

Northeast Educational Services Cooperative

Board of Directors Meeting

Monday, November 19, 2012

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, November 19, 2012 at the Hy-Vee Club Room in Watertown, SD. The meeting was called to order by Vice-President Lutkemeier at 7:01 P.M. and adjourned at 8:22 P.M.

Members present:

Bob Steffen, Clark; Norman Koehlmoos, De Smet; 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; Sandy Hinze, Waubay; Kathy Meland, Webster; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Martin Murphy, Arlington; Roger Gresh, Britton-Hecla; Harry Boner, Castlewood; Tim Bauer, Elkton; Greg Bich, Iroquois; Brian Nelson, Lake Preston; Gloria Koerlin, Sioux Valley; Corrie Quale, Summit; Dennis Thyen, Waverly

Others Attending:

NESC Advisory Board Representatives: Mark Sampson, Iroquois Superintendent; James Block, Webster Superintendent

NESC Staff Representatives: Deb Lauseng; Sue Stern; Wendi Linder

NESC Administration: Jerry Aberle, Director; Matt Flett, Business Manager; Tim Frewing, Assistant Director

Call to Order

Vice-President Lutkemeier called the meeting to order at 7:01 P.M.

Agenda review, changes, and approval

Action #13034 Motion by D. Koenecke, second by B. Steffen, to approve the agenda as presented.

Introduction of Guests

NESC employees Deb Lauseng, Sue Stern, and Wendi Lindner were introduced as guests.

Financial Report

Action #13035 Motion by L. Mennenga, second by D. Koenecke, to approve the financial report for the period ending October 31, 2012. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance October 1, 2012	\$126,932.90	\$470,101.18	\$11,153.53
<u>Receipts:</u>			
Local Sources	\$16,342.52	\$160,901.16	\$3,473.58
State Sources	\$1,083.33	\$27,710.09	
Federal Sources	\$5,488.00	\$147,443.00	
<u>Total Monthly Receipts</u>	<u>\$22,913.85</u>	<u>\$336,054.25</u>	<u>\$3,473.58</u>
Total Gross Receipts	\$149,846.75	\$806,155.43	\$14,627.11
Salaries	\$16,288.10	\$195,157.40	
Disbursements	\$31,572.58	\$114,223.96	\$3,986.54
<u>Total Salaries & Disbursements</u>	<u>\$47,860.68</u>	<u>\$309,381.36</u>	<u>\$3,986.54</u>
Ending Cash Balance October 31, 2012	\$101,986.07	\$496,774.07	\$10,640.57

Consent Agenda

Action #13036 Motion by L. Sand, second by J. Tol, to approve the following items on the Consent Agenda: 5a) October 15, 2012 Board of Directors minutes; 5b) Approval of November 2012 claims; 5c) Approve contract for Jamie Wiesner-Occupational Therapist-65 days @\$16,110.25. All present voting in favor on the Consent Agenda, motion carried.

November 2012 Accounts Payable

GENERAL FUND: ABERLE, GERALD ;GAS REIMBURSEMENT;75.09;AMERICINN MOTEL & SUITES;SD COUNTS TRAVEL;100.00;APPLE INC.;ESA SUPPLIES;58.00;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINT. & SUPPLIES; 195.26;COMFORT INN;ESA TRAVEL;154.00;HAMLIN COUNTY FARMERS COOP; MAINT & GASOLINE;228.31;HYVEE, INC.;SUPPLIES;127.73;NESC IMPREST;REIMBURSE IMPREST; 135.00;NESC PAYROLL CLEARING;NOVEMBER 2012 PAYROLL ;20,733.90;OFFICE MAX - CONTRACT INC.;SUPPLIES;88.04;PROFESSIONAL SECURITY;D&A POOL TESTING;2,569.50; SCHOLASTIC;SD COUNTS SUPPLIES;52.62;SHOPKO;SUPPLIES;125.42;VOYAGER FLEET SYSTEMS INC; MAINT & GASOLINE; 703.10

FUND TOTAL: 25,345.97

SPECIAL EDUCATION FUND: ABERLE, GERALD ;POSTAGE REIMBURSEMENT;51.30;ACHIEVEMENT PRODUCTS INC.;OT SUPPLIES;223.46;AL'S BODY SHOP;FLEET MAINTENANCE;333.00;ASBSD;SCHOOL LAW SEMINAR;185.00;ASHA;2013 ASHA DUES;225.00;BAYMONT INN;ED SPEC TRAVEL;50.00;BERNER'S DAKOTA CLUTCH & TRANSMISSION;FLEET MAINTENANCE; 1,799.56;BIG STONE THERAPIES, INC.; CONTRACTED PT/SLP SRVS OCT. 2012;9,963.73;BORGMAN, MARY ;ED SPEC TRAVEL; 320.78; BRITTON-HECLA SCHOOL DISTRICT;SPEECH MEAL REIMBURSEMENT;164.00;BRUCE'S 66; GASOLINE; 35.40; PAYEE ;MILEAGE TO PARENT;140.60;CARDMEMBER SERVICE; SUPPLIES; 2,965.09; CASTLEWOOD SCHOOL DISTRICT;CB FACILITY USE FEE;623.66;CDW GOVERNMENT INC.; SUPPLIES; 378.52;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINT. & SUPPLIES;389.31;CHILSON, GINA ;MILEAGE TO STAFF;196.10;COUNTY FAIR FOOD STORES;CB SUPPLIES;61.54;CPI;PSYCH SUPPLIES; 685.30;DELYLE'S SOUTH 81 SERVICE, INC.;FLEET MAINTENANCE;402.47;DUST TEX SERVICE, INC.;RUG RENTAL;29.52;ERTELT, KIMBERELY ;GAS REIMBURSEMENT;36.01;ESTELLINE COMMUNITY OIL CO.;FLEET MAINTENANCE; 34.54;FLETT, MATTHEW ;ASBOI CONFERENCE MEALS;107.00;FLORENCE SCHOOL DISTRICT;CB FACILITY USE FEE; 374.19;

GRANT-DEUEL SCHOOL DISTRICT;CB FACILITY USE FEE; 396.64;HAMLIN COUNTY FARMERS COOP;MAINT & GASOLINE; 3,057.94;HAMLIN SCHOOL DISTRICT;CB FACILITY USE FEE;1,247.31;HARMEL, DEBRA ;MILEAGE TO STAFF;160.54;HAYTI LANES & LOUNGE; BOWLING;96.00;HINK, DAWN ;MILEAGE TO STAFF;29.60;HINK, JERRY ;DESK CONSTRUCTION; 75.00; HOLIDAY INN EXPRESS;ED SPEC TRAVEL; 250.00;HOLIDAY INN SPEARFISH;ED SPEC TRAVEL;208.00; HOVDDES PHYSICAL THERAPY; CONTRACTED PT SRVS OCT. 2012;855.67;HR ONE STOP;GASOLINE; 109.17;HYVEE, INC.;SUPPLIES;73.74;ITC TELECOM; TELEPHONE;29.25;JAGERS GROCERY;SUPPLIES; 35.60;JEFF'S VACUUM CENTER;VACUUM REPAIR; 38.99;KIDS TALK;CONTRACTED SLP SRVS OCT. 2012;1,556.00;KINGS INN HOTEL & CONFERENCE CENTER;OT/PT TRAVEL; 419.70; LEISCHNER, LAUREN ;MILEAGE TO STAFF;92.50;LINGUI SYSTEMS, INC.;SPEECH SUPPLIES;223.90;MARSHALL CO. HEALTHCARE CENTER;CONTRACTED OT/PT SRVS OCT. 2012;7,460.82;NCS PEARSON, INC.;SUPPLIES;3,443.03;NESC IMPREST;REIMBURSE IMPREST; 2,001.05;NESC PAYROLL CLEARING;NOVEMBER 2012 PAYROLL; 261,444.57;NORTHEAST PHYSICAL THERAPY;CONTRACTED PT SRVS OCT. 2012;1,550.45;NORTHLAND AUTO CENTER;FLEET MAINTENANCE; 711.04;OFFICE MAX - CONTRACT INC.;SUPPLIES;357.23;OFFICE PEEPS, INC.;ADMIN SUPPLIES;8.81;OTTER TAIL POWER CO.;UTILITIES;306.44;PALMLUND AUTOMOTIVE; FLEET MAINTENANCE;65.79;PALO'S GARAGE;FLEET MAINTENANCE; 300.29;PEDERSEN, SHANE ;LAWN CARE;60.00;PUBLIC OPINION;PUBLISH PROCEEDINGS OCT. 2012;272.98;RAMADA INN;STATE BOWLING LODGING;480.00;S & S AUTO;FLEET MAINTENANCE;204.25;SANFORD WEBSTER MEDICAL CENTER; CONTRACTED OT SRVS OCT. 2012;8,638.40;SCHMIEDING GARAGE;MAINT & GASOLINE; 571.62; SHOPKO;SUPPLIES; 34.48; STERN, SUSAN ;REIMBURSE POSTAGE;1.10;STEVE'S TIRE & SERVICE;FLEET MAINTENANCE;86.42;TIME MANAGEMENT SYSTEMS;MONTHLY ACCESS FEE;99.20;TOWN OF HAYTI;WATER & SEWER OCT. 2012;35.50;US POSTMASTER;POSTAGE; 113.00;VANDERSNICK, LUCY ;MILEAGE TO STAFF;46.62;VERIZON WIRELESS;CELL PHONE;9.93;VOYAGER FLEET SYSTEMS INC;MAINT & GASOLINE;8,523.53;W.W. TIRE;FLEET MAINTENANCE;689.29;WATERTOWN COMMUNITY REC. CTR.; CENTER BASE POOL USE FEE;60.00;WESTERN PSYCHOLOGICAL SERVICES;OT SUPPLIES; 144.10; WIESE, RITA ;MILEAGE TO STAFF;74.00;WIESNER, JAMIE ;BACKGROUND CHECK AND FINGERPRINTING; 53.25

FUND TOTAL: 326,577.82

IMPREST EXPENDITURES: ABERLE, GERALD ;POSTAGE REIMBURSEMENT;45.90;BOYD, BRENDA ;ED SPEC MEALS;56.00;CMI EDUCATION INSTITUTE;DYSLEXIA WEBINAR REGISTRATION;169.99;CRUMP, NANCY ;CONFERENCE MEALS;64.00;DETERMAN, KELSEY ;CONFERENCE MEALS;64.00;LEAR, JILL ;SDASP REGISTRATION & MEALS;122.00;LEISCHNER, LAUREN ;GAS REIMBURSEMENT;44.96;MEYER, MARIA ;GAS REIMBURSEMENT;276.66; OLSEN, SHAWN ;SD COUNTS MEALS;56.00;OTTER TAIL POWER CO.; SEPTEMBER 2012 UTILITIES;351.73;PETERSON, ROBERTA ;FINGERPRINT REIMBURSEMENT; 25.00; PUBLIC OPINION;PROCEEDINGS PUBLISHING;430.57;REINHILLER, LISA ;MEALS & GAS REIMBURSEMENT; 79.00;SASD;ADAPTIVE IPAD TRAINING;75.00;SHIRLEY, LINDA ;ED SPEC MILEAGE & MEALS;258.36;STOEL, AMY ;SUPPLY REIMBURSEMENT;16.88

IMPREST TOTAL: 2,136.05

Old Business

Board of Advisor's Meeting

Director Aberle discussed the Board of Advisor's meeting that was held on Wednesday, November 7, 2012.

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

Feedback from the NESC Board Member In-Service that was held Wednesday, November 14, 2012 was shared with the Board.

Funding Formula

Action #13037 Motion by K. Meland, second by L. Sand, to continue with the current SPED Assessment funding formula. The next review of the funding formula will be in 2015-2016 school year. All present voting in favor, motion carried.

New Business

Accept FY 2012 Audit Report

Business Manager Flett reviewed the audit for the period ending June 30, 2012 that was accepted by the Department of Legislative Audit.

Action #13038 Motion by C. Knutson, second by J. Tol, to accept the FY 2012 Audit. All present voting in favor, motion carried.

A complete copy can be viewed in the NESC Business Office or on the Department of Legislative Audit's website at <http://legislativeaudit.sd.gov/home.htm>.

Approve Budget Supplemental

Resolution #159

Action #13039 Motion by L. Mennenga to introduce Resolution #159:

Let it be resolved, that the Board of Directors for Northeast Educational Services Cooperative, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total:

<u>Appropriations:</u>		<u>Special Education Fund</u>
22-1221-000-110	ESY Salary-Instruction	\$28,873.92
22-1221-000-113	ESY Salary-Teacher Aid/Transporter	\$6,819.88
22-1221-000-114	ESY Salary-Speech Therapy	\$26,433.78
22-1221-000-210	ESY FICA/Medicare	\$4,748.81
22-1221-000-220	ESY Retirement	\$2,986.78
22-1221-000-321	ESY Mileage to Parents	\$86.58
22-1221-000-334-005	ESY Mileage Paid to Staff	\$570.17
22-1221-000-410-010	ESY Gasoline	\$4,852.77
22-2213-106-410	Supplies	\$402.00
22-2213-106-541	Technology Equipment	\$598.00
		<u>Total Appropriations: \$76,372.69</u>

Means of Finance:

22-1312-100	ESY Tuition	\$75,372.69
22-3900-106	Computer Based Interventions Grant	\$1,000.00
		<u>Total Means of Finance: \$76,372.69</u>

Second by D. Koenecke. All present voting in favor, motion carried.

Procurement Card

Business Manager Flett reviewed a Procurement Card Policy and use guidelines that will replace the current business credit card. Final action will be taken at the December Board of Directors meeting.

December board meeting date and time

The next Board of Directors meeting will be held on Monday, December 17, 2012 at 7:00 P.M. in the Hy-Vee Club Room, Watertown, SD.

Adjournment

Action #13040 With there being no further business, motion by L. Sand, second by D. Koeneckto 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, December 17, 2012 at 7:00 P.M.

Denise Lutkemeier, Vice-President

Matthew Flett, Business Manager