

**MINUTES OF THE REGULAR BOARD MEETING OF THE  
CORE EDUCATIONAL COOPERATIVE  
BOARD OF DIRECTORS  
THURSDAY, FEBRUARY 4, 2021**

President C. Clites called the regular meeting of the Board of Directors of the Core Educational Cooperative to order at 10:30 a.m. on Thursday, February 4, 2021, at CORE Educational Cooperative Office in Platte, SD.

Members present: Tina Westendorf via Zoom (Armour), Joel Koskan (Colome Consolidated), Chad Clites (Corsica-Stickney), Karen Timanus via Zoom (Gregory), Dale Larsch (Mt. Vernon), Lindsey Weich via Zoom (Plankinton), Jim Burg via phone (Wessington Springs), and Tara Hochhalter via Zoom/phone (Wolsey-Wessington).

Members absent: Joe Kellen (Burke), Lisa Pazour (Kimball), Ross Vanzee (Platte-Geddes), and Kris Pursell (White Lake).

Superintendents: Scott Muckey (Corsica-Stickney), Sara Anderson via Zoom (Gregory), and Jennifer Boomsma-Kelsey via Zoom (Wolsey-Wessington).

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

**Additional Agenda Items**

Add item 6a. Discussion on amending Fiscal Policy

**Approve Agenda**

Motion Colome, seconded by Mt. Vernon approving the amended agenda. All members present voted aye. Motion carried.

**Approve Minutes from January 6, 2021**

Motion Wessington Springs, seconded by Armour approving the minutes from the regular meeting held on January 6, 2021. All members present voted aye. Motion carried.

**Approve Financial Reports**

Motion Mt. Vernon, seconded by Plankinton approving the report of cash transactions, payroll summary report, revenue summary, and expenditure reports dated January 31, 2021. All members present voted aye. Motion carried.

**Discussion on amending Fiscal Policy: Internal Control Procedures Payroll DIA-1**

First reading of amended Fiscal Policy: Internal Contract Procedures Payroll DIA-1

**Approve Bills**

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

Check #	Vendor Name	Account Number	Invoice Detail Description	Invoice Amount
2476	MID CENTRAL EDUCATIONAL COOP	10 2535 000 520	OFFICE LEASE PAYMENT	\$ 500.00
2496	US BANK VOYAGER FLEET SYSTEMS	10 2623 000 413	ED SPEC FUEL	\$ 78.19
2497	USD CENTER FOR DISABILITIES	10 2623 000 640	ED SPEC WORKSHOP	\$ 50.00
<b>Fund 10 Total:</b>				<b>\$ 628.19</b>
2496	US BANK VOYAGER FLEET SYSTEMS	22 2126 000 413	ED EVAL FUEL	\$ 124.62
2491	STANDARD PUBLISHING	22 2149 000 350	PSYCH ADVERTISING	\$ 152.00
2464	FIRST BANK & TRUST	22 2149 000 411	PSYCH SUPPLIES	\$ 268.38
2483	PEARSON	22 2149 000 411	PSYCH SUPPLIES	\$ 431.31
2486	QUILL CORPORATION	22 2149 000 411	PSYCH SUPPLIES	\$ 48.78
2475	LAWLER AUTOMOTIVE INC	22 2149 000 413	PSYCH CAR REPAIR - JAYNE #12	\$ 172.13
2489	ROG'S AUTO INC.	22 2149 000 413	PSYCH CAR REPAIR - KRISTI #5	\$ 112.12
2496	US BANK VOYAGER FLEET SYSTEMS	22 2149 000 413	PSYCH FUEL	\$ 299.59
1633	SIBBEL, ERIN	22 2149 000 640	PSYCH DUES	\$ 330.00
1633	SIBBEL, ERIN	22 2149 000 640	PSYCH WORKSHOP	\$ 199.00
2501	WOLSEY-WESSINGTON SCHOOL DISTRICT	22 2159 000 190	1/2 SPEECH PAYMENT FOR 20-21	\$ 40,764.46
2458	ARMOUR CHRONICLE	22 2159 000 350	SPEECH ADVERTISING-HEARING SCREENING	\$ 36.25
2460	CORSICA GLOBE	22 2159 000 350	SPEECH ADVERTISING-HEARING	\$ 47.13

SCREENING

2468	HURON PLAINSMAN	22 2159 000 350	SPEECH ADVERTISING-HEARING SCREENING	\$ 7.74
2484	PLATTE ENTERPRISE, THE	22 2159 000 350	SPEECH ADVERTISING-HEARING SCREENING	\$ 123.26
2491	STANDARD PUBLISHING	22 2159 000 350	SPEECH ADVERTISING	\$ 152.00
2491	STANDARD PUBLISHING	22 2159 000 350	SPEECH ADVERTISING-HEARING SCREENING	\$ 23.00
1629	BOYDEN, JENNIFER	22 2159 000 411	SPEECH SUPPLIES	\$ 24.12
2486	QUILL CORPORATION	22 2159 000 411	SPEECH SUPPLIES	\$ 75.99
2480	NELSON'S MACHINE AND WELDING	22 2159 000 413	SPEECH OIL CHANGE - TANIA #21	\$ 41.95
2482	OVERWEG AUTO, GLASS, & FUEL LLC	22 2159 000 413	SPEECH CAR REPIAR - LAURA #17	\$ 724.67
2494	TOM'S AUTO SERVICE	22 2159 000 413	SPEECH OIL CHANGE - MARIA #16	\$ 58.28
2494	TOM'S AUTO SERVICE	22 2159 000 413	SPEECH OIL CHANGE - JEN K #13	\$ 43.80
2496	US BANK VOYAGER FLEET SYSTEMS	22 2159 000 413	SPEECH FUEL	\$ 873.20
2499	VOGT'S REPAIR	22 2159 000 413	SPEECH CAR REPAIR - TANIA #21	\$ 20.45
1630	KLUNDT, JENNIFER	22 2159 000 640	SPEECH DUES- ASHA	\$ 253.00
2498	VERIZON WIRELESS	22 2171 000 340	PT MIFI	\$ 40.01
2494	TOM'S AUTO SERVICE	22 2171 000 413	PT OIL CHANGE - KELLIE #24	\$ 49.91
2496	US BANK VOYAGER FLEET SYSTEMS	22 2171 000 413	PT FUEL	\$ 233.75
2496	US BANK VOYAGER FLEET SYSTEMS	22 2172 000 413	OT FUEL	\$ 208.85
1631	KOTT, SONA	22 2172 000 640	OT WORKSHOP	\$ 359.00
1632	LEHR, DAVE	22 2227 000 319	TECH SERVICES; INV #2293	\$ 407.50
2491	STANDARD PUBLISHING	22 2319 000 350	BOARD ADVERTISING	\$ 441.39
2464	FIRST BANK & TRUST	22 2329 000 411	DIRECTOR SUPPLIES	\$ 30.58
2496	US BANK VOYAGER FLEET SYSTEMS	22 2329 000 413	DIRECTOR FUEL	\$ 150.72
2459	ASBSD	22 2329 000 640	DIRECTOR WORKSHOP FEE	\$ 25.00
2464	FIRST BANK & TRUST	22 2529 000 341	FISCAL POSTAGE	\$ 314.15
2481	NORTHWESTERN ENERGY	22 2549 000 321 001	OFFICE ELECTRICITY	\$ 230.00
2502	CITY OF PLATTE	22 2549 000 321 002	OFFICE WATER AND SEWER	\$ 69.88
2461	DAKOTA CARPET RESTORATION	22 2549 000 323	CARPET CLEANING; INV #1357	\$ 1,446.46
2478	MIDWEST FIRE AND SAFETY	22 2549 000 323	OFFICE FIRE EXTINGUISHER REPAIR	\$ 114.00
2488	ROCKFORD'S SANITATION, LLC	22 2549 000 323	OFFICE GARBAGE	\$ 54.00
2495	TSCHUMPER, MARIO	22 2549 000 323	OFFICE SNOW REMOVAL	\$ 100.00
2495	TSCHUMPER, MARIO	22 2549 000 323	OFFICE SNOW REMOVAL	\$ (100.00)
2503	TSCHUMPER, MARIO	22 2549 000 323	OFFICE SNOW REMOVAL	\$ 400.00
2477	MIDSTATE COMMUNICATIONS	22 2549 000 340	OFFICE PHONE	\$ 305.16
2496	US BANK VOYAGER FLEET SYSTEMS	22 2765 000 334	BIRTH TO THREE FUEL	\$ 30.57
<b>Fund 22 Total:</b>				<b>\$ 50,318.16</b>
2462	DYK, ROXANE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 640.00
2465	FOUBERG, JOHN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 1,040.00
2466	FRIDLEY, SARA	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 320.00
2467	HANSEN, ANDREA	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 480.00
2469	JENSEN, MICHELLE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 400.00
2470	JOHNSON, DILLON	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 1,040.00
2472	KELEHER, LORI	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 960.00
2473	KOUPAL, KAREN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 400.00
2474	LARSON, ERIN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 80.00
2479	MITTELSTEDT, RODNEY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 1,520.00
2485	PUNT, KANDY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 1,360.00
2487	RAAK, CATHERINE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 1,680.00
2490	SCHNEIDER, MARY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 880.00
2492	SUMMERS, RAYNA	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$ 480.00

2493	TEEL, APRIL	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	720.00
2500	WITT, KATE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	160.00
2463	FARWELL, RAEHELLE	53 2226 000 319 202	BLACKBOARD TEACHER PAYMENT	\$	250.00
2498	VERIZON WIRELESS	53 2226 000 340	VS PHONE	\$	91.50
2464	FIRST BANK & TRUST	53 2226 000 341	VS POSTAGE	\$	463.74
2464	FIRST BANK & TRUST	53 2226 000 411 202	BLACKBOARD SUPPLIES	\$	781.10
2471	JONES & BARTLETT LEARNING, LLC	53 2226 000 411 202	BLACKBOARD SUPPLIES	\$	1,500.00
				<b>Fund 53 Total:</b>	<b>\$ 15,246.34</b>
				<b>Report Total:</b>	<b>\$ 66,192.69</b>

All members present voted aye. Motion carried.

**Approve Other Payroll**

No action taken.

**Approve Supplemental Budget per SDCL 13-11-3.2**

Motion Plankinton, seconded by Mt. Vernon to approve the following supplemental budget per SDCL 13-11-3.2:

**Birth to Three Engaging Families Trainer Contract (2021C-112)**

Revenue

22-4187-019 Birth to Three Engaging Family Trainer \$71,387.18

Expenses:

22-2765-019-111 Salaries \$51,294.81  
 22-2765-019-210 OASI \$4000.00  
 22-2765-019-220 Retirement \$3100.00  
 22-2765-019-230 Health Insurance \$6132.00  
 22-2765-019-240 Workman's Comp \$219.00  
 22-2765-019-334 Travel \$750.00  
 22-2765-019-319 Contractual \$300.00  
 22-2765-019-411 Materials and Supplies \$2550.00  
 22-2765-019-413 Fuel Charges \$1000.00

**Corona Virus Relief Funds**

Revenue

Unrestricted Federal Grant Received Through the State (22-4129-021) \$17,525.00

Expenses

22-2549-000-411-021 Office Supplies – CRF \$785.40  
 22-2319-000-411-021 Board Supplies – CRF \$3036.75  
 22-2159-000-411-021 Speech Supplies-CRF \$723.90  
 22-2159-000-111-021 Speech Salary – CRF \$8458.79  
 22-2172-000-111-021 OT Salary – CRF \$3295.36  
 22-2529-000-113-021 Fiscal Salary – CRF \$1224.80

All members present voted aye. Motion carried.

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

No potential conflict of interests were presented.

**Executive Session for Personnel per SDCL 1-25-2 (1) (4) Contracts, Negotiations, Business Manager Evaluation**

Motion Colome, seconded by Armour to enter into executive session at 10:44 a.m. to discuss personnel per SDCL 1-25-2 (1) (4) contracts, negotiations, business manager evaluation. All members present voted aye. Motion carried.

President C. Clites declared open session at 10:53 a.m.

**Action from Executive Session**

Motion Colome, seconded by Wolsey-Wessington to offer Catrina Brown, Business Manager, a contract for 2021-2022. All members present voted aye. Motion carried.

**Title IX Policy Discussion**

No action taken.

**Director's Report**

No action taken.

**Next Meeting:**

March 4, 2021 at 10:00 a.m. at the CORE Educational Cooperative in Platte, SD

**Adjourn**

Motion Colome, seconded by Wessington Springs to adjourn the meeting at 11:18 a.m. All members present voted aye. Motion carried.

<b>President</b>		<b>Business Manager</b>	
<b>CORE Educational Cooperative</b>			
<b>Report of Cash Transactions</b>			
<b>January 31, 2021</b>			
<b>Fund Totals:</b>		<b>As of 12/31/20</b>	<b>As of 1/31/21</b>
CORE Educational Cooperative:		\$ 368,112.85	\$ 420,093.50
DIAL Grant Writer:		\$ -	\$ -
DIAL Virtual School:		\$ 781,986.03	\$ 756,014.07
		<b>\$ 1,150,098.88</b>	<b>\$ 1,176,107.57</b>
<b>Beginning Balance of First Fidelity Bank as of 1/1/2021:</b>			<b>\$ 834,162.50</b>
<b>Receipts:</b>			
	Fund 10 (General Fund)		\$ 400.00
	Fund 12 (Grant Writer)		\$ -
	Fund 22 (Special Ed)		\$ 205,748.53
	Fund 22 (CORE Bank Account Interest 0.03%)		\$ 22.41
	Fund 53 (Virtual School)		\$ 5,972.12
	<b>Total Receipts:</b>		<b>\$ 212,143.06</b>
<b>Expenditures:</b>			
	Fund 10 (General Fund)		\$ 1,018.36
	Fund 12 (Grant Writer)		\$ -
	Fund 22 (Special Ed)		\$ 4,548.71
	Fund 53 (Virtual School)		\$ 22,012.09
	<b>Total Expenditures:</b>		<b>\$ 27,579.16</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)		\$ 5,743.74
	Fund 12 (Grant Writer)		\$ -
	Fund 22 (Special Ed)		\$ 142,869.48
	Fund 53 (Virtual School)		\$ 9,931.99
	<b>Total Payroll:</b>		<b>\$ 158,545.21</b>
<b>Ending Balance of First Fidelity Bank as of 1/31/2021</b>			<b>\$ 860,171.19</b>
<b>Beginning Balance of CD in BankWest - Geddes as of 1/1/2021 (Fund 10)</b>			<b>\$ 103,432.86</b>
<b>Interest:</b>	Fund 10 (General Fund) - 12 Month (Matures 3/12/21) 1.05%		\$ -
	Fund 10 (General Fund) - 12 Month (Matures 9/13/21) 0.45%		\$ -
<b>Ending Balance of CD in BankWest - Geddes as of 12/31/2020</b>			<b>\$ 103,432.86</b>
<b>Beginning Balance of CD in Farmers State Bank - Parkston as of 1/1/2021 (Fund 53)</b>			<b>\$ 212,503.52</b>
<b>Interest:</b>	Fund 53 (Virtual School) - 24 months (Matures 5/12/21) 2.55%		\$ -
<b>Ending Balance of CD in Farmers State Bank - Parkston as of 1/31/2021</b>			<b>\$ 212,503.52</b>
<b>Ending Balance as of 1/31/2021</b>			<b>\$ 1,176,107.57</b>