

July 12, 2018

Hello NESC Board of Directors

Meeting Location:

Our July meeting will be held Monday, July 16, 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

July 12, 2018

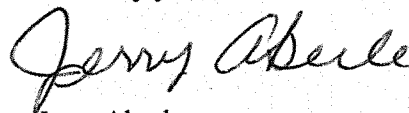
Dear NESC Board Members:

Our July board meeting will be held on Monday, July 16, 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: July 16, 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**

2017-18 FISCAL YEAR

1. Call to order
2. Agenda review, changes, and approval
3. Introduction of guests
4. Conflicts of Interest
5. Public comment
6. Approval of June 2018 financial report
7. Consent Agenda
 - a. Approval of June 18, 2018 meeting minutes
 - b. Approval of payment of final FY 18 budget claims
8. Appoint Business Manager as President Pro-Tem
9. Adjourn meeting for FY 2018

2018-19 FISCAL YEAR

1. Call to order
2. Elect President
3. Elect Vice President
4. FY 2019 budget hearing
5. Adopt FY 2019 budget
6. Consent Agenda
 - a. Approval of July 2018 claims
 - b. Designate Official Depository—Reliabank—Hayti, SD
 - c. Authorize Chairman to be added to signature card
 - d. Authorize official newspaper—Watertown Public Opinion
 - e. Designate Legal Counsel—Rodney Freeman
 - f. Designate Business Manager as official custodian of accounts
 - g. Adopt travel rates
 - i. In state--\$.42 per mile, \$6 breakfast, \$11 noon lunch, \$15 dinner; actual cost for lodging
 - ii. Out of state--\$.42 per mile, \$10 breakfast, \$14 noon lunch, \$21 dinner; actual cost for lodging
 - h. Appoint Title IX and 504 coordinator—Tim Frewing
 - i. Adopt NESC By-Laws
 - j. Designate Director Aberle and Business Manager Stormo as federal program agents
 - k. Designate Director Aberle and Business Manager Stormo as purchasing agents
 - l. Set Board of Directors' pay for special committee meetings--\$40 per meeting; \$.42 per mile
 - m. Approval of contract amendments for Unit 1 employees
 - n. Approval of adding Oldham/Ramona being added to Cooperative Purchasing Contract, \$50.00; 21 districts, \$50.00/district; \$1,050.00
 - o. Approval of Apex agreement; 56 seats @ \$150 per seat; \$8,400.00
 - p. Approval of contract; Angie Nelson, School Psychologist; 94 days, \$27,254.40
 - q.
7. Discussion Items
 - a. Assistant Director's Report
 - b. Director's Report
 - c. NESC Board Policies
 - d. NESC Board of Directors—District representatives for 2018-19 and preferred method of receiving board information
 - e. Website: nesc.k12.sd.us
 - f.
8. Action Items
 - a. Approve NESC Board policies for 2018-19
 - b.
9. Executive Session (If needed)
 - 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.

Agenda Explanation

2017-18 FISCAL YEAR

1. Call to order
2. Agenda review, changes, and approval
3. Introduction of guests
4. Conflicts of Interest
5. Public Comment
6. Approval of June 2018 financial report
7. Consent Agenda
 - a. Approval of June 18, 2018 meeting minutes. Please review enclosed minutes.
 - b. Approval of payment of final FY 18 budget claims. Please review the enclosed budget claims.
8. Appoint Business Manager as President Pro-Tem
9. Adjourn meeting for FY 2018

2018-19 FISCAL YEAR

1. Call to order
2. Elect President
3. Elect Vice President
4. FY 2019 budget hearing. Tiffany will present the FY 2019 budget.
5. Adopt FY 19 budget. The Board needs to adopt the FY 19 budget.
6. Consent Agenda
 - a. Approval of July 2018 claims. Please review the enclosed claims.
 - b. Designate Official Depository—Reliabank—Hayti, SD
 - c. Authorize Chairman to be added to signature card
 - d. Authorize official newspaper—Watertown Public Opinion
 - e. Designate Legal Counsel—Rodney Freeman
 - f. Designate Business Manager as official custodian of accounts
 - g. Adopt travel rates
 - i. In state--\$.42 per mile, \$6 breakfast, \$11 noon lunch, \$15 dinner; actual cost for lodging
 - ii. Out of state--\$.42 per mile, \$10 breakfast, \$14 noon lunch, \$21 dinner; actual cost for lodging
 - h. Appoint Title IX and 504 coordinator—Tim Frewing. Tim has agreed to this appointment
 - i. Adopt NESC By-Laws
 - j. Designate Director Aberle and Business Manager Christensen as federal program agents
 - k. Designate Director Aberle and Business Manager Christensen as purchasing agents
 - l. Set Board of Directors' pay for special committee meetings--\$40 per meeting; \$.42 per mile
 - m. Approval of contract amendments for Unit 1 employees. Please see enclosed list.
 - n. Approval of adding Oldham/Ramona being added to Cooperative Purchasing contract, \$50.00; 21 districts @ \$50.00/district, \$1,050.00. The board approved this contract last month. Oldham/Ramona indicated after the last board meeting they wanted to continue as well.
 - o. Approval of Apex agreement; 56 seats @ \$150 per seat; \$8,400.00
 - p. Approval of contract; Angie Nelson, School Psychologist; 94 days, \$27,254.40
 - q.
7. Discussion Items
 - a. Assistant Director's Report
 - b. Director's Report
 - c. NESC Board Policies. Several board policies will be reviewed.
 - d. NESC Board of Directors—District Representatives for 2018-19 and preferred method of receiving board information
 - e. NESC's website, nesc.k12.sd.us. Please refer to this website for all board materials.
 - f.
8. Action Items
 - a. Approve NESC Board policies for 2018-19
9. Executive Session (If needed)
 - 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
CASH BALANCE				
June 1, 2018	\$332,850.08	\$760,589.37	\$21,536.46	\$1,114,975.91

Receipts:

Local Sources:

1312 Center Base Tuition		\$54,877.20		\$54,877.20
1332 Extended School Year Tuition				\$0.00
1510 Interest	\$65.32	\$289.14	\$5.38	\$359.84
1941 ESA 1 OTHER SOURCES	\$66,241.16			\$66,241.16
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	\$161,838.07		\$163,145.06
1990 Reading Recovery	\$2,418.06			\$2,418.06
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous		\$3,905.22	\$4,805.08	\$8,710.30
1990 Northern Plains				\$0.00
1990 Special Projects-Indirect Cost				\$0.00
1990 Drug & Alcohol Pool				\$0.00
1990 Expensed Mileage				\$0.00

State Sources:

3119 Grants-in-Aid: Ed. Specialist				\$0.00
3900 Part C Funds		\$3,094.65		\$3,094.65
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		\$138,006.00		\$138,006.00
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		\$1,361.73		\$1,361.73

Total Monthly Receipts	\$70,031.53	\$367,323.01	\$4,810.46	\$442,165.00
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Balance Frwd plus Revenue to date	\$402,881.61	\$1,127,912.38	\$26,346.92	\$1,557,140.91
Manual Journal Entry				\$0.00
Manual Journal Entry Revenue	-\$281.69	-\$5,001.76		-\$5,283.45

Less Salaries & Disbursements

Salaries	\$15,331.46	\$256,539.05		\$271,870.51
Disbursements	\$17,375.53	\$47,736.12	\$4,134.63	\$69,246.28
Less Total Salaries & Disbursements	\$32,706.99	\$304,275.17	\$4,134.63	\$341,116.79

CASH BALANCE

June 30, 2018	\$369,892.93	\$818,635.45	\$22,212.29	\$1,210,740.67
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Balance Sheet

Clearing Account XX-101-002	\$20.00	\$33.41	\$0.00	\$53.41
Checking Account XX-101	\$6,903.02	\$185,067.24	\$15,834.45	\$207,804.71
Money Market Savings XX-105	\$362,969.91	\$551,004.92	\$6,377.84	\$920,352.67
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	\$369,892.93	\$818,635.45	\$22,212.29	\$1,210,740.67

Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00
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Regular; Processing Month 06/2018; Fund Number 10, 22

Fund: 10 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
10 1510	INTEREST	300.00	65.32	438.55	146.18	(138.55)
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	66,241.16	132,482.32	100.82	(1,077.72)
10 1990 009	NON-SP.ED. ASSESSMENTS	15,684.09	1,306.99	15,683.39	100.00	0.70
10 1990 012	READING RECOVERY ASSESSMENTS	37,802.79	2,418.06	37,802.64	100.00	0.15
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	0.00	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	45,783.51	245,002.91	92.44	20,047.09
Subtotal: LOCAL SOURCES		596,659.64	115,815.04	561,534.59	94.11	35,125.05
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	0.00	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	0.00	45,852.98	0.00	(45,852.98)
Fund Total:		605,433.64	115,815.04	616,161.57	101.77	(10,727.93)

Regular; Processing Month 06/2018; Fund Number 10, 22

Fund: 22 SPECIAL EDUCATION FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
22 1312	TUITION-CENTER BASE	601,858.97	54,877.20	580,971.87	96.53	20,887.10
22 1312 100	TUITION-ESY	86,190.75	0.00	85,491.07	99.19	699.68
22 1510	INTEREST	1,500.00	289.14	2,569.86	171.32	(1,069.86)
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	161,838.07	1,295,256.91	104.76	(58,800.91)
22 1990 018	MISCELLANEOUS	5,000.00	3,905.22	11,183.90	223.68	(6,183.90)
22 1990 019	SPECIAL PROJECTS INDIRECT COSTS	5,000.00	16,518.95	16,518.95	330.38	(11,518.95)
Subtotal: LOCAL SOURCES		1,936,005.72	237,428.58	1,991,992.56	102.89	(55,986.84)
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	137,115.68	61,559.22	129,473.64	94.43	7,642.04
22 3900 013	STATE REVENUE: PART C FUNDS	50,000.00	3,094.65	41,510.82	83.02	8,489.18
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	64,653.87	184,232.45	96.15	7,383.23
22 4175 475	REGULAR IDEA PART B 611	1,698,461.00	480,664.00	1,667,511.00	98.18	30,950.00
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	14,822.00	47,511.00	98.66	644.00
Subtotal: FEDERAL SOURCES		1,749,987.00	495,486.00	1,715,022.00	98.00	34,965.00
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	797,568.45	3,891,247.01	100.35	(13,638.61)

Revenue Summary Report
Processing Month: 06/2018

Regular; Processing Month 06/2018; 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	913,383.49	4,507,408.58	100.54	(24,366.54)

EXPENDITURE SUMMARY
Regular; Processing Month 06/2018

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	\$3,597.01	\$38,324.75	82.79	\$7,965.24
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$240,109.54	\$23,786.86	\$148,341.95	61.78	\$91,767.59
2227	TECHNOLOGY SUPPORT	\$8,243.50	\$409.06	\$5,876.78	71.29	\$2,366.72
2319	BOARD OF EDUCATION SERVICES	\$12,360.74	\$2,179.95	\$14,507.15	117.36	(\$2,146.41)
2329	ADMINISTRATION	\$56,829.19	\$3,571.54	\$39,573.96	69.64	\$17,255.23
2529	ADMINISTRATION-FISCAL SERVICES	\$13,495.04	\$1,070.92	\$12,592.62	93.31	\$902.42
2542	OPERATION & MAINTENANCE BLDGS.	\$7,995.94	\$545.88	\$4,415.67	55.22	\$3,580.27
2545	VEHICLE SERVICE	\$223,109.70	\$16,395.14	\$180,035.97	80.69	\$43,073.73
2551	DRUG & ALCOHOL TESTING POOL	\$15,000.00	\$1,450.04	\$5,760.00	38.40	\$9,240.00
10	GENERAL FUND	\$623,433.64	\$53,006.40	\$449,428.85	72.09	\$174,004.79
22	SPECIAL EDUCATION FUND					
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	\$71,329.70	\$518,234.65	86.11	\$83,624.33
1226	EARLY CHILDHOOD SERVICES	\$335,469.21	\$72,088.66	\$321,560.74	95.85	\$13,908.47
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$0.00	\$8,472.92	0.00	(\$8,472.92)
2129	TRANSITION SUPPORT SERVICES	\$28,172.19	\$2,515.64	\$24,111.83	85.59	\$4,060.36
2142	PSYCHOLOGICAL SERVICES	\$551,234.22	\$115,055.86	\$509,531.34	92.43	\$41,702.88
2152	SPEECH PATHOLOGY SERVICES	\$1,061,362.63	\$230,349.00	\$1,012,173.04	95.37	\$49,189.59
2171	PHYSICAL THERAPY	\$311,600.92	\$28,962.82	\$290,528.32	93.24	\$21,072.60
2172	OCCUPATIONAL THERAPY	\$480,019.54	\$58,061.51	\$424,727.06	88.48	\$55,292.48
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$7,283.78	\$0.00	\$6,675.35	91.65	\$608.43
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$137,115.68	\$14,773.02	\$125,231.44	91.33	\$11,884.24
2227	TECHNOLOGY SUPPORT	\$46,713.10	\$2,317.81	\$33,336.26	71.36	\$13,376.84
2319	BOARD OF EDUCATION SERVICES	\$70,044.22	\$12,355.75	\$74,661.27	106.59	(\$4,617.05)
2329	ADMINISTRATION	\$254,031.98	\$21,507.08	\$228,745.29	90.05	\$25,286.69
2529	ADMINISTRATION-FISCAL SERVICES	\$76,471.89	\$6,068.47	\$71,029.57	92.88	\$5,442.32
2542	OPERATION & MAINTENANCE BLDGS.	\$41,668.31	\$3,076.34	\$24,760.75	59.42	\$16,907.56
2545	VEHICLE SERVICE	\$0.00	\$0.00	\$1,046.67	0.00	(\$1,046.67)
22	SPECIAL EDUCATION FUND	\$4,092,608.40	\$638,461.66	\$3,760,319.65	91.88	\$332,288.75
71	AGENCY FUND					
6900	AGENCY ACTIVITIES	\$0.00	\$4,134.63	\$56,342.15	0.00	(\$56,342.15)
71	AGENCY FUND	\$0.00	\$4,134.63	\$56,342.15	0.00	(\$56,342.15)
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:		\$32,177,122.04	\$695,602.69	\$9,354,611.21	29.07	\$22,822,510.83

Regular; Beginning Month 06/2018; Processing Month 06/2018; 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	2,175.72	0.00	0.00	0.00	2,175.72
71 415 806	SPECIAL OLYMPICS SD-AMT HELD FOR OTHERS	11,060.69	264.74	0.00	0.00	10,795.95
71 415 850	ELABO-AMT HELD FOR OTHERS	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	4,044.95	0.00	955.05	0.00	5,000.00
71 453	SANFORD FLEX	4,126.54	3,869.89	3,850.03	0.00	4,106.68
71 704 005	FUND BALANCE - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
71 760	UNASSIGNED FUND BALANCE	26.00	0.00	5.38	0.00	31.38
Fund Total: 71		21,536.46	4,134.63	4,810.46	0.00	22,212.29

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, June 18, 2018

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, June 18, 2018 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by President Koenecke at 7:03 P.M. and adjourned at 8:15 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Barb Asleson, DeSmet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Krecia Weinberg, Estelline; David Fuller, Henry; Brett Anderson, Lake Preston; Gene Bjorklund, Sioux Valley; Sandy Hinze, Waubay; Penny Thyen, Waverly/South Shore; Joel Shoemaker, Webster; Denise Lutkemeier, Wilmot

Absent:

Josh Hawkinson, Britton-Hecla; Trudi Gaikowski, Clark; Evelyn Eagle, Enemy Swim Day School; Kathy Roe, Florence; Joe Homola, Hamlin; Greg Schortzmann, Iroquois; Amber Hamling, Rosholt; Lisa Amdahl, Summit; Tia Felberg, Willow Lake

Others Attending:

NESC Staff Representatives: None Present

Member District Superintendents: Tess Appel, Rosholt; 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 7:03 P.M.

Agenda review, changes, and approval

Action #18090 Motion by C. Knutson, second by D. Lutkemeier to approve the agenda with the following changes: 6e) Approval of South Dakota Cooperative Purchasing Services Agreement--\$1,000, 20 districts at \$50 per district. All present voting in favor, motion carried.

Introduction of Guests

Tess Appel and Jim Block were introduced as guests.

Conflicts of Interest

No conflicts of interest.

Financial Report

Action #18091 Motion by G. Bjorklund, second by C. Akin to approve the financial report for the period ending May 31, 2018. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
May 1, 2018	\$352,184.88	\$741,367.42	\$16,833.15
<u>Receipts:</u>			
Local Sources	\$6,026.23	\$159,373.27	\$16,307.90
State Sources		\$3,068.56	
Federal Sources		\$145,491.00	
Other	\$500.00		
<u>Total Monthly Receipts</u>	<u>\$6,526.23</u>	<u>\$307,932.83</u>	<u>\$16,307.90</u>
Total Gross Receipts	\$358,711.11	\$1,049,300.25	\$33,141.05
Manual Journal Entry		\$208.27	
Less Salaries	\$15,952.73	\$259,874.74	
Less Disbursements	\$9,908.30	\$29,044.41	\$11,604.59
<u>Total Salaries & Disbursements</u>	<u>\$25,861.03</u>	<u>\$288,919.15</u>	<u>\$11,604.59</u>
Ending Cash Balance May 31, 2018	\$332,850.08	\$760,589.37	\$21,536.46

Consent Agenda

Action #18092 Motion by B. Anderson, second by D. Lutkemeier to approve the following items on the Consent Agenda: 6a) Approval of May 21, 2018 Board of Directors minutes; 6b) Approval of payment of June 2018 claims; 6c) Approval of 2018-19 Unit 2 contract amendments; 6d) Approval of 2018-19 Unit 1 negotiated agreement; 6e) Approval of South Dakota Cooperative Purchasing Services Agreement--\$1,000, 20 districts at \$50 per district; 6f) Approval of contract – Lisa Reinhiller, Shared Services & Education Specialist - \$53,747.53, 200 days; 6g) Approval of work agreement- Geraldine Binde, custodian - \$16.32 per hour, up to six hours per week; 6h) Accept resignation – Renae Singrey, paraprofessional, Hamlin Center Base; 6i) Approval of work agreement – Emma Wik, ESY Certified Teacher, \$28.11 per hour; 6j) Approval of contract – Jessica Fischer, Academic Evaluator, \$42,840; 188 days; 6k) Approval of agreement – SW/WC Behavior Analytic Services, \$16,683.40; 140 hours. All present voting in favor, motion carried.

June 2018 Accounts Payable

GENERAL FUND:

ASBSD HEARING 780.45, BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 679.00, 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 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

FUND TOTAL: \$32,706.99

SPECIAL EDUCATION FUND:

ASBSD HEARING 4,422.55, BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 20,186.04, 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 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

FUND TOTAL: \$304,275.17

Discussion Items

Director's Report

Director Aberle gave his monthly report.

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

NESC Board Policy Updates

Director Aberle presented updated language to NESC board policies.

FY19 Preliminary Budget

Business Manager Stormo reviewed the FY19 Preliminary Budget.

NESC Board of Directors – District Representatives for 2018-19

Discussion was held on what board members would be staying or leaving in FY19.

Action Items

Approval of Paper Bid

Action #18093 Motion by A. Schuurman, second by D. Fuller to accept the bid of Dacotah Paper at \$26.75 per case. All present voting in favor, motion carried.

Approval to remove items from inventory

Action #18094 Motion by C. Knutson, second by J. Shoemaker to remove the presented list of broken, outdated or missing items from inventory. All present voting in favor, motion carried.

Approval to publish FY19 preliminary budget and set budget hearing

Action #18095 Motion by K. Weinberg, second by G. Bjorklund to authorize the preliminary budget to be published and to set the FY19 budget hearing for July 16 at 7:00 p.m. All present voting in favor, motion carried.

Approval of NESC Administrative Negotiations Unit

Action #18096 Motion by C. Akin, second by A. Schuurman to approve NESC Administrative Negotiations Unit. All present voting in favor, motion carried.

Adjournment

Action #18097 With there being no further business, motion by B. Anderson, second by C. Knutson to adjourn. All present voting in favor, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical Institute in Watertown, SD on Monday, July 16, 2018 at 7:00 P.M.

Debbe Koenecke, President

Tiffany Stormo, Business Manager

GENERAL FUND - 10

CENEX FLEETCARD	MAINT & GASOLINE	1,361.44
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	18.23
CRAIG BASS SANITARY SERVICE	APRIL-JUNE GARBAGE	19.35
DAKOTA DATA SHRED	PROF/SHRED DOC	20.14
DELYLE'S SOUTH 81 SERVICE, INC.	MAINT	710.82
DEUEL SCHOOL DISTRICT	TECH SUPP	10.50
DON'S BODY SHOP	MAINT	280.00
DUST TEX SERVICE, INC.	JUNE RUG RENTAL	7.71
HAMLIN COUNTY FARMERS COOP	GASOLINE	268.15
HAMLIN COUNTY PUBLISHING	EMPLOYMENT AD	2.25
JOHNSON AUTOMOTIVE	MAINT	186.36
MCLEOD'S PRINTING SUPPLY	CHECKS	23.80
NESC SPECIAL REVENUE PROJECTS	4TH QTR EXPENSED MI/ESA IDC	16,263.09
PALMLUND AUTOMOTIVE	MAINT	542.54
PEDERSEN, SHANE	LAWN CARE	18.00
PUBLIC OPINION	MINUTES	45.09
SANFORD HEALTH PLAN	HSA/FSA FEES	13.50
SCOTTING HEATING & COOLING	FURNACE/AC SERVICE	82.77
STORMO, TIFFANY	MILEAGE	13.61
TOWN OF HAYTI	WATER	5.32
TWIN VALLEY TIRE, INC.	MAINT	93.00
W.W. TIRE SERVICE	MAINT	32.05
<u>GENERAL FUND TOTAL:</u>		<u>20,017.72</u>

SPECIAL EDUCATION FUND - 22

CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	39.33
CRAIG BASS SANITARY SERVICE	APRIL-JUNE GARBAGE	109.65
DAKOTA DATA SHRED	PROF/SHRED DOC	114.12
DEUEL SCHOOL DISTRICT	TECH SUPP	59.50
DUST TEX SERVICE, INC.	JUNE RUG RENTAL	43.70
HAMLIN COUNTY PUBLISHING	EMPLOYMENT AD	12.75
MARSHALL CO. HEALTHCARE CENTER	JUNE PT/OT SERVICES	1,460.39
MCLEOD'S PRINTING SUPPLY	CHECKS	134.86
PARENT	JUNE MILEAGE	30.24
NESC SPECIAL REVENUE PROJECTS	4TH QTR EXPENSED MI	42,821.42

PEDERSEN, SHANE	LAWN CARE	102.00
PUBLIC OPINION	MINUTES	255.49
SANFORD HEALTH PLAN	HSA/FSA FEES	76.50
SCOTTING HEATING & COOLING	FURNACE/AC SERVICE	469.05
STORMO, TIFFANY	MILEAGE	77.11
TOWN OF HAYTI	WATER	30.18
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>45,836.29</u>
<u>EOFY18 INVOICES TOTAL:</u>		<u>65,854.01</u>

Northeast Educational Services Cooperative

EOFY18 BMO INVOICES

GENERAL FUND - 10

NASP	JOB POSTING	67.50
RAMKOTA HOTEL	G.A. TRAVEL	14.25
US POSTAL SERVICE	POSTAGE	91.38
VERIZON WIRELESS	JUNE CELL SERVICE	108.56
<u>GENERAL FUND TOTAL:</u>		<u>281.69</u>

SPECIAL EDUCATION FUND - 22

CASE	REG CASE CONF	389.95
NASP	JOB POSTING	382.50
RAMKOTA HOTEL	G.A. TRAVEL	80.75
SANFORD WEBSTER MEDICAL CENTER	JUNE OT SERVICES	3,930.69
US POSTAL SERVICE	POSTAGE	16.12
VERIZON WIRELESS	JUNE CELL SERVICE	201.75
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>5,001.76</u>

EOFY18 BMO INVOICES TOTAL:

5,283.45

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 06/06/2018 to 07/05/2018

Mapped Cards

Nelson Anneke

Posting Date	Tran Date	Account	Supplier	Amount
06/26/2018	06/26/2018	XXXX-XXXX-XXXX-6797	Payment - Auto Payment Received-Thank You	-59.00
			Debit Total USD	0.00
			Credit Total USD	-59.00
			Total USD	-59.00

Boyd Brenda

Posting Date	Tran Date	Account	Supplier	Amount
06/26/2018	06/26/2018	XXXX-XXXX-XXXX-9401	Payment - Auto Payment Received-Thank You	-63.81
			Debit Total USD	0.00
			Credit Total USD	-63.81
			Total USD	-63.81

Center Base Hamlin

Posting Date	Tran Date	Account	Supplier	Amount
06/26/2018	06/26/2018	XXXX-XXXX-XXXX-7820	Payment - Auto Payment Received-Thank You	-38.31
			Debit Total USD	0.00
			Credit Total USD	-38.31
			Total USD	-38.31

Aberle Jerry

Posting Date	Tran Date	Account	Supplier	Amount
06/14/2018	06/14/2018	XXXX-XXXX-XXXX-7027	Best Western Hotels -	95.00
			Debit Total USD	95.00
			Credit Total USD	0.00
			Total USD	95.00

Admin Nesc

Posting Date	Tran Date	Account	Supplier	Amount
06/15/2018	06/15/2018	XXXX-XXXX-XXXX-5997	Yourmember-Careers	450.00
06/21/2018	06/20/2018	XXXX-XXXX-XXXX-5997	Usps Po 4637080684	94.60
06/22/2018	06/21/2018	XXXX-XXXX-XXXX-5997	Usps Po 4637080684	6.20
06/29/2018	06/28/2018	XXXX-XXXX-XXXX-5997	Usps Po 4637080684	6.70

Debit Total USD	557.50
Credit Total USD	0.00
Total USD	557.50

Special Olympics Nesc

Posting Date	Tran Date	Account	Supplier	Amount
06/26/2018	06/26/2018	XXXX-XXXX-XXXX-9475	Payment - Auto Payment Received-Thank You	-264.74
			Debit Total USD	0.00
			Credit Total USD	-264.74
			Total USD	-264.74

Stormo Tiffany

Posting Date	Tran Date	Account	Supplier	Amount
06/21/2018	06/20/2018	XXXX-XXXX-XXXX-0837	Council Of Admin Of Sp	389.95
06/26/2018	06/26/2018	XXXX-XXXX-XXXX-0837	Payment - Auto Payment Received-Thank You	-20,703.92
07/03/2018	07/03/2018	XXXX-XXXX-XXXX-0837	Vzwriss*my Vz Vb P	310.31
07/04/2018	07/03/2018	XXXX-XXXX-XXXX-0837	Sanford Credit Card Pm	3,930.69
			Debit Total USD	4,630.95
			Credit Total USD	-20,703.92
			Total USD	-16,072.97



A part of BMO Financial Group

INVOICE

July 05, 2018

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

Invoice Number: 703531-1807
Invoice Amount: \$ 5,283.45

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

Your payment is due **July 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: 703531-1807
 Amount Paid: \$ 5,283.45
 Payment Due Date: July 26, 2018

RUN DATE: 07/09/2018

Northeast Educational Services Cooperative

JULY 2018 INVOICES

GENERAL FUND - 10

ABC AUTOMATIC BUILDING CONTROLS	FIRE ALARM CONTRACT	62.86
ASBSD	FY19 DUES	108.50
AUTOMATIVE SERVICE CENTER, THE	FLEET MAINT	483.14
CEC	G.A.; T. F. MEMBER	54.60
CPI	FY19 MEMBER FEES	150.00
DACOTAH PAPER CO.	FY19 COOP PAPER	80,399.80
DELYLE'S SOUTH 81 SERVICE, INC.	FLEET MAIN	1,852.20
EMC INSURANCE	FY19 INS. COVERAGE	5,830.02
NESC PAYROLL	JULY 2018	9,483.89
OHIO STATE UNIVERSITY, THE	FY19 FEES	1,180.00
OTTER TAIL POWER CO.	ELEC	56.05
RELIABANK	DEPOSIT BOX	2.10
SASD	SASD MEMBER	165.48
SD FEDERAL PROPERTY AGENCY	FY19 NEW VEHICLES	55,500.00
SFM	FY19 WORK COMP	1,603.56
SOFTWARE UNLIMITED	FY19 SOFTWARE FEES	721.00
<u>GENERAL FUND TOTAL:</u>		<u>157,653.20</u>

SPECIAL EDUCATION FUND - 22

ABC AUTOMATIC BUILDING CONTROLS	FIRE ALARM CONTRACT	386.14
ASBSD	FY19 DUES	666.50
BRITTON-HECLA SCHOOL DISTRICT	MAY ESY MI	186.06
CEC	G.A.; T. F. MEMBER	335.40
DACOTAH PAPER CO.	FY19 COOP PAPER	920.20
DEUTSCH, JENNIFER	JUNE ESY MI	46.20
DUBRO, ANGEL	JUNE ESY MI	208.32
EMC INSURANCE	FY19 INS. COVERAGE	35,812.98
GENT, MELISSA	NASP DUES	210.00
MARTIAN, EMILY	JUNE ESY MI	181.44
MEYER, MARIA	NASP DUES	210.00
NESC PAYROLL	JULY 2018	276,717.52
OTTER TAIL POWER CO.	ELEC	344.31
RELIABANK	DEPOSIT BOX	12.90
SASD	SASD MEMBER	1,016.52

SFM	FY19 WORK COMP	9,850.44
SOFTWARE UNLIMITED	FY19 SOFTWARE FEES	4,429.00
SORSEN, JENNA	JUNE ESY MI	7.56
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>331,541.49</u>
<u>JULY 2018 INVOICES TOTAL:</u>		<u>489,194.69</u>

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

NO. 28-201

BY-LAWS

Revised and Approved July 2018

AGREEMENT ESTABLISHING

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

28-201

BY-LAWS

* * * * *

ARTICLE I

Name

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

ARTICLE II

Creation, Purpose, and Limits

- 2.1 There is hereby created and established as a legal entity, an educational services unit as authorized by SDCL 13-5-31 and 32, and SDCL 13-37-14.2, and pursuant to the provisions of SDCL Chapter 1-24 inclusive, to exercise the powers, privileges and authority of the Members as herein provided.
- 2.2 The NESC shall assist member districts in providing appropriate educational services for all children and to offer, on a cooperative basis, services that districts would not be able to provide as effectively or as economically acting alone.
- 2.3 The NESC will exercise the powers granted to it by its members and by-laws. The NESC shall not have the power to levy taxes or commit any member district to obligations extending beyond the term of membership, except as provided by Article III, Section 3.6 and 3.7 of this agreement.

ARTICLE III
Membership

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE IV

Governance

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

- 4.2** For the purpose of holding meetings and conducting business under this agreement, a quorum shall exist if a majority of local district representatives are present. A majority vote of all member districts (and not merely a majority vote of all member districts present at any such meeting) shall be required to conduct all business, unless otherwise specifically stated in these by-laws.
- 4.3** The Board of Directors shall hold its annual meeting in July. The Board of Directors will meet on a monthly basis with such meetings to be held on or about the third Monday of the month. An agenda will be provided to the Board of Directors four (4) days prior to the meeting. Special meetings may be called by the President of the Board of Directors, or in his/her absence, by the Vice President, or a majority of the Board of Directors. Notice of such meetings shall be given by the Business Manager to the board members either orally or in writing in sufficient time to permit their presence.
- 4.4** The Board of Directors shall elect a President and Vice President from its membership and such other officers or agents as are deemed necessary. The responsibility of the Secretary-Treasurer of the Board of Directors may be delegated to the Business Manager whose duties shall include recording Board proceedings, preparing financial statements, and publishing in a newspaper of general circulation, as designated by the Board of Directors, such notices and records of the NESC as are required by law.
- 4.5** The Board of Directors shall be responsible for the administrative and fiscal control of the NESC. The Board shall have the authority to employ all personnel, negotiate terms and conditions of employment and terminate employees as provided by law; to establish policy; to adopt a budget; to approve or disapprove monthly and annual financial reports; to approve or disapprove the payment of claims; to approve or disapprove the record of Board proceedings; and to perform any other business as is deemed necessary.
- 4.6** The Advisory Board shall consist of the Superintendent or Chief Executive Officer of each member school district. The Advisory Board will elect a President from the membership and such other officers or agents as is deemed necessary. The responsibility of the Secretary-Treasurer of the Advisory Board may be delegated to the Business Manager whose duties shall be as stated in Article IV, 4.4.
- 4.7** The Advisory Board shall meet with times and dates to be determined by the Director and the Advisory Board President. The President of the Advisory Board may call special meetings as necessary. Notification will be made in sufficient time to permit member presence.
- 4.8** The Advisory Board shall make administrative recommendations to the Board of Directors concerning the employment of personnel, policy, financial, and any other administrative functions as are deemed necessary for the successful operation of the NESC.
- 4.9** No later than the August meeting of the Board of Directors, the Board President shall appoint a six member Steering Committee from its membership with one alternate member. Membership on the committee will include the Board of

Directors' Chairperson, Vice Chairperson, and a minimum of two members from member districts with enrollments of 400 upward, two with enrollments of 251-399, and two with enrollments of 0-250. The December 1 K-12 enrollments of the previous school year will be used. The committee shall meet at their discretion with dates, time and location of meeting selected by the committee. The committee will review the NESC By-Laws on an annual basis and discuss pertinent NESC issues. The committee will make recommendations and suggest updates to the Board of Directors and Advisory Board. Compensation and mileage reimbursement will be paid by NESC at a rate authorized by the Board of Directors.

ARTICLE V

Means of Finance

- 5.1** The NESC will receive, budget, and expend funds available to it from state, federal, and other sources.

- 5.11** Medicaid billing services for member school districts will be funding by assessing every member school district \$500.00. The remaining program costs will be prorated and assessed to the member districts based on the percentage of Medicaid claims submitted for each school district during the period of January 1 through December 31 of each calendar year.

- 5.2** All program costs not supported by state and/or federal sources, with the exception of the Advisory board members' mileage and the Board of Directors' expenses (to include salary, social security and mileage), will be assessed to the member school districts. Administrative, other Governing board expense, Fiscal Services, Capital Acquisitions, and Contingency costs will be distributed fifty percent (50%) on a membership basis and fifty percent (50%) on a special education child count basis. All other program costs will be funded on a special education child count basis. Non-special education services are provided based on a general fund assessment to member districts on a per pupil basis. Also, for billing purposes, operational and other administrative costs will be allocated to each of the services provided. Member school districts shall make monthly payments. Membership will be defined as equal distribution of costs to each member district. Per pupil basis will be defined by the K-12 enrollment as of December 1 of the prior school year. Special education child count basis will be defined as the total number of students identified as being on an Individual Education Program (IEP) as of December 1 of the prior school year. Member school districts will be responsible for submitting this information to the NESC Business Manager at the time it is collected. This By-Law will be reviewed every three years with the next review being in 2018-2019. Any changes resulting from the review will become effective the ensuing school year. (Adopted 11-16-2009)

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

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

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

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

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

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

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

ARTICLE VI

Adoption and Amendments

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

ARTICLE VII

Dispute Resolution

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

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

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

ARTICLE VIII

Parliamentary Authority

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

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
Contract Amendments
Unit 1

Physical Therapists

Nancy Crump
Kari Holden
Kristina Suttan

Occupational Therapists/Assistants

Stephanie Hayunga
Nicol Huyvaert
Jamie Wiesner
Kelsey Kringen
Sarah Whipkey

School Psychologists

Melissa Gent
Traci Ann Graham
Maria Meyer
Shelly Skogstad

Psychological Examiner

Kris Street
Nikki Johnson

Academic Evaluator

Jessica Fischer

FTE for School Psychology Department

2017-2018		
Gent, Melissa	School Psychologist	1.00
Lindner, Wendi	Academic Evaluator	0.15
Meyer, Maria	School Psychologist	1.00
Nelson, Angie	School Psychologist	0.80
Nelson, Anneke	School Psychologist	0.69
Skogstad, Shelly	School Psychologist	1.00
Sprang, Chantel	Psych Examiner	1.00
Street, Kris	Psych Examiner	1.00
Total FTE:		6.64

2018-2019		
Fischer, Jessica	Psych Examiner ?	1.00
Gent, Melissa	School Psychologist	1.00
Graham, Traci	School Psychologist	1.00
Johnson, Nikki	Psych Examiner	1.00
Lindner, Wendi	Academic Evaluator	0.15
Meyer, Maria	School Psychologist	1.00
Nelson, Angie	School Psychologist	0.50
Skogstad, Shelly	School Psychologist	1.00
Street, Kris	Psych Examiner	0.80
Total FTE:		7.45

School Psychologists require an education level of Ed.S. and are not limited in regards to testing and interpretation. They have special expertise in mental health, learning, behavior, and interpretation.

Psych Examiners require an education level of M.A. and are not limited in regards to testing and interpretation, but their reports must be signed by a supervising school psychologist. They also have special expertise in mental health, learning and behavior.

Academic Evaluators require an education level of B.A. and have some limitations in regards to testing. They do not always have special expertise.

Brand new personnel require additional supervision.

Northeast Educational Services Cooperative (NESC)

Board Member Orientation

July 16, 2018

7:00 pm



**310 5th Street
PO Box 327
Hayti, SD 57241
(605) 783-3607 Phone
(605) 783-3259 Fax
www.nesc.k12.sd.us**

What is Northeast Educational Services Cooperative (NESC)?

- NESC consists of a group of school districts joined together to form an educational service unit authorized under South Dakota Law
- NESC was organized in 1980 with 15 member school districts
- The Cooperative has grown to include 23 member school districts and has expanded to include a variety of special education and other supplemental services
- The 23 member districts include:
 - Arlington, Britton-Hecla, Castlewood, Clark, DeSmet, Deubrook, Deuel, Elkton, Enemy Swim Day School, Estelline, Florence, Hamlin, Henry, Iroquois, Lake Preston, Rosholt, Sioux Valley, Summit, Waubay, Waverly/South Shore, Webster Area, Willow Lake, Wilmot

Why did NESC form?

- Prior to 1975, education for children with disabilities was not federally regulated
- In 1975, PL 94-142 Education for all Handicapped Children Act (EAHCA) was enacted providing:
 - Free Appropriate Public Education (FAPE)
 - Parental/Student Rights
 - Assistance to local education agencies in providing education to students with disabilities
- PL 94-142 has been reauthorized three times and is now known as the IDEIA (Individuals with Disabilities Education Improvement Act), which is based on six key principles:
 - FAPE for children with disabilities from birth through age 21
 - Appropriate Evaluation
 - Individualized Educational Program & Processes
 - Least Restrictive Environment
 - Parent & Student Participation
 - Procedural Safeguards
- NESC exists to support individual member school districts in meeting the requirements of the IDEIA and to provide required services more effectively and efficiently than an individual member district could provide by itself

How many students are identified as special needs?

Age of child	Known as:	Child Find	Services	Number of Students
B-3	Part C	School District	State Part C program*	June 30, 2018 31 Part C 17 Prolonged Assistance
3-21	Part B	School District	Resident District	December 1, 2017 1,107 kids Deaf Blind-0 Emotional Disturbed-49 Cognitive-79 Hearing Impaired-8 Specific Learning Disability-544 Multiple-31 Orthopedic Impairment-5 Visual Loss-1 Deaf-3 Speech Language-180 Other Health Impairment-101 Autism-42 Traumatic Brain Injury-1 Developmental Delay-63

How many employees are employed by NESCS?

Department	# of Employees assigned	FTE
Administration	3	3
Office Staff	2	1.6
Speech Language Pathologist (SLP)	15	14.19
Early Childhood (EC)	5	4.6
Reading Recovery	1	.48
Center Base—Instructor	3	3
Center Base—Paraprofessional	5*	5
Physical Therapist (PT)	3	3
Occupational Therapist (OT)	3	2.63
Certified Occupational Therapy Assistant (COTA)	2	1.8
School Psychologist	5	4.5
Psychological Examiner	2	1.8
Academic Evaluator	2	1.15
Technology Coordinator	1	.20
Transition Specialist	1	.20
Teaching & Learning Specialist	1	.45
Education Specialist	2	1.15
Totals	52 (unduplicated)	48.15
*Needing to hire 4 additional paraprofessionals		

How is NESC funded?

- Funding comes from multiple sources including federal, state, and local tax revenue

How is NESC governed?

- NESC is governed by a Board of Directors consisting of one representative from each of the school boards of its 23 member districts
- NESC's Board of Directors meets monthly:
 - July 16, 2018
 - August 20, 2018
 - September 17, 2018
 - October 15, 2018
 - November 19, 2018
 - December 17, 2018
 - January 21, 2019—Martin Luther King Day
 - February 18, 2019—Presidents' Day
 - March 18, 2019
 - April 15, 2019
 - May 20, 2019
 - June 17, 2019
- NESC also has a Board of Advisors consisting of the 23 member district superintendents. This board also meets monthly and provides recommendations to the Board of Directors.
- **Steering/Negotiations Committee:** No later than the August meeting of the Board of Directors, the Board President shall appoint a six member Steering Committee from its membership with one alternate member. Membership on the committee will include the Board of Directors' Chairperson, Vice Chairperson, and a minimum of two members from member districts with enrollments of 400 upward, two with enrollments of 251-399, and two with enrollments of 0-250. The December 1 K-12 enrollments of the previous school year will be used. The committee shall meet at their discretion with dates, time and location of meeting selected by the committee. The committee will review the NESC By-Laws on an annual basis and discuss pertinent NESC issues. The committee will make recommendations and suggest updates to the Board of Directors and Advisory Board. Compensation and mileage reimbursement will be paid by NESC at a rate authorized by the Board of Directors.

What Programs and Services does NESC provide?

- Direct Services/Core Programs
 - School Psychology
 - Speech Therapy
 - Occupational Therapy
 - Physical Therapy
 - Early Childhood Special Education
 - Transition
- Additional Services Provided by NESC
 - Comprehensive Plan Development
 - Federal Flow Through Applications
 - Medicaid Billing
 - Part C Billing
 - Technical Assistance/Special Education Compliance
 - Developmental Screenings
 - Extended School Year Management
- Optional Services
 - Center Base Program
 - Reading Recovery
 - Drug and Alcohol Testing Pool
 - Teaching & Learning Specialists
 - Section 504 Assistance
 - Professional Development
 - Competitive Group Bidding for:
 - ✓ Paper Purchases
 - ✓ APEX Seats (Virtual Learning Curriculum)
 - ✓ Board Certified Behavioral Analyst (BCBA) Services

Questions

- Jerry Aberle, Director. Jerry.Aberle@k12.sd.us; 605.783.3607
- Tim Frewing, Assistant Director. Tim.Frewing@k12.sd.us; 605.783.3607
- Tiffany Stormo, Business Manager. Tiffany.Stormo@k12.sd.us; 607.783.3607

Special Education Acronyms



504:	Section 504 of the Rehabilitation Act Alternative
AAC:	Augmentative Communication
ABA:	Applied Behavioral Analysis
ADA:	Americans with Disabilities Act
ADD:	Attention Deficit Disorder
ADHD:	Attention-Deficit Hyperactivity Disorder
APE:	Adaptive Physical Education
ASD:	Autism Spectrum Disorders
ASL:	American Sign Language
AT:	Assistive Technology
AYP:	Adequate Yearly Progress
BIP:	Behavioral Intervention Plan
CASE:	Council of Administrators for Special Education
CD:	Cognitive Disability
CF:	Cystic Fibrosis
CP:	Cerebral Palsy
DB:	Deaf-Blindness
DD:	Developmental Delay
DOE:	Department of Education
DPHO:	Due Process Hearing Officer
DS:	Down Syndrome
EC:	Early Childhood
ECF:	Extraordinary Cost Funds
ED:	Emotional Disturbance
EI:	Early Intervention
EL:	English Learners
ESEA:	Elementary and Secondary Education Act
ESSA:	Every Student Succeeds Act
ESY:	Extended School Year
FAPE:	Free Appropriate Public Education
FAS:	Fetal Alcohol Syndrome
FBA:	Functional Behavioral Assessment
FERPA:	Family Educational Rights and Privacy Act
HI:	Hearing Loss
IDEA:	Individuals with Disabilities Education Act
IEE:	Individualized Educational Evaluation
IEP:	Individualized Education Program
IFSP:	Individualized Family Service Plan
IQ:	Intelligence Quotient
LEA:	Local Education Agency
LRE:	Least Restrictive Environment

MD:	Multiple Disabilities
MTSS:	Multi-Tiered System of Supports
OHI:	Other Health Impaired
OI:	Orthopedic Impairments
O & M:	Orientation and Mobility Services
OSEP:	Office of Special Education Programs (Federal DOE)
OT:	Occupational Therapy
PBIS:	Positive Behavioral Intervention and Supports
PDD:	Pervasive Developmental Disorder
PLAAFP:	Present Levels of Academic Achievement and Functional Performance
PPWN:	Parental Prior Written Notice
PT:	Physical Therapy
RTI:	Response to Intervention
SAT:	Student Assistance Team
SEA:	State Education Agency
SLD:	Specific Learning Disabilities
SLP	Speech Language Pathologist
SPED:	Special Education
TBI:	Traumatic Brain Injury
TSLP:	Transition Services Liaison Project
VI:	Vision Loss
Voc Ed:	Vocational Education
VR:	Vocational Rehabilitation

South Dakota Special Education Disability Categories

Campus Code	Defined Disability Category	Abbreviation(s)	Funding Level
500	Deaf-Blindness	DB	Level 3
505	Emotional Disturbance	ED/EBD	Level 2
510	Cognitive Disability	CD	Level 2
515	Hearing Loss	HL	Level 3
525	Specific Learning Disabilities	SLD/LD	Level 1
530	Multiple Disabilities	MD	Level 5
535	Orthopedic Impairment	OI	Level 3
540	Vision Loss	VI	Level 3
545	Deafness	Deaf	Level 3
550	Speech/Language Impairments	SL	Level 1
555	Other Health Impaired	OHI	Level 1
560	Autism	ASD	Level 4
565	Traumatic Brain Injury	TBI	Level 3
570	Developmental Delay	DD	Level 1

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

NESC BOARD POLICIES

2017-18

2018-19

"Broadening Educational Horizons"



Gerald Aberle, Director

Tim Frewing, Assistant Director

~~Briec 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 NESC Board members, all cooperative employees and agents, volunteers, contractors, or persons subject to the supervision and control of the Cooperative.

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

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

A. Definitions

1. Harassment: Harassment consists of physical or verbal conduct related to a person's gender, race, color, religion, creed, ancestry, national origin, age, disability, or other basis prohibited by law when the conduct is so severe, pervasive, and objectively offensive that it:

- a. has the purpose of effecting or creating an intimidating, hostile or offensive working or academic environment;
- b. has the purpose or effect of substantially or unreasonably interfering with an individual's work performance which deprives the staff member access to employment or academic opportunities.

2. Sexual Harassment: Sexual harassment is any unwelcome sexual advances(s), request(s) for sexual favors and/or other verbal, physical, and/or visual contact(s) of a sexual nature, or communication of a sexual nature when:

- a. submission to such conduct or communication is made, either explicitly or implicitly, a term of person's initial employment; or
- b. submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting a student's ability to learn or participate in school activities, or in hiring, evaluation, retention, promotion, or any other aspect of employment; or
- c. such conduct or communication has the purpose or effect of interfering with an individual's ability to learn or work, creating an intimidating, hostile, or offensive working or educational environment; or
- d. such conduct is so severe, pervasive, and objectively offensive that such conduct or communication has the purpose or effect of depriving the employee access to employment opportunities or benefits provided by the Cooperative or depriving a student of educational opportunities.

3. Sexual harassment may include but is not limited to:

- a. unwelcome verbal harassment or abuse based upon gender;

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

B. Reporting Incidents of Harassment

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

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

C. Investigation

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

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

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

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

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

D. Cooperative Action

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

E. Prohibition against Retaliation

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

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

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

F. False Charges

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

G. Uncomfortable Situations

The Cooperative recognizes that not every uncomfortable situation constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory effect on

employment or learning environment requires a determination based on all the facts and surrounding circumstances. False accusations can have a serious detrimental effect on innocent parties.

H. Discipline

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

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. NESC employees must submit to a drug or alcohol test when requested by NESC Administration. A declined test will constitute a failed test.

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 13-32-20 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 NESC Administration. NESC Administration will ensure the parent or guardian of the student affected will also be notified.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, July 16, 2018 - 7:00 P.M.**

2017-18 FISCAL YEAR:

1. Call to Order
2. Agenda review, changes, and approval
3. Introduction of guests: _____
4. Conflicts of Interest
5. Public comment
6. Approval of June 2018 financial report
7. Consent Agenda
 - a. Approval of June 18, 2018 meeting minutes
BOARD ACTION: _____

 - b. Approval of payment of final FY 18 budget claims
BOARD ACTION: _____

8. Appoint Business Manager as President Pro-Tem
9. Adjourn meeting for the FY 2018

2018-19 FISCAL YEAR

1. Call to order
2. Elect President
3. Elect Vice President
4. FY 2019 budget hearing
5. Adopt FY 2019 budget
6. Consent Agenda
 - a. Approval of July 2018 claims.
BOARD ACTION: _____

 - b. Designate Official Depository - - Reliabank - - Hayti, SD
BOARD ACTION: _____

c. Authorize Chairman to be added to signature card

BOARD ACTION: _____

d. Authorize official Newspaper - - Watertown Public Opinion

BOARD ACTION: _____

e. Designate Legal Counsel - - Rodney Freeman

BOARD ACTION: _____

f. Designate Business Manager as official custodian of accounts

BOARD ACTION: _____

g. Adopt travel rates

i. In state -- \$.42 per mile, \$6 breakfast, \$11 noon lunch, \$15 dinner; actual cost for lodging

ii. Out of state -- \$.42 per mile, \$10 breakfast, \$14 noon lunch, \$21 dinner; actual cost for lodging

BOARD ACTION: _____

h. Appoint Title IX and 504 Coordinator - - Tim Frewing

BOARD ACTION: _____

i. Adopt NESC By-Laws

BOARD ACTION: _____

j. Designate Director Aberle and Business Manager Stormo as federal program agents

BOARD ACTION: _____

k. Designate Director Aberle and Business Manager Stormo as purchasing agents

BOARD ACTION: _____

l. Set Board of Director's pay for special committees -- \$40 per meeting, \$.42 per mile

BOARD ACTION: _____

m. Approval of contract amendments for Unit 1 employees

BOARD ACTION: _____

n. Approval of adding Oldham/Ramona being added to Cooperative Purchasing Contract,
\$50; 21 districts; @ \$50; \$1,050.00

BOARD ACTION: _____

o. Approval of Apex agreement; 56 seats @ \$150 per seat; \$8,400.00

BOARD ACTION: _____

p. Approval of contract; Angie Nelson, School Psychologist; 94 days, \$27,254.40

BOARD ACTION: _____

q.

BOARD ACTION: _____

7. Discussion Items

a. Assistant Director's Report

BOARD ACTION: _____

b. Director's Report

BOARD ACTION: _____

c. NESC Board Policies

BOARD ACTION: _____

d. NESC Board of Directors—District representatives for 2018-19 and preferred method of receiving board information

BOARD ACTION: _____

e. Website: nesc.k12.sd.us

BOARD ACTION: _____

f. _____

BOARD ACTION: _____

8. Action Items

a. Approve NESC Board policies for 2018-19

BOARD ACTION: _____

b. _____

BOARD ACTION: _____

9. Executive Session: (If needed)

a.