

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, May 17, 2021

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, May 17, 2021 via Zoom and at Ramkota Hotel and Event Center in Watertown, SD. The meeting was called to order by President Akin at 7:01 P.M. and adjourned at 7:54 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; Jon Kahnke, Florence (arrived at 7:11); Joe Homola, Hamlin; Paula Blue, Henry; Jerod Olson, Lake Preston (left at 7:14); Shane Braaten, Rosholt; Gene Bjorklund, Sioux Valley; Penny Thyen, Waverly/South Shore; Martin Looyenga, Webster.

Members Absent:

Gary Brassfield, Britton-Hecla; Lisa Lauterhahn, Enemy Swim Day School; Greg Bich, Iroquois; Zach Hildebrandt, Oldham/Ramona; Lisa Amdahl, Summit; Art Berger, Waubay; Tia Felberg, Willow Lake; Denise Lutkemeier, Wilmot.

Others Attending:

NESC Staff Representatives: Brenda Boyd and Stephanie Hayunga
Member District Superintendents: Todd Obele and Jim Block
NESC Administration: Jerry Aberle and Tim Frewing

Call to Order

President Akin called the meeting to order at 7:01 P.M.

Introduction of Guests

Brenda Boyd, Stephanie Hayunga, Todd Obele, and Jim Block were introduced as guests.

Public Comment

No one from the public came forward with comments.

Agenda Review, Changes, and Approval

Action #21-97 Motion by S. Braaten, second by J. Homola, to approve the agenda with the only change of updating the meeting room to the Cattail. All present voted in favor. Motion carried.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #21-98 Motion by C. Knutson, second by T. Bjorklund, to approve the financial report for the period ending April 30, 2021. All present voted in favor. Motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
April 1, 2021	\$178,483.41	\$854,926.79	\$38,358.88
<u>Receipts:</u>			
Local Sources	\$68,899.84	\$173,525.58	\$3,750.01
State Sources		\$81,957.44	
Federal Sources		\$141,164.00	
Other		\$6,306.96	
<u>Total Monthly Receipts</u>	<u>\$68,899.84</u>	<u>\$355,722.46</u>	<u>\$3,750.01</u>
Total Gross Receipts	\$247,383.25	\$1,257,880.77	\$42,108.89
Manual Journal Entries			
Less Salaries	\$8,248.12	\$282,762.54	
Less Disbursements	\$15,721.54	\$85,894.21	\$990.02
<u>Total Salaries & Disbursements</u>	<u>\$23,969.66</u>	<u>\$368,656.75</u>	<u>\$990.02</u>
Ending Cash Balance			
April 30, 2021	\$223,413.59	\$889,224.02	\$41,118.87

Consent Agenda

Action #21-99 Motion by A. Schuurman, second by J. Homola, to approve the following items on the Consent Agenda: 7a) Approval of April 19, 2021 meeting minutes; 7b) Approval of payment of May 2021 budget claims; 7c) Approval of contract – Tim Frewing, Assistant Director (\$75,736.31); 7d) Approval of contract – Tiffany Stormo, Business Manager (\$57,825.00); 7e) Approval of contract – Cody Swenson, Hamlin Center Base Teacher (\$41,500.00); 7f) Approval of Unit 1 and Unit 2, ESY, Paraprofessionals, Office Staff, and Custodian contracts; 7g) Approval of contract amendment – Ellen Stevenson, School Psychology Intern (\$600.00... Total Salary \$55,600.00); 7h) Approval of contract – Apex, 51 Seats (\$7,650.00); 7i) Approval of contract – SW/WC (an additional \$3,496.00... Total Contract \$75,696.00). All present voted in favor. Motion carried.

April 2021 Accounts Payable

General Fund: BMO MASTERCARD (PURCHASED SERVICES, SUPPLIES, PHONE), 135.37; BRIAN'S GLASS AND DOOR (MAINTENANCE), 40.00; BULLERT AUTO (MAINTENANCE), 269.45; CENEX FLEETCARD (MAINTENANCE AND GASOLINE), 5,641.83; CENTURY BUSINESS PRODUCTS (COPIER MAINTENANCE CONTRACT), 16.75; DUST TEX SERVICE (RUG RENTAL), 4.81; GESSWEIN MOTORS (MAINTENANCE), 56.88; HAMLIN COUNTY FARMERS COOP (MAINTENANCE AND GASOLINE), 676.95; HARR MOTORS (MAINTENANCE), 1,626.38; JURGENS OIL (MAINTENANCE), 41.91; MINERVAS WATERTOWN (MEETING ROOM FEE), 4.50; NESC PAYROLL, 8,014.00; OTTERTAIL POWER (ELECTRIC), 19.61; ROB'S AUTO REPAIR (MAINTENANCE), 2,085.58; SANFORD HEALTH PLAN (HSA/FSA FEES), 5.79; TOWN OF HAYTI (WATER), 3.65; TWIN VALLEY TIRE (MAINTENANCE), 1,163.66; W.W. TIRE SERVICE (MAINTENANCE), 89.95; WATERTOWN PUBLIC OPINION (MINUTES), 33.62; WEBSTER AUTO CARE (MAINTENANCE), 90.78.

Fund Total: \$20,001.47

Special Education Fund: BRITTON-HECLA SCHOOL DISTRICT (APRIL 2021 MILEAGE), 20.16; BMO MASTERCARD (PURCHASED SERVICES, SUPPLIES, PHONE), 20,913.11; CASTLEWOOD SCHOOL DISTRICT (FACILITY USE FEE), 496.72; CENTURY BUSINESS PRODUCTS (COPIER MAINTENANCE CONTRACT), 169.37; DUST TEX SERVICE (RUG RENTAL), 48.66;

HAMLIN SCHOOL DISTRICT (FACILITY USE FEE), 1,250.08; PARENT MILEAGE, 95.76; MINERVA WATERTOWN (MEETING ROOM FEE), 45.50; MITCHELL TECHNICAL INSTITUTE (C.K. REGISTRATION), 50.00; NESC PAYROLL, 286,737.12; OTTERTAIL POWER (ELECTRIC), 198.23; SANFORD HEALTH PLAN (HSA/FSA FEES), 58.56; TIEFENTHALER, DEB (MILEAGE REIMBURSEMENT), 21.84; TOOLS TO GROW (OT SUPPLIES), 245.00; TOWN OF HAYTI (WATER), 36.85; WATERTOWN PUBLIC OPINION (MINUTES), 339.97; WEBSTER SCHOOL DISTRICT (FACILITY USE FEE), 496.72; WIESE, RITA (MILEAGE), 43.68.

Fund Total: \$311,267.33

Discussion Items

Assistant Director's Report

Assistant Director Frewing provided information about workload history, trends, and staffing in the school psychology department.

Director's Report

Director Aberle provided an update about preparing for the new director and the work remaining to be done.

Advisory Board Meeting

Director Aberle reviewed the Advisory Board meeting minutes from the superintendents' meeting on May 5, 2021.

FY 22 Preliminary Budget

Director Aberle explained changes made to the FY 22 budget through developments since the last meeting.

Paper Purchase

Director Aberle shared that Business Manager Stormo is moving forward with the paper purchase project.

Summer Office Hours

Director Aberle proposed amended office hours from June 1, 2021 through August 6, 2021.

Program Approval Letter

Director Aberle showed the board the cooperative's program approval letter from DOE.

Inventory Update

Director Aberle presented the list of requested changes to inventory.

Telephone System

Director Aberle provided an update on moving to the new telephone system.

Meeting Location Beginning in July

Director Aberle asked for direction regarding where the board would want to meet next fiscal year.

Teleconference Meeting

The board continued its discussion about teleconference meetings.

Action Items

Approval of Summer Office Hours

Action #21-100 Motion by G. Bjorklund, second by J. Homola to approve the proposed summer office hours. All present voted in favor. Motion carried.

June 1, 2021 through August 6, 2021

Monday to Thursday: 7:30am to 3:30pm Friday: 7:30am to 12:00pm

Inventory Update

Action #21-101 Motion by J. Homola, second by S. Braaten to declare the presented inventory as surplus due to having zero value or being, old, outdated, broken, or missing. All present voted in favor. Motion carried.

Telephone System

Action #21-102 Motion by A. Schuurman, second by J. Homola to move forward with upgrading the telephone system according to the plan presented from ITC. All present voted in favor. Motion carried.

Adjournment

Action #21-103 With there being no further business, motion by C. Knutson, second by S. Braaten, to adjourn. All present voted 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, June 21, 2021 at 7:00 P.M.

Cory Akin, President

Tim Frewing, Assistant Director