

**Willow Lake School District #12-3
May 11, 2015**

The Willow Lake School District Board of Education met in regular session on May 11, 2015. Vice President Bratland called the meeting to order at 2:00 p.m. Board members present: Bratland, Thoreson, Warkenthien and Wicks. Schmidt arrived at 2:37 p.m. Also attending were Supt. Klautd, H.S. Principal Serna, Elem. Principal Bruns, Business Manager Burke, Dave Boehnke and junior class representatives.

Board Members recited the Pledge of Allegiance.

Acknowledgements: Supt. Klautd shared the ASBSD publication of Good News, featuring the article about the Willow Lake School strategic plan process. Elem. Principal Bruns congratulated the elementary students who participated in the James Valley Christian Spelling Bee Contest. Elem. Principal Bruns recognized Mrs. Jamie Fryslie’s journalism class for putting the operetta article together for the Clark County Courier.

Action Item #1: Motion by Thoreson, second by Wicks to amend the agenda adding summer time help at #14 after executive session; moving 7.1.6 senior privileges and early graduation to 3.5 and to approve the agenda. All present voting yes, motion carried.

Action Item #2: Motion by Wicks, second by Thoreson to approve the minutes of the regular meeting of April 15, 2015 and the special meetings of April 28, 2015 and May 5, 2015. All present voting yes, motion carried.

Action Item #3: Motion by Thoreson, second by Warkenthien to approve the financial reports as of April 30, 2015. All present voting yes, motion carried.

Willow Lake School District Financial Reports

	<u>General</u> <u>Fund</u>	<u>Capital Outlay</u> <u>Fund</u>	<u>Spec. Ed.</u> <u>Fund</u>	<u>Pension</u> <u>Fund</u>	<u>Food Serv.</u> <u>Fund</u>	<u>Enterprise</u> <u>Fund</u>	<u>Trust &</u> <u>Agency</u>
Balance 4/1/2015	1,306,751.75	618,111.05	271,953.74	32,434.45	37,130.83	320.97	28,801.81
<u>RECEIPTS</u>							
Local Sources	33,887.56	30,546.10	13,892.52	3,943.55	5,612.65	0.00	7,299.43
County Sources	789.83	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	48,541.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	<u>6,206.67</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,756.72</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS	89,425.06	30,546.10	13,892.52	3,943.55	8,369.37	0.00	7,299.43
Total Available	1,396,176.81	648,657.15	285,846.26	36,378.00	45,500.20	320.97	36,101.24
DISBURSEMENTS	-169,604.71	-125,825.19	-11,639.51	0.00	-6,235.63	0.00	-7,944.61
Balance 4/30/2015	1,226,572.10	522,831.96	274,206.75	36,378.00	39,264.57	320.97	28,156.63

Dave Boehnke, with Dacotah Insurance, was present to review and answer questions on the renewal of the school district’s insurance and work comp policies.

Action Item #4: Motion by Thoreson, second by Wicks to approve the bills as of May 2015. All present voting yes, motion carried.

May 2015 AP Bills

<u>Gen. Fund:</u>		<u>Amount:</u>
A & M PRODUCTS CO.	Awards	318.00
A-OX WELDING SUPPLY CO INC	Weld. Supp.	137.80
AWARD EMBLEM	Awards	109.81
BRIDGEWAY COUNSELING CENTER	March. Serv.	450.00
CITY OF WILLOW LAKE	Water & Sewer	332.59
CLARK COMMUNITY OIL CO.	Fuel	3,334.12
CLARK COUNTY COURIER	Proceeds./Ad	294.28
COOK’S WASTEPAPER RECYCLING	Garbage Serv.	141.02
DACOTAH INS.	Ins. Renewal	23,078.00
DAKOTA CONVENIENCE STORE	Supp.	15.85
DUENWALD TRANSPORTATION LLC	Supp.	60.00
HILLYARD	Supp.	162.47

HOUSE OF GLASS	Keys		7.77
HYVEE	Supp.		17.59
INCIDENTAL FUND	SDASBO	Dues & Fees	100.00
	U.S. Postmaster	Postage	48.70
	Argus Leader	Subscription	25.65
	James Valley Christian School	Dues & Fees	40.00
	Miller School FFA	Dues & Fees	170.00
	SD FFA Assoc.	Dues & Fees	406.00
		TOTAL INCIDENTAL FUND:	790.35
ITC	Telephone Serv.		600.26
JMH AUTO REPAIR	Oil Chg./Repairs		605.24
JOHNSON CONTROLS INC	Maint. Renewal		8,209.70
JOSTEN'S	Awards		147.99
SCOTT KLAUDT	Meal Reimb.		18.00
LAKE GROCERY	Supp.		148.63
MENARDS	Drill		59.00
MORITZ PUBLISHING	Supp.		7.70
NESC	Gen. Serv.		134.25
NORTH CENTRAL BUS SALES	Parts		177.67
NORTHERN WIRELESS COMM.	Internet Serv.		54.95
NWPS	Utilities		2,125.32
OFFICE PEEPS INC	Copier Repair		548.02
QUALITY INN	FFA Rooms		1,566.00
RAMKOTA INN	SDASBO Room		187.98
RUNNINGS	Batteries/Supp.		491.16
SD DEPT OF HEALTH	Consultant		200.00
SDHSAA	Medals		46.00
SFM	Work Comp Renewal		15,610.53
SHOPKO	Supp.		23.96
SEEC	Dues & Fees		50.00
VARIETY FOODS INC	FFVP		681.45
VERDON ROOFING	Snow Removal		250.00
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	1,148.62
	Lukas Anderson	Reimb. In-Serv.	150.00
	Emily Bastian	Ex. Bus Trip	20.00
	Kim Bratland	Sub Bus Dr.	27.63
	Renae Burke	Sub	80.00
	Rory Burke	Sub Bus Dr.	27.90
	Jim Felberg	Tech. Coord.	158.62
	Jess Fryslie	Sub BusDr./Ex. Bus Trips	128.02
	Lacey Giles	Sub	1,680.00
	Cheryl Hovde	Ex. Bus Trip	20.00
	Lori Hovde	Health Ins. Reimb.	545.00
	Patti Johnson	Health Ins. Reimb.	545.00
	Kerwin Kannegieter	Sub Bus Dr.	55.53
	Lois Kannegieter	Sub	737.23
	Liisa McDaniels	Sub	120.00
	Darcy Pommer	Sub	160.00
	Anne Redinger	Sub	440.00
	Eric Stevens	Ex. Bus Trip	20.00
	Dan Tonak	Health Ins. Reimb./Ex. Bus Trips	652.59
	Dahlia Waldner	Sub	80.00
	Cynthia Warkenthien	Ex. Bus Trips	140.00
	Kim Winter	Sub	480.00
		Total Add. Payroll:	7,416.14
SALARIES & BENEFITS:	Elementary		50,154.71
	Junior High		18,229.56
	High School		25,248.64

	Preschool		538.57
	Title Programs		5,844.31
	Guidance		1,407.48
	Library		1,989.38
	Technology		2,827.12
	Administration		16,231.63
	Operations & Maintenance		5,049.75
	Pupil Transportation		3,630.75
	Extra-Curricular		2,300.61
TOTAL GEN. FUND:			\$202,062.11
Cap. Outlay Fund:			
HKG ARCHITECTS	Construct. Docs		46,488.75
MARCO, INC.	Copier Lease		1,409.47
Total Cap. Outlay Fund:			\$47,898.22
Sp. Ed. Fund:			
SALARIES & BENEFITS:			11,475.00
ADDITIONAL PAYROLL:	Renaе Burke	Sub	75.00
	Kim Winter	Sub	160.00
		TOTAL ADD. PAYROLL:	235.00
NESC	May Assessments		1,175.53
SFM	Work Comp Renewal		738.75
Total Sp. Ed. Fund:			\$13,624.28
Food Serv. Fund:			
SALARIES & BENEFITS:			3,303.08
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	16.17
	Sharon Symens	Sub	150.60
		TOTAL ADD. PAYROLL:	166.77
DEAN FOODS	Milk		662.77
EACHEN REFRIGERATION INC	Repairs/Maint.		342.86
LAKE GROCERY	Supp.		31.45
REINHART FOOD SERV.	Food		2,230.24
SD DEPT OF ED.	Food		378.28
SFM	Work Comp Renewal		1,594.72
STAR LAUNDRY	Clean. Serv.		78.21
VARIETY FOODS INC	Food		1,327.93
Total Food Serv. Fund:			\$10,116.31
Enterprise Fund:			
SALARIES & BENEFITS:			\$1,889.26
Total Enterprise Fund:			\$1,889.26
TOTAL ALL FUNDS:			\$275,590.18

H.S. Principal Serna, along with the junior class representatives, discussed the current senior privilege policy and the modifications that they would like to see for the 2015-16 school year. No action was taken.

H.S. Principal Serna reviewed the early graduation policy and noted that a junior is interested in applying for early graduation in December of 2015. No action was taken.

Policy and Procedures

- **Action Item #5:** Motion by Thoreson, second by Wicks to approve the surplus lists at no value. All present voting yes, motion carried.
- **Action Item #6:** Motion by Thoreson, second by Schmidt to approve the district school wide plans for the 2015-16 school year. All present voting yes, motion carried.

Facilities

- **Action Item #7:** Motion by Schmidt, second by Wicks to create a trust & agency account, with student officers overseen by Mrs. Cheryl Hovde, to run the wellness center. All present voting yes, motion carried.
- Board member Bratland led discussion on the building project. It was stated that HKG is finalizing the plans that will be brought to the board for review and that will need to be voted on.
- Supt. Klautd reported that he will be working on gathering quotes to replace the shell of the walk-in refrigerator/freezer in the MPR.
- Supt. Klautd is gathering information for the replacement of the elementary windows.

Business and Finance

- Cash flows were reviewed as of April 30, 2015.
- Business Manager Burke presented and led discussion on the preliminary budget for FY 2016. Explanation was given on revenues and expenditures, along with changes in levies for taxes payable in 2016, land valuation totals and state aid amounts.

Superintendent/Principal Report

- Graduation will be Sunday, May 17th, at 2:00 p.m. in the gym. Seven seniors are set to graduate.
- There will be no school board election. Board members Schmidt and Wicks filed petitions for the two, three year positions that were open.
- The community clean-up day will take place Friday, May 15th.
- Supt. Klautd reported that the library will be open this summer from June 8th to July 30th. It will be open daily from 9:00 a.m. to 2:00 p.m.
- H.S. Principal Serna reported on administrative rule 24:43:08 and 24:43:11. He is applying for a course waiver, which will need a public hearing and school board approval at the June meeting.

Activity Director Report

- Supt. Klautd reviewed the athletic co-op report.
- **Action Item #8:** Motion by Wicks, second by Thoreson to approve Moe Ruesink of Sioux Valley Schools, as the East River At-Large Representative. All present voting yes, motion carried.
- **Action Item #9:** Motion by Schmidt, second by Wicks to approve David Planteen of Langford School District, as the Small School Group Board of Education Representative. All present voting yes, motion carried.
- **Action Item #10:** Motion by Warkenthien, second by Wicks to approve Bud Postma of Madison School, as the Division II Representative. All present voting yes, motion carried.
- **Action Item #11:** Motion by Wicks, second by Thoreson to approve the constitutional change on amendment no. 1 from the SDHSAA. All present voting yes, motion carried.

NESC Updates: Board member Warkenthien reported that the final center base tuition rates were set for 2014-15; they are still in negotiations with administrative contracts; increases in dental and health insurance premiums were reviewed; and they FY 16 preliminary budget was presented.

Action Item #12: Motion by Schmidt, second by Wicks to enter executive session pursuant to SDCL 1-25-2 to discuss personnel (1-25-2(1) at 3:57 p.m. All present voting yes, motion carried.

Vice President Bratland declared the board out of executive session at 5:44 p.m.

Action Item #13: Motion by Thoreson, second by Warkenthien to accept the 2015-16 Negotiated Agreement. All present voting yes, motion carried.

Action Item #14: Motion by Thoreson, second by Wicks to approve the signed contracts of certified staff for the 2015-16 school year. All present voting yes, motion carried.

Action Item #15: Motion by Thoreson, second by Schmidt to approve the Middle School Science/Social Studies contract to Lacey Giles at \$33,300, plus a \$1,148 stipend for JH track coach, for the 2015-16 school year. All present voting yes, motion carried.

Action Item #16: Motion by Warkenthien, second by Schmidt to approve the Middle School Language Arts contract to Lynnea Thoreson at \$34,000, plus a \$1,148 stipend for JH GBB coach and a \$2,874 stipend for assistant volleyball coach, for the 2015-16 school year. Wicks – aye; Schmidt – aye; Warkenthien – aye; Bratland- aye; Thoreson –abstained. Motion carried 4-0.

Action Item #17: Motion by Thoreson, second by Schmidt to accept the resignation of Claire Stambaugh as kindergarten teacher and to thank her for her two years of service. All present voting yes, motion carried.

Action Item #18: Motion by Wicks, second by Schmidt to accept the resignation of Lucy Vandersnick as colony teacher. All present voting yes, motion carried.

Action Item #19: Motion by Wicks, second by Thoreson to accept the resignation of Lacey Stahl as paraprofessional. All present voting

yes, motion carried.

Action Item #20: Motion by Thoreson, second by Warkenthien to accept the resignation of Harley Klaudt as paraprofessional. All present voting yes, motion carried.

Action Item #21: Motion by Thoreson, second by Wicks to advertise for the kindergarten position. All present voting yes, motion carried.

Action Item #22: Motion by Warkenthien, second by Schmidt to approve the Reading Specialist salary for Tracy Bratland-Bruns in the amount of \$46,576, plus \$500 for 504 coordinator, for the 2015-16 school year. All present voting yes, motion carried.

Action Item #23: Motion by Thoreson, second by Warkenthien to hire Laryn Warkenthien for summertime help, at 20 hrs./week at \$8.50/hr. All present voting yes, motion carried.

Action Item #24: Motion by Warkenthien, second by Wicks to table to the next school board meeting, setting the 2015-16 salaries of the administration and business manager. All present voting yes, motion carried.

The next regular meeting of the Willow Lake School Board will be on June 8, 2015, at 8:00 p.m., in the Willow Lake School Business Office.

Adjournment:

Action Item #25: Motion by Schmidt, second by Thoreson, to adjourn at 5:57 p.m. All present voting yes, motion carried.

Cory Bratland, Vice President

Melissa Burke, Business Manager