

NEC BOARD OF DIRECTORS' SPECIAL MEETING

Proposed Agenda

Date: October 7, 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. Discussion Items
 - a. Introduction of Tom Oster—Dakota Education Consulting
 - b. Development of the hiring process for the new Director
 - c.
 - d.
 - e.
7. Action Items
 - a. Approval of the process for the hiring of the new Director
 - b.
 - c.
8. 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 9th Ave SW, Watertown, SD 57201

To Join Zoom Meeting; Video and Audio:

Register in advance for this meeting:

https://sdk12.zoom.us/join/register/tJAoceqorjwqHdcLopJUH19ux_Ciq4ea5_hg

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: 945 6300 7073

Participant ID: Not needed

Password: 576350

Agenda Explanation

1. Call to order
2. Introduction of guests
3. Public Comment
4. Agenda review, changes, and approval
5. Conflicts of Interest
6. Discussion Items
 - a. Introduction of Tom Oster—Dakota Education Consulting.
 - b. Development of the hiring process for the new Director. A discussion will occur on the process and details related to the hiring of the new director.
 - c.
 - d.
 - e.
7. Action Items
 - a. Approval of the process for the hiring of the new Director.
 - b.
 - c.
8. 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

JOB DESCRIPTION FOR
DIRECTOR

I. Background Information

This position provides administrative oversight to all departments within both the Services Cooperative and the Educational Services Agency. Emphasis is placed on the development of effective programs and services for students with disabilities served by NESC member districts. The director promotes high quality and sound ethics in general and is accountable to the NESC Board of Directors.

II. Professional Responsibilities

- A. Coordinate and recommend policies and programs for the Board of Directors and Superintendents' Advisory Board.
- B. Communicate with school district administration and staff regarding pertinent issues.
- C. Work in cooperation with the NESC Business Manager
 - to develop and implement budgets,
 - to ensure accepted accounting standards are implemented, and
 - to ensure inventory is maintained.
- D. Serve as a resource person to member districts.
- E. Establish and review a special service delivery system in conjunction with member districts that complies with state and federal regulations.
- F. Complete state and federal forms relating to the Cooperative.
- G. Establish channels of communication between the NESC Board of Directors, Advisory Board of Superintendents, and members districts.
- H. Ensure employees are evaluated.
- I. Make personnel recommendations to the Board of Directors.
- J. Plan and write grants based on specific needs and availability of funding sources.
- K. Plan and arrange in-service where appropriate for NESC and LEA staff.
- L. Perform other duties as deemed appropriate by the Cooperative Board of Directors.

III. Qualifications

The director should have a master's degree in school administration with experiences in special education being beneficial and appropriate administration certification from the South Dakota Department of Education.



An Invitation to Apply for the Position of:

DIRECTOR OF COOPERATIVE

Northeast Educational Services Cooperative (NESC)

Hayti, SD

APPLICATION GUIDELINES

Application Process

To be considered for this position, the application and required documents must be submitted and received no later than **Tuesday, December 22** to Dakota Ed Consulting (DEC) via the online application system at www.dakotaedconsulting.org

Timelines:

- Post position: **Tuesday, November 17**
- Application Deadline: **Tuesday, December 22**
- Board Candidate Selection: **Thursday, January 7**
- Interviews: **Wednesday, January 13**
- Starting Date: **Thursday, July 1**

Requirements include:

- Letter of application:
- Resume:
- Two letters of reference:
- Email addresses for two additional references:
- Completed application form with necessary signatures – submitted electronically

For questions contact:

Tom Oster, 605-202-0172 or tom.oster@osterconsulting.com

- Applicants, and/or their designees, are asked not to contact members of the board of directors during this search process;
- Names of applicants will be held in strict confidence;
- Anyone representing DEC shall not discriminate based on gender, race, national origin, religion, creed, age, marital status, sexual orientation, or disability;
- The Northeast Educational Services Cooperative is an equal opportunity employer.

THE POSITION

Cooperative Director with a salary range and benefits to be determined.

Qualification:

The candidate must have the background, skills, and abilities essential for providing excellence in educational leadership for Northeast Educational Services Cooperative. The Cooperative Board recognizes that selecting a Director is one of the most important decisions for a Cooperative Board.

The Cooperative Board has identified the following characteristics required for the candidate of choice:

- Provide a strategic vision for the cooperative.
- Hold self and others accountable to high standards of performance.
- Accessibility and open-mindedness.
- Consideration of all points of view before making decisions.
- Effective communication skills at all levels.
- Ability to deal directly and fairly with faculty, staff, school administrators, students, parents, and community members.
- High visibility and engagement with the schools and communities.
- Strong fiscal management.
- Understanding of diversity and its impact on the educational environment.
- Exhibits self-confidence, models integrity, and inspires trust.

Cooperative Strengths:

- Strong commitment to improving educational outcomes for students with disabilities
- Fiscally sound school Cooperative
- Experienced administrative staff
- Highly competent providers
- Certified staff of 45 and classified staff of 10
- Offers approximately 20 services and programs
- Contracts with the state to provide B-3 services and several other contracts related to education
- Willing to grow
- Fully established Special Olympics Program

Cooperative Purpose Statement

NESC will work to provide specialized services to ensure that all children have the same opportunities to achieve success regardless of all challenges

Cooperative Website

<https://nesc.k12.sd.us/index.html>

Cooperative Board of Education

Cory Akin – President, Carie Knutson – Vice President, Lisa Amdahl, Barb Asleson, Art Berger, Greg Bich, Gene Bjorklund, Todd Bjorklund, Paula Blue, Gary Brassfield, Sue Braun, Tia Felberg, Zach Hildebrandt, Joe Homola, Jon Kahnke, Jolene King, Lisa Lauterhahn, Denise Lutkemeier, Martin Looyenga, Malory McIntire, Jerod Olson, Michelle Prins, Arend Schuurman and Penny Thyen

THE COMMUNITY

