

**Willow Lake School District #12-3
August 10, 2015**

The Willow Lake School District Board of Education met in regular session on August 10, 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 David Williams.

Board members recited the Pledge of Allegiance.

Action Item #1: Motion by Bratland, second by Thoreson to add class schedules at #6.1.8, to add rescind action item #8 from the February 9, 2015 school board meeting at #6.1.9, to add open enrollments of students 7, 8, 9, 10, and 11 at #12 and to approve the agenda. Motion carried.

Open Forum: Cutler Laube, Jake Edleman and Jennifer Tonak, representing the Class of 2016, discussed the senior privilege policy and the changes that they would like to see in the policy for the 2015-16 school year. The students will work with H.S. Principal Serna on drafting a revised policy. No action was taken.

Action Item #2: Motion by Thoreson, second by Bratland to approve the minutes of the regular meeting of July 14, 2015. Motion carried.

Action Item #3: Motion by Bratland, second by Wicks to approve the financial reports as of July 31, 2015. 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 7/1/2015	1,355,088.39	682,315.82	340,987.58	0.00	34,667.56	54.87	32,829.09
<u>RECEIPTS</u>							
Local Sources	288,048.26	1,693.41	668.67	179.67	5.69	0.00	2,731.42
County Sources	734.94	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	47,006.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	<u>15,688.55</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	351,477.75	1,693.41	668.67	179.67	5.69	0.00	2,731.42
Total Available	1,706,566.14	684,009.23	341,656.25	179.67	34,673.25	54.87	35,560.51
<u>DISBURSEMENTS</u>							
MJE-Dept. of Health	<u>-282.00</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 7/31/2015	1,533,966.78	617,410.63	333,800.67	179.67	34,523.92	54.87	33,143.15

Action Item #4: Motion by Thoreson, second by Warkenthien to approve the bills as of August 2015. Motion carried.

AUGUST 2015 AP BILLS

<u>Gen. Fund</u>		<u>Amount:</u>
A-OX WELDING SUPPLY CO INC	Cyl. Lease	37.50
BRAINPOP LLC	Subscription	160.00
CARD MEMBER SERVICE	Testing Supp./Comp. Equip.	1,843.87
CITY OF WILLOW LAKE	Water & Sewer	264.83
CLARK COUNTY COURIER	Proceeds./Ad	547.83
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	141.02
TERRI CORDREY	Consultant	500.00
DEKKER HARDWARE	Paint/Supp.	133.55
DISTRIBUTED WEBSITE CORP.	Subscription	250.00
DUENWALD TRANSPORTATION LLC	Bus Inspect/Repairs	5,202.31

EBSCO	Periodicals		733.32
FOREMAN SALES & SERVICE INC	Parts		103.87
HARTFORD STEAM BOILER	Inspect.		90.00
HOUSE OF GLASS	Keys		5.18
INCIDENTAL FUND	U.S. Postal Serv.	Stamped Envelopes	1,122.82
	SASD	Dues & Fees	779.00
	U.S. Postmaster	Postage	57.00
		TOTAL INDCIDENTAL FUND:	1,958.82
ITC	Tel. Serv./Maint.		1,005.06
LAKE GROCERY	Janitorial Supp.		36.93
LEARNING A-Z	Subscription		189.95
MCGRAW-HILL SCHOOL ED.	Workbooks		699.00
MITCH'S CARPET CLEANING SERV.	Clean. Serv.		697.10
NASCO	Circuit Kits		29.96
NESC	Gen. Serv./Paper		2,044.34
NORTHERN WIRELESS COMM.	Internet Serv.		49.95
NWPS	Utilities		1,880.59
PROCOMPUTING	Doc. Stand		97.29
REALLY GOOD STUFF INC	Supp.		328.33
SANFORD HEALTH	Bus Dr. Phy.		125.22
SANFORD LABORATORIES	Bus Dr. Phy.		26.52
SCHOLASTIC INC	Subscriptions		577.97
SCHOOL MATE	Planners		456.00
SCHOOL SPECIALTY	Supp.		2,958.93
SDACTE	Conf. Fee		250.00
SD DEPT OF HEALTH	Consultant		282.00
SD TEACHER PLACEMENT CENTER	Dues & Fees		420.00
SFM	2015-16 Work Comp Chg.		1,614.00
SOUTH DAKOTA MAGAZINE	Subscription		23.00
SOUTHEAST AREA COOP.	Distance Learning Fee		4,000.00
TIME FOR KIDS	Subscription		89.52
TITAN ACCESS ACCOUNT	Bus Inspect/Repairs		3,005.34
VERDON ROOFING	Roof Repair		214.20
WATERTOWN PUBLIC OPINION	Subscription		113.85
ADDITIONAL PAYROLL:	Lori Hovde	Health Ins. Reimb.	545.00
	Patti Johnson	Health Ins. Reimb.	545.00
	Pauline Lewis	Summer Serv.	740.25
	Dan Tonak	Health Ins. Reimb.	545.00
		TOTAL ADD. PAYROLL:	2,375.25
SALARIES & BENEFITS:	Summer Serv.		101.03
	Administration		13,641.08
	Operations & Maint.		6,782.84
	Pupil Transportation		358.83
	Extra-Curricular		189.43
	Contracts/Benefits Payable		104,144.03
TOTAL GEN. FUND:			\$160,779.64
<u>Cap. Outlay Fund:</u>			
FIRST NATIONAL BANK SIOUX FALL	Bank Agent Fee		300.00
MARCO, INC.	Copier Lease		1,409.47
MCGRAW-HILL SCHOOL ED.	Texts		3,339.33
SCHOOL SPECIALTY	Chair		233.60
TELLINGHUISEN INC	Building Project Fees		34,979.00
TOTAL CAP. OUTLAY			\$40,261.40
<u>Sp. Ed. Fund:</u>			
CONTRACTS/BENEFITS PAYABLE:			7,218.06
INCIDENTAL FUND	U.S. Postal Serv.	Stamped Envelopes	279.53

NE EDUCATIONAL SER COOPERATIVE	Assessments	TOTAL INCIDENTAL FUND:	279.53
SCHOOL SPECIALTY	Supp.		4,590.92
TOTAL SP. ED. FUND:			<u>144.87</u>
			\$12,233.38
Food Serv. Fund:			
SALARIES & BENEFITS PAYABLE:			<u>191.72</u>
TOTAL FOOD SERV. FUND:			\$191.72
TOTAL ALL FUNDS:			\$213,466.14

Policy and Procedures

- **Action Item #5:** Motion by Bratland, second by Thoreson to approve the surplus list at no value. Motion carried.
- **Action Item #6:** Motion by Wicks, second by Bratland to approve the 2015-16 staff and student handbooks as working documents. Motion carried.
- Supt. Klautd led discussion on the first reading of the rental policy of school vehicles. No action taken.
- **Action Item #7:** Motion by Thoreson, second by Bratland to approve the staff policy for driving bus routes & extra-curricular activities. Motion carried.

Business and Finance

- Cash flows were reviewed as of July 31, 2015.
- The FY 2015 annual report is completed and ending fund balances were reviewed.
- Business Manager Burke led discussion on the purchase of the capital outlay certificates and that the Dougherty & Co. fee was wired directly to them, prior to the deposit of the certificates into the school account.
- **Action Item #8:** Motion by Thoreson, second by Bratland to create fund 41 for the building project to track expenditures and to move the certificates from capital outlay to fund 41. Motion carried.
- **Action Item #9:** Motion by Wicks, second by Warkenthien to amend the adult meal prices to \$3.05/meal or \$61.00/20-punch ticket for the 2015-16 school year. Motion carried.

Facilities

- Board member Bratland and Supt. Klautd reported on the building project and the committee meeting that was held at 5:00 p.m., on August 10th. Scott Sikkink and Karen Lee, with HKG Architects, were present for the building committee meeting.
- **Action Item #10:** Motion by Thoreson, second by Warkenthien to accept the Thompson Tree Service quote to remove three trees from the northeast corner of the elementary building. Motion carried.
- Supt. Klautd reported on the quote submitted by Brian's Glass & Door. The work should be completed before the start of the school year.
- Supt. Klautd has applied for a door access system grant, to put in a key fob system for the school. This grant does not have to be matched by the school district.

Transportation

- Supt. Klautd reviewed information on purchasing a mid-bus and how the district is able to use the bid specifications of another South Dakota school district for the purchase.
- **Action Item #11:** Motion by Bratland, second by Thoreson to purchase a mid-bus from Foreman Bus service in the amount of \$48,170. Motion carried.
- **Action Item #12:** Motion by Wicks, second by Bratland to approve the bussing resolution for the 2015-16 school year. Motion carried.

Sealed Fuel Bids: President Schmidt opened the fuel bid. The district received a bid from Clark Community Oil. Their bid was for gas and diesel at a rate of \$.25 less than the posted pump price.

Action Item #13: Motion by Bratland, second by Warkenthien to accept the fuel bid from Clark Community Oil. Motion carried.

Superintendent/Principal Report

- **Action Item #14:** Motion by Thoreson, second by Wicks to approve Lutheran Social Service's counseling agreement for the 2015-16 school year. Motion carried.

- General school start-up information and staff in-service days were reviewed.
- **Action Item #15:** Motion by Wicks, second by Thoreson to amend the 2015-16 calendar by moving the October 9th in-service day to October 2nd and the April 8th in-service day to April 11th. Motion carried.
- The projected enrollment for the 2015-16 school year is 232 students.
- **Action Item #16:** Motion by Wicks, second by Bratland to approve the professional development plan for the 2015-16 school year. Motion carried.
- H.S. Principal Serna reported that PSAT testing will take place October 14th; ASVAB testing will be October 16th; and Career Readiness testing will be November 13th. ACT test dates will be reviewed with students.
- The class schedule was reviewed.
- **Action Item #17:** Motion by Wicks, second by Warkenthien to rescind action item #8 from the February 9, 2015 school board meeting, changing the 7 period day back to an 8 period day. Motion carried.

Activity Director Report

- Supt. Klautd reminded the board of the fall athletic meeting that will take place, August 12th, in Clark. Coaches will meet at 5:00 p.m. to go over schedules. The meeting with students and parents will be at 7:00 p.m. in the Clark gym.

NESC Updates: Board member Warkenthien reported that the NESC held their 2015-16 budget hearing and re-organized their board.

Action Item #18: Motion by Wicks, second by Bratland to enter executive session pursuant to SDCL 1-25-2 to discuss student SDCL 1-25-2(2) at 8:32 p.m. Motion carried.

President Schmidt declared the board out of executive session at 8:43 p.m.

Action Item #19: Motion by Bratland, second by Thoreson to approve the signed, technology coordinator contract to David Williams at \$46,576, plus the extra duty stipend of \$3,250 for head track coach, for the 2015-16 school year. Motion carried.

Action Item #20: Motion by Thoreson, second by Bratland to approve the signed, bus driver work agreement to Marty Decker at \$9,214, plus \$1.50 per mile for one trip a month, for the 2015-16 school year. Motion carried.

Action Item #21: Motion by Warkenthien, second by Wicks to approve Kelsey Lewis as the colony paraprofessional at \$10.50/hr.; Jackie Kretschmar as the special education paraprofessional at \$10.00/hr.; and Arlene Brower as the part-time dishwasher at \$10.00/hr., for the 2015-16 school year. Motion carried.

Action Item #22: Motion by Warkenthien, second by Thoreson to table action on the open enrollment application for student 3. Motion carried.

Action Item #23: Motion by Wicks, second by Bratland to approve the open enrollment applications of students 5, 6, 7, 8, 9, 10, and 11 for the 2015-16 school year. Motion carried.

The next regular meeting of the Willow Lake School Board will be September 14, 2015 at 7:00 p.m., in the Willow Lake School Business Office.

Adjournment:

Action Item #24: Motion by Bratland, second by Thoreson, to adjourn at 8:57 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager