

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, March 15, 2021

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, March 15, 2021 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 8:02 P.M.

Members present:

Jolene King, Arlington; Cory Akin, Castlewood; Malory McIntire, Clark; Barb Asleson, De Smet; Carie Knutson, Deubrook; Michelle Prins, Deuel; Arend Schuurman, Elkton; Todd Bjorklund, Estelline; Joe Homola, Hamlin; Paula Blue, Henry; Jerod Olson, Lake Preston; Zach Hildebrandt, Oldham/Ramona; Shane Braaten, Rosholt; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Art Berger, Waubay; Penny Thyen, Waverly/South Shore; Martin Looyenga, Webster

Absent:

Gary Brassfield, Britton-Hecla; Lisa Lauterhahn, Enemy Swim Day School; Jon Kahnke, Florence; Greg Bich, Iroquois; Tia Felberg, Willow Lake; Denise Lutkemeier, Wilmot

Others Attending:

NESC Staff Representatives: Melissa Gent, Stephanie Hayunga, Carrie Niles, and Shelly Skogstad
Member District Superintendents: Mitch Reed, Florence; Todd Obele, Henry and 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

Melissa Gent, Stephanie Hayunga, Carrie Niles, Shelly Skogstad, Mitch Reed, Todd Obele and Jim Block were introduced as guests.

Public Comment

No public comments were presented.

Agenda review, changes, and approval

Action #21-76 Motion by C. Knutson, second by J. Homola, to approve the agenda with the changes of Ramkota room changed to Whitewood and addition of 7h) Approval of contract – Mallorie Mattern, SLPA, 176 days, \$33,000.00; 7i) Approval of contract – Brandi Ziebart, SLPA, 176 days, \$34,500.00; 8h) Federal Program Fiscal Audit. All present voting in favor, motion carried.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #21-77 Motion by J. King, second by G. Bjorklund, to approve the financial report for the period ending February 28, 2021. All present voting in favor, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
February 1, 2021	\$291,669.70	\$734,462.86	\$39,124.37
<u>Receipts:</u>			
Local Sources	\$2,000.14	\$168,209.53	\$2,312.50
State Sources		\$1,414.70	
Federal Sources		\$192,809.00	
Other	\$115.34	\$1,060.23	
<u>Total Monthly Receipts</u>	<u>\$2,115.48</u>	<u>\$363,493.46</u>	<u>\$2,312.50</u>
Total Gross Receipts	\$293,785.18	\$1,097,956.32	\$41,436.87
Manual Journal Entries			
Less Salaries	\$7,984.75	\$282,575.70	
Less Disbursements	\$7,146.35	\$60,574.86	\$870.85
<u>Total Salaries & Disbursements</u>	<u>\$15,131.10</u>	<u>\$343,150.56</u>	<u>\$870.85</u>
Ending Cash Balance			
February 28, 2021	\$278,654.08	\$754,805.76	\$40,566.02

Consent Agenda

Action #21-78 Motion by T. Bjorklund, second by P. Blue, to approve the following items on the Consent Agenda: 7a) Approval of February 15, 2021 Board of Directors minutes; 7b) Approval of payment of March 2021 budget claims; 7c) Approval of resignation and impose the \$1,000 compensatory damage clause; Kelsey Lunneborg, School Psychologist; 7d) Approval of contract – Elli Stevenson, School Psychologist intern; 188 days; \$55,000 d) Approval of resignation – Joan Sween, paraprofessional; 7f) Approval of resignation – Lucy Vandernick, Academic Evaluator; 7g) Approval of contract – Pierre School District, Reading Recovery Teacher Leader Services, \$5,712.23; 7h) Approval of contract – Mallorie Mattern, SLPA, 176 days, \$33,000.00; 7i) Approval of contract – Brandi Ziebart, SLPA, 176 days, \$34,500.00 All present voting in favor, motion carried.

March 2021 Accounts Payable

General Fund: APEX LEARNING APEX SEATS - BRITTON/HECLA/LANGFORD/WAUBAY 525.00 BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 219.90; BOETTCHER, KRISTY BACKGROUND CHECK 5.33 CENEX FLEETCARD MAINT & GASOLINE 4,338.28 CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 12.08 DAKOTA DATA SHRED PROF/SHRED DOC 17.21 DUST TEX SERVICE, INC. FEB 2021 RUG RENT 4.81 ESTELLINE COMMUNITY OIL CO. MAINT 39.20 GESSWEIN MOTORS, INC. MAINT 56.88 HAMLIN COUNTY FARMERS COOP GASOLINE 667.15 HOLLAND BROS OIL MAINT 23.05 JURGENS OIL MAINT 41.91 MCLEOD'S PRINTING SUPPLY CHECKS/RECEIPT BOOKS 42.92 MINERVAS WATERTOWN MTG ROOM FEE 4.50 NESC PAYROLL MARCH 2021 7,970.84 OTTERTAIL POWER CO. ELEC 31.24 RIVERSIDE TECHNOLOGIES, INC. TECH EQ 631.98 SANFORD HEALTH PLAN HSA/FSA FEES 5.61 SD FEDERAL PROPERTY AGENCY FY21 NEW VEHICLES 28,800.00 SERVICE PLUS, INC. MAINT 2,030.06 TOWN OF HAYTI WATER 3.65 W.W. TIRE SERVICE MAINT 280.21 WEBSTER AUTO CARE MAINT 208.18

Fund Total: \$45,959.99

Special Education Fund: BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 26,384.38 BOETTCHER, KRISTY BACKGROUND CHECK 53.92 BRITTON-HECLA SCHOOL DISTRICT FEB 2021 MI 58.38 CASTLEWOOD SCHOOL DISTRICT FEB 2021 USE FEE/NURSE SPLIT 13,338.30 CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 122.10 DAKOTA DATA SHRED PROF/SHRED DOC 173.97 DUST TEX SERVICE, INC. FEB 2021 RUG RENTAL 48.66 HAMLIN SCHOOL DISTRICT FEB 2021 USE FEE 1,415.65 HUYVAERT, NICOL AOTA DUES 199.00 MCLEOD'S PRINTING SUPPLY CHECKS/RECEIPT BOOKS 433.90 PARENT FEB 21 MI 85.68MINERVAS WATERTOWN MTG ROOM FEE 45.50 MITCHELL TECHNICAL INSTITUTE L. C., D.L. REGIS 100.00 NESC IMPREST 140.00 NESC PAYROLL MARCH 2021 280,185.74 OTTERTAIL POWER CO. ELEC 315.85 RIVERSIDE TECHNOLOGIES, INC. TECH EQ 6,390.02 SANFORD HEALTH PLAN HSA/FSA FEES 56.74 TOWN OF HAYTI WATER 36.85 WEBSTER SCHOOL DISTRICT FEB 2021 USE FEE 602.69 WIESE, RITA FEB 2021 MI 38.22

Fund Total: \$330,225.55

Discussion Items

Assistant Director's Report

Assistant Director Frewing gave his report.

Director's Report

Director Aberle gave his report.

Advisory Board Meeting

Director Aberle reviewed the Advisory Board meeting minutes.

Teleconference/Zoom board meetings

Discussion was held on how board meetings should be conducted in the future and if zoom should discontinue.

Transition Coordinator job description

Director Aberle discussed with the board the Transition Coordinator job description had been presented to the Board of Advisors and at that time there was a motion recommending to transfer the budgeted items associated with Transition to Technology and Administration.

By-law 3.4

Discussion was held on By-law 3.4.

Job Description – Physical Therapy Assistant (PTA)

Discussion was held on Physical Therapy Assistant (PTA) job description.

Federal Program Fiscal Audit

Discussion was held on the Federal Program Fiscal Audit.

Action Items

Approval of Job Description – Physical Therapy Assistant (PTA)

Action #21-79 Motion by J. Homola, second by C. Knutson, to approve Physical Therapy Assistant (PTA) job description. All present voting in favor, motion carried.

Teleconference/Zoom Board Meeting

No action was taken

Approval of By law 3.4

Action #21-80 Motion by G. Bjorklund, second by T. Bjorklund, to approve By law 3.4. All present voting in favor, motion carried.

Approval of Transition Coordinator job description

Action #21-81 Motion by P. Thyen, second by G. Bjorklund, to approve eliminating the Transition Coordinator job description and transferring those budgeted items associated with Transition to Technology and Administration. All present voting in favor, motion carried.

Executive Session

Action #21-82 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.

Motion by T. Bjorklund, second by J. Homola to enter executive session at 7:57 P.M. All present voting in favor, motion carried.

President Akin declared the board out of executive session at 8:01 P.M.

Action Item after Executive Session

Action #21-83 Motion by J. Homola, second by C. Knutson to approve Kari Nolte from .35 to .28 FTE for FY22. All present voting in favor, motion carried.

Action #21-84 Motion by T. Bjorklund, second by P. Blue to approve Lisa Reinhiller from 1.0 to .55 FTE for FY22. All present voting in favor, motion carried.

Adjournment

Action #21-85 With there being no further business, motion by G. Bjorklund, second by J. Homola, 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, April 19, 2021 at 7:00 P.M.

Cory Akin, President

Tiffany Stormo, Business Manager