

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, May 21, 2012

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, May 21, 2012 at the Hy-Vee Club Room in Watertown, SD. The meeting was called to order by President Roger Gresh at 7:04 P.M. and adjourned at 8:39 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; Linda Mennenga, Estelline; Tracy Hlavacek, Florence; John Tol, Grant-Deuel; Trevor Stieg, Hamlin; Lana Sand, Rosholt; Polly Larson, Sioux Valley; Corrie Quale, Summit; Cheryl Berger, Waubay; Dennis Thyen, Waverly; Kathy Meland, Webster; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Norman Koehlmoos, De Smet; Evelyn Blacksmith, Enemy Swim Day School; John Rider, Henry; Mary Jane Fast, Iroquois; Brian Nelson, Lake Preston

Others Attending:

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

NESC Staff Representatives: Mary Borgman, School Psychologist; Rita Wiese, Speech Language Pathologist; Deb Tiefenthaler, Speech Language Pathologist

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

Call to Order

President Gresh called the meeting to order at 7:04 P.M.

Agenda review, changes, and approval

*Action #12121* Motion by T. Bauer, second by J. Tol, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

NESC employees Mary Borgman, School Psychologist; Rita Wiese, Speech Language Pathologist; and Deb Tiefenthaler, Speech Language Pathologist were introduced as guests.

### Financial Report

Action #12122 Motion by D. Koenecke, second C. Knutson, to approve the financial report for the period ending April 30, 2012. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
<b>Cash Balance</b>			
<b>April 1, 2012</b>	\$83,885.73	\$804,007.09	\$6,179.71
<u>Receipts:</u>			
Local Sources	\$57,080.30	\$158,304.77	\$6,585.32
State Sources	\$0.00	\$47,395.83	
Federal Sources	\$7,926.00	\$108,688.00	
<u>Total Monthly Receipts</u>	<u>\$65,006.30</u>	<u>\$314,388.60</u>	<u>\$6,585.32</u>
Total Gross Receipts	\$148,892.03	\$1,118,395.69	\$12,765.03
<u>Total Disbursements</u>	<u>\$24,856.91</u>	<u>\$322,429.75</u>	<u>\$916.40</u>
<b>Ending Cash Balance</b>			
<b>April 30, 2012</b>	\$124,035.12	\$795,965.94	\$11,848.63

### Consent Agenda

Action #12123 Motion by J. Tol, second L. Sand, to approve the following items on the Consent Agenda: Approval of April 16, 2012 Board of Directors minutes, April 2012 Claims, Unit 1 Contracts, Unit 2 Contracts, ESY Contracts, Office Staff Contracts, Paraprofessional Contracts, Contract Amendment-Director's Salary, Accept Matt Paulson's Resignation, Accept Kay Ziegler's Resignation, Accept Kristi Stevenson's Resignation, Accept Jacque Cameron's Resignation, Accept Aliecia Stricherz's Resignation, Approve OT Contract-Robyn Svendsen-200 days @\$58,570, Approve COTA Contract-Kelsey Determan-200 days @\$28,040, Approve OT Contract-Sanford Webster, and Approve FY 12 Audit Engagement Letter. All present voting in favor on the Consent Agenda, motion carried.

### May 2012 Accounts Payable

**FUND 10 GENERAL FUND:** ALLGAIER, CAROL ANN;TEXTBOOK COHORT SERVICES;575.00; AMMERICINN;SD COUNTS/ESA TRAVEL;312.64;BLY, ANGELA;TEXTBOOK COHORT SERVICES; 575.00;BOECK, ANITA;TEXTBOOK COHORT SERVICES;575.00;BRANDT, LISA;TEXTBOOK COHORT SERVICES;575.00;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINTENANCE; 152.06;COUNTRY INN & SUITES;ESA TRAVEL;130.49;DAVIDSON, PEGGY;TEXTBOOK COHORT SERVICES;575.00;FOLTZ, MELINDA;TEXTBOOK COHORT SERVICES;575.00;GOVERNORS INN;READ REC TRAVEL/LODGING; 93.00;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE; 73.66;HYVEE, INC.;SUPPLIES; 239.33;INTERCALL;ESA CONFERENCE CALL; 66.01;LEDDY, LORI;TEXTBOOK COHORT SERVICES; 575.00;MAGEE, JEAN;TEXTBOOK COHORT SERVICES;575.00;MCDONALD, BROOKE;TEXTBOOK COHORT SERVICES; 575.00;MEYER, BARBARA;TEXTBOOK COHORT SERVICES;575.00;MILBANK SCHOOL DISTRICT;2012 TEACHER OF THE YEAR AWARD;300.00;MOELLER, LILA;TEXTBOOK COHORT SERVICES;575.00;NESC IMPREST;REIMBURSE IMPREST; 362.50;NESC PAYROLL CLEARING;MAY 2012 PAYROLL;21,858.19;NESC SAVINGS;NESC SPECIAL PROJECTS;1,401.54;NEUHARTH, RENEE; TEXTBOOK COHORT SERVICES;575.00;RAMLO, CARLA;TEXTBOOK COHORT SERVICES;575.00; STEVENS, NICHOL;TEXTBOOK COHORT SERVICES;575.00;VERIZON WIRELESS;CELL PHONE; 163.11; VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE; 1,014.26; WALTNER, SHANNON;TEXTBOOK COHORT SERVICES;575.00;ZUBKE, PAMELA;TEXTBOOK COHORT SERVICES;575.00 **FUND TOTAL: 35,366.79**

**Fund 22 SPECIAL EDUCATION FUND:** AVERA QUEEN OF PEACE;CONTRACTED PT SRVCS APRIL 2012;1,811.49;BEST WESTERN RAMKOTA HOTEL;ADMIN TRAVEL/LODGING; 171.98;BIG STONE THERAPIES, INC.;CONTRACTED PT SRV APRIL 2012; 8,071.10;BRITTON-HECLA SCHOOL DISTRICT;MILEAGE TO SCHOOL DISTRICT; 33.67;BROOKINGS REGISTER; ADVERTISING; 185.22;CARDMEMBER SERVICE; SUPPLIES;10.51;CASTLEWOOD SCHOOL DISTRICT;CB FACILITY USE FEE; 731.661;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINTENANCE; 363.55; CHILSON, GINA;MILEAGE TO STAFF;96.57;CLARK COMMUNITY OIL;FLEET MAINT;73.91;COMFORT INN;PSYCH TRAVEL/LODGING;46.50;COUNTY FAIR FOOD STORES;CB SUPPLIES G.D.;29.17; CPI;PSYCH SUPPLIES;408.99;CURRICULUM ASSOCIATES INC.;EC SUPPLIES;389.40;DAYS INN;ED SPEC TRAVEL;93.00;DUST TEX SERVICE, INC.;RUG RENTAL;29.52;ESTELLINE COMMUNITY OIL CO.;FLEET MAINT & GASOLINE;436.76;FARMERS UNION COOP OIL;FLEET MAINT;30.32;FLORENCE SCHOOL DISTRICT;CB FACILITY USE FEE;365.83;GOODCARE;CONTRACTED OT SRVC APRIL 2012;22,938.45;GRANT-DEUEL SCHOOL DISTRICT;CB FACILITY USE FEE; 387.78;HAHLER AUTOMOTIVE;FLEET MAINT;145.10;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE;1,597.00;HAMLIN SCHOOL DISTRICT;CB FACILITY USE FEE;1,097.49;HARMEL, DEB;MILEAGE TO STAFF;88.06;HOLM, JANET;MILEAGE TO STAFF;124.69;HOUGHTON MIFFLIN CO.;SUPPLIES;1,452.00;HOVDDES PHYSICAL THERAPY;CONTRACTED PT SRVCS APRIL 2012;384.14;HYVEE, INC.; SUPPLIES; 72.25;JURGENS OIL;FLEET MAINT;35.40; KOENECKE,DEBBIE; NEGOTIATIONS MTG. MILEAGE;22.20;KRUSE, JULIE;MILEAGE TO STAFF;65.19;LUX, LOIS;MILEAGE TO STAFF;120.99;MARSHALL CO. HEALTHCARE CENTER; CONTRACTED OT/PT SRVC APR 2012;7,981.04;NCS PEARSON, INC.;SPEECH SUPPLIES;7,450.56; NESC IMPREST; REIMBURSE IMPREST;553.90;NESC PAYROLL CLEARING;MAY 2012 PAYROLL; 225,251.83; NESC SAVINGS;NESC SPECIAL PROJECTS;1,911.14;NORTHEAST PHYSICAL THERAPY;CONTRACTED PT SRVCS APRIL 2012;1,048.85;NORTHLAND AUTO CENTER;FLEET MAINT;869.86;OFFICE MAX - CONTRACT INC.;SUPPLIES; 175.73; OTTER TAIL POWER CO.;APRIL 2012 UTILITIES;305.97;P-3 ELECTRIC;LIGHT FIXTURE MAINT.;61.33;PAGE TECHNOLOGY;WEBSITE MAINTENANCE;190.00;PALO'S GARAGE;FLEET MAINT;59.00;PAULSON, MATT;MILEAGE TO STAFF;465.46;PUBLIC OPINION;PUBL PROCEEDINGS & ADVERTISING;384.73;QUALITY INN & SUITES;PSYCH TRAVEL/LODGING;204.24;RESOURCES FOR READING, INC.;EC SUPPLIES;87.69;S & S AUTO;FLEET MAINT;59.75;SANFORD CLINIC WATERTOWN;CONTRACTED OT/PT SRVC APR 2012; 13,572.90;SANFORD WEBSTER MEDICAL CENTER;CONTRACTED OT SRVCS APRIL 2012;6,465.64;SCHMIEDING GARAGE;GASOLINE;352.00;SERVICE MASTER OF WATERTOWN;FLOOR WAXING;1,975.00;SHIRLEY, LINDA;ED SPEC TRAVEL; 146.66; SIOUX VALLEY COOP;GASOLINE;257.49;SUPER 8 MOTEL;ED SPEC TRAVEL;93.00;TIME MANAGEMENT SYSTEMS;INSTALLATION & USE FEE;464.60;TOWN OF HAYTI;WATER & SEWER APRIL 2012;35.50;US POSTMASTER;POSTAGE; 186.00;VANDERSNICK, LUCY; ADVANCED STUDY REIMBURSEMENT;826.32;VERIZON WIRELESS;CELL PHONE; 574.45; VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE; 7,661.32; W.W. TIRE;FLEET MAINT;359.20;WIESE, RITA;MILEAGE TO STAFF;29.23;ZIEGLER, KAY;MILEAGE TO STAFF;30.71

**FUND TOTAL: 322,000.99**

**IMPREST EXPENDITURES:** COFFEE & BEYOND; TEXTBOOK COHORT MEETING SUPPLIES; 110.50; BORGMAN, MARY; ED. SPEC. MEALS; 26.00; US POSTMASTER; APRIL 2012 BD. PACKET POSTAGE; 72.90; BOYD, BRENDA; ED. SPEC. MEALS; 38.00; SPECIAL OLYMPICS OF SD; SPECIAL OLYMPICS. REG.;315.00; SHIRLEY, LINDA; ED. SPEC. MEALS; 64.00 BORGMAN, MARY; ED. SPEC. MEALS; 38.00; OLSEN, SHAWN M.; SD COUNTS MEALS; 252.00

**TOTAL IMPREST EXPENDITURES: 916.40**

## APPROVED CONTRACTS

### Unit 1 Contracts

Mary Borgman; JodyAnn Jongeling; Jill Lear; Lauren Leischner; Maria Meyer; Robin Schwandt; Chantel Sprang; Kari Holden; Kim Ertelt and Sarah Whipkey

### Unit 2 Contracts

Kim Hill; Kari Nolte; Brenda Boyd; Gina Chilson; Linda Conrad; Angel Dubro; Janet Holm; Debra Lauseng; Lois Lux; Carrie Niles; Marci Saathoff; Rochelle Schmidt; Susan Stern; Debra Tiefenthaler; Melody Wenz; Rita Wiese; Debra Jensen; Karlette Juhnke; Teresa Landmark; Wendi Lindner; Julie Nelson; Debra Harmel; Brian Jacobsen; Julie Kruse; Lucy Vandersnick; Shannon Buelow

### ESY Contracts

Linda Conrad; Angel Dubro; Danielle Geigle; Rachel Geyer-Furhman; Mary Hempel; Janet Holm; Brian Jacobsen; Deb Jensen; Karlette Juhnke; Heather Knock; Jessica Lamb; Teresa Landmark; Deb Lauseng; Wendi Lindner; Lois Lux; Emily Martian; Julie Nelson; Carrie Niles; Joan Olson; Marci Saathoff; Stephanie Skyberg; Kristi Stevenson; Jennifer Thu; Deb Tiefenthaler; Marsha Timm; Lucy Vandersnick; Christy VanHeerde; Melody Wenz; Rita Wiese; Kori Wieting; Ashley Zantow and Marie Zantow

### Office Staff Contracts

Tammy Anderson; Emily Marlow; Carol Reuer

### Para-Professional Contracts

Shannon Buelow; Sherri DeBaere; Dawn Hink; Joan Olson; Renae Singrey; Jennifer Thu; Ashley Zantow; Marie Zantow and Peggy Stoks

### Old Business

#### Review Advisory Board Minutes

Director Aberle reviewed the Advisory Board minutes from the May 2, 2012 meeting.

#### Director's Report

Director Aberle shared his monthly Director's Report with the Board.

#### Review 2012-2013 Preliminary Budget

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

### New Business

#### ASBSD Health Insurance Tail

*Action #12124* Motion by P. Larson, second by C. Knutson, to purchase an extra month of health insurance coverage from the Sanford School Pool to make the effective date June 1, 2012. All present voting in favor, motion carried.

*Action #12125* Motion by L. Sand, second by L. Mennenga, to direct Business Manager Flett to issue payment for June 2012 health insurance premium in an amount not to exceed \$35,000 to Sanford School Pool. All present voting in favor, motion carried.

#### Medicaid Billing for Speech Services

Director Aberle recommended to the Board that Medicaid Billing for Speech Language Services be suspended for Fiscal Year 2013, except for districts that have ASHA Certified Speech Language Pathologists in their districts.

Approve Unit 2 Negotiated Agreement

*Action #12126* Motion by J. Tol, second by C. Knuston, to approve the 2012-2013 Unit 2 Negotiated Agreement. All present voting in favor, motion carried.

Executive Session

*Action #12127* Motion by D. Lutkemeier, second by D. Koenecke, to enter into Executive Session at 8:21 P.M. for Negotiations and Personnel. All present voting in favor, motion carried.

President Gresh declared the board out of Executive Session at 8:38 P.M.

Employee Request

*Action #12128* Motion by B. Steffen, second by T. Bauer, to deny a request from Matt Cadwell. All present voting in favor, motion carried.

Adjournment

*Action #12129* With there being no further business, motion by D. Lutkemeier, second by D. Koenecke, 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, June 18, 2012 at 7:00 P.M.

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**Roger Gresh, President**

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**Matthew Flett, Business Manager**