

**Willow Lake School District #12-3
May 9, 2016**

The Willow Lake School District Board of Education met in regular session on May 9, 2016. President Schmidt called the meeting to order at 2:00 p.m. Board members present: Bratland, Schmidt, Thoreson, and Warkenthien. Wicks was absent. Also attending were Supt. Klaudt, H.S. Principal Serna, Business Manager Burke, Dave Boehnke, Wayne and Zane Tellinghuisen.

The Pledge of Allegiance was recited.

Action Item #1: Motion by Thoreson, second by Bratland to move 5.1 building project updates under open forum, to add 5.2 parking lot and to approve the agenda. Motion carried.

Action Item #2: Motion by Bratland, second by Thoreson to approve the following items on the consent agenda: 1.1 approve the minutes of the regular meeting of April 11, 2016 and the special meetings of April 19, 2016 and April 28, 2016; 1.2 approve the financial reports as of April 30, 2016; 1.3 approve the bills as of May 2016; 1.4 approve Tara Vig's lane change to BA 32 for the 2016-17 school year; 1.5 approve the science surplus list at no value. Motion carried.

Willow Lake School District Financial Reports

	General	Capital Outlay	Spec. Ed.	Pension	Bdlg. Proj.	Food Serv.	Enterprise	Trust &
	<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 4/1/16	1,027,721.03	616,698.20	324,088.53	31,405.63	2,062,792.15	37,455.47	54.87	43,206.88
<u>RECEIPTS</u>								
Local Sources	37,982.48	45,272.62	9,296.07	5,154.46	0.00	3,944.75	0.00	1,384.37
County Sources	529.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	43,848.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	7,082.35	0.00	0.00	0.00	0.00	3,512.95	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	89,442.20	45,272.62	9,296.07	5,154.46	0.00	7,457.70	0.00	1,384.37
Total Available	1,117,163.23	661,970.82	333,384.60	36,560.09	2,062,792.15	44,913.17	54.87	44,591.25
DISBURSEMENTS	-169,938.93	-6,331.03	-17,463.55	0.00	-195,700.00	-7,658.43	0.00	-11,814.84
Balance 4/30/16	947,224.30	655,639.79	315,921.05	36,560.09	1,867,092.15	37,254.74	54.87	32,776.41

MAY 2016 AP BILLS

<u>Gen. Fund:</u>		<u>Amount:</u>
A-OX WELDING SUPPLY CO INC	Weld. Supp.	114.92
AWARD EMBLEM	Music Awards	117.71
CITY OF WILLOW LAKE	Water & Sewer	337.26
CLARK COMMUNITY OIL COMPANY	Fuel	1,377.07
CLARK COUNTY COURIER	Legal Proceeds.	206.94
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	143.85
DACOTAH INSURANCE	Ins. Renewal	25,011.00
DAKOTA CONVENIENCE STORE	Fuel	28.60
DSR INC.	Repairs	315.00
EFRAIMSON ELECTRIC INC	Fuel Tank Key	21.39
HILLYARD	Janitorial Supp.	385.76
INCIDENTAL FUND	Big East Conference	81.67
	Wrestling Fees	81.67
	SDSU Athletics	245.00
	Track Fees	245.00
	Dacotah Bank	10.00
	Supp.	10.00
	DeSmet School	125.00
	Track Fees	125.00
	Sioux Valley School	50.00
	Track Fees	50.00
	Argus Leader	25.65
	Subscription	25.65
	Mitch Prouty	20.00
	JH Ref	20.00
	Watertown School	200.00
	Track Fees	200.00
	Dave Williams	70.00
	Due & Fees	70.00
	Southeast Area Coop	185.00
	Due & Fees	185.00
	JVC School	40.00
	Due & Fees	40.00
	TOTAL INCIDENTAL FUND:	1,052.32

ITC	Telephone Serv.	620.14
J.W. PEPPER & SON, INC.	Music Supp.	50.98
JMH AUTO REPAIR	Oil Chg./Repairs	348.01
JOHNSON CONTROLS INC	Maint. Contract Renewal	7,899.90
CHRISTINA KANNEGIETER	Room Reimb.	133.34
SCOTT KLAUDT	Meal Reimb.	22.00
JACKIE KRETZSCHMAR	Supp.	11.28
LAKE GROCERY	Supp.	34.38
MARCO, INC. NW	Maint. Fee	67.42
NESC	Gen. Serv.	56.82
NWPS	Utilities	3,491.51
QUALITY INN	FFA rooms	1,740.00
RAMKOTA INN	SDASBO Room	191.98
ROY'S SPORT SHOP	Awards	66.00
SFM	Work Comp Renewal	17,080.40
SUNSET SHUTTLE, INC.	Bus Service	1,100.00
VARIETY FOODS INC	FFVP	716.10
W W TIRE SERVICE INC	Tire	291.31
ADDITIONAL PAYROLL:		
	Diane Anderson	Sub Bus Dr. 57.20
	Curwin Bratland	Sub Bus Dr. 114.40
	Erin Brenden	Sub 160.00
	Rory Burke	Sub Bus Dr. 28.60
	Lacey Giles	Ex. Bus Trips 300.00
	Al Hamre	Ex. Bus Trip 69.86
	Jane Hervi	Sub 80.00
	Lori Hovde	Health Ins. Reimb. 580.00
	Christina Kannegieter	Sub Bus Dr. 29.80
	Lois Kannegieter	Sub 1120.00
	Liisa McDaniels	Sub 792.50
	Darcy Pommer	Sub 160.00
	Anne Redinger	Sub 120.00
	Kim Schmidt	Sub 560.00
	Hector Serna	Sub Bus Dr. 28.60
	Dave Spieker	Sub Bus Dr. 29.80
	Eric Stevens	Ex. Bus Trip 41.00
	Dan Tonak	Health Ins. Reimb. 580.00
	Dave Williams	Ex. Bus Trips 270.00
	TOTAL ADD. PAYROLL:	5,121.76
SALARIES & BENEFITS:		
	Elem. Programs	52,553.66
	J.H. Programs	26,181.75
	H.S. Programs	21,586.38
	Preschool	490.55
	Title Programs	6,261.01
	Guidance	2,852.37
	Library	2,187.42
	Technology	5,488.87
	Administration	17,140.47
	Operations & Maint.	3,917.14
	Pupil Transportation	4,669.17
	Extra-Curricular	1,450.09
TOTAL GEN. FUND:		\$212,934.03
Cap. Outlay Fund:		
FIRST NATIONAL BANK	Interest	77,211.32
HKG ARCHITECTS	Contract Fees	10,011.30
MARCO, INC. NW	Copier Lease	36.00
MARCO, INC.	Copier Leases	1,597.99
TOTAL CAP. OUTLAY:		\$88,856.61
Sp. Ed. Fund:		

SALARIES & BENEFITS:			12,767.41
ADDITIONAL PAYROLL:	Erin Brenden	Sub	73.00
	Kim Schmidt	Sub	70.50
		TOTAL ADD. PAYROLL:	143.50
CARD MEMBER SERVICE	Swing		394.99
LAKE GROCERY	Supp.		28.69
NESC	May Assessments		2,295.46
SFM	Work Comp Renewal		919.22
TOTAL SP. ED. FUND			\$16,549.27

Bdlg. Project Fund:

TELLINGHUISEN INC.	Project Fees		40,850.00
TOTAL BDLG. PROJECT FUND:			\$40,850.00

Food Serv. Fund:

SALARIES & BENEFITS:			2,954.54
CARD MEMBER SERVICE	Bottled Water		12.00
DEAN FOODS	Milk		662.61
LAKE GROCERY	Food/Supp.		107.67
CARRIE LAMONT	Food		13.99
REINHART FOOD SERVICE	Food		1,562.61
SD DEPT OF ED.	Food		534.84
SFM	Work Comp Renewal		1,559.38
STAR LAUNDRY	Clean. Serv.		47.43
VARIETY FOODS INC	Food		1,154.44
TOTAL FOOD SERV. FUND:			\$8,609.51

TOTAL ALL FUNDS: **\$367,799.42**

Acknowledgements: Supt. Klautdt acknowledged the retirements of Paul Ehrke, Kathy Poppen and Cindy Warkenthien, thanking them for their years of service to the Willow Lake School District. H.S. Principal Serna, on behalf of the staff, thanked the Willow Lake Lions Club for the rolls and juice provided during Teacher Appreciation Week.

Facilities

- Wayne and Zane Tellinghuisen were present to visit with the board about a plan and the direction moving forward with the demolition of the old high school building. Items discussed centered on the removal of classroom contents from the old high school and the arrangement of classrooms for the 2016-17 school year.
- Board member Bratland was approached by a district patron, to see if the school would be interested in purchasing property to turn into a parking lot. No action was taken.

Policy and Procedures

- 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 #3:** Motion by Thoreson, second by Warkenthien to approve the district school wide plan for the 2016-17 school year. Motion carried.

Business and Finance

- Cash flows were reviewed as of April 30, 2016.
- Business Manager Burke presented and led discussion on the preliminary budget for FY 2017. Explanation was given on revenues and expenditures, along with changes in levies for taxes payable in 2017, land valuation totals and the new state funding formula.

Superintendent/Principal Report

- Graduation will be held Sunday, May 15th at 2:00 p.m. in the Willow Lake School gym, with 17 seniors graduating.
- Due to the demolition of the old high school building, the district will not be offering summer library hours.
- **Action Item #4:** Motion by Bratland, second by Warkenthien to approve Eric Stevens for the Title I summer school position at \$21/hour. Motion carried.
- H.S. Principal Serna reviewed the current grading scale and presented a modified grading scale he would like to implement. No action was taken.
- H.S. Principal Serna presented a proposal on upgrading the high school credit requirements. No action was taken.

Activity Director Report

- **Action Item #5:** Motion by Warkenthien, second by Bratland to vote for Jim Aisenbrey as the SDHSAA Div. IV Representative. Motion carried.
- **Action Item #6:** Motion by Thoreson, second by Bratland to vote yes on SDHSAA Amendment No. 1. Motion carried.
- **Action Item #7:** Motion by Thoreson, second by Warkenthien to accept the JHVB resignation from Kim Bratland. Motion carried.
- **Action Item #8:** Motion by Bratland, second by Thoreson to accept the head track resignation from Dave Williams, upon completion of the 2016 track season. Motion carried.
- **Action Item #9:** Motion by Thoreson, second by Warkenthien to approve Dave Williams as the head GBB coach; Chase Lettau as the assistant wrestling coach; Eric Stevens as JHFB coach, JHBBB coach and head track coach for the 2016-17 school year. Motion carried.

NESC Updates: Board member Warkenthien reported that the NESC discussed the health insurance rate increase; that the NESC is now the fiscal agent for Northern Plans Insurance Pool; they have set administrative salaries and benefits for FY 17; and discussed the sharing of a Huron School speech pathologist.

Action Item #10: Motion by Bratland, second by Warkenthien to enter executive session pursuant to SDCL 1-25-2 to discuss personnel SDCL 1-25-2(1) and negotiations SDCL 1-25-2(4) at 4:32 p.m. Motion carried.

President Schmidt declared the board out of executive session at 6:39 p.m.

Action Item #11: Motion by Thoreson, second by Bratland to approve Paul Ehrke's retirement pay out request in June. Motion carried.

Action Item #12: Motion by Warkenthien, second by Thoreson to table to the June meeting the approval of administrative and business manager salaries for the 2016-17 school year. Motion carried.

Action Item #13: Motion by Warkenthien, second by Bratland to move the approval of the technology coordinator salary in with teacher negotiations. Motion carried.

The next regular meeting of the Willow Lake School Board will be June 13, 2016 at 7:00 p.m., in the Willow Lake School Business Office.

Adjournment:

Action Item #14: Motion by Bratland, second by Thoreson, to adjourn at 6:42 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager