

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, June 19, 2017

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, June 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 8:12 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Evelyn Eagle, Enemy Swim Day School; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Christy Woodcock, Lake Preston; Hailey Peterson, Rosholt; Gloria Koerlin, Sioux Valley; Corrie Quale, Summit; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Joel Shoemaker, Webster; Paula Warkenthien, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Trudi Gaikowski, Clark; Ron Gorder, Estelline; Jared Engebretson, Grant-Deuel; Greg Schortzmann, Iroquois;

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: Brian Jandahl, Elkton; Jim Lentz, Estelline

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 #17095* Motion by D. Lutkemeier, second by C. Akin, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

Brian Jandahl, Jim Lentz, Sarah Delaney, and Samantha Thomas were introduced as guests.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

*Action #17096* Motion by C. Knutson, second by G. Koerlin, to approve the financial report for the period ending May 2017. 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>May 1, 2017</b>	<b>\$156,239.20</b>	<b>\$763,741.92</b>	<b>\$11,958.20</b>	<b>\$1,583,453.24</b>
<u>Receipts:</u>				
Local Sources	\$96,917.83	\$97,995.09	\$1.55	\$37,336.44
State Sources	\$4,800.00	\$27,160.36		
Federal Sources	\$38,305.00	\$138,858.00		
Other	\$125.00		\$12,107.04	\$197,981.00
<u>Total Monthly Receipts</u>	<u>\$140,147.83</u>	<u>\$264,013.45</u>	<u>\$12,108.59</u>	<u>\$235,317.44</u>
Total Gross Receipts	\$296,387.03	\$1,027,755.37	\$24,066.79	\$1,818,770.68
Less Salaries	\$19875.39	\$248,908.03		
Less Disbursements	\$20,540.48	\$116,970.89	\$963.62	\$32,181.68
<u>Total Salaries &amp; Disbursements</u>	<u>\$40,415.87</u>	<u>\$365,878.92</u>	<u>\$963.62</u>	<u>\$32,181.68</u>
<b>Ending Cash Balance May 31, 2017</b>	<b>\$255,971.16</b>	<b>\$661,876.45</b>	<b>\$23,103.17</b>	<b>\$1,786,589.00</b>

#### Consent Agenda

*Action #17097* Motion by J. Homola, second by T. Hlavacek, to approve the following items on the Consent Agenda: 6a) Approval of May 15, 2017 Board of Directors minutes; 6b) Approval of payment of June 2017 claims; 6c) Approval of Unit 1 2017-18 Negotiated Agreement; 6d) Approval of South Dakota Cooperative Purchasing Services Agreement--\$1,000.00; 6e) Approval of Behavior Analytic Services Agreement Amendment--\$21,210 for 202 hours; 6f) Approval of Unit 1 contract amendments; 6g) Approval of contract – Sara Lorensberg, \$47,264.57, Center Base Teacher, Webster; 6h) Approval of work agreement – Traci Schoenfelder, \$13.40 per hour, ESY paraprofessional; 6i) Approval of contract – Lisa Reinhiller, \$53,747.53, 190 days, Shared Services Grant & Educational Specialist; 6j) Approval of work agreement – Geraldine Binde, \$16.00 per hour, up to six hours per week, custodian. All present voting in favor, motion carried.

#### May 2017 Accounts Payable

**GENERAL FUND:** AKIN, CORY MILEAGE TO BOARD 6.34;AMAZON TECH/OT/CB SUPPLIES 58.86;AMERICINN ED SPEC/ESA TRAVEL 57.00;APPLE INC. TECH SUPPLIES 43.96;CDW GOVERNMENT INC. TECH SUPPLIES 211.11;CENEX FLEETCARD MAINT & GASOLINE 3,271.93;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 126.10;CHRISTENSEN, BRICE FISCAL MILEAGE 2.67 CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON BOARD - LEGAL 616.04;CORWIN LEARNING CONFERENCE REGISTRATION 1,174.00 DAKTECH, INC. TECH SUPPLIES 365.56;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 3,218.23;DON'S BODY SHOP MAINT 60.00 DUST TEX SERVICE, INC. O&M - RUG RENTAL 6.42;EXPEDIA CONFERENCE TRAVEL 633.59;GOEHRING-STREET, KRIS ADVANCED STUDY 74.00;HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 1,208.32;HLAVACEK, TRACY MILEAGE TO BOARD 8.58;HOMOLA, JOE MILEAGE TO BOARD 10.07;INNOVATIVE OFFICE SOLUTIONS O&M SUPPLIES 13.94;ITC TELECOM PHONE/INTERNET 167.07;KNUTSON, CARIE MILEAGE TO BOARD 17.90;KOENECKE, DEBBE MILEAGE TO BOARD 12.93;KOERLIN, GLORIA MILEAGE TO BOARD 19.77 LUTKEMEIER, DENISE MILEAGE TO BOARD 17.16;MS BUMBLEBEE'S FLOWERS SYMPATHY GIFT 8.58;NESC IMPREST REIMBURSE IMPREST 4.44;NESC PAYROLL CLEARING JUNE 2017 PAYROLL 21,050.47;OTTER TAIL POWER CO. O&M - ELECTRICITY 66.93;PEDERSEN, SHANE O&M - LAWN CARE 28.18;PUBLIC OPINION LEGAL PUBLISHING 41.55;QUICK PRO LUBE MAINT 36.02;SHOEMAKER, JOEL MILEAGE TO BOARD 22.38;TIME MANAGEMENT SYSTEMS, INC EMPLOYEE TIME CLOCK 4.08;TOBII DYNAVOX LLC TECH SOFTWARE 59.05;TOWN OF HAYTI O&M - WATER AND SEWER 5.72;US POSTAL SERVICE POSTAGE 0.90;VERIZON WIRELESS CELL PHONE 110.56;W.W. TIRE SERVICE MAINT 457.67;WEBSTER AUTO CARE MAINT 36.40

**FUND TOTAL: \$33,334.48**

**SPECIAL EDUCATION FUND:** AKIN, CORY MILEAGE TO BOARD 36.50;AMAZON TECH/OT/CB SUPPLIES 610.17;AMERICINN ED SPEC/ESA TRAVEL 276.98;APPLE INC. TECH SUPPLIES 253.04;EC MILEAGE TO PARENT 73.92;BRITTON-HECLA SCHOOL DISTRICT SPEECH MILEAGE 27.30;CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE 812.80;CDW GOVERNMENT INC. TECH SUPPLIES 1,215.28;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 67.38;CHILSON, GINA SPEECH MILEAGE TO STAFF 90.30 CHRISTENSEN, BRICE FISCAL MILEAGE 15.39;CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON BOARD - LEGAL 3,546.38;CRUMP, NANCY PT REG FEE 25.00;DAKTECH, INC. TECH SUPPLIES 2,104.44;DUST TEX SERVICE, INC. O&M - RUG RENTAL 33.44;GOEHRING-STREET, KRIS ADVANCED STUDY 426.00;HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 1,117.59;HLAVACEK, TRACY MILEAGE TO BOARD 49.38;HOMOLA, JOE MILEAGE TO BOARD 57.97;HUYVAERT, NICOL OT TRAVEL 89.00;INNOVATIVE OFFICE SOLUTIONS O&M SUPPLIES 72.72;ITC TELECOM PHONE/INTERNET 311.56;JUTTINGS GROCERY CB SUPPLIES 388.45;KNUTSON, CARIE MILEAGE TO BOARD 103.06;KOENECKE, DEBBE MILEAGE TO BOARD 74.43;KOERLIN, GLORIA MILEAGE TO BOARD 113.79;LUTKEMEIER, DENISE MILEAGE TO BOARD 98.76;MARSHALL CO. HEALTHCARE CENTER OT/PT CONTRACTED SERVICES 7,487.46;CB MILEAGE TO PARENT 75.60 MS BUMBLEBEE'S FLOWERS SYMPATHY GIFT 49.42;NASP PSYCH REG FEES 50.00;NCS PEARSON, INC. PSYCH SUPPLIES 265.00 NESC IMPREST REIMBURSE IMPREST 129.56;NESC PAYROLL CLEARING JUNE 2017 PAYROLL 254,530.54;OTTER TAIL POWER CO. O&M - ELECTRICITY 348.77;PEDERSEN, SHANE O&M - LAWN CARE 146.82;PUBLIC OPINION LEGAL PUBLISHING 239.20;SANFORD WEBSTER MEDICAL CENTER OT CONTRACTED SERVICES 7,056.81;SCHMIDT, ROCHELLE SPEECH MILEAGE TO STAFF 17.64;SHOEMAKER, JOEL MILEAGE TO BOARD 128.82;TIME MANAGEMENT SYSTEMS, INC EMPLOYEE TIME CLOCK 147.40;TOBII DYNVOX LLC TECH SOFTWARE 339.95;TOWN OF HAYTI O&M - WATER AND SEWER 29.78;US POSTAL SERVICE POSTAGE 5.20;VERIZON WIRELESS CELL PHONE 199.13 WEBSTER SCHOOL DISTRICT CB FACILITY USE FEE 406.40

**FUND TOTAL: \$283,744.52**

#### Discussion Items

##### Assistant Director's Report

Assistant Director Frewing gave his monthly report.

##### Director's Report

Director Aberle gave his monthly report.

##### NPIP Information – Sarah Delaney/Samantha Thomas

Sarah Delaney and Samantha Thomas of Marsh and McLennan Agency presented information on how the insurance trust functions today and how it will function in the future in relation to NESC. An updated fiscal agent contract was also presented.

##### NESC Board Policy Updates

Director Aberle presented updated language to NESC board policies.

##### BMO (credit card) Rebate

Business Manager Christensen reported that NESC received a rebate in the amount of \$2,266.00 for credit card purchases.

##### NESC Board of Directors – District Representatives for 2017-18

A survey was taken on what board members would be staying or leaving in FY18.

##### FY18 Preliminary Budget

Business Manager Christensen reviewed the preliminary budget.

#### Action Items

##### Approval of FY 17 audit proposal

*Action #17098* Motion by J. Homola, second by J. Shoemaker to accept the proposal from William & Neale CPAs of \$8,750.00. All present voting in favor, motion carried.

Approval of Paper Bid

*Action #17099* Motion by C. Akin, second by D. Lutkemeier to accept the bid of Paper 101 of \$21.78 per case. All present voting in favor, motion carried.

Approval to remove items from inventory

*Action #17100* Motion by C. Knutson, second by G. Koerlin to remove the presented list of broken, outdated or missing items from inventory. All present voting in favor, motion carried.

Approval to publish FY18 preliminary budget and set budget hearing

*Action #170101* Motion by C. Knutson, second by H. Peterson to authorize the preliminary budget to be published and to set the FY18 budget hearing for July 17 at 7:00 p.m. All present voting in favor, motion carried.

Executive Session

No executive session was held.

Adjournment

*Action #17102* With there being no further business, motion by N. Koehlmoos, second by J. Homola, 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, July 17, 2017 at 7:00 P.M.

---

**Debbe Koenecke, President**

---

**Brice Christensen, Business Manager**