

**Willow Lake School District #12-3  
January 9, 2017**

The Willow Lake School District Board of Education met in regular session on January 9, 2017. President Schmidt called the meeting to order at 4:00 p.m. Board Members present: R. Burke, Schmidt, Thoreson and Wicks. Warkenthien arrived at 5:05 p.m. Also attending were Supt. Klaudt, H.S. Principal Serna, and Business Manager Burke.

Board Members recited the Pledge of Allegiance.

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

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

**Action Item #2:** Motion by Thoreson, second by Wicks to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of December 12, 2016; 2.2 approve the financial reports as of December 31, 2016; 2.3 approve the bills as of January 2017; 2.4 approve the Willow Lake Education Association Negotiating Team of Lukas Anderson, Emily Bastian and Christina Kannegieter; 2.5 approve open enrollment of students #18 and #19, with enrollment beginning on January 3, 2017. 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 12/1/16</b>	<b>1,100,777.10</b>	<b>630,098.85</b>	<b>321,421.34</b>	<b>27,232.36</b>	<b>1,138,692.15</b>	<b>39,021.53</b>	<b>54.87</b>	<b>45,050.45</b>
<b><u>RECEIPTS</u></b>								
Local Sources	43,845.12	44,238.62	8,809.94	5,044.53	0.00	3,835.74	0.00	2,968.64
County Sources	2,184.75	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	6,201.02	0.00	0.00	0.00	0.00	3,726.70	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>128,839.89</b>	<b>44,238.62</b>	<b>8,809.94</b>	<b>5,044.53</b>	<b>0.00</b>	<b>7,562.44</b>	<b>0.00</b>	<b>2,968.64</b>
<b>Total Available</b>	<b>1,229,616.99</b>	<b>674,337.47</b>	<b>330,231.28</b>	<b>32,276.89</b>	<b>1,138,692.15</b>	<b>46,583.97</b>	<b>54.87</b>	<b>48,019.09</b>
<b><u>DISBURSEMENTS</u></b>								
MJE-Bank Serv. Fee	-34.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Balance 12/31/16</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>

**JANUARY 2017 AP BILLS**

<u>Gen. Fund:</u>	<u>Amount:</u>
AGILE SPORTS TECHNOLOGIES Subscription	400.00
CITY OF WILLOW LAKE Water & Sewer	317.53
CLARK COMMUNITY OIL CO. Fuel	1,167.91
CLARK COUNTY COURIER Legal Proceeds.	141.78
COOK'S WASTEPAPER RECYCLING Garbage Serv.	150.38
DACOTAH BANK Box Rent	30.00
DIESEL SERVICE AND REPAIR Oil Chg./Repairs	415.11
DUENWALD TRANSPORTATION LLC Ath. Transp.	623.56
INCIDENTAL FUND Chase Lettau Dues & Fees	35.00
NEAP Dues & Fees	70.00
Bob DeBoer GBB Off./Mlg.	129.90
Mike Ruth GBB Off.	90.00
Chad Rohde GBB Off.	90.00
U.S. Postmaster Postage	49.00
Argus Leader Subscription	24.00
Brandon Deutsch BBB Off./Mlg.	177.36
Bob DeBoer BBB Off.	90.00
Mike Ruth BBB Off.	90.00
<b>TOTAL INCIDENTAL FUND:</b>	<b>845.26</b>

ITC	Telephone Serv.	722.96
J.W. PEPPER & SON, INC.	Music CD	35.98
LAKE GROCERY	Off. Supp.	4.47
LUTHERAN SOCIAL SERVICES	Nov. Serv.	75.00
MARCO, INC. NW	Maint. Fee	63.33
MOELLER SHEET METAL, INC.	Repairs	994.63
NESC	Gen. Serv.	52.64
NWPS	Utilities	7,152.92
POPPLERS MUSIC STORE	Sheet Music	182.28
MARK PROUTY	Fuel Reimb.	10.01
RAMKOTA INN	FFA Rooms	457.48
SCHOLASTIC INC	Subscription	34.65
SCHOOL NURSE SUPPLY INC	Supp.	84.15
SD DEPT OF HEALTH	Consultant	156.00
UNIVERSITY OF SIOUX FALLS	Tuition Reimb.	880.00
VARIETY FOODS INC	FFVP	342.21
VERDON ROOFING	Snow Removal	428.40
W W TIRE SERVICE INC	Tires/Repairs	837.72
WOODRING PLUMBING, L.L.C	Repairs	160.20

ADDITIONAL PAYROLL:	James Anderson	Sub	80.00
	Curwin Bratland	Sub Bus Dr.	175.45
	Rory Burke	Bd. Mtgs./Mlg.	120.16
	Lori Hovde	Health Ins. Reimb.	750.00
	Michaela Johnson	Sub	80.00
	Christina Kannegieter	Ex. Bus Trips	30.00
	Lois Kannegieter	Sub	120.00
	Chase Lettau	Sub Bus Dr.	90.00
	Vicki Nelson	Sub	120.00
	Mark Prouty	Ex. Bus Trips	120.00
	Annie Reddig	Sub	120.00
	Lynnea Seivert	Ex. Bus Trips	90.00
	Caryl Schmidt	Bd. Mtgs.	150.00
	Jane Smith	Sub	280.00
	Dawn Spieker	Ex. Bus Trip	30.00
	Eric Stevens	Ex. Bus Trips	120.00
	Julayne Thoreson	Bd. Mtgs.	150.00
	Dan Tonak	Heath Ins. Reimb./Sub Bus Dr.	808.26
	Paula Warkenthien	Bd. Mtgs.	150.00
	Aaron Wicks	Bd. Mtgs.	100.00

TOTAL ADD. PAYROLL: 3,683.87

SALARIES & BENEFITS:	Elementary Programs	59,730.37
	J.H. Programs	14,615.85
	H.S. Programs	29,974.97
	Preschool	1,490.79
	Title Programs	4,546.87
	Guidance	2,088.80
	Library	3,985.87
	Technology	5,582.79
	Bd. of Ed.	49.73
	Administration	19,476.01
	Op. & Maint.	3,973.67
	Pupil Transportation	4,780.74
	Extra-Curricular	1,529.25

TOTAL GEN. FUND: \$172,276.14

Cap. Outlay Fund:

3D SECURITY INC.	Key Fob Sys.	9,629.35
AMERICAN TIME	Bell Sys.	626.78
HKG ARCHITECTS	Contract Fees	3,045.95
MARCO, INC. NW	Copier Lease	41.40
MARCO, INC.	Copier Leases	1,707.44
<b>TOTAL CAP. OUTLAY FUND:</b>		<b>\$15,050.92</b>

**Sp. Ed. Fund:**

SALARIES & BENEFITS:		13,724.33
ADDITIONAL PAYROLL:	Paula Warkenthien	Bd. Mtgs./Mlg. 263.40
		TOTAL ADD. PAYROLL: 263.40
NESC	Jan. Serv.	1,966.36
<b>TOTAL SP. ED. FUND:</b>		<b>\$15,954.09</b>

**Bldg. Project Fund:**

TELLINGHUISEN INC	Project Fees	155,994.75
<b>TOTAL BLDG. PROJECT FUND:</b>		<b>\$155,994.75</b>

**Food. Serv. Fund:**

SALARIES & BENEFITS:		1,677.28
DEAN FOODS	Milk	475.97
LAKE GROCERY	Food	132.48
REINHART FOOD SERV.	Food	1,226.05
STAR LAUNDRY	Clean. Serv.	59.22
VARIETY FOODS INC	Food/Supp.	1,910.18
<b>TOTAL FOOD. SERV. FUND:</b>		<b>\$5,481.18</b>

**TOTAL ALL FUNDS:** **\$364,757.08**

**Acknowledgements:** A thank you note was shared with the Board of Education from the Jakob Hohm Family.

**Policy and Procedures**

- Paula Warkenthien's school board term ends on June 30, 2017.
- **Action Item #3:** Motion by Wicks, second by R. Burke to approve June 20, 2017 for the school board election. Motion carried.
- **Action Item #4:** Motion by R. Burke, second by Thoreson to approve the Willow Lake School as the official voting site of the Willow Lake School District. Motion carried.

**Business and Finance**

- Cash flows were reviewed as of December 31, 2016.

**Facilities**

- Supt. Klautd gave a report on the building project.
- **Action Item #5:** Motion by Wicks, second by R. Burke to reject RFP #33 in the amount of \$8,800. Motion carried.
- **Action Item #6:** Motion by Wicks, second by Thoreson to approve RFP #38 in the amount of \$4,637. Motion carried.
- **Action Item #7:** Motion by Wicks, second by R. Burke to approve RFP #42 in the amount of \$6,750. Motion carried.
- **Action Item #8:** Motion by Wicks, second by Thoreson to approve RFP #47 at no cost. Motion carried.
- **Action Item #9:** Motion by Wicks, second by Thoreson to approve RFP #48 in the amount of \$2,906. Motion carried.
- **Action Item #10:** Motion by Wicks, second by Thoreson to approve RFP #49 in the amount of \$1,012. Motion carried.

**Superintendent/Principal Report**

- Supt. Klautd is working on setting up a loss prevention visit for the school district. This service is provided by SFM, the district's work comp carrier.
- The preliminary 2017-18 calendars were reviewed, with no action taken.
- Supt. Klautd stated that ASBSD usually holds a workshop in regards to negotiations, but information has not been released on training dates yet.
- H.S. Principal Serna presented an updated elementary grading scale. No action was taken.
- It was reported that 8 students are interested in driver's education. H.S. Principal Serna is currently looking for an instructor.

**Activity Director Report**

- It was reported that the winter sports programs are running smoothly. The athletic co-op board would like to set up a meeting for either January 18<sup>th</sup> or 25<sup>th</sup>.

**NESC Updates:** Board Member Warkenthien was not present to give her update. Supt. Klaudt reported that the Reading Recovery program was reviewed; vehicle claims were discussed; and the evaluations have gone out for the NESC Director and Business Manager and will be looked at in January.

**Action Item #11:** Motion by Wicks, second by Thoreson to enter executive session pursuant to SDCL 1-25-2 to discuss personnel (SDCL 1-25-2(1), at 4:43 p.m. Motion carried.

President Schmidt declared the board out of executive session at 5:11 p.m.

**Action Item #12:** Motion by Wicks, second by Thoreson to table to the February meeting the approval of the superintendent's contract for the 2017-18 school year. Motion carried.

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

**Adjournment:**

**Action Item #13:** Motion by Thoreson, second by Wicks, to adjourn at 5:14 p.m. Motion carried.

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Caryl Schmidt, President

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Melissa Burke, Business Manager