

**Willow Lake School District #12-3
August 8, 2016**

The Willow Lake School District Board of Education met in regular session on August 8, 2016. President Schmidt called the meeting to order at 7:02 p.m. Board Members present: R. Burke, Schmidt, Thoreson, Warkenthien and Wicks. Also attending were Supt. Klautt, H.S. Principal Serna, Business Manager Burke, Wayne Tellinghuisen, Larry Grensberg, Dan and Nicole Tonak.

Board Members recited the Pledge of Allegiance.

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

An open forum paper was filed by Dan and Nicole Tonak and will take place during executive session.

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 July 14, 2016; 1.2 approve the financial reports as of July 31, 2016; 1.3 approve the bills as of August 2016; 1.4 approve the surplus list at no value. 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 7/1/16	1,032,105.99	815,853.69	343,709.95	0.00	1,606,792.15	35,027.98	54.87	42,635.85
<u>RECEIPTS</u>								
Local Sources	291,257.31	3,486.41	834.17	338.24	0.00	54.68	0.00	2,423.34
County Sources	114.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	48,026.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	12,104.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Finance Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS	351,502.46	3,486.41	834.17	338.24	0.00	54.68	0.00	2,423.34
Total Available	1,383,608.45	819,340.10	344,544.12	338.24	1,606,792.15	35,082.66	54.87	45,059.19
<u>DISBURSEMENTS</u>								
MJE-Bank Serv. Fee	-33.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance 7/31/16	1,218,364.05	812,347.27	339,025.38	338.24	1,606,792.15	34,889.82	54.87	44,027.66

AUGUST 2016 AP BILLS

<u>Gen. Fund:</u>	<u>Amount:</u>
A-OX WELDING SUPPLY	Cyl. Lease 49.45
BRAINPOP LLC	Subscription 160.00
CARD MEMBER SERVICE	Equip. Return -4.58
CAROLINA BIOLOGICAL SUPPLY CO.	Sci. Supp. 89.41
CITY OF WILLOW LAKE	Water & Sewer 189.98
CLARK COUNTY COURIER	Proceedings 794.52
COOK'S WASTEPAPER RECYCLING	Garbage Serv. 143.85
TERRI CORDREY	Consultant 500.00
DEKKER HARDWARE	Paint/Supp. 203.49
FISHER SCIENTIFIC EDUCATION	Sci. Supp. 109.43
HORIZON HEALTH CARE INC	Bus Dr. Phy. 210.00
HOUGHTON MIFFLIN HARCOURT	Wkbks. 1,839.23
INCIDENTAL FUND	SASD Dues & Fees 798.00
	SDSTE Dues & Fees 30.00
	SD United Schools Assoc. Dues & Fees 450.00
	TOTAL INCIDENTAL FUND: 1,278.00
IPEVO INC.	Doc. Camera 65.55
ITC	Telephone Serv. 609.05
KORMANAGEMENT SERVICES, LLC	Consultant 560.00
LAKE GROCERY	Supp. 9.86
LAKESHORE CURR MATERIALS CO	Supp. 160.95
MCGRAW-HILL SCHOOL ED. HOLDING, LLC	Wkbks. 95.47

MITCH'S CARPET CLEANING SERV.	Carpet Clean.	736.16
NCS PEARSON	AIMS Web Renewal	1,079.00
NESC	Gen. Serv.	105.28
NWPS	Utilities	1,831.10
NOVEL UNITS INC	Books	246.60
PEARSON EDUCATION INC	Wkbks.	121.22
PLANBOOK EDU LLC	Subscription	242.00
PLANK ROAD PUBLISHING INC	Subscription	132.45
POPPLERS MUSIC STORE	Music Supp.	13.95
REALLY GOOD STUFF INC	Supp.	213.97
ROCHESTER 100 INC	Folders	26.40
SCHOLASTIC INC	Subscription	612.91
SCHOOL SPECIALTY	Supp.	3,917.21
SFM	Work Comp Adjustment	617.00
SD TEACHER PLACEMENT CENTER	Dues & Fees	420.00
SOUTH DAKOTA MAGAZINE	Subscription	23.00
TIME FOR KIDS	Subscription	76.44
TITAN ACCESS ACCOUNT	Repairs/Inspect.	2,032.35
TRUGREEN CHEMLAWN	Fertilizer/Spray Weeds	316.00
UPSTART	Library Bags	33.40
VOCABULARY SPELLING CITY.COM	Subscription	260.00
ADDITIONAL PAYROLL:	Lori Hovde	Health Ins. Reimb. 580.00
	Dan Tonak	Health Ins. Reimb. 580.00
	Stan Zantow	Ex. Bus Trips 60.00
		TOTAL ADD. PAYROLL: 1,220.00
SALARIES & BENEFITS:	Elementary Programs	1,666.10
	J.H. Programs	626.68
	Administration	14,763.57
	Op. & Maint.	5,371.79
	Pupil Transportation	371.15
	Contracts/Benefits Payable	105,599.32
		\$149,738.71
TOTAL GEN. FUND:		
<u>Cap. Outlay Fund:</u>		
HKG ARCHITECTS	Contract Fees/Testing	25,142.30
LINDNER MUSIC	Sound System	3,021.00
LITANIA SPORTS GROUP, INC.	VB Standards	3,005.19
MARCO, INC. NW	Copier Lease	41.00
MARCO, INC.	Copier Lease	1,598.43
MCGRAW-HILL SCHOOL ED. HOLDING, LLC	Texts	165.33
TELLINGHUISEN INC.	Temp. Wall (Mezzanine)	1,287.00
TOTAL CAP. OUTLAY FUND:		\$34,260.25
<u>Sp. Ed. Fund:</u>		
SALARIES & BENEFITS:		764.26
CONTRACTS & BENEFITS PAYABLE:		4,571.22
CARD MEMBER SERVICE	Conf. Fees	290.89
LAKESHORE CURR MATERIALS CO	Supp./Wkbks.	1,020.31
LIGHTSPEED TECHNOLOGIES, INC.	Equip.	1,310.00
NESC	July/Aug. Serv.	3,932.72
RAMKOTA INN	Rooms	267.00
SCHOOL SPECIALTY	Supp./Wkbks.	337.19
TOTAL SP. ED. FUND:		\$12,493.59
<u>Bdlg. Project Fund:</u>		
TELLINGHUISEN INC	Project Fees	110,200.00
TOTAL BDLG. PROJECT FUND:		\$110,200.00
<u>Food Serv. Fund:</u>		
SALARIES & BENEFITS:		174.20

INCIDENTAL FUND:	SNASD	Dues & Fees	180.00
		TOTAL INCIDENTAL FUND:	180.00
INFINITE CAMPUS	License Renewal		544.80
TOTAL FOOD SERV. FUND:			\$899.00
TOTAL ALL FUNDS:			\$307,591.55

Policy and Procedures

- **Action Item #3:** Motion by Wicks, second by Warkenthien to approve the 2016-17 handbooks as working documents. Motion carried.

Business and Finance

- Cash Flows were reviewed as of July 31, 2016.
- The FY 2016 annual report is completed and has been accepted by the Department of Education. Business Manager Burke reviewed ending fund balances.
- Supt. Klautd reported that no petitions were taken out for the \$500,000 opt-out. The proper paperwork has been submitted to the Clark County Auditor. The opt-out will be for 10 years, expiring in 2026.
- Information was presented on the common school interest and income fund. An explanation was given on how this money is paid out in February.

Facilities

- Wayne Tellinghuisen was present to give an update on the building project, emergency roof repairs and to discuss the base bid and alternates for those roof repairs.
- **Action Item #4:** Motion by R. Burke, second by Thoreson to accept the base bid of \$45,000, alternate #1 for \$24,500 and alternate #2 for \$18,000 to repair the MPR roof, science room roof and kitchen roof. Motion carried.
- The Board of Education reviewed quotes for a new bell system. After the fuel bid was opened, the board reviewed quotes for middle school lockers.

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, for the 2016-17 school year.

- **Action Item #5:** Motion by R. Burke, second by Warkenthien to accept the fuel bid from Clark Community Oil. Motion carried.

Superintendent/Principal Report

- The Willow Lake School District will be a part of the Emergency Bus Pact, put together by ASBSD.
- General school start up information and staff in-service schedules were reviewed.
- The projected enrollment for the 2016-17 school year is 224, which does not include colony kindergarten students. The district is waiting to hear on the number of kindergarten students at each colony.
- **Action Item #6:** Motion by R. Burke, second by Thoreson to approve the professional development plan for the 2016-17 school year. Motion carried.
- Supt. Klautd presented information on putting together a board retreat.

Activity Director Report

- The fall sports meeting for students, parents and coaches will be held Tuesday, August 9th, at 7:00 p.m. in Clark.

NESC Updates: Board Member Schmidt reported that the NESC is developing a conflict of interest policy; Business Manager Christensen presented the FY 2017 budget and reviewed fund balances; and discussion was held on leasing a NESC van.

Action Item #7: Motion by Thoreson, second by Wicks to enter executive session pursuant to SDCL 1-25-2 to discuss personnel SDCL1-25-2(1) and student SDCL 1-25-2(2) at 8:25 p.m. Motion carried.

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

Action Item #8: Motion by Thoreson, second by Warkenthien to table the open enrollment application of student #1. Motion carried.

Action Item #9: Motion by Thoreson, second by Warkenthien to approve the open enrollment application of student #7 for the 2016-17 school year. Motion carried.

Action Item #10: Motion by Warkenthien, second by Thoreson to approve Dave Williams as athletic director for the 2016-17 school year. Warkenthien – aye; Thoreson – aye; R. Burke – nay; Wicks – nay; Schmidt – aye. Motion carried 3-2.

Action Item #11: Motion by Wicks, second by R. Burke to approve Kim Bratland as junior high volleyball coach for the 2016-17 school year, at a stipend of \$1,348. Motion carried.

Action Item #12: Motion by Warkenthien, second by Thoreson to approve the bus driver position to Misel Williams for the 2016-17

school year. Motion carried.

The next regular meeting of the Willow Lake School Board will be September 12, 2016 at 7:00 p.m., in the Willow Lake High School English room.

Adjournment:

Action Item #13: Motion by Wicks, second by Warkenthien, to adjourn at 9:12 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager