

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

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, November 1, 2017 at Hy-Vee in Watertown, South Dakota. The meeting was called to order by Scott Klaudt at 10:16 A.M. and adjourned at 10:49 A.M.

<u>Present:</u>	Arlington: Justin Downes	<u>Absent:</u>	Clark: Luanne Warren
	Britton-Hecla: Steve Benson		Enemy Swim: Virginia Dolney
	Castlewood: Keith Fodness		Henry: Philip Schonebaum
	De Smet: Abi van Regenmorter		Summit: Kurt Jensen
	Deubrook: Kimberly Kludt		Waubay: Dean Jones
	Deuel: Chad Schiernbeck		Webster: Jim Block
	Elkton: Brian Jandahl		
	Estelline: Jim Lentz		
	Florence: Gary Leighton		
	Hamlin: Patrick Kraning		
	Iroquois: Mike Ruth		
	Lake Preston: Tim Casper		
	Rosholt: Tess Appel		
	Sioux Valley: Laura Schuster		
	Waverly: Jon Meyer		
	Willow Lake: Scott Klaudt		
	Wilmot: Larry Hulscher		

Others in attendance were Jerry Aberle, Director; and Tim Frewing, Assistant Director.

#### ADVISORY BOARD AGENDA

##### Financial Report

Director Aberle reviewed the financial report for September 2017.

##### Apex Update

Director Aberle shared that Apex is working with SD DOE to ensure that Apex courses will be accepted for credit. School districts may have to provide documentation about proof of alignment during accreditation reviews.

##### Business Manager Update

Director Aberle shared an update regarding the business manager position. With the help of two superintendents and three board members, five business manager applicants were interviewed on October 18, 2017. The position was offered to Tiffany Stormo, who accepted it.

### NPIP Update

Director Aberle shared an update to the Northern Plains Insurance Pool (NPIP) account. By mutual agreement between NESC's board of directors and NPIP's board, NESC will discontinue providing fiscal agent services to NPIP on or about November 1, 2017.

### Meeting Dates

Director Aberle shared an update regarding upcoming board of advisor meetings. In December there will be no meeting for the board of advisors, and in January they will meet on the second Wednesday of the month (January 10<sup>th</sup>) instead of the first.

### Preschool & Services

Assistant Director Frewing shared some information about advantages and disadvantages of including preschool attendance on the IEP. Generally, preschool attendance is not a special education issue, but it can become a special education issue if it is needed in order for a child to receive FAPE or if a school district is hoping to pay for some of the costs with special education funding.

Director Aberle talked about some of the challenges itinerant providers face in delivering special education and related services to preschool children. In some situations NESC providers might have to see children in home and daycare environments in order to keep the workload tenable for our current staff.

### Adjournment

There being no further business to discuss, Tim Casper moved to adjourn, which was seconded by Patrick Kraning. All present voted in favor, and the motion was carried. At 10:49 A.M. the meeting was adjourned.

Tim Frewing, Assistant Director

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

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, November 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 7:48 P.M.

**Members present:**

Josh Hawkinson, Britton-Hecla; Cory Akin, Castlewood; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Todd Bjorklund, Estelline; Joe Homola, Hamlin; Dave Fuller, Henry; Brett Anderson, Lake Preston; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Sandy Hinze, Waubay; Penny Thyen, Waverly/South Shore; Joel Shoemaker, Webster; Tia Felberg, Willow Lake

**Absent:**

Martin Murphy, Arlington; Trudi Gaikowski, Clark; Evelyn Eagle, Enemy Swim Day School; Kathy Roe, Florence; Greg Schortzmann, Iroquois; Amber Hamling, Rosholt; Denise Lutkemeier, Wilmot

**Others Attending:**

NESC Staff Representatives: Rochelle Schmidt, Speech Therapist  
Member District Superintendents: Jim Block, Webster; Scott Klautd, Willow Lake  
NESC Administration: Jerry Aberle, Director; Tiffany Stormo, 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 #18030* Motion by J. Homola, second by Cory Akin, to approve the agenda as presented. All present voting in favor, motion carried.

**Introduction of Guests**

Tiffany Stormo, Rochelle and Brett Schmidt, Troy Hieb, Jim Block, and Scott Klautd were introduced as guests.

**Conflicts of Interest**

No conflicts of interest were presented.

**Financial Report**

*Action #18031* Motion by C. Knutson, second by G. Bjorklund, to approve the financial report for the period ending October 2017. 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>
<b>October 1, 2017</b>	<b>\$225,666.82</b>	<b>\$543,634.14</b>	<b>\$18,445.37</b>	<b>\$7,156,254.35</b>
<u>Receipts:</u>				
Local Sources	\$7,351.21	\$172,481.69	\$ .69	\$2,189,963.63
State Sources		\$6,159.69		
Federal Sources		\$205,357.00		
Other	\$29,584.81	\$815.61	\$5,533.42	
<u>Total Monthly Receipts</u>	<u>\$36,936.02</u>	<u>\$384,813.99</u>	<u>\$5,534.11</u>	<u>\$2,189,963.63</u>
Total Gross Receipts	\$262,602.84	\$928,448.13	\$23,979.48	\$9,346,217.98
Manual Journal Entry		\$-4.13		
Less Salaries	\$15,630.61	\$259,203.75		
Less Disbursements	\$15,248.63	\$18,123.44	\$13,400.98	\$1,864,242.00
<u>Total Salaries &amp; Disbursements</u>	<u>\$30,879.24</u>	<u>\$277,327.19</u>	<u>\$13,400.98</u>	<u>\$1,864,242.00</u>
<b>Ending Cash Balance October 31, 2017</b>	<b>\$231,723.60</b>	<b>\$651,116.81</b>	<b>\$10,578.50</b>	<b>\$7,481,975.98</b>

#### Consent Agenda

Action #18032 Motion by D. Fuller, second by J. Hawkinson, to approve the following items on the Consent Agenda: 6a) Approval of October 16, 2017 Board of Directors minutes with the change of Alicia changed to Alisha; 6b) Approval of payment of November 2017 claims; 6c) Approval of Business Manager Contract; Tiffany Stormo, \$29,488.65; 170 days (through June 30, 2018). All present voting in favor, motion carried.

#### GENERAL FUND

ASBSD School Law Seminar-JA 17.25;AUTOMATIVE SERVICE CENTER;THE MAINT 194.56;B&B AUTO SERVICE MAINT 155.14; BMO MASTERCARD PURCH SVCS, SPLYS, TRAVEL, PHONE \$649.59; CENEX FLEETCARD GASOLINE 4,546.17;CENTURY BUSINESS PRODUCTS, INC Copier Fees 26.51;CHRISTENSEN, BRICE BO Services-Nov17 43.66;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 2,458.28;DON'S BODY SHOP MAINT 4,202.00;DUST TEX SERVICE, INC. OCT RUG RENTAL 12.44;ESTELLINE COMMUNITY OIL CO. MAINT 41.63;HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 908.33;HAMLIN COUNTY PUBLISHING HELP Wanted Ad 10.20;In Your Service /Tami Koppang Services for Oct/Nov2017 396.76;JURGENS OIL MAINT 37.91;KORMANAGEMENT SERVICES, LLC Drug Testing 1,486.09;LARRY'S HEATING AND REPAIR Winterizing and filters 42.79;OTTER TAIL POWER CO. Electricity-Oct 52.16; PAYROLL CLEARING \$15,673.37;PEDERSEN, SHANE Lawn Mowing 26.25; SANFORD HEALTH PLAN HSA/FSA Fees 26.10; STORMO, TIFFANY FINGERPRINTING/BACKGROUND 70.76; TOWN OF HAYTI Water 5.32;TWIN VALLEY TIRE, INC. MAINT 488.56;W.W. TIRE SERVICE MAINT 105.63;WILLIAM G. NEALE, CPA Audit Services 1,312.50;

**FUND TOTAL: 32,989.96**

#### SPECIAL EDUCATION FUND

ARLINGTON SCHOOL DISTRICT ESY 2017 REFUND 14.89;ASBSD School Law Seminar-JA 97.75;Avera McKennan Hospital & University Health Center Prof.Dev. Speaker 752.40;BRITTON-HECLA SCHOOL DISTRICT Mileage Reimb Oct17 2,752.12; BMO MASTERCARD PURCH SVCS, SPLYS, TRAVEL, PHONE \$20,628.93; BUSSKOHL, CHRISTY Reimburse ASHA Dues 225.00; CENTURY BUSINESS PRODUCTS, INC Copier Fees 71.23;CHILSON, GINA Reimb.Mileage 208.32;CHRISTENSEN, BRICE BO Services-Nov17 247.40; DEUEL SCHOOL DISTRICT ESY 2017 REFUND 933.06; DUST TEX SERVICE, INC. NOV RUG RENTAL 70.44;ELKTON SCHOOL DISTRICT ESY 2017 REFUND 501.32;ESTELLINE SCHOOL DISTRICT ESY 2017 REFUND 52.30;HAMLIN COUNTY PUBLISHING HELP Wanted Ad 57.80;In Your Service /Tami Koppang Services for Oct/Nov2017 2,248.29;IROQUOIS SCHOOL DISTRICT ESY 2017 REFUND 11.53;JOHNSON, ALYSHA REIMB FY18 DUES ASHA

225.00;JUTTINGS GROCERY CB Supplies 89.96;LAKE PRESTON SCHOOL DISTRICT ESY 2017 REFUND 323.48;LARRY'S HEATING AND REPAIR Winterizing and filters 242.50;LUX, LOIS Reimb.Mileage 40.32  
PARENT Mileage Reimb.Parent 105.84; NELSON, ANNEKE PYSCH MEALS 11/1-11/7/17 99.00  
NESC Imprest/Trust&Agency REIMB IMPREST 1,391.04;OTTER TAIL POWER CO. Electricity-Oct 295.57  
PEDERSEN, SHANE Lawn Mowing 148.75; PAYROLL CLEARING \$260,134.60; PRAIRIE LAKES HEALTH CARE  
SYSTEM CPR AED Cards 160.00;SANFORD HEALTH PLAN HSA/FSA Fees 147.90;SIOUX VALLEY SCHOOL DISTRICT  
ESY 2017 REFUND 181.94;STORMO, TIFFANY FINGERPRINTING/BACKGROUND 12.49;SUMMIT SCHOOL DISTRICT ESY  
2017 REFUND 1,550.98;SW/WC SERVICE COOPERATIVE Behavior Analytic Services 8,030.00;TOWN OF HAYTI  
Water 30.18;WAVERLY SCHOOL DISTRICT ESY 2017 REFUND 66.70;WEBSTER SCHOOL DISTRICT ESY 2017 REFUND  
1,906.89;WEST RIVER FOUNDATION Conf.Registration-L.Reinhiller 275.00;WIESE, RITA OCT HOME VISITS  
40.74;WILLIAM G. NEALE, CPA Audit Services 7,437.50;WILMOT SCHOOL DISTRICT ESY 2017 REFUND 270.53  
**FUND TOTAL: \$314,366.87**

### Discussion Items

#### Audit Report for FY2017

Troy Hieb with William Neale & Co. P.C. presented FY2017 audit report.

#### November 1, 2017 Advisory Board Meeting Minutes

Director Aberle reviewed the November advisory board minutes.

#### Assistant Director's Report

Assistant Director Frewing gave his monthly report.

#### Director's Report

Director Aberle gave his monthly report.

#### Signature Cards

NESC would like to update all signature cards for all accounts at Reliabank.

### Action Items

#### Approval of FY2017 Audit Report

*Action #18032* Motion by J. Shoemaker, second by J. Homola to approve the FY2017 audit report. All present voting in favor, motion carried.

*Action #18033* Motion by C. Knutson, second by C. Akin to authorize signature cards to be updated to the following: Reg. Checking - Tiffany Stormo and Debbe Koenecke; Payroll Clearing – Tiffany Stormo and Debbe Koenecke; T&A Gerald Aberle and Tiffany Stormo; MM Savings – Gerald Aberle and Tiffany Stormo; CD – Gerald Aberle and Tiffany Stormo. All present voting in favor, motion carried.

### Executive Session

No executive session was held.

### Adjournment

*Action #18033* With there being no further business, motion by J. Homola, second by J. Schoemaker, 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 18, 2017 at 7:00 P.M.

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**Debbe Koenecke, President**

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**Tiffany Stormo, Business Manager**