

**Willow Lake School District #12-3  
December 14 2015**

The Willow Lake School District Board of Education met in regular session on December 14, 2015. Vice President Bratland called the meeting to order at 3:00 p.m. Board members present: Bratland, Thoreson and Wicks. Schmidt and Warkenthien were absent. Also attending were Supt. Klaudt, Business Manager Burke, Dave Williams and Scott Sikkink. H.S. Principal Serna was absent.

Board members recited the Pledge of Allegiance.

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

**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 November 12, 2015; 1.2 approve the financial reports as of November 30, 2015; 1.3 approve the bills as of December 2015; 1.4 approve Dawn Clayton's paraprofessional position at \$10/hr. for the 2015-16 school year; 1.5 approve extra duty work agreements to JHGBB coach Christina Kannegieter for \$1,148 and to JHBBB coach Eric Stevens for \$1,148 for the 2015-16 school year; and 1.6 approve open enrollment application #16. 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>Bdlg. Proj. Fund</u>	<u>Food Serv. Fund</u>	<u>Enterprise Fund</u>	<u>Trust &amp; Agency</u>
<b>Balance 11/1/2015</b>	1,232,602.25	505,556.39	301,150.06	1,662.93	3,227,388.60	35,842.85	54.87	36,214.80
<b>RECEIPTS</b>								
Local Sources	271,721.80	166,721.17	75,210.78	21,588.72	0.00	4,490.70	0.00	8,268.87
County Sources	578.84	0.00	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	0.00
Federal Sources	3,519.78	0.00	0.00	0.00	0.00	3,804.26	0.00	0.00
Other Finance Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RECEIPTS</b>	<b>322,826.42</b>	<b>166,721.17</b>	<b>75,210.78</b>	<b>21,588.72</b>	<b>0.00</b>	<b>8,294.96</b>	<b>0.00</b>	<b>8,268.87</b>
<b>Total Available</b>	<b>1,555,428.67</b>	<b>672,277.56</b>	<b>376,360.84</b>	<b>23,251.65</b>	<b>3,227,388.60</b>	<b>44,137.81</b>	<b>54.87</b>	<b>44,483.67</b>
<b>DISBURSEMENTS</b>	<b>-167,474.93</b>	<b>-32,062.94</b>	<b>-14,980.81</b>	<b>0.00</b>	<b>-237,718.50</b>	<b>-8,338.08</b>	<b>0.00</b>	<b>-15,309.52</b>
<b>Balance 11/30/2015</b>	<b>1,387,953.74</b>	<b>640,214.62</b>	<b>361,380.03</b>	<b>23,251.65</b>	<b>2,989,670.10</b>	<b>35,799.73</b>	<b>54.87</b>	<b>29,174.15</b>

**DECEMBER 2015 AP BILLS**

<u>Gen. Fund:</u>	<u>Amount:</u>
DIANE ANDERSON	Meal Reimb. 8.99
BOOKS ARE FUN	Books 15.00
TRACY BRATLAND-BRUNS	Meal Reimb. 12.28
CARD MEMBER SERVICE	Comp. Equip. 258.14
CEV MULTIMEDIA, LTD.	Ag License 1,200.00
CHURCHILL, MANOLIS, FREEMAN, LLP	Legal Fees 1,548.64
CITY OF WILLOW LAKE	Water & Sewer 356.53
CLARK COMMUNITY OIL CO.	Fuel 2,965.48
CLARK COUNTY COURIER	Legal Proceeds. 162.88
COOK'S WASTEPAPER & RECYCLING	Garbage Serv. 141.02
DUENWALD TRANSPORTATION LLC	Ath. Transport. 159.01
GLOGSTER INC.	Subscription 78.00
HOLIDAY INN	Rooms 170.00
HOVDE GRAVEL CONST.	Gravel 984.00
INCIDENTAL FUND	Clark Co. Treasurer License Fee 14.00
	SD DCI Background Check 43.25
	SD DCI Background Check 43.25
	SASD Dues & Fees 15.00
	Elkton School All-State Choir Fees 230.00
	SDHSCA Dues & Fees 400.00

	Argus Leader	Subscription	25.65	
		TOTAL INCIDENT. FUND:		771.15
INTERSTATE ALL BATTERY CENTER	I-Pad Repair			424.90
J D ENTERPRISES	Repairs & Maint.			2,672.35
JMH AUTO REPAIR	Repairs & Maint.			1,123.22
JACKIE KRETZSCHMAR	Supp.			4.23
LAKE GROCERY	Supp.			226.31
MARCO, INC. NW	Repairs & Maint.			74.88
MORITZ PUBLISHING	Booklets			162.50
NESC	Gen. Serv.			56.82
NORTH CENTRAL BUS SALES	Window Kit			70.26
NWPS	Utilities			2,613.74
RAMKOTA INN	Rooms			239.97
HECTOR SERNA	Mlg. Reimb.			142.09
TAYLOR MUSIC	Supp.			212.00
VARIETY FOODS INC	FFVP			220.36
W W TIRE SERVICE INC	Tire Repair			60.00
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	347.08	
	James Anderson	Sub/Sub Bus Dr.	377.28	
	Curwin Bratland	Sub Bus Dr.	314.96	
	Erin Brenden	Sub	40.00	
	Bailey Bruns	Sub	350.00	
	Rory Burke	Ex. Bus Trips	60.00	
	Jim Felberg	Tech Hrs.	94.28	
	Jane Hervi	Sub	190.00	
	Lori Hovde	Health Ins.	580.00	
	Jackie Kretzschmar	Ex. Bus Trip	30.00	
	Christina Kannegieter	Ex. Bus Trip	30.00	
	Lois Kannegieter	Sub	746.32	
	Liisa McDaniels	Sub	195.00	
	Anne Redinger	Sub	160.00	
	Kim Schmidt	Sub	800.00	
	Hector Serna	Ex. Bus Trips	300.00	
	Lynnea Seivert	Ex. Bus Trips	180.00	
	Dan Tonak	Health Ins./Ex. Bus Trips	727.00	
		TOTAL ADD. PAYROLL:		5,521.92
SALARIES & BENEFITS:	Elem. Programs			51,309.34
	J.H. Programs			26,448.59
	H.S. Programs			22,793.40
	Preschool			490.55
	Title Programs			6,285.49
	Guidance			2,852.49
	Library			2,187.42
	Technology			5,502.38
	Administration			16,964.08
	Operations & Maint.			4,101.72
	Pupil Transportation			4,662.86
	Extra-Curricular			10,623.82
<b>TOTAL GEN. FUND:</b>				<b>\$176,878.81</b>
<b>Cap. Outlay Fund:</b>				
CARD MEMBER SERVICE	Comp. Equip.			4,481.38
HKG ARCHITECTS	Contract Fees/Concrete Test.			23,863.70
MARCO, INC. NW	Copier Lease			36.00
MARCO, INC.	Copier Lease			1,597.99
MCGRAW-HILL SCHOOL ED.	Textbooks			337.73
TRAVELERS CL REMITTANCE CENTER	Builders Risk Ins.			6,062.00
<b>TOTAL CAP. OUTLAY FUND:</b>				<b>\$36,378.80</b>
<b>Sp. Ed. Fund:</b>				

SALARIES & BENEFITS:			11,001.02
ADDITIONAL PAYROLL:	Jane Hervi	Sub	40.00
	Kim Schmidt	Sub	71.00
		TOTAL ADD. PAYROLL:	111.00
EMILY BASTIAN	Meal Reimb.		12.28
CARD MEMBER SERVICE	Book		15.85
NASCO	Supp.		35.96
NESC	Dec. Assessments		2,295.46
RAMKOTA INN	Rooms		89.59
SOUTHWEST/WEST CENTRAL SERV.	Consultant		3,300.00
TARA VIG	Meal Reimb.		32.86
<b>TOTAL SP. ED. FUND:</b>			<b>\$16,894.02</b>
<b><u>Bdlg. Project Fund:</u></b>			
TELLINGHUISEN INC	Project Fees		407,817.90
<b>TOTAL BDLG. PROJECT FUND:</b>			<b>\$407,817.90</b>
<b><u>Food Serv. Fund:</u></b>			
SALARIES & BENEFITS:			2,700.73
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	16.58
	Sharon Symens	Sub	194.90
		TOTAL ADD. PAYROLL:	211.48
DEAN FOODS	Milk		546.92
HUBERT CO.	Supp.		65.94
LAKE GROCERY	Food		71.83
REINHART FOOD SERV.	Food		2,262.99
SD DEPT OF ED.	Food		140.79
STAR LAUNDRY	Clean. Serv.		55.24
VARIETY FOODS INC	Food/Supp.		2,039.95
<b>TOTAL FOOD SERV. FUND:</b>			<b>\$8,095.87</b>
<b>TOTAL ALL FUNDS:</b>			<b>\$646,065.40</b>

**Acknowledgements:** The Willow Lake Community Daycare would like to thank H.S. Principal Serna and school personnel for their help in getting the gymnasium ready for their fundraisers. Congratulations were extended to Mr. Ehrke and his music students for the wonderful Christmas concert and to Mrs. Bratland and the one-act play participants for their excellent performance.

### Policy and Procedures

- The five year capital outlay plan was reviewed. Preliminary discussions were to have the building committee do a walk-through of the district facilities and to see how future updates could coincide with building project updates.

### Business and Finance

- Cash flows were reviewed as of November 30, 2015.

### Facilities

- Scott Sikkink, with HKG Architects, reported to the board on the building project and about the committee meeting held on December 4<sup>th</sup>. The board toured the gym addition and asked the general contractor questions about the project. Mr. Sikkink presented and explained a RFP, dealing with the existing, south gym wall.
- Action Item #3:** Motion by Wicks, second by Thoreson to accept RFP #10-A in the amount of \$20,435. Motion carried.

### Superintendent/Principal Report

- A state-wide superintendent's meeting was held in Pierre on December 9<sup>th</sup>, with school funding being the major topic of discussion.
- Action Item #4:** Motion by Wicks, second by Thoreson to approve May 17, 2016 as the make-up day for December 1<sup>st</sup>. Motion carried.
- Supt. Klaudt reported on the collective bargaining and LAN workshop dates set for January 2016.

- Supt. Klaudt reported on the strategic plan meeting held on November 21<sup>st</sup>, with Lance Witte.
- The preliminary 2016-17 calendars were reviewed. No action was taken.

**Activity Director Report**

- Due to conflicts, Travis Werdel was not able to fulfill the JH wrestling coaching duties. Gregg Marx has been hired to fill this position for the 2015-16 season.

**NESC Updates:** Board member Warkenthien reported to Supt. Klaudt that the NESC is looking at adding another autism team due to need within the co-op.

**Delegate Assembly Updates:** Board member Thoreson reported the four major items of discussion at the delegate assembly dealt with school employee compensation, school funding formula, capital outlay growth limits and alternative revenue sources.

The next regular meeting of the Willow Lake School Board will be January 11, 2016 at 7:00 p.m., in the Willow Lake School Business Office.

**Adjournment:**

**Action Item #5:** Motion by Thoreson, second by Wicks, to adjourn at 5:25 p.m. Motion carried.

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Cory Bratland, Vice President

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Melissa Burke, Business Manager