

**Willow Lake School District #12-3
August 11, 2014**

The Willow Lake School District Board of Education met in regular session on August 11, 2014. 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, and Business Manager Burke.

Board Members recited the Pledge of Allegiance.

Action Item #1: Motion by Thoreson, second by Bratland to remove # 9 and #10 from the agenda and to approve the agenda. All present voting yes, motion carried.

Action Item #2: Motion by Thoreson, second by Wicks to approve the minutes of the regular meeting of July 14, 2014. All present voting yes, motion carried.

Action Item #3: Motion by Bratland, second by Wicks to approve the financial reports as of July 31, 2014. All present voting yes, 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>Food Serv. Fund</u>	<u>Enterprise Fund</u>	<u>Trust & Agency</u>
Balance 7/1/2014	1,440,720.23	649,771.95	223,148.63	0.00	31,732.06	320.97	29,578.03
<u>RECEIPTS</u>							
Local Sources	262,746.05	1,331.67	944.52	140.31	2.79	0.00	51,485.75
County Sources	1,130.51	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	50,516.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	17,982.71	0.00	0.00	0.00	1,629.92	0.00	0.00
TOTAL RECEIPTS	332,375.27	1,331.67	944.52	140.31	1,632.71	0.00	51,485.75
Total Available	1,773,095.50	651,103.62	224,093.15	140.31	33,364.77	320.97	81,063.78
<u>DISBURSEMENTS</u>							
GJ Entry-Deposit Bks.	-51.30	0.00	0.00	0.00	0.00	0.00	0.00
Balance 7/31/2014	1,631,732.58	614,833.74	217,379.76	140.31	33,221.91	320.97	80,871.16

Action Item #4: Motion by Thoreson, second by Bratland to approve the list of bills as of August 2014. All present voting yes, motion carried.

August 2014 AP Bills

<u>General Fund:</u>		<u>Amount:</u>
A-OX	Cyl. Lease	37.50
CARD MEMBER SERVICE	Comp. Supp.	838.95
CITY OF WILLOW LAKE	Water & Sewer	256.07
CLARK COUNTY COURIER	Proceedings/Ads	523.32
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	138.32
BOB SRYING & ASSOCIATES	Ret. Rental Deposit	150.00
DEKKER HARDWARE	Paint./Supp.	150.62
DUENWALD TRANSPORTATION	Inspections/Repairs	7,089.44
EBSCO	Periodicals	1,073.62
GRAVES IT SOLUTIONS	Consultant	225.00
HORIZON HEALTH CARE INC	Bus Dr. Phy.	321.00
HOUGHTON MIFFLIN HARCOURT	Wkbks	749.52
LORI HOVDE	Health Ins. Reimb.	545.00
INCIDENTAL FUND	SASD	
	Dues & Fees	650.00

	SD United Schools Assoc.	Dues & Fees	500.00
	NE Area Elem. Principals	Dues & Fees	70.00
	SD Assoc. of Ag. Education	Dues & Fees	499.00
	U.S. Postmaster	Postage	13.43
		TOTAL INDCIDENT. FUND:	1,732.43
IXL LEARNING	Site Renewal		2,050.00
JMH AUTO REPAIR	Oil Chg.		43.78
KELLY INN & SUITES	Room-Ag Conf.		302.97
LAKE GROCERY	Supp.		34.80
LAKESHORE	Book Sets		119.00
LEARNING A-Z	Subscription		289.85
MENARDS	Supp.		87.91
MITCH'S CARPET CLEANING SERV.	Carpet Clean.		879.62
MOELLER SHEET METAL, INC.	Repairs/Maint.		244.74
NASCO	Sci. Kits		71.12
NESC	Gen. Serv.		2,262.10
NORTHERN WIRELESS COMM.	Internet Serv.		49.95
NWPS	Utilities		2,463.01
OFFICE PEEPS	Supp.		41.65
PALOS SPORTS	Bats/Balls		313.44
PLANBOOK EDU LLC	Subscription		154.00
POPP BINDING & LAMINATING INC	Lam. Film		337.67
RAMKOTA INN	Room-Supt. Conf.		181.98
REALLY GOOD STUFF	Bags/Bins		729.46
SAFEGUARD BUSINESS SYS.	T&A Checks		253.08
SANFORD HEALTH	Bus Dr. Phy.		125.22
SANFORD WATERTOWN OCC. MED.	Bus Dr. Phy.		110.00
SCHOLASTIC INC	Subscription		732.92
SCHOOL MATE	Planners		481.25
SCHOOL SPECIALTY	Supp.		5,195.41
SD TEACHER PLACEMENT CTR.	Dues & Fees		420.00
SHI	Licenses/Software		2,116.46
SOCIAL STUDIES SCHOOL SERV.	Supp.		139.83
SOUTH DAKOTA MAGAZINE	Subscription		23.00
SOUTHEAST AREA COOP.	Dist. Learning Fees		4,000.00
TIME FOR KIDS	Subscription		76.44
DAN TONAK	Health Ins. Reimb.		545.00
VERDON ROOFING	Repairs/Maint.		215.73
W W TIRE SERV.	Tire		87.00
ADDITIONAL PAYROLL:	Jim Felberg	Tech. Coord.	1,155.66
	Al Hamre	Prem. Credit	38.80
	Emily Koenig	Summer School	997.50
	Cheryl Korbel	Summer School	505.25
		TOTAL ADD. PAYROLL:	2,697.21
SALARIES & BENEFITS:	Elementary		31.76
	Summer School		174.81
	Junior High		13.60
	Technology		88.41
	Administration		12,232.79
	Operations & Maintenance		6,140.70
	Pupil Transportation		358.82
	Extra-Curricular		378.84
	Contracts/Benefits Payable		88,249.55
TOTAL GEN. FUND:			\$149,375.67
Capital Outlay:			
APPLE INC	I-Pads		18,760.00
BAND SHOPPE	Uniforms		17,233.66

CARD MEMBER SERVICE	Comp. Equip.	4,269.01
CENGAGE LEARNING	Texts	1,690.50
HUDL	Video Program	1,960.00
MARCO, INC.	Copier Lease	1,327.04
MCGRAW-HILL	Texts	5,417.21
PEARSON EDUCATION INC	Texts	762.73
SCHOOL SPECIALTY	Desks	7,150.24
SOCIAL STUDIES SCHOOL SERV.	Texts	1,946.50
Total Cap. Outlay:		\$60,516.89

Sp. Education:

CONTRACTS/BENEFITS PAYABLE		5,910.50
DEKKER HARDWARE	Marker Bds.	35.94
NESC	July/Aug. Assessment	2,351.06
SCHOOL SPECIALTY	Supp.	142.23
TOTAL SP. EDUCATION:		\$8,439.73

Food Serv.:

SALARIES & BENEFITS		168.58
INFINITE CAMPUS	Lic. Renewal	573.60
SHAMROCK COLONY	Colony Meals	1,356.04
Total Food Serv.:		\$2,098.22

TOTAL ALL FUND: \$220,430.51

Policy and Procedures

- Board Members reviewed the updated student handbook. Sections A & B will be reviewed at the September school board meeting.
- **Action Item #5:** Motion by Thoreson, second by Bratland to approve the 2014-15 staff and student handbooks as working documents. All present voting yes, motion carried.
- **Action Item #6:** Motion by Wicks, second by Bratland to approve the 5th grade surplus list. All present voting yes, motion carried.
- **Action Item #7:** Motion by Bratland, second by Thoreson to approve the professional development plan for the 2014-15 school year. All present voting yes, motion carried.
- **Action Item #8:** Motion by Thoreson, second by Bratland to approve the Complaint Policy written by school attorney Rodney Freeman. All present voting yes, motion carried.
- **Action Item #9:** Motion by Thoreson, second by Warkenthien to approve the Board of Ethics Policy. All present voting yes, motion carried.
- Supt. Klaudt gave an update on the strategic plan. He is in the process of meeting with action team committees, to help assign action steps and to set start and completion dates.

Business and Finance

- Cash Flows were reviewed as of July 31, 2014.
- Business Manager Burke reported that the FY 2014 annual report is completed and reviewed ending fund balances.
- **Action Item #10:** Motion by Bratland, second by Warkenthien to approve lunch prices at \$2.50/student meal or \$50.00/20-punch ticket; \$.40/reduced meal or \$8.00/20-punch ticket; \$3.00/adult meal or \$60.00/20-punch ticket; and \$.50/extra milk or \$10.00/20-punch ticket. Per the PLE tool report, the district will mark \$2,296.80 of previous year fund balance in the school food service account in support of paid school lunches in order to satisfy the federal paid lunch equity requirement. All present voting yes, motion carried.

Transportation

- **Action Item #11:** Motion by Bratland, second by Thoreson to approve the bussing resolution for the 2014-15 school year. All present voting yes, motion carried.
- Board Members reviewed current bus routes.
- **Action Item #12:** Motion by Thoreson, second by Bratland to approve Supt. Klaudt to look into the purchase of a mid-bus. All present voting yes, motion carried.

Facilities

- Board Members discussed future repairs and costs to the old high school building.

Sealed Fuel Bids: President Schmidt opened the fuel bid. The district received a bid from Clark Community Oil. Their bid was for gas (E10 or NL) and diesel (clear #1 or road master) at a discount of \$.20 below current sign price at the time of order.

Action Item #13: Motion by Bratland, second by Wicks to accept the fuel bid from Clark Community Oil. All present voting yes, motion carried.

Superintendent/Principal Report

- Supt. Klautd reported on general school start up information and the schedule for teacher in-service, which will be held August 20th and 21st.
- As of August 7th, the projected enrollment is 233.
- Supt. Klautd and H.S. Principal Serna attended a lunch program workshop at the ASBSD Conference. They reported on different ideas of enhancing meal programs.
- H.S. Principal Serna reported on preliminary SPI results.
- Band and choir credits were reviewed. It was the general consensus of the board to raise band and choir credits to ¼ (.25) credit/semester and ½ (.50) credit/year.
- H.S. Principal Serna reported on technology updates and repairs that have been worked on throughout the summer.

Activity Director Report

- Supt. Klautd reported that Willow Lake’s homecoming week will be September 8th – 12th. Clark’s homecoming week will be September 15th – 19th.

NESC Updates: Board Member Warkenthien reported that the NESC held their budget hearing, went through policy revisions and elected a new president.

Due to coronation, the next regular meeting of the Willow Lake School Board will be September 8, 2014 at 2:00 p.m., in the Willow Lake School Business Office.

Adjournment:

Action Item #14: Motion by Bratland, second by Thoreson, to adjourn at 8:44 p.m. All present voting yes, motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager