

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

The Willow Lake School District Board of Education met in regular session on July 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. Klaudt, H.S. Principal Serna, Elem. Principal Bruns, and Business Manager Burke.

Board members recited the Pledge of Allegiance.

Action Item #1: Motion by Bratland, second by Thoreson to add open enrollment of student #4 to 15, add administrative rule update to 11.1.6 and to approve the agenda. Motion carried.

Action Item #2: Motion by Thoreson, second by Warkenthien to approve the minutes of the regular meeting of June 8, 2015 and the special meetings of June 11, 2015 and June 26, 2015. Motion carried.

Action Item #3: Motion by Thoreson, second by Bratland to approve the financial reports as of June 30, 2015. 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 6/1/2015	1,357,065.87	648,590.91	339,081.12	58,926.87	35,666.59	54.87	31,537.33
<u>RECEIPTS</u>							
Local Sources	37,346.91	29,444.38	13,284.03	3,796.03	352.52	0.00	6,850.05
County Sources	3,662.91	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	48,540.00	0.00	0.00	0.00	637.20	0.00	0.00
Federal Sources	<u>8,495.39</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,307.02</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS	98,045.21	29,444.38	13,284.03	3,796.03	3,296.74	0.00	6,850.05
Total Available	1,455,111.08	678,035.29	352,365.15	62,722.90	38,963.33	54.87	38,387.38
<u>DISBURSEMENTS</u>							
MJE-1003(a) Grant Exp.	-5,690.00	5,690.00	0.00	0.00	0.00	0.00	0.00
<u>MJ-Pension Transfer</u>	<u>62,722.90</u>	<u>0.00</u>	<u>0.00</u>	<u>-62,722.90</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Balance 6/30/2015	1,355,088.39	682,315.82	340,987.58	0.00	34,667.56	54.87	32,829.09

Board members reviewed the final FY 2015 bills, which are also listed in the July 2015 bill list.

Action Item #4: Motion by Bratland, second by Thoreson to approve the FY 2015 supplemental budget. Motion carried.

Action Item #5: Motion by Wicks, second by Warkenthien to approve the signed work agreements of Dawn Spieker, Jess Fryslye, Mark Prouty, Dale Fonken, Al Hamre, and Stan Zantow for the 2015-16 school year. Motion carried.

Action Item #6: Motion by Warkenthien, second by Thoreson to approve the signed contract amendment of Scott Klaudt and the signed contract of Hector Serna for the 2015-16 school year. Motion carried.

Action Item #7: Motion by Bratland, second by Wicks to remove the Scott Saboe Memorial Scholarship and the Spieker Memorial Scholarship accounts from Trust & Agency, effective June 30, 2015. Motion carried.

Acknowledgments: Supt. Klaudt is encouraging the staff and community to support and celebrate the upcoming 50th anniversary of the Willow Lake Lions Club. Their celebration will take place in the Willow Lake School gym on August 20, 2015.

Adjournment

Action Item #8: Motion by Thoreson, second by Warkenthien to adjourn the 2014-15 school board meeting at 7:11 p.m. Motion carried.

Supt. Klaudt called the meeting of the 2015-16 school board to order at 7:11 p.m. Board Members present: Bratland, Schmidt, Thoreson, Warkenthien and Wicks. Also present were H.S. Principal Serna, Elem. Principal Bruns, and Business Manager Burke.

Organization of the School Board

Business Manager Burke administered the Oath of Office to board members Aaron Wicks (3 year term) and Caryl Schmidt (3 year term).

Supt. Klaudt acted as President pro tem of the Board for organization. Klaudt called for nominations for Board President.

Action Item #9: Motion by Thoreson, second by Warkenthien to nominate Caryl Schmidt for Board President and nominations cease. Motion carried.

With President Schmidt presiding, nominations for vice president were opened.

Action Item #10: Motion by Thoreson, second by Wicks to nominate Cory Bratland for Vice President and nominations cease. Motion carried.

Action Item #11: Motion by Bratland, second by Warkenthien to set the second Monday of the month at 7:00 p.m. for regular school board meetings. Motion carried.

Action Item #12: Motion by Warkenthien, second by Wicks to designate the Clark County Courier as the official newspaper and Dacotah Bank of Clark, Willow Lake Branch as the official depository. Motion carried.

Action Item #13: Motion by Thoreson, second by Bratland to designate Business Manager Burke and the President of the School Board to sign checks on accounts, to borrow or obtain other credit, to release account information to Business Manager Burke and the President of the School Board; to designate Business Manager Burke to have access to on-line banking services; and to send a letter of instruction to Dacotah Bank of Willow Lake that Business Manager Burke can only transfer funds from account to account and funds cannot be withdrawn. Motion carried.

