

**Willow Lake School District #12-3  
February 8, 2016**

The Willow Lake School District Board of Education met in regular session on February 8, 2016. President Schmidt called the meeting to order at 4:00 p.m. Board members present: Bratland, Schmidt, Thoreson, and Wicks. Warkenthien was absent. Also attending were Supt. Klaudt, Business Manager Burke, Merle Krull, Jimmy Schneider, and several staff members. H.S. Principal Serna was absent.

The Pledge of Allegiance was recited.

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

**Action Item #2:** Motion by Wicks, second by Thoreson to approve the following items on the consent agenda: 1.1 approve the minutes of the regular meeting of January 11, 2016; 1.2 approve the financial reports as of January 31, 2016; and 1.3 approve the bills as of February 2016. 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 1/1/16</b>	1,330,921.54	640,947.43	361,155.68	27,991.18	2,581,852.20	33,903.20	54.87	33,898.89
<b><u>RECEIPTS</u></b>								
Local Sources	2,968.61	2,216.84	772.85	207.14	0.00	5,295.20	0.00	16,618.44
County Sources	1,230.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	43,848.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	6,269.21	0.00	0.00	0.00	0.00	2,230.30	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>
<b>TOTAL RECEIPTS</b>	<b>54,316.16</b>	<b>2,216.84</b>	<b>772.85</b>	<b>207.14</b>	<b>0.00</b>	<b>7,525.50</b>	<b>0.00</b>	<b>16,618.44</b>
<b>Total Available</b>	<b>1,385,237.70</b>	<b>643,164.27</b>	<b>361,928.53</b>	<b>28,198.32</b>	<b>2,581,852.20</b>	<b>41,428.70</b>	<b>54.87</b>	<b>50,517.33</b>
<b>DISBURSEMENTS</b>	<b>-163,710.85</b>	<b>-18,854.89</b>	<b>-13,588.53</b>	<b>0.00</b>	<b>-260,300.00</b>	<b>-5,382.81</b>	<b>0.00</b>	<b>-16,103.39</b>
<b>Balance 1/31/16</b>	<b>1,221,526.85</b>	<b>624,309.38</b>	<b>348,340.00</b>	<b>28,198.32</b>	<b>2,321,552.20</b>	<b>36,045.89</b>	<b>54.87</b>	<b>34,413.94</b>

**FEBRUARY 2016 AP BILLS**

<u>Gen. Fund:</u>		<u>Amount:</u>	
AUTOMATIC BUILDING CONTROLS	Fire Sys. Test.	508.00	
BOSTON TEA PARTY SHIPS & MUSEUM	Subscription	89.00	
CARD MEMBER SERVICE	Books/Comp. Equip.	153.27	
CITY OF WILLOW LAKE	Water & Sewer	353.72	
CLARK COMMUNITY OIL CO.	Fuel	2,944.55	
CLARK COUNTY COURIER	Legal Proceedings	133.07	
COOK'S WASTEPAPER RECYCLING	Garbage Service	143.85	
DAYS INN	Ag Conf.-Room	91.00	
DIESEL SERVICE AND REPAIR	Repairs	45.00	
DUENWALD TRANSPORTATION LLC	Ath. Transport.	2,310.10	
FOLLETT SCHOOL SOLUTIONS, INC.	License Renewal	1,078.00	
HILLYARD	Supp.	140.34	
CHERYL HOVDE	Card Stock	11.62	
INCIDENTAL FUND	DeSmet School	Dues & Fees	200.00
	Matt Clark	GBB Off./Mlg.	103.48
	Greg Blue	GBB Off.	85.00
	Bret Buck	GBB Off.	85.00
	Argus Leader	Subscription	25.65
	Mark Prouty	Dues & Fees	20.00
	Tom McGough	BBB Off./Mlg.	152.62

	Greg Blue	BBB Off.	85.00	
	Brad McGirr	BBB Off.	85.00	
	NEAP	Dues & Fees	60.00	
	SDASSP/SDAESP	Dues & Fees	100.00	
		Total Incidental Fund:		1,001.75
INTERSTATE ALL BATTERY CENTER	I-Pad Repair			110.00
ITC	Telephone Serv.			248.39
J.W. PEPPER & SON, INC.	Sheet Music			295.19
JMH AUTO REPAIR	Repairs & Maint.			53.66
JOSTEN'S	Honor Medals			38.33
LAKE GROCERY	Supp.			6.17
MARCO, INC. NW	Software			281.26
NESC	Gen. Serv.			176.82
NORTH CENTRAL BUS SALES	Filters			133.66
NWPS	Utilities			6,355.87
SANFORD HEALTH	Bus Dr. Phy.			100.00
SANFORD LABORATORIES	Bus Dr. Phy.			26.52
HECTOR SERNA	Reimb. Mlg.			51.66
ERIC STEVENS	Supp.			25.10
VARIETY FOODS INC	FFVP			601.14
VERDON ROOFING	Repairs/Snow			
W W TIRE SERVICE INC	Removal			429.00
ADDITIONAL PAYROLL:	Tires			692.84
	Diane Anderson	Priority School Mtg./Sub Bus	88.74	
	James Anderson	Sub/Sub Bus	509.80	
	Erin Brenden	Sub	80.00	
	Curwin Bratland	Sub Bus	28.60	
	Bailey Bruns	Sub	160.00	
	Tracy Bruns	Priority School Mtg.	31.50	
	Renae Burke	Sub/Ex. Bus Trip	190.00	
	Jim Felberg	Tech Support	188.56	
	Chris Hasler	Priority School Mtg.	31.50	
	Annie Hervi	Sub	160.00	
	Jane Hervi	Sub	40.00	
	Lori Hovde	Health Ins.	580.00	
	Christina Kannegieter	Ex. Bus Trips	165.66	
	Lois Kannegieter	Sub	1,081.20	
	Emily Koenig	Priority School	31.50	
	Liisa McDaniels	Sub	462.50	
	Mark Prouty	Ex. Bus Trips	210.00	
	Anne Redinger	Sub	160.00	
	Kim Schmidt	Sub	600.00	
	Lynnea Seivert	Ex. Bus Trips	60.00	
	Hector Serna	Priority School/Ex. Bus Trips	331.50	
	Dave Spieker	Ex. Bus Trips	60.00	
	Dawn Spieker	Sub Bus	28.64	
	Dan Tonak	Health Ins.	580.00	
		Total Add. Payroll:		5,859.70
SALARIES & BENEFITS:	Elem. Programs			52,501.80
	J.H. Programs			26,742.26
	H.S. Programs			22,826.07
	Preschool			490.55
	Title Programs			6,285.56
	Guidance			2,852.35
	Library			2,187.42
	Technology			5,503.30
	Administration			17,018.39

	Operations & Maint.		4,262.06
	Pupil Transportation		4,649.18
	Extra-Curricular		<u>3,025.21</u>
<b>Total Gen. Fund:</b>			<b>\$172,832.73</b>
<b><u>Cap. Outlay Fund:</u></b>			
3D SECURITY INC.	Key Fob Sys.		12,279.33
APPLE INC	MacBook		1,174.00
CARD MEMBER SERVICE	Keyboards		1,207.59
HKG ARCHITECTS	Contract Fees		2,530.60
MARCO, INC. NW	Copier Lease		36.00
MARCO, INC.	Copier Lease		<u>1,597.99</u>
<b>Total Cap. Outlay Fund:</b>			<b>\$18,825.51</b>
<b><u>Sp. Ed. Fund:</u></b>			
SALARIES & BENEFITS:			12,357.27
ADDITIONAL PAYROLL:	Anne Redinger	Sub	71.00
			Total Add. Payroll: 71.00
CARD MEMBER SERVICE	Workbooks		43.70
NESC	Feb. Assessments		<u>2,295.46</u>
<b>Total Sp. Ed. Fund:</b>			<b>\$14,767.43</b>
<b><u>Bdlg. Project Fund:</u></b>			
TELLINGHUISEN INC	Project Fees		<u>125,760.05</u>
<b>Total Bdlg. Project Fund:</b>			<b>\$125,760.05</b>
<b><u>Food. Serv. Fund:</u></b>			
SALARIES & BENEFITS:			3,016.84
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	10.30
			Total Add. Payroll: 10.30
DEAN FOODS	Milk		525.17
CARRIE LAMONT	Food		26.64
REINHART FOOD SERV.	Food		2,391.06
STAR LAUNDRY	Clean. Serv.		60.89
VARIETY FOODS INC	Food/Supp.		<u>781.94</u>
<b>Total Food. Serv. Fund:</b>			<b>\$6,812.84</b>
<b>Total All Funds:</b>			<b>\$338,998.56</b>

**Acknowledgements:** Supt. Klautdt reported that February 15<sup>th</sup> – 19<sup>th</sup> is School Board Recognition Week. He thanked the Willow Lake board members for all they do for the district.

### Policy and Procedures

- Merle Krull and Jimmy Schneider, representatives of the school group health insurance pool, were present to explain and answer questions in regards to health insurance changes coming in 2017 and the potential effects these changes could have on the school group health insurance pool.

### Business and Finance

- Cash flows were reviewed as of January 31, 2016.
- **Action Item #3:** Motion by Bratland, second by Thoreson to supplement the general fund Title I (1273) programs by \$18,558. The Title I programs will be financed by the 1003(a) grant dollars. Motion carried.
- Business Manager Burke reviewed budget timelines for preparing the FY 2017 budget.
- Discussion was held on the Common School Interest and Income apportionment and how that amount is figured for school districts.

### Facilities

- Supt. Klautdt reported that the building project is progressing well, due largely in part to the favorable weather

conditions. It was reported that the exhaust fans in the current gym are not working properly and the board would like to see estimates for the repairs.

- The Boys & Girls Club of the Sioux Empire will be renting the gym on February 20<sup>th</sup> and July 16<sup>th</sup>. They will be hosting fishing tournaments at Dry Lake.

#### **Superintendent/Principal Report**

- Supt. Klautdt reviewed different legislation that has been introduced and its effect on education.
- It was reported that the state assessment testing window will be March 16<sup>th</sup> – April 8<sup>th</sup> for Willow Lake students.
- WIDA testing has begun and is running smoothly.

#### **Activity Director Report**

- Athletic physicals will be held in Clark on April 6<sup>th</sup> and in Willow Lake on April 13<sup>th</sup>. The Willow Lake High School Choir will be taking their music trip April 22<sup>nd</sup> – 24<sup>th</sup>, to Kansas City, MO.

**NESC Updates:** Board member Warkenthien reported to Supt. Klautdt that the NESC is discussing the emergency safety intervention administrative rule, which includes restraint and seclusion and may lead to possible legislation; the cost of the reading recovery program would stay under \$7,000 for schools that would like to utilize it; and Big Stone School would like to join the NESC.

**Action Item #4:** Motion by Thoreson, second by Bratland to enter executive session pursuant to SDCL 1-25-2 to discuss personnel SDCL 1-25-2(1) and negotiations SDCL 1-25-2(4) at 5:48 p.m. Motion carried.

President Schmidt declared the board out of executive session at 6:16 p.m.

**Action Item #5:** Motion by Wicks, second by Bratland to accept the resignation of Kathy Poppen and to thank Kathy for her 28 years of service to the Willow Lake School District. Motion carried.

**Action Item #6:** Motion by Wicks, second by Bratland to accept the resignation of Paul Ehrke, approve his early retirement request and to thank him for his 31 years of service to the Willow Lake School District. Motion carried.

The next regular meeting of the Willow Lake School Board will be March 14, 2016 at 7:00 p.m., in the Willow Lake School Business Office.

#### **Adjournment:**

**Action Item #7:** Motion by Thoreson, second by Wicks, to adjourn at 6:24 p.m. Motion carried.

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Caryl Schmidt, President

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Melissa Burke, Business Manager