

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, May 18, 2020

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, May 18, 2020 via Teleconference, Zoom and at Northeast Education Services Cooperative in Hayti, SD. The meeting was called to order by President Akin at 7:00 P.M. and adjourned at 8:19 P.M.

**Members present:**

Jolene King, Arlington; Cory Akin, Castlewood; Greg Marx, Clark; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Michelle Prins, Deuel; Arend Schuurman, Elkton; Lisa Lauterhahn, Enemy Swim Day School; Todd Bjorklund, Estelline; Joe Homola, Hamlin; Jerod Olson, Lake Preston; Sue Braun, Rosholt; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Penny Thyen, Waverly/South Shore; Martin Looyenga, Webster; Tia Felberg, Willow Lake – entered at 7:02 P.M.; Denise Lutkemeier, Wilmot

**Absent:**

Gary Brassfield, Britton-Hecla; Jon Kahnke, Florence; Paula Blue, Henry; Greg Bich, Iroquois; Art Berger, Waubay

**Others Attending:**

NESC Staff Representatives: None

Member District Superintendents: Brian Jandahl, Elkton; Jim Block, Webster

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

**Call to Order**

President Akin called the meeting to order at 7:00 P.M.

**Agenda review, changes, and approval**

*Action #20-76* Motion by C. Knutson, second by T. Bjorklund, to approve the agenda as presented. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Olson – aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Thyen – aye, Looyenga – aye, Lutkemeier – aye, motion carried.

**Introduction of Guests**

Brian Jandahl, Jim Block and Jesse Konold were introduced as guests.

**Conflicts of Interest**

No conflicts of interest were presented.

**Public Comment**

No public comments were presented.

### Financial Report

*Action #20-77* Motion by G. Bjorklund, second by J. Homola, to approve the financial report for the period ending April 30, 2020. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Olson- aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Thyen – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
<b>April 1, 2020</b>	<b>\$258,712.94</b>	<b>\$761,309.34</b>	<b>\$24,999.25</b>
<u>Receipts:</u>			
Local Sources	\$3,890.72	\$187,937.23	\$16,365.34
State Sources		\$3,029.10	
Federal Sources		\$300,453.00	
Other	\$59,689.66	\$2,854.35	
<u>Total Monthly Receipts</u>	<u>\$63,580.38</u>	<u>\$494,273.68</u>	<u>\$16,365.34</u>
Total Gross Receipts	\$322,293.32	\$1,255,583.02	\$41,364.59
Manual Journal Entries			
Less Salaries	\$8,583.31	\$273,339.90	
Less Disbursements	\$8,306.16	\$82,699.93	\$4,578.50
<u>Total Salaries &amp; Disbursements</u>	<u>\$16,889.47</u>	<u>\$356,039.83</u>	<u>\$4,578.50</u>
<b>Ending Cash Balance</b>			
<b>April 30, 2020</b>	<b>\$305,403.85</b>	<b>\$899,543.19</b>	<b>\$36,786.09</b>

### Consent Agenda

*Action #20-78* Motion by A. Schuurman, second by P. Thyen, to approve the following items on the Consent Agenda: 7a) Approval of April 20, 2020 Board of Directors minutes; 7b) Approval of payment of May 2020 claims; 7c) Approval of Unit 1 Negotiated Agreement; 7d) Approval of Unit 2 Negotiated Agreement; 7e) Approval of Retirement – Lois Lux, Speech Language Pathologist; 7f) Approval of Resignation – Jamie Wiesner, OT; 7g) Approval of Contract – Megan Schneider, Speech Language Pathologist; 176 days; \$51,500; 7h) Approval of Assistant Director and Business Manager contracts; 7i) Approval of Unit 1 and 2, ESY, Paraprofessionals, Office Staff, and Custodian contracts. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Olson- aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Thyen – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

*The Board thanks Lois for  
15 years of service and wishes  
her well on her retirement.*

## May 2020 Accounts Payable

**GENERAL FUND:** BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 719.13; BRIAN'S GLASS AND DOOR, INC MAINT 40.00; CENEX FLEETCARD GASOLINE 204.17; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 24.22; DELYLE'S SOUTH 81 SERVICE, INC. MAINT 1,595.11; HAMLIN COUNTY FARMERS COOP GASOLINE 123.43; MEYER, MARIA REIMB FUEL 27.00; NESC IMPREST 132.80; NESC PAYROLL MAY 2020 8,575.57; OTTERTAIL POWER CO. ELEC 20.52; PEARSON, MERLE BLDGE MAINT 30.00; REUER, CAROL REIMB SUPP 0.48; SANFORD HEALTH PLAN HSA/FSA FEES 6.22; TOWN OF HAYTI WATER 3.55; W.W. TIRE SERVICE MAINT 32.05; WEST UNIFIED COMMUNICATIONS CONF CALL 6.53

**FUND TOTAL: \$11,540.78**

**SPECIAL EDUCATION FUND:** BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 15,465.86; CASTLEWOOD SCHOOL DISTRICT SPED ASSESS REIMB/APRIL 2020 USE FEE 20,396.92; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 218.01; HAMLIN SCHOOL DISTRICT APRIL 2020 USE FEE 751.84; LANDMARK, TERESA REIMB SUPP 30.50; LINDNER, WENDI REIMB SUPP 19.60; NELSON, JULIE REIMB SUPP 20.46; NESC PAYROLL MAY 2020 277,095.64; OTTERTAIL POWER CO. ELEC 184.70; PEARSON, MERLE BLDGE MAINT 270.00; REUER, CAROL REIMB SUPP 4.30; SANFORD HEALTH PLAN HSA/FSA FEES 55.98; TIEFENTHALER, DEBRA REIMB SUPP 50.00; TOWN OF HAYTI WATER 31.95; WEBSTER SCHOOL DISTRICT APRIL 2020 USE FEE 493.10; WEST UNIFIED COMMUNICATIONS CONF CALL 58.81

**FUND TOTAL: \$315,147.67**

## Discussion Items

### Assistant Director's Report

Assistant Director Frewing gave his monthly report.

### Director's Report

Director Aberle gave his monthly report.

### Paper Purchase

Business Manager Stormo informed the Board that she has requested sealed bids for coop paper purchase.

### FY 2021 Preliminary Budget

Business Manager Stormo presented the FY21 preliminary budget.

### Audit quote for FY2020 audit

Business Manager Stormo informed the Board that she has requested and received a quote from William Neale & Co., P.C.

### Summer office hours

Director Aberle discussed an option for summer office hours. The proposed hours are as follows: June 1, 2020 – August 7, 2020---Monday through Thursday 7:30 a.m. to 3:30 p.m.; Fridays 7:30 a.m. to 12:00 p.m.

### 2020-21 Property and Liability Insurance

Guest Jesse Konold discussed the rates for 2020-21 Property and Liability Insurance.

### Delta Dental updated premium rates

Business Manager Stormo shared that the Delta Dental rates will not have a 2.9% increase due to COVID-19.

### FMLA Policy

Director Aberle discussed FMLA Policy.

### **Action Items**

#### **Accept audit quote for FY20 audit – William and Neale & Co., P.C. \$9,250**

*Action #20-79* Motion by C. Knutson, second by J. Homola to approve contract from William and Neale & Co., P.C. at \$9,250. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Olson- aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Thyen – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

#### **Set summer office hours**

*Action #20-80* Motion by G. Bjorklund, second by A. Schuurman to approve the summer office hours as follows: June 1, 2020 – August 7, 2020---Monday through Thursday 7:30 a.m. to 3:30 p.m.; Fridays 7:30 a.m. to 12:00 p.m. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Olson- aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Thyen – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

#### **Health, Dental, and Life Insurance renewal information for FY21**

*Action #20-81* Motion by J. Homola, second by T. Bjorklund to approve the Health, Delta Dental and Life Insurance rates for 2020-21, setting monthly insurance allocation at \$735.42. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Olson- aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Thyen – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

### **Executive Session**

No executive session was held.

### **Adjournment**

*Action #20-82* With there being no further business, motion by C. Knutson, second by N. Koehlmoos, to adjourn. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Olson- aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Thyen – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

The next NESC Board of Directors meeting will be held via Teleconference, Zoom and at Northeast Education Services Cooperative office on Monday, June 15, 2020 at 7:00 P.M.

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**Cory Akin, President**

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**Tiffany Stormo, Business Manager**