

September 14, 2017

## **Hello NESC Board of Directors**

### **Meeting Location:**

Our September meeting will be held Monday, September 18, 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
- 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

September 18, 2018

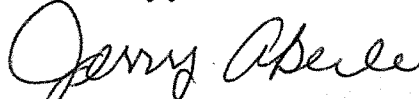
Dear NESC Board Members:

Our September board meeting will be held on **Monday, September 18, 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: September 18, 2017

Time: 7:00 P.M.

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

1. Call to order
2. Agenda review, changes, and approval
3. Introduction of guests
4. Conflicts of Interest
5. Approval of August 2017 financial report
6. Consent Agenda
  - a. Approval of August 21, 2017 meeting minutes
  - b. Approval of payment of September 2017 budget claims
  - c.
7. Discussion Items
  - a. September 6, 2017 Advisory Board meeting minutes
  - b. Assistant Director's report
  - c. Director's report
  - d. Policy revisions
  - e. Rates for Speech Language and Early Childhood services for Sisseton students served at Enemy Swim FACE
  - f. Substitute teacher and paraprofessional salary
  - g.
  - h.
8. Action Items
  - a. Approve surplus vehicle bids
  - b. Approve policy revisions
  - c. Approve rates for Speech Language and Early Childhood services for Sisseton students served at Enemy Swim FACE
  - d. Approve centerbase substitute teacher and paraprofessional salary
  - e. Accept propane quote
9. Executive Session
  - a. Personnel—SDCL 1-25-2(1)
  - b. Negotiations—SDCL 1-25-2(4)
  - c.
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**

- 1. Call to order**
- 2. Agenda review, changes, and approval**
- 3. Introduction of guests**
- 4. Conflicts of Interest**
- 5. Approval of August 2017 financial report**
- 6. Consent Agenda**
  - a. **Approval of August 21, 2017 meeting minutes.** Please review enclosed minutes.
  - b. **Approval of payment of September 2017 budget claims.** Please review the enclosed budget claims.
  - c.
  - d.
- 7. Discussion Items**
  - a. **September 6, 2017 Advisory Board meeting minutes.** Please review the enclosed minutes.
  - b. **Assistant Director's report.**
  - c. **Director's report.**
  - d. **Policy revisions.** Enclosed are the policy revisions we discussed last month.
  - e. **Rates for Speech Language and Early Childhood services for Sisseton students served at Enemy Swim FACE.** The board should have a discussion on the rates we currently have established.
  - f. **Substitute teacher and paraprofessional salary.** The board should have a discussion on the rates we currently have established.
  - g.
  - h.
- 8. Action Items**
  - a. **Approve surplus vehicle bids.**
  - b. **Approve policy revisions.**
  - c. **Approve rates for Speech and Language and Early Childhood services for Sisseton students served at Enemy Swim FACE.**
  - d. **Approve centerbase substitute and paraprofessional salary.**
  - e. **Accept propane quote.** Brice will provide information concerning this item.
  - f.
- 9. Executive Session (If needed)**
  - a. **Personnel—SDCL 1-25-2(1)**
  - b. **Negotiations—SDCL 1-25-2(4)**
  - c.
- 10. 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>					
<b>August 1, 2017</b>	\$193,068.01	\$484,115.52	\$17,881.26	\$5,794,247.93	\$6,489,312.72

Receipts:

**Local Sources:**

1312 Center Base Tuition					\$0.00
1332 Extended School Year Tuition					\$0.00
1510 Interest	\$49.71	\$81.84	\$1.58	\$1,223.12	\$1,356.25
1941 ESA 1 OTHER SOURCES					\$0.00
1941 ESA 1 LEA Assessments					\$0.00
1941 SD COUNTS Other LEAs					\$0.00
1971 Insurance Premiums				\$1,887,168.82	\$1,887,168.82
1990 Charges For Service					\$0.00
1990 SPED Assessments		\$206,076.14			\$206,076.14
1990 General Fund Assessment	\$2,613.98				\$2,613.98
1990 Reading Recovery	\$9,672.19				\$9,672.19
1990 Reading Recovery-Other LEAs					\$0.00
1990 Miscellaneous					\$0.00
1990 Northern Plains	\$3,535.39				\$3,535.39
1990 Special Projects-Indirect Cost					\$0.00
1990 Drug & Alcohol Pool					\$0.00
1990 Expensed Mileage					\$0.00

**State Sources:**

3119 Grants-in-Aid: Ed. Specialist					\$0.00
3900 Part C Funds		\$3,195.38			\$3,195.38
3900 Part B Funds					\$0.00
3900 ESA 1					\$0.00

**Federal Sources:**

4152 Title IIB (SD COUNTS)					\$0.00
4175 IDEA Part B 611					\$0.00
4175 IDEA Part B 611-Private					\$0.00
4186 IDEA Part B 619					\$0.00

**Other Receipts:**

120 Accounts Receivable					\$0.00
140 Due from other Governments		\$47,487.00			\$47,487.00
Other Receipts	\$9,144.23		\$1,678.78		\$10,823.01

<b>Total Monthly Receipts</b>	<b>\$25,015.50</b>	<b>\$256,840.36</b>	<b>\$1,680.36</b>	<b>\$1,888,391.94</b>	<b>\$2,171,928.16</b>
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Total Gross Receipts	\$218,083.51	\$740,955.88	\$19,561.62	\$7,682,639.87	\$8,661,240.88
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Manual Journal Entry					\$0.00
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Manual Journal Entry Revenue					\$0.00
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<b>Less Salaries &amp; Disbursements</b>					
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Salaries	\$23,200.00	\$260,999.51			\$284,199.51
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Disbursements	\$21,831.30	\$18,291.24	\$4,461.52	\$1,329,123.27	\$1,373,707.33
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<b>Less Total Salaries &amp; Disbursements</b>	<b>\$45,031.30</b>	<b>\$279,290.75</b>	<b>\$4,461.52</b>	<b>\$1,329,123.27</b>	<b>\$1,657,906.84</b>
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<b>CASH BALANCE</b>					
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<b>August 31, 2017</b>	<b>\$173,052.21</b>	<b>\$461,665.13</b>	<b>\$15,100.10</b>	<b>\$6,353,516.60</b>	<b>\$7,003,334.04</b>
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**Balance Sheet**

Clearing Account XX-101-002	\$20.00	\$80.00	\$0.00	\$14,710.25	\$14,810.25
Checking Account XX-101	\$5,000.28	\$60,685.82	\$9,462.65	\$6,338,806.35	\$6,413,955.10
Money Market Savings XX-105	\$168,031.93	\$318,618.53	\$5,637.45	\$0.00	\$492,287.91
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>\$173,052.21</b>	<b>\$461,665.13</b>	<b>\$15,100.10</b>	<b>\$6,353,516.60</b>	<b>\$7,003,334.04</b>

Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Regular; Processing Month 08/2017; Fund Number 10, 22

Fund: 10 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
10 1510	INTEREST	300.00	49.71	116.20	38.73	183.80
10 1941 014	ESA 1 LEA ASSESSMENTS	69,963.52	0.00	0.00	0.00	69,963.52
10 1941 015	ESA-1 REVENUE OTHER SOURCES-LEAs	17,967.44	0.00	529.08	2.94	17,438.36
10 1941 017	SHARED SERVICES GRANT	131,404.60	0.00	0.00	0.00	131,404.60
10 1990 009	NON-SP.ED. ASSESSMENTS	15,684.09	2,613.98	2,613.98	16.67	13,070.11
10 1990 012	READING RECOVERY ASSESSMENTS	37,802.79	9,672.19	9,672.19	25.59	28,130.60
10 1990 013	READING RECOVERY-OTHER LEAs	8,487.20	0.00	0.00	0.00	8,487.20
10 1990 018	MISCELLANEOUS	0.00	0.00	775.00	0.00	(775.00)
10 1990 020	NORTHERN PLAINS	35,000.00	3,535.39	7,070.78	20.20	27,929.22
10 1990 073	D&A POOL ASSESSMENTS	15,000.00	0.00	0.00	0.00	15,000.00
10 1990 200	EXPENSED MILEAGE FROM SPED	265,050.00	0.00	0.00	0.00	265,050.00
Subtotal: LOCAL SOURCES		596,659.64	15,871.27	20,777.23	3.48	575,882.41
10 3900 050	ESA 1-TEACHER OF THE YEAR	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
Subtotal: STATE SOURCES		0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	9,144.23	22,864.56	0.00	(22,864.56)
Subtotal: 5000		0.00	9,144.23	22,864.56	0.00	(22,864.56)
Fund Total:		596,659.64	25,015.50	43,641.79	7.31	553,017.85

Regular; Processing Month 08/2017; Fund Number 10, 22

Fund: 22 SPECIAL EDUCATION FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
22 1312	TUITION-CENTER BASE	601,858.97	0.00	0.00	0.00	601,858.97
22 1312 100	TUITION-ESY	86,190.75	0.00	0.00	0.00	86,190.75
22 1510	INTEREST	1,500.00	81.84	210.07	14.00	1,289.93
22 1990 002	MISCELLANEOUS-CENTER BASE	0.00	0.00	0.00	0.00	0.00
22 1990 003	SPED ASSESSMENTS	1,236,456.00	206,076.14	206,076.14	16.67	1,030,379.86
22 1990 018	MISCELLANEOUS	5,000.00	0.00	0.00	0.00	5,000.00
22 1990 019	SPECIAL PROJECTS INDIRECT COSTS	5,000.00	0.00	0.00	0.00	5,000.00
Subtotal: LOCAL SOURCES		1,936,005.72	206,157.98	206,286.21	10.66	1,729,719.51
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	137,115.68	0.00	0.00	0.00	137,115.68
22 3900 013	STATE REVENUE: PART C FUNDS	50,000.00	3,195.38	7,117.72	14.24	42,882.28
22 3900 014	STATE REVENUE: PART B FUNDS	4,500.00	0.00	0.00	0.00	4,500.00
Subtotal: STATE SOURCES		191,615.68	3,195.38	7,117.72	3.71	184,497.96
22 4175 475	REGULAR IDEA PART B 611	1,698,461.00	0.00	0.00	0.00	1,698,461.00
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	48,155.00	0.00	0.00	0.00	48,155.00
Subtotal: FEDERAL SOURCES		1,749,987.00	0.00	0.00	0.00	1,749,987.00
22 5130	SALE OF SURPLUS PROPERTY	0.00	0.00	0.00	0.00	0.00
22 5140	COMPENSATION FOR LOSS OF ASSET	0.00	0.00	0.00	0.00	0.00
Subtotal: 5000		0.00	0.00	0.00	0.00	0.00
Fund Total:		3,877,608.40	209,353.36	213,403.93	5.50	3,664,204.47

**Revenue Summary Report**  
Processing Month: 08/2017  
Regular; Processing Month 08/2017; 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:	4,474,268.04	234,368.86	257,045.72	5.74	4,217,222.32

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	\$46,289.99	\$3,104.32	\$8,679.44	18.75	\$37,610.55
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$231,335.54	\$10,910.79	\$20,198.57	8.73	\$211,136.97
2227	TECHNOLOGY SUPPORT	\$8,243.50	\$421.96	\$783.81	9.51	\$7,459.69
2319	BOARD OF EDUCATION SERVICES	\$12,360.74	\$720.80	\$8,434.77	68.24	\$3,925.97
2329	ADMINISTRATION	\$56,829.19	\$2,998.25	\$6,974.54	12.27	\$49,854.65
2529	ADMINISTRATION-FISCAL SERVICES	\$13,495.04	\$894.87	\$1,827.52	13.54	\$11,667.52
2542	OPERATION & MAINTENANCE BLDGS.	\$7,995.94	\$794.50	\$932.28	11.66	\$7,063.66
2545	VEHICLE SERVICE	\$223,109.70	\$25,185.81	\$71,385.81	32.00	\$151,723.89
2551	DRUG & ALCOHOL TESTING POOL	\$15,000.00	\$0.00	\$0.00	0.00	\$15,000.00
10	GENERAL FUND	\$614,659.64	\$45,031.30	\$119,216.74	19.40	\$495,442.90
<b>22</b>	<b>SPECIAL EDUCATION FUND</b>					
1221	EXTENDED SCHOOL YEAR	\$89,561.75	\$28,765.09	\$63,157.78	70.52	\$26,403.97
1223	CENTER BASE DAY PROGRAMS	\$601,858.98	\$7,858.43	\$13,986.28	2.32	\$587,872.70
1226	EARLY CHILDHOOD SERVICES	\$335,469.21	\$2,998.80	\$5,997.60	1.79	\$329,471.61
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2129	TRANSITION SUPPORT SERVICES	\$28,172.19	\$1,827.13	\$3,654.25	12.97	\$24,517.94
2142	PSYCHOLOGICAL SERVICES	\$551,234.22	\$9,127.26	\$12,129.49	2.20	\$539,104.73
2152	SPEECH PATHOLOGY SERVICES	\$1,061,362.63	\$9,544.85	\$19,891.15	1.87	\$1,041,471.48
2171	PHYSICAL THERAPY	\$311,600.92	\$20,906.93	\$41,486.03	13.31	\$270,114.89
2172	OCCUPATIONAL THERAPY	\$480,019.54	\$22,560.41	\$43,694.96	9.10	\$436,324.58
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$7,283.78	\$0.00	\$0.00	0.00	\$7,283.78
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$137,115.68	\$7,082.19	\$13,383.48	9.76	\$123,732.20
2227	TECHNOLOGY SUPPORT	\$46,713.10	\$2,390.94	\$4,441.29	9.51	\$42,271.81
2319	BOARD OF EDUCATION SERVICES	\$70,044.22	\$4,084.53	\$47,797.04	68.24	\$22,247.18
2329	ADMINISTRATION	\$254,031.98	\$16,989.99	\$39,522.22	15.56	\$214,509.76
2529	ADMINISTRATION-FISCAL SERVICES	\$76,471.89	\$5,070.90	\$10,355.90	13.54	\$66,115.99
2542	OPERATION & MAINTENANCE BLDGS.	\$41,668.31	\$4,152.48	\$4,915.22	11.80	\$36,753.09
22	SPECIAL EDUCATION FUND	\$4,092,608.40	\$143,359.93	\$324,412.69	7.93	\$3,768,195.71
	Grand Total:	\$4,707,268.04	\$188,391.23	\$443,629.43	9.42	\$4,263,638.61

Activity Fund Balance Report - Summary - Exclude Encumbrances  
08/2017 - 08/2017

Regular; Beginning Month 08/2017; Processing Month 08/2017; Fund Number 71, 72

Fund: 71 AGENCY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
71 415 801	GENERAL CLEARING-AMT. HELD FOR OTHERS	0.00	0.00	0.00	0.00	0.00
71 415 802	FLORENCE CENTER BASE-AMT HELD FOR OTHERS	283.17	0.00	0.00	0.00	283.17
71 415 803	HAMLIN CENTER BASE-AMT HELD FOR OTHERS	493.31	0.00	0.00	0.00	493.31
71 415 804	GRANT-DEUEL CB-AMT HELD FOR OTHERS	621.08	0.00	0.00	0.00	621.08
71 415 805	KNIGHTS OF COLUMBUS-AMT HELD FOR OTHERS	2,498.06	200.12	0.00	0.00	2,297.94
71 415 806	SPECIAL OLYMPICS SD-AMT HELD FOR OTHERS	10,444.01	20.00	0.00	0.00	10,424.01
71 415 850	ELABO-AMT HELD FOR OTHERS	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	3,522.22	2,828.80	1,678.78	0.00	2,372.20
71 704 005	FUND BALANCE - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
71 760	UNASSIGNED FUND BALANCE	19.41	0.00	1.58	0.00	20.99
	Fund Total: 71	17,881.26	3,048.92	1,680.36	0.00	16,512.70

Activity Fund Balance Report - Summary - Exclude Encumbrances  
08/2017 - 08/2017

Regular; Beginning Month 08/2017; Processing Month 08/2017; Fund Number 71, 72

Fund: 72 NPIP

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
72 708	UNRESTRICTED NET POSITION	3,944,096.07	1,329,123.27	1,888,391.94	0.00	4,503,364.74
	Fund Total: 72	3,944,096.07	1,329,123.27	1,888,391.94	0.00	4,503,364.74

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, August 21, 2017

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, August 21 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by President Koenecke at 7:00 P.M. and adjourned at 8:02 P.M.

Members present:

Martin Murphy, Arlington; Josh Hawkinson, Britton-Hecla; Cory Akin, Castlewood; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Krecia Weinberg, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Brian Nelson, Lake Preston; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Sandy Hinze, Waubay; Penny Thyen, Waverly/South Shore; Tia Felberg, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Trudi Gaikowski, Clark; Evelyn Eagle, Enemy Swim Day School; Greg Schortzmann, Iroquois; Amber Halming, Rosholt; Joel Shoemaker, Webster;

Others Attending:

NESC Staff Representatives: Linda Conrad, Speech Language Pathologist

Member District Superintendents: Brian Jandahl, Elkton

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 #18007* Motion by T. Hlavacek, second by D. Lutkemeier, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

Brian Jandahl and Linda Conrad were introduced as guests.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

*Action #18008* Motion by C. Knutson, second by A. Schuurman, to approve the financial report for the period ending July 2017. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>	<u>Enterprise Fund (NPPI)</u>
<b>July 1, 2017</b>	<b>\$275,788.10</b>	<b>\$727,949.18</b>	<b>\$20,459.66</b>	<b>\$4,049,148.09</b>
<u>Receipts:</u>				
Local Sources	\$4,905.96	\$128.23	\$1.80	\$2,062,185.20
State Sources		\$3,922.34		
Federal Sources		\$150,512.78		
Other	\$88,350.58			\$169,205.86
<u>Total Monthly Receipts</u>	<u>\$93,256.54</u>	<u>\$154,563.35</u>	<u>\$1.80</u>	<u>\$2,231,931.06</u>
<b>Total Gross Receipts</b>	<b>\$369,044.64</b>	<b>\$882,512.53</b>	<b>\$20,461.46</b>	<b>\$6,280,539.15</b>
Less Salaries	\$16,668.30	\$290,034.20		
Less Disbursements	\$159,308.33	\$108,362.81	\$2,580.20	\$486,291.22
<u>Total Salaries &amp; Disbursements</u>	<u>\$175,976.63</u>	<u>\$398,397.01</u>	<u>\$2,580.20</u>	<u>\$486,291.22</u>
<b>Ending Cash Balance</b>				
<b>July 31, 2017</b>	<b>\$193,068.01</b>	<b>\$484,115.52</b>	<b>\$17,881.26</b>	<b>\$5,794,247.93</b>

#### Consent Agenda

*Action #18009* Motion by M. Murphy, second by D. Fuller, to approve the following items on the Consent Agenda: 6a) Approval of July 17, 2017 Board of Directors minutes; 6b) Approval of payment of August 2017 claims; 6c) Approval of contract amendment, Julie Nelson – early childhood teacher, MA to MA + 15, \$50,017.17; 6d) Approval of contract amendment, Melody Wenz – SLP, \$61,754.02; 6e) Approval of contract, Abbie Carlson – paraprofessional, Webster Center Base, \$13.40 per hour. All present voting in favor, motion carried.

#### August 2017 Accounts Payable

**GENERAL FUND:** AMAZON MISC. SUPPLIES 14.85;AMERICAN AIRLINES T&L TRAVEL - BAGGAGE FEE 25.00;CDW GOVERNMENT INC. TECH SUPPLIES 54.63;CENEX FLEETCARD MAINT & GASOLINE 812.15;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 66.29;CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 5.42;DAYS INN FISCAL TRAVEL 11.25;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 432.85;DEWITT, SHAWN T&L MILEAGE 86.52;DUST TEX SERVICE, INC. O&M - RUG RENTAL 6.42;EMC INSURANCE NEW VEHICLES 530.25;HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 473.96;INNOVATIVE OFFICE SOLUTIONS MISC. SUPPLIES 4.58;JOHNSON AUTOMOTIVE MAINT 31.85;MARRIOTT T&L TRAVEL 1,029.92;NESC IMPREST REIMBURSE IMPREST 842.38;NESC PAYROLL CLEARING AUGUST 2017 PAYROLL 15,702.36;NORTHLAND AUTO CENTER MAINT 86.11;OTTER TAIL POWER CO. O&M - ELECTRICITY 91.12;P/3 ELECTRIC AC UNIT WIRING 104.81;QDOBA MEXICAN GRILL INSERVICE MEAL 104.25;REPORTER AND FARMER WANT AD 5.63;SANFORD HEALTH PLAN JULY HSA ADMIN FEES 1.50;SCOTTING HEATING & COOLING AC UNIT INSTALL/MAINTENANCE 425.04;SD DEPT. OF REVENUE VEHICLES - PLATES/REGISTRATION 84.80;SD FEDERAL PROPERTY AGENCY NEW VEHICLES 23,200.00;SD TEACHER PLACEMENT CENTER COPIER TEACHER PLACEMENT MEMBERSHIP 63.00;SIOUX FALLS AIRPORT T&L TRAVEL - PARKING 34.00;SQUARE - TAXI T&L TRAVEL - TAXI 24.00;TOWN OF HAYTI O&M - WATER & SEWER 5.72 UNIVERSITY OF SOUTH DAKOTA READING RECOVERY DUES AND FEES 650.00; US POSTAL SERVICE BOARD - POSTAGE 0.92 W.W. TIRE SERVICE MAINT 19.72

**FUND TOTAL: \$45,031.30**

**SPECIAL EDUCATION FUND:** AMAZON MISC. SUPPLIES 1,251.30;AMERICINN ED SPEC TRAVEL 514.99;BONDE, LEROY ESY MILEAGE TO PARENT 73.92;BRITTON-HECLA SCHOOL DISTRICT SLP MILEAGE TO SCHOOL 10.05;CDW GOVERNMENT INC. TECH SUPPLIES 309.57;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 31.03;CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 30.70;DAYS INN FISCAL TRAVEL 63.75;DEUTSCH, JENNIFER ESY MILEAGE 5.04;DUST TEX SERVICE, INC. O&M -

RUG RENTAL 33.44;EMC INSURANCE NEW VEHICLES 3,004.75;GENT, MELISSA PSYCH NASP DUES 210.00;HOUGHTON MIFFLIN CO. PSYCH SUPPLIES 569.91;INNOVATIVE OFFICE SOLUTIONS MISC. SUPPLIES 288.50;NASP PSYCH - NASP DUES 840.00  
NCS PEARSON, INC. PSYCH/OT/PT/SLP SUPPLIES 3,616.86;NESC IMPREST REIMBURSE IMPREST 836.40;NESC PAYROLL  
CLEARING AUGUST 2017 PAYROLL 260,999.51;OTTER TAIL POWER CO. O&M - ELECTRICITY 474.87;P/3 ELECTRIC AC UNIT  
WIRING 593.89;PRO-ED PSYCH/OT/PT SUPPLIES 1,347.50;QDOBA MEXICAN GRILL INSERVICE MEAL 590.75;REPORTER AND  
FARMER WANT AD 31.87;SANFORD HEALTH PLAN JULY HSA ADMIN FEES 8.50;SCHOLASTIC MAGAZINES CB SUPPLIES 277.31  
SCOTTING HEATING & COOLING AC UNIT INSTALL/MAINTENANCE 2,214.94;SD TEACHER PLACEMENT CENTER TEACHER PLACEMENT  
MEMBERSHIP 357.00;SUPER DUPER INC. SPEECH SUPPLIES 99.90;THERAPRO, INC. OT SUPPLIES 49.41;TOWN OF HAYTI O&M -  
WATER & SEWER 29.78;US POSTAL SERVICE BOARD - POSTAGE 5.18;VITAL SOUNDS OT SUPPLIES 168.13;WESTERN  
PSYCHOLOGICAL SERVICES PSYCH/OT SUPPLIES 352.00

**FUND TOTAL: \$279,290.75**

#### Discussion Items

##### Assistant Director's Report

Assistant Director Frewing gave his monthly report.

##### Director's Report

Director Aberle gave his monthly report.

##### NESC Board Policies

Director Aberle reviewed updates to job descriptions, conflict disclosure and authorization policy, and criminal background check policy.

##### NESC Board In-Service

No board member in-service will be held. NESC administration is available to come to member school districts if requested.

##### Chairperson appointment of steering/negotiations committee members

President Koenecke appointed the following to join herself and Vice-President Homola on the steering committee: Joel Shoemaker, Gene Bjorklund, Carie Knutson, Cory Akin, Denise Lutkemeier, Tracy Hlavacek.

#### Action Items

##### Approval of revised NESC Board policies

*Action #18010* Motion by D. Lutkemeier, second by J. Hawkinson to table approval of board policies until September. All present voting in favor, motion carried.

##### Approval of 8 vehicles as surplus property

*Action #18011* Motion by C. Knutson, second by J. Homola to declare 8 vehicles as surplus property to be sold by sealed bids. All present voting in favor, motion carried.

Fixed Asset No. 0286	2001 Dodge Stratus	Serial#: 1B3EJ46X31N654592
Fixed Asset No. 0292	2000 Dodge Stratus	Serial#: 1B3EJ46CXN227238
Fixed Asset No. 0257	1998 Ford Taurus Wagon	Serial#: 1FAFP57U2WA232636
Fixed Asset No. 0279	2000 Chevy Malibu	Serial#: 1G1ND52J8Y6304238
Fixed Asset No. 0304	2003 Ford Taurus	Serial#: 1FAFP53253G208070
Fixed Asset No. 0308	2004 Chevy Classic	Serial#: 1G1ND52F24M656376
Fixed Asset No. 0311	2004 Dodge Stratus	Serial#: 1B3EL36X04N152101
Fixed Asset No. 0318	2005 Ford Taurus	Serial#: 1FAFP53285A288468

President Koenecke appointed property owners C. Knutson, D. Fuller, and N. Koehlmoos to appraise the vehicles.

Executive Session

No executive session was held.

Adjournment

*Action #18012* With there being no further business, motion by C. Akin, second by A. Schuurman, 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, September 18, 2017 at 7:00 P.M.

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Debbe Koenecke, President

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Brice Christensen, Business Manager

09/13/2017 11:09 AM

User ID: BPC

Vendor Name	Description	Amount
Checking Account: 1	Fund Number: 10 GENERAL FUND	
AMSTERDAM PRINTING&LITHO,CORP.	BOARD SUPPLIES	47.61
APEX LEARNING	3 SEATS	375.00
ASBSD	FISCAL/ADMIN REG FEES	55.50
AUTOMATIVE SERVICE CENTER, THE	MAINT	42.60
BROOKINGS AUTO MALL	MAINT	119.83
CARLSON, ABBIE	BACKGROUND CHECK	7.99
CENEX FLEETCARD	MAINT & GASOLINE	2,653.01
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	162.97
CHRISTENSEN, BRICE	FISCAL MILEAGE	19.47
DELYLE'S SOUTH 81 SERVICE, INC.	MAINT	2,484.09
DON'S BODY SHOP	MAINT	572.60
DUST TEX SERVICE, INC.	O&M - RUG RENTAL	6.67
FRITZ CHEVROLET, INC	MAINT	200.00
HAMLIN COUNTY FARMERS COOP	MAINT/GASOLINE/PROPANE	1,703.09
HAMLIN COUNTY PUBLISHING	ADVERTISING	6.38
JURGENS OIL	MAINT	37.91
LORENSBERG, SARA	BACKGROUND CHECK	7.99
NESC IMPREST	REIMBURSE IMPREST	1,709.51
NESC PAYROLL CLEARING	SEPTEMBER 2017 PAYROLL	16,230.94
NORTHLAND AUTO CENTER	MAINT	204.64
OFFICE PEEPS, INC.	ADMIN SUPPLIES	53.10
PEDERSEN, SHANE	LAWN CARE	28.18
PS PUBLISHING	PARENT RIGHTS BOOKLETS	63.75
RON'S AUTO REPAIR	MAINT	75.82
SANFORD HEALTH PLAN	HSA FEES	1.50
SHERATON SIOUX FALLS	FISCAL/ADMIN TRAVEL	38.70
TOWN OF HAYTI	O&M - WATER/SEWER	5.72
W.W. TIRE SERVICE	MAINT	76.40
WEBSTER AUTO CARE	MAINT	781.23
Fund Number: 10		27,772.20
Checking Account: 1	Fund Number: 22 SPECIAL EDUCATION FUND	
AMSTERDAM PRINTING&LITHO,CORP.	BOARD SUPPLIES	269.76
ASBSD	FISCAL/ADMIN REG FEES	314.50
BRITTON-HECLA SCHOOL DISTRICT	ESY/SLP MILEAGE	115.92

Vendor Name	Description	Amount
CARLSON, ABBIE	BACKGROUND CHECK	45.26
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	47.34
CHILSON, GINA	SLP MILEAGE TO STAFF	93.24
CHRISTENSEN, BRICE	FISCAL MILEAGE	110.31
DUST TEX SERVICE, INC.	O&M - RUG RENTAL	34.77
HAMLIN COUNTY FARMERS COOP	MAINT/GASOLINE/PROPANE	1,836.00
HAMLIN COUNTY PUBLISHING	ADVERTISING	36.12
LORENSBERG, SARA	BACKGROUND CHECK	45.26
MARTIAN, EMILY	ESY MILEAGE	30.24
	CB MILEAGE TO PARENT	176.40
NESC IMPREST	REIMBURSE IMPREST	2,229.05
NESC PAYROLL CLEARING	SEPTEMBER 2017 PAYROLL	267,902.93
OFFICE PEEPS, INC.	ADMIN SUPPLIES	300.90
OTTER TAIL POWER CO.	O&M - ELECTRICITY	496.26
PEDERSEN, SHANE	LAWN CARE	146.82
PS PUBLISHING	PARENT RIGHTS BOOKLETS	361.25
SANFORD HEALTH PLAN	HSA FEES	8.50
SHERATON SIOUX FALLS	FISCAL/ADMIN TRAVEL	219.30
SW/WC SERVICE COOPERATIVE	BEHAVIOR ANALYST CONTRACT	7,070.00
TOWN OF HAYTI	O&M - WATER/SEWER	29.78
WIESE, RITA	SLP MILEAGE TO STAFF	24.78
Fund Number: 22		281,944.69
Checking Account: 1		309,716.89

09/13/2017 11:08 AM

User ID: BPC

Vendor Name	Description	Amount
Checking Account: 1	Fund Number: 10 GENERAL FUND	
AMAZON	MISC. SUPPLIES	120.83
HY-VEE FOOD STORE	INSERVICE BREAKFAST	18.63
INNOVATIVE OFFICE SOLUTIONS	MISC. SUPPLIES	93.09
ITC TELECOM	PHONE/INTERNET	165.28
JACKSON CONSULTING	T&L SUPPLIES	107.95
PUBLIC OPINION	MINUTES/ADVERTISING	63.99
TIME MANAGEMENT SYSTEMS, INC	EMPLOYEE TIME CLOCK	2.51
VERIZON WIRELESS	CELL PHONE	110.57
VOYAGER SOPRIS	T&L SUPPLIES	315.48
Fund Number: 10		998.33
Checking Account: 1	Fund Number: 22 SPECIAL EDUCATION FUND	
AMAZON	MISC. SUPPLIES	729.21
AMERICINN HOTEL & SUITES	ED SPEC TRAVEL	353.98
AMMERICINN	ED SPEC TRAVEL	144.00
BLACKSTONE LODGE & SUITES	ED SPEC TRAVEL	420.00
CDW GOVERNMENT INC.	ED SPEC SUPPLIES	636.89
COUNTRY INN SUITES	ED SPEC TRAVEL	420.00
DOLLAR TREE	CB SUPPLIES	47.00
HAMPTON	ED SPEC TRAVEL	282.00
HY-VEE FOOD STORE	INSERVICE BREAKFAST	105.60
INNOVATIVE OFFICE SOLUTIONS	MISC. SUPPLIES	356.59
ITC TELECOM	PHONE/INTERNET	302.22
MAINSTAY SUITES	ED SPEC TRAVEL	530.80
MARSHALL CO. HEALTHCARE CENTER	OT/PT PURCH SVCS	2,638.83
PUBLIC OPINION	MINUTES/ADVERTISING	362.59
SANFORD WEBSTER MEDICAL CENTER	OT PURCH SVCS	2,267.50
TIME MANAGEMENT SYSTEMS, INC	EMPLOYEE TIME CLOCK	106.30
VERIZON WIRELESS	CELL PHONE	199.22
WAL-MART	OT SUPPLIES	62.54
Fund Number: 22		9,965.27
Checking Account: 1		10,963.60

Northeast Educational Services Cooperative  
Advisory Board Meeting  
Wednesday, September 6, 2017

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, September 6, 2017 at Hy-Vee in Watertown, South Dakota. The meeting was called to order by Director Aberle at 9:38 A.M. and adjourned at 10:26 A.M.

Present: Justin Downes, Arlington; Steve Benson, Britton-Hecla; Keith Fodness, Castlewood; Luanne Warren, Clark; Abi Van Regenmorter, De Smet; Kimberly Kludt, Deubrook; Chad Schiernbeck, Deuel; Jim Lentz, Estelline; Gary Leighton, Florence; Philip Schonebaum, Henry; Mike Ruth, Iroquois; Tim Casper, Lake Preston; Tess Appel, Rosholt; Laura Schuster, Sioux Valley; Dean Jones, Waubay; Jon Meyer, Waverly; Scott Kludt, Willow Lake; James Block, Webster; Larry Hulscher, Wilmot

Absent: Brian Jandahl, Elkton; Virginia Dolney, Enemy Swim; Patrick Kraning, Hamlin; Kurt Jensen, Summit;

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

ADVISORY BOARD AGENDA

Welcome New Members

Kim Kludt, Chad Schiernbeck, Philip Schonebaum, and Jon Meyer were welcomed as new members.

Elect Chairperson

Motion Appel, second Ruth to nominate Kludt as chairperson, cease nominations, and cast a unanimous ballot. All present voting in favor, motion carried.

Shareen Neuman - SWWC

Shareen Neumann of SWWC gave a presentation.

Financial Report

Business Manager Christensen reviewed the financial report for July 2017.

SPED Compliance Reviews – Elkton, Webster, Willow Lake, Clark Deubrook –Exit Meetings

Director Aberle informed everyone that NESC staff are not required to be present at SPED Compliance Review exit meetings, but could come if the district requests they be present.

Superintendent contact information

Superintendents were asked to update their contact information and return to Director Aberle.

Out of District Placements

Assistant Director Frewing presented information concerning out of district placements.

Substitute teacher salary

NESC is look at updating substitute salaries and is conducting a survey of member school districts.

Meeting Dates

The advisory board will meet October 4, November 1, January 10, February 7, March 7, April 4, and May 2.

Board Agenda

The September 2017 Board of Director's agenda was reviewed.

Adjournment

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

Brice Christensen, Business Manager

### Contracting services to Sisseton

- Enemy Swim Day School is a BIE (Bureau of Indian Education) School
- Located within the boundaries of the Waubay School District
- Waubay is responsible for child find and FAPE for Waubay resident students who attend the FACE (Family and Child Education) and Head Start programs at Enemy Swim
- Once students enroll in kindergarten, Enemy Swim is responsible for child find and FAPE.
- Summit is responsible for child find and FAPE for Summit resident students; the same would be true for Webster or Wilmot; child find and FAPE is easily completed because these school are members of NESC
- Students are reported on the resident district's child count
- Several students who attend the FACE/Pre School program are residents of the Sisseton School District; Sisseton is responsible for child find and FAPE

<b>Service</b>	<b>NESC Cost</b>	<b>Current Rate</b>
Early Childhood	\$11.67/unit (\$46.68/hour)	\$12.50/unit (\$50.00/hour)
Speech Language	\$11.58/unit (\$46.32/hour)	\$12.50/unit (\$50.00/hour)
PT		
OT	Contracted through Webster— OT—\$59.75 OTA --\$51.00	
<b>No fee for screenings</b>		
<b>No mileage if the students are served at FACE or the Pre-school program at Enemy Swim; NESC would like all services provided at one of those two locations</b>		
<b>Sisseton is involved with the IEP process; they are ultimately responsible for FAPE</b>		
<b>Student has the opportunity to enroll in a Sisseton program; Sisseton will provide the services; If students continues enrollment at Enemy Swim FACE or Pre-School program, NESC would provide the services</b>		

## NESC Substitutes

### Center Base

District	Certified	Non Certified	Long Term	Para
Arlington	\$90	\$85	\$110—after 10 days	
Britton	\$100	\$90	\$188	
Castlewood	\$90			
Clark	\$88		\$100—after 10 days	\$72 (Classified)
DeSmet	\$80			\$9 per hour
Deubrook	\$100			\$8.50 per hour
Deuel	\$110	\$95		\$75
Hamlin	\$85		\$105	\$9.00 per hour
Henry	\$100			
Iroquois				
Lake Preston	\$88			
Rosholt	\$100	\$90		
Sioux Valley	\$100			\$10 w/o cert--\$11 w/cert
Summit	\$100			\$14.20 per hour
Waubay	\$90			\$90
Waverly	\$80; \$90; \$95	\$70; \$80; \$85		
Webster	\$95			\$75
Willow Lake	\$80		\$140	\$10 per hour
Wilmot				
<b>NESC</b>	<b>\$85</b>	<b>\$80</b>	<b>Negotiated</b>	<b>\$70</b>

## **ARTICLE I**

### **Criminal Background Investigation**

SDCL 13-10-12 provides the legal authority and requirement for the Cooperative to conduct criminal background investigations.

New employees, contracted providers, volunteers, and individuals who are completing a field experience are subject to a criminal background investigation from the Federal Bureau of Investigation (FBI) and the South Dakota Department of Criminal Investigation (SDDCI). Criminal background investigations from both the FBI and SDDCI will be treated the same under this policy.

#### **A. Disqualifications**

Individuals will not be allowed to work or to complete field experiences with any of the following convictions in their criminal history:

- a crime of violence as defined in subdivision [SDCL 22-1-2\(9\)](#), (murder, manslaughter, rape, aggravated assault, riot, robbery, burglary in the first degree, arson, kidnapping, felony sexual contact, felony child abuse, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive device).
- a sex offense as defined in [SDCL 22-24B-1](#), (including but are not limited to rape, felony sexual contact with a minor under sixteen, sexual contact with a person incapable of consenting, possessing, manufacturing, or distributing child pornography, and sexual exploitation of a minor)
- or distribution or trafficking in marijuana, narcotics, or any controlled substance.

Additionally, the conviction of any crime of moral turpitude as defined by [SDCL 22-1-2\(25\)](#) or any other criminal conviction may be treated as a disqualifying record.

#### **B. Appealing a Disqualification**

If a person is disqualified from work or a field experience due to the results of criminal background history, the Cooperative shall inform that person about the disqualification.

Once someone has been notified of a disqualification, that person will have five calendar days to inform NESC Administration of the intent to appeal it. After five calendar days, if NESC Administration has not received notice of intent to appeal, no work or field experience will be approved.

If NESC Administration is notified within five calendar days of the intent to appeal or correct that person has an additional 90 calendar days to rectify any discrepancies on their criminal history. After 90 calendar days, if the disqualification has not been resolved, the work or field experience will not be approved.

If the criminal background report has been amended within 90 calendar days, a new criminal background check will be conducted for verification.

Only one appeal period of 90 calendar days will be allowed.

Individuals may visit the FBI's [portal for Identity History Summary Checks](#) for further information on how to amend criminal history records.

The website is <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

### **C. Records**

NESC personnel with access to criminal history record information (CHRI) shall receive training by SDDCI on the rules and responsibilities for the confidentiality, receipt, use, and dissemination of the CHRI.

Records will be maintained in the Director's office in a locked filing cabinet. Individual CHRI shall be shredded by the Director when the person affected is no longer affiliated with NESC.

Sharing records between educational agencies will be allowed. NESC will request CHRI from another educational agency if the CHRI is no older than five years, written consent is received, and the individual is actively employed by another educational agency.

If NESC receives a request for CHRI from another educational agency, NESC Administration will ask for written authorization, transmit only by mail, and document it in a CHRI log.

Personal CHRI will not be provided to individuals. Individuals wishing to review their own CHRI must request it directly from the FBI.

### **D. Miscellaneous**

The Cooperative Director is the Local Agency Security Officer (LASO). The Cooperative Director also serves as the liaison with SDDCI and is responsible for contacting SDDCI if there has been misuse of CHRI.

At its discretion, NESC Administration may ask for additional criminal background investigations.

Criminal background investigations and associated costs will be paid by the individual subjected to the investigation. Employees who are not disqualified by their CHRI will be reimbursed for the criminal background investigation and associated costs.

**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 an academic year~~ 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 the individual needs of the child~~.
- 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-an academic year~~ 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 academic year 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 an academic year 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. E.~~ Maintain special education records in accordance with State requirements and ~~also~~ the practices of member school districts.
- ~~F. G. 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. H. G.~~ Promote good behavior by students in the school and community.
- ~~H. I. H.~~ Transport center-base students between home and the school or community site.
- ~~I. J. I.~~ Train and supervise center-base paraprofessionals, utilizing them to assist in the provision of special education for center-base students.
- ~~J. K. J.~~ Teach and counsel parents ~~about~~ ~~regarding~~ how to increase their child's independence and developmental wellness.
- ~~K. L. K.~~ Transmit calendars, schedules, caseloads, ESY data, vehicle mileage logs, evaluation data, and inventory reports when requested.
- ~~L. M. 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

**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-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.

Fixed Asset #	S6276	Fixed Asset #	Car- S6625	Fixed Asset #	Car- S4499	Fixed Asset #	Car- S5937
257	1998 Taurus Wagon	279	2000 Chevy Malibu	286	2001 Dodge Stratus	292	2000 Dodge Stratus
\$ 407.00	Bryce Johnson	\$ 684.00	Neal Opdahl	\$ 827.00	Neal Opdahl	\$ 809.00	Jody Howard
\$ 200.00	Jody Howard	\$ 409.00	Bryce Johnson	\$ 638.00	Blake Koehmoos	\$ 644.00	Neal Opdahl
\$ 200.00	Dallas Kannas	\$ 351.50	Shane Roth	\$ 551.00	Richard Heinricy	\$ 443.89	Kathy Holida
\$ 49.00	Jim Holbeck	\$ 300.00	Kobi Ficek	\$ 539.72	Kathy Holida	\$ 251.50	Shane Roth
\$ 36.00	Mike Hauge	\$ 154.00	Jim Holbeck	\$ 410.00	Mike Hauge	\$ 210.00	Mike Hauge
		\$ 115.00	Mike Hauge	\$ 161.00	Jim Holbeck	\$ 127.00	Jim Holbeck
Fixed Asset #	Car-S7081	Fixed Asset #	Car- S7107	Fixed Asset #	Car-S7109	Fixed Asset #	Car-S7853
304	2003 Ford Taurus	308	2004 Chevy Classic	311	2004 Dodge Stratus	318	2005 Ford Taurus
\$ 210.50	Shane Roth	\$ 928.00	Rachel Anderson	\$ 1,310.00	Jody Howard	\$ 1,511.00	Charles Koenig
\$ 200.00	Kobi Ficek	\$ 750.00	Jeff Kruse	\$ 877.00	Neal Opdahl	\$ 902.00	Mike Stangle
\$ 132.00	Jim Holbeck	\$ 689.15	Kathy Holida	\$ 732.00	Kurt Thompson	\$ 842.00	Kurt Thompson
\$ 65.00	Mike Hauge	\$ 454.00	Bryce Johnson	\$ 703.00	Mike Stangl	\$ 810.00	Floyd Arneson
		\$ 451.50	Shane Roth	\$ 610.32	Kathy Holida	\$ 702.00	Richard Heinricy
		\$ 425.25	Debra Goebel	\$ 605.00	Rachel Anderson	\$ 500.00	Troy Peckenpaugh
		\$ 350.00	Dallas Kannas	\$ 555.50	Shane Roth	\$ 438.00	Blake Koehmoos
		\$ 245.00	Mike Hauge	\$ 510.00	Mike Hauge	\$ 425.00	Rollin Lawrence
		\$ 200.00	Kobi Ficek	\$ 355.00	Rollin Lawrence	\$ 241.00	Jim Holbeck
		\$ 118.00	Jim Holbeck	\$ 204.00	Jim Holbeck	\$ 200.00	Kobi Ficek
						\$ 36.00	Mike Hauge

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE  
BOARD OF DIRECTORS MEETING  
Monday, September 18, 2017 - 7:00 P.M.**

**NESC DISCUSSION AND/OR ACTION ITEMS:**

1. Call to Order
2. Agenda review, changes, and approval
3. Introduction of guests: \_\_\_\_\_
4. Conflicts of Interest
5. Approval of August 2017 financial report
6. Consent Agenda
  - a. Approval of August 21, 2017 meeting minutes  
BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. Approval of payment of September, 2017 budget claims  
BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. \_\_\_\_\_  
BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Discussion Items
  - a. September 6, 2017 Advisory Board meeting minutes  
BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. Assistant Director's report  
BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. Director's report  
BOARD ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Policy revisions

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

e. Rates for Speech Language and Early Childhood services for Sisseton students served at Enemy Swim FACE

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

f. Substitute teacher and paraprofessional salary

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

g. \_\_\_\_\_

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

h. \_\_\_\_\_

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

8. Action Items

a. Approve surplus vehicle bids

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

b Approve policy revisions

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

c. Approve rates for Speech Language and Childhood services for Sisseton students served at Enemy Swim FACE

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

- d. Approve centerbase substitute teacher and paraprofessional salary

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

- e. Accept propane quote

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

9. Executive Session

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

10. Action Items after Executive Session.

- a.
- b.