to the Non-Discrimination Coordinator. A level two procedure will be initiated.

### **3. Level Two Procedure**

- 3.1 The Non-Discrimination Coordinator requests the Director to review the complaint.
- 3.2 The Director will schedule a meeting within five business days of receipt of the request for review. The participants shall be the complainant, the Non-Discrimination Coordinator, and the Director.
- 3.3 The Director will make a decision within five business days. The complainant and the Non-Discrimination Coordinator will receive copies of the decision.

### **4. Level Three Procedure**

- 4.1 If the complainant is not satisfied with the decision rendered by the Director, he/she may request a hearing in executive session with the NESC Board of Directors. The request for hearing must be submitted in writing within five (5) business days through the Director's office. The hearing will be scheduled within thirty (30) business days from the request for hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing.
- 4.2 The NESC Board of Directors will render a decision in writing within ten (10) business days of the hearing.
- 4.3 Either party may have representation present at each step once the investigation is completed. If either party elects to be represented at any step of the complaint procedure, the names of these representatives must be declared in writing at least two days prior to that step.

## Grievance Report Form

(This report form is to be used when a grievant wishes  
to file a grievance under NESC's Grievance Procedure)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City and State \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Incident Summary:

1. Date of occurrence \_\_\_\_\_

2. Description of incident(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Name(s) of person(s) involved in the incident(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Name(s) of any witness(es) to the incident(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What remedial action, if any, has been taken? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Requested resolution of the grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Grievant \_\_\_\_\_

Date \_\_\_\_\_



## **ARTICLE X**

### **LIFE-SUSTAINING EMERGENCY CARE PROCEDURE**

NESC center-base staff members responsibilities include the provision of life-sustaining emergency care. They shall take all reasonable steps to provide such care to NESC center-based students on school grounds in need of life-sustaining emergency care, and they shall attempt to contact an ambulance in accordance with regular school / NESC policies to secure the speedy transportation of the student to hospital facilities.

For purposes of this policy, "life-sustaining emergency care" means any procedure or intervention applied by NESC center-based staff that may prevent a student from dying who, without such procedure or intervention, faces a risk of imminent death. Examples of life sustaining emergency care may include: efforts to stop bleeding, unlocking airways, mouth-to-mouth resuscitation, and card-pulmonary resuscitation ("CPR").

## **ARTICLE XI**

### **ADMINISTRATION OF MEDICATIONS**

When appropriate, Northeast Educational Services Cooperative staff will assist students with self administration of medication according to the following requirements:

#### **ITEM A:**

This policy applies only to students directly assigned to NESC (Example: Center-Base students). NESC staff are not to become involved in the administration of medication to students not directly assigned to NESC.

#### **ITEM B: DEFINITIONS**

1. **Assistance with self-administration of medications:**  
The term "assistance with self-administration of medications" means helping a client with one or more steps in the process of taking medications, but not actual administration of medications. Assistance with self-administration of medications may include opening the medication container, reminding the client of the proper time to take the medication, helping to remove the medication from the container, and returning the medication container to proper storage. The person should have some informal training to ensure he/she feels comfortable in the role.
2. **Administration of medications:**  
The administration of medications is a nursing function. The steps in medication administration entail removing an individual dose from a previously dispensed, labeled container, including a unit dose container; verifying it with the physician's order; giving the individual dose to the client for which it is prescribed; and promptly recording the time and dose given.

#### **ITEM C: ADMINISTRATION OF MEDICATIONS**

Northeast Educational Services Cooperative staff do not participate in the administration of medications unless appropriate training as required by SDCL 13-33A and Board of Nursing administrative rules has been provided.

#### **ITEM D: REQUIREMENTS FOR SELF-ADMINISTRATION OF MEDICATION**

1. The NESC Director or Assistant Director have been informed of a request for student assistance with medication.
2. A letter is distributed to the parent or guardian of each student.
3. The form, "Parent/Guardian Authorization For Assistance With Self Administration of Medications", has been fully completed.
4. The "Medication Observation Daily Log" must be maintained by the NESC staff for each student with each medication.
5. All medications to be supervised by school personnel are kept in a securely locked area.
6. Parents/Guardians may retrieve the medication from the school at any time.
7. No more than a thirty day supply of the medication for a student is to be stored at the school.
8. All unused, discontinued or outdated medications are to be returned to the parent or guardian and appropriately documented. All medications are to be returned to parents or guardians at the end of the school year.
9. NESC staff will notify parents or guardians of any side effects, variations from the plan, or the student's refusal or failure to take the medication.
10. Medication errors will be documented by NESC staff using the "Medication Report Error" form.
11. This policy and outlined procedures also apply concerning over-the-counter medications.

**ITEM E:**

All procedures included in this policy apply to circumstances involving the administration of medication. In these cases the "Parent / Guardian Authorization for Administration of Medications" form is required in place of item three under self-administration.

## ADMINISTRATION OF MEDICATIONS

### FORMS

Dear Parent / Guardian:

We would like to inform you of the policies that have been put in place to ensure the health and safety of children needing medication, (including over-the-counter such as Tylenol) during the school day.

Our school district requires that the following forms must be on file in your child's health record before we begin to give any medication at school:

1. Signed consent by the parent or guardian to give medicine.
2. Signed Medication Record.

Medications must be delivered to the school in a pharmacy or manufacturer-labeled container by you or a responsible adult whom you designate. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine is to be delivered to the school.

When your child needs a medication to be given during the school day, please act quickly to follow these policies so we may begin to give the medication as soon as possible. Thank you for your help.

Sincerely Yours,

---

School Personnel

---

Telephone

Attachments:    Parent / Guardian Authorization  
                         Medication Record

**PARENT/GUARDIAN AUTHORIZATION FOR STUDENT TO  
RECEIVE MEDICATION(S) FROM SCHOOL OFFICIALS**

Name of student \_\_\_\_\_ Date of birth \_\_\_\_\_

Parent/guardian name \_\_\_\_\_

School/year \_\_\_\_\_ Grade \_\_\_\_\_

Home telephone \_\_\_\_\_

Name of licensed prescriber \_\_\_\_\_

Business telephone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Food/drug allergies \_\_\_\_\_

Name of medication \_\_\_\_\_

Date ordered \_\_\_\_\_ Duration of order \_\_\_\_\_

Dosage \_\_\_\_\_ Frequency \_\_\_\_\_ Route of administration \_\_\_\_\_

Expiration date of medication received \_\_\_\_\_

Diagnosis (if not in violation of confidentiality) \_\_\_\_\_

Specific direction, e.g., times to be given \_\_\_\_\_

Possible side effects, adverse reactions \_\_\_\_\_

Quantity of medication received by school and date \_\_\_\_\_

Required storage conditions \_\_\_\_\_

Other medication being taken by the student (if not in violation of confidentiality) \_\_\_\_\_

I give permission for my son/daughter to receive medication with supervision from authorized school personnel.

I give permission to school personnel to share information relevant to the prescribed medication assistance as he/she determines appropriate for my son's/daughter's health and safety.

I understand I may retrieve the medication from the school at any time; however, the medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Student signature, if appropriate \_\_\_\_\_

Date \_\_\_\_\_

School personnel signature \_\_\_\_\_

Date \_\_\_\_\_

## MEDICATION ERROR REPORT

A medication error is defined as: "failure to assure the student receives the prescribed medication with the appropriate time frame, in the correct dosage, by the correct route, and to the correct student."

Date of report \_\_\_\_\_

Name of student \_\_\_\_\_ Date of birth \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_

Home address \_\_\_\_\_ Telephone number \_\_\_\_\_

\_\_\_\_\_  
(street)

\_\_\_\_\_  
(city/state)

\_\_\_\_\_  
(zip code)

Date error occurred \_\_\_\_\_ Time noted \_\_\_\_\_

Personnel assisting student \_\_\_\_\_  
(Name) (Title)

Licensed prescriber \_\_\_\_\_  
(Name) (Address)

Medication \_\_\_\_\_ Dose \_\_\_\_\_ Route \_\_\_\_\_ Scheduled Time \_\_\_\_\_

Describe the error and how it occurred (use reverse side if necessary)

Action Taken:

Parent/guardian notified: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Other persons notified: \_\_\_\_\_

Outcome:

Name \_\_\_\_\_  
Type or Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## MEDICATION OBSERVATION DAILY LOG

To be completed for each medication.

School Year \_\_\_\_\_

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Grade/Home Room (or Teacher) \_\_\_\_\_

Name of School \_\_\_\_\_

Name and Dosage of Medication \_\_\_\_\_ Route \_\_\_\_\_

Frequency \_\_\_\_\_ Time (s) Given in School \_\_\_\_\_

Direction: Initial with time in box; a complete signature and initials of each person should be included below.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	25	26	27	28	29	30	31
Aug																																
Sept																																
Oct																																
Nov																																
Dec																																
Jan																																
Feb																																
Mar																																
Apr																																
May																																
June																																
July																																

Initial (Of School  
Personnel or Nurse)

SIGNATURE

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |

CODES: (A) Absent; (E) Early dismissal; (F) Field Trip; (N) No Medication Available; (O) No Show; (W) Dosage Withheld; (X) No School (i.e. holiday, weekend, snow day, etc.)

## **ARTICLE XII**

### **REPORTING CHILD ABUSE**

Because of their regular contact with school-age children, school employees are in an excellent position to identify abused or neglected children.

To comply with the law (SDCL 26-8-6, 26-10-10, 26-10-11, and 26-10-12) it is the policy of the Northeast Educational Services Cooperative that any staff or other coop employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by any person including parent or other person, other than by accidental means, shall report orally or in writing to the principal, superintendent, or director who shall then immediately report to the states attorney of that county or to the Department of Social Services or to the county sheriff or to the city police. The principal, superintendent or director shall inform the coop employee initiating the action within 24 hours and in writing that the report has been made. The employees shall make the report directly to the proper authorities if the principal, superintendent or director fails to do so.

The report shall contain the following information: Name, address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of injuries or condition.

Coop employees, including administrators shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the coop employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, only to report his or her suspicions of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in considerate, professional manner and information or records concerning reports of suspected abuse or neglect are confidential and the release to persons other than provided by law (SDCL 26-10-12.2) is punishable by \$1,000 fine, one year in jail or both. (SDCL 26-10-12.3). Failure to make a report where abuse or neglect is suspected is subject to the same punishment. (SDCL 26-10-10)

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding even if the suspicion is proved to be unfounded. SDCL 26-10-14.

Copies of this policy shall be distributed by the Director or his designee to all coop employees at the beginning of each school term and to new employees when they begin employment if at a different time than the beginning of the school term.

The Board will support any employee making a report of suspected child abuse or neglect until and unless it is determined that the employee was acting in bad faith in making the report.

## **ARTICLE XIII**

### **BUSINESS CREDIT CARD POLICY**

The Director and Business Manager are authorized to obtain credit cards in the Cooperative's name for the purpose of purchasing items and services that are coop related.

The total line of credit shall not exceed \$10,000. The Director and Business Manager are authorized to administer the credit card usage by administration and staff. Credit Cards are to be used for the following:

- 1.) Travel costs - airline tickets, registration fees, vehicle rental, and lodging (meals are not to be purchased with credit cards).
- 2.) Purchase of materials, supplies or equipment when the Business Manager or Director provides prior authorization.
- 3.) Emergency purchases for coop-related items when there is insufficient time to follow regular purchase procedures.
- 4.) On-line/internet purchases or registration where a credit card is required and the purchase is authorized by the Business Manager or Director.

Individuals making purchases as outlined above are required to submit invoices and other such documentation as the Business Office may require prior to the credit card bill being paid to allow for proper expense coding.

The Board and NESC Administration have the authority to revoke use of any credit card if use becomes other than for which it was originally intended. If the Board or Administration revokes use of a card, the Business Manager or Director shall cancel the card the next business day after the Board of Directors meeting the card was voted to be revoked. Documentation of the cancelled card shall be presented at the following Board of Directors meeting.

## **ARTICLE XIV**

### **FLEET CREDIT CARD POLICY**

The Director and Business Manager are authorized to obtain and distribute fleet cards to NESC employees.

The line of credit on these cards shall not exceed \$250 per day. The Director and Business Manager are authorized to administer the fleet card usage by Administration and other NESC employees. Fleet Cards are to be used for the following:

- 1.) Purchase of gasoline for Northeast Educational Services Cooperative vehicles.
- 2.) Purchase of oil changes and other routine maintenance.
- 3.) Fleet Cards will only be distributed to employees with a Cooperative vehicle or at the discretion of the Director and Business Manager.
- 4.) Absolutely no purchases of any kind may be used for NESC staff's personal vehicles.
- 5.) Employees that return their Cooperative issued vehicles at the end of the school year will also return their fleet card. They will be re-issued the fleet card when they are re-issued a Cooperative vehicle at the start of the next school year.



Individuals making purchases as outlined above are required to submit all receipts and invoices, along with his or her mileage log, that will note the price per gallon, gallons purchased, and total purchase amount the day a transaction is made. The Business Office will require the documentation prior to the credit card bill being paid, to allow for proper expense coding.

The Board and NESC Administration have the authority to revoke use of any fleet card if use becomes other than for which it was originally intended. If the Board revokes use of a card, the Business Manager shall cancel the card the next business day after the Board of Directors meeting. The card voted to be revoked will be obtained from the employee or employees. If Administration revokes use of a fleet card, they will notify the Board of Directors at the next meeting. Documentation of the cancelled card shall be presented in any case at the subsequent Board of Directors meeting.

## **ARTICLE XV**

### **NON FIXED ASSET INVENTORY**

An inventory of non-consumable supplies and equipment that has a value greater than or equal to \$25.00 will be kept and tracked by the business office. Inventory will be categorized by the employee that possesses the item or storage. To ensure accuracy, a written request must be made before anything is transferred between employees, from storage, or to storage. At the end of each fiscal year a listing will be sent to each employee to review for accuracy. Any supplies that are obsolete, broken, missing, or no longer usable will be declared surplus at the June Board of Directors meeting and then disposed of.

## **APPENDIX A**

### **NESC JOB DESCRIPTIONS**

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**DIRECTOR**

**I. Background Information**

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

**II. Professional Responsibilities**

- A. Coordinate and recommend policies and programs for the Board of Directors and Superintendents' Advisory Board.
- B. Communicate with school district administration and staff regarding pertinent issues.
- C. Work in cooperation with the NESC Business Manager
  - to develop and implement budgets,
  - to ensure accepted accounting standards are implemented, and
  - to ensure inventory is maintained.
- D. Serve as a resource person to member districts.
- E. Establish and review a special service delivery system in conjunction with member districts that complies with state and federal regulations.
- F. Complete state and federal forms relating to the Cooperative.
- G. Establish channels of communication between the NESC Board of Directors, Advisory Board of Superintendents, and members districts.
- H. Ensure employees are evaluated.
- I. Make personnel recommendations to the Board of Directors.
- J. Plan and write grants based on specific needs and availability of funding sources.
- K. Plan and arrange in-service where appropriate for NESC and LEA staff.
- L. Perform other duties as deemed appropriate by the Cooperative Board of Directors.

**III. Qualifications**

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

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**ASSISTANT DIRECTOR**

**I. Background Information**

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

**II. Professional Responsibilities**

- A. Manage departments in the cooperative as assigned by the director. For departments being managed perform the following activities.
  - 1. Participate in budget planning, making arrangements for the department's needs in the coming fiscal year. Process requisitions, employee leave, and professional development requests.
  - 2. Facilitate professional development and departmental meetings as necessary.
  - 3. Supervise and evaluate employees.
- B. Ensure that cooperative policies and procedures are maintained.
- C. Review and file employee calendars.
- D. Arrange for ESY service delivery. This includes the following activities.
  - 1. Determine which school districts would like the cooperative to manage academic ESY.
  - 2. Project ESY needs through consultation with special education providers.
  - 3. Arrange for coverage to meet all of those needs.
  - 4. Communicate ESY expectations to providers, such as how to submit for mileage and pay.
  - 5. Maintain a list of students served through ESY and a list of providers with pertinent details.
  - 6. Serve as a contact for any questions or concerns regarding ESY.
- E. Attend Board of Directors and Board of Advisors meetings and other meetings as required and deemed appropriate by the Director.
- F. Serve as a resource person to NESC and member district staffs in the area of special education.
- G. Communicate with school district administration and staff regarding pertinent issues.
- H. Perform other duties as deemed appropriate by the Director.

**III. Qualifications**

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

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

#### **BUSINESS MANAGER**

#### **I. Background Information**

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

#### **II. Professional Responsibilities**

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

#### **III. Qualifications**

##### **A. Education**

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

##### **B. Experience**

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

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

#### **ADMINISTRATIVE ASSISTANT**

##### **I. Background Information**

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

##### **II. Professional Responsibilities**

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

##### **III. Qualifications**

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

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**EARLY CHILDHOOD SPECIAL EDUCATION TEACHER (ECSE)**

**I. Background Information**

Early identification can lead to early intervention, which is associated with better outcomes for children with disabilities. With that goal in mind, early childhood special education (ECSE) teachers conduct special education activities pursuant to the Individuals with Disabilities Education Act (IDEA) for children ranging from infancy until enrollment in kindergarten. One critical function is serving as a Child Find contact on behalf of school districts. Another important role is working with families in a preventative capacity, teaching parents and caregivers the strategies and skills that would be effective in promoting developmental wellness. For the children who are eligible for special education, ECSE teachers design and deliver specialized instruction and serve as case managers, creating special education records and coordinating with other professionals.

This position is a regular, nine-month teaching contract with additional paid work allowed throughout the summer to complete Child Find, Birth to 3, and Extended School Year (ESY) duties.

**II. Professional Responsibilities**

- A. Conduct developmental screenings.
- B. Serve as a Child Find contact on behalf of member school districts, documenting new referrals, communicating with the LEA, and responding on the LEA's behalf appropriately. Coordinate evaluations with other professionals (including outside agencies if applicable.)
- C. Administer developmental, achievement, and skill-based evaluations and generate the related reports.
- D. Guide eligibility decisions and prepare the eligibility determination documents for the children served.
- E. Write Individualized Education Programs (IEPs) and associated special education paperwork for children eligible for special education.
- F. Contribute to the development of Individual Family Service Plans (IFSPs).
- G. Provide experiences to stimulate growth in developmental areas (cognitive development, physical development, communication development, social or emotional development, and adaptive development) based on the individual needs of the child.
- H. Model, teach, and counsel parents how to increase the child's independence and developmental wellness.
- I. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- J. Create and update a schedule of services, keeping the stakeholders notified.
- K. Submit information for Indicator 7 and Indicator 12 on behalf of member school districts.
- L. Transmit calendars, schedules, caseloads, ESY data, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- M. Perform other, reasonably-related duties as assigned.

**III. Qualifications**

- A. Education  
ECSE teachers should hold a bachelor's or master's degree in education or a related field from an accredited college or university.
- B. Certification  
ECSE teachers are fully certified for this position when they hold a South Dakota teacher's certificate with an endorsement allowing special education of children in the preschool ages.
- C. Experience  
Successful experience as a special education teacher working with preschool children is preferred but not required.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

### **SPEECH-LANGUAGE PATHOLOGIST**

#### **I. Background Information**

Speech-language pathologists (SLPs) work to prevent, assess, diagnose, and treat speech, language, social communication, cognitive-communication, and swallowing disorders in children and adults. Additionally they provide aural rehabilitation for individuals who are deaf or hard of hearing and implement augmentative and alternative communication (AAC) systems for individuals with severe disorders.

The responsibilities of educationally-based SLPs have been influenced by special education law – the key provision for their funding. Therefore school-based SLPs must focus on remediating a student's impairment only to the point that it no longer interferes with educational performance.

This position is a regular, nine-month teaching contract with additional paid work allowed throughout the summer to complete Child Find, Birth to 3, and Extended School Year (ESY) duties.

#### **II. Professional Responsibilities**

- A. Conduct universal hearing screenings.
- B. Participate in developmental screenings.
- C. Serve as a Child Find contact on behalf of member school districts, documenting new referrals, communicating with the LEA, and responding on the LEA's behalf appropriately.
- D. Administer comprehensive evaluations and generate the related reports.
- E. Guide eligibility decisions and prepare the eligibility determination document when the category of disability in question is Speech-Language Impairment (550) or Hearing Loss (515).
- F. Diagnose and remediate impairments in speech-language areas (articulation, language, voice, and fluency) based on the individual needs of the child.
- G. Model, teach, and counsel parents and teachers how to promote growth in communication and independence for the child.
- H. Write Individualized Education Programs (IEPs) and associated special education paperwork for children eligible for special education.
- I. Contribute to the development of Individual Family Service Plans (IFSPs).
- J. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- K. Create and update a schedule of services, keeping the stakeholders notified.
- L. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- M. Supervise speech-language pathology assistants.
- N. Perform other, reasonably-related duties as assigned.

#### **III. Qualifications**

##### **A. Education**

SLPs who held a speech-language pathologist certificate from the South Dakota Department of Education as of July 1, 2012 must have at least a bachelor's degree in speech pathology from an accredited college or university.

Otherwise SLPs must hold a master's or a doctoral degree from an institution accredited by the accrediting agency of ASHA and approved by the United States Department of Education.

##### **B. Certification**

SLPs must be licensed to practice speech-language pathology by the South Dakota Board of Examiners for Speech-Language Pathology.

##### **C. Experience**

Successful experience as a speech-language pathologist is preferred but not required.



## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

#### **SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

##### **I. Background Information**

Some interventions used to treat individuals with communication and related disorders can be performed successfully by someone other than a speech-language pathologist (SLP) if the person conducting that task has been properly trained and supervised by a speech-language pathologist. In particular the more repetitive, mechanical, and routine clinical duties are well-suited to delegation.

Speech-language pathology assistants (SLPAs) assist in the provision of speech-language pathology services that are designed and monitored by a supervising SLP. Additionally SLPAs may support in other duties such as screening, scheduling, checks and maintenance of equipment, and recordkeeping.

This position is a regular, nine-month contract with additional paid work allowed throughout the summer to complete Birth to 3 and Extended School Year (ESY) duties.

##### **II. Professional Responsibilities**

- A. Deliver speech-language pathology interventions, following documented treatment protocols established by the supervising SLP.
- B. Communicate student progress and potential issues to supervising SLP.
- C. Conduct universal hearing screenings without clinical interpretation.
- D. Participate in developmental screenings without clinical interpretation.
- E. Model, teaching, and counsel parents and teachers how to promote growth in communication and independence for the child.
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Create and update a schedule of services, keeping the stakeholders notified.
- H. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- I. Perform other, reasonably-related duties as assigned.

##### **III. Qualifications**

###### **A. Education**

SLPAs must hold an associate's degree in speech-language pathology assistance or a bachelor's degree in speech-language pathology or communication disorders from an accredited academic institution.

###### **B. Certification**

SLPAs must be licensed as a speech-language pathology assistant by the South Dakota Board of Examiners for Speech-Language Pathology.

###### **C. Experience**

Successful experience as a speech-language pathologist assistant is preferred but not required.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR SCHOOL PSYCHOLOGIST**

#### **I. Background Information**

School psychologists help to navigate the requirements for special education by reviewing school records, planning and coordinating evaluations, administering new diagnostic evaluations, and applying student data to the State's eligibility criteria. Additionally they recommend specific intervention and placement solutions based on individual needs. Ongoing consultation with parents and teachers is an important part of the work.

This position is a 190 day contract.

#### **II. Professional Responsibilities**

- A. Assist special education teachers with evaluation planning.
- B. Conduct academic, behavioral, observational, and psychological assessments and generate the related reports.
- C. Interpret evaluation data and facilitate eligibility decisions.
- D. Promote positive behavior interventions and supports.
- E. Consult with parents and teachers to improve academic or behavioral difficulties.
- F. Connect families with available resources from the community and other agencies when possible.
- G. Conduct functional behavior assessments, generate the related reports, and facilitate the development of behavior intervention plans.
- H. Facilitate manifestation determination reviews and the related documentation.
- I. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- J. Transmit calendars, vehicle mileage logs, and evaluation data when requested.
- K. Perform other, reasonably-related duties as assigned.

#### **III. Qualifications**

- A. Education  
School psychologists must hold a graduate degree in school psychology from an accredited college or university.
- B. Certification  
School psychologists are fully certified when they are licensed by the South Dakota Department of Education to practice school psychology.
- C. Experience  
Successful experience as a school psychologist is preferred but not required.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR PSYCHOLOGICAL EXAMINER**

#### **I. Background Information:**

Psychological examiners help to navigate the requirements for special education by reviewing school records, planning and coordinating evaluations, administering new diagnostic evaluations, and applying student data to the State's eligibility criteria. Additionally they recommend specific intervention and placement solutions based on individual needs. Ongoing consultation with parents and teachers is an important part of the work.

This position is a 190 day contract.

#### **II. Professional Responsibilities**

- A. Assist special education teachers with evaluation planning.
- B. Conduct academic, behavioral, observational, and psychological assessments and generate the related reports.
- C. Collaborate with the supervising school psychologist regarding evaluation reports.
- D. Interpret evaluation data and facilitate eligibility decisions.
- E. Promote positive behavior interventions and supports.
- F. Consult with parents and teachers to improve academic or behavioral difficulties.
- G. Connect families with available resources from the community and other agencies when possible.
- H. Conduct functional behavior assessments, generate the related reports, and facilitate the development of behavior intervention plans.
- I. Facilitate manifestation determination reviews and the related documentation.
- J. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- K. Transmit calendars, vehicle mileage logs, and evaluation data when requested.
- L. Perform other, reasonably-related duties as assigned.

#### **III. Qualifications**

- A. Education  
Psychological examiners must hold a master's degree in school psychology or a related field from an accredited college or university.
- B. Certification  
Psychological examiners are fully certified when they are licensed by the South Dakota Department of Education to practice psychological examination.
- C. Experience  
Successful experience as a psychological examiner is preferred but not required.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

### **ACADEMIC EVALUATOR**

#### **I. Background Information**

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

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

#### **II. Professional Responsibilities**

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

#### **III. Qualifications**

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

Successful experience conducting achievement testing is preferred but not required.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

### **SUPERVISOR, SCHOOL PSYCHOLOGICAL SERVICES**

#### **I. Background Information**

The role of the supervisor for school psychological services is one of responsibility for the quality, efficiency, and harmonious functioning of the total school psychological program within the Northeast Educational Services Cooperative. This includes responsibility for planning and evaluation of both programs and personnel, research activities, and staff communication. Serving as the spokesperson for school psychological services, the supervisor is the liaison between the school psychologists and director of the Northeast Educational Services Cooperative. The supervisor is directly responsible to the Director of the Cooperative.

#### **II. Professional Responsibilities**

- A. Assess, in conjunction with the NESC Director and the School Psychological Services Staff, the needs of the member schools concerning school psychological services.
- B. Formulate both short and long range goals with measurable objectives for the program.
- C. Supervising and evaluating school psychologists and psychological examiners and providing job performance feedback.
- D. Encourage and advocate for the development of the professional interests and competencies of individual staff members.
- E. Deploy staff and resources in the most effective and efficient manner.
- F. Establish guidelines and procedures appropriate for services and case load management.
- G. Cooperate with the Director in the planning, implementation, and evaluation of programs for a member school district.
- H. Make needs of the school psychological services program known to the NESC Director and to keep the administration and staff apprised of the progress of established programs and the implementation of, or experimentation with, new programs.
- I. Compile, analyze, and disseminate statistical information of services provided by the school psychological staff during the year and projected for the future.
- J. Encourage staff members to participate in relevant research projects and offer assistance when possible.
- K. Plan and implement in-service meetings for the staff based on the expressed needs of the school psychologists and member school districts.
- L. Organize and conduct staff meetings for the purpose of keeping the staff well informed on policies, evaluations of needs and programs, case assignments, and general discussion about cases/building issues.
- M. Participate in Advisory Board and Board of Directors meetings as called by the NESC Director.
- N. Cooperate with training institutions to provide beneficial school practicum and school internship experiences to students.

#### **III. Qualifications**

- A. Education  
This position requires a specialist degree in school psychology or a master's or higher in educational administration.
- B. Certification  
This position requires either licensure to practice school psychology or an administrator certificate from the South Dakota Department of Education.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

### **CENTER-BASE CLASSROOM TEACHER**

#### **I. Background Information**

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

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

#### **II. Professional Responsibilities**

- A. Serve as a special education case manager for students assigned to the center-base program, coordinating evaluations, special education services, and quarterly progress reports with other professionals (such as related service providers or district personnel).
- B. Administer diagnostic evaluations, including skill-based assessment and transition assessment, and generate the related reports.
- C. Write Individualized Education Programs (IEPs) and the related special education paperwork for children in the center-base program.
- D. Design and deliver specialized instruction designed to meet the individual needs of students assigned to the center-base program.
- E. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- F. Identify and pursue opportunities for center-base students to be integrated back into the classroom or community, including Project Skills placements (if appropriate).
- G. Promote good behavior by students in the school and community.
- H. Transport center-base students between home and the school or community site.
- I. Train and supervise center-base paraprofessionals, utilizing them to assist in the provision of special education for center-base students.
- J. Teach and counsel parents about how to increase their child's independence and developmental wellness.
- K. Transmit calendars, schedules, caseloads, ESY data, vehicle mileage logs, evaluation data, and inventory reports when requested.
- L. Perform other, reasonably-related duties as assigned.

#### **III. Qualifications**

- A. Education  
Center-base instructors should hold a bachelor's or a master's degree in special education from an accredited college or university.
- B. Certification  
Center-base instructors are fully certified for this position when they hold a South Dakota teacher's certificate with an endorsement allowing special education of children in the ages of the center-base program.
- C. Experience  
Successful experience as a special education teacher is preferred but not required.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

#### **CENTER-BASE PARAPROFESSIONALS**

##### **I. Background Information**

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

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

##### **II. Professional Responsibilities**

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

##### **III. Qualifications**

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

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

### **EDUCATION SPECIALIST**

#### **I. Background Information**

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

#### **II. Professional Responsibilities**

- A. Develop a familiarity with federal (34 CFR §300) and state (ARSD 24:05) regulations for IDEA.
- B. Travel throughout South Dakota to visit school districts and training sites as designated by OSEP.
- C. Offer training related to compliance of IDEA.
- D. Assist OSEP staff in district and agency compliance monitoring, including pre-site, on-site, and follow up activities.
- E. Generate written reports detailing compliance or noncompliance, including citations of the pertinent state regulations and suggested remedial actions.
- F. Provide technical assistance to districts and agencies to assist them in meeting the regulations governing special education.
- G. Perform other, reasonably-related duties as assigned.

#### **III. Qualifications**

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



## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

### **TITLE IX COORDINATOR**

#### **I. Background Information**

All educational institutions receiving Federal financial assistance are required to designate an employee to coordinate efforts to comply with Title IX of the Education Amendments of 1972. The person charged with this responsibility is expected to help staff and students to be aware of legal protections while making the organization aware of its legal obligations through Title IX.

Title IX prohibits discrimination or preferential treatment on the basis of sex.

#### **II. Professional Responsibilities**

- A. Provide individual or group training about employee rights and the organization's responsibilities due to Title IX.
- B. Facilitate a grievance process that allows complaints about misconduct and investigations into violations of Title IX.
- C. Conduct impartial investigations into alleged violations of Title IX.
- D. Create and maintain confidential documentation related to Title IX investigations.
- E. Design and monitor Title IX compliance activities, providing remedies to ensure equal access if violations of Title IX are found.
- F. Ensure the organization's ongoing compliance with Title IX.
- G. Perform other, reasonably-related duties as assigned.

#### **III. Qualifications**

Title IX Coordinators should have current knowledge of nondiscrimination laws, strong communication skills, and the authority to act without conflict of interest.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

**JOB DESCRIPTION FOR**

**PHYSICAL THERAPIST**

**I. Background Information**

Physical therapists (PTs) are health care professionals with clinical experience who diagnose and treat conditions limiting the body's ability to move and function in daily life.

Educationally-based PTs focus on remediating a student's gross motor skills only to the point that such remediation is no longer needed to benefit from special education. Evaluation and consultation for potential impairments is an important part of the work.

This position is a 230 day contract.

**II. Professional Responsibilities**

- A. Administer gross motor evaluations (including skill-based assessments) and generate the related reports.
- B. Diagnose and remediate gross motor impairments based on the individual needs of the child.
- C. Model, teach, and counsel parents and teachers how to promote increased movement and independence for the child.
- D. Contribute to the development of Individual Education Programs (IEPs).
- E. Contribute to the development of Individual Family Service Plans (IFSPs).
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- H. Perform other, reasonably-related duties as assigned.

**III. Qualifications**

PTs must be licensed to practice physical therapy by the South Dakota Board of Medical and Osteopathic Examiners.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

### **OCCUPATIONAL THERAPIST, REGISTERED**

#### **I. Background Information**

Registered occupational therapists (OTRs) are health care professionals who help clients to develop, recover, or maintain daily living and work skills.

Educationally-based OTRs focus on remediating a student's fine motor, sensory, or visual motor skills only to the point that such remediation is no longer needed to benefit from special education. Evaluation and consultation for potential impairments is an important part of the work.

This position is a 200 day contract.

#### **II. Professional Responsibilities**

- A. Administer fine motor, sensory, and visual motor evaluations (including skill-based assessments) and generate the related reports.
- B. Diagnose and remediate fine motor, sensory, and visual motor impairments based on the individual needs of the child.
- C. Model, teach, and counsel parents and teachers how to promote increased movement and independence for the child.
- D. Contribute to the development of Individual Education Programs (IEPs).
- E. Contribute to the development of Individual Family Service Plans (IFSPs).
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- H. Supervise Certified Occupational Therapy Assistants (COTAs).
- I. Perform other, reasonably-related duties as assigned.

#### **III. Qualifications**

OTRs must be licensed to practice occupational therapy by the South Dakota Board of Medical and Osteopathic Examiners.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

#### **CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**

##### **I. Background Information**

Some occupational therapy interventions can be performed successfully by someone other than a registered occupational therapist (OTR) if the person conducting that task has been properly trained and supervised by an OTR. In particular the direct therapy given to patients is well-suited to delegation.

Certified occupational therapy assistants (COTAs) assist in the provision of occupational therapy services that are designed and monitored by a supervising OTR. Additionally COTAs may support in other duties such as screening, scheduling, and recordkeeping.

This position is a 200 day contract.

##### **II. Professional Responsibilities**

- A. Deliver fine motor, sensory, and visual motor interventions, following treatment protocols established by the supervising OTR.
- B. Communicate student progress and potential issues to supervising OTR.
- E. Model, teach, and counsel parents and teachers how to promote growth increased independence for the child.
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Create and update a schedule of services, keeping the stakeholders notified.
- H. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- I. Perform other, reasonably-related duties as assigned.

##### **III. Qualifications**

COTAs must be licensed to assist with occupational therapy by the South Dakota Board of Medical and Osteopathic Examiners.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

### **TECHNOLOGY COORDINATOR**

#### **I. Background Information**

A variety of technological tools are used by NESC personnel to complete their assigned job duties. The technology coordinator procures and distributes the necessary devices and provides the related technical support. Additionally the technology coordinator maintains the organization's website and e-mail needs.

#### **II. Professional Responsibilities**

- A. Identify the organization's technology needs through an annual survey.
- B. Procure technology to meet those needs through existing supplies or by requisitioning within the budgetary process.
- C. Provide technical assistance related to technology devices.
- D. Maintain a list and location for all technological devices, and synchronize it with the organization's list of inventory.
- E. Serve as a technical contact for the K12 Data Center in order to request e-mail accounts for employees, oversee transfers, and assist with password recovery.
- F. Manage and update the organization's website.
- G. Perform other, reasonably-related duties as assigned.

#### **III. Qualifications**

The technology coordinator should have strong communication and organizational skills and be comfortable with the technology employed by the organization.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR TRANSITION COORDINATOR**

#### **I. Background Information**

In 1990 Congress required special education plans to include certain additional elements to help students with disabilities transition to life after public education. IEPs needed to address the prospects for future education, employment, and independent living. Since that time the requirements for transition have undergone numerous other revisions.

NESC's transition coordinator provides technical assistance to special education teachers in the cooperative, helping them to stay abreast of regulatory changes and to plan the coordinated set of transition activities required for the child's successful transition to life as an adult.

#### **II. Professional Responsibilities**

- A. Make personal contact with special education teachers in the cooperative who write transition IEPs.
- B. Connect special education teachers with transition resources pertinent to their needs.
- C. Upon request assist special education teachers with transition planning, data collection, and evaluation reports.
- D. Attend IEP meetings of transition-age special education students when requested.
- E. Collaborate with post-secondary agencies to agree on IEP goals, service minutes, and other wording, so that the IEP reflects services actually provided but also meets State requirements for special education.
- F. Facilitate the IEP process between schools and post-secondary agencies.
- G. Maintain the confidentiality of students and families.
- H. Perform other, reasonably-related duties as assigned.

#### **III. Qualifications**

The transition coordinator should be comfortable with transition and the other requirements of special education paperwork. Additionally the coordinator should be able to establish positive relationships and collaborate with others.

## **NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**

### **JOB DESCRIPTION FOR**

#### **SCHOOL NURSE**

##### **I. Background Information**

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

##### **II. Professional Responsibilities**

- A. Perform all medical and health related services as required by the Northeast Educational Services Cooperative in compliance with the laws and regulations as set forth by the South Dakota Department of Health and the South Dakota Board of Nursing.
- B. Coordinate and maintain student health records and assure the confidentiality of student information.
- C. Obtain parental and/or guardian authorization for the administration of medications.
- D. Oversee medication administration, treatments, and/or procedures as directed by students' physicians.
- E. Facilitate medication administration training, certification, and technical assistance for staff administering medications to Center Base students on a regular basis, including conducting on-site visits to monitor the administration of medications and record maintenance on a minimum of one time per month or more frequently as needed.
- F. Coordinate the collection of health data necessary for student evaluation and assistance.
- G. Assist in the placement and programming of students in need of health assistance and will attend student meetings as required by the NESC Administration.
- H. Monitor student and staff accidents and assist in development of safety procedures. Examples: wheel chair transfers, lifting techniques, etc.
- I. Make appropriate student referrals to community health agencies, service groups and professionals.
- J. Develop and insure implementation of medical and/or medication related policies and incorporate current laws and regulations into such policies and practices as are approved by the NESC Administration and in compliance with the laws and regulations set forth by the South Dakota Department of Health and the South Dakota Board of Nursing.
- K. Monitor legislative activity relating to school health services.
- L. Maintain an inventory of equipment and supplies needed to provide services to students.
- M. Perform other reasonably-related duties as assigned.

##### **III. Qualifications**

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

## NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

### JOB DESCRIPTION FOR

#### ~~ESA EDUCATION SPECIALIST~~ **TEACHING & LEARNING SPECIALIST**

##### I. Background Information

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

##### II. Professional Responsibilities

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

##### III. Qualifications

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



## CONFLICT DISCLOSURE AND AUTHORIZATION

This policy ~~prohibits~~ **requires** ~~NESC board members, the business manager, or administrators~~ **Cooperative Officials to disclose** ~~from having an interests in, or receiving direct benefits from, a any~~ **Cooperative** contract, when ~~the cooperative is a party to the contract or has a separate contract related to it,~~ the amount of interest or benefit is more than \$5,000 within a 12 month period. **Additionally, such direct benefits are prohibited** unless the board ~~grants~~ **authorizes** a waiver. ~~Disclosure requirements apply to public contracts for labor or services to be rendered, the purchase of commodities, materials, supplies, or equipment of any kind, and any kind of contract related to facilities.~~

### DEFINITIONS:

1. "Cooperative Official" refers to a cooperative board member, business manager, director, or other person with the authority to enter into a contract or spend money in an amount greater than \$5,000.
2. "Interest in a contract" is when a Cooperative Official, the spouse of a Cooperative Official, or any other person with whom the Cooperative Official lives and commingles assets
  - a. is employed by a party of any contract with the cooperative; or
  - b. receives more than nominal compensation or reimbursement for actual expenses for serving on the board of directors of an entity that derives income or commission directly from the contract or acquires property under the contract.
3. "Direct benefit from a contract" is when a Cooperative Official, the spouse of a Cooperative Official or any other person with whom the Cooperative Official lives and commingles assets
  - a. is a party to or intended beneficiary of the contract between the cooperative and a third party;
  - b. has more than a five percent ownership interest in an entity that is a party of the Cooperative contract;
  - c. acquires property under the contract with the Cooperative; or
  - d. receives compensation, commission, promotion, or other monetary benefit directly from the contract.

### EXCEPTIONS:

If any of the following apply, disclosure (and authorization, if a direct benefit) is not required:

1. when the person's relationship to the contract is based solely on the value associated with the person's publicly-traded investments or holdings;
2. when the person's relationship to the contract is due to participating in a vote or a decision in which the person's only interest arises from an act of general application;
3. when the person does not receive compensation or a promotion directly attributable to the contract and is not employed in an area related to the contract;
4. when the contract is for the sale of goods or services, or for maintenance or repair services, in the regular course of business at or below a price offered to all customers;
5. when the contract is subject to a public bidding process;

6. when the contract is with the official depository as set forth in SDCL 6-1-3;
7. when the person only receives nominal income or compensation, a per diem authorized by law, or reimbursement for actual expenses incurred; or
8. when the contract or multiple contracts with the same party within a twelve-month period with whom the cooperative contracts in an amount less than five thousand dollars.

#### **DISCLOSURE REQUIREMENT:**

~~Disclosure is required by the board member, the business manager or an administrator in each of the following situations:~~ Cooperative Officials must disclose any interests and direct benefits received from contracts. However, waivers are only required for authorizing direct benefits. (Mere interests in a contract do not require board authorization.)

Conflicts of interest which extend into consecutive fiscal years must also be disclosed at the annual reorganization meeting.

All conflict of interest disclosures must be documented in the official board minutes.

- ~~1. when the board member, business manager or administrator has an interest in a contract or receives a direct benefit from a contract.~~
- ~~2. if the spouse of the board member, business manager or administrator has an interest in a contract or receives a direct benefit from a contract.~~
- ~~3. if another person with whom the board member, business manager or administrator lives with and commingles assets has an interest in a contract or receives a direct benefit from a contract.~~

#### **DIRECT BENEFIT DEFINED:**

~~A board member, business manager or administrator or their spouse or other person with whom assets are commingled, derives a direct benefit from a contract:~~

- ~~1. if the person has more than a five percent ownership or other interest in an entity that is a party to the contract. However, a person does not derive a direct benefit from a contract based solely on the value associated with investments or holdings.~~
- ~~2. if the person derives income, compensation, or commission directly from the contract or from the entity that is a party to the contract;~~
- ~~3. if the person acquires property under the contract; or~~
- ~~4. if the person serves on the board of directors of an entity that derives income directly from the contract or acquires property under it.~~

~~If in doubt whether an actual conflict exists, this policy also requires disclosure of possible or potential conflicts.~~

#### **INTERACTION WITH OTHER LAWS OR REGULATIONS:**

~~If other specific conflict of interest laws or administrative regulations relating to board members, administrators and the business manager apply in addition to SDCL Ch. 3-23 and this policy, the more restrictive conflict of interest law shall apply. Any board member, administrator or business manager who knowingly violates SDCL Ch. 3-23 commits a criminal offense (class 1 misdemeanor). Any board member~~

~~who knowingly violates the provisions of this policy is subject to being removed as a board member. Any administrator or business manager who knowingly violates the provisions of this policy is subject to his or her employment relationship with the Cooperative being terminated. Unless the board has granted a waiver, the contract in which the board member, administrator or business manager has an interest or receives a direct benefit is voidable by the board and any benefit received by the board member, administrator or business manager is subject to forfeiture.~~

### **BASIS FOR A WAIVER:**

A waiver may be granted by the board to authorize ~~board member, administrator or business manager~~ **Cooperative Officials** to receive a direct benefit from the Cooperative's contract with a person or entity (public, private, for-profit, non-profit) if the following conditions are met:

1. That person provides a full written disclosure to the board. **Written disclosure must include the following information.**
  - a. all parties to the contract
  - b. the Cooperative Official's role in the contract
  - c. the purpose or objective of the contract
  - d. the consideration or benefit agreed to be conferred upon each party
  - e. the duration of the contract
- ~~2. The board reviews the essential terms of the contract or transaction and that person's role in the contract or transaction;~~
2. To the extent that circumstances allow, disclosure must be given prior to entering into any contract that requires a waiver. If circumstances do not permit disclosure prior to entering into the contract, then the details must be disclosed within forty-five days after entering into it. If the contract extends into consecutive fiscal years, then disclosure shall also be made at the annual board meeting.
3. The board determines that the transaction and terms of the contract are fair and reasonable and not contrary to the public interest.; and
- ~~4. the authorization of the board is in writing and filed with the Auditor-General.~~

The public records laws (SDCL Ch. 1-27) apply to all requests for a waiver.

### **~~APPLYING FOR A WAIVER:~~**

- ~~1. If the potential for a conflict exists, the board member, administrator or business manager having the potential conflict of interest must submit the Request for Board Waiver form.~~
- ~~2. The request should be submitted to the board before entering into a conflicted contract or transaction.~~
- ~~3. Disclosures and requests for a waiver must be submitted to the President/Chairperson of the Board, the Director, or the Business Manager.~~
- ~~4. The person applying for the waiver must describe the relationship to the contract in question and why the applicant believes the contract may be subject to disclosure, including how that person, his/her spouse or anyone with whom he/she lives and commingles assets might benefit from the contract. Examples of persons other than a spouse might include a girlfriend, boyfriend, roommate, or an adult child.~~

- ~~5. The person requesting the waiver must identify and describe the essential terms of the contract:  
(a) all parties to the contract,  
(b) the person's role in the contract or transaction,  
(c) the purpose(s)/objective(s) of the contract,  
(d) the consideration or benefit conferred or agreed to be conferred upon each party,  
(e) the length of time of the contract,  
(f) any other relevant information.~~
- ~~6. The person requesting the waiver should briefly describe why he/she believes a waiver would not be contrary to the public interest (i.e., the contract was part of a competitive bidding process, there are other school district people involved in the decision-making process to enter into the contract, or the terms of the contract are consistent with other, similar contracts.~~
- ~~7. The Cooperative Attorney may answer general questions about the applicability of SDCL Ch. 3-23 or about the other laws that address conflict of interest. However, the Cooperative attorney represents the Cooperative and the board, and not board members, administrators, or the business manager, in their individual capacities. Board members, administrators, and the business manager should contact a private attorney if they have questions as to how SDCL Ch. 3-23 and this policy apply.~~

#### **BOARD ACTION ON A REQUEST FOR WAIVER:**

1. The Cooperative will have an agenda item at the beginning of the **each** board meeting agenda when the board will address **conflict of interest** disclosures and requests for a waiver.
2. Disclosures and requests for a waiver submitted before the conflict of interest agenda item is acted on will receive action during the scheduled meeting.
3. Disclosures and requests received after the conflict of interest agenda item has been acted on will be deferred to the next scheduled meeting.
4. If the board believes the request form information is incomplete, the board must ask the person requesting the waiver for additional information. The board may receive the needed information from the requesting party at the board meeting when the waiver request is being addressed.
5. When considering a waiver request, the school should be able to determine the requesting party's relationship to the contract, the requesting party's relationship to the outside contracting party, whether the contract terms are reasonable and in the public interest, and any other factors the board believes will help establish the relevant facts and circumstances surrounding the contract (s) and the request for waiver.
6. At the meeting when the waiver request will be considered by the board, the ~~board member, administrator or business manager~~ **Cooperative Official** submitting the waiver request should be present and prepared to answer questions from the board.
7. The request and the Board's determination must be included in the minutes of the meeting.
8. If the authorization is granted, a written authorization shall be prepared following the meeting and signed by the President/Chair of the Board or other authorized Board Member, and filed with the Auditor General.

#### **MISCELLANEOUS:**

1. Knowingly violating the conflict of interest laws set forth in SDCL 3-23 is a criminal act. Cooperative Officials who do so will be removed from office or employment and are disqualified from holding any public office, elective or appointive. Additionally, any contract made in violation of this policy may be voided by the board of directors, and any benefits gained thereby are subject to forfeiture.
2. The cooperative attorney may answer general questions about the applicability of SDCL Ch. 3-23 or about the other laws that address conflicts of interest. However, the cooperative attorney represents the cooperative and its board of directors, not Cooperative Officials in their individual capacities. Cooperative Officials should consult with their private attorneys if they have specific questions as to how conflict of interest laws and this policy apply to their individual interests and contracts.

## ~~REQUEST FOR BOARD WAIVER~~ **CONFLICT OF INTEREST DISCLOSURE**

Date: \_\_\_\_\_

Name of the ~~board member, administrator or business manager~~ **Cooperative Official** requesting  
**submitting** the ~~waiver~~ **disclosure**:

\_\_\_\_\_

~~Brief explanation of the potential conflict of interest:~~

**This disclosure is for the purpose of notifying the board of directors about:**

☐ **an interest in a contract**

☐ **a direct benefit from a contract (requires board action)**

~~Brief explanation of the essential terms of the contract(s) or transaction(s) from which a potential conflict of interest may arise, including:~~ **Identify the following:**

(1) all parties to the contract

(2) the person's role in the contract or transaction

(3) the purpose(s)/objective(s) of the contract

(4) the consideration or benefit conferred or agreed to be conferred upon each party

(5) the length of time of the contract

(6) any other relevant information

**If this disclosure relates to the Cooperative Official deriving a direct benefit from a contract, ~~Brief explanation of~~ **explain** how or why the transaction or the terms of the contract are fair, reasonable, and not contrary to the public interest such that a ~~waiver~~ **authorization** should be granted **by the board**.**

Signature of ~~Person Requesting Waiver~~ **Cooperative Official**:

\_\_\_\_\_

**THIS IS A PUBLIC DOCUMENT**

**WAIVER AUTHORIZATION PURSUANT TO SDCL 3-23-3**

A ~~written request for waiver of conflict~~ of interest disclosure of a direct benefit, dated \_\_\_\_\_  
\_\_\_\_\_

was received from \_\_\_\_\_.

This request was ~~acted upon~~ considered by the members of the Northeast Educational Services  
Cooperative Board of Directors during a meeting held on  
\_\_\_\_\_.

\_\_\_ The request for ~~waiver~~ authorization was denied because the terms of the contract were not  
considered fair and reasonable, or contrary to the public interest.

\_\_\_ The request for waiver was authorized because the terms of the contract are fair and  
reasonable, and not contrary to the public interest such that a waiver should be granted.

~~\_\_\_ The request was deferred pending additional information.~~

\_\_\_ The request for waiver was authorized because the terms of the contract are fair and  
reasonable, and not contrary to the public interest such that a waiver should be granted, subject  
to the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Board President/Chairperson or Authorized Member

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date Mailed to Auditor General: \_\_\_\_\_

## STAFF CONFLICT OF INTEREST

Employees of the Cooperative will not engage, directly or indirectly, in any activity that conflicts (or raises a reasonable question of conflict) with their duties and responsibilities performed for the Cooperative.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through Cooperative sources.

Employees will not sell textbooks, instructional supplies, equipment, reference books, or any other educationally related products to the schools in the Cooperative.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of an employee who is the spouse, ~~of the administrator or the parent or step-parent, child or step-child, grandparent or grandchild, aunt, uncle, cousin, niece or nephew of the employee~~ **that administrator.**

Employees must disclose actual or potential conflicts to the Director as soon as they become aware of them. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline up to and including termination of employment.



## JOB DESCRIPTION FOR EARLY CHILDHOOD SPECIAL EDUCATION TEACHER (ECSE)

### I. Background Information

Early identification can lead to early intervention, which is associated with better outcomes for children with disabilities. With that goal in mind, early childhood special education (ECSE) teachers conduct special education activities pursuant to the Individuals with Disabilities Education Act (IDEA) for children ranging from infancy until enrollment in kindergarten. One critical function is serving as a Child Find contact on behalf of school districts. Another important role is working with families in a preventative capacity, teaching parents and caregivers the strategies and skills that would be effective in promoting developmental wellness. For the children who are eligible for special education, ECSE teachers design and deliver specialized instruction and serve as case managers, creating special education records and coordinating with other professionals.

This position is a regular, nine-month teaching contract with ~~additional paid~~ **extra work paid additionally** allowed throughout the summer to complete Child Find, Birth to 3, and Extended School Year (ESY) duties.

### II. Professional Responsibilities

- A. Conduct developmental screenings.
- B. Serve as a Child Find contact on behalf of member school districts, documenting new referrals, communicating with the LEA, and responding on the LEA's behalf appropriately. Coordinate evaluations with other professionals (including outside agencies if applicable).
- C. Administer developmental, achievement, and skill-based evaluations and generate the related reports.
- D. Guide eligibility decisions and prepare the eligibility determination documents for the children served.
- E. Write Individualized Education Programs (IEPs) and **the** associated ~~special education~~ paperwork for children eligible for special education, **based on individual needs**.
- F. Contribute to the development of Individual Family Service Plans (IFSPs).
- G. Provide ~~experiences~~ **therapy** to stimulate growth in developmental areas (cognitive development, physical development, communication development, social or emotional development, and adaptive development **behavior**) ~~based on the individual needs of the child, linking instructional activities to program goals~~.
- H. **Deliver special education services in the least restrictive environment to the maximum extent appropriate.**
- H. I. Model, teach, and counsel parents **regarding** how to increase the child's independence and developmental wellness.
- I. J. Maintain special education records in accordance with State requirements and ~~also~~ the practices of member school districts.
- J. K. Create and update a schedule of services, keeping the stakeholders notified.
- K. L. **Prepare information for Indicators 11 and 12 for one's own caseload.** Submit information for Indicator 7 ~~and Indicator 12~~ on behalf of member school districts.
- L. M. Transmit calendars, schedules, caseloads, ESY data, Medicaid logs, vehicle mileage logs, evaluation data, **indicators**, and inventory reports when requested.
- M. N. Perform other, reasonably-related duties as assigned.

### III. Qualifications

- A. Education  
ECSE teachers should hold a bachelor's or master's degree in education or a related field from an accredited college or university.
- B. Certification  
ECSE teachers are fully certified for this position when they hold a South Dakota teacher's certificate with an endorsement allowing special education of children in the preschool ages.
- C. Experience  
Successful experience as a special education teacher working with preschool children is preferred but not required.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**SPEECH-LANGUAGE PATHOLOGIST**

I. Background Information

Speech-language pathologists (SLPs) work to prevent, assess, diagnose, and treat speech, language, social communication, cognitive-communication, and swallowing disorders in children and adults. Additionally they provide aural rehabilitation for individuals who are deaf or hard of hearing and implement augmentative and alternative communication (AAC) systems for individuals with severe disorders.

The responsibilities of educationally-based SLPs have been influenced by special education law – the key provision for their funding. Therefore school-based SLPs must focus on remediating a student's impairment only to the point that it no longer interferes with educational performance.

This position is a regular, nine-month teaching contract with ~~additional paid~~ **extra work allowed paid additionally** throughout the summer to complete Child Find, Birth to 3, and Extended School Year (ESY) duties.

II. Professional Responsibilities

- A. Conduct universal hearing screenings.
- B. Participate in developmental screenings.
- C. Serve as a Child Find contact on behalf of member school districts, documenting new referrals, communicating with the LEA, and responding on the LEA's behalf appropriately.
- D. Administer ~~comprehensive~~ **professional** evaluations and generate the related reports.
- E. Guide eligibility decisions and **help** prepare the eligibility determination document when the category of disability in question is Speech-Language Impairment (550), **Deafness (545)**, or Hearing Loss (515).
- F. Diagnose and remediate impairments in speech-language areas (articulation, language, voice, and fluency) ~~based on the individual needs of the child,~~ **linking instructional activities to program goals.**
- G. Deliver special education services in the least restrictive environment to the maximum extent appropriate.**
- ~~G.~~ **H.** Model, teach, and counsel parents and teachers **regarding** how to promote growth in communication and independence for the child.
- ~~H.~~ **I.** Write Individualized Education Programs (IEPs) and **the** associated special education paperwork for children eligible for special education, **based on individual needs.**
- ~~I.~~ **J.** Contribute to the development of Individual Family Service Plans (IFSPs).
- ~~J.~~ **K.** Maintain special education records in accordance with State requirements and ~~also~~ the practices of member school districts.
- ~~K.~~ **L.** Create and update a schedule of services, keeping the stakeholders notified.
- M. Prepare information for Indicator 11 and 12 for one's own caseload.**
- ~~L.~~ **N.** Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, **indicators**, and inventory reports when requested.
- ~~M.~~ **O.** Supervise speech-language pathology assistants.
- ~~N.~~ **P.** Perform other, reasonably-related duties as assigned.

III. Qualifications

A. Education

SLPs who held a speech-language pathologist certificate from the South Dakota Department of Education as of July 1, 2012 must have at least a bachelor's degree in speech pathology from an accredited college or university. Otherwise SLPs must hold a master's or a doctoral degree from an institution accredited by the accrediting agency of ASHA and approved by the United States Department of Education.

B. Certification

SLPs must be licensed to practice speech-language pathology by the South Dakota Board of Examiners for Speech-Language Pathology.

C. Experience

Successful experience as a speech-language pathologist is preferred but not required.



**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE**  
**JOB DESCRIPTION FOR**  
**SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

I. Background Information

Some interventions used to treat individuals with communication and related disorders can be performed successfully by someone other than a speech-language pathologist (SLP) if the person conducting that task has been properly trained and supervised by a speech-language pathologist. In particular the more repetitive, mechanical, and routine clinical duties are well-suited to delegation.

Speech-language pathology assistants (SLPAs) assist in the provision of speech-language pathology services that are designed and monitored by a supervising SLP. Additionally SLPAs may support in other duties such as screening, scheduling, checks and maintenance of equipment, and recordkeeping.

This position is a regular, nine-month contract with ~~additional paid~~ **extra** work ~~allowed~~ **paid additionally** throughout the summer to complete Birth to 3 and Extended School Year (ESY) duties.

II. Professional Responsibilities

- A. Deliver speech-language pathology interventions, following documented treatment protocols established by the supervising SLP **and linking instructional activities to program goals.**
- B. Communicate student progress and potential issues to supervising SLP.
- C. Conduct universal hearing screenings without clinical interpretation.
- D. Participate in developmental screenings without clinical interpretation.
- E. Model, teaching, and counsel parents and teachers **regarding** how to promote growth in communication and independence for the child.
- F. Maintain special education records in accordance with State requirements and ~~also~~ the practices of member school districts.
- G. Create and update a schedule of services, keeping the stakeholders notified.
- H. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- I. Perform other, reasonably-related duties as assigned.

III. Qualifications

A. Education

SLPAs must hold an associate's degree in speech-language pathology assistance or a bachelor's degree in speech-language pathology or communication disorders from an accredited academic institution.

B. Certification

SLPAs must be licensed as a speech-language pathology assistant by the South Dakota Board of Examiners for Speech-Language Pathology.

C. Experience

Successful experience as a speech-language pathologist assistant is preferred but not required.

## NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

### JOB DESCRIPTION FOR

### CENTER-BASE CLASSROOM TEACHER

#### I. Background Information

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

This position is a ~~175-day~~ **regular, nine-month** teaching contract, with ~~additional paid~~ **extra** work ~~allowed~~ **paid additionally** throughout the summer to complete extended school year (ESY) duties.

#### II. Professional Responsibilities

- A. Serve as a special education case manager for students assigned to the center-base program, coordinating evaluations, special education services, and quarterly progress reports with other professionals (such as related service providers or district personnel).
- B. Administer diagnostic evaluations, including skill-based assessment and transition assessment, and generate the related reports.
- C. Write Individualized Education Programs (IEPs) and the related special education paperwork for children in the center-base program, **based on individual needs**.
- D. Design and deliver specialized instruction designed to meet the individual needs of students assigned to the center-base program, **linking instructional activities to program goals**.
- E. **Deliver special education services in the least restrictive environment to the maximum extent appropriate.**
- ~~E.~~ F. Maintain special education records in accordance with State requirements and ~~also~~ the practices of member school districts.
- ~~F.~~ G. Identify and pursue opportunities for center-base students to be integrated back into the classroom or community, including Project Skills placements (if appropriate).
- ~~G.~~ H. Promote good behavior by students in the school and community.
- ~~H.~~ I. Transport center-base students between home and the school or community site.
- ~~I.~~ J. Train and supervise center-base paraprofessionals, utilizing them to assist in the provision of special education for center-base students.
- ~~J.~~ K. Teach and counsel parents ~~about~~ **regarding** how to increase their child's independence and developmental wellness.
- ~~K.~~ L. Transmit calendars, schedules, caseloads, ESY data, vehicle mileage logs, evaluation data, and inventory reports when requested.
- ~~L.~~ M. Perform other, reasonably-related duties as assigned.

#### III. Qualifications

- A. Education  
Center-base instructors should hold a bachelor's or a master's degree in special education from an accredited college or university.
- B. Certification  
Center-base instructors are fully certified for this position when they hold a South Dakota teacher's certificate with an endorsement allowing special education of children in the ages of the center-base program.
- C. Experience  
Successful experience as a special education teacher is preferred but not required.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

JOB DESCRIPTION FOR

**ESA EDUCATION ~~TEACHING AND LEARNING~~ SPECIALIST**

I. Background Information

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

II. Professional Responsibilities

- A. Provide and participate in professional development
- B. Establish a clear understanding of the learning outcomes
- C. Complete assignments working independently or in assigned teams
- D. Communicate with school district personnel and other representatives
- E. Submit evaluation and other reports to stakeholders as required by assignment
- F. Maintain an accurate calendar and accounting of work days
- G. Work with director and department of education in planning, implementation and evaluation of ~~ESA-4~~ programs
- H. Contribute to the development of short and long term goals for the organization
- I. Perform other such duties as may be delegated by the Director.

III. Qualifications

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



## ARTICLE I EMPLOYMENT

- A. Employee Criminal Background Check Policy: It is the policy of the board to only employ individuals who do not have a "disqualifying record." Each offer of employment is subject to the provisions of SDCL 13-10-12, et seq., relating to criminal background investigations. This policy shall apply to all individuals employed for the 2000/2001 school year and thereafter, who were not employed by the district during the preceding school year. An employee is any person the district lists on its payroll and makes payroll deductions pursuant to state or federal law.

Each person considered a final applicant for employment shall be provided with a memo to and certification form for completion by the law enforcement agency as provided in Exhibit File GCDB-E/GDDB-E, together with fingerprint identification cards approved by the South Dakota Division of Criminal Investigation, and an envelope, postage prepaid, addressed to the South Dakota Division of Criminal Investigation, 500 East Capitol Avenue, Pierre, South Dakota 57501. The final applicant shall take the fingerprint cards, the memo, and the addressed, stamped envelope to a law enforcement agency and submit to the fingerprinting process. The final applicant must also provide to the law enforcement agency a check or money order made out to the South Dakota Division of Criminal Investigation for the amount required. The final applicant's completed application will be attached to the certification of the law enforcement agency when received.

Any person granted employment subject to this policy is employed on a temporary basis conditioned upon no disqualifying report being received from the criminal background investigation. Any disqualifying record will result in immediate termination of employment without further notice or hearing. A "disqualifying record" means any conviction of a crime of violence as defined in SDCL 22-1-2(9), a sex offense as defined in SDCL 22-22-30, or trafficking in narcotics. In addition, the Northeast Educational Services Cooperative Board of Directors may consider the following items when making employment decisions on a case-by-case basis:

1. Conviction of any crime or moral turpitude as defined by SDCL 22-1-2(25) may constitute a disqualifying record as determined by the board on a case-by-case basis.
2. Any criminal conviction not disclosed by an applicant may be treated as a disqualifying record.
3. Any criminal conviction may be considered in making a hiring decision.

An applicant for employment subject to this policy shall provide to the law enforcement agency performing the fingerprint process a check or money order in an amount necessary to cover the costs of the criminal record check. The successful applicant shall be reimbursed the cost for the background check and for any fees charged by a law enforcement agency to complete the fingerprinting process in the event that no disqualifying record is identified.

This policy shall not apply to persons performing services for the district under the authority of the South Dakota High School Activities Association.

This policy applies to all other employment agreements, whether written or oral.

Individuals completing their student teaching, internship, practicum or clinical under the supervision of a Cooperative employee are subjected to this policy as well.

How long do we retain?

Destruction of background check?

Do we share?

Appeal process if there is a disqualifying report?