

**Cory Akin**  
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
- Oldham-Ramona #39-5
- Rosholt #54-4
- Sioux Valley #5-5
- Summit #54-6
- Waubay #18-3
- Waverly #14-5
- Webster Area #18-5
- Willow Lake #12-3
- Wilmot #54-7

**Northeast Educational Services Cooperative**  
P.O. Box 327 • Hayti, South Dakota 57241  
605-783-3607 • Fax 605-783-3259

September 17, 2020

Dear NESC Board Members:

Our September board meeting will be held on September 21, 2020. It will begin at 7:00 pm. You may attend the meeting in person, via Zoom, or telephone. Depending on your preference, information for all three options is below.

**Physical Location of meeting:**

Ramkota Hotel and Convention Center—Cattail Room  
1901 9th Ave SW, Watertown, SD 57201

**To Join Zoom Meeting; Video and Audio:**

Register in advance for this meeting:

[https://sdk12.zoom.us/meeting/register/tJwtfuCqqjkuE9y3774CymZn3iJSejqB\\_\\_m8](https://sdk12.zoom.us/join/https://sdk12.zoom.us/meeting/register/tJwtfuCqqjkuE9y3774CymZn3iJSejqB__m8)

After registering, you will receive a confirmation email containing information about joining the meeting.

**To Join by Phone Only:**

Dial: 1-312-626-6799

Meeting ID: 980 9924 2498

Participant ID: Not needed

Password: 340703

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

See you Monday evening at 7:00 pm.

Sincerely yours,



Jerry Aberle

# NESC BOARD OF DIRECTORS' MEETING

Proposed Agenda

Date: September 21, 2020

Time: 7:00 P.M.

Ramkota Hotel and Watertown Event Center

1901 9th Ave SW, Watertown, SD 57201

Cattail Room

1. Call to order
2. Introduction of guests
3. Public Comment
4. Agenda review, changes, and approval
5. Conflicts of Interest
6. Approval of August 2020 financial report
7. Consent Agenda
  - a. Approval of August 17, 2020 meeting minutes
  - b. Approval of payment of September 2020 budget claims
  - c. Approval of vehicle lease agreement—Clark School District, State mileage rate
  - d. Approval of contract amendment—Lisa Mickelson-Strubel, OT; 6 days at \$325.00 per day; \$1,950.00
  - e. Approval of contract for services—Dakota Education Consulting; \$6,995.00 plus mileage and copying/printing expenses
  - f. Approval of purchased services agreement—Florence School District; 10 days at \$500.00 per day; \$5,000.00
  - g. Approval of consultation agreement with the State of South Dakota; Contract 2021C-158; \$41,203.71
  - h. Approval of contract amendment—Lisa Reinhiller, Teacher and Learning/Education Specialist; 90 days at \$304.83 per day; \$27,434.61
8. Discussion Items
  - a. Assistant Director Report
  - b. Director Report
  - c. Advisory Board Meeting
  - d. Surplus vehicles
  - e. Policy updates
  - f. NESC Employees as critical infrastructure workers
  - g. COVID-19 Sentinel Surveillance Testing
  - h. Hiring of the new director
  - i. Monthly meeting location
9. Action Items
  - a. Declare vehicles surplus and appoint 3 appraisers
  - b. Approval of budget amendment
  - c. Declare NESC Employees as critical infrastructure workers
  - d. Approval of COVID-19 Sentinel Surveillance Testing
  - e. Approval of the process for the hiring of the new director
10. Executive Session (If needed)
  - a. Personnel—SDCL 1-25-2(1). Discussing the qualifications, competence, performance, character or fitness of any public officer or employer or prospective public officer or employee
  - b. Negotiations—SDCL 1-25-2(4). Preparing for contract negotiations or negotiating with employee or employee representatives

## Physical Location of meeting:

Ramkota Hotel and Convention Center—Cattail Room

1901 9<sup>th</sup> Ave SW, Watertown, SD 57201

## To Join Zoom Meeting; Video and Audio:

Register in advance for this meeting:

[https://sdk12.zoom.us/join/register/tJwtfuCqqjkuE9y3774CymZn3iJSejqB\\_m8](https://sdk12.zoom.us/join/register/tJwtfuCqqjkuE9y3774CymZn3iJSejqB_m8)

After registering, you will receive a confirmation email containing information about joining the meeting.

## To Join by Phone Only

Dial: 1-312-626-6799

Meeting ID: 980 9924 2498

Participant ID: Not needed

Password: 340703

## Agenda Explanation

1. Call to order
2. Introduction of guests
3. Public Comment
4. Agenda review, changes, and approval
5. Conflicts of Interest
6. Approval of August 2020 financial report
7. Consent Agenda
  - a. Approval of August 17, 2020 meeting minutes. Please review enclosed minutes.
  - b. Approval of payment of September 2020 budget claims. Please review the enclosed budget claims.
  - c. Approval of vehicle lease agreement—Clark School District, State mileage rate. Clark will be leasing our spare mobility van.
  - d. Approval of contract amendment—Lisa Mickelson-Strubel, OT; 6 days at \$325.00 per day; \$1,950.00. This will be for an extra six days of service before January 1, 2021.
  - e. Approval of contract for services—Dakota Education Consulting; \$6,995.00 plus mileage and copying/printing expenses. The Board did agree to use Dakota Education Consulting to assist in the hiring of the new director.
  - f. Approval of purchased services agreement—Florence School District; 10 days at \$500.00 per day; \$5,000.00. Florence has agreed to purchase 10 days of Teacher and Learning Specialist days.
  - g. Approval of consultation agreement with the State of South Dakota; Contract 2021C-158; \$41,203.71. This contract would be to support one of districts with the MTSS (Multi-tiered System of Support) framework.
  - h. Approval of contract amendment—Lisa Reinhillier, Teacher and Learning/Education Specialist; 90 days at \$304.83 per day; \$27,434.61. This is for additional days through a contract we have secured from the state.
8. Discussion Items
  - a. Assistant Director Report.
  - b. Director Report.
  - c. Advisory Board meeting. The minutes are enclosed. Please review.
  - d. Surplus vehicles. I will be providing a list of vehicles I would like the Board to declare surplus.
  - e. Policy updates. Our Title IX policy will need to be updated. I would also recommend a public comment policy. A draft of both policies will be presented.
  - f. NESC employees as critical infrastructure workers. I will lead a discussion on this item.
  - g. COVID-19 Sentinel Surveillance Testing. I will lead a discussion on this item.
  - h. Hiring of new director. The Board should discuss the process for hiring the new director.
  - i. Monthly meeting location. This is the second month we have met at the Ramkota. What are the Board's thoughts?
9. Action Items
  - a. Declare vehicles surplus and appoint 3 appraisers
  - b. Approval of budget amendment. A budget amendment for the additional state contract will be presented.
  - c. Declare NESC employees as critical infrastructure workers
  - d. Approval of COVID-19 Sentinel Surveillance Testing
  - e. Approval of the process for the hiring of the new director
10. Executive session (If needed)
  - a. Personnel—SDCL 1-25-2(1). Discussing the qualifications, competence, performance, character or fitness of any public officer or employer or prospective public officer or employee
  - b. Negotiations—SDCL 1-25-2(4). Preparing for contract negotiations or negotiating with employee or employee representatives



**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>				
<b>August 1, 2020</b>	\$204,127.09	\$682,684.87	\$37,809.05	\$924,621.01

Receipts:

**Local Sources:**

1312 Center Base Tuition				\$0.00
1332 Extended School Year Tuition				\$0.00
1510 Interest	\$20.09	\$1,237.45		\$1,257.54
1941 ESA 1 OTHER SOURCES				\$0.00
1941 ESA 1 LEA Assessments				\$0.00
1941 Shared Services LEAs				\$0.00
1950 Refund Prior Year Expense				\$0.00
1990 Charges For Service				\$0.00
1990 SPED Assessments	\$566.11	\$198,618.59		\$199,184.70
1990 Reading Recovery	\$6,066.34			\$6,066.34
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous			\$2,410.75	\$2,410.75
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		\$3,375.62		\$3,375.62
3900 Part B Funds				\$0.00
3900 ESA 1				\$0.00

**Federal Sources:**

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

**Other Receipts:**

120 Accounts Receivable				\$0.00
140 Due from other Governments	\$340.00			\$340.00
Other Receipts				\$0.00

<b>Total Monthly Receipts</b>	<b>\$6,992.54</b>	<b>\$203,231.66</b>	<b>\$2,410.75</b>	<b>\$212,634.95</b>
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Balance Frwd plus Revenue to date	\$211,119.63	\$885,916.53	\$40,219.80	\$1,137,255.96
Manual Journal Entry				\$0.00
Manual Journal Entry Revenue				\$0.00
EOFY20 BMO				

**Less Salaries & Disbursements**

Salaries	\$4,841.20	\$295,715.02		\$300,556.22
Disbursements	\$42,053.88	\$38,738.47	\$3,308.46	\$84,100.81
<b>Less Total Salaries &amp; Disbursements</b>	<b>\$46,895.08</b>	<b>\$334,453.49</b>	<b>\$3,308.46</b>	<b>\$384,657.03</b>

**CASH BALANCE**

<b>August 31, 2020</b>	<b>\$164,224.55</b>	<b>\$551,463.04</b>	<b>\$36,911.34</b>	<b>\$752,598.93</b>
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**Balance Sheet**

Clearing Account XX-101-002	\$0.00	\$0.00	\$0.00	\$0.00
Checking Account XX-101	\$0.00	\$201,218.80	\$29,149.88	\$230,368.68
Money Market Savings XX-105	\$164,224.55	\$263,549.26	\$7,761.46	\$435,535.27
Certificates of Deposit XX-106	\$0.00	\$81,694.98	\$0.00	\$81,694.98
Imprest XX-108	\$0.00	\$5,000.00	\$0.00	\$5,000.00
<b>TOTALS</b>	<b>\$164,224.55</b>	<b>\$551,463.04</b>	<b>\$36,911.34</b>	<b>\$752,598.93</b>
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00



Regular; Processing Month 08/2020; 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	325.00	20.09	160.68	49.44	164.32
10 1941 014	ESA 1 LEA ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
10 1941 015	SHARED SERVICES-1 REV OTHER SOURCES-LEAs	74,437.97	0.00	74,437.97	100.00	0.00
10 1941 017	SHARED SERVICES GRANT	5,000.00	0.00	0.00	0.00	5,000.00
10 1990 009	NON-SP.ED. ASSESSMENTS	3,393.92	566.11	566.11	16.68	2,827.81
10 1990 012	READING RECOVERY ASSESSMENTS	28,765.95	6,066.34	16,633.41	57.82	12,132.54
10 1990 013	READING RECOVERY-OTHER LEAs	5,545.85	0.00	0.00	0.00	5,545.85
10 1990 018	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
10 1990 020	NORTHERN PLAINS	0.00	0.00	0.00	0.00	0.00
10 1990 073	D&A POOL ASSESSMENTS	13,000.00	0.00	3,281.94	25.25	9,718.06
10 1990 200	EXPENSED MILEAGE FROM SPED	261,430.00	0.00	0.00	0.00	261,430.00
Subtotal: LOCAL SOURCES		391,898.69	6,652.54	95,080.11	24.26	296,818.58
10 3119 022	GRANTS-IN-AID OTHER	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00
10 4175 022	REGULAR IDEA PART B - MTSS	41,203.71	0.00	0.00	0.00	41,203.71
Subtotal: FEDERAL SOURCES		41,203.71	0.00	0.00	0.00	41,203.71
10 5110	OPERATING TRANSFER IN	0.00	0.00	0.00	0.00	0.00
10 5130	SALE OF SURPLUS PROPERTY	0.00	0.00	0.00	0.00	0.00
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	0.00	0.00	0.00	0.00
Subtotal: 5000		0.00	0.00	0.00	0.00	0.00
Fund Total:		433,102.40	6,652.54	95,080.11	21.95	338,022.29

Regular; Processing Month 08/2020; 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	591,067.87	0.00	58,192.12	9.85	532,875.75
22 1312 100	TUITION-ESY	95,282.75	0.00	0.00	0.00	95,282.75
22 1510	INTEREST	1,700.00	1,237.45	1,501.50	88.32	198.50
22 1950	REFUND OF PRIOR YEAR EXPENSE	0.00	0.00	0.00	0.00	0.00
22 1990 002	MISCELLANEOUS-CENTER BASE	0.00	0.00	0.00	0.00	0.00
22 1990 003	SPED ASSESSMENTS	1,212,427.09	198,618.59	198,618.59	16.38	1,013,808.50
22 1990 018	MISCELLANEOUS	5,000.00	0.00	0.00	0.00	5,000.00
22 1990 019	SPECIAL PROJECTS INDIRECT COSTS	5,000.00	0.00	0.00	0.00	5,000.00
22 1990 020	NORTHERN PLAINS	0.00	0.00	0.00	0.00	0.00
22 1990 021	OLDHAM-RAMONA	10,000.00	0.00	0.00	0.00	10,000.00
Subtotal: LOCAL SOURCES		1,920,477.71	199,856.04	258,312.21	13.45	1,662,165.50
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	130,704.55	0.00	0.00	0.00	130,704.55
22 3900 013	STATE REVENUE: PART C FUNDS	40,000.00	3,375.62	5,671.94	14.18	34,328.06
22 3900 014	STATE REVENUE: PART B FUNDS	4,500.00	0.00	0.00	0.00	4,500.00
Subtotal: STATE SOURCES		175,204.55	3,375.62	5,671.94	3.24	169,532.61
22 4175 022	REGULAR IDEA PART B - MTSS	0.00	0.00	0.00	0.00	0.00
22 4175 475	REGULAR IDEA PART B 611	1,856,585.00	0.00	0.00	0.00	1,856,585.00
22 4175 476	REGULAR IDEA PART B 611-PRIVATE SCHOOL	0.00	0.00	0.00	0.00	0.00
22 4186 486	REGULAR IDEA PART B 619	53,425.00	0.00	0.00	0.00	53,425.00
Subtotal: FEDERAL SOURCES		1,910,010.00	0.00	0.00	0.00	1,910,010.00
22 5110	OPERATING TRANSFER IN	75,000.00	0.00	0.00	0.00	75,000.00
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		75,000.00	0.00	0.00	0.00	75,000.00
Fund Total:		4,080,692.26	203,231.66	263,984.15	6.47	3,816,708.11

**Revenue Summary Report**

Processing Month: 08/2020

User ID: TJS

Regular; Processing Month 08/2020; 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:	4,513,794.66	209,884.20	359,064.26	7.95	4,154,730.40



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	\$34,311.80	\$1,952.27	\$3,904.54	11.38	\$30,407.26
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$120,641.68	\$0.00	\$0.00	0.00	\$120,641.68
2227	TECHNOLOGY SUPPORT	\$5,025.56	\$450.03	\$679.45	13.52	\$4,346.11
2319	BOARD OF EDUCATION SERVICES	\$11,805.33	\$163.37	\$5,461.98	46.27	\$6,343.35
2329	ADMINISTRATION	\$28,246.42	\$2,046.42	\$4,131.88	14.63	\$24,114.54
2529	ADMINISTRATION-FISCAL SERVICES	\$8,959.34	\$640.51	\$1,784.96	19.92	\$7,174.38
2542	OPERATION & MAINTENANCE BLDGS.	\$4,438.27	\$397.95	\$481.70	10.85	\$3,956.57
2545	VEHICLE SERVICE	\$221,674.00	\$34,244.53	\$58,465.07	26.37	\$163,208.93
2551	DRUG & ALCOHOL TESTING POOL	\$13,000.00	\$0.00	\$0.00	0.00	\$13,000.00
8110	OPERATING TRANSFERS OUT	\$75,000.00	\$0.00	\$0.00	0.00	\$75,000.00
<b>10</b>	<b>GENERAL FUND</b>	<b>\$523,102.40</b>	<b>\$39,895.08</b>	<b>\$74,909.58</b>	<b>14.32</b>	<b>\$448,192.82</b>
<b>22</b>	<b>SPECIAL EDUCATION FUND</b>					
1221	EXTENDED SCHOOL YEAR	\$95,282.75	\$40,522.36	\$74,144.07	77.81	\$21,138.68
1223	CENTER BASE DAY PROGRAMS	\$591,067.83	\$11,425.06	\$17,290.06	2.93	\$573,777.77
1226	EARLY CHILDHOOD SERVICES	\$379,670.38	\$4,634.31	\$7,556.26	1.99	\$372,114.12
2129	TRANSITION SUPPORT SERVICES	\$27,982.34	\$1,927.99	\$3,855.98	13.78	\$24,126.36
2142	PSYCHOLOGICAL SERVICES	\$661,366.47	\$12,042.86	\$17,367.51	2.63	\$643,998.96
2152	SPEECH PATHOLOGY SERVICES	\$1,144,817.70	\$8,345.81	\$17,386.10	1.52	\$1,127,431.60
2171	PHYSICAL THERAPY	\$323,290.24	\$22,156.73	\$43,968.64	13.60	\$279,321.60
2172	OCCUPATIONAL THERAPY	\$488,096.83	\$23,994.77	\$45,953.45	9.41	\$442,143.38
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$2,500.00	\$0.00	\$0.00	0.00	\$2,500.00
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$130,704.55	\$7,331.10	\$14,495.63	11.09	\$116,208.92
2227	TECHNOLOGY SUPPORT	\$50,813.97	\$4,546.60	\$6,862.58	13.51	\$43,951.39
2319	BOARD OF EDUCATION SERVICES	\$89,031.63	\$2,731.77	\$55,983.61	62.88	\$33,048.02
2329	ADMINISTRATION	\$285,602.72	\$20,694.00	\$42,105.24	14.74	\$243,497.48
2529	ADMINISTRATION-FISCAL SERVICES	\$90,588.84	\$6,476.26	\$18,046.69	19.92	\$72,542.15
2542	OPERATION & MAINTENANCE BLDGS.	\$44,876.01	\$4,023.61	\$4,870.37	10.85	\$40,005.64
2545	VEHICLE SERVICE	\$0.00	\$38.58	\$38.58	0.00	(\$38.58)
<b>22</b>	<b>SPECIAL EDUCATION FUND</b>	<b>\$4,405,692.26</b>	<b>\$170,891.81</b>	<b>\$369,924.77</b>	<b>8.40</b>	<b>\$4,035,767.49</b>
	<b>Grand Total:</b>	<b>\$4,928,794.66</b>	<b>\$210,786.89</b>	<b>\$444,834.35</b>	<b>9.03</b>	<b>\$4,483,960.31</b>

Activity Fund Balance Report - Summary - Exclude Encumbrances

08/2020 - 08/2020

Regular; Beginning Month 08/2020; Processing Month 08/2020; Accounts to Include Accounts with Activity; 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>
71 415 802	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	2,227.26	0.00	0.00	0.00	2,227.26
71 415 806	SPECIAL OLYMPICS SD-AMT HELD FOR OTHERS	22,773.32	90.46	0.00	0.00	22,682.86
71 430 800	IMPREST ACCOUNT	4,957.60	0.00	42.40	0.00	5,000.00
71 453	SANFORD FLEX	6,453.31	3,218.00	2,368.35	0.00	5,603.66
	Fund Total: 71	37,809.05	3,308.46	2,410.75	0.00	36,911.34

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, August 17, 2020

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, August 17, 2020 via Teleconference, Zoom and at Ramkota Hotel and Event Center in Watertown, SD. The meeting was called to order by President Akin at 7:01 P.M. and adjourned at 8:07 P.M.

**Members present:**

Jolene King, Arlington – left at 7:55 P.M.; Cory Akin, Castlewood; Malory McIntire, Clark; Barb Asleson, De Smet; Carie Knutson, Deubrook; Michelle Prins, Deuel; Arend Schuurman, Elkton; Lisa Lauterhahn – entered at 7:08 P.M., Enemy Swim Day School; Todd Bjorklund, Estelline; Jon Kahnke, Florence; Joe Homola, Hamlin; Paula Blue, Henry; Jerod Olson, Lake Preston; Zach Hildebrandt, Oldham/Ramona; Sue Braun, Rosholt; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Art Berger, Waubay; Penny Thyen, Waverly/South Shore – entered at 7:22 P.M.; Martin Looyenga, Webster; Tia Felberg, Willow Lake; Denise Lutkemeier, Wilmot

**Absent:**

Gary Brassfield, Britton-Hecla; Greg Bich, Iroquois

**Others Attending:**

NESC Staff Representatives: None present

Member District Superintendents: Mitch Reed, Florence; Jim Block, Webster

NESC Administration: Jerry Aberle, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

**Call to Order**

President Akin called the meeting to order at 7:01 P.M.

**Agenda review, changes, and approval**

*Action #21-8* Motion by D. Lutkemeier, second by C. Knutson, to approve the agenda as presented. King – aye, Akin – aye, McIntire – aye, Asleson – aye, Knutson – aye, Prins – aye, Schuurman – aye, T. Bjorklund – aye, Kahnke – aye, Homola – aye, Blue – aye, Olson – aye, Hildebrandt - aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

**Introduction of Guests**

Mitch Reed and Jim Block were introduced as guests.

**Conflicts of Interest**

No conflicts of interest were presented.

**Public Comment**

No public comments were presented.



**Financial Report**

*Action #21-9* Motion by J. Homola, second by T. Bjorklund, to approve the financial report for the period ending July 31, 2020. King – aye, Akin – aye, McIntire – aye, Asleson – aye, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Kahnke – aye, Homola – aye, Blue – aye, Olson – aye, Hildebrandt - aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
<b>July 1, 2020</b>	<b>\$301,491.42</b>	<b>\$899,211.11</b>	<b>\$36,255.10</b>
<u>Receipts:</u>			
Local Sources	\$140.59	\$264.05	\$3,106.35
State Sources		\$2,296.32	
Federal Sources			
Other	\$8,117.64	\$146,983.95	
<u>Total Monthly Receipts</u>	<u>\$8,258.23</u>	<u>\$149,544.32</u>	<u>\$3,106.35</u>
Total Gross Receipts	\$309,749.65	\$1,048,755.43	\$39,361.45
Manual Journal Entries			
Less Salaries	\$4,829.61	\$288,314.98	
Less Disbursements	\$100,792.95	\$77,755.58	\$1,552.40
<u>Total Salaries &amp; Disbursements</u>	<u>\$105,622.56</u>	<u>\$366,070.56</u>	<u>\$1,552.40</u>
<b>Ending Cash Balance</b>			
<b>July 31, 2020</b>	<b>\$204,127.09</b>	<b>\$682,684.87</b>	<b>\$37,809.05</b>

**Consent Agenda**

*Action #21-10* Motion by G. Bjorklund, second by A. Schuurman, to approve the following items on the Consent Agenda: 7a) Approval of July 20, 2020 Board of Directors minutes; 7b) Approval of payment of August 2020 budget claims. 7c) Approval of propane contract, Hamlin County Farmers Cooperative, 2100 gallons of propane at \$1.13 per gallon - \$2,373.00. 7d) Approval of audit engagement letter for FY20, William Neale & Co., P.C. All present voting in favor, motion carried. King – aye, Akin – aye, McIntire – aye, Asleson – aye, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Kahnke – aye, Homola – aye, Blue – aye, Olson – aye, Hildebrandt - aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

**August 2020 Accounts Payable**

**General Fund:** AAA PURE WATER WATERFILTER 8.87; APEX LEARNING APEX SEATS 7,000.00; ASBSD VIRTUAL JOINT CONV 27.00; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 373.25; CENEX FLEETCARD GASOLINE 944.39; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 8.51; DELYLE'S SOUTH 81 SERVICE, INC. MAINT 1,382.91; DON'S BODY SHOP MAINT 442.00; DUST TEX SERVICE, INC. JULY/AUG RUG RENTAL 9.62; ESTELLINE COMMUNITY OIL CO. MAINT 39.20; HAMLIN COUNTY FARMERS COOP FY21 PROPANE FILL 439.91; HAMLIN COUNTY PUBLISHING EMPLOYMENT ADD 2.26; JEFF'S VACUUM CENTER VACUUM REPAIR 4.09; KOGEL, SHERI BACKGROUND CHECK 6.14; MOBILITYWORKS OF TEA 2016 DODGE GRAND CARAVAN 30,000.00; NESC IMPREST 3.82; NESC PAYROLL AUG 2020 4,841.20; OFFICE PEEPS, INC.

BOARD SUPP - PPE 29.00; OTTERTAIL POWER CO. ELEC 25.92; PALMLUND AUTOMOTIVE MAINT 516.99; REUER, DYLAN  
LAWN CARE 10.80; SANFORD HEALTH PLAN HSA/FSA FEES 5.96; TOWN OF HAYTI WATER 3.20; W.W. TIRE SERVICE MAINT  
488.05; WATERTOWN FORD CHRYSLER MAINT 200.83; WR CAPITAL 1, LLC (RAMKOTA) INSERVICE MEALS/MTG FEE 81.16

**Fund Total: \$46,895.08**

**Special Education Fund:** AAA PURE WATER WATERFILTER 89.63; ASBSD VIRTUAL JOINT CONV 273.00; BMO MASTERCARD  
PURCH SVCS, TRAVEL, PHONE, SPLS 10,492.56; BRITTON-HECLA SCHOOL DISTRICT JULY 2020 ESY MI 67.62; CENTURY  
BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 86.01; DUST TEX SERVICE, INC. JULY/AUG RUG RENTAL 97.32;  
GRAHAM, TRACI FY21 NASP DUES 220.00; HAMLIN COUNTY FARMERS COOP FY21 PROPANE FILL 2,159.43; HAMLIN COUNTY  
PUBLISHING EMPLOYMENT ADD 22.74; HAYUNGA, STEPHANIE CB SUPP 22.49; JEFF'S VACUUM CENTER VACUUM REPAIR  
41.36; KOGEL, SHERI JUNE/JULY 2020 ESY MI 278.83; LEASE, JENNIFER JULY/AUG 2020 ESY MI 15.12; MARTIAN,  
EMILY JUNE/JULY 2020 ESY MI 181.44; MEYER, MARIA FY21 NASP DUES 220.00; PARENT JUNE/JULY 2020 ESY MI  
60.48; NESC IMPREST 38.58; NESC PAYROLL AUG 2020 295,715.02; OFFICE PEEPS, INC. BOARD SUPP - PPE 293.25;  
OTTERTAIL POWER CO. ELEC 262.13; PS PUBLISHING PARENT RIGHT HANDBOOKS 1,080.00; REUER, DYLAN LAWN CARE  
109.20; SANFORD HEALTH PLAN HSA/FSA FEES 60.24; SD DEPT. OF LABOR UNEMPLOYMENT CLAIM 270.42; SW/WC SERVICE  
COOPERATIVE BEHAVIOR ANALYST CONTRACT 21,443.68; TOWN OF HAYTI WATER 32.30; WR CAPITAL 1, LLC (RAMKOTA)  
INSERVICE MEALS/MTG FEE 820.64

**Fund Total: \$334,453.49**

**Discussion Items**

**Assistant Director's Report**

Assistant Director Frewing gave his monthly report.

**Director's Report**

Director Aberle gave his monthly report.

**Chairperson appointment of Steering/Negotiations Committee Members**

President Akin appointed the following to join himself and Vice-President C. Knutson on the steering committee: A.  
Schoorman, J. Homola, P. Blue, J. Olson, G. Bjorklund, and P. Thyen.

**Policy Updates**

Aberle reviewed the NESC policy updates.

**Declaring NESC Employees as essential workers**

Discussion was held on declaring NESC employees as essential workers.

**COVID-19 Sentinel Surveillance Testing**

Discussion was held on COVID-19 Sentinel Surveillance Testing.

**Action Items**

No action items were presented.

**Executive Session**

*Action #21-11* 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 A. Schuurman, second by G. Bjorklund to enter executive session at 7:50 P.M. King – aye, Akin – aye, McIntire – aye, Asleson – aye, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Kahnke – aye, Homola – aye, Blue – aye, Olson – aye, Hildebrandt - aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Thyen – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

President Akin declared the board out of executive session at 8:06 P.M.

**Adjournment**

*Action #21-12* With there being no further business, motion by A. Schuurman, second by J. Homola, to adjourn. Akin – aye, McIntire – aye, Asleson – aye, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Kahnke – aye, Homola – aye, Blue – aye, Olson – aye, Hildebrandt - aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Thyen – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

The next NESC Board of Directors meeting will be held at Ramkota Hotel and Watertown Event Center in Watertown, SD on Monday, September 21, 2020 at 7:00 P.M.

\_\_\_\_\_  
Cory Akin, President

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



## Northeast Educational Services Cooperative

## SEPTEMBER 2020 INVOICES

GENERAL FUND - 10

APEX LEARNING	APEX SEATS	2,100.00
ASBSD	SCHOOL LAW WEB	15.75
BULLERT AUTO	MAINT	472.84
CENEX FLEETCARD	MAINT & GASOLINE	2,010.33
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	14.95
CONSORTIUM ON REACHING EXCELLENCE IN EDUCATION, INC.	L.R. REGIS	500.00
DELYLE'S SOUTH 81 SERVICE, INC.	MAINT	180.14
DEUEL CO. CENEX	MAINT	81.37
DON'S BODY SHOP	MAINT	520.83
DUST TEX SERVICE, INC.	SEPT RUG RENT	4.81
EMC INSURANCE	FY21 ADD VEH COV	62.28
HAMLIN COUNTY FARMERS COOP	MAINT & GASOLINE	483.78
KORMANAGEMENT SERVICES, LLC	DRUG TEST QI	2,624.00
NESC PAYROLL	SEPT 2020	7,881.50
OFFICE PEEPS, INC.	BOARD SUPP - PPE	25.44
OHIO STATE UNIVERSITY, THE	SET UP/ENTRY FEE	990.00
OTTERTAIL POWER CO.	ELEC	26.96
PS PUBLISHING	PARENT RIGHT HANDBOOKS	40.50
SANFORD HEALTH PLAN	HSA/FSA FEES	5.96
SCHNEIDER, MEGAN	BACKGROUND CHECK	4.79
SERVICE PLUS, INC.	MAINT	1,336.41
TOWN OF HAYTI	WATER	3.20
UNIVERSITY OF SOUTH DAKOTA	TEACHER LEAD AFFIL	650.00
W.W. TIRE SERVICE	MAINT	226.54
<u>GENERAL FUND TOTAL:</u>		<u>20,262.38</u>

SPECIAL EDUCATION FUND - 22

ASBSD	SCHOOL LAW WEBINAR	159.25
BRITTON-HECLA SCHOOL DISTRICT	ESY MI	17.22
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	151.17
DUST TEX SERVICE, INC.	SEPT RUG RENTAL	48.66
EMC INSURANCE	FY21 ADD VEH COV	629.72
GENT, MELISSA	FY21 NASP DUES	220.00
MARTIAN, EMILY	ESY MI	15.12
NESC PAYROLL	SEPT 2020	282,748.73

PARENT	AUG 2020 MI	40.32
OFFICE PEEPS, INC.	CB SUPP - PPE/BOARD SUPP - PPE	482.26
OTTERTAIL POWER CO.	ELEC	272.55
PS PUBLISHING	PARENT RIGHT HANDBOOKS	409.50
SANFORD HEALTH PLAN	HSA/FSA FEES	60.24
SCHNEIDER, MEGAN	BACKGROUND CHECK	48.46
TOWN OF HAYTI	WATER	32.30
VAN HEERDE, CHRISTY	ESY MI	60.48
WENZ, MELODY	AUG 2020 MI	315.30
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>285,711.28</u>
<u>SEPTEMBER 2020 INVOICES TOTAL:</u>		<u>305,973.66</u>

GENERAL FUND - 10

AMAZON	ADMIN/TECH SUPP	10.97
HAMLIN COUNTY PUBLISHING	PAPER RENEWAL	4.05
HY-VEE FOOD STORE	BOA/FUNERAL FLOWERS	6.39
INNOVATIVE OFFICE SOLUTIONS	O&M SUPP	12.36
ITC TELECOM	AUG PHONE SERIVCE	41.46
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	1.00
<u>GENERAL FUND TOTAL:</u>		<u>76.23</u>

SPECIAL EDUCATION FUND - 22

AMAZON	CB/ED SPEC/OT/SLP/PSYCH/ADMIN/TECH SUPP	978.08
APPLE INC.	SLP SUPP	38.33
HAMLIN COUNTY PUBLISHING	PAPER RENEWAL	40.95
HY-VEE FOOD STORE	BOA/FUNERAL FLOWERS	64.60
INNOVATIVE OFFICE SOLUTIONS	O&M/PSYCH SUPP	286.64
ITC TELECOM	AUG PHONE SERIVCE	419.25
MARSHALL CO. HEALTHCARE CENTER	PT/OT SERIVCES	1,706.38
MEDBRIDGE, INC	TAX CREDIT	(9.00)
MISS JAMIE OT COURSES & MEMBERSHIPS	OT REGIS	99.00
PEARSON EDUCATION	PSYCH SUPP	6,555.25
SANFORD WEBSTER MEDICAL CENTER	JULY OT SERIVCES	2,175.06
SPECIAL OLYMPICS OF SD	CB SUPP	153.50
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	54.55
WAL-MART	CB SUPP	15.96
WIESER EDUCATIONAL, INC.	CB SUPP	77.97
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>12,656.52</u>

SEPTEMBER 2020 BMO INVOICES TOTAL:12,732.75



**INVOICE**

September 05, 2020

Northeast Educational  
310 5th Street  
Hayti, SD 57241

ATTN:

**Invoice Number: 0703531-2009**

**Invoice Amount: \$ 12,732.75**

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending September 05, 2020.

Your payment is due **October 02, 2020**.

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.

<b>BMO Harris Accounts</b>		<b>Diners Club Accounts</b>	
Payment By Mail		Payment By Mail	
BMO Harris P.O. Box 5732 Carol Stream, IL 60197-5732		Diners Club P.O. Box 5732 Carol Stream, IL 60197-5732	
Payment By Overnight Delivery		Payment By Overnight Delivery	
FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440		FIS BMO Harris Bank Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440	

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

<b>BMO Harris Accounts</b>	<b>Diners Club Accounts</b>
By Phone: 1-855-825-9234	By Phone: 1-800-2-DINERS (1-800-234-6377)
By e-mail: corporate.clientservices@bmo.com	By e-mail: dinersclub.service@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: 0703531-2009  
Amount Paid: \$ 12,732.75  
Payment Due Date: October 02, 2020

# 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 08/06/2020 to 09/05/2020

## Mapped Cards

### Billing Account 032304

Posting Date	Tran Date	Account	Supplier	Amount
08/26/2020	08/26/2020	XXXX-XXXX-XXXX-2304	Payment - Automatic Pymt Received	-90.46
			Debit Total USD	0.00
			Credit Total USD	-90.46
			Total USD	-90.46

### Billing Account 032312

Posting Date	Tran Date	Account	Supplier	Amount
08/26/2020	08/26/2020	XXXX-XXXX-XXXX-2312	Payment - Automatic Pymt Received	-10,865.81
			Debit Total USD	0.00
			Credit Total USD	-10,865.81
			Total USD	-10,865.81

### Center Base Castlewood

Posting Date	Tran Date	Account	Supplier	Amount
08/19/2020	08/18/2020	XXXX-XXXX-XXXX-7409	Wal-Mart #1500	15.96
			Debit Total USD	15.96
			Credit Total USD	0.00
			Total USD	15.96

### Aberle Jerry

Posting Date	Tran Date	Account	Supplier	Amount
08/20/2020	08/19/2020	XXXX-XXXX-XXXX-7027	Miss Jaime, O.T.	99.00
09/01/2020	08/31/2020	XXXX-XXXX-XXXX-7027	Special Olympics South	153.50
			Debit Total USD	252.50
			Credit Total USD	0.00
			Total USD	252.50

### Admin Nesc

Posting Date	Tran Date	Account	Supplier	Amount
08/10/2020	08/07/2020	XXXX-XXXX-XXXX-7540	Hy-Vee Sioux Falls 163	50.00
08/17/2020	08/15/2020	XXXX-XXXX-XXXX-7540	Innovative Office Solu	22.35
08/27/2020	08/26/2020	XXXX-XXXX-XXXX-7540	Innovative Office Solu	95.40

08/31/2020	08/28/2020	XXXX-XXXX-XXXX-7540	Innovative Office Solu	41.87	?	!
08/31/2020	08/29/2020	XXXX-XXXX-XXXX-7540	Innovative Office Solu	139.38	?	!
09/04/2020	09/03/2020	XXXX-XXXX-XXXX-7540	Pp Hamlincount	45.00	?	!
			Debit Total USD	394.00		
			Credit Total USD	0.00		
			Total USD	394.00		

**Stormo Tiffany**

Posting Date	Tran Date	Account	Supplier	Amount	
08/11/2020	08/10/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mf6km68k2	16.99	?
08/11/2020	08/10/2020	XXXX-XXXX-XXXX-0837	In Time Management Sy	55.55	?
08/12/2020	08/10/2020	XXXX-XXXX-XXXX-0837	Medbridge, Inc	-9.00	?
08/17/2020	08/14/2020	XXXX-XXXX-XXXX-0837	Marshall County Health	1,706.38	?
08/17/2020	08/14/2020	XXXX-XXXX-XXXX-0837	Sanford Credit Card Pm	2,175.06	?
08/17/2020	08/15/2020	XXXX-XXXX-XXXX-0837	Apple.Com/Bill	38.33	?
08/17/2020	08/15/2020	XXXX-XXXX-XXXX-0837	Interstate Telecomm Co	460.71	?
08/17/2020	08/16/2020	XXXX-XXXX-XXXX-0837	Amazon.Com Mm7dy64u2	27.99	?
08/18/2020	08/17/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mm8z18og0	16.75	?
08/19/2020	08/18/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mm3ca5ti2	8.29	?
08/19/2020	08/18/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mm1c225q1	30.95	?
08/20/2020	08/19/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mm2ju2zh0	32.90	?
08/20/2020	08/20/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mm7e55z60	22.96	?
08/20/2020	08/20/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mm2go00o2	54.01	?
08/21/2020	08/20/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mm6nw1qp1	14.59	?
08/21/2020	08/21/2020	XXXX-XXXX-XXXX-0837	Awl Pearson Education	6,555.25	?
08/24/2020	08/21/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mm33s5jm0	9.78	?
08/24/2020	08/21/2020	XXXX-XXXX-XXXX-0837	Amazon.Com Mm7lu3sf1	14.57	?
08/25/2020	08/25/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mm7sr8gu0	10.65	?
08/25/2020	08/25/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mm39o66o2	10.99	?
08/28/2020	08/26/2020	XXXX-XXXX-XXXX-0837	Wieser Educational	77.97	?
08/31/2020	08/28/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mm70y7rd2	17.72	?
08/31/2020	08/30/2020	XXXX-XXXX-XXXX-0837	Amazon.Com Mu7lb1151	79.37	?
09/01/2020	08/31/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mu76g9l02	30.86	?
09/01/2020	08/31/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mm5hx4900	399.99	?
09/02/2020	09/01/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US Mu2tz1322	12.99	?
09/03/2020	09/02/2020	XXXX-XXXX-XXXX-0837	Hy-Vee Watertown 1871	20.99	?
09/03/2020	09/03/2020	XXXX-XXXX-XXXX-0837	Amazon.Com Mu1m45oh0	176.70	?
			Debit Total USD	12,079.29	
			Credit Total USD	-9.00	
			Total USD	12,070.29	

Northeast Educational Services Cooperative  
Advisory Board Meeting  
Wednesday, September 2, 2020

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, September 2, 2020 at Hy-vee in Watertown, South Dakota. The meeting was called to order by Director Jerry Aberle at 10:04 A.M. and adjourned at 11:12 A.M.

Present: Brian Sampson, Arlington; Steve Benson, Britton-Hecla; Peter Books, Castlewood; Luanne Warren, Clark; Chad Schiernbeck, Deuel; Brian Jandahl, Elkton; Eric Bass, Estelline; Patrick Kraning, Hamlin; Todd Obele, Henry; Mike Fischer, Oldham/Ramona; Brian Nelson, Rosholt; Mike Schmidt, Summit; Alan Neville, Waubay; Jon Meyer, Waverly/South Shore; James Block, Webster; Chris Lee, Willow Lake; Larry Hulscher, Wilmot

Absent: Abi Van Regenmorter, DeSmet; Kimberly Kludt, Deubrook; Nadine Eastman, Enemy Swim; Mitch Reed, Florence; Mike Ruth, Iroquois; Dana Felderman, Lake Preston; Laura Schuster, Sioux Valley

Others Attending: Jerry Aberle, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

#### ADVISORY BOARD AGENDA

##### Call to Order

Director Jerry Aberle called the meeting to order at 10:04 A.M.

##### Introduction of Members

New members include Peter Books, Castlewood; Eric Bass, Estelline; Todd Obele, Henry; Mike Fischer, Oldham/Ramona; Alan Neville, Waubay

##### Laura Schuster President

Laura Schuster of Sioux Valley will stand as president for the 20-21 school year.

Motion by P. Kraning and second by B. Jandahl to approve Laura Schuster as president for FY21.

##### Financial Report

Business Manager Stormo reviewed the financial report for July 2020.

Motion by P. Kraning and second by B. Sampson to approve the July 2020 financial report.

##### Meeting dates for 20-21

Advisory Board will meet October 7, November 4, December 2, January 6, February 3, March 3, April 7 and May 5.

COVID & Virtual Instruction (when school is in session) for Students with Disabilities

Director Aberle discussed virtual (on-line) specialized instruction and services delivered to a student with a disability that is receiving on-line instruction. If the same amount of instruction and services are delivered as stated in the current IEP, then no amendment to the IEP is necessary. However, if the amount is different a district should have an IEP meeting and amend the IEP to reflect the changes in service amounts.

School Closure Spring 2020 and Compensatory Services

DOE is recommending that the IEP team for a student with a disability meet and determine if FAPE was provided during the closure.

Procedures for individual districts

Director Aberle informed the Superintendents that Cooperative employees will be following each district's policy concerning PPE.

Parent Rights and Procedural Safegaurds

Parent Rights and Procedural Safegaurd books were recently revised. New ones were printed and are being distributed.

Critical Infrastructure Employees

Discussion was held if districts are recommending their employees to be critical infrastructure.

Sentinel Surveillance Testing

Discussion was held on Sentinel Surveillance Testing at a district level. NESC staff could be selected at the districts they serve.

ARSD 24:05:27:10

Even if a private school or facility implements a child's individual educational program, responsibility for compliance with this section remains with the school district and the department.

Superintendent Rotation for Board meetings

Todd Obele will represent the small school, Mitch Reed will represent the medium school and Jim Block will remain the large school representative.

Adjournment

There being no further business, motion by P. Brooks, second by B. Jandahl to adjourn. All present voting in favor, motion carried.

Tiffany Stormo, Business Manager



**2020 - SURPLUS NESC VEHICLES****Odometer**

<b>2004 Dodge Stratus-Black</b>	<b>1B3EL36TX4N139644</b>	<b>S7300</b>	<b>149017</b>
<b>2005 Chevy Classic-Gold</b>	<b>1G1ND52F35M224140</b>	<b>S7692</b>	<b>146008</b>
<b>2006 Dodge Stratus-Green</b>	<b>1B3AL46T76N233360</b>	<b>S7876</b>	<b>111981</b>
<b>2005 Chevy Classic (silver)</b>	<b>1G1ND52F85M193371</b>	<b>S7878</b>	<b>144198</b>

**Article XX**  
**PUBLIC PARTICIPATION AT BOARD MEETINGS**

SDCL 1-25-1 provides the legal requirement to allow public participation at official board meetings of public agencies. Such meetings must be open to the public. Further, the Cooperative must post a public notice of its official meetings (including an agenda) and must reserve a time for public comment.

With that in mind, the Board invites and welcomes any member of the public to attend and participate in its meetings, within the following limitations (for both agenda and non-agenda items).

- A. Regularly-scheduled meetings are not public meetings but meetings of the Board held in public.
- B. Someone wanting to share comments must present that request to the Director or the Chairperson prior to the start of the meeting and must sign the register.
- C. So that public comments do not interfere unduly with the scheduled business of the Board, any one person will be limited to five minutes. When multiple speakers are present, the total time allotted for all of them will not exceed fifteen minutes. Further time may be allowed only at the discretion of the Chairperson.
- D. Public comments may not be argumentative, boisterous, disrespectful, threatening, or cause disruption in any other way.
- E. To promote concerns being heard and remedied at the lowest level possible, the Board will not hear complaints regarding any individual staff member or student. Instead, any criticism should be directed privately to the employee concerned (and should thereafter follow the chain of command).
- F. Meetings are closed to the public during executive sessions (SDCL 1-25-2).

The Board grants its Chairperson (or other presiding officer) authority to terminate the remarks of any individual who does not adhere to these rules established above.

## **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.
4. Title IX Coordinator: The Cooperative's Title IX Coordinator is designated by name during the July board meeting (and is generally the Assistant Director). When a complaint occurs related to discrimination or harassment on the basis of sex, the Title IX Coordinator responds to that complaint by exercising the following duties.
- a. Assist the complainant in filing a formal complaint (if so desired).
  - b. Provide respondents with written notice about the complaint.
  - c. Offer supportive measures to complainants and respondents.
  - d. After review of each Title IX complaint, either dismiss the complaint (if not within the jurisdiction of Title IX) or arrange an investigation.
  - e. When the complainant and the respondent are both willing to do so, facilitate an informal resolution of the complaint.
  - f. Maintain records of Title IX complaints, investigations, remedies, disciplinary actions, and appeals.

## B. Reporting Incidents of Harassment

Any person who believes he or she has been the victim of Title IX harassment shall report that incident to the Cooperative's Title IX Coordinator.

Any person who believes he or she has been the victim of other (non-Title IX) 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, that complaint shall be filed directly with the NESC Board of Director's Chairman. ~~The report shall be on a form for reporting harassment of any kind is available from the NESC Offices in the NESC policy manual.~~

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 **and determination that the complaint will not be dismissed**, the NESC Director **or Title IX Coordinator** ~~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.~~ **After considering the results of the harassment investigation, the Cooperative Director will make a determination of responsibility.**
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 **and respondent** will be advised of the Cooperative Director's decision in writing. **This decision must communicate the procedural steps taken, any findings of fact, and a determination of responsibility – for each allegation. The decision must also document the sanctions or remedies for each allegation.**
- 4.3. If either party is not satisfied with the decision rendered by the Director, he or she may request **an appeal** 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.

Title IX harassment determinations may only be appealed on the basis of the following circumstances.

- a. procedural irregularity
- b. new evidence not reasonably available
- c. conflict of interest against Title IX Coordinator, investigator, or decisionmaker

5.4. The Cooperative Board will render an appeal 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.

## Written Notice of Title IX Rights

You have become the subject of a Title IX (sexual harassment) complaint, the details of which are attached. These allegations need to be investigated, after which the Cooperative's Director will issue a determination of responsibility. If you are found to be responsible for sexual harassment, then disciplinary sanctions will be imposed.

However, at this time you are presumed not to be responsible for any allegations. Final responsibility will not be determined until later, following investigation and (if applicable) the grievance process. In the meantime, as the respondent to a Title IX complaint, you have the following rights.

- You have the right to detailed notice of the allegations, including the following.
  - o names of known parties
  - o conduct alleged
  - o date and location of conduct (if known).
- You have the right to have an attorney or non-attorney advisor.
- You have the right to prepare a response prior to any initial interview.
- You have the right to inspect and review evidence against you.
- You have the right to resolve an allegation informally, if you and the complainant would both agree to do so.
- If any new allegations would be uncovered during the course of investigation, you also have these rights with respect to the new allegations
- You have the right to appeal the determination of responsibility for these reasons.
  - o procedural irregularity
  - o new evidence not reasonably available
  - o conflict of interest against Title IX Coordinator, investigator, or decisionmaker

**Northeast Educational Services Cooperative  
Budget Supplemental 2020-2021**

RESOLUTION 21-1

Let it be resolved, that the Board of Directors for Northeast Educational Services Cooperative, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total:

<u>Appropriations:</u>		<u>General Fund</u>
10-2219-015	Shared Services	\$5,000.00
10-2219-022	MTSS – Multi-tiered Systems of Support	\$41,203.71
<b>Total Appropriations:</b>		<b><u>\$46,203.71</u></b>
<u>Means of Finance:</u>		
10-1941-017	Local Funds – Florence	\$5,000.00
10-4175-022	Federal – Multi-tiered Systems of Support	\$41,203.71
<b>Total Means of Finance:</b>		<b><u>\$46,203.71</u></b>

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President – Board of Directors

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Business Manager

## Board Resolution # 21-2

To ensure continuity of operations of essential functions, the Northeast Educational Services Educational Cooperative Board of Directors designates all Cooperative employees as **Critical Infrastructure Workers** for the duration of the COVID-19 pandemic and while the Cooperative is utilizing face-to-face instruction. The Northeast Educational Services Cooperative does not have available the necessary substitute staff in sufficient numbers, nor the necessary personnel to fill in for absent staff members, to keep the Cooperative's services in operation. The CDC advises that critical infrastructure workers may be permitted to continue working following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the school community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual (for 15 continuous minutes) with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical infrastructure workers who have had an exposure but remain asymptomatic will adhere to the following practices prior to and during their work shift:

1. Positive Case in the Employee's Household:

- Follow the Department of Health's quarantine period and return to work once quarantine has been lifted.

2. The SD Department of Health has deemed an employee as a close contact by a confirmed case of COVID-19 outside of the employee's home:

- Self-quarantine for 72 hours from the onset of the confirmed individual in which you were in close contact and return to work provided you remain asymptomatic and follow the below guidelines:

- **Pre-Screen:**

The employee will check their temperature and assess their symptoms prior to the employee starting work in the morning.

- **Regular Monitoring:**

As long as the employee does not have a fever or other symptoms associated with COVID-19, the employee should self-monitor for symptoms and check their temperature an additional two times during the school day.

- **Wear a Mask:**

The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.

- **Social Distance:**

The employee should maintain a social distance of 6 feet and practice social distancing as work duties permit in the workplace.

- **Disinfect and Clean Work Spaces:**

All work areas such as offices, bathrooms, common areas, and shared equipment will be cleaned routinely.

If the employee becomes ill with Covid-19-like symptomology during the school day, the employee will be sent home immediately. Surfaces in their workspace will be cleaned and disinfected. Appropriate notification to the SD Department of Health will be made following established protocols. Others at the school facility with close contact within 6 feet of the employee during this time would be considered a close contact.

NESC will work with each district on an individual basis to determine the safest avenue for the delivery of services. When possible, NESC will encourage alternative means of providing services to its member districts.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE  
BOARD OF DIRECTORS MEETING  
Monday, September 21, 2020 - 7:00 P.M.**

1. Call to Order
2. Introduction of guests
3. Public Comment
4. Agenda review, changes, and approval
5. Conflicts of Interest
6. Approval of August 2020 financial report
7. Consent Agenda
  - a. Approval of August 17, 2020 meeting minutes  

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  - b. Approval of payment of September 2020 budget claims  

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  - c. Approval of vehicle lease agreement--Clark School District, State mileage rate  

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  - d. Approval of contract amendment--Lisa Mickelson-Strubel, OT; 6 days at \$325.00 per day;  
\$1,950.00  

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  - e. Approval of contract for services--Dakota Education Consulting; \$6,995.00 plus mileage and  
copying/printing expenses  

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  - f. Approval of purchased services agreement--Florence School District; 10 days at \$500.00  
per day; \$5,000.00  

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  - g. Approval of consultation agreement with the State of South Dakota; Contract 2021C-158;  
\$41,203.71  

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  - h. Approval of contract amendment—Lisa Reinhillier, Teacher and Learning/Education  
Specialist; 90 days at \$304.83 per day; \$27,434.61  

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8. Discussion Items
  - a. Assistant Director's Report  

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  - b. Director's Report  

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c. Advisory Board Meeting

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d. Surplus vehicles

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e. Policy updates

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f. NESC Employees as critical infrastructure workers

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g. COVID-19 Sentinel Surveillance Testing

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h. Hiring of the new director

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i. Monthly meeting location

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9. Action items

a. Declare vehicles surplus and appoint 3 appraisers

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

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b. Approval of budget amendment

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

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c. Declare NESC Employees as critical infrastructure workers

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

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d. Approval of COVID-19 Sentinel Surveillance Testing

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

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e. Approval of the process for the hiring of the new director

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

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10. Executive Session (If needed)

- a. Personnel—SDCL 1-25-2(1). Discussing the qualifications, competence, performance, character or fitness of any public officer or employer or prospective public officer or employee
- b. Negotiations—SDCL 1-25-2(4). Preparing for contract negotiations or negotiating with employee or employee representatives