

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, July 18, 2022

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, July 18, 2022 via Zoom or at Lake Area Technical College in Watertown, SD. The meeting was called to order by President Schuurman at 7:00 P.M. and adjourned at 9:17 P.M.

Members present:

Jolene King, Arlington; Audrey Schuller, Britton-Hecla; Alisha Nielsen, Castlewood; Malory McIntire, Clark; Barb Asleson, De Smet; Laura Crooks, Deubrook; Michelle Prins, Deuel; Arend Schuurman, Elkton; Lisa Lauterhahn, Enemy Swim Day School; Chris Verhoek, Estelline; Jon Kahnke, Florence; Tara Abraham, Hamlin; Paula Blue, Henry; Megan Eichler, Lake Preston; Jessica Anderson, Rutland; Lana Sand, Rosholt; Jayme Trygstad, Sioux Valley; Lisa Amdahl, Summit; Penny Thyen, Waverly/South Shore; Martin Looyenga, Webster

Absent:

Greg Bich, Iroquois; Carrie Schiernbeck, Oldham/Ramona; Art Berger, Waubay; Tia Felberg, Willow Lake; Natalie Remund, Wilmot

Others Attending:

NESC Staff Representatives: Teresa Landmark and Stephanie Hayunga – entered at 7:04 P.M.

Member District Superintendents: Mitch Reed, Florence; Todd Obele, Henry; Dr. Jim Block, Webster

NESC Administration: Andrea Powell, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

Call to Order

President Schuurman called the meeting to order at 7:00 P.M.

Agenda Review, Changes, and Approval

Action #22-104 Motion by C. Verhoek, second by A. Nielsen, to approve the agenda as presented. All present voted, motion carried.

Introduction of Guests

Todd Obele, Mitch Reed, Dr. Jim Block, and Teresa Landmark were introduced as guests.

Public Comment

No public comments were presented.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #22-105 Motion by P. Blue, second by J. King, to approve the financial report for the period ending June 30, 2022. All present voted, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
June 1, 2022	\$180,354.98	\$1,063,620.40	\$12,707.47
<u>Receipts:</u>			
Local Sources	\$1,920.70	\$188,349.34	\$1,943.32
State Sources		\$3,881.42	
Federal Sources		\$207,447.00	
Other	\$11,757.00	\$67,356.45	
<u>Total Monthly Receipts</u>	<u>\$13,677.70</u>	<u>\$467,034.21</u>	<u>\$1,943.32</u>
Total Gross Receipts	\$194,032.68	\$1,530,654.61	\$14,650.79
Manual Journal Entries	\$-28.45	\$28.45	
Less Salaries	\$10,914.66	\$271,353.24	
Less Disbursements	\$14,310.69	\$67,274.48	\$3,045.65
<u>Total Salaries & Disbursements</u>	<u>\$25,225.35</u>	<u>\$338,627.72</u>	<u>\$3,045.65</u>
Ending Cash Balance June 30, 2022	\$168,778.88	\$1,192,055.34	\$11,605.14

Consent Agenda

Action #22-106 Motion by L. Crooks, second by C. Verhoek to approve the following items on the Consent Agenda: 7a) Approval of June 20, 2022 Board of Directors meeting minutes; 7b) Approval of payment of final 2022 budget claims. All present voted, motion carried.

EOFY2022 Accounts Payable

GENERAL FUND: ARROWWOOD RESORT & CONFERENCE CENTER MTSS TRAVEL 231.00; AUTOMAXX CDJR, INC. MAINT 31.29; BASS SANITATION INC. APRIL - JUNE GARB 13.64; CENEX FLEETCARD GASOLINE 2,062.74; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 12.74; HAHLER AUTOMOTIVE MAINT 243.33; HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 565.06; KORMANAGEMENT SERVICES, LLC DRUG TESTING Q4 2,624.38; NEBEL, JAMESON LAWN CARE 21.60; NESC SPECIAL REVENUE PROJECTS FY22 4TH QTR EXP MI 1,037.66; OTTERTAIL POWER CO. ELEC 14.34; REINHILLER, LISA MTSS TRAVEL 134.00; ROB'S AUTO REPAIR MAINT 3,393.63; STORMO, TIFFANY FY22 MI REIMB 33.57; VERIZON WIRELESS JUNE CELL SERV 10.78; WATERTOWN PUBLIC OPINION MINUTES 37.32; WEBSTER AUTO CARE MAINT 68.82

FUND TOTAL: \$10,535.95

SPECIAL EDUCATION FUND: BASS SANITATION INC. APRIL - JUNE GARB 137.86; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 128.79; HAMLIN SCHOOL DISTRICT REIMB CB RATES 25,132.18; MARSHALL CO. HEALTHCARE CENTER PT/OT SERV 3,764.63; NEBEL, JAMESON LAWN CARE 218.40; NESC SPECIAL REVENUE PROJECTS FY22 4TH QTR EXP MI 44,484.94; OTTERTAIL POWER CO. ELEC 145.02; SANFORD WEBSTER MEDICAL CENTER OT SERVICES 3,673.56; STORMO, TIFFANY FY22 MI REIMB 339.39; VERIZON WIRELESS JUNE CELL SERV 189.05; WATERTOWN PUBLIC OPINION MINUTES 377.41

FUND TOTAL: \$78,591.23

Appoint Business Manager as President Pro-Tem

Action #22-107 Motion by C. Verhoek, second by M. Prins to nominate T. Stormo for President Pro-Tem. Motion by C. Verhoek, second by L. Crooks, nominations cease, and unanimous ballot be cast for T. Stormo. All present voted, motion carried.

Adjourn meeting for Fiscal Year 2022

Action #22-108 With there being no further business to come before the Board of Directors for FY22, Motion by A. Nielsen, second by P. Blue to adjourn the final Board of Directors meeting for FY22 at 7:06 P.M. All present voted, motion carried.

NESC Board of Directors

Annual Reorganization Meeting

The annual reorganization meeting for FY23 was called to order by President Pro-Tem Stormo at 7:07 P.M.

Election of Officers for Fiscal Year 2023

Office of the President

Action #23-1 Motion by A. Nielsen, second by J. King to nominate A. Schuurman for the office of President. Motion by M. Prins, second by L. Crooks, nominations cease, and unanimous ballot be cast for A. Schuurman. All present voted, motion carried.

Office of the Vice-President

Action #23-2 Motion by J. King, second by C. Verhoek to nominate P. Thyen for the office of Vice-President. Motion by J. King, second by C. Verhoek, nominations cease, and unanimous ballot be cast for P. Thyen. All present voted, motion carried.

NESC 2022-2023 Budget Hearing

President Schuurman declared the budget hearing open at 7:10 P.M. Business Manager Stormo presented the budget, and President Schuurman declared the budget hearing closed at 7:18 P.M.

Adopt FY 2023 budget

Action #23-3 Motion by L. Amdahl, second by P. Blue to adopt the FY23 budget as presented. All present voted, motion carried.

The changes to the preliminary published budget are as follows:

Appropriations:

General Fund:

RR - \$3627.84; Administration - \$34,478.47; Fiscal Services - \$12,082.87; Technology - \$6,017.17; Vehicle Services - \$157,564.52; Capital Acquisitions - \$132,025.00

Special Education Fund:

Physical Therapy - \$317,693.91; Technology - \$60,840.24; Administrative - \$348,615.61; Fiscal Services - \$122,171.25

Means of Finance:

General Fund:

RR - \$3,627.84; Assessments - \$11,482.56; Expensed Mileage from SPED - \$274,240.00; Fund Balance - \$75,000.00

Special Education Fund:

Assessments - \$1,330,093.70; IDEA PART B 611 - \$2,028,740.00; Fund Balance \$450,000; Transfer from General Fund - \$50,000.00

Consent Agenda

Action #23-4 Motion by A. Nielsen, second by L. Crooks to approve the following items on the consent agenda: 6a) Approval of July 2022 claims; 6b) Designate Official Depository-Reliabank, Hayti, SD; 6c) Authorize official newspaper – Watertown Public Opinion; 6d) Designate Legal Counsel-Rodney Freeman; 6e) Designate Business Manager as official custodian of accounts; 6f) Adopt travel rates: i) In state-\$0.42 per mile, \$6 breakfast, \$14 noon lunch, \$20 dinner, actual cost for lodging; ii) Out of state --\$.42 per mile, \$10 breakfast, \$18 noon lunch, \$28 dinner; actual cost for lodging; 6g) Appoint Title IX and 504 Coordinator-Tim Frewing; 6h) Appoint Director Powell and Business Manager Stormo as Federal Program Agents; 6i) Designate purchasing agents-Director Powell & Business Manager Stormo; 6j) Set Board of Director's pay for Special Committees-\$60 per meeting & \$0.42 per mile; 6k) Approval of contract Hannah Rowe - Administrative Assistant; \$18.00/hour; 6l) Contract amendment Chris Lather; BA +15; \$1,000 increase, \$53,527.00; 6m) Approval of Audit Engagement Letter for FY22; 6n) Approval to use signature stamp for Business Manager Stormo and Board President Schuurman. All present voted, motion carried.

July 2022 Accounts Payable

General Fund: A-I COMPUTER SOLUTIONS TECH 30.15; ABC AUTOMATIC BUILDING CONTROLS FIRE ALARM CONTRACT 55.72; ASBSD FY23 DUES 69.75; CEC T.F. MEMBERSHIP 17.55; EMC INSURANCE FY22 VEHICLE COV 5,468.58; FIRST DAKOTA INDEMNITY COMPANY FY23 WORK COMP 594.63; NESC PAYROLL JULY 2022 6,618.51; OLSON, KIMBERLY BACKGROUND CHECK 3.90; PAPER 101 FY23 COOP PAPER PURCHASE 160,506.10; RELIABANK DEPOSIT BOX 1.35; SASD T.F., T.S. SASD MEMBERSHIP 77.40; SD FEDERAL PROPERTY AGENCY FY22 NEW VEHICLES/PROF SERVICES 36,300.00; SD TEACHER PLACEMENT CENTER TEACHER PLACEMENT SITE 39.15; SHARP AUTOMOTIVE FY22 NEW VEHICLES/PROF SERVICES 35,396.00; SINGREY, BETHANY BACKGROUND CHECK 5.70; SOFTWARE UNLIMITED FY23 SOFTWARE FEE 499.50

Fund Total: \$245,683.99

Special Education Fund: A-I COMPUTER SOLUTIONS TECH 304.81; ABC AUTOMATIC BUILDING CONTROLS FIRE ALARM CONTRACT 24.28; ASBSD FY23 DUES 705.25; BUSSKOHL, CHRISTY ESY MI REIMB 26.04; CEC T.F. MEMBER 177.45; CPI FY23 MEMBER FEE 200.00; EMC INSURANCE FY22 VEHICLE COV 55,293.42; FIRST DAKOTA INDEMNITY COMPANY FY23 WORK COMP 6,012.37; MARTIAN, EMILY ESY MI REIMB 282.24; NESC PAYROLL JULY 2022 292,258.49; OLSON, KIMBERLY BACKGROUND CHECK/REIMB ESY MI 213.23; PAPER 101 FY23 COOP PAPER PURCHASE 2,083.90; RELIABANK DEPOSIT BOX 13.65; SASD T.F., T.S. SASD MEMBERSHIP 782.60; SCHMIDT, ROCHELLE ESY MI REIMB 82.32; SD TEACHER PLACEMENT CENTER TEACHER PLACEMENT SITE 395.85; SINGREY, BETHANY BACKGROUND CHECK/REIMB ESY MI 94.09; SOFTWARE UNLIMITED FY23 SOFTWARE FEE 5,050.50; SWENSON, CODY ESY MI REIMB 12.60; WEST, LINDSEY ESY MI REIMB 119.70

Fund Total: \$364,132.79

Discussion Items

Assistant Director's Report

Assistant Director Frewing gave his report.

Director's Report

Director Powell gave her monthly report.

NESC Board of Directors – District representatives

Discussion was held on districts preferred method for receiving board information for FY23.

Action Items

Approval of Certificate of Deposit Renewal

Action #23-5 Motion by J. King, second by C. Verhoek to approve 13 month certificate of deposit held at Reliabank. All present voted, motion carried.

Executive Session

Action #23-6 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 C. Verhoek, second by T. Abraham to enter executive session at 7:38 P.M. All present voting in favor, motion carried.

President Schuurman declared the board out of executive session at 9:17 P.M.

Adjournment

Action #23-7 With there being no further business, motion by C. Verhoek, second by P. Blue, to adjourn. All present voted, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical College in Watertown, SD on Monday, August 15, 2022 at 7:00 P.M.

Arend Schuurman, President

Tiffany Stormo, Business Manager

ADMINISTRATION: Andrea Powell 130,000.00; Tiffany Stormo 61,872.75; Tim Frewing 81,037.85; Tammy Anderson 18.23/hr; Hannah Rowe 18.00/hr; CUSTODIAN: Geraldine Binde 19.00/hr; EDUCATIONAL SPECIALIST/MTSS: Lisa Reinhiller 71,235.11; TECHNOLOGY COORDINATOR/EDUCATIONAL SPECIALIST: Brenda Boyd 64,286.39; SPEECH THERAPY: Christy Busskohl 70,412.74; Jennifer Deutsch 70,412.74; Angel Dubro 47,165.76; Marisa Freeman 58,839.30; Heather Hansen 60,392.23; Alysha Johnson 35,506.91; Cheryl Keller-Knudson 73,376.73; Megan Liljegren 58,839.30; Nicole Nedved 46,575.00; Carrie Niles 47,961.96; Marci Saathoff 53,902.42; Rochelle Schmidt 57,394.71; Debra Tiefenthaler 73,376.73; Rita Wiese 59,762.30; SPEECH THERAPIST ASSISTANTS: Mallory Mattern 35,310.00; Brandi Ziebart 36,915.00; CENTER BASE: Lindsay Edwards 49,112.33; Chris Lather 53,527.00; Sara Lorensberg 65,334.62; Cody Swenson 47,405.00; EARLY CHILDHOOD: Debra Jensen 60,021.61; Karlette Juhnke 60,832.30; Teresa Landmark 54,811.54; Wendi Lindner 60,021.61; Julie Nelson 59,721.70; SCHOOL PSYCHOLOGISTS: Melissa Gent 66,167.89; Robin Schwandt 71,911.28; Shelly Skogstad 69,709.27; Ellen Stevenson 59,492.00; PSYCHOLOGICAL EXAMINERS: Jessica Fischer 54,295.65; Nikki Heggelund 54,295.65; ACADEMIC EVALUATOR: Christina Flora 50,750.00; Jody Gary 32,400.00; PHYSICAL THERAPISTS: Nancy Crump 81,950.91; Kristina Suttan 70,680.05; PHYSICAL THERAPISTS ASSISTANT: Kristy Boettcher 50,076.00; OCCUPATIONAL THERAPISTS: Stephanie Hayunga 60,634.91; Nicol Huyvaert 69,827.68; Nicole Stulken 57,059.95; OCCUPATIONAL THERAPISTS ASSISTANTS: Morgan Anderson 37,792.40; Kelsey Kringen 41,247.76; CENTER BASE PARA EDUCATORS: Katherine Anderson 16.68/hr; Saphire Anderson 15.90/hr; Jordan Bauer 16.00/hr; Shelby Guerdet 17.12/hr; Shannon Lawrence 15.90/hr; Baily Mack 16.68/hr; Michelle Meier 16.68/hr; Leslie Olson 15.90/hr; Shari Peckenpaugh 17.14/hr; Sarah Sichmeller 15.90/hr; EXTENDED SCHOOL YEAR: Katherine Anderson 15.08/hr; Saphire Anderson 14.40/hr; Christy Busskohl 46.73/hr; Jennifer Deutsch 46.73/hr; Angel Dubro 36.40/hr; Lindsay Edwards 30.04/hr; Robin Gigov 35.93/hr; Shelby Guerdet 15.52/hr; Heather Hansen 40.09/hr; Gunner

Haug 30.00/hr; Debra Jensen 37.61/hr; Karlette Juhnke 40.38/hr; Cheryl Keller-Knudson 48.71/hr; Sheri Kogel 14.40/hr; Teresa Landmark 36.38/hr; Chris Lather 32.87/hr; Shannon Lawrence 14.40/hr; Megan Liljegren 39.06/hr; Wendi Lindner 39.84/hr; Sara Lorensberg 41.38/hr; Baily Mack 15.08/hr; Emily Martian 32.65/hr; Nicole Nedved 31.96/hr; Julie Nelson 39.64/hr; Carrie Niles 39.79/hr; Kimberly Olson 33.21/hr; Leslie Olson 14.40/hr; Shari Peckenpaugh 15.54/hr; Shambree Robbins 14.56/hr; Marci Saathoff 39.75/hr; Rochelle Schmidt 38.10/hr; Randi Schuster 14.40/hr; Angie Scotting 31.43/hr; Kelly Short 30.72/hr; Sara Sichmeller 14.40/hr; Bethany Singrey 30.44/hr; Cody Swenson 30.00/hr; Debra Tiefenthaler 48.71/hr; Lindsey West 34.09/hr; Rita Wiese 39.67/hr