

Northeast Educational Services Cooperative

Board of Directors Meeting

Tuesday, February 19, 2013

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Tuesday, February 19, 2013 at Lake Area Technical Institute (LATI) Room 433 in Watertown, SD. The meeting was called to order by President Gresh at 7:00 P.M. and adjourned at 7:52 P.M.

Members present:

Martin Murphy, Arlington; Roger Gresh, Britton-Hecla; Harry Boner, Castlewood; Bob Steffen, Clark; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Jerome DeBoer, Deuel; Linda Mennenga, Estelline; Tracy Hlavacek, Florence; John Tol, Grant-Deuel; Wesley Grantham, Hamlin; David Fuller, Henry; Gloria Koerlin, Sioux Valley; Sandy Hinze, Waubay; Jeff Bucholz, Waverly; Paula Warkenthein, Willow Lake

Absent:

Donna Bumann, Elkton; Evelyn Blacksmith, Enemy Swim Day School; Greg Bich, Iroquois; Brian Nelson, Lake Preston; Lana Sand, Rosholt; Corrie Quale, Summit; Kathy Meland, Webster; Denise Lutkemeier, Wilmot

Others Attending:

NESC Advisory Board Representatives: None

NESC Staff Representatives: Robin Schwandt

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 #13060* Motion by C. Knutson, second by B. Steffen, to approve the agenda with the following additions: Item 6e) Florence Center Base and Item 7e) Accept Resignation. All present voting in favor, motion carried.

Introduction of Guests

Robin Schwandt, School Psychologist, was introduced as a guest.

Financial Report

Action #13061 Motion by G. Koerlin, second by H. Boner, to approve the financial report for the period ending January 31, 2013. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
<b>Cash Balance</b>			
<b>January 1, 2013</b>	\$130,249.66	\$614,374.58	\$10,575.07
<u>Receipts:</u>			
Local Sources	\$14,383.63	\$175,994.58	\$1,629.21
State Sources	\$11,800.00	\$29,622.67	
Federal Sources	\$5,546.00	\$132,354.00	
<u>Total Monthly Receipts</u>	<u>\$31,729.63</u>	<u>\$337,971.25</u>	<u>\$1,629.21</u>
Total Gross Receipts	\$161,979.29	\$952,345.83	\$12,204.28
Less Salaries	\$17,251.73	\$191,206.77	
Less Disbursements	\$9,168.32	\$121,056.56	\$2,561.59
<u>Total Salaries &amp; Disbursements</u>	<u>\$26,420.05</u>	<u>\$312,263.33</u>	<u>\$2,561.59</u>
<b>Ending Cash Balance</b>			
<b>January 31, 2013</b>	\$135,559.24	\$640,082.50	\$9,642.69

Consent Agenda

Action #13062 Motion by J. Tol, second by B. Steffen, to approve the following items on the Consent Agenda: 5a) January 21, 2013 Board of Directors minutes; 5b) Approval of February 2013 claims; 5c) Approve Contract for Jeff Johnson-Maintenance @\$15.00/hour; 5d) Approve Contact Amendment for Jamie Wiesner-Occupational Therapist-24 additional days with total contract summing \$22,558.65. All present voting in favor on the Consent Agenda, motion carried.

February 2013 Accounts Payable

**GENERAL FUND:** AMERICINN MOTEL & SUITES,SD COUNTS TRAVEL,100.00,APEX LEARNING,APEX COURSES,375.00,BLACK HILLS STATE UNIVERSITY,CAMSE INVOICE # 2 2012-2013,4,140.00,BMO HARRIS MASTERCARD,SUPPLIES & TRAVEL, 52.00,CEDAR SHORE RESORT,ESA TRAVEL,91.95,CENTURY BUSINESS PRODUCTS, INC,COPIER MAINTENANCE CONTRACT, 100.82,HAMLIN COUNTY FARMERS COOP,FLEET MAINT & GASOLINE,130.38,NEC IMPREST,REIMBURSE IMPREST, 30.00,NEC PAYROLL CLEARING, FEBRUARY 2013 PAYROLL,21,827.05,OFFICE MAX - CONTRACT INC., SUPPLIES,28.33, PROFESSIONAL SECURITY,D&A POOL TESTING ,857.00,STEVE'S TIRE & SERVICE,GASOLINE,71.52, VOYAGER FLEET SYSTEMS INC,FLEET MAINT & GASOLINE,390.81

**FUND TOTAL: 28,194.86**

**SPECIAL EDUCATION FUND:** AL'S BODY SHOP,FLEET MAINTENANCE,24.87,BEST WESTERN RAMKOTA HOTEL,ADMIN TRAVEL,219.98,BMO HARRIS MASTERCARD,SUPPLIES & TRAVEL,66.87,BRITTON-HECLA SCHOOL DISTRICT,MILEAGE TO DISTRICT,155.84,BROOKINGS REGISTER,ADVERTISING,142.40,BUELOW, SHANNON ,CPR REGISTRATION,25.00, CARDMEMBER SERVICE,SUPPLIES,637.44,CASTLEWOOD SCHOOL DISTRICT,CB FACILITY USE FEE,623.66,CENTER FOR DISABILITIES,CEC CONFERENCE REGISTRATION, 140.00,CENTURY BUSINESS PRODUCTS, INC,COPIER MAINTENANCE CONTRACT,274.97,CHILSON, GINA, MILEAGE TO STAFF,149.85,CLARK COMMUNITY OIL,FLEET MAINTENANCE, 35.90,COMFORT INN - HURON,ED SPEC TRAVEL,50.00,COMFORT INN,ED SPEC TRAVEL,100.00,COUNTY FAIR FOOD STORES, SUPPLIES,136.27,DAKTECH, INC.,TECH EQUIPMENT,1,968.00,DUBRO, ANGEL ,MILEAGE TO STAFF,74.37, DUST TEX SERVICE, INC.,RUG RENTAL,39.11, ESTELLINE COMMUNITY OIL CO.,FLEET MAINT & GASOLINE, 361.61,FARMERS UNION COOP OIL,FLEET MAINTENANCE,13.00,FLORENCE SCHOOL DISTRICT,CB FACILITY USE FEE,374.19,FRITZ CHEVROLET, INC,FLEET

MAINTENANCE,36.17,GRANT-DEUEL SCHOOL DISTRICT,CB FACILITY USE FEE,396.64,HAMLIN COUNTY FARMERS COOP,FLEET MAINT & GASOLINE, 2,471.25,HAMLIN SCHOOL DISTRICT,CB FACILITY USE FEE,1,122.58,HARLOW'S BUS SALES, INC.,FLEET MAINTENANCE,108.35,HARMEL, DEBRA ,MILEAGE TO STAFF,169.09,HOLM, JANET ,MILEAGE TO STAFF, 41.44,HOVDEN PHYSICAL THERAPY,CONTRACTED PT SRV JAN. 2013,1,027.02, JAGERS GROCERY, SUPPLIES, 40.33, JUHNKE, KARLETTE ,MILEAGE TO STAFF,40.70,KRUSE, JULIE ,MILEAGE TO STAFF, 38.48, LEISCHNER, LAUREN ,MILEAGE TO STAFF, 45.14,MIDWEST MEDICAL SERVICE, INC.,SUPPLIES, 159.00, NESC IMPREST,REIMBURSE IMPREST,443.30,NESC PAYROLL CLEARING,FEBRUARY 2013 PAYROLL, 252,527.86,NORTHEAST PHYSICAL THERAPY, CONTRACTED PT SRV JAN. 2013, 1,895.01, NORTHLAND AUTO CENTER,FLEET MAINTENANCE,209.39,OASIS INN,ED SPEC TRAVEL,52.00,OFFICE MAX - CONTRACT INC.,SUPPLIES,313.42,OTTER TAIL POWER CO.,ELECTRICITY, 547.96,PALMLUND AUTOMOTIVE,FLEET MAINTENANCE,280.77,PUBLIC OPINION,PUBLISH PROCEEDINGS/ADVERTISMENT, 444.02,RON'S AUTO REPAIR,FLEET MAINTENANCE,63.90,S & S AUTO,FLEET MAINTENANCE, 320.55, SCHMIEDING GARAGE, FLEET MAINTENANCE,408.35,SD DEPT. OF SOCIAL SERVICES, OVERPAYMENT REFUND, 1,219.46,SHRED-IT SIOUX FALLS,SHREDDING,175.50,SINNER AUTO, FLEET MAINTENANCE, 690.06, STURDEVANT'S AUTO PARTS,FLEET MAINTENANCE,180.54,TOWN OF HAYTI,WATER AND SEWER,35.50,TWIN VALLEY TIRE, INC.,FLEET MAINTENANCE,358.05,US POSTMASTER,POSTAGE,94.00,VANDERSNICK, LUCY, MILEAGE TO STAFF,123.58 ,VOYAGER FLEET SYSTEMS INC,FLEET MAINT & GASOLINE,5,046.30,W.W. TIRE,FLEET MAINTENANCE,1,385.30

**FUND TOTAL: 278,124.34**

**IMPREST EXPENDITURES**

BORGMAN, MARY ,ED SPEC MEALS,26.00,FREWING, TIMOTHY ,ED SPEC MEALS,26.00,HARMEL, DEBRA, SUPPLY REIMBURSEMENT,15.00,HOLM, JANET ,ASHA DUES REIMBURSEMENT,225.00,OLSEN, KELLY, SNOW REMOVAL,100.00,OLSEN, SHAWN ,SDC MEALS,30.00,US POSTMASTER,BOARD PACKET POSTAGE,51.30

**IMPREST TOTAL: 473.30**

Old Business

Board of Advisor's Meeting

Director Aberle discussed the Board of Advisor's meeting that was held on Wednesday, February 6, 2013.

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 Cards

Business Manager Flett informed the board the Procurement Cards have arrived and are in the process of being issued to the respective staff members. Business Manager Flett also noted he will be cancelling the Dacotah Bank Card within the next few days once the last billing statement has been paid.

Florence Center Base

Business Manager Flett updated the board that the damage to NESC property from a water damage from a roof leak in the Florence Center Base classroom will not be covered by their insurance carrier. The damage was caused by a failure to the roof, which is excluded from being covered in the type of policy held for the contents of the Center Base classroom.

New Business

Reading Recovery 2013-2014

Action #13063 Motion by L. Menennga, second by B. Steffen, to accept the request of Castlewood School District to discontinue Reading Recovery for the 2013-2014 school year. All present voting in favor, motion carried.

Set ESY Rates

Action #13064 Motion by C. Knutson, second by H. Boner, to maintain Extended School Year rates at the 2012 levels. The rate from 2012 are as follow: Non-Certified ESY employees \$11.73 per hour. Certified ESY employees employed by NESC or an NESC school district will be compensated by dividing his or her 2011-12 contract salary by the number of contract days divided by 8 to arrive at each individual's hourly rate. An ESY provider not employed by NESC or an NESC district will be compensated at the 2011-12 base salary of the Unit 2 Salary Schedule, which is a rate of \$23.69 per hour. All present voting in favor, motion carried.

Paper Purchase

Business Manager Flett updated the Board of Directors that the Board of Advisors would like to change the timeline of the cooperative paper purchase to the following: accept bids in June, receive paper delivery in July, and make payment in August. Business Manager Flett recommended changing the paper purchasing timeline per the Board of Advisors request. With there being no objections from the Board of Direcotrs, NESC will proceed with the revised timeline.

Budget Supplemental

Resolution #161

Action #13065 Motion by B. Steffen to introduce Resolution #161:

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>General Fund</u>
10-2219-015-110	ESA 1 Salary	\$ 35,233.86
10-2219-015-210	ESA 1 FICA/Medicare	\$ 2,772.79
10-2219-015-220	ESA 1 Retirement	\$ 2,145.24
10-2219-015-230	ESA 1 Insurance	\$ 3,758.31
10-2219-015-315	ESA 1 Registration Fees	\$ 750.00
10-2219-015-319	ESA 1 Purchased Services	\$ 2,000.00
10-2219-015-334	ESA 1 Travel	\$ 5,428.73
10-2219-015-334-005	ESA 1 Mileage to Staff	\$ 750.00
10-2219-015-640	ESA 1 Dues and Fees	\$ 250.00
10-2219-016-410-016	SD Counts Supplies (Title IIB)	\$ 1,706.00
<b><u>Total Appropriations:</u></b>		<b><u>\$ 54,794.93</u></b>

Means of Finance:

10-3900-017	Common Core Training (State Contract)	\$ 11,338.93
10-3900-106	SD STARS Training (State Contract)	\$ 41,750.00
10-4152-016	SD Counts (Title IIB)	\$ 1,706.00
<b><u>Total Means of Finance:</u></b>		<b><u>\$ 54,794.93</u></b>

<u>Appropriations:</u>		<u>Special Education Fund</u>
<b>22-1221-476-410</b>	IDEA PT. B 611 Private School Supplies	\$ 5,296.00
<b>22-1221-476-399-002</b>	IDEA PT. B 611 Private School Indirect Cost	\$ 171.00
<b>22-1221-476-540</b>	IDEA PT. B 611 Private School Equipment	\$ (5,464.00)
<b>22-1223-000-230-303</b>	Center Base Insurance-Nursing	\$ 2,679.44
<b>22-1223-000-230-301</b>	Center Base Insurance-Para Professional	\$ (2,679.44)
<b>22-2142-000-230-475</b>	School Psychology Insurance	\$ (2,600.00)
<b>22-2142-000-651</b>	School Psychology Liability Insurance	\$ 2,600.00
<b>22-2152-000-110-100</b>	Speech Therapy-Substitute Salary	\$ (12,000.00)
<b>22-2152-000-210-100</b>	Speech Therapy-Substitute FICA/Medicare	\$ (918.00)
<b>22-2152-000-319</b>	Speech Therapy-Purchased Services	\$ 12,918.00
<b>22-2219-071-334-005</b>	Educational Specialist Mileage to Staff	\$ 800.00
<b>22-2219-071-399</b>	Educational Specialist Purchased Services	\$ (800.00)
<b>22-2542-000-220</b>	O&M Retirement	\$ 400.00
<b>22-2542-000-341</b>	Telephone	\$ (400.00)
	<b><u>Total Appropriations:</u></b>	<b><u>\$ 3.00</u></b>

Means of Finance:

<b>22-4175-476</b>	IDEA Part B 611-Private School	\$ 3.00
	<b><u>Total Means of Finance:</u></b>	<b><u>\$ 3.00</u></b>

Second by J. Tol. All present voting in favor, motion carried.

#### Executive Session

*Action #13066* Motion by L. Mennenga, second by H. Boner, to enter into Executive Session at 7:43 P.M. for Personnel matters. All present voting in favor, motion carried.

President Gresh declared the board out of Executive Session at 7:50 P.M.

#### Assistant Director Contract

*Action #13067* Motion by C. Knutson, second by W. Grantham, to offer Assistant Director Frewing a one year contract with salary to be determined at a later date. All present voting in favor, motion carried.

#### Accept Resignation

*Action #13068* Motion by J. Tol, second by G. Koerlin, to accept the resignation of Dawn Larsen, Hamlin Center Base para-professional effective March 1, 2013. All present voting in favor, motion carried.

#### Adjournment

*Action #13069* With there being no further business, motion by L. Mennenga, second by B. Steffen, 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, March 18, 2013 at 7:00 P.M.

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**Roger Gresh, President**

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**Matthew Flett, Business Manager**