

**Willow Lake School District #12-3  
March 9, 2015**

The Willow Lake School District Board of Education met in regular session on March 9, 2015. President Schmidt called the meeting to order at 7:01 p.m. Board members present: Bratland, Schmidt, Thoreson, Warkenthien and Wicks. Also attending were Supt. Klautt, Elem. Principal Bruns, Business Manager Burke, and patrons of the district. H.S. Principal Serna joined the meeting via telephone conference at 8:30 p.m. Supt. Klautt left the meeting at 7:57 p.m.

Board Members recited the Pledge of Allegiance.

**Acknowledgements:** Supt. Klautt congratulated the girls' basketball team on qualifying for the State A Basketball Tournament. Elem. Principal Bruns reported that Read Across America Day, celebrated with elementary students, was a huge success.

**Action Item #1:** Motion by Bratland, second by Thoreson to approve the agenda. All present voting yes, motion carried.

**Action Item #2:** Motion by Wicks, second by Warkenthien to enter executive session at 7:04 p.m. to discuss personnel (SDCL1-25-2(1) and negotiations (SDCL1-25-2(4)). All present voting yes, motion carried.

President Schmidt declared the board out of executive session at 7:57 p.m.

**Action Item #3:** Motion by Wicks, second by Thoreson to approve the minutes of the regular meeting of February 9, 2015 and the special meeting of March 2, 2015. All present voting yes, motion carried.

**Action Item #4:** Motion by Thoreson, second by Bratland to approve the financial reports as of February 28, 2015. All present voting yes, 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 &amp; Agency</u>
<b>Balance 2/1/2015</b>	1,463,819.45	626,570.46	284,418.27	29,254.21	37,363.75	320.97	32,081.92
<b><u>RECEIPTS</u></b>							
Local Sources	18,002.84	15,540.66	6,666.66	1,908.63	5,063.56	0.00	10,061.89
County Sources	840.52	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	62,509.74	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	<u>7,344.64</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,910.50</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL RECEIPTS</b>	<b>88,697.74</b>	<b>15,540.66</b>	<b>6,666.66</b>	<b>1,908.63</b>	<b>7,974.06</b>	<b>0.00</b>	<b>10,061.89</b>
<b>Total Available</b>	<b>1,552,517.19</b>	<b>642,111.12</b>	<b>291,084.93</b>	<b>31,162.84</b>	<b>45,337.81</b>	<b>320.97</b>	<b>42,143.81</b>
<b><u>DISBURSEMENTS</u></b>							
GJ Entry - Band Un.	700.65	-700.65	0.00	0.00	0.00	0.00	0.00
<b>Balance 2/28/2015</b>	<b>1,389,732.17</b>	<b>640,001.00</b>	<b>278,967.53</b>	<b>31,162.84</b>	<b>38,951.76</b>	<b>320.97</b>	<b>35,599.60</b>

**Action Item #5:** Motion by Thoreson, second by Bratland to approve the bills as of March 2015. All present voting yes, motion carried.

**MARCH 9, 2015 AP BILLS**

<u>Gen. Fund:</u>		<u>Amount:</u>
A-OX	Weld. Supp.	93.96
ASBSD	Conf. Fee	110.00
NANCY BELL	Sports Help	285.00
BIO CORPORATION	Dissect. Supp.	220.05
DAVE BOEHNKE	Sports Help	140.00
TRACY BRATLAND-BRUNS	Meal Reimb.	3.75
JAMES BRENDEN	Sports Help	90.00
BRIDGEWAY COUNSELING CTR.	Jan./Feb. Serv.	1,800.00
DARWIN BRINKMAN	Land Survey Fee	200.00

BROOKLYN PUBLISHERS LLC	Plays		202.57
J.J. BURKE	Sports Help		165.00
CARD MEMBER SERVICE	Book/Supp.		33.53
CITY OF WILLOW LAKE	Water & Sewer		349.26
CLARK COMMUNITY OIL	Fuel		3,772.64
CLARK COUNTY COURIER	Legal Proceeds.		172.62
MATT CLARK	Sports Help		70.00
COOK'S WASTEPAPER RECYCLING	Garbage Serv.		138.94
DEKKER HARDWARE	Clean. Supp.		6.58
DIESEL SERVICE AND REPAIR	Filters		62.00
LARRY DREHER	Sports Help		140.00
DUENWALD TRANSPORTATION LLC	Ath. Transport.		1,195.69
GEOTEK ENGINEERING & TESTING	Air Test		901.50
HORIZON HEALTH CARE INC	Bus Dr. Phy.		193.00
INCIDENTAL FUND	SD DCI	Background Check	43.25
	SD Music In-serv. Conf.	Dues & Fees	47.00
	Scott Mack	GBB Off./Mlg.	131.62
	Mitch Magnus	GBB Off.	85.00
	Jared Gass	GBB Off.	85.00
	U.S. Postmaster	Postage	6.00
	Gary Duffy	GBB Off./Mlg.	117.93
	Steve VanHeerde	GBB Off.	85.00
	Todd Stark	GBB Off.	85.00
	SD DCI	Background Check	43.25
	Dennis Heinz	GBB Off./Mlg.	120.04
	Mike Ruth	GBB Off.	85.00
	Brad McGirr	GBB Off.	85.00
	Argus Leader	Subscription	25.65
		TOTAL INCIDENTAL FUND:	1,044.74
J.W. PEPPER & SON, INC.	Sheet Music		291.99
JMH AUTO REPAIR	Repairs & Maint.		384.83
JOSTEN'S	Grad. Supp.		294.78
SCOTT KLAUDT	Meal Reimb.		18.00
LAKE GROCERY	Supp.		10.48
MENARDS	Bulbs/Traps		18.77
MATT MOHR	Sports Help		25.00
NESC	Gen. Serv.		598.65
NORTHERN WIRELESS COMM.	Internet Serv.		49.95
NWPS	Utilities		3,906.86
FRED OBERMEIER	Sports Help		325.00
TAYLOR MUSIC	Reeds/Strap		82.35
VARIETY FOODS INC	FFVP		652.65
W W TIRE SERVICE INC	Repair		18.87
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	896.48
	Jim Anderson	Sub	320.00
	Emily Bastian	Ex. Sports Help	140.00
	Shelby Brodersen	Sub	156.00
	Renae Burke	Sub	80.00
	Rory Burke	Ex. Bus Trips	235.00
	Jim Felberg	Tech. Coord.	475.86
	Lacey Giles	Sub	880.00
	Amanda Glanzer	Sub	80.00
	Lori Hovde	Health Ins. Reimb.	545.00
	Patti Johnson	Health Ins. Reimb.	545.00
	Christina Kannegieter	Ex. Sports Help/Sub Bus Dr.	187.59
	Kerwin Kannegieter	Sub Bus Dr.	27.90
	Lois Kannegieter	Sub	612.72
	Harley Klautd	Sub/Ex. Sports Help	290.00

	Cindy Maffei	Sub	312.70	
	Mark Prouty	Ex. Bus Trips	60.00	
	Anne Redinger	Sub	760.00	
	Brandon Stahl	Ex. Sports Help	215.00	
	Eric Stevens	Ex. Bus Trips	100.00	
	Dan Tonak	Health Ins. Reimb./Sports Help	874.68	
	Nicole Tonak	Ex. Bus Trips	90.75	
	Dahlia Waldner	Sub	280.00	
	Stan Zantow	Ex. Bus Trip	20.00	
		TOTAL ADD. PAYROLL:	8,184.68	
SALARIES & BENEFITS:	Elementary		51,684.40	
	Junior High		17,843.75	
	High School		25,459.82	
	Preschool		538.57	
	Title Programs		5,844.32	
	Guidance		1,407.49	
	Library		2,098.96	
	Technology		2,851.38	
	Administration		15,401.05	
	Operations & Maintenance		3,936.99	
	Pupil Transportation		3,616.45	
	Extra-Curricular		6,850.21	
<b>TOTAL GEN. FUND:</b>			<b>\$163,787.08</b>	
<b><u>Cap. Outlay Fund:</u></b>				
MARCO, INC.	Copier Leases		1,409.47	
<b>TOTAL CAP. OUTLAY FUND:</b>			<b>\$1,409.47</b>	
<b><u>Sp. Ed. Fund:</u></b>				
SALARIES & BENEFITS:			9,761.45	
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	149.80	
	Harley Klaudt	Sub	78.40	
	Cindy Maffei	Sub	306.50	
		TOTAL ADD. PAYROLL:	534.70	
NESC	March Assessments		1,175.53	
<b>TOTAL SP. ED. FUND:</b>			<b>\$11,471.68</b>	
<b><u>Food Serv. Fund:</u></b>				
SALARIES & BENEFITS:			2,492.55	
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	33.18	
		TOTAL ADD. PAYROLL:	33.18	
DEAN FOODS	Milk		600.84	
HUBERT CO.	Thermometer		44.38	
HYVEE	Food		11.84	
LAKE GROCERY	Food		9.76	
REINHART FOOD SERV.	Food/Supp.		1,763.86	
SD DEPT OF ED.	Food		148.76	
STAR LAUNDRY	Clean. Serv.		54.81	
VARIETY FOODS INC	Food		1,993.92	
<b>TOTAL FOOD SERV. FUND:</b>			<b>\$7,153.90</b>	
<b>TOTAL ALL FUNDS:</b>			<b>\$183,822.13</b>	

#### Policy and Procedures

- **Action Item #6:** Motion by Thoreson, second by Wicks to accept the bullying and complaints policy by ASBSD. All present voting yes, motion carried.
- **Action Item #7:** Motion by Bratland, second by Warkenthien to approve the lane change for Lori Hovde (to BA 32) for the 2015-16 school year. All present voting yes, motion carried.

## Facilities

- Board member Schmidt reported that the WLCWC would like to have a liaison between the school board and wellness center, until the school officially takes over all operations. The board, with recommendation from the school attorney, will have a letter drafted that the school will take over all operations as of April 30, 2015. This letter needs to be in place for the WLCWC board to dissolve their non-profit status.
- Board members Bratland and Wicks gave a report on the building project. They reviewed information discussed at the February 18<sup>th</sup> and March 2<sup>nd</sup> building committee meetings. It was reported that Scott Sikkink, with HKG Architects, would like to have a building committee meeting within the next week, to review the updated project budget.

## Business and Finance

- Cash flows were reviewed as of February 28, 2015.
- Business Manager Burke discussed two documents that Dougherty & Co. need to have signed by the business manager and on file at their office for federal auditing purposes.
- The school health insurance pool meeting will be held Wednesday, March 25<sup>th</sup>, in Huron.
- Board members discussed the response letter. No action was taken.

## Superintendent/Principal Report

- H.S. Principal Serna reported on several bills that have been introduced this legislative session and their effect on education.
- Parent-Teacher Conferences were held on February 23<sup>rd</sup>, with great parent participation.
- Kindergarten screening will be held Thursday, March 26<sup>th</sup>.
- H.S. Principal Serna reported that the Access test has been given and preparations are underway for spring testing.
- Drivers education will begin on Monday, March 23<sup>rd</sup>. The instructor will be Robert Hirsch. Letters explaining the schedule will be given to eligible students.
- **Action Item #8:** Motion by Bratland, second by Thoreson to approve two summertime help at 20 hours/week at minimum wage. All present voting yes, motion carried.
- H.S. Principal Serna discussed the dual credit reimbursement form. No action was taken.

## Activity Director Report

- Board members Bratland and Wicks updated the board on the co-op meeting they had with the Clark School Board representatives.
- The athletic banquet will be held March 26<sup>th</sup>, in the Willow Lake school gym, beginning at 6:30 p.m.
- The A.D. conference will be held March 31<sup>st</sup> – April 2<sup>nd</sup> in Pierre.

**NESC Updates:** Board member Warkenthien reported that the assistant business manager position has been absorbed by the business manager and office staff. The NESC has set the reading recovery program rates for non-member schools for the 2015-16 school year. The NESC is creating an autism team and has three employees that will be taking the training. There has been discussion on developing a behavior room for the co-op.

**Action Item #9:** Motion by Wicks, second by Warkenthien to offer a contract to grades 6-12 district principal/career guidance/testing and curriculum coordinator Hector Serna for the 2015-16 school year, with salary to be set at a later date. All present voting yes, motion carried.

**Action Item #10:** Motion by Thoreson, second by Wicks to offer a contract to reading specialist/504 coordinator Tracy Bratland-Bruns for the 2015-16 school year, with salary to be set at a later date. All present voting yes, motion carried.

**Action Item #11:** Motion by Bratland, second by Thoreson to offer a contract to Business Manager Melissa Burke for the 2015-16 school year, with salary to be set at a later date. All present voting yes, motion carried.

The next regular meeting of the Willow Lake School Board will be on April 13, 2015, at 7:00 p.m., in the Willow Lake School Business Office.

## Adjournment:

**Action Item #12:** Motion by Wicks, second by Bratland, to adjourn at 9:01 p.m. All present voting yes, motion carried.

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Caryl Schmidt, President

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Melissa Burke, Business Manager