

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, July 18, 2016

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, July 18 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 8:36 P.M.

Members present:

Martin Murphy, Arlington; Trudi Gaikowski, Clark; Donita Garry, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Ron Gorder, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Joyce Carlson, Lake Preston; Gloria Koerlin, Sioux Valley; Hailey Peterson, Rosholt; Corrie Quale, Summit; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Caryl Schmidt, Willow Lake

Absent:

Kurt Zuehlke, Britton-Hecla; ; Cory Akin, Castlewood; Arend Schuurman, Elkton; Lois Owens, Enemy Swim Day School; Jared Engebretson, Grant-Deuel; Greg Schortzmann, Iroquois; Joel Shoemaker, Webster; Denise Lutkemeier, Wilmot

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: 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 #16104* Motion by G. Koerlin, second by J. Homola, to approve the agenda with the following additions: 6b) Number of Board Members; 7c) Declare Surplus Asset Item 0306 – Kyocera Copier, Purchased in FY 2007. All present voting in favor, motion carried.

Introduction of Guests

Jim Block was introduced as a guest.

2016-2017 Budget Hearing

*Action #16105* Motion by C. Knutson, second by H. Peterson to open the FY17 Budget Hearing at 7:05 p.m. All present voting in favor, motion carried.

*Action #16106* Motion by H. Peterson, second by J. Homola to close the FY17 Budget Hearing at 7:44 p.m.

Business manager Christensen reported the changes to the published budget. The changes from the published budget are as follows:

Appropriations:

General Fund

Reading Recovery-- \$62,901.86; ESA1-- \$151,012.53; SD Counts-- \$120,203.19; Administration-- \$47,528.32; Fiscal-- \$17,182.82; Technology Services-- \$12,239.43; Operation & Maintenance-- \$11,190.94

Special Education Fund

Center Base-- \$532,611.36; Early Childhood-- \$333,429.76; Transition-- \$26,425.78; Psychological Services-- \$503,835.35; Speech Pathology-- \$1,050,064.84; Physical Therapy-- \$299,728.31; Occupational Therapy-- \$485,826.15; IDEA Private School-- \$3,371.00; Educational Specialist-- \$117,925.03; Board of Education-- \$71,634.17; Administration-- \$250,581.97; Fiscal-- \$75,890.30; Technology Services-- \$24,405.35

**Means of Finance:**

General Fund

Assessments-- \$99,284.56; ESA1 Local-- \$103,840.13; SD Counts Local-- \$21,574.17; ESA1 State-- \$47,172.40

Special Education Fund

Fund Balance to offset assessment-- \$160,000.00; Assessments-- \$1,247,219.05; Tution-- \$532,611.36; Educational Specialist-- \$117,925.03; IDEA Part B 611-- \$1,654,908.00; IDEA Part B 619-- \$52,362.00; IDEA Part B 611 Private-- \$3,371.00

Financial Report

*Action #16107* Motion by C. Schmidt, second by T. Gaikowski, to approve the financial report for the period ending June 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>
<b>Cash Balance June 1, 2016</b>	<b>\$229,109.64</b>	<b>\$751,289.67</b>	<b>\$18,959.03</b>	<b>\$623,743.20</b>
<u>Receipts:</u>				
Local Sources	\$11,368.07	\$155,808.45	\$1.36	\$87,604.48
State Sources	\$6,071.82	\$6,592.89		
Federal Sources		\$104,488.00		
Other	\$172.04		\$1,213.51	
<u>Total Monthly Receipts</u>	<u>\$17,611.93</u>	<u>\$266,889.34</u>	<u>\$1,214.87</u>	<u>\$87,604.48</u>
Total Gross Receipts	\$246,721.57	\$1,018,179.01	\$20,173.90	\$711,347.68
 Less Salaries	\$21,195.66	\$53,303.11		
Less Disbursements	\$13,022.15	\$245,672.86	\$1,405.04	\$95,231.26
<u>Total Salaries &amp; Disbursements</u>	<u>\$34,217.81</u>	<u>\$298,975.97</u>	<u>\$1,405.04</u>	<u>\$95,231.26</u>
<b>Ending Cash Balance June 30, 2016</b>	<b>\$212,503.76</b>	<b>\$719,203.04</b>	<b>\$18,768.86</b>	<b>\$616,116.42</b>

Consent Agenda

*Action #16108* Motion by J. Homola, second by T. Hlavacek, to approve the following items on the Consent Agenda: 7a) Approval of June 20, 2016 Board of Directors minutes; 7b) Approval of payment of final 2015-2016 budget claims. All present voted in favor, motion carried.

**End of Fiscal Year 2016 Accounts Payable**

**GENERAL FUND:** AMERICINN LODGE & SUITES ESA TRAVEL 144.00;AMERICINN ESA TRAVEL 144.00;BMO MASTERCARD PHONE, REGISTRATION FEES 169.66;CENEX FLEETCARD GASOLINE 1,545.44;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 85.38;CHRISTENSEN, BRICE FISCAL MILEAGE 1.35;CRAIG BASS SANITARY SERVICE O&M - GARBAGE SERVICES 20.77 CROSSROADS HOTEL ESA TRAVEL 250.00;CUNDY'S CORNER, LLC FLEET MAINT 54.00;DELYLE'S SOUTH 81 SERVICE, INC. FLEET MAINT 3,138.09;DUST TEX SERVICE, INC. O&M - RUG RENTAL 6.42;FREWING, TIMOTHY ADMIN TRAVEL 2.25;HAMLIN COUNTY FARMERS COOP FLEET MAINT & GASOLINE 314.34;HAMLIN COUNTY PUBLISHING ADVERTISING 1.88;ITC TELECOM TELEPHONE/INTERNET 164.64 NESC IMPREST READING RECOVERY FEES 50.00;NESC SPECIAL REVENUE PROJECTS QUARTER 4 EXPENSED MILEAGE 17,696.13 NORTHLAND AUTO CENTER FLEET MAINT 145.28;OTTER TAIL POWER CO. O&M - ELECTRICITY 57.99;PUBLIC OPINION LEGAL PUBLISHING 20.49;REINHILLER, LISA ESA TRAVEL 105.00;REPORTER AND FARMER EMPLOYMENT ADVERTISING 4.05;SHRED-IT SIOUX FALLS FY16 SHREDDING 15.58;TIME MANAGEMENT SYSTEMS, INC EMPLOYEE TIME CLOCK 1.33;TOWN OF HAYTI O&M - WATER AND SEWER 2.66;VERIZON WIRELESS CELL PHONE SERVICE 124.76;W.W. TIRE SERVICE F;EET MAINT 26.41

**FUND TOTAL: \$24,291.90**

**SPECIAL EDUCATION FUND:** BMO MASTERCARD PHONE, REGISTRATION FEES 445.08;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 97.57;CHRISTENSEN, BRICE FISCAL MILEAGE 16.71;CRAIG BASS SANITARY SERVICE O&M - GARBAGE SERVICES 108.23;DUST TEX SERVICE, INC. O&M - RUG RENTAL 33.44;FREWING, TIMOTHY ADMIN TRAVEL 27.75;HAMLIN COUNTY FARMERS COOP FLEET MAINT & GASOLINE (102.66);HAMLIN COUNTY PUBLISHING ADVERTISING 23.12;ITC TELECOM TELEPHONE/INTERNET 298.85;MARSHALL CO. HEALTHCARE CENTER OT/PT CONTRACTED THERAPY 5,245.65; CB MILEAGE TO PARENT 70.56;NESC SPECIAL REVENUE PROJECTS SDC/ED SPEC/ESA INDIRECT COST 50,547.45;OTTER TAIL POWER CO. O&M - ELECTRICITY 302.17;PUBLIC OPINION LEGAL PUBLISHING 252.69;REPORTER AND FARMER EMPLOYMENT ADVERTISING 49.95;SANFORD WEBSTER MEDICAL CENTER OT CONTRACTED THERAPY 4,679.39;SHRED-IT SIOUX FALLS FY16 SHREDDING 192.10;TIME MANAGEMENT SYSTEMS, INC EMPLOYEE TIME CLOCK 95.92;TOWN OF HAYTI O&M - WATER AND SEWER 32.84;VERIZON WIRELESS CELL PHONE SERVICE 233.07;WENZ, MELODY SPEECH MILEAGE TO STAFF 7.98

**FUND TOTAL: \$62,657.86**

**Update Inventory for FY2016**

*Action #16109* Motion by D. Fuller, second by T. Gaikowski to declare present list of broken, outdated, or lost inventory surplus at a purchase value of \$7,968.51. All present voting in favor, motion carried.

**Appoint Business Manager as President Pro-Tem**

President Koenecke appointed Business Manager Christensen as President Pro-Tem.

**Adjourn meeting for Fiscal Year 2015-2016**

*Action #16110* With there being no further business to come before the Board of Directors for Fiscal Year 2015-2016, motion by C. Knutson, second by J. Homola, to adjourn the final Board of Directors meeting for FY 2015-2016 at 7:50 P.M. All present voting in favor, motion carried.

**NESC Board of Directors**

**Annual Reorganization Meeting**

The annual reorganization meeting for FY 2016-2017 was called to order by the President Pro-Tem Christensen at 7:50 P.M.

**Election of Officers for FY 2016-2017**

**Office of the President and Vice President**

*Action #17001* Motion by C. Knutson, second by T. Hlavacek to nominate D. Koenecke for the office of President. All present voting in favor, motion carried.

With no further nominations, *Action #17002* Motion by T. Hlavacek, second by D. Fuller to cease nominations and cast a unanimous ballot for D. Koenecke. All present voting in favor, motion carried.

Debbe Koenecke was elected as the President of the NESC Board of Directors.

*Action #17003* Motion by C. Knutson, second by R. Gorder to nominate J. Homola for the office of Vice President. All present voting in favor, motion carried.

With no further nominations, *Action #17004* Motion by C. Schmidt, second by H. Peterson to cease nominations and cast a unanimous ballot for J. Homola. All present voting in favor, motion carried.

Joe Homola was elected as the Vice-President of the NESC Board of Directors.

#### NESC 2016-2017 Budget Hearing and Adoption

*Action #17005* Motion by G. Koerlin, second by T. Gaikowski to adopt proposed revenue and expenditure budget to be its annual budget for the Fiscal Year July 1, 2016 through June 30, 2017. All present voting in favor, motion carried.

#### Consent Agenda

*Action #17006* Motion by R. Gorder, second by J. Homola to approve the following items on the Consent Agenda: 5a) Approval of July 2016 claims; 5b) Designate Official Depository-Reliabank, Hayti, SD; 5c) Authorize Chairman to be added to signature card; 5d) Designate Official Newspaper-Watertown Public Opinion; 5e) Designate Legal Counsel-Rodney Freeman; 5f) Designate Business Manager as official custodian of accounts; 5g) Adopt travel rates- In state-\$0.42 per mile, \$6 breakfast, \$11 noon lunch, \$15 dinner, actual cost for lodging; Out of state --\$.42 per mile, \$10 breakfast, \$14 noon lunch, \$21 dinner; actual cost for lodging; 5h) Appoint Title IX and 504 Coordinator-Tim Frewing; 5i) Adopt NESC By-Laws; 5j) Appoint Director and Business Manager as Federal Program Agents; 5k) Designate purchasing agents-Jerry Aberle & Brice Christensen; 5l) Set Board of Director's pay for Special Committees-\$40 per meeting & \$0.42 per mile; 5m) Approve contract amendments for Unit 2 Employees; 5n) Accept resignation – Dr. Kris Harms, ESA 1; 5o) Approve contract – Beau Larson, paraprofessional, Webster Center Base, \$13.40 per hour; 5p) Approve Contract – Anitra Gisselbeck, Castlewood Center Base, \$14.34 per hour; 5q) Approve Contract – Lindsey Groon, Castlewood Center Base, \$13.40 per hour. All present voting in favor, motion carried.

#### July 2016 Accounts Payable

**General Fund:** ABC AUTOMATIC BUILDING CONTROLS FIRE ALARM CONTRACT/TESTING 78.41;APEX LEARNING APEX SEATS 13,350.00 ASB PROTECTIVE TRUST WORKERS COMPENSATION INSURANCE 1,488.58;ASBSD BOARD - FY17 DUES 114.70;ASBSD PROPERTY/LIABILITY INSURANCE 6,210.38;CEC ADMIN DUES 52.54;NESC PAYROLL CLEARING JULY 2016 PAYROLL 19,959.12 RELIABANK BOARD - DEPOSIT BOX RENTAL 2.22;SASD ADMIN MEMBERSHIP DUES 197.73;SD FEDERAL PROPERTY AGENCY VEHICLE PURCHASE - 4 50,100.00;SOFTWARE UNLIMITED FISCAL - ACCT SOFTWARE FEES 754.80;SW/WC SERVICE COOPERATIVE PURCHASING CONTRACT 1,050.00;UNIVERSITY OF SOUTH DAKOTA READING RECOVERY - DUES AND FEES 600.00

**Fund Total: \$93,958.48**

**Special Education Fund:** ABC AUTOMATIC BUILDING CONTROLS FIRE ALARM CONTRACT/TESTING 408.59;ASB PROTECTIVE TRUST WORKERS COMPENSATION INSURANCE 8,569.42;ASBSD BOARD - FY17 DUES 660.30;ASBSD PROPERTY/LIABILITY INSURANCE 35,751.62 CEC ADMIN DUES 302.46;COUGHLIN, ERICA ESY MILEAGE TO STAFF 121.80;GANDER PUBLISHING SPEECH SUPPLIES 3,417.22;MARTIAN, EMILY ESY MILEAGE TO STAFF 176.40;MIDWEST SPECIAL INSTRUMENTS SPEECH - AUDIOMETER CALIBRATION 940.00;NESC PAYROLL CLEARING JULY 2016 PAYROLL 251,399.99;RELIABANK BOARD - DEPOSIT BOX RENTAL 12.78 SASD ADMIN MEMBERSHIP DUES 1,138.27;SOFTWARE UNLIMITED FISCAL - ACCT SOFTWARE FEES 4,345.20;TIEFENTHALER, DEBRA SPEECH CONF REGISTRATION 249.00;WIESE, RITA ESY MILEAGE TO STAFF 7.56;WILLIAMS, CYNTHIA ESY MILEAGE TO STAFF 81.06

**Fund Total: \$307,581.67**

#### As per SDCL 6-1-10 the following are the salaries for NESC employees for 2016-2017:

ADMINISTRATION: Gerald Aberle 90,480.00; Brice Christensen 53,040.00; Tim Frewing 61,932.00; Tammy Anderson 14.45/hr; Carol Reuer 14.83/hr; CUSTODIAN: Geraldine Binde 15.00/hr; EDUCATIONAL SERVICES AGENCY 1: Shawn DeWitt 63,186.30; Lisa Reinhiller

59,405.16; READING RECOVERY: Kari Nolte 41,968.31; TRANSITION/TECHNOLOGY COORDINATOR/EDUCATIONAL SPECIALIST: Brenda Boyd 50,843.64; SPEECH THERAPY: Christy Busskohl 47,008.00; Gina Chilson 48,652.07; Linda Conrad 49,687.07; Angel Dubro 18,169.83; Heather Hansen 50,193.52; Alysha Kastrup 49,150.00; Cheryl Keller-Knudson 61,354.02; Deb Lauseng 49,652.07; Lois Lux 48,652.07; Carrie Niles 49,815.50; Marci Saathoff 44,786.86; Rochelle Schmidt 47,617.07; Debra Tiefenthaler 61,354.02; Melody Wenz 61,354.02; Rita Wiese 49,652.07; EARLY CHILDHOOD: Debra Jensen 46,029.57; Karlette Juhnke 49,652.07; Teresa Landmark 44,477.07; Wendi Lindner 36,670.92; Julie Nelson 48,617.07; CENTER BASE TEACHERS: Brian Jacobsen 50,687.07; Chris Lather 40,854.57; Shayna Ness 44,400.00; CENTER BASE PARA EDUCATORS: Sherri DeBaere 14.34/hr; Anitra Gisselbeck 14.34/hr; Lindsey Groon 13.40/hr; Dawn Hink 14.66/hr; Beau Larson 13.40/hr; Shari Peckpenpaugh 13.42/ hr; Mackenzie Ries 13.52/hr; Renae Singrey 14.02/hr; Joan Sween 13.52 /hr; Jodi Wolfe 13.62/hr; SCHOOL PSYCHOLOGISTS: Angela Johnson 53,040.00; Maria Meyer 61,713.54; Anneke Nelson 62,400.00; Shelly Skogstad 56,160.00; PSYCHOLOGICAL EXAMINERS: Chantel Sprang 50,034.60; Kris Street 45,962.75; OCCUPATIONAL THERAPISTS: Stephanie Hayunga 46,280.00; Nicol Huyvaert 54,378.95; Jamie Wiesner 34,936.87; OCCUPATIONAL THERAPISTS ASSISTANTS: Kelsey Determan 32,818.66; Sarah Whipkey 33,895.06; PHYSICAL THERAPISTS: Nancy Crump 68,171.94; Kari Holden 66,019.14; Kristina Suttan 58,484.34; EXTENDED SCHOOL YEAR 2016: Linda Conrad 33.35/hr; Erica Coughlin 25.25 /hr; Angel Dubro 29.59/hr Skylar Fredrick 25.25/hr; Brian Jacobsen 33.35/hr; Deb Jensen 30.02/hr; Karlette Juhnke 32.61/hr; Alysha Kastrup 30.36/hr; Cheryl Keller-Knudson 45.37 /hr; Teresa Landmark 28.91/hr; Wendi Lindner 31.87/hr; Lois Lux 32.61/hr; Emily Martian 25.25/hr; Margo Morland 32.14/hr; Julie Nelson 31.87/hr; Shayna Ness 28.86 /hr; Carrie Niles 33.08 /hr; Marcia Saathoff 33.40/hr; Renae Singrey 13.48/hr; Eric Stevens 25.25/hr; Joan Sween 13.00/hr; Deb Tiefenthaler 42.14/hr; Christy VanHeerde 26.25/hr; Melody Wenz 42.14/hr Mary Wienbar 28.18/hr; Rita Wiese 33.32/hr; Cynthia Williams 25.25/hr

#### Discussion Items

##### Conflict of Interest

No conflict of interests were brought forward from the board of NESC administration. Director Aberle explained that this item will continue to be on the agenda, and there will likely be further guidance in August. Director Aberle is also working on an NESC specific draft conflict of interest policy.

##### Number of Board Members

Director Aberle shared an idea from a board member that it may be beneficial to have a smaller group of Board of Directors. After discussion it was concluded that it was important that every member school district continue to have representation at all board meetings.

#### Action Items

##### Approve NESC Policies

*Action #17007* Motion by T. Hlavacek, second by H. Peterson to adopt the proposed NESC policies with changes. All present voting in favor, motion carried.

Changes include: **Article II Section B**-- Step children added to sick leave policy; **Article II Section C Subsection 1**—Step children added to Paraprofessional sick leave bank policy; **Article II Section G**—A total of three paid days (prorated by FTE) will be allowed for bereavement leave in one contract year. Employees may use available sick leave to extend bereavement by another five days (prorated by FTE) for the death of a child, step-child, a parent, or a spouse. All bereavement leave must be used prior to using any sick leave for bereavement. Employees may not access the sick leave bank for bereavement leave.

##### Approve Vehicle Lease – Chevy Astro Van

*Action #17008* Motion by G. Koerlin, second by J. Bucholz to allow Grant-Deuel to lease an NESC Van for the amount of \$20 per day. All present voting in favor, motion carried.

Declare Surplus Asset Item #0306 – Kyocera Copier

*Action #17009* Motion by J. Homola, second by C. Knutson to declare asset item #0306 surplus and allow disposal by NESC administration. All present voting in favor, motion carried.

President Koenecke appointed property owners J. Homola, C. Knutson, and R. Gorder to appraise the item.

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Aberle gave his monthly report.

Adjournment

*Action #17010* With there being no further business, motion by H. Peterson, second by T. Gaikowski, 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, August 15, 2016 at 7:00 P.M.

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**Debbe Koenecke, President**

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**Brice Christensen, Business Manager**