

**MINUTES OF THE REGULAR BOARD MEETING OF THE
CORE EDUCATIONAL COOPERATIVE
BOARD OF DIRECTORS
THURSDAY, JULY 13, 2023**

President C. Clites called the budget hearing to order at 9:55 a.m. and the regular meeting of the Board of Directors of the Core Educational Cooperative to order at 10:01 a.m. on Thursday, July 13, 2023, at CORE Educational Cooperative Office in Platte, SD.

Members present: Tina Westendorf (Armour), Pamela Haukaas via Zoom (Colome Consolidated), Chad Clites (Corsica-Stickney), Katie Bolander via Zoom (Gregory), Lisa Pazour via Zoom (Kimball), Veronica Gerard joined at 10:01 via Zoom (Lyman), Dale Larsch (Mt. Vernon), Lindsey Weich joined at 10:09 a.m. via Zoom (Plankinton), Roxanne Summerville (Platte-Geddes), Jim Munsen (White Lake).

Members absent: Joel Johnson (Burke), Sara Thompson (Wessington Springs), and Brooke LeGrand (Wolsey-Wessington).

Superintendents: Scott Muckey (Corsica-Stickney), Sara Anderson via Zoom (Gregory), Eric Denning via Zoom (Mt. Vernon), and Lezlie Larsen via Zoom (Plankinton).

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

Additional Agenda Items

No additional agenda items were added.

Approve Agenda

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

Budget Hearing

Time was allowed for a hearing on the proposed 2023-2024 budget in accordance with SDCL 13-11-02. No action taken.

Adjourn Budget Hearing

Motion Platte-Geddes, seconded by White Lake to adjourn the budget hearing meeting at 9:59 a.m. All members present voted aye. Motion carried.

The regular meeting was called order at 10:01 a.m.

Additional Agenda Items

No items were added to the agenda.

Approve Agenda

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

Approve Minutes from June 29, 2023

Motion Mt. Vernon, seconded by Gregory approving the minutes from the regular meeting held on June 29, 2023. All members present voted aye. Motion carried.

Public Forum

No action taken.

Approve Financial Reports

Motion Kimball, seconded by Gregory approving the report of cash transactions, payroll summary report, revenue summary, and expenditure reports dated June 30, 2023. All members present voted aye. Motion carried.

Approve July 2023 Bills

Motion White Lake, seconded by Mt. Vernon approving the following bills for payment:

Check #	Vendor Name	Account Number	Invoice Detail Description	Invoice Amount
3387	EMC INSURANCE COMPANY	10 2545 000 550	INSURANCE FOR 23-24	\$ 39,137.00
3388	FIRST DAKOTA INDEMNITY COMPANY	10 2623 000 240	WORKMAN'S COMP INSURANCE	\$ 359.10
Fund 10 Total:				\$ 39,496.10
3388	FIRST DAKOTA INDEMNITY COMPANY	22 1223 000 240	WORKMAN'S COMP INSURANCE	\$ 215.46
3402	VERIZON WIRELESS	22 1223 000 340	TRANSITION PROGRAM MIFI	\$ 40.01
3398	SD DIVISION OF CRIMINAL INVESTIGATION	22 1223 000 411	TRANSITION PROGRAM FINGERPRINTS-	\$ 21.62
3401	US BANK VOYAGER FLEET SYSTEMS	22 1223 000 413	TRANSITION PROGRAM FUEL	\$ 44.89

