

EAST DAKOTA EDUCATIONAL COOPERATIVE
ANNUAL MEETING
JULY 29, 2015

The annual meeting of East Dakota Educational Cooperative was called to order at 5:00 p.m. on Wednesday, July 29, 2015, at East Cooperative Educational Cooperative by President Renee Ullom. Members present were Dennis Husman, Nancy Nelson, and Renee Ullom. Gordon Sweeter was absent. Members of administration present were Joan Frevik, Deb Esche and Lisa Bjerneberg.

Motion by Nelson, second by Husman to approve the agenda. Motion carried. Action 15-07-01.

Motion by Husman, second by Nelson to approve the June 17, 2015 board meeting minutes as published. Motion carried. Action 15-07-02.

Director Joan Frevik gave an update on the ESEA Reauthorization, Washington, DC Case meeting and the SD Superintendents Conference.

The 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 Poppenda as alternate, Dennis Husman from the West Central School District with Bryan Skinner as alternate, Gordon Sweeter from East Dakota Educational Foundation with Carol Pistulka as alternate.

Deb Esche, Business Manager presided over the meeting for the election of officers.

Nominations were opened for Board President. Motion by Husman to nominate Renee Ullom. Nominations ceased. Roll call vote: Dennis Husman, yes, Nancy Nelson, yes, Renee Ullom, yes. Motion carried. Action 15-07-03.

President Renee Ullom assumed the chair.

Nominations were opened for Vice President. Motion by Nelson to nominate Dennis Husman. Nominations ceased. Roll call vote: Dennis Husman, yes, Nancy Nelson, yes, Renee Ullom, yes. Motion carried. Action 15-07-04.

Motion by Nelson, second by Husman to approve consent agenda items #1 through #17. Motion carried. Action 15-07-05. 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 Lennox Independent. 3. The Official Depository is First National in Sioux Falls, Home Federal and Sioux Falls Federal Credit Union. 4. Designate Debra Esche as Business Manager. 5. Substitute Teacher Rate for 2015-2015 is \$100 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 Bjerneberg. 9. Safety Deposit Box Authorization for Debra Esche and Lisa Bjerneberg. 10. Authorization to invest funds in the SD Public Funds Investment Trust (FIT), General Fund 11. Federal Program Authorized Representative is Debra Esche. 12. Establish Food Service Rates

for FY2016 as \$2.35 student breakfast, \$2.85 adult breakfast, \$3.25 student lunch and \$3.80 adult lunch. 13. Authorize the business manager to pay the electric, natural gas, water, telephone, credit card(s) and approved leases as they become due. 14. Authorize Debra Esche, Joan Frevik and Board Chairperson as authorized signers on bank accounts. 15. Authorize Debra Esche, 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 Husman, second by Nelson to approve the payroll report by cost center, disbursements and prepaid checks, cash report and personnel report. Motion carried. Action 15-07-06.

June payroll report by cost center. Teacher Evaluation Project 240.13; Principal Evaluation Pilot 257.50; SLO 404.61; State Coaching 4,133.37; Educator Effectiveness Research 390.98; Instructional Reading/Math 2,763.65; Statewide Support Team 1,303.27; ESA Region 2 14,519.71; State Performance Plan Coordinators 7,769.74; PBIS 2,706.97; McCrossan 28,333.44; Career Development 130.33; Transition Advantage/Project Search 10,515.37; High Impact/Career Academy 18,460.86; Title I-South Dakota 5,113.53; Career Assessment 3,091.37; Administration 15,346.46; Staff Development 876.07; Physical Therapy 11,580.05; Autism Specialist 4,565.31; Fiscal Services 5,748.04; Technical Services 3,930.35; Occupational Therapy 10,170.42; DD Council 4,796.36; Title II B 4,929.92; Title III 1,213.82; SD STARS 3,704.25. FICA Expense & Medicare 11,783.06 and Benefits Expense 20,425.19 for a total payroll of 199,204.13.

July disbursements of \$57,676.71 in general funds and \$33.90 in food service fund for a total of \$57,710.61 as presented.

<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
KELO-TV	ADVERTISING	\$109.00
ANDERSON PUBLICATIONS	COMMUNICATIONS	\$100.13
ARGUS LEADER MEDIA #1085	COMMUNICATIONS	\$30.00
HEWLETT-PACKARD COMPANY	COMPUTER EQUIPMENT (NON-CAP)	\$7,830.00
SOFTWARE UNLIMITED INC	COMPUTER SOFTWARE (ADMIN)	\$1,519.44
ARGUS LEADER	CONSUMABLE SUPPLIES	\$120.00
LAKESHORE LEARNING MATERIALS	CONSUMABLE SUPPLIES	\$368.17
OFFICEMAX INCORPORATED	CONSUMABLE SUPPLIES	\$28.44
PETTY CASH	CONSUMABLE SUPPLIES	\$75.28
QUALIFIED PRESORT SERVICES	CONSUMABLE SUPPLIES	\$15.64
THERAPRO, INC	CONSUMABLE SUPPLIES	\$132.00
VISA	CONSUMABLE SUPPLIES	\$10.00
WALMART COMMUNITY	CONSUMABLE SUPPLIES	\$22.96
BRAY, KATHERINE	CONSUMABLE SUPPLIES	\$187.04
DUFFY, BERNIE	CONSUMABLE SUPPLIES	\$13.44
HYVEE INC	CONSUMABLE SUPPLIES	\$4.99
OFFICEMAX INCORPORATED	CONSUMABLE SUPPLIES	\$128.88
QUALIFIED PRESORT SERVICES	CONSUMABLE SUPPLIES	\$20.48
SHERMAN SELF STORAGE	CONSUMABLE SUPPLIES	\$166.00
ADVANCE PAYMENT ACCOUNT	DIVIDEND	(\$0.37)
AREA II BUSINESS MANAGER	DUES AND FEES	\$100.00
ADVANCE PAYMENT ACCOUNT	DUES AND FEES	\$48.00
TESTPOINT	DUES AND FEES	\$72.00

BEYOND PLAY	OTHER NON-CONSUMABLE SUPPLIES	\$484.49
FLAGHOUSE INC	OTHER NON-CONSUMABLE SUPPLIES	\$202.71
LAKESHORE LEARNING MATERIALS	OTHER NON-CONSUMABLE SUPPLIES	\$511.88
MAC DOCTORS	OTHER NON-CONSUMABLE SUPPLIES	\$130.00
REALITY WORKS INC	OTHER NON-CONSUMABLE SUPPLIES	\$4,651.50
SCHOOL SPECIALTY	OTHER NON-CONSUMABLE SUPPLIES	\$47.57
SOUTHPAW ENTERPRISES	OTHER NON-CONSUMABLE SUPPLIES	\$562.02
THERAPY SHOPPE INC	OTHER NON-CONSUMABLE SUPPLIES	\$160.55
VISA	OTHER NON-CONSUMABLE SUPPLIES	\$92.92
SOFTWARE UNLIMITED INC	OTHER PROFESSIONAL & TECHNICAL	\$5,350.00
BLACK HILLS STATE UNIVERSITY	OTHER PURCHASED SERVICES	\$14,674.82
BUREAU OF ADMINISTRATION	OTHER PURCHASED SERVICES	\$10.24
BJORNEBERG, LISA	PHONE	\$20.00
CENTURYLINK	PHONE	\$167.06
ESCHE, DEBRA	PHONE	\$20.00
MUSSER, NATALIE	PHONE	\$20.00
MUTSCHELKNAUS, AMY	PHONE	\$20.00
THOMPSON, LORELEI	PHONE	\$20.00
VERIZON WIRELESS	PHONE	\$32.05
BRAY, KATHERINE	PHONE	\$20.00
GERRY, BRANDI	PHONE	\$20.00
HANSEN, BARBARA	PHONE	\$20.00
MALLORY, LINDA	PHONE	\$20.00
MENGENHAUSEN, CRYSTAL	PHONE	\$40.00
OUTKA, JANEEN	PHONE	\$40.00
PARKER, DEAN	PHONE	\$20.00
TYLER, DIANNA	PHONE	\$20.00
PETTY CASH	POSTAGE	\$1.38
QUALIFIED PRESORT SERVICES	POSTAGE	\$227.18
OUTKA, JANEEN	PRINTING & BINDING	\$3.18
DUST-TEX SERVICE, INC.	PUBLIC UTILITY SERVICE	\$25.98
MIDAMERICAN ENERGY	PUBLIC UTILITY SERVICE	\$111.67
NOVAK SANITARY SERVICE	PUBLIC UTILITY SERVICE	\$281.45
SIOUX FALLS UTILITIES	PUBLIC UTILITY SERVICE	\$151.10
XCEL ENERGY	PUBLIC UTILITY SERVICE	\$954.93
MIDAMERICAN ENERGY	PUBLIC UTILITY SERVICE	\$9.89
XCEL ENERGY	PUBLIC UTILITY SERVICE	\$18.41
LENNOX SCHOOL DISTRICT	REGISTRATION FEES	\$60.00
ASBSD	REGISTRATION FEES	\$750.00
VISA	REGISTRATION FEES	(\$200.00)
EAST DAKOTA FOUNDATION	RENTALS	\$3,800.00
RONNING PROPERTY MANAGEMENT	RENTALS	\$550.00
A & B BUSINESS, INC.	REPAIRS & MAINTENANCE SERVICES	\$1,971.65
C & D SERVICES INC.	REPAIRS & MAINTENANCE SERVICES	\$800.00
DUST-TEX SERVICE, INC.	REPAIRS & MAINTENANCE SERVICES	\$25.98
ELECTRIC CONSTRUCTION COMPANY	REPAIRS & MAINTENANCE SERVICES	\$380.61
MADISON LAWN CARE, INC.	REPAIRS & MAINTENANCE SERVICES	\$875.00
OLSON'S PEST TECHNICIANS	REPAIRS & MAINTENANCE SERVICES	\$120.00
TESSIER'S INC MECHANICAL	REPAIRS & MAINTENANCE SERVICES	\$2,016.21
ADVANCE PAYMENT ACCOUNT	SALES TO PUPILS	\$20.00
PETTY CASH	SALES TO PUPILS	\$13.90
BJORNEBERG, LISA	TRAVEL	\$31.08
DAYS INN OF PIERRE	TRAVEL	\$216.00
DUFFY, BERNIE	TRAVEL	\$57.72

ESCHE, DEBRA	TRAVEL	\$11.10
GERRY, BRANDI	TRAVEL	\$397.95
LENNOX SCHOOL DISTRICT	TRAVEL	\$290.00
MALLORY, LINDA	TRAVEL	\$84.36
MUSSER, NATALIE	TRAVEL	\$379.30
MUTSCHELKNAUS, AMY	TRAVEL	\$56.24
OUTKA, JANEEN	TRAVEL	\$597.40
PARKER, DEAN	TRAVEL	\$23.31
RAMADA INN-MITCHELL	TRAVEL	\$72.75
THOMPSON, LORELEI	TRAVEL	\$81.03
TOSTENSON, JOLIE	TRAVEL	\$616.43
TYLER, DIANNA	TRAVEL	\$202.76
BEST WESTERN RAMKOTA INN -	TRAVEL	\$144.00
BRAY, KATHERINE	TRAVEL	\$439.71
COMFORT SUITES	TRAVEL	\$288.00
GERRY, BRANDI	TRAVEL	\$107.30
HANSEN, BARBARA	TRAVEL	\$479.94
HOLIDAY INN - SPEARFISH	TRAVEL	\$115.00
OUTKA, JANEEN	TRAVEL	\$661.44
QUALIFIED PRESORT SERVICES	TRAVEL	\$9.34
TYLER, DIANNA	TRAVEL	\$470.10
VISA	TRAVEL	\$430.50
Grand Total		\$57,710.61

EAST DAKOTA EDUCATIONAL COOPERATIVE CASH REPORT FOR MONTH ENDING: JUNE 30, 2015			
	GENERAL FUND	FOOD SERVICE FUND	TOTAL
TOTAL WORKING BALANCE 6/1/15	1,449,754.87	(1,896.28)	1,447,858.59
OPERATING TRANSFER	(4,000.00)	4,000.00	0.00
RECEIPTS:			
LOCAL SOURCES			
Tuition	142,523.65		142,523.65
Other Local Sources	8,801.04		8,801.04
ESA, Region 2	600.00		600.00
STATE SOURCES			
DD Council	12,949.17		12,949.17
Other State Sources	287,007.07	120.20	287,127.27
FEDERAL SOURCES			
DD Council	4,316.39		4,316.39
Other Federal Sources		777.93	777.93
TOTAL RECEIPTS	<u>456,197.32</u>	<u>898.13</u>	<u>457,095.45</u>
TOTAL DISBURSEMENTS	(229,610.84)	(1,963.90)	(231,574.74)
TOTAL WORKING BALANCE 6/30/15	<u>1,672,341.35</u>	<u>1,037.95</u>	<u>1,673,379.30</u>

Additions to Staff: Karin Reisch hired as Substitute at McCrossan Boys Ranch at a rate of \$100 per day beginning 6/22/15. Subsequently hired as Educational Administrative Assistant in year-round full-time position beginning August 1, 2015, at a rate of \$31,000 annually. Extra duty pay in the amount of \$119.23 per day to be paid for 9 training days completed in June and July; Brenda Stahl hired as SPED Teacher at McCrossan Boys Ranch beginning July 1, 2015, at a rate of \$35,000 for 226 days. Eric Hettinger hired as Middle School Teacher at McCrossan Boys Ranch beginning July 1, 2015, at a rate of \$32,800 for 226 days. Additions to Pay: Amy Mutschelknaus extra duty pay for summer services as follows: 15.5 hours in FY15, at a rate of \$45.81 per hour; 23.5 hours in FY16 at a rate of \$47.18 per hour; Dianne Mork extra duty pay for summer services as follows: 12 hours in FY16 at a rate of \$43.26 per hour; Annlee Ralston extra duty pay for summer services as follows: 11 hours in FY15, at a rate of \$33.92 per hour; 4.5 hours in FY16 at a rate of \$38.33 per hour; Lorelei Thompson extra duty pay for summer services as follows: 32.5 hours in FY15, at a rate of \$54.46 per hour; 40.5 hours in FY16 at a rate of \$56.09 per hour; Angie Mulder extra duty pay for summer job coaching at a rate of \$15.00 per hour; and for attending national Project SEARCH conference at a rate of \$219.02 per day for 4 days between July 14-17; Nicole Meile Anderson extra duty pay in the amount of \$187.18 per day for training new staff on electronic recordkeeping. Change of Assignment: Annie Lanning FY16 contract amended to reflect transfer from teaching position at McCrossan Boys Ranch to teaching position at High Impact/Career Academy. Salary amended from \$39,543.58 for 226 days to \$36,500 for 185 days. Extra duty pay for substitute coverage at McCrossan Boys Ranch in July at a rate of \$174.97 per day.

Motion by Nelson, second by Husman to approve the agreement authorizations as presented. Motion carried. Action 15-07-07. Agreements approved were: Revenue Agreements: SD Council on Developmental Disabilities to provide executive director services between June 1, 2015 and May 31, 2016, at a rate of \$73,613.00; Howard School District to provide Transition Advantage/Project SEARCH services between July 1, 2015 and June 30, 2016 for a fee of \$15,450; Lennox School District to provide High Impact/Career Academy services between July 1, 2015 and June 30, 2016 for a fee of \$31,020; Lennox School District to provide Project Skills coordination between July 1, 2015 and June 30, 2016 for a fee of \$990; Lennox School District to provide Transition Advantage/Project SEARCH services between July 1, 2015 and June 30, 2016 for a fee of \$15,450; West Central School District to provide Project Skills services between July 1, 2015 and June 30, 2016 for a fee of \$21,785; West Central School District to provide Career Link services between July 1, 2015 and June 30, 2016 for a fee of \$11,078; West Central School District to provide High Impact/Career Academy services between July 1, 2015 and June 30, 2016 for a fee of \$43,428; Baltic School District to provide Project Skills services between July 1, 2015 and June 30, 2016 for a fee of \$990; Baltic School District to provide Transition Advantage/Project SEARCH services between July 1, 2015 and June 30, 2016 for a fee of \$15,450; Tri-Valley School District to provide Project Skills services between July 1, 2015 and June 30, 2016 for a fee of \$990; Dell Rapids School District to provide Transition Advantage/Project SEARCH services between July 1, 2015 and June 30, 2016 for a fee of \$30,900; Dell Rapids School District to provide High Impact/Career Academy services between July 1, 2015 and June 30, 2016 for a fee of \$10,296; Dell Rapids School District to provide Project Skills services between July 1, 2015 and June 30, 2016 for a fee of \$990; Mid-Central Educational Cooperative to provide SD College Access Services between August 15, 2014 and May 30, 2015 for a fee of \$37,500; SD Dept of Education to attend the Summer 2015 Train the Trainer Event for Teachscape between June 1, 2015 and August 31, 2015 for a fee not to exceed \$2,400; SD Dept of Education to provide Science Standard coaching services between July 1, 2015 and May 31, 2016 for a fee not to exceed \$12,300. Expense Agreements: Sioux Falls Schools to purchase food services between August 25, 2015 and May 24, 2016 at a rate of \$3.55 for lunch and \$2.45 for breakfast.

Motion by Nelson, second by Husman to approve the disposal of surplus property as submitted. A listing is on file in the business office. Motion carried. Action 15-07-08.

Motion by Husman, second by Nelson to adjourn the meeting at 5:25 p.m. Motion carried.
Action 15-07-09.

Approved this 19th day of August 2015.

Board Member

Board Member

Board Member

Board Member

Business Manager

Published once at the total approximate cost of _____.

FY2016 Salaries to be Published: Anderson, Dan, \$39,019.50; Boyka, Gabrielle, \$35,940.00; Christensen, James, \$38,708.37; DeJong, Erik, \$33,844.50; Lanning, Annie, \$36,500; Moore, David, \$38,437.03; Palmer, Leland \$38,961.54; Schneiderman, Dallas, \$39,174.38; Steele, Roberta, \$39,707.78; Hettinger, Eric, \$32,500; Stahl, Brenda, \$35,000; Dannen, Elizabeth, \$34,627.52; Larson, Sandra, \$39,936.99; Meile-Anderson, Nicole, \$34,627.52; Ray, Chad, \$52,832.35; Ryswyk, Amber \$32,000.00; Doyen, Lisa, \$51,941.27; Mulder, Angela, \$39,642.25; O'Fallon, Annie, \$15,840.58; Mutschelknaus, Amy, \$67,567.92; Ralston, Annlee \$44,770.62; Jensen, Terri, \$54,636.35; Thompson, Lorelei, \$65,961.77; Mork, Dianne, \$50,521.66; Bjorneberg, Lisa, \$52,739.07; Jackson, Kristy, \$38,209.67; Parker, Dean, \$58,163.16; Reisch, Karin, 31,000.00; Hansen, Barb, \$68,263.25; Musser, Natalie, \$60,933.58 ; Outka, Janeen, \$74,099.14; Tostenson, Jolie, \$46,350.00; Gerry, Brandi, \$47,508.75; Poncelet, Arlene, \$57,556.32; Duffy, Bernie, \$53,619.42; Frevik, Joan, \$110,909.26 ; Esche, Debra, \$80,939.99; Tyler, Dianna, \$265.23/day; Bray, Katie \$265.23/day.