

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, October 16, 2017

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, October 16 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 7:50 P.M.

Members present:

Alicia Nielson, Castlewood; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Krecia Weinberg, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Brett Anderson, Lake Preston; Amber Halming, Rosholt; Gene Bjorklund, Sioux Valley; Sandy Hinze, Waubay; Penny Thyen, Waverly/South Shore; Tia Felberg, Willow Lake; Michelle Ebben, Wilmot

Absent:

Martin Murphy, Arlington; Josh Hawkinson, Britton-Hecla; Trudi Gaikowski, Clark; Evelyn Eagle, Enemy Swim Day School; Greg Schortzmann, Iroquois; Lisa Amdahl, Summit; Joel Shoemaker, Webster;

Others Attending:

NESC Staff Representatives: Deb Tiefenthaler, Speech Language Pathologist; Rita Wiese, Speech Language Pathologist  
Member District Superintendents: Jim Block, Webster; Scott Klaudt, Willow Lake  
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 #18022* Motion by J. Homola, second by T. Hlavacek, to approve the agenda with the following additions: 7d) Federal Programs Fiscal Desk Monitoring; 7e) Business Manager position; 8b) Authorize Tami Koppang to have access to our accounts at Reliabank. All present voting in favor, motion carried.

Introduction of Guests

Deb Tiefenthaler, Rita Wiese, Jim Block, and Scott Klaudt were introduced as guests.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

*Action #18023* Motion by C. Knutson, second by J. Homola, to approve the financial report for the period ending September 2017. All present voting in favor, motion carried.

|   | <u>General Fund</u> | <u>Special Education<br/>Fund</u> | <u>Agency Fund</u> | <u>Enterprise Fund<br/>(NPIP)</u> |
|---|---------------------|-----------------------------------|--------------------|-----------------------------------|
| <b>September 1, 2017</b>                          | <b>\$173,052.21</b> | <b>\$461,665.13</b>               | <b>\$15,100.10</b> | <b>\$6,353,516.60</b>             |
| <u>Receipts:</u>                                  |                     |                                   |                    |                                   |
| Local Sources                                     | \$7,277.80          | \$100,344.75                      | \$1.19             | \$2,211,601.82                    |
| State Sources                                     |                     | \$13,608.22                       |                    |                                   |
| Federal Sources                                   |                     |                                   |                    |                                   |
| Other   | \$74,107.34         | \$259,926.00                      | \$7,688.59         |                                   |
| <u>Total Monthly Receipts</u>                     | <u>\$81,385.14</u>  | <u>\$373,878.97</u>               | <u>\$7,689.78</u>  | <u>\$2,211,601.82</u>             |
| Total Gross Receipts                              | \$254,437.35        | \$835,544.10                      | \$22,789.88        | \$8,565,118.42                    |
| Less Salaries                                     | \$16,230.94         | \$267,902.93                      |                    |                                   |
| Less Disbursements                                | \$12,539.59         | \$24,007.03                       | \$4,344.51         | \$1,408,864.07                    |
| <u>Total Salaries &amp;<br/>Disbursements</u>     | <u>\$28,770.53</u>  | <u>\$291,909.96</u>               | <u>\$4,344.51</u>  | <u>\$1,408,864.07</u>             |
| <b>Ending Cash Balance<br/>September 30, 2017</b> | <b>\$225,666.82</b> | <b>\$543,634.14</b>               | <b>\$18,445.37</b> | <b>\$7,156,254.35</b>             |

#### Consent Agenda

*Action #18024* Motion by D. Fuller, second by J. Homola, to approve the following items on the Consent Agenda: 6a) Approval of September 18, 2017 Board of Directors minutes; 6b) Approval of payment of October 2017 claims. All present voting in favor, motion carried.

#### September 2017 Accounts Payable

**GENERAL FUND:** AUTOMATIVE SERVICE CENTER, THE MAINT 858.35;BND TOWING MAINT 130.00;BROOKINGS REGISTER ADVERTISING 74.85;CENEX FLEETCARD MAINT & GASOLINE 5,225.66;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 175.37;CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 16.88;CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON LEGAL FEES 38.46 CRAIG BASS SANITARY SERVICE O&M - GARBAGE 19.35;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 432.70;DEUEL CO. CENEX GASOLINE 19.17;DON'S BODY SHOP MAINT 6,379.40;DUST TEX SERVICE, INC. RUG RENTAL 6.67;ESTELINE COMMUNITY OIL CO. MAINT 36.64;GENT, MELISSA VEHICLE MAINT REIMBURSEMENT 53.23;HAMLIN COUNTY FARMERS COOP GASOLINE 643.68;HY-VEE FOOD STORE BOARD SUPPLIES 4.84;INNOVATIVE OFFICE SOLUTIONS MISC. SUPPLIES 7.01;ITC TELECOM PHONE/INTERNET 168.86 JURGENS OIL MAINT 42.90;NESC IMPREST REIMBURSE IMPREST 7.50;NESC PAYROLL CLEARING OCTOBER 2017 PAYROLL 15,630.61 NORTHLAND AUTO CENTER MAINT 139.28;OFFICE PEEPS, INC. OFFICE SUPPLIES/SHREDDER REPAIR 78.05;OTTER TAIL POWER CO. O&M - ELECTRICITY 63.39;PUBLIC OPINION BOARD - MINUTES/PUBLISHING 38.59;QUICK PRO LUBE MAINT 36.02;RAMKOTA HOTEL FISCAL TRAVEL 29.40;S & S AUTO MAINT 73.25;SANFORD HEALTH PLAN HSA/FSA FEES 14.40;SCOTTING HEATING & COOLING FURNACE/AC CHECK AND SERVICE 130.09;STEVE'S TIRE & SERVICE GASOLINE 37.50;TOWN OF HAYTI O&M - WATER AND SEWER 5.72;UNZEN MOTORS MAINT 223.29;VERIZON WIRELESS CELL PHONE 110.57;W.W. TIRE SERVICE MAINT 399.94;WEBSTER AUTO CARE MAINT 83.34

#### **FUND TOTAL: \$31,434.96**

**SPECIAL EDUCATION FUND:** AMAZON MISC. SUPPLIES 171.78;AMERICAN HEART ASSOCIATION CPR TRAINING 1,655.28 AMERICINN ED SPEC TRAVEL 420.00;BAVARIAN INN ED SPEC TRAVEL 79.00;BRITTON-HECLA SCHOOL DISTRICT SLP MILEAGE 118.02;BROOKINGS REGISTER ADVERTISING 424.15;CAMBRIA HOTEL & SUITES ED SPEC TRAV EL 171.00;CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE 812.80;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 53.23;CHILSON, GINA SLP MILEAGE TO STAFF 151.20;CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 95.68;CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON LEGAL FEES 217.94;CRAIG BASS SANITARY SERVICE O&M - GARBAGE 109.65;DUST TEX SERVICE, INC. RUG RENTAL 34.77;GRAND RIVER RESORT ED SPEC TRAVEL 423.15;HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 873.76;HAMPTON ED SPEC TRAVEL 93.00

HANSON, BRUCE SLP PRESENTER 321.80;HAYUNGA, STEPHANIE OT DUES AND FEES 225.00;HOLIDAY INN EXPRESS ED SPEC TRAVEL 342.00;HUYVAERT, NICOL OT MILEAGE TO STAFF 49.98;HY-VEE FOOD STORE BOARD SUPPLIES 27.40;INNOVATIVE OFFICE SOLUTIONS EC SUPPLIES 142.93;ITC TELECOM PHONE/INTERNET 320.91;MAINSTAY SUITES ED SPEC TRAVEL 758.00;MARSHALL CO. HEALTHCARE CENTER OT/PT PURCH SVCS 4,213.49;CB MILEAGE 90.72;NESC IMPREST REIMBURSE IMPREST 1,793.50;NESC PAYROLL CLEARING OCTOBER 2017 PAYROLL 259,155.31;OFFICE PEEPS, INC. OFFICE SUPPLIES/SHREDDER REPAIR 430.90;OTTER TAIL POWER CO. O&M - ELECTRICITY 330.36;PUBLIC OPINION BOARD - MINUTES/PUBLISHING 218.70;RAMKOTA HOTEL FISCAL TRAVEL 166.58;SANFORD HEALTH PLAN HSA/FSA FEES 81.60;SANFORD WEBSTER MEDICAL CENTER OT PURCH SVCS 3,337.29;SCOTTING HEATING & COOLING FURNACE/AC CHECK AND SERVICE 677.91;TAMRA, CHING CPR TRAINING MILEAGE 35.28;TOWN OF HAYTI O&M - WATER AND SEWER 29.78;USA STAY HOTEL & SUITES ED SPEC TRAVEL 114.00;VERIZON WIRELESS CELL PHONE 199.22;VITAL SOUNDS OT SUPPLIES 360.22;WEBSTER SCHOOL DISTRICT SEPTEMBER USE FEE 406.40;WIESE, RITA SLP MILEAGE TO STAFF 40.74

**FUND TOTAL: \$279,774.43**

### Discussion Items

#### October 4, 2017 Advisory Board Meeting Minutes

Director Aberle reviewed the October advisory board minutes.

#### Assistant Director's Report

Assistant Director Frewing gave his monthly report.

#### Director's Report

Director Aberle gave his monthly report.

#### Federal Programs Desk Monitoring

NESC underwent a federal desk review for FY2016 for all federal grants. It was determined that NESC was in compliance with the fiscal requirements covered by the review.

#### Business Manager Resignation

Director Aberle reviewed the process being completed to fill the business manager position.

### Action Items

#### Approve Center Base Tuition Rates

*Action #18025* Motion by C. Knutson, second by J. Homola to approve the center base tuition rates as presented. All present voting in favor, motion carried.

|                  |             |
|------------------|-------------|
| Base Rate        | \$36,282.96 |
| First Placement  | \$46,805.02 |
| Second Placement | \$32,654.66 |
| Third Placement  | \$27,364.61 |

#### Authorize Tami Koppang to have access to Reliabank Accounts

*Action #18026* Motion by J. Homola, second by K. Weinberg to authorize Tami Koppang to have temporary access to NESC accounts at Reliabank. All present voting in favor, motion carried.

Executive Session

*Pursuant to SDCL 1-25-2(1) Action #18027* Motion by C. Knutson, second by T. Hlavacek to enter executive session at 7:34 to discuss personnel. All present voting in favor, motion carried.

President Koenecke declared the board out of executive session at 7:45.

*Action #18028* Motion by C. Knutson, second by J. Homola to accept the resignation of Brice Christensen, enforce compensatory damages as stated in contract and prorate the remaining contract pay, and to set pay for any additional work days needed at \$207.06 per day. All present voting in favor, motion carried.

It was also noted to thank Brice for his years of service to NESC.

Adjournment

*Action #18029* With there being no further business, motion by G. Bjorklund, 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, November 20, 2017 at 7:00 P.M.

---

**Debbe Koenecke, President**

---

**Brice Christensen, Business Manager**