

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

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, July 16, 2012 at the Hy-Vee Club Room in Watertown, SD. The meeting was called to order by President Roger Gresh 7:01 P.M. and adjourned at 8:02 P.M.

Members present:

Roger Gresh, Britton-Hecla; Harry Boner, Castlewood; Bob Steffen, Clark; Carie Knutson, Deubrook; Jerome DeBoer, Deuel; Tim Bauer, Elkton; Evelyn Blacksmith, Enemy Swim Day School; Linda Mennenga, Estelline; Tracy Hlavacek, Florence; John Tol, Grant-Deuel; Joel Homola, Hamlin; John Rider, Henry; Brian Nelson, Lake Preston; Corrie Quale, Summit; Sandy Hinze, Waubay; Dennis Thyen, Waverly; Kathy Meland, Webster; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Martin Murphy, Arlington; Norman Koehlmoos, De Smet; Greg Bich, Iroquois; Lana Sand, Rosholt; Gloria Koerlin, Sioux Valley

Others Attending:

NESC Advisory Board Representatives: Kevin Keenaghan, Deubrook Superintendent; Jim Block, Webster Superintendent
NESC Staff Representatives: Robin Schwandt, School Psychologist; Mary Borgman, School Psychologist
NESC Administration: Jerry Aberle, Director; Matt Flett, Business Manager; Tim Frewing, Assistant Director

Call to Order

President Gresh called the meeting to order at 7:01 P.M.

Agenda review, changes, and approval

Action #12141 Motion by K. Meland, second by D. Lutkemeier, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

NESC employees Robin Schwandt, School Psychologist and Mary Borgman, School Psychologist were introduced as guests.

Financial Report

Action #12142 Motion by C. Knutson, second H. Boner, to approve the financial report for the period ending June 30, 2012. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
June 1, 2012	\$105,144.44	\$716,717.35	\$11,706.87
<u>Receipts:</u>			
Local Sources	\$9,471.94	\$149,241.89	\$3,434.17
State Sources	\$500.00	\$7,708.85	

Federal Sources	\$8,132.00	\$119,845.00	
<u>Total Monthly Receipts</u>	<u>\$18,103.94</u>	<u>\$276,795.74</u>	<u>\$3,434.17</u>
Total Gross Receipts	\$123,248.38	\$993,513.09	\$15,141.04
<u>Total Disbursements</u>	<u>\$32,070.53</u>	<u>\$330,177.28</u>	<u>\$2,440.47</u>
Ending Cash Balance June 30, 2012	\$91,177.85	\$663,335.81	\$12,700.57

Consent Agenda

Action #12143 Motion by D. Lutkemeier, second J. Tol, to approve the following items on the Consent Agenda: 5a) June 18, 2012 Board of Directors minutes; 5b) Final Fiscal Year 2012 Claims. All present voting in favor on the Consent Agenda, motion carried.

Final Fiscal Year 2012 Accounts Payable

FUND 10 GENERAL FUND: CARDMEMBER SERVICE;SD COUNTS LODGING;85.55;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINTENANCE CONTRACT;124.12;NESC IMPREST;REIMBURSE IMPREST;42.00;NESC SAVINGS;SDC & ED. SPEC. SPECIAL PROJECTS;556.73;NOLTE, KARI L.;READING REC. CONF. TRAVEL REIMBURSE.;465.42;VERIZON WIRELESS;CELL PHONE;161.76;VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE;397.85

FUND TOTAL: 1,833.43

FUND 22 SPECIAL EDUCATION FUND: ABC AUTOMATIC BUILDING CONTROLS;12-13 FIRE ALARM SYSTEM MAINT. CONTRACT;453.00;AMSTERDAM PRINTING&LITHO,CORP.;STAFF CALENDARS;290.29;AVERA QUEEN OF PEACE;CONTRACTED PT SERVS JUNE 2012;508.21;BIG STONE THERAPIES, INC.;CONTRACTED PT SERVS JUNE 2012;3,891.02;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINTENANCE CONTRACT; 362.28;CRAIG BASS SANITARY SERVICE;GARBAGE SERVICES APR 2012-JUNE 2012;120.00;DAKTECH, INC.;LAPTOP COMPUTERS;3,036.00;DUBRO, ANGEL ;MILEAGE TO STAFF;59.20;DUST TEX SERVICE, INC.;RUG RENTAL;29.52;ESTELLINE COMMUNITY OIL CO.;FLEET MAINT.;7.00;GOODCARE;CONTRACTED OT SERVS JUNE 2012;5,680.68;HAMLIN COUNTY FARMERS COOP;GASOLINE;138.44;HOVDDES PHYSICAL THERAPY;CONTRACTED PT SERVS JUNE 2012;296.65;HR ONE STOP;GASOLINE;46.59;HYVEE, INC.;BOARD SUPPLIES;46.36; JAGERS GROCERY; SUPPLIES;9.43;MARSHALL CO. HEALTHCARE CENTER; CONTRACTED OT/PT SERVS JUNE 2012;3,285.48; NESC IMPREST;REIMBURSE IMPREST; 481.05;NESC SAVINGS;SDC & ED. SPEC. SPECIAL PROJECTS; 1,357.14;NORTHEAST PHYSICAL THERAPY;CONTRACTED PT SERVS JUNE 2012;754.60;OFFICE MAX - CONTRACT INC.; SUPPLIES;49.00;OTTER TAIL POWER CO.;ELECTRICITY JUNE 2012;247.37;PUBLIC OPINION; PROCEEDINGS & ADVERTISING;621.68;SANFORD CLINIC WATERTOWN;CONTRACTED OT/PT SERVS JUNE 2012;2,349.74;SANFORD WEBSTER MEDICAL CENTER;CONTRACTED OT SERVS JUNE 2012;4,042.69;SIOUX VALLEY COOP;GASOLINE;39.26; STEVE'S TIRE & SERVICE;FLEET MAINT;31.12;TIME MANAGEMENT SYSTEMS;MONTHLY ACCESS FEE JUNE 2012;76.40;TOWN OF HAYTI;WATER & SEWER JUNE 2012;35.50;VERIZON WIRELESS;ED SPEC BROADBAND;576.17;VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE;1,217.40;W.W. TIRE;FLEET MAINT;53.90;WEBSTER TIRE;FLEET MAINT;186.00

FUND TOTAL: 30,379.17

IMPREST EXPENDITURES: BOYD, BRENDA ;DDN CAMPUS WRKGROUP MEALS;47.00;HINCKLEY, DUSTIN ;MEALS AND GAS REIMBURSEMENT;154.90;JACOBSEN, BRIAN ;STATE SPED CONFERENCE MEALS;30.00;OLSEN, SHAWN M. ;SMP TRAINING MEALS;42.00;SDSSA;SDSSA CONFERENCE REGISTRATION;150.00;US POSTMASTER; BOARD PACKET POSTAGE;99.15

TOTAL IMPREST EXPENDITURES: 523.05

Appoint Business Manager as President Pro-Tem

President Gresh appointed Business Manager Flett as President Pro-Tem.

Adjourn Meeting for Fiscal Year 2011-2012

Action #12144 With there being no further business to come before the Board of Directors for Fiscal Year 2011-2012, motion by L. Mennenga, second by H. Boner, to adjourn the final Board of Directors meeting for FY 2011-2012 at 7:11 P.M. All present voting in favor, motion carried.

NESC Board of Directors

Annual Reorganization Meeting

The annual reorganization meeting for FY 2012-2013 was called to order by the President Pro-Tem Business Manager Flett at 7:12 P.M.

Election of Officers for FY 2012-2013

Office of the President

Action #13001 Motion by D. Lutkemeier to nominate Roger Gresh for the Office of the President and that nominations cease and a unanimous ballot be cast for Roger Gresh, second by D. Thyen. All present voting in favor, motion carried.

Roger Gresh was elected President of the Board of Directors for FY 2012-2013.

Office of the Vice-President

Action #13002 Motion by K. Meland to nominate Denise Lutkemeier for the Office of the Vice-President and that nominations cease and a unanimous ballot be cast for Denise Lutkemeier, second by J. Tol. All present voting in favor, motion carried.

Denise Lutkemeier was elected Vice-President of the Board of Directors for FY 2012-2013.

NESC 2012-2013 Budget Hearing and Adoption

A budget hearing was held for the purpose of further review and to receive public input regarding the Fiscal Year 2012-2013 NESC Revenue and Expenditure Budget. Business Manager Flett reviewed the proposed budget and reported the following changes to the published budget.

