

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, April 16, 2018

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, April 16, 2018 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by President Koenecke at 7:00 P.M. and adjourned on April 17, 2018 at 12:19 A.M.

**Members present:**

Justin Petersen, Arlington; Cory Akin, Castlewood; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Krecia Weinberg, Estelline; Kathy Roe, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Brett Anderson, Lake Preston; Sandy Hinze, Waubay; Penny Thyen, Waverly/South Shore; Tia Felberg, Willow Lake; Denise Lutkemeier, Wilmot

**Absent:**

Josh Hawkinson, Britton-Hecla; Trudi Gaikowski, Clark; Evelyn Eagle, Enemy Swim Day School; Greg Schortzmann, Iroquois; 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 7:00 P.M.

**Agenda review, changes, and approval**

*Action #18065* Motion by D. Lutkemeier, second by J. Homola to approve the agenda with addition: to accept resignation – Shawn DeWitt – Teaching Learning Specialist. All present voting in favor, motion carried.

**Introduction of Guests**

Brian Jandahl, Gerry Kaufman, Rodney Freeman, James Lauterhahn, Craig Evenson and Chantal Sprang were introduced as guests.

**Conflicts of Interest**

No conflicts of interest.

**Appoint Gerry Kaufman as hearing officer for the purpose of an employee hearing**

*Action #18066* Motion by C. Akin, second by C. Knutson to appoint Gerry Kaufman as hearing officer. All present voting in favor, motion carried.

**Executive Session**

*Action #18067* Pursuant to Personnel - SDCL 1-25-2(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee.

Motion by J. Homola, second by K. Weinberg to enter executive session at 7:01 P.M. All present voting in favor, motion carried.

President Koenecke declared the board out of executive session at 11:54 P.M.

Motion by J. Homola, second by C. Akin to table the renewal or non-renewal the contract for Chantel Sprang effective at the end of the 2017-18 school year. All present voting in favor, motion carried.

**Financial Report**

*Action #18068* Motion by D. Fuller, second by D. Lutkemeier to approve the financial report for the period ending March 31, 2018. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
<b>March 1, 2018</b>	<b>\$326,174.45</b>	<b>\$757,757.38</b>	<b>\$16,364.51</b>
<u>Receipts:</u>			
Local Sources	\$3,725.05	\$165,325.40	\$5,091.03
State Sources		\$3,337.68	
Federal Sources		\$136,298.00	
Other	\$480.27	\$327.61	\$0.31
<u>Total Monthly Receipts</u>	<u>\$4,205.32</u>	<u>\$305,288.69</u>	<u>\$5,091.34</u>
Total Gross Receipts	\$330,379.77	\$1,063,046.07	\$21,455.85
Manual Journal Entry		\$-7,296.38	
Less Salaries	\$15,823.24	\$256,726.96	
Less Disbursements	\$8,069.26	\$25,627.77	\$2,616.73
<u>Total Salaries &amp; Disbursements</u>	<u>\$23,892.50</u>	<u>\$282,354.73</u>	<u>\$2,616.73</u>
<b>Ending Cash Balance March 31, 2018</b>	<b>\$306,487.27</b>	<b>\$773,394.96</b>	<b>\$18,839.12</b>

**Consent Agenda**

*Action #18069* Motion by J. Homola, second by C. Knutson to approve the following items on the Consent Agenda: 6a) Approval of March 19, 2018 Board of Directors minutes; 6b) Approval of payment of April 2018 claims; 6c) Approval of resignation – Angie Nelson, school psychologist; 6d) Approval of contract extension – KorManagement Services, LLC , Drug & Alcohol Testing Vendor; 6e) Approval of resignation – Anneke Nelson – school psychologist; 6f) Contract Amendment – Anneke Nelson, 10 additional days - \$3,305.30; 6g) Approval of resignation – Shawn DeWitt, Teaching and Learning Specialist. All present voting in favor, motion carried.

## April 2018 Accounts Payable

### GENERAL FUND:

BERNER'S DAKOTA CLUTCH & TRANSMISSION MAINT 200.60; BJORKLUND, GENE 10/18/17 SP MTG MI 4.66; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 484.92; CENEX FLEETCARD GASOLINE 4,757.72; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT 71.28; CRAIG BASS SANITARY SERVICE JAN-MARCH GARBAGE 19.35; DELYLE'S SOUTH 81 SERVICE, INC. MAINT 651.04; DUST TEX SERVICE, INC. MARCH RUG RENTAL 7.71; ESTELLINE COMMUNITY OIL CO. MAINT 37.00; GOEHRING-STREET, KRIS ADVANCED STUDY 75.00; HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 993.36; HAMLIN COUNTY PUBLISHING CLASSIFIED AD 73.50; JURGENS OIL MAINT 37.91; KORMANAGEMENT SERVICES, LLC DRUG TESTING 1,168.69; NESC PAYROLL APRIL 18 15,857.92; NESC SPECIAL REVENUE PROJECTS 3RD QUARTER EXPENSED MILEAGE 4,541.36; NORTHLAND AUTO CENTER MAINT 558.89; OTTER TAIL POWER CO. MARCH ELEC 62.84; SANFORD HEALTH PLAN HSA/FSA FEES 13.50; STORMO, BEN FEB-MARCH SNOW REMOVAL 138.00; TOWN OF HAYTI WATER 5.32; W.W. TIRE SERVICE MAINT 177.36

### FUND TOTAL: \$29,937.93

### SPECIAL EDUCATION FUND:

BJORKLUND, GENE 10/18/17 SP MTG MILEAGE 26.42; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 22,661.92; BRITTON-HECLA SCHOOL DISTRICT MARCH MILEAGE 84.84; CASTLEWOOD SCHOOL DISTRICT REIMB FEB-MARCH CB/USE FEE 6,758.35; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 43.23; CHILSON, GINA MARCH MILEAGE 132.30; CRAIG BASS SANITARY SERVICE JAN-MARCH GARBAGE 109.65; DUST TEX SERVICE, INC. MARCH RUG RENTAL 43.70; GOEHRING-STREET, KRIS ADVANCED STUDY 425.00; HAMLIN COUNTY PUBLISHING CLASSIFIED AD 416.50; HAMLIN SCHOOL DISTRICT MARCH 18 USE FEE 873.76; NESC IMPREST 394.00; NESC PAYROLL APRIL 18 256,799.61; NESC SPECIAL REVENUE PROJECTS 3RD QUARTER EXPENSED MILEAGE 66,960.02; OTTER TAIL POWER CO. MARCH ELECTRICITY 356.12; SANFORD HEALTH PLAN HSA/FSA FEES 76.50; STORMO, BEN MARCH-ARPI SNOW REMOVAL 782.00; TOWN OF HAYTI WATER 30.18; WEBSTER SCHOOL DISTRICT MARCH 18 USE FEE 406.40; WIESE, RITA MARCH HOME VISITS - MI 23.94

### FUND TOTAL: \$357,404.44

## Discussion Items

### April 11, 2018 Advisory Board meeting minutes

Director Aberle reviewed the minutes from the advisory meeting.

### Director's Report

No report was given.

### Assistant Director's Report

No report was given.

### 2004 Ford Taurus – VIN 1FAFP52254A213338 – Declare Surplus – transmission issues

Director Aberle reported that the transmission went out on the vehicle.

### Duenwald Transportation – providing transportation for Special Olympics athletes to Spearfish

Director Aberle requests using Duenwald Transportation for Special Olympics trip to Spearfish.

### FY19 Preliminary Budget

Business Manager Stormo reviewed the FY19 Preliminary Budget.

### Health and Dental rates renewal information

Discussion was held of FY19 Health and Dental rates.

### Reimbursement Schedule for NESC Board Members appointed to steering/negotiations committee

Discussion was held on reimbursement for NESC Board members.

Reimbursement schedule for Superintendents appointed to attend board/steering negotiation committee meetings

Discussion was held on reimbursement for Superintendents.

Administrative Unit for negotiations

Director Aberle provided information on the unit negotiations.

Gina Chilson's request for salary to be paid out in June

A letter was presented from Gina requesting to have her final payroll in June 2018 due to retirement. Chairman Koenecke asked for a motion. No motion received.

**Action Items**

Declare 2004 Ford Taurus – VIN 1FAPP52254A213338 surplus and appoint three appraisers

*Action #18070* Motion by C. Akin, second by D. Lutkemeier to approve surplus of 2004 Ford Taurus and appoint Homola, Fuller, and Akin, as appraisers. All present voting in favor, motion carried.

Approve final Center Base tuition rates for FY19

*Action #18071* Motion by C. Knutson, second by B. Anderson to accept the April 2018 sliding scale CB rates as presented. All present voting in favor, motion carried.

Base Rate	\$7,590.47
1 <sup>st</sup> Placement	\$10,247.13
2 <sup>nd</sup> Placement	\$6,072.38
3 <sup>rd</sup> Placement	\$5,389.23

Approve Health and Delta Dental rates for 2018-19

*Action #18072* Motion by C. Knutson, second by J. Petersen to approve Health and Delta Dental rates for 2018-19. There was no increase from the previous year. All present voting in favor, motion carried.

Approve Transportation Contract – Duenwald Transportation

*Action #18073* Motion by J. Homola, second by K. Weinberg to approve transportation contract from Duenwald Transportation of \$2,850.00 + \$255 for lodging for driver --\$3,105.00. All present voting in favor, motion carried.

**Executive Session**

*Action #18074* Pursuant to – Personal SDCL 1-25-2(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee and Pursuant to Negotiations – SDCL 1-25-2(4) Preparing for contract negotiations or negotiating with employees or employee representatives.

Motion by D. Fuller, second by N. Koehlmoos to enter executive session at 12:14 A.M, April 17, 2018. All present voting in favor, motion carried.

President Koenecke declared the board out of executive session at 12:16 A.M, April 17, 2018.

**Action Items after Executive Session**

**Offer contracts to Unit 1 and 2 employees – issue date May 1, return date May 15**

*Action #18075* Motion by B. Anderson, second by J. Homola to offer contracts to Unit 1 and 2 employees. All present voting in favor, motion carried.

**Offer contracts to ESY employees – issue date April 24, return date May 8**

*Action #18076* Motion by C. Akin, second by C. Knutson to offer contracts to ESY employees. All present voting in favor, motion carried.

**Set salaries and offer contracts to paraprofessionals and office staff – issue date May 1, return date May 15**

*Action #18077* Motion by N. Koehlmoos, second by D. Fuller to set salaries and offer contract to paraprofessionals and office staff with a 2% increase in hourly rate. All present voting in favor, motion carried.

**Set Director Salary and Benefits**

*Action #18078* Motion by K. Weinberg, second by A. Schuurman to set Director salary and benefits with a 2% increase in salary. All present voting in favor, motion carried.

**Set Assistant Director Salary and Benefits**

*Action #18079* Motion by J. Homola, second by C. Knutson to set Assistant Director salary and benefits with a 2% increase in salary. All present voting in favor, motion carried.

**Set Business Manager Salary and Benefits**

*Action #18080* Motion by B. Anderson, second by D. Lutkemeier to set Business Manager salary and benefits with a 2% increase in salary. All present voting in favor, motion carried.

**Adjournment**

*Action #18081* With there being no further business, motion by J. Petersen, second by B. Anderson 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, May 21, 2018 at 7:00 P.M.

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**Debbe Koenecke, President**

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**Tiffany Stormo, Business Manager**