

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday November 2, 2016

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, November 2, 2016 at Hy-Vee in Watertown, South Dakota. The meeting was called to order by Director Aberle at 10:34 A.M. and adjourned at 11:12 A.M.

Present: Justin Downes, Arlington; Steve Benson, Britton-Hecla; Keith Fodness, Castlewood; Kevin Keenaghan, Deubrook; Virginia Dolney, Enemy Swim; Jim Lentz, Estelline; Patrick Kraning, Hamlin; Steve Zirbel, Henry; Tess Appel, Rosholt; Laura Schuster, Sioux Valley; Kurt Jensen, Summit; Scott Klaudt, Willow Lake; Larry Hulscher, Wilmot

Absent: ; Luanne Warren, Clark; Abi Van Regenmorter, De Smet; Dean Christensen, Deuel; Gary Leighton, Florence; Al Stewart, Grant-Deuel; Mike Ruth, Iroquois; Tim Casper, Lake Preston; Dean Jones, Waubay; John Bjorkman, Waverly; James Block, Webster;

Others Attending: Jerry Aberle, Director; Brice Christensen, Business Manager; Tim Frewing, Assistant Director

ADVISORY BOARD AGENDA

Financial Report

Business Manager Christensen reviewed the financial report for September 2016.

Future Meeting Dates

There will be no meeting in December, a meeting January 4, 2017, and February 8, 2017.

Dyslexia work group

Discussion was held on dyslexia work groups. It will be monitored to make sure NESC is doing everything that is needed to comply.

Adjournment

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

Brice Christensen, Business Manager

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, November 21, 2016

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, November 21 at Lake Area Technical Institute in Watertown, SD. The meeting was called to order by Vice-President Homola at 7:00 P.M. and adjourned at 7:34 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; Trudi Gaikowski, Clark; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Arend Schuurman, Elkton; Tianna Beare, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Paula Blue, Henry; Christy Woodcock, Lake Preston; Hailey Peterson, Rosholt; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Joel Shoemaker, Webster; Paula Warkenthien, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Kurt Zuehlke, Britton-Hecla; Debbe Koenecke, Deuel; Tim Peters, Enemy Swim Day School; Jared Engebretson, Grant-Deuel; Greg Schortzmann, Iroquois; Gloria Koerlin, Sioux Valley; Corrie Quale, Summit

Others Attending:

NESC Staff Representatives: None present.

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

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

Call to Order

Vice-President Homola called the meeting to order at 7:00 P.M.

Agenda review, changes, and approval

Action #17024 Motion by D. Lutkemeier, second by C. Knutson, to approve the agenda with the following addition: 6c) Approval of work agreement—Kasey Nelson, COTA, \$16.00 per hour. All present voting in favor, motion carried.

Introduction of Guests

Brian Jandahl, Mike Ruth, and Jim Block were introduced as guests.

Conflicts of Interest

Business Manager Christensen reported that he will be officiating some basketball games for the Deuel School District for a rate around \$20.00 per game.

Action #17025 Motion by D. Lutkemeier, second by T. Hlavacek to authorize the waiver pursuant to SDCL 3-23-3. All present voting in favor, motion carried.

C. Akin reported that he is an employee of ITC, the provider of phone and internet services to NESC.

Action #17026 Motion by J. Shoemaker, second by T. Gaikowski to authorize the waiver pursuant to SDCL 3-23-3.

Aye: M. Murphy, T. Gaikowski, N. Koehlmoos, C. Knutson, A. Schuurman, T. Beare, T. Hlavack, J. Homola, P. Blue, C. Woodcock, H. Peterson, S. Hinze, J. Buchholz, J. Shoemaker, P. Warkenthien, D. Lutkemeier

Nay: None.

Abstain. C. Akin

Motion Carried.

Financial Report

Action #17027 Motion by C. Akin, second by A. Schuurman, to approve the financial report for the period ending October 2016. All present voting in favor, motion carried.

| | <u>General Fund</u> | <u>Special Education Fund</u> | <u>Agency Fund</u> | <u>Enterprise Fund (NPIP)</u> |
|---|---------------------|-------------------------------|--------------------|-------------------------------|
| October 1, 2016 | \$169,774.89 | \$414,764.44 | \$18,151.13 | \$630,006.12 |
| <u>Receipts:</u> | | | | |
| Local Sources | \$7,606.63 | \$173,427.18 | \$1.36 | \$52,039.48 |
| State Sources | | \$5,726.94 | | |
| Federal Sources | | \$194,192.00 | | |
| Other | \$1,609.76 | \$1,026.38 | \$991.70 | |
| <u>Total Monthly Receipts</u> | <u>\$9,216.39</u> | <u>\$374,372.50</u> | <u>\$993.06</u> | <u>\$52,039.48</u> |
| Total Gross Receipts | \$178,991.28 | \$789,136.94 | \$19,144.19 | \$682,045.60 |
| Less Salaries | \$19,944.19 | \$255,130.02 | | |
| Less Disbursements | \$12,674.87 | \$18,148.47 | \$2,491.59 | \$47,766.17 |
| <u>Total Salaries & Disbursements</u> | <u>\$32,619.06</u> | <u>\$273,278.49</u> | <u>\$2,491.59</u> | <u>\$47,766.17</u> |
| Ending Cash Balance October 31, 2016 | \$146,372.22 | \$515,858.45 | \$16,652.60 | \$634,279.43 |

Consent Agenda

Action #17028 Motion by C. Knutson, second by H. Peterson, to approve the following items on the Consent Agenda: 6a) Approval of October 17, 2016 Board of Directors minutes; 6b) Approval of payment of November 2016 claims; 6c) Approval of work agreement—Kasey Nelson, COTA, \$16.00 per hour. All present voting in favor, motion carried.

November 2016 Accounts Payable

GENERAL FUND: AAA PURE WATER O&M - WATER FILTER CHANGE 14.41;AMERICINN ESA TRAVEL 144.00;BMO MASTERCARD 821.55
 BND TOWING MAINT 150.00;CENEX FLEETCARD MAINT & GASOLINE 4,026.99;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT.
 CONTRACT 129.82
 CHRISTENSEN, BRICE FISCAL MILEAGE 5.35;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 1,537.97;DON'S BODY SHOP MAINT
 4,911.08;DUST TEX SERVICE, INC. O&M - RUG RENTAL 6.42;ESTELLINE COMMUNITY OIL CO. MAINT & GASOLINE 59.62;HAMLIN
 COUNTY FARMERS COOP MAINT & GASOLINE 1,212.21;JOHNSON AUTOMOTIVE MAINT 159.95;JURGENS OIL MAINT 42.90;NESC IMPREST
 REIMBURSE IMPREST 11.74;NESC PAYROLL CLEARING NOVEMBER 2016 PAYROLL 19,934.50;NESC SPECIAL REVENUE PROJECTS QUARTER
 1 EXPENSED MILEAGE 5,830.04;NORTHLAND AUTO CENTER MAINT 38.99;OTTER TAIL POWER CO. O&M - ELECTRICITY 44.21;PALMLUND
 AUTOMOTIVE MAINT 36.44;PEDERSEN, SHANE O&M - LAWN CARE 140.00
 REUER, JOHNNY O&M - LAWN CARE 4.83;S & S AUTO MAINT 295.64;SCHMIDT, ROCHELLE SPEECH GAS REIMBURSEMENT 18.19;TOWN OF
 HAYTI O&M - WATER AND SEWER 5.72;W.W. TIRE SERVICE MAINT 59.90

FUND TOTAL: \$39,642.47

SPECIAL EDUCATION FUND: AAA PURE WATER O&M - WATER FILTER CHANGE 75.09;BEHAVIOR CARE SPECIALISTS CB SUBSCRIPTION 500.00;BMO MASTERCARD 20,539.73;BRITTON-HECLA SCHOOL DISTRICT SPEECH MILEAGE TO SCHOOL 72.66;BUSSKOHL, CHRISTY OT ASHA DUES 225.00;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT. CONTRACT 50.64;CHILSON, GINA SPEECH MILEAGE TO STAFF 160.02;CHRISTENSEN, BRICE FISCAL MILEAGE 30.77;DUST TEX SERVICE, INC. O&M - RUG RENTAL 33.44;HANSEN, HEATHER SPEECH MILEAGE TO STAFF 24.78;LUX, LOIS SPEECH MILEAGE TO STAFF 40.32;MILLER, DANA CB MILEAGE TO PARENT 196.56;NESC IMPREST REIMBURSE IMPREST 497.65;NESC PAYROLL CLEARING NOVEMBER 2016 PAYROLL 253,586.30;NESC SPECIAL REVENUE PROJECTS QUARTER 1 EXPENSED MILEAGE 53,872.30;OTTER TAIL POWER CO. O&M - ELECTRICITY 230.38;REUER, JOHNNY O&M - LAWN CARE 25.17;SW/WC SERVICE COOPERATIVE BCBA HOURS 2,250.00;TOWN OF HAYTI O&M - WATER AND SEWER 29.78;WENZ, MELODY SPEECH MILEAGE TO STAFF 84.84;WHIPKEY, SARAH OT MILEAGE TO STAFF 61.32;WIESE, RITA SPEECH MILEAGE TO STAFF 31.92

FUND TOTAL: \$332,618.67

Discussion Items

November 2, 2016 Board of Advisor Minutes

Director Aberle reviewed the minutes from the November 2 Board of Advisor meeting.

Action Items

Approve Bids for Surplus Vehicles

Action #17029 Motion by T. Beare, second by C. Akin to accept winning bids on the eight surplus vehicles. All present voting in favor, motion carried.

| <u>Fixed Asset No.</u> | <u>Description</u> | <u>Serial #</u> | <u>Winning Bid</u> | <u>Bidder</u> |
|------------------------|----------------------|-------------------|--------------------|----------------|
| 0243 | 1998 Plymouth Breeze | 1P3EJ46C8WN306399 | \$943.69 | Kathy Ronne |
| 0277 | 1999 Plymouth Breeze | 1P3EJ46XXXN658405 | \$376.50 | Shane Roth |
| 0280 | 1999 Plymouth Breeze | 1P3EJ46CXXN629564 | \$107.00 | Jim Holbeck |
| 0287 | 2001 Dodge Stratus | 1B3EJ46X71N649315 | \$207.00 | Jim Holbeck |
| 0294 | 2000 Ford Taurus | 1FAFP5320YG278017 | \$107.00 | Jim Holbeck |
| 0299 | 2002 Dodge Stratus | 1B3EL36X82N259586 | \$526.50 | Shane Roth |
| 0305 | 2001 Dodge Stratus | 1B3EJ46X71N611888 | \$801.52 | Maria Meyer |
| 0315 | 2004 Dodge Stratus | 1B3EL36T64N139639 | \$950.77 | Shane Pedersen |

Conflict of Interest Policy

Action #17030 Motion by A. Schuurman, second by D. Lutkemeier to approve the new NESC conflict of interest policy as presented. All present voting in favor, motion carried.

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Aberle gave his monthly report.

Executive Session

Action #17031 Pursuant to SDCL 1-25-2 (1) Motion by D. Lutkemeier, second by H. Peterson to enter executive session at 7:32 to discuss personnel. All present voting in favor, motion carried.

Vice-President Homola declared the board out of executive session at 7:33.

Adjournment

Action #17032 With there being no further business, motion by C. Knutson, second by D. Lutkemeier, 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, December 19, 2016 at 7:00 P.M.

Joe Homola, Vice-President

Brice Christensen, Business Manager