

**Willow Lake School District #12-3  
January 14, 2015**

The Willow Lake School District Board of Education met in regular session on January 14, 2015. President Schmidt called the meeting to order at 7:00 p.m. Board Members present: Bratland, Schmidt, Thoreson, Warkenthien and Wicks. Also attending were Supt. Klautt, H.S. Principal Serna, Elem. Principal Bruns, Business Manager Burke, School Attorney Rodney Freeman, Dean Marske, and patrons of the district.

Board Members recited the Pledge of Allegiance.

**Acknowledgements:** Supt. Klautt noted that January 12-16, 2015 is school board recognition week.

**Action Item #1:** Motion by Bratland, second by Wicks to move (8.1) executive session (SDCL1-25-2) to discuss personnel (SDCL1-25-2(1)) before open forum, approve the agenda and to go into executive session at 7:02 p.m. All present voting yes motion carried.

President Schmidt declared the board out of executive session at 7:34 p.m. Due to the crowd, the meeting was moved from the Willow Lake High School Spanish room to the gym.

**Action Item #2:** Motion by Bratland, second by Wicks to ratify the agreement with HKG Architects signed by Supt. Klautt on September 4, 2014, to also be signed by the President of the School Board and Business Manager. All present voting yes, motion carried.

**Open Forum:** Larry Grensberg and Doug LaMont, representatives of the Willow Lake Community Wellness Center Board, were present to discuss the wellness center. Their board would like to turn the center back over to the school. The center will remain open until it can be turned over to the school. No action was taken and has been tabled to the February meeting.

**Action Item #3:** Motion by Thoreson, second by Bratland to approve the minutes of the regular meeting of December 8, 2014, and the special school board meetings of December 17, 2014 and January 7, 2015. All present voting yes, motion carried.

**Action Item #4:** Motion by Bratland, second by Thoreson to approve the financial reports as of December 31, 2014. All present voting yes, 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 &amp; Agency</u>
<b>Balance 12/1/2014</b>	1,620,504.93	650,836.51	292,419.23	26,078.81	36,324.31	320.97	29,844.83
<b><u>RECEIPTS</u></b>							
Local Sources	38,083.52	21,205.30	13,102.64	2,874.92	3,969.01	0.00	5,616.57
County Sources	1,097.68	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	50,513.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	<u>7,069.44</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,618.44</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL RECEIPTS</b>	<b>96,763.64</b>	<b>21,205.30</b>	<b>13,102.64</b>	<b>2,874.92</b>	<b>6,587.45</b>	<b>0.00</b>	<b>5,616.57</b>
<b>Total Available</b>	<b>1,717,268.57</b>	<b>672,041.81</b>	<b>305,521.87</b>	<b>28,953.73</b>	<b>42,911.76</b>	<b>320.97</b>	<b>35,461.40</b>
<b>DISBURSEMENTS</b>	<b>-160,064.62</b>	<b>-29,992.54</b>	<b>-11,254.59</b>	<b>0.00</b>	<b>-6,112.98</b>	<b>0.00</b>	<b>-3,296.08</b>
<b>Balance 12/31/2014</b>	<b>1,557,203.95</b>	<b>642,049.27</b>	<b>294,267.28</b>	<b>28,953.73</b>	<b>36,798.78</b>	<b>320.97</b>	<b>32,165.32</b>

**Action Item #5:** Motion by Thoreson, second by Warkenthien to approve the bills as of January 2015. All present voting yes, motion carried.

**JANUARY 2015 AP BILLS**

<u>Gen. Fund:</u>		<u>Amount:</u>
AUTOMATIC BUILDING CONTROLS	Sys. Testing	856.00

BRIDGEWAY COUNSELING CENTER	Dec. Serv.		900.00
CARD MEMBER SERVICE	Comp. Equip./Supp.		47.42
CITY OF WILLOW LAKE	Water & Sewer		333.24
CLARK COMMUNITY OIL	Fuel		2,472.82
CLARK COUNTY COURIER	Proceedings/Ad		196.73
COOK'S WASTEPAPER RECYCLING	Garbage Serv.		142.52
DACOTAH BANK	Box Rent		30.00
DEKKER HARDWARE	Supp.		36.98
DUENWALD TRANSPORTATION LLC	Ath. Transport/Repairs		571.08
HARLOW'S BUS SALES INC	Repairs Maint.		319.74
HARVES SPORT SHOP	Mat Tap		165.35
INCIDENTAL FUND	SD FFA Assoc.	Dues & Fees	210.00
	Mark Prouty	Dues & Fees	100.00
	Chad Smidt	Dues & Fees	80.00
	Travis Werdel	Dues & Fees	80.00
	U.S. Postmaster	Postage	5.75
	Doug Ruesink	GBB Off./Mlg.	116.82
	Bryan Gaikowski	GBB Off.	85.00
	Lee Johnson	GBB Off.	85.00
	Argus Leader	Subscription	25.65
	Scott Deutsch	BBB Off./Mlg	161.96
	Patrick Deutsch Jr.	BBB Off.	85.00
	Justin Deutsch	BBB Off.	85.00
		TOTAL INCIDENTAL FUND:	1,120.18
JAYMAR BUSINESS FORMS INC	W2 Forms		30.73
JMH AUTO REPAIR	Oil Chgs./Repairs		1,028.20
LAKE GROCERY	Supp.		28.91
MARCO, INC.	Software Renewal		250.00
MENARDS	Supp.		17.47
NESC	Gen. Serv.		134.25
NORTH CENTRAL BUS SALES	Bus Part		12.26
NORTHERN WIRELESS COMM.	Internet Serv.		49.95
NWPS	Utilities		5,212.04
RAMKOTA INN	FFA CDE - Rms.		595.00
SCHOOL SPECIALTY	Supp.		25.25
SDHSAA	Dues & Fees		31.00
STUDENT NEWS DAILY.COM	Subscription		20.00
TONY'S ELECTRIC	Repairs & Maint.		973.78
VARIETY FOODS INC	FFVP		222.36
VERDON ROOFING	Snow Removal		708.90
WILLOW LAKE HS TRUST & AGENCY	Band Shoes		700.65
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	728.39
	Jim Anderson	Sub	120.00
	Cory Bratland	Bd. Mtgs./Mlg.	328.86
	Curwin Bratland	Sub Bus Dr.	82.77
	Kim Bratland	Ex. Bus Trip	20.00
	Rory Burke	Ex. Bus Trips	512.00
	Jim Felberg	Tech Coord.	419.21
	Lacey Giles	Sub	80.00
	Lori Hovde	Health Ins. Reimb.	545.00
	Patti Johnson	Health Ins. Reimb.	545.00
	Christina Kannegieter	Sub Bus/Ex. Bus Trips	149.49
	Kerwin Kannegieter	Sub Bus Dr.	111.29
	Lois Kannegieter	Sub	120.00
	Harley Klautd	Sub	200.00
	Cindy Maffei	Sub	80.00
	Mark Prouty	Ex. Bus Trips	80.00
	Anne Redinger	Sub	80.00

	Caryl Schmidt	Bd. Mtgs.	300.00	
	Brandon Stahl	Health Ins. Reimb./Ex. Bus Trips	585.00	
	Julayne Thoreson	Bd. Mtgs.	300.00	
	Dan Tonak	Health Ins. Reimb.	545.00	
	Paula Warkenthien	Bd. Mtgs.	300.00	
	Aaron Wicks	Bd. Mtgs.	300.00	
	Stan Zantow	Ex. Bus Trips	40.00	
		TOTAL ADD. PAYROLL:	6,572.01	
SALARIES & BENEFITS:	Elementary		50,191.98	
	Junior High		18,133.04	
	High School		25,599.87	
	Preschool		538.57	
	Title Programs		5,841.25	
	Guidance		1,407.50	
	Library		2,098.96	
	Technology		2,847.05	
	Bd. Of Ed.		114.75	
	Administration		15,189.06	
	Operations & Maintenance		3,701.14	
	Pupil Transportation		3,604.01	
	Extra-Curricular		1,323.39	
<b>Total General Fund:</b>			<b>\$154,395.39</b>	
<b>Cap. Outlay</b>				
MARCO, INC.	Copier Lease		1,409.47	
MID STATES AUDIO, INC.	Sound System		16,551.05	
<b>Total Cap. Outlay</b>			<b>\$17,960.52</b>	
<b>Sp. Education:</b>				
SALARIES & BENEFITS:			9,780.75	
ADDITIONAL PAYROLL:	Caryl Schmidt	Bd. Mtgs./Mtg.	83.30	
	Paula Warkenthien	Bd. Mtgs./Mtg.	78.86	
		TOTAL ADD. PAYROLL:	162.16	
NE EDUCATIONAL SER COOPERATIVE	Jan. Assessments		1,475.53	
<b>Total Sp. Education:</b>			<b>\$11,418.44</b>	
<b>Food Serv.:</b>				
SALARIES & BENEFITS			1,978.67	
ADDITIONAL PAYROLL:	Anne Redinger	Sub	48.70	
		TOTAL ADD. PAYROLL:	48.70	
DEAN FOODS NORTH CENTRAL INC	Milk		643.19	
HUBERT COMPANY	Supp.		60.22	
LAKE GROCERY	Food		9.55	
MENARDS	Repairs & Maint.		5.98	
REINHART FOOD SERVICE	Food		1,044.88	
SD DEPT OF EDUCATION	Food		297.84	
STAR LAUNDRY	Clean. Serv.		53.56	
VARIETY FOODS INC	Food		676.84	
<b>Total Food Serv.:</b>			<b>\$4,819.43</b>	
<b>Total All Fund:</b>			<b>\$188,593.78</b>	

### Policy and Procedures

- Caryl Schmidt and Aaron Wicks' school board terms will end on June 30, 2015.
- **Action Item #6:** Motion by Bratland, second by Wicks to approve June 16, 2015 for the school board election. All present voting yes, motion carried.
- **Action Item #7:** Motion by Warkenthien, second by Bratland to approve the Willow Lake School as the official voting site of the Willow Lake School District. All present voting yes, motion carried.

- **Action Item #8:** Motion by Bratland, second by Thoreson to approve the technology surplus list at no value. All present voting yes, motion carried.

#### Facilities

- Dean Marske, with HKG Architects, was in attendance to discuss option #3, moving a possible gym to the south side of the present gym. He also reviewed the design phase and bidding process.
- **Action Item #9:** Motion by Bratland, second by Thoreson to accept base option #3, not to exceed \$3,900,000 and to include options and add-ons with the right to reject any and all bids. Motion by Warkenthien, second by Thoreson to amend the motion by having the building and grounds committee be a part of the facilities committee and as the committees meet they bring the information back to the board and not to be charged for those special board meetings in regards to the building project. All present voting yes, motion carried.
- **Action Item #10:** Motion by Bratland, second by Thoreson, to accept base option #3, not to exceed \$3,900,000 and to include options and add-ons with the right to reject any and all bids as amended, having the building and grounds committee be a part of the facilities committee and as the committees meet they bring the information back to the board and not to be charged for those special board meetings in regards to the building project. Thoreson, aye; Bratland, aye; Warkenthien, nay; Wicks, aye; Schmidt, aye. Motion carried 4-1.

#### Business and Finance

- Cash flows were reviewed as of December 31, 2014.

#### Superintendent/Principal Report

- Supt. Klautt reported on different bills being introduced this legislative session and their impact on education.
- Collective Bargaining Workshops are available for school board negotiators. Workshop locations are in Rapid City, Pierre and Sioux Falls.
- The December 15<sup>th</sup> and January 8<sup>th</sup> snow days were discussed, along with possible make-up days. No action was taken and it was tabled to the February meeting.
- **Action Item #11:** Motion by Wicks, second by Bratland to recognize Dan Tonak, Lukas Anderson and Ashley Konechne as the Willow Lake Education Association's Negotiating Team. All present voting yes, motion carried.
- **Action Item #12:** Motion by Wicks, second by Warkenthien to approve the senior privilege policy as given by Mr. Serna. All present voting yes, motion carried.
- Supt. Klautt reviewed school day minutes, which are 956 hours/year. Supt. Klautt and H.S. Principal. Serna would like to adjust the 2015-16 master schedule and length of school day to 8:10 - 3:10. No action was taken and it was tabled to the February meeting.
- H.S. Principal Serna talked about utilizing K12 emails for all communications by February 1, 2015.

#### Activity Director Report

- Supt. Klautt reported on the make-up days for games postponed due to weather. He is finishing up the preliminary 2015-16 sports schedules. The NEC Conference would like to see all games played at 6:00 p.m., rather than 6:30 p.m. There will be a sports co-op meeting on January 21, 2015, in Willow Lake at 4:30 p.m. Supt. Klautt felt that things have been running smoothly with the co-op and the Clark administration.

**NESC Updates:** Board Member Warkenthien reported on the resignation of the assistant business manager, the NESC going to a keyless door entry and the possible purchase of a wheelchair van.

Board members are to give their superintendent evaluations to President Schmidt within the next two weeks.

The next regular meeting of the Willow Lake School Board will be on February 9, 2015, at 7:00 p.m., in the Willow Lake School Business Office.

#### Adjournment:

**Action Item #13:** Motion by Bratland, second by Thoreson, to adjourn at 8:35 p.m. All present voting yes, motion carried.

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Caryl Schmidt, President

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Melissa Burke, Business Manager

