

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, March 21, 2016

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday March 21 at Lake Area Tech in Watertown, SD. The meeting was called to order by President Koenecke at 7:01 P.M. and adjourned at 8:05 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Trudi Gaikowski, Clark; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Janel Williams, Enemy Swim Day School; Ron Gorder, Estelline; Joe Homola, Hamlin; Joyce Carlson, Lake Preston; Gloria Koerlin, Sioux Valley; Hailey Peterson, Rosholt; Corrie Quale, Summit; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Paula Warkenthien, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Tracy Hlavack, Florence; Jared Engebretson, Grant-Deuel; Dave Fuller, Henry; Greg Schortzmann, Iroquois Jamie; Reetz, Webster

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: Brian Jandahl, Elkton; 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 7:01 P.M.

Agenda review, changes, and approval

*Action #16060* Motion by C. Knutson, second by G. Koerlin, to approve the agenda with the following changes: 5c) Approval of work agreement for Shelby Cummins--\$12.50 per hour; 6e) Surplus vehicle VIN 1B3EJ46X71N649945 License #7110; 7f) Fiscal agent for Northern Plains Health Insurance Pool. All present voting in favor, motion carried.

Introduction of Guests

Jim Block and Brian Jandahl were introduced as guests.

Financial Report

*Action #16061* Motion by J. Homola, second by H. Peterson, to approve the financial report for the period ending February 2016. 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>February 1, 2016</b>	<b>\$178,920.11</b>	<b>\$668,499.12</b>	<b>\$15,206.41</b>
<u>Receipts:</u>			
Local Sources	\$81,504.48	\$151,719.71	\$2.27
State Sources	\$3,800.00	\$5,487.42	
Federal Sources		\$131,650.00	
Other	\$600.00		\$1,777.75
<u>Total Monthly Receipts</u>	<u>\$85,904.48</u>	<u>\$288,857.13</u>	<u>\$1,780.02</u>
Total Gross Receipts	\$264,824.59	\$957,356.25	\$16,986.43
Less Salaries	\$21,268.45	\$239,067.44	
Less Disbursements	\$51,762.53	\$90,488.54	\$1,162.79
<u>Total Salaries &amp; Disbursements</u>	<u>\$73,030.98</u>	<u>\$329,555.98</u>	<u>\$1,162.79</u>
<b>Ending Cash Balance</b>			
<b>February 29, 2016</b>	<b>\$191,793.61</b>	<b>\$627,800.27</b>	<b>\$15,823.64</b>

#### Consent Agenda

Action #16062 Motion by D. Lutkemeier, second by C. Akin, to approve the following items on the Consent Agenda: 5a) Approval of February 15, 2016 Board of Directors minutes; 5b) Approval of payment of March 2016 claims; 5c) Approval of work agreement for Shelby Cummins--\$12.50 per hour. All present voted in favor, motion carried.

#### March 2016 Accounts Payable

**GENERAL FUND:** BMO MASTERCARD PURCH SVCS, SPLYS, PHONE, TRAVEL 690.43; CENEX FLEETCARD MAINT & GASOLINE 3,538.49; CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 275.19; CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 4.06; CUMMINS, SHELBY CRIMINAL BACKGROUND CHECK 3.99; DELYLE'S SOUTH 81 SERVICE, INC. MAINT 745.78; DUST TEX SERVICE, INC. RUG RENTAL - O&M 6.42; ESTELLINE COMMUNITY OIL CO. MAINT 7.68; HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 602.20; HARMS, KRISTINE ESA MILEAGE TO STAFF 409.92; JEFF'S VACUUM CENTER VACUUM REPAIR 9.14; JIM'S AUTO REPAIR MAINT 305.04; NESC IMPREST REIMBURSE IMPREST 55.75; NESC PAYROLL CLEARING MARCH 2016 PAYROLL 21,239.43; NORTHLAND AUTO CENTER MAINT 65.96; OTTER TAIL POWER CO. ELECTRICITY - O&M 97.22; PROFESSIONAL SECURITY DRUG AND ALCOHOL POOL 1,656.00; QUICK PRO LUBE MAINT 36.02; REINHILLER, LISA ESA TRAVEL 52.00; RON'S AUTO REPAIR MAINT 210.18; S & S AUTO MAINT 33.25; STORMO, BEN SNOW REMOVAL - O&M 129.61; TOWN OF HAYTI O&M - WATER & SEWER 5.72; W.W. TIRE SERVICE MAINT 684.55; WEBSTER AUTO CARE MAINT 58.50

**FUND TOTAL: \$30,922.53**

**SPECIAL EDUCATION FUND:** BMO MASTERCARD PURCH SVCS, SPLYS, PHONE, TRAVEL 20,540.73; BRITTON-HECLA SCHOOL DISTRICT SPEECH MILEAGE TO SCHOOL 53.76; CASTLEWOOD SCHOOL DISTRICT CB NURSE SPLIT; CB FACILITY USE FEE 10,987.62; CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 13.27; CHILSON, GINA SPEECH MILEAGE TO STAFF 154.98; CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 50.12; CUMMINS, SHELBY CRIMINAL BACKGROUND CHECK 49.26; DUST TEX SERVICE, INC. RUG RENTAL - O&M 33.44; HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 1,083.73; JEFF'S VACUUM CENTER VACUUM REPAIR 47.60; LUX, LOIS SPEECH MILEAGE TO STAFF 40.32; NESC IMPREST REIMBURSE IMPREST 156.25; NESC PAYROLL CLEARING MARCH 2016 PAYROLL 238,617.47; OTTER TAIL POWER CO. ELECTRICITY - O&M 506.60; STORMO, BEN SNOW REMOVAL - O&M 675.39; TOWN OF HAYTI O&M - WATER & SEWER 29.78; WEBSTER SCHOOL DISTRICT CB FACILITY USE FEE 406.40; WIESE, RITA SPEECH MILEAGE TO STAFF 36.54; WIESNER, JAMIE SPEECH MILEAGE TO STAFF 2.52

**FUND TOTAL: \$273,485.78**

Discussion Items

March 2, 2016 Advisory Board Minutes

Director Aberle reviewed the March 2, 2016 Advisory Board minutes.

Big Stone City joining NESC

Director Aberle shared that Big Stone City has chosen not to join NESC at this time.

Early Childhood Staffing

Director Aberle and Assistant Director Frewing gave an update on the possibility of increased staffing for the 2016-2017 school year. Discussion will be ongoing throughout the budgeting process.

Action Items

Revised Job Descriptions

*Action #16063* Motion by D. Lutkemeier, second by R. Gorder to approve job descriptions for Director, Assistant Director, Business Manager, Administrative Assistant, and Region 1 ESA Education Specialist. All present voting in favor, motion carried.

Northern Plains Health Insurance Pool; moving from fully insured to self-funded

*Action #16064* Motion by C. Akin, second by A. Schuurman to vote in favor of moving the Northern Plains Insurance Pool from fully insured to self-funded at the March 23, 2016 meeting. All present voting in favor, motion carried.

Surplus Vehicle

*Action #16065* Motion by G. Koerlin, second by C. Knutson to surplus vehicle VIN 1B3EJ46X71N649945 License #7110. All present voting in favor, motion carried.

President Koenecke appointed C. Akin, C. Knutson, and J. Homola to appraise the vehicle.

Fiscal Agent for Northern Plains Health Insurance Pool

*Action #16066* Motion by D. Lutkemeier, second by J. Homola to become the fiscal agent for the Northern Plains Insurance Pool if given the opportunity by vote of the NPIP members. All present voting in favor, motion carried.

Executive Session

*Action #16067* Pursuant to SDCL 1-25-2(1) and SDCL 1-25-2(4) Motion by C. Knutson, second by A. Schuurman to enter executive session at 7:50 to discuss personnel and negotiations. All present voting in favor, motion carried.

President Koenecke declared the board out of executive session at 8:01.

*Action #16068* Motion by C. Knutson, second by C. Akin to issue a reduction in force notice to Kari Nolte, Reading Recovery, moving from .75 FTE to .5 FTE. All present voting in favor, motion carried.

*Action #16069* Motion by R. Gorder, second by J. Homola to issue a reduction in force notice to Kristine Harms, ESA, moving from 150 days to 0 days. 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 #16070* With there being no further business, motion by R. Gorder, second by H. Peterson, to adjourn. All present voting in favor, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Tech in Watertown, SD on Monday, April 18, 2016 at 7:00 P.M.

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**Debbe Koenecke, President**

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**Brice Christensen, Business Manager**