

**MINUTES OF THE REGULAR BOARD MEETING OF THE  
CORE EDUCATIONAL COOPERATIVE  
BOARD OF DIRECTORS  
THURSDAY, AUGUST 3, 2017**

President H. Mosterd called the regular meeting of the Board of Directors of the Core Educational Cooperative to order at 2:04 p.m. on Thursday, August 3, 2017, at CORE Educational Cooperative Office in Platte, SD.

Members present: Tina Westendorf (Armour), Holly Mosterd (Burke), Vince Thieman (Colome), Chad Clites (Corsica-Stickney), Lisa Pazour (Kimball), Dale Larsch (Mt. Vernon), Casey Schmidt (Plankinton), Jess Sondgeroth (Platte-Geddes), and Tonya Aldrich (Wessington Springs).

Members absent: Karen Timanus (Gregory), Jim Munson (White Lake), and Jim McGillvrey (Wolsey-Wessington)

Superintendents: Andrea Powell (Armour), Ryan Orrock (Colome), Scott Muckey (Corsica-Stickney), Sara Klein (Gregory), Tim Mayclin (Kimball), Pat Mikkonen (Mt. Vernon), and Joel Bailey (Platte-Geddes).

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

**Additional Agenda Items**

The following items were added to the printed agenda: Second Signature for Bank Account and Approval of Out of State Travel.

**Approve Agenda**

Motion Plankinton, seconded by Kimball approving the agenda as amended. All members present voted aye. Motion carried.

**Administer Oath of Office to New Members**

The Business Manager administered the Oath of Office to Jess Sondgeroth, Platte-Geddes.

**Approve Minutes from July 6, 2017**

Motion Kimball, seconded by Mt. Vernon approving the minutes from the regular meeting held on July 6, 2017. All members present voted aye. Motion carried.

**Approve Financial Reports**

Motion Wessington Springs, seconded by Colome approving the report of cash transactions, revenue summary, and expenditure reports dated July 31, 2017. All members present voted aye. Motion carried.

**Approve Bills**

Motion Corsica-Stickney, seconded by Wessington Springs approving the following bills for payment:

All members present voted aye. Motion carried.

Anderson, Merretta	Edgenuity Teacher Payment	\$80.00
Armour Chronicle	Advertising – Publish Budget	\$43.85
ASBSD	Board Dues 2017-2018	\$775.00
Bailey, Casey	Virtual School Fingerprint Fees	\$30.00
Boyden, Jennifer	Speech Fingerprint Fee	\$15.00
Brewer, Lindsey	Edgenuity Teacher Payment	\$640.00
Burke Gazette	Board Advertising	\$233.02
Churchill, Manolis, Freeman LLP	Legal Services	\$121.40
City of Platte	Office Water and Sewer	\$88.32
Crisis Prevention Institute	Director Dues and Fees	\$150.00
Dakota Food and Fuel	PT Fuel Charge	\$26.77
First Dakota Indemnity Company	Workers Comp Policy 17-18	\$6352.00
Frank, Stephanie	Edgenuity Teacher Payment	\$400.00
Giblin, Debra	Blackboard Teacher Payment	\$250.00
Grover, Jennifer	Blackboard Teacher Payment	\$200.00
Hansen, Andrea	Edgenuity Teacher Payment	\$160.00
Hartland Autobody LLC	Speech Travel (Tires/Windshield)	\$971.19
Hohn, Sarah	Edgenuity Teacher Payment	\$480.00
Jaymar Business Forms	Fiscal Supplies-Inventory Labels	\$706.57
Johnson, Valerie	Coop Vehicle Licenses	\$322.20
Kafka, Kristi	Speech Fingerprints and Dues	\$230.00
Kary, Rachel	Edgenuity Teacher Payment	\$400.00
Kott, Sona	OT Supplies, Phone, and Dues	\$265.00
Koupal, Karen	Edgenuity Teacher Payment	\$560.00
Larson, Roxann	Speech Fuel and Phone	\$43.95
Merkel, Brenda	Blackboard Teacher Payment	\$250.00

Mid Central Ed Coop	Building Lease Payment-Sept 2017	\$500.00
Mid-Dakota Technologies	Tech Services – July	\$985.00
Midstate Communications	Telephone Services	\$370.42
Rodney Mittelstedt	Edgenuity Teacher Payment	\$720.00
Moody, Tracy	Blackboard Teacher Payment	\$250.00
Nightingale, Sandra	Blackboard Evaluator Payment	\$200.00
Northwestern Energy	Office and Shed Electricity	\$395.00
Office Products Center	Office Copier and Copies	\$316.86
Pocket Nurse	Blackboard Supplies	\$165.08
Punt, Kandy	Edgenuity Teacher Payment	\$320.00
Raak, Catherine	Edgenuity Teacher Payment	\$640.00
Russell, Annika	Blackboard Teacher Payment	\$1000.00
School Administrators of SD	Fiscal and Director Dues and Fees	\$860.00
SD DCI	Employee Fingerprint Processing	\$605.50
SD Teacher Placement Center	Board Dues	\$420.00
SDACTE	Virtual School Registration	\$265.00
Severson's Services	Fuel Charges for July	\$335.70
Siegfried, Joshua	Edgenuity Teacher Payment	\$320.00
Sterling Computers	Office Server	\$3852.00
Thomas, Tayla	Speech Fingerprint Fee and Phone	\$30.00
Thompson, Julie	Edgenuity Teacher Fingerprint Fee	\$20.00
Trezavant, Sobrina	Psych Fingerprint Fee	\$15.00
Verizon Wireless	Cell Phone Reimbursement	\$131.70
Witt, Kate	Blackboard & Edgenuity Teacher Payment	<u>\$580.00</u>
Claims Total:		\$27,091.53

All members present voted aye. Motion carried.

#### **Approve Payroll for Extended Contracts**

Motion Armour, seconded by Plankinton to approve the following payroll for extended contracts:

Cheryl Pruett	Occupational Therapy Assistant Services	\$953.97
Jennifer Boyden	Speech Therapy Assistant ESY Services	\$563.75
Laura Bergeleen	Speech Therapy ESY Services	\$953.96
Sona Kott	Occupational Therapy ESY Services	\$2878.66
Tania Witt	Speech Therapy ESY Services	\$59.54
Tayla Thomas	Speech Therapy Assistant ESY Services	<u>\$645.75</u>
Total Payroll for Extended Contracts:		\$6055.63

All members present voted aye. Motion carried.

#### **Supplemental Budget**

Motion Wessington Springs, seconded by Kimball to approve the following supplemental budget for 2017-2018:

#### **Grant Writer 2017-2018 BUDGET**

##### **REVENUES**

12	1990	016	Revenue from Dial Corporation	\$ 55,486.50
				<u>\$ 55,486.50</u>

##### **EXPENDITURES**

12	2226	000	111	Grant Writer Salary	\$ 41,824.00
12	2226	000	210	Social Security/Medicare	\$ 3,400.00
12	2226	000	220	Retirement	\$ 2,510.00
12	2226	000	230	Insurance	\$ 7,002.50
12	2226	000	240	Workers Comp	<u>\$ 750.00</u>
					<u>\$ 55,486.50</u>

All members present voted aye. Motion carried.

#### **Signature on Bank Account**

Motion Plankinton, seconded by Mt. Vernon to add Chad Clites, Vice President, as a third signature on the bank account in case of absence of President. All members present voted aye. Motion carried

#### **Out of State Travel Request**

Motion Plankinton, seconded by Platte-Geddes to approve the out of state travel request for Valerie Johnson to Attend the National CASE Conference in Reno, Nevada from November 1, 2017 to November 4, 2017. The board approved to pay for travel costs up to \$850.00. All members present voted aye. Motion carried.

#### **Bond for Business Manager and Director**

Motion Kimball, seconded by Corsica-Stickney to approve setting the bond for Business Manager at \$50,000.00 and for Director at \$10,000.00. All members present voted aye. Motion carried.

## **Annual Meeting Approvals**

Motion Wessington Springs, seconded by Corsica-Stickney to approve the following:

- a. Comprehensive Plan
- b. Employee Handbook
- c. By-Laws
- d. Policies
- e. Committees
  - i. Building
  - ii. Negotiations
  - iii. Finance
  - iv. Bylaws

All members present voted aye. Motion carried.

## **Set Stipend for Board Members**

Motion Mt. Vernon, seconded by Kimball to set board member compensation at \$50.00 per meetings plus travel for one person per school and to set board president compensation at \$60.00 per meeting plus travel. All members present voted aye. Motion carried.

## **Executive Session**

Motion Plankinton, seconded by Mt. Vernon to enter into executive session at 3:02 p.m. to discuss personnel per SDCL 1-25-2(1). All members present voted aye. Motion carried.

President Holly Mosterd declared executive session closed at 3:05 p.m.

## **Approve Contracts**

Motion Colome, seconded by Armour approving the following contracts for the 2017-2018 Fiscal Year:

VS2018-011	Dave Reuland	Blackboard Teacher	\$250 per student
VS2018-030	Lakisha Jordan	Blackboard Teacher	\$250 per student
VS2018-023	Lori Sombke	Blackboard Teacher	\$3000 up to 20 students, \$250 after 20 students
VS2018-024	Lori Tonak	Blackboard Teacher	\$250 per student
VS2018-027	Tina Novotny	Blackboard Teacher	\$250 per student
VS2018-034	Sandy Nightingale	Blackboard Course Evaluator	\$100 per course per semester
VS2018-017	Janet Nicolaus	Blackboard Teacher	\$250 per student
EDG2018-001	Andrea Hansen	Edgenuity Teacher	\$80 per student
EDG2018-003	Janelle Farris	Edgenuity Teacher	\$80 per student
EDG2018-004	Jared Fredenberg	Edgenuity Teacher	\$80 per student
EDG2018-014	Laura Halvorson	Edgenuity Teacher	\$80 per student
EDG2018-016	Lori Keleher	Edgenuity Teacher	\$80 per student
EDG2018-017	Lori Bickner	Edgenuity Teacher	\$80 per student
EDG2018-018	Marsha Culter	Edgenuity Teacher	\$80 per student
EDG2018-023	Rachel Kary	Edgenuity Teacher	\$80 per student
EDG2018-028	Sarah Honerman	Edgenuity Teacher	\$80 per student
EDG2018-029	Shannon Renkly	Edgenuity Teacher	\$80 per student
EDG2018-031	Jennifer Ell	Edgenuity Teacher	\$80 per student
Janet Maeschen	Education Evaluator and Speech Substitute		\$25.50 per hour plus travel at \$0.42 per mile
Pamela Haukaas	Education Evaluator		\$25.50 per hour plus travel at \$0.42 per mile

All members present voted aye. Motion carried.

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

No conflict of interest waivers were presented.

## **Discussion of Hours for Coop Board Meetings**

Motion Wessington Springs, seconded by Kimball to set the future Coop board meetings to be at 2:00 p.m. All members present vote aye. Motion carried.

## **Bids for Propane**

Motion Colome, seconded by Corsica-Stickney approve the bid from CHS for propane in the amount of \$0.89 for summer fill and \$0.95 for other fill at a keep full basis. All members present vote aye. Motion carried.

## **Sign Quotes**

No action taken.

## **Sped Advantage**

No action taken.

## **Review Audit Exit Meeting**

Director Valerie Johnson gave the board a review of the audit exit meeting. The one finding that the auditors highlighted was segregation of dues and internal controls.

## **Hail Damage of Cars and Roof**

Director Valerie Johnson has not received any information from the insurance company on the damaged cars. Mid Central Educational Cooperative received notice that there is damage to the gutters, shed roof, and soffit and fascia. The Mid Central Educational Cooperative will pay for repairs up to the amount that the insurance

company will reimburse them and the CORE Educational Cooperative will be responsible for the rest of the bill.

**Building Painting**

No action taken.

**Fall Hours**

The office will start fall hours of 8:00 a.m. to 4:00 p.m. on August 14, 2017.

**Virtual School Update**

No action taken.

**0-3 Coaching**

No action taken.

**Website**

No action taken.

**Screenings**

No action taken.

**Next Meeting:**

September 7, 2017 at 2:00 p.m. at the CORE Educational Cooperative in Platte, SD

**Adjourn**

Motion Mt. Vernon seconded by Wessington Springs to adjourn the meeting at 3:34 p.m. All members present voted aye. Motion carried.

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**President**

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**Business Manager**

**CORE Educational Cooperative**  
**Report of Cash Transactions**  
**July 31, 2017**

**Beginning Balance 06/30/2017:** **\$ 215,518.06**

**Receipts:**

Fund 12 (Grant Writer)	\$ -
Fund 22 (Special Ed)	\$ 140,644.39
Fund 52 (Virtual School)	\$ 256,070.42
<b>Total Receipts:</b>	<b>\$ 396,714.81</b>

**Expenditures:**

Armour Chronicle	Publish Minutes	\$ 105.00
Avera Health Plans	Health Insurance	\$ 15,151.54
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City of Platte	Water/Sewer Deposit	\$ 150.00
Core Educational Cooperative	Wage Deposit	\$ 22,219.54
Dave Lehr	Technology Support	\$ 630.00
Delta Dental of South Dakota	Dental Insurance	\$ 2,440.04
First Fidelity Bank	ACH Fee	\$ 10.00
Mid Central Educational Cooperative	July Lease Payment	\$ 500.00
Mid Central Educational Cooperative	August Lease Payment	\$ 500.00
Midstate Communications	Activation Fee and Phone Charges	\$ 438.41
Valerie Johnson	Director Dues and Travel	\$ 875.70
		<b>\$ 58,171.77</b>

**Payroll:**

Gross Wages		\$ 95,229.74
Fund 12 (Grant Writer)	\$3485.33	
Fund 22 (Special Ed)	\$84,397.68	
Fund 52 (Virtual School)	\$7346.73	
Social Security/Medicare		\$ (6,820.16)
Withholding		\$ (8,579.22)
Aflac		\$ (1,577.67)
Avera Health Insurance		\$ (3,237.70)
Delta Dental		\$ (1,140.18)
VSP Eye Insurance		\$ (196.59)
South Dakota Retirement		\$ (5,177.05)
Net Payroll		<b>\$ 68,501.17</b>
 Social Security/Medicare		 \$ 13,640.32
Withholding		\$ 8,579.22
Aflac		\$ 1,577.67
Avera Health Insurance		\$ -
Delta Dental		\$ -
VSP Eye Insurance		\$ 209.96
South Dakota Retirement		\$ 10,283.48
Total Employer Share		<b>\$ 34,290.65</b>

**Ending Balance 07/31/2017** **\$ 451,269.28**