

**Willow Lake School District #12-3
December 12, 2016**

The Willow Lake School District Board of Education met in regular session on December 12, 2016. President Schmidt called the meeting to order at 5:00 p.m. Board Members present: R. Burke, Schmidt, Thoreson and Wicks. Warkenthien arrived at 5:04 p.m. Also attending were Supt. Klaudt, H.S. Principal Serna, Business Manager Burke, Laryn Warkenthien, Reis Bruley, Brock Greenfield, Lana Greenfield and Burt Tulson.

Board Members recited the Pledge of Allegiance.

Action Item #1: Motion by Thoreson, second by Wicks to move 7.1.4 senior privileges above open forum and to approve the agenda. Motion carried.

Senior class members, Reis Bruley and Laryn Warkenthien, were present to discuss and review the senior privilege policy.

Action Item #2: Motion by R. Burke, second by Thoreson to approve the senior privilege policy, with privileges beginning January 3, 2017. Motion carried.

Open Forum: Area legislators Brock Greenfield, Burt Tulson and Lana Greenfield were present to visit with the Board of Education. Areas of discussion included the governor's address regarding the 1% increase for schools; half cent sales tax; Initiated Measure 22; and transgender policies.

There were no conflict of interest waiver forms filed for the December meeting.

Action Item #3: Motion by Warkenthien, second by Thoreson to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of November 14, 2016 and the special meeting of November 21, 2016; 2.2 approve the financial reports as of November 30, 2016; 2.3 approve the bills as of December 2016; 2.4 approve the Shamrock Colony surplus list at no value; 2.5 approve open enrollment of students #16 and #17, with enrollment beginning on January 3, 2017, for the 2016-17 school year; 2.6 approve recognition of guardianship pursuant to SDCL 13-28-10. Motion carried.

Willow Lake School District Financial Reports

	<u>General</u>	<u>Capital Outlay</u>	<u>Spec. Ed.</u>	<u>Pension</u>	<u>Bldg. 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 11/1/16	1,027,524.97	654,199.32	302,867.35	5,227.84	1,364,792.15	39,418.81	54.87	39,627.24
<u>RECEIPTS</u>								
Local Sources	175,321.92	191,749.99	38,524.94	22,004.52	0.00	5,073.47	0.00	7,686.25
County Sources	113.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	76,609.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	6,041.59	0.00	0.00	0.00	0.00	3,836.30	0.00	0.00
Other Finance Sources	<u>0.00</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>	<u>0.00</u>
TOTAL RECEIPTS	258,086.44	191,749.99	38,524.94	22,004.52	0.00	8,909.77	0.00	7,686.25
Total Available	1,285,611.41	845,949.31	341,392.29	27,232.36	1,364,792.15	48,328.58	54.87	47,313.49
<u>DISBURSEMENTS</u>								
MJE-Med. Admin. Fee	-20.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MJE-Bank Serv. Fee	<u>-35.70</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>	<u>0.00</u>
Balance 11/30/16	1,100,777.10	630,098.85	321,421.34	27,232.36	1,138,692.15	39,021.53	54.87	45,050.45

December 2016 AP Bills

<u>Gen. Fund:</u>		<u>Amount:</u>
CHURCHILL, MANOLIS, FREEMAN, LLP	Legal Fees	1,138.33
CITY OF WILLOW LAKE	Water & Sewer	420.17
CLARK COMMUNITY OIL CO.	Fuel	2,490.87
CLARK COUNTY COURIER	Proceedings/Ad	207.28
COOK'S WASTEPAPER RECYCLING	Garbage Service	150.38
DEKKER HARDWARE	Keys	9.46
DSR, INC.	Repairs	1,424.37
DUENWALD TRANSPORTATION LLC	Ath. Transport.	420.72
EFRAIMSON ELECTRIC INC	Repairs	795.51
JOSHUA FRIEZ	Fuel Reimb.	59.15

HILLYARD	Soap		397.16
INCIDENTAL FUND	SD DCI	Background Check	43.25
	W.L. Trust & Agency	Reimb. Deposit Bks.	54.11
	Argus Leader	Subscription	24.00
	Mark Prouty	Dues & Fees	35.00
	Harland Clarke	Checks	52.70
		TOTAL INCIDENTAL FUND:	209.06
INTERSTATE ALL BATTERY CENTER	I-pad Repairs		385.60
ITC	Telephone Serv.		689.02
J.W. PEPPER & SON, INC.	Sheet Music		131.66
JAYMAR BUSINESS FORMS INC	W2 Forms		31.93
LAKE GROCERY	Supp.		72.75
LINDNER MUSIC	Books/Repairs		426.98
LUTHERAN SOCIAL SERVICES	Oct. Fees		700.00
MARCO, INC. NW	Software/Maint. Fee		347.01
MENARDS	Solar Light		29.99
NESC	Gen. Serv.		52.64
NORTH CENTRAL BUS SALES	Parts		63.33
NWPS	Utilities		3,550.30
OFFICE PEEPS INC	Batteries		98.52
POPPLERS MUSIC STORE	Sheet Music		166.55
QUALITY INN & SUITES	Rooms-Choir		805.00
REINHART FOOD SERVICE	FFVP		68.96
SCHOOL SPECIALTY	Paint		35.72
TONY'S ELECTRIC	Repairs		407.99
VARIETY FOODS INC	FFVP		357.06
WOODWIND & BRASSWIND	Repair Kit		18.99
ADDITIONAL PAYROLL:	James Anderson	Sub	80.00
	Curwin Bratland	Sub Bus Dr.	292.65
	Kim Bratland	Sub Bus Dr.	117.83
	Renae Burke	Sub	80.00
	Amanda Glanzer	Sub	160.00
	Lori Hovde	Health Ins. Reimb.	750.00
	Christina Kannegieter	Ex. Bus Trips	120.00
	Lois Kannegieter	Sub	1,167.13
	Ashley Konechne	Reimb. In-Serv.	55.00
	Cheryl Korbelt	Sub	640.00
	Chase Lettau	Ex. Bus Trips	120.00
	Liisa McDaniels	Sub	240.00
	Vicki Nelson	Sub	240.00
	Darcy Pommer	Sub	80.00
	Anne Redinger	Sub	160.00
	Lynnea Seivert	Ex. Bus Trips	180.00
	Jane Smith	Sub	400.00
	Nichol Stevens	Ex. Bus Trip	30.00
	Dan Tonak	Heath Ins. Reimb./Sub Bus Dr.	956.33
		TOTAL ADD. PAYROLL:	5,868.94
SALARIES & BENEFITS:	Elementary Programs		64,218.57
	J.H. Programs		14,615.84
	H.S. Programs		30,018.02
	Preschool		1,490.79
	Title Programs		4,414.43
	Guidance		2,087.40
	Library		3,985.87
	Technology		5,582.94
	Administration		21,114.08
	Op. & Maint.		6,679.47
	Pupil Transportation		4,826.65
	Extra-Curricular		8,489.53
TOTAL GEN. FUND:			\$189,554.99

CAP. OUTLAY FUND:

MARCO, INC. NW	Copier Lease		41.40
MARCO, INC.	Copier Leases		1,707.44
STAN HOUSTON EQUIP CO INC	Pallet Jack		499.00
TOTAL CAP. OUTLAY FUND:			\$2,247.84

SP. ED. FUND:

SALARIES & BENEFITS:			18,169.09
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	305.60
			TOTAL ADD. PAYROLL: 305.60
EMILY BASTIAN	Meal Reimb.		35.03
BEHAVIOR ANALYSTS, INC.	Consultant		259.95
CARDMEMBER SERVICE	Supp.		11.23
DAWN CLAYTON	Meal Reimb.		33.96
HOLIDAY INN	Rooms-Conf.		226.00
NESC	Dec. Assessments		3,946.36
TARA VIG	Meal Reimb.		31.28
TOTAL SP. ED. FUND:			\$23,018.50

BDLG. PROJECT FUND:

TELLINGHUISEN INC	Project Fees		104,500.00
TOTAL BDLG. PROJECT FUND:			\$104,500.00

FOOD SERV. FUND:

SALARIES & BENEFITS:			2,599.72
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	31.77
	Sharon Symens	Sub	230.10
			TOTAL ADD. PAYROLL: 261.87
DEAN FOODS	Milk		522.60
LAKE GROCERY	Food		98.74
REINHART FOOD SERVICE	Food/Supp.		2,126.44
STAR LAUNDRY	Clean. Serv.		97.74
VARIETY FOODS INC	Food		2,077.31
TOTAL FOOD. SERV.			\$7,784.42

TOTAL ALL FUNDS: \$327,105.75

Acknowledgements: Supt. Klautd would like to thank the area pastors and school counselors from the Clark and DeSmet School Districts, for assisting and supporting our school in a time of need. Board Member Thoreson commended the administration for the support provided to the students and staff. Board Member Warkenthien thanked H.S. Principal Serna and four middle school students who assisted the daycare with their fundraiser.

Policy and Procedures

- The 5 year capital outlay plan was reviewed, with no action taken.

Business and Finance

- Cash flows were reviewed as of November 30, 2016.
- The Capital Outlay CD in the amount of \$115,000 was renewed for 60 months at 1.70%.

Facilities

- Supt. Klautd gave a report on the building project. A building construction meeting will be held on Wednesday, December 14th, to discuss future completion dates.

Superintendent/Principal Report

- **Action Item #4:** Motion by Warkenthien, second by Wicks to make up the November 18th snow day on Monday, January 16, 2017. Motion carried.
- The preliminary 2017-18 calendars were reviewed, with no action taken.
- H.S. Principal Serna will be meeting with elementary teachers to discuss the elementary grading scale.
- The National Career Readiness Testing was postponed on December 9th and will be rescheduled for a later date.
- H.S. Principal Serna reported that 13 students took the ASVAB in October, with one student left to take the test.
- **Action Item #5:** Motion by R. Burke, second by Wicks to appoint Julayne Thoreson as the ASBSD Legislative Action Network

(LAN) member. Motion carried.

Activity Director Report

- An update was given on winter sports programs that are in progress. A winter sports co-op meeting is scheduled for December 20th. Athletic schedules have been adjusted due to weather cancellations and other events.

NESC Updates: Board Member Warkenthien reported on Part B/C, involving birth to 3 children receiving services and expenditures; and the NESC accepted bids on the surplus of eight vehicles.

Delegate Assembly Updates: Due to weather conditions, Board Member Thoreson was unable to attend the delegate assembly. She reviewed the information that was posted on the ASBSD website, in regards to items discussed at the assembly.

The next regular meeting of the Willow Lake School Board will be January 9, 2017 at 7:00 p.m., in the Willow Lake High School Social Studies Room.

Adjournment:

Action Item #6: Motion by Wicks, second by R. Burke, to adjourn at 6:41 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager