

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, December 19, 2011

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, December 19, 2011 via teleconference with the public meeting location at the NESC Administration Building in Hayti, S.D. The meeting was called to order by President Roger Gresh at 7:04 P.M. and adjourned at 7:36 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; Trevor Stieg, Hamlin; Lana Sand, Rosholt; Polly Larson, Sioux Valley; Corrie Quale, Summit; Cheryl Berger, Waubay; Jeff Buchholz, Waverly; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Norman Koehlmoos, De Smet; John Tol, Grant-Deuel; John Rider, Henry; Mary Jane Fast, Iroquois; Brian Nelson, Lake Preston; Mark Hanson, Webster

Others Attending:

NESC Advisory Board Representatives: Kevin Keenaghan, Deubrook Superintendent

NESC Staff Representatives: None

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

DISCUSSION/ACTION ITEMS

Introduction of Guests

No guests were present.

Agenda

*Action #12061* Motion by T. Bauer, second by D. Lutkemeier, to approve the agenda with the following addition:

Discussion Item 10.) Music Therapy

Aye: 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; Trevor Stieg, Hamlin; Lana Sand, Rosholt; Polly Larson, Sioux Valley; Corrie Quale, Summit; Cheryl Berger, Waubay; Jeff Buchholz, Waverly; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Nay: None

Motion Carried

### Board Proceedings

*Action #12062* Motion by P. Larson, second by C. Knutson, to approve the proceedings of the November 21, 2011 Board of Directors meeting as presented.

Aye: 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; Trevor Stieg, Hamlin; Polly Larson, Sioux Valley; Corrie Quale, Summit; Cheryl Berger, Waubay; Jeff Buchholz, Waverly; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Nay: None

Abstain: Lana Sand, Rosholt

Motion Carried

### Financial Report

*Action #12063* Motion by L. Sand, second L. Mennenga, to approve the financial report for the period ending November 30, 2011.

Aye: 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; Trevor Stieg, Hamlin; Lana Sand, Rosholt; Polly Larson, Sioux Valley; Corrie Quale, Summit; Cheryl Berger, Waubay; Jeff Buchholz, Waverly; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Nay: None

Motion Carried

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
<b>Cash Balance</b>			
<b>November 1, 2011</b>	\$207,178.07	\$569,628.90	\$6,861.70
<u>Receipts:</u>			
Local Sources	\$32,470.35	\$236,570.44	\$2,084.00
State Sources		\$52,209.39	
Federal Sources	\$5,313.00	\$180,179.00	
<u>Total Monthly Receipts</u>	<u>\$37,783.35</u>	<u>\$468,958.83</u>	<u>\$2,084.00</u>
Total Gross Receipts	\$244,961.42	\$1,038,587.73	\$8,945.70
<u>Total Disbursements</u>	<u>\$24,390.29</u>	<u>\$338,387.01</u>	<u>\$3,296.56</u>
<b>Ending Cash Balance</b>			
<b>November 30, 2011</b>	\$220,571.13	\$700,200.72	\$5,649.14

December 2011 Accounts Payable

*Action #12064* Motion by L. Mennenga, second by J. Tol, to approve the payment of the December 2011 Accounts Payable as presented.

Aye: 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; Trevor Stieg, Hamlin; Lana Sand, Rosholt; Polly Larson, Sioux Valley; Corrie Quale, Summit; Cheryl Berger, Waubay; Jeff Buchholz, Waverly; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Nay: None

Motion Carried

**Fund 10 GENERAL FUND:** AESA; CONFERENCE REGISTRATION; 855.00; ALL POINTS TRAVEL; ESA TRAVEL; 659.60; ALLGAIER, CAROL ANN; TEXTBOOK COHORT SERVICES; 300.00; APEX LEARNING; APEX BILLING; 375.00; BEST WESTERN RAMKOTA HOTEL; ESA TRAVEL; 77.00; BLACK HILLS STATE UNIVERSITY; CAMSE INVOICE #2; 4,525.81; BLY, ANGELA; TEXTBOOK COHORT SERVICES; 300.00; BOECK, ANITA; TEXTBOOK COHORT SERVICES; 300.00; BRANDT, LISA; TEXTBOOK COHORT SERVICES; 300.00; CARDMEMBER SERVICE; SUPPLIES & TRAVEL; 150.96; CENTURY BUSINESS PRODUCTS, INC; COPIER MAINTENANCE CONTRACT; 365.35; DAKTECH, INC.; ESA COMPUTER EQUIP.; 1,099.00; DAVIDSON, PEGGY; TEXTBOOK COHORT SERVICES; 300.00; ESTELLINE COMMUNITY OIL CO.; MAINT & GASOLINE; 37.16; FOLTZ, MELINDA; TEXTBOOK COHORT SERVICES; 300.00; HAMLIN COUNTY FARMERS COOP; MAINT & GASOLINE; 32.56; HILL, KIM; ESA TRAVEL; 1,546.00; HOSPITALITY PLUS; READ RECOVERY TRAVEL; 46.50; ITC TELECOM; TELEPHONE & INTERNET; 42.96; LAQUINTA INNS & SUITES; SD COUNTS TRAVEL; 93.00; LEDDY, LORI; TEXTBOOK COHORT SERVICES; 300.00; MAGEE, JEAN; TEXTBOOK COHORT SERVICES; 300.00; MCDONALD, BROOKE; TEXTBOOK COHORT SERVICES; 300.00; MCGRAW-HILL INC.; ESA SUPPLIES; 102.06; MEYER, BARBARA; TEXTBOOK COHORT SERVICES; 300.00; MOELLER, LILA; TEXTBOOK COHORT SERVICES; 300.00; NESC IMPREST; REIMBURSE IMPREST; 510.65; NESC PAYROLL CLEARING; DECEMBER 2011 PAYROLL; 21,858.18; NEUHARTH, RENEE; TEXTBOOK COHORT SERVICES; 300.00; NOLTE, KARI L.; READ RECOVERY CONF. REIMBURSE.; 1,129.10; PROFESSIONAL SECURITY; D&A POOL TESTING; 953.00; RAMLO, CARLA; TEXTBOOK COHORT SERVICES; 300.00; STEVENS, NICHOL; TEXTBOOK COHORT SERVICES; 300.00; VERIZON WIRELESS; CELL PHONE; 161.82; VOYAGER FLEET SYSTEMS INC; MAINT & GASOLINE; 849.44; WALTNER, SHANNON; TEXTBOOK COHORT SERVICES; 300.00; ZUBKE, PAMELA; TEXTBOOK COHORT SERVICES; 300.00 Fund Total: 40,270.15

**Fund 22 SPECIAL EDUCATION FUND:** AMERICAN PROFESSIONAL AGENCY; LIABILITY INSURANCE; 506.00; AVERA QUEEN OF PEACE; PT SERVICES NOV 11; 2,389.75; BAYMONT INN; ED SPEC TRAVEL; 46.50; BERNER'S DAKOTA CLUTCH & TRANSMISSION ; FLEET MAINT; 20.00; BIG STONE THERAPIES, INC.; PT SERVICES NOV 11; 8,366.30; BILL'S SUPER VALU; CB SUPPLIES; 55.38; BRITTON-HECLA SCHOOL DISTRICT; REIMBURSE MILEAGE; 44.77; CARDMEMBER SERVICE; SUPPLIES & TRAVEL; 423.72; CASTLEWOOD SCHOOL DISTRICT; CB FACILITY USE FEE; 731.66; CENTURY BUSINESS PRODUCTS, INC; COPIER MAINTENANCE CONTRACT; 725.97; CHILSON, GINA; SP MI. TO STAFF; 68.08; COMFORT INN; ED SPEC TRAVEL; 46.50; COUNTY FAIR FOOD STORES; CB SUPPLIES; 139.93; DEUBROOK SCHOOL DISTRICT; PART C; 1,302.42; DEUEL SCHOOL DISTRICT; PART B; 1,599.99; DUBRO, ANGEL; SP MILEAGE TO STAFF; 185.00; DUNN PRODUCTS; ADMIN SUPPLIES; 1,416.74; DUST TEX SERVICE, INC.; RUG RENTAL; 29.52; ELKTON SCHOOL DISTRICT; PART B; 965.32; ESPECIAL NEEDS, LLC; SPEECH SUPPLIES; 36.90; ESTELLINE COMMUNITY OIL CO.; MAINT & GASOLINE; 295.01; ESTELLINE SCHOOL DISTRICT; PART B; 80.84; FLORENCE SCHOOL DISTRICT; CB FACILITY USE FEE; 758.96; GOODCARE; OT SERVICES NOV 11; 23,676.79; GRANT-DEUEL SCHOOL DISTRICT; CB FACILITY USE FEE; 387.78; HAMLIN COUNTY FARMERS COOP; MAINT & GASOLINE; 1,441.78; HAMLIN SCHOOL DISTRICT; PART B; 2,604.87; HARMEL, DEB; CB MILEAGE TO STAFF; 95.46; HEMPEL, MARY; SP MILEAGE TO STAFF; 106.19; HENRY SCHOOL DISTRICT; PART C; 174.92; HOSPITALITY PLUS; ED SPEC TRAVEL; 123.50; HOVDES PHYSICAL THERAPY; PT SERVICES NOV 11; 449.14; ITC TELECOM; TELEPHONE & INTERNET; 505.33; JAGERS GROCERY; ADMIN SUPPLIES; 39.42; PAYEE; MILEAGE TO PARENT; 248.64; LAKE PRESTON SCHOOL DISTRICT; PART C; 536.06; LAQUINTA INNS & SUITES; ED SPEC TRAVEL; 626.01; LUX, LOIS; SP MI TO STAFF; 37.00; MANOLIS, FREEMEN, KLUDT, SHELTON & BURNS, CHURCHILL; LEGAL SERVICES; 282.04; MARLOW, EMILY; FISCAL MI TO STAFF; 68.08; MARSHALL CO. HEALTHCARE CENTER; OT & PT SERVICES NOV 11; 7,459.44; MIKE'S FULL

SERVICE;GASOLINE;45.95;NESC IMPREST;REIMBURSE IMPREST;1,358.99;NESC PAYROLL CLEARING;DECEMBER 2011 PAYROLL;227,586.29;NORTHEAST PHYSICAL THERAPY;PT SERVICES NOV 11;1,351.35;NORTHLAND AUTO CENTER;FLEET MAINT;682.56;OFFICE MAX - CONTRACT INC.;SUPPLIES;232.29;OFFICE PEEPS, INC.;CB SUPPLIES;12.45;OLSON'S MOTOR CO.;FLEET MAINT;285.28;OTTER TAIL POWER CO.;NOV 2011 UTILITIES;414.30;PALO'S GARAGE;FLEET MAINT;79.25;PUBLIC OPINION;MONTHLY PUBLISHING;263.84;S & S AUTO;FLEET MAINT;625.95;SANFORD CLINIC WATERTOWN;OT & PT SERVICES NOV 11;14,001.45;SANFORD WEBSTER MEDICAL CENTER;OT SERVICES NOV 11;8,237.77;SCHMIEDING GARAGE;GASOLINE;381.60;SHIRLEY, LINDA;ED SPEC MILEAGE TO STAFF;133.20;SHOPKO;O & M SUPPLIES;35.94;SIOUX VALLEY COOP;MAINT & GASOLINE;313.44;SIOUX VALLEY SCHOOL DISTRICT;PART B & C;813.52;SOFTWARE UNLIMITED;WORKSHOP REGISTRATION;150.00;SUMMIT SCHOOL DISTRICT;PART C;1,938.23;TOWN OF HAYTI;NOV. 2011 WATER & SEWER;35.50;US POSTMASTER;POSTAGE;101.50;VANDERSNICK, LUCY;CB MILEAGE TO STAFF;210.90;VERIZONWIRELESS;ED SPEC BROADBAND;575.52;VOYAGER FLEET SYSTEMS INC;MAINT & GASOLINE;8,808.71;W.W. TIRE;FLEET MAINT;738.78;WAUBAY SCHOOL DISTRICT;PART B & C;1,095.40;WAVERLY SCHOOL DISTRICT;PART B;2,114.32;WEBSTER SCHOOL DISTRICT;PART C;224.85;WIESE, RITA;SP MILEAGE TO STAFF;35.15;WILLOW LAKE SCHOOL DISTRICT;PART C;241.00; Fund Total: 332,222.99

**IMPREST EXPENDITURES**: BOYD, BRENDA; MEAL REIMBURSEMENT;64.00;SCHMIDT,ROCHELLE; MEAL REIMBURSE; 35.00; ABERLE, GERALD;GAS REIMBURSE CBASE;28.42; BORGMAN, MARY; LODGING REIMBURSE; 93.00; BORGMAN, MARY;MEALS MB; 52.00; LEISCHNER, LAUREN;GAS REIMBURSE; 48.84; TIMBER LAKE ELK RANCH; ED. SPEC LODGING;130.00; GEIGLE, DANIELLE; MEAL REIMBURSE; 52.00; JACOBSEN, BRIAN; MEAL REIMBURSE; 459.00; OLSEN, SHAWN M.;MEAL REIMBURSE; 78.00; US POSTMASTER;POSTAGE;76.40 US POSTMASTER;BD. PACKET POSTAGE; 39.96; OLSEN, KELLY; SNOW REMOVAL; 100.00; DUBRO, ANGEL; GAS REIMBURSEMENT; 42.37; HINCKLEY, DUSTIN;;MEAL REIMBURSEMENT; 78.00; WATERTOWN COMMUNITY REC.;CENTER BASE POOL RENTAL; 60.00; HILL, KIM; TRAVEL REIMBURSE; 172.00; REINHILLER, LISA; MILEAGE TO STAFF; 53.65 ; REINHILLER,LISA; MEAL REIMBURSE.;172.00; REINHILLER, LISA; MEAL REIMBURSE; 35.00; IMPREST EXPENDITURES Total: 1,869.64

#### Review Advisory Board Minutes

There were no Advisory Board minutes to review as a December meeting was not held.

#### Director/Business Manager Evaluations

Evaluations for the Director and Business Manager were discussed. It was agreed upon to handle the evaluations as last year, with no changes to the evaluation form. Board members are asked to complete the evaluations forms in their December board packet, and mail them to Vice-President Denise Lutkemeier before January 9<sup>th</sup>, 2012. The results of the evaluations will be discussed at January's Board of Directors meeting.

#### January Board Meeting

A preliminary agenda for January's Board of Directors meeting was discussed. The January board meeting will be held at either the Hy-Vee Club room, or on the campus of Lake Area Technical Institute, both in Watertown, S.D. on January 16, 2012 at 7:00 P.M. NESC Administration will notify board members of the finalized board meeting location.

#### Music Therapy

Lara Sand, Rosholt Board Representative, inquired on the possibility of having a presentation on Music Therapy at the January Board of Directors meeting. More information will follow.

Adjournment

*Action #12065* With there being no further business, motion by T. Bauer, second by L. Sand, to adjourn.

Aye: 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; Trevor Stieg, Hamlin; Lana Sand, Rosholt; Polly Larson, Sioux Valley; Corrie Quale, Summit; Cheryl Berger, Waubay; Jeff Buchholz, Waverly; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Nay: None

Motion Carried

The next NESC Board of Directors meeting will be held either at the Hy-Vee Club Room or Lake Area Technical Institute, both in Watertown, S.D. on Monday, January 16, 2012 at 7:00 P.M.

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**Roger Gresh, President**

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**Matthew Flett, Business Manager**