

Northeast Educational Services Cooperative  
Advisory Board Meeting  
Wednesday April 5, 2017

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, April 5, 2017 at Hy-Vee in Watertown, South Dakota. The meeting was called to order by Chairman Stewart at 9:33 A.M. and adjourned at 10:55 A.M.

Present: Justin Downes, Arlington; Steve Benson, Britton-Hecla; Keith Fodness, Castlewood; Luanne Warren, Clark; Abi Van Regenmorter, De Smet; Kevin Keenaghan, Deubrook; Dean Christensen, Deuel; Virginia Dolney, Enemy Swim; Jim Lentz, Estelline; Al Stewart, Grant-Deuel; Patrick Kraning, Hamlin; Tess Appel, Rosholt; Laura Schuster, Sioux Valley; John Bjorkman, Waverly; Scott Klautd, Willow Lake; Larry Hulscher, Wilmot

Absent: Gary Leighton, Florence; Steve Zirbel, Henry; Mike Ruth, Iroquois; Tim Casper, Lake Preston; Kurt Jensen, Summit; Dean Jones, Waubay; James Block, Webster

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

#### ADVISORY BOARD AGENDA

##### Financial Report

Business Manager Christensen reviewed the financial report for February 2017.

##### Set Final Center Base tuition rates for 2016-2017

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

Base Rate	\$4,446.18
1 <sup>st</sup> Placement	\$6,002.34
2 <sup>nd</sup> Placement	\$3,556.94
3 <sup>rd</sup> Placement	\$3,272.39

##### Reading Recovery for 2017-2018

Director Aberle spoke on the status of the Reading Recovery program. At this moment Brookings has not committed. Without Brookings staffing will be reduced for FY18.

##### Hiring Employees for Shared Services Grant

Director Aberle shared that both of the shared services grants have been approved by DOE.

BCBA Services for next year

Director Aberle informed everyone that he will need schools commitment for BCBA hours purchased through the cooperative by April 25<sup>th</sup>.

Kor Management Services

Jan Kormann of KorManagement Services briefly spoke about the drug and alcohol testing services. There will be small increases in rates next year.

Motion Appel, second by Downes to continue using KorManagement for the FY18 year. All present voting in favor, motion carried.

Apex for 2017-18

Superintendents are to let Jerry know how many Apex seats they would like for FY18.

FY 2018 Budget

Business Manager Christensen presented the preliminary FY18 Budget.

Adjournment

There being no further business, motion by Christensen, 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, April 17, 2017

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, April 17 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 9:02 P.M.

Members present:

Martin Murphy, Arlington; Cory Akin, Castlewood; 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; Dave Fuller, Henry; Christy Woodcock, Lake Preston; Hailey Peterson, Rosholt; Gloria Koerlin, Sioux Valley; Corrie Quale, Summit; Sandy Hinze, Waubay; Jeff Buchholz, Waverly/South Shore; Joel Shoemaker, Webster; Paula Warkenthien, Willow Lake; Denise Lutkemeier, Wilmot

Absent:  
Kurt Zuehlke, Britton-Hecla; Trudi Gaikowski, Clark; Jared Engebretson, Grant-Deuel; Greg Schortzmann, Iroquois;

Others Attending:

NESC Staff Representatives: None present.

Member District Superintendents: Brian Jandahl, Elkton; 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 #17067* Motion by J. Homola, second by D. Lutkemeier, to approve the agenda with the following additions and changes: 6d) Approval of contract amendment – KorManagement Services, Drug & Alcohol Pool Testing Vendor, laboratory/medical review charge moving from \$36 per test to \$37, drug collection charge moving from \$15 per test to \$20. Both changes are effective July 1, 2017; 7h) Grant-Deuel School surplus vehicles; 8e) Approve final Center Base tuition rates for 2016-2017; 8f) Approve JPA (Joint Powers Agreement) for NPIP (Northern Plains Insurance Pool); 10a) Offer contracts to Unit 1 and 2 employees – issue date April 24, return date May 8; 10b) Offer contracts to ESY employees – issue date April 24, return date May 8, 10c) Set salaries and offer contracts to paraprofessionals and office staff – issue date April 24, return date May 8. All present voting in favor, motion carried.

Introduction of Guests

Jim Block and Brian Jandahl were introduced as guests.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #17068 Motion by G. Koerlin, second by C. Akin, to approve the financial report for the period ending March 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>March 1, 2017</b>	<b>\$170,218.69</b>	<b>\$722,242.33</b>	<b>\$14,985.25</b>	<b>\$586,201.58</b>
<u>Receipts:</u>				
Local Sources	\$80,853.70	\$171,918.53	\$1.59	\$74,069.59
State Sources	\$4,168.00	\$45,713.92		
Federal Sources		\$136,085.00		
Other	\$125.00	\$62,991.00	\$2,708.33	
<u>Total Monthly Receipts</u>	<u>\$85,146.70</u>	<u>\$416,708.45</u>	<u>\$2,709.92</u>	<u>\$74,069.59</u>
Total Gross Receipts	\$255,365.39	\$1,138,950.78	\$17,695.17	\$660,271.17
Less Salaries	\$19,879.10	\$252,798.65		
Less Disbursements	\$22,505.42	\$151,610.23	\$3,163.40	\$33,195.94
<u>Total Salaries &amp; Disbursements</u>	<u>\$42,384.52</u>	<u>\$404,408.88</u>	<u>\$3,163.40</u>	<u>\$33,195.94</u>
<b>Ending Cash Balance March 31, 2017</b>	<b>\$212,980.87</b>	<b>\$734,541.90</b>	<b>\$14,531.77</b>	<b>\$627,075.23</b>

Consent Agenda

Action #17069 Motion by C. Knutson, second by A. Schuurman, to approve the following items on the Consent Agenda: 6a) Approval of March 20, 2017 Board of Directors minutes; 6b) Approval of payment of April 2017 claims; 6c) Approval of contract – Melissa Gent, school psychologist--\$53,040.00; 6d) Approval of contract amendment – KorManagement Services, Drug & Alcohol Pool Testing Vendor, laboratory/medical review charge moving from \$36 per test to \$37, drug collection charge moving from \$15 per test to \$20. Both changes are effective July 1, 2017. All present voting in favor, motion carried.

March 2017 Accounts Payable

**GENERAL FUND:** AAA PURE WATER O&M - WATER FILETER 14.41;APEX LEARNING APEX SEAT 125.00;BLACK HILLS STATE UNIVERSITY SDC-CAMSE 2,000.00;BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SUPPLIES;406.26;BND TOWING MAINT 254.00;CENEX FLEETCARD GASOLINE 5,382.19;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 42.37;CHRISTENSEN, BRICE FISCAL MILEAGE 31.95 CRAIG BASS SANITARY SERVICE O&M - GARBAGE SERVICE 20.77;DAYS INN READING RECOVERY TRAVEL 57.00;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 810.37;DON'S BODY SHOP MAINT 50.00;DUST TEX SERVICE, INC. O&M - RUG RENTAL 6.42;ESTELLINE COMMUNITY OIL CO. MAINT & GASOLINE 246.20;HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 1,467.05;NESC IMPREST REIMBURSE IMPREST 112.72;NESC PAYROLL CLEARING APRIL 2017 PAYROLL 19,965.29;NORTHERN PLAINS INSURANCE POOL RESERVE BUY-IN 32,777.00;NORTHLAND AUTO CENTER MAINT 128.97;OTTER TAIL POWER CO. O&M - ELECTRICITY 78.65;PLAINSMAN JOB POSTING 57.28;PS PUBLISHING PARENT RIGHTS BOOKS 62.90;REPORTER AND FARMER JOB POSTING 6.66;RON'S AUTO REPAIR MAINT 56.70;STORMO, BEN SNOW REMOVAL 37.03;TOWN OF HAYTI O&M - WATER & SEWER 5.72;W.W. TIRE SERVICE MAINT 159.3

**FUND TOTAL: \$64,362.24**

**SPECIAL EDUCATION FUND:** AAA PURE WATER O&M - WATER FILETER 75.09;BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SUPPLIES 19,316.74; EC MILEAGE TO PARENT 83.16;BRITTON-HECLA SCHOOL DISTRICT SLP MILEAGE TO SCHOOL 80.22 CASTLEWOOD SCHOOL DISTRICT CB FACILITY USE FEE 1,625.60;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 89.95

CHILSON, GINA SLP MILEAGE TO STAFF 162.54;CHRISTENSEN, BRICE FISCAL MILEAGE 183.93;CRAIG BASS SANITARY SERVICE O&M - GARBAGE SERVICE 108.23;DUST TEX SERVICE, INC. O&M - RUG RENTAL 33.44;HAMLIN SCHOOL DISTRICT CB FACILITY USE FEE 2,235.18;MITCHELL TECHNICAL INSTITUTE SLP REGISTRATIONS 150.00;NESC IMPREST REIMBURSE IMPREST 296.94;NESC PAYROLL CLEARING APRIL 2017 PAYROLL 254,548.11;OTTER TAIL POWER CO. O&M - ELECTRICITY 409.83;PLAINSMAN JOB POSTING 329.72 PS PUBLISHING PARENT RIGHTS BOOKS 362.10;REPORTER AND FARMER JOB POSTING 38.34;SAATHOFF, MARCI SLP MILEAGE TO STAFF 23.94;STORMO, BEN SNOW REMOVAL 192.97;SW/WC SERVICE COOPERATIVE PSYCH REGISTRATIONS 300.00;TIEFENTHALER, DEBRA SL;MILEAGE TO STAFF 50.40;TOWN OF HAYTI O&M - WATER & SEWER 29.78;WEBSTER SCHOOL DISTRICT CB FACILITY USE FEE 812.80;WIESE, RITA SLP MILEAGE TO STAFF 39.9

**FUND TOTAL: \$281,578.91**

#### Discussion Items

##### April 5, 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 presented renewal information from ASBSD, as well as quotes from Hanover and EMC. Board members are encouraged to ask questions throughout the month so everything can be answered. Action will be taken in May.

#### Deunwald Transportation – providing transportation for Special Olympics athletes to Spearfish

Director Aberle reviewed a quote from Deunwald Transportation for a bus for the Special Olympics trip to Spearfish.

#### FY18 Preliminary Budget

Business Manager Christensen reviewed the preliminary budget.

#### Grant-Deuel Surplus Vehicles

Director Aberle reviewed surplus vehicles from the Grant-Deuel School District. The board was in agreement to allow Director Aberle and Business Manager Christensen to put in a sealed bid as they deem appropriate.

#### Action Items

##### Accept Resignation – Shayna Ness, Center Base Teacher in Webster

Action #17070 Motion by D. Lutkemeier, second by T. Hlavacek to accept the resignation of Shayna Ness. All present voting in favor, motion carried.

##### Approve Transportation Contract – Duenwald Transportation, \$2,150.00

Action #17071 Motion by C. Knutson, second by J. Homola to approve transportation contract from Duenwald Transportation of \$2,150.00. All present voting in favor, motion carried.

Approve Delta Dental rates for 2017-18

Action #17072 Motion by C. Akin, second by A. Schuurman to approve Delta Dental rates for 2017-18. There was no increase from the previous year. All present voting in favor, motion carried.

Approve NPIP Health Insurance plans and rates for 2017-18 with add on options

Action #17073 Motion by A. Schuurman, second by D. Lutkemeier to approve new health insurance rates and plans with NPIP at a 6% increase, as well as using the vision and flexible benefits add on options. All present voting in favor, motion carried.

Approve final Center Base tuition rates for 2016-17

Action #17074 Motion by G. Koerlin, second by C. Knutson to accept the April 2017 sliding scale CB rates as presented. All present voting in favor, motion carried.

Base Rate	\$4,446.18
1 <sup>st</sup> Placement	\$6,002.34
2 <sup>nd</sup> Placement	\$3,556.94
3 <sup>rd</sup> Placement	\$3,272.39

Approve JPA for NPIP

Action #17075 Motion by C. Akin, second by D. Fuller to approve the Joint Powers Agreement with the Northern Plains Insurance Pool. All present voting in favor, motion carried.

Executive Session

Action #17076 Pursuant to SDCL 1-25-2(1) and 1-25-2(4) Motion by J. Homola, second by T. Hlavacek to enter executive session at 8:26 to discuss personnel and negotiations. All present voting in favor, motion carried.

President Koenecke declared the board out of executive session at 8:58.

Action Items after Executive Session

Offer contracts to Unit 1 and 2 employees – issue date April 24, return date May 8

Action #17077 Motion by J. Homola, second by J. Shoemaker to offer contracts to Unit 1 and 2 employees. All present voting in favor, motion carried.

Offer contracts to ESY employees – issue date April 24, return date May 8

Action #17078 Motion by C. Akin, second by G. Koerlin to offer contracts to ESY employees. All present voting in favor, motion carried.

Set salaries and offer contracts to paraprofessionals and office staff – issue date April 24, return date May 8

Action #17079 Motion by D. Lutkemeier, second by D. Fuller to set salaries and offer contract to paraprofessionals and office staff with a \$0.25 increase in hourly rate. All present voting in favor, motion carried.

Set Director Salary and Benefits

*Action #17080* Motion by C. Knutson, second by J. Shoemaker to set Director salary and benefits with a 1.5% increase in salary. All present voting in favor, motion carried.

Set Assistant Salary and Benefits

*Action #17081* Motion by J. Homola, second by C. Akin to set Assistant Director salary and benefits with a 1.5% increase in salary. All present voting in favor, motion carried.

Set Business Manager Salary and Benefits

*Action #17082* Motion by T. Hlavacek, second by G. Koerlin to set Business Manager salary and benefits with a 1.5% increase in salary. All present voting in favor, motion carried.

Sarah Whipkey, COTA, request to move from 1.0 FTE to .8 FTE

*Action #17083* Motion by J. Homola, second by D. Lutkemeier to grant Sarah Whipkey's request to move from 1.0 FTE to .8 FTE with the following condition, "If workload of the OT department necessitates more FTE as determined by NESC administration Sarah will agree to increase her FTE accordingly.

Aye: Arlington; Castlewood; De Smet; Deubrook; Deuel; Elkton; Enemy Swim Day School; Estelline; Florence; Hamlin; Lake Preston; Sioux Valley; Summit; Waubay; Waverly/South Shore; Webster; Willow Lake; Wilmot

Nay: Rosholt

Motion carried.

Adjournment

*Action #17084* With there being no further business, motion by J. Shoemaker, 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, May 15, 2017 at 7:00 P.M.

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**Debbe Koenecke, President**

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**Brice Christensen, Business Manager**