

UNOFFICIAL PROCEEDINGS OF
NORTH CENTRAL SPECIAL EDUCATION COOPERATIVE
GOVERNANCE BOARD

REGULAR MEETING

July 15, 2019

President Rix called the meeting to order at 7:03 p.m. in Student Union Room 267 on NSU Campus. Present: Julie Schneider – Doland via phone, Grant Rix – Groton Area, Jeremy Bottum – Hitchcock-Tulare, ReEtta Sieh – Leola via phone, and Sharon Stroschein – Warner. Dan Nickelson – Frederick Area joined the meeting at 7:29 pm. Absent: Morina Hauck – Edmunds Central, Lisa Olson – Langford Area and Brett Toennies – Northwestern Area. Others present were: Director Kristi Hilzendeger, Business Manager Mike Weber, coop staff member Cathy Goethel, Board Member-elect Jeremy Moes – Doland, Board Member-elect Toni Bukaske – Edmunds Central and Board Member-elect Mary Meilke – Northwestern.

Moved by Stroschein, second Bottum to approve the agenda as presented. Motion carried on a roll call vote with members Schneider, Rix, Bottum, Sieh and Stroschein voting aye. Members voting nay were none.

There were no potential conflict disclosures pursuant to SDCL 23-3.

Members of the public were allowed five minutes to address the board on any topic of their choice. With no public members present to speak, the board proceeded with their remaining agenda items.

Weber presented bills and financial statements from the Fiscal Agent Board Meetings held June 10, 2019 and bills and financials from June 2019. Salaries to be published for 2019-20 were reviewed.

Treasure's report balance May 1, 2019 – 145,716.39; Receipts – 633.22; Expenditures – 81,814.33; Balance May 31, 2019 – 64,535.28. MAY NON-COOP SERVICES: Net Salary – 298.73; FIT – 34.25; Medicare – 11.20; FICA – 47.84; SDRS – 46.90; AFLAC – 4.14, Wellmark – 53.84; Reliastar Life – .15; Deutsch, Jennifer – mileage, 2.90; Waltman, Diane – mileage, 2.32. MAY OTHER SPECIAL REVENUE (COOP): Net Salary – 34,721.73; FIT – 3,556.77; Medicare – 1,359.14; FICA – 5,811.50; SDRS – 6,105.86; Horace Mann – 400.00; AFLAC – 1,025.12; AXA Equitable Life – 1,500.00; SDRS Supplemental – 50.00; Wellmark – 10,268.16; Reliastar Life – 17.13; Avesis Vision – 69.45; Aberdeen American News – legals, 166.50; Deutsch, Jennifer – mileage, 915.24; Gardner, Jodi – supplies, 50.52; Goethel, Cathy – mileage, 773.14; Great Western – charges, 573.51; Hempel, Mary – expenses, 1,017.28; Hilzendeger, Kristi – expenses, 1,037.66; Johnson, Paula – expenses, 393.24; Neiger, Susan – expenses, 331.76; NSU Finance Office – rent, phone 444.07; NSU Post Office – postage, 39.24; Poloncic, TiAnn – mileage, services, 3,443.03; Rasmussen, Lyndsay – expenses, 2,076.98; Reyelts, Diane – expenses, 487.78; Uttermark, Roxana – expenses, 571.88; Waltman, Diane – expenses, 487.88.

Treasure's report balance June 1, 2019 – 64,535.28; Receipts – 452,733.60; Expenditures – 211,106.39; Balance June 30, 2019 – 306,162.49. NON-COOP SERVICES: Net Salary – 896.16; FIT – 102.74; Medicare – 33.58; FICA – 143.52; SDRS – 140.68; AFLAC – 12.42, Wellmark – 161.51; Reliastar Life – .45; ASBSD Worker's Comp – insurance, 20.42; Deutsch, Jennifer – mileage, 2.90; Goethel, Cathy – mileage, 198.94; Johnson, Paula – mileage, 40.60; NCS Pearson – supplies, 870.05; Rasmussen, Lyndsay – mileage, 63.80.

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OTHER SPECIAL REVENUE (COOP): Net Salary – 86,669.87; FIT – 8,740.54; Medicare – 3,430.60; FICA – 14,668.64; SDRS – 15,969.12; Horace Mann – 1,200.00; AFLAC – 2,576.42; AXA Equitable Life – 4,500.00; SDRS Supplemental – 150.00; Wellmark – 28,696.49; Reliastar Life – 43.71; Avesis Vision – 155.01; Aberdeen American News – legals, 233.44; ASBSD Worker’s Comp – insurance, 3,042.58; ASBSD – dues, 775.00; Churchill, Manolis, Freeman & Kludt – legal services, 1,011.79; Comfort Inn – lodging, 301.53; Deutsch, Jennifer – mileage, 346.26; Farmer’s Union Insurance – liability insurance, 5,327.00; Goethel, Cathy – mileage, 147.32; Great Western – charges, 185.62; Hempel, Mary – expenses, 255.20; Hilzendeger, Kristi – mileage, 206.48; Janelle Publications – supplies, 52.00; Johnson, Paula – mileage, 309.72; NCS Pearson – supplies, 7,562.53; Neiger, Susan – mileage, 50.46; NSU Finance Office – rent, phone 448.82; NSU Post Office – postage, 26.47; NSU Bookstore – covers, 32.45; Quill – supplies, 2,199.79; Rasmussen, Lyndsay – mileage, 467.48; SHI International – software, 294.63; Waltman, Diane – mileage, 174.00.

Hilzendeger reported that there was no Advisory Board Meeting held since the June 3, 2019 Governance Board Meeting. The Federal IDEA 611/619 desk audit was also discussed. The audit was approved with no further corrections.

Moved by Schneider, second Bottum to approve the following consent agenda items; minutes of June 3, 2019 Governance Board meeting, May bills and financial statements from June Fiscal Agent Board meeting, bills and financial statements from June 2019 and publish staff salaries for 2019-20 as follows: Jennifer Deutsch - \$63,139.73, Jodi Gardner - \$27,300.00; Cathy Goethel - \$57,754.87, Mary Hempel - \$52,933.57, Kristi Hilzendeger - \$79,457.70; Paula Johnson, \$54,776.68; Susan Neiger - \$53,131.07, Lyndsay Rasmussen - \$51,001.06; Diane Reyelts - \$60,011.73; Roxana Uttermark - \$73,863.03; Diane Waltman - \$48,357.63 and Mike Weber - \$11,319.90. Motion carried on a roll call vote with members Schneider, Rix, Bottum, Sieh and Stroschein voting aye. Members voting nay were none.

Rix thanked all out-going board members for their service to the coop.

Moved by Stroschein, second Bottum to adjourn at 7:25 pm. Motion carried on a roll call vote with members Schneider, Rix, Bottum, Sieh and Stroschein voting aye. Members voting nay were none.

Acting as chairman pro tem, Weber called to order the first meeting of the 2019-20 North Central Special Ed Coop Governance Board at 7:26 pm. New members Moes, Bukaske and Meilke were installed.

Weber opened the floor for nominations for 2019-20 Board President. Moved by Stroschein, second Bottum to nominate Nickelson, cease nominations and declare a unanimous ballot. Motion carried.

Nickelson joined the meeting at 7:29 pm.

Nickelson took nominations for Board Vice-President. Moved by Stroschein, second Rix to nominate Bottum, cease nominations and declare a unanimous ballot. Motion carried.

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Business Manager Weber was appointed record keeper.

Pursuant to SDCL 23-3 Nickelson read a potential conflict disclosure from Weber, who serves as the Business Manager for the North Central Special Ed Coop while under contract as the Business Manager for the Groton Area School District. A copy of the potential conflict is on file in the business office. Moved by Rix, second Bottum to determine that the matter underlying the conflict is fair, reasonable and not contrary to the public interest. Motion carried.

Members of the public were allowed five minutes to address the board on any topic of their choice. With no public members present to speak, the board proceeded with their remaining agenda items.

Weber presented the July advertised budget for 2019-20 including revenue, expenditures and fund balance projections. The final budget will be approved in September at the next Governing Board Meeting.

Moved by Stroschein, second Moes to approve the following consent agenda items: designate First State Bank of Groton as official depository, Aberdeen American News as official newspaper, Rodney Freeman as legal counsel/cooperative attorney, Hilzenderger as Title IX Coordinator and Director of Federal Programs, Weber as South Dakota Retirement agent and authorize him to continue existing funds, establish new accounts and to invest and borrow money as needed, approve Eide Bailly as auditor, adopt NCSEC Special Education Comprehensive Plan, authorize NCSEC Advisory Board of Superintendents to make recommendations to the Governance Board concerning the employment of personnel, budgets, policy and other concerns including approval of July bills for August payment, and authorize Weber use of President's signature stamp. Motion carried.

Moved by Rix, second Stroschein to hold meetings in Aberdeen at 7:00 pm on September 3rd at NSU Graham Hall room #212, on November 4th, January 6th, March 2nd, May 4th at NSU Student Union room #267, on June 1st at NSU Graham Hall room #008 and a special meeting in April at a date and location to be determined. Motion carried.

Copier quotes were reviewed. No action was taken.

Moved by Bottum, second Rix to approve amendment to Business Manager Weber's salary agreement to .15 FTE as per negotiations with the Groton Area School District. Motion carried.

Moved by Meilke, second Moes to approve second reading and adoption of FMLA policy. Motion carried.

Moved by Stroschein, second Bottum to approve second reading and adoption of Purchasing policy. Motion carried.

Moved by Meilke, second Rix to approve second reading and adoption of Payment Procedures policy. Motion carried.

Moved by Moes, second Stroschein to adopt NCSEC Handbook for 2019-20. Motion carried.

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Moved by Rix, second Bottum to adjourn at 8:41 pm. Motion carried.

M. J. Weber, Business Manager

Grant Rix, President

The addition of signatures to this page verifies these minutes as official.

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