

**Willow Lake School District #12-3
July 10, 2017**

The Willow Lake School District Board of Education met in regular session on July 10, 2017. President Schmidt called the meeting to order at 7:00 p.m. Board Members present: R. Burke, Schmidt, Thoreson, Warkenthien and Wicks. Also attending were Supt. Klautt, Principal Lee, Business Manager Burke, Dave Williams and Tia Felberg.

Board Members recited the Pledge of Allegiance.

Action Item #1: Motion by Thoreson, second by Wicks to move A.D. report and technology to 2.1 (before board reports) and approve the agenda. Motion carried.

Action Item #2: Motion by Wicks, second by R. Burke to approve the following items on the consent agenda: 1.1 approve the minutes of the regular meeting of June 12, 2017 and the special meeting of June 27, 2017; 1.2 approve the financial reports as of June 30, 2017; 1.3 approve the signed work agreements of Dawn Spieker, Norlan Froke, Mark Prouty, Dale Fonken, Al Hamre, Misel Williams and Stan Zantow for the 2017-18 school year; 1.4 approve the ag surplus and technology surplus lists at no value. Motion carried.

Willow Lake School District Financial Reports

	General	Capital Outlay	Spec. Ed.	Pension	Bldg. Proj.	Food Serv.	Enterprise	Trust &
	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Agency
Balance 6/1/17	774,124.69	883,579.12	280,554.67	32,801.88	215,868.33	34,369.50	54.87	40,162.80
<u>RECEIPTS</u>								
Local Sources	56,188.27	60,898.86	11,655.75	6.77	0.00	125.59	0.00	6,546.21
County Sources	762.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	60,054.00	0.00	0.00	0.00	0.00	448.67	0.00	0.00
Federal Sources	8,568.65	0.00	0.00	0.00	0.00	3,092.94	0.00	0.00
Other Finance Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS	125,573.17	60,898.86	11,655.75	6.77	0.00	3,667.20	0.00	6,546.21
Total Available	899,697.86	944,477.98	292,210.42	32,808.65	215,868.33	38,036.70	54.87	46,709.01
<u>DISBURSEMENTS</u>								
MJE-Bldg. Project Trans.	0.00	114,216.70	0.00	0.00	-114,216.70	0.00	0.00	0.00
MJE-Pension Trans.	32,808.65	0.00	0.00	-32,808.65	0.00	0.00	0.00	0.00
MJE-C.O. Trans.	265,000.00	-265,000.00	0.00	0.00	0.00	0.00	0.00	0.00
MJE-Bank Serv. Fee	<u>-16.55</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Balance 6/30/17	957,593.69	781,290.59	271,735.83	0.00	0.00	21,134.00	54.87	44,611.35

Dave Williams was present to give his A.D. and technology reports. It was noted that the 2017-18 athletic schedules are near completion, with a few questions on the junior high football schedule. The fall sports meeting will be held in Willow Lake on August 8th, with coaches meeting at 4:30 p.m., followed by the parents meeting at 6:30 p.m. In regards to technology, Mr. Williams showed the Board of Education the new Mac laptop computers purchased for high school students and staff. Mr. Williams, along with administration, will be researching different policies in regards to insurance on computers and how other districts handle those policies. Mr. Williams would like to have an in-service for staff, students and parents prior to the start of the school year.

NESC Updates: Board Member Warkenthien reported that the NESC increased the number of hours for behavior analytic services, with fees remaining the same; William & Neale will be conducting the 2016-17 NESC audit; and the updated fiscal agent agreement was reviewed and information on how the insurance trust will work with the NESC was discussed.

Acknowledgments: Supt. Klautt thanked outgoing board member Paula Warkenthien for her three years of service and past years of service on the Willow Lake School Board.

Adjournment

Action Item #3: Motion by Warkenthien, second by Thoreson to adjourn the 2016-17 school board meeting at 7:52 p.m. Motion carried.

Supt. Klautt called the meeting of the 2017-18 school board to order at 7:52 p.m. Board Members present: R. Burke, Felberg, Schmidt, Thoreson and Wicks. Also present were Principal Lee and Business Manager Burke.

Organization of the School Board

Business Manager Burke administered the Oath of Office to board member Tia Felberg (3 year term).

Supt. Klaudt acted as President pro tem of the Board for organization. Klaudt called for nominations for Board President. R. Burke nominated Thoreson and Thoreson nominated Schmidt.

Action Item #4: Motion by Wicks, second by R. Burke to approve nominations and that nominations cease. Motion carried.

A vote was taken. Schmidt received two votes; Thoreson received one vote. Thoreson and Schmidt abstained.

Action Item #5: Motion by R. Burke, second by Felberg to nominate Caryl Schmidt for Board President. Motion carried.

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

Action Item #6: 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 2017-18 school year: Facilities & Transportation – Wicks & R. Burke; Negotiations – all Board Members; Title IX – Thoreson & Felberg; Spec. Ed. Coop Board – Felberg with Schmidt as the alternate; Curriculum/Technology – Schmidt & Thoreson; Athletic Coop Board – Wicks & R. Burke; Budget Working Committee – Thoreson & Felberg.

Action Item #7: Motion by R. Burke, second by Wicks to approve the committees for the 2017-18 school year. Motion carried.

Budget Hearing: The Board of Education reviewed the 2017-18 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 2017 board meeting.

Action Item #8: Motion by Wicks, second by Thoreson to approve the following items on the consent agenda: **7.1** to set the second Monday of the month at 7:00 p.m. for regular school board meetings; **7.2** to designate the Clark County Courier as the official newspaper and Dacotah Bank of Clark, Willow Lake Branch as the official depository; **7.3** 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; **7.4** to designate Julayne Thoreson, in the absence of the President of the School Board, to be able to sign checks on accounts; **7.5** to appoint Rodney Freeman as the school attorney; **7.6** to appoint Business Manager Burke, Administrative Assistant Spieker and Supt. Klaudt to handle finances for Food Service; **7.7** 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 2017-18 school year; **7.8** to authorize Business Manager Burke to invest and reinvest funds in an institution, which serves greatest advantage to the school district; **7.9** to designate that interest accrued in fund stays with their respective fund; **7.10** 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; **7.11** to authorize the state rate for reimbursement of mileage at \$.42/mile; **7.12** 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; **7.13** to authorize board salary to be set at \$50/regular meetings and no charge for special meetings; **7.14** 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; **7.15** to set lunch prices at \$2.75/student meal or \$55.00/20-punch ticket; \$.40/reduced meal or \$8.00/20-punch ticket; \$3.55/adult meal or \$71.00/20-punch ticket; and \$.50/extra milk or \$10.00/20-punch ticket; **7.16** 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 2017-18 school year; **7.17** 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; **7.18** to designate Supt. Klaudt as the truancy and HIPAA officer; **7.19** to designate Chris Lee as the homeless liaison; **7.20** to designate Supt. Klaudt to retain asbestos management plans indefinitely and provide annual written notification to parents, teachers and employees of the availability of the plan; **7.21** to designate Dan Tonak as the Title IX Coordinator; **7.22** to approve membership to the ASBSD for 2017-18; **7.23** to approve membership to the South Dakota United Schools Association for 2017-18; **7.24** to approve the list of bills as of July 2017. Motion carried.

JULY 2017 AP BILLS

<u>Gen. Fund:</u>		<u>Amount:</u>
ASBSD	Membership Dues	915.05
CITY OF WILLOW LAKE	Water & Sewer	296.79
CLARK COUNTY COURIER	Proceedings/Ad/Subscription	208.59
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	150.38

DUENWALD TRANSPORTATION LLC	Inspect./Repairs		9,696.91
TRAVIS GRAVES	Consultant		1,200.00
HILLYARD	Janitorial Supp.		10,217.04
ITC	Telephone Serv.		1,384.03
LAKE GROCERY	Janitorial Supp.		4.78
MARCO, INC. NW	Maint. Fee		5.00
NWPS	Utilities		3,992.60
NVC	Internet Serv.		52.20
RENAISSANCE LEARNING INC	AR Renewal		2,664.00
SD ASSOC FOR CAREER & TECH ED	Conf. Fees		887.00
SDSSA	Conf. Fee		150.00
SHI INTERNATIONAL CORP	Comp. Licenses		1,929.51
TECHNOLOGY & INNOVATIONS IN ED.	Membership Dues		720.00
ADDITIONAL PAYROLL:	Rory Burke	Bd. Mtgs./mlg.	180.24
	Lori Hovde	Health Ins. Reimb.	750.00
	Emily Koenig	Summer School	498.75
	Caryl Schmidt	Bd. Mtgs.	150.00
	Julayne Thoreson	Bd. Mtgs.	150.00
	Dan Tonak	Health Ins. Reimb.	750.00
	Cynthia Warkenthien	Summer School	424.10
	Paula Warkenthien	Bd. Mtgs.	150.00
	Aaron Wicks	Bd. Mtgs.	150.00
		TOTAL ADD. PAYROLL:	3,203.09
SALARIES & BENEFITS:	Elementary Programs		3,981.42
	Administration		13,622.05
	Op. & Maint.		-804.29
	Contracts/Benefits Payable		128,913.16
TOTAL GEN. FUND:			\$183,389.31
<u>Cap. Outlay Fund:</u>			
APPLE, INC.	Computers		22,833.71
MARCO, INC. NW	Copier Lease		41.40
MARCO, INC.	Copier Leases		1,707.44
MCGRAW-HILL SCHOOL ED.	Texts		349.11
MID-ATLANTIC STAGE CO.	Stage Curtain Deposit		4,407.00
SOFTWARE UNLIMITED INC	Software/Maint. Fee		4,050.00
TOTAL CAP. OUTLAY FUND:			\$33,388.66
<u>Sp. Ed. Fund:</u>			
SALARIES & BENEFITS:			\$1,153.48
CONTRACTS & BENEFITS PAYABLE:			9,685.40
ADDITIONAL PAYROLL:	Paula Warkenthien	Bd. Mtgs./Mlg.	263.40
		TOTAL ADD. PAYROLL:	263.40
TOTAL SP. ED. FUND:			\$11,102.28
<u>FOOD SERV. FUND:</u>			
SALARIES & BENEFITS PAYABLE:			149.04
TOTAL FOOD SERV. FUND:			\$149.04
TOTAL ALL FUNDS:			\$228,029.29

Acknowledgements: Supt. Klautd recognized Cheryl and Maggie Hovde for attending the Cyber Camp in Madison. The Board of Education would like to thank the anonymous donor for their generosity and the \$5,500 they gave to the school district.

Policy and Procedures

- The current distance learning policy was reviewed and changes were discussed. No action was taken.
- Board members reviewed the Code of Ethics policy. No action was taken.
- Principal Lee discussed the Shared Services Grant. The Willow Lake District will be utilizing Shawn DeWitt as an instructional

coach, working with teachers, analyzing data and identifying gaps in curriculum.

Business and Finance

- Cash Flows were reviewed as of June 30, 2017.
- **Action Item #9:** Motion by Wicks, second by Thoreson to approve a Flex Account in Trust and Agency. Motion carried.
- It was reported that the FY 2017 audit, with Quam & Berglin, is set for October 10-11, 2017.

Facilities

- Supt. Klautd reported on repairs that need to be made to the wellness center.
- The board discussed drainage and cement work for the east and west side of the school building.

Superintendent/Principal Report

- The Title I open house will be held on August 21st, beginning at 5:00 p.m.
- **Action Item #10:** Motion by Thoreson, second by Wicks to change November 3rd to a school day; to change August 22nd to an in-service day and to begin school on August 23rd. Motion carried.
- Supt. Klautd will be attending the annual superintendent's conference July 17th – 19th in Oacoma.
- The ASBSD Convention will be August 10th – 11th in Sioux Falls.
- ASBSD is hosting a regional meeting for area school districts at the Willow Lake School on September 25th.
- Supt. Klautd would like to do board training for Willow Lake board members on July 25th, at 6:00 p.m.
- The administration will be exploring options for counseling services for the 2017-18 school year.
- **Action Item #11:** Motion by Thoreson, second by Wicks 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.

Action Item #12: Motion by Wicks, second by R. Burke 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 10:13 p.m. Motion carried.

President Schmidt declared the board out of executive session at 11:05 p.m.

Action Item #13: Motion by Wicks, second by Thoreson to approve the open enrollment applications for students #3, #4, #5, #6, #7 and #8 for the 2017-18 school year. Motion carried.

Action Item #14: Motion by Wicks, second by R. Burke to table the open enrollment applications for students #9, #10, and #11 to the August meeting. Motion carried.

A special meeting of the Willow Lake School Board will be July 25, 2017 at 6:00 p.m., in the Willow Lake School Administration Conference Room. The next regular meeting of the Willow Lake School Board will be August 14, 2017 at 7:00 p.m., in the Willow Lake School Administration Conference Room.

Adjournment:

Action Item #15: Motion by R. Burke, second by Wicks, to adjourn at 11:09 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager