

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, October 19, 2015

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday October 19 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 7:42 P.M.

Members present:

Martin Murphy, Arlington; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Tom Landsman, Elkton; Janel Williams, Enemy Swim Day School; Krecia Weinberg, 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; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Cory Akin, Castlewood; Trudi Gaikowski, Clark; Norman Koehlmoos, De Smet; Jared Engebretson, Grant-Deuel; Greg Schortzmann, Iroquois; 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 #16022 Motion by G. Koerlin, second by D. Lutkemeier, to approve the agenda with the following additions: 7e) Approve Center Base Tuition rates; 7f) Mentorship. All present voting in favor, motion carried.

Introduction of Guests

Tyson Homola was introduced as a guest.

Financial Report

Action #16023 Motion by D. Lutkemeier, second by T. Hlavacek, to approve the financial report for the period ending September 2015. All present voting in favor, motion carried.

Business Manager Christensen noted a mistake on the June 2015 Financial Report. The June 30, 2015 cash balances are as follows: Fund 10 \$164,631.29; Fund 22 \$638,074.94; Fund 71 \$16,368.27.

The mistake occurred because the Fiscal Year 2015 expensed accounts payable was not included with the disbursements. An error in the Fund 71 balance for July 2015 and end balance for August 2015 were also caught and corrected. Correct balance is as follows: July 2015 Ending \$16,954.68; August 2015 Beginning \$16,954.68; August 2015 Ending \$16,597.66.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
September 1, 2015	\$130,110.63	\$588,084.82	\$16,597.66
<u>Receipts:</u>			
Local Sources	\$6,065.27	\$111,585.08	\$2.84
State Sources		\$7,647.48	
Federal Sources			
Other	\$42,161.06	\$45,560.81	\$1,803.29
<u>Total Monthly Receipts</u>	<u>\$48,226.33</u>	<u>\$164,793.37</u>	<u>\$1,806.13</u>
Total Gross Receipts	\$178,336.96	\$752,878.19	\$18,403.79
Less Salaries	\$22,823.99	\$237,118.32	
Less Disbursements	\$29,199.61	\$24,150.05	\$3,044.55
<u>Total Salaries & Disbursements</u>	<u>\$52,023.60</u>	<u>\$261,268.37</u>	<u>\$3,044.55</u>
Ending Cash Balance			
September 30, 2015	\$126,313.36	\$491,609.82	\$15,359.24

Consent Agenda

Action #16024 Motion by C. Knutson, second by J. Carlson, to approve the following items on the Consent Agenda: 5a) Approval of September 17, 2015 Board of Directors minutes; 5b) Approval of payment of October 2015 claims; 5c) Approval of work agreement – Shari Peckenpaugh, \$12.90 per hour, paraprofessional at Hamlin. All present voted in favor, motion carried.

September 2015 Accounts Payable

GENERAL FUND: ALLEGRA PRINT & IMAGING ADMIN SUPPLIES - PARENTS RIGHTS BOOKS 40.58;APEX LEARNING APEX SEATS 750.00 BMO MASTERCARD PURCH SVCS, SPLYS, PHONE,TRAVEL 397.66;CENEX FLEETCARD FLEET MAINT & GASOLINE 5,411.81;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 281.24;CHRISTENSEN, BRICE FISCAL TRAVEL 4.66CHURCHILL,MANOLIS, FREEMAN,KLUDT,SHELTON LEGAL FEES 9.75;CRAIG BASS SANITARY SERVICE JULY-SEPT GARBAGE SERVICE 20.77;DELYLE'S SOUTH 81 SERVICE, INC. FLEET MAINT 27.75;DON'S BODY SHOP FLEET MAINT 35.00;DUST TEX SERVICE, INC. O&M OTHER SERVICES - RUG RENTAL 12.83;ESTELLINE COMMUNITY OIL CO. FLEET MAINT 34.84;HAMLIN COUNTY FARMERS COOP GASOLINE 826.38;HAMLIN COUNTY PUBLISHING SEALED BIDS AD 0.79;HARMS, KRISTINE ESA MILEAGE TO STAFF 278.88;NELSON, ANNEKE PSYCH GASOLINE 34.00 NESC IMPREST REIMBURSE IMPREST 870.88;NESC PAYROLL CLEARING OCTOBER 2015 PAYROLL 22,277.51;NESC SPECIAL REVENUE PROJECTS NESC QUARTER 1 EXPENSED MILEAGE 5,368.24;OTTER TAIL POWER CO. O&M - ELECTRICITY 94.29;S & S AUTO FLEET MAINT 25.00;TOWN OF HAYTI WATER AND SEWER 5.72;W.W. TIRE FLEET MAINT 464.46

FUND TOTAL: \$37,273.04

SPECIAL EDUCATION FUND: ALLEGRA PRINT & IMAGING ADMIN SUPPLIES - PARENTS RIGHTS BOOKS 500.51;BMO MASTERCARD PURCH SVCS, SPLYS, PHONE,TRAVEL 13,285.68;BOYD, BRENDA ED SPEC TRAVEL 41.00;BRITTON-HECLA SCHOOL DISTRICT MILEAGE TO SCHOOL 98.70;CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE 677.33;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 206.20;CHILSON, GINA SPEECH MILEAGE TO STAFF 151.20;CHRISTENSEN, BRICE FISCAL TRAVEL 57.46 CHURCHILL,MANOLIS, FREEMAN,KLUDT,SHELTON LEGAL FEES 120.25;CRAIG BASS SANITARY SERVICE JULY-SEPT GARBAGE SERVICE 108.23;DUST TEX SERVICE, INC. O&M OTHER SERVICES - RUG RENTAL 66.89;HAMLIN COUNTY PUBLISHING SEALED BIDS AD 9.77 HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 677.33;MILLER, DANA MILEAGE TO PARENT 95.76;NESC IMPREST REIMBURSE IMPREST 665.38;NESC PAYROLL CLEARING OCTOBER 2015 PAYROLL 235,281.53;NESC SPECIAL REVENUE PROJECTS NESC QUARTER 1 EXPENSED MILEAGE 49,801.81;OTTER TAIL POWER CO. O&M - ELECTRICITY 491.39;SCHOLASTIC MAGAZINES CENTER BASE SUPPLIES 175.12;SHIRLEY, LINDA ED SPEC TRAVEL 411.34;TOWN OF HAYTI WATER AND SEWER 29.78;WEBSTER SCHOOL DISTRICT CB FACILITY USE FEE 406.40;WIESE, RITA SPEECH MILEAGE TO STAFF 22.68

FUND TOTAL: \$303,381.74

Old Business

October 14, 2015 Advisory Board meeting minutes

Director Aberle reviewed the September Advisory Board minutes.

New Business

Accept Bids for Surplussed Vehicles

Action #16025 Motion by C, Knutson, second by J. Homola to accept the high bids for the three surplussed vehicles. All present voting in favor, motion carried.

2003 Ford Taurus – Black	1998 Plymouth Breeze - White	2003 Ford Taurus Wagon - Blue
Shane Roth \$956.00	Shane Roth \$954.00	Jim Holbeck \$540.00

Accept 2015 Audit Report

Action #16026 Motion by D. Lutkemeier, second by K. Weinberg to accept the audit report of Fiscal Year 2015 prepared by William Neale & Co., P.C. All present voting in favor, motion carried.

Job Descriptions

Job descriptions were read in anticipation of approval at the November 2015 Board of Directors meeting. This included Center-Base Classroom Teacher, Center-Base Paraprofessionals, Education Specialist, and School Nurse.

Funding/Assessment formula

Director Aberle reviewed the current status of evaluating the Funding/Assessment formula. The review committee comprised of superintendents and business managers met and suggested that no change need to be made. The formula will be discussed with the entire board during the November meeting.

Approve Center Base Tuition Rates

Action #16027 Motion by D. Fuller, second by J. Bucholz to approve the school year 2015-2016 center base tuition rates as presented. All present voting in favor, motion carried.

Base Rate	\$36,761.65
First Placement	\$47,790.15
Second Placement	\$28,688.79
Third Placement	\$25,468.47

Mentorship

Action #16028 Motion by G. Koerlin, second by D. Lutkemeier to allow Director Aberle to participate in a mentorship program with School Administrators of South Dakota and collect a \$500.00 directly from SASD. 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 #16029 With there being no further business, motion by C. Knutson, 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, November 16, 2015 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager