

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, August 21, 2017

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, August 21 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 8:02 P.M.

Members present:

Martin Murphy, Arlington; Josh Hawkinson, Britton-Hecla; Cory Akin, Castlewood; Norman Koehlmoos, De Smet; Carie Knutson, Deubrook; Debbe Koenecke, Deuel; Arend Schuurman, Elkton; Krecia Weinberg, Estelline; Tracy Hlavack, Florence; Joe Homola, Hamlin; Dave Fuller, Henry; Brian Nelson, Lake Preston; Gene Bjorklund, Sioux Valley; Lisa Amdahl, Summit; Sandy Hinze, Waubay; Penny Thyen, Waverly/South Shore; Tia Felberg, Willow Lake; Denise Lutkemeier, Wilmot

Absent:

Trudi Gaikowski, Clark; Evelyn Eagle, Enemy Swim Day School; Greg Schortzmann, Iroquois; Amber Halming, Rosholt; Joel Shoemaker, Webster;

Others Attending:

NESC Staff Representatives: Linda Conrad, Speech Language Pathologist

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 #18007 Motion by T. Hlavacek, second by D. Lutkemeier, to approve the agenda as presented. All present voting in favor, motion carried.

Introduction of Guests

Brian Jandahl and Linda Conrad were introduced as guests.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #18008 Motion by C. Knutson, second by A. Schuurman, to approve the financial report for the period ending July 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>
July 1, 2017	\$275,788.10	\$727,949.18	\$20,459.66	\$4,049,148.09
<u>Receipts:</u>				
Local Sources	\$4,905.96	\$128.23	\$1.80	\$2,062,185.20
State Sources		\$3,922.34		
Federal Sources		\$150,512.78		
Other	\$88,350.58			\$169,205.86
<u>Total Monthly Receipts</u>	<u>\$93,256.54</u>	<u>\$154,563.35</u>	<u>\$1.80</u>	<u>\$2,231,931.06</u>
Total Gross Receipts	\$369,044.64	\$882,512.53	\$20,461.46	\$6,280,539.15
Less Salaries	\$16,668.30	\$290,034.20		
Less Disbursements	\$159,308.33	\$108,362.81	\$2,580.20	\$486,291.22
<u>Total Salaries & Disbursements</u>	<u>\$175,976.63</u>	<u>\$398,397.01</u>	<u>\$2,580.20</u>	<u>\$486,291.22</u>
Ending Cash Balance July 31, 2017	\$193,068.01	\$484,115.52	\$17,881.26	\$5,794,247.93

Consent Agenda

Action #18009 Motion by M. Murphy, second by D. Fuller, to approve the following items on the Consent Agenda: 6a) Approval of July 17, 2017 Board of Directors minutes; 6b) Approval of payment of August 2017 claims; 6c) Approval of contract amendment, Julie Nelson – early childhood teacher, MA to MA + 15, \$50,017.17; 6d) Approval of contract amendment, Melody Wenz – SLP, \$61,754.02; 6e) Approval of contract, Abbie Carlson – paraprofessional, Webster Center Base, \$13.40 per hour. All present voting in favor, motion carried.

August 2017 Accounts Payable

GENERAL FUND: AMAZON MISC. SUPPLIES 14.85;AMERICAN AIRLINES T&L TRAVEL - BAGGAGE FEE 25.00;CDW GOVERNMENT INC. TECH SUPPLIES 54.63;CENEX FLEETCARD MAINT & GASOLINE 812.15;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 66.29;CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 5.42;DAYS INN FISCAL TRAVEL 11.25;DELYLE'S SOUTH 81 SERVICE, INC. MAINT 432.85;DEWITT, SHAWN T&L MILEAGE 86.52;DUST TEX SERVICE, INC. O&M - RUG RENTAL 6.42;EMC INSURANCE NEW VEHICLES 530.25;HAMLIN COUNTY FARMERS COOP MAINT & GASOLINE 473.96;INNOVATIVE OFFICE SOLUTIONS MISC. SUPPLIES 4.58;JOHNSON AUTOMOTIVE MAINT 31.85;MARRIOTT T&L TRAVEL 1,029.92;NESC IMPREST REIMBURSE IMPREST 842.38;NESC PAYROLL CLEARING AUGUST 2017 PAYROLL 15,702.36;NORTHLAND AUTO CENTER MAINT 86.11;OTTER TAIL POWER CO. O&M - ELECTRICITY 91.12;P/3 ELECTRIC AC UNIT WIRING 104.81;QDOBA MEXICAN GRILL INSERVICE MEAL 104.25;REPORTER AND FARMER WANT AD 5.63;SANFORD HEALTH PLAN JULY HSA ADMIN FEES 1.50;SCOTTING HEATING & COOLING AC UNIT INSTALL/MAINTENANCE 425.04;SD DEPT. OF REVENUE VEHICLES - PLATES/REGISTRATION 84.80;SD FEDERAL PROPERTY AGENCY NEW VEHICLES 23,200.00;SD TEACHER PLACEMENT CENTER TEACHER PLACEMENT MEMBERSHIP 63.00;SIOUX FALLS AIRPORT T&L TRAVEL - PARKING 34.00;SQUARE - TAXI T&L TRAVEL - TAXI 24.00;TOWN OF HAYTI O&M - WATER & SEWER 5.72 UNIVERSITY OF SOUTH DAKOTA READING RECOVERY DUES AND FEES 650.00; US POSTAL SERVICE BOARD - POSTAGE 0.92 W.W. TIRE SERVICE MAINT 19.72

