

**MINUTES OF THE REGULAR BOARD MEETING OF THE
CORE EDUCATIONAL COOPERATIVE
BOARD OF DIRECTORS
THURSDAY, OCTOBER 6, 2022**

President C. Clites called the regular meeting of the Board of Directors of the Core Educational Cooperative to order at 10:00 a.m. on Thursday, October 6, 2022, at CORE Educational Cooperative Office in Platte, SD.

Members present: Tina Westendorf via Zoom (Armour), Pamela Haukaas (Colome), Chad Clites (Corsica-Stickney), Katie Bolander (Gregory), Lisa Pazour via Zoom (Kimball), Judge Jessop (Lyman), Dale Larsch (Mt. Vernon), and, Lindsey Weich via Zoom (Plankinton) via Zoom, Roxi Summerville via Zoom (Platte-Geddes), and Brooke Legrand joined at 10:09 a.m. via Zoom (Wolsey-Wessington).

Members absent: Joel Johnson (Burke), Sara Thompson (Wessington Springs), Kris Pursell (White Lake).

Superintendents: Craig Holbeck via Zoom (Armour), Rob Thompson via Zoom (Burke), David Nicholas via Zoom (Colome), Chris Noid via Zoom (Kimball), Clint Nelson via Zoom (Mt. Vernon), Lezlie Larsen via Zoom (Plankinton), and Joel Bailey (Platte-Geddes).

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

Public Forum

No action taken.

Additional Agenda Items

No additional agenda items were added.

Approve Agenda

Motion Colome, seconded by Gregory approving the agenda. All members present voted aye. Motion carried.

Approve Minutes from September 8 and 14, 2022

Motion Mt. Vernon, seconded by Plankinton approving the minutes from the regular meeting held on September 8, 2022 and special meeting and training held on September 14, 2022. All members present voted aye. Motion carried.

Approve Financial Reports

Motion Platte-Geddes, seconded by Colome approving the report of cash transactions, payroll summary report, revenue summary, and expenditure reports dated September 30, 2022. All members present voted aye. Motion carried.

Approve Investing a CD with First Fidelity Bank

Motion Kimball, seconded by Lyman to invest into a CD with the First Fidelity Bank at the rate of 2.16%. The amount to invest will be \$52,103.57. All members present voted aye. Motion carried.

Approve October 2022 Bills

Motion Gregory, seconded by Colome approving the following bills for payment:

Check #	Vendor Name	Account Number	Invoice Detail Description	Invoice Amount
3117	MID CENTRAL EDUCATIONAL COOPERATIVE	10 2535 000 520	OFFICE LEASE PAYMENT	\$ 500.00
3113	FIRST BANK & TRUST	10 2623 000 334	ED SPEC TRAVEL	\$ 455.00
3655	BURKE, KARLA	10 2623 000 334	ED SPEC MEALS	\$ 184.00
3131	US BANK VOYAGER FLEET SYSTEMS	10 2623 000 413	ED SPEC FUEL	\$ 252.55
Fund 10 Total:				\$ 1,391.55
3107	CORNER MARKET	22 1223 000 411	TRANSITION PROGRAM SUPPLIES	\$ 277.60
3113	FIRST BANK & TRUST	22 1223 000 411	TRANSITION PROGRAM SUPPLIES	\$ 227.58
3123	QUILL CORPORATION	22 1223 000 411	TRANSITION PROGRAM SUPPLIES	\$ 50.98
3130	SYNCB/AMAZON	22 1223 000 411	TRANSITION SUPPLIES	\$ 33.99
3660	GUNNARE, DESIREE	22 1223 000 411	TRANSITION PROGRAM SUPPLIES	\$ 113.38
3131	US BANK VOYAGER FLEET SYSTEMS	22 1223 000 413	TRANSITION PROGRAM FUEL	\$ 104.74
3667	KENYON, CHRISTINA	22 2113 000 334	BEHAVIORAL TRAVEL	\$ 37.80
3131	US BANK VOYAGER FLEET SYSTEMS	22 2113 000 413	BEHAVIORAL ANALYST FUEL	\$ 393.24
3108	CORSICA-STICKNEY SCHOOL	22 2113 025 325	PROGRAM RENT	\$ 1,000.00

3132	VERIZON WIRELESS	22 2113 025 411	PROGRAM MIFI	\$	40.01
3667	KENYON, CHRISTINA	22 2113 025 411	BEHAVIORAL PROGRAM SUPPLIES	\$	150.00
3131	US BANK VOYAGER FLEET SYSTEMS	22 2126 000 413	ED EVAL FUEL	\$	486.94
3678	RUBENDALL, JAYNE	22 2149 000 334	PSYCH TRAVEL	\$	324.24
3114	FORUM COMMUNICATIONS	22 2149 000 350	PSYCH ADVERTISING	\$	26.47
3116	HURON PLAINSMAN	22 2149 000 350	PSYCH ADVERTISING	\$	358.20
3113	FIRST BANK & TRUST	22 2149 000 411	PSYCH SUPPLIES	\$	36.30
3119	NCS PEARSON, INC	22 2149 000 411	KBIT-2 REVISED COMPLETE KIT (PRINT)	\$	245.00
3123	QUILL CORPORATION	22 2149 000 411	PSYCH SUPPLIES	\$	42.99
3128	SEVERSON'S SERVICE	22 2149 000 413	PSYCH OIL CHANGE - ERIN #1	\$	46.95
3131	US BANK VOYAGER FLEET SYSTEMS	22 2149 000 413	PSYCH FUEL	\$	175.19
3126	SD ASSOCIATION OF SCHOOL PSYCHOLOGISTS	22 2149 000 640	PSYCH CONFERENCE FEE- SIBBEL	\$	190.00
3652	BOYDEN, JENNIFER	22 2159 000 334	SPEECH TRAVEL	\$	72.24
3654	BRINK, BOBBI	22 2159 000 334	SPEECH TRAVEL	\$	508.62
3668	KLUNDT, JENNIFER	22 2159 000 334	SPEECH TRAVEL	\$	67.62
3684	WRIGHT, NATALIE	22 2159 000 334	SPEECH TRAVEL	\$	92.40
3114	FORUM COMMUNICATIONS	22 2159 000 350	SPEECH ADVERTISING	\$	26.48
3116	HURON PLAINSMAN	22 2159 000 350	SPEECH ADVERTISING	\$	358.20
3130	SYNCB/AMAZON	22 2159 000 411	SPEECH SUPPLIES	\$	19.98
3115	HILLMAN'S GAS & GARAGE	22 2159 000 413	SPEECH TIRE REPAIR - MACI #28	\$	18.99
3120	NELSON'S MACHINE AND WELDING	22 2159 000 413	SPEECH OIL CHANGE - TANIA #21	\$	55.95
3122	OVERWEG REPAIR	22 2159 000 413	SPEECH OIL CHANGE - MACI #28	\$	61.57
3125	RY'S AUTOMOTIVE SERVICE	22 2159 000 413	SPEECH CAR REPAIR - JEN B #10	\$	595.32
3128	SEVERSON'S SERVICE	22 2159 000 413	SPEECH FUEL - MARIA #16	\$	42.00
3128	SEVERSON'S SERVICE	22 2159 000 413	SPEECH OIL CHANGE - JEN B #10	\$	46.95
3128	SEVERSON'S SERVICE	22 2159 000 413	SPEECH TIRES/OIL CHANGE - NICOLE #26	\$	806.47
3131	US BANK VOYAGER FLEET SYSTEMS	22 2159 000 413	SPEECH FUEL	\$	1,385.54
3131	US BANK VOYAGER FLEET SYSTEMS	22 2171 000 413	PT FUEL	\$	456.32
3119	NCS PEARSON, INC	22 2172 000 411	OT SUPPLIES	\$	107.00
3131	US BANK VOYAGER FLEET SYSTEMS	22 2172 000 413	OT FUEL	\$	539.72
3113	FIRST BANK & TRUST	22 2213 000 411	CPR FOR STAFF	\$	420.00
3671	LEHR, DAVE	22 2227 000 319	TECH SERVICES; INV #2478	\$	720.50
3105	CENTRAL DAKOTA TIMES	22 2319 000 350	BOARD ADVERTISING	\$	461.60
3113	FIRST BANK & TRUST	22 2319 000 411	BOARD SUPPLIES	\$	145.09
3666	KELLER, JANE	22 2321 000 411	OFFICE STAFF TRAVEL	\$	147.84
3131	US BANK VOYAGER FLEET SYSTEMS	22 2329 000 413	DIRECTOR FUEL	\$	412.92
3112	DUTCH OVEN BAKERY	22 2529 000 411	FISCAL SUPPLIES	\$	15.00
3113	FIRST BANK & TRUST	22 2529 000 411	FISCAL SUPPLIES	\$	10.00
3121	NORTHWESTERN ENERGY	22 2549 000 321 001	OFFICE ELECTRICITY	\$	339.00
3106	CITY OF PLATTE	22 2549 000 321 002	OFFICE WATER AND SEWER	\$	73.35
3124	ROCKFORD'S SANITATION, LLC	22 2549 000 323	OFFICE GARBAGE	\$	60.00
3118	MIDSTATE COMMUNICATIONS	22 2549 000 340	OFFICE PHONE	\$	307.15
3132	VERIZON WIRELESS	22 2549 000 340	OFFICE MIFI	\$	99.99
3109	COUNTY FAIR	22 2549 000 411	OFFICE SUPPLIES	\$	41.61
3113	FIRST BANK & TRUST	22 2549 000 411	OFFICE SUPPLIES	\$	10.97
3123	QUILL CORPORATION	22 2549 000 411	OFFICE SUPPLIES	\$	62.28
3127	SD DEPARTMENT OF REVENUE	22 2549 000 550	CAR LICENSE PLATES	\$	15.00
3131	US BANK VOYAGER FLEET SYSTEMS	22 2765 000 334	B-3 FUEL	\$	151.82
3111	DIVISION OF REHABILITATION SERVICES	22 4151 024	TRANSITION PROGRAM MATCH	\$	4,862.80
				Fund 22 Total:	\$ 17,979.89
3129	SIOUX VALLEY SCHOOL DISTRICT	53 2226 000 319 201	EDGE STUDENT REFUND	\$	260.00
3653	BREWER, LINDSEY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	900.00
3657	DYK, ROXANE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	1,170.00

3658	FETTE, NICOLE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 540.00
3659	FRANK, STEPHANIE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 720.00
3661	HANSEN, ANDREA	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 1,260.00
3662	HOHN, SARAH	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 1,260.00
3663	JENSEN, MICHELE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 1,260.00
3664	JOHNSON, DILLON	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 990.00
3665	KELEHER, LORI	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 1,350.00
3669	KOUPAL, KAREN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 2,565.00
3670	LARSON, ERIN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 540.00
3672	MITTELSTEDT, RODNEY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 2,790.00
3674	PUNT, KANDY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 1,530.00
3675	RAAK, CATHERINE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 450.00
3676	RANG, SHELBY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 90.00
3677	RENKLY, SHANNON	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 2,070.00
3679	SCHAFFER, MAXWELL	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 1,440.00
3681	SUMMERS, RAYNA	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 540.00
3682	THOMPSON, JULIE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 1,800.00
3683	WITT, KATE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 540.00
3656	CHRISTIANSON, KYLIE	53 2226 000 319 202	BLACKBOARD TEACHER PAYMENT - CLASS	\$ 1,064.25
3132	VERIZON WIRELESS	53 2226 000 340	VS PHONE	\$ 51.37
3113	FIRST BANK & TRUST	53 2226 000 341	VS POSTAGE	\$ 175.51
3680	SCHELL, JENNIFER	53 2226 000 411	VS FINGERPRINTS	\$ 20.00
3113	FIRST BANK & TRUST	53 2226 000 411 202	BLACKBOARD SUPPLIES	\$ 713.00
3130	SYNCB/AMAZON	53 2226 000 411 202	BLACKBOARD SUPPLIES	\$ 472.99
3673	PETERS, KAREN	53 2226 000 411 202	BLACKBOARD SUPPLIES	\$ 60.16
3110	DIAL CORPORATION	53 2226 000 640	MEMBER SCHOOLS MEMBERSHIP	\$ 9,500.00
Fund 53 Total:				\$ 36,122.28

Report Total: \$ 55,493.72

All members present voted aye. Motion carried.

Approve Other Payroll

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

PAYROLL ITEMS THAT NEED APPROVAL BY THE GOVERNING BOARD		
October 6, 2022		
EMPLOYEE NAME	SERVICES	AMOUNT
Cheryl Pruett	Occupational Therapy Substitute	\$532.82
Betsy Shippy	Physical Therapy Services	\$1,488.96
TOTAL TO BE APPROVED FOR OCTOBER 20, 2022 PAYROLL		\$2,021.78

All members present voted aye. Motion carried.

Approve Potential Conflict of Interest per SDCL 3-23

No action taken.

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

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

Contract #	Employee	Services	Pay Rate
EMP2023-038	Jamie Wagner	Speech Therapy Substitute	\$15 per hour + mileage reimbursement at state rate
EMP2023-030 (Addendum)	Betsy Shippy	Physical Therapy Services	\$50 per hour + mileage reimbursement at state rate
EMP2023-032 (Addendum)	Cheryl Pruett	Occupational Therapy Substitute	\$43.50 per hour + mileage reimbursement at state rate

All members present voted aye. Motion carried.

First Reading on policy changes for DIA-1 Internal Control Policy, DJB Petty Cash, GCBDA Sick Leave, BFC Policy Adoption, and BFD Policy Dissemination

First reading was held on the following policy changes: DIA-1 Internal Control Policy, DJB Petty Cash, GCBDA Sick Leave, BFC Policy Adoption, and BFD Policy Dissemination. No action taken.

Open and Accept Sealed Bids for Car per SDCL6-13-5

The following bids were received on the 2014 Chevrolet Impala:

Kellie Stukel \$3117.00

Platte Body Shop \$763.26

Tayla Boyd \$518.00

Motion Gregory, seconded by Lyman to approve the bid from Kellie Stukel. All members present voted aye.

Motion carried.

Surplus Vehicles

Motion Mt. Vernon, seconded by Kimball to surplus the 2015 Chevrolet Impala (Inventory #1006) and 2014 Chevrolet Impala (Inventory #1021). The cars will be offered to the member school districts to submit bids.

All members present voted aye. Motion carried.

Director's Report

No action taken.

- a. Assistant Director – Screening Summary

No action taken.

Next Meeting:

Wednesday November 9, 2022 at 10:00 a.m. at the CORE Educational Cooperative in Platte, SD.

Adjourn

Motion Gregory, seconded by Kimball to adjourn the meeting at 10:36 a.m. All members present voted aye.

Motion carried.

President

Business Manager

CORE Educational Cooperative

Report of Cash Transactions

September 30, 2022

Fund Totals:		As of 8/31/22	As of 9/30/22
CORE Educational Cooperative:		\$ 492,573.61	\$ 433,222.59
DIAL Virtual School:		\$ 1,143,518.34	\$ 1,111,303.69
		\$ 1,636,091.95	\$ 1,544,526.28
Beginning Balance of First Fidelity Bank as of 9/1/2022:			\$ 814,996.88
Receipts:			
	Fund 10 (General Fund)		\$ 400.00
	Fund 22 (Special Ed)		\$ 213,111.88
	Fund 22 (CORE Bank Account Interest 0.05%)		\$ 33.00
	Fund 53 (Virtual School)		\$ 2,990.02
	Total Receipts:		\$ 216,534.90
Expenditures:			
	Fund 10 (General Fund)		\$ 924.14
	Fund 22 (Special Ed)		\$ 77,321.00
	Fund 53 (Virtual School)		\$ 16,058.75
	Total Expenditures:		\$ 94,303.89
Returned Accounts Payable			
	Jennifer Schell (Fund 53)		\$ 20.00
			\$ 20.00
Cashed in CD			
	Fund 10 (General Fund) - 18 months (Matures 9/22/22) 0.55%		\$ 52,103.57
			\$ 52,103.57
Automatic Withdraw:			
	ACH Monthly Payment (Fund 22)		\$ 10.00
	Total Automatic Withdraw:		\$ 10.00
Payroll:			
	Fund 10 (General Fund)		\$ 12,379.00
	Fund 22 (Special Ed)		\$ 182,471.52
	Fund 53 (Virtual School)		\$ 19,165.92
	Total Payroll:		\$ 214,016.44
Ending Balance of First Fidelity Bank as of 9/30/2022			\$ 775,325.02
Beginning Balance of CD in First Fidelity Bank as of 9/1/2022 (Fund 10)			
	Fund 10 (General Fund) - 18 months (Matures 9/22/22) 0.55%		\$ 51,959.51
Interest:			\$ 144.06
Ending Balance of CD in First Fidelity Bank as of 9/30/2022			\$ 52,103.57
Beginning Balance of CD in First Fidelity Bank as of 9/1/2022 (Fund 10)			
	Fund 10 (General Fund) - 18 months (Matures 3/15/23) 0.25%		\$ 52,131.32
Interest:			\$ 65.70
Ending Balance of CD in First Fidelity Bank as of 9/30/2022			\$ 52,197.02
Beginning Balance of CD in First Fidelity Bank as of 9/1/2022 (Fund 53)			
	Fund 53 (Virtual School) - 18 months (Matures 11/17/22) 0.55%		\$ 216,384.38
Interest:			\$ -
Ending Balance of CD in First Fidelity Bank as of 9/30/2022			\$ 216,384.38
Beginning Balance of CD in First Fidelity Bank as of 9/1/2022 (Fund 53)			
	Fund 53 (Virtual School) - 18 months (Matures 7/10/23) 0.25%		\$ 500,619.86
Interest:			\$ -
Ending Balance of CD in First Fidelity Bank as of 9/30/2022			\$ 500,619.86
Ending Balance as of 9/30/2022			\$ 1,544,526.28