

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, April 16, 2012

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, April 16, 2012 at the Hy-Vee Club Room in Watertown, SD. The meeting was called to order by President Roger Gresh at 7:00 P.M. and adjourned at 8:16 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; Cheryl Berger, Waubay; Dennis Thyen, Waverly; Kathy Meland, Webster; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Norman Koehlmoos, De Smet; Mary Jane Fast, Iroquois; Brian Nelson, Lake Preston; Lana Sand, Rosholt; Corrie Quale, Summit

Others Attending:

NESC Advisory Board Representatives: Kevin Keenaghan, Deubrook Superintendent; Mark Sampson, Iroquois Superintendent

NESC Staff Representatives: Deb Harmel, Center Base Teacher; Kari Holden, Physical Therapist; Robin Schwandt, School Psychologist; and Teresa Landmark, Early Childhood Teacher

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

Call to Order

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

Agenda review, changes, and approval

Action #12105 Motion by T. Bauer, second by J. Tol, to approve the agenda with the following additions: 7k.) Set Director Salary. All present voting in favor, motion carried.

Introduction of guests

NESC employees Deb Harmel, Center Base Teacher; Kari Holden, Physical Therapist; Robin Schwandt, School Psychologist; and Teresa Landmark, Early Childhood Teacher, were introduced as guests.

Financial Report

Action #12106 Motion by D. Lutkemeier, second L. Mennenga, to approve the financial report for the period ending March 31, 2012. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
March 1, 2012	\$185,600.82	\$803,056.39	\$6,161.46
<u>Receipts:</u>			
Local Sources	\$18,621.00	\$163,529.22	\$1,554.08
State Sources	\$1,750.00	\$8,901.08	
Federal Sources	\$5,518.00	\$138,917.00	
<u>Total Monthly Receipts</u>	<u>\$25,889.00</u>	<u>\$311,347.30</u>	<u>\$1,554.08</u>
Total Gross Receipts	\$211,489.82	\$1,114,403.73	\$7,715.54
<u>Total Disbursements</u>	<u>\$127,604.09</u>	<u>\$310,396.64</u>	<u>\$1,535.83</u>
Ending Cash Balance			
March 31, 2012	\$83,885.73	\$804,007.09	\$6,179.71

Consent Agenda

Action #12107 Motion by J. Tol, second C. Knutson, to approve the following items on the Consent Agenda: Approval of March 19, 2012 minutes and April 2012 Claims. All present voting in favor on the Consent Agenda, motion carried.

April 2012 Accounts Payable

FUND 10 GENERAL FUND: CENTURY BUSINESS PRODUCTS, INC;COPIER MAINTENANCE CONTRACT;23.69;HAMLIN COUNTY FARMERS COOP;FLEET MAINT. & GASOLINE;226.22;HYVEE, INC.;SUPPLIES;119.11;NESC IMPREST;REIMBURSE IMPREST;305.00;NESC PAYROLL CLEARING;APRIL 2012 PAYROLL;21,858.18;OFFICE MAX - CONTRACT INC.; SUPPLIES; 54.40;PROFESSIONAL SECURITY;D&A POOL TESTING;849.00;SOUTH DAKOTA DEPARTMENT OF EDUCATION ;TRAIN-THE-TRAINER REG.;600.00;VERIZON WIRELESS;CELL PHONE; 213.81;VOYAGER FLEET SYSTEMS INC;FLEET MAINT. & GASOLINE;607.49

FUND TOTAL: 24,856.90

FUND 22 SPECIAL EDUCATION FUND: AMERICINN LODGE & SUITES;CEC CONF. LODGING; 267.96;AVERA QUEEN OF PEACE;CONTRACTED PT SERVS MARCH 2012;2,050.19;BAUER, TIM; STEERING COMM MTG MILEAGE;44.40;BAYMONT INN;ED SPEC LODGING;186.00;BEST WESTERN KELLY INN;CENTER BASE LODGING;1,052.00;BEYOND PLAY, LLC;SPEECH SUPPLIES;22.90;BIG STONE THERAPIES, INC.;CONTRACTED PT SRVCS MAR. 2012;8,564.25;BRITTON-HECLA SCHOOL DISTRICT;MILEAGE TO DISTRICT;38.11;CARDMEMBER SERVICE;SUPPLIES;266.79;CASTLEWOOD SCHOOL DISTRICT;CB FACILITY USE FEE;731.66;CDW GOVERNMENT INC.;TECH EQUIPMENT; 98.00;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINTENANCE CONTRACT; 335.07;CHILSON, GINA;MILEAGE TO STAFF;68.08;CLARK INSURANCE AGENCY;BOND & PT LIAB. INS RENEWAL; 2,086.40;COUNTY FAIR FOOD STORES;CB SUPPLIES;24.07;CRAIG BASS SANITARY SERVICE; GARBAGE SERVICE;120.00;CURRICULUM ASSOCIATES INC.;SUPPLIES;425.40;DAKOTA GUTTER CLEANING AND REPAIR ;GUTTER REPAIR;535.40;DAKTECH, INC.;TECH EQUIPMENT;45.00;DELYLE'S SOUTH 81 SERVICE, INC. ;FLEET MAINT.;1,658.84;DEUBROOK SCHOOL DISTRICT;STEERING COMM MTG MILEAGE;33.30;DON'S BODY SHOP;FLEET MAINT.;194.53;DUBRO, ANGEL;MILEAGE TO STAFF;133.86;DUST TEX SERVICE, INC.;RUG RENTAL;29.52;ESTELLINE COMMUNITY OIL CO.;FLEET MAINT. & GASOLINE;189.27;FARMERS UNION COOP OIL;FLEET MAINT;10.00 ;FLORENCE

SCHOOL DISTRICT;CB FACILITY USE FEE;365.83;GOODCARE;CONTRACTED OT SRVS MARCH 2012;24,056.76;GRANT-DEUEL SCHOOL DISTRICT;CB FACILITY USE FEE;387.78;GREAT IDEAS FOR TEACHING;SUPPLIES;17.99;GRESH, ROGER;STEERING COMM MTG MILEAGE;74.00;HAHLER AUTOMOTIVE;FLEET MAINT.;37.60;HAMLIN COUNTY FARMERS COOP;FLEET MAINT. & GASOLINE; 1,929.01;HAMLIN SCHOOL DISTRICT;CB FACILITY USE FEE;1,097.49;HARMEL, DEB;MILEAGE TO STAFF;88.06;HOSPITALITY PLUS;ED SPEC LODGING;93.00;HOVDES PHYSICAL THERAPY;CONTRACTED PT SRVCS MAR. 2012;532.47;HYVEE, INC.;SUPPLIES;108.47;IROQUOIS SCHOOL DISTRICT; STEERING COMM MTG MILEAGE;52.54;JUHNKE, KARLETTE;MILEAGE TO STAFF; 55.87;KOENECKE, DEBBIE;STEERING COMM MTG MILEAGE;19.24;KRUSE, JULIE;MILEAGE TO STAFF;7.40;LAKESHORE LEARNING MATERIALS;EC SUPPLIES;74.58;LUTKEMEIER, DENISE;STEERING COMM MTG MILEAGE;33.30;LUX, LOIS;MILEAGE TO STAFF;39.22;MARSHALL CO. HEALTHCARE CENTER; CONTRACTED OT/PT SRVS MAR 2012;8,487.76;MENNENGA, LINDA;STEERING COMM MTG MILEAGE;18.50;NESC IMPREST;REIMBURSE IMPREST;1,105.32;NESC PAYROLL CLEARING;APRIL 2012 PAYROLL;228,472.94;NORTHEAST PHYSICAL THERAPY;CONTRACTED PT SRVCS MARCH 2012;1,100.55;NORTHLAND AUTO CENTER;FLEET MAINT.;31.66;OFFICE MAX - CONTRACT INC.;SUPPLIES;299.21;OTTER TAIL POWER CO.;MARCH 2012 UTILITIES;317.14;PALO'S GARAGE;FLEET MAINT;82.35;PRO-ED;PSYCH SUPPLIES;169.40;PUBLIC OPINION;PUBLISHING MARCH 2012;279.52;SANFORD CLINIC WATERTOWN;CONTRACTED OT/PT SVCS MAR 2012;15,743.95;SANFORD WEBSTER MEDICAL CENTER;CONTRACTED OT SRVCS MAR 2012;6,448.46;SCHMIEDING GARAGE;GASOLINE;433.00;SHOPKO;SUPPLIES;160.00;SIOUX VALLEY COOP;GASOLINE; 362.44; SPEECHCORNER;SUPPLIES;86.88;STEVE'S TIRE & SERVICE;FLEET MAINT.;31.12;STIEG, TREVOR;STEERING COMM MTG MILEAGE;16.38;SUPER DUPER INC.;SUPPLIES;867.37; TEACHER'S DISCOUNT;SUPPLIES;169.64;TIME MANAGEMENT SYSTEMS;TIME CLOCK SETUP;412.50;TOL, JOHN;STEERING COMM MTG MILEAGE;28.12;TOWN OF HAYTI;WATER & SEWER MARCH 2012;35.50;US POSTMASTER;POSTAGE;100.00;VANDERSNICK, LUCY;MILEAGE TO STAFF;199.80;VERIZON WIRELESS;CELL PHONE;712.24;VOYAGER FLEET SYSTEMS INC;FLEET MAINT. & GASOLINE; 7,095.74;W.W. TIRE;FLEET MAINT.;976.12;WIESE, RITA;MILEAGE TO STAFF;68.08;ZIEGLER, KAY;MILEAGE TO STAFF;25.16

FUND TOTAL: 322,618.46

IMPREST EXPENDITURES: OLSEN, DAVID; SNOW REMOVAL; 100.00; JACOBSEN, BRIAN; SPECIAL OLYMPICS MEALS; 260.00; BOYD, BRENDA; PROJECT SEARCH SPLY REIMBURSEMENT; 14.20 SDASP; SDASP CONF. REG. DH; 35.00; NCTM; NCTM CONF. REG. S.O.; 305.00 US POSTMASTER; BOARD PACKET POSTAGE;; 45.90; TAESE/USU; SECTION 504 WRKSHP JA DH; 100.00; THREE RIVERS SPECIAL SERV. COOP.; RTI REGISTRATION BJ; 100.00; CENTER FOR DISABILITIES; AUTISM CONFERENCE REG. JJ; 200.00; HARMEL, DEBRA; CEC CONF. MEALS; 30.00; SDASBO;ASBO SPRING 12 CONF. REG. MF 50.00; SDASP; SDASP CONF. REG. MM; 30.00; TIEFENTHALER, DEBRA;GAS REIMBURSEMENT; 41.22; NASP;NCSP MEMBERSHIP DUES MM; 99.00

TOTAL IMPREST EXPENDITURES: 1,410.32

Old Business

Review Advisory Board Minutes

Director Aberle reviewed the Advisory Board minutes from the April 4, 2012 meeting.

Time Management Systems Update

Business Manager Flett updated the board that the new electronic time clock software has been fully implemented and is working well.

Director's Report

Director Aberle informed the board he will be providing a monthly Director's report.

Agenda Format

The board held a discussion on the consent agenda format that has been being used. It was the consensus of the board to continue using the format.

New Business

Approve Final Center Base Tuition Rates

Action #12108 Motion by K. Meland, second by J. Tol, to change the final Center Base tuition base rate to \$6,322.07. The placement percentages will change to 125.00% for the 1st Placement, 80.15% for the 2nd Placement, and 68.00% for the 3rd Placement. The cost of the 1st Placement will be \$7,902.59, 2nd Placement \$5,067.14, 3rd Placement \$4,299.01. All present voting in favor, motion carried.

Approve Delta Dental Rates

Action #12109 Motion by J. Rider, second by D. Koenecke, to approve the following dental insurance rates for 2012-2013 from Delta Dental:

Single	\$40.24
2 Party	\$75.22
Family	\$119.52

All present voting in favor, motion carried.

Health Insurance Provider Change

Action #12110 Motion by J. Tol, second by T. Bauer, to discontinue group health insurance coverage with the South Dakota School Districts Benefits Fund effective June 30, 2012. All present voting in favor, motion carried.

Action #12111 Motion by D. Thyen, second by L. Mennenga, to approve a change in group health insurance providers from South Dakota School District Benefits Fund to the South Dakota Schools' Group Insurance Pool (Sanford School Pool). All present voting in favor, motion carried.

A decision how to cover the tail liability insurance from SDSDBF will be made at the May 2012 Board of Directors meeting.

Action #12112 Motion by T. Bauer, second by C. Knutson, to approve the 2012-2013 Sanford School Pool Health Insurance Rates:

Deductible Plan	2012-2013 Rates	With \$2.00 Life Insurance
\$500 Single	\$500.53	\$502.53
\$1,000 Single	\$458.16	\$460.16
\$1,000 Employee+Spouse	\$962.14	\$964.14
\$2,000 Employee+Spouse	\$850.13	\$852.13
\$1,000 Employee+Child(ren)	\$824.70	\$826.70
\$2,000 Employee+Child(ren)	\$728.68	\$730.68
\$1,000 Family	\$1,374.49	\$1,376.49
\$2,000 Family	\$1,214.47	\$1,216.47

All present voting in favor, motion carried.

Audit Quote

Action #12113 Motion by P. Larson, second by J. Tol, to accept the 2011-2012 Audit Quote from William Neale & Co. for \$7,500.00. A formal engagement letter will follow. All present voting in favor, motion carried.

Review Preliminary 2012-2013 Budget

Business Manager Flett reviewed the 2012-2013 preliminary NESC Revenue and Expenditure Budget.

Executive Session

Action #12114 Motion by C. Knutson, second by D. Lutkemeier, to enter into Executive Session at 7:57 P.M. for Negotiations and Personnel. All present voting in favor, motion carried.

President Gresh declared the board out of Executive Session at 8:13 P.M.

Offer Contracts to ESY Employees

Action #12115 Motion by T. Bauer, second by C. Knutson, to offer ESY contracts for instructors, speech therapists, and para educators for ESY 2012. All present voting in favor, motion carried.

Offer Contracts to Unit 1 and 2 Employees

Action # 12116 Motion by D. Lutkemeier, second by J. Tol, offer Unit 1 and 2 contracts on the 2011-2012 Negotiated Agreement terms. Once negotiations are complete, contract amendments will be issued to reflect the 2012-2013 Negotiated Agreement. Contracts must be returned on or before May 9, 2012. All present voting in favor, motion carried.

Set and Offer Contracts to Paraprofessionals

Action # 12117 Motion by P. Larson, second by D. Koenecke, to set and offer paraprofessional contracts and allow a year of experience at \$0.10 per hour, a \$0.15 per hour increase on the base rate, and cover the increase cost of single health and single dental insurance for 2012-2013. All present voting in favor, motion carried.

Set and Offer Contracts to Office Personnel

Action #12118 Motion by L. Mennenga, second by D. Lutkemeier, to set and offer office personnel contracts with a \$0.25 per hour increase and to cover the increase cost of single health and single dental insurance for 2012-2013 All present voting in favor, motion carried.

Set Director Salary

Action #12119 Motion by P. Larson, second by J. Rider, to set the director salary for 2012-2013 at \$78,500, which is a \$500 increase. All present voting in favor, motion carried.

Adjournment

Action #12120 With there being no further business, motion by D. Koenecke, second by J. Tol, to adjourn.
All present voting in favor, motion carried.

The next NESC Board of Directors meeting will be held at the Hy-Vee Club Room in Watertown, SD on Monday, May 21, 2012 at 7:00 P.M.

Roger Gresh, President

Matthew Flett, Business Manager