

Northeast Educational Services Cooperative

Board of Directors Meeting

Monday, July 15, 2013

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, July 15, 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; Donna Bumann, Elkton; Lois Kampeska, Enemy Swim Day School; Ron Gorder, Estelline; John Tol, Grant-Deuel; Joe Homola, Hamlin; Dave Fuller, Henry; Jeff Buchholz, Waverly/South Shore; Caryl Schmidt, Willow Lake; Denise Lutkemeier, Wilmot.

Absent:

Mary Jane Fast, Iroquois; Brian Nelson, Lake Preston; Hailey Peterson, Rosholt; Gloria Koerlin, Sioux Valley; Corrie Quale, Summit; Sandy Hinze, Waubay; Jamie Reetz, Webster.

Others Attending:

NESC Advisory Board Representatives: Kevin Keenaghan, Deubrook Superintendent

NESC Staff Representatives: Jill Lear, School Psychologist

NESC Administration: Jerry Aberle, Director; Brice Christensen, Business Manager

Call to Order

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

Agenda review, changes, and approval

*Action #131518* Motion by C. Schmidt, second by D. Lutkemeier, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

Jill Lear, School Psychologist was introduced as a guest.

Financial Report

Action #131519 Motion by D. Lutkemeier, second by T. Hlavacek, to approve the financial report for the period ending June 30, 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>June 1, 2013</b>	<b>\$130,232.63</b>	<b>\$777,204.41</b>	<b>\$8,935.24</b>
<u>Receipts:</u>			
Local Sources	\$6,493.16	\$162,247.65	\$1.26
State Sources	\$6,515.00	\$5,112.91	
Federal Sources	\$8,212.58	\$135,492.42	
Other		\$91.25	\$2,147.42
<u>Total Monthly Receipts</u>	<u>\$21,220.74</u>	<u>\$302,944.23</u>	<u>\$2,148.68</u>
Total Gross Receipts	\$151,453.37	\$1,080,148.64	\$11,083.92
Less Salaries	\$20,383.61	\$189,506.42	
Less Disbursements	\$9,860.15	\$97,022.77	\$1,102.42
<u>Total Salaries &amp; Disbursements</u>	<u>\$30,243.76</u>	<u>\$286,529.19</u>	<u>\$1,102.42</u>
<b>Ending Cash Balance</b>			
<b>June 30, 2013</b>	<b>\$121,209.61</b>	<b>\$793,619.45</b>	<b>\$9,981.50</b>

Consent Agenda

Action #131520 Motion by D. Koenecke, second by J. Tol, to approve the following items on the Consent Agenda: 5a) Approval of June 17, 2013 Board of Directors minutes; 5b) Approval of payment of final 2012-2013 budget claims. All present voting in favor on the Consent Agenda, motion carried.

Final Fiscal Year 2013 Accounts Payable

**GENERAL FUND:** AMERICINN;ESA TRAVEL;100.00;BMO MASTERCARD; PURCHASED SRVS, SUPPLYS, TRAVEL;1626.67;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE;53.90;NESC SPECIAL REVENUE PROJECTS;SPECIAL REVENUE PROJECTS;7662.56;NOLTE, KARI;MEALS & BAGGAGE FEE;54.80;VERIZON WIRELESS;CELL PHONE;59.22;VOYAGER FLEET SYSTEMS INC;GASOLINE;147.72

**FUND TOTAL: 9,704.87**

**SPECIAL EDUCATION FUND:** ABC AUTOMATIC BUILDING CONTROLS;ANNUAL FIRE ALARM SYSTEM MAINTENANCE;407.00;BIG STONE THERAPIES, INC.;CONTRACTED PT SRVS JUNE 2013;5,127.61;BMO MASTERCARD;PURCHASED SRVS, SPLYS, TRAVEL;18,211.04;CDW GOVERNMENT INC.;ANTI-VIRUS SOFTWARE;1,044.40;CHRISTENSEN, BRICE;MILEAGE, BCKGRD CHK, & MEALS;161.25;CLEAR LAKE COURIER;ADVERTISING;9.00;CRAIG BASS SANITARY SERVICE;GARBAGE SEERVICES;120.00;DELYLE'S SOUTH 81 SERVICE, INC.;FLEET MAINTENANCE;1,875.50;DUST TEX SERVICE, INC.;RUG RENTAL;39.86;HAMLIN COUNTY FARMERS COOP;FLEET MAINT & GASOLINE;300.22;HAMLIN COUNTY PUBLISHING;ADVERTISING;30.00;HOVDES PHYSICAL THERAPY;CONTRACTED PT SRVS JUNE 2013;381.06;JAGERS GROCERY;ADMIN SUPPLIES;10.85;JOHNSON AUTOMOTIVE;FLEET MAINTENANCE;34.95;MARSHALL CO. HEALTHCARE CENTER;CONTRACTED PT/OT SRVS JUNE 2013;3317.00;NESC SPECIAL REVENUE PROJECTS;SPECIAL REVENUE PROJECTS;367.78;NORTHEAST PHYSICAL THERAPY;CONTRACTED PT SRVS JUNE 2013;318.69;NORTHLAND AUTO CENTER;FLEET MAINTENANCE;407.53;PALMLUND AUTOMOTIVE; FLEET MAINTENANCE;32.29;PALO'S GARAGE;FLEET MAINTENANCE;1,024.49;PEDERSEN, SHANE;LAWN CARE SERVICES;210.00;PUBLIC OPINION;PUBLISH PROCEEDINGS/ADVERTISING;733.76;S&S AUTO;FLEET MAINTENANCE;1,314.65;SANFORD WEBSTER MEDICAL CENTER;CONTRACTED OT SRVS JUNE 2013;3,072.77;SHRED-IT SIOUX FALLS;ON-SITE SHREDDING;147.18;SOFTWARE

UNLIMITED;BUSINESS MANAGER WRKSH;450.00;STURDEVANT'S AUTO PARTS;FLEET MAINTENANCE;49.94;TIME MANAGEMENT SYSTEMS, INC;MONTHLY ACCESS FEE JUNE 2013;77.75;TOWN OF HAYTI;WATER & SEWER JUNE 2013;35.50;VERIZON WIRELESS;CELL PHONE;223.88;VOYAGER FLEET SYSTEMS INC;GASOLINE;1,092.34;W.W. TIRE;FLEET MAINTENANCE;717.37;WIESNER, JAMIE;MILEAGE TO STAFF;29.60

**FUND TOTAL: 41,375.26**

**IMPREST EXPENDITURES:** NESC SPECIAL REVENUE PROJECTS; SPECIAL REVENUE PROJECTS;9.49

**IMPREST TOTAL: 9.49**

Appoint Business Manager as President Pro-Tem

President Gresh appointed Business Manager Christensen as President Pro-Tem.

Adjourn meeting for Fiscal Year 2012-2013

*Action #131521* With there being no further business to come before the Board of Directors for Fiscal Year 2012-2013, motion by S. Roth, second by H. Boner, to adjourn the final Board of Directors meeting for FY 2012-2013 at 7:11 P.M. All present voting in favor, motion carried.

NESC Board of Directors

Annual Reorganization Meeting

The annual reorganization meeting for FY 2013-2014 was called to order by the President Pro-Tem Business Manager Christensen at 7:12 P.M.

Election of Officers for FY 2013-2014

Office of the President

*Action #140001* Motion by D. Lutkemeier, second by D. Knutson, to nominate Roger Gresh for the Office of the President. Motion by H. Boner, second by N. Koehlmoos to cease nominations. All present voting in favor, motion carried.

Roger Gresh was elected President of the Board of Directors for FY 2013-2014.

Office of the Vice-President

*Action #140002* Motion by D. Knutson, second by J. Tol, to nominate Denise Lutkemeier for the Office of the Vice-President. Motion by S. Roth, second by D. Koenecke, to cease nominations. All present voting in favor, motion carried.

Denise Lutkemeier was elected Vice-President of the Board of Directors for FY 2013-2014.

NESC 2013-2014 Budget Hearing and Adoption

A budget hearing was held for the purpose of further review and to receive public input regarding the Fiscal Year 2013-2014 NESC Revenue and Expenditure Budget. Director Aberle reported the changes to the published budget.

*Action #140003* Motion by D. Koenecke, second by D. Lutkemeier to adopt proposed revenue and expenditure budget to be its annual budget for the Fiscal Year July 1, 2013 through June 30, 2014.

Consent Agenda

*Action #140004* Motion by D. Koenecke, second by H. Boner to approve the following items on the Consent Agenda: 5a) Approval of July 2013 claims; 5b) Designate Official Depository-Reliabank, Hayti, SD; 5d) Designate Official Newspaper-Watertown Public Opinion; 5e) Designate Legal Counsel-Rodney Freeman; 5f) Designate Business Manager as official custodian of accounts; 5g) Adopt travel rates-\$0.37 per mile, \$5 breakfast, \$9 noon lunch, \$12 dinner, actual cost for lodging; 5h) Appoint Title IX and 504 Coordinator-Tim Frewing; 5i) Adopt NESC By-Laws; 5j) Adopt NESC Policies; 5k) Appoint Director and Business Manager as Federal Program Agents; 5l) Designate purchasing agents-Jerry Aberle & Brice Christensen; 5m) Set Board of Director's pay for Special Committees-\$40 per meeting & \$0.37 per mile; 5n) Approve contract for Linda Shirley-Education Specialist-105 days @\$36,126.30; 5o) Approve contract for Lisa Reinhiller -ESA-200 days @\$48,681.71; 5p) Approve Unit 1

contract amendments; 5q) Approve contract for Rochelle Schmidt-moving from BA +15 to BA +30-\$41,659.00; 5r) Approve contract for Shawn Olsen-ESA 1, SD Counts-35 days @\$8,481.55

**Note:** Item 5c) Authorize Chairman to be added to signature card did not need to be approved as the Office of the President did not change.

All present voting in favor, motion carried.

July 2013 Accounts Payable

**FUND 10 GENERAL FUND:** MID-CENTRAL EDUCATIONAL COOP.;2013-14 AESA DUES;250.00;NESC PAYROLL CLEARING;JULY 2013 PAYROLL;14,995.78;SW/WC SERVICE COOPERATIVE;2013-14 MEMBERSHIP FEE;1,150.00;TIE;TIE MEMBERSHIP DUES;28,480.00;UNIVERSITY OF SOUTH DAKOTA;13-14 READING RECOVERY DUES;600.00

**TOTAL GENERAL FUND: 10; 45,475.78**

**FUND 22 SPECIAL EDUCATION FUND:** ABERLE, GERALD;GAS REIMBURSEMENT;45.31;ASBSD;13-14 ASBSD DUES;1,170.00CLARK INSURANCE AGENCY/PROPERTY/LIABILITY & WORK COMP RENEWAL;55,108.00;FLORA, CHRISTINA;MILEAGE TO STAFF;64.75;HAMLIN COUNTY FARMERS COOP;ESY GASOLINE;134.10;MARTIAN, EMILY;MILEAGE TO STAFF;244.20;NCS PEARSON INC, CLINICAL ASSESSMENT;MTQ/Q-LOCAL SOFTWARE ANNUAL LIC FEE;89.00NESC PAYROLL CLEARING; JULY 2013 PAYROLL;248,490.03;OTTER TAIL POWER CO.;UTILITIES;241.96;RELIABANK;SAFE DEPOSIT BOX RENTAL;12.00;SCHMIEDING GARAGE;ESY GASOLINE;85.00;SD FEDERAL PROPERTY AGENCY;VEHICLES PURCHASE (4);56,900.00;SOFTWARE UNLIMITED;13-14 LICENSE RENWEWAL FEE;3,100.00;VOYAGER FLEET SYSTEMS INC;ESY GASOLINE;1,691.50

**FUND TOTAL: 367,375.85**

As per SDCL 6-1-10 the following are the salaries for NESC employees for 2013-2014:

Jerry Aberle 80,000.00; Brice Christensen 39,000.00; Tim Frewing 55,750.00; Emily Marlow 12.70/hr; Tammy Anderson 12.70/hr; Carol Reuer 13.05/hr; Tammy Anderson 9.63; Shawn Olsen 8,481.55; Lisa Reinhiller 48,681.71; Kari Nolte 29,195.40; Brenda Boyd 42,361.00; Gina Chilson 42,659.00; Linda Conrad 43,659.00; Angel Dubro 25,311.30; Janet Holm 59,925.00; Heather Kovar 41,800.00; Deb Lauseng 42,659.00; Lois Lux 42,659.00; Carrie Niles 43,300.00; Marci Saathoff 38,393.10; Rochelle Schmidt 41,659.00; Susan Stern 42,659.00; Amy Stoel 23,270.00; Nella Thompson 41,947.50; Debra Tiefenthaler 55,550.00; Melody Wenz 55,550.00; Rita Wiese 42,659.00; Debra Jensen 39,159.00; Karlette Juhnke 42,659.00; Teresa Jo Landmark 36,659.00; Wendi Lindner 24,995.00; Julie Nelson 41,659.00; Debra Harmel 48,659.00; Brian Jacobsen 43,659.00; Julie Kruse 45,159.00; Chris Lather 34,159.00; Lucy Vandersnick 40,659.00; Caitlyn Bjerke 12.34/hr; Ronda Boyd 12.34/hr; Sherri DeBaere 12.84/hr; Dawn Hink 13.14/hr; Katie Jacobsen 12.34/hr; Joan Olson 13.34/hr; Roberta Peterson 12.34/hr; Anne Redinger 12.24/hr; Renae Singrey 12.54/hr; Peggy Stoks 12.74/hr Jennifer Thu 12.74/hr; Mary Borgman 61,884.00; JodyAnn Jongeling 53,884.00; Jill Lear 45,507.00; Lauren Leischner 47,884.00; Maria Meyer 55,884.00; Robin Schwandt 56,884.00; Chantel Sprang 45,034.00; Kim Ertelt 52,498.50; Nicol Huyvaert 49,070.00; Jamie Wiesner 30,042.00; Kelsey Determan 29,040.00; Sarah Whipkey 30,040.00; Nancy Crump 61,884.00; Kari Holden 59,884.00; Linda Shirley 36,126.30; Caitlyn Bjerke 11.98/hr; Linda Conrad 30.47/hr; Angel Dubro 24.76/hr; Christina Flora 23.69/hr; Rachel Geyer-Fuhrman 23.69/hr; Kaitlyn Glover 23.69; Brian Jacobsen 29.76/hr; Katie Jacobsen 11.98/hr; Debra Jensen 26.90/hr; Karlette Juhnke 29.40/hr; Teresa Landmark 25.11/hr; Chris Lather 23.69/hr; Deb Lauseng 29.76/hr; Wendi Lindner 28.69/hr; Lois Lux 29.76/hr; Emily Martian 23.69/hr; Julie Nelson 28.69/hr; Carrie Niles 28.93/hr; Roberta Peterson 11.98/hr; Marci Saathoff 29.76/hr; Dawn Schmidt 23.69/hr; Amber Sherman 23.69/hr; Misty Snoddy 23.69/hr; Jennifer Thu 12.13/hr; Nella Thompson 35.36/hr; Deb Tiefenthaler 33.57/hr; Lucy Vandersnick 27.97/hr; Christy VanHeerde 23.69/hr; Melody Wenz 32.50/hr; Rita Wiese 29.76/hr; Kori Wieting 23.69/hr

Old Business  
Director's Report

Director Aberle shared his monthly Director's report.

Assistant Director's Report

Assistant Director Frewing was absent and therefore no Assistant Director report was given.

New Business

There was no new business.

Executive Session

*Action #140005* Motion by D. Lutkemeier, second by J. Tol, to enter into Executive Session at 8:17 P.M. for Personnel. All present voting in favor, motion carried.

President Gresh declared the Board out of Executive Session at 8:22 P.M. with no action taken.

Adjournment

*Action #140006* With there being no further business, motion by S. Roth, second by D. Koenecke, 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, August 19, 2013 at 7:00 P.M.

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**Roger Gresh, President**

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**Brice Christensen, Business Manager**