

**Willow Lake School District #12-3
June 13, 2016**

The Willow Lake School District Board of Education met in regular session on June 13, 2016. President Schmidt called the meeting to order at 7:00 p.m. Board members present: Bratland, Schmidt, and Thoreson. Wicks arrived at 7:06 p.m. Warkenthien was absent. Also attending were Supt. Klautdt, H.S. Principal Serna, Business Manager Burke, and Dave Williams.

The Pledge of Allegiance was recited.

Action Item #1: Motion by Bratland, second by Thoreson to add to 1.4, old bus garage doors at no value and to approve the agenda. Motion carried.

Action Item #2: Motion by Thoreson, second by Bratland to approve the following items on the consent agenda: 1.1 approve the minutes of the regular meeting of May 9, 2016; 1.2 approve the financial reports as of May 31, 2016; 1.3 approve the bills as of June 2016; 1.4 approve the 6th grade reading surplus list, technology surplus list and the old bus garage doors at no value. Motion carried.

Willow Lake School District Financial Reports

	General	Capital Outlay	Spec. Ed.	Pension	Bdlg. Proj.	Food Serv.	Enterprise	Trust &
	Fund	Fund	Fund	Fund	Fund	Fund	Fund	Agency
Balance 5/1/16	947,224.30	655,639.79	315,921.05	36,560.09	1,867,092.15	37,254.74	54.87	32,776.41
<u>RECEIPTS</u>								
Local Sources	287,115.11	208,932.03	41,751.41	23,981.03	0.00	2,612.96	0.00	14,599.10
County Sources	1,987.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	44,094.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	7,017.31	0.00	0.00	0.00	0.00	4,022.27	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	340,214.32	208,932.03	41,751.41	23,981.03	0.00	6,635.23	0.00	14,599.10
Total Available	1,287,438.62	864,571.82	357,672.46	60,541.12	1,867,092.15	43,889.97	54.87	47,375.51
DISBURSEMENTS	-212,934.03	-88,856.61	-16,549.27	0.00	-40,850.00	-8,609.51	0.00	-6,860.20
Balance 5/31/16	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

JUNE 2016 AP BILLS

Gen. Fund:		Amount:
DIANE ANDERSON	Supp./Dues & Fees	221.25
TRACY BRUNS	Supp.	80.00
CHANCE W. BURKE	Credit Reimb.	30.00
CARD MEMBER SERVICE	Equip./Fuel/Books	1,947.31
CHURCHILL, MANOLIS, FREEMAN, LLP	Legal Fees	1,929.93
CITY OF WILLOW LAKE	Water & Sewer	307.16
CLARK COMMUNITY OIL CO.	Fuel	1,641.06
CLARK COUNTY COURIER	Legal Proceeds.	162.29
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	195.35
DEKKER HARDWARE	Paint Supp.	331.44
DUENWALD TRANSPORTATION LLC	Ath. Transport.	533.02
HOLIDAY INN EXPRESS-SF	Track Rooms	1,340.00
LORI HOVDE	Supp.	37.01
IMAGINE LEARNING, INC.	Annual License	2,600.00
INCIDENTAL FUND	DeSmet School	Track Fees 60.00
	Sioux Valley Schools	Track Fees 125.00
	Howard Wood Relays	Track Fees 150.00
	Southeast Area Coop	Returned Check -
		185.00
	U.S. Postmaster	Postage 77.00
	Hamlin School	Track/Golf Fees 250.00
	Deuel School	Track Fees 250.00
	SASD	Dues & Fees 160.00
	Argus Leader	Subscription 16.64
	Dacotah Bank	Track Meals 648.00

TOTAL INCIDENTAL FUND: 1,551.64

THE INSTRUMENTALIST	Music Awards	114.75
ITC	Telephone Serv.	639.50
J.W. PEPPER & SON, INC.	Music Supp.	44.99
JMH AUTO REPAIR	Repairs	444.94
JOSTEN'S	Awards	164.55
EMILY KOENIG	Supp.	50.00
ASHLEY KONECHNE	Supp.	50.00
LAKE GROCERY	Janitorial Supp.	28.21
LEARNING SOLUTIONS	Subscription	6,500.00
PAULINE LEWIS	Supp.	50.00
MARCO, INC. NW	Maint. Fee	35.91
NESC	Gen. Serv.	56.82
NWPS	Utilities	4,200.61
TAMMIE PAULSON	Distance Learn.	250.00
PERMA-BOUND	Books	1,119.91
QUALITY INN & SUITES - OKC	FFA Rooms	884.16
QUALITY INN & SUITES - SF	Track Rooms	340.00
RANDY OR ANNE REDINGER	Credit Reimb.	90.00
SCHOOL SPECIALTY	Books	369.22
SD DEPT OF HEALTH	Consultant	462.00
TIE	Conf. Fees	2,016.00
LINDSEY TELLINGHUISEN	Supp.	31.00
US POSTMASTER	Box Rent	252.00
VARIETY FOODS INC	FFVP	74.85
W W TIRE SERVICE INC	Tires	647.08
CINDY WARKENTHIEN	Supp.	50.00
WILLOW LAKE HIGH SCHOOL FFA	CDE	3,977.55

