

**MINUTES OF THE BUDGET HEARING AND REGULAR BOARD MEETING OF THE
CORE EDUCATIONAL COOPERATIVE
BOARD OF DIRECTORS
THURSDAY, JULY 16, 2020**

Vice-President D. Larsch called the budget hearing to order at 9:49 a.m. and the regular meeting of the Board of Directors of the Core Educational Cooperative to order at 9:57 a.m. on Thursday, July 16, 2020, at CORE Educational Cooperative Office in Platte, SD.

Members present: Tina Westendorf (Armour), Joel Koskan (Colome), Karen Timanus via Zoom Conferencing (Gregory), Lisa Pazour joined at 10:00 a.m. (Kimball), Dale Larsch (Mt. Vernon), Lindsay Weich via Zoom Conferencing (Plankinton), Ross Vanzee (Platte-Geddes), Jim Burg (Wessington Springs), and Tara Hochhalter via Zoom Conferencing (Wolsey-Wessington).

Members absent: Joe Kellen (Burke), Chad Clites (Corsica-Stickney), and Kris Pursell (White Lake).

Superintendents: Andrea Powell via Zoom Conferencing (Armour), Erik Person via Zoom Conferencing (Burke), Debbie O'Doan via Zoom Conferencing (Colome), Scott Muckey via Zoom Conferencing (Corsica-Stickney), Joel Bailey via Zoom Conferencing (Platte-Geddes), Pandi Pittman (Wessington Springs), and Jennifer Boomsma via Zoom Conferencing (Wolsey-Wessington).

Others present: Valerie Johnson (Director), Catrina Brown (Business Manager), and Jane Keller (Office Assistant).

Additional Agenda Items

No additional agenda items were added.

Approve Agenda

Motion Platte-Geddes, seconded by Colome approving the agenda. Roll call vote was held with all members voting aye. Motion carried.

Budget Hearing

Time was allowed for a hearing on the proposed 2020-2021 budget in accordance with SDCL 13-11-02. No action taken.

Adjourn Meeting

Motion Colome, seconded by Wessington Springs to adjourn the budget hearing meeting at 9:57 a.m. Roll call vote was held with all members voting aye. Motion carried.

Additional Agenda Items

No additional agenda items were added.

Approve Agenda

Motion Armour, seconded by Colome approving the agenda. Roll call vote was held with all members voting aye. Motion carried.

Approve Minutes from June 24, 2020 and July 2, 2020 Meetings

Motion Wessington Springs, seconded by Platte-Geddes approving the minutes of the meetings held on June 24, 2020 and July 2, 2020. Roll call vote was held with all members voting aye. Motion carried.

Public Forum

Introductions were made for the new office staff, Jane Keller.

Approve Financial Reports

Motion Kimball, seconded by Gregory approving the report of cash transactions, revenue summary report and expenditure reports dated June 30, 2020. Roll call vote was held with all members voting aye. Motion carried.

Approve July 2020 Bills

Motion Platte-Geddes, seconded by Wolsey-Wessington approving the following bills for payment:

Check #	Vendor Name	Account Number	Invoice Detail Description	Invoice Amount
2145	SOFTWARE HOUSE INTERNATIONAL	10 2227 000 473	MICROSOFT LICENSING FOR 20-21	\$ 1,284.72
2134	MID CENTRAL EDUCATIONAL COOP	10 2535 000 520	OFFICE LEASE PAYMENT - JULY & AUGUST	\$ 1,000.00
2131	HUB INTERNATIONAL MOUNTAIN STATE	10 2545 000 550	CAR INSURANCE FOR 20-21	\$ 22,822.00
2130	FIRST DAKOTA INDEMNITY COMPANY	10 2623 000 240	ED SPEC WORKMAN'S COMP	\$ 149.04
2144	SEVERSON'S SERVICE	10 2623 000 413	ED SPEC OIL CHANGE - KARLA #23	\$ 66.15
Fund 10 Total:				\$ 25,321.91
2130	FIRST DAKOTA INDEMNITY COMPANY	22 2126 000 240	ED EVAL WORKMAN'S COMP	\$ 149.04

2130	FIRST DAKOTA INDEMNITY COMPANY	22 2149 000 240	PSYCH WORKMAN'S COMP	\$ 745.04
2130	FIRST DAKOTA INDEMNITY COMPANY	22 2159 000 240	SPEECH WORKMAN'S COMP	\$ 1,490.40
2137	PEARSON	22 2159 000 411	SPEECH SUPPLIES - INV #9868065	\$ 392.52
2142	SD DIVISION OF CRIMINAL INVESTIGATION	22 2159 000 411	SPEECH FINGERPRINTS	\$ 43.25
2144	SEVERSON'S SERVICE	22 2159 000 413	SPEECH CAR REPAIR - JAMIE #11	\$ 88.50
2147	US BANK VOYAGER FLEET SYSTEMS	22 2159 000 413	SPEECH FUEL	\$ 23.20
2130	FIRST DAKOTA INDEMNITY COMPANY	22 2171 000 240	PT WORKMAN'S COMP	\$ 149.04
2148	VERIZON WIRELESS	22 2171 000 340	PT MIFI	\$ 40.01
2147	US BANK VOYAGER FLEET SYSTEMS	22 2171 000 413	PT FUEL	\$ 44.71
2130	FIRST DAKOTA INDEMNITY COMPANY	22 2172 000 240	OT WORKMAN'S COMP	\$ 298.08
2147	US BANK VOYAGER FLEET SYSTEMS	22 2172 000 413	OT FUEL	\$ 46.00
2129	FIRST BANK & TRUST	22 2319 000 411	BOARD SUPPLIES-WEBSITE	\$ 145.34
2118	VERN EIDE OF MITCHELL	22 2319 000 550	2020 FORD FUSION - RED	\$ 16,068.00
2118	VERN EIDE OF MITCHELL	22 2319 000 550	2020 FORD FUSION	\$ 19,968.00
2126	ASBSD	22 2319 000 640	BOARD DUES 20-21	\$ 775.00
2143	SD TEACHER PLACEMENT CENTER	22 2319 000 640	BOARD DUES 20-21	\$ 435.00
2131	HUB INTERNATIONAL MOUNTAIN STATE	22 2319 000 651	PROPERTY INSURANCE FOR 20-21	\$ 10,246.00
2130	FIRST DAKOTA INDEMNITY COMPANY	22 2321 000 240	OFFICE ASSISTANT WORKMAN'S COMP	\$ 149.04
1367	KELLER, JANE	22 2321 000 411	OFFICE ASSISTANT FINGERPRINTS	\$ 15.00
2142	SD DIVISION OF CRIMINAL INVESTIGATION	22 2321 000 411	OFFICE ASSISTANT FINGERPRINTS	\$ 43.25
2130	FIRST DAKOTA INDEMNITY COMPANY	22 2329 000 240	DIRECTOR WORKMAN'S COMP	\$ 149.04
2129	FIRST BANK & TRUST	22 2329 000 411	DIRECTOR SUPPLIES	\$ 30.58
2147	US BANK VOYAGER FLEET SYSTEMS	22 2329 000 413	DIRECTOR FUEL	\$ 49.89
2141	SCHOOL ADMINISTRATORS OF SD	22 2329 000 640	DIRECTOR DUES 20-21	\$ 625.00
2130	FIRST DAKOTA INDEMNITY COMPANY	22 2529 000 240	FISCAL WORKMAN'S COMP	\$ 149.04
2146	SOFTWARE UNLIMITED, INC.	22 2529 000 411	FISCAL ACCOUNTING PROGRAM 20-21	\$ 4,900.00
2141	SCHOOL ADMINISTRATORS OF SD	22 2529 000 640	FISCAL DUES 20-21	\$ 270.00
2136	NORTHWESTERN ENERGY	22 2549 000 321 001	OFFICE ELECTRICITY	\$ 230.00
2127	CITY OF PLATTE	22 2549 000 321 002	OFFICE WATER AND SEWER	\$ 70.28
2139	ROCKFORD'S SANITATION, LLC	22 2549 000 323	OFFICE GARBAGE	\$ 54.00
2135	MIDSTATE COMMUNICATIONS	22 2549 000 340	OFFICE PHONE	\$ 318.60
2148	VERIZON WIRELESS	22 2549 000 340	OFFICE MIFI	\$ 40.01
2138	PLATTE FOOD CENTER	22 2549 000 411	OFFICE SUPPLIES	\$ 14.71
2130	FIRST DAKOTA INDEMNITY COMPANY	22 2765 000 240	BIRTH TO 3 WORKMAN'S COMP	\$ 223.56
2130	FIRST DAKOTA INDEMNITY COMPANY	22 2765 019 240	FAMILY TRAINER WORKMAN'S COMP	\$ 74.60
Fund 22 Total:				\$ 58,553.73
2130	FIRST DAKOTA INDEMNITY COMPANY	53 2226 000 240	VS WORKMAN'S COMP	\$ 298.08
2128	DYK, ROXANE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 160.00
2132	LARSON, ERIN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 240.00
2140	ROTH, NICOLE	53 2226 000 319 201	BLACKBOARD TEACHER PAYMENT	\$ 100.00
2133	LEMKE, MERCEDES	53 2226 000 319 202	BLACKBOARD TEACHER PAYMENT	\$ 250.00
2148	VERIZON WIRELESS	53 2226 000 340	VS PHONE	\$ 54.49
Fund 53 Total:				\$ 1,102.57
Report Total:				\$ 84,978.21

Roll call vote was held with all members voting aye. Motion carried.

Approve Other Payroll

No action taken.

Officially adjourn the 2019-2020 Cooperative Board and appoint Director Valerie Johnson as temporary chairperson

Motion Kimball, seconded by Colome to officially adjourn the 2019-2020 cooperative board meeting at

10:14 a.m. and appoint director Valerie Johnson as temporary chairperson. Roll call vote was held with all members voting aye. Motion carried.

Oath of Office per SDCL 3-1-5 for any new board members

The Business Manager administered the oath of office per SDCL 3-1-5 to Lindsay Weich, Plankinton.

Organize the 2020-2021 Board of Education

Motion by Kimball, seconded by Colome to nominate Chad Clites as President for 2020-2021 year, nominations ceased by Colome and Chad Clites was elected by unanimous ballot. Roll call vote was held with all members voting aye. Motion carried.

Motion Armour, seconded by Colome to nominate Dale Larsch as Vice President for 2020-2021 year, nominations ceased by Colome and Dale Larsch was elected by unanimous ballot. Roll call vote was held with all members voting aye. Motion carried.

Meeting was turned back over to Vice President Dale Larsch.

Approve Potential Conflict of Interest per SDCL 3-23

Motion Colome, seconded by Platte-Geddes to approve the conflict of interests for Tina Westendorf, Jim Burg and Lisa Pazour as they currently serve on both the CORE board and the Mid Central Educational Coop board. Roll call vote was held with with Armour, Wessington Springs, and Kimball abstaining from voting on their own conflict of interest waiver. Motion carried.

Annual Meeting Approvals

Motion Kimball, seconded by Wessington Springs to approve the following items:

- a. Designate the *Charles Mix County News* as the cooperative’s official newspapers for the 2020-2021 school year.
- b. Designate Rodney Freeman as the cooperative’s official legal counsel
- c. Authorize Catrina Brown (Business Manager) Chad Clites (Board President) and Dale Larsch (Board Vice-President) as signer on all accounts and depositories.
- d. Designate depositories of Core Educational Cooperative as First Fidelity (Platte), Farmer’s State Bank (Parkston), and BankWest (Geddes).
- e. Designate Director and Business Manager as authorized purchasing agents.
- f. Authorize Business Manager to advertise for bids and quotes on necessary materials.
- g. Authorize Business Manager to Invest and Reinvest Funds in institutions, which may serve the greatest advantage to the cooperative.
- h. Approval of Bond for Business Manager in the amount of \$50,000, Director in the amount of \$10,000
- i. Set date Thursday of the first full week of each month, time 10:00 a.m., place Core Educational Cooperative. (Unless otherwise specified)
- j. Approve Robert’s Rule of Order (revised) as the guide for Core Cooperative board meetings
- k. Approve Auditor’s for 2020-2021 school year, Schoenfish and Company
- l. Establish the board member per diem at \$60.00 for board members and \$70.00 for board president per meeting plus mileage at \$0.42 per mile
- m. Approve use of electronic (facsimile) signatures on vouchers, work logs and reports
- n. Approve publication of salaries
- o. Approve Personnel Handbook
- p. Approve Comprehensive Special Education Plan
- q. Approve By-Laws
- r. Approve Motor Vehicle Policy Amendments
- s. Approve Policies

Roll call vote was held with all members voting aye. Motion carried.

Executive Session for Personnel per SDCL 1-25-2 (1)

Motion Colome, seconded by Armour to enter into executive session at 10:25 a.m. to discuss personnel per SDCL 1-25-2 (1). Roll call vote was held with all members voting aye. Motion carried.

Vice-President Dale Larsch declared open session at 10:27 a.m.

Approve Contracts

Motion Wessington Springs, seconded by Kimball to approve the following contracts:

Nicole Roth	Evaluate Introduction to Agriculture, Food, and Natural Resources and Ag Leadership and Communications	VS2021-031	\$100 per course, per semester
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Lisa Wiese	Evaluate Cyber Security	VS2021-032	\$100 per course, per semester
Rita Cook	Evaluate Law and Public Safety course	VS2021-033	\$100 per course, per semester

Roll call vote was held with all members voting aye. Motion carried

First Reading of Amendment of the Internal Control Policy DHA per SDCL 13-8-39

The first reading of amendment of the Internal Control Policy DHA per SDCL 13-8-39 was completed.

Director's Report

No action taken.

Next Meeting:

August 6, 2020 at 10:00 a.m. at the CORE Educational Cooperative in Platte, SD.

Adjourn

Motion Colome, seconded by Kimball to adjourn the meeting at 10:48 a.m. Roll call vote was held with all members voting aye. Motion carried.

President

Business Manager

CORE Educational Cooperative			
Report of Cash Transactions			
June 30, 2020			
		As of 5/31/20	As of 6/30/20
Fund Totals:			
CORE Educational Cooperative:		\$ 432,521.09	\$ 437,554.49
DIAL Grant Writer:		\$ -	\$ -
DIAL Virtual School:		\$ 704,174.71	\$ 640,854.10
		\$ 1,136,695.80	\$ 1,078,408.59
Beginning Balance of First Fidelity Bank as of 6/1/2020:			\$ 824,550.60
Receipts:			
	Fund 10 (General Fund)		\$ 46,212.00
	Fund 12 (Grant Writer)		\$ -
	Fund 22 (Special Ed)		\$ 156,991.27
	Fund 22 (CORE Bank Account Interest)		\$ 20.77
	Fund 53 (Virtual School)		\$ 15,844.69
	Total Receipts:		\$ 219,068.73
Expenditures:			
	Fund 10 (General Fund)		\$ 1,179.00
	Fund 12 (Grant Writer)		\$ -
	Fund 22 (Special Ed)		\$ 72,599.97
	Fund 53 (Virtual School)		\$ 49,592.63
	Total Expenditures:		\$ 123,371.60
Automatic Withdraw:	ACH Monthly Payment (Fund 22)		\$ 10.00
	Total Automatic Withdraw:		\$ 10.00
Payroll:			
	Fund 10 (General Fund)		\$ 5,498.14
	Fund 12 (Grant Writer)		\$ -
	Fund 22 (Special Ed)		\$ 139,347.44
	Fund 53 (Virtual School)		\$ 9,572.67
	Total Payroll:		\$ 154,418.25
Ending Balance of First Fidelity Bank as of 6/30/2020			\$ 765,819.48
Beginning Balance of CD in BankWest - Geddes as of 6/1/2020 (Fund 10)			\$ 102,347.25
Interest:	Fund 10 (General Fund) - 12 Month (Matures 3/12/21) 1.05%		\$ 134.97
	Fund 10 (General Fund) - 18 Month (Matures 9/13/20) 2.4%		\$ 308.94
Ending Balance of CD in BankWest - Geddes as of 6/30/2020			\$ 102,791.16
Beginning Balance of CD in Farmers State Bank - Parkston as of 6/1/2020 (Fund 53)			\$ 209,797.95
Interest:	Fund 53 (Virtual School) - 24 months (Matures 5/12/21) 2.55%		\$ -
Ending Balance of CD in Farmers State Bank - Parkston as of 6/30/2020			\$ 209,797.95
Ending Balance as of 6/30/2020			\$ 1,078,408.59