

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, February 20, 2012

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, February 20, 2012 at the Hy-Vee Club Room in Watertown, SD. The meeting was called to order by President Roger Gresh at 7:01 P.M. and adjourned at 8:08 P.M.

Members present:

Roger Gresh, Britton-Hecla; Harry Boner, Castlewood; Bob Steffen, Clark; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Tim Bauer, Elkton; Linda Mennenga, Estelline; Tracy Hlavacek, Florence; John Tol, Grant-Deuel; Trevor Stieg, Hamlin; John Rider, Henry; Polly Larson, Sioux Valley; Jeff Buchholz, Waverly; Paula Warkenthein, Kathy Meland, Webster ; Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Dan Rowen, Arlington; Evelyn Blacksmith, Enemy Swim Day School; Mary Jane Fast, Iroquois; Brian Nelson, Lake Preston; Lana Sand, Rosholt; Corrie Quale, Summit; Cheryl Berger, Waubay

Others Attending:

NESC Advisory Board Representatives: Kevin Keenaghan, Deubrook Superintendent; Tom Oster, Sioux Valley Superintendent; Mark Sampson, Iroquois Superintendent

NESC Staff Representatives: Lauren Leischner, School Psychologist; Kristi Stevenson, Speech Language Pathologist

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

DISCUSSION/ACTION ITEMS

Introduction of Guests

NESC employee Lauren Leischner, School Psychologist was introduced as a guest.

Agenda

Action #12077 Motion by C. Knutson, second by D. Lutkemeier, to approve the agenda with the following additions: Discussion and/or Action Items: Item 11.) IDEA Part B 611 Allocations; Item 12.) Time Management Systems. All present voting in favor, motion carried.

Board Proceedings

Action #12078 Motion by P. Larson, second L. Mennenga, to approve the proceedings of the January 16, 2012 Board of Directors meeting as presented. All present voting in favor, motion carried.

Financial Report

Action #12079 Motion by D. Lutkemeier, second J. Tol, to approve the financial report for the period ending January 31, 2012. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
January 1, 2012	\$201,116.10	\$715,139.30	\$7,164.57
<u>Receipts:</u>			
Local Sources	\$6,064.39	\$168,920.16	\$472.54
State Sources	\$0.00	\$7,104.85	
Federal Sources	\$12,754.00	\$171,980.00	
<u>Total Monthly Receipts</u>	<u>\$18,818.39</u>	<u>\$348,005.01</u>	<u>\$472.54</u>
Total Gross Receipts	\$219,934.49	\$1,063,144.31	\$7,637.11
<u>Total Disbursements</u>	<u>\$25,498.45</u>	<u>\$318,775.24</u>	<u>\$2,123.10</u>
Ending Cash Balance			
January 31, 2012	\$194,436.04	\$744,369.07	\$5,514.01

February 2012 Accounts Payable

Action #12080 Motion by D. Koenecke, second by H. Bover, to approve the payment of the February 2012 Accounts Payable as presented. All present voting in favor, motion carried.

Fund 10 GENERAL FUND: AMERICINN MOTEL & SUITES;SDC TRAVEL;29.00;APEX LEARNING;APEX COURSES;750.00;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINT. CONTRACT;119.95;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE;149.10;HOLIDAY INN CITY CENTRE;SDC TRAVEL;93.00;HYVEE, INC.;SUPPLIES;130.90;ITC TELECOM;INTERNET & TELEPHONE;4.82;MOELLER, DALE;iPAD LAB TRAINING;289.96;NEC IMPREST;REIMBURSE IMPREST;101.08;NEC PAYROLL CLEARING;FEB 2012 PAYROLL;21,858.18;OFFICE MAX - CONTRACT INC.;SUPPLIES;221.53;SUPER 8 MOTEL;ESA TRAVEL;46.50;SUPER 8 MOTEL;READING RECOVERY TRAVEL;46.50;VERIZONWIRELESS;CELL PHONE;161.85;VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE;498.90;Fund Total: 24,501.27

Fund 22 SPECIAL EDUCATION FUND: AVERA QUEEN OF PEACE;CONTRACTED PT SRVS JAN 2012;2,516.94;BAYMONT INN;ED SPEC TRAVEL;46.50;BERNER'S DAKOTA CLUTCH & TRANSMISSION ;FLEET MAINT;219.90;BIG STONE THERAPIES, INC.;CONTRACTED PT SRVS JAN 2012;9,045.98;BILL'S SUPER VALU;CB SUPPLIES;44.00;BRITTON-HECLA SCHOOL DISTRICT;MILEAGE;39.96;CASTLEWOOD SCHOOL DISTRICT;CENTER BASE FACILITY USE FEE;731.66;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINT. CONTRACT;306.10;CHANDLERS INC;FLEET MAINT;25.00;CHILSON, GINA;MILEAGE TO STAFF;92.87;CLARK COMMUNITY OIL;FLEET MAINT;34.80;COUNTY FAIR FOOD STORES;CB SUPPLIES;62.33;DUNES LODGE & SUITES;ED SPEC TRAVEL;350.94;DUST TEX SERVICE, INC.;RUG RENTAL;29.52;ESTELLINE COMMUNITY OIL CO.;FLEET MAINT & GASOLINE;305.81;FLORENCE SCHOOL DISTRICT;CB FACILITY USE FEE;365.83;GOODCARE;CONTRACTED OT SRVS JAN 2012;23,974.15;GRANT-DEUEL SCHOOL DISTRICT;CB FACILITY USE FEE;387.78;HAMILL, KAREN;PRE-EMPLOYMENT SERVICES;65.00;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE; 1,734.76;HAMLIN SCHOOL DISTRICT;CB FACILITY USE FEE;1,097.49;HARMEL, DEB;MILEAGE TO STAFF;113.22;HOVDDES PHYSICAL THERAPY;CONTRACTED PT SRVS JAN 2012;583.30;HYVEE, INC.;SUPPLIES;77.88;ITC TELECOM;INTERNET & TELEPHONE;441.44;JAGERS GROCERY;SUPPLIES;19.57;JURGENS OIL;FLEET MAINT;49.40;MARSHALL CO. HEALTHCARE CENTER;CONTRACTED OT/PT SRVS JAN 2012;6,520.86;MASS GROUP INC;CPR TRAINING SUPPLIES;208.90;MCLEOD'S PRINTING SUPPLY;CHECKS;147.35;MENARDS;BUILDING SUPPLIES;35.94;MIKE'S FULL SERVICE;GASOLINE;14.18;NEC IMPREST;REIMBURSE

IMPREST;934.06;NESC PAYROLL CLEARING;FEB 2012 PAYROLL;226,111.78;NORTHEAST PHYSICAL THERAPY; CONTRACTED PT SRVS JAN 2012;1,751.75;NORTHLAND AUTO CENTER;FLEET MAINT;111.55;OFFICE MAX - CONTRACT INC.;SUPPLIES;730.41;OFFICE PEEPS, INC.;EQUIPMENT MAINT.;105.68;OTTER TAIL POWER CO.;JAN. 2012 UTILITIES;569.33;P-3 ELECTRIC;BUILDING MAINT.;283.48;PAGE TECHNOLOGY; WEBSITE HOSTING ANNUAL FEE;150.00;PALO'S GARAGE;FLEET MAINT; 87.75;PAULSON, MATT;MILEAGE TO STAFF;666.74;PRO-ED;CB SUPPLIES;407.00; PUBLIC OPINION;BOARD PROCEEDINGS;587.81;SANFORD CLINIC WATERTOWN; CONTRACTED OT/PT SRVS JAN 2012;16,021.55;SANFORD WEBSTER MEDICAL CENTER;CONTRACTED OT SRVS JAN 2012;8,223.51; SCHMIEDING GARAGE;FLEET MAINT & GASOLINE;392.10;SHIRLEY, LINDA;MILEAGE TO STAFF;222.00; SHOPKO; SUPPLIES;83.65;SIOUX VALLEY COOP;GASOLINE; 348.28;THOMPSON, NELLA;COURSE REGISTRATION;99.00;TOWN OF HAYTI;WATER & SEWER JAN 2012;35.50;US POSTMASTER;POSTAGE;69.00;VANDERSNICK, LUCY;MILEAGE TO STAFF; 222.00; VERIZONWIRELESS;CELL PHONE;579.95;VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE;5,038.45;W.W. TIRE;FLEET MAINT;78.84;WHIPKEY, SARAH;MILEAGE TO STAFF;27.75;WIESE, RITA;MILEAGE TO STAFF; 35.89;ZIEGLER, KAY;MILEAGE TO STAFF;39.59;Fund Total: 313,703.76

IMPREST EXPENDITURES: OLSEN, SHAWN M.; MEALS; 82.00;US POSTMASTER; BOARD PACKET POSTAGE ;77.76; BOYD, BRENDA; ED. SPEC MEALS; 73.00; AVERA HEART HOSPITAL OF SOUTH DAKOTA; JOINT AED PURCHASE; 468.34;HOLM, JANET; MASK REIMBURSEMENT;25.96; OLSEN, KELLY; SNOW REMOVAL; 100.00;OLSEN, KELLY; SNOW REMOVAL; 100.00; OLSEN, SHAWN M.; SDC MEETING SUPPLIES; 19.08; BORGMAN, MARY; ED. SPEC. MEALS; 61.00; SD DEPT. OF REVENUE; 28.00; VEHICLE TITLES, PLATES, & REG.;IMPREST EXPENDITURES Total: 1,035.14

Review Advisory Board Minutes

Director Aberle reviewed the Advisory Board minutes from February 8, 2012.

Project SEARCH

NESC is continuing to explore the possibility of starting a program called Project SEARCH. The board indicated to Director Aberle to continue to explore this program.

Paper Purchase

Action #12081 NESC administers a cooperative paper purchasing project. Business Manager Flett obtained the following quotes for multi-purpose paper:

Vendor	Price Per Case
Heartland Paper	\$25.27
Dacotah Paper	\$26.80
Cole Paper	\$26.90
State Bid	\$27.17
Contract Paper Group	\$28.70

Motion by J. Rider, second C. Knutson, to accept the Dacotah Paper Company quote of \$26.80 per case, which is lower than the state bid of \$27.17 per case, so NESC was exempt from bid law. All present voting in favor, motion carried.

Reading Recovery Update

Action #12082 Motion by T. Bauer, second by J. Tol, to accept the letters from the following districts to continue Reading Recovery for 2012-2013: Castlewood, Florence, and DeSmet. All present voting in favor, motion carried.

NESC will continue the Reading Recovery Program with 7 member districts for 2012-2013.

Consent Agenda

The move towards using a Consent Agenda was discussed by the board.

Action #12083 Motion by P. Larson, second by J. Tol, to proceed with an Consent Agenda for the March 2012 Board of Directors meeting. All present voting in favor, motion carried.

IDEA Part B 611 Allocations

Business Manager Flett informed the board of the \$20,543.00 the federal government cut in Special Education funds in October 2011, \$17,964.00 have been restored at the end of January 2012.

Time Management Systems

Business Manager Flett requested NESC explore a time clock software program from the vendor Time Management Systems.

Action #12084 Motion by D. Lutkemeier, second by P. Larson, to approve Business Manager Flett to start exploring the feasibility of such a program for the cooperative. All present voting in favor, motion carried.

Approve Work Agreement

Action #12085 Motion by J. Tol, second by L. Mennenga, to approve the work agreement for Karen Hamill, RN for \$40 per hour, not to exceed 2 hours of service per month.

Set ESY Rates

Action #12086 Motion by J. Tol, second by D. Koenecke, to set the Extended School Year provider rates at the following: Non-Certified ESY employees \$11.73 per hour. Certified ESY employees employed by NESC or an NESC school district would be compensated by dividing his or her 2011-12 contract salary by the number of contract days divided by 8 to arrive at each individual's hourly rate. An ESY provider not employed by NESC or an NESC district would be compensated at the 2011-12 base salary of the Unit 2 Salary Schedule, which is a rate of \$23.69 per hour.

All present voting in favor, motion carried.

Executive Session

Action #12087 Motion by K. Meland, second by D. Lutkemeier, to enter into Executive Session at 7:54 P.M. for 2012 Negotiations. All present voting in favor, motion carried.

President Gresh declared the board out of Executive Session at 7:56 P.M.

Action #12088 Motion by T. Bauer, second by C. Knutson, to hire School Attorney Rodney Freeman to represent the Board of Directors for 2012 Negotiations. The board will also have up to two Negotiation Committee members present at the negotiation session. All present voting in favor, motioned carried.

Executive Session

Action #12089 Motion by L. Mennenga, second by D. Koenecke, to enter into Executive Session at 7:58 P.M. to discuss the Assistant Director Evaluation. All present voting in favor, motion carried.

President Gresh declared the board out of Executive Session at 8:07 P.M.

Adjournment

Action #12090 With there being no further business, motion by K. Meland, second by N. Koehlmoos, to adjourn. All present voting in favor, motion carried.

The next NESC Board of Directors meeting will be held at a location to be determined on Monday, March 19, 2012 at 7:00 P.M.

Roger Gresh, President

Matthew Flett, Business Manager