

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, July 21, 2014

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, July 21 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by Vice President Lutkemeier at 7:01 P.M. and adjourned at 7:59 P.M.

Members present:

Martin Murphy, Arlington; Harry Boner, Castlewood; Bob Steffen, Clark; Debbe Koenecke, Deuel; Tim Bauer, Elkton; Lois Kampeska, Enemy Swim Day School; Ron Gorder, Estelline; Tracy Hlavack, Florence; John Tol, Grant-Deuel; Joe Homola, Hamlin; Joyce Carlson, Lake Preston; Gloria Koerlin, Sioux Valley; Corrie Quale, Summit; Jeff Buchholz, Waverly/South Shore; Denise Lutkemeier, Wilmot

Absent:

Cindy Olson, Britton-Hecla; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Dave Fuller, Henry; Greg Bich, Iroquois; Hailey Peterson, Rosholt; Sandy Hinze, Waubay; Jamie Reetz, Webster; Paula Warkenthien, Willow Lake

Others Attending:

NESC Staff Representatives: None.

Member District Superintendents: Jim Block, Webster

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

Call to Order

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

Agenda review, changes, and approval

Action #14108 Motion by B. Steffen, second by J. Tol, to approve the agenda. All present voting in favor, motion carried.

Introduction of Guests

No guests were present.

2014-2015 Budget Hearing

A budget hearing was held for the purpose of further review and to receive public input regarding the Fiscal Year 2014-2015 NESC Revenue and Expenditure Budget. Business manager Christensen reported the changes to the published budget. The changes from the published budget are as follows:

Appropriations:

Physical Therapy-- \$283,275.13; ESA 1-- \$233,039.63; SD Counts-- \$174,317.79; Board of Education-- \$6,964.69; Center Base-- \$469,509.88.

Means of Finance:

Assessments—(GF \$51,061.43, SPED \$940,837.14); Center Base—469,509.88; Drug and Alcohol Pool-- \$10,000; ESA 1 Local-- \$67,564.63; SD Counts Local-- \$29,362.45; ESA 1 \$165,475.00; IDEA Part B 611-- \$1,595,531.00; IDEA Part B 619-- \$45,743.00.

Financial Report

Action #14109 Motion by D. Koenecke, second by H. Boner, to approve the financial report for the period ending June 2014. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
June 1, 2014	\$117,757.38	\$814,695.75	\$17,451.65
<u>Receipts:</u>			
Local Sources	\$4,893.15	\$161,490.31	\$4.30
State Sources	\$18,160.00	\$5,271.12	
Federal Sources	\$12,430.00	\$135,760.00	
Other	\$375.00	\$469.98	\$2,016.68
<u>Total Monthly Receipts</u>	<u>\$35,858.15</u>	<u>\$302,991.41</u>	<u>\$2,020.98</u>
Total Gross Receipts	\$153,615.53	\$1,117,687.16	\$19,472.63
Less Salaries	\$22,460.87	\$238,435.69	
Less Disbursements	\$27,189.07	\$82,654.30	\$2,156.75
<u>Total Salaries & Disbursements</u>	<u>\$49,649.94</u>	<u>\$321,089.99</u>	<u>\$2,156.75</u>
Ending Cash Balance			
June 30, 2014	\$103,965.59	\$796,597.17	\$17,315.88

Consent Agenda

Action #14110 Motion by G. Koerlin, second by J. Tol, to approve the following items on the Consent Agenda: 5a) Approval of June 16, 2014 Board of Directors minutes; 5b) Approval of payment of 2013-2014 budget claims. All present voted in favor, motion carried.

End of Fiscal Year 2014 Accounts Payable

GENERAL FUND: ALL POINTS TRAVEL SD COUNTS TRAVEL 2,712.00;BLACK HILLS STATE UNIVERSITY CAMSE INVOICE # 3 3,520.00;BMO MASTERCARD SD COUNTS SUPPLIES,TRAVEL 11,562.60;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 72.50;MINERVAS RESTAURANT ESA PURCHASED SRVS 826.97;NESC;Imprest/Trust&Agency REIUMBURSE IMPREST-RR TRAVEL,CB MILES 407.24 NESC SPECIAL REVENUE PROJECTS SDC, ED SPEC, ESA MILES 3,058.42;POWER PROMOTIONS TCHR OF YR PLAQUE 30.00;VOYAGER FLEET SYSTEMS INC FLEET MAINT & GASOLINE 29.71;WEBSTER SCHOOL DISTRICT IPAD FOR TCHR OF THE YR 250.00

FUND TOTAL: \$22,469.44

SPECIAL EDUCATION FUND: BIG STONE THERAPIES, INC. CONTRACTED PT SRVS JUNE 2014 2,393.06;BMO MASTERCARD SD COUNTS SUPPLIES,TRAVEL 133.80;CASTLEWOOD SCHOOL DISTRICT CB NURSE SALARY AND BENEFITS 3,238.98;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 122.34;CONNECTING POINT-ULTRA INC. TECH EQUIPMENT 1,856.00;CRAIG BASS SANITARY SERVICE SANITATION SERVICE 120.00;DELYLE'S SOUTH 81 SERVICE, INC. FLEET MAINT 4,088.67;HAMLIN COUNTY FARMERS COOP FLEET MAINT & GASOLINE 447.45;HAMLIN COUNTY PUBLISHING ADVERTISING 160.00;HOVDDES PHYSICAL THERAPY CONTRACTED PT SRVS JUNE 2014 130.00;ITC TELECOM PHONE 161.51;JENSEN, DEBRA TRAVEL MEALS 17.00;MARSHALL CO. HEALTHCARE CENTER CONTRACTED OT/PT SRV JUNE 2014 2,452.68;NESC Imprest/Trust&Agency REIUMBURSE IMPREST-RR TRAVEL,CB MILES 77.70;NESC SPECIAL REVENUE PROJECTS SDC, ED SPEC, ESA MILES 1,492.77;NORTHEAST PHYSICAL THERAPY CONTRACTED PT SRV JUNE 2014 915.77;PALMLUND

AUTOMOTIVE FLEET MAINT 452.00; PEDERSEN, SHANE LAWN MAINTENANCE 140.00; PUBLIC OPINION PUBLISH PROCEEDINGS 571.62; S & S AUTO FLEET MAINT 682.05; SANFORD WEBSTER MEDICAL CENTER CONTRACTED OT SRVS JUNE 2014 4,071.76
SHRED-IT SIOUX FALLS ON-SITE DOCUMENT SHREDDING 218.40; SUPER 8 MOTEL EARLY CHILDHOOD TRAVEL 143.06; TIME
MANAGEMENT SYSTEMS TIME MGMT 63.30; TOWN OF HAYTI WATER & SEWER JUNE 2014 35.50
VOYAGER FLEET SYSTEMS INC FLEET MAINT & GASOLINE 1,447.60; W.W. TIRE FLEET MAINT 264.95
FUND TOTAL: \$25,897.97

Appoint Business Manager as President Pro-Tem

Vice President Lutkemeier appointed Business Manager Christensen as President Pro-Tem.

Adjourn meeting for Fiscal Year 2013-2014

Action #14111 With there being no further business to come before the Board of Directors for Fiscal Year 2013-2014, motion by B. Steffen, second by J. Tol, to adjourn the final Board of Directors meeting for FY 2013-2014 at 7:26 P.M. All present voting in favor, motion carried.

NESC Board of Directors

Annual Reorganization Meeting

The annual reorganization meeting for FY 2014-2015 was called to order by the President Pro-Tem Business Manager Christensen at 7:26 P.M.

Election of Officers for FY 2014-2015

Office of the President and Vice President

D. Lutkemeier nominated D. Koenecke for the office of President. No further nominations were made. Debbe Koenecke was elected as the President of the NESC Board of Directors.

D. Lutkemeier nominated J. Tol for the office of Vice President. No further nominations were made.

Action #15001 Motion by H. Boner, second by J. Tol to elect J. Tol for Vice President of the Board of Directors. All present voting in favor, motion carried.

Jon Tol was elected as the Vice President of the NESC Board of Directors.

NESC 2014-2015 Budget Hearing and Adoption

Action #15002 Motion by R. Gorder, second by H. Boner to adopt proposed revenue and expenditure budget to be its annual budget for the Fiscal Year July 1, 2014 through June 30, 2015.

Consent Agenda

Action #15003 Motion by D. Lutkemeier, second by B. Steffen to approve the following items on the Consent Agenda: 5a) Approval of July 2014 claims; 5b) Designate Official Depository-Reliabank, Hayti, SD; 5c) Authorize Chairman to be added to signature card; 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) Appoint Director and Business Manager as Federal Program Agents; 5k) Designate purchasing agents-Jerry Aberle & Brice Christensen; 5l) Set Board of Director's pay for Special Committees-\$40 per meeting & \$0.37 per mile; 5m) Approve contract for Marci Saathoff-moving from BA+15 to BA+30; \$40,736.86; 5n) Approve SW/WC purchasing contract--\$1,050.00; 5o) Approve Apex Contract--\$14,425.00; 5p) Approve contract for Deb Lauseng-moving from BA+15 to BA+30; \$45,142.07;

5q) Approve work agreement for Cheryl Keller-Knudson, SLP-Coverage for FMLA--\$354.41 per day; 5r) Approve work agreement for Angel Dubro, SLP-Coverage for FMLA--\$213.85 per day.
All present voting in favor, motion carried.

July 2014 Accounts Payable

General Fund: AAA PURE WATER FILTER CHANGE 13.60;ABC AUTOMATIC BUILDING CONTROLS ANNUAL FIRE ALARM TEST 287.66;AMSTERDAM PRINTING&LITHO,CORP. OFFICE SUPPLIES 22.24;ASBSD MEMBERSHIP DUES 63.37;CEC MEMBERSHIP DUES 14.96;FAST, MARY JANE BACKGROUND CHK & FINGERPRNT 0.00;GELLING'S AUTO SERVICE FLEET MAINT 841.03;KELLER-KNUDSON, CHERYL BACKGROUND CHECK AND;FINGERPRINT 4.50;NESC Imprest/Trust&Agency ADMIN, FISCAL REGISTRATION FEES 100.62;NESC PAYROLL CLEARING JULY 2014 PAYROLL 17,916.30;OHIO STATE UNIVERSITY, THE SETUP FEE AND DATA ENTRY FEE 1,300.00 OTTER TAIL POWER CO. ELECTRICITY JUNE 2014 45.57;PALMLUND AUTOMOTIVE FLEET MAINT 44.17 RELIABANK SAFE DEP. BOX RENTAL 1.27;SOFTWARE UNLIMITED SOFTWARE MAINT. CONTRACT 7/14 -6/15 270.40;SUTTEN, KRISTINA BACKGROUND CHECK AND FINGERPRINTING 4.50;UNIVERSITY OF SOUTH DAKOTA RR AFFILIATION/PROFESSIONALDVLPMNT FEES 600.00
Fund Total: \$21,530.19

AAA PURE WATER FILTER CHANGE 70.90;ABC AUTOMATIC BUILDING CONTROLS ANN MONITOR CNTRCT OF FIRE ALARM 126.34;AMSTERDAM PRINTING&LITHO,CORP. OFFICE SUPPLIES 240.94;ASBSD MEMBERSHIP DUES 686.63 CEC MEMBERSHIP DUES 162.04;FAST, MARY JANE MILEAGE TO STAFF 4.44;KELLER-KNUDSON, CHERYL BACKGROUND CHECK AND FINGERPRINT 48.75;MARTIAN, EMILY MILEAGE TO STAFF 116.55;NASP MEMBERSHIP DUES 796.00;NESC Imprest/Trust&Agency ADMIN, FISCAL REGISTRATION FEES 1,090.13;NESC PAYROLL CLEARING JULY 2014 PAYROLL 245,425.09;OTTER TAIL POWER CO. ELECTRICITY JUNE 2014 237.63;RELIABANK SAFE DEP. BOX RENTAL 13.73;SOFTWARE UNLIMITED SOFTWARE MAINT. CONTRACT 7/14 -6/15 2,929.60;STAHL, BRANDON MILEAGE TO STAFF 139.86;SUTTEN, KRISTINA BACKGROUND CHECK AND FINGERPRINTS 48.75;WENZ, MELODY ESY MILEAGE TO STAFF 20.35
Fund Total: \$252,157.73

As per SDCL 6-1-10 the following are the salaries for NESC employees for 2014-2015:

ADMINISTRATION: Jerry Aberle 83,000.00; Brice Christensen 41,000.00; Tim Frewing 57,750.00;Emily Marlow 13.14/hr; Tammy Anderson 13.14/hr; Carol Reuer 13.51/hr; CUSTODIAN: Tammy Anderson 10.00/hr; EDUCATIONAL SERVICES AGENCY 1: Shawn DeWitt 57,686.30; Lisa Reinhiller 52,905.16; READING RECOVERY: Kari Nolte 37,771.55; TRANSITION/TECHNOLOGY COORDINATOR: Brenda Boyd 43,843.64; SPEECH THERAPY: Gina Chilson 44,152.07; Linda Conrad 45,187.07; Angel Dubro 14,969.83; Jan Holm 62,022.38; Cheryl Keller-Knudson 37,213.43; Heather Kovar 43,263.00; Deb Lauseng 44,152.07; Lois Lux 44,152.07; Carrie Niles 44,815.50; Marci Saathoff 39,736.86; Rochelle Schmidt 43,117.07; Amy Stoel 24,084.45; Nella Thompson 43,415.66; Debra Tiefenthaler 57,494.25; Melody Wenz 57,494.25; Rita Wiese 44,152.07; EARLY CHILDHOOD: Debra Jensen 40,529.57; Karlette Juhnke 44,152.07; Teresa Landmark 38,977.07; Wendi Lindner 25,870.24; Julie Nelson 43,117.07; CENTER BASE TEACHERS: Brian Jacobsen 45,187.07; Chris Lather 35,354.57; Shayna Ness 38,900.00; CENTER BASE PARA EDUCATORS: Sherri DeBaere 13.27/hr; Dawn Hink 13.60/hr; Katie Jacobsen 12.77/hr; Joan Olson 13.81/hr; Renae Singrey 12.98/hr; SCHOOL PSYCHOLOGISTS: JodyAnn Jongeling 55,769.94; Lauren Leischner 49,559.94; Maria Meyer 57,939.94; Robin Schwandt 58,874.94; Shelly Skogstad 52,500.00; PSYCHOLOGICAL EXAMINERS: Chantel Sprang 46,610.29; OCCUPATIONAL THERAPISTS: Kim Ertelt 54,335.95; Nicol Huyvaert 50,787.45; Jamie Wiesner 31,093.47; OCCUPATIONAL THERAPISTS ASSISTANTS: Kelsey Determan 30,056.40; Sarah Whipkey 31,091.40; PHYSICAL THERAPISTS: Nancy Crump 64,049.94; Kari Holden 61,979.94; Kristina Suttten 54,734.94; EDUCATIONAL SPECIALIST: Linda Shirley 37,391.45; EXTENDED SCHOOL YEAR 2014: Robin Bennett 29.43/hr; Linda Conrad 31.19/hr; Angel Dubro 25.83/hr; Rachel Geyer-Fuhrman 24.40/hr; Mary Jane Fast 12.24/hr; Jan Holm 42.80/hr; Brian Jacobsen 31.19/hr; Deb Jensen 27.97/hr; Karlette Juhnke 30.47/hr; Heather Kovar 29.86/hr; Teresa Landmark 26.90/hr; Chris Lather 24.40/hr; Deb Lauseng 30.47/hr; Sonjia Lien 12.24/hr; Wendi Lindner 29.76/hr; Lois Lux 30.47/hr; Emily Martian 24.40/hr; Julie Nelson 29.76/hr; Marcia Saathoff 30.47/hr; Amber Sherman 24.40/hr; Misty Snoddy 24.40/hr; Brandon Stahl 24.40/hr; Deb Tiefenthaler 39.68/hr; Shirley Twedt 26.34/hr; Lucy Vandersnick 29.04/hr; Christy VanHeerde 24.40/hr; Melody Wenz 39.68/hr Rita Wiese 30.47/hr; Lori Wiley 28.41/hr

Old Business

There was no old business.

New Business

Adopt NESC Policies

Action #15004 Motion by J. Carlson, second by G. Koerlin to adopt the proposed NESC policies with changes. All present voting in favor, motion carried.

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Aberle gave his monthly report.

Adjournment

Action #15005 With there being no further business, motion by B. Steffen, second by J. Carlson, 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, August 18, 2014 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager