

MINUTES AND PROCEEDINGS OF THE CORNBELT EDUCATIONAL COOPERATIVE

A meeting of the Board of Directors for the Cornbelt Educational Cooperative was held in person and via teleconference (Zoom) at the Cornbelt Educational Cooperative office in Sioux Falls, SD on Tuesday, August 15, 2023 at 9:45 A.M. The following members were present: Bridgewater-Emery – Bailey (Zoom- left at 10:12); Canistota – Jacobsen (Zoom) & Ortman (Zoom); Ethan – Vogel (Zoom) & Hawkins (Zoom); Freeman – Andersen; Hanson – Jarding; Marion – Schmidt (Zoom); McCook Central – Stiefvater (Zoom) & Alley (Zoom); Montrose – McAreavey & L. Johnson (Zoom) and Parker – Fosheim (Zoom) & J. Johnson. Also in attendance were Dean Kueter, Director and Pamela Selken, Business Manager. Absent: Bridgewater-Emery – Harberts; Freeman – Tietje; Hanson – Bridge and Marion – Brosnahan.

Director Kueter introduced Board Members and Superintendents.

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

At 9:47 A.M. President Jarding called the meeting to order, had the roll called, and determined a quorum was established for conducting business.

Action # 24-01 - Agenda – Andersen moved seconded by Stiefvater to approve Agenda. **ALL VOTED YES.**

President Jarding asked for any possible conflict of interest disclosures. There were none presented.

The meeting was turned over to Director Kueter for election of the Board President.

Action # 24-02 - Election of President and Vice-President of the Board of Directors

Election of President - McAreavey nominated Jarding for President of the Board of Directors seconded by Schmidt. There were no other nominations. **ALL VOTED YES.**

Director Kueter turned the meeting over to President Jarding.

Election of Vice-President - Stiefvater nominated McAreavey for Vice-President of the Board of Directors seconded by Andersen. There were no other nominations. **ALL VOTED YES.**

Action # 24-03 - Minutes - Stiefvater moved second by Andersen to approve the Minutes for the June 13, 2023 Advisory Board meeting as presented. **ALL VOTED YES.**

President Jarding asked for any persons wishing to address the Cooperative Board. None were present.

Action # 24-04 - Financial Reports - McAreavey moved seconded by Vogel to approve the following monthly Financial Reports as presented:

June 2023: General Fund Beginning Balance: \$7,907.16; **Closing Balance:** \$7,907.16. **SPED Fund Beginning Balance:** \$927,320.31; **Revenue - Interest:** \$427.61; **IDEA 611:** \$59,912.00; **IDEA 619:** \$5,755.00. **Expenditures:** \$126,421.62; **Closing Balance:** \$866,993.30.

July 2023: General Fund Beginning Balance: \$7,907.16; **Closing Balance:** \$7,907.16. **SPED Fund Beginning Balance:** \$866,993.30; **Revenue - Interest:** \$404.76; **Local Shared Assessment:** \$150,000.00; **Expenditures:** \$144,276.51; **Closing Balance:** \$873,121.55. **ALL VOTED YES.**

Action # 24-05 - Monthly Claims - Schmidt moved seconded by McAreavey to approve the following Monthly Claims as presented:

July 2023 Claims: IMPREST Fund: DCI...Non-Technology Supplies-IMPREST...43.25; EASY TIME CLOCK, INC...Non-Technology Supplies-IMPREST...26.00; LEWIS DRUG...Non-Technology Supplies-IMPREST...170.40; NOTHING BUNT CAKES...Non-Technology Supplies-IMPREST...81.50; WALMART...Non-Technology Supplies-IMPREST...44.52; **SPED Fund:** AMAZON CAPITAL SERVICES...Non-Technology Supplies...29.48; ARGUS LEADER...COMMUNICATION ...134.35; ASB PROPERTY/LIABILITY FUND...23-24 PREMIUM...13,790.00; ASB WORKERS' COMPENSATION FUND...WORKER'S COMPENSATION INSURANCE ...4,707.00; ASSOCIATED SCHOOL BOARDS OF SD...DUES AND FEES ...775.00; BLUEPEAK...COMMUNICATION ...158.55; BRAUN...TRAVEL - ESY...48.88; CENTURY BUSINESS PRODUCTS...REPAIRS AND MAINTENANCE SERVICES IDEA...147.32; CLEVELAND...TRAVEL - ESY...126.36; DEELSTRA...TRAVEL - ESY...81.54; DOWRUMMEL VILLAGE...RENTALS...1,198.47; FIRST INTERSTATE BANK FIDUCIARY FUND...POSTAGE ...214.92; FIRST INTERSTATE BANK FIDUCIARY FUND...OTHER PURCHASED SERVICES...107.50; FIRST INTERSTATE BANK FIDUCIARY FUND...OTHER PROFESSIONAL & TECH SERVICES ...43.25; GRAVES IT SOLUTIONS...OTHER PURCHASED SERVICES...300.00; HEALY...TRAVEL - ESY...47.84; HOHN...TRAVEL - ESY...57.20; JOHNSTON...TRAVEL - ESY...133.12; KOCER...TRAVEL - ESY...15.60; KUETER...COMMUNICATION ...63.40; KUETER...TRAVEL...509.08; LEADER PRINTING...PRINTING AND BINDING ...845.00; LYNN, JACKSON, SHULTZ, & LEBRUN, P.C...OTHER PROFESSIONAL & TECH SERVICES ...60.00; MIDWEST SPECIAL INSTRUMENTS...REPAIRS AND MAINTENANCE SERVICES ...345.00; MILLER...TRAVEL - ESY...146.12; MITCHELL AREA SUPERINTENDENTS' ASSOCIATION...DUES AND FEES ...100.00; NASP...DUES AND FEES ...395.00; RANDALL...TRAVEL - ESY...13.26; RISK PROGRAM ADMINISTRATORS...INSURANCE AND JUDGEMENTS...2,412.86; SASD...DUES AND FEES ...1,616.00; SD ASSOCIATION OF SCHOOL PSYCHOLOGISTS...DUES AND FEES ...90.00; SMILE MAKERS...Non-Technology Supplies...89.12; SOFTWARE UNLIMITED INC...COMPUTER SOFTWARE (ADMINISTRATIVE) ...4,250.00; SUPER DUPER PUBLICATIONS...OTHER NON-CONSUMABLE SUPPLIES ...551.95; TEACHER SYNERGY, LLC...Non-Technology Supplies...133.33. **Total Claims July 2023 \$34,102.17; June 2023 Payroll \$89,092.52 & Benefits \$25,430.41; Grand Total Expenditures \$148,625.10.**

August 2023 Claims: IMPREST Fund: TIE OFFICE...Non-Technology Supplies-IMPREST...25.00; **SPED Fund:** AMAZON CAPITAL SERVICES...OTHER NON-CONSUMABLE SUPPLIES...540.84; AMAZON CAPITAL SERVICES...Non-Technology Supplies...201.53; ARROWWOOD RESORT & CONFERENCE CENTER AT CEDAR SHORE...TRAVEL...359.16; BLUEPEAK...COMMUNICATION ...158.75; BRAUN...TRAVEL - ESY...73.32; CENTURY BUSINESS PRODUCTS...REPAIRS AND MAINTENANCE SERVICES IDEA...147.32;

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CLEVELAND...TRAVEL - ESY...40.56; DOWRUMMEL VILLAGE...RENTALS...1,198.47; DEELSTRA...TRAVEL - ESY...61.15; FIRST INTERSTATE BANK FIDUCIARY FUND...REGISTRATION FEES ...25.00; HEALY...REGISTRATION FEES ...25.00; HEALY...TRAVEL - ESY...58.24; HOHN...TRAVEL - ESY...22.88; JOHNSTON...TRAVEL - ESY...124.80; KUETER...COMMUNICATION ...63.37; KUETER...TRAVEL...133.12; LAKESHORE LEARNING...OTHER NON-CONSUMABLE SUPPLIES...567.38; LODGE AT DEADWOOD, THE ...TRAVEL...485.88; MILLER...TRAVEL - ESY...79.04; PARENT INSTITUTE...Periodicals...466.20; PEARSON CLINICAL ASSESSMENT...Non-Technology Supplies...1,315.27; PEARSON CLINICAL ASSESSMENT...Non-Technology Supplies IDEA...750.00; PRO-ED, INC...Non-Technology Supplies...633.00; PRO-ED, INC...OTHER NON-CONSUMABLE SUPPLIES...108.90; RANDALL...TRAVEL - ESY...11.44; SCHOLASTIC MAGAZINE...Periodicals...278.31; SCHOLASTIC MAGAZINE...Instr Wrkbks & Classroom Subscrip...94.88; SCHOOL SPECIALTY, INC...Non-Technology Supplies...97.29; SCHOOL SPECIALTY, INC...OTHER NON-CONSUMABLE SUPPLIES ...278.70; SCHOOL SPECIALTY, INC...CONSUMABLE SUPPLIES...500.49; SPEECH CORNER...OTHER NON-CONSUMABLE SUPPLIES ...131.94; SUPER DUPER PUBLICATIONS...OTHER NON-CONSUMABLE SUPPLIES ...215.70; TOTEM PD...OTHER PROFESSIONAL & TECH SERVICES ...1,295.00. **Total Claims August 2023 \$10,567.93; July 2023 Payroll \$86,222.23 & Benefits \$24,314.78; Grand Total Expenditures \$121,104.94. ALL VOTED YES.**

Action # 24-06 - Reorganization Motion for 2023-2024 school term - Stiefvater moved second by Andersen to approve the following reorganization motion for the 2023-2024 school term.

- a. Designate First Interstate 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 Sam Kerr from Lynn, Jackson Shultz & Lebrun 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, Director, and Jason McAreavey 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. Appoint Business Manager Selken as the Title IX coordinator.
- k. 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 #24-07 – Approve substitute employment contract - McAreavey moved seconded by Schmidt to approve the substitute SLP pay rate for Carol Wolzzen of \$250 per day plus mileage. **ALL VOTED YES.**

Action # 24-8 – Approve returning Paraprofessional letters of employment - Stiefvater moved second by McAreavey to approve the returning Paraprofessional letters of employment for the following: Kyla Laursen at \$18.45 per hour; April Roth at \$17.20 per hour; Wendy Miller at \$19.00 per hour and Margie Peters at \$17.20 for the 2023-2024 school term. **ALL VOTED YES.**


Action # 24-9 - Approve staff conflict of interest disclosure - Disclosures were shared from Alicia Peterson (USF) and Brenda Kocer (Birth to Three). Andersen moved seconded by Vogel to approve the Staff Conflict of Interest Disclosures and determined that no conflicts exist with regard to the activities as long as the policy and guidelines set by the Director are followed. **ALL VOTED YES.**

Action #24-10 - Approve Cooperative Budget - Stiefvater moved seconded by Andersen to approve the Cooperative Budget for the 2023-2024 school term as presented. The budget presented for adoption included modifications to expenditures. The expenditure changes include - Special Education - 1226 Early Childhood decrease to \$417,411.46; 2142 Psychological Services increase to \$184,009.73; 2152 Speech/Language/Hearing increase to \$730,186.12; 2311 Insurance Services decrease to \$16,202.86; 2529 Fiscal Services increase to \$127,624.75. The use of the fund balance was increased from \$231,928.19 in the preliminary budget to \$248,563.81 because of these changes. **ALL VOTED YES.**

Mr. Kueter discussed the following items with the Board: a) Extraordinary Cost Fund; b) Parental rights brochures; c) Parental involvement surveys (Indicator 8); d) Medicaid rates, reimbursements and updated brochures; e) IEP workshops; f) Totem PD and f) Asbestos inspections.

Action # 24-11 - Adjournment - At 10:34 A.M. McAreavey moved seconded by Vogel to adjourn the Board of Directors Meeting with the next Advisory Board Meeting to be held on Wednesday, September 20, 2023 at 9:45 A.M., at the Cornbelt Cooperative office in Sioux Falls, SD. **ALL VOTED YES.**

Gross Salaries for the 2023-2024 School Term: Early Childhood Teachers: Brooke Braun \$56,440; April Johnston \$59,785; Brenda Kocer \$55,085; Erin Healy \$54,485. Speech-Language Pathologists: Colleen Cleveland \$67,596; Emily Hohn \$59,100; Echo Deelstra \$61,085; Sarah Fergen (SLPA) \$39,365; Jenna Miller \$63,685; Robyn Randall \$65,096; Lori Tschetter \$65,096; Jennifer Zulk \$66,896. 65% Psychologist & 35% ECSE/SLP Coordinator: Alicia Peterson \$81,300. Psychologist: Abbie Wiebers \$64,200. Business Manager & Medicaid Billing Agent: Pamela Selken \$52,150. Administrative Secretary: Jessica McIlravy \$19.50/hour. Director: Dean Kueter \$123,820.


Pamela Selken, Business Manager


Gary Jarding, President Board of Directors