General Fund:

- ❖ Reading Recovery assessment to participating school districts: \$6,640.16 per school district.
Fund Balance designated to finance FY 2013 budget \$21,433.67
- ❖ Region 1 Education Services Agency
Revenue Budget: \$101,411.07
Expenditure Budget: \$101,411.07
- ❖ SD COUNTS
Revenue Budget: \$129,686.31
Expenditure Budget: \$129,686.31

Special Education Fund:

- ❖ Revenue Budget: Fund Balance Assigned to Finance FY 2013 budget: \$164,609.75
Assessment to member school districts: 50% per school \$9,528.58; 50% per pupil \$248.84; Core Services per pupil \$2,576.71
- ❖ South Dakota Department of Education Educational Specialist Consultant Agreement

Revenue Budget: \$137,344.71
Expenditure Budget: \$137,344.71

- ❖ Center Base Program
Fund Balance Assigned to Finance FY 2013 Budget: \$21,191.25
Center Base Tuition: \$697,142.00

Adopt Budget for FY 2012-2013

Resolution #157

Action #13003 Motion by B. Steffen to introduce Resolution #157:

Let it be resolved, that the Board of Directors of Northeast Educational Services Cooperative, after duly considering the proposed budget and its changes thereto, to be published in accordance with SDCL 13-11-2 hereby approves and adopts its proposed budget and changes thereto, to be its Annual Budget for the Fiscal Year July 1, 2012 through June 30, 2013.

<u>APPROPRIATIONS</u>	<u>GENERAL FUND</u>	<u>SPECIAL EDUCATION FUND</u>
Instruction	\$67,914.77	\$967,352.19
Support Services	\$258,784.51	\$2,956,844.31
<u>TOTAL APPROPRIATIONS</u>	\$326,699.28	\$3,924,196.50
<u>MEANS OF FINANCE</u>		
Assigned Fund Balance	\$0.00	\$164,609.75
<u>Revenue from Local Sources</u>		
Assessments	\$205,560.28	\$1,155,081.78
Tuition	\$0.00	\$718,353.25
Investment Earnings	\$1,000.00	\$7,000.00
Miscellaneous	\$0.00	\$6,000.00
Indirect Costs	\$0.00	\$5,657.00
Total Local Sources	\$206,560.28	\$1,892,092.03
<u>Revenue from State Sources</u>		
Consultant Agreements	\$8,950.00	\$137,344.71
Part C Funds	\$0.00	\$40,000.00
Total Revenue from State Sources	\$8,950.00	\$177,344.71
<u>Revenue from Federal Sources</u>		
Federal Grants	\$111,189.00	\$1,690,150.00
Total Revenue from Federal Sources	\$111,189.00	\$1,690,150.00
<u>TOTAL MEANS OF FINANCE</u>	\$326,699.28	\$3,924,196.50

J. Tol seconded. All present voting in favor, motion carried.

Consent Agenda

Action #13004 Motion by T. Bauer, second by C. Knutson to approve the following items on the Consent Agenda and to withhold employee background check reimbursements from payment pending the approval of Item 6b: 5a) Approval of July 2012 claims; 5b) Designate Official Depository-Reliabank, Hayti, SD; 5d) Designate Official Newspaper-Watertown Public Opinion; 5e) Designate legal Counsel-Rodney Freeman; 5f) Designate Business Manager as official custodian of accounts; 5g) Adopt travel rates-\$0.37 per mile, \$5

breakfast, \$9 noon lunch, \$12 dinner; 5h) Appoint Title IX and 504 Coordinator-Tim Frewing; 5i) Adopt NESC By-Laws (No changes from FY 2012); 5j) Appoint Director and Business Manager as Federal Program Agents; 5k) Designate purchasing agenda-Jerry Aberle & Matt Flett; 5l) Set Board of Director's pay for Special Committees-\$40 per meeting & \$0.37 per mile; 5m) Approve contract for Tim Frewing-Assistant Director-220 days @\$55,000; 5n) Approve contract for Linda Shirley-Educational Specialist-120 days @\$41,287.60; 5o) Approve contract for Lisa Reinhiller-ESA 1-88 days @\$21,200.08; 5p) Approve contract for Misty Snooky-ESY-\$21.95 per hour; 5q) Approve Unit 1 contract amendments; 5r) Approve contract for Karen Hamill-RN Supervisor-\$40 per hour up to 2 hours per month.

Note: Item 5c) Authorize Chairman to be added to signature card did not need to be approved as the Office of the President did not change.

All present voting in favor, motion carried.

July 2012 Accounts Payable

FUND 10 GENERAL FUND: NESC PAYROLL CLEARING;JULY 2012 PAYROLL;20,219.97;OLSEN, SHAWN M. ;SD COUNTS MEALS;55.00;SW/WC SERVICE COOPERATIVE;COOPERATIVE PURCHASING AGREEMENT;1,100.00;UNIVERSITY OF SOUTH DAKOTA;12-13 READING RECOVERY DUES;600.00

TOTAL GENERAL FUND: 10; 21,974.97

FUND 22 SPECIAL EDUCATION FUND: ASBSD;ASBSD 2012-13 DUES;750.00;AVERA QUEEN OF PEACE;ORIENTATION MEETING;77.32;BAUER, TIM ;MILEAGE TO BOARD;46.62;BOYD, BRENDA ;ED SPEC MEALS;64.00;CEC;2012-13 CEC DUES;177.00;CHILDREN'S CARE UNIVERSITY;WORKSHOP REGISTRATION;450.00;CLARK INSURANCE AGENCY;12-13 WC/LIABILITY/PROPERTY INS. RENEWAL; 56,412.00;CRUMP, NANCY ;BCKGRD CHK/FINGERPRINT REIMBURSE; 53.25;DETERMAN, KELSEY ;BCKGRD CHK/FINGERPRINT REIMBURSE;53.25;ELABO;2012-13 ELABO DUES;50.00;GEYER-FUHRMAN, RACHEL ;MILEAGE TO STAFF;124.32;GRESH, ROGER ;MILEAGE TO BOARD;88.50;HAMLIN COUNTY FARMERS COOP;GASOLINE;237.63;HUYVAERT, NICOL ;BCKGRD CHK/FINGERPRINT REIMBURSE;53.25; IROQUOIS SCHOOL DISTRICT;MILEAGE TO BOARD;37.74;LABOLT MINI MALL; GASOLINE; 103.91; MARTIAN, EMILY ;MILEAGE TO STAFF; 168.72;NESC PAYROLL CLEARING;JULY 2012 PAYROLL;253,422.56; PAYEE ; MILEAGE TO PARENT; 86.58; RELIABANK;SAFE DEPOSIT BOX RENTAL;12.00;SD FEDERAL PROPERTY AGENCY; VEHICLES PURCHASE; 24,400.00; SOFTWARE UNLIMITED; 12-13 SOFTWARE MAINT. RENEWAL;2,895.00;SOUTH DAKOTA STATE TREASURER; SALES TAX PAYABLE; 22.54; SVENDSON, ROBYN ;BCKGRD CHK/FINGERPRINT REIMBURSE;53.25;US POSTMASTER; POSTAGE; 110.00;VOYAGER FLEET SYSTEMS INC;GASOLINE; 1,216.36;WEBSTER SCHOOL DISTRICT; MILEAGE TO BOARD; 48.84; ZIEGLER, KAY ;MILEAGE TO STAFF;54.39

FUND TOTAL: 341,269.03

Old Business

Director Report

Director Aberle shared his monthly Director's report.

Approve NESC Policies for 2012-2013

Action #13005 Motion by L. Mennenga, second by J. Tol, to approve the NESC Policies for 2012-2013 and to release payment for the claims for background and fingerprinting reimbursement that was previously withheld. All present voting in favor, motion carried.

New Business

TASC Renewal

Action #13006 Motion by D. Thyen, second by T. Bauer to renew with TASC for the period of September 1, 2012-August 31, 2013 to administer NESC's flexible spending plan and approve the increase in the monthly user fee from \$5.50 per month to \$5.57 per month. All present voting in favor, motion carried.

Executive Session

Action #13007 Motion by D. Lutkemeier, second by T. Bauer, to enter into Executive Session at 7:55 P.M. for Personnel. All present voting in favor, motion carried.

President Gresh declared the Board out of Executive Session at 8:01 P.M. with no action taken.

As per SDCL 6-1-10 the following are the salaries for NESC employees for 2012-2013:

ADMINISTRATION: Jerry Aberle 78,500.00; Matthew Flett 46,000.00; Tim Frewing 55,000.00; Emily Marlow 12.40/hr; Tammy Anderson 12.40/hr; Carol Reuer 12.75/hr; CUSTODIAN ; Tammy Anderson 9.33/hr; EDUCATIONAL SERVICES AGENCY 1 ; Kim Hill 41,159.00; Shawn Olsen 50,389.00; Lisa Reinhiller 21,200.08; READING RECOVERY ; Kari Nolte 48,159.00; TRANSITION / TECHNOLOGY COORDINATOR ; Brenda Boyd 41,861.00; SPEECH THERAPY ; Gina Chilson 42,159.00; Linda Conrad 43,159.00; Angel Dubro 24,961.30; Janet Holm 54,100.00; Debra Lauseng 42,159.00; Lois Lux 42,159.00; Carrie Niles 42,800.00; Marci Saathoff 37,943.10; Rochelle Schmidt 40,159.00; Susan Stern 42,159.00; Amy Stoel 52,800.00; Nella Thompson 37,870.00; Debra Tiefenthaler 50,850.00; Melody Wenz 50,850.00; Rita Wiese 42,159.00; EARLY CHILDHOOD ; Debra Jensen 38,659.00; Karlette Juhnke 42,159.00; Teresa Jo Landmark 36,159.00; Wendi Lindner 24,695.40; Julie Nelson 41,159.00; CENTER BASE TEACHERS ; Debra Harmel 48,159.00; Brian Jacobsen 42,159.00; Julie Kruse 44,659.00; Chris Lather 33,659.00; Lucy Vandernick 40,159.00; CENTER BASE SCHOOL NURSE ; Shannon Buelow 18,829.50; CENTER BASE PARA EDUCATORS ; Shannon Buelow 12.58/hr; Sherri DeBaere 12.48/hr; Dawn Hink 12.78/hr; Joan Olson 12.98/hr; Renae Singrey 12.18/hr; Peggy Stoks 12.38/hr; Jennifer Thu 12.38/hr; Ashley Zantow 12.18/hr; SCHOOL PSYCHOLOGISTS ; Mary Borgman 61,384.00; JodyAnn Jongeling 53,384.00; Jill Lear 45,107.20; Lauren Leischner 47,384.00; Maria Meyer 55,384.00; Robin Schwandt 56,384.00; PSYCHOLOGICAL EXAMINERS ; Chantel Sprang 44,534.00; OCCUPATIONAL THERAPISTS ; Kim Ertelt 51,999.00; Nicol Huyvaert 48,570.00; Robyn Svendsen 58,570.00; OCCUPATIONAL THERAPISTS ASSISTANTS ; Kelsey Determan 28,540.00; Sarah Whipkey 29,540.00; PHYSICAL THERAPISTS ; Nancy Crump 61,384.00; Kari Holden 59,384.00; EDUCATIONAL SPECIALIST ; Linda Shirley 41,287.60; EXTENDED SCHOOL YEAR 2012; Linda Conrad 30.47/hr; Angel Dubro 24.76/hr; Danielle Geigle 27.50/hr; Rachel Geyer-Fuhrman 23.69/hr; Mary Hempel 27.61/hr; Jan Holm 35.36/hr; Brian Jacobsen 29.76/hr; Deb Jensen 26.90/hr; Karlette Juhnke 27.97/hr; Lois Kannegieter 11.73/hr; Heather Knock 11.73/hr; Jessica Lamb 24.76/hr; Teresa Landmark 25.11/hr; Deb Lauseng 29.76/hr; Wendi Lindner 28.69/hr; Lois Lux 29.76/hr; Emily Martian 23.69/hr; Julie Nelson 28.69/hr; Carrie Niles 28.93/hr; Joan Olson 12.73/hr; Marci Saathoff 29.76/hr; Stephanie Skyberg 27.20/hr; Misty Snoddy 21.95/hr; Kristi Stevenson 28.33/hr; Jennifer Thu 12.13/hr; Deb Tiefenthaler 33.57/hr; Marsha Timm 13.95/hr; Lucy Vandernick 27.97/hr; Christy Van Heerde 23.69/hr; Kayla Warkenthien 11.73/hr; Melody Wenz 32.50/hr; Rita Wiese 29.76/hr; Kori Wieting 23.69/hr; Ashley Zantow 11.93/hr; Marie Zantow 12.23/hr

Adjournment

Action #13008 With there being no further business, motion by B. Steffen, second by C. Knutson, 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, August 20, 2012 at 7:00 P.M.

Roger Gresh, President

Matthew Flett, Business Manager