

**Willow Lake School District #12-3  
February 9, 2015**

The Willow Lake School District Board of Education met in regular session on February 9, 2015. President Schmidt called the meeting to order at 7:00 p.m. Board Members present: Bratland, Schmidt, Thoreson, Warkenthien and Wicks. Also attending were Supt. Klaudt, H.S. Principal Serna, Elem. Principal Bruns, Business Manager Burke, and patrons of the district.

Board Members recited the Pledge of Allegiance.

Due to the number in attendance, the meeting was moved from the Willow Lake School Business Office to the Willow Lake High School Spanish room.

**Open Forum:** Larry Grensberg and Doug LaMont, representatives of the Willow Lake Community Wellness Center Board, were present to discuss the wellness center. They would like the school to take the wellness center over March 1, 2015. This would allow them to send letters to patrons explaining the change in operation and allow them to take care of expenses before turning back over to the school. Wally Knock and Steven Birkholtz were present to discuss the building project, questions that still need to be answered and the best way to communicate that information to the public.

**Action Item #1:** Motion by Thoreson, second by Bratland to add the lane change of Lindsey Tellinghuisen (BA 40) to 4.1 and to approve the agenda. All present voting yes, motion carried.

**Action Item #2:** Motion by Wicks, second by Thoreson to approve the minutes of the regular meeting of January 14, 2015. All present voting yes, motion carried.

**Action Item #3:** Motion by Bratland, second by Thoreson to approve the financial reports as of January 31, 2015. All present voting yes, motion carried.

**Willow Lake School District Financial Reports**

	<u>General</u>	<u>Capital Outlay</u>	<u>Spaced.</u>	<u>Pension</u>	<u>Food Serv.</u>	<u>Enterprise</u>	<u>Trust &amp; Agency</u>
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Agency</u>
<b>Balance 1/1/2015</b>	<b>1,557,203.95</b>	<b>642,049.27</b>	<b>294,267.28</b>	<b>28,953.73</b>	<b>36,798.78</b>	<b>320.97</b>	<b>32,165.32</b>
<b><u>RECEIPTS</u></b>							
Local Sources	5,204.11	2,481.71	1,569.43	300.48	3,148.38	0.00	19,596.72
County Sources	1,073.51	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	48,541.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	<u>6,192.27</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,236.02</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL RECEIPTS</b>	<b>61,010.89</b>	<b>2,481.71</b>	<b>1,569.43</b>	<b>300.48</b>	<b>5,384.40</b>	<b>0.00</b>	<b>19,596.72</b>
<b>Total Available</b>	<b>1,618,214.84</b>	<b>644,530.98</b>	<b>295,836.71</b>	<b>29,254.21</b>	<b>42,183.18</b>	<b>320.97</b>	<b>51,762.04</b>
<b>DISBURSEMENTS</b>	<b>-154,395.39</b>	<b>-17,960.52</b>	<b>-11,418.44</b>	<b>0.00</b>	<b>-4,819.43</b>	<b>0.00</b>	<b>-19,680.12</b>
<b>Balance 1/31/2015</b>	<b>1,463,819.45</b>	<b>626,570.46</b>	<b>284,418.27</b>	<b>29,254.21</b>	<b>37,363.75</b>	<b>320.97</b>	<b>32,081.92</b>

**Action Item #4:** Motion by Warkenthien, second by Wicks to approve the bills as of February 2015. All present voting yes, motion carried.

**FEBRUARY 2015 AP BILLS**

<u>GEN. FUND:</u>		<u>Amount</u>
CARD MEMBER SERVICE	Comp. Supp.	11.87
CITY OF WILLOW LAKE	Water & Sewer	319.39
CLARK COMMUNITY OIL COMPANY	Fuel	1,728.93
CLARK COUNTY COURIER	Legal Proceeds.	167.65
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	142.52
DIESEL SERVICE AND REPAIR	Filters	80.12
DON SEELEY, RPT	Piano Tuning	90.00
DUENWALD TRANSPORTATION LLC	Athletic Transpt.	1,072.11

FOLLETT SCHOOL SOLUTIONS, INC.	Subscription		1,029.00
INCIDENTAL FUND	SD DCI	Background Check	43.25
	Bret Buck	BBB Off./Mlg.	98.32
	Gary Duffy	BBB Off.	85.00
	Mitch Magnus	BBB Off.	85.00
	Argus Leader	Subscription	25.65
	Boston Tea Party Ships & Museum	Subscription	150.00
	Tom McGough	GBB Off./Mlg.	144.20
	Greg Blue	GBB Off.	85.00
	SDASSP	Dues & Fees	100.00
	SD Humanities Council	Dues & Fees	45.00
	SD DCI	Background Check	43.25
		TOTAL INCIDENTAL FUND:	904.67
JMH AUTO REPAIR	Oil Chg./Repairs		921.63
JOSTEN'S	Honor Medals		34.97
MENARDS	Janitor Supp.		46.98
MID CENTRAL ED. COOP.	Course Fee		300.00
NESC	Gen. Serv.		134.25
NORTHERN WIRELESS COMM.	Internet Serv.		49.95
NWPS	Utilities		5,928.67
OFFICE PEEPS INC	Timecards		53.31
QUAM & BERGLIN CPA	FY 14 Audit		8,700.00
SCHMIDTCO AG SERVICES	Exhaust Fluid		201.44
SCHOLASTIC INC	Books		90.95
SCHOOL NURSE SUPPLY INC	Thermometer		36.10
SCHOOL SPECIALTY	Act. Center		261.95
SD DEPT OF LABOR	Unemploy. Claim		1,512.00
SHOPKO	Supp.		117.69
TAYLOR MUSIC	Repairs		4.00
VARIETY FOODS INC	FFVP		304.44
VERDON ROOFING	Snow Removal		214.20
W W TIRE SERVICE INC	Tire Repair		80.00
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	980.53
	Jim Anderson	Sub	240.00
	Shelby Brodersen	Sub	80.00
	Renaë Burke	Sub	80.00
	Rory Burke	Ex. Bus Trips	320.25
	Lacey Giles	Sub	240.00
	Amanda Glanzer	Sub	145.76
	Cheryl Hovde	Ex. Bus Trip	20.00
	Lori Hovde	Health Ins. Reimb.	545.00
	Patti Johnson	Health Ins. Reimb.	545.00
	Kerwin Kannegieter	Sub Bus/Ex. Bus Trip	75.49
	Lois Kannegieter	Sub	1,000.00
	Cindy Maffei	Sub	440.00
	Mark Prouty	Ex. Bus Trips	180.00
	Anne Redinger	Sub	600.00
	Brandon Stahl	Health Ins. Reimb./Ex. Bus Trips	585.00
	Eric Stevens	Ex. Bus Trips	80.00
	Dan Tonak	Health Ins. Reimb./Mentor Prog.	875.67
	Stan Zantow	Ex. Bus Trip	50.50
		TOTAL ADD. PAYROLL:	7,083.20
SALARIES & BENEFITS:	Elementary		51,039.97
	Junior High		18,162.98
	High School		25,461.14
	Preschool		538.57
	Title Programs		5,850.40
	Guidance		1,407.50

	Library			2,098.96
	Technology			2,814.97
	Administration			15,466.77
	Operations & Maintenance			4,067.56
	Pupil Transportation			3,638.89
	Extra-Curricular			1,315.97
<b>TOTAL GEN. FUND:</b>				<b>\$163,485.67</b>
<b><u>CAP. OUTLAY:</u></b>				
MARCO, INC.	Copier Lease			1,409.47
<b>TOTAL CAP. OUTLAY:</b>				<b>\$1,409.47</b>
<b><u>SP. EDUCATION</u></b>				
SALARIES & BENEFITS:				10,223.97
ADDITIONAL PAYROLL:	Lacey Giles	Sub	205.00	
	Anne Redinger	Sub	30.40	
	Lenora Virchow	Sub	482.50	
			TOTAL ADD. PAYROLL:	717.90
NESC	Feb. Assessments			1,175.53
				<b>\$12,117.40</b>
<b><u>FOOD. SERV.:</u></b>				
SALARIES & BENEFITS:				2,413.38
ADDITIONAL PAYROLL:	Amanda Glanzer	Sub	16.44	
	Lois Kannegieter	Sub	51.40	
	Anne Redinger	Sub	197.30	
			TOTAL ADD. PAYROLL:	265.14
DEAN FOODS	Milk			682.27
REINHART FOOD SERVICE	Food/Supp.			1,503.88
SD DEPT OF EDUCATION	Food			247.22
STAR LAUNDRY	Clean. Serv.			44.33
VARIETY FOODS INC	Food			1,229.83
<b>TOTAL FOOD. SERV.:</b>				<b>\$6,386.05</b>
<b>TOTAL ALL FUNDS:</b>				<b>\$183,398.59</b>

### Policy and Procedures

- **Action Item #5:** Motion by Warkenthien, second by Thoreson to approve the lane changes of Kim Bratland (to BA 24) and Lindsey Tellinghuisen (to BA 40) for the 2015-16 school year. All present voting yes, motion carried.
- The board reviewed ASBSD's policy suggestions regarding bullying and complaints. No action was taken.

### Facilities

- Discussion was held on when to surplus out the old high school and preschool buildings. No action was taken.
- **Action Item #6:** Motion by Wicks, second by Bratland to take over the wellness center as of March 1, 2015, contingent on insurance and the CTE class running the business. All present voting yes, motion carried.
- **Action Item #7:** Motion by Bratland, second by Thoreson, to approve the building contract with HKG Architects, contingent on the correction of base option 1 to read base option 3 and adding "C" technology alternates. Warkenthien, nay; Wicks, aye; Bratland, aye; Thoreson, aye; Schmidt, aye. Motion carried 4-1.
- Board members Bratland and Wicks, along with Supt. Klautd, met with Scott Sikkink of HKG Architects, to set-up a timeline for a building project. Various information was shared with the board that was discussed at the meeting and will have to be looked at going forward with a project. Board Member Bratland reported that the next building committee meeting will be Wednesday, February 11, 2015, at 4:00 p.m. Building committee members are Supt. Klautd, H.S. Principal Serna, Board Member Wicks, Board Member Bratland and Lee Poppen.

### Business and Finance

- Cash flows were reviewed as of January 31, 2015.
- Business Manager Burke discussed the projected 5 year capital outlay plan.

- Budget timelines for preparing the 2015-16 school budget were reviewed.
- The FY 2014 has been reviewed and accepted by the SD Department of Legislative Audit.
- Business Manager Burke reported on the amount received from the Common School Interest and Income apportionment and how that amount is figured.

**Superintendent/Principal Report**

- Supt. Klautd reported on different bills that have been introduced this legislative session and their effect on education.
- Supt. Klautd suggested days for the two snow days the school currently has to make-up. No action was taken.
- **Action Item #8:** Motion by Thoreson, second by Bratland to move to a seven (7) period day with a 3:10 p.m. dismissal for the 2015-16 school year. All present voting yes, motion carried.
- H.S. Principal Serna will begin pre-registration for the 2015-16 school year with students, to be completed by mid-March.
- The state assessment testing dates were reviewed. Students in grades 3 – 8 will begin testing March 10<sup>th</sup>. Students in grade 11 will begin either April 14<sup>th</sup> or 21<sup>st</sup>.
- H.S. Principal Serna is currently working with Robert Hirsch to teach drivers education and is looking at possible start dates in March.

**Activity Director Report**

- Athletic physicals will be held in Clark on March 16<sup>th</sup> and in Willow Lake on March 18<sup>th</sup>. Supt. Klautd reviewed the notes from the co-op meeting that was held in January. The next co-op meeting will be scheduled the end of March.

**NESC Updates:** Board Member Warkentien reported that the assistant business manager position is still open, they are currently looking at different rates for certificates of deposit and that the NESC board has approved the director and business manager contracts for 2015-16, with salaries to be set at a later date.

**Collective Bargaining Updates:** Board Member Bratland attended the collective bargaining workshop and reported on the items discussed.

**Action Item #9:** Motion by Bratland, second by Wicks to enter executive session at 9:31 p.m. to discuss personnel (SDCL 1-25-2(1) and student issues (SDCL 1-25-2(2)). All present voting yes, motion carried.

President Schmidt declared the board out of executive session at 9:53 p.m.

**Action Item #10:** Motion by Thoreson, second by Warkentien to approve the open enrollment of the out-of-state transfer student, according to SDCL 13-28-10. All present voting yes, motion carried.

**Action Item #11:** Motion by Bratland, second by Wicks to accept the resignations of Brooklyn Schmidt as paraprofessional and Kayla Edleman as the assistant volleyball coach. All present voting yes, motion carried.

**Action Item #12:** Motion by Wicks, second by Bratland to approve the special education paraprofessional position to Lacey Stahl, at \$10/hour, for the 2014-15 school year. All present voting yes, motion carried.

**Action Item #13:** Motion by Thoreson, second by Bratland to approve the 3 act-play extra duty work agreement to Jamie Fryslie, at \$895, for the 2014-15 school year. All present voting yes, motion carried.

The next regular meeting of the Willow Lake School Board will be on March 9, 2015, at 7:00 p.m., in the Willow Lake School Business Office.

**Adjournment:**

**Action Item #14:** Motion by Bratland, second by Wicks, to adjourn at 10:00 p.m. All present voting yes, motion carried.

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Caryl Schmidt, President

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Melissa Burke, Business Manager