

Northeast Educational Services Cooperative  
Advisory Board Meeting  
Wednesday March 1, 2017

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, March 1, 2017 at Hy-Vee in Watertown, South Dakota. The meeting was called to order by Chairman Stewart at 10:05 A.M. and adjourned at 11:32 A.M.

Present: Justin Downes, Arlington; Steve Benson, Britton-Hecla; Luanne Warren, Clark; Kevin Keenaghan, Deubrook; Dean Christensen, Deuel; Virginia Dolney, Enemy Swim; Jim Lentz, Estelline; Gary Leighton, Florence; Al Stewart, Grant-Deuel; Patrick Kraning, Hamlin; Steve Zirbel, Henry; Mike Ruth, Iroquois; Tim Casper, Lake Preston; Tess Appel, Rosholt; Laura Schuster, Sioux Valley; Dean Jones, Waubay; John Bjorkman, Waverly; James Block, Webster; Scott Klaudt, Willow Lake;

Absent: Keith Fodness, Castlewood; Abi Van Regenmorter, De Smet; Kurt Jensen, Summit; Larry Hulscher, Wilmot

Others Attending: Jerry Aberle, Director; Brice Christensen, Business Manager; Tim Frewing, Assistant Director; Chad Schiernbeck, Deuel; Jon Meyer, Waverly

ADVISORY BOARD AGENDA

Financial Report

Business Manager Christensen reviewed the financial report for January 2017.

Comprehensive Plans

School districts need to re-certify comprehensive plans annually. Once they have been re-certified administrators are to let NESC know the date of recertification.

Contracting for OT Services

Discussion was held on the possibility of hiring additional staff and to discontinue contracting services with Sanford Webster, and discontinuing contracted OT service with Marshall County Health for Wilmot. Possible savings figures of \$30,000 were given. There was mixed support among the group.

Motion Christensen, second Zirbel to recommend moving forward with discontinuing service with Sanford Webster completely, Marshall County health in Wilmot, and hire NESC staff to cover need if savings are at least \$20,000.

Aye: Arlington, Britton-Hecla, Clark, Deuel, Elkton, Estelline, Grant-Deuel, Henry, Iroquois, Lake Preston, Sioux Valley, Waverly.

Nay: Deubrook, Enemy Swim, Florence, Hamlin, Rosholt, Waubay, Webster, Willow Lake.

Motion Passes 12-8.

#### Reading Recovery 2017-2018

Director Aberle informed the board that Brookings has still not indicated they will participate in Reading Recovery in FY18.

#### Hiring Employees for Shared Services Grant

Discussion was held on how a shared services grant would work when using an NESC employee. NESC would employ the person, and would collect indirect cost from schools involved in the grant.

Motion Block, second Christensen to recommend to the board of directors that the cooperative continue to have the option of being involved in shared services.

#### Detailed Child Count Information

Director Aberle reviewed figures of increasing SPED child count numbers in the cooperative. The could result in the need for increased staff in some areas.

#### CPI (Crisis Prevention Intervention)

Director Aberle gave information about CPI training. This is something NESC can help with in regard to training employees. If any school is interested they are to let Jerry know.

#### Adjournment

There being no further business, motion by Christensen, second by Bjorkman to adjourn. All present voting in favor, motion carried.

Brice Christensen, Business Manager

Northeast Educational Services Cooperative  
Board of Directors Meeting  
Monday, March 20, 2017

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, March 20 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by President Koenecke at 7:00 P.M. and adjourned at 8:48 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Trudi Gaikowski, Clark; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Evelyn Eagle, Enemy Swim Day School; Ron Gorder, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Christy Woodcock, Lake Preston; Hailey Peterson, Rosholt; Gloria Koerlin, Sioux Valley; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Joel Shoemaker, Webster; Caryl Schmidt, Willow Lake;

Absent:

Kurt Zuehlke, Britton-Hecla; Jared Engebretson, Grant-Deuel; Dave Fuller, Henry; Greg Schortzmann, Iroquois; Corrie Quale, Summit; Denise Lutkemeier, Wilmot

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: Mike Ruth, Iroquois; Jim Block, Webster

NESC Administration: Jerry Aberle, Director; Brice Christensen, Business Manager; Tim Frewing, Assistant Director

Call to Order

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

Agenda review, changes, and approval

*Action #17054* Motion by J. Homola, second by C. Knutson, to approve the agenda with the following additions: 7f) Subcontracting occupational therapy services for the Webster, Waubay, Summit, Enemy Swim, and Wilmot districts; 7g) Northern Plains Insurance Pool documents; 7h) Shared Services grant. All present voting in favor, motion carried.

Introduction of Guests

Jim Block, Mike Ruth, and Isaac Gerdis, were introduced as guests.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

*Action #17055* Motion by G. Koerlin, second by J. Homola, to approve the financial report for the period ending February 2017. All present voting in favor, motion carried.

|  | <u>General Fund</u> | <u>Special Education<br/>Fund</u> | <u>Agency Fund</u> | <u>Enterprise Fund<br/>(NPIP)</u> |
|--|---------------------|-----------------------------------|--------------------|-----------------------------------|
| <b>February 1, 2017</b>                          |                     |                                   |                    |                                   |
|  | <b>\$142,578.88</b> | <b>\$681,487.62</b>               | <b>\$15,972.18</b> | <b>\$617,745.84</b>               |
| <u>Receipts:</u>                                 |                     |                                   |                    |                                   |
| Local Sources                                    | \$28,245.75         | \$175,732.27                      | \$1.18             | \$115.74                          |
| State Sources                                    | \$6,600.00          | \$3,453.40                        |                    |                                   |
| Federal Sources                                  | \$19,274.00         | \$136,636.00                      |                    |                                   |
| Other  | \$1,953.26          |                                   | \$1,432.98         |                                   |
| <u>Total Monthly Receipts</u>                    | <u>\$56,073.01</u>  | <u>\$315,821.67</u>               | <u>\$1,434.16</u>  | <u>\$115.74</u>                   |
| Total Gross Receipts                             | \$198,651.89        | \$997,309.29                      | \$17,406.34        | \$617,861.58                      |
| Less Salaries                                    | \$19,947.21         | \$254,941.08                      |                    |                                   |
| Less Disbursements                               | \$8,485.99          | \$20,125.88                       | \$2,421.09         | \$31,660.00                       |
| <u>Total Salaries &amp;<br/>Disbursements</u>    | <u>\$28,433.20</u>  | <u>\$275,066.96</u>               | <u>\$2,421.09</u>  | <u>\$31,660.00</u>                |
| <b>Ending Cash Balance<br/>February 28, 2017</b> | <b>\$170,218.69</b> | <b>\$722,242.33</b>               | <b>\$14,985.25</b> | <b>\$586,201.58</b>               |

#### Consent Agenda

*Action #17056* Motion by C. Akin, second by T. Hlavacek, to approve the following items on the Consent Agenda: 6a) Approval of February 21, 2017 Board of Directors minutes; 6b) Approval of payment of March 2017 claims. All present voting in favor, motion carried.

Business Manager Christensen noted one correction from the February 21 minutes: Action #17045 the motion was made by Akin, second by Fuller.

#### March 2017 Accounts Payable

**GENERAL FUND:** BMO MASTERCARD PURCH SVCS, SUPPLIES, TRAVEL, PHONE 1,494.68; BROOKINGS REGISTER BOARD- ADVERTISING 59.05; CENEX FLEETCARD MAINT & GASOLINE 5,250.72; CHRISTENSEN, BRICE FISCAL - MILEAGE 8.02; DAYS INN READING RECOVERY TRAVEL 57.00; DELYLE'S SOUTH 81 SERVICE, INC. MAINT 3,221.92; DON'S BODY SHOP MAINT 487.22; DUST TEX SERVICE, INC. O&M - RUG RENTAL 6.42; ESTELLINE COMMUNITY OIL CO. MAINT 111.95; GOEHRING-STREET, KRIS ADVANCED STUDY 74.00; HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 1,013.42; JEFF'S VACUUM CENTER O&M - REPAIRS 2.65; KORMANAGEMENT SERVICES, LLC DRUG & ALCOHOL POOL 1,666.65; NESC IMPREST REIMBURSE IMPREST 550.65; NESC PAYROLL CLEARING MARCH 2017 PAYROLL 19,879.10; NESC SPECIAL REVENUE PROJECTS QUARTER 2 EXPENSED MILEAGE 6,407.70; NORTHLAND AUTO CENTER MAINT 46.02; OTTER TAIL POWER CO. O&M - ELECTRICITY 64.90; PALMLUND AUTOMOTIVE MAINT 293.73; PLAINSMAN BOARD - ADVERTISING 28.64; PRAIRIE AG PARTNERS MAINTENANCE 140.00; QUICK PRO LUBE MAINT 36.02; REPORTER AND FARMER BOARD - ADVERTISING 6.66; S & S AUTO MAINT 32.28; SISSETON COURIER BOARD - ADVERTISING 13.99; TOWN OF HAYTI O&M - WATER AND SEWER 5.72; W.W. TIRE SERVICE MAINT 1,373.03; WEBSTER AUTO CARE MAINT 52.3

**FUND TOTAL: \$42,384.52**

**SPECIAL EDUCATION FUND:** BMO MASTERCARD PURCH SVCS, SUPPLIES, TRAVEL, PHONE 20,648.92; EC MILEAGE TO PARENT 92.40; BRITTON-HECLA SCHOOL DISTRICT SPEECH MILEAGE TO SCHOOL 132.72; BROOKINGS REGISTER BOARD- ADVERTISING 339.95; CHILSON, GINA SPEECH MILEAGE TO STAFF 126.42; CHRISTENSEN, BRICE FISCAL - MILEAGE 46.16; DUST TEX SERVICE, INC. O&M - RUG RENTAL 33.44; GOEHRING-STREET, KRIS ADVANCED STUDY 426.00; JEFF'S VACUUM CENTER O&M - REPAIRS 13.83; JUTTINGS GROCERY CB SUPPLIES 25.58; LUX, LOIS SPEECH MILEAGE TO STAFF 40.32; CB MILEAGE TO PARENT 196.56; NESC IMPREST REIMBURSE IMPREST 1,444.16; NESC PAYROLL CLEARING MARCH 2017 PAYROLL 252,337.68; NESC SPECIAL REVENUE PROJECTS QUARTER 2 EXPENSED MILEAGE 65,764.16; OTTER TAIL POWER CO. O&M - ELECTRICITY 338.20; PLAINSMAN BOARD - ADVERTISING 164.86; REPORTER AND FARMER BOARD - ADVERTISING 38.34; SISSETON COURIER BOARD - ADVERTISING 80.51

SOUTH DAKOTA DEPARTMENT OF EDUCATION GRANT-DEUEL MOE 61,596.00;TOWN OF HAYTI O&M - WATER AND SEWER 29.78; WIESE, RITA SPEECH MILEAGE TO STAFF 31.9

**FUND TOTAL: \$403,947.91**

#### Discussion Items

##### March 1, 2017 Advisory Board meeting minutes

Director Aberle reviewed the minutes from the advisory meeting.

#### Assistant Director's Report

Assistant Director Frewing gave his monthly report.

#### Director's Report

Director Aberle gave his monthly report.

#### Reading Recovery Update

Director Aberle shared that he does not have a definitive answer from Brookings or any potential new schools for Reading Recovery. Staff would need to be reduced if nothing changes.

#### Property and Liability Quotes

Business Manager Christensen said that he is working with two different agencies on getting Property/Liability and Worker's Compensation quotes. They should be ready to review against the current carrier in April.

#### Subcontracting occupational therapy services for the Webster, Waubay, Summit, Enemy Swim, and Wilmot Districts

Discussion was held on the possibility on discontinuing the use of Sanford Webster and a portion of Marshall County Health Occupational Therapy contracted services. Arguments for discontinuing the contracted service centered on cost savings, while arguments against centered on the quality of service being provided.

#### Northern Plains Insurance Pool documents

Business Manager Christensen shared that there are three documents (Joint Powers Agreement, Trust Agreement, By-Laws) that will soon need to be signed by NESC to participate in NPIP. Anyone that would like to review them further should be in contact with Brice.

#### Shared Services Grant

Director Aberle led discussion on shared services grant. He pointed out that this grant would not be too different from how the ESA department already works. If accepted, NESC would receive some indirect cost to offset administrative costs.

#### Action Items

##### Subcontracting occupational therapy services for the Webster, Waubay, Summit, Enemy Swim, and Wilmot Districts

*Action #17057* Motion by J. Shoemaker, second by E. Eagle to continue using Sanford Webster and Marshall County Health occupational therapy services for the listed schools.

Aye: Arlington, Castlewood, Clark, De Smet, Deubrook, Elkton, Enemy Swim, Estelline, Florence, Hamlin, Lake Preston, Rosholt, Sioux Valley, Waubay, Webster

Nay: Deuel, Waverly

Motion Carried.

Approval of additional FTE for the Occupational Therapy Department

*Action #17058* Motion by C. Akin, second by C. Knutson not to hire additional staff to replace contracted services only. Consideration for additional FTE for other occupational therapy needs will be addressed separately. All present voting in favor, motion carried.

Approval of additional FTE for the School Psychological Department

*Action #17059* Motion by T. Hlavacek, second by T. Gaikowski to approve the hiring of an additional 1.0 FTE School Psychologist. All present voting in favor, motion carried.

Approval of request for Angie Nelson to move from 1.0 FTE to .8 FTE

*Action #17060* Motion by C. Schmidt, second by C. Knutson to approve the request School Psychologist Angie Nelson to move from 1.0 FTE to .8 FTE for the FY18 year.

Aye: Arlington, Castlewood, Clark, De Smet, Deubrook, Deuel, Elkton, Enemy Swim, Estelline, Florence, Hamlin, Lake Preston, Sioux Valley, Waubay, Waverly, Webster, Willow Lake

Nay: Rosholt

Motion Carried.

Approval of hiring employees for shared services grant

*Action #17061* Motion by C. Akin, second by A. Schuurman to allow NESC to employ staff that would work on shared services grants if the grants are accepted. All present voting in favor, motion carried.

Executive Session

*Action #17062* Pursuant to SDCL 1-25-2(1) and 1-25-2(4) Motion by G. Koerlin, second by H. Peterson to enter executive session at 8:39 to discuss personnel and negotiations. All present voting in favor, motion carried.

President Koenecke declared the board out of executive session at 8:46.

Action Items after Executive Session

*Action #17063* Pursuant to SDCL 13-43-6(4) Motion by J. Homola, second by R. Gorder to give notice that to Shawn Dewitt, SD Counts Math Specialist, that a contract will not be renewed for the ensuing school year due to reduction in staff. All present voting in favor, motion carried.

*Action #17064* Pursuant to SDCL 13-43-6(4) Motion by C. Knutson, second by N. Koehlmoos to give notice that to Lisa Reinhiller, ESA/Education Specialist, that a contract will not be renewed for the ensuing school year due to reduction in staff. All present voting in favor, motion carried.

*Action #17065* Pursuant to SDCL 13-43-6(4) Motion by T. Hlavacek, second by A. Schuurman to give notice to Kari Nolte, Reading Recovery Teacher, that contract will be reduced from a .75 FTE to a .5 FTE for the ensuing school year due to a reduction in staff. All present voting in favor, motion carried.

Adjournment

*Action #17066* With there being no further business, motion by R. Gorder, second by C. Knutson, to adjourn. All present voting in favor, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical Institute in Watertown, SD on Monday, April 17, 2017 at 7:00 P.M.

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**Debbe Koenecke, President**

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**Brice Christensen, Business Manager**