

**Willow Lake School District #12-3
March 15, 2016**

The Willow Lake School District Board of Education met in regular session on March 15, 2016. President Schmidt called the meeting to order at 5:00 p.m. Board members present: Bratland, Schmidt, Thoreson, Warkenthien and Wicks. Also attending were Supt. Klautt, H.S. Principal Serna, Business Manager Burke, Dave Williams and Scott Sikkink.

The Pledge of Allegiance was recited.

Action Item #1: Motion by Thoreson, second by Bratland to add 6.2.4 choir trip bussing and to approve the agenda as amended. Motion carried.

Action Item #2: Motion by Thoreson, second by Warkenthien to approve the following items on the consent agenda: 1.1 approve the minutes of the regular meeting of February 8, 2016; 1.2 approve the financial reports as of February 29, 2016; 1.3 approve the bills as of March 2016; and 1.4 approve the surplus lists at no value. 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 & Agency</u>
Balance 2/1/16	1,221,526.85	624,309.38	348,340.00	28,198.32	2,321,552.20	36,045.89	54.87	34,413.94
<u>RECEIPTS</u>								
Local Sources	15,404.69	13,858.99	3,120.59	1,543.39	0.00	5,501.02	0.00	8,406.29
County Sources	794.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	57,476.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	9,481.65	0.00	0.00	0.00	0.00	3,377.22	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	83,156.66	13,858.99	3,120.59	1,543.39	0.00	8,878.24	0.00	8,406.29
Total Available	1,304,683.51	638,168.37	351,460.59	29,741.71	2,321,552.20	44,924.13	54.87	42,820.23
DISBURSEMENTS	-172,832.73	-18,825.51	-14,767.43	0.00	-125,760.05	-6,812.84	0.00	-8,130.76
Balance 2/29/16	1,131,850.78	619,342.86	336,693.16	29,741.71	2,195,792.15	38,111.29	54.87	34,689.47

March 2016 AP Bills

<u>Gen. Fund:</u>		<u>Amount:</u>
A-OX WELDING SUPPLY	Weld. Supp.	144.81
NANCY BELL	Sports Help	400.00
BIO CORPORATION	Science Supp.	112.82
DAVE BOEHNKE	Sports Help	110.00
JAMES BRENDEN	Sports Help	175.00
J.J. BURKE	Sports Help	160.00
CARD MEMBER SERVICE	Comp. Supp.	288.26
CITY OF WILLOW LAKE	Water & Sewer	381.43
CLARK COMMUNITY OIL CO.	Fuel	1,618.80
CLARK COUNTY COURIER	Proceedings	130.59
COOK'S WASTEPAPER	Garbage Serv.	143.85
DACOTAH INS.	Auto Ins.	170.00
LARRY DREHER	Sports Help	50.00
DUENWALD TRANSPORTATION LLC	Ath. Transport.	2,832.91
HORIZON HEALTH CARE INC	Bus Dr. Phy.	210.00
INCIDENTAL FUND	U.S. Postmaster	Postage 29.15
	Dennis Heinz	BBB Off./Mlg. 124.90
	Matt Clark	BBB Off. 85.00
	Greg Blue	BBB Off. 85.00
	U.S. Postmaster	Postage 6.25
	SDIAAA	Dues & Fees 180.00
	Lee Johnson	GBB Off./Mlg. 157.24
	Brad McGirr	GBB Off. 85.00

	Jim Bigalow	GBB Off.	85.00
	Argus Leader	Subscription	25.65
	Mike Ruth	BBB Off./Mlg.	110.20
	Matt Clark	BBB Off.	85.00
	Greg Blue	BBB Off.	85.00
	ECMSHB	Dues & Fees	40.00
		TOTAL INCIDENTAL FUND:	1,183.39
INTERSTATE ALL BATTERY CENTER	I-Pad Repairs		265.00
ITC	Telephone Serv.		633.70
J & J HEATING & AIR CONDITIONING	Furnace Repairs		330.37
J.W. PEPPER & SON, INC.	Sheet Music		45.00
JMH AUTO REPAIR	Repairs & Maint.		1,635.75
JOSTEN'S	Diplomas/Covers		455.10
KMART	Book		14.39
LAKE GROCERY	Supp.		6.57
M.R. TIKKA CONSTRUCTION	Serv. Call		255.10
MARCO, INC.	Maint. Fee		90.61
MATT MOHR	Sports Help		75.00
NESC	Gen. Serv.		227.16
NORTH CENTRAL BUS SALES	Parts		51.05
NORTHEAST BUILDING & DOOR INC.	Door Repair		169.83
NWPS	Utilities		8,394.05
FRED OBERMEIER	Sports Help		365.00
OFFICE PEEPS INC	Batteries		51.42
QUALITY INN - PIERRE	Room-Ag Conf.		76.99
QUAM & BERGLIN CPA	Audit Fees		8,900.00
TAYLOR MUSIC	Horn Repairs		91.50
TONY'S ELECTRIC	Ballast Repairs		68.33
VARIETY FOODS INC	FFVP		1,074.90
VERDON ROOFING	Snow Removal		357.00
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	57.20
	James Anderson	Sub	40.00
	Emily Bastian	Winter Sports Help	70.00
	Erin Brenden	Sub	80.00
	Renaë Burke	Sub	160.00
	Jim Felberg	Tech Support	0.00
	Annie Hervi	Sub	240.00
	Jane Hervi	Sub	160.00
	Colleen Hohm	Sub	80.00
	Lori Hovde	Health Ins.	580.00
	Christina Kannegieter	Ex. Bus Trips/Winter Sports Help	70.00
	Lois Kannegieter	Sub	602.94
	Liisa McDaniels	Sub	730.00
	Mark Prouty	Ex. Bus Trips	270.00
	Anne Redinger	Sub	240.00
	Kim Schmidt	Sub	800.00
	Hector Serna	Ex. Bus Trips	442.14
	Dawn Spieker	Ex. Bus Trip	30.00
	Eric Stevens	Ex. Bus Trips/Winter Sports Help	280.00
	Dan Tonak	Health Ins./Winter Sports Help	720.00
		Total Add. Payroll:	5652.28
SALARIES & BENEFITS:	Elem. Programs		52,290.95
	J.H. Programs		26,582.50
	H.S. Programs		22,769.99
	Preschool		490.55
	Title Programs		6,279.39
	Guidance		2,852.36
	Library		2,187.42
	Technology		5,488.88
	Administration		16,861.49

	Operations & Maint.		4,360.83
	Pupil Transportation		4,709.05
	Extra-Curricular		1,785.51
TOTAL GEN. FUND:			\$184,056.88

Cap. Outlay Fund:

MARCO, INC.	Copier Lease		36.00
MARCO, INC.	Copier Leases		1,597.99
SD FEDERAL PROPERTY AGENCY	Car		16,000.00
TOTAL CAP. OUTLAY FUND:			\$17,633.99

Sp. Ed. Fund:

SALARIES & BENEFITS:			12,616.15
ADDITIONAL PAYROLL:	Jane Hervi	Sub	70.00
	Lenora Virchow	Sub	260.00
		Total Add. Payroll:	330.00
CARD MEMBER SERVICE	Read. Supp.		336.84
NE EDUCATIONAL SER			
COOPERATIVE	March Assessments		2,295.46
Total Sp. Ed. Fund:			\$15,578.45

Bdlg. Project Fund:

TELLINGHUISEN INC	Project Fees		133,000.00
Total Bdlg. Project Fund:			\$133,000.00

Food Serv. Fund:

SALARIES & BENEFITS:			2,957.58
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	82.66
	Sharon Symens	Sub	142.90
		Total Add. Payroll:	225.56
DEAN FOODS	Milk		506.18
REINHART FOOD SERV.	Food		1,431.19
SD DEPT OF ED.	Food		552.84
STAR LAUNDRY	Clean. Serv.		72.75
VARIETY FOODS INC	Food/Supp.		1,708.01
Total Food Serv. Fund:			\$7,454.11

Total All Fund: \$357,723.43

Acknowledgements: Supt. Klautd congratulated Mr. Ehrke, the K-5 elementary students and staff on the wonderful operetta that was held March 14th, re-creating the history of the 1927 dedication of the high school building.

Policy and Procedures

- **Action Item #3:** Motion by Thoreson, second by Bratland to give authority to administration to decide on the direction for the school in the health insurance pool. Motion carried.

Business and Finance

- Cash flows were reviewed as of February 29, 2016.
- The school health insurance pool meeting will be held Wednesday, March 23rd, in Huron.
- The FY 2015 audit has been reviewed and accepted by the Department of Legislative Audit.
- The school will be purchasing an ice cream machine for the DC/NY Trust and Agency fundraiser account.

Facilities

- Scott Sikkink, with HKG Architects, reviewed color options suggested by the color committee and several RFPs.
- **Action Item #4:** Motion by Bratland, second by Thoreson to reject RFP #9 in the amount of \$5,733. Motion carried.
- **Action Item #5:** Motion by Thoreson, second by Warkenthien to accept RFP #11 in the amount of \$1,714. Motion carried.
- **Action Item #6:** Motion by Warkenthien, second by Bratland to reject RFP #11.A in the amount of \$1,872. Motion carried.
- **Action Item #7:** Motion by Bratland, second by Thoreson to accept RFP #12, a deduct in the amount of \$664. Motion carried.
- **Action Item #8:** Motion by Warkenthien, second by Thoreson to accept RFP #13 at no cost. Motion carried.
- **Action Item #9:** Motion by Thoreson, second by Bratland to accept RFP #14 in the amount of \$1,237. Motion carried.
- **Action Item #10:** Motion by Bratland, second by Thoreson to reject RFP #15 in the amount of \$10,997. Motion carried.
- **Action Item #11:** Motion by Warkenthien, second by Thoreson to accept RFP #16 in the amount of \$3,973. Motion carried.

- **Action Item #12:** Motion by Thoreson, second by Warkenthien to accept RFP #17 in the amount of \$1,823. Motion carried.
- The board reviewed quotes to replace the garage doors at the bus barn.

Superintendent/Principal Report

- Supt. Klautt reviewed different legislation that has been introduced and its effect on education.
- With the passage of the new funding formula, ASBSD is offering more collective bargaining workshops.
- PTC was held on February 22nd, with good participation.
- Kindergarten screening will take place on March 31st at the Willow Lake School.
- Access testing has been completed. Smarter Balance testing will begin March 17th.
- H.S. Principal Serna is in the process of getting information ready for 2016-17 pre-registration.
- H.S. Principal Serna is looking for a driver's education instructor. It was reported that 20 students are interested in taking the course.
- **Action Item #13:** Motion by Thoreson, second by Warkenthien to advertise for two, summer time helpers, 20 hours/week at minimum wage (\$8.50/hr.). Motion carried.

Activity Director Report

- The sports athletic banquet will be held Monday, April 18th, in the Clark gym, at 6:30 p.m.
- The 2016 AD convention will be held March 30th – April 1st
- The spring co-op meeting will be held Wednesday, March 16th.
- **Action Item #14:** Motion by Thoreson, second by Bratland to help off-set the bussing expense for the choir trip. Motion carried.

NESC Updates: Board member Warkenthien reported that the NESC held discussions about changing from fully insured to self-insured in the health insurance pool, ESY rates have been set and a contract has been offered to the assistant director for 2016-17.

Action Item #15: Motion by Bratland, second by Thoreson to enter executive session pursuant to SDCL 1-25-2 to discuss personnel SDCL 1-25-2(1), student SDCL 1-25-2 (2) and negotiations SDCL 1-25-2(4) at 6:47 p.m. Motion carried.

President Schmidt declared the board out of executive session at 7:36 p.m.

Action Item #16: Motion by Wicks, second by Bratland to offer the H.S. Principal/Career Guidance contract to Hector Serna for the 2016-17 school year, with salary to be set at a later date. Motion carried.

Action Item #17: Motion by Warkenthien, second by Thoreson to offer the Business Manager contract to Melissa Burke for the 2016-17 school year, with salary to be set at a later date. Motion carried.

Action Item #18: Motion by Wicks, second by Thoreson to approve open enrollment application #17 for the 2016-17 school year, pursuant to SDCL 13-28-40. Motion carried.

A special school board meeting will be held on Monday, March 28, 2016, at 5:00 p.m. in the Willow Lake School Business Office. The next regular meeting of the Willow Lake School Board will be April 11, 2016 at 7:00 p.m., in the Willow Lake School Business Office.

Adjournment:

Action Item #19: Motion by Wicks, second by Warkenthien, to adjourn at 7:43 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager