

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, July 15, 2024

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, July 15, 2024 via Zoom and at Lake Area Technical College in Watertown, SD. The meeting was called to order by President Schuurman at 7:08 P.M. and adjourned at 7:58 P.M.

Members present:

In-Person:

Audrey Schuller, Britton-Hecla; Alisha Nielsen, Castlewood; Malory McIntire, Clark; Carie Knutson, Deubrook; Wade Gubrud, Deuel; Arend Schuurman, Elkton; Chris Verhoek, Estelline; Penny Thyen, Waverly/South Shore

Zoom:

Megann Murphy, Arlington; Reid McDaniel, Lake Preston; Carrie Schiernbeck, ORR; Lisa Amdahl, Summit; Art Berger Jr., Waubay; Martin Looyenga, Webster

Absent:

Jared Tolzin, DeSmet; Lisa Lauterhahn, Enemy Swim Day School; Jon Kahnke, Florence; Tara Abraham, Hamlin; Audrey Rider, Henry; Greg Bich, Iroquois; Lana Sand, Rosholt; Jayme Trygstad, Sioux Valley; Tia Felberg, Willow Lake; Natalie Remund, Wilmot

Others Attending:

NESC Staff Representatives: Stephanie Hayunga (Z); Sara Lorensberg (Z); Teresa Landmark (Z)

Member District Superintendents: Todd Obele, Henry (Z); Travis Ahrens, Clark (Z), Kim Kludt, Deubrook

NESC Administration: Anneke Nelson, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

Call to Order

President Schuurman called the meeting to order at 7:08 P.M.

Agenda Review, Changes, and Approval

Action #24-95 Motion by A. Schuller, second by R. McDaniel, to approve the agenda with the following changes: add 7ciii) Katy Enboden under FY24 business; move 7d to 9c under FY25 business. All present voted, motion carried.

Introduction of Guests

Todd Obele, Travis Ahrens, Kim Kludt, Stephanie Hayunga, Sara Lorensberg and Teresa Landmark were introduced as guests.

Conflict of Interest

No conflicts of interest were presented.

Public Comment

No public comment was presented.

Financial Report

Action #24-96 Motion by C. Knutson, second by L. Amdahl, to approve the financial report for the period ending June 30, 2024. All present voted, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
June 1, 2024	\$224,255.50	\$1,230,075.94	\$8,262.80
<u>Receipts:</u>			
Local Sources	\$2,034.06	\$225,157.09	\$685.02
State Sources		\$1,491.92	
Federal Sources		\$152,447.00	
Other	\$3,315.00	\$6,286.93	
<u>Total Monthly Receipts</u>	<u>\$5,349.06</u>	<u>\$385,382.94</u>	<u>\$685.02</u>
Balance Forward	\$229,604.56	\$1,615,458.88	\$8,947.82
Manual Journal Entries			
Less Salaries	\$3,754.40	\$342,244.45	
Less Disbursements	\$8,887.82	\$65,161.46	\$1,245.43
<u>Total Salaries & Disbursements</u>	<u>\$12,642.22</u>	<u>\$407,405.91</u>	<u>\$1,245.43</u>
Ending Cash Balance			
June 30, 2024	\$216,962.34	\$1,208,052.97	\$7,702.39

Consent Agenda

Action #24-97 Motion by C. Verhoek, second by M. McIntire to approve the following items on the Consent Agenda: 7a) Approval of June 17, 2024 Board of Directors minutes; 7b) Approval of payment of final 2024 budget claims; 7c) Approval of Contracts i)Angie Wegner – ESY - \$41.84/hour ii) Sara Bingen – Academic Evaluator– \$57,882.06 – 176 days; iii) Gabriella Brees - ESY - \$17.50/hour iiiii) Katy Enboden – Paraprofessional - \$17.75/hour;. All present voting in favor, motion carried.

EOFY2024 Accounts Payable

General Fund: BASS SANITATION INC. APRIL - JUNE GARB 13.64; CENEX FLEETCARD FLEET MAINT 1,369.25; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 12.55; DUBRO, ANGEL REIMB FUEL 31.19; DUST TEX SERVICE, INC. JUNE 2024 RUG USE 7.16; EFRAIMSON ELECTRIC INC. BLDG MAINT 19.29; HAMLIN COUNTY FARMERS COOP FLEET MAINT 183.58; KDM EQUIPMENT FLEET MAINT 261.72; MINERT & ASSOCIATES, INC DRUG TESTING 349.00; NEBEL, JAMESON MAY - JUNE LAWN CARE 28.80; NESC SPECIAL REVENUE PROJECTS FY24 4TH QTR EXP MI 337.92; OTTERTAIL POWER CO. ELEC 16.61; ROB'S AUTO REPAIR FLEET MAINT 1,983.61; RON'S AUTO REPAIR FLEET MAINT 87.63; STORMO, TIFFANY FY24 REIMB TRAVEL/MI 37.18; VERIZON WIRELESS JUNE CELL SERVICE 11.51; W.W. TIRE SERVICE FLEET MAINT 55.00; WATERTOWN FORD CHRYSLER FLEET MAINT 356.33; WATERTOWN PUBLIC OPINION MINUTES 18.49; WEBSTER AUTO CARE FLEET MAINT 619.27; WEBSTER TIRE FLEET MAINT 572.00

Fund Total: \$6,371.73

Special Education Fund: BASS SANITATION INC. APRIL - JUNE GARB 137.86; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 126.87; DUST TEX SERVICE, INC. JUNE 2024 RUG USE 72.39; EFRAIMSON ELECTRIC INC. BLDG MAINT 194.99; MARSHALL CO. HEALTHCARE CENTER OT SERVICES 1,422.68; NEBEL, JAMESON MAY - JUNE LAWN CARE 291.20; NESC SPECIAL REVENUE PROJECTS FY24 4TH QTR EXP MI 62,780.19; OTTERTAIL POWER CO. ELEC 167.98; SANFORD WEBSTER MEDICAL CENTER OT SERVICES 4,193.17; STORMO, TIFFANY FY24 REIMB TRAVEL/MI 375.98; SW/WC SERVICE COOPERATIVE BEHAVIOR ANALYST CONTRACT 23,246.74; VERIZON WIRELESS JUNE CELL SERVICE 196.44 WATERTOWN PUBLIC OPINION MINUTES 186.90

Fund Total: \$93,393.39

Discussion Items

By-Law 4.2: Quorum for Board of Directors

Discussion was held on By-Law 4.2: Quorum for Board of Directors.

Article I – Criminal Background Investigation

Discussion was held on Article I – Criminal Background Investigation.

Article III – Leave Policy, Other Classified Staff

Discussion was held on Article III – Leave Policy, Other Classified Staff.

Article VII – Vehicle Use Policy

Discussion was held on Article VII – Vehicle Use Policy.

Educational Evaluator Job Description

Discussion was held on Educational Evaluator job description.

Action Items

Approval of By-Law 4.2 – Quorum for Board of Directors

Action #24-98 Motion by A. Nielsen, second by C. Verhoek to approve By-Law 4.2: Quorum for Board of Directors. All present voted in favor, motion carried.

Approval of Article I – Criminal Background Investigation

Action #24-99 Motion by C. Knutson, second by A. Schuller to approve Article I – Criminal Background Investigation with changes. All present voted in favor, motion carried.

Approval of Article III – Leave Policy, Other Classified Staff

Action #24-100 Motion by A. Nielsen, second by L. Amdahl to approve Article III – Leave Policy, Other Classified Staff. All present voted in favor, motion carried.

Approval of Article VII – Vehicle Use Policy

Action #24-101 Motion by M. McIntire, second by R. McDaniel to approve Article VII – Vehicle Use Policy. All present voted in favor, motion carried.

Approval of Educational Evaluator Job Description

Action #24-102 Motion by C. Knutson, second by W. Gubrud to approve Educational Evaluator job description with changes. All present voted in favor, motion carried.

Appoint Business Manager as President Pro-Tem

Action #24-103 Motion by C. Verhoek, second by M. McIntire to nominate T. Stormo for President Pro-Tem. Motion by C. Verhoek, second by M. McIntire, nominations cease, and unanimous ballot be cast for T. Stormo. All present voted, motion carried.

Adjourn meeting for Fiscal Year 2024

Action #24-104 With there being no further business to come before the Board of Directors for FY24, Motion by A. Nielsen, second by C. Verhoek to adjourn the final Board of Directors meeting for FY24 at 7:27 P.M. All present voted, motion carried.

NESC Board of Directors

Annual Reorganization Meeting

The annual reorganization meeting for FY25 was called to order by President Pro-Tem Stormo at 7:28 P.M. Election of Officers for Fiscal Year 2025.

Office of the President

Action #25-1 Motion by C. Knutson, second by A. Nielsen to nominate A. Schuurman for the office of President. Motion by C. Verhoek, second by A. Schuller, nominations cease, and unanimous ballot be cast for A. Schuurman. All present voted, motion carried.

Office of the Vice-President

Action #25-2 Motion by A. Nielsen, second by M. McIntire to nominate P. Thyen for the office of Vice-President. Motion by C. Verhoek, second by A. Nielsen, nominations cease, and unanimous ballot be cast for P. Thyen. All present voted, motion carried.

NESC 2024-2025 Budget Hearing

President Schuurman declared the budget hearing open at 7:30 P.M. Business Manager Stormo presented the budget, and President Schuurman declared the budget hearing closed at 7:39 P.M.

Adopt FY2025 budget

Action #25-3 Motion by M. McIntire, second by C. Verhoek to adopt the FY25 budget as presented. All present voted, motion carried.

The changes to the preliminary published budget are as follows:

Appropriations:

General Fund:

Administration - \$29,589.50; Technology - \$5,990.04; Vehicle Services - \$160,983.00; Capital Acquisitions - \$201,800.00; Board of Education - \$14,474.00

Special Education Fund:

Early Childhood - \$484,907.78; Psychological Services - \$1,100,621.15; Speech Pathologist - \$1,466,272.10; Physical Therapy - \$357,600.68; Occupational Therapy - \$592,714.97; Technology - \$68,885.49; Administrative - \$340,279.19; Board of Education - \$131,951.00

Means of Finance:

General Fund:

Assessments - \$4,904.25; Expensed Mileage from SPED - \$421,754.50

Special Education Fund:

Assessments - \$1,956,108.33; IDEA PART B 611 - \$2,133,285.00; Fund Balance \$450,000; Transfer from General Fund - \$75,000.00

Consent Agenda

Action #25-4 Motion by C. Knutson, second by R. McDaniel to approve the following items on the consent agenda: 6a) Approval of July 2024 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-\$0.655 per mile, \$6 breakfast, \$14 noon lunch, \$20 dinner, actual cost for lodging; ii) Out of state --\$.655 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 Nelson and Business Manager Stormo as Federal Program Agents; 6i) Designate purchasing agents-Director Nelson & Business Manager Stormo; 6j) Set Board of Director's pay for Special Committees-\$60 per meeting; \$0.655 per mile. All present voted, motion carried.

July 2024 Accounts Payable

General Fund: ASBSD FY25 DUES 62.00; CEC A.N., T.F. MEMBER 25.20; CPI MEMBER FEE 32.00; DUST TEX SERVICE JULY RUG FEE 6.36; EDMENTUM, INC APEX SEATS 7,800.30; EMC INSURANCE FY25 VEHICLE INS 5,782.72; FIRST DAKOTA INDEMNITY COMPANY FY25 WORK COMP 855.28; HEALTH EQUITY HSA FEE 1.44; LEUTHOLD, JENNA BACKGROUND CHECK 5.46; NESC PAYROLL JULY 2024 3,245.88; RELIABANK DEPOSIT BOX 1.20; SASD A.N, T.F., T.S., MEMBER 127.04; SOFTWARE UNLIMITED FY25 SOFTWARE FEE 468.00; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 1.49; TOWN OF HAYTI WATER 16.24

Fund Total: \$18,430.61

Special Education Fund: ASBSD FY25 DUES 713.00; BOSSE, JENNIFER ESY MI 36.72; CEC A.N., T.F.MEMBER 289.80; CPI MEMBER FEE 368.00; DUST TEX SERVICE JULY RUG FEE 73.19; EMC INSURANCE FY25 VEHICLE INS 66,501.28; FIRST DAKOTA INDEMNITY COMPANY FY25 WORK COMP 9,835.72; GIGOV, ROBIN ESY MI 45.09; HEALTH EQUITY HSA FEE 16.56; KOGEL, SHERI ESY MI 244.80; LEUTHOLD, JENNA BACKGROUND CHECK 62.79; MARTIAN, EMILY ESY MI 285.60; NESC PAYROLL JULY 2024 363,542.16; PARENT ESY MI 36.72; OLSON, KIMBERLY ESY MI 46.92; RELIABANK DEPOSIT BOX 13.80; SASD A.N, T.F., T.S., MEMBER 1,460.96; SOFTWARE UNLIMITED FY25 SOFTWARE FEE 5,382.00; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 91.86; TOWN OF HAYTI WATER 186.76

Fund Total: \$449,233.73

Discussion Items

Assistant Director's Report

Assistant Director Frewing gave his report.

Director's Report

Director Nelson gave her monthly report.

NESC Board of Directors – District representatives

Discussion was held on districts preferred method for receiving board information for FY25.

Executive Session

No executive session was held.

Action Items

Approval of NESC By-Laws

Action #25-5 Motion by C. Knutson, second by A. Nielsen to approve changes to By-Laws with changes. All present voted, motion carried.

Approval of NESC Policy Handbook

Action #25-6 Motion by R. McDaniel, second by M. Looyenga to approve Policy Handbook with changes. All present voted, motion carried.

Approval of Signature Stamp Use

Action #25-7 Motion by C. Knutson, second by R. McDaniel to approve use of signature stamp for Business Manager and Board President. All present voted, motion carried.

Adjournment

Action #25-8 With there being no further business, motion by W. Gubrud, second by C. Verhoek, 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 19, 2024 at 7:00 P.M.

Arend Schuurman, President

Tiffany Stormo, Business Manager

ADMINISTRATION: Anneke Nelson 95,000.00; Tiffany Stormo 73,500.00; Tim Frewing 90,146.51; Tammy Anderson 20.23/hr; Rebecca Swafford 17.50/hr; CUSTODIAN: Geraldine Binde 20.00/hr; EDUCATIONAL SPECIALIST/MTSS: Lisa Reinhiller 52,007.33; TECHNOLOGY COORDINATOR/EDUCATIONAL SPECIALIST: Brenda Boyd 72,206.47; SPEECH THERAPY: Jennifer Bosse 79,087.59; Angel Dubro 52,976.58; Marisa Freeman 66,088.30; Leah Giese 64,946.41; Heather Hansen 67,832.55; Alysha Johnson 39,881.36; Cheryl Keller-Knudson 82,416.74; Megan Liljegren 66,088.30; Nicole Nedved 63,804.52; Rochelle Schmidt 64,465.74; Mindy Schwinger 69,919.20; Debra Tiefenthaler 82,416.74; SPEECH THERAPIST ASSISTANTS: Regina Klabenes 39,660.19; Tori Lindgren 40,862.02; Mallory Mattern 39,660.19; Brandi Ziebart 41,462.93; CENTER BASE: Lindsay Edwards 55,162.97; Chris Lather 62,161.53; Sara Lorensberg 73,383.85; Cody Swenson 53,245.30; EARLY CHILDHOOD: Debra Jensen 67,416.27; Karlette Juhnke 68,326.84; Teresa Landmark 61,564.32; Wendi Lindner 67,416.27; Julie Nelson 67,079.42; SCHOOL PSYCHOLOGISTS: Melissa Gent 74,319.77; Traci Graham 80,770.75; Nikki Heggelund 70,500.00; JodyAnn Jongeling 85,377.61; Maria Meyer 64,033.22; Robin Schwandt 80,770.75; Shelly Skogstad 78,297.45; PSYCHOLOGICAL EXAMINER: Kris Street 68,561.08; ACADEMIC EVALUATOR: Sara Bingen 57,882.08; Christina Flora 43,891.85; Jody Gary 36,391.68; PHYSICAL THERAPISTS: Nancy Crump 92,047.26; Kristina Suttan 79,387.83; PHYSICAL THERAPISTS ASSISTANT: Kristy Boettcher 56,245.36; OCCUPATIONAL THERAPISTS: Stephanie Hayunga 68,105.13; Nicol Huyvaert 78,430.45; OCCUPATIONAL THERAPISTS ASSISTANTS: Morgan Anderson 42,448.42; Kelsey Kringen 46,329.48; Jenna Leuthold 41,250.00; CENTER BASE PARA EDUCATORS: Katy Enboden 17.75/hr; Shelby Guerdet 21.90/hr; Alisha Halverson 21.45/hr; Chelsey Karst 21.40/hr; Baily Mack 20.90/hr; Megan Menzel 18.30/hr; Leslie Olson 18.60/hr; Shari Peckenpough 22.50/hr; Amber Schulz 20.40/hr; Sarah Sichmeller 21.85/hr; Jeff Sikkink 18.30/hr; EXTENDED SCHOOL YEAR: Gabriella Blee 17.50/hr; Jennifer Bosse 54.01/hr; Angel Dubro 42.06/hr; Lindsay Edwards 37.67/hr; Marisa Freeman 45.13/hr; Robin Gigov 40.51/hr; Heather Hansen 46.32/hr; Debra Jensen 46.04/hr; Alysha Johnson 45.39/hr; Karlette Juhnke 46.66/hr; Cheryl Keller-Knudson 56.28/hr; Sheri Kogel 17.50/hr; Teresa Landmark 42.04/hr; Chris Lather 41.77/hr; Megan Liljegren 45.13/hr; Wendi Lindner 46.04/hr; Sara Lorensberg 50.11/hr; Baily Mack 20.40/hr; Emily Martian 37.39/hr; Nicole Nedved 43.57/hr; Julie Nelson 45.81/hr; Kim Olson 36.97/hr; Leslie Olson 18.10/hr; Taryn Opdahl 32.00/hr; Rochelle Schmidt 44.02/hr; Amber Schulz 19.90/hr; Minday Schwinger 47.75; Angie Scotting 36.53/hr; Kelly Short 35.00/hr; Sara Sichmeller 21.35/hr; Amanda Stulken 32.04/hr; Cody Swenson 36.36/hr; Debra Tiefenthaler 56.28/hr; Angie Wegner 41.84/hr