

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, December 20, 2010

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, December 20, 2010 at Hy-Vee, Watertown, SD. The meeting was called to order by President Roger Gresh at 12:03 P.M. and adjourned at 12:32 P.M.

Members present:

Garth Johnson, Arlington; Roger Gresh, Britton-Hecla; John Guest, Clark; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Paul Witte, Deuel; Tim Bauer, Elkton; Linda Mennenga, Estelline; Tracy Hlavacek, Florence; Paul Roe, Hamlin; Brian Nelson, Lake Preston; Dennis Thyen, Waverly/South Shore; Kathy Meland, Webster; Jessica Michalski, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Harry Boner, Castlewood; Evelyn Blacksmith, Enemy Swim; John Tol, Grant-Deuel; Neil Jensen, Henry; Mary Jane Fast, Iroquois; Mary Jo Pearson, Rosholt; Polly Larson, Sioux Valley; Corrie Quale, Summit; Cheryl Berger, Waubay;

Others Attending:

Advisory Board Representatives: Kevin Keenaghan, Duebrook Superintendent; Dean Johnson, Sioux Valley Superintendent

NESC Staff Representatives: None

NESC Administration: Jerry Aberle, Director; Matt Flett, Business Manager; Dustin Hinckley, Assistant Director; Lorie Olsen, Assistant Business Manager

DISCUSSION/ACTION ITEMS

Introduction of Guests

There were no guests to introduce this month.

Agenda

Action #7996 Motion by C. Knutson, second by G. Johnson, to approve the agenda as presented. All voted in favor, motion carried.

Board Proceedings

Action #7997 Motion by T. Bauer, second by P. Witte, to approve the proceedings of the November 15, 2010 Board of Directors meeting . All present voting in favor, motion carried.

Financial Report

Action #7998 Motion by D. Lutkemeier, second by, J. Michalski to approve the financial report for the period ending November 2010. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Imprest/Trust & Agency</u>
Beginning Cash Balance 11/1/10	\$216,952.62	\$657,024.03	\$6,405.45
November Cash Receipts	\$40,057.69	\$409,576.97	\$2,432.03
November Expenditures	\$39,687.71	\$307,716.21	\$1,371.07
Ending Cash Balance 11/30/2010	\$217,322.60	\$758,884.79	\$7,466.41

Review Advisory Board Minutes

An Advisory Board meeting was not held in November 2010, so there were no minutes to review.

Accounts Payable

Action #7999 Motion by L. Mennenga, second by C. Knutson, to approve the payment of December 2010 accounts payable. All present voting in favor, motion carried.

NESC Board Member Workshop

Feedback on the November 17, 2010 NESC Board Member Workshop was discussed.

Storage Room at NESC Office

Action #8000 Motion by P. Roe, second by D. Lutkemeier, to accept the proposal from Hartwig Heating for installation of a furnace and air conditioner unit in the NESC storage room. All voted in favor, motion carried.

Credit Card Policy

Action #8001 Motion by K. Meland, second by J. Michalski, to adopt the following 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 \$10,000. 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).
- 2.) Purchase of materials, supplies or equipment when the Business Manager or Director provides prior authorization.
- 3.) Emergency purchases for coop-related items when there is insufficient time to follow regular purchase procedures.
- 4.) On-line/internet purchases or registration where a credit card is required and the

purchase is authorized by the Business Manager or Director.

Individuals making purchases as outlined above are required to submit invoices and other such documentation as the Business Office may require prior to the credit card bill being paid to allow for proper expense coding.

The Board and NESC Administration have the authority to revoke use of any credit card if use becomes other than for which it was originally intended. If the Board or Administration revokes use of a card, the Business Manager or Director shall cancel the card the next business day after the Board of Directors meeting the card was voted to be revoked. Documentation of the cancelled card shall be presented at the following Board of Directors meeting.

All voted in favor, motion carried.

Fleet Card Policy

Action #8002 Motion by D. Thyen, second by L. Mennenga, to adopt the following fleet card policy:

The Director and Business Manager are authorized to obtain and distribute fleet cards to NESC employees.

The line of credit on these cards shall not exceed \$250 per day. The Director and Business Manager are authorized to administer the fleet card usage by Administration and other NESC employees. Fleet Cards are to be used for the following:

- 1.) Purchase of gasoline for Northeast Educational Services Cooperative vehicles.
- 2.) Purchase of oil changes and other routine maintenance.
- 3.) Fleet Cards will only be distributed to employees with a Cooperative vehicle or at the discretion of the Director and Business Manager.
- 4.) Absolutely no purchases of any kind may be used for NESC staff's personal vehicles.
- 5.) Employees that return their Cooperative issued vehicles at the end of the school year will also return their fleet card. They will be re-issued the fleet card when they are re-issued a Cooperative vehicle at the start of the next school year.

Individuals making purchases as outlined above are required to submit all receipts and invoices, along with his or her mileage log, that will note the price per gallon, gallons purchased, and total purchase amount the day a transaction is made. The Business Office will require the documentation prior to the credit card bill being paid, to allow for proper expense coding.

The Board and NESC Administration have the authority to revoke use of any fleet card if use becomes other than for which it was originally intended. If the Board revokes use of a card, the Business Manager shall cancel the card the next business day after the Board of Directors meeting. The card voted to be revoked will be obtained from the employee or employees. If Administration revokes use of a fleet card,

they will notify the Board of Directors at the next meeting. Documentation of the cancelled card shall be presented in any case at the subsequent Board of Directors meeting.

All voted in favor, motion carried.

Audit Update

Business Manager Flett updated the Board that the FY 2010 Audit has been sent to the state for final approval.

Director and Business Manager Evaluations

Director Aberle handed out the Director and Business Manager evaluations to the Board of Directors. They are to complete the evaluations and return them to Vice President Pearson before the January Board of Directors meeting.

Adjournment

Action #8003 With there being no further business, motion by G. Johnson, second by J. Guest, to adjourn. All present voting in favor, motion carried.

The next meeting of the NESC Board of Directors will be Monday, January 17, 2010 at LATI, Watertown, SD. The meeting will begin at 7:00 P.M.

Roger Gresh
President

Matthew Flett
Business Manager