

Northeast Educational Services Cooperative
Advisory Board Meeting
Wednesday, September 6, 2017

The Advisory Board for the Northeast Educational Services Cooperative (NESC) met Wednesday, September 6, 2017 at Hy-Vee in Watertown, South Dakota. The meeting was called to order by Director Aberle at 9:38 A.M. and adjourned at 10:26 A.M.

Present: Justin Downes, Arlington; Steve Benson, Britton-Hecla; Keith Fodness, Castlewood; Luanne Warren, Clark; Abi Van Regenmorter, De Smet; Kimberly Kludt, Deubrook; Chad Schiernbeck, Deuel; Jim Lentz, Estelline; Gary Leighton, Florence; Philip Schonebaum, Henry; Mike Ruth, Iroquois; Tim Casper, Lake Preston; Tess Appel, Rosholt; Laura Schuster, Sioux Valley; Dean Jones, Waubay; Jon Meyer, Waverly; Scott Kludt, Willow Lake; James Block, Webster; Larry Hulscher, Wilmot

Absent: Brian Jandahl, Elkton; Virginia Dolney, Enemy Swim; Patrick Kraning, Hamlin; Kurt Jensen, Summit;

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

ADVISORY BOARD AGENDA

Welcome New Members

Kim Kludt, Chad Schiernbeck, Philip Schonebaum, and Jon Meyer were welcomed as new members.

Elect Chairperson

Motion Appel, second Ruth to nominate Kludt as chairperson, cease nominations, and cast a unanimous ballot. All present voting in favor, motion carried.

Shareen Neuman - SWWC

Shareen Neumann of SWWC gave a presentation.

Financial Report

Business Manager Christensen reviewed the financial report for July 2017.

SPED Compliance Reviews – Elkton, Webster, Willow Lake, Clark Deubrook –Exit Meetings

Director Aberle informed everyone that NESC staff are not required to be present at SPED Compliance Review exit meetings, but could come if the district requests they be present.

Superintendent contact information

Superintendents were asked to update their contact information and return to Director Aberle.

Out of District Placements

Assistant Director Frewing presented information concerning out of district placements.

Substitute teacher salary

NESC is look at updating substitute salaries and is conducting a survey of member school districts.

Meeting Dates

The advisory board will meet October 4, November 1, January 10, February 7, March 7, April 4, and May 2.

Board Agenda

The September 2017 Board of Director's agenda was reviewed.

Adjournment

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

Brice Christensen, Business Manager

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, September 18, 2017

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, September 18 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 8:21 P.M.

Members present:

Martin Murphy, Arlington; Josh Hawkinson, Britton-Hecla; Cory Akin, Castlewood; Barb Aleson, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Krecia Weinberg, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Brett Anderson, Lake Preston; Sandy Hinze, Waubay; Penny Thyen, Waverly/South Shore;

Absent:

Trudi Gaikowski, Clark; Evelyn Eagle, Enemy Swim Day School; Greg Schortzmann, Iroquois; Amber Halming, Rosholt; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Joel Shoemaker, Webster; Tia Felberg, Willow Lake; Denise Lutkemeier, Wilmot

Others Attending:

NESC Staff Representatives: Wendi Lindner, Early Childhood Educator

Member District Superintendents: Brian Jandahl, Elkton

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 #18013 Motion by C. Knutson, second by J. Homola, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

Brian Jandahl and Wendi Lindner were introduced as guests.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #18014 Motion by J. Homola, second by C. Akin, to approve the financial report for the period ending August 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>
August 1, 2017	\$193,068.01	\$484,115.52	\$17,881.26	\$5,794,247.93
<u>Receipts:</u>				
Local Sources	\$15,871.27	\$206,157.98	\$1.58	\$1,888,391.94
State Sources		\$3,195.38		
Federal Sources				
Other	\$9,144.23	\$47,487.00	\$1,678.78	
<u>Total Monthly Receipts</u>	<u>\$25,015.50</u>	<u>\$256,840.36</u>	<u>\$1,680.36</u>	<u>\$1,888,391.94</u>
Total Gross Receipts	\$218,083.51	\$740,955.88	\$19,561.62	\$7,682,639.87
Less Salaries	\$23,200.00	\$260,999.51		
Less Disbursements	\$21,831.30	\$18,291.24	\$4,461.52	\$1,329,123.27
<u>Total Salaries & Disbursements</u>	<u>\$45,031.30</u>	<u>\$279,290.75</u>	<u>\$4,461.52</u>	<u>\$1,329,123.27</u>
Ending Cash Balance August 31, 2017	\$173,052.21	\$461,665.13	\$15,100.10	\$6,353,516.60

Consent Agenda

Action #18015 Motion by C. Akin, second by J. Homola, to approve the following items on the Consent Agenda: 6a) Approval of August 21, 2017 Board of Directors minutes; 6b) Approval of payment of September 2017 claims. All present voting in favor, motion carried.

September 2017 Accounts Payable

GENERAL FUND: AMAZON MISC. SUPPLIES 120.83;AMSTERDAM PRINTING&LITHO,CORP. BOARD SUPPLIES 47.61;APEX LEARNING 3 SEATS 375.00;ASBSD FISCAL/ADMIN REG FEES 55.50;AUTOMATIVE SERVICE CENTER, THE MAINT 42.60;BROOKINGS AUTO MALL MAINT 119.83;CARLSON, ABBIE BACKGROUND CHECK 7.99;CENEX FLEETCARD MAINT & GASOLINE 2,653.01;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 162.97;CHRISTENSEN, BRICE FISCAL MILEAGE 19.47;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 2,484.09;DON'S BODY SHOP MAINT 572.60;DUST TEX SERVICE, INC. O&M - RUG RENTAL 6.67 FRITZ CHEVROLET, INC MAINT 200.00;HAMLIN COUNTY FARMERS COOP MAINT/GASOLINE/PROPANE 1,703.09;HAMLIN COUNTY PUBLISHING ADVERTISING 6.38;HY-VEE FOOD STORE INSERVICE BREAKFAST 18.63;INNOVATIVE OFFICE SOLUTIONS MISC. SUPPLIES 93.09;ITC TELECOM PHONE/INTERNET 165.28;JACKSON CONSULTING T&L SUPPLIES 107.95;JURGENS OIL MAINT 37.91;LORENSBERG, SARA BACKGROUND CHECK 7.99;NESC IMPREST REIMBURSE IMPREST 1,709.51;NESC PAYROLL CLEARING SEPTEMBER 2017 PAYROLL 16,230.94;NORTHLAND AUTO CENTER MAINT 204.64;OFFICE PEEPS, INC. ADMIN SUPPLIES 53.10 PEDERSEN, SHANE LAWN CARE 28.18;PS PUBLISHING PARENT RIGHTS BOOKLETS 63.75;PUBLIC OPINION MINUTES/ADVERTISING 63.99;RON'S AUTO REPAIR MAINT 75.82;SANFORD HEALTH PLAN HSA FEES 1.50;SHERATON SIOUX FALLS FISCAL/ADMIN TRAVEL 38.70;TIME MANAGEMENT SYSTEMS, INC EMPLOYEE TIME CLOCK 2.51;TOWN OF HAYTI O&M - WATER/SEWER 5.72;VERIZON WIRELESS CELL PHONE 110.57;VOYAGER SOPRIS T&L SUPPLIES 315.48;W.W. TIRE SERVICE MAINT 76.40;WEBSTER AUTO CARE MAINT 781.23

FUND TOTAL: \$28,770.53

SPECIAL EDUCATION FUND: AMAZON MISC. SUPPLIES 729.21;AMERICINN HOTEL & SUITES ED SPEC TRAVEL 353.98 AMERICINN ED SPEC TRAVEL 144.00;AMSTERDM PRINTING&LITHO,CORP. BOARD SUPPLIES 269.76;ASBSD FISCAL/ADMIN REG FEES 314.50;BLACKSTONE LODGE & SUITES ED SPEC TRAVEL 420.00;BRITTON-HECLA SCHOOL DISTRICT ESY/SLP MILEAGE 115.92;CARLSON, ABBIE BACKGROUND CHECK 45.26;CDW GOVERNMENT INC. ED SPEC SUPPLIES 636.89;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 47.34;CHILSON, GINA SLP MILEAGE TO STAFF 93.24;CHRISTENSEN, BRICE FISCAL MILEAGE 110.31;COUNTRY INN SUITES ED SPEC TRAVEL 420.00;DOLLAR TREE CB SUPPLIES 47.00;DUST TEX SERVICE, INC.

O&M - RUG RENTAL 34.77;HAMLIN COUNTY FARMERS COOP MAINT/GASOLINE/PROPANE 1,836.00;HAMLIN COUNTY PUBLISHIN;
 ADVERTISING 36.12;HAMPTON ED SPEC TRAVEL 282.00;HY-VEE FOOD STORE INSERVICE BREAKFAST 105.60;INNOVATIVE OFFICE
 SOLUTIONS MISC. SUPPLIES 356.59;ITC TELECOM PHONE/INTERNET 302.22;LORENSBERG, SARA BACKGROUND CHECK 45.26
 MAINSTAY SUITES ED SPEC TRAVEL 530.80;MARSHALL CO. HEALTHCARE CENTER OT/PT PURCH SVCS 2,638.83;MARTIAN, EMILY
 ESY MILEAGE 30.24; CB MILEAGE TO PARENT 176.40;NESC IMPREST REIMBURSE IMPREST 2,229.05
 NESC PAYROLL CLEARING SEPTEMBER 2017 PAYROLL 267,902.93;OFFICE PEEPS, INC. ADMIN SUPPLIES 300.90;OTTER TAIL
 POWER CO. O&M - ELECTRICITY 496.26;PEDERSEN, SHANE LAWN CARE 146.82;PS PUBLISHING PARENT RIGHTS BOOKLETS
 361.25;PUBLIC OPINION MINUTES/ADVERTISING 362.59;SANFORD HEALTH PLAN HSA FEES 8.50;SANFORD WEBSTER MEDICAL
 CENTER OT PURCH SVCS 2,267.50;SHERATON SIOUX FALLS FISCAL/ADMIN TRAVEL 219.30;SW/WC SERVICE COOPERATIVE
 BEHAVIOR ANALYST CONTRACT 7,070.00;TIME MANAGEMENT SYSTEMS, INC EMPLOYEE TIME CLOCK 106.30;TOWN OF HAYTI O&M -
 WATER/SEWER 29.78;VERIZON WIRELESS CELL PHONE 199.22;WAL-MART OT SUPPLIES 62.54;WIESE, RITA SLP MILEAGE TO
 STAFF 24.78

FUND TOTAL: \$291,909.96

Discussion Items

September 6, 2017 Advisory Board Meeting Minutes

Director Aberle reviewed the September advisory board minutes.

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Aberle gave his monthly report.

Policy Revisions

The criminal background check policy, conflict of interest policy, and job description updates, and miscellaneous updates were reviewed.

Rates for Speech Language and Early Childhood services for Sisseton students served at Enemy Swim FACE

Rates for speech language, early childhood, physical therapy, and occupational therapy were discussed.

Substitute Teacher and Paraprofessional Salary

Discussion was held on if changes needed to be made to Center Base substitute and paraprofessional salary.

Action Items

Approve Surplus Vehicle Bids

Action #18016 Motion by J. Homola, second by C. Knutson to approve all high bids on the surplus vehicles. All present voting in favor, motion carried.

Fixed Asset No. 0286	2001 Dodge Stratus	Neal Opdahl	\$827.00
Fixed Asset No. 0292	2000 Dodge Stratus	Jody Howard	\$809.00
Fixed Asset No. 0257	1998 Ford Taurus Wagon	Bryce Johnson	\$407.00
Fixed Asset No. 0279	2000 Chevy Malibu	Neal Opdahl	\$684.00
Fixed Asset No. 0304	2003 Ford Taurus	Shane Roth	\$210.50
Fixed Asset No. 0308	2004 Chevy Classic	Rachel Anderson	\$928.00
Fixed Asset No. 0311	2004 Dodge Stratus	Jody Howard	\$1,310.00
Fixed Asset No. 0318	2005 Ford Taurus	Charles Koenig	\$1,511.00

Approve Policy Revisions

Action #18017 Motion by K. Weinberg, second by A. Schurmann to approve presented policy revisions. All present voting in favor, motion carried.

Approve rates for Speech Language and Early Childhood services for Sisseton students served at Enemy Swim FACE

Action #18018 Motion by C. Akin, second by C. Knutson to approve the rate of \$12.50 per unit for Early Childhood, Speech Language, and Physical Therapy, and \$14.94 per unit for Occupational Therapy (through Sanford Webster), and \$12.75 per unit for Occupational Therapy Assistant (through Sanford Webster) for Sisseton students. All present voting in favor, motion carried.

Approve centerbase substitute teacher and paraprofessional salary

Action #18019 Motion by T. Hlavacek, second by J. Hawkinson to approve centerbase substitute certified educator at \$100 per day and non-certified substitute at \$90 per day. All present voting in favor, motion carried.

Accept Propane Quote

Action #18020 Motion by J. Homola, second by B. Nelson to accept the propane quote of \$1.20 per gallon from Hamlin County Farmers Cooperative for the FY18 year. All present voting in favor, motion carried.

Executive Session

No executive session was held.

Adjournment

Action #18021 With there being no further business, motion by J. Homola, second by J. Hawkinson, 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, October 16, 2017 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager