

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, September 17, 2012

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, September 17, 2012 at the Hy-Vee Club Room in Watertown, SD. The meeting was called to order by Director Aberle at 7:03 P.M. and adjourned at 7:52 P.M.

Members present:

Harry Boner, Castlewood; Bob Steffen, Clark; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Evelyn Blacksmith, Enemy Swim Day School; Linda Mennenga, Estelline; Tracy Hlavacek, Florence; John Tol, Grant-Deuel; Joe Homola, Hamlin; David Fuller, Henry; Lana Sand, Rosholt; Jay Trenhaile, Sioux Valley; Corrie Quale, Summit; Sandy Hinze, Waubay; Jeff Bucholz, Waverly; Kathy Meland, Webster; Paula Warkenthein, Willow Lake

Absent:

Martin Murphy, Arlington; Roger Gresh, Britton-Hecla; Norman Koehlmoos, De Smet; Tim Bauer, Elkton; Greg Bich, Iroquois; Brian Nelson, Lake Preston; Denise Lutkemeier, Wilmot

Others Attending:

NESC Advisory Board Representatives: Kevin Keenaghan, Deubrook Superintendent; Jim Block, Webster Superintendent
NESC Staff Representatives: Brenda Boyd, Kari Nolte, Chantel Sprang, Linda Conrad, Julie Kruse
NESC Administration: Jerry Aberle, Director; Matt Flett, Business Manager; Tim Frewing, Assistant Director

Call to Order

Director Aberle called the meeting to order at 7:03 P.M.

Elect President Pro-Tem

President Gresh and Vice-President Lutkemeier were unable to attend the September Board of Directors meeting, so a President Pro-Tem election was required to conduct the meeting.

Action #13017 Motion by D. Koenecke to nominate Carie Knutson as President Pro-Tem and that nominations cease and a unanimous ballot be cast for Carie Knutson, second by K. Meland. All present voting in favor, motion carried.

Carie Knutson was elected President Pro-Tem for the September Board of Directors meeting.

Agenda review, changes, and approval

Action #13018 Motion by J. Tol, second by D. Koenecke, to approve the agenda with the following changes and additions: Add items: 5d.) Kids Talk, LLC Speech Language Services Agreement; 7e.) Job Application Form; 7f.) ASBSD Procurement Card. All present voting in favor, motion carried.

Introduction of Guests

NESC employees Brenda Boyd, Transition Specialist; Kari Nolte, Reading Recovery Specialist; Chantel Sprang, School Psychological Examiner; Linda Conrad, Speech Language Pathologist; and Julie Kruse, Center Base Teacher were introduced as guests.

Financial Report

Action #13019 Motion by L. Mennenga, second L. Sand, to approve the financial report for the period ending August 31, 2012. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
August 1, 2012	\$74,005.59	\$664,294.57	\$10,625.72
<u>Receipts:</u>			
Local Sources	\$118,036.20	\$223,490.73	\$4,492.92
State Sources		\$9,121.12	
Federal Sources		\$44,499.00	
<u>Total Monthly Receipts</u>	<u>\$118,036.20</u>	<u>\$277,110.85</u>	<u>\$4,492.92</u>
Total Gross Receipts	\$192,041.79	\$941,405.42	\$15,118.64
<u>Total Disbursements</u>	<u>\$62,433.04</u>	<u>\$344,216.95</u>	<u>\$2,450.57</u>
Ending Cash Balance			
August 31, 2012	\$129,608.75	\$597,188.47	\$12,668.07

Consent Agenda

Action #13020 Motion by K. Meland, second H. Boner, to approve the following items on the Consent Agenda: 5a) August 20, 2012 Board of Directors minutes; 5b) Approval of September 2012 claims; 5c) Approve Paraprofessional Contract for Dawn Larsen-Paraprofesional @\$11.98/hr; 5d) Approve Kids Talk, LLC Speech Language Services Agreement (A complete copy can be reviewed in the business office). All present voting in favor on the Consent Agenda, motion carried.

September 2012 Accounts Payable

GENERAL FUND: APEX LEARNING;APEX COURSES;2,000.00;ASBSD;ASBSD & SASD CONVENTION REGISTRATION;225.00;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINTENANCE;197.51;DEGROOT, DIANE ;MILEAGE TO STAFF;32.93;DYNAMIC MEASUREMENT GROUP, INC.;ESA SUPPLIES;175.00;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE;268.11;NESC IMPREST;REIMBURSE IMPREST;77.09; NESC PAYROLL CLEARING;SEPTEMBER 2012 PAYROLL;21,479.52;OHIO STATE UNIVERSITY, THE ;12-13 SETUP/DATA FEE;890.00;REINHILLER, LISA ;MILEAGE TO STAFF;45.14;RESOURCES FOR READING, INC.;READING RECOVERY SUPPLIES;47.34;SUPER 8 MOTEL;ESA TRAVEL;100.00;SUPER 8 SISSETON;ESA TRAVEL;150.00;VERIZON WIRELESS;CELL PHONE;160.17;VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE;433.39

FUND TOTAL: 26,281.20

SPECIAL EDUCATION FUND: AAA PURE WATER;WATER FILTER MAINTENANCE;84.50;AMERICAN OCCUPATIONAL THERAPY;12-13 AOTA DUES;225.00;APPLE INC.;SUPPLIES;598.00;ASBSD;TEACHER PLACEMENT WEBSITE FEE;790.00;BERNER'S DAKOTA CLUTCH & TRANSMISSION;FLEET MAINTENANCE;647.80;BIG STONE THERAPIES, INC.;CONTRACTED PT/SLP SERVS AUG. 2012; 6,828.05;BILL'S SUPER VALU;CB SUPPLIES;66.98;BJERKE, CAITLYN ;BACKGROUND CHECK & FINGERPRINTING;53.25;BOYD, RONDA ;BACKGROUND CHECK & FINGERPRINTING;53.25;BRITTON-HECLA SCHOOL DISTRICT;MILEAGE TO DISTRICT;101.75;CARDMEMBER SERVICE;OT SUPPLIES;271.69; CASTLEWOOD SCHOOL DISTRICT;CB FACILITY USE FEE;623.66;CDW GOVERNMENT INC.;TECH SUPPLIES;684.50;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINTENANCE;317.42;CHILSON, GINA ;MILEAGE TO STAFF;68.45; CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON;AUDIT LETTER FEE;86.40;CONRAD, LINDA ;SPEECH

TRAVEL/MEALS;29.00;DAYS INN;ED SPEC TRAVEL;100.00;DON'S BODY SHOP;FLEET MAINTENACE;35.00;DUBRO, ANGEL ;MILEAGE TO STAFF;103.60;DUST TEX SERVICE, INC.;RUG RENTAL;29.52;ESTELLINE COMMUNITY OIL CO.;FLEET MAINTENANCE;31.73;FLORENCE SCHOOL DISTRICT;CB FACILITY USE FEE;374.19;FREWING, TIMOTHY ;ED SPEC TRAVEL/MEALS; 52.00;GRANT-DEUEL SCHOOL DISTRICT;CB FACILITY USE FEE;396.64;HAHLER AUTOMOTIVE;FLEET MAINTENANCE;20.50;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE;2,056.42;HAMLIN SCHOOL DISTRICT;CB FACILITY USE FEE;1,247.31;HARMEL, DEBRA ;MILEAGE TO STAFF;54.02;HOLIDAY INN EXPRESS;ED SPEC TRAVEL;50.00;HOLM, JANET ;MILEAGE TO STAFF;13.32;HOVDDES PHYSICAL THERAPY;CONTRACTED PT SERVS AUG 2012;235.81;HYVEE, INC.;BOARD SUPPLIES;70.99;JACOBSEN, KATHRYN ;BACKGROUND CHECK & FINGERPRINTING;53.25;LAKE PRESTON TIMES ;ADVERTISING ;41.31;LARSEN, DAWN ;BACKGROUND CHECK & FINGERPRINTING;53.25;LATI FOOD SERVICE;STAFF IN-SERVICE SUPPLIES AUG 2012;105.00;MARSHALL CO. HEALTHCARE CENTER;CONTRACTED OT/PT SERVS AUG 2012;3,977.36;MENARDS;CB SUPPLIES;54.84;MHS;PSYCH SUPPLIES;1,269.20;NCS PEARSON, INC.;PSYCH SUPPLIES;708.08;NESC IMPREST;REIMBURSE IMPREST;498.46;NESC PAYROLL CLEARING; SEPTEMBER 2012 PAYROLL;248,944.13;NORTHEAST PHYSICAL THERAPY;CONTRACTED PT SERVS AUG 2012;1,462.45;NORTHLAND AUTO CENTER;FLEET MAINTENANCE;871.81;OFFICE MAX - CONTRACT INC.;SUPPLIES;483.35;OLSON'S MOTOR CO.;FLEET MAINTENANCE;427.37;OTTER TAIL POWER CO.;ELECTRICITY;387.19;PALO'S GARAGE;FLEET MAINTENANCE;272.06;PRAIRIE AG PARTNERS;FLEET MAINTENANCE;36.50;PRO-ED;PSYCH SUPPLIES;1,765.50;PUBLIC OPINION;PUBLISH PROCEEDINGS AUG 2012;266.45;RAMADA INN HOTEL & SUITES;ADMIN LODGING;396.00;S & S AUTO;FLEET MAINTENANCE; 2,505.25;SAATHOFF, MARCI ;SPEECH TRAVEL/MEALS;17.00;SANFORD WEBSTER MEDICAL CENTER; CONTRACTED OT SERVS AUG 2012;3,501.19;SCHMIEDINGGARAGE; GASOLINE; 95.00; SCHOOL SPECIALTY, INC.;OT SUPPLIES;365.11;SIOUX VALLEY COOP;GASOLINE;94.46;STOEL, AMY ;SPEECH TRAVEL/MEALS;35.00;SUPER 8 MOTEL;ED SPEC TRAVEL;100.00;TIME MANAGEMENT SYSTEMS; MONTHLY ACCESS FEE AUG 2012;108.95;TOWN OF HAYTI;WATER & SEWER AUG 2012;35.50;TWIN VALLEY TIRE, INC.;FLEET MAINTENANCE;503.10;US POSTMASTER ;POSTAGE; 96.00; VANDERSNICK, LUCY ;REIMBURSE FOR WHEELCHAIR RENTAL;53.11;VERIZON WIRELESS;CELL PHONE; 583.30;VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE;3,614.64;W.W. TIRE;FLEET MAINTENANCE;625.90;WENZ, MELODY ;MILEAGE TO STAFF;70.30;WIESE, RITA ;SPEECH TRAVEL/MEALS;80.64

FUND TOTAL: 290,958.76

IMPREST EXPENDITURES: ABERLE, GERALD ;ADMIN BUILDING KEYS REIMBURSE;19.00;BORGMAN, MARY ;ED SPEC MEALS;26.00;BOYD, BRENDA ;ED. SPEC. MEALS;38.00; NOLTE, KARI L. ;POSTAGE REIMBURSEMENT;4.83;NORTH CENTRAL SPECIAL EDUCATION COOP.;ADOS TRAINING REGISTRATION;125.00;OLSEN, SHAWN M. ;SD COUNTS MEALS;72.26;SD DEPT. OF REVENUE;2 VEHICLE TITLES & REGISTRATION;56.00;SDASP;SDASP CONF. REGISTRATION; 150.00;STERN, SUSAN ;GAS REIMBURSEMENT;43.96;US POSTMASTER;BOARD PACKET POSTAGE;40.50

IMPREST TOTAL: 575.55

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.

NESC Board Member In-Service

The NESC Board Member In-Service is scheduled for 7:00 PM-9:00 PM on Wednesday, November 14, 2012 in the Hy-Vee Club Room in Watertown, SD.

New Business
Approve Propane Bid

The following contracted propane bids were obtained:

Propane Price Bids	Price per gallon	Gallons
Hamlin County Farmers Coop-Hayti	\$1.30	1,600
Farmers Union Coop Oil-Bryant	\$1.30	1,600
Sioux Valley Coop-Watertown	\$1.36	1,600

Action #13021 Motion by L. Sand, second by J. Tol, to contract with Hamlin County Farmers Coop for 1,600 gallons of propane at \$1.30 per gallon. All present voting in favor, motion carried.

Approve FY 2012 Annual Report

Business Manager Flett reviewed the FY 2012 Annual Report that was approved by the Department of Education.

Action #13022 Motion by B. Steffen, second by H. Boner, to approve the FY 2012 Annual Report.

Business Manager Flett went on to update the board the FY 2012 audit is complete and is pending approval from the Department of Legislative Audit. Due to Business Manager Flett's upcoming absence from the October Board of Directors meeting, the audit report will be reviewed during the November Board of Directors meeting.

Surplus Vehicles

Action #13023 Motion by D. Koenecke, second by L. Mennenga, to declare the following capital asset items as surplus property and to advertise for sealed bids:

Mileage on

<u>06-30-12</u>	<u>Item #</u>	<u>Description</u>
145,522	0276	1999 Plymouth Breeze, White-VIN# 1P3EJ46C3XN632368
149,303	0285	2000 Dodge Stratus, White-VIN# 1BEJ46C3YN236525
148,247	0270	2000 Dodge Stratus, Red-VIN# 1B3EJ46C6YN235370
142,132	0300	2001 Dodge Stratus, Blue-VIN# 1BEJ46X21N611913

And to declare the following capital asset item as totaled and to dispose of via the insurance company:

Mileage on

<u>06-30-12</u>	<u>Item #</u>	<u>Description</u>
114,454	0293	2001 Dodge Stratus, Maroon-VIN# 1B3EJ46X11N621400

All present voting in favor, motion carried.

Participation of Non-Member School Districts in Special Olympics

A request has been brought to Director Aberle from a non-member school district regarding a student participating in Special Olympics. Director Aberle reviewed a set of guidelines that have been developed specifically for non-member district participation and they will be continued to be reviewed at future board meetings.

Job Application Form

Director Aberle reviewed the criminal background history disclosure section on the NESC job application form.

ASBSD Procurement Card

Business Manager Flett informed the Board he is researching the Procurement Card (P-Card) that is offered through ASBSD. He stated the P-Card would replace the Cooperative's Business Credit Card and he will bring a recommendation to the Board in November.

Adjournment

Action #13024 With there being no further business, motion by J. Trenhaile, second by K. Meland, 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, October 15, 2012 at 7:00 P.M.

C. Knutson, President Pro-Tem

Matthew Flett, Business Manager