

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, November 16, 2020

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, November 16, 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 8:47 P.M.

Members present:

Jolene King, Arlington; Cory Akin, Castlewood; Malory McIntire, Clark; Barb Asleson, De Smet – entered at 7:02 P.M.; Carie Knutson, Deubrook; Michelle Prins, Deuel; Arend Schuurman, Elkton; Lisa Lauterhahn, Enemy Swim Day School; Todd Bjorklund, Estelline; Jon Kahnke, Florence - entered at 7:02 P.M.; Joe Homola, Hamlin; Paula Blue, Henry; Zach Hildebrandt, Oldham/Ramona; Shane Braaten, Rosholt; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Penny Thyen, Waverly/South Shore; Martin Looyenga, Webster; Tia Felberg, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Gary Brassfield, Britton-Hecla; Greg Bich, Iroquois; Jerod Olson, Lake Preston; Art Berger, Waubay

Others Attending:

NESC Staff Representatives: Brenda Boyd and Shelly Skogstad
Member District Superintendents: Mitch Reed, Florence; Todd Obele, Henry; 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.

Introduction of Guests

Troy Hieb, Jim Block, Todd Obele, Mitch Reed and Shelly Skogstad were introduced as guests.

Public Comment

No public comments were presented.

Agenda review, changes, and approval

Action #21-38 Motion by J. Homola, second by S. Braaten, to approve the agenda with the addition of 8j) Board Meeting location & December board meeting date. All present voting in favor, motion carried.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #21-39 Motion by S. Braaten, second by C. Knutson, to approve the financial report for the period ending October 31, 2020. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
October 1, 2020	\$197,660.70	\$655,487.67	\$35,667.56
<u>Receipts:</u>			
Local Sources	\$55,866.44	\$136,589.71	\$3,526.12
State Sources		\$4,281.69	
Federal Sources		\$195,915.00	
Other	\$14,720.15	\$1,407.50	
<u>Total Monthly Receipts</u>	<u>\$70,586.59</u>	<u>\$338,193.90</u>	<u>\$3,526.12</u>
Total Gross Receipts	\$268,247.29	\$993,681.57	\$39,193.68
Manual Journal Entries			
Less Salaries	\$8,282.50	\$285,582.96	
Less Disbursements	\$11,785.44	\$88,939.47	\$6,863.23
<u>Total Salaries & Disbursements</u>	<u>\$20,067.94</u>	<u>\$374,522.43</u>	<u>\$6,863.23</u>
Ending Cash Balance			
October 31, 2020	\$248,179.35	\$619,159.14	\$32,330.45

Consent Agenda

Action #21-40 Motion by T. Bjorklund, second by A. Schuurman, to approve the following items on the Consent Agenda:
 7a) Approval of October 19, 2020 Board of Directors minutes with the change of Gene Bjorklund as absent only and Shane Braaten in place of Sue Braun, Rosholt; 7b) Approval of payment of November 2020 budget claims. All present voting in favor, motion carried.

November 2020 Accounts Payable

General Fund: BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 137.89; BRIAN'S GLASS AND DOOR, INC MAINT 40.00; CENEX FLEETCARD MAINT & GASOLINE 4,121.86; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 20.85; CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON AUDIT LETTER FEE 12.20; DON'S BODY SHOP FLEET MAINT 2,699.85; ESTELLINE COMMUNITY OIL CO. MAINT 38.18; GESSWEIN MOTORS, INC. MAINT 26.42; HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 836.41 NESC PAYROLL NOV 2020 8,017.02; OTTERTAIL POWER CO. ELEC 26.64 REUER, DYLAN LAWN CARE 18.00; SANFORD HEALTH PLAN HSA/FSA FEES 5.61; SERVICE PLUS, INC. MAINT 1,624.70 TOWN OF HAYTI WATER 3.20; W.W. TIRE SERVICE MAINT 438.08; WR CAPITAL 1, LLC (RAMKOTA) MTG ROOM FEE 9.00

Fund Total: \$18,075.91

Special Education Fund: BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 17,353.35; BRITTON-HECLA SCHOOL DISTRICT OCT 2020 MI/REFUND - PART C 855.08; CASTLEWOOD SCHOOL DISTRICT OCT 2020 USE FEE/REFUND - PART B 877.52; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 210.90; CHURCHILL, MANOLIS, FREEMAN, KLUDT, SHELTON AUDIT LETTER FEE 123.30; CLARK SCHOOL DISTRICT REFUND - PART C 680.43; DEUEL SCHOOL DISTRICT REFUND - PART B&C 292.44; HAMLIN SCHOOL DISTRICT OCT 2020 USE FEE/REFUND - PART C 1,312.03; LAKE PRESTON SCHOOL DISTRICT REFUND - PART C 135.98; PARENT OCT 2020 MI 85.68; NESC IMPREST 162.00; NESC PAYROLL NOV 2020 282,937.92; OTTERTAIL POWER CO. ELEC 269.32; REINHILLER, LISA ED SPEC TRAVEL 37.00; REUER, DYLAN LAWN CARE 182.00; ROSHOLT SCHOOL DISTRICT REFUND - PART C 115.75; SANFORD HEALTH PLAN HSA/FSA FEES 56.74; SIOUX VALLEY SCHOOL DISTRICT REFUND - PART B 1,450.52; TIEFENTHALER, DEBRA ASHA DUES 225.00; TOWN OF HAYTI WATER 32.30; WEBSTER SCHOOL DISTRICT OCT 2020 USE FEE/REFUND - PART C 1,835.36; WIESE, RITA OCT 20 MI 44.94; WILLOW LAKE SCHOOL DISTRICT REFUND - PART C 126.80; WR CAPITAL 1, LLC (RAMKOTA) MTG ROOM FEE 91.00

Fund Total: \$309,493.36

Discussion Items

Audit Report for FY20

Troy Hieb with William Neale & Co. P.C. presented FY20 audit report.

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Aberle gave his monthly report.

November 4, 2020 Advisory Board meeting minutes

Director Aberle reviewed the minutes from the advisory meeting.

Director job description

Discussion was held on the job description for Director.

Rutland School joining NESC

Discussion was held on Rutland joining NESC starting FY22.

Center Base Placements

Discussion was held on non-member districts placing students in the Center Base Program.

Critical Infrastructure Workers

Discussion was held on Critical Infrastructure Workers.

DocuSign Agreement

Discussion was held on cooping districts for DocuSign Agreement.

Board Meeting Location & December Board Meeting date

Discussion was held on where Board Meetings should be held for the remainder of FY21 and if the December Board Meeting date should stay the same.

Action Items

Approve Audit Report for FY20

Action #20-41 Motion by C. Knutson, second by J. Homola to approve the audit report for FY20. All present voting in favor, motion carried.

Approve Director job description

Action #21-42 Motion by G. Bjorklund, second by S. Braaten to approve the Director job description with the discussed changes. All present voting in favor, motion carried.

Approval of revised Critical Infrastructure Resolution #21-2

Action #21-43 Motion by A. Schuurman, second by T. Bjorklund to approve the revised Critical Infrastructure Resolution #21-2. All present voting in favor, motion carried.

Approval of DocuSign agreement; \$2,294.00

Action #21-44 Motion by S. Braaten, second by G. Bjorklund the approval of DocuSign agreement; \$2,294.00. All present voting in favor, motion carried.

Executive Session

Action #21-45 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 T. Bjorklund, second by J. Homola to enter executive session at 8:28 P.M. to discuss personnel. All present voting in favor, motion carried.

President Akin declared the board out of executive session at 8:46 P.M.

Adjournment

Action #21-46 With there being no further business, motion by A. Schuurman, second by S. Braaten, 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, December 21, 2020 at 7:00 P.M.

Cory Akin, President

Tiffany Stormo, Business Manager