

Northeast Educational Services Cooperative

Board of Directors Meeting

Monday, May 20, 2013

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, May 20, 2013 at the Hy-Vee Club Room in Watertown, SD. The meeting was called to order by President Gresh at 7:01 P.M. and adjourned at 8:05 P.M.

Members present:

Martin Murphy, Arlington; Roger Gresh, Britton-Hecla; Harry Boner, Castlewood; Bob Steffen, Clark; Shane Roth, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Donna Bumann, Elkton; Evelyn Blacksmith, Enemy Swim Day School; Linda Mennenga, Estelline; John Tol, Grant-Deuel; Joe Homola, Hamlin; David Fuller, Henry; Lana Sand, Rosholt; Jay Trenhaile, Sioux Valley; Sandy Hinze, Waubay; Kathy Meland, Webster; Paula Warkenthein, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Tracy Hlavacek, Florence; Greg Bich, Iroquois; Brian Nelson, Lake Preston; Corrie Quale, Summit; Dennis Thyen, Waverly

Others Attending:

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

NESC Staff Representatives: Mary Borgman

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

Call to Order

President Gresh called the meeting to order at 7:01 P.M.

Agenda review, changes, and approval

Action #13095 Motion by D. Lutkemeier, second by D. Koenecke, to approve the agenda with the following additions and deletions: add Item 7g) Accept Resignation of Business Manager Matt Flett and deleted item 5f) Approval of Unit 1 Negotiated Agreement. All present voting in favor, motion carried.

Introduction of Guests

Mary Borgman, School Psychologist was introduced as a guest.

Financial Report

Action #13096 Motion by J. Tol, second by L. Mennega, to approve the financial report for the period ending April 30, 2013. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
April 1, 2013	\$128,536.86	\$744,272.91	\$8,136.45
<u>Receipts:</u>			
Local Sources	\$4,742.70	\$175,504.91	\$7,949.38
State Sources	\$12,515.00	\$5,955.26	
Federal Sources	\$5,609.00	\$130,301.00	
<u>Total Monthly Receipts</u>	<u>\$22,866.70</u>	<u>\$311,761.17</u>	<u>\$7,949.38</u>
Total Gross Receipts	\$151,403.56	\$1,056,034.08	\$16,087.78
Less Salaries	\$17,251.73	\$191,968.66	
Less Disbursements	\$7,020.46	\$100,522.44	\$3,773.28
<u>Total Salaries & Disbursements</u>	<u>\$24,272.19</u>	<u>\$292,491.10</u>	<u>\$3,773.28</u>
Ending Cash Balance			
April 30, 2013	\$127,131.37	\$763,542.98	\$12,314.50

Consent Agenda

Action #13097 Motion by L. Sand, second by C. Knutson, to approve the following items on the Consent Agenda: 5a) Approval of April 15, 2013 Board of Directors minutes; 5b) Approval of May 2013 claims; 5c) Approve contracts for Unit 1, Unit 2, Para-professionals, and Office Staff contracts; 5d) Approval of FY 13 Audit Engagement Letter; 5e) Approval of Unit 2 Negotiated Agreement. All present voting in favor on the Consent Agenda, motion carried.

May 2013 Accounts Payable

GENERAL FUND: BLACK HILLS STATE UNIVERSITY;CAMSE INVOICE #3 2012-13;1,660.00;BMO MASTERCARD;PURCHASED SRVS, SPLYS, TRAVEL, & REG.;405.51;HAMLIN COUNTY FARMERS COOP; FLEET MAINT & GASOLINE;74.48;INTERCALL;ESA CONFERENCE CALL;293.54;NESC PAYROLL CLEARING; MAY 2013 PAYROLL;21,827.05;NESC SPECIAL REVENUE PROJECTS;SPECIAL PROJECTS JAN-APRIL 2013; 1,913.64;REINHILLER, LISA ;MILEAGE TO STAFF;108.78;ROSHOLT SCHOOL DISTRICT;TEACHER OF THE YEAR;250.00;STEVE'S TIRE & SERVICE;FLEET MAINT & GASOLINE;30.00;VOYAGER FLEET SYSTEMS INC; FLEET MAINT & GASOLINE;226.60

FUND TOTAL: 26,789.60

SPECIAL EDUCATION FUND: BIG STONE THERAPIES, INC.;CONTRACTED PT/SLP SRV MAR & APR 2013;13,813.23;BMO MASTERCARD;PURCHASED SRVS, SPLYS, TRAVEL, & REG.;20,945.81;BONER, HARRY ;MILEAGE TO BOARD;14.80;BRIAN'S GLASS AND DOOR, INC;DOOR REPAIR;40.00;BRITTON-HECLA SCHOOL DISTRICT;MILEAGE TO SCHOOL DISTRICT; 254.53; CARSON-DELLOSA PUBLISHING CO.;SPEECH SUPPLIES;33.21;CASTLEWOOD SCHOOL DISTRICT;CENTER BASE FACILITY USE FEE;623.66;CLARK INSURANCE AGENCY;MED. MALPRACTICE/PSYCH LIABILITY INS.;5,900.72;CPI;CPI RE-CERTIFICATION COURSE;899.00;DELYLE'S SOUTH 81 SERVICE, INC.;FLEET MAINTENANCE;567.53;DETERMAN, KELSEY ;GAS REIMBURSEMENT; 23.45;DON'S BODY SHOP;FLEET MAINTENANCE;235.00;ESTELLINE COMMUNITY OIL CO.;FLEET MAINTENANCE;148.59;FLORENCE SCHOOL DISTRICT;CENTER BASE FACILITY USE FEE; 374.19;GRANT-DEUEL SCHOOL DISTRICT;CENTER BASE FACILITY USE FEE;396.64;GRESH, ROGER; MILEAGE TO BOARD;74.00;HAHLER AUTOMOTIVE;FLEET

MAINTENANCE;37.60;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE;2,322.27;HAMLIN SCHOOL DISTRICT;CB USE FEE & MINI BUS RENTAL;932.02;HARMEL, DEBRA ;MILEAGE TO STAFF;124.69;HOVDEN PHYSICAL THERAPY; CONTRACTED PT SRVS MAR & APR 2013;1,662.68;KNUTSON, CARIE ;MILEAGE TO BOARD;48.84;KOENECKE, DEBBIE; MILEAGE TO BOARD;42.92;LANDMARK, TERESA ;EC CONFERENCE MEALS;61.00;MELAND, KATHY ;MILEAGE TO BOARD; 18.50;NESC IMPREST;REIMBURSE IMPREST;656.00;NESC PAYROLL CLEARING;MAY 2013 PAYROLL;252,200.84;NESC SPECIAL REVENUE PROJECTS;SPECIAL PROJECTS JAN-APRIL 2013; 1,851.30;NORTHEAST PHYSICAL THERAPY;CONTRACTED PT SRVS APRIL 2013;1,243.50;NORTHLAND AUTO CENTER;FLEET MAINTENANCE;191.89;OTTER TAIL POWER CO.; ELECTRICITY; 344.69;PEDERSEN, SHANE; SNOW REMOVAL;315.00;S & S AUTO;FLEET MAINTENANCE;979.33;SCHMIDT, DAWN; FINGERPRINTING & BCKGRD CHECK REIMBURSE;0.00;SCHMIEDING GARAGE;FLEET MAINT & GASOLINE; 358.55;SHIRLEY, LINDA ;MILEAGE & MEALS;185.08;SIOUX VALLEY SCHOOL DISTRICT;PRIVATE SCHOOL SUPPLIES; 4,005.00;STEVE'S TIRE & SERVICE;FLEET MAINT & GASOLINE;59.61;SWENSON FORD SALES, INC.;FLEET MAINTENANCE; 27.70;TOL, JOHN ;MILEAGE TO BOARD;25.90;TOWN OF HAYTI;WATER & SEWER APRIL 2013;35.50;VANDERSNICK, LUCY ;MILEAGE TO STAFF; 24.42; VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE;7,009.61;W.W. TIRE;FLEET MAINTENANCE;626.54

FUND TOTAL: 319,735.34

IMPREST EXPENDITURES: EAGLES EDUCATION CENTER;TALKTOOLS CONF. REGISTRATION; 400.00; HUYVAERT, NICOL; CONFERENCE MEALS;89.00;OLSEN, KELLY ;SNOW REMOVAL;100.00; SDASBO; SDASBO CONFERENCE REGISTRATION; 50.00;SHIRLEY, LINDA ;ED SPEC MEALS;17.00

IMPREST TOTAL: 656.00

Old Business

Board of Advisor's Meeting

Director Aberle discussed the Board of Advisor's meeting that was held on Wednesday, May 1, 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.

Review 2013-2014 Preliminary Budget

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

New Business

Approve Health and Dental Insurances rates for 2013-2014

Action #13098 Motion by D. Lutkemeier, second by J. Tol, to approve the following health and dental rates for 2013-2014:

Health Insurance	2013-2014 Rates
\$500 Single	No Longer Offered
\$1,000 Single	\$526.60
\$1,000 2 Party Children	\$947.90
\$1,000 2 Party Spouse	\$1,105.87
\$1,000 Family	\$1,579.82

\$2,000 Single	\$476.20
\$2,000 2 Party Children	\$860.09
\$2,000 2 Party Spouse	\$1,003.44
\$2,000 Family	\$1,433.48

2013-2014	
Dental Insurance	Rates
Single	\$41.44
2 Party	\$77.48
Family	\$123.10

All present voting in favor, motion carried.

Accept Resignation

Action #13099 Motion by L. Mennega, second by D. Koenecke, to accept the resignation of Betsy Holscher, Grant-Deuel para-professional. All present voting in favor, motion carried.

Accept Resignation

Action #13100 Motion by L. Sand, second by D. Lutkemeier, to accept the resignation of Shannon Buelow, Center Base nurse and para-professional. All present voting in favor, motion carried.

Sidewalk Repair Quote

Action #13101 Motion by K. Meland, second by H. Boner, to accept a quote from Seppanen Construction in the amount of \$2,448.00 for sidewalk repair outside of the NESC Administrative Building. All present voting in favor, motion carried.

Vehicle Insurance Coverage

Action #13102 Motion by D. Lutkemeier, second by L. Sand, to give the Director and Business Manager discretion on determining whether or not full comprehensive automobile insurance coverage, but liability only, should be carried on vehicles in the NESC fleet that are older than 10 years old, have more than 150,000 miles or a combination of both. All present voting in favor, motion carried.

Authorization to seek Paper Bids

Action #13103 Motion by L. Mennega, second by D. Koenecke, to authorize the Business Manager to seek bids for multi-purpose paper. All present voting in favor, motion carried.

Executive Session

Action #13104 Motion by C. Knuston, second by J. Tol, to enter Executive Session at 7:54 P.M. to discuss Personnel Matters. All present voting in favor, motion carried.

President Gresh declared the Board out of Executive Session at 8:04 P.M.

Set Director Salary and Approve Contract

Action #13105 Motion by C. Knutson, second by H. Boner, to set the Director salary for 2013-2014 at \$80,000 and to approve the contract. All present voting in favor, motion carried.

Set Assistant Director Salary and Approve Contract

Action #13106 Motion by J. Trenhaile, second by J. Tol, to set the Assistant Director salary for 2013-2014 at \$55,750 and to approve the contract. All present voting in favor, motion carried.

Accept Resignation

Action #13107 Motion by D. Lutkemeier, second by L. Sand, to accept the resignation of Business Manager Flett. All present voting in favor, motion carried.

The board was informed Business Manager Flett did not return a contract for 2013-2014 and his current contract will naturally end June 30, 2013, so a compensatory damages clause will not be invoked.

Adjournment

Action #13108 With there being no further business, motion by D. Koenecke, second by C. Knutson, 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, June 17, 2013 at 7:00 P.M.

Roger Gresh, President

Matthew Flett, Business Manager