

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

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, August 20, 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 7:42 P.M.

Members present:

Martin Murphy, Arlington; 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; John Tol, Grant-Deuel; Joe Homola, Hamlin; David Fuller, Henry; Lana Sand, Rosholt; Gloria Koerlin, Sioux Valley; Sandy Hinze, Waubay; Dennis Thyen, Waverly; Kathy Meland, Webster; Paula Warkenthein, Willow Lake; Roger Butler, Wilmot

Absent:

Evelyn Blacksmith, Enemy Swim Day School; Tracy Hlavacek, Florence; Greg Bich, Iroquois; Brian Nelson, Lake Preston; Corrie Quale, Summit;

Others Attending:

NESC Advisory Board Representatives: Kevin Keenaghan, Deubrook Superintendent; Jim Block, Webster Superintendent
NESC Staff Representatives: Lauren Leischner, 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 #13009 Motion by T. Bauer, second by L. Sand, to approve the agenda with the following changes: move item 5e) Approve paraprofessional contracts to item 7i); add item 7f) Accept resignation; and add Executive Session. All present voting in favor, motion carried.

Introduction of Guests

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

Financial Report

Action #13010 Motion by J. Tol, second L. Sand, to approve the financial report for the period ending July 31, 2012. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance July 1, 2012	\$91,177.85	\$663,335.81	\$12,700.57
<u>Receipts:</u>			
Local Sources	\$480.60	\$6,512.31	\$2,468.07
State Sources	\$0.00	\$10,030.93	
Federal Sources	\$6,780.00	\$361,634.00	
<u>Total Monthly Receipts</u>	<u>\$7,260.06</u>	<u>\$378,177.24</u>	<u>\$2,468.07</u>
Total Gross Receipts	\$98,438.45	\$1,041,513.05	\$15,168.64
<u>Total Disbursements</u>	<u>\$24,432.86</u>	<u>\$377,218.48</u>	<u>\$4,542.92</u>
Ending Cash Balance July 31, 2012	\$74,005.59	\$664,294.57	\$10,625.72

Consent Agenda

Action #13011 Motion by K. Meland, second H. Boner, to approve the following items on the Consent Agenda: 5a) July 16, 2012 Board of Directors minutes; 5b) Approval of August 2012 claims; 5c) Approve ESY contract for Amy Stoel @\$35/hour; 5d) Approve DIEBELS Next Trainer contract for Diane DeGroot @\$248.00/day; 5f) Approve work agreement for Nella Thompson @\$309.14/day. All present voting in favor on the Consent Agenda, motion carried.

Business Manager Flett noted in the July minutes Joel Homola should have been Joe Homola.

August 2012 Accounts Payable

GENERAL FUND: AMMICINN;ESA LODGING;50.00;APEX LEARNING;APEX COURSES;14,425.00;CENTURY BUSINESS PRODUCTS, INC.;COPIER MAINTENANCE CONTRACT;136.92;COUNTRY INN & SUITES;ESA TRAVEL;104.00;ESTELLINE COMMUNITY OIL CO.;FLEET MAINT & GASOLINE;22.72;HAMLIN COUNTY FARMERS COOP;FLEET MAINT, ESY GASOLINE & GASOLINE;70.83;HILL, KIM ;SUPPLY REIMBURSEMENT;296.79;HOLIDAY INN CITY CENTRE;SD COUNTS TRAVEL;52.92; HOLIDAY INN EXPRESS FT.PIERRE;SD COUNTS TRAVEL;50.00;NESC PAYROLL CLEARING;AUGUST 2012 PAYROLL;20,919.11 ;REINHILLER, LISA ;MILEAGE TO STAFF;96.20;TIE;2012-13 TIE MEMBERSHIP;28,480.00;VERIZON WIRELESS;CELL PHONE;160.20;VOYAGER FLEET SYSTEMS INC;GASOLINE & ESY GASOLINE;293.85

FUND TOTAL: 65,158.54

SPECIAL EDUCATION FUND: ALLEGRA PRINT & IMAGING;PARENTS RIGHTS BOOKLETS;532.52;AMERICAN PROFESSIONAL AGENCY;LIABILITY INSURANCE;194.00;APPLE INC.;TECH EQUIPMENT;5,576.00;ATTAINMENT COMPANY, INC.;CB SUPPLIES;208.95;BEST WESTERN RAMKOTA HOTEL;ADMIN TRAVEL;86.99;BIG STONE THERAPIES, INC.;CONTRACTED PT SERVS JULY 2012;4,559.28;BROOKINGS REGISTER;ADVERTISING;176.81;CARDMEMBER SERVICE;SUPPLIES;885.75;CDW GOVERNMENT INC.;TECH SUPPLIES;305.10;CENTURY BUSINESS PRODUCTS, INC.;COPIER MAINTENANCE CONTRACT;282.82;CLARK COUNTY COURIER;ADVERTISING;29.60;CLARK INSURANCE AGENCY;WORKER'S COMP INSURANCE;473.00;CRUMP, NANCY ;MILEAGE TO STAFF;59.57;DAKTECH, INC.;TECH EQUIPMENT;3,815.00;DAYS INN;ED SPEC TRAVEL;93.00;DON'S BODY SHOP;FLEET MAINT;52.00;DUST TEX SERVICE, INC.;RUG RENTAL;29.52;ESTELLINE COMMUNITY OIL CO.;FLEET MAINT & GASOLINE;28.62;ESTR PUBLICATIONS;PSYCH SUPPLIES;72.20;FREWING, TIMOTHY

;ED SPEC MEALS;79.25;GRANT COUNTY REVIEW;ADVERTISING;33.00;HAMLIN COUNTY FARMERS COOP;FLEET MAINT, ESY GASOLINE & GASOLINE;480.62;HAMLIN COUNTY PUBLISHING;ADVERTISING;30.00;HARMEL, DEBRA ;MILEAGE TO STAFF;28.49;HARTWIG HEATING;A/C MAINTENANCE;111.75;HOVDDES PHYSICAL THERAPY;CONTRACTED PT SERVS JULY 2012;134.15;HR ONE STOP;GASOLINE;87.56;HYVEE, INC.;SUPPLIES;1,123.36;KUIPER APPLIANCE SERVICE, LLC;APPLIANCE REPAIR;55.00;LABOLT MINI MALL;ESY GASOLINE;63.47;LAKE PRESTON TIMES;ADVERTISING;26.65;LATHER, CHRISTOPHER ;BCKGRD CHK/FINGERPRINT REIMBURSE;53.25;LINDNER, WENDI ;GASOLINE REIMBURSEMENT; 42.76;MARSHALL CO. HEALTHCARE CENTER;CONTRACTED PT/OT SRVS JULY 2012;2,291.68;MENARDS; SUPPLIES; 48.47;MHS;PSYCH SUPPLIES;2,042.35;MIDWEST MEDICAL SERVICE, INC.;CB SUPPLIES;53.00;MIDWEST SPECIAL INSTRUMENTS;AUDIOMETERS CALIBRATIONS;1,690.00;NASP;MEMBERSHIP DUES;190.00;NCS PEARSON, INC.;ANNUAL LICENSE FEE;3,230.53;NESC IMPREST;REIMBURSE IMPREST;2,617.90;NESC PAYROLL CLEARING;AUGUST 2012 PAYROLL;250,160.43;NEWS-2-YOU, INC.;SUBSCRIPTION RENEWAL;140.00;NORTHEAST PHYSICAL THERAPY;CONTRACTED PT SERVICES JULY 2012;1,052.15;OFFICE MAX - CONTRACT INC.;SUPPLIES;653.53;OTTER TAIL POWER CO.; ELECTRICITY; 433.10;PALMLUND AUTOMOTIVE;FLEET MAINT;118.77;PALO'S GARAGE;FLEET MAINT;1,512.92;PCI EDUCATIONAL PUBLISHING;CB SUPPLIES;137.89;PEDERSEN, SHANE ;LAWN CARE SRVS JULY 2012;120.00;PRO-ED;PSYCH SUPPLIES ;1,678.60;PUBLIC OPINION;PUBLISHING & ADVERTISING;916.59;REMEDIA PUBLICATIONS;CB SUPPLIES;151.73;RON'S AUTO REPAIR;FLEET MAINT;125.47;SANFORD WEBSTER MEDICAL CENTER;CONTRACTED OT SERVS JULY 2012; 4,950.04;SD DEPT. OF REVENUE;VEHICLE TITLE AND REGISTRATION FEES;14.00;SD FEDERAL PROPERTY AGENCY;VEHICLE PURCHASE;37,900.00;SDASP;MEMBERSHIP DUES;245.00;SHIRLEY, LINDA ;ED SPEC TRAVEL;76.00; SHOPKO;TECH SUPPLIES;140.00;SHRED-IT SIOUX FALLS;PAPER SHREDDING;228.00;SIOUX VALLEY COOP; GASOLINE;48.36;SKYBERG, STEPHANIE ;MILEAGE TO STAFF;159.84;STEVE'S TIRE & SERVICE;FLEET MAINT;715.15;STOEL, AMY ;BCKGRD CHK/FINGERPRINT REIMBURSE;53.25;SUPER 8 CUSTER;CB TRAVEL;134.00;TASC-CLIENT INVOICES;FLEX SYSTEM PLAN ADMIN;1,570.48;TIME MANAGEMENT SYSTEMS;MONTHLY ACCESS FEE JULY 2012;78.35;TOWN OF HAYTI;WATER & SEWER JULY 2012;35.50;TREND ENTERPRISES, INC;CB SUPPLIES;32.41;US POSTMASTER;POSTAGE;106.00;VERIZON WIRELESS;CELL PHONE;581.54;VOYAGER FLEET SYSTEMS INC;GASOLINE & ESY GASOLINE;2,254.93;W.W. TIRE;FLEET MAINT;953.40;WENZ, MELODY ;MILEAGE TO STAFF;226.85;WIESE, RITA ;MILEAGE TO STAFF;51.80;WIESER EDUCATIONAL, INC.;CB SUPPLIES;456.39;WILMOT ENTERPRISE;ADVERTISING;27.00

FUND TOTAL: 340,213.44

IMPREST EXPENDITURES

CEC;12-13 CEC DUES TF;177.00;COFFEE & BEYOND;ASSIST. DIRECTOR INTERVIEW SPLYS;63.90;NASP;12-13 NASP DUES;920.00;SASD;2012-13 SASD & PARENT GROUP DUES;1,404.50;US POSTMASTER;BOARD PACKET POSTAGE;52.50

IMPREST TOTAL: 2,617.90

Old Business

Director's Report

Director Aberle shared his monthly Director's report.

Assistant Director's Report

Assistant Director Frewing shared his monthly Assistant Director's report.

New Business

Accept Resignation

Action #13012 Motion by L. Mennenga, second by D. Koenecke, to accept the resignation of Ashley Zantow, Hamlin Center Base Paraprofessional, all present voting in favor, motion carried.

NESC Board Member In-Service

The NESC Board Member In-Service is scheduled for Wednesday, November 14, 2012 in Watertown, SD.

Steering/Negotiations Committee Appointments

President Gresh appointed the following NESC Board Members to the 2012-2013 Steering/Negotiations Committee: Debbe Koenecke, Deuel; Kathy Meland, Webster; Carie Knutson, Deubrook; Harry Boner, Castlewood; Lana Sand Rosholt; Jon Tol, Grant-Deuel to serve with President Gresh and Vice-President Lutkemeier.

ASBOI Convention

Business Manager Flett informed the board he was a recipient of a \$2,000 *Bridges to the Future Scholarship*, sponsored by MetLife. The scholarship will cover the registration, airfare, and hotel costs to attend the Association of School Business Officials International Convention in Phoenix, Arizona from October 11-15, 2012. He informed the board it would conflict with the October Board of Directors meeting and he would be absent from that meeting.

Action # 13013 Motion by L. Sand, second by D. Koenecke, to grant professional leave to Business Manager Flett and acknowledge his absence from the October Board of Directors meeting to attend the ASBOI Convention. All present voting in favor, motion carried.

Audit Update

Business Manager Flett informed the Board that NESC's audit has been started.

Executive Session

Action #13014 Motion by L. Mennenga, second by C. Knuston, to enter into Executive Session at 7:33 P.M. for Personnel. All present voting in favor, motion carried.

President Gresh declared the Board out of Executive Session at 7:39 P.M.

Accept Resignation

Action #13015 Motion by J. Tol, second by H. Boner, to accept the resignation of Nancy Roberts, Hamlin Center Base Paraprofessional. All present voting in favor, motion carried.

Vehicle Accident

Director Aberle informed the Board a parked NESC vehicle was subjected to a hit-and-run accident that totaled the NESC vehicle. The party responsible for the accident has been identified and NESC administration is currently working with the driver's insurance carrier for a resolution.

Adjournment

Action #13016 With there being no further business, motion by L. Sand, 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, September 17, 2012 at 7:00 P.M.

Roger Gresh, President

Matthew Flett, Business Manager