

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

President C. Clites called the regular meeting of the Board of Directors of the Core Educational Cooperative to order at 10:02 a.m. on Thursday, March 4, 2021, at CORE Educational Cooperative Office in Platte, SD.

Members present: Tina Westendorf via Zoom (Armour), Joe Kellen via Zoom (Burke), Joel Koskan via Zoom (Colome Consolidated), Chad Clites (Corsica-Stickney), Karen Timanus (Gregory), Lisa Pazour via Zoom (Kimball), Dale Larsch (Mt. Vernon), Lindsey Weich via Zoom (Plankinton), Ross Vanzee (Platte-Geddes) Jim Burg via Zoom (Wessington Springs), Kris Pursell via Zoom (White Lake), and Tara Hochhalter via Zoom (Wolsey-Wessington).

Members absent: None.

Superintendents: Erik Person via Zoom (Burke), Scott Muckey (Corsica-Stickney), Pat Mikkonen via Zoom (Mt. Vernon), Steve Randal via Zoom (Plankinton), Joel Bailey via Zoom (Platte-Geddes), and Pandi Pittman via Zoom (Wessington Springs).

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

**Additional Agenda Items**

No additional items were added to the agenda.

**Approve Agenda**

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

**Approve Minutes from February 4, 2021**

Motion Colome, seconded by Mt. Vernon approving the minutes from the regular meeting held on February 4, 2021. All members present voted aye. Motion carried.

**Approve Financial Reports**

Motion Gregory, seconded by Wessington Springs approving the report of cash transactions, payroll summary report, revenue summary, and expenditure reports dated February 28, 2021. All members present voted aye. Motion carried.

**Approve Bills**

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

Check #	Vendor Name	Account Number	Invoice Detail Description	Invoice Amount
2525	MID CENTRAL EDUCATIONAL COOP	10 2535 000 520	OFFICE LEASE PAYMENT	\$ 500.00
<b>Fund 10 Total:</b>				<b>\$ 500.00</b>
2542	US BANK VOYAGER FLEET SYSTEMS	22 2126 000 413	ED EVAL FUEL	\$ 141.79
2542	US BANK VOYAGER FLEET SYSTEMS	22 2149 000 413	PSYCH FUEL	\$ 364.56
1663	BRINK, BOBBI	22 2159 000 334	SPEECH TRAVEL	\$ 273.84
2530	OVERWEG REPAIR	22 2159 000 413	SPEECH CAR REPAIR - JAMIE #11	\$ 265.95
2538	SEVERSON'S SERVICE	22 2159 000 413	SPEECH OIL CHANGE - JAMIE #11	\$ 64.63
2538	SEVERSON'S SERVICE	22 2159 000 413	SPEECH OIL CHANGE - NICOLE #26	\$ 52.87
2542	US BANK VOYAGER FLEET SYSTEMS	22 2159 000 413	SPEECH FUEL	\$ 942.08
1662	BERGELEEN, LAURA	22 2159 000 640	SPEECH DUES - ASHA	\$ 225.00
1664	GRIFFITH, JAMIE	22 2159 000 640	SPEECH DUES - ASHA	\$ 225.00
2543	VERIZON WIRELESS	22 2171 000 340	PT MIFI	\$ 40.01
2542	US BANK VOYAGER FLEET SYSTEMS	22 2171 000 413	PT FUEL	\$ 198.48
2524	LAWLER AUTOMOTIVE INC	22 2172 000 413	OT OIL CHANGE - PAIGE #18	\$ 53.29
2542	US BANK VOYAGER FLEET SYSTEMS	22 2172 000 413	OT FUEL	\$ 328.51
1666	LEHR, DAVE	22 2227 000 319	TECH SERVICES; INV #2302	\$ 530.00
1665	JOHNSON, VALERIE	22 2329 000 334	DIRECTOR TRAVEL	\$ 93.24
2514	FIRST BANK & TRUST	22 2329 000 411	DIRECTOR SUPPLIES	\$ 319.00
2538	SEVERSON'S SERVICE	22 2329 000 413	DIRECTOR OIL CHANGE - VAL #25	\$ 56.12
2542	US BANK VOYAGER FLEET SYSTEMS	22 2329 000 413	DIRECTOR FUEL	\$ 65.50
2514	FIRST BANK & TRUST	22 2529 000 341	FISCAL POSTAGE	\$ 46.45

