

**Willow Lake School District #12-3  
February 13, 2017**

The Willow Lake School District Board of Education met in regular session on February 13, 2017. Vice President Thoreson called the meeting to order at 7:00 p.m. Board Members present: R. Burke, Thoreson, Warkenthien and Wicks. Schmidt was absent. Also attending were Supt. Klaudt, H.S. Principal Serna, Business Manager Burke, Reis Bruley, Kelly Wicks, Emily Koenig and Scott Sikkink.

Board Members recited the Pledge of Allegiance.

**Action Item #1:** Motion by Warkenthien, second by R. Burke to add to 7.1.9 shared services and to approve the agenda. Motion carried.

**Action Item #2:** Motion by Wicks, second by R. Burke to approve the waiver form of Business Manger Melissa Burke – W1700-5 (reimburse Chance W. Burke for daughter’s dual credit reimbursement). Motion carried.

**Action Item #3:** Motion by Wicks, second by Warkenthien to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of January 9, 2017; 2.2 approve the financial reports as of January 31, 2017; 2.3 approve the bills as of February 2017; 2.4 approve to surplus an air compressor at no value; 2.5 approve open enrollment of student #20, pursuant to SDCL 13-28-10, for the 2016-17 school year. 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 &amp;</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>
<b>Balance 1/1/17</b>	<b>1,040,027.30</b>	<b>672,089.63</b>	<b>307,212.78</b>	<b>32,276.89</b>	<b>1,034,192.15</b>	<b>38,799.55</b>	<b>54.87</b>	<b>38,426.68</b>
<b><u>RECEIPTS</u></b>								
Local Sources	4,549.49	2,434.21	794.65	239.82	0.00	5,980.95	0.00	19,232.15
County Sources	850.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	60,217.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	5,009.21	6,778.87	0.00	0.00	0.00	2,694.72	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>70,626.22</b>	<b>9,213.08</b>	<b>794.65</b>	<b>239.82</b>	<b>0.00</b>	<b>8,675.67</b>	<b>0.00</b>	<b>19,232.15</b>
<b>Total Available</b>	<b>1,110,653.52</b>	<b>681,302.71</b>	<b>308,007.43</b>	<b>32,516.71</b>	<b>1,034,192.15</b>	<b>47,475.22</b>	<b>54.87</b>	<b>57,658.83</b>
<b><u>DISBURSEMENTS</u></b>								
MJE-Bank Serv. Fee	-33.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Balance 1/31/17</b>	<b>938,344.03</b>	<b>666,251.79</b>	<b>292,053.34</b>	<b>32,516.71</b>	<b>878,197.40</b>	<b>41,994.04</b>	<b>54.87</b>	<b>42,471.27</b>

**FEBRUARY 2017 AP BILLS**

<u>Gen. Fund</u>		<u>Amount:</u>
AMERICINN	Room-Ag Conf.	93.00
AUTOMATIC BUILDING CONTROLS	Annual Fee	480.00
BIO CORPORATION	Dissection Supp.	297.24
TRACY BRATLAND-BRUNS	Dual Credit Reimb.	72.50
CHANCE W. BURKE	Dual Credit Reimb.	72.50
CARD MEMBER SERVICE	Comp. Equip./Subscr.	215.98
CITY OF WILLOW LAKE	Water & Sewer	366.09
CLARK COMMUNITY OIL COMPANY	Fuel	4,317.11
CLARK COUNTY COURIER	Legal Proceeds.	136.44
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	150.38
DAYS INN	Room-Ag Conf.	91.10
DEKKER HARDWARE	Supp.	34.47
DESMET SCHOOL DISTRICT	Art I/II Tuition	1,650.00
DIESEL SERVICE AND REPAIR	Repairs	524.05
DONS BODY SHOP INC	Repairs	116.00
DUENWALD TRANSPORTATION LLC	Ath. Transport	3,071.11
FOLLETT SCHOOL SOLUTIONS, INC.	License Renewal	1,078.00
MARGARET GRIMM	Dual Credit Reimb.	108.75
HARLOW'S BUS SALES INC	Bus Parts	212.94
HILLYARD	Janitorial Supp.	322.36

INCIDENTAL FUND	Doug Ruesink	GBB Off./Mlg.	126.12	
	Bryan Gaikowski	GBB Off.	90.00	
	Bret Buck	GBB Off.	90.00	
	SDAAE	Dues & Fees	50.00	
	Gregg Despiegler	GBB Off./Mlg.	127.80	
	Nate Despiegler	GBB Off.	90.00	
	Matt Mohr	GBB Off.	90.00	
	Jared Gass	BBB Off./Mlg.	136.20	
	Bryan Gaikowski	BBB Off.	90.00	
	Doug Ruesink	BBB Off.	90.00	
	Ryan Neale	GBB Off./Mlg.	127.80	
	Gregg Despiegler	GBB Off.	90.00	
	Doug Ruesink	GBB Off.	90.00	
	Dennis Heinz	BBB Off./Mlg.	129.90	
	Brad McGirr	BBB Off.	90.00	
	Dean Duxbury	BBB Off.	90.00	
	Argus Leader	Subscription	24.00	
	U.S. Postmaster	Postage	10.03	
	Bret Buck	GBB Off./Mlg.	103.86	
	Riley Buck	GBB Off.	90.00	
	Todd Stark	GBB Off.	90.00	
	U.S. Postmaster	Postage	6.10	
	TOTAL INCIDENTAL FUND:			1,921.81
INTERSTATE ALL BATTERY CENTER	I-Pad Repairs			185.80
ITC	Telephone Serv.			707.08
J & J HEATING & AIR CONDITIONING	Repairs			104.00
J.W. PEPPER & SON, INC.	Sheet Music			393.76
JOSTEN'S	Honor Medals/Cords			109.29
JOEY KLINKHAMMER	Dual Credit Reimb.			36.25
LAKE GROCERY	Supp.			14.24
LUKE'S TOWING SERVICE	Towing Fee			100.50
LUTHERAN SOCIAL SERVICES	Dec./Jan. Serv.			2,000.00
MENARDS	Supp.			288.00
NESC	Gen. Serv.			52.64
NORTH CENTRAL BUS SALES	Bus Parts			109.18
NWPS	Utilities			7,613.94
TAMMIE PAULSON	Dist. Learning			750.00
PLAYSCRIPTS, INC.	Plays			228.03
POPPLERS MUSIC STORE	Sheet Music			7.95
QUAM & BERGLIN CPA	Audit Fees			9,100.00
SCHOOL SPECIALTY	Supp.			77.82
SHEET MUSIC PLUS	Sheet Music			708.03
STURDEVANT'S AUTO PARTS	Supp.			9.16
VARIETY FOODS INC	FFVP			733.53
VERDON ROOFING	Snow Removal			459.00
W W TIRE SERVICE INC	Repairs			89.90
ADDITIONAL PAYROLL:	Diane Anderson	Reimb. In-Serv.	150.00	
	James Anderson	Sub	200.00	
	Curwin Bratland	Sub Bus Dr.	29.13	
	Lori Hovde	Health Ins. Reimb.	750.00	
	Michaela Johnson	Sub	80.00	
	Lois Kannegieter	Sub	388.80	
	Cheryl Korbelt	Sub	120.00	
	Chase Lettau	Reimb. In-Serv./Ex. Bus Trips	510.00	
	Vicki Nelson	Sub	160.00	
	Mark Prouty	Ex. Bus Trips	120.00	
	Annie Reddig	Sub	360.00	
	Lynnea Seivert	Ex. Bus Trips	180.00	
	Jane Smith	Sub	160.00	
	Dave Spieker	Sub Bus Dr.	146.99	

	Eric Stevens	Ex. Bus Trips	150.00	
	Dan Tonak	Heath Ins. Reimb./Sub Bus Dr.	808.53	
		TOTAL ADD. PAYROLL:		4,313.45
SALARIES & BENEFITS:	Elementary Programs			62,596.25
	J.H. Programs			14,615.87
	H.S. Programs			30,025.00
	Preschool			1,482.10
	Title Programs			4,674.07
	Guidance			2,088.77
	Library			3,985.86
	Technology			5,582.79
	Administration			20,476.17
	Op. & Maint.			3,912.12
	Pupil Transportation			4,781.31
	Extra-Curricular			1,998.42
<b>TOTAL GEN. FUND:</b>				<b>\$199,742.11</b>

**Cap. Outlay**

FIRST NATIONAL BANK	Bank Agent Fee			500.00
GLOBAL EQUIPMENT CO.	Lockers			5,239.00
HKG ARCHITECTS	Contract Fees			7,235.65
MARCO, INC.	Copier Leases			1,707.44
RUNNINGS	Air Comp.			501.76
<b>TOTAL CAP. OUTLAY FUND:</b>				<b>\$15,183.85</b>

**Sp. Ed.**

SALARIES & BENEFITS:				14,960.22
ADDITIONAL PAYROLL:	Cheryl Korbelt	Sub	204.30	
			TOTAL ADD. PAYROLL:	204.30
NESC	Feb. Serv.			1,966.36
<b>TOTAL SP. ED. FUND:</b>				<b>\$17,130.88</b>

**Bldg. Project**

TELLINGHUISEN INC	Project Fees			149,530.00
<b>TOTAL BLDG. PROJECT FUND:</b>				<b>\$149,530.00</b>

**Food Serv.**

SALARIES & BENEFITS:				3,139.44
ADDITIONAL PAYROLL:	Michaela Johnson	Sub	115.00	
	Lois Kannegieter	Sub	17.20	
	Sharon Symens	Sub	233.00	
			TOTAL ADD. PAYROLL:	365.20
DEAN FOODS	Milk			554.31
HUBERT COMPANY	Supp.			295.65
LAKE GROCERY	Food			21.19
REINHART FOOD SERV.	Food/Supp.			2,386.84
STAR LAUNDRY	Clean. Serv.			46.12
VARIETY FOODS INC	Food/Supp.			2,679.17
<b>TOTAL FOOD SERV. FUND:</b>				<b>\$9,487.92</b>

**TOTAL ALL FUNDS: \$391,074.76**

**Acknowledgements:** Supt. Klautdt recognized the Board of Education for all they do for the district, as February 13<sup>th</sup> – 17<sup>th</sup> is School Board Recognition Week. It was reported that the school district has met all the requirements of the Special Education review. The Board of Education would like to thank Jan Hanson for the \$100 donation towards a new stage curtain, in memory of Jakob Hohm and for the anonymous \$500 donation given to the Book Club.

**Policy and Procedures**

- Senior class representatives, Reis Bruley and Kelly Wicks, presented the senior class trip itinerary. It was reported that the class will also be purchasing a buddy bench for the school playground.
- **Action Item #4:** Motion by R. Burke, second by Wicks to approve the senior class itinerary. Motion carried.

- Administration will be putting together an unpaid meals policy, which needs to be in effect by July 1, 2017.

### **Business and Finance**

- Cash flows were reviewed as of January 31, 2017.
- The FY 2016 audit has been reviewed and accepted by the Department of Legislative Audit.
- Business Manager Burke reported on budget timelines for preparing the FY 2018 budget.
- Information was presented on the Common School Interest and Income Apportionment and how that amount is figured for school districts.

### **Facilities**

- Scott Sikkink, with HKG Architects, was present to discuss the building project. They would like to begin the inspection process the week of February 20<sup>th</sup>.

### **Superintendent/Principal Report**

- Legislative updates were reviewed.
- **Action Item #5:** Motion by Warkenthien, second by R. Burke to approve the 2017-18 school calendar. Motion carried.
- **Action Item #6:** Motion by Wicks, second by Warkenthien to approve February 17<sup>th</sup> and March 10<sup>th</sup> as make-up days for January 10<sup>th</sup> and 11<sup>th</sup>. Motion carried.
- The food service review was conducted on January 18<sup>th</sup>. Supt. Klaudt is working on the corrective action information.
- H.S. Principal Serna presented the schedule for state assessment testing, which will begin the week of March 8<sup>th</sup>. It was noted that access testing was completed February 13<sup>th</sup> at the colonies.
- The first reading was given on the elementary grading scale. No action was taken.
- It was reported that a community member would like to provide CPR training and certification to the senior class.
- Supt. Klaudt provided information on the Shared Services Grant and the options that may be available for the school district.

### **Activity Director Report**

- It was reported that the winter sports programs are nearing the end of their regular seasons and gearing up for regional competition. It was reported that student physicals will take place in April.

**NESC Updates:** Board Member Warkenthien reported that the NESC has set prices for satellite schools not a part of the NESC; a certificate of deposit was renewed; and members listened to a presentation on the reading recovery program and the students that have benefited from it.

**Action Item #7:** Motion by Wicks, second by R. Burke to enter executive session pursuant to SDCL 1-25-2 to discuss personnel (SDCL 1-25-2(1), at 8:23 p.m. Motion carried.

Vice President Thoreson declared the board out of executive session at 9:13 p.m.

**Action Item #8:** Motion by R. Burke, second by Warkenthien to approve Scott Klaudt's contract for 2017-18, with salary to be set at a later date. Warkenthien, aye; R. Burke, aye; Wicks, nay and Thoreson, aye. Motion carried 3-1.

**Action Item #9:** Motion by Warkenthien, second by R. Burke to approve the resignation of Shamrock Colony teacher Pauline Puuri, effective the end of the 2016-17 school year and to thank her for her three years of service to the district. Motion carried.

The next regular meeting of the Willow Lake School Board will be March 13, 2017 at 7:00 p.m., in the Willow Lake High School Social Studies Room.

### **Adjournment:**

**Action Item #10:** Motion by Wicks, second by Warkenthien, to adjourn at 9:15 p.m. Motion carried.

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Julayne Thoreson, Vice President

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Melissa Burke, Business Manager