

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Thursday, September 17, 2015

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Thursday, September 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 7:40 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Barb Asleson, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Janel Williams, Enemy Swim Day School; Ron Gorder, Estelline; Tracy Hlavack, Florence; 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; Trudi Gaikowski, Clark; Tom Landsman, Elkton; Jared Engebretson, Grant-Deuel; 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 #16015* Motion by D. Lutkemeier, second by C. Knutson, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

Kevin Keenaghan and Jim Block were introduced as guests.

Financial Report

*Action #16016* Motion by C. Akin, second by G. Koerlin, to approve the financial report for the period ending August 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>August 1, 2015</b>	<b>\$76,017.09</b>	<b>\$684,734.90</b>	<b>\$16,368.27</b>

Receipts:

Local Sources	\$14,090.72	\$144,975.69	\$3.48
State Sources		\$5,071.65	
Federal Sources			
Other	\$70,568.94		\$891.79
<u>Total Monthly Receipts</u>	<u>\$84,659.66</u>	<u>\$150,047.34</u>	<u>\$895.27</u>
Total Gross Receipts	\$160,676.75	\$834,782.24	\$17263.54
Less Salaries	\$22,232.46	\$229,896.10	
Less Disbursements	\$8,333.66	\$16,801.32	\$895.27
<u>Total Salaries &amp; Disbursements</u>	<u>\$167,834.56</u>	<u>\$246,697.42</u>	<u>\$895.27</u>
<b>Ending Cash Balance</b>			
<b>August 31, 2015</b>	<b>\$76,017.09</b>	<b>\$588,084.82</b>	<b>\$16,368.27</b>

#### Consent Agenda

Action #16017 Motion by J. Homola, second by T. Hlavacek, to approve the following items on the Consent Agenda: 5a) Approval of August 17, 2015 Board of Directors minutes; 5b) Approval of payment of September 2015 claims. All present voted in favor, motion carried.

#### August 2015 Accounts Payable

**GENERAL FUND:** APEX LEARNING APEX SEATS 16,825.00;ASBSD CONFERENCE REGISTRATION -ADMIN/FISCAL 27.76;BMO MASTERCARD PURCH SVCS, TRAVEL, SUPPLIES,PHONE 1,489.15;CENEX FLEETCARD GASOLINE 2,312.32;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 201.13;CHRISTENSEN, BRICE ADVANCED STUDY / FISCAL MILEAGE 40.21;DAVE'S COLLISION REPAIR FLEET MAINT 433.00;DELYLE'S SOUTH 81 SERVICE, INC. FLEET MAINT 2,716.27;DUST TEX SERVICE, INC. RUG RENTAL - O&M 12.83 HAMLIN CO. COOP PROPANE CONTRACT 304.29;HAMLIN COUNTY FARMERS COOP FLEET MAINT & GASOLINE 714.06;JOHNSON, ANGELA BOARD - FINGERPRINTS 3.99;JURGENS OIL FLEET MAINT 36.91;NELSON, ANNEKE BOARD - FINGERPRINTS 3.99;NESC IMPREST REIMBURSE IMPREST 76.23;NESC PAYROLL CLEARING SEPTEMBER 2015 PAYROLL 22,823.99;NORTHLAND AUTO CENTER FLEET MAINT 519.47;OTTER TAIL POWER CO. ELECTRICITY 89.70;PEDERSEN, SHANE O&M - LAWN CARE 22.54;PROFESSIONAL SECURITY DRUG AND ALCOHOL POOL 1,088.00;REDLINGER BROS. PLUMBING & HEATING O&M PROPERTY SERVICE 76.23;RFD NEWS ADVERTISING 9.45 SHARP AUTOMOTIVE FLEET MAINT 175.40;SLOSSON EDUCATIONAL PUB., INC. READING RECOVERY SUPPLIES 127.05;SOFTWARE UNLIMITED ACCOUNTING SOFTWARE FEES 116.95;STREET, KRIS ADVANCED STUDY 75.00;TOWN OF HAYTI WATER AND SEWER 5.72;W.W. TIRE FLEET MAINT 16.90;WATERTOWN SCHOOL DISTRICT ESA REGISTRATIONS 790.00;WEBSTER AUTO CARE FLEET MAINT 886.07 WOLFE, JODI BACKGROUND CHECK 3.99

**FUND TOTAL: \$52,023.60**

**SPECIAL EDUCATION FUND:** ABERLE, GERALD SPEECH SUPPLIES 42.81;ASBSD CONFERENCE REGISTRATION -ADMIN/FISCAL 342.24 BMO MASTERCARD PURCH SVCS, TRAVEL, SUPPLIES,PHONE 14,735.26;BUREAU OF EDUCATION & RESEARCH SPEECH REGISTRATION FEE 478.00;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 173.68;CHILSON, GINA SPEECH - MILEAGE TO STAFF 46.20;CHRISTENSEN, BRICE ADVANCED STUDY / FISCAL MILEAGE 495.91;CPI PSYCH SUPPLIES 1,419.00;DUST TEX SERVICE, INC. RUG RENTAL - O&M 66.89;HAMLIN CO. COOP PROPANE CONTRACT 1,585.71;HANSEN, HEATHER SPEECH - MILEAGE TO STAFF 23.10 JOHNSON, ANGELA BOARD - FINGERPRINTS 49.26; CB MILEAGE TO PARENT 156.24;NCS PEARSON, INC. PSYCH SUPPLIES 99.00;NELSON, ANNEKE BOARD - FINGERPRINTS 49.26;NESC IMPREST REIMBURSE IMPREST 732.27;NESC PAYROLL CLEARING SEPTEMBER 2015 PAYROLL 237,118.32;OTTER TAIL POWER CO. ELECTRICITY 467.46;PEDERSEN, SHANE O&M - LAWN CARE 117.46 REDLINGER BROS. PLUMBING & HEATING O&M PROPERTY SERVICE 397.24;RFD NEWS ADVERTISING 116.55;SCHMIDT, ROCHELLE SPEECH - MILEAGE TO STAFF 50.40;SNODDY, MISTY ESY MILEAGE TO STAFF 6.72;SOFTWARE UNLIMITED ACCOUNTING SOFTWARE FEES 1,442.43;STREET, KRIS ADVANCED STUDY 925.00;TOWN OF HAYTI WATER AND SEWER 29.78;WENZ, MELODY SPEECH - MILEAGE TO STAFF 45.36;WIESE, RITA SPEECH - MILEAGE TO STAFF 7.56;WOLFE, JODI BACKGROUND CHECK 49.26

**FUND TOTAL: \$261,268.37**

#### Old Business

#### September 2, 2015 Advisory Board meeting minutes

Director Aberle reviewed the September Advisory Board minutes.

Job Descriptions

*Action #16018* Motion by D. Lutkemeier, second by C. Akin to approve the updated job descriptions for Title IX Coordinator, Physical Therapist, Occupation Therapist – Registered, Certified Occupational Therapy Assistant, Technology Coordinator, and Transition Coordinator. All present voting in favor, motion carried.

New Business

Accept propane quote -- \$1.05 per gallon, 1800 gallons

*Action #16019* Motion by C. Knutson, second by G. Koerlin to accept the propane quote from Hamlin County Farmers Cooperative of \$1.05 gallon for 1800 gallons. All present voting in favor, motion carried.

Surplus Vehicles

*Action #16020* Motion by D. Fuller, second by D. Lutkemeier to declare fixed assets #241 (1998 Plymouth Breeze), #303 (2003 Ford Taurus Wagon), and #310 (2003 Ford Taurus) surplus. 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 #16021* With there being no further business, motion by C. Knutson, second by D. Lutkemeier, 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, October 19, 2015 at 7:00 P.M.

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**Debbe Koenecke, President**

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**Brice Christensen, Business Manager**