

December 17, 2015

Hello NESC Board of Directors

Meeting Location:

Our December meeting will be held Monday, December 21, 2015 in Watertown, SD. **The meeting will be held at Lake Area Technical Institute.** The meeting will begin at **7:00 P.M.**

Debbe Koenecke
PRESIDENT
BOARD OF DIRECTORS

Jerry Aberle
DIRECTOR
Jerry.Aberle@k12.sd.us

Tim Frewing
ASSISTANT DIRECTOR
Tim.Frewing@k12.sd.us

Brice Christensen
BUSINESS MANAGER
Brice.Christensen@k12.sd.us

MEMBER DISTRICTS

- Arlington #38-1
- Britton-Hecla #45-4
- Castlewood #28-1
- Clark #12-2
- De Smet #38-2
- Deubrook #5-6
- Deuel #19-4
- Elkton #5-3
- Enemy Swim Day School
- Estelline #28-2
- Florence #14-1
- Grant-Deuel #25-3
- Hamlin #28-3
- Henry #14-2
- Iroquois #2-3
- Lake Preston #38-3
- Rosholt #54-4
- Sioux Valley #5-5
- Summit #54-6
- Waubay #18-3
- Waverly #14-5
- Webster Area #18-5
- Willow Lake #12-3
- Wilmot #54-7

Northeast Educational Services Cooperative

P.O. Box 327 • Hayti, South Dakota 57241
605-783-3607 • Fax 605-783-3259

December 16, 2015

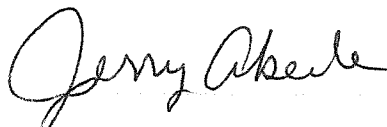
Dear NESC Board Members:

Our December meeting will be Monday, December 21, 2015. It will begin at 7:00 pm and will be held in Watertown at LATI—the Manufacturing, Energy, and Transportation Building—Room 802.

Please review the enclosed documents we will be discussing at the meeting.

See you Monday at 7:00 pm. Have a great weekend.

Sincerely yours,



Jerry Aberle

NESC BOARD OF DIRECTORS' MEETING

Proposed Agenda

Date: December 21, 2015

Time: 7:00 P.M.

**Location: Lake Area Technical Institute (LATI)
Manufacturing, Energy, and Transportation Building—Room 802
230 11th Street NE, Watertown, SD**

1. Call to order
2. Agenda review, changes, and approval
3. Introduction of guests
4. Approval of November 2015 financial report
5. Consent Agenda
 - a. Approval of November 16, 2015 meeting minutes
 - b. Approval of payment of December 2015 claims
 - c. Approval of contract—Kristine Harms, ESA I; \$17,500.00; 70 days
 - d. Approval of work agreement—Lucy Vandersnick, Hamlin Center Base paraprofessional; \$13.00 per hour
 - e. Approval of contractor agreement—Randy Cantrell, Hamlin Center Base transporter; \$10.00 per hour
 - f.
 - g.
6. Discussion Items
 - a. Director Evaluation
 - b. Business Manager Evaluation
 - c. Steering/Negotiations Committee Meeting—January 18, 2016—5:30 pm
 - d. Big Stone City joining NESC
 - e. 501(c)3 designation
 - f.
 - g.
7. Action Items
 - a. Funding/assessment formula—By Law—5.2
 - b. February board meeting location—HyVee Club Room
 - c.
 - d.
 - e.
8. Assistant Director's Report
9. Director's Report
10. Executive Session
 - a. Personnel—SDCL 1-25-2(1)
 - b.

AGENDA ITEMS IN RED HAVE BEEN ADDED SINCE THE PROPOSED AGENDA WAS DRAFTED.

AGENDA ITEMS INDICATED BY A ~~STRIKETHROUGH~~ WILL BE DELETED FROM THE PROPOSED AGENDA.

Agenda Explanation

- 1. Call to order**
- 2. Agenda review, changes, and approval**
- 3. Introduction of guests**
- 4. Approval of November 2015 financial report**
- 5. Consent Agenda**
 - a. **Approval of November 16, 2015 meeting minutes.** Please review enclosed minutes.
 - b. **Approval of payment of December 2015 claims.** Please review the enclosed claims.
 - c. **Approval of contract—Kristine Harms, ESA 1; \$17,500.00; 70 days.** This contract is for ESA work. Many of these days are reimbursed by the State Department of Education.
 - d. **Approval of work agreement—Lucy Vandersnick, Hamlin Center Base paraprofessional; \$13.00 per hour.** We have had two new students enroll in the Hamlin program; therefore, we needed extra staff.
 - e. **Approval of contractor agreement—Randy Cantrell, Hamlin Center Base transporter; \$10.00 per hour.** With two new enrollments, we needed extra transportation assistance.
 - f.
 - g.
- 6. Discussion Items**
 - a. **Director Evaluation.** Evaluation forms will be provided and need to be returned to Denise Lutkemeier.
 - b. **Business Manager Evaluation.** Evaluation forms will be provided and need to be returned to Denise Lutkemeier.
 - c. **Steering/Negotiations Committee Meeting—January 18, 2016—5:30 pm.** I am going to recommend that the steering/negotiations committee meet on January 18 at 5:30 pm.
 - d. **Big Stone City joining NESC.** I will provide the board with the latest information concerning Big Stone City joining NESC.
 - e. **501(c)3 designation.** Brice will provide the latest information concerning the 501(c)3 designation.
 - f.
 - g.
- 7. New Business**
 - a. **Funding/Assessment Formula—By-Law 5.2.** I will be recommending to approve the changes we discussed at last month's meeting concerning the funding/assessment formula.
 - b. **February board meeting location—HyVee Club Room.** LATI is closed on February 15, so I will be recommending moving our meeting to the HyVee Club Room
 - c.
 - d.
- 8. Assistant Director's Report**
- 9. Director's Report**
- 10. Executive Session**
 - a. **Personnel.** I will be asking for an executive session for personnel reasons. SDCL 1-25-2(1)
 - b.

NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS, AND CASH BALANCES

	General Fund (10)	Special Education Fund (22)	Agency Fund (71)	TOTAL ALL FUNDS
CASH BALANCE				
November 1, 2015	\$186,539.54	\$515,893.20	\$17,824.63	\$720,257.37

Receipts:

Local Sources:

1312 Center Base Tuition		\$54,373.59		\$54,373.59
1332 Extended School Year Tuition		\$65,230.22		\$65,230.22
1510 Interest	\$48.91	\$121.01	\$2.81	\$172.73
1941 ESA 1 OTHER SOURCES				\$0.00
1941 ESA 1 LEA Assessments				\$0.00
1941 SD COUNTS Other LEAs				\$0.00
1990 Miscellaneous-Center Base				\$0.00
1990 SPED Assessments		\$85,054.78		\$85,054.78
1990 General Fund Assessment	\$1,734.36			\$1,734.36
1990 Reading Recovery	\$2,950.38			\$2,950.38
1990 Reading Recovery-Other LEAs				\$0.00
1990 Miscellaneous	\$2,110.43	\$173.57		\$2,284.00
1990 Special Projects-Indirect Cost				\$0.00
1990 Drug & Alcohol Pool				\$0.00
1990 Expensed Mileage				\$0.00

State Sources:

3119 Grants-in-Aid: Ed. Specialist		\$28,748.00		\$28,748.00
3900 Part C Funds		\$5,320.84		\$5,320.84
3900 Part B Funds				\$0.00
3900 ESA 1	\$20,100.00			\$20,100.00
3900 ESA 1 Coaching Contract				\$0.00
3900 ESA 1 SD STARS Training				\$0.00

Federal Sources:

4152 Title IIB (SD COUNTS)	\$15,739.00			\$15,739.00
4175 IDEA Part B 611		\$127,793.00		\$127,793.00
4175 IDEA Part B 611-Private				\$0.00
4186 IDEA Part B 619		\$3,877.00		\$3,877.00

Other Receipts:

120 Accounts Receivable				\$0.00
140 Due from other Governments	\$30.00			\$30.00
Other Receipts	\$2,043.05	\$224.00	\$1,933.75	\$4,200.80

Total Monthly Receipts	\$44,756.13	\$370,916.01	\$1,936.56	\$417,608.70
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Total Gross Receipts	\$231,295.67	\$886,809.21	\$19,761.19	\$1,137,866.07
Manual Journal Entry				\$0.00
Manual Journal Entry Revenue			\$490.90	\$490.90

Less Salaries & Disbursements

Salaries	\$21,703.13	\$34,590.70		\$56,293.83
Disbursements	\$11,561.80	\$238,898.92	\$6,105.08	\$256,565.80
Less Total Salaries & Disbursements	\$33,264.93	\$273,489.62	\$6,105.08	\$312,859.63

CASH BALANCE

November 30, 2015	\$198,030.74	\$613,319.59	\$14,147.01	\$825,497.34
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Balance Sheet

Payroll Clearing Account XX-101-002	\$20.00	\$80.00	\$0.00	\$100.00
Checking Account XX-101	\$20,840.61	\$175,901.32	\$3,157.76	\$199,899.69
Money Market Savings XX-105	\$177,170.13	\$355,828.72	\$10,989.25	\$543,988.10
Certificates of Deposit XX-106	\$0.00	\$76,509.55	\$0.00	\$76,509.55
Imprest XX-108	\$0.00	\$5,000.00	\$0.00	\$5,000.00
TOTALS	\$198,030.74	\$613,319.59	\$14,147.01	\$825,497.34
Cash & Balance Sheet difference	\$0.00	\$0.00	\$0.00	\$0.00

Regular; Processing Month 11/2015; Fund Number 10, 22

Fund: 10 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
10 1510	INTEREST	300.00	48.91	179.09	59.70	120.91
10 1941 013	ESA 1 COMMON CORE TRAINING	0.00	0.00	0.00	0.00	0.00
10 1941 014	ESA 1 LEA ASSESSMENTS	40,554.22	0.00	40,554.22	100.00	0.00
10 1941 015	ESA-1 REVENUE OTHER SOURCES-LEAs	29,285.91	0.00	29,285.91	100.00	0.00
10 1941 016	SD COUNTS-OTHER LEAS	23,136.27	0.00	22,351.41	96.61	784.86
10 1990 009	NON-SP.ED. ASSESSMENTS	21,502.89	1,734.36	9,071.49	42.19	12,431.40
10 1990 012	READING RECOVERY ASSESSMENTS	45,710.17	2,950.38	25,057.61	54.82	20,652.56
10 1990 013	READING RECOVERY-OTHER LEAs	13,390.00	0.00	0.00	0.00	13,390.00
10 1990 018	MISCELLANEOUS	0.00	2,110.43	2,110.43	0.00	(2,110.43)
10 1990 073	D&A POOL ASSESSMENTS	10,000.00	0.00	5,316.34	53.16	4,683.66
10 1990 200	EXPENSED MILEAGE FROM SPED	231,828.00	0.00	55,170.05	23.80	176,657.95
Subtotal: LOCAL SOURCES		415,707.46	6,844.08	189,096.55	45.49	226,610.91
10 3900 013	READING RECOVERY I3 GRANT	0.00	0.00	0.00	0.00	0.00
10 3900 016	COMMON CORE MATH	1,228.60	0.00	0.00	0.00	1,228.60
10 3900 017	ESA 1 COMMON CORE TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 050	ESA 1-TEACHER OF THE YEAR	600.00	0.00	0.00	0.00	600.00
10 3900 102	ESA 1 SDAP TRAINING	0.00	600.00	600.00	0.00	(600.00)
10 3900 103	ESA 1 SIP TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 104	ESA 1 6-12 LITERACY TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 105	ESA 1 PBL TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 106	ESA 1 SD STARS TRAINING	0.00	0.00	0.00	0.00	0.00
10 3900 107	ESA 1 COACHING	54,153.43	0.00	24,195.83	44.68	29,957.60
10 3900 108	MATH LEADER/COACH	0.00	0.00	0.00	0.00	0.00
10 3900 109	TEACHER EFFECTIVENESS & COM. CORE	34,100.00	0.00	34,100.00	100.00	0.00
10 3900 110	ESA 1 MENU OF OPTIONS	105,600.00	19,500.00	19,500.00	18.47	86,100.00
10 3900 111	ESA 1 TEACHER TRAINING	9,000.00	0.00	0.00	0.00	9,000.00
Subtotal: STATE SOURCES		204,682.03	20,100.00	78,395.83	38.30	126,286.20
10 4152 016	TITLE II PART B SD COUNTS	114,220.87	15,739.00	15,739.00	13.78	98,481.87
Subtotal: FEDERAL SOURCES		114,220.87	15,739.00	15,739.00	13.78	98,481.87
10 5110	OPERATING TRANSFER IN	0.00	0.00	0.00	0.00	0.00
10 5130	SALE OF SURPLUS PROPERTY	0.00	1,910.00	3,950.00	0.00	(3,950.00)
10 5140	COMPENSATION FOR LOSS OF ASSET	0.00	0.00	3,284.79	0.00	(3,284.79)
Subtotal: 5000		0.00	1,910.00	7,234.79	0.00	(7,234.79)
Fund Total:		734,610.36	44,593.08	290,486.17	39.54	444,144.19

Regular; Processing Month 11/2015; Fund Number 10, 22

Fund: 22 SPECIAL EDUCATION FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
22 1312	TUITION-CENTER BASE	497,010.10	54,373.59	126,582.45	25.47	370,427.65
22 1312 100	TUITION-ESY	83,497.77	65,230.22	65,230.22	78.12	18,267.55
22 1510	INTEREST	3,000.00	121.01	621.40	20.71	2,378.60
22 1990 002	MISCELLANEOUS-CENTER BASE	0.00	0.00	0.00	0.00	0.00
22 1990 003	SPED ASSESSMENTS	1,039,829.53	85,054.78	431,664.70	41.51	608,164.83
22 1990 018	MISCELLANEOUS	12,000.00	173.57	463.45	3.86	11,536.55
22 1990 019	SPECIAL PROJECTS INDIRECT COSTS	5,000.00	0.00	0.00	0.00	5,000.00
Subtotal: LOCAL SOURCES		1,640,337.40	204,953.17	624,562.22	38.08	1,015,775.18
22 3119 071	STATE GRANTS-IN-AID: ED.SPEC.	140,265.53	28,748.00	35,724.35	25.47	104,541.18
22 3900 013	STATE REVENUE: PART C FUNDS	50,000.00	5,320.84	29,559.27	59.12	20,440.73
22 3900 014	STATE REVENUE: PART B FUNDS	4,500.00	0.00	11,729.81	260.66	(7,229.81)
22 3900 106	CBI GRANT	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE SOURCES		194,765.53	34,068.84	77,013.43	39.54	117,752.10
22 4175 475	REGULAR IDEA PART B 611	1,630,333.00	127,793.00	290,805.00	17.84	1,339,528.00
22 4175 476	REGULAR IDEA PART B 611-PRIVATE SCHOOL	1,794.00	0.00	0.00	0.00	1,794.00
22 4186 486	REGULAR IDEA PART B 619	46,205.00	3,877.00	8,798.00	19.04	37,407.00
Subtotal: FEDERAL SOURCES		1,678,332.00	131,670.00	299,603.00	17.85	1,378,729.00
22 5130	SALE OF SURPLUS PROPERTY	0.00	0.00	0.00	0.00	0.00
22 5140	COMPENSATION FOR LOSS OF ASSET	0.00	0.00	0.00	0.00	0.00
Subtotal: 5000		0.00	0.00	0.00	0.00	0.00
Fund Total:		3,513,434.93	370,692.01	1,001,178.65	28.50	2,512,256.28

Revenue Summary Report

Processing Month: 11/2015

User ID: BPC

Regular; Processing Month 11/2015; Fund Number 10, 22

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	4,248,045.29	415,285.09	1,291,644.82	30.41	2,956,400.47

EXPENDITURE SUMMARY
Regular; Processing Month 11/2015; Fund Number 10, 22

Account Number	Account Description	BUDGET	CURRENT MO.EXP.	EXP.TO DATE	% OF BUDGET	BALANCE AT EOM
10	GENERAL FUND					
1111	READING RECOVERY	\$59,100.17	\$4,029.12	\$23,241.36	39.33	\$35,858.81
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$411,879.30	\$16,075.76	\$87,456.62	21.23	\$324,422.68
2227	TECHNOLOGY SUPPORT	\$3,084.28	\$140.35	\$630.68	20.45	\$2,453.60
2319	BOARD OF EDUCATION SERVICES	\$6,080.02	\$40.34	\$4,189.98	68.91	\$1,890.04
2329	ADMINISTRATION	\$21,268.56	\$1,455.43	\$7,905.13	37.17	\$13,363.43
2529	ADMINISTRATION-FISCAL SERVICES	\$6,301.65	\$1,020.01	\$3,210.39	50.95	\$3,091.26
2542	OPERATION & MAINTENANCE BLDGS.	\$7,234.38	\$189.18	\$1,249.01	17.26	\$5,985.37
2545	VEHICLE SERVICE	\$209,662.00	\$10,181.69	\$85,147.68	40.61	\$124,514.32
2551	DRUG & ALCOHOL TESTING POOL	\$10,000.00	\$0.00	\$1,088.00	10.88	\$8,912.00
8110	OPERATING TRANSFERS OUT	\$0.00	\$0.00	\$0.00	0.00	\$0.00
10	GENERAL FUND	\$734,610.36	\$33,131.88	\$214,118.85	29.15	\$520,491.51
22	SPECIAL EDUCATION FUND					
1221	EXTENDED SCHOOL YEAR	\$85,291.75	\$0.00	\$66,867.24	78.40	\$18,424.51
1223	CENTER BASE DAY PROGRAMS	\$497,010.09	\$38,910.76	\$110,054.93	22.14	\$386,955.16
1226	EARLY CHILDHOOD SERVICES	\$295,295.65	\$21,596.52	\$76,872.24	26.03	\$218,423.41
1227	PROLONGED ASSISTANCE PROGRAMS	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2129	TRANSITION SUPPORT SERVICES	\$25,829.06	\$1,565.80	\$8,385.30	32.46	\$17,443.76
2142	PSYCHOLOGICAL SERVICES	\$473,744.73	\$32,967.71	\$119,110.14	25.14	\$354,634.59
2152	SPEECH PATHOLOGY SERVICES	\$972,147.14	\$74,636.81	\$252,056.32	25.93	\$720,090.82
2171	PHYSICAL THERAPY	\$283,674.78	\$20,157.74	\$105,549.16	37.21	\$178,125.62
2172	OCCUPATIONAL THERAPY	\$471,804.40	\$37,917.05	\$141,072.22	29.90	\$330,732.18
2213	PROFESSIONAL DEVELOPMENT/PRESERVICE&TCAP	\$7,613.36	\$0.00	\$5,611.89	73.71	\$2,001.47
2219	OTHER IMPROVEMENTS-INSTRUCTION	\$140,265.53	\$12,342.32	\$51,222.95	36.52	\$89,042.58
2227	TECHNOLOGY SUPPORT	\$38,039.13	\$1,757.32	\$7,911.23	20.80	\$30,127.90
2319	BOARD OF EDUCATION SERVICES	\$74,986.86	\$497.58	\$51,676.97	68.91	\$23,309.89
2329	ADMINISTRATION	\$262,312.24	\$17,720.90	\$96,309.68	36.72	\$166,002.56
2529	ADMINISTRATION-FISCAL SERVICES	\$77,720.37	\$12,580.18	\$38,850.63	49.99	\$38,869.74
2542	OPERATION & MAINTENANCE BLDGS.	\$37,699.84	\$990.83	\$6,523.15	17.30	\$31,176.69
2712	EMOTIONALLY DISTURBED-ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2713	INTELLECTUAL DISABILITIES - ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2714	HEARING IMPAIRMENTS - ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2715	SPEC.LEARNING DISABLED-ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2716	MULTIPLE DISABILITIES-ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2717	ORTHOPEDIC IMPAIRMENTS	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2718	VISUALLY IMPAIRED - ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2719	DEAFNESS - ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2720	SPEECH/LANG.IMPAIRMENTS-ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2721	OTHER HEALTH IMPAIRED - ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2722	AUTISM - ADMIN.	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2723	TRAUMATIC BRAIN INJURY - ADMIN	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2724	PRESCHOOL (AGE 3-5)	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2725	EARLY INTERVENTION (AGE 0-2)	\$0.00	\$0.00	\$0.00	0.00	\$0.00
2900	OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00
7000	CONTINGENCIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00
8110	OPERATING TRANSFERS OUT	\$0.00	\$0.00	\$0.00	0.00	\$0.00
22	SPECIAL EDUCATION FUND	\$3,743,434.93	\$273,641.52	\$1,138,074.05	30.40	\$2,605,360.88
Grand Total:		\$4,478,045.29	\$306,773.40	\$1,352,192.90	30.20	\$3,125,852.39

Activity Fund Balance Report - Summary - Exclude Encumbrances

11/2015 - 11/2015

Regular; Beginning Month 11/2015; Processing Month 11/2015; Fund Number 71

Fund: 71 AGENCY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
71 415 801	GENERAL CLEARING-AMT. HELD FOR OTHERS	1,102.42	642.79	642.79	0.00	1,102.42
71 415 802	FLORENCE CENTER BASE-AMT HELD FOR OTHERS	283.17	0.00	0.00	0.00	283.17
71 415 803	HAMLIN CENTER BASE-AMT HELD FOR OTHERS	493.31	0.00	0.00	0.00	493.31
71 415 804	GRANT-DEUEL CB-AMT HELD FOR OTHERS	621.08	0.00	0.00	0.00	621.08
71 415 805	KNIGHTS OF COLUMBUS-AMT HELD FOR OTHERS	2,415.06	0.00	0.00	0.00	2,415.06
71 415 806	SPECIAL OLYMPICS SD-AMT HELD FOR OTHERS	7,839.10	1,677.20	94.00	0.00	6,255.90
71 415 850	ELABO-AMT HELD FOR OTHERS	0.00	0.00	0.00	0.00	0.00
71 430 800	IMPREST ACCOUNT	5,055.96	3,294.19	1,196.96	0.00	2,958.73
71 704 005	FUND BALANCE - UNDESIGNATED	0.00	0.00	0.00	0.00	0.00
71 760	UNASSIGNED FUND BALANCE	14.53	0.00	2.81	0.00	17.34
Fund Total: 71		17,824.63	5,614.18	1,936.56	0.00	14,147.01

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

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday November 16 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by President Koenecke at 6:59 P.M. and adjourned at 7:59 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Trudi Gaikowski, Clark; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Janel Williams, Enemy Swim Day School; Krecia Weinberg, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Gloria Koerlin, Sioux Valley; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Jamie Reetz, Webster; Paula Warkenthien, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Tom Landsman, Elkton; Jared Engebretson, Grant-Deuel; Greg Schortzmann, Iroquois; Joyce Carlson, Lake Preston; Hailey Peterson, Rosholt; Corrie Quale, Summit

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 6:59 P.M.

Agenda review, changes, and approval

Action #16030 Motion by C. Knutson, second by C. Akin, to approve the agenda with the following addition: 7c) 501(c)(3) designation. All present voting in favor, motion carried.

Introduction of Guests

Kevin Keenaghan and Jim Block were introduced as guests.

Financial Report

Action #16031 Motion by G. Koerlin, second by D. Fuller, to approve the financial report for the period ending October 2015. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
Cash Balance			
October 1, 2015	\$126,313.36	\$491,609.82	\$15,359.24
Receipts:			
Local Sources	\$60,161.40	\$141,201.71	\$4.42
State Sources	\$3,000.00	\$18,530.41	
Federal Sources		\$167,933.00	
Other	\$34,337.82		\$4,866.05
<u>Total Monthly Receipts</u>	<u>\$97,499.22</u>	<u>\$327,665.12</u>	<u>\$4,870.47</u>
Total Gross Receipts	\$223,812.58	\$819,274.94	\$20,229.71
 Less Salaries	 \$22,277.51	 \$68,100.21	
Less Disbursements	\$14,995.53	\$235,281.53	\$2,405.08
<u>Total Salaries & Disbursements</u>	<u>\$37,273.04</u>	<u>\$303,381.74</u>	<u>\$2,405.08</u>
 Ending Cash Balance			
October 31, 2015	\$186,539.54	\$515,893.20	\$17,824.63

Consent Agenda

Action #16032 Motion by D. Lutkemeier, second by J. Homola, to approve the following items on the Consent Agenda: 5a) Approval of October 19, 2015 Board of Directors minutes; 5b) Approval of payment of November 2015 claims. All present voted in favor, motion carried.

September 2015 Accounts Payable

GENERAL FUND: ASBSD ADMIN/FISCAL CONF REGISTRATION 6.76;BERNER'S DAKOTA CLUTCH & TRANSMISSION FLEET MAINT 0.00;BMO MASTERCARD PURCH SVCS, PHONE, TRAVEL,SPLYS 310.12;BRIAN'S GLASS AND DOOR, INC VEHICLE MAINTENANCE 50.00 CENEX FLEETCARD MAINT & GASOLINE 5,707.35;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 265.26 CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 4.06;DAKTECH, INC. TECHNOLOGY - MAINTENANCE 7.13;DELYLE'S SOUTH 81 SERVICE, INC. FLEET MAINT 561.08;DON'S BODY SHOP FLEET MAINT 442.71;ESTELINE COMMUNITY OIL CO. FLEET MAINT & GASOLINE 90.91;HAMLIN COUNTY FARMERS COOP FLEET MAINT & GASOLINE 932.92;JOHNSON AUTOMOTIVE FLEET MAINT 30.89 JURGENS OIL FLEET MAINT 39.41;NESC PAYROLL CLEARING NOVEMBER 2015 PAYROLL 21,703.13;NOLTE, KARI READING RECOVERY TRAVEL 37.00;NORTHLAND AUTO CENTER FLEET MAINT 53.72;OTTER TAIL POWER CO. ELECTRICITY 58.06;QUICK PRO LUBE FLEET MAINT 36.02;REINHILLER, LISA ESA/ED SPEC TRAVEL 80.00;RON'S AUTO REPAIR FLEET MAINT 674.33;S & S AUTO FLEET MAINT 370.32;STEVE'S TIRE & SERVICE FLEET MAINT & GASOLINE 61.88;TOWN OF HAYTI WATER AND SEWER 5.72;W.W. TIRE FLEET MAINT 1,099.55;WEBSTER AUTO CARE FLEET MAINT 36.60;WILLIAM G. NEALE, CPA FY 2015 AUDIT 600.00

FUND TOTAL: \$33,264.93

SPECIAL EDUCATION FUND: ASBSD ADMIN/FISCAL CONF REGISTRATION 83.24;BAYMONT INN ED SPEC TRAVEL 440.00 BMO MASTERCARD PURCH SVCS, PHONE, TRAVEL,SPLYS 20,701.52;BRITTON-HECLA SCHOOL DISTRICT SPEECH MILEAGE 89.04 CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE 677.33;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 134.35;CHILSON, GINA SPEECH MILEAGE TO STAFF 178.92;CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 50.12;DAKTECH, INC. TECHNOLOGY - MAINTENANCE 87.87;HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 873.76;NESC IMPREST REIMBURSE IMPREST 1,196.96;NESC PAYROLL CLEARING NOVEMBER 2015 PAYROLL 238,898.92;OTTER TAIL POWER CO. ELECTRICITY 302.55 REINHILLER, LISA ESA/ED SPEC TRAVEL 197.00;SHIRLEY, LINDA ED SPEC TRAVEL 1,670.04;TOWN OF HAYTI WATER AND SEWER 29.78;WEBSTER SCHOOL DISTRICT CB FACILITY USE FEE 406.40;WENZ, MELODY SPEECH MILEAGE TO STAFF 34.44;WIESE, RITA SPEECH MILEAGE TO STAFF 37.38;WILLIAM G. NEALE, CPA FY 2015 AUDIT 7,400.00

FUND TOTAL: \$273,489.62

Old Business

November 4, 2015 Advisory Board meeting minutes

Director Aberle reviewed the November Advisory Board minutes.

Job Descriptions

Action #16033 Motion by D. Lutkemeier, second by T. Hlavacek to update job descriptions for Center Base Classroom Teacher, Center Base Paraprofessionals, Education Specialist, and School Nurse as presented. All present voting in favor, motion carried.

New Business

Funding/Assessment Formula

Director Aberle gave a first reading of the NESC funding/assessment formula. There were no changes to the formula, but it was noted that the amounts under the 50/50 assessment and core services assessment should be looked at the next time the formula is up for review.

Contracting Services for Sisseton

Action #16034 Motion by J. Homola, second by G. Koerlin to contract NESC services to Sisseton at Enemy Swim Day School.
Action #16035 Motion by M. Murphy, second by D. Lutkemeier to amend the motion to: Allow NESC to contract services to Sisseton at Enemy Swim Day School provided no additional staff will be needed, and that the agreement will be reevaluated July 1 of every year. All present voting in favor, motion carried.

Service	Rate
Early Childhood	\$41.00 /hour
School Psychologist	\$46.00 /hour
Speech Language Pathologist	\$46.00 /hour
Physical Therapist	\$50.00 /hour
Occupational Therapist	\$60.00 /hour

501(c)(3) Designation

Action #16036 Motion by C. Akin, second by C. Knutson to move forward in looking into a 501(c)(3) designation for NESC. Motion was amended by C. Akin and C. Knutson to table this item until next month. 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 #16037 With there being no further business, motion by J. Homola, second by C. Knutson, 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, December 21, 2015 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager

12/17/2015 12:39 PM


User ID: BPC

Vendor Name	Description	Amount
Checking Account: 1	Fund Number: 10 GENERAL FUND	
BERNER'S DAKOTA CLUTCH & TRANSMISSION	FLEET MAINT	2,435.00
BMO MASTERCARD	CONTRACTED THERAPY, TRAVEL, SPLYS, PHONE	1,683.46
BND TOWING	FLEET MAINT	406.00
BUNKER AUTO, INC.	FLEET MAINT	129.00
CAMSE/BHSU	SD COUNTS PURCHASED SERVICES - CAMSE	21,603.00
CENEX FLEETCARD	FLEET MAINT & GASOLINE	4,353.47
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINTENANCE CONTRACT	263.32
CHRISTENSEN, BRICE	FISCAL MILEAGE TO STAFF	2.71
CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON	LEGAL- SCHOOL MATTERS	332.76
DELYLE'S SOUTH 81 SERVICE, INC.	FLEET MAINT	469.59
DUST TEX SERVICE, INC.	RUG RENTAL	6.42
HAMLIN COUNTY FARMERS COOP	GASOLINE	627.60
HARMS, KRISTINE	ESA TRAVEL	311.64
NESC IMPREST	REIMBURSE IMPREST	1,791.87
NESC PAYROLL CLEARING	DECEMBER 2015 PAYROLL	21,716.40
NORTHLAND AUTO CENTER	FLEET MAINT	645.23
OTTER TAIL POWER CO.	ELECTRICITY - O&M	367.96
PALMLUND AUTOMOTIVE	FLEET MAINT	36.86
PROFESSIONAL SECURITY	DRUG AND ALCOHOL POOL	1,264.00
RIDER, DIANNE	MEDICATION ADMIN CLASS	720.00
TOWN OF HAYTI	WATER & SEWER - O&M	5.72
W.W. TIRE SERVICE	FLEET MAINT	263.75
Fund Number: 10		59,435.76
Checking Account: 1	Fund Number: 22 SPECIAL EDUCATION FUND	
BAYMONT INN	ED SPEC TRAVEL	50.00
BMO MASTERCARD	CONTRACTED THERAPY, TRAVEL, SPLYS, PHONE	12,641.36
BRITTON-HECLA SCHOOL DISTRICT	SPEECH MILEAGE TO SCHOOL	223.24
CASTLEWOOD SCHOOL DISTRICT	BIRTH TO 3 PAYMENT TO SCHOOL	1,661.82
CENTURY BUSINESS PRODUCTS, INC	COPIER MAINTENANCE CONTRACT	182.08
CHILSON, GINA	SPEECH MILEAGE TO STAFF	117.60
CHRISTENSEN, BRICE	FISCAL MILEAGE TO STAFF	33.41
CLARK SCHOOL DISTRICT	BIRTH TO 3 PAYMENT TO SCHOOL	72.95
DEUBROOK SCHOOL DISTRICT	BIRTH TO 3 PAYMENT TO SCHOOL	344.73
DUST TEX SERVICE, INC.	RUG RENTAL	33.44

Northeast Educational Services Cooperative
12/17/2015 12:39 PM

ACCOUNTS PAYABLE DECEMBER 2015

Page: 2
User ID: BPC

Vendor Name	Description	Amount
ELKTON SCHOOL DISTRICT	BIRTH TO 3 PAYMENT TO SCHOOL	667.28
ESTELLINE SCHOOL DISTRICT	BIRTH TO 3 PAYMENT TO SCHOOL	1,906.71
HAMLIN SCHOOL DISTRICT	CB FACILITY USE FEE	2,497.39
IROQUOIS SCHOOL DISTRICT	BIRTH TO 3 PAYMENT TO SCHOOL	396.94
LAKE PRESTON SCHOOL DISTRICT	BIRTH TO 3 PAYMENT TO SCHOOL	309.51
	CB MILEAGE TO PARENT	100.80
NESC IMPREST	REIMBURSE IMPREST	1,339.32
NESC PAYROLL CLEARING	DECEMBER 2015 PAYROLL	237,518.34
OTTER TAIL POWER CO.	ELECTRICITY - O&M	70.61
ROSHOLT SCHOOL DISTRICT	BIRTH TO 3 PAYMENT TO SCHOOL	3,127.19
SHIRLEY, LINDA	ED SPEC TRAVEL/MILEAGE TO STAFF	592.50
SIOUX VALLEY SCHOOL DISTRICT	BIRTH TO 3 PAYMENT TO SCHOOL	854.40
SUMMIT SCHOOL DISTRICT	BIRTH TO 3 PAYMENT TO SCHOOL	664.19
TOWN OF HAYTI	WATER & SEWER - O&M	29.78
WAUBAY SCHOOL DISTRICT	BIRTH TO 3 PART C	346.91
WAVERLY SCHOOL DISTRICT	BIRTH TO 3 PAYMENT TO SCHOOL	1,805.85
WEBSTER SCHOOL DISTRICT	CB FACILITY USE FEE	2,473.07
WHIPKEY, SARAH	OT SUPPLIES REIMBURSEMENT	40.00
WIESE, RITA	SPEECH MILEAGE TO STAFF	13.02
Fund Number: 22		270,114.44
Checking Account: 1		329,550.20

RUN DATE: 12/17/2015

PAGE NO:1

Reconciled/Disputed Detail

Reporting Period: 11/06/2015 Thru 12/05/2015

Tran ID	Proc Date	Tran Date	Supplier Description	GL Information	Current Status	Processing Status Dispute Date Reconcile Date	Amount
Account #:			XXXXXXXXXX171375	Name: BOYD, BRENDA	ID:		
409666480	11/16/2015	11/13/2015	AMERICINN MOTEL & SUIT - SIOUX FALLS, SD USA	New		124.46
409666481	11/16/2015	11/14/2015	AMERICINN MOTEL & SUIT - SIOUX FALLS, SD USA	New		-14.46
411893513	12/04/2015	12/03/2015	ACT*University of Sout - 877-551-5560, TX USA	New		140.00
Transaction Count:					3		250.00
Account #:			XXXXXXXXXX171383	Name: SHIRLEY, LINDA	ID:		
408814907	11/06/2015	11/05/2015	GRAND RIVER CASINO/RES - MOBRIDGE, SD USA	New		55.00
Transaction Count:					1		55.00
Account #:			XXXXXXXXXX171441	Name: NOLTE, KARI	ID:		
409307754	11/12/2015	11/11/2015	DAYS INNS/DAYSTOP - PIERRE, SD USA	New		61.68
Transaction Count:					1		61.68
Account #:			XXXXXXXXXX525117	Name: CHRISTENSEN, BRICE	ID:		
408814908	11/06/2015	11/06/2015	HY VEE 1871 - WATERTOWN, SD USA	New		23.98
408814909	11/06/2015	11/04/2015	LAKESHORE LEARNING MAT - CARSON, CA USA	New		82.52
409086592	11/10/2015	11/10/2015	BARNES&NOBLE.COM-BN - 800-843-2665, NY USA	New		17.52
409307755	11/12/2015	11/11/2015	OFFICE DEPOT #1090 - 800-463-3768, MN USA	New		13.10
409307756	11/12/2015	11/11/2015	OFFICE DEPOT #1090 - 800-463-3768, MN USA	New		13.14
409307757	11/12/2015	11/11/2015	BARNES&NOBLE.COM-BN - 800-843-2665, NY USA	New		15.60
409537888	11/13/2015	11/12/2015	TIME MANAGEMENT SYST - 7122221126, IA USA	New		98.12
409537889	11/13/2015	11/12/2015	OFFICE DEPOT #1090 - 800-463-3768, MN USA	New		15.99
409537890	11/13/2015	11/13/2015	VZWRLSS*MY VZ VB P - 800-922-0204, GA USA	New		357.00
409537891	11/13/2015	11/12/2015	WATERTOWN PUBLIC OPINI - WATERTOWN, SD USA	New		293.24
409791364	11/17/2015	11/16/2015	SANFORD CREDIT CARD PM - 605-3286573, SD USA	New		9,183.75
410608506	11/24/2015	11/23/2015	OFFICE DEPOT #1090 - 800-463-3768, MN USA	New		74.23
411605982	12/03/2015	12/02/2015	WALMART.COM - 08009666546, AR USA	New		1,425.00
411893514	12/04/2015	12/04/2015	NCS PEARSON - 800-843-0019, MN USA	New		597.00
411893515	12/04/2015	12/05/2015	NCS PEARSON - 800-843-0019, MN USA	New		255.88
Transaction Count:					15		12,466.07
Account #:			XXXXXXXXXX327721	Name: THERAPY 1, OCCUPATIONAL	ID:		
409935581	11/18/2015	11/12/2015	DOUBLE TREE BY HILTON - MINNEAPOLIS, MN USA	New		262.46
Transaction Count:					1		262.46

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RUN DATE: 12/17/2015

PAGE NO:2

Reconciled/Disputed Detail

Reporting Period: 11/06/2015 Thru 12/05/2015

Tran ID	Proc Date	Tran Date	Supplier Description	GL Information	Current Status	Processing Status	Amount
						Dispute Date Reconcile Date	
Account #: XXXXXXXXXXX327770			Name: THERAPY 3, SPEECH		ID:		
409307758	11/12/2015	11/11/2015	UNION TAXI - DENVER, CO USA	New		59.57
409307759	11/12/2015	11/11/2015	DELTA - SIOUX FALLS, SD USA	New		25.00
409307760	11/12/2015	11/11/2015	DELTA - SIOUX FALLS, SD USA	New		25.00
409666482	11/16/2015	11/14/2015	DELTA - DENVER, CO USA	New		25.00
409666483	11/16/2015	11/14/2015	DELTA - DENVER, CO USA	New		25.00
409666484	11/16/2015	11/14/2015	UBER TECHNOLOGIES INC - 8665761039, CA USA	New		19.63
409666485	11/16/2015	11/14/2015	SF REGIONAL AIRPORT - SIOUX FALLS, SD USA	New		28.00
409666486	11/16/2015	11/14/2015	HOTEL MONACO DENVER - DENVER, CO USA	New		685.05
					Transaction Count:	8	892.25
Account #: XXXXXXXXXXX327820			Name: CENTER BASE, HAMLIN		ID:		
409791365	11/17/2015	11/16/2015	HY VEE 1871 - WATERTOWN, SD USA	New		32.23
					Transaction Count:	1	32.23
Account #: XXXXXXXXXXX327846			Name: CENTER BASE, CASTLEWOOD		ID:		
409935582	11/18/2015	11/17/2015	WAL-MART #1500 - WATERTOWN, SD USA	New		37.45
411893516	12/04/2015	12/04/2015	HY VEE 1871 - WATERTOWN, SD USA	New		115.88
					Transaction Count:	2	153.33
Account #: XXXXXXXXXXX335997			Name: ADMIN, NESC		ID:		
409307761	11/12/2015	11/10/2015	USPS 46370806815241326 - HAYTI, SD USA	New		112.80
410608507	11/24/2015	11/23/2015	TLF NORTHSIDE FLOWERS - 605-8453401, SD USA	New		41.34
410608508	11/24/2015	11/23/2015	TLF NORTHSIDE FLOWERS - 605-8453401, SD USA	New		-2.34
					Transaction Count:	3	151.80
Account #: XXXXXXXXXXX449475			Name: SPECIAL OLYMPICS, NESC		ID:		
408814910	11/06/2015	11/06/2015	FARMERS UNION 07073083 - HAZEL, SD USA	New		25.62
410486992	11/23/2015	11/22/2015	CENEX HAMLIN C07063928 - LAKE NORDEN, SD USA	New		22.70
410486993	11/23/2015	11/22/2015	COUNTRY INN AND SUITES - SIOUX FALLS, SD USA	New		996.00
410608509	11/24/2015	11/22/2015	LOVES TRAVEL S00004457 - SIOUX FALLS, SD USA	New		33.61
					Transaction Count:	4	1,077.93
					Report Count:	39	15,402.75

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Article 5.2

All program costs not supported by state and/or federal sources, with the exception of the Advisory board members' mileage and the Board of Directors' expenses (to include salary, social security and mileage), will be assessed to the member school districts. Administrative, other Governing board expense, Fiscal Services, Capital Acquisitions, and Contingency costs will be distributed fifty percent (50%) on a membership basis and fifty percent (50%) on a special education child count basis. All other program costs will be funded on a special education child count basis. Non-special education services are provided based on a general fund assessment to member districts on a per pupil basis. Also, for billing purposes, operational and other administrative costs will be allocated to each of the services provided. Member school districts shall make monthly payments. Membership will be defined as equal distribution of costs to each member district. Per pupil basis will be defined by the K-12 enrollment as of December 1 of the prior school year. Special education child count basis will be defined as the total number of students identified as being on an Individual Education Program (IEP) as of December 1 of the prior school year. Member school districts will be responsible for submitting this information to the NESC Business Manager at the time it is collected. This By-Law will be reviewed every three years with the next review being in 2012-2013~~2013-2014~~2018-2019. Any changes resulting from the review will become effective the ensuing school year. (Adopted 11-16-2009)

During the 2015-16 review it was noted that the split between the core services assessment and the 50/50 assessment was larger because of vehicle services shifting to the general fund. More expenditure could be moved to the 50/50 assessment in the future.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE
BOARD OF DIRECTORS MEETING
Monday, December 21, 2015 - 7:00 P.M.**

NESC DISCUSSION AND/OR ACTION ITEMS:

1. Call to Order
2. Agenda review, changes, and approval
3. Introduction of guests: _____
4. Approval of November 2015 financial report
5. Consent Agenda

- a. Approval of November 16, 2015 meeting minutes

BOARD ACTION: _____

- b. Approval of payment of December 2015 claims

BOARD ACTION: _____

- c. Approval of contract—Kristine Harms, ESA 1; \$17,500.00; 70 days

BOARD ACTION: _____

- d. Approval of work agreement—Lucy Vandersnick, Hamlin Center Base paraprofessional;
\$13.00 per hour

BOARD ACTION: _____

- e. Approval of contract agreement—Randy Cantrell, Hamlin Center Base transporter; \$10.00
per hour

BOARD ACTION: _____

- f. _____
- BOARD ACTION: _____

g. _____
BOARD ACTION: _____

6. Discussion Items

a. Director Evaluation

BOARD ACTION: _____

b. Business Manager Evaluation

BOARD ACTION: _____

c. Steering/Negotiations Committee Meeting—January 18, 2016—5:30 pm

BOARD ACTION: _____

d. Big Stone City joining NESC

BOARD ACTION: _____

e. 501© designation

BOARD ACTION: _____

f. _____
BOARD ACTION: _____

g. _____
BOARD ACTION: _____

7. Action Items

a. Funding/assessment formula—By Law—5.2

BOARD ACTION: _____

b. February board meeting location—Hy-Vee Club Room

BOARD ACTION: _____

c. _____

BOARD ACTION: _____

d. _____

BOARD ACTION: _____

e. _____

BOARD ACTION: _____

8. Assistant Director's Report

9. Director's Report

10. Executive Session: (If needed)

a. Personnel

b.