FUND TOTAL: \$45,031.30

SPECIAL EDUCATION FUND: AMAZON MISC. SUPPLIES 1,251.30;AMERICINN ED SPEC TRAVEL 514.99;BONDE, LEROY ESY MILEAGE TO PARENT 73.92;BRITTON-HECLA SCHOOL DISTRICT SLP MILEAGE TO SCHOOL 10.05;CDW GOVERNMENT INC. TECH SUPPLIES 309.57;CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 31.03;CHRISTENSEN, BRICE FISCAL MILEAGE TO STAFF 30.70;DAYS INN FISCAL TRAVEL 63.75;DEUTSCH, JENNIFER ESY MILEAGE 5.04;DUST TEX SERVICE, INC. O&M -

RUG RENTAL 33.44;EMC INSURANCE NEW VEHICLES 3,004.75;GENT, MELISSA PSYCH NASP DUES 210.00;HOUGHTON MIFFLIN CO. PSYCH SUPPLIES 569.91;INNOVATIVE OFFICE SOLUTIONS MISC. SUPPLIES 288.50;NASP PSYCH - NASP DUES 840.00 NCS PEARSON, INC. PSYCH/OT/PT/SLP SUPPLIES 3,616.86;NESC IMPREST REIMBURSE IMPREST 836.40;NESC PAYROLL CLEARING AUGUST 2017 PAYROLL 260,999.51;OTTER TAIL POWER CO. O&M - ELECTRICITY 474.87;P/3 ELECTRIC AC UNIT WIRING 593.89;PRO-ED PSYCH/OT/PT SUPPLIES 1,347.50;QDOBA MEXICAN GRILL INSERVICE MEAL 590.75;REPORTER AND FARMER WANT AD 31.87;SANFORD HEALTH PLAN JULY HSA ADMIN FEES 8.50;SCHOLASTIC MAGAZINES CB SUPPLIES 277.31 SCOTTING HEATING & COOLING AC UNIT INSTALL/MAINTENANCE 2,214.94;SD TEACHER PLACEMENT CENTER TEACHER PLACEMENT MEMBERSHIP 357.00;SUPER DUPER INC. SPEECH SUPPLIES 99.90;THERAPRO, INC. OT SUPPLIES 49.41;TOWN OF HAYTI O&M - WATER & SEWER 29.78;US POSTAL SERVICE BOARD - POSTAGE 5.18;VITAL SOUNDS OT SUPPLIES 168.13;WESTERN PSYCHOLOGICAL SERVICES PSYCH/OT SUPPLIES 352.00

FUND TOTAL: \$279,290.75

Discussion Items

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Aberle gave his monthly report.

NESC Board Policies

Director Aberle reviewed updates to job descriptions, conflict disclosure and authorization policy, and criminal background check policy.

NESC Board In-Service

No board member in-service will be held. NESC administration is available to come to member school districts if requested.

Chairperson appointment of steering/negotiations committee members

President Koenecke appointed the following to join herself and Vice-President Homola on the steering committee: Joel Shoemaker, Gene Bjorklund, Carie Knutson, Cory Akin, Denise Lutkemeier, Tracy Hlavacek.

Action Items

Approval of revised NESC Board policies

Action #18010 Motion by D. Lutkemeier, second by J. Hawkinson to table approval of board policies until September. All present voting in favor, motion carried.

Approval of 8 vehicles as surplus property

Action #18011 Motion by C. Knutson, second by J. Homola to declare 8 vehicles as surplus property to be sold by sealed bids. All present voting in favor, motion carried.

Fixed Asset No. 0286	2001 Dodge Stratus	Serial#: 1B3EJ46X31N654592
Fixed Asset No. 0292	2000 Dodge Stratus	Serial#: 1B3EJ46CXYN227238
Fixed Asset No. 0257	1998 Ford Taurus Wagon	Serial#: 1FAFP57U2WA232636
Fixed Asset No. 0279	2000 Chevy Malibu	Serial#: 1G1ND52J8Y6304238
Fixed Asset No. 0304	2003 Ford Taurus	Serial#: 1FAFP53253G208070
Fixed Asset No. 0308	2004 Chevy Classic	Serial#: 1G1ND52F24M656376
Fixed Asset No. 0311	2004 Dodge Stratus	Serial#: 1B3EL36X04N152101
Fixed Asset No. 0318	2005 Ford Taurus	Serial#: 1FAFP53285A288468

President Koenecke appointed property owners C. Knutson, D. Fuller, and N. Koehlmoos to appraise the vehicles.

Executive Session

No executive session was held.

Adjournment

Action #18012 With there being no further business, motion by C. Akin, second by A. Schuurman, 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, September 18, 2017 at 7:00 P.M.

Debbe Koenecke, President

Brice Christensen, Business Manager