

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 9, 2022 at 9:45 A.M. The following members were present: Bridgewater-Emery – Harberts (Zoom); Canistota – Jacobsen (Zoom) and Ortman; Ethan – Vogel and Hawkins; Freeman – Andersen; Hanson – Jarding and Bridge (Zoom); Marion – Schmidt (Zoom); McCook Central – Stiefvater and Alley; Montrose – McAreavey and Johnson; and Parker – Chester and Dr. DeBoer. Also in attendance were Dean Kueter, Director and Pamela Selken, Business Manager. Absent: Bridgewater-Emery: Bailey; Freeman: Tietje; Marion: Berens.

Director Kueter introduced new staff members: Abbie Wiebers and Jessica McIlravy.

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 # 23-01 - Agenda - Chester 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 # 23-02 - Election of President and Vice-President of the Board of Directors

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

Director Kueter turned the meeting over to President Jarding.

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

Action # 23-03 - Minutes - Andersen moved second by Vogel to approve the Minutes for the June 14, 2022 Advisory Board meeting as presented. **ALL VOTED YES.**

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

Action # 23-04 - Financial Reports - McAreavey moved seconded by Harberts to approve the following monthly Financial Reports as presented:

June 2022: General Fund Beginning Balance: \$7,907.16; **Closing Balance:** \$7,907.16. **SPED Fund Beginning Balance:** \$911,053.64; **Revenue - Interest:** \$7.41; **Other:** \$591.60; **Expenditures:** \$114,208.68; **Closing Balance:** \$875,555.97.

July 2022: General Fund Beginning Balance: \$7,907.16; **Closing Balance:** \$7,907.16. **SPED Fund Beginning Balance:** \$875,555.97; **Revenue - Interest:** \$6.75; **Local Shared Assessment:** \$136,479.50; **Expenditures:** \$154,847.49; **Closing Balance:** \$857,194.73. **ALL VOTED YES.**

Action # 23-05 - Monthly Claims - Andersen moved seconded by Stiefvater to approve the following Monthly Claims as presented:

July 2022 Claims: IMPREST Fund: DCI...Non-Technology Supplies-IMPREST...43.25; KELO-TV...Non-Technology Supplies-IMPREST...99.00; MENARDS...Non-Technology Supplies-IMPREST...49.95; MENARDS...Non-Technology Supplies-IMPREST...25.56; Nothing Bundt Cakes...Non-Technology-IMPREST...70.26; United Stated Postal Service...Non-Technology-IMPREST...211.58; WALMART...Non-Technology Supplies-IMPREST...9.24; **SPED Fund:** AMAZON...OTHER NON-CONSUMABLE SUPPLIES ...477.72; AMAZON...Non-Technology Supplies...944.41; AMAZON...CONSUMABLE SUPPLIES...214.17; AREA II BUSINESS MANAGERS (ASBO)...DUES AND FEES ...125.00; ARGUS LEADER...COMMUNICATION ...45.67; ASB PROPERTY/LIABILITY FUND...INSURANCE AND JUDGEMENTS...13,386.00; ASB WORKERS' COMPENSATION FUND...INSURANCE AND JUDGEMENTS...3,948.00; ASSOCIATED SCHOOL BOARDS OF SD...DUES AND FEES ...775.00; BLUEPEAK...COMMUNICATION ...158.96; BRAUN...TRAVEL - ESY...230.11; BRUNA...TRAVEL - ESY...340.28; CENTURY BUSINESS PRODUCTS...REPAIRS AND MAINTENANCE SERVICES IDEA...147.32; CENTURY BUSINESS PRODUCTS...REPAIRS AND MAINTENANCE SERVICES IDEA...128.78; CLEVELAND...TRAVEL - ESY...128.78; DAKOTA DATA SHRED...OTHER PURCHASED SERVICES...96.74; DEELSTRA...TRAVEL - ESY...176.16; GRAVES IT SOLUTIONS...OTHER PURCHASED SERVICES...300.00; GREAT WESTERN FIDUCIARY FUND...Non-Technology Supplies...155.01; GREAT WESTERN FIDUCIARY FUND...COMMUNICATION...211.58; GREAT WESTERN FIDUCIARY FUND...OTHER PROFESSIONAL & TECH SERVICES ...43.25; GREAT WESTERN FIDUCIARY FUND...ADVERTISING ...99.00; HOHN...OTHER PROFESSIONAL & TECH SERVICES ...25.00; JOHNSTON...TRAVEL - ESY...135.36; KOCER...TRAVEL - ESY...15.04; KUETER...COMMUNICATION ...63.38; KUETER...TRAVEL...119.38; LAKESHORE LEARNING...OTHER NON-CONSUMABLE SUPPLIES...371.29; LEADER PRINTING...PRINTING AND BINDING ...660.00; LYNN... JACKSON... SHULTZ... & LEBRUN... P.C...OTHER PROFESSIONAL & TECH SERVICES ...740.00; MILLER...TRAVEL - ESY...189.41; NASP...DUES AND FEES ...220.00; NEW CENTURY PRESS...ADVERTISING ...197.76; PARENT INSTITUTE...Periodicals...488.00; PEARSON CLINICAL ASSESSMENT...Non-Technology Supplies...2,775.24; PLAY WITH A PURPOSE...OTHER NON-CONSUMABLE SUPPLIES...56.40; RISK PROGRAM ADMINISTRATORS...DUES AND FEES ...2,412.86; SASD...DUES AND FEES ...1,191.50; SASD...REGISTRATION FEES ...200.00; SASD...DUES AND FEES ...301.00; SCHOOL SPECIALTY... INC...Non-Technology Supplies...70.19; SD ASSOCIATION OF SCHOOL PSYCHOLOGISTS...DUES AND FEES ...45.00; SD DEPARTMENT OF LABOR...UNEMPLOYMENT INSURANCE ...882.00; SD TEACHER PLACEMENT CENTER...ADVERTISING ...435.00; SOFTWARE UNLIMITED INC...COMPUTER SOFTWARE (ADMINISTRATIVE) ...4,100.00; SPEECH CORNER...Non-Technology Supplies...405.33; SUPER DUPER PUBLICATIONS...OTHER NON-CONSUMABLE SUPPLIES ...574.32; TEACHER SYNERGY... LLC...Non-Technology Supplies...138.68; TOTEM PD...OTHER PROFESSIONAL & TECH SERVICES ...995.00; ZIGGURAT GROUP...Non-Technology Supplies...120.95; ZULK...TRAVEL - ESY...22.56. **Total Claims July 2022 \$40,462.65; June 2022 Payroll \$83,037.54 & Benefits \$23,739.04; Grand Total Expenditures \$147,239.23.**

August 2022 Claims: IMPREST Fund: DCI...Non-Technology Supplies-IMPREST...43.25 ; **SPED Fund** ; AREA II SUPERINTENDENTS...DUES AND FEES ...175.00 ; ARROWWOOD RESORT & CONFERENCE CENTER AT CEDAR SHORE...TRAVEL...352.35 ; BRAUN ...TRAVEL - ESY...43.62 ; BRUNA ...TRAVEL IDEA 611...207.74 ; CENTURY BUSINESS PRODUCTS...REPAIRS AND MAINTENANCE SERVICES IDEA...147.32 ; CLEVELAND ...TRAVEL - ESY...64.39 ; DEELSTRA ...TRAVEL - ESY...120.56 ; DOWRUMMEL VILLAGE...RENTALS... 2,351.70 ; GREAT WESTERN FIDUCIARY FUND...OTHER PROFESSIONAL & TECH SERVICES

**MINUTES AND PROCEEDINGS
OF THE CORNBELT EDUCATIONAL COOPERATIVE**

...43.25 ; JOHNSTON ...TRAVEL - ESY...135.36 ; KOCER ...TRAVEL - ESY...22.56 ; KUETER ...COMMUNICATION ...63.60 ; KUETER ...TRAVEL...231.92 ; MILLER ...TRAVEL - ESY...35.72 ; NEW CENTURY PRESS...ADVERTISING ...479.06 ; PEARSON CLINICAL ASSESSMENT...Non-Technology Supplies...681.35 ; PRO-ED, INC. ...Non-Technology Supplies...875.95 ; SECOND CENTURY PUBLISHING INC...ADVERTISING ...225.00 ; SUPER DUPER PUBLICATIONS...Non-Technology Supplies...59.95 ; VISA...ADVERTISING ...99.00 ; VISA...POSTAGE ...232.00 ; VISA...CONSUMABLE SUPPLIES...262.80 ; WEIBERS ...OTHER PROFESSIONAL & TECH SERVICES ...25.00 ; ZULK ...TRAVEL - ESY...10.34 ; **Total Claims August 2022 \$6,986.79; July 2022 Payroll \$89,452.54 & Benefits \$25,424.99; Grand Total Expenditures \$121,865.32. ALL VOTED YES.**

Action # 23-06 - Reorganization Motion for 2022-2023 school term - Harberts moved seconded by Chester to approve the following reorganization motion for the 2022-2023 school term.

- a. Designate First Interstate Bank (formerly 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 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. 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 # 23-07 - Accept Resignation - McAreavey moved seconded by Vogel to accept the resignation of Robyn Bruna as ECSE Teacher. The Board thanks her for her 21 years of service. **ALL VOTED YES.**

Action #23-08 - Approve employment contract - Vogel moved seconded by Andersen to approve employment of Rani Gordan as long-term early childhood special education substitute until a certified teacher can be hired.

Action #23-09 - Approve employment contract - Stiefvater moved seconded by Harberts to approve employment of Jessica McIlravy as Administrative Secretary.

Action # 23-10 - Approve returning Paraprofessional letters of employment - Vogel moved seconded by Chester to approve the returning Paraprofessional letters of employment for the following: Kyla Larson at \$16.95 per hour; April Roth at \$15.70 per hour; Wendy Miller at \$17.50 per hour and Margie Peters at \$15.70 for the 2022-2023 school term. **ALL VOTED YES.**

Action # 23-11 - Approve staff conflict of interest disclosure - Disclosures were shared from Alicia Peterson (USF), Brenda Kocer (Birth to Three), Brooke Braun (Sylvan Learning Center). McAreavey 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.**

The budget presented for adoption included modifications to revenue and expenditures. The revenue changes included 4175 IDEA Part B 611 - increase to \$770,461, 4186 IDEA Part B 619 - increase to \$43,752. EXPENDITURES - Special Education - 1226 Early Childhood increase to \$396,697.38, 2142 Psychological Services increase to \$161,225.69, 2152 Speech/Language/Hearing decrease to \$688,402.25, 2311 Insurance Services increase to \$15,798.86, 2529 Fiscal Services decrease to \$119,596.25, 2710 Administrative Services increase to \$176,199.90, and 3720 Non-Public Support Services increase to \$9,935. The use of the fund balance was decreased from \$220,950.56 in the preliminary budget to \$200,309.53 because of these changes.

Action #22-12 - Approve Cooperative Budget - Stiefvater moved seconded by Andersen to approve the Cooperative Budget for the 2022-2023 school term as presented. **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, reimbursement and updated brochures; e) IEP workshops and f) Totem PD.

Action # 22-13 - Adjournment - At 10:45 A.M. Andersen moved seconded by Vogel to adjourn the Board of Directors Meeting with the next Advisory Board Meeting to be held on Wednesday, September 21, 2022 at 9:45 A.M., at the Cornbelt Cooperative office in Sioux Falls, SD. **ALL VOTED YES.**

Gross Salaries for the 2022-2023 School Term: Early Childhood Teachers: Brooke Braun \$52,340; April Johnston \$55,685; Brenda Kocer \$50,985. **Speech-Language Pathologists:** Colleen Cleveland \$63,496; Emily Hohn \$55,000 ; Echo Deelstra \$56,985; Sarah Fergen (SLPA) \$36,790; Jenna Miller \$59,585; Robyn Randall \$60,996; Lori Tschetter \$60,996; Jennifer Zulk \$62,796. **65% Psychologist & 35% ECSE/SLP Coordinator:** Alicia Peterson \$76,025. **Psychologist:** Abbie Wiebers \$60,000. **Business Manager & Medicaid Billing Agent:** Pamela Selken \$48,740. **Administrative Secretary:** Jessica McIlravy \$18.00/hour. **Director:** Dean Kueter \$115,720.


Pamela Selken, Business Manager


Gary Jarding, President Board of Directors

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