

## MINUTES AND PROCEEDINGS OF THE CORNBELT EDUCATIONAL COOPERATIVE

A meeting of the Board of Directors for the Cornbelt Educational Cooperative was held at the Royal Fork Restaurant in Sioux Falls, South Dakota on Tuesday, August 9<sup>th</sup>, 2016 at 9:45 A.M. The following members were present: Bridgewater-Emery - Harberts and Bailey; Canistota - Larson and Nebelsick; Freeman - Hofer and Hotchkiss; Hanson - Jarding and Bridge; Marion - Luke and Colberg; Montrose - Van Ruler and Johnson; Parker - Chester; Tea Area - Lundin. Also in attendance were Dean Kueter, Director; Tressie Reski, Business Manager; and Jody Taylor, Tea Area SPED Director. Absent: McCook Central - Eichacker and Dr. Swartos; Parker - Dr. DeBoer; and Tea Area - Dr. Lowery.

This being the first meeting of the school year, the school Board Members and Superintendents introduced themselves.

The Oath of Office was administered to all school Board Members and the Business Manager.

At 9:45 A.M. Vice-President Chester called the meeting to order, had the roll called, and determined a quorum was established for conducting business.

**Action # 16-01 - Agenda** - Jarding moved seconded by Luke to approve the August 9<sup>th</sup>, 2016 Agenda as presented.  
**ALL VOTED YES.**

The meeting was turned over to Business Manager Tressie Reski for election of the Board President.

### **Action # 16-02 - Election of President and Vice-President of the Board of Directors**

Chester nominated David Eichacker for President of the Board of Directors.

**Election of President** - Chester moved second by Jarding that nominations cease and a unanimous ballot be cast for Eichacker.  
**ALL VOTED YES.**

Business Manager Tressie Reski announced that nominations for Vice-President were in order.

**Election of Vice-President** - Van Ruler nominated Jason Chester for Vice-President of the Board of Directors and nominations cease and a unanimous ballot be cast seconded by Luke. **ALL VOTED YES.**

**Action # 16-03 - Minutes** - Larson moved second by Lundin to approve the Minutes for the June 14<sup>th</sup>, 2016 Superintendents Advisory Board meeting as presented. **ALL VOTED YES.**

**Action # 16-04 - Financial Reports** - Larson moved seconded by Luke to approve the following monthly Financial Reports as presented:

**June 2016: General Fund Beginning Balance:** \$6,994.50; **Revenue - Perkins:** \$367.00; **Closing Balance:** \$7,361.50.  
**June 2016: SPED Fund Beginning Balance:** \$677,695.17; **Revenue - Interest:** \$94.41; **IDEA 611:** \$62,890.00; **IDEA 619:** \$2,792.00; **Expenditures:** \$104,529.18; **Closing Balance:** \$638,942.40. **ALL VOTED YES.**

**July 2016: General Fund Beginning Balance:** \$7,361.50; **Revenue - Perkins:** \$2,985.00; **Closing Balance:** \$10,346.50.  
**July 2016: SPED Fund Beginning Balance:** \$638,942.40; **Revenue - Interest:** \$98.54; **Local Shared:** \$130,222.27; **IDEA 611:** \$96,133.00; **IDEA 619:** \$2,792.00; **Expenditures:** \$153,318.40; **Closing Balance:** \$714,869.81. **ALL VOTED YES.**

**Action # 16-05 - Monthly Claims** - Van Ruler moved seconded by Jarding to approve the following Monthly Claims as presented:

**July 2016 Claims: Imprest Fund:** Sam's Club..other non-consum.supplies imprest..309.96. **SPED Fund:** A&B Business..repairs & main ..156.95; Amazon..consum.supplies..59.22; Anderson Publications..printing & binding..270.00; Argus Leader..communication..70.02; ASBSD Workman's Comp..workman's comp insurance..5,092.00; ASBSD..dues & fees.. 775.00; Bridgewater-Emery..non-tech.supplies ..40.20; Bruna..travel..102.46; Cleveland..travel..174.37; Crisis Prevention Institute..registration fees..150.00; Dakota Data Shred.. repairs & main..63.25; Deelstra..travel..176.72; Dowrummel Village..rentals.. 1,145.83; Great Plains Psychological..other non-consum.supplies..1,670.00; Holmes..travel..158.86; Home Federal Fiduciary Fund..other non-consum.supplies..309.96; Johnston..travel ..181.42; KELO-TV..advertising..109.00; Kocer..travel..16.92; Kueter..communication..54.40; Kueter..travel..47.00; Lyons..travel.. 120.32; Midcontinent..communication..209.00; Miller..travel.. 234.06; NASP..dues & fees..696.00; Petersen..travel..118.44; Pheasant Industries..printing & binding..33.16; Picasso..travel..150.40; Property/Liability..insurance & judgements..17,555.00; School Specialty ..other non-consum.supplies..33.59; Sengos.. travel..40.89; SDSLHA..dues & fees..85.00; USPS..postage..215.00; VISA..other non-consum.supplies..797.44; VISA.. registration fees..60.00; Zulk..travel..105.28. **Total Claims July 2016 \$31,587.12; June 2016 Payroll \$86,411.41; and Benefits \$40,088.85; Total Expenditures \$158,087.38.**

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**August 2016 Claims: Imprest Fund:** DCI..dues & fees..86.50; USPS..non-tech.supplies..222.00. **SPED Fund:** A&B Business.. repairs & main..156.95; Amazon..computer equipment..58.98; Amazon..dues & fees..1.18; Amazon..other non-tech.supplies..14.16; Amazon..other non-consum.supplies..152.05; Anderson Publications..printing & binding..550.00; Beyond Play..other non-consum.supplies..321.54; Cleveland..travel..136.77; Deelstra..travel..140.06; Dowrummel Village..rentals..1,145.83; Harmon Law Office..other professional & tech services..80.00; Holmes..travel..113.74; Home Federal Fiduciary Fund..dues & fees..86.50; Home Federal Fiduciary Fund..postage..222.00; Janelle Publications..other non-consum.supplies..179.30; Johnston..travel..158.39; Kueter..communication..54.40; Kueter..travel..282.94; Lakeshore Learning..other non-consum.supplies..715.53; Lyons..travel..86.48; Miller..travel..78.96; Northern Speech..other non-consum.supplies..237.89; Petersen..travel..22.56; QPS..postage..70.49; Scholastic..periodicals..92.40; School Specialty..other non-consum.supplies..259.08; School Specialty..other non-tech.supplies..424.06; Sengos..travel..15.98; SDSSA..registration fees..150.00; Speech Corner..other non-consum.supplies..239.70; Super Duper..other non-consum. supplies..121.65; VOWAS Publishing..other non-consum.supplies..42.95. **Total Claims August 2016 \$6,721.02; July 2016 Payroll \$95,609.89; and Benefits \$26,431.35; Total Expenditures \$128,762.26.**

1. **Action # 16-06 - Reorganization Motion for 2016-2017 School Term** - Larson moved seconded by Lundin to approve the following reorganization motion for the 2016-2017 School Term.
- a. Designate Great Western Bank and FIT as the official depositories for the Cooperative Funds.
  - b. Designate the Business Manager to be custodian of all financial accounts.
  - c. Designate Tom Harmon as official attorney for the Cooperative.
  - d. Designate the Argus Leader as official newspaper.
  - e. Designate the third Wednesday of each month excluding July, August, December, March and May for Advisory Board meetings and the Tuesday after the second Monday of each month for the August, December, March and May regular meeting dates for the Board of Directors.
  - f. Designate the Director to be administrator of all Federal programs.
  - g. Approve placing the signatures of current Board President, Business Manager, and Director names on the Cooperative's bank signature cards.
  - h. Authorize the establishment of an Imprest Fund in the Fiduciary Fund account up to \$6,000 with the Business Manager serving as custodian of said accounts.
  - i. Authorize the Business Manager with the approval of the Advisory Board, and in accordance with SDCL 13-18-17 to make payments up to \$410,000 when the Board of Directors are not in session.
  - j. Authorize the Director to offer contracts and accept resignations on behalf of the Board of Directors with the approval of the Advisory Board President. Said contracts and resignations shall be presented at the next Board of Directors meeting. **ALL VOTED YES.**

**Action # 16-07 - Amend Order of Business policy to include Conflict of Interest disclosure** - Lundin moved seconded by Hofer to amend the order of business policy to include conflict of interest disclosure. **ALL VOTED YES.**

**Action # 16-08 - Potential Conflicts of Interest** - Lundin moved seconded by Luke to acknowledge potential conflicts of interests. Discussion took place on potential conflicts of interests in relation to SDCL 3-23-6 with the guidance given by the Cooperative's legal counsel. Motion by Lundin, seconded by Luke to acknowledge that the Cornbelt Educational Cooperative Board of Directors recognizes that the Board of Directors and Advisory Board of Superintendents are made up of school board members and superintendents from member districts and in some cases the member school districts and the Cooperative are interested in the same funds. The Cooperative Board has determined that the underlying theoretical conflicts are unavoidably structural in nature. It is the Board's finding that between each local district's conflict policies and the annual audit requirements of the Cooperative there are adequate safeguards to ensure that the arrangements are fair, reasonable, and not contrary to the public interest.

Discussion took place on the potential conflict of interest that could arise from contracting for business office services with East Dakota Educational Cooperative. Motion by Hofer, seconded by Van Ruler to acknowledge the waiver submitted by Tressie Reski and determined that the terms of the contract are fair, reasonable, and not contrary to the public interest. **ALL VOTED YES.**

**Action # 16-9 - Accept the resignation of Michelle Weideman as Para-professional** - Jarding moved seconded by Van Ruler to accept the resignation of Michelle Weideman as Para-professional effective May 19<sup>th</sup>, 2016. **ALL VOTED YES.**

**Action # 16-10 - Approve the employment of Nikki Plagmann as Para-professional** - Lundin moved seconded by Luke to approve the employment of Nikki Plagmann as Para-professional for the ECSE classroom in the Bridgewater-Emery school district at the rate of \$12.80 per hour effective August 31<sup>st</sup>, 2016. **ALL VOTED YES.**

**Action # 16-11 - Approve the Para-professionals 2016-2017 employment agreements** - Hofer moved seconded by Lundin to approve the Para-professional letters of employment agreements for the following para-professionals: Karen Peters at \$12.80 per hour; Heather Westerman at \$13.45 per hour; Wendy Miller at \$12.80 per hour; Jessica McIlravy at \$12.25 per hour; and Delle Thompson at \$12.25 per hour for the 2016-2017 school term. **ALL VOTED YES.**

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**Action # 16-12 - Approve the Substitute Speech-Language Pathologist agreement for Stacy Thomsen** - Harbert moved seconded by Jarding to approve the Substitute Speech-Language Pathologist agreement for Stacy Thomsen at \$210 per day. **ALL VOTED YES.**

Director Kueter presented the 2016-2017 budget for adoption that included modifications from the preliminary budget presented at the June 14, 2016 Public Hearing in the following areas: EXPENDITURES - Special Education - 1226 Early Childhood increase to \$399,362.36, 2142 Psychological Services decrease to \$264,970.07, 2152 Speech/Language/Hearing increase to \$746,227.07, 2529 Fiscal Services decrease to \$81,439.66, 2710 Administrative Services increase to \$143,900.40, and 3729 Other Non-Public Support Services increase to \$11,708.00. Total Appropriations Budget - Special Education decrease to \$1,728,040.36. MEANS OF FINANCE - Special Education - 4175 IDEA Part B, Section 611 - increase to \$899,580.00, 4186 IDEA Part B, Section 619 - increase to \$44,674.00, Cash on Hand decrease to \$95,351.45. After discussion the following action item was introduced.

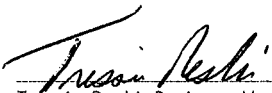
**Action # 16-13 - Cooperative Budget** - Lundin moved seconded by Jarding to approve the 2016-2017 Cooperative Budget, as presented. **ALL VOTED YES.**

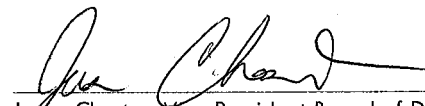
**Action # 16-14 - Declare surplus property** - Hofer moved seconded by Van Ruler to approve the following surplus Perkins Consortium equipment at zero value: Senteo 99-00772-20BI and Elma Lock SN #F0096103-44. **ALL VOTED YES.**

Lastly, Mr. Kueter discussed the following items with the Board: a) Parental Rights brochures; b) Parental Involvement surveys; c) Medicaid revalidations, reimbursement and updated brochures; d) Perkins Consortium grant; and e) August 23<sup>rd</sup> and September 22<sup>nd</sup> SPED In-services.

**Action # 16-15 - Adjournment** - At 10:51 A.M. Lundin moved seconded by Van Ruler to adjourn the Board of Directors Meeting with the next Advisory Board Meeting to be held on Wednesday, September 21<sup>st</sup>, 2016 at 9:45 A.M., at the Cornbelt Cooperative office in Sioux Falls, South Dakota. **ALL VOTED YES.**

**Gross Salaries for the 2016-2017 School Term:** Early Childhood Teachers: Robyn Bruna \$49,511; April Johnston \$46,000; Brenda Kocer \$41,300; Sonya Lyons \$48,861. Speech-Language Pathologists: Colleen Cleveland \$49,811; Echo Deelstra \$43,300; Jenny Holmes \$46,711; Jenna Miller \$45,900; Amy Petersen \$49,061; Robyn Randall \$49,811; Megan Sengos \$46,000; Jill Steinback Adams \$52,351; Lori Tschetter \$49,811; Jennifer Zulk \$49,111. Early Childhood & Speech Coordinator: Carol Woltzen \$25,385. Psychologists: Amanda Creviston \$59,250; Alicia Peterson \$56,650; Richard Picasso \$68,000. Medicaid Billing Agent: Violet Engbrecht \$20,269.44. Administrative Secretary: Michelle Haagenstad \$29,825. Director: Dean Kueter \$96,700.

  
Tressie Reski, Business Manager

  
Jason Chester, Vice-President Board of Directors

Published once at the total approximate cost of \$\_\_\_\_\_.