

**Willow Lake School District #12-3
April 10, 2017**

The Willow Lake School District Board of Education met in regular session on April 10, 2017. President Schmidt called the meeting to order at 7:00 p.m. Board Members present: R. Burke, Schmidt, Thoreson, Warkenthien and Wicks. Also attending were Supt. Klautt, H.S. Principal Serna, Bus. Manager Burke, Emily Koenig, Lori Hovde, Lynnea Seivert, Ashley Konechne and Dan Tonak.

Board Members recited the Pledge of Allegiance.

Action Item #1: Motion by Thoreson, second by Wicks to move #8 executive session, which includes 8.1 personnel and 8.2 negotiations after open forum and to approve the agenda. Motion carried.

Open Forum: Ashley Konechne, representing the Willow Lake Alumni Association, was present to discuss doing tours of the school building during the alumni celebration. The alumni banquet will be Saturday, July 1st. The board was in favor of having the building open for tours. More information in regards to alumni weekend activities will be presented at a later date.

Action Item #2: Motion by R. Burke, 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 7:08 p.m. Motion carried.

President Schmidt declared the board out of executive session at 9:06 p.m.

Action Item #3: Motion by Wicks, second by Warkenthien to approve the waiver form of Board Member Rory Burke – W1700-8 (reimburse Renae Burke for son's dual credit reimbursement). Motion carried.

Action Item #4: Motion by Thoreson, second by R. Burke to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of March 13, 2017 and the special meetings of March 16, 2017 and March 29, 2017; 2.2 approve the financial reports as of March 31, 2017; 2.3 approve the bills as of April 2017; 2.4 approve the classroom surplus lists at no value; 2.5 approve the medication management contract with Horizon Health Care Inc.; 2.6 approve the re-certification of the Special Education Comprehensive Plan for the 2017-18 school year; 2.7 approve the FY 2017 audit engagement letter with Quam, Berglin & Post, P.C.; and 2.8 approve the SDHSAA membership for the 2017-18 school year. Motion carried.

Willow Lake School District Financial Reports

	<u>General Fund</u>	<u>Capital Outlay Fund</u>	<u>Spec. Ed. Fund</u>	<u>Pension Fund</u>	<u>Bldg. Proj. Fund</u>	<u>Food Serv. Fund</u>	<u>Enterprise Fund</u>	<u>Trust & Agency</u>
Balance 3/1/17	853,025.85	673,028.69	279,342.36	32,780.78	728,667.40	39,452.12	54.87	46,812.64
<u>RECEIPTS</u>								
Local Sources	15,523.97	17,384.02	3,852.31	6.40	0.00	5,778.00	0.00	10,870.91
County Sources	736.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	60,057.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	5,750.61	0.00	0.00	0.00	0.00	3,425.48	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	82,067.87	17,384.02	3,852.31	6.40	0.00	9,203.48	0.00	10,870.91
Total Available	935,093.72	690,412.71	283,194.67	32,787.18	728,667.40	48,655.60	54.87	57,683.55
<u>DISBURSEMENTS</u>								
MJE-Bank Serv. Fee	<u>-13.45</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>
Balance 3/31/17	755,716.01	688,663.87	263,423.57	32,787.18	619,417.40	39,036.17	54.87	49,769.11

APRIL 2017 AP BILLS

<u>Gen. Fund</u>		<u>Amount:</u>
A-OX WELDING SUPPLY	Cyl. Leases	366.95
ASBSD	Dues & Fees	260.00
AUTOMATIC BUILDING CONTROLS	Fire Sys. Testing	1,588.00
RENAE BURKE	Dual Credit Reimb.	72.50
CAROLINA BIOLOGICAL SUPPLY CO.	Science Supp.	210.37
CITY OF WILLOW LAKE	Water & Sewer	343.00
CLARK COMMUNITY OIL	Fuel	4,878.82
CLARK COUNTY COURIER	Ads/Legal Proceeds.	292.96
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	150.38

DIESEL SERVICE AND REPAIR	Repairs		5,986.91
EFRAIMSON ELECTRIC INC	Repairs		238.23
JIM FELBERG	Consultant		235.70
HORIZON HEALTH CARE INC	Bus Dr. Phy.		210.00
INCIDENTAL FUND	SD DCI	Background Check	43.25
	SDASBO	Dues & Fees	100.00
	SDIAAA	Dues & Fees	300.00
	Argus Leader	Subscription	24.00
	W.L. Fire Dept.	Dues & Fees	10.00
	SD Ag. Heritage Museum	Dues & Fees	90.00
	SD DCI	Background Check	43.25
		TOTAL INCIDENTAL FUND:	610.50
ITC	Telephone Serv./Install Equip.		2,233.16
LUTHERAN SOCIAL SERVICES	Consultant		450.00
MARCO, INC. NW	Maint. Fees		42.92
MARCO, INC.	Maint. Fees		2,895.12
NESC	Gen. Serv.		52.64
NORTHERN STATE UNIV.	Comp. Equip.		250.00
NWPS	Utilities		6,555.51
SDHSAA	Rules Bks.		202.00
VARIETY FOODS INC	FFVP		486.63
VERDON ROOFING	Snow Removal		153.00
DAVE WILLIAMS	Tech. Supp.		29.97
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	260.10
	James Anderson	Sub	160.00
	Curwin Bratland	Sub Bus Dr.	29.13
	Renaе Burke	Sub	160.00
	Rory Burke	Bd. Mtgs./Mlg.	180.24
	Lori Hovde	Health Ins. Reimb.	750.00
	Michaela Johnson	Sub	440.00
	Lois Kannegieter	Sub	960.80
	Cheryl Korbel	Sub	280.00
	Liisa McDaniels	Sub	240.00
	Mark Prouty	Ex. Bus Trips	150.00
	Annie Reddig	Sub	622.56
	Caryl Schmidt	Bd. Mtgs.	100.00
	Jane Smith	Sub	160.00
	Dave Spieker	Sub Bus Dr./Ex. Bus Trip	161.53
	Dan Tonak	Health Ins. Reimb.	1017.74
	Julayne Thoreson	Bd. Mtgs.	150.00
	Paula Warkenthien	Bd. Mtg.	50.00
	Aaron Wicks	Bd. Mtgs.	150.00
	Misel Williams	Ex. Bus Trips	270.00
		TOTAL ADD. PAYROLL:	6,292.10
SALARIES & BENEFITS:	Elementary Programs		64,359.22
	J.H. Programs		14,615.85
	H.S. Programs		29,816.75
	Preschool		1,490.78
	Title Programs		4,674.07
	Guidance		2,088.76
	Library		3,985.87
	Technology		5,582.78
	Bd. of Ed.		45.92
	Administration		21,029.27
	Op. & Maint.		4,981.63
	Pupil Transportation		4,843.11
	Extra-Curricular		11,769.41
TOTAL GEN. FUND:			\$204,370.79

Cap. Outlay

EFRAIMSON ELECTRIC INC	1,088.58
HKG ARCHITECTS	15,996.21
MARCO, INC. NW 7128	41.40
MARCO, INC.	1,707.44
TELLINGHUISEN INC	29,700.00
TOTAL CAP. OUTLAY FUND:	\$48,533.63

Sp. Ed. Fund:

SALARIES & BENEFITS:			18,920.66
ADDITIONAL PAYROLL:	Michaela Johnson	Sub	72.20
	Cheryl Korbel	Sub	129.90
	Jody Peterson	Sub	65.20
	Caryl Schmidt	Bd. Mtg./Mlg.	87.80
	Paula Warkenthien	Bd. Mtgs./Mlg.	137.80
	Dan Whalen	Sub	75.20
		TOTAL ADD. PAYROLL:	568.10
NESC	April Assessments		1,966.36
HECTOR SERNA	Supp.		5.90
SWWC	Dues & Fees		150.00
TOTAL SP. ED. FUND:			\$21,611.02

Bldg. Proj. Fund:

TELLINGHUISEN INC	332,499.85
TOTAL BLDG. PROJ. FUND:	\$332,499.85

Food Serv. Fund:

SALARIES & BENEFITS:			4,340.96
ADDITIONAL PAYROLL:	Michaela Johnson	Sub	105.40
	Lois Kannegieter	Sub	50.20
	Annie Reddig	Sub	15.64
		TOTAL ADD. PAYROLL:	171.24
DEAN FOODS	Milk		729.55
LAKE GROCERY	Food		47.91
REINHART FOOD SERV.	Food		3,391.72
STAR LAUNDRY	Clean. Serv.		75.63
VARIETY FOODS INC	Food		2,528.22
TOTAL FOOD SERV. FUND:			\$11,285.23

TOTAL ALL FUNDS: **\$618,300.52**

Acknowledgements: The Board of Education and administration would like to congratulate Rayanna Warkenthien and Micah Burke for their 3rd place finish at the State National History Day competition, which may give them the opportunity to compete at the national competition in Washington, DC.

Policy and Procedures

- **Action Item #5:** Motion by Wicks, second by R. Burke to approve the elementary grading scale with two changes. Motion carried.
- **Action Item #6:** Motion by Thoreson, second by Warkenthien to approve use of a school bus to transport 8th grade DC/NY trip participants to and from the airport. Motion carried.
- **Action Item #7:** Motion by Warkenthien, second by Thoreson to approve use of a school bus for the After Prom trip to Watertown. Motion carried.

Business and Finance

- Cash flows were reviewed as of March 31, 2017.
- Bus. Manager Burke reviewed the dissemination agreement and how information is reported to EMMA.
- **Action Item #8:** Motion by Thoreson, second by R. Burke to approve the Northern Plains Insurance Pool Joint Powers Agreement. Motion carried.
- **Action Item #9:** Motion by Warkenthien, second by Thoreson to approve the Reserve Buy-In Invoice of \$25,428 to Northern Plains Insurance Pool, to be paid by June 30, 2017, for the self-insured insurance pool. Motion carried.

Facilities

- Scott Klaudt reported that a walk-through was completed on the new gymnasium. With a few items remaining, we are nearing

completion of the project.

Superintendent/Principal Report

- Supt. Klaudt shared information from the collective bargaining workshop held in Sioux Falls.
- Kindergarten screening was held March 30th, with 15 students tested.
- **Action Item #10:** Motion by Wicks, second by R. Burke to approve Emily Koenig at \$21/hr. and Cynthia Warkenthien at \$12.54/hr. for Title I Summer School Services. Motion carried.
- H.S. Principal Serna reported that testing has been completed.
- H.S. Principal Serna reported that students will have the option of taking driver's education in either Clark or DeSmet.
- A shared services grant between Willow Lake, Hamlin and Estelline has been approved, which will be utilizing Shawn DeWitt as an instructional coach.
- H.S. Principal Serna has applied for five water fountains, with filter systems, through the TransCanada Grant.

Activity Director Report

- It was reported that athletic directors from the DAK 12 and NEC Conferences met to plan a conference clash basketball tournament for the 2017-18 school year. It was noted that the Sweet 16 proposal passed for Class B.
- Athletic physicals will be held May 3rd, starting at 8:30 a.m.

NESC Updates: Board Member Schmidt attended the March NESC meeting. It was reported that the NESC approved an additional FTE for the OT and School Psychological Departments and approved a staff request to be reduced to an FTE of .8.

Action Item #11: Motion by Warkenthien, second by Thoreson to approve the Memorandum of Understanding between the school board and Willow Lake teachers association to conform to State Accountability Standards for the 2016-17 school year. Motion carried.

Action Item #12: Motion by Wicks, second by R. Burke to approve the K-12 principal position to Chris Lee for the 2017-18 school year. Motion carried.

Action Item #13: Motion by Wicks, second by Thoreson upon recommendation from Supt. Klaudt, to offer contracts to the following certified staff for the 2017-18 school year: Diane Anderson, Lukas Anderson, Emily Bastian, Kim Bratland, Tracy Bruns, Kayla Edleman, Robin Flemming, Josh Friez, Jamie Fryslie, Cassandra Harding, Christine Hasler, Cheryl Hovde, Lori Hovde, Christina Kannegieter, Emily Koenig, Ashley Konechne, Chase Lettau, Lynnea Seivert, Eric Stevens, Nichol Stevens, Lindsey Tellinghuisen, Dan Tonak, Tara Vig, Lacey Zelinski and David Williams. Motion carried.

Action Item #14: Motion by R. Burke, second by Warkenthien to approve Abbie Bratland and Shane Wicks as the summertime janitorial help, with salary to be set at the May meeting. Motion carried.

Action Item #15: Motion by Thoreson, second by Warkenthien to accept the resignation of Kim Bratland as the play director at the end of the 2016-17 school year and to thank her for her service. Motion carried.

Action Item #16: Motion by R. Burke, second by Thoreson to accept the resignation of Annie Spieker at the end of the 2016-17 school year. Motion carried.

The next special meeting of the Willow Lake School Board will be April 17, 2017 at 4:00 p.m. in the Willow Lake High School Social Studies Room. The next regular meeting of the Willow Lake School Board will be May 8, 2017 at 8:30 p.m., in the Willow Lake High School Social Studies Room.

Adjournment:

Action Item #17: Motion by Warkenthien, second by Thoreson, to adjourn at 9:50 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager