

Arend Schuurman
PRESIDENT
BOARD OF DIRECTORS

Andrea Powell
DIRECTOR
Andrea.Powell@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
- Rutland #39-4
- 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

May 12, 2022

Dear NESC Board Members:

Our monthly board meeting will be held on Monday, May 16th, 2022. It will begin at 7:00pm. You may attend the meeting in person, via Zoom, or telephone. Depending on your preference, information for all three options is below.

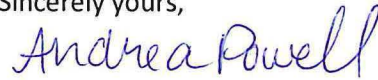
Physical location of the meeting:

Lake Area Technical College
1201 Arrow Ave.
Watertown, SD

https://sdk12.zoom.us/meeting/register/tJUrceiqrjwpHNOGVehGKwZqwj_TnWMobx5S

Enclosed are several documents for your review prior to the meeting. See you Monday, May 16th, 2022 at 7:00pm.

Sincerely yours,



Andrea Powell

NESC Board of Director's Meeting

Proposed Agenda

Date: May 16th, 2022

Time: 7:00P.M.

Lake Area Technical College (LATC)

1. Call to order
2. Introduction of guests
3. Public Comment
4. Agenda review, changes, and approval
5. Conflicts of Interest
6. Approval of April 2022 Financial Report
7. Consent Agenda
 - a. Approval April 18th, 2022 meeting minutes
 - b. Approval of payment of May 2022 budget claims
 - c. Approval of Assistant Director, Business Manager, and Director (amendment) contracts.
 - d. Approval of contract Lindsay Edwards, CB Teacher, \$49,112.33 (176 contract)
 - e. Approval of amendment to Lisa Reinhiller 1.0 FTE @ \$71,235.11 for 210 days (121 Ed.Spec/89 MTSS)
 - f. Approval of resignation from Carol Reuer
 - g. Approval of Unit 1 and Unit 2, ESY, paraprofessional, and custodial contracts.
 - h. Approval of Apex contract- 47 licenses
 - i. Approval of Nicol Nedved subcontract (\$250/day)
 - j. Kimberly Olson ESY contract (\$33.21/hour)
8. Discussion Items
 - a. Assistant Director report
 - b. Director report
 - c. FY22 Preliminary Budget
 - d. Paper purchase
 - e. Summer hours
 - f. 1st reading of policy and bylaws
9. Executive Session
 - a. Personnel- SDCL 1-25-2(1). Discussing the qualifications, competence, performance, character, or fitness of any public officer or employer or perspective public officer or employee.
10. Action Items
 - a. Approval of summer hours
 - b. Approval of Business Manager Assistant position 1.0 FTE
 - c. Approval of Business Manager Assistant job description
11. Adjourn

Next Meeting is June 20, 2022 at 7:00 P.M.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

	General Fund (10)	Special Education Fund (22)	Custodial Fund (71)	TOTAL ALL FUNDS
CASH BALANCE				
April 1, 2022	\$130,516.08	\$1,059,792.15	\$6,905.10	\$1,197,213.33
Receipts:				
Local Sources:				
1312 Center Base Tuition		\$83,306.14		\$83,306.14
1332 Extended School Year Tuition				\$0.00
1510 Interest	\$41.44	\$204.21		\$245.65
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 Entry Fee				\$0.00
1990 SPED Assessments	\$625.35	\$103,708.87		\$104,334.22
1990 Reading Recovery	\$903.48			\$903.48
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous	\$19.31	\$195.29	\$2,284.76	\$2,499.36
1990 Northern Plains				\$0.00
1990 Special Projects-Indirect Cost				\$0.00
1990 Drug & Alcohol Pool	\$9,147.65			\$9,147.65
1990 Expensed Mileage	\$77,183.66			\$77,183.66
State Sources:				
3119 Grants-in-Aid: Ed. Specialist				\$0.00
3900 Part C Funds		\$4,486.27		\$4,486.27
3900 Part B Funds				\$0.00
3900 ESA 1				\$0.00
Federal Sources:				
4175 MTSS				\$0.00
4175 IDEA Part B 611		\$197,691.00		\$197,691.00
4175 IDEA Part B 611-Private				\$0.00
4186 IDEA Part B 619		\$7,768.00		\$7,768.00
4195 GEER 1				\$0.00
Other Receipts:				
120 Accounts Receivable				\$0.00
140 Due from other Governments	\$8,184.00			\$8,184.00
Other Receipts	\$1,331.00	\$4,921.12		\$6,252.12
Total Monthly Receipts	\$97,435.89	\$402,280.90	\$2,284.76	\$502,001.55
Balance Frwd plus Revenue to date	\$227,951.97	\$1,462,073.05	\$9,189.86	\$1,699,214.88
Manual Journal Entry				\$0.00
Manual Journal Entry Revenue				\$0.00
Less Salaries & Disbursements				
Salaries	\$9,773.86	\$319,100.06		\$328,873.92
Disbursements	\$17,571.14	\$112,004.26	-\$2,629.02	\$126,946.38
Less Total Salaries & Disbursements	\$27,345.00	\$431,104.32	-\$2,629.02	\$455,820.30
CASH BALANCE				
April 30, 2022	\$200,606.97	\$1,030,968.73	\$11,818.88	\$1,243,394.58

Balance Sheet

Clearing Account XX-101-002	\$0.00	\$0.00	\$0.00	\$0.00
Checking Account XX-101	\$3.14	\$452,339.46	\$11,818.88	\$464,161.48
Money Market Savings XX-105	\$200,603.83	\$491,175.21	\$0.00	\$691,779.04
Certificates of Deposit XX-106	\$0.00	\$82,454.06	\$0.00	\$82,454.06
Imprest XX-108	\$0.00	\$5,000.00	\$0.00	\$5,000.00
TOTALS	\$200,606.97	\$1,030,968.73	\$11,818.88	\$1,243,394.58
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

Regular; Processing Month 04/2022; Accounts to Include Accounts with Activity; 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	41.44	488.98	150.46	(163.98)
10 1941 015	SHARED SERVICES-1 REV OTHER SOURCES-LEAs	74,760.04	0.00	74,760.04	100.00	0.00
10 1990 009	NON-SP.ED. ASSESSMENTS	7,503.93	625.35	6,253.50	83.34	1,250.43
10 1990 012	READING RECOVERY ASSESSMENTS	21,699.15	903.48	19,892.26	91.67	1,806.89
10 1990 013	READING RECOVERY-OTHER LEAs	5,712.23	0.00	5,712.23	100.00	0.00
10 1990 018	MISCELLANEOUS	0.00	19.31	172.51	0.00	(172.51)
10 1990 073	D&A POOL ASSESSMENTS	13,000.00	9,147.65	12,579.46	96.77	420.54
10 1990 200	EXPENSED MILEAGE FROM SPED	259,330.00	77,183.66	202,814.42	78.21	56,515.58
Subtotal: LOCAL SOURCES		382,330.35	87,920.89	322,673.40	84.40	59,656.95
10 4175 022	REGULAR IDEA PART B - MTSS	79,343.62	0.00	0.00	0.00	79,343.62
10 4195 126	GEER 1	440.55	0.00	269.08	61.08	171.47
Subtotal: FEDERAL SOURCES		79,784.17	0.00	269.08	0.34	79,515.09
10 5130	SALE OF SURPLUS PROPERTY	0.00	0.00	710.00	0.00	(710.00)
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	1,331.00	4,376.00	0.00	(4,376.00)
Subtotal: 5000		0.00	1,331.00	5,086.00	0.00	(5,086.00)
Fund Total:		462,114.52	89,251.89	328,028.48	70.98	134,086.04

Regular; Processing Month 04/2022; Accounts to Include Accounts with
 Activity; 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	645,967.38	83,306.14	581,194.34	89.97	64,773.04
22 1312 100	TUITION-ESY	100,000.00	0.00	94,434.82	94.43	5,565.18
22 1510	INTEREST	1,700.00	204.21	2,550.79	150.05	(850.79)
22 1990 003	SPED ASSESSMENTS	1,244,505.79	103,708.87	1,037,088.70	83.33	207,417.09
22 1990 018	MISCELLANEOUS	5,000.00	195.29	1,538.94	30.78	3,461.06
22 1990 019	SPECIAL PROJECTS INDIRECT COSTS	5,000.00	0.00	0.00	0.00	5,000.00
22 1990 021	DISTRICT ENTRY FEE	21,855.40	0.00	22,004.91	100.68	(149.51)
Subtotal: LOCAL SOURCES		2,024,028.57	187,414.51	1,738,812.50	85.91	285,216.07
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	135,110.68	0.00	43,470.39	32.17	91,640.29
22 3900 013	STATE REVENUE: PART C FUNDS	40,000.00	4,486.27	37,051.04	92.63	2,948.96
22 3900 014	STATE REVENUE: PART B FUNDS	4,500.00	0.00	8,442.56	187.61	(3,942.56)
Subtotal: STATE SOURCES		179,610.68	4,486.27	88,963.99	49.53	90,646.69
22 4175 475	REGULAR IDEA PART B 611	1,940,036.00	159,333.00	1,246,687.00	64.26	693,349.00
22 4186 486	REGULAR IDEA PART B 619	54,469.00	4,316.00	35,877.00	65.87	18,592.00
22 4192 477	IDEA PT B 611 - ARP	443,358.00	38,358.00	277,668.00	62.63	165,690.00
22 4193 488	IDEA PT B 619 - ARP	39,257.00	3,452.00	24,152.00	61.52	15,105.00
22 4195 126	GEER 1	7,954.45	0.00	4,110.19	51.67	3,844.26
Subtotal: FEDERAL SOURCES		2,485,074.45	205,459.00	1,588,494.19	63.92	896,580.26
Fund Total:		4,688,713.70	397,359.78	3,416,270.68	72.86	1,272,443.02

Revenue Summary Report
Processing Month: 04/2022

Regular; Processing Month 04/2022; Accounts to Include Accounts with
Activity; 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:	5,150,828.22	486,611.67	3,744,299.16	72.69	1,406,529.06

EXPENDITURE SUMMARY
Regular; Processing Month 04/2022; 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	\$27,411.38	\$1,980.99	\$19,384.70	70.72	\$8,026.68
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$154,103.66	\$5,284.34	\$48,482.95	31.46	\$105,620.71
2227	TECHNOLOGY SUPPORT	\$7,845.99	\$921.38	\$6,102.00	77.77	\$1,743.99
2319	BOARD OF EDUCATION SERVICES	\$13,023.30	\$152.71	\$10,496.76	80.60	\$2,526.54
2329	ADMINISTRATION	\$31,608.50	\$2,881.60	\$24,530.60	77.61	\$7,077.90
2529	ADMINISTRATION-FISCAL SERVICES	\$9,616.41	\$705.52	\$7,518.75	78.19	\$2,097.66
2542	OPERATION & MAINTENANCE BLDGS.	\$4,483.28	\$146.06	\$2,057.20	45.89	\$2,426.08
2545	VEHICLE SERVICE	\$221,022.00	\$12,959.59	\$163,881.88	74.15	\$57,140.12
2551	DRUG & ALCOHOL TESTING POOL	\$13,000.00	\$2,312.81	\$7,275.33	55.96	\$5,724.67
10	GENERAL FUND	\$482,114.52	\$27,345.00	\$289,730.17	60.10	\$192,384.35
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$100,000.00	\$0.00	\$94,434.82	94.43	\$5,565.18
1223	CENTER BASE DAY PROGRAMS	\$645,967.38	\$70,367.65	\$484,138.56	74.95	\$161,828.82
1226	EARLY CHILDHOOD SERVICES	\$404,163.17	\$40,281.90	\$265,074.72	65.59	\$139,088.45
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$0.00	\$8,378.69	0.00	(\$8,378.69)
2142	PSYCHOLOGICAL SERVICES	\$694,949.99	\$69,521.73	\$485,141.37	69.81	\$209,808.62
2152	SPEECH PATHOLOGY SERVICES	\$1,214,184.96	\$118,334.74	\$825,670.62	68.00	\$388,514.34
2171	PHYSICAL THERAPY	\$299,827.52	\$29,228.23	\$235,264.49	78.47	\$64,563.03
2172	OCCUPATIONAL THERAPY	\$549,171.03	\$46,586.61	\$359,935.66	65.54	\$189,235.37
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$2,500.00	\$0.00	\$0.00	0.00	\$2,500.00
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$135,110.68	\$6,564.94	\$71,414.69	52.86	\$63,695.99
2227	TECHNOLOGY SUPPORT	\$79,331.76	\$9,304.64	\$61,583.15	77.63	\$17,748.61
2319	BOARD OF EDUCATION SERVICES	\$101,346.66	\$1,544.14	\$80,146.09	79.08	\$21,200.57
2329	ADMINISTRATION	\$319,597.00	\$28,631.15	\$246,633.87	77.17	\$72,963.13
2529	ADMINISTRATION-FISCAL SERVICES	\$97,232.58	\$7,133.48	\$76,022.61	78.19	\$21,209.97
2542	OPERATION & MAINTENANCE BLDGS.	\$45,330.97	\$1,476.86	\$20,800.92	45.89	\$24,530.05
22	SPECIAL EDUCATION FUND	\$4,688,713.70	\$430,976.07	\$3,314,640.26	70.69	\$1,374,073.44
Grand Total:		\$5,170,828.22	\$458,321.07	\$3,604,370.43	69.71	\$1,566,457.79

Activity Fund Balance Report - Summary - Exclude Encumbrances
 04/2022 - 04/2022

Regular; Beginning Month 04/2022; Processing Month 04/2022; 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>
71 430 800	IMPREST ACCOUNT	4,658.56	218.00	341.44	0.00	4,782.00
71 453	SANFORD FLEX	2,246.54	(2,847.02)	1,943.32	0.00	7,036.88
Fund Total: 71		6,905.10	(2,629.02)	2,284.76	0.00	11,818.88

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, April 18, 2022

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, April 18, 2022 via Zoom or at Lake Area Technical College in Watertown, SD. The meeting was called to order by President Schuurman at 7:00 P.M. and adjourned at 8:10 P.M.

Members present:

Jolene King, Arlington; Alisha Nielsen, Castlewood; Malory McIntire, Clark; Barb Asleson, De Smet; Laura Crooks, Deubrook; Michelle Prins, Deuel; Arend Schuurman, Elkton; Chris Verhoek, Estelline; Joe Homola, Hamlin; Paula Blue, Henry; Jerod Olson, Lake Preston; Lana Sand, Rosholt; Lisa Amdahl, Summit; Penny Thyen, Waverly/South Shore; Tia Felberg, Willow Lake; Mary Campbell, Wilmot

Absent:

Gary Brassfield, Britton-Hecla; Lisa Lauterhahn, Enemy Swim Day School; Jon Kahnke, Florence; Greg Bich, Iroquois; Brian Hanson, Oldham/Ramona; Ryan Olson, Rutland; David Squires, Sioux Valley; Art Berger, Waubay; Martin Looyenga, Webster

Others Attending:

NESC Staff Representatives: Stephanie Hayunga, Shelly Skogstad, and Teresa Landmark – entered at 7:05 P.M.
Member District Superintendents: Dr. Jim Block, Webster; Todd Obele, Henry – entered at 7:04 P.M.
NESC Administration: Andrea Powell, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

Call to Order

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

Agenda Review, Changes, and Approval

Action #22-72 Motion by J. Homola, second by P. Blue, to approve the agenda as presented. All present voted, motion carried.

Introduction of Guests

Dr. Jim Block, Stephanie Hayunga and Shelly Skogstad were introduced as guests.

Public Comment

No public comments were presented.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #22-73 Motion by J. King, second by M. McIntire, to approve the financial report for the period ending March 31, 2022. All present voted, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
March 1, 2022	\$145,371.98	\$1,001,351.97	\$7,691.98
<u>Receipts:</u>			
Local Sources	\$7,248.01	\$192,177.62	\$3,827.28
State Sources		\$3,441.12	
Federal Sources	\$269.08	\$205,443.19	
Other			
<u>Total Monthly Receipts</u>	<u>\$7,517.09</u>	<u>\$401,061.93</u>	<u>\$3,827.28</u>
Total Gross Receipts	\$152,889.07	\$1,402,413.90	\$11,519.26
Manual Journal Entries			
Less Salaries	\$9,700.95	\$317,078.02	
Less Disbursements	\$12,672.04	\$25,543.73	\$4,614.16
<u>Total Salaries & Disbursements</u>	<u>\$22,372.99</u>	<u>\$342,621.75</u>	<u>\$4,614.16</u>
Ending Cash Balance			
March 31, 2022	\$130,516.08	\$1,059,792.15	\$6,905.10

Consent Agenda

Action #22-74 Motion by L. Crooks, second by A. Nielsen to approve the following items on the Consent Agenda: 7a) Approval of March 21, 2022 Board of Directors meeting minutes; 7b) Approval of payment of April 2022 budget claims; 7c) Approval of contract—Marisa Freeman, 2022-23, SLP CCC, 1 FTE, 176 days, \$58,839.30; 7d) Approval of contract— Jen Deutsch – 2022-23, SLP CCC, 1 FTE, 176 days, \$70,412.74; 7e) Approval of contract amendment —Nicole Nedved, 2022-23, SLP MA, 1 FTE, 176 days, \$46,575.00; 7f) Approval of contract amendment — Robin Schwandt, 2022-23, School Psych, 1 FTE, 188 days, \$71,911.28; 7g) Approval of KorManagement Services LLC. FY23 contract; 7h) Approval of resignation—Lisa Strubel, OT; 7i) Approval of Unit 1 2022-23 Negotiated Agreement; 7j) Approval of Unit 2 2022-23 Negotiated Agreement. All present voted, motion carried.

April 2022 Accounts Payable

General Fund: AUTOMAXX CDJR, INC. MAINT 44.68; BASS SANITATION INC. MARCH GARB 12.29; BERNIE'S BODY & GLASS SHOP MAINT 366.60; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 314.11; BYTESPEED, LLC TECH EQ 416.25; CENEX FLEETCARD MAINT & GASOLINE 8,425.19; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 10.19; DON'S BODY SHOP MAINT 84.50; DUST TEX SERVICE, INC. MARCH RUG RENT 5.38; ESTELLINE COMMUNITY OIL CO. MAINT 201.59; HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 1,793.65; HEALTH EQUITY HSA/FLEX 5.46; JURGENS OIL MAINT 59.15; KORMANAGEMENT SERVICES, LLC DRUG TESTING Q3 2,312.81; NESC IMPREST 25.87; NESC PAYROLL APRIL 2022 9,773.86; OTERTAIL POWER CO. ELEC 38.98; PALMLUND AUTOMOTIVE MAINT 125.61; PEARSON, MERLE BLDG MAINT 12.42; ROB'S AUTO REPAIR MAINT 1,551.24; W.W. TIRE SERVICE MAINT 307.38

Fund Total: \$27,345.00

Special Education Fund: BASS SANITATION INC. JAN - MARCH GARB 124.21; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 26,313.15; BRITTON-HECLA SCHOOL DISTRICT MARCH MI 49.56; BYTESPEED, LLC TECH EQ 4,208.75; CASTLEWOOD SCHOOL DISTRICT MARCH 2022 USE FEE 862.63; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 103.00; DUST TEX SERVICE, INC. MARCH RUG RENT 54.39; HAMLIN SCHOOL DISTRICT MARCH 2022 USE FEE

2,510.28; HEALTH EQUITY HSA/FLEX 55.19; PARENT MARCH MI REIMB 110.88; MITCHELL TECHNICAL INSTITUTE SLP REGIS 274.00; NESC IMPREST 315.57; NESC PAYROLL APRIL 2022 319,100.06; OTTERTAIL POWER CO. ELEC 394.16; PEARSON, MERLE BLDG MAINT 125.58; SKOGSTAD, SHELLY MARCH MI REIMB 38.64; WEBSTER SCHOOL DISTRICT MARCH 2022 USE FEE 690.10; WENZ, MELODY MARCH MI REIMB 8.40; WIESE, RITA MARCH MI REIMB 39.90

Fund Total: \$431,104.32

Discussion Items

Assistant Director’s Report

Assistant Director Frewing gave his monthly report.

Director’s Report

Director Powell gave her monthly report.

FY23 Preliminary Budget

Business Manager Stormo reviewed the preliminary budget for FY23.

Action Items

Approval of Final Center Base tuition rates for FY22.

Action #22-75 Motion by J. Homola, second by M. Campbell, to approve the presented final Center Base tuition rates for FY22. All present voting in favor, motion carried.

Base Rate	\$ 6,484.65
First Placement	\$ 8,122.03
Second Placement	\$ 6,812.13
Third Placement	\$ 5,220.79

Approval of Health, Dental, and Life Insurance Rates for FY23

Action #22-76 Motion by P. Blue, second by J. Olson, to approve the presented insurance rates for FY23. All present voting in favor, motion carried.

Approval to set salary for classified personnel

Action #22-77 Motion by J. Homola, second by A. Nielsen, to approve the set salary for classified staff with an increase of \$1.60. All present voting in favor, motion carried.

Executive Session

Action #22-78 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 J. King, second by L. Crooks to enter executive session at 7:21 P.M. All present voting in favor, motion carried.

President Schuurman declared the board out of executive session at 8:05 P.M.

Action Items after Executive Session

Offer contracts to Unit 1 and 2, classified and ESY employees

Action #22-79 Motion by J. Homola, second by A. Nielsen to offer contracts to Unit 1 and 2, classified and ESY employees. All present voting in favor, motion carried.

Approval of Business Manager Salary and Benefits

Action #22-80 Motion by J. Olson, second by J. Homola to approve Business Manager salary increase of 7% for the 2022-23 contract year. All present voting in favor, motion carried.

Approval of Assistant Director Salary and Benefits

Action #22-81 Motion by M. McIntire, second by L. Crooks to approve Assistant Director salary increase of 7% for the 2022-23 contract year. All present voting in favor, motion carried.

Approval of Director Salary and Benefits

Action #22-82 Motion by J. Olson, second by C. Verhoek to approve Director salary increase of \$5,000 for the 2022-23 contract year. All present voting in favor, motion carried.

Adjournment

Action #22-83 With there being no further business, motion by J. Homola, second by J. King, to adjourn. All present voting in favor, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical College in Watertown, SD on Monday, May 16, 2022 at 7:00 P.M.

Arend Schuurman, President

Tiffany Stormo, Business Manager

Northeast Educational Services Cooperative

MAY 2022 INVOICES

GENERAL FUND - 10

AUTOMAXX CDJR, INC.	MAINT	31.70
BASIN CONSTRUCTION & DRAIN TILE, LLC	MAINT	401.97
CENEX FLEETCARD	GASOLINE	7,590.84
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	8.51
DON'S BODY SHOP	MAINT	40.00
DUST TEX SERVICE, INC.	APRIL RUG RENT	5.38
ESTELLINE COMMUNITY OIL CO.	MAINT	46.82
GOEHRING-STREET, KRIS	ADVANCE STUDY	45.00
HAMLIN COUNTY FARMERS COOP	MAINT & GASOLINE	1,282.05
HEALTH EQUITY	HSA/FLEX	5.46
NESC PAYROLL	MAY 2022	9,718.23
OTTERTAIL POWER CO.	ELEC	31.31
ROB'S AUTO REPAIR	MAINT	3,312.21
STORMO, TIFFANY	TRAVEL	4.32
TWIN VALLEY TIRE, INC - WEBSTER	MAINT	81.15
W.W. TIRE SERVICE	MAINT	25.35
WATERTOWN PUBLIC OPINION	MINUTES	27.35
WEBSTER AUTO CARE	MAINT	326.99
<u>GENERAL FUND TOTAL:</u>		<u>22,984.64</u>

SPECIAL EDUCATION FUND - 22

BASIN CONSTRUCTION & DRAIN TILE, LLC	MAINT	4,064.38
BOYD, BRENDA	ED SPEC TRAVEL	34.00
CASTLEWOOD SCHOOL DISTRICT	APRIL 2022 USE FEE	862.63
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINT CONTRACT	86.07
DUST TEX SERVICE, INC.	APRIL RUG RENT	54.39
GOEHRING-STREET, KRIS	ADVANCE STUDY	455.00
HAMLIN SCHOOL DISTRICT	APRIL 2022 USE FEE	1,475.10
HEALTH EQUITY	HSA/FLEX	55.19
PARENT	APRIL MILEAGE REIMB	85.68
NESC IMPREST	IMPREST	218.00
NESC PAYROLL	MAY 2022	339,497.81
OTTERTAIL POWER CO.	ELEC	316.61
STORMO, TIFFANY	TRAVEL	43.68
SW/WC SERVICE COOPERATIVE	BEHAVIOR ANALYST CONTRACT	18,923.99

WATERTOWN PUBLIC OPINION	MINUTES	276.56
WEBSTER SCHOOL DISTRICT	APRIL 2022 USE FEE	690.10
WENZ, MELODY	APRIL MILEAGE REIMB	22.26
WIESE, RITA	APRIL MILEAGE REIMB	31.92
<u>SPECIAL EDUCATIN FUND:</u>		<u>367,193.37</u>
<u>MAY 2022 INVOICES TOTAL:</u>		<u>390,178.01</u>

Northeast Educational Services Cooperative

MAY 2022 BMO INVOICES

GENERAL FUND - 10

AMAZON	MTSS/ED SPEC SUPP	352.27
CLUBHOUSE HOTEL & SUITES PIERRE	T.S. TRAVEL	31.27
HAMLIN COUNTY PUBLISHING	EMPLOYMENT AD	62.10
HY-VEE FOOD STORE	BOA 5/4/22	2.61
INDEED, INC	EMPLOYMENT AD	6.38
INNOVATIVE OFFICE SOLUTIONS	O&M SUPP	63.63
ITC TELECOM	APRIL PHONE SERVICE	40.35
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	1.77
US POSTAL SERVICE	POSTAGE	0.61
VERIZON WIRELESS	MARCH CELL SERVICE	10.83
<u>GENERAL FUND TOTAL:</u>		<u>571.82</u>

SPECIAL EDUCATION FUND - 22

AMAZON	MTSS/ED SPEC SUPP	476.66
AMERICAN HEART ASSOCIATION	CPR TRAINING COURSES	234.00
CLUBHOUSE HOTEL & SUITES PIERRE	T.S. TRAVEL	316.17
HAMLIN COUNTY PUBLISHING	EMPLOYMENT AD	627.90
HOLIDAY INN EXPRESS & SUITES SIOUX FALLS	TAX CREDIT	(11.60)
HOLIDAY INN EXPRESS FT.PIERRE	ED SPEC TRAVEL	77.00
HY-VEE FOOD STORE	BOA 5/4/22	26.38
INDEED, INC	EMPLOYMENT AD	64.51
INNOVATIVE OFFICE SOLUTIONS	O&M SUPP	643.44
ITC TELECOM	APRIL PHONE SERVICE	408.01
MARSHALL CO. HEALTHCARE CENTER	PT/OT SERVICES	9,477.27
OCCUPATIONALTHERAPY.COM	K.K. COTA DUES	99.00
SANFORD WEBSTER MEDICAL CENTER	OT SERVICES	11,151.28
STAY USA HOTEL AND SUITES 2193	TAX CREDIT	(15.72)
TIME MANAGEMENT SYSTEMS, INC	TIME CLOCK	96.84
US POSTAL SERVICE	POSTAGE	6.19
VERIZON WIRELESS	MARCH CELL SERVICE	189.55
<u>SPECIAL EDUCATION FUND TOTAL:</u>		<u>23,866.88</u>

MAY 2022 BMO INVOICES TOTAL:24,438.70



A part of BMO Financial Group

INVOICE

May 05, 2022

Northeast Educational
310 5th Street
Hayti, SD 57241

ATTN:

Invoice Number: 0703531-2205

Invoice Amount: \$ 24,438.70

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending May 05, 2022.

Your payment is due **June 01, 2022**.

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 or billing account and the total amount to be paid.

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: 0703531-2205
Amount Paid: \$ 24,438.70
Payment Due Date: June 01, 2022

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 04/06/2022 to 05/05/2022

Mapped Cards

Billing Account 032312

Posting Date	Tran Date	Account	Supplier	Amount
04/26/2022	04/26/2022	XXXX-XXXX-XXXX-2312	Payment - Automatic Pymt Received	-26,627.26
			Debit Total USD	0.00
			Credit Total USD	-26,627.26
			Total USD	-26,627.26

POWELL ANDREA

Posting Date	Tran Date	Account	Supplier	Amount
05/05/2022	05/04/2022	XXXX-XXXX-XXXX-0787	Hy-Vee Watertown 1871	8.00
			Debit Total USD	8.00
			Credit Total USD	0.00
			Total USD	8.00

Boyd Brenda

Posting Date	Tran Date	Account	Supplier	Amount
04/18/2022	04/16/2022	XXXX-XXXX-XXXX-9401	Stay Usa Hotel & Suite	-15.72
04/22/2022	04/20/2022	XXXX-XXXX-XXXX-9401	Holiday Inn Exp Ft Pie	77.00
			Debit Total USD	77.00
			Credit Total USD	-15.72
			Total USD	61.28

Center Base Castlewood

Posting Date	Tran Date	Account	Supplier	Amount
05/04/2022	05/02/2022	XXXX-XXXX-XXXX-7409	Holiday Inn & Suites	-11.60
			Debit Total USD	0.00
			Credit Total USD	-11.60
			Total USD	-11.60

Admin Nesc

Posting Date	Tran Date	Account	Supplier	Amount
04/08/2022	04/07/2022	XXXX-XXXX-XXXX-7540	Usps Po 4637080684	6.80
04/22/2022	04/21/2022	XXXX-XXXX-XXXX-7540	Innovative Office Solu	652.81
04/25/2022	04/22/2022	XXXX-XXXX-XXXX-7540	Innovative Office Solu	54.26

Debit Total USD	713.87
Credit Total USD	0.00
Total USD	713.87

Stormo Tiffany

Posting Date	Tran Date	Account	Supplier	Amount	
04/07/2022	04/06/2022	XXXX-XXXX-XXXX-0837	Hy-Vee Watertown 1871	20.99	?
04/08/2022	04/08/2022	XXXX-XXXX-XXXX-0837	Vzwrlls My Vz Vb P	200.38	?
04/11/2022	04/07/2022	XXXX-XXXX-XXXX-0837	Interstate Telecommuni	448.36	?
04/12/2022	04/11/2022	XXXX-XXXX-XXXX-0837	In Time Management Sy	98.61	?
04/19/2022	04/18/2022	XXXX-XXXX-XXXX-0837	Pp Hamlincount	690.00	?
04/21/2022	04/20/2022	XXXX-XXXX-XXXX-0837	Ce Occupationaltherapy	99.00	?
04/26/2022	04/25/2022	XXXX-XXXX-XXXX-0837	Indeed	42.21	?
04/26/2022	04/25/2022	XXXX-XXXX-XXXX-0837	Amzn Mktp US 1o6ed3hk2	828.93	?
05/02/2022	04/28/2022	XXXX-XXXX-XXXX-0837	Clubhouse Hotel & Suit	347.44	?
05/02/2022	04/29/2022	XXXX-XXXX-XXXX-0837	Indeed	-2.58	?
05/02/2022	05/01/2022	XXXX-XXXX-XXXX-0837	Indeed	31.26	?
05/03/2022	05/02/2022	XXXX-XXXX-XXXX-0837	American Heart Shopcpr	234.00	?
05/03/2022	05/02/2022	XXXX-XXXX-XXXX-0837	Marshall County Health	9,477.27	?
05/03/2022	05/02/2022	XXXX-XXXX-XXXX-0837	Sanford Credit Card Pm	11,151.28	?
			Debit Total USD	23,669.73	
			Credit Total USD	-2.58	
			Total USD	23,667.15	

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday, May 4, 2022

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, May 4, 2022 via zoom and at Hy-Vee in Watertown, South Dakota. The meeting was called to order by Chairperson L. Schuster at 10:01 A.M. and adjourned at 10:39 A.M.

Present: Brian Sampson, Arlington; Steve Benson, Britton-Hecla; Travis Ahrens, Clark; Abi Van Regenmorter and Andrew Armstead, DeSmet; Chad Schiernbeck, Deuel; Brian Jandahl, Elkton; Eric Bass, Estelline; Mitch Reed, Florence – entered at 10:20 A.M.; Patrick Kraning, Hamlin; Todd Obele, Henry; Mike Ruth, Iroquois; Dana Felderman, Lake Preston; Mike Fischer, Oldham/Ramona; Brian Nelson, Rosholt; Laura Schuster, Sioux Valley; James Block, Webster; Chris Lee, Willow Lake

Absent: Peter Books, Castlewood; Kimberly Kludt, Deubrook; Nadine Eastman, Enemy Swim; Brian Brosnahan, Rutland; Mike Schmidt, Summit; Alan Neville, Waubay; Jon Meyer, Waverly/South Shore; Larry Hulscher, Wilmot

Others Attending: Andrea Powell, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

ADVISORY BOARD AGENDA

Call to Order

Chairperson L. Schuster called the meeting to order at 10:01 A.M.

Agenda review, changes, and approval

Motion by T. Ahrens, second by T. Obele to approve the agenda as presented.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Business Manager Stormo reviewed the financial report for March 2022.

Motion by E. Bass, second by D. Felderman to approve March 2022 financial report. All present voting in favor, motion carried.

FY23 Budget

Business Manager Stormo reviewed the proposed budget for FY23.

Motion by S. Benson, second by B. Sampson to approve the proposed preliminary budget for FY23.

School Psychologists and Examiners Language

Director Powell updated the board on the school psychologists and examiner language.

Reduction in School Psych Services

If NESC is unable to fill openings in the School Psych department, we may have to reduce the School Psychs services delivered. Special Education teachers might have to start doing their own achievement testing and observation.

Comprehensive Plan – Development Delay

The State Board of Education is about to allow Developmental Delay until age 9. School Districts who want to recognize Development Delay until age 9 need to update their comprehensive plans.

Policy and By-laws

Assistant Director Frewing and Business Manager Stormo discussed potential changes to the Policy and By-laws.

Paper Purchase

Business Manager Stormo informed everyone that she is currently collecting information for the group paper purchase and will soon be getting quotes.

Superintendent Rotation

The term for Representative Mitch Reed from medium schools was set to end in 2022. M. Reed agreed to serve an additional term. Todd Obele from small schools and Jim Block from large schools will continue their term.

Election of Chairperson for 22-23

L. Schuster agreed to continue as Chairperson for the 22-23 school year. P. Books will assist her as Vice Chairperson.

School Calendars for 22-23

Director Powell asked school districts to send her their school calendars for 22-23. The NESC administrators do consult those when developing annual work calendars for NESC providers.

Apex License

Director Powell reviewed the current requested Apex License.

Other topics

There were no other topics discussed.

Adjournment

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

The next Board of Advisors' Meeting will be September 7, 2022.

Tiffany Stormo, Business Manager

May 12, 2022

Dear NESC Board of Directors, & Andrea Powell;

I am turning in my notice that I will be leaving the NESC organization. I will work until June 16, 2022; to give a two-week time to find someone and a two-week time to train them, of my job duties.

I have enjoyed working for this organization and the people who are the back-bone of it, the NESC office staff and those out in the schools.

Sincerely;

A handwritten signature in blue ink that reads "Carol Reuer". The signature is written in a cursive style with a large initial 'C'.

Carol Reuer

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

Contracts to be Approved

May 16, 2022

SCHOOL PSYCHOLOGISTS - Unit 1

Melissa Gent
Robin Schwandt
Shelly Skogstad
Elli Stevenson

PSYCHOLOGICAL EXAMINERS - Unit 1

Jessica Fischer
Nikki Heggelund
Kris Street

PHYSICAL THERAPISTS/ASSISTANTS - Unit 1

Nancy Crump
Kristina Suttan
Kristy Boettcher

OCCUPATIONAL THERAPISTS/ASSISTANTS - Unit 1

Stephanie Hayunga
Nicol Huyvaert
Morgan Anderson
Kelsey Kringen

SPEECH LANGUAGE PATHOLOGISTS - Unit 2

Christy Busskohl
Angel Dubro
Heather Hansen
Alysha Johnson
Cheryl Keller-Knudson
Megan Liljegren
Mallorie Mattern
Nicole Nedved
Carrie Niles
Marci Saathoff
Rochelle Schmidt
Deb Tiefenthaler
Rita Wiese
Brandi Ziebart

CENTER BASE INSTRUCTORS - Unit 2

Chris Lather
Sara Lorensberg
Cody Swanson

EARLY CHILDHOOD INSTRUCTORS - Unit 2

Deb Jensen
Karlette Juhnke
Teresa Landmark
Wendi Lindner
Julie Nelson

TECHNOLOGY/ED SPEC - Unit 2

Brenda Boyd

ED SPEC

Lisa Reinhiller

OFFICE STAFF

Tammy Anderson
Carol Reuer

CUSTODIAN

Geraldine Binde

CENTER BASE PARA EDUCATORS

Katherine Anderson
Saphire Anderson
Jordan Bauer
Shelby Guerdet
Shannon Lawrence
Baily Mack
Michelle Meier
Leslie Olson
Shari Peckenpaugh
Shambree Robbins
Sarah Sichmeller

ESY

Katherine Anderson
Saphire Anderson
Christy Buszkohl
Jen Deutsch
Angel Dubro
Lindsay Edwards
Robin Gigov
Shelby Guerdet
Heather Hansen
Gunner Haug
Deb Jensen
Karlette Juhnke
Cheryl Keller-Knudson
Sheri Kogel
Teresa Landmark
Chris Lather
Shannon Lawrence
Megan Liljegren
Wendi Lindner
Sara Lorensberg
Baily Mack
Emily Martian
Nicole Nedved
Julie Nelson
Carrie Niles
Leslie Olson
Shari Peckenpaugh
Shambree Robbins
Marc Saathoff
Rochelle Schmidt
Randi Schuster
Sarah Sichmeller
Angie Scotting
Kelly Short
Bethany Singrey
Cody Swenson
Deb Tiefenthaler
Rita Wiese
Lindsey West

Psych Caseload Considerations

1. NESC Psych Evaluations over Time

	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
Evals	392	410	447	469	443	(475) 418 - 57	(554) 611 + 57	496	520
FTE	5.82	5.90	5.95	6.54	7.30	6.80	6.80	7.80	7.30
Eval per FTE	67.35	69.49	75.13	71.71	60.68	61.47	89.85	63.59	71.23

2. NESC PK-12 Enrollment, Child Count, and Psych FTE over Time

	Fall PK-12 Enrollment	December Child Count	NESC Child Count as % of Enrollment	State Child Count as % of Enrollment	Psych FTE
2014-2015	7,480	904	12.09%	14.19%	5.82
2015-2016	7,473	938	12.55%	14.06%	5.90
2016-2017	7,616	1,031	13.54%	14.89%	5.95
2017-2018	7,658	1,107	14.46%	15.36%	6.54
2018-2019	7,755	1,149	14.82%	15.62%	7.30
2019-2020	7,899	1,126	14.25%	15.84%	6.80
2020-2021	8,101	1,209	14.92%	15.57%	6.80
2021-2022	8,489	1,257	14.81%	15.78%	7.80
2022-2023	8,645	1,318	15.25%	15.78%	7.30

Increase in K-12 Enrollment: 13.5% (Fall 2014 to Fall 2022)
 Increase in Child Count: 39.0% (Dec 2014 to Dec 2021)
 Increase in Psych FTE: 25.4% (2014-2015 to 2022-2023)

3. Psych to Student Ratio Comparison with Other Agencies (2021-2022)

	Psych FTE	K-12 Enrollment	School Psych Staff to Student Ratio	Next Year (2022-2023):
Aberdeen	4.00	4,409	1: 1,102	
Brookings	2.00	3,397	1: 1,699	3.00 3,397 1: 1,132
Huron	2.00	2,862	1: 1,431	
Milbank	1.00	981	1: 981	
Miller-Redfield	1.00	994	1: 994	
NESC Schools	7.80	7,765	1: 996	7.30 7,907 1: 1,083
Sisseton	1.10	931	1: 846	
Watertown	3.00	3,820	1: 1,273	4.00 3,820 1: 955

NESC Summer Office Hours

Current:

Monday through Friday: 7:30 am to 4:00 pm

Proposed:

June 1, 2022 through August 5, 2022

Monday through Thursday - 7:30 am to 3:30 pm

Friday: 7:30 am to 12:00 pm (work from home)

Beginning August 8, 2022

Monday through Friday - 7:30 am to 4:00 pm

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

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

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

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

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

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

Summary of Proposed Board Policy Changes

Location	Change
Article I Criminal Background Check	Add exception.
Article IV Harassment / Sexual Harassment	Revise plan for notifying employees.
Article IX Grievance Procedure	Strike policy (redundant with newer harassment / sexual harassment policy in article IV).
Article XII Reporting Child Abuse	Update legal references.
Article XIII Business Credit Card	Increase credit limit to \$15,000.
Appendix Various	Eliminate reference to number of days (school psych, psych examiner, PT, OTR, and COTA).
Appendix Business Manager Assistant	Add job description.
Appendix Speech-Language Pathology Assistant	Minor wording adjustment on elements E and F.
Appendix Psych Examiner	Revise qualifications.
Appendix Supervisor, School Psych Services	Strike policy (redundant and no longer being used).
PT	Add PTA supervision to job description.
PTA	Add job description.
Table of Contents	Update policies, job descriptions, and page numbers.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

NESC BOARD POLICIES

2021-22

“Broadening Educational Horizons”



Andrea Powell, Director

Tim Frewing, Assistant Director

Tiffany Stormo, Business Manager

NESC BOARD POLICIES

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE

28-201

ARTICLE I CRIMINAL BACKGROUND INVESTIGATION

SDCL 13-10-12 provides the legal authority and requirement for the Cooperative to conduct criminal background investigations.

New employees, contracted providers, volunteers, and individuals who are completing a field experience are subject to a criminal background investigation from the Federal Bureau of Investigation (FBI) and the South Dakota Department of Criminal Investigation (SDDCI). Criminal background investigations from both the FBI and SDDCI will be treated the same under this policy.

This policy does not apply to individuals seeking supervised observation who will not be working directly with children.

A. Disqualifications

Individuals will not be allowed to work or to complete field experiences with any of the following convictions in their criminal history:

- a crime of violence as defined in subdivision SDCL 22-1-2(9) (murder, manslaughter, rape, aggravated assault, riot, robbery, burglary in the first degree, arson, kidnapping, felony sexual contact, felony child abuse, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive device;
- a sex offense as defined in SDCL 22-24B-1 (including but not limited to rape, felony sexual contact with a minor under sixteen, sexual contact with a person incapable of consenting, possessing, manufacturing, or distributing child pornography, and sexual exploitation of a minor);
- or distribution or trafficking in marijuana, narcotics, or any controlled substance.

Additionally, the crime of moral turpitude as defined by SDCL 22-1-2(25) or any other criminal conviction may be treated as a disqualifying record.

B. Appealing a Disqualification

If a person is disqualified from work or a field experience due to the results of criminal background history, the Cooperative shall inform that person about the disqualification.

Once somehow has been notified of a disqualification, that person will have five calendar days to inform NESC Administration of the intent to appeal it. After five calendar days, if NESC Administration has not received notice of intent to appeal, no work or field experience will be approved. If NESC Administration is notified within five calendar days of the intent to appeal or correct a disqualification, that person has a reasonable time, not to exceed 100 calendar days, to rectify any discrepancies on their criminal history. After a reasonable time, not to exceed 100 calendar days, if the disqualification has not been resolved, the work or field experience will not be approved.

If the criminal background report has been amended within 100 calendar days, a new criminal background check will be conducted for verification.

Only one appeal period of 100 calendar days will be allowed.

Individuals may visit the FBI's [portal for Identity History Summary Checks](#) for further information on how to amend criminal history records.

representing teachers in our individual schools or in our school system, even in respect to school board elections and school revenue issues. It is expected that the exercises of such rights as detailed above will not adversely affect the ability of teachers to carry out the task for which they are employed. It shall be the function of the Director to work out with the Education Association(s) any details concerning the use of school property (such as auditorium) for political activities. Any agreements reached between the Director and the Association(s) representing the employees shall be presented in writing, to the Board of Education for approval.

- C. No Cooperative employee shall be responsible for school district nonacademic duties unless otherwise specified in the contract.
- D. All employees must notify the Cooperative in writing if they are convicted of a crime of violence, a drug or sex offense, or any felony offense. According to SDCL 13-10-15, if as the result of a criminal conviction, the Cooperative suspends an employee without pay, or an employee resigns, or an employee is terminated, the Director shall report the circumstances and the name of the employee to the South Dakota Department of Education within 10 days of the suspension, resignation, or termination.

ARTICLE IV HARASSMENT / SEXUAL 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 copy of this policy to all 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 means conduct on the basis of sex that satisfies one or more of the following:
 - a. A Cooperative employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;

- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Cooperative's education program or activity; or
- c. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

The Title IX regulations defining sexual harassment and setting forth other Title IX requirements can be found at 34 CFR §106.

- 3. Harassment and sexual harassment can occur over social media. However, an allegation of sexual harassment only falls within the jurisdiction of Title IX when it occurs within a Cooperative program or activity. (Sexual harassment complaints beyond Title IX jurisdiction can still be reported. They just go to the Director instead of the Title IX Coordinator.)
- 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).
(Formal complaints must be filed by the complainant or a parent filing on behalf of a student complainant, or be signed by the Title IX Coordinator.)
 - b. Provide respondents with written notice about the complaint.
 - c. Offer supportive measures to complainants and respondents, and document such.
(Examples of supportive measures include counseling, extensions of deadlines, schedule modifications, increased supervision, or mutual restrictions on contact between the parties.)
 - d. After review of each Title IX complaint, either dismiss the complaint or arrange an investigation.
(If dismissing the complaint, both parties must be notified of the dismissal in writing, including the reasons for doing so.)
 - e. When the complainant and the respondent are both willing to do so, facilitate an informal resolution of the complaint (unless the allegation is that an employee sexually harassed a student).
(During informal resolution, the parties must receive written notice describing the allegations and informing how resolving that complaint informally precludes any formal complaint based on the same allegations. Informal resolution requires the voluntary, written consent of both parties.)
 - f. Maintain records of Title IX complaints, investigations, remedies, supportive measures, informal resolutions, disciplinary actions, and appeals.

B. Reporting Incidents of Harassment

Any person who believes he or she has been the victim of sexual harassment or who has witnessed sexual 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, who will relay it to the President of NESC's board of advisors. The form for reporting harassment of any kind is available 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 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 to the NESC Director.

For Title IX investigations, prior to the release of the investigative report, a tentative report of findings must be sent to the complainant and the respondent (along with their advisors). These parties have 10 days to submit a written response, which the investigator must consider before issuing the final report. After the investigative report is released, the parties have an additional 10 days to submit written responses to the decision-maker before any determination of responsibility.

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. After considering the results of the harassment investigation, the Cooperative Director will make a determination of responsibility.

For complaints of sexual harassment, the standard of evidence used for determining responsibility will be the preponderance of evidence standard.

2. The complainant and respondent will be advised of the 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.
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

4. The Cooperative Board will render an appeal decision in writing within ten (10) working days of the hearing.

E. Procedures during Conflicts of Interest

To minimize conflicts of interest, the decisionmaker must not be the investigator or the Title IX Coordinator. With that in mind, if an allegation of sexual harassment involves the Title IX Coordinator, the Director will exercise the Title IX Coordinator's duties.

If the Director has assumed the Title IX Coordinator's duties or is the subject of a harassment complaint, then any determinations of responsibility must be made by the Board of Advisors.

The NESC Board of Directors reserves its role for the appeals process and may appoint a representative to exercise that role.

F. 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.

G. False Charges

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

H. 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.

I. 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 a determination of responsibility will be issued. If you are found to be responsible for sexual harassment, then you will face disciplinary sanctions.

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.
 - names of known parties
 - conduct alleged
 - 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.
 - procedural irregularity
 - new evidence not reasonably available
 - conflict of interest against Title IX Coordinator, investigator, or decisionmaker

HARASSMENT REPORT FORM

Complainant Name _____

Home Address _____

Home Phone _____

Work Address _____

Work Phone _____

Date and time of alleged incident(s) _____

Place where alleged incident(s) occurred _____

Name of person you believe harassed you _____

Describe the incident(s) as clearly as possible _____

List any witnesses that were present _____

What action, if any, has been taken? _____

This harassment report form is filed based on my honest belief that _____
has harassed me. I hereby certify the information I have provided in this harassment report form is true,
correct and complete to the best of my knowledge and belief.

Complainant Signature

Date

Received by

Date

the payment is more than (30) days late, the employee's health care coverage may be dropped for the duration of the leave. The Cooperative will provide fifteen (15) days' notification prior to the employee's loss of coverage.

ARTICLE IX GRIEVANCE PROCEDURE

~~WHEREAS, the Board of Directors of the Northeast Educational Services Cooperative # 28-201, in compliance with the rules and regulations pertaining to nondiscrimination on the basis of race, color, national origin, sex, disability, or age in its programs and activities under Federally assisted education programs and activities, has established this procedure whereby a complaint related to the violation, interpretation, or application of Title IX (discrimination based on gender), Title VI (discrimination based on national origin/race, Section 504, Age Discrimination Act, or Americans with Disabilities Act Rules and Regulations may be quickly and smoothly resolved;~~

~~WHEREAS, students and employees of the Northeast Educational Services Cooperative # 28-201 are eligible to participate in this grievance procedure; and~~

~~WHEREAS, the resolution of real or alleged violations shall be motivated toward a solution that is satisfactory to the student or employee, the administration, and the Board of Directors.~~

~~NOW THEREFORE BE IT RESOLVED, that the following grievance procedures be adopted by the Board of Directors of the Northeast Educational Services Cooperative # 28-201.~~

1. Definitions

~~1.1 Grievance: An issue that reaches Level One Procedure. This involves the violation, interpretation, or application of any selection of Title IX, Title VI, Section 504, Age Discrimination Act, or Americans with Disabilities Act.~~

~~1.2 Student: Any person enrolled as a student in any school and/or educational or recreational program authorized by the Northeast Educational Services Cooperative #28-201 Board of Directors.~~

~~1.3 Employee: Any full-time or part-time person receiving compensation for services rendered the Northeast Educational Services Cooperative # 28-201 Board of Directors.~~

~~1.4 Non-discrimination Coordinator: The person designated by the Board of Directors to coordinate efforts to comply with Title IX, Title VI, Section 504, Age Discrimination Act, or American with Disabilities Act Rules and Regulations.~~

~~1.5 Director: The Director of the Cooperative or a designated representative.~~

2. Level One Procedure

~~2.1 The student or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the Non-Discrimination Coordinator.~~

~~2.2 The Non-Discrimination Coordinator's responsibilities:~~

- ~~a. Investigate, within five business days, the circumstances of the complaint;~~
- ~~b. Render a decision, within ten business days after receipt of the complaint; and notify the complainant;~~
- ~~c. Provide the complainant five business days to react to the decision before it becomes final.~~

~~2.3 The Complainant's responsibilities:~~

- ~~a. Accept the decision, in writing, addressed to the Non-Discrimination Coordinator, or~~
- ~~b. Disagree with the decision, in writing, addressed to the Non-Discrimination Coordinator. A level two procedure will be initiated.~~

3. ~~Level Two Procedure~~

~~3.1 The Non-Discrimination Coordinator requests the Director to review the complaint.~~

~~3.2 The Director will schedule a meeting within five business days of receipt of the request for review. The participants shall be the complainant, the Non-Discrimination Coordinator, and the Director.~~

~~3.3 The Director will make a decision within five business days. The complainant and the Non-Discrimination Coordinator will receive copies of the decision.~~

4. ~~Level Three Procedure~~

~~4.1 If the complainant is not satisfied with the decision rendered by the Director, he/she may request a hearing in executive session with the NESC Board of Directors. The request for hearing must be submitted in writing within five (5) business days through the Director's office. The hearing will be scheduled within thirty (30) business days from the request for hearing. The involved parties will be notified in writing of the date and time of the scheduled hearing.~~

~~4.2 The NESC Board of Directors will render a decision in writing within ten (10) business days of the hearing.~~

~~4.3 Either party may have representation present at each step once the investigation is completed. If either party elects to be represented at any step of the complaint procedure, the names of these representatives must be declared in writing at least two days prior to that step.~~

Grievance Report Form

(This report form is to be used when a grievant wishes
to file a grievance under NESC's Grievance Procedure)

Name _____

Mailing Address _____

City and State _____

Telephone: Home: _____ Cell: _____

Incident Summary:

1. Date of occurrence _____

2. Description of incident(s) _____

3. Name(s) of person(s) involved in the incident(s)

4. Name(s) of any witness(es) to the incident(s)

5. What remedial action, if any, has been taken?

6. Requested resolution of the grievance

Signature of Grievant _____ Date _____

ARTICLE XII REPORTING CHILD ABUSE

Because of their regular contact with school-age children, school employees are in an excellent position to identify abused or neglected children.

To comply with the law (SDCL ~~26-8-6, 26-10-10, 26-10-11, and 26-10-12~~ **26-8A-7**) it is the policy of the Northeast Educational Services Cooperative that any staff or other coop employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by any person including parent or other person, other than by accidental means, shall report orally or in writing to the principal, superintendent, or director who shall then immediately report to the states attorney of that county or to the Department of Social Services or to the county sheriff or to the city police. The principal, superintendent or director shall inform the coop employee initiating the action within 24 hours and in writing that the report has been made. The employees shall make the report directly to the proper authorities if the principal, superintendent or director fails to do so.

The report shall contain the following information: Name, address of parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of injuries or condition.

Coop employees, including administrators shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the coop employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, only to report his or her suspicions of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in considerate, professional manner and information or records concerning reports of suspected abuse or neglect are confidential and the release to persons other than provided by law (SDCL ~~26-10-12.2~~ **26-8A-8**) is punishable by \$1,000 fine, one year in jail or both (SDCL ~~26-10-12.3~~ **26-8A-13 and 22-6-2**). Failure to make a report where abuse or neglect is suspected is subject to the same punishment (SDCL ~~26-10-10~~ **26-8A-3**).

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding even if the suspicion is proved to be unfounded (SDCL ~~26-10-14~~ **26-8A-14 and 26-8A-15**).

Copies of this policy shall be distributed by the Director or his designee to all coop employees at the beginning of each school term and to new employees when they begin employment if at a different time than the beginning of the school term.

The Board will support any employee making a report of suspected child abuse or neglect until and unless it is determined that the employee was acting in bad faith in making the report.

ARTICLE XIII BUSINESS CREDIT CARD POLICY

The Director and Business Manager are authorized to obtain credit cards in the Cooperative's name for the purpose of purchasing items and services that are coop related.

The total line of credit shall not exceed ~~\$40,000~~ **\$15,000**. The Director and Business Manager are authorized to administer the credit card usage by administration and staff. Credit Cards are to be used for the following:

1. Travel costs - airline tickets, registration fees, vehicle rental, and lodging (meals are not to be purchased with credit cards).

**JOB DESCRIPTION FOR
BUSINESS MANAGER ASSISTANT**

I. Background Information

The Business Manager Assistant provides accounting and human resource functions, under direct supervision from the Business Manager.

II. Professional Responsibilities

- A. Assist with accounting and human resource tasks.
- B. Create and modify documents using Microsoft Office applications.
- C. Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, e-mailing, scheduling, keyboarding, workshop registrations, and filing.
- D. Maintain hard copy and digital record systems.
- E. Communicate pertinent questions and issues to the Business Manager.
- F. Answer telephone and transfer to appropriate staff member or take messages.
- G. Perform other duties as assigned.

III. Qualifications

The Business Manager Assistant should be proficient in verbal and written communication skills, keyboarding, and basic math and language. Attention to detail is imperative. Additionally, there should be comfort working with Windows, Microsoft Office applications, e-mail, facsimile machines, and copy machines. A successful candidate will be able to organize, multi-task, and work independently.

Formal education or coursework related to accounting, business administration, or finance is desirable but not required.

**JOB DESCRIPTION FOR
SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

I. Background Information

Some interventions used to treat individuals with communication and related disorders can be performed successfully by someone other than a speech-language pathologist (SLP) if the person conducting that task has been properly trained and supervised by a speech-language pathologist. In particular the more repetitive, mechanical, and routine clinical duties are well-suited to delegation.

Speech-language pathology assistants (SLPAs) assist in the provision of speech-language pathology services that are designed and monitored by a supervising SLP. Additionally, SLPAs may support in other duties such as screening, scheduling, checks and maintenance of equipment, and recordkeeping.

This position is an academic year contract with extra work paid additionally throughout the summer to complete Birth to 3 and Extended School Year (ESY) duties.

II. Professional Responsibilities

- A. Deliver speech-language pathology interventions, following documented treatment protocols established by the supervising SLP and linking instructional activities to program goals.
- B. Communicate student progress and potential issues to supervising SLP.
- C. Conduct universal hearing screenings without clinical interpretation.
- D. Participate in developmental screenings without clinical interpretation.
- E. Model, teaching, and counsel parents and teachers regarding how to promote growth in communication and independence for the child.
- F. Maintain special education records in accordance with State requirements and ~~also~~ the practices of member school districts.
- G. Create and update a schedule of services, keeping the stakeholders notified.
- H. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- I. Perform other, reasonably-related duties as assigned.

III. Qualifications

- A. Education
SLPAs must hold an associate's degree in speech-language pathology assistance or a bachelor's degree in speech-language pathology or communication disorders from an accredited academic institution.
- B. Certification
SLPAs must be licensed as a speech-language pathology assistant by the South Dakota Board of Examiners for Speech-Language Pathology.
- C. Experience
Successful experience as a speech-language pathologist assistant is preferred but not required.

JOB DESCRIPTION FOR SCHOOL PSYCHOLOGIST

I. Background Information

School psychologists help to navigate the requirements for special education by reviewing school records, planning and coordinating evaluations, administering new diagnostic evaluations, and applying student data to the State's eligibility criteria. Additionally they recommend specific intervention and placement solutions based on individual needs. Ongoing consultation with parents and teachers is an important part of the work.

~~This position is a 190 day contract.~~

II. Professional Responsibilities

- A. Assist special education teachers with evaluation planning.
- B. Conduct academic, behavioral, observational, and psychological assessments and generate the related reports.
- C. Interpret evaluation data and facilitate eligibility decisions.
- D. Promote positive behavior interventions and supports.
- E. Consult with parents and teachers to improve academic or behavioral difficulties.
- F. Connect families with available resources from the community and other agencies when possible.
- G. Conduct functional behavior assessments, generate the related reports, and facilitate the development of behavior intervention plans.
- H. Facilitate manifestation determination reviews and the related documentation.
- I. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- J. Transmit calendars, vehicle mileage logs, and evaluation data when requested.
- K. Perform other, reasonably-related duties as assigned.

III. Qualifications

- A. Education
School psychologists must hold a graduate degree in school psychology from an accredited college or university.
- B. Certification
School psychologists are fully certified when they are licensed by the South Dakota Department of Education to practice school psychology.
- C. Experience
Successful experience as a school psychologist is preferred but not required.

JOB DESCRIPTION FOR PSYCHOLOGICAL EXAMINER

I. Background Information:

Psychological examiners help to navigate the requirements for special education by reviewing school records, planning and coordinating evaluations, administering new diagnostic evaluations, and applying student data to the State's eligibility criteria. Additionally, they recommend specific intervention and placement solutions based on individual needs. Ongoing consultation with parents and teachers is an important part of the work.

~~This position is a 190-day contract.~~

II. Professional Responsibilities

- A. Assist special education teachers with evaluation planning.
- B. Conduct academic, behavioral, observational, and psychological assessments and generate the related reports.
- C. Collaborate with the supervising school psychologist regarding evaluation reports.
- D. Interpret evaluation data and facilitate eligibility decisions.
- E. Promote positive behavior interventions and supports.
- F. Consult with parents and teachers to improve academic or behavioral difficulties.
- G. Connect families with available resources from the community and other agencies when possible.
- H. Conduct functional behavior assessments, generate the related reports, and facilitate the development of behavior intervention plans.
- I. Facilitate manifestation determination reviews and the related documentation.
- J. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- K. Transmit calendars, vehicle mileage logs, and evaluation data when requested.
- L. Perform other, reasonably-related duties as assigned.

III. Qualifications

~~A. Education~~

~~Psychological examiners must hold a master's degree in school psychology or a related field from an accredited college or university, and must have graduate-level coursework and supervised field experiences in psychological assessment.~~

~~B. Certification~~

~~Psychological examiners are fully certified when they are licensed by the South Dakota Department of Education to practice psychological examination.~~

~~C. Experience~~

~~Successful experience as a psychological examiner is preferred but not required.~~

**JOB DESCRIPTION FOR
SUPERVISOR, SCHOOL PSYCHOLOGICAL SERVICES**

I. Background Information

The role of the supervisor for school psychological services is one of responsibility for the quality, efficiency, and harmonious functioning of the total school psychological program within the Northeast Educational Services Cooperative. This includes responsibility for planning and evaluation of both programs and personnel, research activities, and staff communication. Serving as the spokesperson for school psychological services, the supervisor is the liaison between the school psychologists and director of the Northeast Educational Services Cooperative. The supervisor is directly responsible to the Director of the Cooperative.

II. Professional Responsibilities

- A. Assess, in conjunction with the NESC Director and the School Psychological Services Staff, the needs of the member schools concerning school psychological services.
- B. Formulate both short and long range goals with measurable objectives for the program.
- C. Supervising and evaluating school psychologists and psychological examiners and providing job performance feedback.
- D. Encourage and advocate for the development of the professional interests and competencies of individual staff members.
- E. Deploy staff and resources in the most effective and efficient manner.
- F. Establish guidelines and procedures appropriate for services and case load management.
- G. Cooperate with the Director in the planning, implementation, and evaluation of programs for a member school district.
- H. Make needs of the school psychological services program known to the NESC Director and keep the administration and staff apprised of the progress of established programs and the implementation of, or experimentation with, new programs.
- I. Compile, analyze, and disseminate statistical information of services provided by the school psychological staff during the year and projected for the future.
- J. Encourage staff members to participate in relevant research projects and offer assistance when possible.
- K. Plan and implement in-service meetings for the staff based on the expressed needs of the school psychologists and member school districts.
- L. Organize and conduct staff meetings for the purpose of keeping the staff well informed on policies, evaluations of needs and programs, case assignments, and general discussion about cases/building issues.
- M. Participate in Advisory Board and Board of Directors meetings as called by the NESC Director.
- N. Cooperate with training institutions to provide beneficial school practicum and school internship experiences to students.

III. Qualifications

A. Education

This position requires a specialist degree in school psychology or a master's or higher in educational administration.

B. Certification

This position requires either licensure to practice school psychology or an administrator certificate from the South Dakota Department of Education.

JOB DESCRIPTION FOR PHYSICAL THERAPIST

I. Background Information

Physical therapists (PTs) are health care professionals with clinical experience who diagnose and treat conditions limiting the body's ability to move and function in daily life.

Educationally-based PTs focus on remediating a student's gross motor skills only to the point that such remediation is no longer needed to benefit from special education. Evaluation and consultation for potential impairments is an important part of the work.

~~This position is a 230 day contract.~~

II. Professional Responsibilities

- A. Administer gross motor evaluations (including skill-based assessments) and generate the related reports.
- B. Diagnose and remediate gross motor impairments based on the individual needs of the child.
- C. Model, teach, and counsel parents and teachers how to promote increased movement and independence for the child.
- D. Contribute to the development of Individual Education Programs (IEPs).
- E. Contribute to the development of Individual Family Service Plans (IFSPs).
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- H. **Supervise Physical Therapy Assistants (PTAs).**
- I. Perform other, reasonably-related duties as assigned.

III. Qualifications

PTs must be licensed to practice physical therapy by the South Dakota Board of Medical and Osteopathic Examiners.

**JOB DESCRIPTION FOR
PHYSICAL THERAPY ASSISTANT**

- I. Some physical therapy interventions can be performed successfully by someone other than a physical therapist (PT) if the person conducting that task has been properly trained and supervised by a PT. In particular the direct therapy given to patients is well-suited to delegation.

Physical therapy assistants (PTAs) assist in the provision of physical therapy services designed and monitored by a supervising PT. Additionally, PTAs may support in other duties such as screening, scheduling, and recordkeeping.

II. Professional Responsibilities

- A. Deliver gross motor interventions, following treatment protocols established by the supervising PT.
- B. Communicate student progress and potential issues to the supervising PT.
- C. Keep track of and schedule joint visit with the supervising PT.
- D. Model, teach, and counsel parents and teachers in how to promote growth and increased independence for the child.
- E. Contribute to the development of Individual Education Programs (IEPs).
- F. Contribute to the development of Individual Family Service Plans (IFSPs).
- G. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- H. Create and update a schedule of services, keeping the stakeholders notified.
- I. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- J. Perform other, reasonably-related duties as assigned.

III. Qualifications

PTAs must be licensed to assist with physical therapy by the South Dakota Board of Medical and Osteopathic Examiners.

**JOB DESCRIPTION FOR
OCCUPATIONAL THERAPIST, REGISTERED**

I. Background Information

Registered occupational therapists (OTRs) are health care professionals who help clients to develop, recover, or maintain daily living and work skills.

Educationally-based OTRs focus on remediating a student's fine motor, sensory, or visual motor skills only to the point that such remediation is no longer needed to benefit from special education. Evaluation and consultation for potential impairments is an important part of the work.

~~This position is a 200 day contract.~~

II. Professional Responsibilities

- A. Administer fine motor, sensory, and visual motor evaluations (including skill-based assessments) and generate the related reports.
- B. Diagnose and remediate fine motor, sensory, and visual motor impairments based on the individual needs of the child.
- C. Model, teach, and counsel parents and teachers how to promote increased movement and independence for the child.
- D. Contribute to the development of Individual Education Programs (IEPs).
- E. Contribute to the development of Individual Family Service Plans (IFSPs).
- F. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- G. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- H. Supervise Certified Occupational Therapy Assistants (COTAs).
- I. Perform other, reasonably-related duties as assigned.

III. Qualifications

OTRs must be licensed to practice occupational therapy by the South Dakota Board of Medical and Osteopathic Examiners.

**JOB DESCRIPTION FOR
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**

I. Background Information

Some occupational therapy interventions can be performed successfully by someone other than a registered occupational therapist (OTR) if the person conducting that task has been properly trained and supervised by an OTR. In particular the direct therapy given to patients is well-suited to delegation.

Certified occupational therapy assistants (COTAs) assist in the provision of occupational therapy services that are designed and monitored by a supervising OTR. Additionally COTAs may support in other duties such as screening, scheduling, and recordkeeping.

~~This position is a 200 day contract.~~

II. Professional Responsibilities

- A. Deliver fine motor, sensory, and visual motor interventions, following treatment protocols established by the supervising OTR.
- B. Communicate student progress and potential issues to supervising OTR.
- C. Model, teach, and counsel parents and teachers how to promote growth increased independence for the child.
- D. Maintain special education records in accordance with State requirements and also the practices of member school districts.
- E. Create and update a schedule of services, keeping the stakeholders notified.
- F. Transmit calendars, schedules, caseloads, Medicaid logs, vehicle mileage logs, evaluation data, and inventory reports when requested.
- G. Perform other, reasonably-related duties as assigned.

III. Qualifications

COTAs must be licensed to assist with occupational therapy by the South Dakota Board of Medical and Osteopathic Examiners.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, May 16, 2022 - 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 April 2022 financial report
7. Consent Agenda
 - a. Approval of April 18, 2022 meeting minutes

 - b. Approval of payment of May 2022 budget claims

 - c. Approval of Assistant Director, Business Manager and Director (amendment) contracts.

 - d. Approval of contract Lindsay Edwards, CB Teacher, \$49,112.23 (176 contract)

 - e. Approval of amendment to Lisa Reinhiller 1.0 FTE @ \$71,235.11 for 210 days (121 Ed. Spec/89 MTSS)

 - f. Approval of resignation of Carol Reuer

 - g. Approval of Unit 1 and Unit 2, ESY, paraprofessional and custodial contracts

 - h. Approval of APEX contract-47 licenses

 - i. Approval of Nicol Nedved subcontract (\$250/day)

 - j. Kimberly Olson ESY contract (\$33.21/hour)

8. Discussion Items
 - a. Assistant Director Report

 - b. Director Report

 - c. FY22 Preliminary Budget

d. Paper purchase

e. Summer hours

f. 1st reading of policy and bylaws

9. Executive session

- 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.

10. Action items

- a. Approval of summer hours
- b. Approval of Business Manager Assistant position 1.0 FTE
- c. Approval of Business Manager Assistant job description

11. Adjourn