2514	FIRST BANK & TRUST	22 2529 000 411	FISCAL SUPPLIES-DIAL	\$	425.99
2529	NORTHWESTERN ENERGY	22 2549 000 321 001	OFFICE ELECTRICITY	\$	230.00
2513	CITY OF PLATTE	22 2549 000 321 002	OFFICE WATER AND SEWER	\$	79.64
2537	SEVERSON OIL & LP CO. INC	22 2549 000 321 003	OFFICE PROPANE	\$	536.58
2535	S&H HEATING AND COOLING INC	22 2549 000 323	OFFICE FURNACE REPAIR	\$	128.68
2526	MIDSTATE COMMUNICATIONS	22 2549 000 340	OFFICE PHONE	\$	305.16
2543	VERIZON WIRELESS	22 2549 000 340	OFFICE MIFI	\$	40.01
2514	FIRST BANK & TRUST	22 2549 000 411	OFFICE SUPPLIES	\$	239.32
2531	PLATTE FOOD CENTER	22 2549 000 411	OFFICE SUPPLIES	\$	23.06
2514	FIRST BANK & TRUST	22 2549 000 411 021	OFFICE SUPPLIES-CRF	\$	101.94
2520	KELLY'S AUTO PARTS	22 2765 000 334	BIRTH TO 3 CAR REPAIR - HOLLY #22	\$	152.60
2542	US BANK VOYAGER FLEET SYSTEMS	22 2765 000 334	BIRTH TO 3 FUEL	\$	38.10
<b>Fund 22 Total:</b>				<b>\$</b>	<b>6,587.40</b>
2511	ANDERSON, MERRETTA	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	560.00
2512	BREWER, LINDSEY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	640.00
2515	FOUBERG, JOHN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	640.00
2516	HALVORSON, LAURA	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	240.00
2517	HANSEN, ANDREA	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	1,220.00
2518	HOHN, SARAH	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	480.00
2519	JOHNSON, DILLON	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	480.00
2521	KOUPAL, KAREN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	480.00
2522	KREULEN, NANCY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	960.00
2523	LARSON, ERIN	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	160.00
2527	MITTELSTEDT, RODNEY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	720.00
2532	PUNT, KANDY	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	640.00
2533	RAAK, CATHERINE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	1,040.00
2534	RENKLY, SHANNON	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	880.00
2539	SUMMERS, RAYNA	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	480.00
2541	TEEL, APRIL	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	400.00
2544	WITT, KATE	53 2226 000 319 201	EDGE TEACHER PAYMENT	\$	80.00
2528	MOHLING, CHARLOTTE	53 2226 000 319 202	BLACKBOARD TEACHER PAYMENT	\$	4,845.00
2543	VERIZON WIRELESS	53 2226 000 340	VS PHONE	\$	51.49
2514	FIRST BANK & TRUST	53 2226 000 341	VS POSTAGE	\$	39.60
2514	FIRST BANK & TRUST	53 2226 000 411 202	BLACKBOARD SUPPLIES	\$	338.62
2540	SYNCB/AMAZON	53 2226 000 411 202	BLACKBOARD SUPPLIES	\$	104.71
2536	SD ASSN. OF FCCLA	53 2226 000 640	VIRTUAL FCCLA DUES	\$	96.00
<b>Fund 53 Total:</b>				<b>\$</b>	<b>15,575.42</b>
<b>Report Total:</b>				<b>\$</b>	<b>22,662.82</b>

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**

Motion Gregory, seconded by Platte-Geddes to enter into executive session at 10:14 a.m. to discuss personnel per SDCL 1-25-2 (1) (4) contracts, negotiations. All members present voted aye. Motion carried.

President C. Clites declared open session at 10:50 a.m.

**Action from Executive Session**

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

Kristi Allen	Edgenuity Course - Evaluator	EDG2021-028	\$100 per course, per semester
Kim Hansen	Edgenuity Course - Evaluator	EDG2021-030	\$100 per course, per semester
Sara Kraft	Edgenuity Course - Evaluator	EDG2021-032	\$100 per course, per semester
Dawn Wirth	Grant Writer-DIAL	EMP2021-033	\$500 for monthly research and presentation to board Writing/Submission of Grant 1% of submitted award \$500 minimum with a \$5000 maximum Grant Awarded - 1% of the awarded amount

All members present voted aye. Motion carried.

Motion Wessington Springs, seconded by Armour to approve the contracts for 2021-2022 for Catrina Brown (EMP2022-006), for \$50,000.00, adding five sick days for a total of 15 sick days, \$70 a month towards cell phone, and \$1700 per month towards health insurance, dental insurance, and vision insurance plan premiums and to extend the contract by an additional year for Valerie Johnson (EMP2022-009) for \$95,000.00 and \$70 a month towards cell phone. All members present voted aye. Motion carried.

Motion Gregory, seconded by Mt. Vernon to approve a \$1000.00 stipend for Laura Bergeleen after she completes the Birth to Three Bright Beginnings contract on April 30, 2021. All members present voted aye. Motion carried.

**Approve Other Payroll**

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

PAYROLL ITEMS THAT NEED APPROVAL BY THE GOVERNING BOARD		
March 4, 2021		
EMPLOYEE NAME	SERVICES	AMOUNT
Cheryl Pruett	Occupational Therapy Substitute	\$1,050.29
Sandy Stukel	Educational Evaluator Substitute	\$1,533.97
TOTAL TO BE APPROVED FOR MARCH 20, 2021 PAYROLL		<b>\$2,584.26</b>

All members present voted aye. Motion carried.

**Final Reading of Amended Fiscal Policy DIA-1 per SDCL 13-8-39**

Motion Gregory, and seconded by Platte-Geddes to approve the amendment to the Fiscal Policy DIA-1 per SDCL 13-8-39 as follows: All blank check stock is stored in a locked cabinet in the office of the business manager. Access to this office and locked cabinet is limited. All payroll checks are sequentially pre-numbered and direct deposit stubs are numbered sequentially by the cooperative accounting system. **An automated clearing house (ACH) process will be used whenever possible.** Payroll checks have an original signature by the business manager and a signature by the Cooperative Board President. All members present voted aye. Motion carried.

**Approve Auditors for 2020-2021**

Motion Mt. Vernon, seconded by Wessington Springs to approve the quote in the amount of \$8400.00 from Schoenfish & Co. Inc for the 2020-2021 audit. All members present voted aye. Motion carried.

**Health Insurance Renewal**

Discussion was held on the health insurance renewal for 2021-2022. Item was tabled until the April 8, 2021 meeting.

**Title IX Training Quote**

Motion Mt. Vernon, seconded by Gregory to approve the quote for the Title IX Online Training from ICS in the amount of \$12,500.00. All members present voted aye. Motion carried.

**Virtual School Update**

No action taken.

**Director’s Report**

No action taken.

**Next Meeting:**

April 8, 2021 at 10:00 a.m. at the CORE Educational Cooperative in Platte, SD

**Adjourn**

Motion Gregory, seconded by Platte-Geddes to adjourn the meeting at 11:45 a.m. All members present voted aye. Motion carried.

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President

\_\_\_\_\_  
Business Manager

**CORE Educational Cooperative**

**Report of Cash Transactions**

**February 28, 2021**

<b>Fund Totals:</b>		<b>As of 1/31/21</b>	<b>As of 2/28/21</b>
CORE Educational Cooperative:		\$ 420,093.50	\$ 453,699.97
DIAL Grant Writer:		\$ -	\$ -
DIAL Virtual School:		\$ 756,014.07	\$ 956,736.58
		<b>\$ 1,176,107.57</b>	<b>\$ 1,410,436.55</b>
<b>Beginning Balance of First Fidelity Bank as of 2/1/2021:</b>			<b>\$ 860,171.19</b>
<b>Receipts:</b>			
	Fund 10 (General Fund)		\$ 55,624.00
	Fund 12 (Grant Writer)		\$ -
	Fund 22 (Special Ed)		\$ 177,619.88
	Fund 22 (CORE Bank Account Interest 0.03%)		\$ 24.50
	Fund 53 (Virtual School)		\$ 224,535.00
	<b>Total Receipts:</b>		<b>\$ 457,803.38</b>
<b>Expenditures:</b>			
	Fund 10 (General Fund)		\$ 628.19
	Fund 12 (Grant Writer)		\$ -
	Fund 22 (Special Ed)		\$ 50,318.16
	Fund 53 (Virtual School)		\$ 15,246.34
	<b>Total Expenditures:</b>		<b>\$ 66,192.69</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)		\$ 142,961.82
	Fund 53 (Virtual School)		\$ 9,931.99
	<b>Total Payroll:</b>		<b>\$ 158,637.55</b>
<b>Ending Balance of First Fidelity Bank as of 2/28/2021</b>			<b>\$ 1,093,134.33</b>
<b>Beginning Balance of CD in BankWest - Geddes as of 2/1/2021 (Fund 10)</b>			\$ 103,432.86
<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 2/28/2020</b>			<b>\$ 103,432.86</b>
<b>Beginning Balance of CD in Farmers State Bank - Parkston as of 2/1/2021 (Fund 53)</b>			\$ 212,503.52
<b>Interest:</b>	Fund 53 (Virtual School) - 24 months (Matures 5/12/21) 2.55%		\$ 1,365.84
<b>Ending Balance of CD in Farmers State Bank - Parkston as of 2/28/2021</b>			<b>\$ 213,869.36</b>
<b>Ending Balance as of 2/28/2021</b>			<b>\$ 1,410,436.55</b>