

**Willow Lake School District #12-3
August 14, 2017**

The Willow Lake School District Board of Education met in regular session on August 14, 2017. President Schmidt called the meeting to order at 7:00 p.m. Board Members present: R. Burke, Felberg, Schmidt, Thoreson and Wicks. Also attending were Supt. Klaudt, Principal Lee, Business Manager Burke, Dawn Spieker, Ryan and Bobbi Jo Burke and Troy and Pam Grensberg.

Board Members recited the Pledge of Allegiance.

Action Item #1: Motion by Thoreson, second by R. Burke to add at #9 open enrollment for student #12, to add 1.6 approve surplus of the FACS room refrigerator at no value, to add 6.1.8 hunter safety classes and to approve the agenda. Motion carried.

Ryan and Bobbi Jo Burke were present to discuss dual credits, the policy and student class schedules set prior to the conclusion of the 2016-17 school year.

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 10, 2017 and the special meeting of July 25, 2017; 1.2 approve the financial reports as of July 31, 2017; 1.3 approve the bills as of August 2017; 1.4 approve to surplus seven library pictures with a value of \$150 (as a set) and six library pictures at no value; 1.5 approve to surplus the special education list at no value; and 1.6 approve to surplus the FACS room refrigerator at no value. 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 7/1/17	957,593.69	781,290.59	271,735.83	0.00	21,134.00	54.87	44,611.35
<u>RECEIPTS</u>							
Local Sources	291,703.57	4,411.16	1,304.62	12.63	103.89	0.00	2,234.27
County Sources	935.18	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	61,324.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	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
TOTAL RECEIPTS	353,962.75	4,411.16	1,304.62	12.63	103.89	0.00	2,234.27
Total Available	1,311,556.44	785,701.75	273,040.45	12.63	21,237.89	54.87	46,845.62
<u>DISBURSEMENTS</u>							
MJE-Coding Corr.	-1,564.00	1,564.00	0.00	0.00	0.00	0.00	0.00
Health Ins. Adj.	-1,528.52	0.00	1,528.52	0.00	0.00	0.00	0.00
MJE-Bank Serv. Fee	-12.05	0.00	0.00	0.00	0.00	0.00	0.00
Balance 7/31/17	1,125,062.56	753,877.09	263,466.69	12.63	21,088.85	54.87	37,784.23

AUGUST 2017 AP BILLS

<u>Gen. Fund:</u>	<u>Amount:</u>
A-OX WELDING SUPPLY CO	Cyl. Leases 723.45
CARD MEMBER SERVICE	Supp. 102.24
CITY OF WILLOW LAKE	Water & Sewer 284.46
CLARK COUNTY COURIER	Proceedings. 463.61
COOK'S WASTEPAPER RECYCLING	Garbage Serv. 150.38
DEKKER HARDWARE	Paint Supp. 102.94
DOUGHERTY & COMPANY, LLC	Consultant 300.00
EBSCO	Periodicals 526.82
FLINN SCIENTIFIC INC	Sci. Supp. 281.81
FOLLETT SCHOOL SOLUTIONS, INC.	Lic. Renewal 576.35
HAMPTON INN & SUITES BROOKINGS	Rooms 468.00
HILLYARD	Janitorial Supp. 997.47
HOUGHTON MIFFLIN HARCOURT	Wkbks. 1,437.44
INCIDENTAL FUND	US Postmaster Postage 4.27

	SD United Schools Assoc.	Dues & Fees	450.00
	SDSTE	Dues & Fees	30.00
	SDBVCA	Dues & Fees	60.00
	SDHSCA	Dues & Fees	120.00
	SASD	Dues & Fees/Conf. Reg.	1,338.00
		TOTAL INCIDENTAL FUND:	2,002.27
ITC	Telephone Serv.		771.57
SCOTT KLAUDT	Mlg.		106.68
LAKE GROCERY	Supp.		11.06
LINDNER MUSIC	Repairs		100.00
MENARDS-WATERTOWN	Wh. Bds.		25.94
MENARDS-SIOUX FALLS	Lumber/Supp.		546.35
MITCH'S CARPET CLEANING SERV.	Carpet Clean.		762.58
NESC	Gen. Serv.		80.58
NWPS	Utilities		3,859.86
NVC	Internet Serv.		52.50
PEARSON ED. INC	Wkbks.		543.31
PLANBOOK EDU LLC	Subscriptions		437.00
PLANK ROAD PUBLISHING INC	Subscription		164.23
POPP BINDING & LAMINATING INC	Laminating Film		160.52
POPPLERS MUSIC STORE	Sheet Music		168.30
REALLY GOOD STUFF INC	Supp.		734.64
RUNNINGS	Parts		102.18
SCHOLASTIC INC	Subscriptions		624.60
SCHOOL NURSE SUPPLY INC	Supp.		108.66
SCHOOL SPECIALTY	Supp.		3,281.16
SD TEACHER PLACEMENT CENTER	Dues & Fees		420.00
SFM	Work Comp Adj.		358.00
SHEET MUSIC PLUS	Band Music		148.48
SHOPKO	Supp.		179.98
SOUTH DAKOTA WHEAT GROWERS	Hose/Parts		256.73
SUPER 8 CHAMBERLAIN	Room		215.50
SUPREME SCHOOL SUPPLY CO	Grade Bks./Plan Bks.		220.70
TIME FOR KIDS	Subscription		59.50
VOCABULARY SPELLING CITY.COM	Lic. Renewal		270.00
WATERTOWN PUBLIC OPINION	Subscription		117.70
DAVE WILLIAMS	Supp.		16.23
ADDITIONAL PAYROLL:	Lori Hovde	Health Ins. Reimb.	750.00
	Emily Koenig	Summer School	477.75
	Dan Tonak	Health Ins. Reimb.	750.00
	Cynthia Warkenthien	Summer School	426.36
		TOTAL ADD. PAYROLL:	2,404.11
SALARIES & BENEFITS:	Elementary Programs		2,412.87
	Summer School		96.35
	Administration		15,114.86
	Op. & Maint.		5,456.21
	Pupil Trans.		263.42
	Contracts/Benefits Payable		119,649.29
TOTAL GEN. FUND:			\$168,718.89
Cap. Outlay Fund:			
3D SECURITY INC.	Key Fobs/Software		707.27
CONNECTING POINT	Projectors		5,349.00
GLOBAL EQUIPMENT CO.	Water Fountains		4,117.58
JAYPRO SPORTS	VB Equip.		1,635.72
KBACCOACH.COM	BB Equip.		1,469.80
MARCO, INC.	Copier Leases		1,707.44
McAdam's FLOOR COVERING	Floor Tile Install.		914.00

MCGRAW-HILL SCHOOL ED.	Alg. I Texts	2,544.62
PEARSON ED. INC	7th/8th Math Texts	6,399.25
SCHOOL SPECIALTY	Equip.	909.99
TAYLOR MUSIC	Drums/Equip.	710.00
VS ATHLETICS	Track Equip.	324.49
WILLIAMS CARPET & FLOORS	Floor Tile Install.	11,515.00
TOTAL CAP. OUTLAY:		\$38,304.16

Sp. Ed. Fund:

CONTRACTS & BENEFITS PAYABLE:		8,869.65
NESC	July/Aug. Assessments	5,273.68
SCHOOL SPECIALTY	Supp.	40.66
TOTAL SP. ED. FUND:		\$14,183.99

Food Serv. Fund:

SALARIES & BENEFITS PAYABLE:		439.02
INFINITE CAMPUS	Lic. Renewal	566.40
TOTAL FOOD SERV. FUND:		\$1,005.42

TOTAL ALL FUNDS: \$222,212.46

Acknowledgments: Supt. Klautdt would like to thank the janitorial staff for their hard work in getting the building ready for the new school year.

Policy and Procedures

- The attendance policy was reviewed with no action taken.
- **Action Item #3:** Motion by Thoreson, second by Felberg to approve the detention policy. Motion carried.
- **Action Item #4:** Motion by Thoreson, second by Felberg to approve the 2017-18 handbooks as working documents. Motion carried.

Business and Finance

- Cash Flows were reviewed as of July 31, 2017.
- The FY 2017 annual report is completed and ending fund balances were reviewed.

Facilities

- The drainage and cement quote for the east side of the school was reviewed and a possible timeframe of when the work could be completed was discussed.

Sealed Fuel Bids: President Schmidt opened the fuel bid at 8:00 p.m. 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 2017-18 school year.

- **Action Item #5:** Motion by R. Burke, second by Wicks 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, coordinated by ASBSD.
- General school start up information and staff in-service schedules were reviewed.
- The projected enrollment for the 2017-18 school year is 247, which includes PK-12th grades and the colonies.
- **Action Item #6:** Motion by Thoreson, second by Wicks to approve the professional development plan for the 2017-18 school year. Motion carried.
- The strategic plan was discussed. Supt. Klautdt presented Lance Witte's proposal for a thorough renewal of the strategic plan.
- **Action Item #7:** Motion by Wicks, second by R. Burke to approve the Student 1-to-1 Laptop Agreement, with changes. Motion carried.
- Hunter safety classes will be held in the Ag building August 23rd – 25th.

Activity Director Report

- Dawn Spieker was present to give an activity director report. Due to a resignation, the assistant girls basketball coaching position is open. The NEC conference meeting will be August 23rd at 10:00 a.m., held in Webster.
- **Action Item #8:** Motion by Wicks, second by Felberg to approve the revised Dual Sports Participation Policy. Motion carried.

NESC Updates: Board Member Felberg reported that discussion was held on possible updates and repairs to the NESC building and board policy updates were reviewed, which can be found on their website.

Action Item #9: Motion by Thoreson, second by R. Burke to enter executive session pursuant to SDCL 1-25-2 to discuss personnel

(SDCL 1-25-2(1) and student (SDCL 1-25-2(2) at 9:08 p.m. Motion carried.

President Schmidt declared the board out of executive session at 9:33 p.m.

Action Item #10: Motion by Wicks, second by Thoreson to approve the open enrollment application for student #12 for the 2017-18 school year. Motion carried.

Action Item #11: Motion by Thoreson, second by R. Burke to deny the open enrollment applications for students #9, #10 and #11. Motion carried.

Action Item #12: Motion by R. Burke, second by Felberg to accept the resignation of Lynnea Seivert as JHGBB coach. Motion carried.

Action Item #13: Motion by R. Burke, second by Felberg to accept the resignation of Dave Williams as co-athletic director. Motion carried.

Action Item #14: Motion by Thoreson, second by Wicks to approve the co-athletic director position to Dawn Spieker at \$2,000 for the 2017-18 school year. Motion carried.

Action Item #15: Motion by Thoreson, second by Felberg to amend Dave Williams's 2017-18 contract, removing co-athletic director. Motion carried.

Action Item #16: Motion by R. Burke, second by Wicks to amend Lynnea Seivert's 2017-18 contract, removing JHGBB coach and adding fall play advisor at \$970. Motion carried.

Action Item #17: Motion by Felberg, second by R. Burke to add spring play advisor to Kim Bratland's 2017-18 contract at \$1,030. Motion carried.

Action Item #18: Motion by R. Burke, second by Felberg to approve the school nurse contract to Colleen Hohm at \$40,000 for the 2017-18 school year. Motion carried.

The next regular meeting of the Willow Lake School Board will be September 11, 2017 at 7:00 p.m., in the Willow Lake School Administration Conference Room.

Adjournment:

Action Item #19: Motion by R. Burke, second by Wicks, to adjourn at 9:49 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager