

**Willow Lake School District #12-3
June 12, 2017**

The Willow Lake School District Board of Education met in regular session on June 12, 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. Klaudt, H.S. Principal Serna, Bus. Manager Burke, Chris Lee, Dave Boehnke, Scott Sikkink and Jim, LeAnn and Lucas Johnson.

Board Members recited the Pledge of Allegiance.

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

Open Forum: Jim, LeAnn and Lucas Johnson were present to discuss the possibility of allowing enrollment into an internship class for the 2017-18 school year. The Board of Education will review the request. No action was taken.

Action Item #2: Motion by Thoreson, second by Warkenthien to approve the waiver form of Bus. Manager Burke – W1700-9 (reimburse Chance W. Burke for daughter's dual credit courses). Motion carried.

Action Item #3: Motion by Warkenthien, second by R. Burke to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of May 8, 2017; 2.2 approve the financial reports as of May 31, 2017; 2.3 approve the bills as of June 2017; 2.4 approve the SD Dept. of Health Contract for the 2017-18 school year; and 2.5 approve the science, 5th grade and special education surplus lists at no value. 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 &</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>
Balance 5/1/17	655,333.94	685,685.90	251,022.15	32,793.45	286,917.55	36,447.87	54.87	45,169.99
<u>RECEIPTS</u>								
Local Sources	311,170.33	247,753.46	50,571.05	8.43	0.00	4,108.26	0.00	7,976.74
County Sources	828.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	60,057.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	6,300.63	0.00	0.00	0.00	0.00	3,811.72	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	378,356.05	247,753.46	50,571.05	8.43	0.00	7,919.98	0.00	7,976.74
Total Available	1,033,689.99	933,439.36	301,593.20	32,801.88	286,917.55	44,367.85	54.87	53,146.73
<u>DISBURSEMENTS</u>	-259,548.85	-49,860.24	-21,038.53	0.00	-71,049.22	-9,998.35	0.00	-12,983.93
MJE-Bank Serv. Fee	<u>-16.45</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 5/31/17	774,124.69	883,579.12	280,554.67	32,801.88	215,868.33	34,369.50	54.87	40,162.80

JUNE 2017 AP BILLS

<u>Gen. Fund:</u>		<u>Amount:</u>
A-OX WELDING SUPPLY	Weld. Supp.	253.65
DIANE ANDERSON	Supp.	46.30
AWARD EMBLEM	Awards	20.85
TRACY BRATLAND-BRUNS	Dual Credit Reimb./Supp.	110.00
RICK OR LISA BRULEY	Dual Credit Reimb.	120.00
CHANCE BURKE	Dual Credit Reimb.	70.00
CARD MEMBER SERV.	Supp.	19.52
CHURCHILL, MANOLIS, FREEMAN, LLP	Legal Fees	3,532.41
CITY OF WILLOW LAKE	Water & Sewer	365.31
CLARK COMMUNITY OIL	Fuel	2,302.34
CLARK COUNTY COURIER	Proceedings/Ads	238.29
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	150.38
DEKKER HARDWARE	Supp.	31.62
DUENWALD TRANSPORTATION LLC	Ath. Transport.	571.20
KAYLA EDLEMAN	Supp.	50.00
HAUFF MID-AMERICA SPORTS INC	Awards	191.00

HOLIDAY INN EXPRESS	Track Rooms		1,390.00
LORI HOVDE	Supp.		44.20
INCIDENTAL FUND	Sioux Valley School	Track Fees	125.00
	Clark Lanes	P.E. Exp.	98.00
	Deuel School	Track Fees	125.00
	SD DCI	Background Check	43.25
	SD DCI	Background Check	43.25
	Postmaster	Postage	14.28
	Dacotah Bank	Track Meals	692.00
	Clark School	Conf. Reg.	100.00
	Argus Leader	Subscription	22.37
	SD DCI	Background Check	43.25
	SD DCI	Background Check	43.25
		TOTAL INCIDENT. FUND:	1,349.65
ITC	Telephone		787.30
KIM OR CYNITHIA WARKENTHIEN	Dual Credit Reimb.		120.00
EMILY KOENIG	Supp.		50.00
LAKE GROCERY	Supp.		65.67
LUTHERAN SOCIAL SERVICES	Consultant		545.00
MARCO, INC. NW	Maint Fees.		48.97
MENARDS	Shelves		199.98
NESC	Gen. Serv.		52.64
NWPS	Utilities		4,702.18
TAMMIE PAULSON	Distance Learning		625.00
PAULINE PUURI	Supp.		50.00
LYNNEA SEIVERT	Supp.		50.00
LINDSEY TELLINGHUISEN	Supp.		50.00
TERRY OR STEPHANIE WICKS	Dual Credit Reimb.		120.00
TRUGREEN CHEMLAWN	Aeration		489.00
US POSTMASTER	Box Rent		262.00
KRISTIN VANDERSNICK	Accompanist		150.00
VARIETY FOODS INC	FFVP		711.69
WLHS FFA	Dues & Fees/Meals		4,206.50
ADDITIONAL PAYROLL:	Diane Anderson	Unused Pers. Leave	300.00
	Curwin Bratland	Sub Bus Dr.	58.26
	Kim Bratland	Unused Pers. Leave	100.00
	Tracy Bruns	Unused Pers. Leave	100.00
	Kayla Edleman	Unused Pers. Leave	450.00
	Robin Flemming	Unused Pers. Leave	50.00
	Josh Friez	Unused Pers. Leave	300.00
	Al Hamre	Ex. Bus Trip	62.94
	Cassie Harding	Unused Pers. Leave	200.00
	Chris Hasler	Unused Pers. Leave	100.00
	Cheryl Hovde	Reimb. In-Serv./Unused Pers. Leave	358.95
	Lori Hovde	Health Ins. Reimb.	750.00
	Michaela Johnson	Sub	141.50
	Christina Kannegieter	Unused Pers. Leave	100.00
	Lois Kannegieter	Sub	1,254.88
	Cheryl Korbel	Sub	400.00
	Jackie Kretschmar	Sub Bus Dr.	57.79
	Chase Lettau	Unused Pers. Leave	350.00
	Liisa McDaniels	Sub	240.00
	Darcy Pommer	Sub	40.00
	Annie Reddig	Sub	160.00
	Anne Redinger	Sub	320.00
	Lynnea Seivert	Unused Pers. Leave	150.00
	Hector Serna	Sub Bus/Unused Sick/Pers. Leave	408.90

Jane Smith	Sub	160.00
Dawn Spieker	Ex. Bus Trip	30.00
Eric Stevens	Ex. Bus Trips/Unused Pers. Leave	670.00
Nichol Stevens	Unused Pers. Leave	100.00
Dan Tonak	Heath Ins. Reimb./Sub Bus Dr./Unused Pers. Leave	1,267.93
Jennifer Tonak	Sub	80.00
Misel Williams	Ex. Bus Trips	510.77
Lacey Zelinski	Ex. Bus Trips	240.00

TOTAL ADD. PAYROLL: 9,511.92

SALARIES & BENEFITS:

Elementary Programs	63,680.78
J.H. Programs	15,391.47
H.S. Programs	31,694.53
Preschool	1,569.24
Title Programs	4,850.04
Guidance	5,536.41
Library	4,178.99
Technology	5,582.09
Administration	28,647.02
Op. & Maint.	5,936.91
Pupil Transportation	4,762.99
Extra-Curricular	5,894.13

TOTAL GEN. FUND:

\$211,379.17

Cap. Outlay Fund:

GLOBAL EQUIPMENT CO.	Locker Access.	793.35
HKG ARCHITECTS	Contract Fees	1,712.60
MARCO, INC. NW	Copier Lease	41.40
MARCO, INC.	Copier Leases	1,707.44

TOTAL CAP. OUTLAY FUND:

\$4,254.79

Sp. Ed. Fund:

SALARIES & BENEFITS:

16,918.53

ADDITIONAL PAYROLL:

Emily Bastian	Unused Pers. Leave	300.00
Michaela Johnson	Sub	74.70
Bernadette Nesheim	Sub	700.00
Jody Peterson	Sub	45.60
Jennifer Tonak	Sub	69.40
Tara Vig	Unused Pers. Leave	400.00

TOTAL ADD. PAYROLL: 1,589.70

NESC

June Assessments	1,966.36
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TOTAL SP. ED. FUND:

\$20,474.59

Bldg. Proj. Fund:

TELLINGHUISEN INC	Projects Fees/Retainage	101,651.63
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TOTAL BLDG. PROJ. FUND:

\$101,651.63

Food Serv. Fund:

SALARIES & BENEFITS:

2,686.65

ADDITIONAL PAYROLL:

Michaela Johnson	Sub	52.90
Lois Kannegieter	Sub	33.72

TOTAL ADD. PAYROLL: 86.62

DEAN FOODS

Milk	301.43
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FM ACOUSTICAL TILE INC.

Repairs & Maint.	5,328.00
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LAKE GROCERY

Food/Supp.	180.17
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REINHART FOOD SERV.

Food	707.23
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STAR LAUNDRY

Clean. Serv.	50.91
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TOTAL FOOD SERV. FUND:**\$10,652.64****TOTAL ALL FUNDS:****\$348,412.82**

Acknowledgements: It was reported that the Willow Lake FFA Chapter was featured on national television. The Board of Education would like to thank Hector Serna for his five years of service to the district and wish him well in his new position.

Policy and Procedures

- Dave Boehnke, with Dacotah Insurance, was present to discuss the renewals of the school district insurance and work comp policies.
- **Action Item #4:** Motion by Warkenthien, second by Thoreson to approve the district school wide plan for the 2017-18 school year. Motion carried.
- Supt. Klaudt will be working on updating the school wellness policy.
- **Action Item #5:** Motion by R. Burke, second by Thoreson to approve the Graves IT Solutions Services Agreement. Motion carried.

Business and Finance

- Cash flows were reviewed as of May 31, 2017.
- The Chase Scholarship CD is up for renewal. Bus. Manager Burke will look into renewal options.
- **Action Item #6:** Motion by Warkenthien, second by Thoreson to approve the budget hearing for July 10, 2017 at 8:00 p.m. Motion carried.
- **Action Item #7:** Motion by Thoreson, second by Warkenthien to set the End of Fiscal Year meeting for Tuesday, June 27, 2017 at 7:30 p.m. Motion carried.

Facilities

- Scott Sikkink, with HKG Architects, was present to give a recap of the building project, which is completed.
- H.S. Principal Serna presented stage curtain materials and colors.

Superintendent/Principal Report

- There will be no school board election. One petition, from Tia Felberg, was filed for the three year position.
- The administration would like to review and update the current dual credit policy.
- The annual superintendent's conference will be held July 17th-19th in Chamberlain.
- H.S. Principal Serna reviewed spring testing scores.

NESC Updates: Board Member Warkenthien reported that the NESC has set summer office hours; quotes were reviewed for property/liability and work comp insurances; and discussion was held on the NESC's role with the Northern Plains Insurance Pool.

Action Item #8: Motion by Thoreson, second by Wicks to enter executive session pursuant to SDCL 1-25-2 to discuss personnel (SDCL 1-25-2(1) and student (SDCL 1-25-2(2) at 9:16 p.m. Motion carried.

President Schmidt declared the board out of executive session at 10:23 p.m.

Action Item #9: Motion by Wicks, second by Warkenthien to approve the resignations of Jess and Jamie Frysle and to thank them for their service to the district. Motion carried.

Action Item #10: Motion by R. Burke, second by Thoreson to approve the signed contracts of the certified staff, technology coordinator and administration for the 2017-18 school year. Motion carried.

Action Item #11: Motion by Wicks, second by R. Burke to approve the High School English teacher position to Lindsay Nolte at \$46,500 for the 2017-18 school year. Motion carried.

Action Item #12: Motion by Wicks, second by R. Burke to approve Norlan Froke for the head custodian position at \$12.50/hr. and the part-time custodian position to Sam Williams at \$12.00/hr. Motion carried.

Action Item #13: Motion by Thoreson, second by Warkenthien to approve the following non-certified staff for the 2017-18 school year: Dawn Clayton, Marcie Froke, Jackie Kretschmar, Kelsey Klaudt, Dawn Spieker, Brandy Tormanen, Cynthia Warkenthien, Cheryl Bratland, Carrie LaMont, Dale Fonken, Alan Hamre, Misel Williams, Stan Zantow and Mark Prouty. Motion carried.

Action Item #14: Motion by Wicks, second by Thoreson to approve open enrollment applications for students #1 and #2 for the 2017-18 school year. Motion carried.

A special meeting of the Willow Lake School Board will be June 27, 2017 at 7:30 p.m. in the Willow Lake Administration Conference Room. The next regular meeting of the Willow Lake School Board will be July 10, 2017 at 7:00 p.m., in the Willow Lake Administration Conference

Room.

Adjournment:

Action Item #15: Motion by R. Burke, second by Wicks, to adjourn at 10:31 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager