

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, July 17, 2017

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, July 17 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by Vice-President Homola at 7:00 P.M. and adjourned at 8:32 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Barb Asleson, De Smet; Carie Knutson, Deubrook; Arend Schuurman, Elkton; Evelyn Eagle, Enemy Swim Day School; Krecia Weinberg, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Brian Nelson, Lake Preston; Amber Halming, Rosholt; Gene Bjorklund, Sioux Valley; Sandy Hinze, Waubay; Penny Thyen, Waverly/South Shore; Tia Felberg, Willow Lake;

Absent:

Josh Hawkinson, Britton-Hecla; Trudi Gaikowski, Clark; Debbe Koenecke, Deuel; Greg Schortzmann, Iroquois; Lisa Amdahl, Summit; Joel Shoemaker, Webster; Denise Lutkemeier, Wilmot

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: None present.

NESC Administration: Jerry Aberle, Director; Brice Christensen, Business Manager; Tim Frewing, Assistant Director

Call to Order

Vice-President Homola called the meeting to order at 7:00 P.M.

Agenda review, changes, and approval

Action #17103 Motion by T. Hlavacek, second by C. Akin, to approve the agenda with one addition: 7e) Building repairs and upkeep. All present voting in favor, motion carried.

Introduction of Guests

No guests were present.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #17104 Motion by C. Knutson, second by G. Koerlin, to approve the financial report for the period ending June 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>
June 1, 2017	\$255,971.16	\$661,876.45	\$23,103.17	\$1,786,589.00
<u>Receipts:</u>				
Local Sources	\$43,665.42	\$205,832.99	\$1.26	\$1,764,929.09
State Sources	\$9,486.00	\$3,053.27		
Federal Sources		\$140,931.00		
Other			\$134.00	\$529,290.00
<u>Total Monthly Receipts</u>	<u>\$53,151.42</u>	<u>\$349,817.26</u>	<u>\$135.26</u>	<u>\$2,294,219.09</u>
Total Gross Receipts	\$309,122.58	\$1,011,693.71	\$23,238.43	\$4,080,808.09
Less Salaries	\$21,050.47	\$254,530.54		
Less Disbursements	\$12,284.01	\$29,213.99	\$2,778.77	\$31,660.00
<u>Total Salaries & Disbursements</u>	<u>\$33,334.48</u>	<u>\$283,744.53</u>	<u>\$2,778.77</u>	<u>\$31,660.00</u>
Ending Cash Balance				
June 30, 2017	\$275,788.10	\$727,949.18	\$20,459.66	\$4,049,148.09

Consent Agenda

Action #17105 Motion by M. Murphy, second by D. Fuller, to approve the following items on the Consent Agenda: 6a) Approval of June 19, 2017 Board of Directors minutes; 6b) Approval of payment of EOFY 2017 claims. All present voting in favor, motion carried.

EOFY 2017 Accounts Payable

GENERAL FUND: AKIN, CORY STEERING MILEAGE 1.68;BLACK HILLS STATE UNIVERSITY CAMSE INVOICE #3 2310; CENEX FLEETCARD MAINT & GASOLINE 1073.59;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 153; CHRISTENSEN, BRICE FISCAL MILEAGE 2.67;CRAIG BASS SANITARY SERVICE O&M - GARBAGE SERVICE 20.77;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 1882.14;DUST TEX SERVICE, INC. O&M - RUG RENTAL 6.42;FRITZ CHEVROLET, INC MAINT 287.08;HAMLIN COUNTY FARMERS COOP GASOLINE 359.74;HLAVACEK, TRACY STEERING MILEAGE 5.72; HOMOLA, JOE STEERING MILEAGE 0.75;ITC TELECOM PHONE/INTERNET 166.88;KOENECKE, DEBBE STEERING MILEAGE 3.92;LUTKEMEIER, DENISE STEERING MILEAGE 8.33;NESC SPECIAL REVENUE PROJECTS Q4 EXPENSED MILEAGE/IDC 14393.52;NORTHLAND AUTO CENTER MAINT 272.75;PEDERSEN, SHANE O&M - LAWN CARE 22.54;PRO-TEC ROOFING O&M - ROOF REPAIR 28.75;PUBLIC OPINION BOARD - MINUTES 34.09;QUICK PRO LUBE MAINT 36.02;REPORTER AND FARMER BOARD - PUBLISHING 5.55;SHOEMAKER, JOEL STEERING MILEAGE 7.96;SHRED-IT SIOUX FALLS SHREDDING SERVICE 33.72;TIME MANAGEMEN SYSTEMS, INC EMPLOYEE TIME CLOCK 2.95;TOWN OF HAYTI O&M - WATER AND SEWER 5.72;VERIZON WIRELESS CELL PHONE 110.56;W.W. TIRE SERVICE MAINT 204.9;

FUND TOTAL: \$21,441.72

SPECIAL EDUCATION FUND: AKIN, CORY STEERING MILEAGE 9.66;CASTLEWOOD SCHOOL DISTRICT CB - NURSE 1859.64; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 34.61;CHRISTENSEN, BRICE FISCAL MILEAGE 15.39; CRAIG BASS SANITARY SERVICE O&M - GARBAGE SERVICE 108.23;DUST TEX SERVICE, INC. O&M - RUG RENTAL 33.44; HLAVACEK, TRACY STEERING MILEAGE 32.92;HOMOLA, JOE STEERING MILEAGE 4.29;ITC TELECOM PHONE/INTERNET 310.55;KOENECKE, DEBBE STEERING MILEAGE 22.54;LUTKEMEIER, DENISE STEERING MILEAGE 47.95;MARSHALL CO. HEALTHCARE CENTER PT/OT CONTRACTED THERAPY 3734.58;NESC SPECIAL REVENUE PROJECTS Q4 EXPENSED MILEAGE/IDC 45961.49;PEDERSEN, SHANE O&M - LAWN CARE 117.46;PRO-TEC ROOFING O&M - ROOF REPAIR 149.82;PUBLIC OPINION BOARD - MINUTES 196.25;REPORTER AND FARMER BOARD - PUBLISHING 31.95;SANFORD WEBSTER MEDICAL CENTER OT CONTRACTED THERAPY 3521.94;SHOEMAKER, JOEL STEERING MILEAGE 45.8;SHRED-IT SIOUX FALLS SHREDDING SERVICE 194.13;TIME MANAGEMENT

SYSTEMS, INC EMPLOYEE TIME CLOCK 106.64;TOWN OF HAYTI O&M - WATER AND SEWER 29.78;VERIZON WIRELESS CELL PHONE 199.13;

FUND TOTAL: \$56,768.19

As per SDCL 6-1-10 the following salaries for NESC employees for 2017-18:

ADMINISTRATION: Gerald Aberle 91,837.20; Brice Christensen 53,835.60; Tim Frewing 62,860.98; Tammy Anderson 14.70/hr; Carol Reuer 15.08/hr; CUSTODIAN: Geraldine Binde 16.00/hr; EDUCATIONAL SERVICES AGENCY 1: Shawn DeWitt 58,091.84; Lisa Reinhiller 54,147.53; READING RECOVERY: Kari Nolte 27,026.28; TRANSITION/TECHNOLOGY COORDINATOR/EDUCATIONAL SPECIALIST: Brenda Boyd 51,243.64; SPEECH THERAPY: Christy Busskohl 51,469.20; Gina Chilson 49,052.07; Linda Conrad 50,087.07; Angel Dubro 19,246.32; Heather Hansen 50,593.52; Alysha Johnson 49,550.00; Cheryl Keller-Knudson 61,754.02; Deb Lauseng 50,052.07; Lois Lux 49,052.07; Carrie Niles 50,215.50; Marci Saathoff 45,146.86; Rochelle Schmidt 48,017.07; Debra Tiefenthaler 61,754.02; Melody Wenz 61,754.02; Rita Wiese 50,052.07; CENTER BASE: Brian Jacobsen 51,087.07; Chris Lather 41,254.57; Sara Lorensberg 47,664.57; EARLY CHILDHOOD: Debra Jensen 46,429.57; Karlette Juhnke 50,052.07; Teresa Landmark 44,877.07; Wendi Lindner 36,970.92; Julie Nelson 49,017.07; SCHOOL PSYCHOLOGISTS: Melissa Gent 53,440.00; Maria Meyer 62,113.54; Angela Nelson 42,752.00; Anneke Nelson 62,800.00; Shelly Skogstad 56,560.00; PSYCHOLOGICAL EXAMINERS: Chantel Sprang 50,434.60; Kris Street 48,781.60; PHYSICAL THERAPISTS: Nancy Crump 68,571.94; Kari Holden 66,419.14; Kristina Suttan 58,884.34; OCCUPATIONAL THERAPISTS: Stephanie Hayunga 46,680.00; Nicol Huyvaert 54,778.95; Jamie Wiesner 35,188.87; OCCUPATIONAL THERAPISTS ASSISTANTS: Kelsey Kringen 33,218.66; Sarah Whipkey 27,436.05; CENTER BASE PARA EDUCATORS: Sherri DeBaere 14.59/ hr; Anita Gisselbeck 14.59/hr; Lindsey Groon 13.65/ hr; Dawn Hink 14.91/hr; Shari Peckenpough 13.67/hr; Mackenzie Ries 13.77/hr Renae Singrey 14.27/hr; Joan Sween 13.77/hr; EXTENDED SCHOOL YEAR 2017: Christy Busskohl 41.73/hr; Linda Conrad 35.29/hr; Jen Deutsch 41.79/hr; Angel Dubro 32.26/hr; Skyler Fredrick 28.11/hr; Heather Hansen 35.65/hr; Steve Hargis 13.75/hr; Brian Jacobsen 36.00/hr; Deb Jensen 32.69/hr; Alysha Johnson 34.91/hr; Karlette Juhnke 35.26/hr; Emily Koenig 28.11/hr; Teresa Landmark 31.59/hr; Chris Lather 29.02/hr; Wendi Lindner 34.53/hr; Lois Lux 34.55/hr; Emily Martian 29.29/hr; Margo Mortland 35.97/hr; Julie Nelson 34.53/hr; Carrie Niles 35.38/hr; Marci Saathoff 35.34/hr; Traci Schoenfelder 13.40/hr; Renae Singrey 14.02/hr; Susan Sudtelgte 36.36/hr; Joan Sween 13.52/hr; Debra Tiefenthaler 43.58/hr; Christy VanHeerde 29.69/hr; Cynthia Warkenthien 13.40/hr; Melody Wenz 43.58/hr; Mary Wienbar 34.96/hr; Rita Wiese 35.26/hr

Appoint Business Manager as President Pro-Tem

Vice-President Homola appointed Business Manager Christensen as President Pro-Tem.

Adjourn meeting for Fiscal Year 2016-2017

Action #17106 With there being no further business to come before the Board of Directors for Fiscal Year 2016-2017, Motion by C. Knutson, second by T. Hlavacek to adjourn the final Board of Directors meeting for FY2016-2017 at 7:17 p.m. All present voting in favor, motion carried.

NESC Board of Directors

Annual Reorganization Meeting

The annual reorganization meeting for FY2017-2018 was called to order by President Pro-Tem Christensen at 7:17 p.m.

Election of Officers for FY 2017-2018

Office of the President

Action #18001 Motion by J. Homola, second by C. Knutson to nominate D. Koenecke for the office of President, cease nominations, and cast a unanimous ballot. All present voting in favor, motion carried.

Office of the Vice-President

Action #18002 Motion by T. Hlavacek, second by C. Akin to nominate J. Homola for the office of Vice-President, cease nominations, and cast a unanimous ballot. All present voting in favor, motion carried.

NESC 2017-2018 Budget Hearing

Vice-President Homola declared the budget hearing open at 7:21. Business Manager Christensen presented the budget, and Vice-President Homola declared the budget hearing closed at 7:44 p.m.

Adopt FY 2018 budget

Action #18003 Motion by D. Fuller, second by M. Murphy to adopt the FY2018 budget as presented. All present voting in favor, motion carried.

The changes to the published budget are as follows:

Appropriations:

General Fund:

Reading Recovery - \$46,289.99; ESA1 – \$219,335.56; Board of Education - \$12,360.74;

Special Education Fund:

Board of Education – \$70,044.22; Educational Specialist - \$137,115.68

Means of Finance:

General Fund:

Fund Balance Assigned to Subsequent Year Budget - \$18,000; Assessments - \$76,974.08; NPIP Revenue - \$35,000; ESA 1 Local - \$87,930.96

Special Education Fund:

Fund Balance assigned to subsequent year budget - \$215,000.00; Assessments - \$1,236,455.99; Educational Specialist - \$137,115.68

Consent Agenda

Action #18004 Motion by C. Akin, second by A. Schuurman to approve the following items on the consent agenda: 6a) Approval of July 2017 claims; 6b) Designate Official Depository-Reliabank, Hayti, SD; 6c) Authorize Chairman to be added to signature card; 6d) Designate Official Newspaper-Watertown Public Opinion; 6e) Designate Legal Counsel-Rodney Freeman; 6f) Designate Business Manager as official custodian of accounts; 6g) Adopt travel rates: 6g.i.) In state-\$0.42 per mile, \$6 breakfast, \$11 noon lunch, \$15 dinner, actual cost for lodging; 6g.ii.) Out of state --\$.42 per mile, \$10 breakfast, \$14 noon lunch, \$21 dinner; actual cost for lodging; 6h) Appoint Title IX and 504 Coordinator-Tim Frewing; 6i) Adopt NESC By-Laws; 6j) Appoint Director and Business Manager as Federal Program Agents; 6k) Designate purchasing agents-Jerry Aberle & Brice Christensen; 6l) Set Board of Director's pay for Special Committees-\$40 per meeting & \$0.42 per mile; 6m) Approve Unit 2 Negotiated Agreement; 6n) Approve contract amendments for Unit 2 Employee and Unit 1 employee – Maria Meyer. All present voting in favor, motion carried.

July 2017 Accounts Payable

General Fund: ABC AUTOMATIC BUILDING CONTROLS FIRE ALARM TEST 436;APEX LEARNING APEX SEATS 13725;ASBSD BOARD - FY18 DUES 116.25;CEC ADMIN DUES AND FEES 53.25;CPI ANNUAL MEMBERSHIP FEE 150;EMC INSURANCE PROPERTY/LIABILITY INSURANCE 5709.6;HEINEMANN READING RECOVERY SUPPLIES 312.81;NESC PAYROLL CLEARING JULY 2017 PAYROLL 15789.24;NOLTE, KARI READING RECOVERY TRAVEL 1567.99;OHIO STATE UNIVERSITY, THE FY18 READING RECOVERY FEES 1240;OTTER TAIL POWER CO. O&M - ELECTRICITY 98.26;PAPER 101 COOPERATIVE PAPER PROJECT 64468.8;RELIABANK DEPOSIT BOX RENTAL 2.25;SASD ADMIN/FISCAL DUES AND FEES 187.2;SD FEDERAL PROPERTY AGENCY VEHICLES 46200;SFM FY18 WORK COMP 1836.45;SOFTWARE UNLIMITED SOFTWARE FEES 765;SW/WC SERVICE COOPERATIVE PURCHASING PROGRAM 1000;

Fund Total: \$153,658.10

Special Education Fund: ASBSD BOARD - FY18 DUES 658.75;ESY MILEAGE TO PARENT 55.44;BRITTON-HECLA SCHOOL DISTRICT ESY MILEAGE 130.2;CEC ADMIN DUES AND FEES 301.75;DEUTSCH, JENNIFER ESY MILEAGE 5.04;EMC INSURANCE PROPERTY/LIABILITY INSURANCE 32354.4;MARTIAN, EMILY ESY MILEAGE 181.44;MIDWEST SPECIAL INSTRUMENTS AUDIOMETER CALIBRATION 1522.4;NESC PAYROLL CLEARING JULY 2017 PAYROLL 264090.89;OTTER TAIL POWER CO. O&M - ELECTRICITY 556.81;RELIABANK DEPOSIT BOX RENTAL 12.75;SASD ADMIN/FISCAL DUES AND FEES 1060.8;SFM FY18 WORK COMP 10406.55;SOFTWARE UNLIMITED SOFTWARE FEES 4335;WENZ, MELODY ESY MILEAGE 26.04;

Fund Total: \$315,698.26

Discussion Items

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Aberle gave his monthly report.

NESC Board Policy

Director Aberle reviewed new year board policy updates that will be up for approval in August. Full text showing changes can be found with the board materials on the NESC website.

NESC Board of Directors – District representatives for 2017-18

Every Board of Director is to fill out an information sheet that will be used by administration for the FY18 year.

Building Repairs and upkeep

Director Aberle reviewed things that will need to be updated and repaired with the NESC administration building at some point. Included was the roof, bathroom, air conditioning units, carpets, windows, and front entry lawn.

Action Items

Approve of NPIP (Northern Plains Insurance Pool) agreement

Action #18005 Motion by C. Knutson, second by C. Akin to approve the updated fiscal agent agreement between NESC and NPIP. All present voting in favor, motion carried.

Executive Session

No executive session was held.

Adjournment

Action #18006 With there being no further business, motion by C. Knutson, second by M. Murphy, 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 21, 2017 at 7:00 P.M.

Joe Homola, Vice-President

Brice Christensen, Business Manager