

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday May 3, 2017

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, May 3, 2017 at Hy-Vee in Watertown, South Dakota. The meeting was called to order by Chairman Stewart at 9:41 A.M. and adjourned at 11:03 A.M.

Present: Justin Downes, Arlington; Keith Fodness, Castlewood; Luanne Warren, Clark; Abi Van Regenmorter, De Smet; Kevin Keenaghan, Deubrook; Jim Lentz, Estelline; Gary Leighton, Florence; Al Stewart, Grant-Deuel; Patrick Kraning, Hamlin; Steve Zirbel, Henry; Tim Casper, Lake Preston; Tess Appel, Rosholt; Laura Schuster, Sioux Valley; John Bjorkman, Waverly; Scott Klaudt, Willow Lake

Absent: Steve Benson, Britton-Hecla; Dean Christensen, Deuel; Virginia Dolney, Enemy Swim; Mike Ruth, Iroquois; Kurt Jensen, Summit; Dean Jones, Waubay; James Block, Webster ; Larry Hulscher, Wilmot

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

ADVISORY BOARD AGENDA

Financial Report

Business Manager Christensen reviewed the financial report for March 2017.

Amend April 2017 Sliding Scale CB rates

Motion Lentz, second by Bjorkman to recommend to the Board of Directors to amend the April sliding scale rates as presented. All present voting in favor, motion carried.

Base Rate	\$5,466.46
1 st Placement	\$7,379.73
2 nd Placement	\$4,373.17
3 rd Placement	\$4,023.32

Reading Recovery for 2017-2018

Director Aberle stated that satellite schools Highmore and Pierre will remain in Reading Recovery and Brookings has indicated they will not participate. The position was reduced to .5 FTE. The employee may request to reduce to less than .5 FTE.

BCBA Services for next year

Director Aberle gave an update that a package of 180 hours will be purchased. 170 of the hours have been allocated, and 10 hours will be available to any other school as needed.

Apex for 2017-18

Director Aberle informed everyone that 105 seats will be purchased at \$125 per seat. Billing for the seats indicated will occur in the fall.

Paper Purchase

Business Manager Christensen informed everyone that he is currently collecting information for the group paper purchase and will soon be getting quotes.

NESC's role in NPIP (Northern Plains Insurance Pool)

Business Manager Christensen presented information on what his and NESC's responsibilities are and will be in the future as Fiscal Agent of the pool. Further discussion was held on the scope of duties, time commitment, and NESC interest.

June, July, August meetings

No meetings will be held in June, July, and August unless there is a special need.

Superintendent Rotation for Board Meetings/Summer meetings

Scott Klaudt of Willow Lake volunteered for the open position of small school representative for the term ending 2020.

CPI (Crisis Prevention Intervention)

There will be training courses provided by NESC for CPI held on August 9th and 10th. The 9th will be a full day training for individuals who have been trained, and the 10th will be for individuals needing to renew their CPI certificate.

FY 2018 Budget

Business Manager Christensen presented the preliminary FY18 Budget.

Adjournment

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

Brice Christensen, Business Manager

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, May 15, 2017

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, May 15 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 8:50 P.M.

Members present:

Martin Murphy, Arlington; Trudi Gaikowski, Clark; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Ron Gorder, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Christy Woodcock, Lake Preston; Hailey Peterson, Rosholt; Corrie Quale, Summit; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Joel Shoemaker, Webster; Paula Warkenthien, Willow Lake

Absent:

Kurt Zuehlke, Britton-Hecla; Cory Akin, Castlewood; Evelyn Eagle, Enemy Swim Day School; Jared Engebretson, Grant-Deuel; Greg Schortzmann, Iroquois; Gloria Koerlin, Sioux Valley; Denise Lutkemeier, Wilmot

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: 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 #17085 Motion by J. Homola, second by C. Knutson, to approve the agenda with the following addition: 6j) Approval of contract amendment – Duenwald Transportation; increase by \$255; amended contract total \$2,405.00. All present voting in favor, motion carried.

Introduction of Guests

Jim Block was introduced as a guest.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #17086 Motion by J. Shoemaker, second by J. Homola, to approve the financial report for the period ending April 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>
April 1, 2017	\$212,980.87	\$734,541.90	\$14,531.77	\$627,075.23
<u>Receipts:</u>				
Local Sources	\$7,620.57	\$167,781.89	\$1.36	\$235.57
State Sources		\$3,750.04		
Federal Sources		\$139,247.00		
Other			\$409.66	\$990,645.00
<u>Total Monthly Receipts</u>	<u>\$7,620.57</u>	<u>\$310,778.93</u>	<u>\$411.02</u>	<u>\$990,880.57</u>
Total Gross Receipts	\$220,601.44	\$1,045,320.83	\$14,942.79	\$1,617,955.80
Less Salaries	\$19,965.29	\$254,548.11		
Less Disbursements	\$44,396.95	\$27,030.80	\$2,984.59	\$34,502.56
<u>Total Salaries & Disbursements</u>	<u>\$64,362.24</u>	<u>\$281,578.91</u>	<u>\$2,984.59</u>	<u>\$34,502.56</u>
Ending Cash Balance April 30, 2017	\$156,239.20	\$763,741.92	\$11,958.20	\$1,583,453.24

Consent Agenda

Action #17087 Motion by C. Knutson, second by T. Hlavacek, to approve the following items on the Consent Agenda: 6a) Approval of April 17, 2017 Board of Directors minutes; 6b) Approval of payment of May 2017 claims; 6c) Approval of contract amendment – Sanford Webster, OT Services, OT was \$63.75 per hour decreasing to \$59.75 per hour, COTA was \$53.25 per hour decreasing to \$51.00 per hour; 6d) Approval of 2017-18 Unit 1 and 2 ESY, Paraprofessionals, and Office Staff contracts; 6e) Approval of 2017-18 Director, Assistant Director, and Business Manager contracts; 6f) Approval of Reading Recovery contracts – Pierre-\$5,304.50; Highmore Harrold-\$3,182.70; 6g) Approval of shared services agreements- Elkton-\$21,101.83, DeSmet-\$21,101.83, Hamlin-\$30,092.88, Willow Lake-\$30,092.88, Estelline-\$30,092.88; 6h) Approval Behavior Analytic Services Agreement – SW/WC, \$21,600, 180 hours; 6i) Approval of Apex agreement-\$13,725, 105 seats @\$125 per seat--\$13,125 + \$600 for (1) 3 hour webinar; 6j) Approval of contract amendment – Duenwald Transportation, increase by \$255, amended contract total \$2,405.00. All present voting in favor, motion carried.

May 2017 Accounts Payable

GENERAL FUND: A-I COMPUTER SOLUTIONS TECH SUPPLIES - PSYCH 7.77;AMAZON ESA TOY/CB SUPPLIES/SPEECH SUPPLIES 250.00;AMERICINN ED SPEC/SDC TRAVEL 57.00;ARGUS LEADER ADMIN - EMPLOYMENT AD 145.05;AUTOMATIVE SERVICE CENTER, THE MAINT 972.04;BMO MASTERCARD BMO FINANCE CREDIT (270.51);CDW GOVERNMENT INC. ED SPEC/ADMIN/FISCAL SOFTWARE 45.58 CENEX FLEETCARD MAINT & GASOLINE 4,273.25;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 247.51 CHRISTENSEN, BRICE FISCAL MILEAGE 8.02;DAKTECH, INC. TECH SUPPLIES 156.88;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 1,705.01;DUST TEX SERVICE, INC. O&M - RUG RENTAL 6.42;ESTELLINE COMMUNITY OIL CO. MAINT 77.53;FRITZ CHEVROLET, INC MAINT 39.17;GRANT-DEUEL SCHOOL DISTRICT 2005 DODGE CARAVAN 3,501.87;HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 962.23;HAMLIN COUNTY PUBLISHING EMPLOYMENT AD 53.28;HY-VEE FOOD STORE BOARD SUPPLIES 7.37;INNOVATIVE OFFICE SOLUTIONS ADMIN/O&M SUPPLIES 16.74;ITC TELECOM TELEPHONE/INTERNET 174.59;JOHNSON AUTOMOTIVE MAINT 36.69; KORMANAGEMENT SERVICES, LLC DRUG & ALCOHOL POOL 1,680.62;NESC IMPREST REIMBURSE IMPREST 37.00;NESC PAYROLL CLEARING MAY 2017 PAYROLL 19,161.87;NESC SPECIAL REVENUE PROJECTS QUARTER 3 EXPENSED MILEAGE 5,755.60;OTTER TAIL POWER CO. O&M - ELECTRICITY 61.90;PUBLIC OPINION BOARD - MINUTES/ADVERTISING 59.89;RAMKOTA HOTEL FISCAL TRAVEL 29.01 TIME MANAGEMENT SYSTEMS, INC EMPLOYEE TIME CLOCK 4.23;TOWN OF HAYTI O&M - WATER & SEWER 5.72;TWIN VALLEY TIRE, INC. MAINT 20.00;US POSTAL SERVICE ADMIN - POSTAGE 14.56;VERIZON WIRELESS CELL PHONE 110.51;W.W. TIRE SERVICE MAINT 119.80;WEBSTER AUTO CARE MAINT 168.15

FUND TOTAL: \$39,702.35

SPECIAL EDUCATION FUND: A-I COMPUTER SOLUTIONS TECH SUPPLIES - PSYCH 44.72;AMAZON ESA TOY/CB SUPPLIES/SPEECH SUPPLIES 44.88;AMERICAN HEART ASSOCIATION CPR AED REGISTRATIONS - PD 229.90;AMERICINN ED SPEC/SDC TRAVEL 184.99 ARGUS LEADER ADMIN - EMPLOYMENT AD 835.01; EC MILEAGE TO PARENT 83.16;BRITTON-HECLA SCHOOL DISTRICT SPEECH MILEAGE 63.00;CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE/NURSE SPLIT 16,223.89;CDW GOVERNMENT INC. ED SPEC/ADMIN/FISCAL SOFTWARE 570.42;CENTURY BUSINESS PRODUCTS, INC COPIER MAINTENANCE CONTRACT 55.27;CHILSON, GINA SPEECH MILEAGE TO STAFF 54.18;CHRISTENSEN, BRICE FISCAL MILEAGE 46.16;DAKTECH, INC. TECH SUPPLIES 903.12;DUST TEX SERVICE, INC. O&M - RUG RENTAL 33.44;HAMLIN COUNTY PUBLISHING EMPLOYMENT AD 306.72;HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 1,117.59;HOUGHTON MIFFLIN CO. EARLY CHILDHOOD SUPPLIES 1,627.73;HY-VEE FOOD STORE BOARD SUPPLIES 42.44;INNOVATIVE OFFICE SOLUTIONS ADMIN/O&M SUPPLIES 92.06;ITC TELECOM TELEPHONE/INTERNET 350.77;JOHNSON, ALYSHA SPEECH MILEAGE TO STAFF 42.00;MARSHALL CO. HEALTHCARE CENTER CONTRACTED OT/PT SERVICES 9,250.90;CB MILEAGE TO PARENT 186.48;NASP PSYCH REGISTRATIONS 495.00;NCS PEARSON, INC. SPEECH SUPPLIES 1,410.15;NESC IMPREST REIMBURSE IMPREST 270.09;NESC PAYROLL CLEARING MAY 2017 PAYROLL 248,908.03;NESC SPECIAL REVENUE PROJECTS QUARTER 3 EXPENSED MILEAGE 71,376.32;OTTER TAIL POWER CO. O&M - ELECTRICITY 322.55;PRO-ED SPEECH SUPPLIES 92.29;PUBLIC OPINION BOARD - MINUTES/ADVERTISING 344.79;RAMKOTA HOTEL FISCAL TRAVEL 166.97;SANFORD WEBSTER MEDICAL CENTER CONTRACTED OT 8,950.59; SUPER DUPER INC. SPEECH SUPPLIES 112.74;SW/WC SERVICE COOPERATIVE PSYCH REGISTRATION 95.00; TIME MANAGEMENT SYSTEMS, INC EMPLOYEE TIME CLOCK 152.75;TOWN OF HAYTI O&M - WATER & SEWER 29.78;US POSTAL SERVICE ADMIN - POSTAGE 83.84;VERIZON WIRELESS CELL PHONE 198.87;WAL-MART CB SUPPLIES 40.75;WEBSTER SCHOOL DISTRICT CB FACILITY USE FEE 406.40;WENZ, MELODY SPEECH MILEAGE TO STAFF 9.24;WIESE, RITA SPEECH MILEAGE TO STAFF 23.94

FUND TOTAL: \$365,878.92

Discussion Items

May 3, 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

Brookings has indicated they will not be part of Reading Recovery in FY18. The program will move forward with 7 of the member schools and 2 satellite schools.

Property and Liability and worker's compensation quotes

Business Manager Christensen led discussion on 3 sets of Property/Liability and Worker's Compensation quotes for FY18. Discussed were quote from Associated School Boards of South Dakota, Key Insurance Agency (EMC P&L and SFM WC quotes), and Marsh and McLennan Agency (Hanover P&L and RES WC quotes).

Summer Office Hours

Director Aberle discussed an option for summer office hours. The proposed hours are as follows: June 1, 2017 – August 4, 2017---Monday through Thursday 7:30 a.m. to 3:30 p.m.; Fridays 7:30 a.m. to 12:00 p.m.

FY18 Preliminary Budget

Business Manager Christensen reviewed the preliminary budget.

Other opportunities for NESC

Discussion was held on what board members would be comfortable with concerning opportunities outside of special education for NESC. Members are to keep it on their mind and discuss with their Superintendents.

NESC's role in NPIP (Northern Plains Insurance Pool)

Business Manager Christensen presented what his and NESC's role is in NPIP. Information about time and involvement was given followed by questions and answers.

Purchase new or used vehicles

Director Aberle reviewed NESC's current vehicle fleet and gave information on how the fleet is currently being handled. After discussing the possibility of purchasing new vehicles, consensus was to continue buying used vehicles from SD Federal Surplus to update the fleet.

Action Items

Approve a vendor for property and liability insurance

Action #17088 Motion by J. Homola, second by R. Gorder to discontinue coverage with the ASBSD Property/Liability fund and accept quotes from Key Insurance Agency for coverage with EMC. All present voting in favor, motion carried.

Approve a vendor worker's compensation insurance

Action #17089 Motion by C. Quale, second by N. Koehlmoos to discontinue coverage with the ASBSD Workers' Compensation Fund and accept quotes from Key Insurance Agency for coverage with SFM. All present voting in favor, motion carried.

Approve Amended April 2017 Sliding Scale Center Base Rates

Action #17090 Motion by C. Knutson, second by T. Gaikowski to accept the amended April 2017 sliding scale CB rates as presented. All present voting in favor, motion carried.

Base Rate	\$5,466.46
1 st Placement	\$7,379.73
2 nd Placement	\$4,373.17
3 rd Placement	\$4,023.32

Set summer office hours

Action #17091 Motion by T. Hlavacek, second by J. Homola to set the summer office hours as follows: June 1, 2017 – August 4, 2017---Monday through Thursday 7:30 a.m. to 3:30 p.m.; Fridays 7:30 a.m. to 12:00 p.m. All present voting in favor, motion carried.

Set hourly wage for janitorial staff

Action #17092 Motion by J. Shoemaker, second by J. Homola to set hourly wage for janitorial staff at \$16.00 per hour effective July 1, 2017. All present voting in favor, motion carried.

Request from Kari Nolte to move to a .48 FTE

Action #17093 Motion by N. Koehlmoos, second by J. Homola to approve request from Kari Nolte to move to .48 FTE. All present voting in favor, motion carried.

Executive Session

No executive session was held.

Adjournment

Action #17094 With there being no further business, motion by C. Knutson, second by J. Homola, 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, June 19, 2017 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager