

**Willow Lake School District #12-3
May 8, 2017**

The Willow Lake School District Board of Education met in regular session on May 8, 2017. President Schmidt called the meeting to order at 8:30 p.m. Board Members present: R. Burke, Schmidt, Thoreson, Warkenthien and Wicks. Also attending were Supt. Klaudt, H.S. Principal Serna and Bus. Manager Burke.

Board Members recited the Pledge of Allegiance.

Action Item #1: Motion by Thoreson, second by Warkenthien to approve the agenda. Motion carried.

There were no conflict of interest waiver forms filed for the May meeting.

Action Item #2: Motion by Thoreson, second by Warkenthien to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of April 10, 2017 and the special meeting of April 17, 2017; 2.2 approve the financial reports as of April 30, 2017; 2.3 approve the bills as of May 2017; 2.4 approve the school election workers of Jane Fryslie, Mildred Saboe, Gaylen Grensberg, and Alternate Cindy Warkenthien at \$8.55/hr.; and 2.5 approve the bus barn surplus list at no value. Motion carried.

Willow Lake School District Financial Reports

	<u>General</u>	<u>Capital Outlay</u>	<u>Spec. Ed.</u>	<u>Pension</u>	<u>Bldg. Proj.</u>	<u>Food Serv.</u>	<u>Enterprise</u>	<u>Trust &</u>
	<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 4/1/17	755,716.01	688,663.87	263,423.57	32,787.18	619,417.40	39,036.17	54.87	49,769.11
<u>RECEIPTS</u>								
Local Sources	38,138.87	45,555.66	9,209.60	6.27	0.00	4,353.75	0.00	3,680.87
County Sources	583.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	60,057.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	5,223.42	0.00	0.00	0.00	0.00	4,343.18	0.00	0.00
Other Finance Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS	104,002.67	45,555.66	9,209.60	6.27	0.00	8,696.93	0.00	3,680.87
Total Available	859,718.68	734,219.53	272,633.17	32,793.45	619,417.40	47,733.10	54.87	53,449.98
<u>DISBURSEMENTS</u>								
MJE-Bank Serv. Fee	-13.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance 4/30/17	655,333.94	685,685.90	251,022.15	32,793.45	286,917.55	36,447.87	54.87	45,169.99

MAY 2017 AP BILLS

<u>Gen. Fund:</u>		<u>Amount:</u>	
AWARD EMBLEM	Awards	90.06	
CURWIN BRATLAND	Mlg.	53.26	
CAROLINA BIOLOGICAL SUPPLY CO.	Sci. Supp.	91.72	
CITY OF WILLOW LAKE	Water & Sewer	350.09	
CLARK COMMUNITY OIL CO.	Fuel	2,357.78	
CLARK COUNTY COURIER	Proceedings/Subscription	288.86	
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	150.38	
CURT'S HEATING AND COOLING INC.	Filters	424.41	
DACOTAH INSURANCE	Ins. Renewal	27,039.00	
DEKKER HARDWARE	Drill Bits	11.73	
DIESEL SERVICE AND REPAIR	Repairs	225.00	
DUENWALD TRANSPORTATION LLC	Ath. Transport/Repairs	435.74	
FOLLETT SCHOOL SOLUTIONS, INC.	Books	739.85	
HILLYARD	Janitorial Supp.	623.62	
INCIDENTAL FUND	SDSU Athletics	Track Fees	250.00
	Estelline School	Track Fees	135.00

DeSmet School	Track Fees	125.00
Redfield School	Track Fees	125.00
Argus Leader	Subscription	24.00
Watertown H.S. School	Track Fees	200.00
U.S. Postal Serv.	Stamped Env.	888.56
NEC Conference	Dues & Fees	78.00
Miller School	Track Fees	100.00
JVC School Distr.	Dues & Fees	40.00
	Total INCIDENTAL FUND:	1,965.56

