

EAST DAKOTA EDUCATIONAL COOPERATIVE  
ANNUAL MEETING  
July 20, 2016

The annual meeting of East Dakota Educational Cooperative was called to order at 5:07 p.m. on Wednesday, July 20, 2016, at East Cooperative Educational Cooperative by President Renee Ullom. Members present were Dennis Husman, Gordon Sweeter and Renee Ullom. Nancy Nelson was absent. Members of administration present were Joan Frevik and Lisa Bjorneberg.

Motion by Husman, second by Sweeter to approve the agenda. Motion carried.

Motion by Sweeter, second by Husman to approve the June 15, 2016 board meeting minutes as published. Motion carried.

Human Resources Director Lisa Bjorneberg presented a Request for School Board Waiver under SDCL 3-23-3 received from Director Joan Frevik. Motion by Husman, second by Sweeter to authorize the waiver because the terms of the contract are fair and reasonable, and not contrary to the public interest such that a waiver should be granted. Motion carried.

Director Joan Frevik gave an update on the Washington, DC Case meeting building renovation and the SD Department of Education's review of cooperatives.

Alternate Board Member Sandy Poppenga joined the meeting at 5:28 p.m.

The FY17 budget hearing was held with no action taken.

Board members for the upcoming year include Renee Ullom from the Brandon Valley School District with Sue Hegland as alternate, Nancy Nelson from the Lennox School District with Sandy Poppenga as alternate, Dennis Husman from the West Central School District with Craig Habben as alternate, Gordon Sweeter from East Dakota Educational Foundation with Lisa Engels as alternate.

Joan Frevik, Director, presided over the meeting for the election of officers.

Nominations were opened for Board President. Motion by Husman, second by Sweeter to nominate Renee Ullom. Nominations ceased. Roll call vote: Dennis Husman, yes; Sandy Poppenga, yes; Gordon Sweeter, yes; Renee Ullom, yes. Motion carried.

President Renee Ullom assumed the chair.

Nominations were opened for Vice President. Motion by Husman, second by Sweeter to nominate Nancy Nelson. Nominations ceased. Roll call vote: Dennis Husman, yes; Sandy Poppenga, yes; Renee Ullom, yes; Gordon Sweeter, yes. Motion carried.

Motion by Husman, second by Poppenga to approve consent agenda items #1 through #16. Motion carried. Consent items approved were: 1. Board meetings will be held the third Wednesday of each month at 5:00 p.m. at East Dakota Education Cooperative. 2. The Official Newspaper is Brandon Valley Challenger. 3. The Official Depository is First National in Sioux Falls, Home Federal and Sioux Falls Federal Credit Union. 4. Designate Tressie Reski as Business Manager. 5. Substitute Teacher Rate for 2016-2017 is \$110 per day. 6. Approve Resolution for Withholding Benefits. 7. Cost per page of records requested by parent is \$0.00. 8. Civil Rights/Equal Employment Opportunity Officer is Lisa Bjorneberg. 9. Safety Deposit Box Authorization for Tressie Reski and Joan Frevik. 10. Authorization to invest funds in the SD Public Funds Investment Trust (FIT), General Fund 11. Federal Program Authorized Representative is Tressie Reski. 12. Authorize the business manager to pay the electric, natural gas, water, telephone, credit card(s) and approved leases as needed when due dates occur prior to board meeting. 14. Authorize Tressie Reski, Joan Frevik and Board

Chairperson as authorized signers on bank accounts. 15. Authorize Tressie Reski, Joan Frevik and Board Chairperson as authorized signers on contracts and agreements. 16. Set reimbursement rates for staff use of personal vehicles and per diem meals consistent with state reimbursement rates. 17. Set number of days for school calendar and approve administrative holidays.

Motion by Poppenga, second by Husman to approve the payroll report by cost center, disbursements and prepaid checks, cash report and personnel report. Motion carried.

June payroll report by cost center. Educator Effectiveness Implementation and Support, \$6,829.68; State Coaching, 928.31; ESA Region 2, \$15,822.65; SPP Coordinator, \$3,862.50; McCrossan, \$34,918.73; Transition Advantage/Project SEARCH, \$12,190.80; High Impact/Career Academy, \$23,563.80; Title 1-SD, \$4,468.23; Career Assessment, \$3,294.68; Administration, \$13,693.17; Physical Therapy, \$13,063.42; Autism Specialist, \$4702.30; Fiscal Services, \$5,166.66; Technical Services, \$4,000; Occupational Therapy, \$12,047.75; DD Council, \$5034.10; Title IIB Math, \$5,077.78; Title III, \$9,500; \$12,547.09 FICA/Medicare expense; and \$22,432.27 Benefits Expense, for a total payroll of \$213,133.92

Additions to Pay: Lorelei Thompson, 7.5 hours additional duty ESY pay in the amount of \$420.68; Amy Mutschelknaus, 5.25 hours additional duty ESY pay in the amount of \$247.70; cell phone stipends of \$20 per month for each month of employment, up to \$240 per year for each of the following employees: Lisa Bjorneberg, Katie Bray, Brandi Gerry, Barb Hansen, Sara Hanson, Kristy Jackson, Terri Jensen, Dianne Mork, Angie Mulder, Amy Mutschelknaus, Janeen Outka, Annlee Ralston, Chad Ray, Karin Reisch, David Roemen, Dallas Schneiderman, Lorelei Thompson, Jolie Tostenson and Dianna Tyler. Corrections to Pay: Arlene Poncelet, FY17 salary corrected from \$60,934.14 to \$60,409.14. Reductions to Staff: Zach Ireland resigned as Transition Coach at Teachwell Transitions effective June 30, 2016. Additions to Staff: Brian Snyders, hired as Social Studies Teacher at Teachwell McCrossan between July 1, 2016 and June 30, 2017, at a salary of \$45,000 for 226 days; Brandon Stahl, hired as Middle School Teacher at Teachwell McCrossan between July 1, 2016 and June 30, 2017, at a salary of \$40,000 for 226 days; Roxane Dyk, hired as Instructional Coach between July 1, 2016 and June 30, 2017 at a salary of \$58,500 for 205 days, plus \$20 per month cell stipend.

July disbursements of \$52,599.43 in general funds and \$2657 in food service fund for a total of \$55,256.43 as presented.

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
LENNOX INDEPENDENT	COMMUNICATIONS	\$265.19
BRAY, KATHERINE	CONSUMABLE SUPPLIES	\$47.91
JCL SOLUTIONS - JANITORS CLOSET	CONSUMABLE SUPPLIES	\$35.80
OFFICE DEPOT	CONSUMABLE SUPPLIES	\$629.51
SCHOOL SPECIALTY	CONSUMABLE SUPPLIES	\$903.35
AVERA MCKENNAN HOSPITAL	CONSUMABLE SUPPLIES	\$69.50
ESTR PUBLICATIONS	CONSUMABLE SUPPLIES	\$306.40
SHERMAN SELF STORAGE	CONSUMABLE SUPPLIES	\$166.00
SUNSHINE FOODS #1	CONSUMABLE SUPPLIES	\$4.25
CHILD NUTRITION SERVICES	COST OF SALES-PURCHASED FOOD	\$2,657.00
ADVANCE PAYMENT ACCOUNT	Non-Technology Supplies	\$200.87
AMAZON	Non-Technology Supplies	\$136.99
FREVIK, JOAN	Non-Technology Supplies	\$278.90
OUTKA, JANEEN	Non-Technology Supplies	\$15.96
PIZZA RANCH OF HARTFORD	Non-Technology Supplies	\$103.00
SUNSHINE FOODS #1	Non-Technology Supplies	\$37.43
AMAZON	OTHER NON-CONSUMABLE SUPPLIES	\$2,205.34
JCL SOLUTIONS - JANITORS CLOSET	OTHER NON-CONSUMABLE SUPPLIES	\$660.00
SOCIAL THINKING	OTHER NON-CONSUMABLE SUPPLIES	\$104.52
SUPER DUPER PUBLICATIONS	OTHER NON-CONSUMABLE SUPPLIES	\$20.45
ADVANCE PAYMENT ACCOUNT	OTHER NON-CONSUMABLE SUPPLIES	\$183.49
AMAZON	OTHER NON-CONSUMABLE SUPPLIES	\$1,181.03
GOPHER SPORT	OTHER NON-CONSUMABLE SUPPLIES	\$305.90
JOSEPHINE'S INC.	OTHER NON-CONSUMABLE SUPPLIES	\$225.00

KARL'S	OTHER NON-CONSUMABLE SUPPLIES	\$3,039.91
SCHOOL OUTFITTERS	OTHER NON-CONSUMABLE SUPPLIES	\$559.26
VISA	OTHER NON-CONSUMABLE SUPPLIES	\$1,000.00
PIE IN THE SKY STUDIOS	OTHER PROFESSIONAL & TECHNICAL	\$600.00
WRIGHTSMAN, ANGIE	OTHER PROFESSIONAL & TECHNICAL	\$1,680.00
ADVANCE PAYMENT ACCOUNT	Other Purchased Services	\$48.00
BUREAU OF ADMINISTRATION	Other Purchased Services	\$7.68
DANIEL, CHER	Other Purchased Services	\$2,578.50
Meyer, Tammy	Other Purchased Services	\$750.00
POWERS, MICHELLE A	Other Purchased Services	\$500.00
TESTPOINT	Other Purchased Services	\$48.00
VISUAL SOLUTIONS	Other Purchased Services	\$112.50
WARZECHA, TONIA	Other Purchased Services	\$2,493.39
West Central School District	Other Purchased Services	\$317.59
JOY RANCH	Other Purchased Services	\$350.00
VISUAL SOLUTIONS	Other Purchased Services	\$75.00
ARGUS LEADER	PERIODICALS	\$358.08
ADVANCE PAYMENT ACCOUNT	PHONE	\$40.00
BUREAU OF ADMINISTRATION	PHONE	\$12.26
CENTURYLINK	PHONE	\$47.00
MUTSCHELKNAUS, AMY	PHONE	\$20.00
TOSTENSON, JOLIE	PHONE	\$20.00
ADVANCE PAYMENT ACCOUNT	PHONE	\$20.00
BRADFELDT-WARING, SARA	PHONE	\$20.00
BRAY, KATHERINE	PHONE	\$20.00
GERRY, BRANDI	PHONE	\$20.00
MUSSER, NATALIE	PHONE	\$20.00
OUTKA, JANEEN	PHONE	\$20.00
TYLER, DIANNA	PHONE	\$20.00
FREVIK, JOAN	POSTAGE	\$27.95
QUALIFIED PRESORT SERVICES	POSTAGE	\$312.36
SISSON PRINTING, INC.	PRINTING & BINDING	\$146.40
NOVAK SANITARY SERVICE	PUBLIC UTILITY SERVICE	\$307.15
XCEL ENERGY	PUBLIC UTILITY SERVICE	\$1,003.97
ASBSD	REGISTRATION FEES	\$775.00
LENNOX SCHOOL DISTRICT	REGISTRATION FEES	\$317.86
SCHOOL ADMINISTRATORS OF SD	REGISTRATION FEES	\$75.00
ADVANCE PAYMENT ACCOUNT	REGISTRATION FEES	\$30.00
SCHOOL ADMINISTRATORS OF SD	REGISTRATION FEES	\$1,188.00
EAST DAKOTA FOUNDATION	RENTALS	\$3,800.00
ABC AUTOMATIC BUILDING CONTROL	REPAIRS & MAINTENANCE SERVICES	\$145.86
C & D SERVICES INC.	REPAIRS & MAINTENANCE SERVICES	\$800.00
CENTURY BUSINESS PRODUCTS	REPAIRS & MAINTENANCE SERVICES	\$1,184.57
MADISON LAWN CARE, INC.	REPAIRS & MAINTENANCE SERVICES	\$700.00
NORBERG PAINTS INC	REPAIRS & MAINTENANCE SERVICES	\$121.06
AMAZON	TEXTBOOKS/INSTRUCT. SOFTWARE	\$99.92
ADVANCE PAYMENT ACCOUNT	TRAVEL	\$218.40
BJORNEBERG, LISA	TRAVEL	\$34.44
BRADFELDT-WARING, SARA	TRAVEL	\$329.28
BRAY, KATHERINE	TRAVEL	\$701.39
COMFORT INN & SUITES	TRAVEL	\$280.00
COUNTRY INN & SUITES WATERTOWN	TRAVEL	\$288.00
FREVIK, JOAN	TRAVEL	\$33.36
GERRY, BRANDI	TRAVEL	\$661.66
HANSEN, BARBARA	TRAVEL	\$835.12
HOLIDAY INN - SPEARFISH	TRAVEL	\$278.68
JACKSON, KRISTY	TRAVEL	\$12.60
LENNOX SCHOOL DISTRICT	TRAVEL	\$333.68
MUSSER, NATALIE	TRAVEL	\$375.06

MUTSCHELKNAUS, AMY	TRAVEL	\$141.12
OUTKA, JANEEN	TRAVEL	\$849.44
PRAIRIE VISTA INN	TRAVEL	\$70.00
REISCH, KARIN	TRAVEL	\$55.44
THOMPSON, LORELEI	TRAVEL	\$102.90
TOSTENSON, JOLIE	TRAVEL	\$428.78
TYLER, DIANNA	TRAVEL	\$1,370.98
ADVANCE PAYMENT ACCOUNT	TRAVEL	\$246.36
CEDAR SHORE RESORT, INC.	TRAVEL	\$183.90
GERRY, BRANDI	TRAVEL	\$559.94
OUTKA, JANEEN	TRAVEL	\$248.64
ROEMEN, DAVID	TRAVEL	\$46.20
SFM	WORKERS COMPENSATION	\$9,995.00
		<u>\$55,256.43</u>

CASH REPORT FOR MONTH ENDING: June 30, 2016			
	GENERAL FUND	FOOD SERVICE FUND	TOTAL
<b>TOTAL WORKING BALANCE 06/01/2016</b>	1,819,734.22	(665.06)	1,819,069.16
<b>RECEIPTS:</b>			
LOCAL SOURCES			
Tuition	110,705.20		110,705.20
Other Local Sources	8,383.10	3.10	8,386.20
STATE SOURCES			
DD Council	12,503.52		12,503.52
Other State Sources	125,345.25		125,345.25
FEDERAL SOURCES			
Other Federal Sources		1,382.31	1,382.31
<b>TOTAL RECEIPTS</b>	256,937.07	1,385.41	258,322.48
<b>DISBURSEMENTS:</b>			
<b>TOTAL DISBURSEMENTS</b>	(439,497.53)	(3,551.35)	(443,048.88)
<b>TOTAL WORKING BALANCE 6/30/16</b>	1,637,173.76	(2,831.00)	1,634,342.76

\*Disbursements include Fiscal Agent Checks totaling \$170,906.73

Motion by Sweeter, second by Husman to approve the agreement authorizations as presented. Motion carried. Revenue Agreements: South Dakota Department of Education – to provide School Support Team services between July 1, 2016 and June 30, 2017, for a total contract amount of \$95,411; Lennox School District – to provide 5 slots in the Teachwell Academy Program between July 1, 2016 and June 30, 2017 at a rate of \$33,809.60; Tea Area School District – to provide 3 slots in the Teachwell Academy Program between July 1, 2016 and June 30, 2017 at a rate of \$33,670.56; West Central School District - to provide 6 slots in the Teachwell Academy Program between July 1, 2016 and June 30, 2017 at a rate of \$40,571.52; Harrisburg School District - to provide 6 slots in the Teachwell Academy Program between July 1, 2016 and June 30, 2017 at a rate of \$67,341.12; Brandon Valley School District – to provide 19 slots in the Teachwell Academy Program between July 1, 2016 and June 30, 2017 at a rate of \$128,746.48. Luverne Public School District - to provide 1 slot in the Teachwell Transition /Project SEARCH Program between July 1, 2016 and June 30, 2017 at a rate of \$15,605. Parker School District - to provide 1 slot in the Teachwell Transition /Project SEARCH Program between July 1, 2016 and June 30, 2017 at a rate of \$15,605. West Central School District – to provide Job Shadow Placement Services between July 1, 2016 and June 30, 2017 at a rate of \$11,410. West Central School District – to provide Vocational Transitional Specialist Services between July 1, 2016 and June 30, 2017 at a rate of \$22,439. Brandon Valley School District – to provide Occupational and Physical Therapy Services for Summer 2016 at a rate of \$17,178. Brandon Valley School District – to provide Occupational Therapy Services between July 1, 2016 and June 30, 2017 for a fee of \$167,589. Brandon Valley School District – to provide Physical Therapy Services between July 1, 2016 and June 30, 2017 for a fee of \$178,766. Brandon Valley School District – to provide Autism Specialist Services between July 1, 2016 and June 30, 2017 for a fee of \$79,283.

Motion by Poppenga, second by Sweeter to approve the FY16 budget amendment. Motion carried.

Motion by Husman, second by Poppenga to adjourn the meeting at 5:46 p.m. Motion carried.

Approved this 17<sup>th</sup> day of August 2016.

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Board Member

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Board Member

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Board Member

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Board Member

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Business Manager

Published once at the total approximate cost of\_\_\_\_\_.

FY2017 Salaries to be Published: Bjorneberg, Lisa, \$62,376.02; Bray, Katie, \$273.19/day; Dannen, Elizabeth, \$41,627.52; Duffy, Bernie, \$60,000; Frevik, Joan, \$99,044.78; Gerry, Brandi, \$49,008.75; Hansen, Barb, \$69,763.25; Hanson, Sara, \$49,000.00; Jackson, Kristy, \$40,120.16; Jensen, Terri, \$56,002.26; Lanning, Annie, \$43,500.00; Larson, Sandra, \$46,936.99; Meile-Anderson, Nicole, \$41,627.52; Moore, David, \$48,500; Mork, Dianne, \$52,139.40; Mulder, Angela, \$46,642.25; Musser, Natalie, \$62,433.58; Mutschelknaus, Amy, \$69,257.12; Outka, Janeen, \$75,599.14; Palmer, Leland, \$48,500; Piekarski, Kari, \$45,000; Poncelet, Arlene, \$60,409.14; Ralston, Annlee, \$46,204.20; Ray, Chad, \$65,000; Reisch, Karin, \$33,500; Reski, Tressie, \$65,100; Roemen, David, \$50,400; Ryswyk, Amber, \$40,000; Schneiderman, Dallas, \$54,500; Smalley, Jason, \$45,000; Snyders, Brian, \$45,000; Stahl, Brandon, \$40,000; Stahl, Brenda, \$42,000; Steele, Roberta, \$49,500; Thompson, Lorelei, \$67,610.81; Tostenson, Jolie, \$47,850; Tyler, Dianna, \$273.19/day; Wahl, Rebecca, \$44,000.