

**Willow Lake School District #12-3  
March 13, 2017**

The Willow Lake School District Board of Education met in regular session on March 13, 2017. President Schmidt called the meeting to order at 7:00 p.m. Board Members present: R. Burke, Schmidt, Thoreson, and Wicks. Warkenthien was absent. Also attending were Supt. Klaudt, H.S. Principal Serna, Business Manager Burke, Emily Koenig, Jay and Andi Waldow, Dave Williams, Josh Friez, Wayne Tellinghuisen and Scott Sikkink.

Board Members recited the Pledge of Allegiance.

**Action Item #1:** Motion by R. Burke, second by Thoreson to add 7.1.7 TransCanada Grant, to add 9.1 resignation and to approve the agenda. Motion carried.

**Action Item #2:** Motion by Wicks, second by R. Burke to approve the waiver form of Supt. Scott Klaudt - W1700-6 (reimburse Kelly Klaudt for substitute teaching and for extra sports help). Motion carried.

**Action Item #3:** Motion by Thoreson, second by R. Burke to approve the waiver form of Board Member Aaron Wicks – W1700-7 (reimburse Nathan Wicks for substitute teaching). Motion carried.

**Action Item #4:** Motion by Thoreson, second by Wicks to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of February 13, 2017; 2.2 approve the financial reports as of February 28, 2017; 2.3 approve the bills as of March 2017; 2.4 approve to surplus the ice machine 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>Bldg. Proj. Fund</u>	<u>Food Serv. Fund</u>	<u>Enterprise Fund</u>	<u>Trust &amp; Agency</u>
<b>Balance 2/1/17</b>	<b>938,344.03</b>	<b>666,251.79</b>	<b>292,053.34</b>	<b>32,516.71</b>	<b>878,197.40</b>	<b>41,994.04</b>	<b>54.87</b>	<b>42,471.27</b>
<b><u>RECEIPTS</u></b>								
Local Sources	20,314.86	21,960.75	4,419.90	264.07	0.00	2,994.48	0.00	7,083.02
County Sources	1,340.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	87,033.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	5,752.00	0.00	0.00	0.00	0.00	3,951.52	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>
<b>TOTAL RECEIPTS</b>	<b>114,441.13</b>	<b>21,960.75</b>	<b>4,419.90</b>	<b>264.07</b>	<b>0.00</b>	<b>6,946.00</b>	<b>0.00</b>	<b>7,083.02</b>
<b>Total Available</b>	<b>1,052,785.16</b>	<b>688,212.54</b>	<b>296,473.24</b>	<b>32,780.78</b>	<b>878,197.40</b>	<b>48,940.04</b>	<b>54.87</b>	<b>49,554.29</b>
<b>DISBURSEMENTS</b>	<b>-199,742.11</b>	<b>-15,183.85</b>	<b>-17,130.88</b>	<b>0.00</b>	<b>-149,530.00</b>	<b>-9,487.92</b>	<b>0.00</b>	<b>-2,741.65</b>
MJE-Bank Serv. Fee	<u>-17.20</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>
<b>Balance 2/28/17</b>	<b>853,025.85</b>	<b>673,028.69</b>	<b>279,342.36</b>	<b>32,780.78</b>	<b>728,667.40</b>	<b>39,452.12</b>	<b>54.87</b>	<b>46,812.64</b>

**MARCH 2017 AP BILLS**

<b><u>Gen. Fund:</u></b>		<b><u>Amount</u></b>
A-OX WELDING SUPPLY CO INC	Weld. Supp.	449.90
NANCY BELL	Sports Help	180.00
JAMES BRENDEN	Sports Help	90.00
J.J. BURKE	Sports Help	150.00
CAERT INC	Ag Sub.	1,799.00
CARD MEMBER SERVICE	Tech Repairs/Equip.	275.70
CEV MULTIMEDIA, LTD.	Ag Sub.	150.00
CITY OF WILLOW LAKE	Water & Sewer	347.72
CLARK COMMUNITY OIL CO.	Fuel	1,822.87
CLARK COUNTY COURIER	Legal Proceeds.	179.76
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	150.38
DEKKER HARDWARE	Bulbs/Supp.	26.06
DIESEL SERVICE AND REPAIR	Oil Chgs./Repairs	1,482.47
DUENWALD TRANSPORTATION LLC	Ath. Transport.	175.05
RORY FOREST	Sports Help	20.00

BRAXTON HARTLEY	Sports Help		20.00
COOPER HARTLEY	Sports Help		20.00
HILLYARD	Janitorial Supp.		954.17
INCIDENTAL FUND	Scott Mack	Dblhdr Off./Mlg.	187.92
	Mitch Magnus	Dblhdr Off.	135.00
	Scott Hoeke	Dblhdr. Off.	135.00
	Brookings Schools	Dues & Fees	240.00
	SD DCI	Background Check	43.25
	Argus Leader	Subscription	24.00
		TOTAL INCIDENTAL FUND:	765.17
INTERSTATE ALL BATTERY CENTER	I-pad Repair		99.90
ITC	Telephone Serv.		824.12
JOSTEN'S	Diplomas/Covers		512.80
KINGSBURY COUNTY	Calculation Error		209.65
LAKE GROCERY	Supp.		70.83
MARCO, INC.	Maint. Fee		66.04
NESC	Gen. Serv.		52.64
NWPS	Utilities		6,343.90
FRED OBERMEIER	Sports Help		220.00
SANFORD HEALTH OCC. MED. CLINIC	Bus Dr. Phy.		90.00
SCHOOL SPECIALTY	Disinfectant		80.20
SHARP AUTOMOTIVE	Door Handle		43.20
VARIETY FOODS INC	FFVP		405.87
W W TIRE SERVICE INC	Tire Repair		20.00
ADDITIONAL PAYROLL:	Emily Bastian	Winter Sports Help	50.00
	Lori Hovde	Health Ins. Reimb.	750.00
	Michaela Johnson	Sub	150.20
	Christina Kannegieter	Ex. Bus Trips/Winter Sports Help	191.51
	Lois Kannegieter	Sub	614.66
	Kelly Klaudt	Sub/Winter Sports Help	100.00
	Cheryl Korbelt	Sub	480.00
	Chase Lettau	Ex. Bus Trips	130.00
	Liisa McDaniels	Sub	220.00
	Mark Prouty	Ex. Bus Trips	390.00
	Annie Reddig	Sub	880.00
	Lynnea Seivert	Sub Bus Dr./Winter Sports Help	49.40
	Jane Smith	Sub	320.00
	Eric Stevens	Ex. Bus Trips	120.00
	Dan Tonak	Heath Ins. Reimb./Sub Bus Dr./Sports Help	1184.93
	Nathan Wicks	Sub	160.00
		TOTAL ADD. PAYROLL:	5790.70
SALARIES & BENEFITS:	Elementary Programs		62,215.85
	J.H. Programs		14,615.84
	H.S. Programs		30,034.19
	Preschool		1,490.79
	Title Programs		4,674.07
	Guidance		2,088.76
	Library		3,985.87
	Technology		5,582.79
	Administration		20,257.59
	Op. & Maint.		3,715.06
	Pupil Transportation		4,805.42
	Extra-Curricular		2,009.93
<b>TOTAL GEN. FUND:</b>			<b>\$179,364.26</b>
<b>Cap. Outlay Fund:</b>			
MARCO, INC. NW	Copier Lease		41.40

MARCO, INC.	Copier Lease		1,707.44
<b>TOTAL CAP. OUTLAY FUND:</b>			<b>\$1,748.84</b>
<b><u>Sp. Ed. Fund:</u></b>			
SALARIES & BENEFITS:			17,483.94
ADDITIONAL PAYROLL:	Michaela Johnson	Sub	23.20
	Cheryl Korbel	Sub	226.70
	Dan Whalen	Sub	70.90
		TOTAL ADD. PAYROLL:	320.80
NESC	March Serv.		<u>1,966.36</u>
<b>TOTAL SP. ED. FUND:</b>			<b>\$19,771.10</b>
<b><u>Bldg. Project Fund:</u></b>			
TELLINGHUISEN INC	Project Fees		<u>109,250.00</u>
<b>TOTAL BLDG. PROJECT FUND:</b>			<b>\$109,250.00</b>
<b><u>Food Serv. Fund:</u></b>			
SALARIES & BENEFITS:			2,555.19
ADDITIONAL PAYROLL:	Michaela Johnson	Sub	657.60
	Lois Kannegieter	Sub	83.64
		TOTAL ADD. PAYROLL:	741.24
1ST CHOICE SEWER & SEPTIC CO.	Sewer Repairs		422.38
DEAN FOODS	Milk		532.14
LAKE GROCERY	Food/Supp.		8.18
REINHART FOOD SERV.	Food		2,512.22
STAR LAUNDRY	Clean. Serv.		64.15
VARIETY FOODS INC	Food/Supp.		<u>2,783.93</u>
<b>TOTAL FOOD SERV. FUND:</b>			<b>\$9,619.43</b>
<b>TOTAL ALL FUNDS:</b>			<b>\$319,753.63</b>

**Acknowledgements:** The Board of Education and administration would like to congratulate the students and staff for their hard work and presentations for the history fair. The successful event was held on March 9<sup>th</sup> at the school.

**Policy and Procedures**

- Josh Friez presented the destination and a preliminary itinerary for the 2018 band trip.
- **Action Item #5:** Motion by Wicks, second by Thoreson to approve the 2018 band trip. Motion carried.
- **Action Item #6:** Motion by Wicks, second by R. Burke to approve the lane change for Dan Tonak, to BA 32, for the 2017-18 school year. Motion carried.

**Business and Finance**

- Cash flows were reviewed as of February 28, 2017.
- The school pool health insurance meeting will be held March 22<sup>nd</sup>, in Huron.

**Facilities**

- Scott Sikkink, with HKG Architects, and Wayne Tellinghuisen were present to discuss the building project and RFPs.
- **Action Item #7:** Motion by R. Burke, second by Wicks to approve RFP #44, an add of \$22,470. Motion carried.
- **Action Item #8:** Motion by Thoreson, second by R. Burke to approve RFP #50, an add of \$8,105. Motion carried.
- **Action Item #9:** Motion by Wicks, second by Thoreson to approve RFP #51, an add of \$3,460. Motion carried.

**Superintendent/Principal Report**

- Legislative updates were reviewed.
- The Collective Bargaining Workshop will be held in Sioux Falls on March 21<sup>st</sup>. Supt. Klautdt, Business Manager Burke and Board Member R. Burke will attend.
- It was reported that elementary and colony parent-teacher conferences were well attended. Attendance was down with middle school and high school conferences.
- Kindergarten screening will be held on Thursday, March 30<sup>th</sup>.
- The second reading was given on the elementary grading scale. No action was taken.
- It was reported that the school will be looking for two, student summer time helpers.
- H.S. Principal Serna is looking into the TransCanada Grant. More information on purchase and financial requirements will be

researched. No action was taken.

**Activity Director Report**

- It was reported that the sports athletic banquet will be held May 1<sup>st</sup> at the Willow Lake School gym. The A.D. conference will be held March 29<sup>th</sup> – 31<sup>st</sup> in Chamberlain, with Jerry Hartley and Dave Williams attending. The board reviewed the revisions made to the 2017-2021 co-op agreement.
- **Action Item #10:** Motion by Wicks, second by R. Burke to approve the revised 2017-2021 co-op agreement. Motion carried.

**NESC Updates:** Due to the absence of Board Member Warkenthien, Supt. Klautdt reported that the school will need to re-certify their comprehensive plan with the NESC. It was noted that the NESC is working on evaluations and school visits; and information was discussed on the benefits of shared services grants.

**Action Item #11:** Motion by Wicks, second by Thoreson 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 8:38 p.m. Motion carried.

President Schmidt declared the board out of executive session at 11:35 p.m.

**Action Item #12:** Motion by R. Burke, second by Thoreson to approve the K-12 Principal contract to Hector Serna for the 2017-18 school year, with salary to be set at a later date. Motion carried.

**Action Item #13:** Motion by R. Burke, second by Thoreson to accept the resignation of Hector Serna at the end of the 2016-17 school year. Thoreson, nay; R. Burke, aye; Wicks, nay; Schmidt, aye. Motion tied 2-2. Motion failed, due to lack of majority.

**Action Item #14:** Motion by Wicks, second by Thoreson to approve the business manager contract to Melissa Burke for the 2017-18 school year, with salary to be set at a later date. Motion carried.

The next regular meeting of the Willow Lake School Board will be April 10, 2017 at 7:00 p.m., in the Willow Lake High School Social Studies Room.

**Adjournment:**

**Action Item #15:** Motion by Wicks, second by Thoreson, to adjourn at 11:47 p.m. Motion carried.

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Caryl Schmidt, President

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Melissa Burke, Business Manager