

Northeast Educational Services Cooperative
Board of Directors Meeting
Tuesday, December 16, 2014

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Tuesday, December 16 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by President Koenecke at 7:05 P.M. and adjourned at 8:22 P.M.

Members present:

Martin Murphy, Arlington; Harry Boner, Castlewood; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Lois Kampeska, Enemy Swim Day School; Ron Gorder, Estelline; Tracy Hlavacek, Florence; John Tol, Grant-Deuel; Casper Niemann, Hamlin; Dave Fuller, Henry; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Paula Warkenthien, Willow Lake;

Absent:

Cindy Olson, Britton-Hecla; Trudi Gaikowski, Clark; Norman Koehlmoos, DeSmet; Donna Bumann, Elkton; Greg Bich, Iroquois; Joyce Carlson, Lake Preston; Hailey Peterson, Rosholt; Gloria Koerlin, Sioux Valley; Corrie Quale, Summit; Jamie Reetz, Webster; Denise Lutkemeier, Wilmot

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: Kevin Keenaghan, Deubrook

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

Call to Order

President Koenecke called the meeting to order at 7:05 P.M.

Agenda review, changes, and approval

Action #15026 Motion by J. Tol, second by C. Knutson, to approve the agenda. All present voting in favor, motion carried.

Introduction of Guests

Kevin Keenaghan was introduced as a guest.

Financial Report

Action #15027 Motion by C. Knutson, second by T. Hlavacek, to approve the financial report for the period ending November 2014. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
November 1, 2014	\$51,799.71	\$715,686.35	\$14,768.82
<u>Receipts:</u>			
Local Sources	\$58,676.18	\$188,800.40	\$3.06
State Sources	\$11,600.00	\$4,609.99	
Federal Sources		\$136,399.00	
Other	\$13,263.34	\$951.66	\$5,554.47
<u>Total Monthly Receipts</u>	<u>\$83,539.52</u>	<u>\$330,761.05</u>	<u>\$5,557.53</u>
Total Gross Receipts	\$135,339.23	\$1,046,447.40	\$20,326.35
Less Salaries	\$18,103.46	\$239,288.58	
Less Disbursements	\$40,305.22	\$67,012.24	\$3,993.38
<u>Total Salaries & Disbursements</u>	<u>\$58,408.68</u>	<u>\$306,300.82</u>	<u>\$3,993.38</u>
Ending Cash Balance			
November 30, 2014	\$76,930.55	\$740,146.58	\$16,332.97

Consent Agenda

Action #15028 Motion by D. Fuller, second by C. Niemann, to approve the following items on the Consent Agenda: 5a) Approval of November 17, 2014 Board of Directors minutes; 5b) Approval of payment of December 2014 claims. All present voted in favor, motion carried.

November 2014 Accounts Payable

GENERAL FUND: APEX LEARNING APEX SEATS 125.00;BMO MASTERCARD TRAVEL, SPLYS, PURCH SVCS 1,871.07;BND TOWING FLEET MAINT 218.00;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT. CONTRACT 169.76; CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON SCHOOL MATTERS-LEGAL 50.83;DAVE'S COLLISION REPAIR FLEET MAINT 1,134.10;DAYS INN READING RECOVERY TRAVEL 85.00;DEWITT, SHAWN MILEAGE TO STAFF 38.85;DUST TEX SERVICE, INC. RUG RENTAL 6.41;HAMLIN COUNTY FARMERS COOP FLEET MAINT 2,005.90;HAMLIN COUNTY PUBLISHING ADVERTISING 3.23;HAMLIN SCHOOL DISTRICT PART B&C, SHARED SUPPLIES, CB FAC USE 22.53;HARMS, KRISTINE ESA MILEAGE 95.46;HR ONE STOP GASOLINE 47.17;JEFF'S VACUUM CENTER VACUUM REPAIR 4.50 NESC IMPREST REIMBURSE IMPREST 40.39;NESC PAYROLL CLEARING DECEMBER 2014 PAYROLL 18,620.46;OTTER TAIL POWER CO. ELECTRIC NOV 2014 67.30;PALMLUND AUTOMOTIVE FLEET MAINT 32.62;PALO'S GARAGE FLEET MAINT 259.99;PROFESSIONAL SECURITY D&A TESTING POOL 216.00;QUICK PRO LUBE FLEET MAINT 36.02;RIDER, DIANNE MED ADMIN TRAINING 660.00 RON'S AUTO REPAIR FLEET MAINT 190.42;SD FEDERAL PROPERTY AGENCY VEHICLE PURCHASE 27,200.00;STEVE'S TIRE & SERVICE MAINT & GASOLINE 175.23;STORMO, BEN SNOW REMOVAL 48.27;TIME MANAGEMENT SYSTEMS TIME CLOCK SYSTEM 3.35 TOWN OF HAYTI WATER & SEWER NOV 2014 5.71;VOYAGER FLEET SYSTEMS INC MAINT & GASOLINE 4,922.13;W.W. TIRE FLEET MAINT 718.75

FUND TOTAL: \$59,074.45

SPECIAL EDUCATION FUND: BMO MASTERCARD TRAVEL, SPLYS, PURCH SVCS 25,336.08;BRITTON-HECLA SCHOOL DISTRICT MILEAGE 29.60;CASTLEWOOD SCHOOL DISTRICT SALARY, BENEFITS, PARTS B&C, CB FAC USE 6,646.43;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT. CONTRACT 139.17;CHILSON, GINA MILEAGE TO STAFF 103.60;CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON SCHOOL MATTERS-LEGAL 550.74;CLARK SCHOOL DISTRICT PART B&C 2,560.10;CPI PSYCH SUPPLIES 729.50;DEUBROOK SCHOOL DISTRICT PART C 192.78;DEUEL SCHOOL DISTRICT PART C 868.92;DUST TEX SERVICE, INC. RUG RENTAL 33.45;ELKTON SCHOOL

DISTRICT PART B 1,476.16;HAMLIN COUNTY PUBLISHING ADVERTISING 35.02;HAMLIN SCHOOL DISTRICT PART B&C, SHARED SUPPLIES, CB FAC USE 1,617.63;IROQUOIS SCHOOL DISTRICT PART B 463.26;JEFF'S VACUUM CENTER VACUUM REPAIR 23.49;MILBANK SCHOOL DISTRICT SPEECH REG. FEES 50.70;MILLER, DANA MILEAGE 75.48;NESC IMPREST REIMBURSE IMPREST 329.00;NESC PAYROLL CLEARING DECEMBER 2014 PAYROLL 232,337.17;OTTER TAIL POWER CO. ELECTRIC NOV 2014 350.99;QUALITY INN & SUITES ED SPEC TRAVEL 250.00;ROSHOLT SCHOOL DISTRICT PART C 276.39;SHIRLEY, LINDA MILEAGE TO STAFF 355.20;SIOUX VALLEY SCHOOL DISTRICT PART B&C 751.27;STARK, MICHELLE MILEAGE TO STAFF 31.45;STOEL, AMY MILEAGE TO STAFF 16.28;STORMO, BEN SNOW REMOVAL 251.73;SUTTEN, KRISTINA MILEAGE TO STAFF 49.58;SW/WC SERVICE COOPERATIVE BEHAVIOR ANALYSIS SRV 1,500.00;TIME MANAGEMENT SYSTEMS TIME CLOCK SYSTEM 148.40;TOWN OF HAYTI WATER & SEWER NOV 2014 29.79TWIN VALLEY TIRE, INC. FLEET MAINT 188.00;VOYAGER FLEET SYSTEMS INC MAINT & GASOLINE 951.50;WAUBAY SCHOOL DISTRICT PART C 186.46 WAVERLY SCHOOL DISTRICT PART C 981.12;WEBSTER SCHOOL DISTRICT PART B & C, CB FAC USE FEE 1,183.47

FUND TOTAL: \$281,203.91

Old Business

There was no old business.

New Business

Approve FY 2014 Audit Report

Action #15029 Motion by C. Niemann, second by J. Tol to approve the fiscal year 2014 audit report. All present voting in favor, motion carried.

Surplus Vehicle and appraise

Action #15030 Motion by J. Tol, second by C. Knutson to declare the following vehicle surplus: 2000 Dodge Stratus, VIN 1B3EJ46C4YN212539. If appraised value is under \$500.00 the vehicle will be sold to Delyle's of Watertown for \$150.00. All present voting in favor, motion carried.

President Koenecke appointed J. Tol, C. Knutson, and C. Niemann to appraise the vehicle.

Accept Assistant Business Manager Resignation

Action #15031 Motion by C. Niemann, second by T. Hlavacek to accept the resignation of Emily Marlow, Assistant Business Manager. All present voting in favor, motion carried.

Job description for Assistant Business Manager

Business Manager Christensen reviewed an updated job description for the Assistant Business Manager position.

Action #15032 Motion by H. Boner, second by D. Fuller to accept the changes to the Assistant Business Manager job description. All present voting in favor, motion carried.

NESC building – update to keyless entry

Action #15033 Motion by J. Tol, second by C. Niemann to update the NESC main door to a keyless entry system. All present voting in favor, motion carried.

Wheel chair accessible van

Action #15034 Motion by R. Gorder, second by J. Tol to offer the Milbank School District \$7,000.00 for their wheel chair accessible van, and if declined give authority to Director Aberle and Business Manager Christensen to submit a sealed bid offer. All present voting in favor, motion carried.

Voyager Fleet Card

Business Manager Christensen shared plans to discontinue use with the US Bank Voyager Fleet Card System. There will be a monthly fee associated with each card which comes to an estimated \$1,050.00 NESC yearly expense. BM Christensen is in the process of applying for the Cenex Fleet Card System.

Business Manager Evaluation

Evaluation sheets for Business Manager Christensen were given to each board member. Evaluations are to be sent back to Vice President Tol by January 12, 2015.

Director Evaluation

Evaluation sheets for Director Aberle were given to each board member. Evaluations are to be sent back to Vice President Tol by January 12, 2015.

Parent request for different vehicle for transportation

Director Aberle updated the board on the request of a parent to have a different vehicle used in the transportation of their child. After the vehicle was checked by a professional and found to be in good driving condition Director Aberle denied the request.

Director's Report

Director Aberle gave his monthly report.

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Executive Session

Action 15035 Pursuant to SDCL 1-25-2.1 Motion by J. Tol, second by C. Knutson to enter executive session at 8:01 P.M. to discuss personnel.

President Koenecke declared the board out of executive session at 8:22 P.M.

Adjournment

Action #15036 With there being no further business, motion by C. Knutson, second by C. Niemann, 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, January 19, 2015 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager