

**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 15th, 2017 at 9:45 A.M. The following members were present: Bridgewater-Emery - Harberts; Canistota - Larson and Nebelsick; Ethan - Neugebauer and Eckstaine; Freeman - Hofer and Kunz; Hanson - Jarding and Bridge; McCook Central - Eichacker and Dr. Thaler; Montrose - Miles and Johnson; Parker - Chester and Dr. DeBoer. Also in attendance were Dean Kueter, Director; and Pam Selken, Business Manager. Absent: Bridgewater-Emery - Bailey; and Marion - Schmidt and Colberg.

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 9:50 A.M. President Eichacker called the meeting to order, had the roll called, and determined a quorum was established for conducting business.

Action # 17-01 - Agenda - Chester moved seconded by Jarding to approve the August 15th, 2017 Agenda as presented. **ALL VOTED YES.**

Next, President Eichacker 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 # 17-02 - Election of President and Vice-President of the Board of Directors

Chester nominated seconded by Miles, David Eichacker for President of the Board of Directors.

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

Director Kueter turned the meeting over to President Eichacker.

Hofer nominated seconded by Jarding, Jason Chester for Vice-President of the Board of Directors. **ALL VOTED YES.**

Action # 17-03 - Minutes - Larson moved second by Harberts to approve the Minutes for the June 13th, 2017 Advisory Board meeting as presented. **ALL VOTED YES.**

Action # 17-04 - Financial Reports - Hofer moved seconded by Larson to approve the following monthly Financial Reports as presented:

June 2017: General Fund Beginning Balance: \$6,096.82; **Revenue - Perkins:** \$897.00; **Expenditures:** \$2,722.54; **Closing Balance:** \$4,271.28. **June 2017: SPED Fund Beginning Balance:** \$734,908.22; **Revenue - Interest:** \$93.24; **Other:** \$15,283.65; **IDEA 611:** \$72,167.00; **IDEA 619:** \$3,578.00; **Expenditures:** \$200,796.20; **Closing Balance:** \$625,233.91. **ALL VOTED YES.**

July 2017: General Fund Beginning Balance: \$4,271.28; **Other:** \$2,722.00; **Closing Balance:** \$6,993.28. **July 2017: SPED Fund Beginning Balance:** \$625,233.91; **Revenue - Interest:** \$92.97; **IDEA 611:** \$144,642.00; **IDEA 619:** \$3,578.00; **Expenditures:** \$200,796.20; **Closing Balance:** \$572,750.68. **ALL VOTED YES.**

Action # 17-05 - Monthly Claims - Jarding moved seconded by Miles to approve the following Monthly Claims as presented:

July 2017 Claims: SPED Fund: A&B Business..repairs & main..158.70; Area II Superintendents..dues & fees..175.00; ASBSD..dues & fees..775.00; Bruna..travel..158.30; Cleveland..travel..206.80; Crisis Prevention Institute..registration fees..799.00; Crisis Prevention Institute..dues & fees..150.00; Deelstra..travel..195.52; Graves It Solutions..computer software..300.00; Harmon Law Office..other professional & tech services..180.00; Holmes..travel..114.68; Johnston..travel..241.58; Kueter..communication..54.40; Kueter..travel..97.29; Lyons..travel..89.30; Midcontinent..communication..

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220.43; Miller..travel..141.94; NASP..dues & fees..630.00; Randall..travel..44.18; Sengos..travel..42.30; Software Unlimited..computer software..6,545.00; Super Duper..non-tech supplies..219.30; Zulk..travel..133.48. **Total Claims July 2017 \$11,672.20; June 2017 Payroll \$91,235.64; & Benefits \$26,476.54; Total Expenditures \$129,384.38.**

August 2017 Claims: SPED Fund: A&B Business..repairs & main..158.70; Anderson Publications..printing & binding..240.00; Area II Superintendents..dues & fees..100.00; Cleveland..travel..106.22; Deelstra..travel..114.21; Dowrummel Village..rentals..1,145.83; Jawmar Business Forms..non-tech supplies..73.62; Johnston..travel..196.46; Kocer..travel..14.10; Kueter..communication..54.40; Kueter..travel..144.76; Midcontinent..communication..221.72; Miller..travel..93.06; Parent Institute..periodicals..369.00; Parker School District..dues & fees..60.00; SASD..dues & fees..276.00; School Specialty..other non-tech supplies..491.33; SDASBO..dues & fees..50.00; SDASP..dues & fees..135.00; Selken..travel..237.50; Test Point..dues & fees..24.00; USPS..postage..500.00; VISA..postage..9.40; Zulk..travel..39.48. **Total Claims August 2017 \$4,854.79; July 2017 Payroll \$98,733.24; & Benefits \$28,017.08; Total Expenditures \$131,605.11.**

Action # 17-06 - Reorganization Motion for 2017-2018 school term - Larson moved seconded by Chester to approve the following reorganization motion for the 2017-2018 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 Swier Law Firm 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 Makenzi Miles 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 # 17-7 - Accept the resignation of Nikki Plagmann as Paraprofessional - Harberts moved seconded by Jarding to accept the resignation of Nikki Plagmann as Paraprofessional effective May 31st, 2017. **ALL VOTED YES.**

Action # 17-8 - Approve the returning Paraprofessional letters of employment - Miles moved seconded by Hofer to approve the returning Paraprofessional letters of employment for the following: Jessica McIlravy at \$12.50 per hour; Wendy Miller at \$13.05 per hour; Karen Peters at \$13.05 per hour; and Delle Thompson at \$12.50 per hour for the 2017-2018 school term. **ALL VOTED YES.**

Action # 17-9 - Approve staff conflict of interest disclosures - Disclosures were shared from Jenna Miller (Aegis Therapies) and Rick Picasso (EDEC, McCrossans, SF Catholic, and SDSU). Larson moved seconded by Harberts to approve the Staff Conflict of Interest Disclosures and determine that no conflicts exist with regard to these activities as long as the policy and guidelines set by the Director are followed. **ALL VOTED YES.**

Action # 17-10 - Delete current and adopt new Staff Conflict of Interest Disclosure and Authorization policy - Hofer moved seconded by Jarding to delete the current and adopt the new Conflict of Interest Disclosure and Authorization policy. **ALL VOTED YES.**

Adoption of the Background Check policy was tabled to gather more information.

Director Kueter presented the 2017-2018 budget for adoption that included modifications from the preliminary budget presented at the June 13th, 2017 Public Hearing in the following areas: EXPENDITURES - 1990 Perkins - increase to \$29,299.00; Special Education - 1226 Early Childhood increase to \$277,189.07, 2142 Psychological Services decrease

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to \$228,909.36, 2152 Speech/Language/Hearing decrease to \$500,754.36, 2529 Fiscal Services increase to \$123,483.45, and 3729 Other Non-Public Support Services increase to \$15,593.99. Total Appropriations Budget - Perkins increase to \$29,299.00; Special Education increase to \$1,259,071.00. MEANS OF FINANCE - 4161 Perkins increase to \$29,299.00; Special Education - 4175 IDEA Part B, Section 611 - increase to \$674,527.00, 4186 IDEA Part B, Section 619 - increase to \$41,344.00, Cash on Hand increase to \$105,510.57. After discussion the following action item was introduced.

Action # 17-11 - Approve Cooperative Budget - Larson moved seconded by Chester to approve the Cooperative Budget for the 2017-2018 school term. **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; e) IEP workshops; f) Extraordinary cost fund; and Business office transition.

Action # 17-12 - Adjournment - At 10:54 A.M. Jarding moved seconded by Larson to adjourn the Board of Directors Meeting with the next Advisory Board Meeting to be held on Wednesday, September 20th, 2017 at 9:45 A.M., at the Cornbelt Cooperative office in Sioux Falls, South Dakota. **ALL VOTED YES.**

Gross Salaries for the 2017-2018 School Term: Early Childhood Teachers: Robyn Bruna \$53,311; April Johnston \$46,800; Brenda Kocer \$42,100. **Speech-Language Pathologists:** Colleen Cleveland \$50,611; Echo Deelstra \$44,100; Sarah Fouberg (SLPA) \$30,500; Jenna Miller \$46,700; Robyn Randall \$50,611; Lori Tschetter \$50,611; Jennifer Zulk \$49,911. **65% Psychologist & 35% ECSE/SLP Coordinator:** Alicia Peterson \$59,600. **Psychologists:** Amanda Creviston \$60,100; Richard Picasso \$68,000. **Business Manager & Medicaid Billing Agent:** Pam Selken \$41,000. **Administrative Secretary:** Michelle Haagenstad \$30,225. **Director:** Dean Kueter \$98,600.



Pam Selken, Business Manager



David Eichacker, President Board of Directors

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