

**MINUTES OF THE REGULAR BOARD MEETING OF THE  
CORE EDUCATIONAL COOPERATIVE  
BOARD OF DIRECTORS  
WEDNESDAY, JULY 13, 2022**

President C. Clites called the budget hearing to order at 9:50 a.m. and the regular meeting of the Board of Directors of the Core Educational Cooperative to order at 10:05 a.m. on Wednesday, July 13, 2022, at CORE Educational Cooperative Office in Platte, SD.

Members present: Tina Westendorf (Armour), Pamela Haukaas (Colome Consolidated), Chad Clites (Corsica-Stickney), Katie Bolander via Zoom (Gregory), Lisa Pazour (Kimball), Judge Jessop via Zoom (Lyman), Dale Larsch (Mt. Vernon), Lindsey Weich (Plankinton), Roxanne Summerville (Platte-Geddes), Sara Thompson left at 10:30 a.m. via Zoom. (Wessington Springs), and Brooke LeGrand via Zoom (Wolsey-Wessington).

Members absent: Joel Johnson (Burke) and Kris Pursell (White Lake).

Superintendents: Craig Holbeck via Zoom (Armour), Clint Nelson via Zoom (Mt. Vernon), and Joel Bailey (Platte-Geddes).

Others present: Valerie Johnson (Director), Renee Thomas (Assistant Director), Catrina Brown (Business Manager), Jane Keller (Office Assistant), and Betsy Rohde (Colome Business Manager).

**Additional Agenda Items**

No additional agenda items were added.

**Approve Agenda**

Motion Kimball, seconded by Armour approving the agenda. All members present voted aye. Motion carried.

**Budget Hearing**

Time was allowed for a hearing on the proposed 2022-2023 budget in accordance with SDCL 13-11-02. No action taken.

**Adjourn Budget Hearing**

Motion Kimball, seconded by Mt. Vernon to adjourn the budget hearing meeting at 10:05 a.m. All members present voted aye. Motion carried.

The regular meeting was called order at 10:05 a.m.

**Additional Agenda Items**

Oath of Office for Lyman Representative.

**Approve Agenda**

Motion Plankinton, seconded by Platte-Geddes approving the amended agenda. All members present voted aye. Motion carried.

**Oath of Office per SDCL 3-1-5 for Lyman Representative**

The Business Manager administered the oath of office per SDCL 3-1-5 to Judge Jessop (Lyman).

**Approve Minutes from June 29, 2022**

Motion Kimball, seconded by Plankinton approving the minutes from the regular meeting held on June 29, 2022. All members present voted aye. Motion carried.

**Public Forum**

No action taken.

**Approve Financial Reports**

Motion Mt. Vernon, seconded by Kimball approving the report of cash transactions, payroll summary report, revenue summary, and expenditure reports dated June 30, 2022. All members present voted aye. Motion carried.

**Approve July 2022 Bills**

Motion Plankinton, seconded by Armour approving the following bills for payment:

Check #	Vendor Name	Account Number	Invoice Detail Description	Invoice Amount
3025	SOFTWARE HOUSE INTERNATIONAL	10 2227 000 473	EDUCATION QUALIFIED USER	\$ 1,217.42
3025	SOFTWARE HOUSE INTERNATIONAL	10 2227 000 473	WINDOWS SERVER STANDARD TWO CORE PACKS	\$ 105.80
3002	EMC INSURANCE COMPANY	10 2545 000 550	CAR INSURANCE FOR 22-23	\$ 30,628.00
3004	FIRST DAKOTA INDEMNITY COMPANY	10 2623 000 240	WORKER'S COMP INSURANCE	\$ 297.21
<b>Fund 10 Total:</b>				<b>\$ 32,248.43</b>
3004	FIRST DAKOTA INDEMNITY COMPANY	22 2113 000 240	WORKER'S COMP INSURANCE	\$ 445.82
3028	US BANK VOYAGER FLEET SYSTEMS	22 2113 000 413	BEHAVIORAL ANALYST FUEL	\$ 69.01

3004	FIRST DAKOTA INDEMNITY COMPANY	22 2126 000 240	WORKER'S COMP INSURANCE	\$ 297.21
3005	GILL, AMBER	22 2126 000 411	FINGERPRINT FEE	\$ 10.00
3004	FIRST DAKOTA INDEMNITY COMPANY	22 2149 000 240	WORKER'S COMP INSURANCE	\$ 445.82
3004	FIRST DAKOTA INDEMNITY COMPANY	22 2159 000 240	WORKER'S COMP INSURANCE	\$ 1,658.30
3456	BRINK, BOBBI	22 2159 000 334	SPEECH TRAVEL	\$ 183.12
3011	MAIN STREET AUTO PARTS LLC	22 2159 000 413	SPEECH WIPERS - TANIA #21	\$ 31.39
3013	NELSON'S MACHINE AND WELDING	22 2159 000 413	SPEECH OIL CHANGE - TANIA #21	\$ 55.95
3028	US BANK VOYAGER FLEET SYSTEMS	22 2159 000 413	SPEECH FUEL	\$ 228.16
3022	SD SPEECH-LANGUAGE-HEARING ASSOCIATION	22 2159 000 640	SPEECH WORKSHOP DUES	\$ 2,000.00
3004	FIRST DAKOTA INDEMNITY COMPANY	22 2171 000 240	WORKER'S COMP INSURANCE	\$ 148.60
3029	VERIZON WIRELESS	22 2171 000 340	PT MIFI	\$ 40.01
3028	US BANK VOYAGER FLEET SYSTEMS	22 2171 000 413	PT FUEL	\$ 44.58
3004	FIRST DAKOTA INDEMNITY COMPANY	22 2172 000 240	WORKER'S COMP INSURANCE	\$ 297.21
3010	LAWLER AUTOMOTIVE INC	22 2172 000 413	OT TIRES AND OIL CHANGE - PAIGE #18	\$ 617.37
3024	SEVERSON'S SERVICE	22 2172 000 413	OT OIL CHANGE AND BATTERY - SONA #2	\$ 230.85
3018	RIVERSIDE TECHNOLOGIES, INC	22 2227 000 541	HP 450 G8 NON TOUCH	\$ 7,188.00
3018	RIVERSIDE TECHNOLOGIES, INC	22 2227 000 541	RTI AND HP 3 YEAR ADP	\$ 1,188.00
3018	RIVERSIDE TECHNOLOGIES, INC	22 2227 000 541	HP 800 DM G6 WITH WIFI	\$ 569.00
3018	RIVERSIDE TECHNOLOGIES, INC	22 2227 000 541	HP E24 G4 23.8 INCH DISPLAY	\$ 368.00
3000	CORSICA GLOBE	22 2319 000 350	BOARD ADVERTISING	\$ 120.00
3006	GREGORY TIMES-ADVOCATE	22 2319 000 350	BOARD ADVERTISING	\$ 354.02
3015	PLATTE ENTERPRISE, THE	22 2319 000 350	BOARD ADVERTISING	\$ 97.50
3003	FIRST BANK & TRUST	22 2319 000 411	BOARD SUPPLIES-WEBSITE	\$ 338.58
2997	ASBSD	22 2319 000 640	BOARD DUES 22-23	\$ 775.00
3008	INSTITUTIONAL COMPLIANCE SOLUTIONS	22 2319 000 640	TITLE IX TRAINING	\$ 12,500.00
3023	SD TEACHER PLACEMENT CENTER	22 2319 000 640	BOARD DUES 22-23	\$ 435.00
3002	EMC INSURANCE COMPANY	22 2319 000 651	INSURANCE FOR 22-23	\$ 13,166.00
3007	HUB INTERNATIONAL MOUNTAIN STATE	22 2319 000 651	FISCAL AND DIRECTOR BOND	\$ 300.00
3004	FIRST DAKOTA INDEMNITY COMPANY	22 2321 000 240	WORKER'S COMP INSURANCE	\$ 148.60
3004	FIRST DAKOTA INDEMNITY COMPANY	22 2329 000 240	WORKER'S COMP INSURANCE	\$ 297.21
3028	US BANK VOYAGER FLEET SYSTEMS	22 2329 000 413	DIRECTOR FUEL	\$ 65.12
3020	SCHOOL ADMINISTRATORS OF SD	22 2329 000 640	DIRECTOR DUES	\$ 939.50
3020	SCHOOL ADMINISTRATORS OF SD	22 2329 000 640	ASSISTANT DIRECTOR DUES	\$ 719.50
3004	FIRST DAKOTA INDEMNITY COMPANY	22 2529 000 240	WORKER'S COMP INSURANCE	\$ 148.60
3017	QUILL CORPORATION	22 2529 000 411	FISCAL SUPPLIES	\$ 108.64
3026	SOFTWARE UNLIMITED, INC.	22 2529 000 411	FISCAL ACCOUNTING SOFTWARE	\$ 5,100.00
3014	NORTHWESTERN ENERGY	22 2549 000 321 001	OFFICE ELECTRICITY	\$ 339.00
2999	CITY OF PLATTE	22 2549 000 321 002	OFFICE WATER AND SEWER	\$ 72.63
3016	PLATTE TREE AND LAWN CARE	22 2549 000 323	OFFICE YARD SPRAY	\$ 60.00
3019	ROCKFORD'S SANITATION, LLC	22 2549 000 323	OFFICE GARBAGE	\$ 60.00
3030	WYNIA MOWING	22 2549 000 323	OFFICE MOWING	\$ 75.00
3012	MIDSTATE COMMUNICATIONS	22 2549 000 340	OFFICE PHONE	\$ 307.15
3029	VERIZON WIRELESS	22 2549 000 340	OFFICE MIFI	\$ 40.01
3001	COUNTY FAIR	22 2549 000 411	OFFICE SUPPLIES	\$ 12.89
3027	SYNCB/AMAZON	22 2549 000 411	OFFICE SUPPLIES	\$ 195.88
3004	FIRST DAKOTA INDEMNITY COMPANY	22 2765 000 240	WORKER'S COMP INSURANCE	\$ 148.60
3027	SYNCB/AMAZON	22 2765 000 411	BIRTH TO THREE SUPPLIES	\$ 47.98
3004	FIRST DAKOTA INDEMNITY COMPANY	22 2765 019 240	WORKER'S COMP INSURANCE	\$ 125.00
<b>Fund 22 Total:</b>				<b>\$ 53,213.81</b>
3004	FIRST DAKOTA INDEMNITY COMPANY	53 2226 000 240	WORKER'S COMP INSURANCE	\$ 445.82
3455	BREWER, LINDSEY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 540.00
3457	DYK, ROXANE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 450.00
3458	LARSON, ERIN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 360.00

3459	SCHAFFER, MAXWELL	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	360.00
3460	SCHNEIDER, JEFF	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	90.00
3461	SCHNEIDER, MARY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	2,610.00
3009	KRAFT, SARA	53 2226 000 319 202	BLACKBOARD TEACHER PAYMENT	\$	505.00
3029	VERIZON WIRELESS	53 2226 000 340	VS PHONE	\$	51.34
3021	SD DIVISION OF CRIMINAL INVESTIGATION	53 2226 000 411	VS FINGERPRINTS	\$	43.25
2998	BLACKBOARD INC	53 2226 000 411 202	BLACKBOARD LICENSES; INV #1380720	\$	6,000.00
3027	SYNCB/AMAZON	53 2226 000 411 202	BLACKBOARD SUPPLIES	\$	156.56
<b>Fund 53 Total:</b>				<b>\$</b>	<b>11,611.97</b>
<b>Report Total:</b>				<b>\$</b>	<b>97,074.21</b>

All members present voted aye. Motion carried.

**Approve Other Payroll**

Motion by Kimball, seconded by Mt. Vernon to approve the following other payroll:

**PAYROLL ITEMS THAT NEED APPROVAL BY THE GOVERNING BOARD**  
July 13, 2022

EMPLOYEE NAME	SERVICES	AMOUNT
Betsy Shippy	PT Services	\$455.10
<b>TOTAL TO BE APPROVED FOR JULY 20, 2022 PAYROLL</b>		<b>\$455.10</b>

All members present voted aye. Motion carried.

**Officially adjourn the 2021-2022 Cooperative Board and appoint Director Valerie Johnson as temporary chairperson**

Motion Armour, seconded by Platte-Geddes to officially adjourn the 2021-2022 cooperative board meeting at 10:18 a.m. and appoint director Valerie Johnson as temporary chairperson. All members present voted aye. Motion carried.

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

The Business Manager administered the oath of office per SDCL 3-1-5 to all cooperative board members in attendance.

**Organize the 2022-2023 Board of Education**

Motion by Kimball, seconded by Plankinton to nominate Chad Clites as President for 2022-2023 year, nominations ceased by Armour and seconded by Mt. Vernon. All members present voted aye. Motion carried.

Motion Kimball, seconded by Plankinton to nominate Dale Larsch as Vice President for 2022-2023 year, nominations ceased by Armour and seconded by Platte-Geddes. All members present voted aye. Motion carried.

Motion Kimball, seconded by Plankinton to elect Chad Clites as President and Dale Larsch as Vice President for 2022-2023. All members present voted aye. Motion carried.

Meeting was turned back over to President Chad Clites.

**Approve Potential Conflict of Interest per SDCL 3-23**

Motion Kimball, seconded by Plankinton to approve the conflict of interests for Tina Westendorf (Armour), Roxanne Summerville (Platte-Geddes), and Dale Larsch (Mt. Vernon), as they currently serve on both the CORE board and the Mid Central Educational Coop board. All members present voted aye with Armour, Platte-Geddes and Mt. Vernon abstaining. Motion carried.

Motion Mt. Vernon, seconded by Platte-Geddes to approve the conflict of interests for Lisa Pazour (Kimball), Pamela Haukaas (Colome), and Lindsey Weich (Plankinton), as they currently serve on both the CORE board and the Mid Central Educational Coop board. All members present voted aye with Kimball, Colome, and Plankinton abstaining. Motion carried.

**Annual Meeting Approvals**

Motion Kimball, seconded by Colome to approve the following items:

- a. Designate the Central Dakota Times (Kimball) as the cooperative’s official newspapers for the 2022-2023 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).
- 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 2021-2022 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 Computer Use Policy

All members present voted aye. Motion carried.

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

Motion Plankinton, seconded by Platte-Geddes to enter into executive session at 10:32 a.m. to discuss personnel per SDCL 1-25-2 (1) contracts. All members present voted aye. Motion carried.

President C. Clites declared open session at 10:34 a.m.

**Approve Contracts per SDCL 1-25-2 (1)**

Motion Kimball, seconded by Armour to approve the following contracts:

Caitlyn Degroot	Evaluate Technical Writing Course	VS2023-030	\$100 per course, per semester
Mandy DeWitt	Evaluate Art History course	VS2023-031	\$100 per course, per semester

All members present voted aye. Motion carried.

**Director's Report**

No action taken.

**Next Meeting:**

August 3, 2022 at 10:00 a.m. at the CORE Educational Cooperative in Platte, SD.

**Adjourn**

Motion Plankinton, seconded by Kimball to adjourn the meeting at 10:54 a.m. All members present voted aye. Motion carried.

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**President**

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**Business Manager**

**CORE Educational Cooperative**

**Report of Cash Transactions**

**June 30, 2022**

<b>Fund Totals:</b>		<b>As of 5/31/22</b>	<b>As of 6/30/22</b>
CORE Educational Cooperative:		\$ 523,855.93	\$ 420,585.59
DIAL Grant Writer:		\$ -	\$ -
DIAL Virtual School:		\$ 1,298,560.63	\$ 1,153,159.02
		<b>\$ 1,822,416.56</b>	<b>\$ 1,573,744.61</b>
<b>Beginning Balance of First Fidelity Bank as of 6/1/2022:</b>			<b>\$ 1,001,941.35</b>
<b>Receipts:</b>			
	Fund 10 (General Fund)		\$ 30,400.00
	Fund 12 (Grant Writer)		\$ -
	Fund 22 (Special Ed)		\$ 183,684.29
	Fund 22 (CORE Bank Account Interest 0.03%)		\$ 22.93
	Fund 53 (Virtual School)		\$ 15,168.50
	<b>Total Receipts:</b>		<b>\$ 229,275.72</b>
<b>Expenditures:</b>			
	Fund 10 (General Fund)		\$ 1,229.58
	Fund 12 (Grant Writer)		\$ -
	Fund 22 (Special Ed)		\$ 124,964.28
	Fund 53 (Virtual School)		\$ 149,305.32
	<b>Total Expenditures:</b>		<b>\$ 275,499.18</b>
<b>Automatic Withdraw:</b>	ACH Monthly Payment (Fund 22)		\$ 10.00
	<b>Total Automatic Withdraw:</b>		<b>\$ 10.00</b>
<b>Payroll:</b>			
	Fund 10 (General Fund)		\$ 5,889.24
	Fund 12 (Grant Writer)		\$ -
	Fund 22 (Special Ed)		\$ 185,284.46
	Fund 53 (Virtual School)		\$ 11,264.79
	<b>Total Payroll:</b>		<b>\$ 202,438.49</b>
<b>Ending Balance of First Fidelity Bank as of 6/30/2022</b>			<b>\$ 753,269.40</b>
<b>Beginning Balance of CD in First Fidelity Bank as of 6/1/2022 (Fund 10)</b>			<b>\$ 51,959.51</b>
<b>Interest:</b>	Fund 10 (General Fund) - 18 months (Matures 8/22/22) 0.55%		\$ -
<b>Ending Balance of CD in First Fidelity Bank as of 6/30/2022</b>			<b>\$ 51,959.51</b>
<b>Beginning Balance of CD in First Fidelity Bank as of 6/1/2022 (Fund 10)</b>			<b>\$ 52,131.32</b>
<b>Interest:</b>	Fund 10 (General Fund) - 18 months (Matures 3/15/23) 0.25%		\$ -
<b>Ending Balance of CD in First Fidelity Bank as of 6/30/2022</b>			<b>\$ 52,131.32</b>
<b>Beginning Balance of CD in First Fidelity Bank as of 6/1/2022 (Fund 53)</b>			<b>\$ 216,384.38</b>
<b>Interest:</b>	Fund 53 (Virtual School) - 18 months (Matures 11/17/22) 0.55%		\$ -
<b>Ending Balance of CD in First Fidelity Bank as of 6/30/2022</b>			<b>\$ 216,384.38</b>
<b>Beginning Balance of CD in First Fidelity Bank as of 6/1/2022 (Fund 53)</b>			<b>\$ 500,000.00</b>
<b>Interest:</b>	Fund 53 (Virtual School) - 18 months (Matures 7/10/23) 0.25%		\$ -
<b>Ending Balance of CD in First Fidelity Bank as of 6/30/2022</b>			<b>\$ 500,000.00</b>
<b>Ending Balance as of 6/30/2022</b>			<b>\$ 1,573,744.61</b>