

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, June 16, 2014

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, June 16 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by President Gresh at 7:00 P.M. and adjourned at 8:31 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; Lois Kampeska, Enemy Swim Day School; Ron Gorder, Estelline; Tracy Hlavack, Florence; John Tol, Grant-Deuel; Joe Homola, Hamlin; Dave Fuller, Henry; Hailey Peterson, Rosholt; Gloria Koerlin, Sioux Valley; Corrie Quale, Summit; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Caryl Schmidt, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Donna Bumann, Elkton; Greg Bich, Iroquois; Joyce Carlson, Lake Preston; Jamie Reetz, Webster

Others Attending:

NESC Staff Representatives: Robin Schwandt, School Psychologist

Member District Superintendents: Jim Block, Webster

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

Call to Order

President Gresh called the meeting to order at 7:00 P.M.

Agenda review, changes, and approval

Action #14099 Motion by C. Knutson, second by C. Schmidt, to approve the agenda with the following change: 7. g) accept audit engagement letter. All present voting in favor, motion carried.

Introduction of Guests

Jerry Jacobsen, Clark Insurance Agency; Matt Flett, ASBSD; Robin Schwandt, School Psychologist were introduced as guests.

Financial Report

Action #14100 Motion by D. Lutkemeier, second by D. Koenecke, to approve the financial report for the period ending May 2014. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
May 1, 2014	\$132,200.85	\$786,102.11	\$19,625.66
<u>Receipts:</u>			
Local Sources	\$4,467.12	\$163,746.80	\$3.64
State Sources	\$4,260.00	\$32,037.78	
Federal Sources	\$5,047.00	\$129,760.00	
Other			\$1,860.33
<u>Total Monthly Receipts</u>	<u>\$13,774.12</u>	<u>\$325,544.58</u>	<u>\$1,863.97</u>
Total Gross Receipts	\$145,974.97	\$1,111,646.69	\$21,489.63
Less Salaries	\$15,821.22	\$244,263.81	
Less Disbursements	\$12,396.37	\$52,687.13	\$4,037.98
<u>Total Salaries & Disbursements</u>	<u>\$28,217.59</u>	<u>\$296,950.94</u>	<u>\$4,037.98</u>
Ending Cash Balance			
May 31, 2014	\$117,757.38	\$814,695.75	\$17,451.65

Consent Agenda

Action #14101 Motion by G. Koerlin, second by J. Tol, to approve the following items on the Consent Agenda: 5a) Approval of May 19, 2014 Board of Directors minutes; 5b) Approval of payment of June 2014 claims; 5c) Approval of contract amendments— Administration; Office staff; Unit 1; Unit 2; Para-professionals; Jamie Wiesner, OT – 3 days - \$751.05; Lisa Renhiller, ESA School Improvements Specialist – 20 days - \$4,868.20; 5d) Accept Resignation – Jill Lear, School Psychologist; 5e) Approve contracts- Shawn DeWitt-SD Counts-230 days - \$57,686.30; Lisa Reinhiller-ESA School Improvement Specialist— 210 days--\$52,905.16; Linda Shirley-Educational Specialist-105 Days--\$37,391.45; Shayna R. Ness-Center Base Teacher-Webster-175 days--\$38,900.00; Shelly Skogstad-School Psychologist-200 days-\$52,500.00; Shelly Skogstad-School Psychologist-Moving Stipend-up to \$2,500.00; Tammy Anderson-up to six hours per week-\$10.00 per hour. All voted in favor, motion carried.

June 2014 Accounts Payable

GENERAL FUND: BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLYS 3,147.36;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT. CONTRACT 182.82;DEWITT, SHAWN SDC/ESA TRAVEL 404.00
GRANT-DEUEL SCHOOL DISTRICT APEX SEATS REFUND/CB FACILITY USE FEE 500.00;HAMLIN COUNTY FARMERS COOP FLEET MAINT & GASOLINE 39.25;NESC Imprest/Trust&Agency REIMBURSE IMPREST 151.00;NESC PAYROLL CLEARING JUNE 2014 PAYROLL 16,928.16;REINHILLER, LISA ESA TRAVEL 130.00
VOYAGER FLEET SYSTEMS INC FLEET MAINT & GASOLINE 165.20
FUND TOTAL: \$21,647.79

SPECIAL EDUCATION FUND: ABERLE, GERALD SUPPLIES 144.99;BHSSC CONFERENCE REG FEE 25.00;BIG STONE THERAPIES, INC. CONTRACTED PT SRV MAY 2014 4,955.23;BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE,

SPLYS 21,037.38;BONER, HARRY MILEAGE TO BOARD 12.58;BRITTON-HECLA SCHOOL DISTRICT MILEAGE TO SCHOOL 89.91;BRUCE'S 66 FLEET MAINT 162.75;CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE 513.96 CENTURY BUSINESS PRODUCTS, INC COPIER MAINT. CONTRACT 241.35;CHILSON, GINA MILEAGE TO STAFF 98.05 CHRISTENSEN, BRICE FISCAL MILES BOD MEETING 15.91;DUST TEX SERVICE, INC. RUG RENTAL 39.86;FLORENCE SCHOOL DISTRICT CB FACILITY USE FEE 256.98;GRANT-DEUEL SCHOOL DISTRICT APEX SEATS REFUND/CB FACILITY USE FEE 408.60;GRESH, ROGER MILEAGE TO BOARD 74.00;HAMLIN COUNTY FARMERS COOP FLEET MAINT & GASOLINE 1,343.75;HAMLIN COUNTY PUBLISHING CLASSIFIED AD 205.00;HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 1,027.92;HLAVACEK, TRACY MILEAGE TO BOARD 11.10;HOVDES PHYSICAL THERAPY CONTRACTED PT SRV APRIL 2014 850.44;JAGERS GROCERY CB SUPPLIES 249.34;KNUTSON, CARIE MILEAGE TO BOARD 25.90;KRUSE, JULIE MILEAGE TO STAFF 63.64;LUTKEMEIER, DENISE MILEAGE TO BOARD 59.20;LUX, LOIS MILEAGE TO STAFF 35.52;MARSHALL CO. HEALTHCARE CENTER CONTRACTED OT/PT SRV MAY 2014 5,469.58;NESC Imprest/Trust&Agency REIMBURSE IMPREST 686.65;NESC PAYROLL CLEARING JUNE 2014 PAYROLL 238,100.91 NORTHEAST PHYSICAL THERAPY CONTRACTED PT SRV MAY 2014 2,351.01;OTTER TAIL POWER CO. ELECTRICITY MAY 2014 253.78;PALMLUND AUTOMOTIVE FLEET MAINT 44.17;PALO'S GARAGE FLEET MAINT 152.71 PEDERSEN, SHANE LAWN CARE 140.00;SANFORD WEBSTER MEDICAL CENTER CONTRACTED OT SRV MAY 2014 7,122.60;STEVE'S TIRE & SERVICE FLEET MAINT & GASOLINE 79.29;TIME MANAGEMENT SYSTEMS, INC TIME MGMT SYSTEM 79.80;TOL, JOHN MILEAGE TO BOARD 25.90;TOWN OF HAYTI WATER & SEWER MAY 2014 35.50 VANDERSNICK, LUCY MILEAGE TO STAFF 19.98;VOYAGER FLEET SYSTEMS INC FLEET MAINT & GASOLINE 7,930.63 W.W. TIRE FLEET MAINT 243.90;WENZ, MELODY MILEAGE TO STAFF 27.75;WHIPKEY, SARAH MILEAGE TO STAFF 40.70;WIESNER, JAMIE MILEAGE TO STAFF 54.02;WINDSHIELD DOCTOR FLEET MAINT 50.00

FUND TOTAL: \$294,857.24

Old Business

Review 2014-2015 preliminary budget, authorize to publish and set budget hearing

Business Manager Christensen went over the 2014-2015 preliminary budget.

Action #14102 Motion by C. Knutson, second by D. Koenecke to authorize to publish the NESC FY 2015 budget, and to set a budget hearing for 7:00 p.m. July 21, 2014. All present voting in favor, motion carried.

New Business

Property/Liability and Worker's Compensation Insurance Presentation & Quotes

Jerry Jacobsen of Clark Insurance Agency, Clark, SD; and Matt Flett of Associated School Boards of SD, Pierre, SD gave presentations for Property/Liability and Worker's Compensation insurance.

Action #14103 Motion by R. Gorder, second by J. Tol to switch property/liability and worker's compensation insurance to ASBSD. All present voting in favor, motion carried.

Accept Paper Bid

Action #14104 Motion by D. Lutkemeier, second by C. Knutson to accept the Dacotah Paper Company quote of \$24.92 per case. All present voting in favor, motion carried.

Dacotah Paper Company	\$24.92
Paper 101	\$25.18
Cole Paper	\$26.59
Hearltand Paper	\$26.91
Supply Maxx	\$28.35
Contract Paper Group	\$29.85

Inventory Update

Action #14105 Motion by J. Tol, second by C. Schmidt to declare the missing and obsolete/broken inventory for the end of the 2013-2014 year as surplus. All present voting in favor, motion carried.

NESC Board Representatives 2014-2015

Director Aberle checked to see if any board representative knew they would not be returning to the NESC board for the 2014-2015 year.

Policy Revisions

Director Aberle went over policy revisions in the Para-professional leave policy, NESC vehicle use policy, and the job description for School Psychological Services Supervisor.

Accept Audit Engagement Letter

Action #14106 Motion by G. Koerlin, second by H. Boner to accept the audit engagement letter provided by William, Neal & Co. All present voting in favor, motion carried.

Executive Session

There was no executive session.

Director's Report

Director Aberle gave his monthly report.

Adjournment

Action #14107 With there being no further business, motion by D. Koenecke, second by C. Schmidt, to adjourn. All present voting in favor, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical Institute in Watertown, SD on Monday, July 21, 2014 at 7:00 P.M.

Roger Gresh, President

Brice Christensen, Business Manager