ADDITIONAL PAYROLL:

Curwin Bratland	Sub Bus Dr.	28.60
Paul Ehrke	Unused Leave Reimb.	220.00
Jim Felberg	Tech. Hrs.	94.28
Lacey Giles	Ex. Bus Trips	90.00
Al Hamre	Ex. Bus Trip	84.70
Lori Hovde	Health Ins. Reimb.	580.00
Christina Kannegieter	Sub Bus Dr. Ex. Bus Trip	89.60
Lois Kannegieter	Sub	385.37
Anne Redinger	Sub	80.00
Kim Schmidt	Sub	600.00
Eric Stevens	Summer School	724.50
Ashley Tonak	Sub	240.00
Dan Tonak	Health Ins. Reimb./Unused Leave	783.60
Cindy Warkenthien	Unused Leave Reimb.	250.00
Dave Williams	Ex. Bus Trips	240.00

TOTAL ADD. PAYROLL: 4,490.65

SALARIES & BENEFITS:

Elem. Programs	60,939.04
Summer School	98.88
J.H. Programs	24,573.69
H.S. Programs	35,207.33
Preschool	3,433.77
Title Programs	6,244.94
Library	2,187.42
Technology	5,497.89
Administration	14,068.25
Operations & Maint.	3,957.82
Pupil Transportation	4,704.94
Extra-Curricular	5,365.64

TOTAL GEN. FUND:

\$206,621.77

Cap. Outlay Fund:

MARCO, INC. NW	Copier Lease	36.00
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MARCO, INC.	Copier Leases	1,597.99
NORTHEAST BUILDING & DOOR INC.	Bus Garage Doors	3,380.57
TOTAL CAP. OUTLAY FUND:		\$5,014.56

Sp. Ed. Fund:

SALARIES & BENEFITS:		8,171.29
LAKE GROCERY	Supp.	5.67
NESC	June Assessments	2,295.46
TOTAL SP. ED. FUND:		\$10,472.42

Bdlg. Project Fund:

TELLINGHUISEN INC	Project Fees	73,150.00
TOTAL BDLG. PROJECT FUND:		\$73,150.00

Food Serv. Fund:

SALARIES & BENEFITS:		1,823.69
ADDITIONAL PALYROLL:	Lois Kannegieter	Sub 16.33
		TOTAL ADD. PAYROLL: 16.33
DEAN FOODS	Milk	94.40
INCIDENTAL FUND	SDRA	Dues & Fees 85.00
		TOTAL INCIDENTAL FUND: 85.00
LAKE GROCERY	Food	75.58
CARRIE LAMONT	Food	18.80
REINHART FOOD SERVICE	Food	268.78
STAR LAUNDRY	Clean. Serv.	57.36
VARIETY FOODS INC	Food	373.58
WILLOW LAKE HIGH SCHOOL FFA	Reimb. Food	38.76
TOTAL FOOD SERV. FUND:		\$2,852.28
TOTAL ALL FUNDS:		\$298,111.03

Policy and Procedures

- Supt. Klautd reported on the new conflict of interest policy and a procurement policy that school districts need in place. As soon as clarification is received from the attorney general's office on the conflict of interest policy, our school attorney will get policy information out to the administration.
- Supt. Klautd presented information on having ASBSD review the school district handbooks and the fee associated with it.

Business and Finance

- Cash flows were reviewed as of May 31, 2016.
- Supt. Klautd presented a timeline for re-doing an opt-out of the same or lesser amount. A decision needs to be on file with the county auditor by October 1st, 2016. The \$700,000 opt-out expires the end of 2016.
- **Action Item #3:** Motion by Bratland, second by Thoreson to set the budget hearing for July 14, 2016 at 8:00 p.m. Motion carried.
- **Action Item #4:** Motion by Thoreson, second by Wicks to set the End of Fiscal year meeting for June 27th at 7:00 p.m. and to discuss the opt-out. Motion carried.
- **Action Item #5:** Motion by Thoreson, second by Bratland to approve to remove the fundraiser fund, wood floor fund and Mabel Jasper Scholarship fund from Trust and Agency, effective June 30, 2016. Motion carried.

Facilities

- Supt. Klautd reviewed the notes from the building committee meeting held on June 6th. The major item of discussion was the structural issue that has arisen with the MPR roof, which has been reported to the school district's insurance company.

Superintendent/Principal Report

- Due to the construction process and technology changes, Supt. Klautd presented the option of starting school on September 6th, 2016 and ending on May 26th, 2017. No action was taken.
- There will not be a school board election. Board Member Thoreson and Rory Burke filed petitions for the two, three year positions that were open.
- The annual superintendent's conference will be held July 18 – 20th in Chamberlain.
- The ASBSD Joint Conference will be held August 4th – 5th in Sioux Falls.
- Supt. Klautd will be attending the Wild West Leadership Conference in Deadwood, being held June 15th – 17th.
- H.S. Principal Serna gave the first reading on modifying the grading scale and upgrading high school credit requirements. No action was taken.
- H.S. Principal Serna presented the 2016-17 spring testing information. Data was compared to the 2014-15 testing information.

Activity Director Report

- Supt. Klaudt reported that Jim Aisenbrey was voted to the SDHSAA Board of Directors and the amendment voted on passed in May.

NESC Updates: Due to the absence of Board Member Warkenthien, Supt. Klaudt reported that the NESC will be looking for a new company to administer the drug and alcohol testing to bus drivers for member school districts. It was reported that the Willow Lake School has committed to 18 hours of behavior services training.

Action Item #6: Motion by Wicks, second by Bratland to enter executive session pursuant to SDCL 1-25-2 to discuss personnel SDCL 1-25-2(1) and negotiations SDCL 1-25-2(4) at 8:44 p.m. Motion carried.

President Schmidt declared the board out of executive session at 11:06 p.m.

Action Item #7: Motion by Bratland, second by Thoreson to accept the resignations of Cheryl Korbel, with 22 years of service and Dale Fonken, with 11 years of service and to thank them for their service to the Willow Lake School District. Motion carried.

Action Item #8: Motion by Thoreson, second by Wicks to advertise for a bus driver position. Motion carried.

Action Item #9: Motion by Bratland, second by Wicks to approve the 2016-17 negotiated agreement. Motion carried.

Action Item #10: Motion by Thoreson, second by Bratland to approve Melissa Burke's business manager salary at \$45,650 for the 2016-17 school year. Motion carried.

Action Item #11: Motion by Thoreson, second by Bratland to approve Hector Serna's K-12 principal/curriculum/testing and career guidance salary at \$65,000 for the 2016-17 school year.

Action Item #12: Motion by Thoreson, second by Bratland to approve Scott Klaudt's superintendent/colony principal salary at \$76,450, with \$2,500 incentive payable in July 2016, plus \$4,750 towards tuition reimbursement, for the 2016-17 school year. Motion carried.

Action Item #13: Motion by Bratland, second by Wicks to approve the signed contracts of certified staff for the 2016-17 school year. Motion carried.

Action Item #14: Motion by Bratland, second by Wicks to table the open enrollment application of student #1. Motion carried.

Action Item #15: Motion by Bratland, second by Wicks to accept the open enrollment applications of students #2 and #3. Motion carried.

Action Item #16: Motion by Wicks, second by Bratland to approve the following non-certified staff for the 2016-2017 school year: Cheryl Bratland, Dawn Clayton, Marty Decker, Jim Felberg, Molly Fox, Marcie Froke, Jess Frysliie, Al Hamre, Jackie Kretschmar, Carrie LaMont, Kelsey Lewis, Mark Prouty, Dawn Spieker, Brandy Tormanen, Cynthia Warkenthien and Stan Zantow. Motion carried.

A special meeting of the Willow Lake School Board will be held on June 27, 2016 at 7:00 p.m., in the Willow Lake High School English room. The next regular meeting of the Willow Lake School Board will be on July 14, 2016, 7:00 p.m., in the Willow Lake High School English room.

Adjournment:

Action Item #17: Motion by Bratland, second by Thoreson, to adjourn at 11:17 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager