

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, June 15, 2020

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, June 15, 2020 via Teleconference, Zoom and at Northeast Education Services Cooperative in Hayti, SD. The meeting was called to order by President Akin at 7:01 P.M. and adjourned at 7:45 P.M.

**Members present:**

Jolene King, Arlington; Cory Akin, Castlewood; Greg Marx, Clark; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Michelle Prins, Deuel; Lisa Lauterhahn, Enemy Swim Day School; Todd Bjorklund, Estelline; Joe Homola, Hamlin; Paula Blue, Henry; Jerod Olson, Lake Preston; Sue Braun, Rosholt; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Art Berger, Waubay; Penny Thyen, Waverly/South Shore; Martin Looyenga, Webster; Denise Lutkemeier, Wilmot

**Absent:**

Gary Brassfield, Britton-Hecla; Arend Schuurman, Elkton; Jon Kahnke, Florence; Greg Bich, Iroquois; Tia Felberg, Willow Lake

**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 7:01 P.M.

**Agenda review, changes, and approval**

*Action #20-83* Motion by J. Homola, second by G. Bjorklund, to approve the agenda as presented. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Blue – aye, Olson – aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Thyen – aye, Looyenga – aye, Lutkemeier – aye, motion carried.

**Introduction of Guests**

Brian Jandahl and Jim Block were introduced as guests.

**Conflicts of Interest**

No conflicts of interest were presented.

**Public Comment**

No public comments were presented.

### Financial Report

*Action #20-84* Motion by N. Koehlmoos, second by J. Homola, to approve the financial report for the period ending May 31, 2020. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Blue – aye, Olson- aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Thyen – aye, Looyenga – aye, Lutkemeier – aye, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
<b>May 1, 2020</b>	<b>\$305,403.85</b>	<b>\$899,543.19</b>	<b>\$36,786.09</b>
<u>Receipts:</u>			
Local Sources	\$21,557.70	\$141,884.62	\$2,576.15
State Sources		\$2,564.64	
Federal Sources		\$153,903.00	
Other			
<u>Total Monthly Receipts</u>	<u>\$21,557.70</u>	<u>\$298,352.26</u>	<u>\$2,576.15</u>
Total Gross Receipts	\$326,961.55	\$1,197,895.45	\$39,362.24
Manual Journal Entries			
Less Salaries	\$8,575.57	\$277,095.64	
Less Disbursements	\$2,952.71	\$37,939.53	\$1,022.36
<u>Total Salaries &amp; Disbursements</u>	<u>\$11,528.28</u>	<u>\$315,035.17</u>	<u>\$1,022.36</u>
<b>Ending Cash Balance</b>			
<b>May 31, 2020</b>	<b>\$315,433.27</b>	<b>\$882,860.28</b>	<b>\$38,339.88</b>

### Consent Agenda

*Action #20-85* Motion by C. Knutson, second by T. Bjorklund, to approve the following items on the Consent Agenda: 7a) Approval of May 18, 2020 Board of Directors minutes; 7b) Approval of payment of June 2020 claims; 7c) Approval of Contract – Morgan Anderson, COTA; \$33,000; 200 days; 7d) Approval of Contract – Lisa Mickelson-Strubel, OT; \$26,000; 80 days; 7e) Approval of 2020-21 Unit 1 and 2 Contract Amendments; 7f) Approval of Apex Agreement; 38 seats; \$6,650. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Blue – aye, Olson- aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Thyen – aye, Looyenga – aye, Lutkemeier – aye, motion carried.

### June 2020 Accounts Payable

**GENERAL FUND:** APEX LEARNING APEX SEATS - WILMOT 80.00; AUTOMATIVE SERVICE CENTER, THE MAINT 99.76; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 282.53; BROOKINGS REGISTER ADVERTISING 23.00; CENEX FLEETCARD GASOLINE 331.63; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 5.57; CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON SCHOOL MATTERS 220.85;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 3,321.07; DUST TEX SERVICE, INC. MAY 2020 RUG RENTAL 5.35;HAMLIN COUNTY FARMERS COOP GASOLINE 173.51; JURGENS OIL MAINT 41.91;NESC IMPREST 5.00; NESC PAYROLL JUNE 2020 8,619.40; OTTERTAIL POWER CO. ELEC 26.04 PRO-TEC ROOFING & SHEET METAL, INC. ROOF REPAIR 3,190.79; PUBLIC OPINION MINUTES 48.42;REUER, CAROL REIMB SUPP 2.00; REUER, DYLAN LAWN CARE 12.00; SANFORD HEALTH PLAN HSA/FSA FEES 6.22; SERVICE MASTER OF WATERTOWN BLDG MAINT 98.44; SHARP AUTO MAINT 63.49; TOWN OF HAYTI WATER 7.10;W.W. TIRE SERVICE MAINT 38.18

**FUND TOTAL: \$16,702.26**

**SPECIAL EDUCATION FUND:** BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 7669.72; BROOKINGS REGISTER ADVERTISING 207.00; CASTLEWOOD SCHOOL DISTRICT MAY 2020 USE FEE/NURSE SPLIT 6,359.67; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 50.11; CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON SCHOOL MATTERS 1,987.67; DUST TEX SERVICE, INC. MAY 2020 RUG RENTAL 48.12; GOEHRING-STREET, KRIS PSYCH TRAVEL 113.99; HAMLIN SCHOOL DISTRICT MAY 2020 USE FEE 751.84; LANDMARK, TERESA REIMB SUPP 26.80; MARSHALL CO. HEALTHCARE CENTER PT/OT SERV 2,165.41; NESC IMPREST 45.00; NESC PAYROLL JUNE 2020 273,719.48; OTTERTAIL POWER CO. ELEC 234.39; PRO-TEC ROOFING & SHEET METAL, INC. ROOF REPAIR 28,717.12; PUBLIC OPINION MINUTES 435.75; REUER, CAROL REIMB SUPP 17.96; REUER, DYLAN LAWN CARE 108.00; SANFORD HEALTH PLAN HSA/FSA FEES 55.98; SANFORD WEBSTER MEDICAL CENTER MAY OT SERV 2,303.57; SERVICE MASTER OF WATERTOWN BLDG MAINT 885.96; TOWN OF HAYTI WATER 63.90; WAUBAY SCHOOL DISTRICT SPED ASSESS REIMB 17,000.00; WEBSTER SCHOOL DISTRICT MAY 2020 USE FEE 493.10

**FUND TOTAL: \$343,460.54**

**Discussion Items**

**Assistant Director's Report**

Assistant Director Frewing gave his monthly report.

**Director's Report**

Director Aberle gave his monthly report.

**FY 2021 Preliminary Budget**

Business Manager Stormo presented the FY21 preliminary budget.

**NESC Board of Directors – District Representatives for 2020-21**

Discussion was held on what board members would be staying or leaving in FY21.

**FMLA Policy**

Discussion was held on FMLA Policy.

**Inventory Update**

Director Aberle discussed Inventory.

**Action Items**

**Approval of 2020-21 Property, Liability and Worker's Compensation insurance renewal**

*Action #20-86* Motion by J. Homola, second by C. Knutson to approve 2020-21 Property, Liability, and Workers' Compensation insurance renewal. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Blue – aye, Olson – aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Thyen – aye, Looyenga – aye, Lutkemeier – aye, motion carried.

**Approval of Paper Bid**

*Action #20-87* Motion by J. Homola, second by G. Bjorklund to accept the bid of Paper 101 at \$25.08 per case. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Blue – aye, Olson – aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Thyen – aye, Looyenga – aye, Lutkemeier – aye, motion carried.

Approval to publish FY21 preliminary budget and set budget hearing

*Action #20-88* Motion by G. Bjorklund, second by J. Homola to authorize the preliminary budget to be published and to set the FY21 budget hearing for July 20, 2020 at 7:00 p.m. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Blue – aye, Olson- aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Thyen – aye, Looyenga – aye, Lutkemeier – aye, motion carried.

Approval of FMLA policy

*Action #20-89* Motion by T. Bjorklund, second by N. Koehlmoos to approve FMLA policy. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Blue – aye, Olson- aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Thyen – aye, Looyenga – aye, Lutkemeier – aye, motion carried.

Approval of updated inventory list

*Action #20-90* Motion by J. Homola, second by N. Koehlmoos to declare surplus and remove or dispose of the presented list of broken, outdated or missing items from inventory. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Blue – aye, Olson- aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Thyen – aye, Looyenga – aye, Lutkemeier – aye, motion carried.

Executive Session

No executive session was held.

Adjournment

*Action #20-91* With there being no further business, motion by T. Bjorklund, second by P. Blue, to adjourn. King – aye, Akin – aye, Marx – aye, Koehlmoos – aye, Knutson – aye, Prins – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Blue – aye, Olson- aye, Braun – aye, G. Bjorklund – aye, Amdahl – aye, Berger – aye, Thyen – aye, Looyenga – aye, Lutkemeier – aye, motion carried.

The next NESC Board of Directors meeting will be held on Monday, July 20, 2020 at 7:00 P.M. with location to be decided at a later date.

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**Cory Akin, President**

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**Tiffany Stormo, Business Manager**