

**Willow Lake School District #12-3  
July 14, 2016**

The Willow Lake School District Board of Education met in regular session on July 14, 2016. 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, Business Manager Burke, Dave Williams and Rory Burke.

Board Members recited the Pledge of Allegiance.

**Action Item #1:** Motion by Thoreson, second by Wicks to add open enrollment of student #6 at 12 and to approve the agenda. Motion carried.

**Action Item #2:** Motion by Warkenthien, second by Thoreson to approve the following items on the consent agenda: 1.1 approve the minutes of the regular meeting of June 13, 2016 and the special meeting of June 27, 2016; 1.2 approve the financial reports as of June 30, 2016; 1.3 approve the signed work agreements of Dawn Spieker, Jess Fryslie, Mark Prouty, Dale Fonken, Al Hamre and Stan Zantow for the 2016-17 school year; 1.4 approve the signed administrative contracts of Scott Klaudt, Hector Serna and Melissa Burke for the 2016-17 school year. 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 6/1/16</b>	1,074,504.59	775,715.21	341,123.19	60,541.12	1,826,242.15	35,280.46	54.87	40,515.31
<b><u>RECEIPTS</u></b>								
Local Sources	58,596.79	64,847.61	13,059.18	7,407.47	0.00	88.85	0.00	4,523.84
County Sources	3,634.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	43,850.00	0.00	0.00	0.00	0.00	620.61	0.00	0.00
Federal Sources	17,577.22	12,279.33	0.00	0.00	0.00	1,890.34	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>123,658.04</b>	<b>77,126.94</b>	<b>13,059.18</b>	<b>7,407.47</b>	<b>0.00</b>	<b>2,599.80</b>	<b>0.00</b>	<b>4,523.84</b>
<b>Total Available</b>	<b>1,198,162.63</b>	<b>852,842.15</b>	<b>354,182.37</b>	<b>67,948.59</b>	<b>1,826,242.15</b>	<b>37,880.26</b>	<b>54.87</b>	<b>45,039.15</b>
<b><u>DISBURSEMENTS</u></b>								
MJE-Bank Serv. Fee	-20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MJE-Pension Transfer	67,948.59	0.00	0.00	-67,948.59	0.00	0.00	0.00	0.00
<b>Balance 6/30/16</b>	<b>1,032,105.99</b>	<b>815,853.69</b>	<b>343,709.95</b>	<b>0.00</b>	<b>1,606,792.15</b>	<b>35,027.98</b>	<b>54.87</b>	<b>42,635.85</b>

**Acknowledgments:** Supt. Klaudt read a letter from Jennifer Tonak about her involvement in an event that took place after school hours. The Board of Education would like to recognize Jennifer for her accountability and maturity in handling this situation. The Board of Education would like to acknowledge that Lindsey Tellinghuisen has been selected as a top four, state level finalist for the Presidential Award for Excellence in Mathematics and Science Teaching Program. Business Manager Burke read a thank you note from the family of Ardis Anderson, a longtime employee and substitute with the district, for the bouquet of flowers at her funeral. Supt. Klaudt thanked outgoing board member Cory Bratland for his three years of service on the Willow Lake School Board.

**Adjournment**

**Action Item #3:** Motion by Bratland, second by Thoreson to adjourn the 2015-16 school board meeting at 7:07 p.m. Motion carried.

Supt. Klaudt called the meeting of the 2016-17 school board to order at 7:07 p.m. Board Members present: R. Burke, Schmidt, Thoreson, Warkenthien and Wicks. Also present were H.S. Principal Serna, Business Manager Burke and Dave Williams.

**Organization of the School Board**

Business Manager Burke administered the Oath of Office to board members Julayne Thoreson (3 year term) and Rory Burke (3 year term).

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

**Action Item #4:** Motion by Thoreson, second by R. Burke to nominate Caryl Schmidt for Board President and nominations cease. Motion carried.

With President Schmidt presiding, nominations for Vice President were opened.

**Action Item #5:** Motion by Wicks, second by R. Burke to nominate Julayne Thoreson for Vice President and nominations cease. Motion carried.

President Schmidt appointed board members to the following committees for the 2016-17 school year: Facilities & Transportation – Wicks & R. Burke; Negotiations – all Board Members; Title IX – Thoreson & Warkenthien; Spec. Ed. Coop Board – Warkenthien with Schmidt as the alternate; Curriculum/Technology – Schmidt & Thoreson; Athletic Coop Board – Wicks & Thoreson; Budget Working Committee – Warkenthien & R. Burke.

**Action Item #6:** Motion by Wicks, second by Thoreson to approve the following items on the consent agenda: **6.1** to set the second Monday of the month at 7:00 p.m. for regular school board meetings; **6.2** to designate the Clark County Courier as the official newspaper and Dacotah Bank of Clark, Willow Lake Branch as the official depository; **6.3** to designate Business Manager Burke and President of the School Board to sign checks on accounts, to borrow money or obtain other credit and to release account information to the Business Manager and 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; **6.4** to designate Julayne Thoreson, in the absence of the President of the School Board, to be able to sign checks on accounts; **6.5** to appoint Rodney Freeman as the school attorney; **6.6** to appoint Business Manager Burke, Administrative Assistant Spieker and Supt. Klautd to handle finances for Food Service; **6.7** to appoint Business Manager Burke and Supt. Klautd to handle the finances for the Trust and Agency Accounts, Title I, REAP and federal funds for the 2016-17 school year; **6.8** to authorize Business Manager Burke to invest and reinvest funds in an institution, which serves greatest advantage to the school district; **6.9** to designate that interest accrued in fund stays with their respective fund; **6.10** to authorize Supt. Klautd 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; **6.11** to authorize the state rate for reimbursement of mileage at \$.42/mile; **6.12** 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 and student activity meal reimbursement (state sponsored functions) at \$8/meal; **6.13** to authorize board salary to be set at \$50/regular meetings and no charge for special meetings; **6.14** to authorize administration to pay vouchers requiring immediate payment subject to a \$1,000 limitation and to pay vouchers that have early payment discounts that the Board previously approved as a bid; **6.15** to set lunch prices at \$2.60/student meal or \$52.00/20-punch ticket; \$.40/reduced meal or \$8.00/20-punch ticket; \$3.40/adult meal or \$68.00/20-punch ticket; and \$.50/extra milk or \$10.00/20-punch ticket; **6.16** 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 2016-17 school year; **6.17** 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; **6.18** to designate Supt. Klautd as the truancy and HIPAA officer; **6.19** to designate Tracy Bratland-Bruns as the homeless liaison; **6.20** 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; **6.21** to designate Dan Tonak as the Title IX Coordinator; **6.22** to approve membership to the ASBSD for 2016-17; **6.23** to approve membership to the South Dakota United Schools Association for 2016-17; **6.24** to approve the ag surplus list at no value; **6.25** to approve the list of bills as of July 2016. Motion carried.

**JULY 2016 AP BILLS**

<u>GEN. FUND:</u>		<u>AMOUNT:</u>
ASBSD	Membership Dues	895.12
CITY OF WILLOW LAKE	Water & Sewer	251.75
CLARK COMMUNITY OIL	Fuel (FY 16)	516.01
CLARK COUNTY COURIER	Legal Proceeds./Ad/ Subscription	225.81
COOK'S WASTEPAPER RECYCLING	Garbage Service	143.85
DUENWALD TRANSPORTATION LLC	Inspect./Repairs	4,455.71
EBSCO	Periodicals	849.44
TRAVIS GRAVES	Consultant	1,200.00
HILLYARD	Janitorial Supp.	4,369.31
HORIZON HEALTH CARE INC	Bus Dr. Phy.	210.00
ITC	Telephone Serv.	597.55
LAKE GROCERY	Janitorial Supp.	12.76
LUTHERAN SOCIAL SERVICES	Consultant (FY 16)	5,250.00
NWPS	Utilities	3,101.16
POPP BINDING & LAMINATING INC	Laminating Film	221.77
POPPLERS MUSIC STORE	Sheet Music	173.50
RENAISSANCE LEARNING INC	AR Renewal	2,492.00
SHI INTERNATIONAL CORP	Comp. Licenses	2,124.54
SUPREME SCHOOL SUPPLY CO	Grade/Plan Books	124.87
TECHNOLOGY & INNOVATIONS IN ED.	Membership Dues	672.00

TONY'S COLLISION CENTER, INC.	Repairs		90.10
UNIVERSITY OF SIOUX FALLS	Tuition Reimb.		1,890.00
WATERTOWN PUBLIC OPINION	Subscription		115.20
ADDITIONAL PAYROLL:	Cory Bratland	Bd. Mtgs./mlg.	110.92
	Lori Hovde	Health Ins. Reimb.	580.00
	Caryl Schmidt	Bd. Mtgs.	150.00
	Eric Stevens	Summer School	1128.75
	Julayne Thoreson	Bd. Mtgs.	150.00
	Dan Tonak	Health Ins. Reimb.	580.00
	Paula Warkenthien	Bd. Mtgs.	100.00
	Aaron Wicks	Bd. Mtgs.	100.00
		TOTAL ADD. PAYROLL:	2,899.67
SALARIES & BENEFITS:	Elementary Programs		1,666.10
	J.H. Programs		626.68
	Administration		16,036.74
	Pupil Transportation		366.65
	Contracts/Benefits Payable		113,632.81
<b>TOTAL GEN. FUND:</b>			<b>\$165,211.10</b>
<b><u>CAP. OUTLAY FUND:</u></b>			
BRIAN'S GLASS & DOOR INC	Install Windows		1,402.96
MARCO, INC. NW	Copier Leases		41.00
MARCO, INC.	Copier Lease		1,598.87
SOFTWARE UNLIMITED INC	Software/Maint. Fee		3,950.00
<b>TOTAL CAP. OUTLAY FUND:</b>			<b>\$6,992.83</b>
<b><u>SP. ED. FUND:</u></b>			
SALARIES & BENEFITS:			764.26
CONTRACTS & BENEFITS PAYABLE:			4,578.88
ADDITIONAL PAYROLL:	Caryl Schmidt	Bd. Mtg./Mlg.	87.80
	Paula Warkenthien	Bd. Mtg./Mlg.	87.80
		TOTAL ADD. PAYROLL:	175.60
<b>TOTAL SP. ED. FUND:</b>			<b>\$5,518.74</b>
<b><u>FOOD SERV. FUND:</u></b>			
SALARIES & BENEFITS PAYABLE:			192.84
<b>TOTAL FOOD SERV. FUND:</b>			<b>\$192.84</b>
<b>TOTAL ALL FUNDS:</b>			<b>\$177,915.51</b>

#### Policy and Procedures

- Supt. Klautdt reviewed the letter he emailed to Board Members, which was an overview of HB 1214, the conflict of interest policy. Supt. Klautdt is waiting for further information on a conflict of interest policy and also a procurement policy.
- Supt. Klautdt is working with Gerry Kaufman, with ASBSD, to do a policy handbook review for school district handbooks.

#### Business and Finance

- Cash Flows were reviewed as of June 30, 2016.
- It was reported that the FY 2016 audit is set for October 11-12, 2016.

**Budget Hearing:** The Board of Education reviewed the 2016-17 budget. Discussion was held on changes made to revenues and expenditures since the May meeting. Discussion was held on the funding formula, changes with capital outlay and other revenues. It was reported that changes may be made in the next, two months to the budget, with final approval at the September 2016 board meeting.

#### Facilities

- Scott Sikkink, with HKG Architects and Wayne Tellinghuisen arrived to present updates on the building project. They discussed the condition of the MPR and Science room roofs. At 8:00 p.m., the board began their budget hearing. After the budget hearing, discussion continued on the roofing situation. Supt. Klautdt will be contacting Dacotah Insurance, to get a status update on the claim filed for the MPR roof.

- **Action Item #7:** Motion by Thoreson, second by Wicks to approve a declaration of emergency repair of roofs not associated with the building project, authorizing the seeking of solutions and pricing needed for repairs, with work to be done prior to the start of the school year. Motion carried.
- Supt. Klautd and H.S. Principal Serna presented information on temporary dividers for a classroom, lockers for the middle school addition, the sound system and score table for the new gymnasium.

**Superintendent/Principal Report**

- **Action Item #8:** Motion by Thoreson, second by Warkenthien, due to the construction project, school will begin on September 6, 2016 and end on May 24, 2017. Motion carried.
- The Title I open house will be held on August 23<sup>rd</sup>.
- Supt. Klautd will not be attending the annual superintendent's conference.
- Supt. Klautd gave an update on the Wild West Leadership Conference he attended.
- The ASBSD Convention will be August 4<sup>th</sup> and 5<sup>th</sup> in Sioux Falls.
- Supt. Klautd discussed some of the training opportunities offered by ASBSD for school board members.
- **Action Item #9:** Motion by Wicks, second by Warkenthien to approve the counseling agreement for the 2016-17 school year with Lutheran Social Services. Motion carried.
- It was reported that the youth wrestling program will be hosting a donkey basketball fundraiser in the Willow Lake gym later this year.
- **Action Item #10:** Motion by Thoreson, second by Wicks to approve the proposed, new grading scale. Motion carried.
- **Action Item #11:** Motion by Thoreson, second by Warkenthien to approve the new high school credit requirements, starting with the Class of 2017. Motion carried.

**Activity Director Report**

- **Action Item #12:** Motion by R. Burke, second by Warkenthien to approve the athletic ticket prices at \$15/student, \$25/senior citizen (60+) and \$40/adult for all sport activity passes; \$3.00 at the door/\$4.00 for double headers for students and senior citizens; \$5.00 at the door/\$6.00 for double headers for adults; \$15.00/student and senior citizens for 10-punch passes; and \$30.00/adult for 10-punch passes. Motion carried.
- The athletic coop board members will be in contact with Clark to set the fall meeting date.

**NESC Updates:** Board Member Schmidt reported that the NESC will be receiving a check back based on credit card purchases for FY 16; discussed the leasing of a NESC van; and the agreement for drug and alcohol pool testing has been approved with KorManagement Services.

**Action Item #13:** Motion by Wicks, second by Thoreson 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 9:58 p.m. Motion carried.

President Schmidt declared the board out of executive session at 10:29 p.m.

**Action Item #14:** Motion by Wicks, second by R. Burke to approve the open enrollment applications for students #4, #5 and #6 for the 2016-17 school year. Motion carried.

**Action Item #15:** Motion by Wicks, second by Warkenthien to table the open enrollment application of student #1. Motion carried.

**Action Item #16:** Motion by Thoreson, second by R. Burke to accept the resignation of Scott Klautd from the A.D. position. Motion carried.

**Action Item #17:** Motion by Wicks, second by Thoreson to open up the A.D. position to staff until July 28<sup>th</sup>. Motion carried.

The next regular meeting of the Willow Lake School Board will be August 8, 2016 at 7:00 p.m., in the Willow Lake High School English room.

**Adjournment:**

**Action Item #18:** Motion by Wicks, second by R. Burke, to adjourn at 10:33 p.m. Motion carried.

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Caryl Schmidt, President

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Melissa Burke, Business Manager