

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, July 20, 2015

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, July 20 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by President Koenecke at 7:00 P.M. and adjourned at 8:16 P.M.

Members present:

Martin Murphy, Arlington; Donita Garry, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Donna Bumann, Elkton; Lois Kampeska, Enemy Swim Day School; Krecia Weinberg, Estelline; Tracy Hlavack, Florence; Jared Engebretson, Grant-Deuel; Joe Homola, Hamlin; Dave Fuller, Henry; Joyce Carlson, Lake Preston; Gloria Koerlin, Sioux Valley; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Cory Akin, Castlewood; Bob Steffen, Clark; Greg Schortzmann, Iroquois; Hailey Peterson, Rosholt; Corrie Quale, Summit; Jamie Reetz, Webster; Paula Warkenthien, Willow Lake

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: None present.

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

Call to Order

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

Agenda review, changes, and approval

Action #15094 Motion by G. Koerlin, second by T. Hlavacek, to approve the agenda. All present voting in favor, motion carried.

Introduction of Guests

Doug Meyer of Grant-Deuel was introduced as a guest.

2015-2016 Budget Hearing

A budget hearing was held from 7:01 p.m. to 7:36 p.m. for the purpose of further review and to receive public input regarding the Fiscal Year 2015-2016 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:

General Fund

Reading Recovery-- \$59,100.17; ESA1-- \$273,293.56; SD Counts-- \$138,585.74; Board of Education-- \$6,079.99;

Administration-- \$21,268.56; Fiscal-- \$6,301.65

Special Education Fund

Center Base-- \$497,010.10; Early Childhood-- \$295,295.65; Extended School Year-- \$83,497.75; Psychological Services-- \$473,744.73; Speech Pathology-- \$972,147.14; Occupational Therapy-- \$471,804.40; Educational Specialist-- \$140,265.53; Board of Education-- \$74,986.86; Administration-- \$262,311.92; Fiscal-- \$77,720.37;

Means of Finance:

General Fund

Assessments-- \$90,603.06; Mileage Expensed from SPED-- \$231,828.00; ESA1 Local-- \$125,135.96; SD Counts Local-- \$24,364.87; ESA1 State-- \$148,157.60

Special Education Fund

Fund Balance to offset assessment-- \$230,000.00; Assessments-- \$1,039,829.53; Extended School Year-- \$83,497.75; Tution-- \$497,010.10; Educational Specialist-- \$140,265.53; IDEA Part B 611-- \$1,630,333.00

Financial Report

Action #15095 Motion by J. Homola, second by C. Knutson, to approve the financial report for the period ending June 2015. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
June 1, 2015	\$198,206.70	\$693,056.28	\$17,140.53
<u>Receipts:</u>			
Local Sources	\$9,678.88	\$124,076.72	\$3.69
State Sources	\$14,835.00	\$4,758.61	
Federal Sources		\$141,372.00	
Other	\$50.00	\$316.00	\$1,028.15
<u>Total Monthly Receipts</u>	<u>\$24,563.88</u>	<u>\$270,881.34</u>	<u>\$1,031.84</u>
Total Gross Receipts	\$222,770.58	\$963,937.62	\$18,172.37
Less Salaries	\$22,922.82	\$219,914.77	
Less Disbursements	\$21,077.81	\$34,529.57	\$1,734.60
<u>Total Salaries & Disbursements</u>	<u>\$44,000.63</u>	<u>\$254,444.34</u>	<u>\$1,734.60</u>
Ending Cash Balance			
June 30, 2015	\$178,769.95	\$709,493.28	\$16,437.77

Consent Agenda

Action #15096 Motion by D. Lutkemeier, second by T. Hlavacek, to approve the following items on the Consent Agenda: 5a) Approval of June 15, 2015 Board of Directors minutes; 5b) Approval of payment of final 2014-2015 budget claims. All present voted in favor, motion carried.

End of Fiscal Year 2015 Accounts Payable

GENERAL FUND: APEX LEARNING APEX SEAT - SIOUX VALLEY 125.00;BLACK HILLS STATE UNIVERSITY SDC CAMSE PURCH SVCS 1,680.00

BMO MASTERCARD PURCH SVCS, SPLYS, PHONE, TRAVEL 766.91; CENEX FLEETCARD FLEET MAINT & GASOLINE 1,605.85; CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 104.62; DELYLE'S SOUTH 81 SERVICE, INC. FLEET MAINT 1,412.11 DUST TEX SERVICE, INC. JUNE RUG RENTAL 6.41; FRONTLINE TECHNOLOGIES GROUP, LLC APPLITRACK RECRUITING SERVICE 850.00 HAMLIN COUNTY FARMERS COOP FLEET MAINT & GASOLINE 172.50; HARTWIG HEATING AIR CONDITIONING MAINTENANCE 28.44 NESC IMPREST EXPENDITURES 251.95; NESC SPECIAL REVENUE PROJECTS QUARTER 4 EXPENSED MILEAGE 6,882.57 PALMLUND AUTOMOTIVE FLEET MAINT 88.92; PEDERSEN, SHANE O&M LAWN MOWING 28.16; PUBLIC OPINION BOARD MINUTES/ADVERTISING 20.67; QUICK PRO LUBE FLEET MAINT 36.02; S & S AUTO FLEET MAINT 40.00; SHRED-IT SIOUX FALLS DOCUMENT SHREDDING 31.38; TIME MANAGEMENT SYSTEMS EMPLOYEE TIME CLOCK 1.44; TOWN OF HAYTI JUNE WATER AND SEWER 5.71

FUND TOTAL: \$14,138.66

SPECIAL EDUCATION FUND: BMO MASTERCARD PURCH SVCS, SPLYS, PHONE, TRAVEL 15,730.00; CASTLEWOOD SCHOOL DISTRICT CB NURSE SPLIT 4,392.27; CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 98.45; DUST TEX SERVICE, INC. JUNE RUG RENTAL 33.45; HARTWIG HEATING AIR CONDITIONING MAINTENANCE 148.31 MARSHALL CO. HEALTHCARE CENTER PT/OT PURCHASED SERVICES 1,906.00; CB MILEAGE TO PARENT 66.60; NESC IMPREST EXPENDITURES 578.67; NESC SPECIAL REVENUE PROJECTS QUARTER 4 EXPENSED MILEAGE 43,108.56; PEDERSEN, SHANE O&M LAWN MOWING 146.84; PUBLIC OPINION BOARD MINUTES/ADVERTISING 223.99; SANFORD WEBSTER MEDICAL CENTER OT PURCHASED SERVICES 4,699.36; SHRED-IT SIOUX FALLS DOCUMENT SHREDDING 163.62; TIME MANAGEMENT SYSTEMS EMPLOYEE TIME CLOCK 92.43; TOWN OF HAYTI JUNE WATER AND SEWER 29.79

FUND TOTAL: \$71,418.34

Appoint Business Manager as President Pro-Tem

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

Adjourn meeting for Fiscal Year 2013-2014

Action #15097 With there being no further business to come before the Board of Directors for Fiscal Year 2014-2015, motion by C. Knutson, second by K. Weinberg, to adjourn the final Board of Directors meeting for FY 2014-2015 at 7:50 P.M. All present voting in favor, motion carried.

NESC Board of Directors

Annual Reorganization Meeting

The annual reorganization meeting for FY 2015-2016 was called to order by the President Pro-Tem Christensen at 7:50 P.M.

Election of Officers for FY 2015-2016

Office of the President and Vice President

Action #16001 Motion by D. Lutkemeier, second by C. Knutson to nominate D. Koenecke for the office of President, cease nominations, and cast a unanimous ballot. All present voting in favor, motion carried.

Debbe Koenecke was elected as the President of the NESC Board of Directors.

Action #16002 Motion by C. Knutson, second by T. Hlavacek to nominate D. Lutkemeier for the office of Vice President. All present voting in favor, motion carried.

Action #16003 With there being no other nominations for the office of Vice President motion by T. Hlavacek, second by D. Bumann to cease nomination and cast a unanimous ballot for D. Lutkemeier. All present voting in favor, motion carried.

D. Lutkemeier was elected as the Vice President of the NESC Board of Directors.

NESC 2014-2015 Budget Hearing and Adoption

Action #16004 Motion by D. Lutkemeier, second by J. Homola to adopt proposed revenue and expenditure budget to be its annual budget for the Fiscal Year July 1, 2015 through June 30, 2016. All present voting in favor, motion carried.

Consent Agenda

Action #16005 Motion by G. Koerlin, second by C. Knutson to approve the following items on the Consent Agenda: 5a) Approval of July 2015 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-\$0.42 per mile, \$6 breakfast, \$11 noon lunch, \$15 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 & \$0.42 per mile; 5m) Approve contract amendments for Unit 1 and Unit 2 employees. All present voting in favor, motion carried.

July 2015 Accounts Payable

General Fund: ABC AUTOMATIC BUILDING CONTROLS ANNUAL FIRE ALARM CHECK 67.78;ASB PROTECTIVE TRUST WORKER'S COMPENSATION RENEWAL 828.75;ASBSD ASBSD DUES - BOARD 56.25;ASBSD PROPERTY/LIABILITY RENEWAL 2,887.27 CEC COUNCIL FOR EXCEPTION CHILDREN MEMBERSHI 34.13;CRAIG BASS SANITARY SERVICE SANITATION SERVICES 20.77 HAYUNGA, STEPHANIE FINGERPRINTS - BOARD 3.99;MID-CENTRAL EDUCATIONAL COOP. AESA DUES - ESA 260.00 NESC PAYROLL CLEARING JULY 2015 PAYROLL 22,314.18;PAPER 101 COOPERATIVE PAPER PURCHASING 73,328.04;RELIABANK SAFE DEPOSIT BOX RENTAL - BOARD 1.13;SASD SASD MEMBERSHIP RENEWAL 93.23;SD FEDERAL PROPERTY AGENCY VEHICLE PURCHASE 54,500.00;SHRED-IT SIOUX FALLS DOCUMENT SHREDDING - O&M 2.04;SW/WC SERVICE COOPERATIVE PARAPROFESSIONAL TRAINING 13,437.00

Fund Total: \$167,834.56

Special Education Fund: ABC AUTOMATIC BUILDING CONTROLS ANNUAL FIRE ALARM CHECK 353.22;ASB PROTECTIVE TRUST WORKER'S COMPENSATION RENEWAL 10,221.25;ASBSD ASBSD DUES - BOARD 693.75;ASBSD PROPERTY/LIABILITY RENEWAL 35,609.73 CEC COUNCIL FOR EXCEPTION CHILDREN MEMBERSHI 420.87;CRAIG BASS SANITARY SERVICE SANITATION SERVICES 108.23 CRUMP, NANCY PT MILEAGE TO STAFF 50.40;FAST, MARY JANE ESY MILEAGE TO STAFF 8.40;HAYUNGA, STEPHANIE FINGERPRINTS - BOARD 49.26;LEWIS, PAULINE ESY MILEAGE TO STAFF 49.56;MARTIAN, EMILY ESY MILEAGE TO STAFF 181.44;NESC PAYROLL CLEARING JULY 2015 PAYROLL 230,326.21;PAPER 101 COOPERATIVE PAPER PURCHASING 868.76;RELIABANK SAFE DEPOSIT BOX RENTAL - BOARD 13.87;SASD SASD MEMBERSHIP RENEWAL 1,149.77;SHRED-IT SIOUX FALLS DOCUMENT SHREDDING - O&M 10.64;WILLIAMS, CYNTHIA ESY MILEAGE TO STAFF 62.58

Fund Total: \$280,177.94

As per SDCL 6-1-10 the following are the salaries for NESC employees for 2015-2016:

ADMINISTRATION: Gerald Aberle 87,000.00; Brice Christensen 51,000.00; Tim Frewing 59,550.00; Tammy Anderson 13.89/hr; Carol Reuer 14.26/hr; CUSTODIAN: Geraldine Binde 15.00/hr; EDUCATIONAL SERVICES AGENCY 1: Shawn DeWitt 59,186.30; Kristine Harms 20,000.00; Lisa Reinhiller 54,405.16; READING RECOVERY: Kari Nolte 38,968.31; TRANSITION/TECHNOLOGY COORDINATOR/EDUCATIONAL SPECIALIST: Brenda Boyd 45,343.64; SPEECH THERAPY: Christy Buszkohl 45,200.00; Gina Chilson 45,652.07; Linda Conrad 46,687.07; Angel Dubro 16,569.83; Heather Hansen 48,263.00; Alysha Kastrup 42,500.00; Cheryl Keller-Knudson 38,113.43; Deb Lauseng 46,652.07; Lois Lux 45,652.07; Carrie Niles 46,315.50; Marci Saathoff 42,086.86; Rochelle Schmidt 44,617.07; Amy Stoel 24,684.45; Debra Tiefenthaler 58,994.25; Melody Wenz 58,994.25; Rita Wiese 46,652.07; EARLY CHILDHOOD: Debra Jensen 42,029.57; Karlette Juhnke 45,652.07; Teresa Landmark 40,477.07; Wendi Lindner 26,770.24; Julie Nelson 44,617.07; CENTER BASE TEACHERS: Brian Jacobsen 46,687.07; Chris Lather 36,854.57; Shayna Ness 40,400.00; CENTER BASE PARA EDUCATORS: Ann Dolney 13.64 /hr; Sherri DeBaere 13.79/hr; Dawn Hink 14.10/hr; Mackenzie Ries 13.00/hr; Renae Singrey 13.48/hr; Joan Sween 13.00 /hr; SCHOOL PSYCHOLOGISTS: Angela Johnson 51,000.00; Maria Meyer 59,339.94; Anneke Nelson 60,000.00; Shelly Skogstad 54,000.00; PSYCHOLOGICAL EXAMINERS: Chantel Sprang 48,110.19; Kris Street 44,194.95; OCCUPATIONAL THERAPISTS: Stephanie Hayunga 44,500.00; Nicol Huyvaert 52,287.45; Jamie Wiesner 31,993.47; OCCUPATIONAL THERAPISTS ASSISTANTS: Kelsey Determan 31,556.40; Sarah Whipkey 32,591.40; PHYSICAL THERAPISTS: Nancy Crump 65,549.94; Kari Holden 63,479.94; Kristina Suttan 56,234.94;

EDUCATIONAL SPECIALIST: Linda Shirley 42.000.00; EXTENDED SCHOOL YEAR 2015: Linda Conrad 32.28/hr; Ann Dolney 13.14 /hr; Angel Dubro 28.52/hr; 24.40/hr; Mary Jane Fast 12.50/hr; Skyler Frederick 25.25 /hr; Heather Hansen 33.40 /hr; Brian Jacobsen 32.28/hr; Deb Jensen 28.95/hr; Karlette Juhnke 31.54/hr; Cheryl Keller-Knudson 44.30 /hr; Teresa Landmark 27.84/hr; Pauline Lewis 25.25 /hr; Wendi Lindner 30.80/hr; Lois Lux 31.54/hr; Emily Martian 25.25/hr; Margo Morland 25.25 /hr; Julie Nelson 30.80/hr; Shayna Ness 27.79 /hr; Carrie Niles 32.01 /hr; Marcia Saathoff 32.33/hr; Renae Singrey 12.98 /hr; Misty Snoddy 25.25/hr; Joan Sween 12.50/hr; Nella Thompson 44.30 /hr; Deb Tiefenthaler 41.07/hr; Christy VanHeerde 25.25/hr; Melody Wenz 41.07/hr Rita Wiese 32.25/hr; Mary Wienbar 27.61/hr; Cynthia Williams 25.25 /hr

Old Business

Approve Job Descriptions

Action #16006 Motion by D. Lutkemeier, second by J. Engebretson to approve the job descriptions with changes. All present voting in favor, motion carried.

New Business

Adopt NESC Policies

Action #16007 Motion by J. Homola, second by J. Carlson to adopt the proposed NESC policies with changes. All present voting in favor, motion carried.

September Board Meeting Date

Action #16008 Motion by D. Lutkemeier, second by C. Knutson to change the September 2015 meeting date to Thursday, September 17, 2015. 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 #16009 With there being no further business, motion by D. Fuller, second by T. Hlavacek, 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 17, 2015 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager