

Northeast Educational Services Cooperative

Board of Directors Meeting

Monday, April 15, 2013

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, April 15, 2013 at the Hy-Vee Club Room in Watertown, SD. The meeting was called to order by President Gresh at 7:06 P.M. and adjourned at 8:24 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; Donna Bumann, Elkton; Evelyn Blacksmith, Enemy Swim Day School; Linda Mennenga, Estelline; Tracy Hlavacek, Florence; Joe Homola, Hamlin; David Fuller, Henry; Lana Sand, Rosholt; Gene Bjorklund, Sioux Valley; Kathy Meland, Webster; Paula Warkenthein, Willow Lake; Michelle Eibben, Wilmot

Absent:

John Tol, Grant-Deuel; Greg Bich, Iroquois; Brian Nelson, Lake Preston; Corrie Quale, Summit; Sandy Hinze, Waubay; Dennis Thyen, Waverly

Others Attending:

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

NESC Staff Representatives: Deb Harmel; Teresa Landmark; 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 7:06 P.M.

Agenda review, changes, and approval

*Action #13080* Motion by L. Sand, second by K. Meland, to approve the agenda with the following additions: Item 5c) Approval of contract for Anne Redinger-Hamlin Center Base paraprofessional @\$11.93/hour. All present voting in favor, motion carried.

Introduction of Guests

Deb Harmel, Florence Center Base Teacher; Teresa Landmark, Early Childhood Teacher; and Robin Schwandt, School Psychologist were introduced as guests.

### Financial Report

Action #13081 Motion by H. Boner, second by D. Koenecke, to approve the financial report for the period ending March 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>March 1, 2013</b>	\$124,485.24	\$707,142.95	\$8,546.36
<u>Receipts:</u>			
Local Sources	\$8,215.99	\$176,284.72	\$3,018.82
State Sources	\$11,160.00	\$7,571.81	
Federal Sources	\$9,789.00	\$140,362.00	
<u>Total Monthly Receipts</u>	<u>\$29,164.99</u>	<u>\$324,218.53</u>	<u>\$3,018.82</u>
Total Gross Receipts	\$153,650.23	\$1,031,361.48	\$11,565.18
Less Salaries	\$17,251.73	\$189,809.12	
Less Disbursements	\$7,861.64	\$97,279.45	\$3,428.73
<u>Total Salaries &amp; Disbursements</u>	<u>\$25,113.37</u>	<u>\$287,088.57</u>	<u>\$3,428.73</u>
<b>Ending Cash Balance</b>			
<b>March 31, 2013</b>	\$128,536.86	\$744,272.91	\$8,136.45

### Consent Agenda

Action #13082 Motion by H. Boner, second by D. Koenecke, to approve the following items on the Consent Agenda: 5a) Approval of March 19, 2013 Board of Directors minutes; 5b) Approval of April 2013 claims; 5c) Approve contract for Anne Redinger-Hamlin Center Base para-professional @\$11.93/hour. All present voting in favor on the Consent Agenda, motion carried.

### April 2013 Accounts Payable

**GENERAL FUND:** BMO MASTERCARD;PURCHASED SRVS, SPLYS, TRAVEL, & REG.;1,874.80;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINT. CONTRACT;106.44;HAMLIN COUNTY FARMERS COOP;FLEET MAINTENANCE & GASOLINE;50.69;JAGERS GROCERY;SUPPLIES;22.83;NESC IMPREST;REIMBURSE IMPREST;21.00;NESC PAYROLL CLEARING;APRIL 2013 PAYROLL;21,827.06;VOYAGER FLEET SYSTEMS INC;FLEET MAINTENANCE & GASOLINE;369.37

**FUND TOTAL: 24,272.19**

**SPECIAL EDUCATION FUND:** BMO MASTERCARD;PURCHASED SRVS, SPLYS, TRAVEL, & REG.;27,413.54; BONER, HARRY ;MILEAGE TO BOARD;11.10;BRIAN'S GLASS AND DOOR, INC;DOOR LOCK REPAIR; 105.40;BRITTON-HECLA SCHOOL DISTRICT;MILEAGE TO DISTRICT;167.32;CASTLEWOOD SCHOOL DISTRICT;CB FACILITY USE FEE;623.66;CENTURY BUSINESS PRODUCTS, INC;COPIER MAINT. CONTRACT; 290.74;CLARK COMMUNITY OIL;FLEET MAINTENANCE;38.80;CRAIG BASS SANITARY SERVICE;GARBAGE SERVICE JAN-MAR. 2013;120.00;DUBRO, ANGEL ;MILEAGE TO STAFF;24.42;ESTELLINE COMMUNITY OIL CO.;FLEET MAINTENANCE;404.86;FLORENCE SCHOOL DISTRICT;CB FACILITY USE FEE;374.19;GRANT-DEUEL SCHOOL DISTRICT;CENTER USE FEE & TRANSPORTATION REFUND;959.14;GRESH, ROGER ;MILEAGE TO BOARD;74.00; HAMLIN COUNTY FARMERS COOP;FLEET MAINTENANCE & GASOLINE; 2,412.80;HAMLIN SCHOOL DISTRICT;CB FACILITY USE FEE;1,122.58;HARMEL, DEBRA ;MILEAGE TO STAFF;77.70;JAGERS GROCERY;SUPPLIES;76.97;JEFF'S VACUUM CENTER;

VACUUM REPAIR; 7.49; KEENAGHAN, KEVIN ;MILEAGE TO BOARD;44.40;KOENECKE, DEBBIE ;MILEAGE TO BOARD; 19.24; LANDMARK, TERESA ;MILEAGE TO STAFF;15.91;LUTKEMEIER, DENISE ;MILEAGE TO BOARD; 33.30;LUX, LOIS ;MILEAGE TO STAFF;168.72;MARIETTA AUTO SERVICE;FLEET MAINTENANCE; 45.20; MELAND, KATHY ;MILEAGE TO BOARD;18.50;NESC IMPREST;REIMBURSE IMPREST;1,334.24;NESC PAYROLL CLEARING;APRIL 2013 PAYROLL;243,573.36;NORTHEAST PHYSICAL THERAPY;CONTRACTED PT SRVS MAR. 2013;1,647.70;NORTHLAND AUTO CENTER;FLEET MAINTENANCE;186.38;PALO'S GARAGE;FLEET MAINTENANCE;191.05;PRAIRIE LAKES HEALTH CARE SYSTEM;CPR CERTIFICATION CARDS; 45.00; REDINGER, ANNE ;FINGERPRINTING & BCKGRD CHK REIMBURSE;53.25;SCHMIDT, ROCHELLE ;MILEAGE TO STAFF;8.88;SCHMIEDING GARAGE;FLEET MAINTENANCE & GASOLINE; 304.34;SHIRLEY, LINDA ;MILEAGE TO STAFF;246.05;STURDEVANT'S AUTO PARTS;FLEET MAINTENANCE; 2,237.75;TOL, JOHN ;MILEAGE TO BOARD;25.90;TOWN OF HAYTI;WATER & SEWER MARCH 2013;35.50;VANDERSNICK, LUCY ;MILEAGE TO STAFF;68.82;VOYAGER FLEET SYSTEMS INC;FLEET MAINTENANCE & GASOLINE; 7,084.05;W.W. TIRE;FLEET MAINTENANCE;761.85;WEBSTER SCHOOL DISTRICT;MILEAGE TO DISTRICT;37.00

**FUND TOTAL: 292,491.10**

**IMPREST EXPENDITURES:** BORGMAN, MARY ;ED SPEC MEALS;78.00;BOYD, BRENDA ;CEC CONFERENCE MEALS; 42.00;CENTER FOR DISABILITIES;AUTISM CONFERENCE REGISTRATION;600.00;ERTELT, KIMBERELY ;CONFERENCE MEALS;75.00; HARMEL, DEBRA ;CEC CONFERENCE MEALS;135.24;JONGELING, JODYANN ;AUTISM CONFERENCE MEALS;35.00;LUX, LOIS ;AUTISM CONFERENCE MEALS;64.00;OLSEN, KELLY ;SNOW REMOVAL;100.00;OLSEN, SHAWN ; MEALS;21.00;SCHWANDT, ROBIN ;AUTISM CONFERENCE MEALS;35.00;SDECE;SDECE CONF. REGISTRATION;170.00

**IMPREST TOTAL: 1,355.24**

#### Old Business

##### Board of Advisor's Meeting

Director Aberle discussed the Board of Advisor's meeting that was held on Wednesday, April 3, 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.

#### New Business

##### Center Base Sliding Tuition Scale

Action #13083 Motion by K. Knutson, second by L. Sand, to change the final Center Base tuition base rate to \$7,926.90. The placement percentages will change to 124.85% for the 1st Placement, 77.00% for the 2nd Placement, and 64.56% for the 3rd Placement. The cost of the 1st Placement will be \$7,926.90, 2nd Placement \$4,888.84, 3rd Placement \$4,099.01. All present voting in favor, motion carried.

##### Audit Quote

Action #13084 Motion by L. Mennenga, second by D. Koenecke, to accept the 2012-2013 Audit Quote from William Neale & Co. for \$7,500.00. A formal engagement letter will follow. All present voting in favor, motion carried.

##### Approve Health and Dental Insurance Rates

Action #13085 Motion by L. Sand, second by N. Koehlmoos, to table the approval of health and dental insurance rates for 2013-2014 to next month. All present voting in favor, motion carried.

##### Review 2013-2014 Preliminary Budget

Business Manager Flett reviewed the 2013-2014 preliminary NESC Revenue and Expenditure Budget.

Set Administration Salary

*Action #13086* Motion by K. Knutson, second by B. Steffen, to table the following items to next month: Item 7i) Set Director Salary; Item 7j) Set Business Manager Salary; Item 7k) Set Assistant Director Salary. All present voting in favor, motion carried.

Executive Session

*Action #13087* Motion D. Fuller, second by H. Boner, to enter into Executive Session for Personnel Matters at 8:05 P.M. All present voting in favor, motion carried.

President Gresh declared the board out of Executive Session at 8:15 P.M.

Offer contracts to ESY employees

*Action #13088* Motion by L. Mennenga, second by L. Sand, to offer ESY contracts to instructors, speech language pathologists, and para educators for ESY 2013.

Offer contracts to Unit 1 and 2 employees

*Action #13089* Motion by C. Knutson, second by D. Koenecke, to accept a request from Amy Stoel, Speech Language Pathologist, for a reduction in FTE from 1 FTE to 0.4 FTE effective for the 2013-2014 school year. All present voting in favor, motion carried.

*Action #13090* Motion by D. Koenecke, second by B. Steffen to offer Unit 1 and 2 contracts based on the 2012-2013 Negotiated Agreement terms. Once negotiations are complete, contract amendments will be issued to reflect the 2013-2014 Negotiated Agreement. Contracts will be issued April 22, 2013 must be returned on or before May 6, 2013. All present voting in favor, motion carried.

Executive Session

*Action #13091* Motion by C. Knutson, second by D. Bumann, to enter into Executive Session for 2013-2014 Negotiations at 8:16 P.M. All present voting in favor, motion carried.

President Gresh declared the board out of Executive Session at 8:23 P.M.

Set Salary and Offer Contracts to Paraprofessionals

*Action #13092* Motion by D. Koenecke, second by L. Sand, to offer paraprofessional contracts and to approve a \$0.36 per hour wage increase for paraprofessionals in 2013-2014. All present voting in favor, motion carried.

Set Salary and Offer Contracts to Office Personnel

*Action #13093* Motion by C. Knutson, second by H. Boner, to offer office personnel contracts and to approve a \$0.30 per hour wage increase for office staff in 2013-2014. All present voting in favor, motion carried.

Adjournment

*Action #13094* With there being no further business, motion by L. Mennenga, 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, May 20, 2013 at 7:00 P.M.

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**Roger Gresh, President**

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**Matthew Flett, Business Manager**