

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, June 20, 2016

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday June 20, 2016 at Lake Area Tech in Watertown, SD. The meeting was called to order by President Koenecke at 7:00 P.M. and adjourned at 8:21 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Ron Gorder, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Joyce Carlson, Lake Preston; Gloria Koerlin, Sioux Valley; Hailey Peterson, Rosholt; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Caryl Schmidt, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Trudi Gaikowski, Clark; Janel Williams, Enemy Swim Day School; Jared Engebretson, Grant-Deuel; Greg Schortzmann, Iroquois; Corrie Quale, Summit; 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 7:00 P.M.

Agenda review, changes, and approval

Action #16091 Motion by J. Homola, second by C. Knutson, to approve the agenda with the following changes: Remove 7f) Inventory update and declare items surplus; add 7j) Grant-Deuel leasing van for 2016-17. All present voting in favor, motion carried.

Introduction of Guests

Brian Jandahl and Jim Block were introduced as a guest.

Financial Report

Action #16092 Motion by G. Koerlin, second by J. Carlson, to approve the financial report for the period ending May 2016. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>	<u>Enterprise Fund (NPIP)</u>
Cash Balance				
May 1, 2016	\$231,145.97	\$782,815.75	\$10,859.79	\$592,568.55
<u>Receipts:</u>				
Local Sources	\$15,180.28	\$95,196.64	\$2.89	\$58,578.56
State Sources		\$40,220.21		
Federal Sources	\$16,696.00	\$106,062.00		
Other	\$167.04		\$10,330.93	
Total Monthly Receipts	\$32,043.32	\$241,478.85	\$10,333.82	\$58,578.56
Total Gross Receipts	\$263,189.29	\$1,024,294.60	\$21,193.61	\$651,147.11
Less Salaries	\$20,622.05	\$242,552.61		
Less Disbursements	\$13,457.60	\$30,452.32	\$2,234.58	\$27,403.91
<u>Total Salaries & Disbursements</u>	<u>\$34,079.65</u>	<u>\$273,004.93</u>	<u>\$2,234.58</u>	<u>\$27,403.91</u>
Ending Cash Balance				
May 31, 2016	\$229,109.64	\$751,289.67	\$18,959.03	\$623,743.20

Consent Agenda

Action #16093 Motion by D. Lutkemeier, second by C. Akin, to approve the following items on the Consent Agenda: 5a) Approval of May 16, 2016 Board of Directors minutes; 5b) Approval of payment of June 2016 claims; 5c) Approval of Unit 1 contract amendments; 5d) Approval of Unit 2 Negotiated Agreement; 5e) Approval of Apex agreement, \$13,350.00; 5f) Approval of South Dakota Cooperative Purchasing Services Agreement, \$1,000.00; 5g) Approval of contract – Kristine Harms, ESA, \$15,471.40, 70 days. All present voted in favor, motion carried.

June 2016 Accounts Payable

GENERAL FUND: AKIN, CORY BOARD OF ED MILEAGE 3.78 BMO MASTERCARD PURCH SVCS, SPLYS, PHONE, TRAVEL 1,157.75, CARLSON, JOYCE BOARD OF ED MILEAGE 14.18, CENEX FLEETCARD MAINT & GASOLINE 3,322.67, CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 81.94, CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 2.71, CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON LEGAL FEES 512.15, DELYLE'S SOUTH 81 SERVICE, INC. MAINT 3,460.80, DEWITT, SHAWN ESA TRAVEL 75.00, DON'S BODY SHOP MAINT 430.00, DUST TEX SERVICE, INC. RUG RENTAL - O&M 6.42, HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 546.71, HAMLIN SCHOOL DISTRICT CB MINI BUS RENTAL/SUPPLIES/FAC USE FEE 0.95; HARMS, KRISTINE ESA MILEAGE TO STAFF 430.08; HARTWIG HEATING RETURN AIR & DUCT WORK - O&M 112.70; HLAVACEK, TRACY BOARD OF ED MILEAGE 7.88; HOMOLA, JOE BOARD OF ED MILEAGE 10.21 JOHNSON AUTOMOTIVE MAINT 36.69; JURGENS OIL MAINT 37.91; KNUTSON, CARIE BOARD OF ED MILEAGE 13.23; KOENECKE, DEBBE BOARD OF ED MILEAGE 9.83; KOERLIN, GLORIA BOARD OF ED MILEAGE 20.03; LUTKEMEIER, DENISE BOARD OF ED MILEAGE 17.39 NESC IMPREST REIMBURSE IMPREST 250.00; NESC PAYROLL CLEARING JUNE 2016 PAYROLL 21,192.43; NORTHLAND AUTO CENTER MAINT 95.38; OTTER TAIL POWER CO. ELECTRICITY - O&M 72.74; PALMLUND AUTOMOTIVE MAINT 34.00; PEDERSEN, SHANE LAWN MOWING - O&M 28.18; QUICK PRO LUBE MAINT 36.02; STEVE'S TIRE & SERVICE GASOLINE 31.00; TIME MANAGEMENT SYSTEMS, INC EMPLOYEE TIME CLOCK 1.40; TOWN OF HAYTI WATER & SEWER - O&M 5.72; W.W. TIRE SERVICE MAINT 459.44; WEBSTER AUTO CARE MAINT 56.32

FUND TOTAL: \$32,573.64

SPECIAL EDUCATION FUND: AKIN, CORY BOARD OF ED MILEAGE 46.62; BMO MASTERCARD PURCH SVCS, SPLYS, PHONE, TRAVEL 21,257.57; BRITTON-HECLA SCHOOL DISTRICT SPEECH MILEAGE TO SCHOOL 46.62; CARLSON, JOYCE BOARD OF ED MILEAGE 174.82 CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE/CB NURSE 6,616.72; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 116.38; CHILSON, GINA SPEECH MILEAGE TO STAFF 78.12; CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 33.41 CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON LEGAL FEES 6,316.48; DUST TEX SERVICE, INC. RUG RENTAL - O&M 33.44 HAMLIN SCHOOL DISTRICT CB MINI BUS RENTAL/SUPPLIES/FAC USE FEE 1,200.01; HAMLIN UNIVERSITY OT REGISTRATION FEE 250.00; HARTWIG HEATING RETURN AIR & DUCT WORK - O&M 587.30; HLAVACEK, TRACY BOARD OF ED MILEAGE 97.12; HOMOLA, JOE BOARD OF ED MILEAGE 125.87; JUTTINGS GROCERY CB SUPPLIES 209.67; KNUTSON, CARIE BOARD OF ED MILEAGE 163.17; KOENECKE,

DEBBE BOARD OF ED MILEAGE 121.21; KOERLIN, GLORIA BOARD OF ED MILEAGE 247.09; LUTKEMEIER, DENISE BOARD OF ED MILEAGE 214.45; MARSHALL CO. HEALTHCARE CENTER OT/PT PURCH SVCS 8,026.33; NESC IMPREST REIMBURSE IMPREST 249.99; NESC PAYROLL CLEARING JUNE 2016 PAYROLL 245,321.74; NESS, SHAYNA CONF REGISTRATION REIMBURSEMENT 130.00; OTTER TAIL POWER CO. ELECTRICITY - O&M 379.09; PEDERSEN, SHANE LAWN MOWING - O&M 146.82; SANFORD WEBSTER MEDICAL CENTER OT PURCHASED SERVICES 5,674.58; TIME MANAGEMENT SYSTEMS, INC EMPLOYEE TIME CLOCK 101.50; TOWN OF HAYTI WATER & SEWER - O&M 29.78; WEBSTER SCHOOL DISTRICT CB ADVERTISING/FAC USE FEE 454.50; WENZ, MELODY SPEECH MILEAGE TO STAFF 76.44; WIESE, RITA SPEECH MILEAGE TO STAFF 15.12

FUND TOTAL: \$298,541.96

Discussion Items

June 1, 2016 Advisory Board Minutes

Director Aberle reviewed the June 1, 2016 Advisory Board minutes.

NESC Board policy updates

Director Aberle gave the first reading of updates to board policy. Action will be taken to adopt the changes in July.

BMO (Credit card) rebate

Business Manager Christensen reported that NESC will be getting a check for \$2,773 based on credit card purchases for FY16.

NESC Board of Directors – District representatives for 2016-17

Director Aberle surveyed board members to see who will likely leave or be back on the board for FY17.

Action Items

Assess Overhead for ESA

Action #16094 Motion by G. Koerlin, second by C. Knutson to assess a 10% overhead rate on ESA revenue that does not already use an indirect cost rate. All present voting in favor, motion carried.

Approve Academic Evaluator position

Action #16095 Motion by T. Hlavacek, second by A. Schuurman to approve the addition of an academic evaluator position on a trial basis for FY2017. All present voting in favor, motion carried.

Accept Paper bid

Action #16096 Motion by C. Akin, second by D. Fuller to accept Dacotah Paper Company's bid of \$23.68 per case for the cooperative paper purchasing project. All present voting in favor, motion carried.

Vendor	Bid Amount (per case)
Dacotah Paper Co.	\$23.68
Paper 101	\$23.78
Cole Papers	\$24.44
Contract Paper Group	27.43

Approve Drug & Alcohol Pool Agreement – KorManagement Services

Action #16097 Motion by C. Knutson, second by C. Schmidt to approve Drug & Alcohol Pool agreement with KorManagement Services. All present voting in favor, motion carried.

Approve FY 2016 audit proposal

Action #16098 Motion by J. Homola, second by T. Hlavacek to accept the audit proposal from William Neale & Co. CPA's of \$8,500.00 for the FY 2016 audit. All present voting in favor, motion carried.

Review 2016-17 preliminary budget, authorize to publish, and set budget hearing

Action #16099 Motion by G. Koerlin, second by H. Peterson to authorize the business manager to publish the preliminary budget and to set the FY 2017 budget hearing for July 18, 2016 at 7:00 p.m. at LATI in Watertown, SD. All present voting in favor, motion carried.

Accept property/liability insurance renewal

Action #16100 Motion by C. Akin, second by R. Gorder to accept the property/liability insurance renewal with ASBSD with an increase of 9%. All present voting in favor, motion carried.

Accept worker's compensation insurance renewal

Action #16101 Motion by J. Homola, second by A. Schuurman to accept the worker's compensation insurance renewal with ASBSD with a decrease of 9%. All present voting in favor, motion carried.

Grant-Deuel leasing van for 2016-17

Action #16102 Motion by D. Fuller, second by T. Hlavacek to allow Grant-Deuel to use an NESC van for the 2016-17 school year with negotiations to be approved in July. 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.

Executive Session

No executive session was held.

Adjournment

Action #16103 With there being no further business, motion by R. Gorder, 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 Tech in Watertown, SD on Monday, July 18, 2016 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager