

**Willow Lake School District #12-3
December 11, 2017**

The Willow Lake School District Board of Education met in regular session on December 11, 2017. Vice President Thoreson called the meeting to order at 5:00 p.m. Board Members present: R. Burke, Felberg, Thoreson and Wicks. Schmidt arrived at 5:25 p.m. Also attending were Supt. Klautt, Principal Lee, Business Manager Burke, Tracy Bratland-Bruns, Diane Anderson, Dawn Spieker, Caelan Wendling, Ashlynn Burke and Dan Tonak.

Board Members recited the Pledge of Allegiance.

Action Item #1: Motion by Felberg, second by R. Burke to approve the agenda. Motion carried.

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

Action Item #2: Motion by R. Burke, second by Wicks to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of November 13, 2017; 2.2 approve the financial reports as of November 30, 2017; 2.3 approve the bills as of December 2017; 2.4 approve the 3rd grade surplus list at no value; 2.5 approve to surplus the old stage curtain 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 11/1/17	815,370.08	675,956.54	209,426.17	20.84	24,762.71	54.87	50,636.00
<u>RECEIPTS</u>							
Local Sources	308,437.82	245,837.97	49,388.38	0.00	4,538.97	0.00	2,376.03
County Sources	852.30	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	82,894.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	<u>444.12</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,184.29</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS	392,628.24	245,837.97	49,388.38	0.00	8,723.26	0.00	2,376.03
Total Available	1,207,998.32	921,794.51	258,814.55	20.84	33,485.97	54.87	53,012.03
<u>DISBURSEMENTS</u>							
MJE-Med. Admin. Fee	-29.88	0.00	0.00	0.00	0.00	0.00	0.00
MJE-Bank Serv. Fee	<u>-17.15</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 11/30/17	1,018,514.26	693,171.75	235,650.30	20.84	25,267.56	54.87	37,847.20

DECEMBER 2017 AP BILLS

<u>Gen. Fund:</u>	<u>Amount:</u>
DIANE ANDERSON	Art. Supp. 13.00
CARD MEMBER SERVICE	Tech. Supp./Books 223.73
CEV MULTIMEDIA, LTD.	Ag Sub. (Perkins) 1,350.00
CHURCHILL, MANOLIS, FREEMAN, LLP	Legal Fees 2,820.20
CITY OF WILLOW LAKE	Water & Sewer 417.29
CLARK COMMUNITY OIL CO.	Fuel 2,377.88
CLARK COUNTY COURIER	Legal Proceedings 132.03
COOK'S WASTEPAPER RECYCLING	Garbage Serv. 150.38
DAKOTA CONVENIENCE STORE	Rolls 64.50
DEKKER HARDWARE	Drill Bits/Keys 28.90
DIESEL SERVICE AND REPAIR	Repairs/Oil Chg. 1,801.74
DONS BODY SHOP INC	Repairs 150.00
DUENWALD TRANSPORTATION LLC	Ath. Transport. 182.86
HARLOW'S BUS SALES INC	Bus Parts 17.07
INCIDENTAL FUND	Scholastic Book Fair Books 117.91
	SD DCI Background Check 43.25
	TOTAL INCIDENT FUND: 161.16

ITC	Tel. Serv.		892.51
J.W. PEPPER & SON, INC.	Sheet Music		120.03
JAYMAR BUSINESS FORMS INC	W2 Forms		28.25
SCOTT KLAUDT	Supp.		27.15
LAKE GROCERY	Supp.		61.87
CHRIS LEE	Mlg.		152.04
MARCO, INC. NW	Maint. Fee		1,787.62
MENARDS	Caulk		37.00
NESC	Gen. Serv.		40.29
NWPS	Utilities		5,092.52
NVC	Internet Serv.		52.20
OFFICE PEEPS INC	Pencil Sharp./Batteries		170.03
PALOS SPORTS	P.E. Supp.		98.54
REALLY GOOD STUFF INC	Book Baskets		269.94
RESILITE	Mat Tape		220.00
S&S WORLDWIDE	P.E. Supp.		124.97
SCHOOL SPECIALTY	Folders		25.27
SD DEPT. OF PUBLIC SAFETY	Certify Scale		28.00
SHEET MUSIC PLUS	Band Music		83.54
VARIETY FOODS INC	FFVP		279.76
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	88.88
	Jenica Anderson	Sub	519.90
	Kim Bratland	Sub Bus Dr.	149.35
	J.J. Burke	Ex. Bus Trips	290.00
	Dave Dohmann	Sub	80.00
	Cheryl Hovde	Sub Bus Dr.	238.96
	Lois Kannegieter	Sub	282.29
	Cheryl Korbelt	Sub	417.40
	Chris Lee	Sub Bus Dr.	29.56
	Chase Lettau	Ex. Bus Trips	200.00
	Taren Madsen	Sub	65.00
	Liisa McDaniels	Sub	156.90
	Darcy Pommer	Sub	40.00
	Melissa Terhark	Sub	160.00
	Belynda Weber	Sub	258.40
	Ashley Zantow	Sub	160.00
	TOTAL ADD. PAYROLL:		3,136.64
SALARIES & BENEFITS:	Elem. Programs		62,991.55
	J.H. Programs		12,658.87
	H.S. Programs		30,291.45
	Preschool		1,157.88
	Title Programs		4,733.28
	Guidance		2,295.63
	Library		4,733.08
	Technology		5,723.89
	Administration		21,760.23
	Operations & Maint.		6,059.23
	Pupil Transportation		5,012.31
	Extra-Curricular		1,508.90
TOTAL GEN. FUND:			\$181,545.21
<u>CAP. OUTLAY FUND:</u>			
HAUFF MID-AMERICA SPORTS INC	Wall Mats		5,810.53
MARCO, INC.	Copier Leases		920.21
MAYFIELD HUTTERIAN BRETHERN	Cabinets		4,272.86

TOTAL CAP. OUTLAY FUND: \$11,003.60

SP. ED. FUND:

SALARIES & BENEFITS:			19,536.76
ADDITIONAL PAYROLL:	Cheryl Korbelt	Sub	155.70
	Melissa Terhark	Sub	73.70
		TOTAL ADD. PAYROLL:	229.40
NESC	Dec. Assessments		2,636.84
PESI, INC.	Conf. Reg.		399.98
TOTAL SP. ED. FUND:			\$22,802.98

FOOD SERV. FUND:

SALARIES & BENEFITS:			4,221.89
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	50.51
		TOTAL ADD. PAYROLL:	50.51
DEAN FOODS	Milk		529.56
LAKE GROCERY	Food		89.48
REINHART FOOD SERV.	Food		2,780.91
STAR LAUNDRY	Clean. Serv.		64.82
VARIETY FOODS INC	Food/Supp.		1,701.89
TOTAL FOOD SERV. FUND:			\$9,439.06

TOTAL ALL FUND: \$224,790.85

Acknowledgments: Supt. Klautdt and Principal Lee would like to thank the staff for their hard work and dedication with students this first semester. Congratulations were extended to the senior FFA parliamentary procedure team on their 5th place finish and the junior FFA parliamentary procedure team on their 2nd place finish at state. Vice President Thoreson thanked Mr. Tonak and the Ag students for their work in decorating the town square.

Policies

- Senior Class Representatives Caelan Wendling and Ashlynn Burke were present to review and discuss the senior privilege policy.
- **Action Item #3:** Motion by Wicks, second by Felberg to approve the senior privilege policy, with GPA changes. Motion carried.
- Graduation requirements were tabled to the January school board meeting.
- The 5 year capital outlay plan was reviewed and discussed.

Business and Finance

- Cash Flows were reviewed as of November 30, 2017.

Superintendent/Principal Report

- Teacher accountability information was reviewed with the board. The district received a conditional waiver. It was noted that requirements, in regards to the conditional waiver, need to be completed by February 1, 2018.
- The preliminary 2018-19 calendars were reviewed, with no action taken.
- The board was given a synopsis of the shared services grant and the work completed thus far.
- Supt. Klautdt reported on the state wide superintendent's meeting he attended. The major topic of discussion centered on school funding.

Activity Director Report: Dawn Spieker gave the activity report. Due to junior high boys basketball numbers, Luke Whalen was hired by the Clark district as a junior high coach. The wrestling quadrangular to be held in Clark on January 4, 2018 has been moved to Willow Lake. It will also be senior night for the wrestlers. Supt. Klautdt shared the dates of the colony Christmas programs with the board.

NESC Updates: Board Member Felberg reported that the NESC audit report was reviewed and they are in the process of staff evaluations.

Delegate Assembly Updates: Vice President Thoreson reported that school funding, sales tax revenues and allowing homeschool students to participate in extra-curricular activities were the major topics of discussion.

Action Item #4: Motion by Wicks, second by Felberg to enter executive session, pursuant to SDCL 1-25-2 to discuss personnel (SDCL 1-25-2(1) and student (SDCL1-25-2(2)) at 5:54 p.m. Motion carried.

Vice President Thoreson declared the board out of executive session at 6:15 p.m.

Action Item #5: Motion by Felberg, second by Schmidt to accept the resignation of Steve Johnson as assistant custodian. Motion carried.

The next regular meeting of the Willow Lake School Board will be January 8, 2018 at 7:00 p.m., in the Willow Lake School Administration Conference Room.

Adjournment:

Action Item #6: Motion by Wicks, second by Schmidt, to adjourn at 6:24 p.m. Motion carried.

Julayne Thoreson, Vice President

Melissa Burke, Business Manager