

**Willow Lake School District #12-3
December 8, 2014**

The Willow Lake School District Board of Education met in regular session on December 8, 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, Business Manager Burke, Scott Sikkink, and patrons of the district.

Board Members recited the Pledge of Allegiance.

Open Forum: Doug LaMont, representative of the Willow Lake Community Wellness Center Board, was present to discuss the wellness center. Their board is considering the possibility of transferring the wellness center back to the school. The next WLCWC Board meeting will be December 10th at 7:00 p.m. at the wellness center.

Action Item #1: Motion by Thoreson, second by Bratland to table 7.1.4 (senior privileges) to the January meeting, move 7.1.5 (strategic plan update – facilities) to 5.2 and to approve the agenda. All present voting yes, motion carried.

Action Item #2: Motion by Thoreson, second by Bratland to approve the minutes of the regular meeting of November 12, 2014 and the special school board meetings of November 24, 2014 and December 1, 2014. All present voting yes, motion carried.

Action Item #3: Motion by Thoreson, second by Bratland to approve the financial reports as of November 30, 2014. All present voting yes, motion carried.

Willow Lake School District Financial Reports

	<u>General</u>	<u>Capital Outlay</u>	<u>Spec. Ed.</u>	<u>Pension</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>Agency</u>
Balance 11/1/2014	1,387,765.46	501,830.03	197,383.00	2,178.73	37,749.48	320.97	31,192.29
<u>RECEIPTS</u>							
Local Sources	335,754.26	174,446.40	108,930.79	23,900.08	4,645.18	0.00	7,821.19
County Sources	1,010.91	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	<u>6,900.70</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,141.60</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS	394,181.87	174,446.40	108,930.79	23,900.08	7,786.78	0.00	7,821.19
Total Available	1,781,947.33	676,276.43	306,313.79	26,078.81	45,536.26	320.97	39,013.48
<u>DISBURSEMENTS</u>							
MJ-Med. Admin. Fee	-75.95	0.00	0.00	0.00	0.00	0.00	0.00
Balance 11/30/2014	1,620,504.93	650,836.51	292,419.23	26,078.81	36,324.31	320.97	29,844.83

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

DECEMBER 2014 AP BILLS

<u>Gen. Fund:</u>	<u>Amount:</u>
A-OX	301.31
BRIDGEWAY COUNSELING CTR.	1,800.00
CARD MEMBER SERV.	181.84
CELL-PHONE GUY	230.98
CHURCHILL, MANOLIS, FREEMAN, LLP	305.96
CITY OF WILLOW LAKE	358.79
CLARK COMMUNITY OIL	5,674.63
CLARK COUNTY COURIER	229.31
Weld. Supp.	
Oct./Nov. Serv.	
Totes/Proj. Bulbs	
I-Pad Repair	
Consultant	
Water & Sewer	
Fuel	
Proceedings/Ads	

COOK'S WASTEPAPER	Garbage Serv.		138.32
DAKOTA STATE UNIVERSITY	Supp.		104.85
DUENWALD TRANSPORTATION LLC	Ath. Transp.		1,223.88
HOUSE OF GLASS	Supp.		17.04
LORI HOVDE	Health Ins. Reimb.		545.00
INCIDENTAL FUND	U.S. Postmaster	Postage	62.80
	John Brown	Dues & Fees	80.00
	SDML	Dues & Fees	25.00
	NEAP	Dues & Fees	60.00
	Argus Leader	Subscription	25.65
	Jackrabbit Invite	Dues & Fees	40.00
	Mark Prouty	Dues & Fees	40.00
	TOTAL INCIDENTAL FUND:		333.45
JMH AUTO REPAIR	Oil Chg.		157.00
PATTI JOHNSON	Health Ins. Reimb.		545.00
SCOTT KLAUDT	Meal Reimb.		14.07
LAKE GROCERY	Supp.		62.95
MAGNUM LIGHTING	Bulbs		638.90
MENARDS	Supp.		47.09
NESC	Gen. Serv.		134.25
NORTHERN WIRELESS COMM.	Internet Serv.		49.95
NWPS	Utilities		2,965.78
OFFICE PEEPS INC	Copier Repair		399.56
SCHOOL SPECIALTY	Supp.		56.70
SD DEPARTMENT OF PUBLIC SAFETY	Certify Scale		28.00
BRANDON STAHL	Health Ins. Reimb.		545.00
TAYLOR MUSIC	Supp.		49.92
DAN TONAK	Health Ins. Reimb.		545.00
VARIETY FOODS INC	FFVP		682.17
W W TIRE SERVICE INC	Tires		560.00
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	896.48
	Curwin Bratland	Sub Bus Dr.	221.04
	Rory Burke	Ex. Bus Trips	140.00
	Kayla Edleman	Ex. Bus Trips	40.00
	Jim Felberg	Tech Coord.	679.80
	Amanda Glanzer	Sub	62.72
	Christina Kannegieter	Ex. Bus Trips	112.50
	Kerwin Kannegieter	Sub Bus Dr.	27.90
	Lois Kannegieter	Sub	643.50
	Harley Klaudt	Sub	375.20
	Mark Prouty	Ex. Bus Trip	20.00
	Anne Redinger	Sub	390.00
	Brandon Stahl	Ex. Bus Trip	20.00
	Dan Tonak	Sub Bus Dr.	221.04
	Lenora Virchow	Sub	80.00
	TOTAL ADD. PAYROLL:		3,930.18
SALARIES & BENEFITS:	Elementary		49,826.21
	Junior High		18,140.00
	High School		25,529.69
	Preschool		538.57
	Title Programs		5,841.25
	Guidance		1,407.55
	Library		2,098.96
	Technology		2,867.11
	Administration		15,435.17
	Operations & Maintenance		3,729.81
	Pupil Transportation		3,655.16
	Extra-Curricular		5,636.70

TOTAL GEN. FUND: \$157,563.06

Cap. Outlay Fund:

CARD MEMBER SERVICE	Keyboards		2,315.89
LEARNING SOLUTIONS	MVRC Subscription		2,840.00
MARCO, INC.	Copier Lease		1,409.47
PNCEF,LLC	Boiler Lease		23,427.18
Total Cap. Outlay Fund:			\$29,992.54

Sp. Ed. Fund:

SALARIES & BENEFITS:			9,755.39
ADDITIONAL PAYROLL:	Amanda Glanzer	Sub	127.10
	Lois Kannegieter	Sub	56.40
	Harley Klautd	Sub	40.00
	Lenora Virchow	Sub	70.00
	TOTAL ADD. PAYROLL:		293.50
CARD MEMBER SERV.	Books		30.17
NESC	Dec. Serv.		1,175.53
Total Sp. Ed. Fund:			\$11,254.59

Food Serv. Fund:

SALARIES & BENEFITS			2,079.75
ADDITIONAL PAYROLL:	Amanda Glanzer	Sub	15.68
	Kathy Knock	Sub	96.10
	Sharon Symens	Sub	252.70
	TOTAL ADD. PAYROLL:		364.48
DEAN FOODS	Milk		662.21
LAKE GROCERY	Food		11.94
REINHART FOOD SERV.	Food		1,716.32
SD DEPT OF ED.	Food		75.56
STAR LAUNDRY	Clean. Serv.		53.64
VARIETY FOODS INC	Food		1,149.08
Total Food Serv. Fund:			\$6,112.98

TOTAL ALL FUNDS: \$204,923.17

Policy and Procedures

- **Action Item #5:** Motion by Wicks, second by Bratland to approve to surplus the gym sound system, which no longer works and is of no value. All present voting yes, motion carried.

Facilities

- It was reported that there was a water leak in the old preschool building, which has been stopped.
- Scott Sikkink, with HKG Architects, was in attendance to discuss and address any questions that have been brought forward since the December 1st informational public meeting. The next informational public meeting will be held on Wednesday, December 17th at 7:00 p.m.

Business and Finance

- Cash flows were reviewed as of November 30, 2014

Superintendent/Principal Report

- Supt. Klautd attended the superintendents meeting in Chamberlain December 3rd and reported on different topics concerning education.
- **Action Item #6:** Motion by Wicks, second by Bratland to approve January 9, 2015 as the make-up day for November 10, 2014. All present voting yes, motion carried.
- **Action Item #7:** Motion by Thoreson, second by Warkenthien to adopt calendar #1, with in-service date changes, for the 2015-16 school year. All present voting yes, motion carried.
- It was the reported that the new sound system is installed and ready for the upcoming activities.

Activity Director Report

- Supt. Klaudt reported on winter sports and participant numbers. The December 13th Sioux Valley basketball doubleheader will start at 2:30 p.m., instead of 1:00 p.m. in Clark. Supt. Klaudt will be contacting the Clark School to set up an athletic co-op board meeting, with a possible meeting date of December 10th.

NESC Updates: Board Member Schmidt attended the November meeting. The NESC accepted the sealed bids on the surplus vehicles and reviewed the procedure for cancelling/postponing meetings.

Delegate Assembly Updates: Board Member Thoreson shared information from the delegate assembly she attended in Pierre on November 21st.

Executive Session:

- **Action Item #8:** Motion by Wicks, second by Bratland to enter executive session pursuant to SDCL1-25-2 to discuss personnel, SDCL 1.25-2(1) and student, SDCL 1-25-2(2) at 8:55 p.m.

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

Action Item #9: Motion by Bratland, second by Wicks to hire Harley Klaudt, three days per week for the paraprofessional position, at \$10/hour. Thoreson, nay; Bratland, aye; Wicks, aye; Warkenthien, nay; Schmidt, aye. Motion carried 3-2.

The School Board will meet in special session on Wednesday, December 17, 2014 at 6:30 p.m. in the Willow Lake School Business Office, with the public informational meeting to follow at 7:00 p.m. in the school gym.

The next regular meeting of the Willow Lake School Board will be on January 12, 2015, at 7:00 p.m., in the Willow Lake School Business Office.

Adjournment:

Action Item #10: Motion by Thoreson, second by Bratland, to adjourn at 9:40 p.m. All present voting yes, motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager