

Northeast Educational Services Cooperative

Board of Directors Meeting

Monday, June 17, 2013

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, June 17, 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 8:08 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; Evelyn Blacksmith, Enemy Swim Day School; Linda Mennenga, Estelline; John Tol, Grant-Deuel; Joe Homola, Hamlin; Lana Sand, Rosholt; Gloria Koerlin, Sioux Valley; Corrie Quale, Summit; Sandy Hinze, Waubay; Dennis Thyen, Waverly; Kathy Meland, Webster; Caryl Schmidt, Willow Lake

Absent:

Donna Bumann, Elkton; Tracy Hlavacek, Florence; David Fuller, Henry; Greg Bich, Iroquois; Brian Nelson, Lake Preston; Denise Lutkemeier, Wilmot

Others Attending:

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

NESC Staff Representatives: Mary Borgman; Brice Christensen

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 #13109 Motion by D. Koenecke, second by L. Sand, to approve the agenda with the following addition add Item 5n) Approval of ESY contract for Katie Jacobsen. All present voting in favor, motion carried.

Introduction of Guests

Mary Borgman, School Psychologist and incoming Business Manager Brice Christensen were introduced as guests.

Financial Report

Action #13110 Motion by L. Mennenga, second by D. Koenecke, to approve the financial report for the period ending May 31, 2013. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance May 1, 2013	\$127,131.37	\$763,542.98	\$12,314.50
<u>Receipts:</u>			
Local Sources	\$11,494.86	\$162,334.94	\$1,619.26
State Sources	\$12,960.00	\$40,824.08	
Federal Sources	\$5,436.00	\$130,301.00	
<u>Total Monthly Receipts</u>	<u>\$29,890.86</u>	<u>\$333,460.02</u>	<u>\$1,619.26</u>
Total Gross Receipts	\$157,022.23	\$1,097,003.00	\$13,933.76
Less Salaries	\$17,251.73	\$196,305.92	
Less Disbursements	\$9,537.87	\$123,492.67	\$4,998.52
<u>Total Salaries & Disbursements</u>	<u>\$26,789.60</u>	<u>\$319,798.59</u>	<u>\$4,998.52</u>
Ending Cash Balance May 31, 2013	\$130,232.63	\$777,204.41	\$8,935.24

Consent Agenda

Action #13111 Motion by L. Sand, second by J. Tol, to approve the following items on the Consent Agenda: 5a) Approval of May 20, 2013 Board of Directors minutes; 5b) Approval of June 2013 claims; 5c) Approval of ESY contract-Christy Van Heerde @\$23.69/hour; 5d) Approval of ESY contract-Amber Sherman @\$23.69/hour; 5e) Approval of Unit 2 contract amendments; 5f) Approval of Unit 1 Negotiated Agreement; 5g) Approval of contract amendment for Lisa Reinhiller-ESA 1 for 13 days @\$240.91/day; 5h) Approval of work agreement for Matthew Flett for 9 days @\$180.77/day; 5i) Approval of paraprofessional contract-Anne Redinger @\$12.24/hour; 5j) Approval of Business Manager contract-Brice Christensen-10 days in June @\$150 per day and July 1, 2013-June 30, 2014 salary of \$39,000.00; 5k) Approval of SW/WC purchasing contract-\$1,150.00; 5l) Approval of APEX Agreement-\$19,675.00; 5m) Approval of paraprofessional and office staff contract amendments; 5n) Approval of ESY contract-Katie Jacobsen @\$11.98/hour. All present voting in favor on the Consent Agenda, motion carried.

June 2013 Accounts Payable

GENERAL FUND: BMO MASTERCARD;PURCHASED SRVS, SPLYS, TRAVEL, & REG.;2,730.67;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE;126.95;NESC IMPREST;REIMBURSE IMPREST; 433.00;NESC PAYROLL CLEARING;JUNE 2013 PAYROLL;24,847.95;NOLTE, KARI ;MILEAGE TO STAFF; 82.14;PROFESSIONAL SECURITY;D&A POOL TESTING; 1,456.50; REINHILLER, LISA ;ESA MEALS; 156.00; VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE;410.55

FUND TOTAL: 30,243.76

SPECIAL EDUCATION FUND: BIG STONE THERAPIES, INC.;CONTRACTED PT/SLP SRVS MAY 2013; 7,949.62;BMO MASTERCARD;PURCHASED SRVS, SPLYS, TRAVEL, & REG.;21,166.39;BROOKINGS REGISTER; ADVERTISING;207.68; CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON;LEGAL SERVICES; 2,133.45;DELYLE'S SOUTH 81 SERVICE, INC.;FLEET MAINTENANCE;1,318.32;DON'S BODY SHOP;FLEET MAINTENANCE;322.20;ESTELLINE COMMUNITY OIL CO.;FLEET MAINTENANCE; 59.35; FREWING, TIMOTHY ;MILEAGE TO STAFF;49.21;FRITZ CHEVROLET, INC;FLEET MAINTENANCE; 131.06;HAHLER AUTOMOTIVE;FLEET MAINTENANCE;63.12;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE; 1,834.27;HAMLIN COUNTY PUBLISHING;ADVERTISING;30.00;HARMEL, DEBRA ;MILEAGE TO STAFF; 46.25;HAYTI LANES & LOUNGE;BM INTERVIEW SUPPLIES;41.25;HOVDES PHYSICAL THERAPY; CONTRACTED PT SRVS MAY 2013;593.58;JAGERS

GROCERY;SUPPLIES;323.56;KEENAGHAN, KEVIN ;MILEAGE TO BOARD ;32.56;KOENECKE, DEBBIE ;MILEAGE TO BOARD; 22.94;LUX, LOIS ;MILEAGE TO STAFF;36.26;NESC IMPREST;REIMBURSE IMPREST;36.00;NESC PAYROLL CLEARING;JUNE 2013 PAYROLL;237,257.64;NORTHEAST PHYSICAL THERAPY;CONTRACTED PT SRVS MAY 2013;1,249.23; NORTHLAND AUTO CENTER;FLEET MAINTENANCE;1,062.60;OTTER TAIL POWER CO.;ELECTRICITY; 313.52;PALO'S GARAGE;FLEET MAINTENANCE ;245.46;RON'S AUTO REPAIR;FLEET MAINTENANCE; 103.83;SAND,LANA ;MILEAGE TO BOARD; 74.00;SCHMIEDING GARAGE ;FLEET MAINT & GASOLINE; 295.95;SCHWANDT,ROBIN ;GAS REIMBURSEMENT; 20.00; STURDEVANT'S AUTO PARTS;FLEET MAINTENANCE;94.57;TOWN OF HAYTI;WATER & SEWER MAY 2013;35.50;VOYAGER FLEET SYSTEMS INC;FLEET MAINT & GASOLINE;8,087.86;W.W. TIRE;FLEET MAINTENANCE;924.90;WENZ, MELODY ;MILEAGE TO STAFF;147.26

FUND TOTAL: 286,309.39

IMPREST EXPENDITURES: OLSEN, SHAWN ;SD COUNTS MEALS;154.00;REINHILLER, LISA ;ESA TRAINING MEALS; 279.00; WENZ, MELODY ;CONFERENCE MEALS;36.00

IMPREST TOTAL: 469.00

Old Business

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.

Action #13112 Motion by K. Meland, second by C. Knutson, to authorize the publication of the 2013-2014 Preliminary Revenue and Expenditure budget and to set the 2013-2014 budget hearing for Monday, July 15, 2013 at 7:00 P.M. in the Hy-Vee Club Room, Watertown, SD. All present voting in favor, motion carried.

New Business

Accept Paper Bids

Business Manager Flett provided a tabulation of bids received for multi-purpose copy paper for the 2013-2014 school year.

		Vendors							
		Paper 101		Dacotah Paper		Cole Paper		Contract Paper Group	
	Quantity (in cases)	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
8 1/2" x 11" Multi-Purpose 20# White 92 Brightness	2,720.00	\$23.38	\$63,593.60	\$23.60	\$64,192.00	\$24.47	\$66,558.40	\$26.24	\$71,372.80

Action #13113 Motion by B. Steffen, second by L. Sand, to award the low paper bid to Paper 101 for \$23.38 per case. All present voting in favor, motion carried.

Roth 457(b) Option

Action #131134 Motion by S. Hinze, second by C. Knutson, to allow employee participation in the South Dakota Retirement System's Roth 457(b) supplemental retirement program effective July 1, 2013. The Roth 457(b) option allows employees to make after-tax contributions within the deferred compensation plan and it will allow the employee the opportunity to make tax-free withdrawals when eligible. All present voting in favor, motion carried.

Inventory Update

A report of NESC's overall inventory as of June 17, 2013 was presented to the Board of Directors. The report included a listing of items lost, broken, and/or obsolete.

Action #13115 Motion by L. Mennenga, second by S. Roth, to remove the items identified as lost, broken, and/or obsolete from NESC's inventory. All present voting in favor, motion carried.

Vehicle Purchases

Director Aberle updated the board on upcoming NESC vehicle purchases for 2013-2014.

NBESC Board Representatives 2013-2014

Director Aberle took a preliminary poll on returning NESC Board Representatives. The non-returning Board Representatives were thanked for their service to NESC.

Business Manager Designations

Action #13116 Motion by C. Knutson, second by D. Koenecke, to transfer the following designations and job responsibilities to the new Business Manager:

- Designate Business Manager Brice Christensen as purchasing agent, federal program agent, and custodian of accounts as of July 1, 2013.
- Remove Business Manager Matthew Flett's name from all signature cards/bank accounts as of July 1, 2013.
- Add Business Manager Brice Christensen's name to all signature cards/bank accounts as of July 1, 2013.
- Appoint Brice Christensen as authorized representative for the South Dakota Retirement System as of July 1, 2013.

All present voting in favor, motion carried.

Adjournment

Action #13117 With there being no further business, motion by D. Koenecke, second by L. Sand, to adjourn.

All present voting in favor, motion carried.

The next NESC Board of Directors meeting and budget hearing will be held at the Hy-Vee Club Room in Watertown, SD on Monday, July 15, 2013 at 7:00 P.M.

Roger Gresh, President

Matthew Flett, Business Manager