Action Item #14: Motion by Warkenthien, second by Wicks to designate that Cory Bratland, in the absence of the President of the School Board, to be able to sign checks on accounts. Motion carried.

President Schmidt appointed board members to the following committees for the 2015-16 school year: Facilities & Transportation – Schmidt & Bratland; Negotiations – Bratland & Thoreson; Title IX – Thoreson & Warkenthien; Spec. Ed. Coop Board – Warkenthien with Schmidt as the alternate; Curriculum/Technology – Schmidt & Thoreson; Athletic Coop Board – Bratland & Wicks; Budget Working Committee – Bratland & Wicks.

Action Item #15: Motion by Wicks, second by Thoreson to approve the 2015-16 committees. Motion carried.

Action Item #16: Motion by Bratland, second by Thoreson, to appoint Rodney Freeman as the school attorney. Bratland, aye; Thoreson, aye; Wicks, aye; Warkenthien, nay; Schmidt, aye. Motion carried 4-1.

Action Item #17: Motion by Thoreson, second by Warkenthien to appoint Business Manager Burke, Administrative Assistant Spieker and Supt. Klaudt to handle finances for Food Service. Motion carried.

Action Item #18: Motion by Bratland, second by Wicks to appoint Business Manager Burke and Supt. Klaudt to handle the finances for the Trust and Agency Accounts, Title I, REAP and federal funds for the 2015-16 school year. Motion carried.

Action Item #19: Motion by Wicks, second by Thoreson to authorize Business Manager Burke to invest and reinvest funds in an institution, which serves greatest advantage to the school district. Motion carried.

Action Item #20: Motion by Bratland, second by Thoreson to designate that interest accrued in fund stays with their respective fund. Motion carried.

Action Item #21: Motion by Warkenthien, second by Thoreson to authorize Supt. Klaudt to close school in emergency

situations and in case of inclement weather and set the chain of command in the event the superintendent is absent. Motion carried.

Action Item #22: Motion by Bratland, second by Wicks to authorize the state rate for reimbursement of mileage at \$.42/mile. Motion carried.

Action Item #23: Motion by Thoreson, second by Wicks to authorize the state rates for meal reimbursement at \$6 for breakfast; \$11 for lunch; and \$15 for dinner, up to a max. of \$32/day. Motion carried.

Action Item #24: Motion by Warkenthien, second by Wicks to authorize board salary to be set at \$50/regular meetings and no charge for special meetings. Motion carried.

Action Item #25: Motion by Thoreson, second by Bratland to authorize administration to pay vouchers requiring immediate payment subject to a \$1000 limitation and to pay vouchers that have early payment discounts that the Board previously approved as a bid. Motion carried.

Action Item # 26: Motion by Bratland, second by Warkenthien to set lunch prices at \$2.50/student meal or \$50.00/20-punch ticket; \$.40/reduced meal or \$8.00/20-punch ticket; \$3.00/adult meal or \$60.00/20-punch ticket; and \$.50/extra milk or \$10.00/20-punch ticket. Motion carried.

Action Item #27: Motion by Thoreson, second by Wicks to set sub pay at \$40 (half day) and \$80 (whole day) for certified staff substitutes; \$10.00/hr. for paraprofessionals, janitors, office and kitchen substitutes for the 2015-16 school year. Motion carried.

Action Item #28: Motion by Thoreson, second by Bratland to designate Marlene Schuelke and Margaret Grimm as surrogate parents for students on IEP's when no parent can be identified, whereabouts of parents cannot be discovered or the child is a ward of the state. Motion carried.

Action Item #29: Motion by Wicks, second by Bratland to designate Supt. Klautd as the truancy and HIPAA officer. Motion carried.

Action Item #30: Motion by Thoreson, second by Bratland to designate Tracy Bratland-Bruns as the homeless liaison. Motion carried.

Action Item #31: Motion by Wicks, second by Warkenthien to designate Supt. Klautd to retain asbestos management plans indefinitely and provide annual written notification to parents, teachers and employees of the availability of the plan. Motion carried.

Action Item #32: Motion by Warkenthien, second by Thoreson to designate Dan Tonak as the Title IX Coordinator. Motion carried.

Action Item #33: Motion by Bratland, second by Wicks to approve membership to the ASBSD for 2015-16. Motion carried.

Action Item #34: Motion by Thoreson, second by Warkenthien to approve membership to the South Dakota United Schools Association for 2015-16. Motion carried.

Agenda

Action Item #35: Motion by Thoreson, second by Warkenthien to approve the list of bills as of July 2015. Motion carried.

JULY 2015 AP BILLS

<u>Gen. Fund:</u>		<u>Amount:</u>
APPLE INC	Comp.Equip. (1003a Gr.)	4,554.95
ASBSD	Dues & Fees	864.57
BSN SPORTS	Hockey Goals	260.88
CITY OF WILLOW LAKE	Water & Sewer	262.45

CLARK COUNTY COURIER	Proceedings/Ad/Subscription		274.16
CLARK SCHOOL DISTRICT	Athletic Expenses		7,829.51
COOK'S WASTEPAPER RECYCLING	Garbage Serv.		141.02
DEKKER HARDWARE	Painting Supp.		146.89
DICK'S GARAGE	Bus Window Repair		75.00
EAI EDUCATION	Math Supp.		73.80
FLINN SCIENTIFIC INC	Sci. Supp./Aquariums		565.79
GRAVES IT SOLUTIONS	Consultant		1,200.00
HARTFORD STEAM BOILER	Boiler Inspect.		160.00
HILLYARD	Janitorial Supp.		5,771.58
HORIZON HEALTH CARE INC	Bus Dr. Phy.		203.00
HOUGHTON MIFFLIN HARCOURT	Workbooks		1,767.51
ITC	Telephone Serv.		608.45
JMH AUTO REPAIR	Bus Repairs		829.06
LAKE GROCERY	Supp.		25.21
NASCO	Sci. Kits		85.96
NORTHERN WIRELESS COMM.	Internet Serv.		49.95
NWPS	Utilities		1,857.86
OLIVER & ANDY'S BOOK CO.	Books-REAP		1,574.75
PEARSON EDUCATION INC	Workbooks		575.67
PERMA-BOUND	Books-REAP		999.19
PLAINSMAN	Subscription		135.50
POPP BINDING & LAMINATING INC	Laminating Film		232.61
RENAISSANCE LEARNING INC	AR Renewal		2,383.00
SANFORD LABORATORIES	Bus Dr. Phy.		25.50
SCHOLASTIC INC	Subscription		219.78
SCHUNEMAN EQUIPMENT CO.	Mower Repairs		525.02
SD ASSOC FOR CAREER & TECH ED.	Ag Conf. Fees		537.00
SD SUPERINTENDENTS ASSOC.	Supt. Conf. Fees		150.00
SFM	Work Comp Audit		1,575.00
SHI INTERNATIONAL CORP	License/Software		1,518.68
SD UNITED SCHOOLS ASSOC.	Dues & Fees		450.00
SUPREME SCHOOL SUPPLY CO	Supp.		211.61
TEAM LABORATORY	Boiler Chem.		673.50
TECHNOLOGY & INNOVATIONS IN ED.	Dues & Fees		672.00
VEBLEN ASBESTOS INC.	3 yr. Inspect.		550.00
VOCABULARY SPELLING CITY.COM	Subscription		250.00
ADDITIONAL PAYROLL:	Cory Bratland	Bd. Mtgs./Mlg.	383.67
	Lori Hovde	Health Ins. Reimb.	545.00
	Patti Johnson	Health Ins. Reimb.	545.00
	Pauline Lewis	Summer School	1,281.00
	Caryl Schmidt	Bd. Mtgs.	350.00
	Julayne Thoreson	Bd. Mtgs.	350.00
	Dan Tonak	Health Ins. Reimb.	545.00
	Paula Warkenthien	Bd. Mtgs.	350.00
	Aaron Wicks	Bd. Mtgs.	300.00
	TOTAL ADD. PAYROLL:		4,649.67
SALARIES & BENEFITS:	Administration		14,756.80
	Pupil Transportation		358.86
	Extra-Curricular		189.43
	Contracts/Benefits Payable		111,496.19
TOTAL GEN. FUND:			\$172,317.36
Cap. Outlay Fund:			
CLARK SCHOOL DISTRICT	Athletic Expenses		1,344.01
HKG ARCHITECTS	Contract Fees		47,180.20
HOUGHTON MIFFLIN HARCOURT	Textbooks		1,364.92
MARCO, INC.	Copier Lease		1,409.47

SOFTWARE UNLIMITED INC	Software/Maint. Fee	3,800.00
STANDARD & POOR'S RATINGS	Credit Rating Review	11,500.00
TOTAL CAP. OUTLAY FUND:		\$66,598.60
<u>SP. ED. FUND:</u>		
CONTRACTS/BENEFITS PAYABLE:		7,697.86
ADDITIONAL PAYROLL:	Paula Warkenthien Bd. Mtgs./Mlg.	157.72
TOTAL SP. ED. FUND:		\$7,855.58
<u>FOOD SERV. FUND:</u>		
SALARIES & BENEFITS PAYABLE:		149.33
TOTAL FOOD SERV.PAYROLL:		\$149.33
TOTAL ALL FUNDS:		\$246,920.87

Policy and Procedures

- **Action Item #36:** Motion by Bratland, second by Warkenthien to approve to surplus the MPR kitchen walk-in refrigerator/freezer at no value and to be disposed of. Motion carried.
- Supt. Klautd reviewed and led discussion on the classified staff policy and the policy for staff driving bus routes and to extra-curricular activities. No action taken.

Budget Hearing: The Board of Education reviewed the 2015-16 budget. Discussion was held on changes made to revenues and expenditures since the May meeting. It was reported that changes may be made in the next, two months to the budget, with final approval at the September 2015 board meeting.

Business and Finance

- Cash Flows were reviewed as of June 30, 2015.
- It was reported that the FY 2015 audit is set for October 15-16, 2015.
- **Action Item #37:** Motion by Bratland, second by Thoreson to approve the capital outlay certificate borrowing amount for the building project at \$3,500,000. Motion carried.

Facilities

- Supt. Klautd is working on a homeland security grant to obtain a fob system for the school building.
- It was reported that a pre-construction meeting for the upcoming building project will be held on Wednesday, July 15th, in the MPR., at 2:00 p.m.
- Supt. Klautd is working on obtaining more window quotes for the elementary building. No action was taken.

Transportation

- The school vehicle/bus fleet was reviewed. Supt. Klautd will be gathering information on purchasing a school car and mid-bus.

Superintendent/Principal Report

- Supt. Klautd reported on upcoming events and training dates for the 2015-16 school year.
- **Action Item #38:** Motion by Thoreson, second by Bratland to table to the August meeting the approval of the counseling agreement for the 2015-16 school year. Motion carried.
- **Action Item #39:** Motion by Bratland, second by Wicks to re-certify the 2010 NESC Special Education Comprehensive Plan. Motion carried.
- H.S. Principal Serna led discussion on the National Career Readiness program, which is being offered to juniors and seniors during the 2015-16 school year, at no cost, by the SD Departments of Education and Labor and Regulation.
- H.S. Principal Serna reviewed the ACT year report.
- H.S. Principal Serna discussed the spring assessment reports and reviewed the letter that will be mailed to parents breaking down the assessment data.
- It was reported that the SD Dept. of Education has approved Administrative Rules 24:43:08 and 24:43:11 until 2020.

Activity Director Report

- The fall athletic meeting will take place, August 12th in Clark. Coaches will meet prior to the parent meeting to go over schedules. The meeting with students and parents will be at 7:00 p.m. in the Clark gym. Coaching positions for the 2015-16 school year were reviewed.
- **Action Item #40:** Motion by Wicks, second by Thoreson to approve the athletic ticket prices at \$15/student, \$25/senior citizen (60+) and \$40/adult for all sport activity passes; \$3.00/student and senior citizen and \$4.00/adult at the door; \$15.00/student and senior citizen and \$30.00/adult for 10 punch passes; for doubleheaders it is \$3.00/student and senior citizen and \$5.00/adult at the door. Motion carried.

NESC Updates: Board Member Warkenthien reported that the NESC has set their budget hearing for July 20th, and their FY 15 audit will be conducted by William Neale & Co.

Action Item #41: Motion by Thoreson, second by Wicks to enter executive session pursuant to SDCL 1-25-2 to discuss personnel SDCL1-25-2(1) and student SDCL 1-25-2(2) at 9:46 p.m. Motion carried.

President Schmidt declared the board out of executive session at 10:12 p.m.

Action Item #42: Motion by Bratland, second by Warkenthien to approve the kindergarten position to Nichol Stevens at \$44,734, for the 2015-16 school year. Motion carried.

Action Item #43: Motion by Bratland, second by Wicks to approve the bus driver position to Marty Decker for the 2015-16 school year. Motion carried.

Action Item #44: Motion by Thoreson, second by Bratland to approve the open enrollment applications for students #1 and #2 for the 2015-16 school year. Motion carried.

Action Item #45: Motion by Thoreson, second by Warkenthien to table action on the open enrollment application for student #3. Motion carried.

Action Item #46: Motion by Warkenthien, second by Bratland to approve the open enrollment application of the in-state transfer of student #4, according to SDCL 13-28-10. Motion carried.

Action Item #47: Motion by Thoreson, second by Wicks to advertise for a part-time dishwasher position as needed. Motion carried.

Action Item #48: Motion by Wicks, second by Bratland to advertise for a special education paraprofessional and a colony paraprofessional position. Motion carried.

The next regular meeting of the Willow Lake School Board will be August 10, 2015 at 7:00 p.m., in the Willow Lake School Business Office.

Adjournment:

Action Item #49: Motion by Thoreson, second by Bratland, to adjourn at 10:25 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager