

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

November 12, 2020

Dear NESC Board Members:

Our November board meeting will be held on November 16, 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/join/tJErFuivqz8jHnH5mrN0r1YwKZQmGJPET3cE>

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: 956 9175 4965

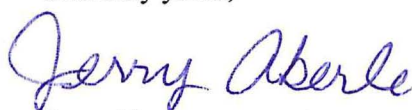
Participant ID: Not needed

Password: 426066

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: November 16, 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 October 2020 financial report
7. Consent Agenda
 - a. Approval of October 19, 2020 meeting minutes
 - b. Approval of payment of November 2020 budget claims
 - c.
 - d.
8. Discussion Items
 - a. FY 2020 audit report—Troy Hieb, William Neale & Co., P.C.
 - b. Assistant Director Report
 - c. Director Report
 - d. Advisory Board Meeting
 - e. Director job description
 - f. Rutland School joining NESC
 - g. Center Base placements
 - h. Critical Infrastructure Workers
 - i. DocuSign agreement
 - j.
 - k.
9. Action Items
 - a. Approval of FY 2020 audit report
 - b. Approval of Director job description
 - c. Approval of revised Critical Infrastructure Resolution #21-2
 - d. Approval of DocuSign agreement; \$2,294.00
 - e.
 - f.
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 9th Ave SW, Watertown, SD 57201

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To Join by Phone Only

Dial: 1-312-626-6799

Meeting ID: 956 9175 4965

Participant ID: Not needed

Password: 426066

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 October 2020 financial report
7. Consent Agenda
 - a. Approval of October 19, 2020 meeting minutes. Please review enclosed minutes.
 - b. Approval of payment of November 2020 budget claims. Please review the enclosed budget claims.
 - c.
 - d.
8. Discussion Items
 - a. FY 2020 audit report—Troy Hieb, William Neale & Co., P.C. The FY 2020 audit report will be presented.
 - b. Assistant Director Report.
 - c. Director Report.
 - d. Advisory Board meeting.
 - e. Director job description. The Board needs to finalize the Director job description.
 - f. Rutland School joining NESD. Please review the enclosed letter from the Rutland School District.
 - g. Center Base placements. I would like to have a discussion with the Board concerning non-member districts and placing a student in the center base program.
 - h. Critical Infrastructure Workers. Please review our current policy. It is attached. I would like the Board to consider a few minor adjustments.
 - i. DocuSign agreement. Many of our member districts would like to pursue the use of DocuSign. I will present to the Board a one year proposal.
 - j.
 - k.
9. Action Items
 - a. Approval of FY 2020 audit report.
 - b. Approval of Director job description.
 - c. Approval of revised Critical Infrastructure Resolution #21-2.
 - d. Approval of DocuSign agreement; \$2,294.00.
 - e.
 - f.
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
CASH BALANCE				
October 1, 2020	\$197,660.70	\$655,487.67	\$35,667.56	\$888,815.93

Receipts:

Local Sources:

1312 Center Base Tuition		\$35,183.58		\$35,183.58
1332 Extended School Year Tuition				\$0.00
1510 Interest	\$58.24	\$235.27		\$293.51
1941 ESA 1 OTHER SOURCES				\$0.00
1941 ESA 1 LEA Assessments				\$0.00
1941 Shared Services LEAs	\$5,000.00			\$5,000.00
1950 Refund Prior Year Expense				\$0.00
1990 Charges For Service				\$0.00
1990 SPED Assessments	\$276.40	\$101,035.65		\$101,312.05
1990 Reading Recovery	\$1,213.28			\$1,213.28
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous		\$135.21	\$3,526.12	\$3,661.33
1990 Northern Plains				\$0.00
1990 Special Projects-Indirect Cost				\$0.00
1990 Drug & Alcohol Pool				\$0.00
1990 Expensed Mileage	\$49,318.52			\$49,318.52

State Sources:

3119 Grants-in-Aid: Ed. Specialist				\$0.00
3900 Part C Funds		\$2,291.60		\$2,291.60
3900 Part B Funds		\$1,990.09		\$1,990.09
3900 ESA 1				\$0.00

Federal Sources:

4152 Title IIB (SD COUNTS)				\$0.00
4175 IDEA Part B 611		\$190,732.00		\$190,732.00
4175 IDEA Part B 611-Private				\$0.00
4186 IDEA Part B 619		\$5,183.00		\$5,183.00

Other Receipts:

120 Accounts Receivable				\$0.00
140 Due from other Governments	\$9,028.80	\$1,407.50		\$10,436.30
Other Receipts	\$5,691.35			\$5,691.35

Total Monthly Receipts	\$70,586.59	\$338,193.90	\$3,526.12	\$412,306.61
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Balance Frwd plus Revenue to date	\$268,247.29	\$993,681.57	\$39,193.68	\$1,301,122.54
Manual Journal Entry				\$0.00
Manual Journal Entry Revenue				\$0.00

Less Salaries & Disbursements

Salaries	\$8,282.50	\$285,582.96		\$293,865.46
Disbursements	\$11,785.44	\$88,939.47	\$6,863.23	\$107,588.14
Less Total Salaries & Disbursements	\$20,067.94	\$374,522.43	\$6,863.23	\$401,453.60

CASH BALANCE

October 31, 2020	\$248,179.35	\$619,159.14	\$32,330.45	\$899,668.94
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Balance Sheet

Clearing Account XX-101-002	\$0.00	\$0.00	\$0.00	\$0.00
Checking Account XX-101	\$3.29	\$308,851.64	\$24,568.99	\$333,423.92
Money Market Savings XX-105	\$248,176.06	\$223,612.52	\$7,761.46	\$479,550.04
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
TOTALS	\$248,179.35	\$619,159.14	\$32,330.45	\$899,668.94
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

Regular; Processing Month 10/2020; 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	58.24	271.17	83.44	53.83
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	5,000.00	5,000.00	100.00	0.00
10 1990 009	NON-SP.ED. ASSESSMENTS	3,393.92	276.40	1,135.15	33.45	2,258.77
10 1990 012	READING RECOVERY ASSESSMENTS	28,765.95	1,213.28	19,059.97	66.26	9,705.98
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	15.00	0.00	(15.00)
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	49,318.52	49,318.52	18.86	212,111.48
Subtotal: LOCAL SOURCES		391,898.69	55,866.44	152,519.72	38.92	239,378.97
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	3,491.50	3,491.50	0.00	(3,491.50)
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	2,199.85	2,199.85	0.00	(2,199.85)
Subtotal: 5000		0.00	5,691.35	5,691.35	0.00	(5,691.35)
Fund Total:		433,102.40	61,557.79	158,211.07	36.53	274,891.33

Regular; Processing Month 10/2020; 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	35,183.58	93,375.70	15.80	497,692.17
22 1312 100	TUITION-ESY	95,282.75	0.00	0.00	0.00	95,282.75
22 1510	INTEREST	1,700.00	235.27	1,928.85	113.46	(228.85)
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	101,035.65	404,142.60	33.33	808,284.49
22 1990 018	MISCELLANEOUS	5,000.00	135.21	135.21	2.70	4,864.79
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	136,589.71	499,582.36	26.01	1,420,895.35
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	2,291.60	11,280.50	28.20	28,719.50
22 3900 014	STATE REVENUE: PART B FUNDS	4,500.00	1,990.09	2,174.31	48.32	2,325.69
Subtotal: STATE SOURCES		175,204.55	4,281.69	13,454.81	7.68	161,749.74
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	190,732.00	190,732.00	10.27	1,665,853.00
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	5,183.00	5,183.00	9.70	48,242.00
Subtotal: FEDERAL SOURCES		1,910,010.00	195,915.00	195,915.00	10.26	1,714,095.00
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	336,786.40	708,952.17	17.37	3,371,740.09

Revenue Summary Report

Processing Month: 10/2020

Regular; Processing Month 10/2020; 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	398,344.19	867,163.24	19.21	3,646,631.42

EXPENDITURE SUMMARY

Regular; Processing Month 10/2020; Fund Number 10, 22

Account Number	Account Description	BUDGET	CURRENT MO.EXP.	EXP. TO DATE	% OF BUDGET	BALANCE AT EOM
10	GENERAL FUND					
1111	READING RECOVERY	\$34,311.80	\$2,210.08	\$9,869.52	28.76	\$24,442.28
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$120,641.68	\$4,026.69	\$7,419.22	6.15	\$113,222.46
2227	TECHNOLOGY SUPPORT	\$5,025.56	\$258.07	\$1,185.96	23.60	\$3,839.60
2319	BOARD OF EDUCATION SERVICES	\$11,805.33	\$377.20	\$5,953.40	50.43	\$5,851.93
2329	ADMINISTRATION	\$28,246.42	\$2,404.89	\$8,543.00	30.24	\$19,703.42
2529	ADMINISTRATION-FISCAL SERVICES	\$8,959.34	\$649.34	\$3,080.64	34.38	\$5,878.70
2542	OPERATION & MAINTENANCE BLDGS.	\$4,438.27	\$176.71	\$762.93	17.19	\$3,675.34
2545	VEHICLE SERVICE	\$221,674.00	\$9,964.96	\$73,742.27	33.27	\$147,931.73
2551	DRUG & ALCOHOL TESTING POOL	\$13,000.00	\$0.00	\$2,624.00	20.18	\$10,376.00
8110	OPERATING TRANSFERS OUT	\$75,000.00	\$0.00	\$0.00	0.00	\$75,000.00
10	GENERAL FUND	\$523,102.40	\$20,067.94	\$113,180.94	21.64	\$409,921.46
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$95,282.75	\$9,197.40	\$91,680.26	96.22	\$3,602.49
1223	CENTER BASE DAY PROGRAMS	\$591,067.83	\$48,615.99	\$95,145.64	16.10	\$495,922.19
1226	EARLY CHILDHOOD SERVICES	\$379,670.38	\$31,495.26	\$66,415.18	17.49	\$313,255.20
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2129	TRANSITION SUPPORT SERVICES	\$27,982.34	\$2,235.85	\$8,019.82	28.66	\$19,962.52
2142	PSYCHOLOGICAL SERVICES	\$661,366.47	\$56,346.18	\$126,171.16	19.08	\$535,195.31
2152	SPEECH PATHOLOGY SERVICES	\$1,144,817.70	\$94,927.79	\$201,706.20	17.62	\$943,111.50
2171	PHYSICAL THERAPY	\$323,290.24	\$27,009.20	\$93,438.90	28.90	\$229,851.34
2172	OCCUPATIONAL THERAPY	\$488,096.83	\$34,182.87	\$107,242.13	21.97	\$380,854.70
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$2,500.00	\$0.00	\$0.00	0.00	\$2,500.00
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$130,704.55	\$9,095.57	\$31,735.32	24.28	\$98,969.23
2227	TECHNOLOGY SUPPORT	\$50,813.97	\$2,605.64	\$11,976.30	23.57	\$38,837.67
2319	BOARD OF EDUCATION SERVICES	\$89,031.63	\$3,813.91	\$60,952.44	68.46	\$28,079.19
2329	ADMINISTRATION	\$285,602.72	\$23,904.47	\$86,296.72	30.22	\$199,306.00
2529	ADMINISTRATION-FISCAL SERVICES	\$90,588.84	\$6,565.65	\$31,186.88	34.43	\$59,401.96
2542	OPERATION & MAINTENANCE BLDGS.	\$44,876.01	\$1,791.82	\$7,718.83	17.20	\$37,157.18
2545	VEHICLE SERVICE	\$0.00	\$0.00	\$38.58	0.00	(\$38.58)
22	SPECIAL EDUCATION FUND	\$4,405,692.26	\$351,787.60	\$1,019,724.36	23.15	\$3,385,967.90
	Grand Total:	\$4,928,794.66	\$371,855.54	\$1,132,905.30	22.99	\$3,795,889.36

Activity Fund Balance Report - Summary - Exclude Encumbrances
10/2020 - 10/2020

Regular; Beginning Month 10/2020; Processing Month 10/2020; 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	22,380.21	(12.76)	500.00	0.00	22,892.97
71 430 800	IMPREST ACCOUNT	4,286.38	162.00	713.62	0.00	4,838.00
71 453	SANFORD FLEX	5,376.15	6,713.99	2,312.50	0.00	974.66
Fund Total: 71		35,667.56	6,863.23	3,526.12	0.00	32,330.45

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, October 19, 2020

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, October 19, 2020 via Teleconference (none- present), Zoom and at Ramkota Hotel and Event Center in Watertown, SD. The meeting was called to order by President Akin at 7:00 P.M. and adjourned at 8:11 P.M.

Members present:

Cory Akin, Castlewood; Malory McIntire, Clark; Barb Asleson, De Smet; Carie Knutson, Deubrook; Michelle Prins, Deuel; Arend Schuurman, Elkton; Lisa Lauterhahn, Enemy Swim Day School; Todd Bjorklund, Estelline; Joe Homola, Hamlin; Jerod Olson, Lake Preston; Zach Hildebrandt, Oldham/Ramona; Sue Braun, Rosholt; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Penny Thyen, Waverly/South Shore; Martin Looyenga, Webster; Tia Felberg, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Jolene King, Arlington; Gary Brassfield, Britton-Hecla; Jon Kahnke, Florence; Paula Blue, Henry; Greg Bich, Iroquois; Gene Bjorklund, Sioux Valley; Art Berger, Waubay

Others Attending:

NESC Staff Representatives: Brenda Boyd and Shelly Skogstad

Member District Superintendents: Mitch Reed, Florence; Todd Obele, Henry – entered at 7:03 P.M.; Jim Block, Webster- entered at 7:01 P.M.

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

Call to Order

President Akin called the meeting to order at 7:00 P.M.

Agenda review, changes, and approval

Action #21-26 Motion by D. Lutkemeier, second by C. Knutson, to approve the agenda as presented. All present voting in favor, motion carried

Introduction of Guests

Brenda Boyd, Shelly Skogstad and Mitch Reed were introduced as guests.

Conflicts of Interest

No conflicts of interest were presented.

Public Comment

No public comments were presented.

Financial Report

Action #21-27 Motion by S. Braaten, second by T. Bjorklund, to approve the financial report for the period ending September 30, 2020. All present voting in favor, motion carried

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
September 1, 2020	\$164,224.55	\$551,463.04	\$36,911.34
<u>Receipts:</u>			
Local Sources	\$1,573.17	\$104,680.44	\$2,312.50
State Sources		\$3,501.18	
Federal Sources			
Other	\$52,201.59	\$294,210.81	
<u>Total Monthly Receipts</u>	<u>\$53,774.76</u>	<u>\$402,392.43</u>	<u>\$2,312.50</u>
Total Gross Receipts	\$217,999.31	\$953,855.47	\$39,223.84
Manual Journal Entries			
Less Salaries	\$7,881.50	\$282,748.73	
Less Disbursements	\$12,457.11	\$15,619.07	\$3,556.28
<u>Total Salaries & Disbursements</u>	<u>\$20,338.61</u>	<u>\$298,367.80</u>	<u>\$3,556.28</u>
Ending Cash Balance			
September 30, 2020	\$197,660.70	\$655,487.67	\$35,667.56

Consent Agenda

Action #21-28 Motion by A. Schuurman, second by S. Braaten, to approve the following items on the Consent Agenda: 7a) Approval of September 21, 2020 Board of Directors minutes; 7b) Approval of October 7, 2020 Board of Directors minutes; 7c) Approval of payment of October 2020 budget claims. 7d) Approval of work agreement – Shambree Robbins, paraprofessional - Hamlin Center Base; \$14.00/ hour. All present voting in favor, motion carried

October 2020 Accounts Payable

General Fund: BASS SANITATION INC. JULY - SEPT GARB 12.29; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 290.08; CENEX FLEETCARD GASOLINE 3,423.87; DAKOTA EDUCATION CONSULTING FEES 315.00; DUST TEX SERVICE, INC. OCT 2020 RUG RENT 5.35; ELABO T.S. DUES 5.40; GESSWEIN MOTORS, INC. MAINT 123.70; HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 684.44; HAMLIN COUNTY PUBLISHING EMPLOY ADD 3.38; JEFF'S VACUUM CENTER VACUUM REPAIR 2.69; JURGENS OIL MAINT 61.86; NESC IMPREST 76.68; NESC PAYROLL OCT 2020 8,282.50; NESC SPECIAL REVENUE PROJECTS FY21 1ST QTR EXP MI 1,089.90; NORM'S AUTO & TRUCK REPAIR MAINT 148.69; NORTHEAST SUPERINTENDENTS J.A. SUPT DUES 4.50; OTTERTAIL POWER CO. ELEC 19.60; PALMLUND AUTOMOTIVE MAINT 34.95; SANFORD HEALTH PLAN HSA/FSA FEES 5.61; SDASBO T.S. DUES 4.50; SERVICE PLUS, INC. MAINT 4,877.66; TOWN OF HAYTI WATER 3.20; W.W. TIRE SERVICE MAINT 532.68; WEBSTER AUTO CARE MAINT 54.91; WR CAPITAL 1, LLC (RAMKOTA) MTG ROOM FEE 4.50

Fund Total: \$20,067.94

Special Education Fund: BASS SANITATION INC. JULY - SEPT GARB 124.21; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 12,235.97; BRITTON-HECLA SCHOOL DISTRICT SEPT 2020 MI 65.52; CASTLEWOOD SCHOOL DISTRICT SEPT

2020 USE FEE 496.72; DAKOTA EDUCATION CONSULTING FEES 3,185.00; DUST TEX SERVICE, INC. OCT 2020 RUG RENT 48.12; ELABO T.S. DUES 54.60; HAMLIN COUNTY PUBLISHING EMPLOY ADD 34.12; HAMLIN SCHOOL DISTRICT SEPT 2020 USE FEE 918.94; JEFF'S VACUUM CENTER VACUUM REPAIR 27.21; JOHNSON, ALYSHA ASHA DUES 225.00; JUTTINGS GROCERY CB SUPP - HAMLIN 62.42; PARENT SEPT 2020 MI 100.80; NESC IMPREST 636.94; NESC PAYROLL OCT 2020 285,582.96; NESC SPECIAL REVENUE PROJECTS FY21 1ST QTR EXP MI 48,228.62; NORTHEAST SUPERINTENDENTS J.A. SUPT DUES 45.50; OTTERTAIL POWER CO. ELEC 198.21; SANFORD HEALTH PLAN HSA/FSA FEES 56.74; SDASBO T.S. DUES 45.50; SW/WC SERVICE COOPERATIVE BEHAVIOR ANALYST CONTRACT 21,443.64; TOWN OF HAYTI WATER 32.30; WEBSTER SCHOOL DISTRICT SEPT 2020 USE FEE 602.69; WIESE, RITA SEPT 20 MI 25.20; WR CAPITAL 1, LLC (RAMKOTA) MTG ROOM FEE 45.50

Fund Total: \$374,522.43

Discussion Items

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Aberle gave his monthly report.

October 7, 2020 Advisory Board meeting minutes

Director Aberle reviewed the minutes from the advisory meeting.

Payroll Tax Relief Deferral

Business Manager Stormo discussed the Payroll Tax Relief Deferral.

Policy Updates

Director Aberle reviewed the revised policy for the Article XX – Public Participation at Board Meetings and Assistant Director Frewing reviewed the revised policy for the Article IV- Sexual Harassment/Harassment.

Salary range for new Director

Discussion was held on setting a salary range for new Director.

Job Description for Director

Discussion was held on a job description for Director.

Profile for the advertisement of the Director position

Discussion was held on a profile for the advertisement of the Director position.

Action Items

Approval of Center Base rates

Action #21-29 Motion by D. Lutkemeier, second by S. Braaten to approve Center Base tuition rates as presented. All present voting in favor, motion carried.

Base Rate	\$43,244.33
First Placement	\$56,027.35
Second Placement	\$39,352.34
Third Placement	\$32,433.25

Approve Surplus Vehicle Bids

Action #20-30 Motion by D. Lutkemeier, second by S. Braaten to approve all high bids on the surplus vehicles. All present voting in favor, motion carried.

Fixed Asset No. 0316	2004 Dodge Stratus	Lucy Vandersnick	\$420.00
Fixed Asset No. 0323	2005 Chev Classic	Bryce Johnson	\$682.00
Fixed Asset No. 0328	2005 Chev Classic	Shane Roth	\$801.50
Fixed Asset No. 0330	2006 Dodge Stratus	Nicol Huyvaert	\$1,588.00

Approval of opting out of payroll tax relief deferral

Action #21-31 Motion by T. Bjorklund, second by C. Knutson to approve opting out of Payroll Tax Relief Deferral. All present voting in favor, motion carried.

Approval of public comment policy

Action #21-32 Motion by S. Braaten, second by D. Lutkemeier to approve public comment policy as presented. All present voting in favor, motion carried.

Approval of revised harassment/sexual harassment policy (Title IX)

Action #21-33 Motion by A. Schuurman, second by M. Prins to approve revised harassment/sexual harassment policy (Title IX). All present voting in favor, motion carried.

Approval of salary range for new Director

Action #21-34 Motion by C. Knutson, second by T. Bjorklund to approve salary range for new Director at \$90,000 to \$115,000. All present voting in favor, motion carried.

Approval of job description for Director

Action #21-35 Motion by J. Olson, second by S. Braaten to table job description for Director. Akin – aye, McIntire – aye, Asleson – nay, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Olson - aye, Hilderbrandt – aye, Braaten – aye, Amdahl – aye, Thyen – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

Approval of profile for the advertisement of the Director position

Action #21-36 Motion by C. Knutson, second by A. Schuurman to approve the profile for the advertisement of the Director position with the noted changes. All present voting in favor, motion carried.

Executive Session

No executive session was held.

Adjournment

Action #21-37 With there being no further business, motion by S. Braaten, second by J. Olson, to adjourn. All present voting in favor, motion carried

The next NESC Board of Directors meeting will be held at Ramkota Hotel and Watertown Event Center in Watertown, SD on Monday, November 16, 2020 at 7:00 P.M.

Cory Akin, President

Tiffany Stormo, Business Manager

Northeast Educational Services Cooperative

NOVEMBER 2020 INVOICES

GENERAL FUND - 10

BRIAN'S GLASS AND DOOR, INC	MAINT	40.00
CENEX FLEETCARD	MAINT & GASOLINE	4,121.86
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	20.85
CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON	AUDIT LETTER FEE	12.20
DON'S BODY SHOP	FLEET MAINT	2,699.85
ESTELLINE COMMUNITY OIL CO.	MAINT	38.18
GESSWEIN MOTORS, INC.	MAINT	26.42
HAMLIN COUNTY FARMERS COOP	MAINT & GASOLINE	836.41
NESC PAYROLL	NOV 2020	8,017.02
OTTERTAIL POWER CO.	ELEC	26.64
REUER, DYLAN	LAWN CARE	18.00
SANFORD HEALTH PLAN	HSA/FSA FEES	5.61
SERVICE PLUS, INC.	MAINT	1,624.70
TOWN OF HAYTI	WATER	3.20
W.W. TIRE SERVICE	MAINT	438.08
WR CAPITAL 1, LLC (RAMKOTA)	MTG ROOM FEE	9.00
<u>GENERAL FUND TOTAL:</u>		<u>17,938.02</u>

SPECIAL EDUCATION FUND - 22

BRITTON-HECLA SCHOOL DISTRICT	OCT 2020 MI/REFUND - PART C	855.08
CASTLEWOOD SCHOOL DISTRICT	OCT 2020 USE FEE/REFUND - PART B	877.52
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	210.90
CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON	AUDIT LETTER FEE	123.30
CLARK SCHOOL DISTRICT	REFUND - PART C	680.43
DEUEL SCHOOL DISTRICT	REFUND - PART B&C	292.44
HAMLIN SCHOOL DISTRICT	OCT 2020 USE FEE/REFUND - PART C	1,312.03
LAKE PRESTON SCHOOL DISTRICT	REFUND - PART C	135.98
PARENT	OCT 2020 MI	85.68
NESC IMPREST	IMPREST	162.00
NESC PAYROLL	NOV 2020	282,937.92
OTTERTAIL POWER CO.	ELEC	269.32
REINHILLER, LISA	ED SPEC TRAVEL	37.00
REUER, DYLAN	LAWN CARE	182.00
ROSHOLT SCHOOL DISTRICT	REFUND - PART C	115.75
SANFORD HEALTH PLAN	HSA/FSA FEES	56.74

SIoux VALLEY SCHOOL DISTRICT	REFUND - PART B	1,450.52
TIEFENTHALER, DEBRA	ASHA DUES	225.00
TOWN OF HAYTI	WATER	32.30
WEBSTER SCHOOL DISTRICT	OCT 2020 USE FEE/REFUND - PART C	1,835.36
WIESE, RITA	OCT 20 MI	44.94
WILLOW LAKE SCHOOL DISTRICT	REFUND - PART C	126.80
WR CAPITAL 1, LLC (RAMKOTA)	MTG ROOM FEE	91.00
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>292,140.01</u>
<u>NOVEMBER 2020 INVOICES TOTAL:</u>		<u>310,078.03</u>

Northeast Educational Services Cooperative

NOVEMBER 2020 BMO INVOICES

GENERAL FUND - 10

AMAZON	ADMIN SUPP	9.18
HY-VEE FOOD STORE	BOA 11/4/20	4.83
INNOVATIVE OFFICE SOLUTIONS	O&M SUPP	2.83
ITC TELECOM	OCT PHONE SERVICES	44.36
PUBLIC OPINION	MINUTES	21.34
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	1.23
US POSTAL SERVICE	POSTAGE	0.58
VERIZON WIRELESS	SEPT CELL SERIVCE	53.54
<u>GENERAL FUND TOTAL:</u>		<u>137.89</u>

SPECIAL EDUCATION FUND - 22

AMAZON	ADMIN SUPP	606.44
AMERICINN OF MITCHELL	B.B. ED SPEC TRAVEL	203.50
DAYS INN - WALL	B.B. ED SPEC TRAVEL	79.00
HY-VEE FOOD STORE	BOA 11/4/20	48.82
INNOVATIVE OFFICE SOLUTIONS	SLP/O&M SUPP	47.22
ITC TELECOM	OCT PHONE SERVICES	448.52
MARSHALL CO. HEALTHCARE CENTER	PT/OT SERIVCES	7,500.97
MULTI-HEALTH SYSTEMS, INC.	PSYCH SUPP	37.50
PUBLIC OPINION	MINUTES	215.79
SANFORD WEBSTER MEDICAL CENTER	SEPT OT SERVICES	7,734.96
SUPER 8 CUSTER	B.B. ED SPEC TRAVEL	165.32
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	67.17
US POSTAL SERVICE	PSYCH SUPP	21.32
VERIZON WIRELESS	SEPT CELL SERIVCE	176.82
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>17,353.35</u>

AGENCY FUND - 71

CASTLEWOOD CORNER MARKET	SP OLYM SUPP	149.39
<u>AGENCY FUND TOTAL:</u>		<u>149.39</u>

NOVEMBER 2020 BMO INVOICES TOTAL:17,640.63



A part of BMO Financial Group

INVOICE

November 05, 2020

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

Invoice Number: 0703531-2011

Invoice Amount: \$ 17,640.63

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

Your payment is due **December 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.

BMO Harris Accounts	Diners Club Accounts
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:

BMO Harris Accounts	Diners Club Accounts
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: 0703531-2011
Amount Paid: \$ 17,640.63
Payment Due Date: December 02, 2020

RUN DATE: 11/06/2020

Transaction Search - Company

All amounts are tax inclusive and displayed in their billing currency

As an administrator you may make adjustments to these transactions

3MO, Statement Period 10/06/2020 to 11/05/2020

Mapped Cards

Billing Account 032312

Posting Date	Tran Date	Account	Supplier	Amount
10/26/2020	10/26/2020	XXXX-XXXX-XXXX-2312	Payment - Automatic Pymt Received	-12,526.05
			Debit Total USD	0.00
			Credit Total USD	-12,526.05
			Total USD	-12,526.05

Boyd Brenda

Posting Date	Tran Date	Account	Supplier	Amount		
10/08/2020	10/06/2020	XXXX-XXXX-XXXX-9401	Americinn Lodge	50.00	?	!
10/08/2020	10/06/2020	XXXX-XXXX-XXXX-9401	Americinn Lodge	77.00	?	!
10/27/2020	10/25/2020	XXXX-XXXX-XXXX-9401	Days Inn	79.00	?	!
10/29/2020	10/28/2020	XXXX-XXXX-XXXX-9401	Custer Super 8	165.32	?	!
			Debit Total USD	371.32		
			Credit Total USD	0.00		
			Total USD	371.32		

Reinhiller Lisa

Posting Date	Tran Date	Account	Supplier	Amount		
11/02/2020	10/28/2020	XXXX-XXXX-XXXX-1409	Americinn Mitchell	-6.76	?	!
11/02/2020	10/28/2020	XXXX-XXXX-XXXX-1409	Americinn Mitchell	83.26	?	!
			Debit Total USD	83.26		
			Credit Total USD	-6.76		
			Total USD	76.50		

Admin Nesc

Posting Date	Tran Date	Account	Supplier	Amount		
10/08/2020	10/07/2020	XXXX-XXXX-XXXX-7540	Usps Po 4637080684	7.75	?	!
10/14/2020	10/13/2020	XXXX-XXXX-XXXX-7540	Usps Po 4637080684	7.75	?	!
10/16/2020	10/15/2020	XXXX-XXXX-XXXX-7540	Usps Po 4637080684	6.40	?	!
10/16/2020	10/15/2020	XXXX-XXXX-XXXX-7540	Innovative Office Solu	44.24	?	!
10/19/2020	10/16/2020	XXXX-XXXX-XXXX-7540	Innovative Office Solu	5.81	?	!
			Debit Total USD	71.95		

Credit Total USD	0.00
Total USD	71.95

Special Olympics Nesc

Posting Date	Tran Date	Account	Supplier	Amount		
10/16/2020	10/15/2020	XXXX-XXXX-XXXX-0981	Castlewood Corner Ma	149.39	?	!
			Debit Total USD	149.39		
			Credit Total USD	0.00		
			Total USD	149.39		

Stormo Tiffany

Posting Date	Tran Date	Account	Supplier	Amount	
10/08/2020	10/07/2020	XXXX-XXXX-XXXX-0837	Hy-Vee Watertown 1871	23.98	?
10/12/2020	10/10/2020	XXXX-XXXX-XXXX-0837	Vzwrlls My Vz Vb P	230.36	?
10/12/2020	10/10/2020	XXXX-XXXX-XXXX-0837	Interstate Telecomm Co	492.88	?
10/12/2020	10/11/2020	XXXX-XXXX-XXXX-0837	In Time Management Sy	68.40	?
10/15/2020	10/15/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US 2t46o9zu1	386.19	?
10/19/2020	10/16/2020	XXXX-XXXX-XXXX-0837	Sp Mhs: Multi-Health	37.50	?
10/19/2020	10/16/2020	XXXX-XXXX-XXXX-0837	Public Opinion	237.13	?
10/19/2020	10/16/2020	XXXX-XXXX-XXXX-0837	Sanford Credit Card Pm	7,734.96	?
10/19/2020	10/18/2020	XXXX-XXXX-XXXX-0837	Amazon.Com 2t9t60nn0	101.98	?
10/22/2020	10/21/2020	XXXX-XXXX-XXXX-0837	Amzn Mktp US 2t4ch91z2	115.97	?
10/22/2020	10/22/2020	XXXX-XXXX-XXXX-0837	Amazon.Com 2t74k4q51	11.48	?
10/28/2020	10/27/2020	XXXX-XXXX-XXXX-0837	Marshall County Health	4,666.49	?
11/02/2020	10/30/2020	XXXX-XXXX-XXXX-0837	Marshall County Health	2,834.48	?
11/05/2020	11/04/2020	XXXX-XXXX-XXXX-0837	Hy-Vee Watertown 1871	29.67	?
			Debit Total USD	16,971.47	
			Credit Total USD	0.00	
			Total USD	16,971.47	

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday, November 4, 2020

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, November 4, 2020 at Hy-vee in Watertown, South Dakota and via Zoom. The meeting was called to order by Chairman Schuster at 10:01 A.M. and adjourned at 10:29 A.M.

Present: Brian Sampson, Arlington; Steve Benson, Britton-Hecla; Peter Books, Castlewood; Luanne Warren, Clark; Abi Van Regenmorter, DeSmet; Kimberly Kludt, Deubrook; Chad Schiernbeck, Deuel; Brian Jandahl, Elkton; Eric Bass, Estelline; Mitch Reed, Florence; Patrick Kraning, Hamlin; Todd Obele, Henry; Mike Ruth, Iroquois; Dana Felderman, Lake Preston; Brian Nelson, Rosholt; Laura Schuster, Sioux Valley; Alan Neville, Waubay; James Block, Webster; Chris Lee, Willow Lake

Absent: Nadine Eastman, Enemy Swim; Mike Fischer, Oldham/Ramona; Mike Schmidt, Summit; Jon Meyer, Waverly/South Shore; Larry Hulscher, Wilmot

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

ADVISORY BOARD AGENDA

Financial Report

Business Manager Stormo reviewed the financial report for September 2020.

Motion by P. Kraning and second by T. Obele to approve the September 2020 financial report.

DocuSign

Director Aberle and K. Kludt discussed the option of cooping together for DocuSign.

Motion by D. Felderman and second by A. Neville to approve Coop Districts to participate as a group to purchase DocuSign and invoiced at a later date.

Center Base Placements

Director Aberle discussed with the board non-member districts placing students in the Center Base Program.

Replacement for Dr. Block for Director interview committee

Discussion was held on replacing Dr. Block for Director interview committee.

Motion by M. Reed and second by P. Books to approve P. Kraning to replace Dr. Block for Director interview committee and C. Schiernbeck to replace P. Kraning on the Superintendent panel during interviews. All present voting in favor, motion carried.

December 1 child count

Director Aberle discussed with the board the December 1 child counts.

Adjournment

There being no further business, motion by D. Felderman, second by P. Kraning to adjourn. All present voting in favor, motion carried.

Tiffany Stormo, Business Manager

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.

"The director promotes high quality and sound ethics in general and is accountable to the NESC Board of Directors" - Is the Director also accountable to the Advisory Board of Superintendents? If so, could we add that?

Director comment: I would recommend no. The Board hires and fires the Director. The Board evaluates the Director. If things go awry, it will be the Board's responsibility. The By-laws indicate the superintendents are advisory only. The current organizational chart has the Business Manager, Director, and Board of Advisors on the same level, and all three are equally accountable to the Board of Directors. Will the Director have two bosses?

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 Assistant Director
 - Creates an attitude amongst special educators that every child can learn & student success is the primary goal of special education services
Director comment: Too broad. We don't have regular access to school district staff.
 - Promote an attitude amongst NESC personnel that every child can learn and be successful.
 - To develop and implement budgetary needs amongst different departments
Director comment: Should the budget be the sole responsibility of the Director and Business Manager? Maybe we should leave the assistant director out of this.
 - To facilitate professional development amongst personnel by motivating, developing and identifying the best people for the job
Director comment: This statement is confusing. Is this two different concepts? Is professional development motivating, developing, and identifying the best people for the job. Isn't that more recruitment of personnel?
 - Facilitate professional development.
 - To ensure all employees are evaluated effectively, providing constructive feedback for personal growth
Director comment: We already have letter H. What is constructive feedback?
 - Assess staff training needs and plan appropriate professional development
Director comment: Is professional development already addressed if we move forward with the above, "Facilitate professional development."
 - Collects and analyzes special education & staffing data for evaluating effectiveness of services being provided. Identifies and recommends areas of improvements to Board of Directors and the Advisory Board of Superintendents.
Director comment: What is special education data? What is staffing data? Is it student data? Is it the role of NESC to collect student data? Or is that a district role? Also, it would be hard to correlate student growth or lack of it to the services provided by NESC. District personnel affect student growth as well.
Now, I do believe it is NESC's role to collect data on the satisfaction of the services that are provided to member districts.
 - Collect and analyze data to measure district satisfaction of NESC services.
- 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. Ensure the NESC building, grounds, and vehicles are maintained.
- M. Facilitate NESC Board meetings.
- N. Ensure the agenda and its supporting documents for both the NESC Board of Directors and Advisors are timely completed and posted.
- O. Stay current on local, state, and federal laws and regulations pertaining to all aspects of the Cooperative.
- P. Work with local, state, and federal leaders concerning the creation, amendment, or adoption of new laws or regulations concerning all aspects of the Cooperative.
- Q. Maintains personal and professional skills necessary for providing leadership in the implementation of special education services including effective communication including speaking, active listening, writing, critical thinking, judgement & decision-making abilities.
Director comment: If we must include
 - Maintain personal and professional leadership skills.
- R. Builds consensus amongst stakeholders including Board of Directors, Advisory Board of Superintendents, member districts and employees.
Director comment: This is probably not possible. Too broad. Each district does things differently. The role of the Cooperative is to provide excellent services to its member districts. The Board of Directors ultimately will make the final decision. Sometimes employees are unhappy with the decisions administrators have to make.
- S. Participates in professional organizations and continuing education training to enhance special education services and knowledge.
Director comment:
 - Participate in professional organizations and professional growth opportunities.
- L. Perform other duties as deemed appropriate by the Cooperative Board of Directors.

III. Qualifications

Strong work ethics & values, honest, dependable, independent, attention to detail, and high stress tolerance.
Director comment: Traditionally by "qualifications" we mean credentials

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.



RUTLAND SCHOOL DISTRICT 39-4

102 SCHOOL STREET, RUTLAND, SD 57057

PHONE: 605-586-4352; FAX: 605-586-4343

[HTTP://RUTLAND.K12.SD.US](http://rutland.k12.sd.us)

November 10th, 2020

Northeast Education Services Cooperative

Attn: Mr. Jerry Aberle,

310 5th St.

Hayti, SD 57241

Good afternoon Mr. Aberle,

I am writing to you and the NESC Board on behalf of the Rutland School District. Our district would like to request joining the Northeast Education Services Cooperative starting July 1st, 2021. Last night the Rutland School Board voted unanimously (5-0) to approve the change from the Prairie Lakes Cooperative to the NESC. Their motion is as follows:

"Action #3890 motion by Leighton second by Albertson to approve switching from Prairie Lakes Educational Coop and joining the Northeast COOP."

We look forward to the possibility of building a working relationship with the NESC in the future, and look forward to the opportunities that, I believe, will help benefit the students and staff of our district. If there are any questions or additional information necessary please don't hesitate to let me know. Thank you so much for your time and attention to this matter and we look forward to your response after the NESC Board considers our request for membership.

Sincerely,

Brian Brosnahan

Brian Brosnahan

Superintendent/K-12 Principal

Rutland School District

605-586-4352

brian.brosnahan@k12.sd.us

Respect – Responsibility – Results - Integrity

Center Base Placements**By-Law 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.

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)~~ **having 15 total minutes of exposure to an infected person at a distance of 6 feet or less over a 24-hour period** with confirmed or suspected COVID-19 **individual**. 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 and deemed as close contact by DOH.
 - Follow the Department of Health's quarantine period and return to work once quarantine has been lifted, **or follow the policy of the school district in which the employee is assigned.**
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, **or follow the policy of the school district in which the employee is assigned** 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, November 16, 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 October 2020 financial report
7. Consent Agenda
 - a. Approval of October 19, 2020 meeting minutes

- b. Approval of payment of November 2020 budget claims

- c.

8. Discussion Items

- a. FY 2020 audit report---Troy Hieb, William Neale & Co., P.C.

- b. Assistant Director Report

- c. Director Report

- d. Advisory Board Meeting

- e. Director job description

- f. Rutland School joining NESC

- g. Center Base Placements

- h. Critical Infrastructure Workers

- i. DocuSign agreement

- j. _____

- k. _____

9. Action items

- a. Approval of FY 2020 audit report

BOARD ACTION: _____

- b. Approval of Director job description

BOARD ACTION: _____

- c. Approval of revised Critical Infrastructure Resolution #21-2

BOARD ACTION: _____

- d. Approval of DocuSign agreement; \$2,294.00

BOARD ACTION: _____

- e. _____

BOARD ACTION: _____

- f. _____

BOARD ACTION: _____

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