

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, March 16, 2015

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, March 16 at Lake Area Tech in Watertown, SD. The meeting was called to order by President Koenecke at 7:03 P.M. and adjourned at 7:46 P.M.

Members present:

Martin Murphy, Arlington; Trudi Gaikowski, Clark; Norman Koehlmoos, DeSmet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Lois Kampeska, Enemy Swim Day School; Tianna Beare, Estelline; Joe Homola, Hamlin; Paula Bloom, Henry; Joyce Carlson, Lake Preston; Hailey Peterson, Rosholt; Gloria Koerlin, Sioux Valley; Jeff Buchholz, Waverly/South Shore; Jamie Reetz, Webster; Denise Lutkemeier, Wilmot

Absent:

Mandy Carlson, Britton-Hecla; Harry Boner, Castlewood; Donna Bumann, Elkton; Tracy Hlavacek, Florence; John Tol, Grant-Deuel; Greg Bich, Iroquois; Corrie Quale, Summit; Sandy Hinze, Waubay; Paula Warkenthien, Willow Lake

Others Attending:

NESC Staff Representatives: Robin Schwandt, School Psychologist

Member District Superintendents: Kevin Keenaghan, Deubrook; Jim Block, Webster

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

Call to Order

President Koenecke called the meeting to order at 7:03 P.M.

Agenda review, changes, and approval

*Action #15059* Motion by C. Knutson, second by D. Lutkemeier, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

Robin Schwandt, Kevin Keenaghan, and Jim Block were introduced as guests.

Financial Report

*Action #15060* Motion by G. Koerlin, second by J. Homola, to approve the financial report for the period ending February 2015. 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>February 1, 2015</b>	<b>\$89,630.10</b>	<b>\$737,197.43</b>	<b>\$14,087.16</b>
<u>Receipts:</u>			
Local Sources	\$66,972.18	\$140,731.67	\$2.33
State Sources	\$9,000.00	\$33,270.93	
Federal Sources		\$142,358.00	
Other	\$134.14	\$1,098.98	\$1,954.44
<u>Total Monthly Receipts</u>	<u>\$76,106.32</u>	<u>\$317,459.58</u>	<u>\$1,956.77</u>
<b>Total Gross Receipts</b>	<b>\$165,736.42</b>	<b>\$1,054,657.01</b>	<b>\$16,043.93</b>
 Less Salaries	 \$20,870.62	 \$231,263.31	
Less Disbursements	\$14,546.94	\$84,920.16	\$2,250.47
<u>Total Salaries &amp; Disbursements</u>	<u>\$35,417.56</u>	<u>\$316,183.47</u>	<u>\$2,250.47</u>
 <b>Ending Cash Balance</b>			
<b>February 28, 2015</b>	<b>\$130,318.86</b>	<b>\$738,473.54</b>	<b>\$13,793.46</b>

#### Consent Agenda

*Action #15061* Motion by J. Homola, second by J. Carlson, to approve the following items on the Consent Agenda with additions: 5a) Approval of February 16, 2015 Board of Directors minutes; 5b) Approval of payment of March 2015 claims; 5c) Accept Jan Holm's resignation/retirement – Speech Language Pathologist; effective May 20, 2015; 5d) Accept Tammy Anderson's resignation – NESC Office cleaning person, effective March 12, 2015; 5e) Accept Laurie Bigelow's resignation – Hamlin Center Base paraprofessional, effective March 13, 2015; 5f) Approve work agreement for Geraldine Binde – NESC Office cleaning person; \$15.00 per hour, up to six hours a week; 5g) Approvework agreement for Ashley Zantow – Hamlin Center Base paraprofessional, \$12.86 per hour. All present voted in favor, motion carried.

#### February 2015 Accounts Payable

**GENERAL FUND:** BLACK HILLS STATE UNIVERSITY SDC CAMSE INVOICE #2 5,160.00;BMO MASTERCARD PURCH SVCS, TRAVEL SPLYS,PHONE 1,995.85;BND TOWING FLEET MAINT 111.00;CENEX FLEETCARD FLEET MAINT & GASOLINE 3,221.40;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 156.83;CHRISTENSEN, BRICE FISCAL MILEAGE 4.03;DELYLE'S SOUTH 81 SERVICE, INC. FLEET MAINT 2,128.20;DON'S BODY SHOP FLEET MAINT 225.00;DUST TEX SERVICE, INC. RUG CLEANING 12.83;HAMLIN COUNTY FARMERS COOP FLEET MAINT & GASOLINE 893.58;HARMS, KRISTINE ESA TRAVEL 202.02;INTERCALL ADMIN PHONE SERVICES 7.37;NESC IMPREST REIMBURSE IMPREST 299.73;NESC PAYROLL CLEARING MARCH 2015 PAYROLL 21,329.84 OTTER TAIL POWER CO. ELECTRICITY AND UTILITIES 117.54;PEDERSEN, SHANE SNOW REMOVAL 43.44;QUICK PRO LUBE FLEET MAINT 36.02;S & S AUTO FLEET MAINT 385.97;STORMO, BEN SNOW REMOVAL 96.54;TOWN OF HAYTI WATER AND SEWER 5.71 W.W. TIRE FLEET MAINT 176.57

#### **FUND TOTAL: \$36,609.47**

**SPECIAL EDUCATION FUND:** BMO MASTERCARD PURCH SVCS, TRAVEL, SPLYS,PHONE 23,918.70;BRITTON-HECLA SCHOOL DISTRICT MILEAGE TO SCHOOL 55.87;CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE 1,328.10;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 135.17;CHILSON, GINA SPEECH MILEAGE TO STAFF 119.51;CHRISTENSEN, BRICE FISCAL MILEAGE 43.70;CONRAD, LINDA SPEECH MILEAGE TO STAFF 31.45;DUST TEX SERVICE, INC. RUG CLEANING 66.89;HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 1,593.70;HOLM, JANET SPEECH MILEAGE TO STAFF 31.45;INTERCALL ADMIN PHONE SERVICES 0.68;NCS PEARSON, INC. PSYCH TESTING SUPPLIES 2,759.96;NESC IMPREST REIMBURSE IMPREST 519.27 NESC PAYROLL CLEARING MARCH 2015 PAYROLL 230,293.24;OTTER TAIL POWER CO. ELECTRICITY AND UTILITIES 612.97 PEDERSEN, SHANE SNOW REMOVAL 226.56;SHIRLEY, LINDA ED SPEC TRAVEL 432.27;STORMO, BEN SNOW REMOVAL 503.46

**FUND TOTAL: \$263,757.60**

Old Business

February 11, 2015 Advisory Board meeting minutes

Director Aberle reviewed the March 4, 2015 Advisory Board minutes.

Surplus Van and offer for sale to NESC Member Districts

Business Manager Christensen informed the board on options available to surplus a vehicle and offer for sale to member districts.

*Action #15062* Motion by C. Knutson, second by D. Lutkemeier to declare the spare 2002 Ford E350 van surplus to be sold by sealed bids open to the 24 NESC member districts. All present voting in favor, motion carried.

School Psychologist Program for 2015-2016

Director Aberle shared conversations from the March Board of Advisors meeting concerning the School Psychologist Program for 2015-2016. The Board was in consensus to continue employing 6.0 FTE's in 2015-2016.

New Business

Jan Holm's request for early payout of salary

*Action #15063* Motion by J. Homola, second by N. Koehlmoos to accept Jan Holm's request to pay the balance of her 2014-2015 contract by May 20, 2015. All present voting in favor, motion carried.

Inventory Policy

Business Manager Christensen reviewed an initial draft for a non fixed asset inventory policy. No action was taken.

Executive Session

Pursuant to SDCL 1-25-2.1 Executive session was entered at 7:40 to discuss personnel.

President Koenecke declared the board out of executive session at 7:45.

*Action #15064* Pursuant to SDCL 13-43-6.4 Motion by N. Koehlmoos, second by G. Koerlin to not renew a contract with Kari Nolte, Reading Recovery teacher for the 2015-2016 school year. All present voting in favor, motion carried.

*Action #15065* Pursuant to SDCL 13-43-6.4 Motion by J. Reetz, second by C. Knutson to not renew a contract with Shawn DeWitt, SD Counts Math Specialist for the 2015-2016 school year. 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 #15066* With there being no further business, motion by C. Knutson, 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, April 20, 2015 at 7:00 P.M.

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**Debbe Koenecke, President**

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**Brice Christensen, Business Manager**