

June 14, 2018

## **Hello NESC Board of Directors**

### **Meeting Location:**

Our June meeting will be held Monday, June 18, 2018 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

**Tiffany Stormo**  
BUSINESS MANAGER  
Tiffany.Stormo@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

June 14, 2018

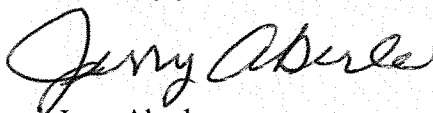
Dear NESC Board Members:

Our June board meeting will be held on Monday, June 18, 2018. 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: June 18, 2018

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 May 2018 financial report
6. Consent Agenda
  - a. Approval of May 21, 2018 meeting minutes
  - b. Approval of payment of June 2018 budget claims
  - c. Approval of 2018-19 Unit 2 contract amendments
  - d. Approval of 2018-19 Unit 1 Negotiated Agreement
  - e. Approval of South Dakota Cooperative Purchasing Services Agreement—\$1,050.00, 21 districts at \$50 per district
  - f. Approval of contract—Lisa Reinhiller, Shared Services & Education Specialist, \$53,747.53, 200 days
  - g. Approval of work agreement—Geraldine Binde, custodian, \$16.32 per hour; up to six hours per week
  - h. Accept resignation—Rena Singrey, paraprofessional, Hamlin Center Base
  - i. Approval of work agreement—Emma Wik, ESY Certified Teacher, \$28.11 per hour
  - j. Approval of contract—Jessica Fischer, Academic Evaluator, \$42,840.00; 188 days
  - k. Approval of agreement—SW/WC Behavior Analytic Services, \$16,683.40; 140 hours
  - l.
7. Discussion Items
  - a. Director Report
  - b. Assistant Director Report
  - c. NESC Board policy updates
  - d. FY 2019 preliminary budget
  - e. NESC Board of Directors—District representatives for 2018-19
  - f.
  - g.
8. Action Items
  - a. Approval of paper bid
  - b. Approval to update inventory
  - c. Approval to publish FY 2019 preliminary budget and set budget hearing
  - d. Approval of NESC Administrative Negotiations Unit
  - e.
  - f.
9. Executive Session
  - a.

**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.**

**FOR ONLY AUDIO ACCESSIBILITY FOR THIS MEETING PLEASE DIAL 605-874-6338. YOU WILL THEN BE PROMPTED TO ENTER YOUR CONFERENCE IDENTIFICATION NUMBER. THIS NUMBER IS #4363**

## Agenda Explanation

1. Call to order
2. Agenda review, changes, and approval
3. Introduction of guests
4. Conflicts of Interest
5. Approval of May 2018 financial report
6. Consent Agenda
  - a. Approval of May 21, 2018 meeting minutes. Please review enclosed minutes.
  - b. Approval of payment of June 2018 budget claims. Please review the enclosed budget claims.
  - c. Approval of 2018-19 Unit 2 contract amendments. Please review the enclosed list.
  - d. Approval of 2018-19 Unit 1 Negotiated Agreement. Unit 1 has agreed to the Board's final offer.
  - e. Approval of South Dakota Cooperative Purchasing Services Agreement--\$1,050, 21 districts at \$50 per district. A membership in this purchasing cooperative allows districts to purchase items at a discounted price from certain vendors.
  - f. Approval of contract—Lisa Reinhiller, Shared Services & Education Specialist, \$53,747.53, 200 days.
  - g. Approval of work agreement—Geraldine Binde, custodian, \$16.32 per hour; up to six hours week.
  - h. Accept resignation—Rena Singrey, paraprofessional, Hamlin Center Base. Please review Ms. Singrey's letter.
  - i. Approval of work agreement—Emma Wik, ESY Certified Teacher, \$28.11 per hour.
  - j. Approval of contract—Jessica Fischer, Academic Evaluator, \$42,840.00, 188 days.
  - k. Approval of agreement—SW/WC Behavior Analytic Services, \$16,683.40, 140 hours.
  - l.
7. Discussion Items
  - a. Director Report.
  - b. Assistant Director Report.
  - c. NESC Board policy updates.
  - d. FY 2019 preliminary budget. The FY 2019 preliminary budget will be presented.
  - e. NESC Board of Directors—District representatives for 2018-19.
  - f.
  - g.
8. Action Items
  - a. Approval of paper bid. Tiffany will report on the bids she received for the Cooperative paper purchasing program.
  - b. Approval to update inventory. An updated inventory list is enclosed for your review.
  - c. Approval to publish FY 2019 preliminary budget and set budget hearing. The Board will need to set a budget hearing date and time.
  - d. Approval of NESC Administrative Negotiations Unit. The Board should take action on whether or not to approve the NESC Administrative Negotiations Unit.
  - e.
  - f.
9. Executive session
  - a.

**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
<b>CASH BALANCE</b>				
May 1, 2018	\$352,184.88	\$741,367.42	\$16,833.15	\$1,110,385.45

Receipts:

**Local Sources:**

1312 Center Base Tuition		\$54,877.20		\$54,877.20
1332 Extended School Year Tuition				\$0.00
1510 Interest	\$9.88	\$333.00	\$7.04	\$349.92
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	\$1,306.99	\$103,038.07		\$104,345.06
1990 Reading Recovery	\$2,418.06			\$2,418.06
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous	\$2,291.30	\$1,125.00	\$16,300.86	\$19,717.16
1990 Northern Plains				\$0.00
1990 Special Projects-Indirect Cost				\$0.00
1990 Drug & Alcohol Pool				\$0.00
1990 Expensed Mileage				\$0.00
<b>State Sources:</b>				
3119 Grants-in-Aid: Ed. Specialist				\$0.00
3900 Part C Funds		\$3,068.56		\$3,068.56
3900 Part B Funds				\$0.00
3900 ESA 1				\$0.00
<b>Federal Sources:</b>				
4152 Title IIB (SD COUNTS)				\$0.00
4175 IDEA Part B 611		\$141,540.00		\$141,540.00
4175 IDEA Part B 611-Private				\$0.00
4186 IDEA Part B 619		\$3,951.00		\$3,951.00
<b>Other Receipts:</b>				
120 Accounts Receivable				\$0.00
140 Due from other Governments				\$0.00
Other Receipts	\$500.00			\$500.00
<b>Total Monthly Receipts</b>	<b>\$6,526.23</b>	<b>\$307,932.83</b>	<b>\$16,307.90</b>	<b>\$330,766.96</b>
Balance Frwd plus Revenue to date	\$358,711.11	\$1,049,300.25	\$33,141.05	\$1,441,152.41
Manual Journal Entry		\$208.27		\$208.27
Manual Journal Entry Revenue				\$0.00
<b>Less Salaries &amp; Disbursements</b>				
Salaries	\$15,952.73	\$259,874.74		\$275,827.47
Disbursements	\$9,908.30	\$29,044.41	\$11,604.59	\$50,557.30
<b>Less Total Salaries &amp; Disbursements</b>	<b>\$25,861.03</b>	<b>\$288,919.15</b>	<b>\$11,604.59</b>	<b>\$326,384.77</b>
<b>CASH BALANCE</b>				
May 31, 2018	<b>\$332,850.08</b>	<b>\$760,589.37</b>	<b>\$21,536.46</b>	<b>\$1,114,975.91</b>

**Balance Sheet**

Clearing Account XX-101-002	\$20.00	\$33.41	\$0.00	\$53.41
Checking Account XX-101	\$39,888.53	\$349,200.57	\$15,164.00	\$404,253.10
Money Market Savings XX-105	\$292,941.55	\$328,825.51	\$6,372.46	\$628,139.52
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
<b>TOTALS</b>	<b>\$332,850.08</b>	<b>\$760,589.37</b>	<b>\$21,536.46</b>	<b>\$1,114,975.91</b>
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

Regular; Processing Month 05/2018; Fund Number 10, 22

Fund: 10 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
10 1510	INTEREST	300.00	9.88	373.23	124.41	(73.23)
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	66,241.16	50.41	65,163.44
10 1990 009	NON-SP.ED. ASSESSMENTS	15,684.09	1,306.99	14,376.40	91.66	1,307.69
10 1990 012	READING RECOVERY ASSESSMENTS	37,802.79	2,418.06	35,384.58	93.60	2,418.21
10 1990 013	READING RECOVERY-OTHER LEAs	8,487.20	0.00	8,487.20	100.00	0.00
10 1990 018	MISCELLANEOUS	0.00	2,291.30	4,035.73	0.00	(4,035.73)
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	15,000.25	100.00	(0.25)
10 1990 200	EXPENSED MILEAGE FROM SPED	265,050.00	0.00	199,219.40	75.16	65,830.60
Subtotal: LOCAL SOURCES		596,659.64	6,026.23	445,719.55	74.70	150,940.09
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 4152 016	TITLE II PART B SD COUNTS	8,774.00	0.00	8,774.00	100.00	0.00
Subtotal: FEDERAL SOURCES		8,774.00	0.00	8,774.00	100.00	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	500.00	7,187.50	0.00	(7,187.50)
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	0.00	38,665.48	0.00	(38,665.48)
Subtotal: 5000		0.00	500.00	45,852.98	0.00	(45,852.98)
Fund Total:		605,433.64	6,526.23	500,346.53	82.64	105,087.11

Regular; Processing Month 05/2018; Fund Number 10, 22

Fund: 22 SPECIAL EDUCATION FUND						
Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
22 1312	TUITION-CENTER BASE	601,858.97	54,877.20	526,094.67	87.41	75,764.30
22 1312 100	TUITION-ESY	86,190.75	0.00	85,491.07	99.19	699.68
22 1510	INTEREST	1,500.00	333.00	2,280.72	152.05	(780.72)
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	103,038.07	1,133,418.84	91.67	103,037.16
22 1990 018	MISCELLANEOUS	5,000.00	1,125.00	7,278.68	145.57	(2,278.68)
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	159,373.27	1,754,563.98	90.63	181,441.74
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	137,115.68	0.00	67,914.42	49.53	69,201.26
22 3900 013	STATE REVENUE: PART C FUNDS	50,000.00	3,068.56	38,416.17	76.83	11,583.83
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	3,068.56	119,578.58	62.41	72,037.10
22 4175 475	REGULAR IDEA PART B 611	1,698,461.00	141,540.00	1,186,847.00	69.88	511,614.00
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	32,689.00	67.88	15,466.00
Subtotal: FEDERAL SOURCES		1,749,987.00	145,491.00	1,219,536.00	69.69	530,451.00
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	307,932.83	3,093,678.56	79.78	783,929.84

**Revenue Summary Report**  
Processing Month: 05/2018

Regular; Processing Month 05/2018; 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:	4,483,042.04	314,459.06	3,594,025.09	80.17	889,016.95



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	\$2,576.17	\$34,727.74	75.02	\$11,562.25
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$240,109.54	\$9,348.96	\$124,555.09	51.87	\$115,554.45
2227	TECHNOLOGY SUPPORT	\$8,243.50	\$1,679.34	\$5,467.72	66.33	\$2,775.78
2319	BOARD OF EDUCATION SERVICES	\$12,360.74	\$377.62	\$12,327.20	99.73	\$33.54
2329	ADMINISTRATION	\$56,829.19	\$3,055.00	\$36,002.42	63.35	\$20,826.77
2529	ADMINISTRATION-FISCAL SERVICES	\$13,495.04	\$1,013.58	\$11,521.70	85.38	\$1,973.34
2542	OPERATION & MAINTENANCE BLDGS.	\$7,995.94	\$240.16	\$3,869.79	48.40	\$4,126.15
2545	VEHICLE SERVICE	\$223,109.70	\$7,570.20	\$163,640.83	73.35	\$59,468.87
2551	DRUG & ALCOHOL TESTING POOL	\$15,000.00	\$0.00	\$4,309.96	28.73	\$10,690.04
10	GENERAL FUND	\$623,433.64	\$25,861.03	\$396,422.45	63.59	\$227,011.19
<b>22</b>	<b>SPECIAL EDUCATION FUND</b>					
1221	EXTENDED SCHOOL YEAR	\$89,561.75	\$0.00	\$85,493.15	95.46	\$4,068.60
1223	CENTER BASE DAY PROGRAMS	\$601,858.98	\$41,612.01	\$446,904.95	74.25	\$154,954.03
1226	EARLY CHILDHOOD SERVICES	\$335,469.21	\$24,592.31	\$249,472.08	74.37	\$85,997.13
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$0.00	\$8,472.92	0.00	(\$8,472.92)
2129	TRANSITION SUPPORT SERVICES	\$28,172.19	\$1,826.83	\$21,596.19	76.66	\$6,576.00
2142	PSYCHOLOGICAL SERVICES	\$551,234.22	\$39,418.80	\$394,475.48	71.56	\$156,758.74
2152	SPEECH PATHOLOGY SERVICES	\$1,061,362.63	\$80,183.11	\$781,824.04	73.66	\$279,538.59
2171	PHYSICAL THERAPY	\$311,600.92	\$22,091.24	\$261,565.50	83.94	\$50,035.42
2172	OCCUPATIONAL THERAPY	\$480,019.54	\$33,408.49	\$366,665.55	76.39	\$113,353.99
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$7,283.78	\$0.00	\$6,675.35	91.65	\$608.43
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$137,115.68	\$9,051.17	\$110,458.42	80.56	\$26,657.26
2227	TECHNOLOGY SUPPORT	\$46,713.10	\$9,516.15	\$31,018.45	66.40	\$15,694.65
2319	BOARD OF EDUCATION SERVICES	\$70,044.22	\$1,767.98	\$62,305.52	88.95	\$7,738.70
2329	ADMINISTRATION	\$254,031.98	\$17,311.81	\$207,238.21	81.58	\$46,793.77
2529	ADMINISTRATION-FISCAL SERVICES	\$76,471.89	\$5,743.64	\$64,961.10	84.95	\$11,510.79
2542	OPERATION & MAINTENANCE BLDGS.	\$41,668.31	\$1,348.94	\$21,684.41	52.04	\$19,983.90
2545	VEHICLE SERVICE	\$0.00	\$1,046.67	\$1,046.67	0.00	(\$1,046.67)
22	SPECIAL EDUCATION FUND	\$4,092,608.40	\$288,919.15	\$3,121,857.99	76.28	\$970,750.41
<b>Grand Total:</b>		<b>\$4,716,042.04</b>	<b>\$314,780.18</b>	<b>\$3,518,280.44</b>	<b>74.60</b>	<b>\$1,197,761.60</b>

Regular; Beginning Month 05/2018; Processing Month 05/2018; 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	(1,295.00)	0.00	0.00	0.00	(1,295.00)
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	2,121.72	0.00	54.00	0.00	2,175.72
71 415 806	SPECIAL OLYMPICS SD-AMT HELD FOR OTHERS	4,089.33	5,088.47	12,059.83	0.00	11,060.69
71 415 850	ELABO-AMT HELD FOR OTHERS	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	4,663.00	955.05	337.00	0.00	4,044.95
71 453	SANFORD FLEX	5,837.58	5,561.07	3,850.03	0.00	4,126.54
71 704 005	FUND BALANCE - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
71 760	UNASSIGNED FUND BALANCE	18.96	0.00	7.04	0.00	26.00
Fund Total: 71		16,833.15	11,604.59	16,307.90	0.00	21,536.46

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, May 21, 2018

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, May 21, 2018 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 8:48 P.M.

**Members present:**

Martin Murphy, Arlington; Cory Akin, Castlewood; Trudi Gaikowski, Clark; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Krecia Weinberg, Estelline; Kathy Roe, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Brett Anderson, Lake Preston; Gene Bjorklund, Sioux Valley; Sandy Hinze, Waubay; Penny Thyen, Waverly/South Shore; Joel Shoemaker, Webster; Tia Felberg, Willow Lake; Norman Koehlmoos, De Smet arriving at 8:15 P.M.

**Absent:**

Josh Hawkinson, Britton-Hecla; Evelyn Eagle, Enemy Swim Day School; Greg Schortzmann, Iroquois; Amber Hamling, Rosholt; Lisa Amdahl, Summit; Denise Lutkemeier, Wilmot

**Others Attending:**

NESC Staff Representatives: None Present

Member District Superintendents: Jim Block, Webster

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 #18082* Motion by C. Akin, second by B. Anderson to approve the agenda with the following addition and changes: 7j) Project AWARE Grant; 8c) Approval of contract – Nikki Johnson – academic evaluator - \$42,840 – 190 days; 9) Move executive session. All present voting in favor, motion carried.

**Introduction of Guests**

Jim Block and Chantal Sprang were introduced as guests.

**Conflicts of Interest**

No conflicts of interest.

**Executive Session**

*Action #18083* Pursuant to – Personal SDCL 1-25-2(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee and Pursuant to Negotiations – SDCL 1-25-2(4) Preparing for contract negotiations or negotiating with employees or employee representatives.

Motion by C. Knutson, second by K. Weinberg to enter executive session at 7:02 P.M. All present voting in favor, motion carried.

President Koenecke declared the board out of executive session at 7:32 P.M.

Motion by J. Homola, second by C. Akin to adopt the Decision, Findings of Fact and Conclusions of Law in the Matter of Chantel Sprang. All present voting in favor, motion carried.

Motion by C. Knutson, second by D. Fuller to non-renew the employment contract for Chantel Sprang with the Northeast Educational Services Cooperative for the 2018-19 school year. Murphy – abstain, Akin – aye, Gaikowski – abstain, Knutson – aye, Koenecke – aye, Schuurman – aye, Weinberg – aye, Roe – aye, Homola, - aye, Fuller – aye, Anderson – aye, Bjorklund – abstain, Hinze – aye, Thyen – aye, Shoemaker - abstain Felberg – aye, motion carried.

**Financial Report**

*Action #18084* Motion by G. Bjorklund, second by J. Homola to approve the financial report for the period ending April 30, 2018. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
<b>April 1, 2018</b>	<b>\$306,487.27</b>	<b>\$773,394.96</b>	<b>\$16,833.15</b>
<u>Receipts:</u>			
Local Sources	\$3,725.05	\$163,366.10	\$4,404.03
State Sources		\$2,988.34	
Federal Sources		\$152,976.00	
Other	\$75,635.54		\$2.46
<u>Total Monthly Receipts</u>	<u>\$75,635.54</u>	<u>\$319,334.44</u>	<u>\$4,406.49</u>
Total Gross Receipts	\$382,122.81	\$1,092,725.40	\$23,245.61
Manual Journal Entry		\$-34.56	
Less Salaries	\$15,857.92	\$256,799.61	
Less Disbursements	\$14,080.01	\$94,523.81	\$6,412.46
<u>Total Salaries &amp; Disbursements</u>	<u>\$29,937.93</u>	<u>\$351,323.42</u>	<u>\$6,412.46</u>
<b>Ending Cash Balance April 30, 2018</b>	<b>\$352,184.88</b>	<b>\$741,367.42</b>	<b>\$16,833.15</b>

**Consent Agenda**

*Action #18085* Motion by C. Akin, second by B. Anderson to approve the following items on the Consent Agenda: 6a) Approval of April 16, 2018 Board of Directors minutes; 6b) Approval of payment of May 2018 claims; 6c) Approval of contract – Traci Ann Graham, school psychologist -\$58,500 – 190 days; 6d) Approval of 2018-19 Unit 1 and 2 ESY, Paraprofessionals, and Office Staff contracts; 6e) Approval of 2018-19 Director, Assistant Director, and Business Manager

contracts; 6f) Approval of 2018-19 Reading Recovery contracts -- Pierre-\$5,304.50; Highmore Harrold-\$3,182.70; 6g) Approval of 2018-19 Unit 2 Negotiated Agreement. All present voting in favor, motion carried.

### May 2018 Accounts Payable

#### GENERAL FUND:

AAA PURE WATER WATER FILTER 13.42; AKIN, CORY 5/3/18 SP MTG MI 1.89; AUTOMATIVE SERVICE CENTER, THE MAINT 55.18; BJORKLUND, GENE 5/3/18 SP MTG MI 6.93; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 825.79; CENEX FLEETCARD MAINT & GASOLINE 4,099.11; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 146.04; DELYLE'S SOUTH 81 SERVICE, INC. MAINT 653.61; DUST TEX SERVICE, INC. APRIL RUG RENTAL 7.71; ESTELLINE COMMUNITY OIL CO. MAINT 119.98; GOLDEN WEST TECHNOLOGIES TECH EQ STAFF 1,096.80; HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 1,191.81; HAMLIN SCHOOL DISTRICT POSTAGE .82; HOMOLA, JOE 5/3/18 SP MTG MI 4.16; JEFF'S VACUUM CENTER VACUUM REPAIR 3.14; JURGENS OIL MAINT 43.40; KNUTSON, CARIE 5/3/18 SP MTG MI 4.41; LUTKEMEIER, DENISE 5/3/18 SP MTG MI 5.80; NESC IMPREST 48.50; NESC PAYROLL MAY 2018 15,952.73; NORTHLAND AUTO CENTER MAINT 102.47; OTTER TAIL POWER CO. APRIL ELECTRICITY 62.45; PLAINSMAN JOB POSTING 31.68; QUICK PRO LUBE MAINT 36.02; S & S AUTO MAINT 360.00; SANFORD HEALTH PLAN HSA/FSA FEES 13.50; SHOEMAKER, JOEL 5/3/18 SP MTG MI 6.30; STORMO, BEN APRIL SNOW REMOVAL 34.50; STORMO, TIFFANY BM MEALS 5.55; SW/WC SERVICE COOPERATIVE CONF REGIS J.A., K.S., S.L., 11.25; THYEN, PENNY 5/3/18 SP MTG MI 2.14; TOWN OF HAYTI WATER 5.32; TWIN VALLEY TIRE, INC. MAINT 773.50; W.W. TIRE SERVICE MAINT 98.32; WEBSTER AUTO CARE MAINT 36.80

**FUND TOTAL: \$25,861.03**

#### SPECIAL EDUCATION FUND:

AAA PURE WATER FILTER 76.08; AKIN, CORY 5/3/18 SP MTG MI 10.71; AL'S BODY SHOP MAINT 1,046.67; BJORKLUND, GENE 5/3/18 SP MTG MI 39.27; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 17,723.36; BRITTON-HECLA SCHOOL DISTRICT APRIL 18 MI 138.18; CASTLEWOOD SCHOOL DISTRICT APRIL 18 USE FEE 677.33; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 76.53; CHILSON, GINA ARPIL 18 MI 129.36; CONRAD, LINDA APRIL MI 68.04; DUST TEX SERVICE, INC. APRIL RUG RENTAL 43.70; GOLDEN WEST TECHNOLOGIES TECH EQ STAFF 6,215.20; HAMLIN SCHOOL DISTRICT POSTAGE 878.38; HOMOLA, JOE 5/3/18 SP MTG MI 23.56; JEFF'S VACUUM CENTER VACUUM REPAIR 17.82; KNUTSON, CARIE 5/3/18 SP MTG MI 24.99; LUTKEMEIER, DENISE 5/3/18 SP MTG MI 32.84; PARENT MARCH/APRIL MI 181.44; NESC IMPREST 288.50; NESC PAYROLL MAY 2018 259,874.74; OTTER TAIL POWER CO. APRIL ELEC 353.88; PLAINSMAN JOB POSTING 179.52; SANFORD HEALTH PLAN HSA/FSA FEES 76.50; SHOEMAKER, JOEL 5/3/18 SP MTG MI 35.70; STORMO, BEN APRIL SNOW REMOVAL 195.50; STORMO, TIFFANY BM MEALS 31.45; SW/WC SERVICE COOPERATIVE CONF REGIS C.S. 363.75; THYEN, PENNY 5/3/18 SP MTG MI 12.14; TOWN OF HAYTI WATER 30.18; WEBSTER SCHOOL DISTRICT APRIL 18 USE FEE 406.40; WIESE, RITA APRIL HOME VISITS - MI 39.48

**FUND TOTAL: \$289,291.20**

### Discussion Items

#### May 2, 2018 Advisory Board meeting minutes

Director Aberle reviewed the minutes from the advisory meeting.

### Director's Report

Director Aberle gave his monthly report.

### Assistant Director's Report

Assistant Director Frewing gave his monthly report.

#### 2004 Ford Taurus – VIN 1FAFP52254A213338 – Follow up

Director Aberle reported that the 2004 Ford Taurus surplus vehicle was sold for \$500.

### FY19 Preliminary Budget

Business Manager Stormo reviewed the FY19 Preliminary Budget.

### Administrative Unit for negotiations

Director Aberle provided information on the Administrative Unit for negotiations.

Summer office hours

Director Aberle discussed an option for summer office hours. The proposed hours are as follows: June 1, 2017 – August 3, 2018---Monday through Thursday 7:30 a.m. to 3:30 p.m.; Fridays 7:30 a.m. to 12:00 p.m.

2018-19 Property and Liability Insurance

Business Manager Stormo discussed the rates for 2018-19 Property and Liability Insurance.

School Psychologist staffing for 2018-19

Director Aberle discussed School Psychologist staffing for 2018-19.

Restraint and seclusion policy

Director Aberle discussed the new Restraint and seclusion policy.

Contracting with other entities to provide services

Director Aberle discussed the possibility to contract with other entities to provide services to kids who reside at a lengthy distance from service provider.

Project AWARE Grant

Director Aberle discussed applying for the AWARE Grant.

**Action Items**

Set summer office hours

*Action #18086* Motion by B. Anderson, second by J. Shoemaker to set the summer office hours as follows: June 1, 2018 – August 3, 2018---Monday through Thursday 7:30 a.m. to 3:30 p.m.; Fridays 7:30 a.m. to 12:00 p.m. All present voting in favor, motion carried.

Accept audit quote for FY18 audit – William and Neale & Co., P.C. \$9,000

*Action #18087* Motion by C. Akin, second by J. Homola to approve contract from William and Neale & Co. at \$9,000. All present voting in favor, motion carried.

Approval of contract – Nikki Johnson, academic evaluator - \$42,840 – 190 days

*Action #18088* Motion by C. Akin, second by J. Homola to approve contract for Nikki Johnson, academic evaluator - \$42,840 – 190 days. All present voting in favor, motion carried.

**Adjournment**

*Action #18089* With there being no further business, motion by C. Knutson, second by B. Anderson 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, June 18, 2018 at 7:00 P.M.

\_\_\_\_\_  
Debbe Koenecke, President

\_\_\_\_\_  
Tiffany Stormo, Business Manager

GENERAL FUND - 10

ASBSD	HEARING	780.45
CENEX FLEETCARD	MAINT & GASOLINE	4,163.79
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	82.45
CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON	FREEMAN - HEARING	1,024.59
CLARK COMMUNITY OIL	GASOLINE	34.43
DELYLE'S SOUTH 81 SERVICE, INC.	MAINT	7,113.09
DEUEL CO. CENEX	MAINT & GASOLINE	74.22
DUST TEX SERVICE, INC.	MAY RUG RENTAL	7.71
GOEHRING-STREET, KRIS	ADVANCED STUDY	75.00
HAMLIN COUNTY FARMERS COOP	MAINT & GASOLINE	966.15
JURGENS OIL	MAINT	37.91
KORMANAGEMENT SERVICES, LLC	DRUG TESTING	1,450.04
MCLEOD'S PRINTING SUPPLY	PAYROLL CHECKS	23.68
NESC IMPREST	IMPREST	171.10
NESC PAYROLL	June 2018	15,331.46
NORTHLAND AUTO CENTER	MAINT	124.49
OTTER TAIL POWER CO.	MAY ELECTRICITY	76.32
PEDERSEN, SHANE	LAWN CARE	18.00
PUBLIC OPINION	MINUTES	45.36
QUICK PRO LUBE	MAINT	36.02
SANFORD HEALTH PLAN	HSA/FSA FEES	13.50
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	2.23
TOWN OF HAYTI	WATER	5.32
W.W. TIRE SERVICE	MAINT	370.68
<b><u>GENERAL FUND TOTAL:</u></b>		<b><u>32,027.99</u></b>

SPECIAL EDUCATION FUND - 22

ASBSD	HEARING	4,422.55
BRIDGEWAY COUNSELING CENTER, INC.	PROF SERVICES	300.00
BRITTON-HECLA SCHOOL DISTRICT	MAY 18 MILEAGE	136.08
CASTLEWOOD SCHOOL DISTRICT	MAY 18 USE FEE	677.33
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	61.88
CHILSON, GINA	MAY 18 MILEAGE	110.88
CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON	FREEMAN - HEARING	5,806.00
DUST TEX SERVICE, INC.	MAY RUG RENTAL	43.70

GOEHRING-STREET, KRIS	ADVANCED STUDY	425.00
HAMLIN SCHOOL DISTRICT	MAY 18 USE FEE	873.76
MARSHALL CO. HEALTHCARE CENTER	MAY PT/OT SERVICES	5,902.18
MCLEOD'S PRINTING SUPPLY	PAYROLL CHECKS	134.18
PARENT	MAY MILEAGE	95.76
NESC IMPREST	IMPREST	783.95
NESC PAYROLL	JUNE 2018	256,330.90
OTTER TAIL POWER CO.	MAY ELECTRICITY	432.45
PEDERSEN, SHANE	LAWN CARE	102.00
PUBLIC OPINION	MINUTES	257.02
REINHILLER, LISA	L.R. ED SPEC MEALS	82.00
SANFORD HEALTH PLAN	HSA/FSA FEES	76.50
SANFORD WEBSTER MEDICAL CENTER	MAY OT SERVICES	6,502.50
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	71.99
TOWN OF HAYTI	WATER	30.18
WEBSTER SCHOOL DISTRICT	MAY 18 USE FEE	406.40
WIESE, RITA	MAY HOME VISITS - MI	23.94
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>284,089.13</u>
<u>JUNE 2018 INVOICES TOTAL:</u>		<u>316,117.12</u>



GENERAL FUND - 10

CDW GOVERNMENT INC.	TECH SUPP	18.90
INNOVATIVE OFFICE SOLUTIONS	OM SUPP	15.10
ITC TELECOM	JUNE PHONE SERVICE	343.08
PUBLIC OPINION	MIN/ADVERTISING	84.78
VERIZON WIRELESS	APRIL CELL SERVICE	217.14
<u>GENERAL FUND TOTAL:</u>		<u>679.00</u>

SPECIAL EDUCATION FUND - 22

APPLE INC.	SLP SUPP	38.31
CDW GOVERNMENT INC.	TECH SUPP	107.09
HAMPTON	ED SPEC TRAVEL - A.N.	59.00
INNOVATIVE OFFICE SOLUTIONS	OM SUPP	161.26
ITC TELECOM	JUNE PHONE SERVICE	609.30
MARSHALL CO. HEALTHCARE CENTER	APRIL OT/PT SERVICES	8,537.57
PUBLIC OPINION	MIN/ADVERTISING	480.41
SANFORD WEBSTER MEDICAL CENTER	APRIL OT SERVICE	7,639.10
VERIZON WIRELESS	APRIL CELL SERVICE	403.50
WESTERN PSYCHOLOGICAL SERVICES	SLP/PYSCH SUPP	2,150.50
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>20,186.04</u>

AGENCY FUND - 71

SANFORD GRUB AND PUB 20	SP OLYM MEALS	264.74
<u>AGENCY FUND TOTAL:</u>		<u>264.74</u>

JUNE 2018 BMO INVOICES TOTAL:21,129.78

# Transaction Search - Company

All amounts are tax inclusive and displayed in their billing currency

As an administrator you may make adjustments to these transactions

BMO, , Statement Period 05/06/2018 to 06/05/2018

## Mapped Cards

### Nelson Anneke

Posting Date	Tran Date	Account	Supplier	Amount
05/11/2018	05/10/2018	XXXX-XXXX-XXXX-6797	Tin Lizzie Hampton Inn	59.00
			Debit Total USD	59.00
			Credit Total USD	0.00
			Total USD	59.00

### Boyd Brenda

Posting Date	Tran Date	Account	Supplier	Amount
05/10/2018	05/09/2018	XXXX-XXXX-XXXX-9401	Cdw Govt #mqx2227	63.81
05/28/2018	05/28/2018	XXXX-XXXX-XXXX-9401	Payment - Auto Payment Received-Thank You	-1,381.64
			Debit Total USD	63.81
			Credit Total USD	-1,381.64
			Total USD	-1,317.83

### Childhood Early

Posting Date	Tran Date	Account	Supplier	Amount
05/28/2018	05/28/2018	XXXX-XXXX-XXXX-2978	Payment - Auto Payment Received-Thank You	-91.95
			Debit Total USD	0.00
			Credit Total USD	-91.95
			Total USD	-91.95

### Center Base Hamlin

Posting Date	Tran Date	Account	Supplier	Amount
05/08/2018	05/07/2018	XXXX-XXXX-XXXX-7820	Apl* Itunes.Com/bill	38.31
			Debit Total USD	38.31
			Credit Total USD	0.00
			Total USD	38.31

### Aberle Jerry

Posting Date	Tran Date	Account	Supplier	Amount
05/28/2018	05/28/2018	XXXX-XXXX-XXXX-7027	Payment - Auto Payment Received-Thank You	-104.38
			Debit Total USD	0.00
			Credit Total USD	-104.38

Total USD -104.38

Nolte Kari

Posting Date	Tran Date	Account	Supplier	Amount
05/28/2018	05/28/2018	XXXX-XXXX-XXXX-9302	Payment - Auto Payment Received-Thank You	-57.00
			Debit Total USD	0.00
			Credit Total USD	-57.00
			Total USD	-57.00

Admin Nesc

Posting Date	Tran Date	Account	Supplier	Amount
05/28/2018	05/28/2018	XXXX-XXXX-XXXX-5997	Payment - Auto Payment Received-Thank You	-1,170.54
			Debit Total USD	0.00
			Credit Total USD	-1,170.54
			Total USD	-1,170.54

Special Olympics Nesc

Posting Date	Tran Date	Account	Supplier	Amount
05/22/2018	05/19/2018	XXXX-XXXX-XXXX-9475	Sanfords Grub & Pub 20	264.74
05/28/2018	05/28/2018	XXXX-XXXX-XXXX-9475	Payment - Auto Payment Received-Thank You	-21.00
			Debit Total USD	264.74
			Credit Total USD	-21.00
			Total USD	243.74

Therapy 1 Occupational

Posting Date	Tran Date	Account	Supplier	Amount
05/28/2018	05/28/2018	XXXX-XXXX-XXXX-7721	Payment - Auto Payment Received-Thank You	-669.23
			Debit Total USD	0.00
			Credit Total USD	-669.23
			Total USD	-669.23

Stormo Tiffany

Posting Date	Tran Date	Account	Supplier	Amount
05/07/2018	05/04/2018	XXXX-XXXX-XXXX-0837	Innovative Office Solu	75.68
05/08/2018	05/08/2018	XXXX-XXXX-XXXX-0837	Vzwrlls*my Vz Vb P	310.31
05/09/2018	05/08/2018	XXXX-XXXX-XXXX-0837	Interstate Telecomm Co	477.52
05/10/2018	05/09/2018	XXXX-XXXX-XXXX-0837	Wps	2,150.50
05/14/2018	05/11/2018	XXXX-XXXX-XXXX-0837	Innovative Office Solu	42.21
05/22/2018	05/21/2018	XXXX-XXXX-XXXX-0837	Watertown Public Opini	565.19
05/22/2018	05/21/2018	XXXX-XXXX-XXXX-0837	Sanford Credit Card Pm	7,639.10
05/23/2018	05/22/2018	XXXX-XXXX-XXXX-0837	Marshall County Health	8,537.57
05/28/2018	05/28/2018	XXXX-XXXX-XXXX-0837	Payment - Auto Payment Received-Thank You	-15,074.41
05/31/2018	05/31/2018	XXXX-XXXX-XXXX-0837	Vzwrlls*my Vz Vb P	310.33
06/01/2018	05/31/2018	XXXX-XXXX-XXXX-0837	Cdw Govt #mwm2437	62.18

06/01/2018	05/31/2018	XXXX-XXXX-XXXX-0837	Interstate Telecomm Co	474.86	?
06/04/2018	06/01/2018	XXXX-XXXX-XXXX-0837	Innovative Office Solu	58.47	?
				Debit Total USD	20,703.92
				Credit Total USD	-15,074.41
				Total USD	5,629.51



A part of BMO Financial Group

**INVOICE**

June 05, 2018

Northeast Educational  
 310 5th Street  
 Hayti, SD 57241  
 ATTN: Tiffany Stormo

**Invoice Number: 703531-1806**

**Invoice Amount: \$ 21,129.78**

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending June 05, 2018.

Your payment is due **June 26, 2018**.

Payment will be automatically withdrawn from your bank account if your organization has pre-arranged payment. If not, please remit payment by electronic means or by mailing a cheque for the Invoice amount to the appropriate address below. Payments must be sent with a detailed breakdown of how the payment needs to be applied, including the 16 digit card numbers and the total amount to be paid to each individual card.

BMO Harris Accounts	Diners Club Accounts
Payment By Mail	Payment By Mail
BMO Harris Corporate Card - Payment P.O Box 71878 Chicago, IL 60694-1878	Diners Club Corporate Card - Payment 39966 Treasury Center Chicago, IL 60694-9900
Payment By Overnight Delivery	Payment By Overnight Delivery
Conduent, Inc. c/o BMO Harris Corporate Card - Payment - BMO Harris LBX 71878 141 W Jackson Blvd/Suite 1000 Chicago, IL 60604	Conduent, Inc. c/o BMO Harris Corporate Card - Payment Diner's Club LBX 39966 141 W Jackson Blvd/Suite 1000 Chicago, IL 60604

If you have any questions regarding this invoice or supporting documents, please contact Corporate Client Services:

BMO Harris Accounts	Diners Club Accounts
By phone: 1-800-844-6445	By phone: 1-866-865-7271
By e-mail: ebsclientservices@bmo.com	By e-mail: dinersclub.services@bmo.com

Thank you for your continued business.



Please attach a copy of this invoice or the information below this line with your cheque payment.

Northeast Educational  
 310 5th Street  
 Hayti, SD 57241

Invoice Number: 703531-1806  
 Amount Paid: \$ 21,129.78  
 Payment Due Date: June 26, 2018

RUN DATE: 06/06/2018

Dear NESC Board of Directors,

I want to thank you for the opportunity to work for NESC the past 10 years but I will be retiring as of June 30, 2018.

Thank you again.

Kenae Lingrey

## NESC Inventory Adjustments

June 18, 2018

Asset Number	Description	Serial # (if applicable)	Department ID	Sub Class Description	Purchase Date	Purchase Cost	Quantity	Total Value
72	Wood pieces set for Capital Letters		SPEECHTHER	Audio/Visual Equipment	2015	\$ 32.50	1	\$ 32.50
75	CASL		SPEECHTHER	Books and Multimedia	2005	\$ 299.99	1	\$ 299.99
112	CASL		SPEECHTHER	Books and Multimedia	2009	\$ 375.00	1	\$ 375.00
208	CASL		SPEECHTHER	Books and Multimedia	2000	\$ 259.95	1	\$ 259.95
290	Artic & Phono CD Rom Picture		SPEECHTHER	Computer Software	1999	\$ 134.00	1	\$ 134.00
295	CASL		SPEECHTHER	Books and Multimedia	2000	\$ 299.95	1	\$ 299.95
302	Hear Builders Following Directions		SPEECHTHER	Books and Multimedia	2012	\$ 99.95	1	\$ 99.95
318	Wizard of Rs		SPEECHTHER	Books and Multimedia	2010	\$ 26.00	1	\$ 26.00
349	Around Town & Around Home set		SPEECHTHER	Audio/Visual Equipment	1988	\$ 39.00	1	\$ 39.00
351	Artic/Lang Develop games /b/ to /z/		SPEECHTHER	Audio/Visual Equipment	1991	\$ 29.00	1	\$ 29.00
372	Hickory Dickory Talk		SPEECHTHER	Books and Multimedia	1993	\$ 89.95	1	\$ 89.95
379	Let's Talk Cards & Manual		SPEECHTHER	Books and Multimedia	1985	\$ 42.00	1	\$ 42.00
394	Sentence Improbability book		SPEECHTHER	Books and Multimedia	1980	\$ 25.00	1	\$ 25.00
395	Sentence Rhymes & Definitions		SPEECHTHER	Books and Multimedia	1980	\$ 25.00	1	\$ 25.00
397	Shape Up Your Language, verbs		SPEECHTHER	Audio/Visual Equipment	1988	\$ 25.00	1	\$ 25.00
406	Unisets complete		SPEECHTHER	Books and Multimedia	1988	\$ 79.95	1	\$ 79.95
431	Adventure Pack software (cd)		SPEECHTHER	Computer Software	2010	\$ 99.00	1	\$ 99.00
444	CASL		SPEECHTHER	Books and Multimedia	2000	\$ 299.95	1	\$ 299.95
497	Arthur's Teacher Trouble CD Rom		SPEECHTHER	Computer Software	1999	\$ 32.05	1	\$ 32.05
511	CD Rom Parts of Speech		SPEECHTHER	Computer Software	1998	\$ 29.95	1	\$ 29.95
538	Phonology CD Rom		SPEECHTHER	Computer Software	1999	\$ 99.00	1	\$ 99.00
545	Schoolhouse Rock - Grammar cd		SPEECHTHER	Books and Multimedia	1999	\$ 29.95	1	\$ 29.95
557	Webber Photo Phonology Card cd		SPEECHTHER	Computer Software	2007	\$ 29.95	1	\$ 29.95
558	Irregular Verb Videos cd		SPEECHTHER	Computer Software	2002	\$ 42.00	1	\$ 42.00
560	What's Different, What's Wrong cd		SPEECHTHER	Computer Software	2002	\$ 29.00	1	\$ 29.00
572	CASL		SPEECHTHER	Books and Multimedia	2000	\$ 259.95	1	\$ 259.95
614	Goldman Fristoe 2		SPEECHTHER	Books and Multimedia	2006	\$ 229.29	1	\$ 229.29
636	Goldman Fristoe 2 Complete		SPEECHTHER	Books and Multimedia	2004	\$ 39.95	1	\$ 39.95
710	GFTA Goldman Fristoe kit 2nd		SPEECHTHER	Books and Multimedia	2002	\$ 189.95	1	\$ 189.95
715	Hodson Computerized Analysis		SPEECHTHER	Computer Software	2004	\$ 115.00	1	\$ 115.00
716	HP printer 6940	smy08hck1x3	SPEECHTHER	Computer Equipment	2011	\$ 98.00	1	\$ 98.00
727	OWLS Complete Kit		SPEECHTHER	Books and Multimedia	1995	\$ 150.00	1	\$ 150.00
728	OWLS Written Expression kit		SPEECHTHER	Books and Multimedia	1996	\$ 79.95	1	\$ 79.95
764	GFTA		SPEECHTHER	Books and Multimedia	2008	\$ 255.00	1	\$ 255.00
851	Fun L Tun L Tunnel to Crawl Thru		PT	Audio/Visual Equipment	1999	\$ 37.99	1	\$ 37.99
900	TEMA 3 Complete Kit		ECTEACHER	Books and Multimedia	2005	\$256.00	1	\$ 256.00
917	Carolina Curriculum kit		ECTEACHER	Books and Multimedia	1998	\$ 36.50	1	\$ 36.50
919	Brigance Inventory of Early Develop		ECTEACHER	Books and Multimedia	2010	\$190.00	1	\$ 190.00
1102	That's Life - Life Skills		CBTEACHER	Books and Multimedia	2002	\$ 37.95	1	\$ 37.95
1104	Work Place Skills game		CBTEACHER	Books and Multimedia	2000	\$ 49.95	1	\$ 49.95
1163	Behavior Skills Game board		CBTEACHER	Books and Multimedia	2004	\$ 62.50	1	\$ 62.50
1580	Wireless mouse		ECTEACHER	Computer Equipment	2015	\$ 29.99	1	\$ 29.99
1606	Brigance Early Childhood kits		ECTEACHER	Books and Multimedia	1996	\$219.00	1	\$ 219.00
1620	GFTA Goldman Fristoe kit 2nd		SPEECHTHER	Books and Multimedia	2002	\$ 189.95	1	\$ 189.95
1711	CASL complete kit		SPEECHTHER	Books and Multimedia	2016	\$ 522.50	1	\$ 522.50
1730	CASL		SPEECHTHER	Books and Multimedia		\$ 522.50	1	\$ 522.50
1775	An Observation Survey: Video		READINGREC	Books and Multimedia	2000	\$ 60.00	1	\$ 60.00
1776	Booklist (master copy)		READINGREC	Books and Multimedia	1998	\$ 100.00	1	\$ 100.00
1788	Master copy Reading Recovery List		READINGREC	Books and Multimedia	2003	\$ 110.00	1	\$ 110.00
1793	Reading recovery video		READINGREC	Communication Equipment	2002	\$ 25.00	1	\$ 25.00
1869	BDI - 2		ECTEACHER	Books and Multimedia	2006	\$ 834.00	1	\$ 834.00
1914	Plaidbook laptop	SZSMB40IIS21600125	SPEECHTHER	Computer Equipment	2007	\$ 1,774.00	1	\$ 1,774.00
1932	Maico MA 25 Audiometer	42007	SPEECHTHER	Communication Equipment	2009	\$942.00	1	\$ 942.00
	Balance track set		OTCOTA	Audio/Visual Equipment	2002	\$ 79.95	1	\$ 79.95
								\$ 9,990.01

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

## NESC BOARD POLICIES

2017-18

2018-19

*"Broadening Educational Horizons"*



Gerald Aberle, Director

Tim Frewing, Assistant Director

~~Brice Christensen, Business Manager~~

**Tiffany Stormo, Business Manager**



## **ARTICLE IV SEXUAL HARASSMENT/HARASSMENT**

Each student and employee has the right to learn and work in an environment free of unlawful harassment based on an individual's race, color, religion, creed, ancestry, gender, national origin, disability, age or other basis prohibited by law.

It shall be a violation of this policy for any student or any personnel of the Cooperative to harass a student, any Cooperative personnel, or any visitor through conduct or communication of a sexual nature, or communication disparaging a person's religion, race, color, religion, creed, ancestry, national origin, gender, disability, or age as defined by this policy. For the purpose of this policy, "cooperative personnel" includes NESB Board members, all cooperative employees and agents, volunteers, contractors, or persons subject to the supervision and control of the Cooperative.

The Cooperative will investigate all complaints of harassment and will discipline or take appropriate action against any student or other Cooperative personnel who is found to have violated this policy.

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

### **A. Definitions**

1. **Harassment:** Harassment consists of physical or verbal conduct related to a person's gender, race, color, religion, creed, ancestry, national origin, age, disability, or other basis prohibited by law when the conduct is so severe, pervasive, and objectively offensive that it:
  - a. has the purpose of effecting or creating an intimidating, hostile or offensive working or academic environment;
  - b. has the purpose or effect of substantially or unreasonably interfering with an individual's work performance which deprives the staff member access to employment or academic opportunities.
2. **Sexual Harassment:** Sexual harassment is any unwelcome sexual advances(s), request(s) for sexual favors and/or other verbal, physical, and/or visual contact(s) of a sexual nature, or communication of a sexual nature when:
  - a. submission to such conduct or communication is made, either explicitly or implicitly, a term of person's initial employment; or
  - b. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting a student's ability to learn or participate in school activities, or in hiring, evaluation, retention, promotion, or any other aspect of employment; or
  - c. such conduct or communication has the purpose or effect of interfering with an individual's ability to learn or work, creating an intimidating, hostile, or offensive working or educational environment; or
  - d. such conduct is so severe, pervasive, and objectively offensive that such conduct or communication has the purpose or effect of depriving the employee access to employment opportunities or benefits provided by the Cooperative or depriving a student of educational opportunities.
3. **Sexual harassment may include but is not limited to:**
  - a. unwelcome verbal harassment or abuse based upon gender;

- b. unwelcome pressure for sexual activity;
- c. unwelcome, gender-motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupils by teachers, administrators, or other cooperative personnel to avoid physical harm to persons or property;
- d. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt threats concerning the individual's employment or educational status;
- e. unwelcome behavior or words, based upon gender, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
- f. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic, in the work environment.

#### B. Reporting Incidents of Harassment

Any person who believes he or she has been the victim of harassment as defined above by a student or an employee of the Cooperative shall report the alleged acts immediately to the Cooperative Director. If the complaint involves the NESC Director, the complaint shall be filed directly with the NESC Board of Director's Chairman. The report shall be on a form available from the NESC Offices.

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

#### C. Investigation

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

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

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or

circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating party.

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

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

#### D. Cooperative Action

1. Upon receipt of the recommendation that the allegations of the complaint constitute a violation of Cooperative policy, the Cooperative will take such action as appropriate based upon the results of the investigation.
2. The results of the investigation of each complaint will be reported in writing and kept on file in the NESC Director's office. The report shall include findings of fact and will document the disciplinary action taken if any, as a result of the complaint.
3. The complainant will be advised of the Cooperative's decision in writing.
4. If either party is not satisfied with the decision rendered by the Director, he or she may request a hearing in executive session with the NESC Board of Directors. The request for hearing must be submitted in writing through the NESC Director's Office within ten (10) working days following receipt of the Director's response. The appeal must include the original complaint form, a copy of the written decision from the NESC Director, and a written statement as to the reasons for appeal. The hearing will be scheduled within (30) working days of the request for hearing. The parties involved will be notified in writing of the time and date of the scheduled hearing.
5. The Cooperative Board will render a decision in writing within ten (10) working days of the hearing.

#### E. Prohibition against Retaliation

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

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

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

#### F. False Charges

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

#### G. Uncomfortable Situations

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

#### H. Discipline

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

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

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

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

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

As needed, the Cooperative will inform employees about this policy and the dangers of substance abuse, available substance abuse counseling and rehabilitation, and the penalties for substance abuse violations occurring in the workplace.

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

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

When Cooperative officials have reasonable suspicion that a violation of this policy has occurred, the employee under suspicion will be required to submit to a test for alcohol and/or illegal drugs.

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

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

**TEMPORARY DISENGAGEMENT**

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

employee. He/She may be reinstated to their responsibilities when advisable, or may be notified of suspension when investigation so indicates.

## **SUSPENSION**

When contributory involvement is ascertainable, the employee should be suspended by NESC Administration, with pay, pending an executive session hearing before the board and a decision regarding further employment. The employee shall have full opportunity for defense against charges and to face any person who has made allegations. If any representative is to be present, both the employee and the board should be represented for advice concerning legal rights and possible legal outcomes. In the event of civil or criminal litigation, the welfare of the students shall be the only criterion on which continued employment is based.

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

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

**ARTICLE XVIII**  
**RESTRAINT AND SECLUSION**

SDCL 13-32-?? provides legal authority and a responsibility for the Cooperative to limit the use of restraint and seclusion in its educational programs.

A. Prohibited Restraint and Seclusion

Cooperative employees will not use prone restraint on students, except when doing so is necessary and reasonable and moderate in degree. (Prone restraint is defined as physical pressure applied to any part of the student's body to keep the student in a face-down position on the floor or other surface.)

Cooperative employees will not leave students alone, when they have been involuntarily confined to a room, unless there is a clear and present danger.

B. Notification

Following any incident requiring restraint or seclusion of a student, the Cooperative employee involved must notify the parent or guardian of the student who was affected.

AN ACT

ENTITLED, An Act to require school districts to adopt a policy limiting the use of restraint and seclusion.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA:

Section 1. That chapter 13-32 be amended by adding a NEW SECTION to read:

The school board of each school district shall adopt or revise a school district policy for school district employees on the use of restraint and seclusion. The policy shall contain the following provisions:

- (1) A procedure for notifying the parent or guardian of the student, unless the student is emancipated, of an incident requiring the use of restraint or seclusion;
- (2) A prohibition on the use of prone restraint, defined as physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, except when the use is necessary and reasonable in manner and moderate in degree; and
- (3) A prohibition on the use of involuntary confinement of a student locked alone in a room, unless there is a clear and present danger.





**Multi-Purpose Copy Paper Bid  
Board of Director's Meeting  
6/18/2018**

<b>Vendor</b>	<b>Unit Price</b>
Paper 101	\$ 28.49
Dacotah Paper	\$ 26.75
Innovative Office Solutions	\$ 29.80

**6/19/2017 BIDS**

<b>Vendor</b>	<b>Unit Price</b>
Paper 101	\$ 21.78
Dacotah Paper	\$ 22.31
Cole Papers	\$ 23.40
Lindenmeyr Munroe	\$ 23.45
Brown and Saenger	\$ 24.75
Contract Paper Group	\$ 26.28

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE  
BOARD OF DIRECTORS MEETING  
Monday, June 18, 2018 - 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 May 2018 financial report
6. Consent Agenda
  - a. Approval of May 21, 2018 meeting minutes  
BOARD ACTION: \_\_\_\_\_  
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  - b. Approval of payment of June 2018 budget claims  
BOARD ACTION: \_\_\_\_\_  
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  - c. Approval of 2018-19 Unit 2 contract amendments  
BOARD ACTION: \_\_\_\_\_  
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  - d. Approval of 2018-19 Unit 1 Negotiated Agreement  
BOARD ACTION: \_\_\_\_\_  
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  - e. Approval of South Dakota Cooperative Purchasing Services Agreement--\$1,050.00, 21 districts at \$50 per district  
BOARD ACTION: \_\_\_\_\_  
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  - f. Approval of contract—Lisa Reinhiller, Shared Services & Education Specialist; \$53,747.53, 200 days;  
BOARD ACTION: \_\_\_\_\_  
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g. Approval of work agreement—Geraldine Binde, custodian, \$16.32 per hour, up to six hours per week;

BOARD ACTION: \_\_\_\_\_  
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h. Accept resignation—Rena Singrey, paraprofessional, Hamlin Center Base

BOARD ACTION: \_\_\_\_\_  
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i. Approval of work agreement—Emma Wik, ESY Certified Teacher, \$28.11 per hour

BOARD ACTION: \_\_\_\_\_  
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j. Approval of contract—Jessica Fischer, Academic Evaluator, \$42,840.00; 188 days

BOARD ACTION: \_\_\_\_\_  
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k. Approval of agreement—SW/WC Behavior Analytic Services, \$16,683.40; 140 hours

BOARD ACTION: \_\_\_\_\_  
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l. \_\_\_\_\_  
BOARD ACTION: \_\_\_\_\_  
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7. Discussion Items

a. Director Report

BOARD ACTION: \_\_\_\_\_  
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b. Assistant Director report

BOARD ACTION: \_\_\_\_\_  
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c. NESC Board policy updates

BOARD ACTION: \_\_\_\_\_  
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d. FY 2019 preliminary budget

BOARD ACTION: \_\_\_\_\_  
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e. NESC Board of Directors—District representatives for 2018-19

BOARD ACTION: \_\_\_\_\_  
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f.

BOARD ACTION: \_\_\_\_\_  
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g.

BOARD ACTION: \_\_\_\_\_  
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8. Action Items

a. Approval of paper bid

BOARD ACTION: \_\_\_\_\_  
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b. Approval to update inventory

BOARD ACTION: \_\_\_\_\_  
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c. Approval to publish FY 2019 preliminary budget and set budget hearing

BOARD ACTION: \_\_\_\_\_  
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d. Approval of NESC Administrative Negotiations Unit

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

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

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f. \_\_\_\_\_

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

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9. Executive Session

a.