3388	FIRST DAKOTA INDEMNITY COMPANY	22 2113 000 240	WORKMAN'S COMP INSURANCE	\$ 287.28
3386	CORSICA-STICKNEY SCHOOL DISTRICT	22 2113 025 325	PROGRAM RENT	\$ 1,000.00
3388	FIRST DAKOTA INDEMNITY COMPANY	22 2126 000 240	WORKMAN'S COMP INSURANCE	\$ 287.28
3401	US BANK VOYAGER FLEET SYSTEMS	22 2126 000 413	ED EVAL FUEL	\$ 35.25
3388	FIRST DAKOTA INDEMNITY COMPANY	22 2149 000 240	WORKMAN'S COMP INSURANCE	\$ 790.01
3388	FIRST DAKOTA INDEMNITY COMPANY	22 2159 000 240	WORKMAN'S COMP INSURANCE	\$ 1,651.84
3401	US BANK VOYAGER FLEET SYSTEMS	22 2159 000 413	SPEECH FUEL	\$ 109.91
3388	FIRST DAKOTA INDEMNITY COMPANY	22 2171 000 240	WORKMAN'S COMP INSURANCE	\$ 287.28
3401	US BANK VOYAGER FLEET SYSTEMS	22 2171 000 413	PT FUEL	\$ 51.74
3388	FIRST DAKOTA INDEMNITY COMPANY	22 2172 000 240	WORKMAN'S COMP INSURANCE	\$ 359.10
3398	SD DIVISION OF CRIMINAL INVESTIGATION	22 2172 000 411	OT FINGERPRINTS- MILLAR	\$ 21.63
3390	LAWLER AUTOMOTIVE INC	22 2172 000 413	OT OIL CHANGE - PAIGE #18	\$ 55.31
3399	SEVERSON'S SERVICE	22 2172 000 413	OT OIL CHANGE - SONA #34	\$ 69.95
3401	US BANK VOYAGER FLEET SYSTEMS	22 2172 000 413	OT FUEL	\$ 95.76
3384	CENTRAL DAKOTA TIMES	22 2319 000 350	BOARD ADVERTISING	\$ 281.24
3383	ASBSD	22 2319 000 640	BOARD DUES	\$ 775.00
3387	EMC INSURANCE COMPANY	22 2319 000 651	INSURANCE FOR 23-24	\$ 15,575.00
3388	FIRST DAKOTA INDEMNITY COMPANY	22 2329 000 240	WORKMAN'S COMP INSURANCE	\$ 143.64
3401	US BANK VOYAGER FLEET SYSTEMS	22 2329 000 413	DIRECTOR FUEL	\$ 45.36
3388	FIRST DAKOTA INDEMNITY COMPANY	22 2529 000 240	WORKMAN'S COMP INSURANCE	\$ 143.64
3399	SEVERSON'S SERVICE	22 2529 000 334	FISCAL TRAVEL	\$ 31.85
3400	SOFTWARE UNLIMITED, INC.	22 2529 000 411	FISCAL SOFTWARE	\$ 5,250.00
3392	NORTHWESTERN ENERGY	22 2549 000 321 001	OFFICE ELECTRICITY	\$ 248.00
3385	CITY OF PLATTE	22 2549 000 321 002	OFFICE WATER AND SEWER	\$ 77.49
3394	PLATTE TREE AND LAWN CARE	22 2549 000 323	OFFICE MAINTENANCE	\$ 100.00
3395	ROCKFORD'S SANITATION, LLC	22 2549 000 323	OFFICE GARBAGE	\$ 85.00
3396	S&H HEATING AND COOLING INC	22 2549 000 323	OFFICE AC MAINTENANCE	\$ 140.08
3391	MIDSTATE COMMUNICATIONS	22 2549 000 340	OFFICE PHONE	\$ 372.46
3402	VERIZON WIRELESS	22 2549 000 340	OFFICE MIFI	\$ 40.01
3397	SD DEPARTMENT OF REVENUE	22 2549 000 550	CAR LICENSING	\$ 2.50
3403	VERN EIDE OF MITCHELL	22 2549 000 550	CAR PURCHASE - 2023 TRAILBLAZER	\$ 29,990.00
3388	FIRST DAKOTA INDEMNITY COMPANY	22 2765 000 240	WORKMAN'S COMP INSURANCE	\$ 143.64
3401	US BANK VOYAGER FLEET SYSTEMS	22 2765 000 334	B-3 FUEL	\$ 49.40
4478	MOSTERD, HOLLY	22 2765 000 334	BIRTH TO 3 CONFERENCE	\$ 25.00
4478	MOSTERD, HOLLY	22 2765 000 334	BIRTH TO THREE FUEL	\$ 20.02
3388	FIRST DAKOTA INDEMNITY COMPANY	22 2765 019 240	WORKMAN'S COMP INSURANCE	\$ 71.82
Fund 22 Total:				\$ 59,035.47
3388	FIRST DAKOTA INDEMNITY COMPANY	53 2226 000 240	WORKMAN'S COMP INSURANCE	\$ 430.91
4474	BREWER, LINDSEY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 540.00
4475	JOHNSON, DILLON	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 3,060.00
4476	KOUPAL, KAREN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 990.00
4477	LARSON, ERIN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 360.00
4480	RANK, TORRI	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 180.00
4481	SCHAFFER, MAXWELL	53 2226 000 319 201	EDGE TEACHER PYAMENT	\$ 810.00
4482	WITT, KATE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 810.00
4482	WITT, KATE	53 2226 000 319 202	BLACKBOARD TEACHER PAYMENT	\$ 255.00
4479	O'DOAN, DEBRA	53 2226 000 334	GW/PD TRAVEL	\$ 54.06
3402	VERIZON WIRELESS	53 2226 000 340	VS PHONE	\$ 51.24
4479	O'DOAN, DEBRA	53 2226 000 341	GW/PD POSTAGE	\$ 14.60
3393	OFFICE PRODUCTS CENTER	53 2226 000 411	VS SUPPLIES	\$ 899.00
4479	O'DOAN, DEBRA	53 2226 000 411	GW/PD SUPPLIES	\$ 10.65
3389	KNOWLEDGE MATTERS	53 2226 000 411 202	SPORTS & ENTERTAINMENT LAB LICENSE	\$ 1,295.00
Fund 53 Total:				\$ 9,760.46

All members present voted aye. Motion carried.

Officially adjourn the 2022-2023 Cooperative Board and appoint Director Renee Thomas as temporary chairperson

Motion Kimball, seconded by Armour to officially adjourn the 2022-2023 cooperative board meeting and appoint director Renee Thomas 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 Jim Munsen and Veronica Gerard.

Organize the 2023-2024 Board of Education

Motion by Kimball, seconded by Platte-Geddes to nominate Chad Clites as President for 2023-2024 year, nominations ceased by Armour and seconded by White Lake. All members present voted aye. Motion carried.

Motion Kimball, seconded by Plankinton to nominate for Dale Larsch as Vice President for 2023-2024 year, nominations ceased by Kimball and seconded by Plankinton. 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 White Lake, seconded by Armour to approve the conflict of interest form from Dale Larsch as he is a member of the CORE Educational Coop board and Mid Central Educational Coop board. All members present voted aye with Mt. Vernon abstaining. Motion carried.

Motion White Lake, seconded by Platte-Geddes to approve the conflict of interest form from Tina Westendorf as she is a member of the CORE Educational Coop board and Mid Central Educational Coop board. All members present voted aye with Armour abstaining. Motion carried.

Motion Mt. Vernon, seconded by Platte-Geddes to approve the conflict of interest form from Jim Munsen as he is a member of the CORE Educational Coop board and Mid Central Educational Coop board. All members present voted aye with White Lake abstaining. Motion carried.

Motion Kimball, seconded by Armour to approve the conflict of interest form from Roxanne Summerville as she is a member of the CORE Educational Coop board and Mid Central Educational Coop board. All members present voted aye with Platte-Geddes abstaining. Motion carried.

Motion Armour, seconded by Plankinton to approve the conflict of interest form from Lisa Pazour as she is a member of the CORE Educational Coop board and Mid Central Educational Coop board. All members present voted aye with Kimball abstaining. Motion carried.

Motion Platte-Geddes, seconded by Kimball to approve the conflict of interest form from Pamela Haukaas as she is a member of the CORE Educational Coop board and Mid Central Educational Coop board. All members present voted aye with Colome abstaining. Motion carried.

Annual Meeting Approvals

Motion White Lake, seconded by Armour to approve the following items:

- a. Designate the Lyman County Herald as the cooperative's official newspaper for the 2023-24 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 2023-2024 school year, Schoenfish and Company
- l. Establish the board member per diem at \$60.00 per meeting for board members and \$70.00 per meeting for the President plus mileage at state rate

- 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.

Approve Contracts

Motion Platte-Geddes, seconded by White Lake to approve the following contracts:

John Fouberg	Edgenuity Teacher	VS2024-032	\$90 per student, per semester
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All members present voted aye. Motion carried.

Surplus Vehicle

Motion Platte-Geddes, seconded by Mt. Vernon to approve surplusizing the following car:

Inventory #: 1014; 2010 Chevrolet Impala; Vin # 2G1WB5EN1A1247578; Mileage 150,214

All members present voted aye. Motion carried.

Approve Out of State Travel Request

Motion Plankinton, seconded by Kimball to approve the out of state travel request for Sona Kott to attend the School Based Practitioners Summit on August 7-8, 2023 in Columbus, OH. All members present voted aye.

Motion carried.

Director's Report

A copy of the 2022-2023 Annual Report was handed out. No action taken.

Next Meeting:

August 10, 2023 at 10:00 a.m. at the CORE Educational Cooperative in Platte, SD.

Adjourn

Motion Platte-Geddes, seconded by White Lake to adjourn the meeting at 10:35 a.m. All members present voted aye. Motion carried.

President

Business Manager

CORE Educational Cooperative					
Report of Cash Transactions					
June 30, 2023					
		As of 5/31/23	As of 6/30/23		
Fund Totals:					
CORE Educational Cooperative:		\$ 526,720.91	\$ 372,623.43		
DIAL Virtual School:		\$ 1,507,097.92	\$ 1,373,383.34		
		\$ 2,033,818.83	\$ 1,746,006.77		
Beginning Balance of First Fidelity Bank as of 6/1/2023:					\$ 1,207,324.23
Receipts:					
	Fund 10 (General Fund)			\$ 30,400.00	
	Fund 22 (Special Ed)			\$ 219,531.32	
	Fund 22 (CORE Bank Account Interest 0.14%)			\$ 138.10	
	Fund 53 (Virtual School)			\$ 22,848.44	
		Total Receipts:		\$ 272,917.86	
Expenditures:					
	Fund 10 (General Fund)			\$ 3,903.17	
	Fund 22 (Special Ed)			\$ 178,277.39	
	Fund 53 (Virtual School)			\$ 137,916.39	
		Total Expenditures:		\$ 320,096.95	
Automatic Withdraw:	ACH Monthly Payment (Fund 22)			\$ 10.00	
		Total Automatic Withdraw:		\$ 10.00	
Payroll:					
	Fund 10 (General Fund)			\$ 12,393.64	
	Fund 22 (Special Ed)			\$ 209,582.70	
	Fund 53 (Virtual School)			\$ 19,268.04	
		Total Payroll:		\$ 241,244.38	
Ending Balance of First Fidelity Bank as of 6/30/2023:					\$ 918,890.76
Beginning Balance of CD in First Fidelity Bank as of 6/1/2023 (Fund 10)					\$ 52,662.15
Interest:	Fund 10 (General Fund) - 24 months (Matures 10/12/24) 2.16%			\$ -	
Ending Balance of CD in First Fidelity Bank as of 6/30/2023					\$ 52,662.15
Beginning Balance of CD in First Fidelity Bank as of 6/1/2023 (Fund 10)					\$ 52,261.73
Interest:	Fund 10 (General Fund) - 13 months (Matures 4/15/24) 4.30%			\$ -	
Ending Balance of CD in First Fidelity Bank as of 6/30/2023					\$ 52,261.73
Beginning Balance of CD in First Fidelity Bank as of 6/1/2023 (Fund 53)					\$ 220,319.94
Interest:	Fund 53 (Virtual School) - 24 months (Matures 11/17/24) 3.10%			\$ -	
Ending Balance of CD in First Fidelity Bank as of 6/30/2023					\$ 220,319.94
Beginning Balance of CD in First Fidelity Bank as of 6/1/2023 (Fund 53)					\$ 501,250.78
Interest:	Fund 53 (Virtual School) - 18 months (Matures 7/10/23) 0.25%			\$ 621.41	
Ending Balance of CD in First Fidelity Bank as of 6/30/2023					\$ 501,872.19
Ending Balance as of 6/30/2023					\$ 1,746,006.77