

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, October 17, 2011

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, October 17, 2011 at the Hy-Vee Club Room in Watertown, SD. The meeting was called to order by President Roger Gresh at 7:30 P.M. and adjourned at 8:24 P.M.

Members present:

Dan Rowen, Arlington; Roger Gresh, Britton-Hecla; Harry Boner, Castlewood; Bob Steffen, Clark; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Tim Bauer, Elkton; Evelyn Blacksmith, Enemy Swim Day School; Linda Mennenga, Estelline; Tracy Hlavacek, Florence; John Tol, Grant-Deuel; Trevor Stieg, Hamlin; John Rider, Henry; Polly Larson, Sioux Valley; Corrie Quale, Summit; Cheryl Berger, Waubay; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Norman Koehlmoos, De Smet; Mary Jane Fast, Iroquois; Brian Nelson, Lake Preston; Lana Sand, Rosholt; Dennis Thyen, Waverly; Doug Valsvig, Webster

Others Attending:

NESC Advisory Board Representatives: Kevin Keenaghan, Deubrook Superintendent and Tom Oster, Sioux Valley Superintendent

NESC Staff Representative: Gina Chilson, Kari Nolte, JodyAnn Jongeling

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

DISCUSSION/ACTION ITEMS

Introduction of Guests

NESC employees Gina Chilson, Speech Language Pathologist; Kari Nolte, Reading Recovery Teacher Leader; and JodyAnn Jongeling, School Psychologist were introduced as guests.

Agenda

Action #12041 Motion by T. Bauer, second by D. Lutkemeier, to approve the agenda as presented. All present voting in favor, motion carried.

Board Proceedings

Action #12042 Motion by P. Larson, second by J. Rider, to approve the proceedings of the September 19, 2011 Board of Directors meeting as presented. All present voting in favor, motion carried.

Financial Report

Action #12043 Motion by P. Larson, second by D. Lutkemeier, to approve the financial report for the period ending September 30, 2011. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
September 1, 2011	\$167,478.09	\$732,922.23	\$8,655.86
<u>Receipts:</u>			
Local Sources	\$42,579.53	\$85,653.28	\$1,407.88
State Sources		\$5,081.26	
Federal Sources	\$28,286.00	\$48,242.00	
<u>Total Receipts</u>	<u>\$70,865.53</u>	<u>\$138,976.54</u>	<u>\$1,407.88</u>
Total Gross Receipts	\$238,343.62	\$871,898.77	\$10,063.74
<u>Total Disbursements</u>	<u>\$39,717.22</u>	<u>\$278,378.25</u>	<u>\$876.22</u>
Ending Cash Balance			
September 30, 2011	\$198,626.40	\$593,520.52	\$9,187.52

October 2011 Accounts Payable

Action #12044 Motion by L. Mennenga, second by C. Knutson, to approve the payment of the October 2011 accounts payables as presented. All present voting in favor, motion carried.

Fund 10 GENERAL FUND: APEX LEARNING;APEX COURSES;2,625.00;APPLE INC.;EQUIPMENT;1,172.00;CARDMEMBER SERVICE;TRAVEL & REG;853.88;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINT;654.50;HAMLIN COUNTY FARMERS COOP;PROPANE, GASOLINE, MAINT;64.92;ITC TELECOM;INTERNET & TELEPHONE;39.36;NESC PAYROLL CLEARING;OCT 2011 PAYROLL;22,365.73;NESC SAVINGS #50-438-0;SPECIAL PROJECTS;645.24;PROFESSIONAL SECURITY;D&A POOL TESTING;2,042.50;VERIZONWIRELESS;SEPT. 11 CELL PHONE;160.92;VOYAGER FLEET SYSTEMS INC;MAINT & GASOLINE;656.31;Fund Total: 31,280.36 Fund 22 SPECIAL EDUCATION FUND: 212 ONE STOP;GASOLINE;37.94;ABERLE, GERALD;GAS REIMBURSE;42.19;AVERA QUEEN OF PEACE;PT SERVICES SEPT 2011;2,047.38;BAYMONT INN;ED SPEC TRAVEL;93.00;BERNER'S DAKOTA CLUTCH & TRANSMISSION ;MAINT;439.45;BEST WESTERN RAMKOTA HOTEL;TRAVEL MF;167.98;BIG STONE THERAPIES, INC.;PT SERVICES SEPT. 11;6,907.88;BRITTON-HECLA SCHOOL DISTRICT;MILEAGE REIMBURSE.;81.40;CARDMEMBER SERVICE;TRAVEL & REG;1,783.08;CASTLEWOOD SCHOOL DISTRICT;OCT. 11 CB USE FEE;731.66;CDW GOVERNMENT INC.;SUPPLIES;262.00;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINT;288.07;CHILSON, GINA;MILEAGE REIMBURSE.;85.47;COMFORT INN;ED SPEC TRAVEL;125.98;CPI;CPI WORKBOOKS;1,184.76;CRAIG BASS SANITARY SERVICE;GARBAGE JULY-SEPT 2011;120.00;DUST TEX SERVICE, INC.;RUG RENTAL;29.52;ESTELLINE COMMUNITY OIL CO.;MAINT. & GASOLINE;180.67;FARMERS UNION COOP OIL;GASOLINE;42.49;FLORENCE SCHOOL DISTRICT;OCT 11 CB USE FEE;487.76;GOODCARE;OT SERVICES SEPT 11;32,930.44;GRANT-DEUEL SCHOOL

DISTRICT;OCT CB USE FEE;387.77;HAMLIN COUNTY FARMERS COOP;PROPANE,
 GASOLINE, MAINT;4,658.78;HAMLIN COUNTY PUBLISHING;BOARD
 PROCEEDINGS;30.00;HAMLIN SCHOOL DISTRICT;OCT 2011 CB USE FEE;975.52;
 HARMEL,DEB;MILEAGE REIMBURSE;130.61;HOVDES PHYSICAL THERAPY;PT SERVICES
 SEPT 11;629.97;HYVEE, INC.;STAFF SUPPLIES;508.98;ITC TELECOM;INTERNET &
 TELEPHONE;527.29;JAGERS GROCERY;OFFICE SUPPLIES;17.28;JOHNSON
 AUTOMOTIVE;MAINT;121.95;JURGENS OIL;MAINT;33.30;LABOLT MINI
 MALL;GASOLINE;129.18;LATI/BIT;CB SUPPLIES;34.00;LUX, LOIS;MILEAGE
 REIMBURSE;126.54;MANOLIS,FREEMAN, KLUDT,KAUFMAN, CHURCHILL, ;EDU LAW ASSOC
 ANNUAL MTG;130.00;MANOLIS,FREEMAN,KLUDT,SHELTON, CHURCHILL, ;ATTORNEY
 SERVICES;85.00;MARSHALL CO. HEALTHCARE CENTER;PT & OT SERVICES SEPT
 11;6,262.70;MENARDS;MAINTENANCE;13.15;NESC PAYROLL CLEARING;OCT 2011
 PAYROLL;238,439.96;NICELY DUNN;CENTER BASE BOWLING;545.60;NORTHEAST
 PHYSICAL THERAPY;PT SERVICES SEPT 2011;1,090.65;NORTHLAND AUTO
 CENTER;MAINT;308.02;OFFICE MAX - CONTRACT INC.;SUPPLIES;349.19;OTTER TAIL
 POWER CO.;SEPT. 2011 ELECTRIC USE;290.88;PALO'S
 GARAGE;MAINT;666.43;PRAIRIE GARDEN DESIGNS;BOARD SUPPLIES;35.00;PUBLIC
 OPINION;PUBLISHING;487.79;QUALITY INN & SUITES;SPEECH TRAVEL;93.00;RAMADA
 INN HOTEL & SUITES;SPEECH TRAVEL;583.60;RK AUTO;FLEET MAINT.;73.99;RON'S
 AUTO REPAIR, INC.;FLEET MAINT.;186.70;S & S AUTO;FLEET
 MAINT.;114.75;SANFORD CLINIC WATERTOWN;OT & PT SERVICES SEPT
 11;15,881.89;SANFORD WEBSTER MEDICAL CENTER;OT SERVICES SEPT.
 2011;7,914.41;SCHMIEDING GARAGE;GASOLINE;312.55;SHIRLEY, LINDA;MILEAGE
 REIMBURSE;142.45;SHOPKO;SUPPLIES;176.62;SIOUX VALLEY
 COOP;GASOLINE;308.98;STERN, SUSAN;POSTAGE REIMBURSE;2.88;STEVENSON,
 KRISTI;MILEAGE REIMBURSE;82.88;STEVE'S TIRE & SERVICE;FLEET
 MAINT.;32.66;SUPER DUPER INC.;OT SUPPLIES;16.95;THOMPSON, NELLA;
 EMPLOYMENT STIPEND;65.00;TOWN OF HAYTI;SEPT. 11 WATER &
 SEWER;35.50;VANDERSNICK, LUCY;MILEAGE REIMBURSE; 222.00; VERIZONWIRELESS;
 SEPT. 11 CELL PHONE;574.89;VOYAGER FLEET SYSTEMS INC;MAINT &
 GASOLINE;8,430.03;W.W. TIRE;FLEET MAINT.;1,287.72;WAAGE, CRYSTAL;MILEAGE
 REIMBURSE;543.90;WAGNER LAKESIDE MOTEL;ED SPEC TRAVEL;46.50;WIESE,
 RITA;MILEAGE REIMBURSE;28.49; Fund Total: 342,243.00
 IMPREST EXPENDITURES;WATER & SEWER;TOWN OF HAYTI; 35.50;MOWING
 SERVICES;PEDERSEN, BRYAN; 120.00;MEAL REIMBURSEMENT;LAUSENG, DEBRA; 35.00
 ;MEAL REIMBURSEMENT;LUX, LOIS; 52.00;MEAL REIMBURSEMENT;STERN, LINDA;
 52.00;MEAL REIMBURSEMENT;WENZ, MELODY; 52.00; MEAL REIMBURSEMENT;WIESE,
 RITA; 35.00;MEAL REIMBURSEMENT;CONRAD, LINDA; 52.00;TRAVEL
 REIMBURSEMENT;BORGMAN, MARY; 52.00;BOARD PACKET POSTAGE;US POSTMASTER;
 45.36;MEAL REIMBURSEMENT;DUBRO, ANGEL; 35.00;MEAL REIMBURSEMENT;HOLM,
 JANET; 52.00;MEAL REIMBURSEMENT;STEVENSON, KRISTI; 35.00;MEAL
 REIMBURSEMENT;ZIEGLER, KAY; 35.00; Imprest Total: 687.86;Grand Total:
 374,211.22

Review Advisory Board Minutes

Director Aberle reviewed the Advisory Board minutes from the October 5, 2011 meeting.

NESC Board Member In-Service

The NESC Board Member In-Service is set for Wednesday, November 9, 2011 at 7:00 P.M. The location will be the Hy-Vee Club Room in Watertown, SD.

Set Center Base Tuition Rates

The NESC By-Laws stipulate that on October 1st the Center Base tuition rates will be recalculated using the current number of placements in the program and any changes to the program expenditure budget. The proposed Center Base sliding scale tuition rates for the 2011-2012 school year were presented and reviewed

Action #12045 Motion by H. Boner, second by D. Lutkemeier, to approve the 2011-2012 Center Base Tuition Rates as follows: Base Rate--\$32,762.66; 1st Placement--\$41,477.53; 2nd Placement--\$26,537.76; 3rd Placement--\$22,891.27; All present voting in favor, motion carried.

November through March Board Meeting Time

Action #12046 Motion by T. Stieg, second by J. Tol, to move the Board of Directors meeting start time to 7:00 P.M. for the November 2011 through the March 2012 meeting dates. All present voting in favor, motion carried.

Cell & Telephone Logs

On September 14, 2011 the IRS issued Notice 2011-72 that removed employer-provided cell phones from the taxable fringe benefit list. The IRS will not require recordkeeping of business use in order to receive this tax-free treatment. Business Manager Flett recommended to the Board to no longer require NESC employees to submit monthly cell phone and telephone logs.

Action #12047 Motion by J. Rider, second by B. Steffen, to no longer require NESC employees to submit monthly cell phone and telephone logs. All present voting in favor, motion carried.

DDN/Electronic Meetings

Director Aberle discussed with the board the possibility of Board of Director meetings being held via teleconference. The Board will revisit this issue in November to discuss it further.

Action Items
Budget Amendment-ESY
Resolution 155

Action #12048 Motion by J. Tol, second by T. Bauer, to approve the following 2011-2012 budget amendment. All present voting in favor, motion carried.

Special Education Fund

Appropriations:

22-1221-000-110	Instruction	\$ 40,055.10
22-1221-000-113	Teacher Aid/Transport	\$ 7,253.22
22-1221-000-114	Speech Therapy	\$ 23,389.60
22-1221-000-210	SS/Medicare	\$ 5,408.38
22-1221-000-220	Retirement	\$ 3,271.72
22-1221-000-334-005	Mileage Paid to Staff	\$ 968.29
22-1221-000-410-010	Gasoline	\$ 6,278.78
Total		\$ 86,625.09

Means of Finance:

22-1332	Tuition-Participating Schools	\$86,625.09
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Budget Amendment-Center Base
Resolution 156

Action #12049 Motion by L. Mennenga, second by C. Knutson, to approve the following 2011-2012 budget amendment. All present voting in favor, motion carried.

Special Education Fund

Appropriations:

22-1223-000-113	Para-Professional Salary	\$ 38,124.00
22-1223-000-210	FICA/Medicare	\$ 2,917.00
22-1223-000-220	Retirement	\$ 2,287.00
22-1223-000-230	Insurance	\$ 12,194.00
22-1223-000-399-006	Center Base Use Fee	\$ 2,400.00
22-1223-000-410-010	Gasoline	\$ 2,000.00
Total		\$ 59,922.00

Means of Finance:

22-1312	Tuition-Center Base	\$59,922.00
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Approve Assistant Business Manager Contract

Action #12050 Motion by B. Steffen, second by P. Larson, to approve the Assistant Business Manager contract for Emily Marlow at \$12.00 per hour through March 31, 2012. If there is a satisfactory job performance evaluation an increase to \$12.15 per hour will be granted. All present voting in favor, motion carried.

Adjournment

Action #12051 With there being no further business, motion by H. Boner, second by B. Steffen, to adjourn. All present voting in favor, motion carried.

The next NESC Board of Directors meeting will be at 7:00 P.M. on Monday, November 21, 2011 at the Hy-Vee Club Room in Watertown, SD.

Roger Gresh, President

Matthew Flett, Business Manager