

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 13, 2024 at 9:45 A.M. The following members were present: Bridgewater-Emery – Hofer (Zoom); Canistota – Jacobsen (Zoom); Ethan – Vogel (Zoom); Freeman – Andersen (Zoom); Hanson – McManus; McCook Central – Stiefvater & Alley (Zoom); Montrose – McAreavey and Parker – Fosheim & J. Johnson. Also in attendance were Dean Kueter, Director and Pamela Selken, Business Manager. Absent: Bridgewater-Emery - Bailey; Canistota – Campbell; Ethan – Hawkins; Freeman – Tietje; Hanson – Oltmanns; Marion – Schmidt & Brosnahan; Montrose – L. Johnson.

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. Vice-President McAreavey called the meeting to order, had the roll called, and determined a quorum was established for conducting business.

Action # 25-01 - Agenda – Vogel moved seconded by Stiefvater to approve Agenda. **ALL VOTED YES.**

Vice-President McAreavey 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 # 25-02 - Election of President and Vice-President of the Board of Directors

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

Director Kueter turned the meeting over to President McAreavey.

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

Action # 25-03 - Minutes - McManus moved seconded by Hofer to approve the Minutes from the June 10, 2024 Advisory Board meeting as presented. **ALL VOTED YES.**

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

Action # 25-04 - Financial Reports - Stiefvater moved seconded by Vogel to approve the following monthly Financial Reports as presented:

June 2024: General Fund Beginning Balance: \$7,906.66; **Expenditures:** \$1,625.00; **Closing Balance:** \$6,281.66. **SPED Fund Beginning Balance:** \$932,691.31; **Revenue - Interest:** \$400.05; **IDEA 611:** \$70,618.00; **IDEA 619:** \$3,688.00. **Expenditures:** \$138,523.42; **Closing Balance:** \$868,873.94.

July 2024: General Fund Beginning Balance: \$6,281.66; **Homeless Youth:** \$1,625.00; **Closing Balance:** \$7,906.66. **SPED Fund Beginning Balance:** \$868,873.94; **Revenue - Interest:** \$419.77; **Local Shared Assessment:** \$136,371.75; **Expenditures:** \$172,697.41; **Closing Balance:** \$832,968.05. **ALL VOTED YES.**

Action # 25-05 - Monthly Claims - Hofer moved seconded by Andersen to approve the following Monthly Claims as presented:

July 2024 Claims: IMPREST Fund: BLUEPEAK...NON-TECHNOLOGY SUPPLIES-IMPREST...158.54. **SPED Fund:** AREA II SUPERINTENDENTS...DUES AND FEES ...175.00; ARGUS LEADER...COMMUNICATION ...156.59; ASB PROPERTY/LIABILITY FUND...INSURANCE AND JUDGEMENTS...15,504.00; ASB WORKERS' COMPENSATION FUND...WORKER'S COMPENSATION INSURANCE ...4,515.00; ASSOCIATED SCHOOL BOARDS OF SD...DUES AND FEES ...775.00; BLUEPEAK...COMMUNICATION ...157.60; BRAUN...TRAVEL - ESY...148.06; CENTURY BUSINESS PRODUCTS...REPAIRS AND MAINTENANCE SERVICES IDEA...147.32; CLEVELAND...TRAVEL - ESY...141.12; DEELSTRA...TRAVEL - ESY...154.78; DOWRUMMEL VILLAGE...RENTALS...1,258.39; EDUCATIONAL ADVANTAGE INC...OTHER PROFESSIONAL & TECH SERVICES ...9,203.60; FIRST INTERSTATE BANK FIDUCIARY FUND...COMMUNICATION ...158.54; GRAVES IT SOLUTIONS...OTHER PURCHASED SERVICES...1,730.00; HEALY...TRAVEL - ESY...506.24; JOHNSTON...TRAVEL - ESY...116.48; KOCER...TRAVEL - ESY...10.08; KUETER...COMMUNICATION ...79.65; KUETER...TRAVEL...510.72; MILLER...TRAVEL - ESY...170.24; MITCHELL AREA SUPERINTENDENTS' ASSOCIATION...DUES AND FEES ...100.00; NEUGEBAUER...TRAVEL - ESY...198.24; RANDALL...TRAVEL - ESY...52.08; RISK PROGRAM ADMINISTRATORS...INSURANCE AND JUDGEMENTS...1,848.15; SASD...REGISTRATION FEES ...800.00; SASD...DUES AND FEES ...1,330.00; SASD...COMMUNICATION ...337.00; SD ASSOCIATION OF SCHOOL PSYCHOLOGISTS...DUES AND FEES ...90.00; SOFTWARE UNLIMITED INC...COMPUTER SOFTWARE (ADMINISTRATIVE) ...4,400.00; TAESE/USU...REGISTRATION FEES ...350.00; VISA...NON-TECHNOLOGY SUPPLIES...6.97; VISA...TRAVEL...670.71; VISA...OTHER PURCHASED SERVICES...11.00. **Total Claims July 2024 \$45,971.10; June 2024 Payroll \$97,395.81 & Benefits \$26,494.13; Grand Total Expenditures \$169,861.04.**

August 2024 Claims: IMPREST Fund: CASE...NON-TECHNOLOGY SUPPLIES-IMPREST...75.00; EASY TIME CLOCK, INC...NON-TECHNOLOGY SUPPLIES-IMPREST...10.00; NASP, NON-TECHNOLOGY SUPPLIES-IMPREST...913.00; SAMS CLUB...NON-TECHNOLOGY SUPPLIES-IMPREST...425.09. **GENERAL Fund:** FIRST INTERSTATE BANK FIDUCIARY FUND...REGISTRATION FEES HOMELESS...593.00. **SPED Fund:** AMAZON CAPITAL SERVICES...CONSUMABLE SUPPLIES...1,490.78; AMAZON CAPITAL SERVICES...NON-TECHNOLOGY SUPPLIES...624.19; ARROWWOOD RESORT & CONFERENCE CENTER AT CEDAR SHORE...TRAVEL...355.89; Bjorem Speech Publications, LLC...OTHER NON-CONSUMABLE SUPPLIES ...524.22; BLUEPEAKCOMMUNICATION ...159.40; BRAUN...TRAVEL - ESY...78.62; CENTURY BUSINESS PRODUCTS...REPAIRS AND MAINTENANCE SERVICES IDEA...147.32; CLEVELAND...TRAVEL - ESY...8.96; DAKOTA DATA SHRED...OTHER PURCHASED SERVICES...119.85; DEELSTRA...TRAVEL - ESY...50.85; DOWRUMMEL VILLAGE...RENTALS...1,258.39; FIRST INTERSTATE BANK FIDUCIARY FUND...OTHER PURCHASED SERVICES...435.09; FIRST INTERSTATE BANK FIDUCIARY FUND...DUES AND FEES ...395.00; HEALY...TRAVEL - ESY...124.32; JOHNSTON...TRAVEL - ESY...135.52; KOCER...TRAVEL - ESY...31.36; KUETER...COMMUNICATION ...69.62; KUETER...TRAVEL...129.92; LAKESHORE LEARNING...OTHER NON-CONSUMABLE SUPPLIES...257.66; MILLER...TRAVEL - ESY...85.12; NEUGEBAUER...TRAVEL - ESY...129.92; PEARSON CLINICAL ASSESSMENT...NON-TECHNOLOGY SUPPLIES...3,899.34; PRO-ED, INC...NON-TECHNOLOGY SUPPLIES...914.10; RANDALL...TRAVEL - ESY...50.96; SCHOLASTIC MAGAZINE...PERIODICALS...366.86; SCHOOL SPECIALTY, INC...CONSUMABLE SUPPLIES...457.32; SPARK INNOVATIONS...OTHER NON-CONSUMABLE SUPPLIES ...184.70; SPEECH CORNER...OTHER NON-CONSUMABLE SUPPLIES ...634.88; SUPER DUPER PUBLICATIONS...OTHER NON-CONSUMABLE SUPPLIES ...442.96; TEACHER SYNERGY, LLC...NON-TECHNOLOGY SUPPLIES...55.45. **Total Claims August 2024 \$15,637.66; July 2024 Payroll \$99,467.04 & Benefits \$27,417.81; Grand Total Expenditures \$142,522.51. ALL VOTED YES.**

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

Action # 25-06 - Reorganization Motion for 2024-2025 school term – Fosheim moved seconded by Stiefvater to approve the following reorganization motions for the 2024-2025 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 law firms of KSB School Law and Sam Kerr from Lynn, Jackson Shultz & Lebrun as the law firms who are authorized to provide the Cooperative with legal counsel.
- 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, Vice-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. 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 #25-07 – Approve amended contract for April Johnston - McManus seconded by Vogel to approve the amended contract for April Johnston (advancement from MA to MA+15). **ALL VOTED YES.**

Action #25-08 – Approve amended contract for Sarah Fergen - Hofer moved seconded by McManus to approve the amended contract for Sarah Fergen (180 day contract to 144 days). **ALL VOTED YES**

Action #25-09 – Approve hiring of SLPA, Morgen Carlson - Stiefvater moved seconded by Fosheim to approve the hiring of SLPA, Morgen Carlson with a 117 day contract. **ALL VOTED YES**

Action #25-10 – Approve hiring of Paraprofessional, Cheryl Donelan - Vogel moved seconded by Hofer to approve the hiring of Paraprofessional, Cheryl Donelan at \$20.93 per hour. **ALL VOTED YES**

Action # 25-11 – Approve returning Paraprofessional letters of employment - Fosheim moved second by McManus to approve the returning Paraprofessional letters of employment for the following: Kyla Laursen at \$19.45 per hour; April Roth at \$18.20 per hour and Wendy Miller at \$20.00 per hour for the 2024-2025 school term. **ALL VOTED YES.**

Action # 25-12 - Approve mileage reimbursement policy - Stiefvater moved seconded by Fosheim to approve the mileage reimbursement rate to be the same as the mileage rate established by the state of South Dakota. **ALL VOTED YES**

Action # 25-13 - Approve Bluepeak internet/phone contract - Hofer moved seconded by Fosheim to approve Bluepeak internet/phone contract. **ALL VOTED YES**

Action # 25-14 - Approve staff conflict of interest disclosure - Disclosures were shared from Alicia Peterson (USF). McManus 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 #25-15 - Approve Cooperative Budget - Fosheim moved seconded by McManus to approve the Cooperative Budget for the 2024-2025 school term as presented. The budget presented for adoption includes modifications to the revenue and expenditures. The revenue changes include 4175 IDEA Part B 611 - decrease to \$819,812, 4187 - decrease to \$673.00. EXPENDITURES - Special Education - 1226 Early Childhood increase to \$420,671.67, 2142 Psychological Services increase to \$200,478.26, 2152 Speech/Language/Hearing increase to \$758,769.89, 2311 Insurance Services increase to \$17,348.14, 2529 Fiscal Services decrease to \$134,148.10, 2710 Administrative Services increase to \$194,281.78, and 3720 Non-Public Support Services decrease to \$8,314.00. The use of the fund balance was increased from \$282,430.05 in the preliminary budget to \$313,136.51 because of these changes. **ALL VOTED YES.**

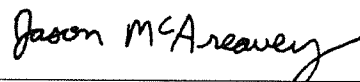
Mr. Kueter discussed the following items with the Board: a) Birth to Three prolonged reimbursement; b) Extraordinary Cost Fund; c) Parental rights brochures; d) Parental involvement surveys (Indicator 8); e) Medicaid rates, reimbursements and updated brochures; f) IEP workshops; g) Totem PD and h) Asbestos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

Action # 25-16 - Adjournment - At 10:47 A.M. Stiefvater moved seconded by Fosheim to adjourn the Board of Directors Meeting with the next Advisory Board Meeting to be held on Wednesday, September 18, 2024 at 9:45 A.M., at the Cornbelt Cooperative office in Sioux Falls, SD. **ALL VOTED YES.**

Gross Salaries for the 2024-2025 School Term: Early Childhood Teachers: Brooke Braun \$59,505; April Johnston \$63,250; Brenda Kocer \$58,150; Erin Healy \$57,550. Speech-Language Pathologists: Morgen Carlson \$20,592; Colleen Cleveland \$70,661; Emily Neugebauer \$62,165; Echo Deelstra \$64,150; Sarah Fergen (SLPA) \$33,068; Jenna Miller \$66,750; Robyn Randall \$68,161; Lori Tschetter \$68,161; Jennifer Zulk \$69,961. 65% Psychologist & 35% ECSE/SLP Coordinator: Alicia Peterson \$85,330. Psychologist: Abbie Wiebers \$67,410. Business Manager & Medicaid Billing Agent: Pamela Selken \$54,760. Administrative Secretary: Jessica McIlravy \$20.65/hour. Director: Dean Kueter \$130,010.



Pamela Selken, Business Manager



Jason McAreavey, President Board of Directors