

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, June 18, 2012

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, June 18, 2012 at the Hy-Vee Club Room in Watertown, SD. The meeting was called to order by Vice President Denise Lutkemeier at 6:59 P.M. and adjourned at 8:18 P.M.

Members present:

Harry Boner, Castlewood; Bob Steffen, Clark; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Tim Bauer, Elkton; Linda Mennenga, Estelline; John Tol, Grant-Deuel; Trevor Stieg, Hamlin; Lana Sand, Rosholt; Polly Larson, Sioux Valley; Cheryl Berger, Waubay; Dennis Thyen, Waverly; Kathy Meland, Webster; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Dan Rowen, Arlington; Roger Gresh, Britton-Hecla; Norman Koehlmoos, De Smet; Evelyn Blacksmith, Enemy Swim Day School; Tracy Hlavacek, Florence; John Rider, Henry; Mary Jane Fast, Iroquois; Brian Nelson, Lake Preston; Corrie Quale, Summit

Others Attending:

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

NESC Staff Representatives: Robin Schwandt, School Psychologist

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

Other: Sandy Hinze, Waubay Board Member

Call to Order

Vice President Lutkemeier called the meeting to order at 6:59 P.M.

Agenda review, changes, and approval

Action #12130 Motion by J. Tol, second by D. Koenecke, to approve the agenda with the following additions:

5L.) Approve Contract for Nella Thompson, Speech Language Pathologist-0.7 FTE @\$37,870.00; 7I.) Accept Marie Zantow's Resignation; 7J.) Approve Dustin Hinckley's Work Agreement; 7k.) Meeting Location

All present voting in favor, motion carried.

Introduction of Guests

NESC employee Robin Schwandt, School Psychologist was introduced as a guest.

Financial Report

Action #12131 Motion by D. Thyen, second D. Sand, to approve the financial report for the period ending May 31, 2012.

All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
May 1, 2012	\$124,035.12	\$795,965.94	\$11,848.63
<u>Receipts:</u>			
Local Sources	\$7,632.50	\$156,939.83	\$1,433.40
State Sources	\$6,000.00	\$8,484.72	
Federal Sources	\$5,819.00	\$108,688.00	
<u>Total Monthly Receipts</u>	<u>\$19,451.50</u>	<u>\$274,112.55</u>	<u>\$1,433.40</u>
Total Gross Receipts	\$143,486.62	\$1,070,078.49	\$13,282.03
<u>Total Disbursements</u>	<u>\$38,342.18</u>	<u>\$353,361.14</u>	<u>\$1,575.16</u>
Ending Cash Balance			
May 31, 2012	\$105,144.44	\$716,717.35	\$11,706.87

Consent Agenda

Action #12132 Motion by T. Bauer, second H. Boner, to approve the following items on the Consent Agenda: May 21, 2012 Board of Directors minutes, June 2012 Claims, Unit 2 Contract Amendments, Contract for Chris Lather, Center Base Teacher-1 FTE @\$33,659.00; SW/WC Purchasing Contract-\$1,100.00; APEX Agreement-\$14,425.00; Contract for Amy Stoel, Speech Language Pathologist-1 FTE @\$52,800.00; Contract for Tammy Anderson, Custodial Services-6 hours a week @\$9.33/hour; ESY Contract for Lois Kannegieter @\$11.73/hour; ESY Contract for Kayla Warkenthien @\$11.73/hour; Contract for Nella Thompson, Speech Language Pathologist-0.7 FTE @\$37,870.00. All present voting in favor on the Consent Agenda, motion carried.

June 2012 Accounts Payable

Fund 10 GENERAL FUND: AG FIRST FARMERS COOPERATIVE;FLEET MAINT & GASOLINE;23.54;APEX LEARNING;APEX COURSES;125.00;BLACK HILLS STATE UNIVERSITY;CAMSE INVOICE;7,601.50;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINTENANCE;74.50;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE;82.07;JAGERS GROCERY;SUPPLIES;12.96;NESC IMPREST;REIMBURSE IMPREST;311.54;NESC PAYROLL CLEARING;NESC PAYROLL JUNE 2012;21,622.82;PROFESSIONAL SECURITY;D&A POOL TESTING;1,432.50;VERIZON WIRELESS;CELL PHONE;161.76;VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE;622.33

FUND TOTAL:32,070.52

Fund 22 SPECIAL EDUCATION FUND: AG FIRST FARMERS COOPERATIVE;FLEET MAINT & GASOLINE;29.58;ARGUS LEADER;ADVERTISING;350.00;AVERA QUEEN OF PEACE;CONTRACTED PT SERVS MAY 2012;1,252.86;BIG STONE THERAPIES, INC.;CONTRACTED PT SERVS MAY 2012;8,475.90;BRITTON-HECLA SCHOOL DISTRICT;MILEAGE TO SCHOOL;14.80;CARDMEMBER SERVICE;ADVERTISING & SUPPLIES;112.67;CDW GOVERNMENT INC.;COMPUTER SOFTWARE;394.74;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINTENANCE;357.63;CHILSON, GINA ;MILEAGE TO STAFF;61.05;CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON;ATTORNEY FEES;3,346.35;COUNTY FAIR FOOD STORES;CB SUPPLIES;60.81;DAYS INN;ED SPEC LODGING;46.50;DESMET SCHOOL DISTRICT;SPED ASSESSMENT FUNDS EXCHANGE;30,859.00;DUST TEX SERVICE, INC.;RUG RENTAL;59.04;ESTELLINE COMMUNITY OIL CO.;FLEET MAINT & GASOLINE;200.70;GEIGLE, DANIELLE ;MILEAGE TO STAFF;41.07;GOODCARE;CONTRACTED OT SERVS MAY 2012;16,673.09;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE;1,081.75;HARMEL, DEB ;MILEAGE TO STAFF;90.65;HEMPEL, MARY ;MILEAGE TO STAFF;57.72;HOVDES PHYSICAL

THERAPY;CONTRACTED OT SERVS MAY 2012;481.64;HR ONE STOP;GASOLINE;49.68;HYVEE, INC.;BOARD SUPPLIES;36.26;JAGERS GROCERY;SUPPLIES;225.13;JHUNKE, KARLETTE ;MILEAGE TO STAFF;101.75;KOENECKE, DEBBIE ;MILEAGE TO BOARD;22.20;KRUSE, JULIE ;MILEAGE TO STAFF;55.87;LUX, LOIS ;MILEAGE TO STAFF;34.78;MARSHALL CO. HEALTHCARE CENTER;CONTRACTED OT/PT SERV MAY 2012;6,382.70;NESC IMPREST;REIMBURSE IMPREST;1,205.21;NESC PAYROLL CLEARING;NESC PAYROLL JUNE 2012;224,238.94;NORTHEAST PHYSICAL THERAPY;CONTRACTED PT SERVS MAY 2012;1,554.30;NORTHLAND AUTO CENTER;FLEET MAINT;1,368.86;OFFICE MAX - CONTRACT INC.;SUPPLIES;87.22;OTTER TAIL POWER CO.;MAY 2012 UTILITIES;325.77;PEDERSEN, SHANE ;LAWN CARE SERVICES;210.00;PUBLIC OPINION;PUBLISHING;289.99;RAINBOW FLOWER SHOP;FLOWER ARRANGEMENT;41.00;RIVER LODGE;CB LODGING;156.24;RON'S AUTO REPAIR;FLEET MAINT;222.33;S & S AUTO;FLEET MAINT;433.65;SANFORD CLINIC WATERTOWN;CONTRACTED OT/PT SERVS MAY 2012;11,511.94;SANFORD WEBSTER MEDICAL CENTER;CONTRACTED OT SERVS MAY 2012;6,541.21;SCHMIEDING GARAGE;FLEET MAINT & GASOLINE;436.80;SIOUX FALLS SHOPPING NEWS;ADVERTISING;50.00;SIOUX VALLEY COOP;FLEET MAINT & GASOLINE;133.75;SOFTWARE UNLIMITED;UPGRADE WEBINAR;100.00;SUPER 8;CB LODGING;163.39;THOMPSON, NELLA ;MILEAGE TO STAFF;133.94;TIME MANAGEMENT SYSTEMS;MONTHLY ACCESS FEE;103.50;TOWN OF HAYTI;MAY 2012 SEWER & WATER;35.50;US POSTMASTER;POSTAGE;80.00;VANDERSNICK, LUCY ;MILEAGE TO STAFF;289.34;VERIZON WIRELESS;CELL PHONE;576.39;VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE;7,845.96;W.W. TIRE;FLEET MAINT;460.50;WENZ, MELODY ;MILEAGE TO STAFF;5.92;WIESE, RITA ;MILEAGE TO STAFF;59.94

FUND TOTAL: 329,617.51

IMPREST EXPENDITURES:BORGMAN, MARY ;ED. SPEC. MEALS/LODGING;76.46;HILL, KIM ;ESA MEALS;42.00;JACOBSEN, BRIAN ;SPECIAL OLYMPICS MEALS;662.25;JONGELING, JODYANN ;PSYCH MEALS/LODGING;80.80;KRUSE, JULIE ;SD HISTORY TRIP MEALS;84.00;LEISCHNER, LAUREN ;PSYCH MEALS;52.00;MEYER, MARIA ;PSYCH MEALS;66.00;OLSEN, SHAWN M. ;SD COUNTS MEALS;227.54;REINHILLER, LISA ;ESA MEALS;42.00;US POSTMASTER;POSTAGE;183.70

TOTAL IMPRESET EXPENDITURES: 1,516.75

Old Business

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.

Action #12133 Motion by L. Sand, second by C. Berger, to authorize the publication of the 2012-2013 Preliminary Revenue and Expenditure budget and to set the 2012-2013 budget hearing for Monday, July 16, 2012 at 7:00 PM in the Hy-Vee Club Room, Watertown, SD.

All present voting in favor, motion carried.

Insurance

Business Manager Flett provided an overview of the Voluntary Term Life Insurance coverage offered to NESC employees by ASBSD. Business Manager Flett went on to remind the group that although NESC switched health insurance carriers, the life insurance carrier remains the same.

New Business

Vehicle Purchases

Director Aberle updated the board on upcoming NESC vehicle purchases.

NESC Policies 2012-2013

Director Aberle presented the 1st reading of the proposed NESC policy book changes. The next reading will be held at the July 2012 Board of Directors meeting.

NESC Board Representatives for 2012-2013

Director Aberle took a preliminary poll on returning NESC Board Representatives. The non-returning Board Representatives were thanked for their service to NESC.

Inventory Update

A report of NESC's overall inventory as of June 19, 2012 was presented to the Board of Directors. The report included a listing of items lost, broken, and/or outdated.

Action #12134 Motion by P. Larson, second by D. Sand, to remove items identified as lost, broken, and/or outdated from NESC's inventory. All present voting in favor, motion carried.

Board Member Stieg directed NESC Administration to develop an Inventory Policy for review at the July 2012 Board of Directors Meeting.

Accept Resignation

Action #12135 Motion by C. Knuston, second by L. Mennenga, to accept the resignation of Peggy Moeller, custodian. All present voting in favor, motion carried.

Accept Resignation

Action #12136 Motion by T. Bauer, second by P. Larson, to accept the resignation of Dustin Hinckley, Assistant Director, and to impose the \$2,000 compensatory damages clause. All present voting in favor, motion carried.

Unit 1 Negotiated Agreement

Action #12137 Motion by K. Meland, second by L. Mennenga, that pursuant to the provisions of SDCL 3-18-8.2, the NESC Cooperative implement the provisions of its last best offer with Unit 1, including tentative agreements. All present voting in favor, motion carried.

Business Credit Card Update

Business Manager Flett informed the board an unauthorized charge was made by an unknown party to Director Aberle's NESC issued business credit card. Business Manager Flett cancelled the credit card per Director Aberle's request. Business Manager Flett went on to disclose because of the internal controls in place in the business office, the unauthorized charge was quickly identified and the issue was resolved. He went on to state in no way were Cooperative funds ever in jeopardy.

Accept Resignation

Action #12138 Motion by L. Sand, second by D. Koenecke, to accept the resignation of Marie Zantow, Center Base Para-Professional. All present voting in favor, motion carried.

Approve Work Agreement

Action #12139 Motion by D. Koenecke, second by T. Bauer, to approve a work agreement with Dustin Hinckley for 8 to 10 days at \$258.18 per day in July during the Assistant Director transition process. All present voting in favor, motion carried.

Meeting Location

The July 2012 Board of Directors meeting will be held at the Hy-Vee Club Room in Watertown, SD.

Adjournment

Action #12140 With there being no further business, motion by D. Koenecke, second by P. Larson, to adjourn. All present voting in favor, motion carried.

The next NESC Board of Directors meeting and budget hearing will be held at the Hy-Vee Club Room in Watertown, SD on Monday, July 18, 2012 at 7:00 P.M.

Roger Gresh, President

Matthew Flett, Business Manager