

**MINUTES OF THE REGULAR BOARD MEETING OF THE
CORE EDUCATIONAL COOPERATIVE
BOARD OF DIRECTORS
THURSDAY, JULY 19, 2018**

President H. Mosterd called the budget hearing to order at 1:30 p.m. and the regular meeting of the Board of Directors of the Core Educational Cooperative to order at 2:00 p.m. on Thursday, July 19, 2018, at CORE Educational Cooperative Office in Platte, SD.

Members present: Tina Westendorf (Armour), Holly Mosterd (Burke), Chad Clites (Corsica-Stickney), Joel Koskan (Colome), Karen Timanus (Gregory), Lisa Pazour (Kimball), Dale Larsch (Mt. Vernon), Jess Sondergroth (Platte-Geddes), and Tonya Aldrich (Wessington Springs).

Members absent: Rodney Faulhaber (Plankinton), Jim Munsen (White Lake), and Tara Hochhalter (Wolsey-Wessington).

Superintendents: Ryan Orrock (Colome), Scott Muckey (Corsica-Stickney), Tim Mayclin via Zoom (Kimball), Pat Mikkonen (Mt. Vernon), Steve Randall (Plankinton), Pandi Pittman (Wessington Springs), James Cutshaw via Zoom (Wolsey-Wessington).

Others present: Valerie Johnson (Director) and Catrina Brown (Business Manager).

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.

Budget Hearing

Time was allowed for a hearing on the proposed 2018-2019 budget in accordance with SDCL 13-11-02. No action taken.

Adjourn Budget Hearing

Motion Mt. Vernon, seconded by Platte-Geddes to adjourn the budget hearing at 1:35 p.m. All members present voted aye. Motion carried.

Additional Agenda Items

No additional agenda items were added.

Approve Agenda

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

Approve Minutes from June 14, 2018 meeting

Motion Mt. Vernon, seconded by Kimball approving the minutes of the regular meeting held on June 14, 2018. All members present voted aye. Motion carried.

Public Forum

No action taken.

Approve Financial Reports

Motion Colome, seconded by Gregory approving the report of cash transactions, revenue summary report and expenditure reports dated June 30, 2018. All members present voted aye. Motion carried.

Approve July 2018 Bills for FY2017-2018 and FY 2018-2019

Motion Platte-Geddes, seconded by Corsica-Stickney approving the following bills for payment:

FY 2017-2018

Check #	Vendor Name	Account Number	Invoice Detail Description	Invoice Amount
439	MID-DAKOTA TECHNOLOGIES	22 2227 000 319	TECH SERVICES; INV #2011	\$ 891.25
784	ANDERSON, EMILY	53 2226 000 319 202	BLACKBOARD TEACHER PAYMENT	\$ 250.00
785	BARTLING WELDING & MACHINE INC	22 2549 000 411	OFFICE SUPPLIES-SIGN	\$ 1,750.92
786	BURKE GAZETTE, THE	22 2319 000 350	BOARD ADVERTISING; INV #117405	\$ 333.51
787	CITY OF PLATTE	22 2549 000 321 002	OFFICE WATER AND SEWER	\$ 67.90
788	CLARKE, JEAN	53 2226 000 319 202	BLACKBOARD TEACHER WORK DAY PAYMENT	\$ 100.00
788	CLARKE, JEAN	53 2226 000 334	BLACKBOARD TRAVEL	\$ 19.32
789	DYK, ROXANE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 560.00
790	FIRST BANK & TRUST	53 2226 000 341	VIRTUAL SCHOOL POSTAGE-ENVELOPES	\$ 285.90
790	FIRST BANK & TRUST	53 2226 000 411	VIRTUAL SCHOOL WORKDAY MEAL	\$ 33.85
790	FIRST BANK & TRUST	22 2529 000 334	FISCAL TRAVEL	\$ 154.60
790	FIRST BANK & TRUST	22 2710 000 319	ED EVAL CPR TRAINING	\$ 60.00

790	FIRST BANK & TRUST	22 2159 000 319	SPEECH CPR TRAINING	\$	270.00
790	FIRST BANK & TRUST	22 2149 000 319	PSYCH CPR TRAINING	\$	150.00
790	FIRST BANK & TRUST	22 2172 000 319	OT CPR TRAINING	\$	60.00
790	FIRST BANK & TRUST	22 2171 000 319	PT CPR TRAINING	\$	30.00
790	FIRST BANK & TRUST	22 2329 000 319	DIRECTOR CPR TRAINING	\$	30.00
790	FIRST BANK & TRUST	22 2529 000 319	FISCAL CPR TRAINING	\$	30.00
790	FIRST BANK & TRUST	53 2226 000 319	VIRTUAL SCHOOL CPR TRAINING	\$	60.00
791	FRIDLEY, SARA	53 2226 000 319 202	BLACKBOARD SUPPORT PAYMENT	\$	102.93
791	FRIDLEY, SARA	53 2226 000 319 202	BLACKBOARD TEACHER WORK DAY PAYMENT	\$	100.00
791	FRIDLEY, SARA	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	320.00
792	GIBLIN, DEBRA	53 2226 000 319 202	BLACKBOARD TEACHER WORK DAY PAYMENT	\$	100.00
792	GIBLIN, DEBRA	53 2226 000 334	BLACKBOARD TRAVEL	\$	58.80
793	GROPPER, CLAYTON	53 2226 000 319 202	BLACKBOARD WORK DAY PAYMENT	\$	100.00
794	HOHBACH, ELLEN	53 2226 000 319 202	BLACKBOARD WORK DAY PAYMENT	\$	100.00
794	HOHBACH, ELLEN	53 2226 000 334	BLACKBOARD TRAVEL	\$	33.60
795	HOHN, SARAH	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	80.00
796	HONERMAN, SARAH	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	80.00
797	JENSEN, MICHELLE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	80.00
798	KARY, RACHEL	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	160.00
799	KELEHER, LORI	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	560.00
800	KLEIN, SARA	22 2319 000 334	BOARD MEETING TRAVEL	\$	75.60
801	KOUPAL, KAREN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	320.00
802	KREULEN, NANCY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	560.00
803	LAWLER AUTOMOTIVE INC	22 2172 000 413	OT OIL CHANGE - PAIGE #18	\$	51.26
804	MITTELSTEDT, RODNEY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	80.00
805	MOHLING, CHARLOTTE	53 2226 000 319 202	BLACKBOARD WORK DAY PAYMENT	\$	100.00
805	MOHLING, CHARLOTTE	53 2226 000 334	BLACKBOARD TRAVEL	\$	42.00
806	NICOLAUS, JANET	53 2226 000 319 202	BLACKBOARD TEACHER WORK DAY PAYMENT	\$	100.00
807	NORTHWESTERN ENERGY	22 2549 000 321 001	OFFICE ELECTRICITY	\$	349.00
808	OLSON, MARDA	53 2226 000 319 202	BLACKBOARD TEACHER PAYMENT	\$	250.00
809	OVERWEG REPAIR	22 2159 000 413	SPEECH OIL CHANGE - TAYLA #8	\$	49.06
810	PLATTE FOOD CENTER	53 2226 000 411	VRTUAL SCHOOL SUPPLIES	\$	18.16
811	PLATTE TREE AND LAWN CARE	22 2549 000 411	OFFICE SUPPLIES	\$	60.00
812	PUNT, KANDY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	320.00
813	RAAK, CATHERINE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	400.00
814	RUSSELL-MANKE, ANNIKA	53 2226 000 319 202	BLACKBOARD TEACHER WORK DAY PAYMENT	\$	100.00
815	S&H HEATING AND COOLING	22 2549 000 323	OFFICE AC MAINTENANCE	\$	269.10
816	SEVERSON'S SERVICE	22 2529 000 413	FISCAL FUEL	\$	21.40
816	SEVERSON'S SERVICE	22 2149 000 413	PSYCH OIL CHANGE - CAR #9	\$	34.58
816	SEVERSON'S SERVICE	22 2159 000 413	SPEECH OIL CHANGE - JEN B #10	\$	33.88
817	SIEGFRIED, JOSHUA	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	80.00
818	THOMPSON, JULIE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	160.00
819	TONAK, LORI	53 2226 000 319 201	BLACKBOARD WORK DAY PAYMENT	\$	100.00
819	TONAK, LORI	53 2226 000 334	BLACKBOARD TRAVEL	\$	37.80
820	US BANK VOYAGER FLEET SYSTEMS	22 2329 000 413	DIRECTOR FUEL CHARGES	\$	113.98
820	US BANK VOYAGER FLEET SYSTEMS	22 2159 000 413	SPEECH FUEL CHARGES	\$	230.17
820	US BANK VOYAGER FLEET SYSTEMS	22 2171 000 413	PT FUEL CHARGES	\$	67.43
820	US BANK VOYAGER FLEET SYSTEMS	22 2172 000 413	OT FUEL CHARGES	\$	102.04
820	US BANK VOYAGER FLEET SYSTEMS	22 2710 000 413	ED EVAL FUEL CHARGES	\$	153.26
821	VERIZON WIRELESS	53 2226 000 340	VS PHONE	\$	54.24

821	VERIZON WIRELESS	22 2171 000 340	PT PHONE	\$ 40.01
821	VERIZON WIRELESS	22 2329 000 340	DIRECTOR MIFI	\$ 40.01
822	WYNIA MOWING	22 2549 000 323	OFFICE MOWING	\$ 30.00
Report Total:				\$ 11,455.56

Fund Totals:

Fund 10	\$	-
Fund 12	\$	-
Fund 22	\$	5,548.96
Fund 53	\$	5,906.60
Report Total:	\$	11,455.56

FY 2018-2019

Check #	Vendor Name	Account Number	Invoice Detail Description	Invoice Amount
440	JOHNSON, VALERIE	10 2545 000 550	LICENSE PLATES FOR 2 CARS	\$ 42.40
441	KAFKA, KRISTI	22 2149 000 640	PSYCH NASP MEMBERSHIP 18-19	\$ 210.00
823	ASBSD	22 2319 000 640	BOARD DUES 2018-2019	\$ 775.00
824	EDUCATIONAL ADVANTAGES, INC	22 2149 000 411	SPED ADVANTAGE; INV #458	\$ 5,704.00
825	FIRST DAKOTA INDEMNITY COMPANY	22 2710 000 240	ED EVAL WORKMAN'S COMP 18-19	\$ 226.46
825	FIRST DAKOTA INDEMNITY COMPANY	22 2765 000 240	BIRTH TO THREE WORKMAN'S COMP 18-19	\$ 226.45
825	FIRST DAKOTA INDEMNITY COMPANY	22 2149 000 240	PSYCH WORKMAN'S COMP 18-19	\$ 1,132.29
825	FIRST DAKOTA INDEMNITY COMPANY	22 2159 000 240	SPEECH WORKMAN'S COMP 18-19	\$ 2,038.12
825	FIRST DAKOTA INDEMNITY COMPANY	22 2171 000 240	PT WORKMAN'S COMP 18-19	\$ 226.46
825	FIRST DAKOTA INDEMNITY COMPANY	22 2172 000 240	OT WORKMAN'S COMP 18-19	\$ 452.92
825	FIRST DAKOTA INDEMNITY COMPANY	22 2329 000 240	DIRECTOR WORKMAN'S COMP	\$ 226.46
825	FIRST DAKOTA INDEMNITY COMPANY	22 2529 000 240	FISCAL WORKMAN'S COMP 18-19	\$ 226.46
825	FIRST DAKOTA INDEMNITY COMPANY	53 2226 000 240	VS WORKMAN'S COMP 18-19	\$ 452.92
825	FIRST DAKOTA INDEMNITY COMPANY	12 2226 000 240	GRANT WRITER WORKMAN'S COMP 18-19	\$ 226.46
826	HUB INTERNATIONAL MOUNTAIN STATE	22 2319 000 651	DIRECTOR AND FISCAL BOND	\$ 300.00
827	MID CENTRAL EDUCATIONAL COOP	10 2535 000 520	OFFICE LEASE PAYMENT	\$ 500.00
828	MIDSTATE COMMUNICATIONS	22 2549 000 340	OFFICE PHONE	\$ 335.04
829	PHILADELPHIA INSURANCE COMPANY	22 2319 000 651	PROPERTY AND LIABILITY INSURANCE 2018-2019	\$ 15,724.00
829	PHILADELPHIA INSURANCE COMPANY	10 2545 000 550	CAR INSURANCE 2018-2019	\$ 22,219.00
830	POSTMASTER	22 2765 000 411	BIRTH TO THREE ENVELOPES	\$ 285.90
830	POSTMASTER	22 2529 000 341	FISCAL ENVELOPES	\$ 574.05
831	SCHOOL ADMINISTRATORS OF SD	22 2329 000 640	DIRECTOR DUES 2018-2019	\$ 604.00
831	SCHOOL ADMINISTRATORS OF SD	22 2529 000 640	FISCAL DUES 2018-2019	\$ 270.00
832	SD DIVISION OF CRIMINAL INVESTIGATION	22 2149 000 411	PSYCH FINGERPRINTS	\$ 86.50
833	SD TEACHER PLACEMENT CENTER	22 2319 000 640	BOARD DUES 2018-2019	\$ 420.00
834	SOFTWARE HOUSE INTERNATIONAL	10 2229 000 471	MICROSOFT LICENSING	\$ 925.98
834	SOFTWARE HOUSE INTERNATIONAL	10 2229 000 471	MICROSOFT LICENSING	\$ 106.20
835	SOFTWARE UNLIMITED, INC.	22 2529 000 411	FISCAL ACCOUNTING SOFTWARE 18-19	\$ 4,700.00
Report Total:				\$ 59,217.07

Fund Totals:

Fund 10	\$	23,793.58
Fund 12	\$	226.46
Fund 22	\$	34,744.11
Fund 53	\$	452.92
Report Total:	\$	59,217.07

All members present voted aye. Motion carried.

Approve Payment for Other Payroll and Board Payments

Motion Armour, seconded by Kimball to pay the following other payroll and board payments:

PAYROLL ITEMS THAT NEED APPROVAL BY THE GOVERNING BOARD

July 19, 2018

EMPLOYEE NAME	SERVICES	AMOUNT
Bobbi Brink	Speech Services - June 2018	\$734.97
Jennifer Boyden	Speech Assistant Services - June 2018	\$902.00
Jocelyn Grosz	Birth to Three Services - June 2018	\$1,570.45
Kristi Kafka	RTI Work Group and Psych Services - June 2018	\$476.00
Laura Bergeleen	Speech Services - June 2018	\$587.71
Nicole Palmer	Speech Services - June 2018	\$351.99
Paige Shumake	OT Services - June 2018	\$1,169.50
Roxann Larson	Speech Services - June 2018	\$430.91
Sona Kott	OT Services - June 2018	\$1,044.68
Tayla Thomas	Speech Assistant Services - June 2018	\$533.00
TOTAL TO BE APPROVED FOR JULY 20, 2018 PAYROLL		\$7,801.20

PAYROLL ITEMS THAT NEED APPROVAL BY THE GOVERNING BOARD

July 19, 2018

Tonya Aldrich	Board Stipend and Travel	\$152.86
Chad Clites	Board Stipend and Travel	\$224.63
Joel Koskan	Board Stipend and Travel	\$241.29
Dale Larsch	Board Stipend and Travel	\$182.74
Holly Mosterd	Board Stipend and Travel	\$225.18
Jim Munsen	Board Stipend and Travel	\$71.77
Lisa Pazour	Board Stipend and Travel	\$205.24
Jess Sondgeroth	Board Stipend and Travel	\$46.17
Karen Timanus	Board Stipend and Travel	\$171.88
Tina Westendorf	Board Stipend and Travel	\$208.34
Robert Wik	Board Stipend and Travel	\$79.53
TOTAL TO BE APPROVED FOR JUNE 20, 2018 PAYROLL		\$1,809.63

All members present voted aye. Motion carried.

Officially adjourn the 2017-2018 Cooperative Board and appoint Director Valerie Johnson as temporary chairperson.

Motion Colome, seconded by Armour to officially adjourn the 2017-2018 CORE Cooperative board meeting at 2:20 p.m. and appoint director Valerie Johnson as temporary chairperson. All members present voted aye.

Motion carried.

Administer Oath of Office for any new board members

No action taken as no new members were present.

Organize the 2018-2019 Board of Education

Motion by Armour to nominate Holly Mosterd as President for 2018-2019 year, nominations ceased by Colome and Holly Mosterd was elected by unanimous ballot. All members present voted aye. Motion carried.

Motion Colome to nominate Chad Clites as Vice President for 2018-2019 year, nominations ceased by Armour and Chad Clites was elected by unanimous ballot. All members present voted aye. Motion carried.

President Appoints the Following Committees

Building committee: Joel Koskan, Karen Timanus, and Jim Munsen. Negotiations committee: Holly Mosterd, Dale Larsch, and Lisa Pazour. Finance Committee: Chad Clites, Tonya Aldrich, and Jess Sondgeroth. By-Laws committee: Tara Hochhalter, Tina Westendorf, and Rodney Faulhaber.

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

Motion Gregory, seconded by Mt. Vernon approving the Request for Board Waiver from Tina Westendorf, Chad Clites, Tonya Aldrich and Lisa Pazour for serving on the Mid Central Educational Cooperative Board and the CORE Educational Cooperative Board. All members present voted aye. Motion carried.

Annual Meeting Approvals

Motion Wessington Springs, seconded by Platte-Geddes to approve the following:

- a. Designate the Winner Advocate (Colome) as the cooperative’s official newspaper
- b. Designate Rodney Freeman as the cooperative’s official legal counsel
- c. Authorize Catrina Brown (Business Manager), Holly Mosterd (Board President), and Chad Clites (Board Vice-President) as signer on all accounts and depositories.
- d. Designate depositories of Core Educational Cooperative as First Fidelity (Platte) and Farmer’s State Bank (Parkston)
- e. Authorize director and business manager to make purchases
- f. Authorize Business Manager to obtain quotes on propane
- g. Approval of Bond for Business Manager in the amount of \$50,000, Director in the amount of \$10,000
- h. Set date Thursday of the first full week of each month, time at 10:00 a.m., place Core Educational Cooperative. (Unless otherwise specified)
- i. Approve Robert’s Rule of Order (revised) as the guide for Core Cooperative board meetings
- j. Establish the board member per diem at \$60.00 for board members and \$70 for board president per meeting plus mileage at \$0.42 per mile
- k. Approve use of electronic (facsimile) signatures on vouchers, work logs and reports
- l. Approve publication of salaries
- m. Approve Personnel Handbook
- n. Approve Comprehensive Special Education Plan
- o. Approve By-Laws
- p. Approve Policies

All members present voted aye. Motion carried.

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

President Holly Mosterd declared executive session at 2:31 p.m. to discuss personnel per SDCL 1-25-2(1). All members present voted aye. Motion carried.

President Holly Mosterd declared open session at 2:33 p.m.

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

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

Contract #	Name	Description	Payment
VS2018-042	Heather Collins	Develop Native American Studies Course	\$250 per course
VS2018-043	Sandy Nightingale	Evaluator for Visual Communications Evaluator for Multi-Media Designs	\$100 per course, per semester
VS2019-001	Annika Russell	Accounting 1 and Advanced Accounting	1 to 12 students - \$255 per student 13 to 22 students - \$100 per student 23 and above - \$255 per student
VS2019-002	Annika Russell	Personal Finance	1 to 12 students - \$255 per student 13 to 22 students - \$100 per student 23 and above - \$255 per student
VS2019-003	Annika Russell	Entrepreneurship	1 to 12 students - \$255 per student 13 to 22 students - \$100 per student 23 and above - \$255 per student
VS2019-011	Dave Reuland	General Service Technician Program	1 to 12 students - \$255 per student 13 to 22 students - \$100 per student 23 and above - \$255 per student
VS2019-032	Jody Converse	American Sign Language I	1 to 12 students - \$255 per student 13 to 22 students - \$100 per student 23 and above - \$255 per student
EDG2019-006	Joshua Siegfried	Edgenuity Teacher	\$80 per student, per semester
EDG2019-019	Merretta Anderson	Edgenuity Teacher	\$80 per student, per semester
EDG2019-020	Michele Jensen	Edgenuity Teacher	\$80 per student, per semester

EDG2019-029	Elizabeth Breed	Edgenuity Teacher	\$80 per student, per semester
CORE2019-005	Chamberlain School District	School Psych Services	\$600 per day + \$0.42 per mile

All members present voted aye. Motion carried.

Surplus Items

Motion Wessington Springs, seconded by Corsica-Stickney to surplus some office furniture and technology items at a zero value. All members present voted aye. Motion carried.

Director's Report

No action taken.

Next Meeting:

August 17, 2018 at 10:00 a.m. at the CORE Educational Cooperative in Platte, SD

Adjourn

Motion Corsica-Stickney, seconded by Wessington Springs to adjourn the meeting at 2:55 p.m. All members present voted aye. Motion carried.

President

Business Manager

CORE Educational Cooperative			
Report of Cash Transactions			
June 30, 2018			
Fund Totals:		As of 5/31/18	As of 6/30/18
CORE Educational Cooperative:		\$ 262,998.32	\$ 249,455.94
DIAL Grant Writer:		\$ -	\$ (0.04)
DIAL Virtual School:		\$ 388,210.30	\$ 342,151.31
		\$ 651,208.62	\$ 591,607.21
Beginning Balance of First Fidelity Bank as of 6/01/2018:			\$ 450,330.81
Receipts:			
	Fund 10 (General Fund)		\$ 1,450.51
	Fund 12 (Grant Writer)		\$ 3,961.08
	Fund 22 (Special Ed)		\$ 135,324.52
	Fund 53 (Virtual School)		\$ 18,734.82
	Total Receipts:		\$ 159,470.93
Expenditures:			
	Fund 10 (General Fund)		\$ 4,269.76
	Fund 12 (Grant Writer)		\$ -
	Fund 22 (Special Ed)		\$ 52,066.83
	Fund 53 (Virtual School)		\$ 35,800.09
	Total Expenditures:		\$ 92,136.68
Automatic Withdraw:	ACH Monthly Payment (Fund 22)		\$ 10.00
	Total Automatic Withdraw:		\$ 10.00
Payroll:			
	Fund 12 (Grant Writer)		\$ 3,961.12
	Fund 22 (Special Ed)		\$ 113,970.82
	Fund 53 (Virtual School)		\$ 8,993.72
	Total Payroll:		\$ 126,925.66
Ending Balance of First Fidelity Bank as of 6/30/2018			\$ 390,729.40
Beginning Balance of CD in Farmers State Bank - Parkston as of 6/1/2018 (Fund 53)			\$ 200,877.81
Interest:	Fund 53 (Virtual School)		\$ -
Ending Balance of CD in Farmers State Bank - Parkston as of 6/30/2018			\$ 200,877.81
Ending Balance as of 6/30/2018			\$ 591,607.21