

**Willow Lake School District #12-3
April 11, 2016**

The Willow Lake School District Board of Education met in regular session on April 11, 2016. President Schmidt called the meeting to order at 7:00 p.m. Board members present: Schmidt, Thoreson, Warkentien and Wicks. Bratland was absent. Also attending were Supt. Klaudt, H.S. Principal Serna, Business Manager Burke, Scott Sikkink, Wayne Tellinghuisen, Nathan Wicks, Kevin Schuelke and Kim Bratland.

The Pledge of Allegiance was recited.

Action Item #1: Motion by Thoreson, second by Wicks to approve the agenda. Motion carried.

Action Item #2: Motion by Thoreson, second by Wicks to approve the following items on the consent agenda: 1.1 approve the minutes of the regular meeting of March 15, 2016 and the special meeting of March 28, 2016; 1.2 approve the financial reports as of March 31, 2016; 1.3 approve the bills as of April 2016; 1.4 approve the SD Department of Health Contract for the 2016-17 school year; 1.5 approve the Special Education Comprehensive Plan for the 2016-17 school year; 1.6 approve the FY 2016 audit engagement letter and 1.7 approve the SDHSAA membership for the 2016-17 school year. Motion carried.

Willow Lake School District Financial Reports

	<u>General</u>	<u>Capital Outlay</u>	<u>Spec. Ed.</u>	<u>Pension</u>	<u>Bdlg. Proj.</u>	<u>Food Serv.</u>	<u>Enterprise</u>	<u>Trust &</u>
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Agency</u>
Balance 3/1/16	1,131,850.78	619,342.86	336,693.16	29,741.71	2,195,792.15	38,111.29	54.87	34,689.47
<u>RECEIPTS</u>								
Local Sources	14,110.65	14,989.33	2,973.82	1,663.92	0.00	3,187.72	0.00	14,514.79
County Sources	558.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	57,721.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	7,536.39	0.00	0.00	0.00	0.00	3,610.57	0.00	0.00
Other Finance Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS	79,927.13	14,989.33	2,973.82	1,663.92	0.00	6,798.29	0.00	14,514.79
Total Available	1,211,777.91	634,332.19	339,666.98	31,405.63	2,195,792.15	44,909.58	54.87	49,204.26
DISBURSEMENTS	-184,056.88	-17,633.99	-15,578.45	0.00	-133,000.00	-7,454.11	0.00	-5,997.38
Balance 3/31/16	1,027,721.03	616,698.20	324,088.53	31,405.63	2,062,792.15	37,455.47	54.87	43,206.88

APRIL 2016 AP BILLS

<u>Gen. Fund:</u>		<u>Amount:</u>
DIANE ANDERGSON	Mlg. Reimb.	6.72
ASBSD	Dues & Fees	100.00
CARD MEMBER SERV.	Comp. Equip./Supp.	81.61
CITY OF WILLOW LAKE	Water & Sewer	310.19
CLARK COMMUNITY OIL CO.	Fuel	2,703.64
CLARK COUNTY COURIER	Proceedings/Ad	286.39
CLARK COUNTY HEALTH SERV.	Consultant	160.00
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	143.85
DEKKER HARDWARE	Supp.	25.78
INCIDENTAL FUND	Clark Co. Treasurer	License Plates 16.20
	Mickelson Middle School	Dues & Fees 306.00
	SDASBO	Dues & Fees 100.00
	SDSTE	Dues & Fees 30.00
	Argus Leader	Subscription 25.65
	Willow Lake Fire Dept.	Dues & Fees 10.00
	TOTAL INCIDENTAL FUND:	487.85
INTERSTATE ALL BATTERY CENTER	I-Pad Repair	230.00
ITC	Telephone Serv.	617.25
J.W. PEPPER & SON, INC.	Sheet Music	44.99
JMH AUTO REPAIR	Repairs/Oil Chgs.	971.55
JOSTEN'S	Diplomas Covers	119.14

LAKE GROCERY	Supp.		31.71
MARCO, INC. NW	Maint. Fee		78.96
MARCO, INC.	Maint. Fee/Supp.		533.97
NESC	Gen. Serv.		56.82
NWPS	Utilities		5,275.45
SD DEPT OF HEALTH	Consultant		140.00
SDHSAA	Dues & Fees		780.00
SOUTH EAST EDUCATION COOP.	Dues & Fees		100.00
VARIETY FOODS INC	FFVP		633.42
VERDON ROOFING	Snow Removal		102.00
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	28.64
	James Anderson	Sub	80.00
	Cory Bratland	Bd. Mtgs./Mlg.	110.92
	Curwin Bratland	Sub Bus Dr.	257.60
	Erin Brenden	Sub	40.00
	Renaë Burke	Sub	160.00
	Jim Felberg	Tech Support	94.28
	Lacey Giles	Ex. Bus Trips	150.00
	Annie Hervi	Sub	420.00
	Jane Hervi	Sub	195.50
	Colleen Hohm	Sub	80.00
	Lori Hovde	Health Ins.	580.00
	Christina Kannegieter	Ex. Bus Trip	30.00
	Lois Kannegieter	Sub	333.21
	Liisa McDaniels	Sub	1220.00
	Darcy Pommer	Sub	40.00
	Mark Prouty	Ex. Bus Trips	150.00
	Caryl Schmidt	Bd. Mtgs.	150.00
	Kim Schmidt	Sub	840.00
	Lynnea Seivert	Sub Bus Dr.	28.60
	Julayne Thoreson	Bd. Mtgs.	150.00
	Dan Tonak	Health Ins. Reimb.	580.00
	Paula Warkenthien	Bd. Mtgs.	100.00
	Aaron Wicks	Bd. Mtgs.	150.00
	David Williams	Ex. Bus Trips	210.00
	TOTAL ADD. PAYROLL:		6,178.75
SALARIES & BENEFITS:	Elem. Programs		53,300.47
	J.H. Programs		26,582.46
	H.S. Programs		22,786.05
	Preschool		490.55
	Title Programs		6,260.98
	Guidance		2,852.37
	Library		2,187.42
	Technology		5,496.11
	Bd. of Ed.		49.74
	Administration		17,074.92
	Operations & Maint.		4,649.14
	Pupil Transportation		4,533.12
	Extra-Curricular		3,475.56
TOTAL GEN. FUND:			\$169,938.93
Cap. Outlay Fund:			
BRIAN'S GLASS & DOOR INC	Library Windows		4,697.04
MARCO, INC. NW	Copier Lease		36.00
MARCO, INC.	Copier Leases		1,597.99
TOTAL CAP. OUTLAY FUND:			\$6,331.03
Sp. Ed. Fund:			
SALARIES & BENEFITS:			14,116.10
ADDITIONAL PAYROLL:	Erin Brenden	Sub	336.40

	Kim Schmidt	Sub	70.00
	Paula Warkenthien	Bd. Mtgs./Mlg.	248.28
		TOTAL ADD. PAYROLL:	654.68
LAKE GROCERY	Supp.		22.31
NESC	April Serv./Consultant		2,520.46
SOUTHWEST/WEST CENTRAL SERV. COOP.	Dues & Fees		150.00
TOTAL SP. ED. FUND:			\$17,463.55
<u>Bdlg. Project Fund:</u>			
TELLINGHUISEN INC	Project Fees		195,700.00
TOTAL BDLG. PROJECT FUND:			\$195,700.00
<u>Food Serv. Fund:</u>			
SALARIES & BENEFITS:			3,301.03
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	83.29
		TOTAL ADD. PAYROLL:	83.29
DEAN FOODS NORTH CENTRAL INC	Milk		416.52
LAKE GROCERY	Food		25.93
LEVANEN PLUMBING	Repairs		116.60
REINHART FOOD SERVICE	Food		1,735.41
SD DEPT OF EDUCATION	Food		534.84
STAR LAUNDRY	Clean. Serv.		61.47
VARIETY FOODS INC	Food		1,383.34
TOTAL FOOD SERV. FUND:			\$7,658.43
TOTAL ALL FUNDS:			\$397,091.94

Acknowledgements: Supt. Klaudt gave a special thank you to Cargill for the \$6,000 grant that was awarded to the Willow Lake Community Wellness Center.

Policy and Procedures

- **Action Item #3:** Motion by Thoreson, second by Warkenthien to approve school transportation for the 8th grade DC/NY trip participants to and from the airport. Motion carried.
- **Action Item #4:** Motion by Warkenthien, second by Thoreson to approve the senior class trip itinerary. Motion carried.

Business and Finance

- Cash flows were reviewed as of March 31, 2016.
- Business Manager Burke reported that the \$700,000 opt-out expires at the end of calendar year 2016. Discussion was held on how to proceed going forward, especially with the new funding formula and legislation.

Facilities

- Scott Sikkink, with HKG Architects, and Wayne Tellinghuisen were present to review different RFPs for the building project.
- **Action Item #5:** Motion by Wicks, second by Thoreson to reject RFP #22 in the amount of \$1,076. Motion carried.
- **Action Item #6:** Motion by Warkenthien, second by Thoreson to table action on RFPs #23, #24, #25, #26, and #27. Motion carried.

Superintendent/Principal Report

- Kindergarten screening was held March 31st, with 20 students tested.
- Supt. Klaudt discussed options on sharing classes with neighboring districts.
- Supt. Klaudt reported that Title I summer school will be held this summer, with the instructor to be determined.
- H.S. Principal Serna reported that testing is near completion.
- Supt. Klaudt discussed the SILDL contract, cost of the yearly membership and classes it offered for students.
- **Action Item #7:** Motion by Thoreson, second by Warkenthien to not renew the SILDL contract for the 2016-17 school year. Motion carried.
- H.S. Principal Serna reported that driver's education will be held in Clark, beginning May 18th. The cost per student will be \$200.

Activity Director Report

- The athletic co-op handbook was reviewed. Due to information received during the board meeting which resulted in some questions, no action was taken as the Willow Lake School Board would like clarification from the Clark School Board.
- Supt. Klaudt reported on the A.D. convention.

NESC Updates: Board member Warkenthien reported that Big Stone School District will not be joining the NESC; they discussed increasing staff for the 2016-17 school year and changed Reading Recovery to .5 FTE.

Collective Bargaining Updates: Board member Schmidt attended the collective bargaining workshop that explained the new funding formula.

Action Item #8: Motion by Wicks, second by Warkenthien to enter executive session pursuant to SDCL 1-25-2 to discuss personnel SDCL 1-25-2(1) and negotiations SDCL 1-25-2(4) at 8:56 p.m. Motion carried.

President Schmidt declared the board out of executive session at 9:40 p.m.

Action Item #9: Motion by Thoreson, second by Warkenthien to offer the K-12 vocal and instrumental music position to Josh Friez for the 2016-17 school year. Motion carried.

Action Item #10: Motion by Thoreson, second by Warkenthien upon recommendation from Supt. Klautd, to offer contracts to the following certified staff for the 2016-17 school year: Diane Anderson, Lukas Anderson, Emily Bastian, Kim Bratland, Tracy Bruns, Kayla Edleman, Robin Flemming, Jamie Fryslie, Lacey Giles, Cassandra Harding, Christine Hasler, Cheryl Hovde, Lori Hovde, Christina Kannegieter, Emily Koenig, Ashley Konechne, Pauline Lewis, Lynnea Seivert, Eric Stevens, Nichol Stevens, Lindsey Tellinghuisen, Dan Tonak, and Tara Vig. Motion carried.

Action Item #11: Motion by Wicks, second by Warkenthien to accept the coaching resignation of Lynnea Seivert as assistant volleyball coach. Motion carried.

Action Item #12: Motion by Warkenthien, second by Wicks to approve Laryn Warkenthien and Kelly Wicks as summertime janitorial help at minimum wage. Motion carried.

A special school board meeting will be held on Wednesday, April 20, 2016, at 6:00 p.m. in the Willow Lake School Business Office. The next regular meeting of the Willow Lake School Board will be May 9, 2016 at 2:00 p.m., in the Willow Lake School Business Office.

Adjournment:

Action Item #13: Motion by Wicks, second by Warkenthien, to adjourn at 9:45 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager