

December 14, 2017

Hello NESC Board of Directors

Meeting Location:

Our December meeting will be held Monday, December 18, 2017 in

Watertown, SD. **The meeting will be held at Lake Area Technical**

Institute. The meeting will begin at **7:00 P.M.**

NESC BOARD OF DIRECTORS' MEETING

Proposed Agenda

Date: December 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 November 2017 financial report
6. Consent Agenda
 - a. Approval of November 20, 2017 meeting minutes
 - b. Approval of payment of December 2017 budget claims
 - c.
 - d.
 - e.
7. Discussion Items
 - a. Audio accessibility for NESC Board meetings
 - b. Director evaluation
 - c. Business Manager evaluation
 - d. PECS (Picture Exchange Communication System) Training
 - e. Assistant Director Report
 - f. Director Report
 - g.
8. Action Items
 - a.
 - b.
 - c.
9. Executive Session (If needed)
 - a.
 - b.
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. Conflict of Interest**
- 5. Approval of November 2017 financial report**
- 6. Consent Agenda**
 - a. **Approval of November 20, 2017 meeting minutes.** Please review enclosed minutes.
 - b. **Approval of payment of December 2017 budget claims.** Please review the enclosed budget claims.
 - c.
 - d.
 - e.
- 7. Discussion Items**
 - a. **Audio accessibility for NESC Board meetings.** I did have one board member ask about the possibility of the Board meetings being available via audio.
 - b. **Director evaluation.**
 - c. **Business Manager evaluation.**
 - d. **PECS (Picture Exchange Communication System Training).** Please see enclosed handout.
 - e. **Assistant Director Report.**
 - f. **Director Report.**
- 8. Action Items**
 - a.
 - b.
 - c.
- 9. Executive session (If needed)**
 - a.
 - b.
- 10. Action Items after Executive Session**
 - a.
 - b.

Debbe Koenecke
PRESIDENT
BOARD OF DIRECTORS

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

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

Tiffany Stormo
BUSINESS MANAGER
Tiffany.Stormo@k12.sd.us

Northeast Educational Services Cooperative

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December 14, 2017

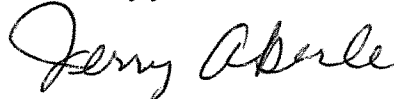
Dear NESC Board Members:

Our December board meeting will be held on **Monday, December 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

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
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

	General Fund (10)	Special Education Fund (22)	Agency Fund (71)	TOTAL ALL FUNDS
CASH BALANCE				
November 1, 2017	\$231,723.60	\$651,116.81	\$10,578.50	\$893,418.91
Receipts:				
Local Sources:				
1312 Center Base Tuition		\$64,306.35		\$64,306.35
1332 Extended School Year Tuition		\$76,770.56		\$76,770.56
1510 Interest	\$8.17	\$180.00	\$2.62	\$190.79
1941 ESA 1 OTHER SOURCES				\$0.00
1941 ESA 1 LEA Assessments				\$0.00
1941 SD COUNTS Other LEAs				\$0.00
1971 Insurance Premiums				\$0.00
1990 Charges For Service				\$0.00
1990 SPED Assessments	\$3,725.05	\$105,906.54		\$109,631.59
1990 Reading Recovery	\$8,486.75			\$8,486.75
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous			\$8,906.07	\$8,906.07
1990 Northern Plains				\$0.00
1990 Special Projects-Indirect Cost				\$0.00
1990 Drug & Alcohol Pool				\$0.00
1990 Expensed Mileage	\$56,109.65			\$56,109.65
State Sources:				
3119 Grants-in-Aid: Ed. Specialist				\$0.00
3900 Part C Funds		\$4,281.98		\$4,281.98
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		\$133,735.00		\$133,735.00
4175 IDEA Part B 611-Private				\$0.00
4186 IDEA Part B 619		\$3,951.00		\$3,951.00
Other Receipts:				
120 Accounts Receivable				\$0.00
140 Due from other Governments				\$0.00
Other Receipts				\$0.00
Total Monthly Receipts	\$68,329.62	\$389,131.43	\$8,908.69	\$466,369.74
Balance Frwd plus Revenue to date	\$300,053.22	\$1,040,248.24	\$19,487.19	\$1,359,788.65
Manual Journal Entry		\$211.05		\$211.05
Manual Journal Entry Revenue		-\$2,780.00		-\$2,780.00
Less Salaries & Disbursements				
Salaries	\$15,673.37	\$260,134.60		\$275,807.97
Disbursements	\$21,754.76	\$101,024.80	\$6,779.42	\$129,558.98
Less Total Salaries & Disbursements	\$37,428.13	\$361,159.40	\$6,779.42	\$405,366.95
CASH BALANCE				
November 30, 2017	\$262,625.09	\$676,519.89	\$12,707.77	\$951,852.75

Balance Sheet

Clearing Account XX-101-002	\$20.00	\$73.57	\$0.00	\$93.57
Checking Account XX-101	\$5,002.89	\$311,584.18	\$7,083.43	\$323,670.50
Money Market Savings XX-105	\$257,602.20	\$282,332.26	\$5,624.34	\$545,558.80
Certificates of Deposit XX-106	\$0.00	\$77,529.88	\$0.00	\$77,529.88
Imprest XX-108	\$0.00	\$5,000.00	\$0.00	\$5,000.00
TOTALS	\$262,625.09	\$676,519.89	\$12,707.77	\$951,852.75
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

EXPENDITURE SUMMARY
Regular; Processing Month 11/2017

Account Number	Account Description	BUDGET	CURRENT MO.EXP.	EXP.TO DATE	% OF BUDGET	BALANCE AT EOM
10	GENERAL FUND					
1111	READING RECOVERY	\$46,289.99	\$2,976.71	\$16,795.50	36.28	\$29,494.49
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$231,335.54	\$12,781.43	\$52,504.98	22.70	\$178,830.56
2227	TECHNOLOGY SUPPORT	\$8,243.50	\$374.37	\$1,909.42	23.16	\$6,334.08
2319	BOARD OF EDUCATION SERVICES	\$12,360.74	\$1,502.93	\$9,814.43	79.40	\$2,546.31
2329	ADMINISTRATION	\$56,829.19	\$3,633.24	\$16,757.87	29.49	\$40,071.32
2529	ADMINISTRATION-FISCAL SERVICES	\$13,495.04	\$1,272.39	\$4,940.77	36.61	\$8,554.27
2542	OPERATION & MAINTENANCE BLDGS.	\$7,995.94	\$262.76	\$2,192.42	27.42	\$5,803.52
2545	VEHICLE SERVICE	\$223,109.70	\$13,138.21	\$107,992.82	48.40	\$115,116.88
2551	DRUG & ALCOHOL TESTING POOL	\$15,000.00	\$1,486.09	\$1,486.09	9.91	\$13,513.91
10	GENERAL FUND	\$614,659.64	\$37,428.13	\$214,394.30	34.88	\$400,265.34
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$89,561.75	\$9,409.26	\$83,659.82	93.41	\$5,901.93
1223	CENTER BASE DAY PROGRAMS	\$601,858.98	\$52,997.16	\$145,661.35	24.20	\$456,197.63
1226	EARLY CHILDHOOD SERVICES	\$335,469.21	\$28,790.64	\$83,625.97	24.93	\$251,843.24
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$8,472.92	\$8,472.92	0.00	(\$8,472.92)
2129	TRANSITION SUPPORT SERVICES	\$28,172.19	\$1,976.76	\$9,284.67	32.96	\$18,887.52
2142	PSYCHOLOGICAL SERVICES	\$551,234.22	\$47,323.75	\$137,309.87	24.91	\$413,924.35
2152	SPEECH PATHOLOGY SERVICES	\$1,061,362.63	\$88,885.96	\$270,086.81	25.45	\$791,275.82
2171	PHYSICAL THERAPY	\$311,600.92	\$34,139.55	\$119,746.56	38.43	\$191,854.36
2172	OCCUPATIONAL THERAPY	\$480,019.54	\$33,837.36	\$130,856.99	27.26	\$349,162.55
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$7,283.78	\$912.40	\$6,675.35	91.65	\$608.43
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$137,115.68	\$15,587.71	\$51,810.14	37.79	\$85,305.54
2227	TECHNOLOGY SUPPORT	\$46,713.10	\$2,121.24	\$10,819.20	23.16	\$35,893.90
2319	BOARD OF EDUCATION SERVICES	\$70,044.22	\$7,844.03	\$54,942.51	78.44	\$15,101.71
2329	ADMINISTRATION	\$254,031.98	\$20,588.17	\$94,961.09	37.38	\$159,070.89
2529	ADMINISTRATION-FISCAL SERVICES	\$76,471.89	\$6,821.74	\$27,609.00	36.10	\$48,862.89
2542	OPERATION & MAINTENANCE BLDGS.	\$41,668.31	\$1,450.75	\$12,216.99	29.32	\$29,451.32
22	SPECIAL EDUCATION FUND	\$4,092,608.40	\$361,159.40	\$1,247,739.24	30.49	\$2,844,869.16
71	AGENCY FUND					
6900	AGENCY ACTIVITIES	\$0.00	\$6,779.42	\$21,458.47	0.00	(\$21,458.47)
71	AGENCY FUND	\$0.00	\$6,779.42	\$21,458.47	0.00	(\$21,458.47)
72	NPIP					
4621	SELF-INSURANCE CLAIM	\$26,101,560.00	\$0.00	\$4,606,308.12	17.65	\$21,495,251.88
4622	SELF INSURANCE ADMINISTRATIVE COSTS	\$1,359,520.00	\$0.00	\$482,212.44	35.47	\$877,307.56
72	NPIP	\$27,461,080.00	\$0.00	\$5,088,520.56	18.53	\$22,372,559.44
90	FIXED ASSETS					
2329	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2542	OPERATION & MAINTENANCE BLDGS.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2545	VEHICLE SERVICE	\$0.00	\$0.00	\$0.00	0.00	\$0.00
90	FIXED ASSETS	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Grand Total:		\$32,168,348.04	\$405,366.95	\$6,572,112.57	20.43	\$25,596,235.47

Activity Fund Balance Report - Summary - Exclude Encumbrances

11/2017 - 11/2017

Regular; Beginning Month 11/2017; Processing Month 11/2017; Fund Number 71

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	1,940.00	0.00	0.00	(1,940.00)
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	2,297.94	0.00	0.00	0.00	2,297.94
71 415 806	SPECIAL OLYMPICS SD-AMT HELD FOR OTHERS	5,605.88	1,194.68	3,665.00	0.00	8,076.20
71 415 850	ELABO-AMT HELD FOR OTHERS	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	3,879.96	914.25	1,391.04	0.00	4,356.75
71 453	SANFORD FLEX	(2,608.10)	2,730.49	3,850.03	0.00	(1,488.56)
71 704 005	FUND BALANCE - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
71 760	UNASSIGNED FUND BALANCE	5.26	0.00	2.62	0.00	7.88
Fund Total: 71		10,578.50	6,779.42	8,908.69	0.00	12,707.77

Revenue Summary Report
Processing Month: 11/2017
Regular; Processing Month 11/2017

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	8.17	232.99	77.66	67.01
10 1941 014	ESA 1 LEA ASSESSMENTS	69,963.52	0.00	69,963.52	100.00	0.00
10 1941 015	ESA-1 REVENUE OTHER SOURCES-LEAs	17,967.44	0.00	18,496.52	102.94	(529.08)
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	3,725.05	8,952.52	57.08	6,731.57
10 1990 012	READING RECOVERY ASSESSMENTS	37,802.79	8,486.75	26,945.36	71.28	10,857.43
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	1,525.00	0.00	(1,525.00)
10 1990 020	NORTHERN PLAINS	35,000.00	0.00	14,141.56	40.40	20,858.44
10 1990 073	D&A POOL ASSESSMENTS	15,000.00	0.00	6,994.54	46.63	8,005.46
10 1990 200	EXPENSED MILEAGE FROM SPED	265,050.00	56,109.65	56,109.65	21.17	208,940.35
Subtotal: LOCAL SOURCES		596,659.64	68,329.62	203,361.66	34.08	393,297.98
10 3900 050	ESA 1-TEACHER OF THE YEAR	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	6,687.50	0.00	(6,687.50)
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	0.00	38,044.23	0.00	(38,044.23)
Subtotal: 5000		0.00	0.00	44,731.73	0.00	(44,731.73)
Fund Total:		596,659.64	68,329.62	248,093.39	41.58	348,566.25

Revenue Summary Report
Processing Month: 11/2017
Regular; Processing Month 11/2017

Fund: 22 SPECIAL EDUCATION FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
22 1312	TUITION-CENTER BASE	601,858.97	64,306.35	167,880.86	27.89	433,978.11
22 1312 100	TUITION-ESY	86,190.75	76,770.56	76,770.56	89.07	9,420.19
22 1510	INTEREST	1,500.00	180.00	602.97	40.20	897.03
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	105,906.54	518,058.89	41.90	718,397.11
22 1990 018	MISCELLANEOUS	5,000.00	0.00	4,250.00	85.00	750.00
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	247,163.45	767,563.28	39.65	1,168,442.44
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	137,115.68	0.00	4,813.28	3.51	132,302.40
22 3900 013	STATE REVENUE: PART C FUNDS	50,000.00	4,281.98	17,919.62	35.84	32,080.38
22 3900 014	STATE REVENUE: PART B FUNDS	4,500.00	0.00	13,247.99	294.40	(8,747.99)
	Subtotal: STATE SOURCES	191,615.68	4,281.98	35,980.89	18.78	155,634.79
22 4175 475	REGULAR IDEA PART B 611	1,698,461.00	133,735.00	334,060.00	19.67	1,364,401.00
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	3,951.00	8,983.00	18.65	39,172.00
	Subtotal: FEDERAL SOURCES	1,749,987.00	137,686.00	343,043.00	19.60	1,406,944.00
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	389,131.43	1,146,587.17	29.57	2,731,021.23

Revenue Summary Report
Processing Month: 11/2017
Regular; Processing Month 11/2017

Fund: 71 AGENCY 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>
71 1510	INTEREST	0.00	2.62	7.88	0.00	(7.88)
71 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00	0.00	0.00
71 1990 453	Sanford FLEX	0.00	3,850.03	3,850.03	0.00	(3,850.03)
71 1990 800	IMPREST RECEIPTS	0.00	1,391.04	8,809.38	0.00	(8,809.38)
71 1990 801	GENERAL CLEARING RECEIPTS	0.00	0.00	0.00	0.00	0.00
71 1990 802	FLORENCE CENTER BASE RECEIPTS	0.00	0.00	0.00	0.00	0.00
71 1990 803	HAMLIN CENTER BASE RECEIPTS	0.00	0.00	0.00	0.00	0.00
71 1990 804	GRANT-DEUEL CENTER BASE RECEIPTS	0.00	0.00	0.00	0.00	0.00
71 1990 805	KNIGHTS OF COLUMBUS RECEIPTS	0.00	0.00	0.00	0.00	0.00
71 1990 806	SPECIAL OLYMPICS SD RECEIPTS	0.00	3,665.00	3,665.00	0.00	(3,665.00)
71 1990 850	ELABO RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: LOCAL SOURCES		0.00	8,908.69	16,332.29	0.00	(16,332.29)
Fund Total:		0.00	8,908.69	16,332.29	0.00	(16,332.29)

Revenue Summary Report
Processing Month: 11/2017
Regular; Processing Month 11/2017

Fund: 72	NPIP					
<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>
72 1510	INVESTMENT EARNINGS	7,500.00	0.00	4,882.58	65.10	2,617.42
72 1971 152	INSURANCE PREMIUMS - HEALTH	27,619,922.00	0.00	10,074,725.73	36.48	17,545,196.27
72 1990 151	CHARGES FOR SERVICES - ADMIN	0.00	0.00	0.00	0.00	0.00
72 1990 152	CHARGES FOR SERVICES - STOP LOSS CLAIMS	0.00	0.00	0.00	0.00	0.00
Subtotal: LOCAL SOURCES		27,627,422.00	0.00	10,079,608.31	36.48	17,547,813.69
Fund Total:		27,627,422.00	0.00	10,079,608.31	36.48	17,547,813.69

Revenue Summary Report
Processing Month: 11/2017
Regular; Processing Month 11/2017

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	32,101,690.04	466,369.74	11,490,621.16	35.79	20,611,068.88

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, November 20, 2017

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, November 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 7:48 P.M.

Members present:

Josh Hawkinson, Britton-Hecla; Cory Akin, Castlewood; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Todd Bjorklund, Estelline; Joe Homola, Hamlin; Dave Fuller, Henry; Brett Anderson, Lake Preston; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Sandy Hinze, Waubay; Penny Thyen, Waverly/South Shore; Joel Shoemaker, Webster; Tia Felberg, Willow Lake

Absent:

Martin Murphy, Arlington; Trudi Gaikowski, Clark; Evelyn Eagle, Enemy Swim Day School; Kathy Roe, Florence; Greg Schortzmann, Iroquois; Amber Hamling, Rosholt; Denise Lutkemeier, Wilmot

Others Attending:

NESC Staff Representatives: Rochelle Schmidt, Speech Therapist

Member District Superintendents: Jim Block, Webster; Scott Klaudt, Willow Lake

NESC Administration: Jerry Aberle, Director; Tiffany Stormo, 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 #18030 Motion by J. Homola, second by Cory Akin, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

Tiffany Stormo, Rochelle and Brett Schmidt, Troy Hieb, Jim Block, and Scott Klaudt were introduced as guests.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #18031 Motion by C. Knutson, second by G. Bjorklund, to approve the financial report for the period ending October 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>
October 1, 2017	\$225,666.82	\$543,634.14	\$18,445.37	\$7,156,254.35
<u>Receipts:</u>				
Local Sources	\$7,351.21	\$172,481.69	\$.69	\$2,189,963.63
State Sources		\$6,159.69		
Federal Sources		\$205,357.00		
Other	\$29,584.81	\$815.61	\$5,533.42	
<u>Total Monthly Receipts</u>	<u>\$36,936.02</u>	<u>\$384,813.99</u>	<u>\$5,534.11</u>	<u>\$2,189,963.63</u>
Total Gross Receipts	\$262,602.84	\$928,448.13	\$23,979.48	\$9,346,217.98
Manual Journal Entry		\$-4.13		
Less Salaries	\$15,630.61	\$259,203.75		
Less Disbursements	\$15,248.63	\$18,123.44	\$13,400.98	\$1,864,242.00
<u>Total Salaries & Disbursements</u>	<u>\$30,879.24</u>	<u>\$277,327.19</u>	<u>\$13,400.98</u>	<u>\$1,864,242.00</u>
Ending Cash Balance				
October 31, 2017	\$231,723.60	\$651,116.81	\$10,578.50	\$7,481,975.98

Consent Agenda

Action #18032 Motion by D. Fuller, second by J. Hawkinson, to approve the following items on the Consent Agenda: 6a) Approval of October 16, 2017 Board of Directors minutes with the change of Alicia changed to Alisha; 6b) Approval of payment of November 2017 claims; 6c) Approval of Business Manager Contract; Tiffany Stormo, \$29,488.65; 170 days (through June 30, 2018). All present voting in favor, motion carried.

GENERAL FUND

ASBSD School Law Seminar-JA 17.25;AUTOMATIVE SERVICE CENTER;THE MAINT 194.56;B&B AUTO SERVICE MAINT 155.14; BMO MASTERCARD PURCH SVCS, SPLYS, TRAVEL, PHONE \$649.59; CENEX FLEETCARD GASOLINE 4,546.17;CENTURY BUSINESS PRODUCTS, INC Copier Fees 26.51;CHRISTENSEN, BRICE BO Services-Nov17 43.66;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 2,458.28;DON'S BODY SHOP MAINT 4,202.00;DUST TEX SERVICE, INC. OCT RUG RENTAL 12.44;ESTELINE COMMUNITY OIL CO. MAINT 41.63;HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 908.33;HAMLIN COUNTY PUBLISHING HELP Wanted Ad 10.20;In Your Service /Tami Koppang Services for Oct/Nov2017 396.76;JURGENSEN OIL MAINT 37.91;KORMANAGEMENT SERVICES, LLC Drug Testing 1,486.09;LARRY'S HEATING AND REPAIR Winterizing and filters 42.79;OTTER TAIL POWER CO. Electricity-Oct 52.16; PAYROLL CLEARING \$15,673.37;PEDERSEN, SHANE Lawn Mowing 26.25; SANFORD HEALTH PLAN HSA/FSA Fees 26.10; STORMO, TIFFANY FINGERPRINTING/BACKGROUND 70.76; TOWN OF HAYTI Water 5.32;TWIN VALLEY TIRE, INC. MAINT 488.56;W.W. TIRE SERVICE MAINT 105.63;WILLIAM G. NEALE, CPA Audit Services 1,312.50;

FUND TOTAL: 32,989.96

SPECIAL EDUCATION FUND

ARLINGTON SCHOOL DISTRICT ESY 2017 REFUND 14.89;ASBSD School Law Seminar-JA 97.75;Avera McKennan Hospital & University Health Center Prof.Dev. Speaker 752.40;BRITTON-HECLA SCHOOL DISTRICT Mileage Reimb Oct17 2,752.12; BMO MASTERCARD PURCH SVCS, SPLYS, TRAVEL, PHONE \$20,628.93; BUSSKOHL, CHRISTY Reimburse ASHA Dues 225.00; CENTURY BUSINESS PRODUCTS, INC Copier Fees 71.23;CHILSON, GINA Reimb.Mileage 208.32;CHRISTENSEN, BRICE BO Services-Nov17 247.40; DEUEL SCHOOL DISTRICT ESY 2017 REFUND 933.06; DUST TEX SERVICE, INC. NOV RUG RENTAL 70.44;ELKTON SCHOOL DISTRICT ESY 2017 REFUND 501.32;ESTELINE SCHOOL DISTRICT ESY 2017 REFUND 52.30;HAMLIN COUNTY PUBLISHING HELP Wanted Ad 57.80;In Your Service /Tami Koppang Services for Oct/Nov2017 2,248.29;IROQUOIS SCHOOL DISTRICT ESY 2017 REFUND 11.53;JOHNSON, ALYSHA REIMB FY18 DUES ASHA

225.00;JUTTINGS GROCERY CB Supplies 89.96;LAKE PRESTON SCHOOL DISTRICT ESY 2017 REFUND 323.48;LARRY'S HEATING AND REPAIR Winterizing and filters 242.50;LUX, LOIS Reimb.Mileage 40.32 PARENT Mileage Reimb.Parent 105.84; NELSON, ANNEKE PYSCH MEALS 11/1-11/7/17 99.00 NESC Imprest/Trust&Agency REIMB IMPREST 1,391.04;OTTER TAIL POWER CO. Electricity-Oct 295.57 PEDERSEN, SHANE Lawn Mowing 148.75; PAYROLL CLEARING \$260,134.60; PRAIRIE LAKES HEALTH CARE SYSTEM CPR AED Cards 160.00;SANFORD HEALTH PLAN HSA/FSA Fees 147.90;SIOUX VALLEY SCHOOL DISTRICT ESY 2017 REFUND 181.94;STORMO, TIFFANY FINGERPRINTING/BACKGROUND 12.49;SUMMIT SCHOOL DISTRICT ESY 2017 REFUND 1,550.98;SW/WC SERVICE COOPERATIVE Behavior Analytic Services 8,030.00;TOWN OF HAYTI Water 30.18;WAVERLY SCHOOL DISTRICT ESY 2017 REFUND 66.70;WEBSTER SCHOOL DISTRICT ESY 2017 REFUND 1,906.89;WEST RIVER FOUNDATION Conf.Registration-L.Reinhiller 275.00;WIESE, RITA OCT HOME VISITS 40.74;WILLIAM G. NEALE, CPA Audit Services 7,437.50;WILMOT SCHOOL DISTRICT ESY 2017 REFUND 270.53
FUND TOTAL: \$314,366.87

Discussion Items

Audit Report for FY2017

Troy Hieb with William Neale & Co. P.C. presented FY2017 audit report.

November 1, 2017 Advisory Board Meeting Minutes

Director Aberle reviewed the November advisory board minutes.

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Aberle gave his monthly report.

Signature Cards

NESC would like to update all signature cards for all accounts at Reliabank.

Action Items

Approval of FY2017 Audit Report

Action #18032 Motion by J. Shoemaker, second by J. Homola to approve the FY2017 audit report. All present voting in favor, motion carried.

Action #18033 Motion by C. Knutson, second by C. Akin to authorize signature cards to be updated to the following: Reg. Checking - Tiffany Stormo and Debbe Koenecke; Payroll Clearing – Tiffany Stormo and Debbe Koenecke; T&A Gerald Aberle and Tiffany Stormo; MM Savings – Gerald Aberle and Tiffany Stormo; CD – Gerald Aberle and Tiffany Stormo. All present voting in favor, motion carried.

Executive Session

No executive session was held.

Adjournment

Action #18033 With there being no further business, motion by J. Homola, second by J. Schoemaker, 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, December 18, 2017 at 7:00 P.M.

Debbe Koenecke, President

Tiffany Stormo, Business Manager

GENERAL FUND - 10

AAA PURE WATER	WATER FILTER	13.42
AKIN, CORY	STEERING MILEAGE	1.89
BJORKLUND, GENE	STEERING MILEAGE	5.04
CENEX FLEETCARD	MAINT & GASOLINE	4,965.54
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	37.33
CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON	SCHOOL MATTERS	287.08
DELYLE'S SOUTH 81 SERVICE, INC.	MAINT	801.26
DON'S BODY SHOP	MAINT	3,124.17
DUST TEX SERVICE, INC.	NOV RUG RENTAL	6.22
ESTELLINE COMMUNITY OIL CO.	MAINT	36.73
FRITZ CHEVROLET, INC	MAINT	300.43
HAMLIN COUNTY FARMERS COOP	MAINT & GASOLINE	969.48
HOMOLA, JOE	STEERING MILEAGE	2.39
In Your Service /Tami Koppang	TRAINING	257.90
JANISCH SERVICES	MAINT	20.00
JURGENS OIL	MAINT	41.90
KNUTSON, CARIE	STEERING MILEAGE	4.72
KOENECKE, DEBBE	STEERING MILEAGE	3.28
KORMANAGEMENT SERVICES, LLC	DRUG TESTING	1,655.18
NESC IMPREST	IMPREST	269.25
NESC PAYROLL CLEARING	DEC 2017 PAYROLL	16,164.23
NORTHLAND AUTO CENTER	MAINT	865.02
OFFICE PEEPS, INC.	BUS MANGAER SUPP	6.46
OTTER TAIL POWER CO.	NOV ELECTRICITY	96.88
PALMLUND AUTOMOTIVE	MAINT	361.74
REUER, CAROL	ADMIN SUPP	18.00
TOWN OF HAYTI	WATER	5.32
W.W. TIRE SERVICE	MAINT	817.10
WEBSTER AUTO CARE	MAINT	36.80
<u>GENERAL FUND TOTAL:</u>		<u>32,378.31</u>

SPECIAL EDUCATION FUND - 22

AAA PURE WATER	WATER FILTER	76.08
AKIN, CORY	STEERING MILEAGE	10.71
BJORKLUND, GENE	STEERING MILEAGE	28.56
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	36.34
CHILSON, GINA	NOV MILEAGE	129.36
CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON	SCHOOL MATTERS	1,626.76
DUST TEX SERVICE, INC.	NOV RUG RENTAL	35.22
ELABO; WATERTOWN SCHOOL DISTRICT	BUS MANAGER DUES	60.00
HOMOLA, JOE	STEERING MILEAGE	13.57
In Your Service /Tami Koppang	TRAINING	1,461.45
JUTTINGS GROCERY	CB SUPP	18.38
KNUTSON, CARIE	STEERING MILEAGE	26.78
KOENECKE, DEBBE	STEERING MILEAGE	18.56
PARENT	NOV MILEAGE	95.76
NESC IMPREST	IMPREST	374.00
NESC PAYROLL CLEARING	DEC 2017 PAYROLL	262,861.79
OFFICE PEEPS, INC.	BUS MANGAER SUPP	36.58
OTTER TAIL POWER CO.	NOV ELECTRICITY	549.01
REUER, CAROL	ADMIN SUPP	101.99
SOFTWARE UNLIMITED	TRAINING - STORMO	600.00
TIEFENTHALER, DEBRA	ASHA DUES REIMB	225.00
TOWN OF HAYTI	WATER	30.18
WENZ, MELODY	MILEAGE TO STAFF	120.54
WIESE, RITA	MILEAGE TO STAFF	39.90
WIESNER, JAMIE	MILEAGE TO STAFF	162.12

SPECIAL EDUCATION FUND TOTAL: 267,535.09

DECEMBER 2017 INVOICES TOTAL: 299,913.40

GENERAL FUND - 10

AMAZON	SS SUPP	349.30
DAYS INN	RR TRAVEL KN	61.96
INNOVATIVE OFFICE SOLUTIONS	SPEECH/ADMIN SUPP	129.45
ITC TELECOM	NOV PHONE SERV	346.66
PUBLIC OPINION	MINUTES/ADVERTISING	34.51
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	2.03
US POSTAL SERVICE	POSTAGE	92.48
VERIZON WIRELESS	OCT CELL SERV	108.55
WAL-MART	BOARD SUPP	1,140.00
<u>GENERAL FUND TOTAL:</u>		<u>2,264.94</u>

SPECIAL EDUCATION FUND - 22

AMAZON	CB SUPP	38.88
AMERICINN OF MITCHELL	ED SPEC TRAVEL LR	56.50
AMERICINN	ED SPEC TRAVEL BB	495.00
APPLE INC.	SPEECH SUPP CN	38.33
COMFORT INN & SUITES (SD099)	BUS MANAGER TRAVEL	267.00
HOLIDAY INN EXPRESS YANKTON	ED SPEC TRAVEL BB	459.00
INNOVATIVE OFFICE SOLUTIONS	SPEECH/ADMIN SUPP	888.45
ITC TELECOM	NOV PHONE SERV	629.63
MARSHALL CO. HEALTHCARE CENTER	OCT PT/OT SERV	9,543.67
PEARSON EDUCATION	OT SUPP	162.35
PRO-ED	OT SUPP	132.00
PUBLIC OPINION	MINUTES/ADVERTISING	195.55
QUALITY INN & SUITES	ED SPEC TRAVEL BB	55.00
QUALITY INN (SD070) HURON	ED SPEC TRAVEL	165.00
SANFORD WEBSTER MEDICAL CENTER	OCT PT/OT SERV	9,430.34
SHERATON MINNEAPOLIS MIDTOWN	OT TRAVEL - WIESNER	370.82
SHERATON SIOUX FALLS	SPEECH TRAVEL MW	218.00
SOCIAL THINKING/THINK SOCIAL PUBLISHING, INC.	SPEECH/EC SUPP	536.31
STUFFERING THERAPY RESOURCES, INC.	SPEECH SUPP	135.92
STUTTERING FOUNDATION OF AMER.	SPEECH SUPP	28.89
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	72.45
US POSTAL SERVICE	POSTAGE	16.32

VERIZON WIRELESS	OCT CELL SERV	201.81
WAL-MART	CB SUPP - WEBSTER	287.00
<u>GENERAL FUND TOTAL:</u>		<u>24,424.22</u>
 <u>AGENCY FUND - 71</u>		
COUNTRY INN SUITES	SP OLYM TRAVEL	1,335.00
FLYING J #716	HAMLIN BUS FUEL - SP OLYM	37.42
HAMLIN COUNTY FARMERS COOP	HAMLIN BUS FUEL - SP OLYM	29.05
<u>AGENCY FUND -71</u>		<u>1,401.47</u>
 <u>DECEMBER 2017 BMO TOTAL:</u>		<u>28,090.63</u>

Transaction Search - Company

All amounts are tax inclusive and displayed in their billing currency

As an administrator you may make adjustments to these transactions

Bank of Montreal - MasterCard, Statement Period 11/06/2017 to 12/05/2017

Mapped Cards

Nelson Anneke

Posting Date	Tran Date	Account	Supplier	Amount		
11/08/2017	11/07/2017	XXXX-XXXX-XXXX-6797	Americinn Of Aberdeen	110.00	?	!
11/27/2017	11/27/2017	XXXX-XXXX-XXXX-6797	Payment - Auto Payment Received-Thank You	-55.00		
			Debit Total USD	110.00		
			Credit Total USD	-55.00		
			Total USD	55.00		

Boyd Brenda

Posting Date	Tran Date	Account	Supplier	Amount		
11/09/2017	11/08/2017	XXXX-XXXX-XXXX-9401	Americinn Of Aberdeen	165.00	?	!
11/17/2017	11/16/2017	XXXX-XXXX-XXXX-9401	Holiday Inn Express	288.00	?	!
11/22/2017	11/20/2017	XXXX-XXXX-XXXX-9401	Quality Inn & Suites	55.00	?	!
11/22/2017	11/21/2017	XXXX-XXXX-XXXX-9401	Americinn Of Aberdeen	55.00	?	!
11/27/2017	11/27/2017	XXXX-XXXX-XXXX-9401	Payment - Auto Payment Received-Thank You	-557.08		
			Debit Total USD	563.00		
			Credit Total USD	-557.08		
			Total USD	5.92		

Christensen Brice

Posting Date	Tran Date	Account	Supplier	Amount		
11/09/2017	11/08/2017	XXXX-XXXX-XXXX-5117	Sanford Credit Card Pm	9,430.34	?	!
11/09/2017	11/08/2017	XXXX-XXXX-XXXX-5117	Marshall County Health	9,543.67	?	!
11/10/2017	11/09/2017	XXXX-XXXX-XXXX-5117	Int*in *time Managemen	74.48	?	!
11/10/2017	11/10/2017	XXXX-XXXX-XXXX-5117	Innovative Office Solu	34.84	?	!
11/10/2017	11/10/2017	XXXX-XXXX-XXXX-5117	Watertown Public Opini	230.06	?	!
11/14/2017	11/11/2017	XXXX-XXXX-XXXX-5117	Innovative Office Solu	774.42	?	!
11/16/2017	11/15/2017	XXXX-XXXX-XXXX-5117	Stutteringf	28.89	?	!
11/16/2017	11/15/2017	XXXX-XXXX-XXXX-5117	Amazon Mktplace Pmts	30.29	?	!
11/16/2017	11/15/2017	XXXX-XXXX-XXXX-5117	Innovative Office Solu	64.91	?	!
11/16/2017	11/15/2017	XXXX-XXXX-XXXX-5117	Sheraton Hotels	218.00	?	!
11/16/2017	11/16/2017	XXXX-XXXX-XXXX-5117	Amazon Mktplace Pmts	8.59	?	!
11/16/2017	11/16/2017	XXXX-XXXX-XXXX-5117	Stuttering Therapy Res	135.92	?	!

11/16/2017	11/16/2017	XXXX-XXXX-XXXX-5117	Ncs Pearson	162.35	?	!
11/20/2017	11/19/2017	XXXX-XXXX-XXXX-5117	Amazon.Com Amzn.Com/bi	349.30	?	!
11/27/2017	11/27/2017	XXXX-XXXX-XXXX-5117	Payment - Auto Payment Received-Thank You	-19,570.18		
11/29/2017	11/28/2017	XXXX-XXXX-XXXX-5117	Pro Ed Inc	132.00	?	!
11/29/2017	11/29/2017	XXXX-XXXX-XXXX-5117	Think Social Publishin	536.31	?	!
12/01/2017	12/01/2017	XXXX-XXXX-XXXX-5117	Interstate Telecomm Co	479.61	?	!
12/04/2017	12/02/2017	XXXX-XXXX-XXXX-5117	Innovative Office Solu	143.73	?	!
				Debit Total USD	22,377.71	
				Credit Total USD	-19,570.18	
				Total USD	2,807.53	

Center Base Castlewood

Posting Date	Tran Date	Account	Supplier	Amount		
11/27/2017	11/27/2017	XXXX-XXXX-XXXX-7846	Payment - Auto Payment Received-Thank You	-69.66		
				Debit Total USD	0.00	
				Credit Total USD	-69.66	
				Total USD	-69.66	

Childhood Early

Posting Date	Tran Date	Account	Supplier	Amount		
11/27/2017	11/27/2017	XXXX-XXXX-XXXX-2978	Payment - Auto Payment Received-Thank You	-89.19		
				Debit Total USD	0.00	
				Credit Total USD	-89.19	
				Total USD	-89.19	

Aberle Jerry

Posting Date	Tran Date	Account	Supplier	Amount		
11/23/2017	11/22/2017	XXXX-XXXX-XXXX-7027	Usps Po 4637080684	7.20	?	!
11/27/2017	11/27/2017	XXXX-XXXX-XXXX-7027	Payment - Auto Payment Received-Thank You	-1,981.97		
12/01/2017	11/30/2017	XXXX-XXXX-XXXX-7027	Wal-Mart #1500	287.00	?	!
				Debit Total USD	294.20	
				Credit Total USD	-1,981.97	
				Total USD	-1,687.77	

Nolte Kari

Posting Date	Tran Date	Account	Supplier	Amount		
11/10/2017	11/09/2017	XXXX-XXXX-XXXX-9302	Days Inns/Daystop	61.96	?	!
				Debit Total USD	61.96	
				Credit Total USD	0.00	
				Total USD	61.96	

Reinhiller Lisa

Posting Date	Tran Date	Account	Supplier	Amount		
11/06/2017	11/03/2017	XXXX-XXXX-XXXX-1409	Quality Inn	165.00	?	!

11/09/2017	11/08/2017	XXXX-XXXX-XXXX-1409	Americinn Of Aberdeen	165.00	?	!
11/17/2017	11/15/2017	XXXX-XXXX-XXXX-1409	Holiday Inn Express	171.00	?	!
11/20/2017	11/17/2017	XXXX-XXXX-XXXX-1409	Americinn Lodge & Suit	56.50	?	!
11/27/2017	11/27/2017	XXXX-XXXX-XXXX-1409	Payment - Auto Payment Received-Thank You	-609.00		
				Debit Total USD	557.50	
				Credit Total USD	-609.00	
				Total USD	-51.50	

Admin Nesc

Posting Date	Tran Date	Account	Supplier	Amount		
11/08/2017	11/07/2017	XXXX-XXXX-XXXX-5997	Comfort Inns	267.00	?	!
11/08/2017	11/08/2017	XXXX-XXXX-XXXX-5997	Vzwrlls*ivr Vb	310.36	?	!
11/09/2017	11/08/2017	XXXX-XXXX-XXXX-5997	Interstate Telecomm Co	496.68	?	!
11/27/2017	11/27/2017	XXXX-XXXX-XXXX-5997	Payment - Auto Payment Received-Thank You	-162.52		
11/30/2017	11/29/2017	XXXX-XXXX-XXXX-5997	Usps Po 4637080684	101.60	?	!
12/01/2017	11/30/2017	XXXX-XXXX-XXXX-5997	Walmart.Com	1,140.00	?	!
				Debit Total USD	2,315.64	
				Credit Total USD	-162.52	
				Total USD	2,153.12	

Special Olympics Nesc

Posting Date	Tran Date	Account	Supplier	Amount		
11/20/2017	11/19/2017	XXXX-XXXX-XXXX-9475	Pilot 00007161	37.42	?	!
11/20/2017	11/19/2017	XXXX-XXXX-XXXX-9475	Country Inn And Suites	1,335.00	?	!
11/21/2017	11/19/2017	XXXX-XXXX-XXXX-9475	Hamlin County Farmer	29.05	?	!
11/27/2017	11/27/2017	XXXX-XXXX-XXXX-9475	Payment - Auto Payment Received-Thank You	-347.18		
				Debit Total USD	1,401.47	
				Credit Total USD	-347.18	
				Total USD	1,054.29	

Therapy 1 Occupational

Posting Date	Tran Date	Account	Supplier	Amount		
12/04/2017	12/03/2017	XXXX-XXXX-XXXX-7721	Sheraton	370.82	?	!
				Debit Total USD	370.82	
				Credit Total USD	0.00	
				Total USD	370.82	

Psychology 2 School

Posting Date	Tran Date	Account	Supplier	Amount		
11/27/2017	11/27/2017	XXXX-XXXX-XXXX-2168	Payment - Auto Payment Received-Thank You	-123.92		
				Debit Total USD	0.00	
				Credit Total USD	-123.92	
				Total USD	-123.92	

Therapy 3 Speech

Posting Date	Tran Date	Account	Supplier	Amount
11/10/2017	11/09/2017	XXXX-XXXX-XXXX-5693	Apl* Itunes.Com/bill	38.33
			Debit Total USD	38.33
			Credit Total USD	0.00
			Total USD	38.33





The **Picture Exchange Communication System (PECS)** was developed in 1985 as a unique augmentative/ alternative training package that teaches children and adults with autism and other communication deficits to initiate communication. First used at the Delaware Autistic Program, PECS has received worldwide recognition for focusing on the initiation component of communication. PECS does not require complex or expensive materials. It was created with educators, resident care providers and families in mind, and so it is readily used in a variety of settings.

PECS begins with teaching a student to exchange a picture of a desired item with a "teacher", who immediately honors the request. The training protocol is based on B.F. Skinner's book, *Verbal Behavior* so that functional verbal operants are systematically taught using prompting and reinforcement strategies that will lead to independent communication. Verbal prompts are not used, thus building immediate initiation and avoiding prompt dependency. The system goes on to teach discrimination of symbols and then how to put them all together in simple sentences. In the most advanced Phases, individuals are taught to comment and answer direct questions. Many preschoolers using PECS also begin developing speech.

The system has been successful with adolescents and adults who have a wide array of communicative, cognitive and physical difficulties. The foundation for the system is the PECS Training Manual, 2nd Edition, written by Lori Frost, MS, CCC/SLP and Andrew Bondy, PhD. The manual provides all of the necessary information to implement PECS effectively. It guides readers through the six phases of training and provides examples, helpful hints and templates for data and progress reporting. This training manual is recognized by professionals in the fields of communication and behavior analysis as an effective and practical guide to one of the most innovative systems available.

PECS is especially successful if appropriately combined with elements of behavior analysis. The manual offers many suggestions on assessing reinforcers, teaching strategies, fading prompts and other issues. The authors encourage PECS users to create an environment that enhances and encourages communication through the use of the Pyramid Approach to Education. The manual briefly outlines the Pyramid and how it can be established in various settings.

Pyramid Approach to Education

The **Pyramid Approach to Education** is a unique teaching method that establishes effective learning environments for children and adults with autism or related developmental disabilities and severe learning impairments. Created by Dr. Andrew Bondy, this system offers sound principles for those who teach, whether in a classroom or at home.

The Pyramid Approach is based on two different types of learning elements: structural and instructional. Through the use of applied behavior analysis, this method provides the foundation for a positive environment for growth. Structural elements focus on functional activities and communication, powerful reinforcers, and behavior intervention plans. These elements form the base of the Pyramid Approach, creating the necessary positive setting that will foster learning. Instructional elements include lesson formats, prompt strategies, error correction strategies (uniquely developed and suited to specific prompting strategies), and generalization. All elements involve data-based decision making. When all of the elements of the educational pyramid are combined, this system results in success in a broad array of settings.

Dr. Bondy developed this system of teaching after years of working with children and adults with autism and related developmental disabilities. It is a very systematic program that allows educators to individualize each child's learning environment to reach maximum benefits. It is one of the few approaches that encourage creativity and innovation on the teacher's part, and utilizes a broad spectrum of behavior analysis principles. The Pyramid offers a unique blend of applied behavior analysis and an emphasis upon the development of functional communication skills, regardless of communication modality. The Pyramid emphasizes how to teach, rather than simply what to teach.

PECS at a glance

Phase I

Teaches students to initiate communication right from the start by exchanging a single picture for a highly desired item.

Phase II

Teaches students to be persistent communicators- to actively seek out their pictures and to travel to someone to make a request.

Phase III

Teaches students to discriminate pictures and to select the picture that represents the item they want.

Phase IV

Teaches students to use sentence structure to make a request in the form of "I want ____."

Phase V

Teaches students to respond to the question "What do you want?"

Phase VI

Teaches students to comment about things in their environment both spontaneously and in response to a question.

Expanding Vocabulary

Teaches students to use attributes such as colors, shapes and sizes within their requests.

PECS Level 1 Training Agenda

DAY 1		
Start	End	Topic
8:00	8:25	Introduction, Flowchart
8:25	9:05	Intro to Pyramid, Functional Assessment
9:05	9:30	PECS and Reinforcers
9:30	10:00	Functional Communication
10:00	10:15	BREAK
10:15	10:50	Spontaneity, Nine Critical Communication Skills
10:50	11:00	Contextually Inappropriate Behaviors, Functional Control
11:00	11:10	Generalization Approaches
11:10	11:30	Effective Lessons, Lesson Types
11:30	12:30	LUNCH
12:30	12:50	Teaching Strategies, Stimulus Control, Prompting Strategies
12:50	1:10	Error Correction
1:10	1:20	Communication Approaches
1:20	1:40	Where do I start?
1:40	2:00	Nine Critical Skills Timeline, Public Posting
2:00	2:15	BREAK
2:15	3:30	Phase I
3:30	4:00	Phase II; Backstep Error Correction
DAY 2		
Start	End	Topic
8:00	9:00	<i>Persistence</i>
9:00	10:00	Phase IIIA; 4 Step Error Correction
10:00	10:15	BREAK
10:15	10:35	Alternative Strategies, Discussion
10:35	11:30	Phase IIIB; Multiple Error Correction; Organizing the book
11:30	12:30	LUNCH
12:30	1:15	Phase IV; speech issues
1:15	1:45	Attributes; Container Lessons
1:45	2:05	Phase V
2:05	2:20	BREAK
2:20	2:50	Phase VI
2:50	3:20	9 Critical Communication Skills, Saying 'No'
3:20	3:50	Modality Transitioning, Research, PRT and PECS
3:50	4:00	Evaluations



PECS Level 1 Training Workshop Details	
Contact Hours	13.0 (two days)
Target Audience	This workshop is appropriate for all members of the educational team who would like to learn about the Picture Exchange Communication System (PECS) including speech-language pathologists, parents, teachers, paraprofessionals, behavior analysts, psychologists, social workers and/or other professionals who are providing services to/for individuals with developmental disabilities.
General Description	<p>This intensive two-day training is designed to teach participants the theory behind the Picture Exchange Communication System (PECS) and the protocols for how to appropriately implement the six phases of PECS.</p> <p>This Picture Exchange Communication System (PECS) is used to rapidly teach communication skills to those with limited functional speech. PECS promotes communication within a social context, without lengthy prerequisite training. Training in PECS begins by teaching a spontaneous request and goes on to teach additional communicative functions such as responding to questions and commenting. An added attraction for preschool children with autism and related disabilities is the high proportion of children who acquire independent speech. Participants will learn how to implement the six phases of PECS, plus attributes, through presenter demonstrations, video examples and role-play opportunities. Participants will leave the workshop with an understanding of how to implement PECS with individuals with autism, related developmental disabilities, and/or limited communication skills.</p>
Who Should Attend?	<ul style="list-style-type: none"> ▪ Speech-Language Pathologists ▪ Teachers ▪ Paraprofessionals ▪ Home Therapists ▪ Occupational Therapists ▪ Behavior Analysts ▪ Program Administrators and Supervisors ▪ Social Workers ▪ Parents and Family Members
Learner Objectives	<ul style="list-style-type: none"> ▪ The key Pyramid components to designing effective educational environments ▪ Strategies to create and abundance of opportunities for communication ▪ The relationship between PECS and traditional communication training approaches ▪ How to implement all six phases of PECS with target individuals using behavior analytic orientation ▪ The criteria for transitioning from PECS to other communication modalities

Q: ARE EMAIL DISCUSSIONS "MEETINGS" FOR PURPOSES OF THIS LAW?

A: The definition of an "official meeting" in SDCL 1-25-1 references teleconferences. The definition of a "teleconference" in SDCL 1-25-1.2 includes the exchange of information via the internet or any other electronic medium. The analysis of these two definitions leads to the conclusion that email discussions that include a quorum of a public body and which discuss the official business of that body could be considered "meetings" for purposes of the open meetings laws. Email participation in scheduling or similar activity would not, under this analysis, constitute a public meeting.

Q: WHAT RECORDS MUST BE AVAILABLE TO THE PUBLIC IN CONJUNCTION WITH PUBLIC MEETINGS?

A: SDCL 1-25-1.4 requires state boards, commissions, or departments to make public meeting materials available on <http://boardsandcommissions.sd.gov>. SDCL 1-27-1.16 requires that any other public body must post meeting materials on the public body's website (where one exists), or make those materials available to the public at least twenty-four hours prior to the meeting or when made available to the members of the public body, whichever is later. Finally, SDCL 1-27-1.17 requires that draft minutes of public meetings must be made available to the public at the principal place of business for the public body within 10 business days after the meeting (or made available on the website for the public body within five business days).

These laws are in addition to any specific requirements for public bodies (i.e., publication requirements in state laws pertaining to cities, counties, or school districts). Enforcement of public records laws contained in SDCL ch. 1-27 are handled by separate procedures in SDCL 1-27-35, et seq. rather than the open meeting procedures described above. Violations of SDCL 1-27-1.16 and 1-27-1.17 are also Class 2 misdemeanors.

Q: WHAT REQUIREMENTS APPLY TO TASK FORCES, COMMITTEES AND WORKING GROUPS?

A: Task forces and committees that exercise "sovereign power" and are created by statute, ordinance, or proclamation are required to comply with the open meetings law. SDCL 1-25-1. Task forces, committees, and working groups that are not created by statute, ordinance, or proclamation, or are advisory only may not be subject to the open meetings law, but are encouraged to comply to the extent possible when public matters are discussed. Ultimately, if such advisory task forces, committees and working groups present any reports or recommendations to public bodies, the public bodies must wait until the next meeting (or later) before taking final action on the recommendations. SDCL 1-27-1.18.

PERTINENT S.D. OPEN MEETINGS STATUTES

(other specific provisions may apply depending on the public body involved)

1-25-1. OPEN MEETINGS. The official meetings of the state, its political subdivisions, and any public body of the state or its political subdivisions are open to the public unless a specific law is cited by the state, the political subdivision, or the public body to close the official meeting to the public. For the purposes of this section, a political subdivision or a public body of a political subdivision means any association, authority, board, commission, committee, council, task force, school district, county, city, town, township, or other agency of the state, which is created or appointed by statute, ordinance, or resolution and is vested with the authority to exercise any sovereign power derived from state law. For the purposes of this section, an official meeting is any meeting of a quorum of a public body at which official business of that public body is discussed or decided, or public policy is formulated, whether in person or by means of teleconference.

It is not an official meeting of one political subdivision or public body if its members provide information or attend the official meeting of another political subdivision or public body for which the notice requirements of § 1-25-1 have been met. Any official meeting may be conducted by teleconference as defined in § 1-25-1.2. A teleconference may be used to conduct a hearing or take final disposition regarding an administrative rule pursuant to § 1-26-4. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference shall be taken by roll call.

If the state, a political subdivision, or a public body conducts an official meeting by teleconference, the state, the political subdivision, or public body shall provide one or more places at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, which has less than a quorum of the members of the public body participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to an executive or closed meeting.

If a quorum of township supervisors, road district trustees, or trustees for a municipality of the third class meet solely for purposes of implementing previously publicly-adopted policy, carrying out ministerial functions of that township, district, or municipality, or undertaking a factual investigation of conditions related to public safety, the meeting is not subject to the provisions of this chapter. A violation of this section is a Class 2 misdemeanor.

1-25-1.1. PUBLIC NOTICE. All public bodies, except the state and each state board, commission, or department as provided in § 1-25-1.3, shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any meeting, by posting a copy of the notice, visible to the public, at the principal office of the public body holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the public body's website upon dissemination of the notice, if such a website exists. For special or rescheduled meetings, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media, who have requested notice. For special or rescheduled meetings, all public bodies shall also comply with the public notice provisions of this section for regular meetings to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.2. TELECONFERENCE DEFINED. For the purpose of this chapter, a teleconference is information exchange by any audio, video, or electronic medium, including the internet. **1-25-1.3. Public notice of state meetings.** The state and each state board, commission, or department shall provide public notice of a meeting by posting a copy of the proposed agenda at the principal office of the board, commission, or department holding the meeting. The proposed agenda shall include the date, time, and location of the meeting, be visible, readable, and accessible to the public. The agenda shall be posted at least seventy-two hours before the meeting is scheduled to start according to the agenda. The seventy-two hours does not include the day the agenda is posted nor Saturday, Sunday, or legal holidays. The notice shall also be posted on a state website, designated by the commissioner of the Bureau of Finance and Management. For

any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, each state board, commission, or department shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-2. EXECUTIVE OR CLOSED MEETINGS. Executive or closed meetings may be held for the sole purpose of:

1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractors.

2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student or the eligibility of a student to participate in interscholastic activities provided by the South Dakota High School Activities Association.

3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;

4) Preparing for contract negotiations or negotiating with employees or employee representatives;

5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, where public discussions would be harmful to the competitive position of the business.

However, any official action concerning such matters shall be made at an open official meeting. An executive or closed meeting shall be held only upon a majority vote of the members of such body present and voting, and discussion during the closed meeting is restricted to the purpose specified in the closure motion. Nothing in 1-25-1 or this section may be construed to prevent an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it. A violation of this section is a Class 2 misdemeanor.

1-25-1.9. EXECUTIVE SESSIONS (MUNICIPAL AND COUNTIES). Any documentary material or data compiled or received by a municipal corporation, county, or an economic development corporation receiving municipal or county funds, for the purpose of furnishing assistance to a business, to the extent that such material or data consists of trade secrets or commercial or financial information regarding the operation of such business, is not a public record. Any discussion or consideration of such trade secrets or commercial or financial information by a municipal corporation or county may be done in executive session closed to the public.

1-25-6. DUTY OF STATE'S ATTORNEY. If a complaint alleging a violation of chapter 1-25 is made pursuant to § 2-23A-2.1, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. Upon doing so, the state's attorney shall send a copy of the complaint and any investigation file to the attorney general. The attorney general shall use the information for statistical purposes and may publish abstracts of such information, including the name of the government body involved for purposes of public education; or

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action;

1-25-6.1. DUTY OF STATE'S ATTORNEY (COUNTY COMMISSION ISSUES). If a complaint alleges a violation of this chapter by a board of county commissioners, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. The attorney general shall use the information for statistical purposes and may publish abstracts of the information as provided by § 1-25-6;

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action; or

(4) Refer the complaint to another state's attorney or to the attorney general for action pursuant to § 1-25-6.

1-25-7. REFERRAL TO OMC. Upon receiving a referral from a state's attorney or the attorney general, the South Dakota Open Meetings Commission shall examine the complaint and investigatory file submitted by the state's attorney or the attorney general and shall also consider signed written submissions by the persons or entities that are directly

involved. Based on the investigatory file submitted by the state's attorney or the attorney general and any written responses, the commission shall issue a written determination on whether the conduct violates this chapter, including a statement of the reasons therefor and findings of fact on each issue and conclusions of law necessary for the proposed decision. The final decision shall be made by a majority of the commission members, with each member's vote set forth in the written decision. The final decision shall be filed with the attorney general and shall be provided to the public entity and or public officer involved, the state's attorney, and any person that has made a written request for such determinations. If the commission finds a violation of this chapter, the commission shall issue a public reprimand to the offending official or governmental entity. However, no violation found by the commission may be subsequently prosecuted by the state's attorney or the attorney general. All findings and public censures of the commission shall be public records pursuant to § 1-27-1. Sections 1-25-6 to 1-25-9, inclusive, are not subject to the provisions of chapter 1-26.

1-25-8. OMC MEMBERS. The South Dakota Open Meetings Commission shall be comprised of five state's attorneys appointed by the attorney general. Each commissioner shall serve at the pleasure of the attorney general. A chair of the commission shall be chosen annually from the membership of the commission by a majority of its members.

1-25-9. OMC CONFLICTS. No member of the commission may participate as part of the commission or vote on any action regarding a violation of this chapter if that member reported or represents or serves as a member of the governmental entity about whom the referral is made. The provisions of this section do not preclude a commission member from otherwise serving on the commission for other matters referred to the commission.

1-27-1.16. MEETING PACKETS AND MATERIALS. If a meeting is required to be open to the public pursuant to § 1-25-1 and if any printed material relating to an agenda item of the meeting is prepared or distributed by or at the direction of the governing body or any of its employees and the printed material is distributed before the meeting to all members of the governing body, the material shall either be posted on the governing body's website or made available at the official business office of the governing body at least twenty-four hours prior to the meeting or at the time the material is distributed to the governing body, whichever is later. If the material is not posted to the governing body's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the governing body is considering the printed material. However, the provisions of this section do not apply to any printed material or record that is specifically exempt from disclosure under the provisions of this chapter or to any printed material or record regarding the agenda item of an executive or closed meeting held in accordance with § 1-25-2. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to printed material, records, or exhibits involving contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.17. DRAFT MINUTES. The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.18. WORKING GROUP REPORTS. Any final recommendations, findings, or reports that result from a meeting of a committee, subcommittee, task force, or other working group which does not meet the definition of a political subdivision or public body pursuant to § 1-25-1, but was appointed by the governing body, shall be reported in open meeting to the governing body which appointed the committee, subcommittee, task force, or other working group. The governing body shall delay taking any official action on the recommendations, findings, or reports until the next meeting of the governing body.



CONDUCTING THE PUBLIC'S BUSINESS IN PUBLIC

A guide to South Dakota's Open Meetings Law

(Revised Fall 2017)

Prepared by representatives of the:

S.D. Attorney General's Office

S.D. Municipal League

Associated School Boards of S.D.

S.D. Association of County Commissioners

S.D. Association of County Officials

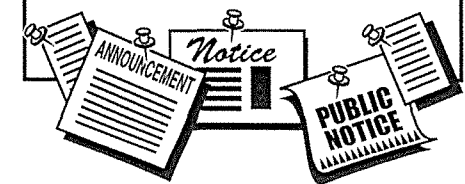
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Q: WHAT IS SOUTH DAKOTA'S OPEN MEETINGS LAW?

A: South Dakota's open meetings law embodies the principle that the public is entitled to the greatest possible information about public affairs and is intended to encourage public participation in government. SDCL 1-25-1 requires that official meetings of public bodies must be public and notice is to be given of such meetings 24 hours in advance of the meetings. The statute defines an "official meeting" as one where a quorum of the public body is present and at which official business of the body is discussed or decided, or where public policy is formulated. **Openness in government is encouraged.**

Q: WHO DOES THE OPEN MEETINGS LAW APPLY TO?

A: The open meetings law applies to all public bodies "of the state or its political subdivisions" that exercise "sovereign power derived from state law." SDCL 1-25-1. This includes cities, counties, school boards and other public bodies created by ordinance or resolution, such as appointed boards, task forces, and committees, so long as they have authority to actually exercise sovereign power. Although no court decisions have been issued on the subject, this probably does not include bodies that are not created by statute, ordinance, or resolution, or that serve only in an advisory capacity. The state Constitution allows the Legislature and the Unified Judicial System to create rules regarding their own separate functions.

Q: ARE TELECONFERENCES CONSIDERED PUBLIC MEETINGS?

A: Yes. The open meetings law allows meetings, including executive or closed meetings, to be conducted by teleconference – defined as an exchange of information by audio, video, or electronic means (including the internet) – if a place is provided for the public to participate. In addition, for teleconferences where less than a quorum is present at the location open to the public, arrangements must also be made for the public to listen by telephone or internet (except for portions of meetings properly closed for executive sessions). The media and public must be notified of teleconference meetings under the same notice requirements as any other meeting. All votes shall be taken by roll call.

Q: HOW ARE THE PUBLIC AND MEDIA NOTIFIED WHEN PUBLIC BUSINESS IS BEING DISCUSSED?

A: SDCL 1-25-1.1 requires that all public bodies except the state and each state board, commission, or department as provided in § 1-25-1.3, prominently post a notice and copy of the proposed agenda at the public body's principal office. At a minimum, the proposed agenda must include the

date, time, and location of the meeting and must be visible, readable, and accessible to the public for 24 continuous hours immediately preceding the meeting. Also, if the public body has its own website, the notice must be posted on the public body's website upon dissemination of the notice. For special or rescheduled meetings, public bodies must comply with the regular meeting notice requirements as much as circumstances permit. The notice must be delivered in person, by mail, by email, or by telephone to all local news media who have asked to be notified. It is good practice for local media to renew requests for notification of special or rescheduled meetings at least annually. SDCL 1-25-1.3 varies slightly from SDCL 1-25-1.1 and requires the State, and each state board, commission, or department to give notice by posting a proposed agenda at least 72 continuous hours before a meeting is scheduled to start (this does not include the day the agenda is posted, or any weekend or legal holiday). Each state board, commission, or department is also required to give notice of a public meeting by posting its proposed agenda on <http://boardsandcommissions.sd.gov>.

Q: WHO ARE LOCAL NEWS MEDIA?

A: There is no definition of "local news media" in SDCL ch. 1-25. "News media" is defined in SDCL 13-1-57 generally as those personnel of a newspaper, periodical, news service, radio station, or television station regardless of the medium through which their content is delivered. The Attorney General is of the opinion that "local news media" is all news media – broadcast and print – that regularly carry news to the community.

Q: CAN PUBLIC MEETINGS BE RECORDED?

A: Yes, SDCL 1-25-11 requires public bodies to allow recording (audio or video) of their meetings as long as the recording is reasonable, obvious, and not disruptive.

Q: WHEN CAN A MEETING BE CLOSED TO THE PUBLIC AND MEDIA?

A: SDCL 1-25-2 allows a public body to close a meeting for the following purposes: 1) to discuss personnel issues pertaining to officers or employees; 2) consideration of the performance or discipline of a student, or the student's participation in interscholastic activities; 3) consulting with or reviewing communications from legal counsel about proposed or pending litigation or contractual matters; 4) employee contract negotiations; or 5) to discuss marketing or pricing strategies of a publicly-owned competitive business. The statute also recognizes that executive session may be appropriate to comport with other laws that require confidentiality or permit executive or closed meetings. Federal law pertaining to students and medical records will also cause school districts and other entities to

conduct executive sessions or conduct meetings so as to refrain from releasing confidential information. Meetings may also be closed by cities and counties for certain economic development matters. SDCL 9-34-19.

Note that SDCL 1-25-2 and SDCL 9-34-19 do not require meetings be closed in any of these circumstances.

Any official action based on discussions in executive session must, however, be made at an open meeting.

Q: WHAT IS THE PROPER PROCEDURE FOR EXECUTIVE SESSIONS?

A: Motions for executive sessions must refer to the specific state or federal law allowing for the executive session i.e. "pursuant to SDCL 1-25-2(3)." Also, best practice to avoid public confusion would be that public bodies explain the reason for going into executive session. For example, the motion might state "motion to go into executive session pursuant to SDCL 1-25-2(1) for the purposes of discussing a personnel matter," or "motion to go into executive session pursuant to SDCL 1-25-2(3) for the purposes of consulting with legal counsel."

Discussion in the executive session must be strictly limited to the announced subject. No official votes may be taken on any matter during an executive session. The public body must return to open session before any official action can be taken.

Board members could be held personally liable for the results of an official vote taken illegally during an executive session. For example, a contract approved only during an executive session could be found void and the board members could be required to repay any public funds spent under the contract.

Q: WHAT HAPPENS IF THE MEDIA OR PUBLIC IS IMPROPERLY EXCLUDED FROM A MEETING OR OTHER VIOLATIONS OF THE OPEN MEETING LAW OCCUR?

A: Excluding the media or public from a meeting that has not been properly closed subjects the public body or the members involved to (a) prosecution as a Class 2 misdemeanor punishable by a maximum sentence of 30 days in jail, a \$500 fine or both or (b) a reprimand by the Open Meeting Commission ("OMC"). The same penalties apply if the agenda for the meeting is not properly posted or other open meeting violations occur.

Also, action taken during any meeting that is not open or has not been properly noticed could, if challenged, be declared null and void. It could even result in personal liability for members of the governing body involved, depending upon the action taken.

Q: HOW ARE ISSUES REFERRED TO THE OPEN MEETINGS COMMISSION ("OMC")?

A: Persons alleging violations of the open meetings laws must make their complaints with law enforcement officials in the county where the offense occurred. After a signed notarized complaint is made under oath, and any necessary investigation is conducted, the State's Attorney may (a) prosecute the case as a misdemeanor, (b) find that the matter has no merits and file a report with the Attorney General for statistical purposes or (c) forward the complaint to the OMC for a determination. The OMC is comprised of five State's Attorneys appointed by the Attorney General. The OMC examines whether a violation has occurred and makes written public findings explaining its reasons. If you have questions on the procedures or status of a pending case, you may contact the Attorney General's Office at 605-773-3215 to talk to an assistant for the OMC. Procedures for the OMC are posted on the website for the Office of Attorney General. <http://atg.sd.gov/>.

Q: WHAT DOES THE TERM "SOVEREIGN POWER" MEAN?

A: The open meetings law does not define this term, but it generally means the power to levy taxes, impose penalties, make special assessments, create ordinances, abate nuisances, regulate the conduct of others, or perform other traditional government functions. The term may include the exercise of many other governmental functions. If an entity is unclear whether it is exercising "sovereign power" it should consult with legal counsel.

Q: MAY AGENDA ITEMS BE CONSIDERED IF THEY ARE ADDED LESS THAN 24 HOURS BEFORE A MEETING?

A: Proposed agendas for public meetings must be posted at least 24 hours in advance of the meeting. The purpose of providing advance notice of the topics to be discussed at a meeting is to provide information to interested members of the public concerning the governing body's anticipated business. Typically the public body adopts the final agenda upon convening the meeting. At this time, the governing body may add or delete agenda items and may also change the order of business. In 2012, the South Dakota Supreme Court affirmed a South Dakota Circuit Court decision which held that a preliminary agenda may be amended when the board takes action to formally adopt the meeting agenda. See *Molden v. Grant-Deuel School Dist.* 25-3, Order Directing Issuance of Judgment of Affirmance, So. Dak. Sup. Ct. # 26325, October 9, 2012. New items cannot be added after the agenda has been adopted by the governing body. Public bodies are strongly encouraged to provide 24 hours notice of all agenda items so as to be fair to the public and to avoid dispute.

For special or rescheduled meetings, public bodies are to comply to the extent circumstances permit. In other words, posting less than 24 hours in advance may be permissible in emergencies.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, December 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 November 2017 financial report
6. Consent Agenda

- a. Approval of November 20, 2017 meeting minutes

BOARD ACTION: _____

- b. Approval of payment of December, 2017 budget claims

BOARD ACTION: _____

- c. _____
BOARD ACTION: _____

- d. _____
BOARD ACTION: _____

- e. _____
BOARD ACTION: _____

7. Discussion Items

- a. Audio accessibility for NESC Board meetings

BOARD ACTION: _____

b. Director evaluation

BOARD ACTION: _____

c. Business Manager evaluation

BOARD ACTION: _____

d. PECS (Picture Exchange Communication System) Training

BOARD ACTION: _____

e. Assistant Director Report

BOARD ACTION: _____

f. Director Report

BOARD ACTION: _____

g.

BOARD ACTION: _____

8. Action Items

a. _____
BOARD ACTION: _____

b. _____
BOARD ACTION: _____

c. _____
BOARD ACTION: _____

9. Executive Session

- a.
- b.

10. Action Items after Executive Session.

- a.
- b.