

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, January 15, 2018

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, January 15, 2018 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by President Koenecke at 7:06 P.M. and adjourned at 8:08 P.M.

**Members present:**

Justin Petersen, Arlington; Cory Akin, Castlewood; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Joe Homola, Hamlin; Dave Fuller, Henry; Sandy Hinze, Waubay; Penny Thyen, Waverly/South Shore; Tia Felberg, Willow Lake; Denise Lutkemeier, Wilmot (via phone)

**Absent:**

Josh Hawkinson, Britton-Hecla; Trudi Gaikowski, Clark; Evelyn Eagle, Enemy Swim Day School; Krecia Weinberg, Estelline; Kathy Roe, Florence; Greg Schortzmann, Iroquois; Brett Anderson, Lake Preston; Amber Hamling, Rosholt; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Joel Shoemaker, Webster

**Others Attending:**

NESC Staff Representatives: None present.

Member District Superintendents: Brian Jandahl, Elkton

NESC Administration: Jerry Aberle, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

**Call to Order**

President Koenecke called the meeting to order at 7:06 P.M.

**Agenda review, changes, and approval**

*Action #18038* Motion by C. Akin, second by J. Homola, to approve the agenda as presented. Petersen – aye, Akin – aye, Koehlmoos – aye, Knutson – aye, Koenecke – aye, Schuurman – aye, Homola, - aye, Fuller – aye, Hinze – aye, Thyen – aye, Felberg – aye, Lutkemeier – aye, motion carried.

**Introduction of Guests**

Brian Jandahl was introduced as a guest.

**Conflicts of Interest**

No conflicts of interest were presented.

**Financial Report**

*Action #18039* Motion by C. Knutson, second by J. Homola, to approve the financial report for the period ending December 2017. Petersen – aye, Akin – aye, Koehlmoos – aye, Knutson – aye, Koenecke – aye, Schuurman – aye, Homola, - aye, Fuller – aye, Hinze – aye, Thyen – aye, Felberg – aye, Lutkemeier – aye, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
<b>December 1, 2017</b>	<b>\$262,625.09</b>	<b>\$676,519.89</b>	<b>\$12,707.77</b>
<u>Receipts:</u>			
Local Sources	\$3,725.05	\$165,325.40	
State Sources		\$4,005.55	
Federal Sources		\$146,382.00	
Other	\$5.25	\$195.11	\$4,496.43
<u>Total Monthly Receipts</u>	<u>\$3,730.30</u>	<u>\$315,908.86</u>	<u>\$4,496.43</u>
Total Gross Receipts	\$266,355.39	\$992,427.95	\$17,204.20
Manual Journal Entry		\$304.23	
Less Salaries	\$16,164.23	\$263,166.02	
Less Disbursements	\$17,405.52	\$30,171.02	\$4,132.04
<u>Total Salaries &amp; Disbursements</u>	<u>\$33,569.75</u>	<u>\$293,337.04</u>	<u>\$4,132.04</u>
<b>Ending Cash Balance December 31, 2017</b>	<b>\$232,785.64</b>	<b>\$699,395.14</b>	<b>\$13,072.16</b>

### Consent Agenda

*Action #18040* Motion by A. Schuurman, second by D. Lutkemeier, to approve the following items on the Consent Agenda: 6a) Approval of December 18, 2017 Board of Directors minutes; 6b) Approval of payment of January 2018 claims. Petersen – aye, Akin – aye, Koehlmoos – aye, Knutson – aye, Koenecke – aye, Schuurman – aye, Homola, - aye, Fuller – aye, Hinze – aye, Thyen – aye, Felberg – aye, Lutkemeier – aye, motion carried.

### January 2018 Accounts Payable

#### GENERAL FUND:

BLACK HILLS STATE UNIV SD COUNTS GRANT 17-18 8,555.00;BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 206.06;CENEX FLEETCARD MAINT & GASOLINE 3,957.12;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 30.29;CRAIG BASS SANITARY SERVICE OCT-DEC GARBAGE 19.35;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 1,623.79 ;DUST TEX SERVICE, INC. DEC RUG RENTAL 7.71;ECOLAB PEST CONTROL 55.91;EMC INSURANCE VEHICLE COVERAGE 49.65;ESTELLINE COMMUNITY OIL CO. MAINT 49.25;FREWING,TIMOTHY GRAD CREDITS 75.00;HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 914.96;HOMOLA, JOE 10/18/17 SP MTG MILEAGE 2.27;JURGENS OIL MAINT 55.91;LATI FOOD SERV BOA 1/10/18 11.58;LUTKEMEIER, DENISE 10/2/17 STEERING MILEAGE 5.67;NESC IMPREST 37.00;NESC PAYROLL JAN 18 PAYROLL 15,908.87;NESC SPECIAL REVENUE PROJECTS 2ND QUARTER EXPENSED MILEAGE 4,129.42;QUICK PRO LUBE MAINT 76.00;S & S AUTO MAINT 40.00;SANFORD HEALTH PLAN HSA/FSA FEES 12.00;SHOEMAKER, JOEL 10/2/17 STEERING MILEAGE 6.93;TOWN OF HAYTI WATER 5.32;TWIN VALLEY TIRE, INC. MAINT 23.78;W.W.TIRE SERV MAINT 99.85

**FUND TOTAL: \$35,958.69**

#### SPECIAL EDUCATION FUND:

BRITTON-HECLA SCHOOL DISTRICT DEC MILEAGE 113.82;CASTLEWOOD SCHOOL DISTRICT NOV 17 USE FEE 2,438.40;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 47.35;CHILSON, GINA DEC MILEAGE 92.40;CRAIG BASS SANITARY SERVICE OCT-DEC GARBAGE 109.65; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 15,134.75;DUST TEX SERVICE, INC. DEC RUG RENTAL 43.70;ECOLAB PEST CONTROL 316.84 EMC INSURANCE VEHICLE COVERAGE 281.35;FREWING, TIMOTHY GRAD CREDITS 425.00;HAMLIN SCHOOL DISTRICT DEC 17 USE FEE 2,621.28;HANSEN, HEATHER ASHA REGIS DUES 225.00;HOMOLA, JOE 10/18/17 SP MTG MILEAGE 12.85;LATI FOOD SERVICE BOA 1/10/18 65.62;LUTKEMEIER, DENISE 10/2/17 STEERING MILEAGE 32.13;NESC IMPREST IMPREST 494.00;NESC PAYROLL JAN 18 PAYROLL 258,292.74;NESC SPECIAL REVENUE PROJECTS 2ND QUARTER EXPENSED MILEAGE 67,478.95;SANFORD HEALTH PLAN HSA/FSA FEES 68.00;SHOEMAKER, JOEL 10/2/17 STEERING MILEAGE 39.27;TOWN OF

**FUND TOTAL: \$352,742.39**

**Discussion Items**

**January 10, 2018 Advisory Board meeting minutes**

Director Aberle reviewed the minutes from the advisory meeting.

**Audio accessibility to NESC Board Meetings**

Discussion was held on making NESC Board Meetings accessible to the public via audio stream.

**PECS(Picture Exchange Communication System**

Discussion was held on PECS Level 1 Training that will be held August 8 and 9, 2018.

**Director's Report**

Director Aberle gave his monthly report.

**Assistant Director's Report**

Assistant Director Frewing gave his monthly report.

**February 19, 2018 Meeting Location**

February 19, 2018 Board Meeting will be held at LATI Manufacturing, Energy, and Transportation Building- Room 802.

**Renewal of Certificate of Deposit**

Discussion was held on cashing out certificate of deposit and re-issuing in January with higher interest rate on maturity date.

**Appoint New Steering Committee Member**

President Koenecke appointed Penny Thyen to the steering committee. Thyen will replace Tracy Hlavack who resigned from the Florence School Board.

**Action Items**

**Approve PECS Level 1 Training Memorandum of Understanding**

*Action #18041* Motion by C. Akin, second by J. Homola to approve PECS training for August 8 and 9, 2018. Petersen – aye, Akin – aye, Koehlmoos – aye, Knutson – aye, Koenecke – aye, Schuurman – aye, Homola, - aye, Fuller – aye, Hinze – aye, Thyen – aye, Felberg – aye, Lutkemeier – aye, motion carried.

**Renewal of Certificate of Deposit**

*Action #18042* Motion by J. Homola, second by D. Fuller to cash out the certificate of deposit held at Reliabank and re-issue certificate of deposit at new interest rate while continuing the twelve month contract. Petersen – aye, Akin – aye, Koehlmoos – aye, Knutson – aye, Koenecke – aye, Schuurman – aye, Homola, - aye, Fuller – aye, Hinze – aye, Thyen – aye, Felberg – aye, Lutkemeier – aye, motion carried.

**Approve Budget Supplemental**

**Resolution #164**

*Action #18043* Motion by C. Knutson to introduce Resolution #164.

Let it be resolved, that the Board of Directors for Northeast Educational Services Cooperative, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total:

<u>Appropriations:</u>		<u>Special Education Fund</u>
10-2219-016-399-016	Purchased Service – CAMSE	\$8,555.00
10-2219-016-399-002	NESC Indirect Cost	\$219.00
<b>Total Appropriations:</b>		<b><u>\$8,774.00</u></b>
<u>Means of Finance:</u>		
10-4152-016	Title II Part B SD Counts	\$8,774.00
<b>Total Means of Finance:</b>		<b><u>\$8,774.00</u></b>

Second by D. Lutkemeier. Petersen – aye, Akin – aye, Koehlmoos – aye, Knutson – aye, Koenecke – aye, Schuurman – aye, Homola, - aye, Fuller – aye, Hinze – aye, Thyen – aye, Felberg – aye, Lutkemeier – aye, motion carried.

#### Executive Session

*Action #18044* Pursuant to Personnel - SDCL 1-25-2(1) Motion by C. Akin, second by J. Homola to enter executive session at 7:38 to discuss Director Evaluation. Petersen – aye, Akin – aye, Koehlmoos – aye, Knutson – aye, Koenecke – aye, Schuurman – aye, Homola, - aye, Fuller – aye, Hinze – aye, Thyen – aye, Felberg – aye, Lutkemeier – aye, motion carried.

President Koenecke declared the board out of executive session at 7:53 P.M.

*Action #18045* Pursuant to Negotiations - SDCL 1-25-2(4) Motion by D. Fuller, second by P. Thyen to enter executive session at 7:54 P.M. to discuss negotiations. Petersen – aye, Akin – aye, Koehlmoos – aye, Knutson – aye, Koenecke – aye, Schuurman – aye, Homola, - aye, Fuller – aye, Hinze – aye, Thyen – aye, Felberg – aye, Lutkemeier – aye, motion carried.

President Koenecke declared the board out of executive session at 8:06 P.M.

#### Action Items after Executive Session

*Action #18046* Motion by A. Schuurman, second by J. Homola to offer contract to Director Gerald Aberle for FY2019 with salary to be determined at a later date. Petersen – aye, Akin – aye, Koehlmoos – aye, Knutson – aye, Koenecke – aye, Schuurman – aye, Homola, - aye, Fuller – aye, Hinze – aye, Thyen – aye, Felberg – aye, Lutkemeier – aye, motion carried.

*Action #18047* Motion by N. Koehlmoos, second by D. Lutkemeier to approve hiring Rodney Freeman as board negotiator for Units 1 and 2. Petersen – aye, Akin – aye, Koehlmoos – aye, Knutson – aye, Koenecke – aye, Schuurman – aye, Homola, - aye, Fuller – aye, Hinze – aye, Thyen – aye, Felberg – aye, Lutkemeier – aye, motion carried.

**Adjournment**

*Action #18048* With there being no further business, motion by J. Petersen, second by C. Knutson, to adjourn. Petersen – aye, Akin – aye, Koehlmoos – aye, Knutson – aye, Koenecke – aye, Schuurman – aye, Homola, - aye, Fuller – aye, Hinze – aye, Thyen – aye, Felberg – aye, Lutkemeier – aye, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical Institute in Watertown, SD on Monday, February 19, 2018 at 7:00 P.M.

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**Debbe Koenecke, President**

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**Tiffany Stormo, Business Manager**