

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, August 17, 2015

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, August 17 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 7:41 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Trudi Gaikowski, Clark; Barb Asleson, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Janel Williams, Enemy Swim Day School; Tracy Hlavack, Florence; Jared Engebretson, Grant-Deuel; Joe Homola, Hamlin; Dave Fuller, Henry; Joyce Carlson, Lake Preston; Hailey Peterson, Rosholt; Gloria Koerlin, Sioux Valley; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Paula Warkenthien, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Tom Landsman, Elkton; Ron Gorder, Estelline; Greg Schortzmann, Iroquois; Corrie Quale, Summit; Jamie Reetz, Webster;

Others Attending:

NESC Staff Representatives: None present.

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 7:00 P.M.

Agenda review, changes, and approval

*Action #16010* Motion by D. Lutkemeier, second by C. Knutson, to approve the agenda with the addition of 7e) Lease of van. All present voting in favor, motion carried.

Introduction of Guests

Kevin Keenaghan and Jim Block were introduced as guests.

Financial Report

*Action #16011* 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>
<b>Cash Balance July 1, 2015</b>	<b>\$164,631.29</b>	<b>\$638,074.94</b>	<b>\$16,368.27</b>

Receipts:

Local Sources	\$22.23	\$506.20	\$4.79
State Sources		\$4,718.70	
Federal Sources			
Other	\$79,198.13	\$321,613.00	\$1,473.41
<u>Total Monthly Receipts</u>	<u>\$79,220.36</u>	<u>\$326,837.90</u>	<u>\$1,478.20</u>
Total Gross Receipts	\$243,851.65	\$964,912.84	\$17,846.47
Less Salaries	\$22,314.18	\$230,326.21	
Less Disbursements	\$145,520.38	\$49,851.73	\$1,478.20
<u>Total Salaries &amp; Disbursements</u>	<u>\$167,834.56</u>	<u>\$280,177.94</u>	<u>\$1,478.20</u>
<b>Ending Cash Balance</b>			
<b>July 31, 2015</b>	<b>\$76,017.09</b>	<b>\$684,734.90</b>	<b>\$16,368.27</b>

#### Consent Agenda

*Action #16012* Motion by J. Homola, second by J. Bucholz, to approve the following items on the Consent Agenda: 5a) Approval of July 20, 2015 Board of Directors minutes; 5b) Approval of payment of August 2015 claims; 5c) Approval of contract – Jodi Wolfe, paraprofessional, Hamlin Center Base, \$13.10 per hour; 5d) Approval of work agreement – Cheryl Keller-Knudson, supervision for clinical fellowship year, \$45.37 per hour; 5e) Approval of contract amendment-Angel Dubro, moving from BA+15 to BA+30 \$16,969.83; 5f) Approval of contract amendment-Marshall County Healthcare Center, increasing rates of \$61.00 per hour; 5g) Approval of audit engagement letter; 5h) Approval of contract amendment-Brenda Boyd, moving from BA to BA+15, \$46,343.64.

Business Manager Christensen noted one mistake in the July 2015 minutes---Adjourn meeting for 2013-2014 fiscal year should have been 2014-2015 fiscal year.

All present voted in favor, motion carried.

#### August 2015 Accounts Payable

**GENERAL FUND:** AAA PURE WATER PROPERTY MAINT - WATER FILTER CHANGE 13.60;BMO MASTERCARD SUPPLIES, TRAVEL 1,044.65  
 BROOKINGS REGISTER ADVERTISING 17.28;BUSSKOHL, CHRISTY BOARD - FINGERPRINTS 3.99;CENEX FLEETCARD FLEET MAINT &  
 GASOLINE 1,796.64;CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 1.35;DELYLE'S SOUTH 81 SERVICE, INC. FLEET MAINT  
 1,998.12;DUST TEX SERVICE, INC. RUG RENTAL - OTHER O&M SERVICES 6.42;DYNAMIC MEASUREMENT GROUP, INC. ESA SUPPLIES  
 129.00;HAMLIN COUNTY FARMERS COOP FLEET MAINT & GASOLINE 298.53;KASTRUP, ALYSHA BOARD - LEGAL FINGERPRINTS 4.74  
 NESC IMPREST REIMBURSE IMPREST 197.00;NESC PAYROLL CLEARING AUGUST 2015 PAYROLL 22,232.46;NORTHLAND AUTO CENTER  
 FLEET MAINT 128.56;OTTER TAIL POWER CO. O&M - ELECTRICITY 78.42;PALMLUND AUTOMOTIVE FLEET MAINT 547.05;PEDERSEN,  
 SHANE LAWN MOWING 22.54;QUICK PRO LUBE FLEET MAINT 36.02;SD DEPT. OF REVENUE VEHICLE TITLE AND REGISTRATION 56.00  
 SD FEDERAL PROPERTY AGENCY ADMIN SUPPLIES 0.75;SD TEACHER PLACEMENT CENTER TEACHER PLACEMENT WEBSITE MEMBERSHIP  
 31.50;SOFTWARE UNLIMITED ACCOUNTING SOFTWARE LICENSE FEE 247.50;STANGL SANITATION O&M MAINT - ROLL-OFF 47.21  
 STEVE'S TIRE & SERVICE FLEET MAINT 33.00;TAESE/USU ADMIN CONF REGISTRATION 12.38;TASC-CLIENT INVOICES TASC ADMIN  
 FEES/RENEWAL 158.46;UNIVERSITY OF SOUTH DAKOTA READING RECOVERY DUES AND FEES 600.00;W.W. TIRE FLEET MAINT 822.95

**FUND TOTAL: \$30,566.12**

**SPECIAL EDUCATION FUND:** AAA PURE WATER PROPERTY MAINT - WATER FILTER CHANGE 70.90;BMO MASTERCARD SUPPLIES,  
 TRAVEL 7,693.79;BOYD, BRENDA ED SPEC TRAVEL 41.00;BROOKINGS REGISTER ADVERTISING 213.12;BUSSKOHL, CHRISTY BOARD -  
 FINGERPRINTS 49.26;CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 16.71;DUST TEX SERVICE, INC. RUG RENTAL - OTHER O&M  
 SERVICES 33.44;HANSEN, HEATHER ESY MILEAGE TO STAFF 114.66;KASTRUP, ALYSHA BOARD - LEGAL FINGERPRINTS 58.51  
 LEWIS, PAULINE ESY MILEAGE - JULY 36.54;MIDWEST SPECIAL INSTRUMENTS SPEECH PURCH SVCS - AUDIOMETER PREV MAIN  
 1,495.00;CB MILEAGE TO PARENT 44.40;NESC IMPREST REIMBURSE IMPREST 52.00;NESC PAYROLL CLEARING AUGUST 2015 PAYROLL  
 229,896.10;OTTER TAIL POWER CO. O&M - ELECTRICITY 408.67;PEDERSEN, SHANE LAWN MOWING 117.46;SD FEDERAL PROPERTY  
 AGENCY ADMIN SUPPLIES 9.25;SD TEACHER PLACEMENT CENTER TEACHER PLACEMENT WEBSITE MEMBERSHIP 388.50;SHIRLEY, LINDA ED  
 SPEC TRAVEL/MILEAGE TO STAFF 315.76;SOFTWARE UNLIMITED ACCOUNTING SOFTWARE LICENSE FEE 3,052.50;STANGL SANITATION  
 O&M MAINT - ROLL-OFF 246.02;TAESE/USU ADMIN CONF REGISTRATION 152.62;TASC-CLIENT INVOICES TASC ADMIN FEES/RENEWAL

1,954.33;THOMPSON, NELLA ESY MILEAGE TO STAFF 106.26;WENZ, MELODY ESY MILEAGE TO STAFF 27.72;WIESE, RITA ESY MILEAGE TO STAFF 22.68;WILLIAMS, CYNTHIA ESY MILEAGE - JULY 80.22

**FUND TOTAL: \$246,697.42**

### Old Business

September board meeting date – September 17, 2015 at 7:00 pm

The board was reminded that we will be holding the September board meeting on a different date due to a schedule conflict. The September meeting will be held on the 17<sup>th</sup> at 7:00 pm at LATI.

### New Business

Steering/Negotiations Committee-Chairman appointments

President Koenecke appointed Joe Homola and Gloria Koerlin to be the large school representatives; Carie Knutson and Cory Akin to be the mid-size school representatives; Tracy Hlavacek and Joyce Carlson as the small school representatives.

2004 Dodge Stratus-possibly declare surplus

*Action #16013* Motion by D. Lutkemeier, second by T. Hlavacek to declare fixed asset #314 (2004 black Dodge Stratus) surplus. All present voting in favor, motion carried.

NESC Board Member in-service

It was decided to not hold a board member in-service in Fiscal Year 2016. The option for Director Aberle, Business Manager Christensen, and Assistant Director Frewing to visit local boards to talk about NESC was discussed and is always available.

Job Descriptions

Director Aberle and Assistant Director Frewing reviewed proposed job description changes.

Lease of Van

*Action #16014* Motion by J. Carlson, second by J. Engebretson to allow the lease of a spare van to the Flandreau School District, and allow Director Aberle and Business Manager Christensen to negotiate a price. 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.

ASBSD

President Koenecke encouraged all members to attend the ASBSD Board President retreat and the ASBSD regional meetings.

Adjournment

*Action #16015* With there being no further business, motion by C. Knutson, second by J. Homola, 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 Thursday, September 17, 2015 at 7:00 P.M.

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**Debbe Koenecke, President**

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**Brice Christensen, Business Manager**