

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, October 19, 2020

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, October 19, 2020 via Teleconference (none- present), Zoom and at Ramkota Hotel and Event Center in Watertown, SD. The meeting was called to order by President Akin at 7:00 P.M. and adjourned at 8:11 P.M.

Members present:

Cory Akin, Castlewood; Malory McIntire, Clark; Barb Asleson, 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; Zach Hildebrandt, Oldham/Ramona; Sue Braun, Rosholt; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Penny Thyen, Waverly/South Shore; Martin Looyenga, Webster; Tia Felberg, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Jolene King, Arlington; Gary Brassfield, Britton-Hecla; Jon Kahnke, Florence; Paula Blue, Henry; Greg Bich, Iroquois; Gene Bjorklund, Sioux Valley; Art Berger, Waubay

Others Attending:

NESC Staff Representatives: Brenda Boyd and Shelly Skogstad

Member District Superintendents: Mitch Reed, Florence; Todd Obele, Henry – entered at 7:03 P.M.; Jim Block, Webster- entered at 7:01 P.M.

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 #21-26 Motion by D. Lutkemeier, second by C. Knutson, to approve the agenda as presented. All present voting in favor, motion carried

Introduction of Guests

Brenda Boyd, Shelly Skogstad and Mitch Reed were introduced as guests.

Conflicts of Interest

No conflicts of interest were presented.

Public Comment

No public comments were presented.

Financial Report

Action #21-27 Motion by S. Braaten, second by T. Bjorklund, to approve the financial report for the period ending September 30, 2020. All present voting in favor, motion carried

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
September 1, 2020	\$164,224.55	\$551,463.04	\$36,911.34
<u>Receipts:</u>			
Local Sources	\$1,573.17	\$104,680.44	\$2,312.50
State Sources		\$3,501.18	
Federal Sources			
Other	\$52,201.59	\$294,210.81	
<u>Total Monthly Receipts</u>	<u>\$53,774.76</u>	<u>\$402,392.43</u>	<u>\$2,312.50</u>
Total Gross Receipts	\$217,999.31	\$953,855.47	\$39,223.84
Manual Journal Entries			
Less Salaries	\$7,881.50	\$282,748.73	
Less Disbursements	\$12,457.11	\$15,619.07	\$3,556.28
<u>Total Salaries & Disbursements</u>	<u>\$20,338.61</u>	<u>\$298,367.80</u>	<u>\$3,556.28</u>
Ending Cash Balance			
September 30, 2020	\$197,660.70	\$655,487.67	\$35,667.56

Consent Agenda

Action #21-28 Motion by A. Schuurman, second by S. Braaten, to approve the following items on the Consent Agenda: 7a) Approval of September 21, 2020 Board of Directors minutes; 7b) Approval of October 7, 2020 Board of Directors minutes; 7c) Approval of payment of October 2020 budget claims. 7d) Approval of work agreement – Shambree Robbins, paraprofessional - Hamlin Center Base; \$14.00/ hour. All present voting in favor, motion carried

October 2020 Accounts Payable

General Fund: BASS SANITATION INC. JULY - SEPT GARB 12.29; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 290.08; CENEX FLEETCARD GASOLINE 3,423.87; DAKOTA EDUCATION CONSULTING FEES 315.00; DUST TEX SERVICE, INC. OCT 2020 RUG RENT 5.35; ELABO T.S. DUES 5.40; GESSWEIN MOTORS, INC. MAINT 123.70; HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 684.44; HAMLIN COUNTY PUBLISHING EMPLOY ADD 3.38; JEFF'S VACUUM CENTER VACUUM REPAIR 2.69; JURGENS OIL MAINT 61.86; NESC IMPREST 76.68; NESC PAYROLL OCT 2020 8,282.50; NESC SPECIAL REVENUE PROJECTS FY21 1ST QTR EXP MI 1,089.90; NORM'S AUTO & TRUCK REPAIR MAINT 148.69; NORTHEAST SUPERINTENDENTS J.A. SUPT DUES 4.50; OTTERTAIL POWER CO. ELEC 19.60; PALMLUND AUTOMOTIVE MAINT 34.95; SANFORD HEALTH PLAN HSA/FSA FEES 5.61; SDASBO T.S. DUES 4.50; SERVICE PLUS, INC. MAINT 4,877.66; TOWN OF HAYTI WATER 3.20; W.W. TIRE SERVICE MAINT 532.68; WEBSTER AUTO CARE MAINT 54.91; WR CAPITAL 1, LLC (RAMKOTA) MTG ROOM FEE 4.50

Fund Total: \$20,067.94

Special Education Fund: BASS SANITATION INC. JULY - SEPT GARB 124.21; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 12,235.97; BRITTON-HECLA SCHOOL DISTRICT SEPT 2020 MI 65.52; CASTLEWOOD SCHOOL DISTRICT SEPT

2020 USE FEE 496.72; DAKOTA EDUCATION CONSULTING FEES 3,185.00; DUST TEX SERVICE, INC. OCT 2020 RUG RENT 48.12; ELABO T.S. DUES 54.60; HAMLIN COUNTY PUBLISHING EMPLOY ADD 34.12; HAMLIN SCHOOL DISTRICT SEPT 2020 USE FEE 918.94; JEFF'S VACUUM CENTER VACUUM REPAIR 27.21; JOHNSON, ALYSHA ASHA DUES 225.00; JUTTINGS GROCERY CB SUPP - HAMLIN 62.42; PARENT SEPT 2020 MI 100.80; NESC IMPREST 636.94; NESC PAYROLL OCT 2020 285,582.96; NESC SPECIAL REVENUE PROJECTS FY21 1ST QTR EXP MI 48,228.62; NORTHEAST SUPERINTENDENTS J.A. SUPT DUES 45.50; OTTERTAIL POWER CO. ELEC 198.21; SANFORD HEALTH PLAN HSA/FSA FEES 56.74; SDASBO T.S. DUES 45.50; SW/WC SERVICE COOPERATIVE BEHAVIOR ANALYST CONTRACT 21,443.64; TOWN OF HAYTI WATER 32.30; WEBSTER SCHOOL DISTRICT SEPT 2020 USE FEE 602.69; WIESE, RITA SEPT 20 MI 25.20; WR CAPITAL 1, LLC (RAMKOTA) MTG ROOM FEE 45.50

Fund Total: \$374,522.43

Discussion Items

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Aberle gave his monthly report.

October 7, 2020 Advisory Board meeting minutes

Director Aberle reviewed the minutes from the advisory meeting.

Payroll Tax Relief Deferral

Business Manager Stormo discussed the Payroll Tax Relief Deferral.

Policy Updates

Director Aberle reviewed the revised policy for the Article XX – Public Participation at Board Meetings and Assistant Director Frewing reviewed the revised policy for the Article IV- Sexual Harassment/Harassment.

Salary range for new Director

Discussion was held on setting a salary range for new Director.

Job Description for Director

Discussion was held on a job description for Director.

Profile for the advertisement of the Director position

Discussion was held on a profile for the advertisement of the Director position.

Action Items

Approval of Center Base rates

Action #21-29 Motion by D. Lutkemeier, second by S. Braaten to approve Center Base tuition rates as presented. All present voting in favor, motion carried.

Base Rate	\$43,244.33
First Placement	\$56,027.35
Second Placement	\$39,352.34
Third Placement	\$32,433.25

Approve Surplus Vehicle Bids

Action #20-30 Motion by D. Lutkemeier, second by S. Braaten to approve all high bids on the surplus vehicles. All present voting in favor, motion carried.

Fixed Asset No. 0316	2004 Dodge Stratus	Lucy Vandersnick	\$420.00
Fixed Asset No. 0323	2005 Chev Classic	Bryce Johnson	\$682.00
Fixed Asset No. 0328	2005 Chev Classic	Shane Roth	\$801.50
Fixed Asset No. 0330	2006 Dodge Stratus	Nicol Huyvaert	\$1,588.00

Approval of opting out of payroll tax relief deferral

Action #21-31 Motion by T. Bjorklund, second by C. Knutson to approve opting out of Payroll Tax Relief Deferral. All present voting in favor, motion carried.

Approval of public comment policy

Action #21-32 Motion by S. Braaten, second by D. Lutkemeier to approve public comment policy as presented. All present voting in favor, motion carried.

Approval of revised harassment/sexual harassment policy (Title IX)

Action #21-33 Motion by A. Schuurman, second by M. Prins to approve revised harassment/sexual harassment policy (Title IX). All present voting in favor, motion carried.

Approval of salary range for new Director

Action #21-34 Motion by C. Knutson, second by T. Bjorklund to approve salary range for new Director at \$90,000 to \$115,000. All present voting in favor, motion carried.

Approval of job description for Director

Action #21-35 Motion by J. Olson, second by S. Braaten to table job description for Director. Akin – aye, McIntire – aye, Asleson – nay, Knutson – aye, Prins – aye, Schuurman – aye, Lauterhahn – aye, T. Bjorklund – aye, Homola – aye, Olson - aye, Hilderbrandt – aye, Braaten – aye, Amdahl – aye, Thyen – aye, Looyenga – aye, Felberg – aye, Lutkemeier – aye, motion carried.

Approval of profile for the advertisement of the Director position

Action #21-36 Motion by C. Knutson, second by A. Schuurman to approve the profile for the advertisement of the Director position with the noted changes. All present voting in favor, motion carried.

Executive Session

No executive session was held.

Adjournment

Action #21-37 With there being no further business, motion by S. Braaten, second by J. Olson, to adjourn. All present voting in favor, motion carried

The next NESC Board of Directors meeting will be held at Ramkota Hotel and Watertown Event Center in Watertown, SD on Monday, November 16, 2020 at 7:00 P.M.

Cory Akin, President

Tiffany Stormo, Business Manager