

EAST DAKOTA EDUCATIONAL COOPERATIVE
Regular Meeting
September 20, 2017

The regular meeting of East Dakota Educational Cooperative was called to order at 5:02 p.m. on Wednesday, September 20, 2017, at East Dakota Educational Cooperative by President Renee Ullom. Members present were Dennis Husman, Nancy Nelson and Renee Ullom. Members of administration present were Joan Frevik, Lisa Bjorneberg and Tressie Reski.

Motion by Husman, second by Nelson to approve the agenda as amended to include the second reading of the Background Check Policy GCDB, approval of the FY18 Budget under general business and the following revenue agreements: SD Council on Developmental Disabilities – to train Project Search staff and an MOU to provide a Technical Advisor to McLaughlin School District. Motion carried.

Motion by Nelson, second by Husman to approve the August 16, 2017 board meeting minutes as published. Motion carried.

President Ullom asked for Conflict of Interest Disclosures. None were presented.

Director Joan Frevik gave an update on goals and performance standards.

Motion by Husman, second by Nelson to approve items A, C and D in the consent agenda along with item B including the provision to waive the penalty for early termination of Roberta Steele's contract. This clause was included in her contract through an oversight. Motion carried.

The consent agenda addressed the following items: August payroll report: \$165,648 Salaries expense; \$11,612 FICA/Medicare expense; and \$31,483 Benefits Expense, for a total payroll of \$208,743.

Reductions in staff: Roberta Steele – resigned position as fine arts teacher at McCrossan Boys Ranch effective August 31, 2017. Will assist with transition on an as-needed basis through September at regular rate of \$225.22 per day. Additions to Staff: Jacob Holen – hired as fine arts teacher at McCrossan Boys Ranch at a rate of \$37,954.55; Whitley Falor – hired as transition coach for Teachwell Transitions program at a rate of \$30,000. Additions to Pay: Tricia Dick – 29 hours extra duty pay for job coaching. Paid at regular rate of \$20.01 per hour, for a total of \$580.29. Rebecca Wahl – 4 days extra duty pay for subbing at McCrossan, at regular rate of \$243.17 per day for a total of \$972.68. Taylor DeVries – 21 hours extra duty pay for job development. Paid at regular rate of \$21.07 per hour, for a total of \$442.47. Lorelei Thompson – 2 additional ESY hours at regular rate of \$58.34 per hour, for a total of \$116.68. Terri Jensen – 3 hours extra duty pay for training, payable at regular rate of \$40.40 per hour, for a total of \$121.20. Rebecca Thompson – 7.75 hours extra duty pay for job coaching. Payable at regular rate of \$21.42 per hour; 2 hours overtime during August at a rate of \$32.13 per hour. Total additional pay of \$230.27. Whitley Falor - .5 hours of overtime at a rate of \$31.60 per hour, for a total of \$15.80.

September disbursements of \$33,802.33 in general funds, as presented.

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
INDEED.COM	ADVERTISING	\$78.08
KELO-TV	ADVERTISING	\$99.00
ANDERSON PUBLICATIONS	COMMUNICATIONS	\$125.94
SCHOLASTIC	Inst Workbooks and Classroom Subscripts	\$1,258.19
EDGENUITY	Instructional Software	\$8,400.00
KANABLE, SARAH	Instructional Software	\$141.94
TEACHERS PAY TEACHERS	Instructional Software	\$250.32
ADVANCE PAYMENT ACCOUNT	Lunch/Breakfast Program Expense	\$100.00
SANFORD HEALTH PLAN	MEDICAL/DENTAL/LIFE INS	\$26.00
Cenex West Forty	Motor Fuel	\$39.33
ADVANCE PAYMENT ACCOUNT	Non-Technology Supplies	\$1,345.41
AMAZON	Non-Technology Supplies	(\$110.30)

Bank of Montreal Mastercard (p- Career Safe	Non-Technology Supplies	\$58.85
CAROLINA BIOLOGICAL SUPPLY CO	Non-Technology Supplies	\$1,100.00
CENTURY BUSINESS PRODUCTS	Non-Technology Supplies	\$124.58
CHEVYS FRESH MEX	Non-Technology Supplies	\$97.00
DYNAMIC MEASUREMENT GROUP	Non-Technology Supplies	\$176.92
Golf Addiction	Non-Technology Supplies	\$507.50
JACKSON CONSULTING	Non-Technology Supplies	\$335.75
JCL SOLUTIONS - JANITORS CLOSET	Non-Technology Supplies	\$89.00
MENARD'S-WEST	Non-Technology Supplies	\$408.52
MIDSTATES QUALITY IMPRINTED	Non-Technology Supplies	\$159.89
NORBERG PAINTS INC	Non-Technology Supplies	\$100.80
OFFICE DEPOT	Non-Technology Supplies	\$32.56
OLD CHICAGO	Non-Technology Supplies	\$946.30
SCHOOL SPECIALTY	Non-Technology Supplies	\$126.82
SHOPKO - 41ST ST.#76	Non-Technology Supplies	\$26.73
STAHL, BRANDON	Non-Technology Supplies	\$67.41
SUNSHINE FOODS #1	Non-Technology Supplies	\$0.00
TEACHER'S HELPER	Non-Technology Supplies	\$39.19
TEACHERS PAY TEACHERS	Non-Technology Supplies	\$26.52
Teaching Treasures	Non-Technology Supplies	\$53.00
WALMART COMMUNITY	Non-Technology Supplies	\$23.93
AMAZON	OTHER NON-CONSUMABLE SUPPLIES	\$880.56
ADVANCE PAYMENT ACCOUNT	OTHER PURCHASED SERVICES	\$122.45
PICASSO, RICHARD N	OTHER PURCHASED SERVICES	\$570.45
RAY, JAMI L	OTHER PURCHASED SERVICES	\$950.00
TESSIER'S INC MECHANICAL	OTHER PURCHASED SERVICES	\$560.00
TESTPOINT	OTHER PURCHASED SERVICES	\$1,353.87
ADVANCE PAYMENT ACCOUNT	OTHER PURCHASED SERVICES	\$24.00
CENTURYLINK	PHONE	\$75.00
VERIZON WIRELESS	PHONE	\$167.18
QUALIFIED PRESORT SERVICES	POSTAGE	\$127.67
SISSON PRINTING, INC.	PRINTING & BINDING	\$137.39
JUMBO JACK'S STUDENT PLANNERS	PRINTING & BINDING	\$410.35
OUTKA, JANEEN	PRINTING & BINDING	\$270.00
SISSON PRINTING, INC.	PRINTING & BINDING	\$9.20
MIDAMERICAN ENERGY	PUBLIC UTILITY SERVICE	\$84.05
NOVAK SANITARY SERVICE	PUBLIC UTILITY SERVICE	\$63.61
SIOUX FALLS UTILITIES	PUBLIC UTILITY SERVICE	\$314.60
XCEL ENERGY	PUBLIC UTILITY SERVICE	\$67.96
ADVANCE PAYMENT ACCOUNT	REGISTRATION FEES	\$1,134.41
COUNCIL FOR EXCEPTIONAL CHILDREN	REGISTRATION FEES	\$205.00
EAST DAKOTA FOUNDATION	RENTALS	\$160.00
ADVANCE PAYMENT ACCOUNT	REPAIRS & MAINTENANCE SERVICES	\$4,650.00
CENTURY BUSINESS PRODUCTS	REPAIRS & MAINTENANCE SERVICES	\$117.22
ADVANCE PAYMENT ACCOUNT	REPAIRS & MAINTENANCE SERVICES	\$1,519.27
AMAZON	Technology Supplies	\$861.00
MAC DOCTORS	Technology Supplies	\$149.01
VISA	Technology Supplies	\$69.89
BJORNEBERG, LISA	TRAVEL	\$149.99
DEVRIES, TAYLOR	TRAVEL	\$61.32
GERRY, BRANDI	TRAVEL	\$15.54
JACKSON, KRISTY	TRAVEL	\$262.24
JENSEN, TERRI	TRAVEL	\$50.40
MORK, DIANNE	TRAVEL	\$29.82
MUTSCHELKNAUS, AMY	TRAVEL	\$35.70
MY PLACE - FT PIERRE	TRAVEL	\$41.58
OUTKA, JANEEN	TRAVEL	\$72.00
RALSTON, ANNLEE	TRAVEL	\$267.96
REISCH, KARIN	TRAVEL	\$69.72
		\$70.98

ROEMEN, DAVID	TRAVEL	\$115.16
THOMPSON, LORELEI	TRAVEL	\$39.48
TYLER, DIANNA	TRAVEL	\$141.12
UHRICH, MARK	TRAVEL	\$30.24
COUNTRY INN & SUITES WATERTOWN	TRAVEL	\$72.00
GERRY, BRANDI	TRAVEL	\$273.92
OUTKA, JANEEN	TRAVEL	\$669.48
THOMPSON, REBECCA	TRAVEL	\$24.36
	Total	<u>\$33,802.33</u>

CASH REPORT			
FOR MONTH ENDING: August 31, 2017			
	GENERAL	FOOD SVC	
	FUND	FUND	TOTAL
TOTAL BEGINNING WORKING BALANCE	1,809,300.16	26.00	1,809,326.16
RECEIPTS:			
Tuition	322,919.88		322,919.88
Other Local Sources	1,411.47	975.00	2,386.47
ESA, Region 2	920.00		920.00
Other State Sources	164,594.09		164,594.09
TOTAL RECEIPTS	489,845.44	975.00	490,820.44
DISBURSEMENTS:			
Accounts Payable	(38,393.96)	0.00	(38,393.96)
Payroll	(208,742.73)		(208,742.73)
TOTAL DISBURSEMENTS	(247,136.69)	0.00	(247,136.69)
TOTAL ENDING WORKING BALANCE	2,052,008.91	1,001.00	2,053,009.91

Motion by Nelson, second by Husman to approve the agreement authorizations as presented. Motion carried. Revenue Agreements: Sioux Falls School District – to provide a book study for Sioux Falls Lutheran staff; Huron School District – to conduct a high school data analysis; Timber Lake School District – to provide data retreat facilitation; Tripp-Delmont School District – to provide professional development Services; Marion School District – to design and deliver a fall data study; Baltic School District – to purchase 2 slots in the Transition Advantage/Project SEARCH program; Baltic School District – to provide project skills coordination; State of SD, DOE – to provide mentorship program services; SD Council on Developmental Disabilities – grant toward expenses to send staff to International Project SEARCH Conference; McLaughlin School District – to provide Technical Advisor.

A second reading was held on the Background Check Policy GCDB. Motion by Nelson, second by Husman to approve the policy change. Motion carried

Motion by Husman, second by Nelson to approve the FY18 Budget as presented. Motion carried.
Revenue: Tuition from Other LEAs Within the State \$1,527,541; Interest Earned \$1,000; Service Provided Other LEAs, Within State \$523,280; Other Local Revenue \$629,553; Other State Revenue \$501,138; Title I \$109,238; Vocational Education \$21,060; Other Federal Revenue \$61,517; Reserve Cash Fund \$204,882; Total General Fund Revenue \$3,579,210. Sales to Pupils \$14,000; Federal Reimbursement \$10,000; Transfer from Programs \$7,100; Total Food Service Fund Revenue \$31,100. **Expenses:** Instruction-Other Regular Programs \$1,912,028; Title I \$109,238; Placement Services \$113,461; Other Guidance Services \$23,614; Physical Therapy \$172,255; Occupational Therapy \$177,736; Other Therapy Services \$76,458; Improvement of Instruction \$245,430; Technology in School \$57,023; School Administration \$322,823;

Other Fiscal Services \$156,357; Vehicle Servicing & Maintenance Services \$3,000; Other Operation & Maintenance \$97,763; Other Community Services \$82,023; Payments to State-Unemployment \$5,000; Contingency \$25,000; Total General Fund Expenditures \$3,579,210; Other Food Services \$31,100; Total Food Service Fund Expenditures \$31,100.

Motion by Nelson, second by Husman to adjourn the meeting at 5:45 p.m. Motion carried.

Approved this 18th day of October, 2017.

Board President

Business Manager

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