

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

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, December 17, 2012 at the Hy-Vee Club Room in Watertown, SD. The meeting was called to order by President Gresh at 7:00 P.M. and adjourned at 7:37 P.M.

Members present:

Martin Murphy, Arlington; Roger Gresh, Britton-Hecla; 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; Joe Homola, Hamlin; Lana Sand, Rosholt; Gloria Koerlin, Sioux Valley; Corrie Quale, Summit; Sandy Hinze, Waubay; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Harry Boner, Castlewood; Donna Bumann, Elkton; John Tol, Grant-Deuel; David Fuller, Henry; Greg Bich, Iroquois; Brian Nelson, Lake Preston; Dennis Thyen, Waverly; Kathy Meland, Webster

Others Attending:

NESC Advisory Board Representatives: Kevin Keenaghan, Deubrook Superintendent; Mark Sampson, Iroquois Superintendent

NESC Staff Representatives: None

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

Call to Order

President Gresh called the meeting to order at 7:00 P.M.

Agenda review, changes, and approval

Action #13041 Motion by C. Knutson, second by D. Lutkemeier, to approve the agenda with the following additions: Item 5c) Approval of contract for Lisa Reinhiller-112 days @\$26,981.92 and Item 7c) Hiring of Speech Language Pathologists. All present voting in favor, motion carried.

Introduction of Guests

No guests were present.

Financial Report

Action #13042 Motion by L. Mennenga, second by D. Lutkemeier, to approve the financial report for the period ending November 30, 2012. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
November 1, 2012	\$101,986.07	\$496,774.07	\$10,640.57
<u>Receipts:</u>			
Local Sources	\$18,331.99	\$268,147.71	\$3,676.54
State Sources	\$8,000.00	\$4,096.46	
Federal Sources	\$30,493.00	\$148,810.00	
<u>Total Monthly Receipts</u>	<u>\$56,824.99</u>	<u>\$421,054.17</u>	<u>\$3,676.54</u>
Total Gross Receipts	\$158,811.06	\$917,828.24	\$14,317.11
Salaries	\$16,288.10	\$206,949.15	
Disbursements	\$9,057.87	\$119,628.67	\$4,086.49
<u>Total Salaries & Disbursements</u>	<u>\$25,345.97</u>	<u>\$326,577.82</u>	<u>\$4,086.49</u>
Ending Cash Balance			
November 30, 2012	\$133,465.09	\$591,250.42	\$10,230.62

Consent Agenda

Action #13043 Motion by D. Koenecke, second by L. Sand, to approve the following items on the Consent Agenda: 5a) November 19, 2012 Board of Directors minutes; 5b) Approval of December 2012 claims; 5c) Approve contract for Lisa Reinhiller, ESA 1 for 112 days @\$26,981.92. All present voting in favor on the Consent Agenda, motion carried.

December 2012 Accounts Payable

GENERAL FUND: AMERICINN MOTEL & SUITES;SD COUNTS TRAVEL;50.00;AMERICINN;ESA TRAVEL;100.00;CDW GOVERNMENT INC.;SD COUNTS SUPPLIES;48.97;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINT. CONTRACT; 222.48;HAMLIN COUNTY FARMERS COOP;MAINT & GASOLINE; 35.50;HILL, KIM ;ESA MEALS;30.00;ITC TELECOM; TELEPHONE & INTERNET;0.19;NESC PAYROLL CLEARING;DECEMBER 2012 PAYROLL;20,733.86;NOLTE, KARI ;READING RECOVERY DUES REIMBURSE.; 68.00;OLSEN, SHAWN ;SD COUNTS MEALS;30.00;PROFESSIONAL SECURITY;D & A POOL TESTING; 576.00;REINHILLER, LISA ;MILEAGE & MEALS;238.88;SUPER 8 SISSETON;ESA TRAVEL K.H.;50.00; VOYAGER FLEET SYSTEMS INC;MAINT & GASOLINE;521.26

FUND TOTAL: 22,705.14

SPECIAL EDUCATION FUND: ABERLE, GERALD ;MILEAGE TO STAFF;53.28;AMERICAN PROFESSIONAL AGENCY;PSYCH LIABILITY INSURANCE;256.00;ASBSD;NEGOTIATIONS WRKSHP REGISTRATION;100.00; ASHA;ASHA DUES RENEWAL; 500.00;BADGER OIL;FLEET MAINT & GASOLINE;130.88;BAYMONT INN;ED SPEC TRAVEL;150.00;BIG STONE THERAPIES, INC.;CONTRACTED PT SRVS NOV. 2012;6,349.90;BND TOWING;TOWING SERVICES;50.00;BRITTON-HECLA SCHOOL DISTRICT;MILEAGE TO DISTRICT;25.16; CARDMEMBER SERVICE;TECH SUPPLIES;19.72;CASTLEWOOD SCHOOL DISTRICT;CB FACILITY USE FEE;623.66;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINT. CONTRACT;377.00;CHILSON, GINA ;MILEAGE TO STAFF; 170.20; CHURCHILL,MANOLIS, FREEMAN, KLUDT,SHELTON; LEGAL SERVICES;140.04;CLARK COMMUNITY OIL;FLEET MAINTENANCE;18.00;CLARK INSURANCE AGENCY;PSYCH LIABILITY INSURANCE ;1,846.03;COUNTY FAIR FOOD STORES;CB SUPPLIES;94.63;DON'S BODY SHOP;FLEET MAINTENANCE; 1,169.40;DUBRO, ANGEL ;GAS REIMBURSEMENT; 45.32;DUNN PRODUCTS;STAFF SUPPLIES; 1,526.64;DUST TEX SERVICE, INC.;RUG RENTAL ;39.11; ESTELLINE COMMUNITY OIL CO.;FLEET MAINTENANCE;128.53;FLORENCE SCHOOL DISTRICT;CB FACILITY USE FEE;374.19;GRANT-DEUEL SCHOOL

DISTRICT;CB FACILITY USE FEE;396.65;HAHLER AUTOMOTIVE;FLEET MAINTENANCE;92.60;HAMLIN COUNTY FARMERS COOP;MAINT & GASOLINE;2,400.08;HAMLIN SCHOOL DISTRICT;CB FACILITY USE FEE;997.85;HARMEL, DEBRA ;MILEAGE TO STAFF;93.24;HOLIDAY INN EXPRESS;ED SPEC TRAVEL; 50.00;HOVDDES PHYSICAL THERAPY;CONTRACTED PT SRVS NOV. 2012; 849.43;HR ONE STOP; GASOLINE;77.12;HYVEE, INC.;BOARD SUPPLIES;185.22;ITC TELECOM; TELEPHONE & INTERNET; 495.81;JAYMAR BUSINESS FORMS, INC.;TAX FORMS;139.62; JURGENS OIL;GASOLINE; 41.69;MACK'S STANDARD SERVICE;FLEET MAINTENANCE;34.95;MARSHALL CO. HEALTHCARE CENTER;CONTRACTED OT/PT SRVS NOV. 2012;7,520.62; NESC IMPREST;REIMBURSE IMPREST; 2,214.00;NESC PAYROLL CLEARING;DECEMBER 2012 PAYROLL;251,929.42; NORTHEAST PHYSICAL THERAPY;CONTRACTED PT SRVS NOV. 2012;811.80;NORTHLAND AUTO CENTER;FLEET MAINTENANCE;114.42;OFFICE MAX - CONTRACT INC.;SUPPLIES;258.25;OTTER TAIL POWER CO.;ELECTRICITY; 416.90;PHILLIPS, LINDSEY ;FINGERPRINT & BCKGRD CHECK REIMBURSEMENT; 59.15;PUBLIC OPINION;PUBLISH PROCEEDINGS NOV. 2012; 297.82; RON'S AUTO REPAIR;FLEET MAINTENANCE; 226.59;SANFORD WEBSTER MEDICAL CENTER;CONTRACTED OT SRVS NOV. 2012; 8,615.21;SCHMIDT, ROCHELLE ;MILEAGE TO STAFF;22.20;SCHMIEDING GARAGE; GASOLINE;88.00;SD FEDERAL PROPERTY AGENCY;CB SUPPLIES;80.00;SHIRLEY, LINDA ;MILEAGE TO STAFF & MEALS;484.89; SHOPKO; SUPPLIES; 174.97;SIOUX VALLEY COOP;GASOLINE;119.14;TIME MANAGEMENT SYSTEMS; MONTHLY ACCESS FEE;97.00;TOWN OF HAYTI;WATER & SEWER;35.50;US POSTMASTER;POSTAGE;124.00;VANDERSNICK, LUCY ;MILEAGE TO STAFF;37.74;VERIZON WIRELESS;CELL PHONE;240.60;VOYAGER FLEET SYSTEMS INC;MAINT & GASOLINE;8,103.78;W.W. TIRE;FLEET MAINTENANCE;1,303.32;WIESE, RITA ;MILEAGE TO STAFF;44.40

FUND TOTAL: 303,461.67

IMPREST EXPENDITURES:

BJERKE, CAITLYN ;SPECIAL OLYMPICS MEALS;30.00;ERTELT, KIMBERELY ;PIERRE WRKSHP MEALS;64.00;FREWING, TIMOTHY ;ED SPEC MEALS;26.00;HOLSCHER, BETSY ;SPECIAL OLYMPICS MEALS;30.00;HUYVAERT, NICOL ;PIERRE WRKSHP MEALS; 117.70;JACOBSEN, BRIAN ;SPECIAL OLYMPICS MEALS;30.00;KRUSE, JULIE ;SPECIAL OLYMPICS MEALS;30.00;LATHER, CHRISTOPHER ;SPECIAL OLYMPICS MEALS;30.00;LEISCHNER, LAUREN ;NASP REGISTRATION & AIRFARE;675.70;MEYER, MARIA ;NASP REGISTRATION & AIRFARE;928.60; OLSON, JOAN ;SPECIAL OLYMPICS MEALS;30.00;PETERSON, ROBERTA ;SPECIAL OLYMPICS MEALS;30.00;SHIRLEY, LINDA ;ED SPEC MEALS;64.00;SVENDSEN, ROBYN ;PIERRE WRKSHP MEALS;64.00;WHIPKEY, SARAH ;PIERRE WRKSHP MEALS;64.00

IMPREST TOTAL: 2,214.00

Old Business

Board of Advisor's Meeting

Director Aberle discussed the Board of Advisor's meeting that was held on Wednesday, December 5, 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.

Procurement Card

Action #13044 Motion by B. Steffen, second by T. Hlavacek, to replace the current Business Credit Policy with the adoption of the following Procurement Card policy:

The Director and Business Manager are authorized to obtain Procurement Cards in the Cooperative's name for the purpose of purchasing items and services that are Cooperative related.

The total line of credit shall not exceed \$75,000 a month. The Director and Business Manager are authorized to administer the Procurement Cards usage by administration and staff. Procurement Cards are to be used for the following:

- 1.) Travel costs - airline tickets, registration fees, vehicle rental, airport parking, and lodging (meals are not to be purchased with procurement cards).
- 2.) Purchase of materials, supplies or non-capital asset technology equipment when the Business Manager or Director provides prior authorization.
- 3.) On-line/internet purchases, registration, or professional membership dues renewal where a credit card is required and the purchase is authorized by the Business Manager or Director.
- 4.) Payment of normal or reoccurring monthly invoices as determined by the Business Manager or Director (Business Office Use Only).
- 5.) Emergency purchases for coop-related items when there is insufficient time to follow regular purchase procedures.

Individuals making purchases as outlined above are required to submit itemized invoices and other such itemized documentation as the Business Office will require prior to the Procurement Card bill being paid to allow for proper expense coding.

The Board and NESC Administration have the authority to revoke use of any Procurement Card to an employee or administrator if use becomes other than for which it was originally intended. If the Board or Administration revokes use of an employee's Procurement Card privilege, the Director or Business Manager will notify that employee in writing within 2 business days.

All present voting in favor, motion carried.

Resolution #160

Authorizing Issuance of Procurement Cards

Action #13045 Motion by L. Sand to introduce Resolution #160:

WHEREAS, the Board of Directors of the Northeast Educational Services Cooperative has the authority to enter into an agreement with the Bank of Montreal for purchasing cards.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors for Northeast Educational Services Cooperative that the President is authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee or department of the cooperative under such terms and conditions as approved by the Board.

The Board of Directors, authorizes the Business Manager and Director to execute a p-Card program agreement on its behalf.

Approved this 17th day of December 2012.

Second by D. Lutkemeier with the following vote:

Ayes: 16

Nays: 0

Action #13046 Motion by C. Knuston, second by L. Mennenga, to direct Business Manager Flett to cancel the Business Credit Card upon the arrival of the Procurement Cards. All present voting in favor, motion carried.

New Business

Director & Business Manager Evaluations

Evaluations for the Director and Business Manager were discussed. Board members are asked to complete the evaluations forms in their December board packet and mail them to Vice-President Denise Lutkemeier before January 11, 2013 in the stamped and addressed envelopes provided. The results of the evaluations will be discussed at January's Board of Directors meeting.

Hiring of Speech Language Pathologists

Director Aberle addressed a concern on the shortage in supply of Speech Language Pathologists the cooperative deals with on a yearly basis. It was the consensus of the Board to allow NESC Administration to pursue the hiring of Speech Language Pathologists interested in working at NESC, even though there are currently no open positions for 2013-2014.

Adjournment

Action #13047 With there being no further business, motion by D. Koenecke, second by L. Mennenga 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, January 21, 2012 at 7:00 P.M.

Roger Gresh, President

Matthew Flett, Business Manager