THE INSTRUMENTALIST	Awards		114.75
INTERNATIONAL E-Z UP, INC.	Parts		77.35
ITC	Tel. Serv.		769.86
JOHNSON CONTROLS INC	Maint. Cont.		8,134.50
JOSTEN'S	Awards		193.91
LAKE GROCERY	Supp.		29.21
LINDNER MUSIC	Repairs		60.80
LUTHERAN SOCIAL SERVICES	Consultant		1,370.00
MARCO, INC. NW	Repairs & Maint.		101.62
NESC	Gen. Serv.		512.72
NORTHERN PLAINS INSURANCE POOL	Ins. Buy-In		25,428.00
NWPS	Utilities		3,896.64
OFFICE PEEPS INC	Labels		38.37
QUALITY INN	FFA Rooms		1,740.00
RAMKOTA INN	Room		195.98
SDHSAA	Dues & Fees		780.00
SFM	Work Comp Renewal		16,943.80
SPIEKER SERVICE & REPAIR	Repairs		669.35
DAWN SPIEKER	Supp.		84.73
STURDEVANT'S AUTO PARTS	Filters/Oil		218.79
TONY'S ELECTRIC	Repairs/Bulbs		1,842.68
VARIETY FOODS INC	FFVP		525.63
W W TIRE SERVICE INC	Tire Repair		20.00
ADDITIONAL PAYROLL:			
	Diane Anderson	Sub Bus Dr.	115.60
	Curwin Bratland	Ex. Bus Trip	43.75
	Kim Bratland	Sub Bus Dr.	235.81
	Cheryl Hovde	Sub Bus Dr.	29.48
	Lori Hovde	Health Ins. Reimb.	750.00
	Michaela Johnson	Sub	313.60
	Christina Kannegieter	Ex. Bus Trip	30.00
	Lois Kannegieter	Sub	1,344.57
	Cheryl Korbel	Sub	360.00
	Chase Lettau	Reimb. In-Serv.	30.00
	Liisa McDaniels	Sub	80.00
	Vicki Nelson	Sub	240.00
	Annie Reddig	Sub	320.00
	Eric Stevens	Ex. Bus Trips	90.00
	Nichol Stevens	Sub Bus Dr.	29.48
	Dan Tonak	Heath Ins. Reimb./Sub Bus	1,011.60

		Dr.	
	Dan Whalen	Sub	160.00
	Misel Williams	Ex. Bus Trips	180.00
	Lacey Zelinski	Reimb. In-Serv.	120.00
		TOTAL ADD. PAYROLL:	5,483.89
SALARIES & BENEFITS:	Elementary Programs		62,436.29
	J.H. Programs		14,632.23
	H.S. Programs		30,000.51
	Preschool		1,490.81
	Title Programs		4,674.07
	Guidance		2,088.77
	Library		3,985.87
	Technology		5,582.79
	Administration		20,322.25
	Op. & Maint.		4,200.77
	Pupil Transportation		4,551.98
	Extra-Curricular		1,502.87
TOTAL GEN. FUND:			\$259,548.85

Cap. Outlay Fund:

FIRST NATIONAL BANK SIOUX FALLS	Interest		44,170.00
MARCO, INC. NW	Copier Lease		82.80
MARCO, INC.	Copier Leases		1,707.44
PIVOTAL HEALTH SOLUTIONS	Tables		400.00
TELLINGHUISEN INC	Roof Repairs		3,500.00
TOTAL CAP. OUTLAY FUND:			\$49,860.24

Sp. Ed. Fund:

SALARIES & BENEFITS:			16,877.10
ADDITIONAL PAYROLL:	Cheryl Korbel	Sub	325.80
	Jody Peterson	Sub	94.80
		TOTAL ADD. PAYROLL:	420.60
AVERA HOME MEDICAL EQUIP.	Supp.		182.00
INCIDENTAL FUND	U.S. Postal Serv.	Stamped Env.	294.69
		TOTAL INCIDENTAL FUND:	294.69
NESC	May Assessments		1,966.36
SFM	Work Comp Renewal		1,202.20
SWWC SERV. COOP.	Conf. Fee		75.00
TARA VIG	Mlg.		20.58
TOTAL SP. ED. FUND:			\$21,038.53

Bldg. Project Fund:

TELLINGHUISEN INC	Project Fees		71,049.22
TOTAL BLDG. PROJECT FUND:			\$71,049.22

Food. Serv. Fund:

SALARIES & BENEFITS:			2,682.49
ADDITIONAL PAYROLL:	Michaela Johnson	Sub	291.50

Lois Kannegieter Sub 26.13

TOTAL ADD. PAYROLL: 317.63

DEAN FOODS	Milk	540.88
EACHEN REFRIGERATION INC	Repairs	253.06
LAKE GROCERY	Food	11.96
REINHART FOOD SERV.	Food	2,249.64
SFM	Work Comp Renewal	2,210.00
STAR LAUNDRY	Clean. Serv.	66.33
VARIETY FOODS INC	Food	1,666.36
TOTAL FOOD SERV. FUND:		\$9,998.35

TOTAL ALL FUNDS: \$411,495.19

Acknowledgements: The Board of Education and administration would like to congratulate Mr. Tonak and the FFA students on a successful state convention. It was reported that the Milk Quality and Products team placed first at state and will represent South Dakota at the national convention. It was noted that Supt. Klaudt has been elected the Small School Superintendent Representative for the NESC Board of Directors.

Policy and Procedures

- **Action Item #3:** Motion by Warkenthien, second by R. Burke to approve the lane change for Ashley Konechne to BA (16) for the 2017-18 school year. Motion carried.
- **Action Item #4:** Motion by Warkenthien, second by Thoreson to approve the policy adoption policy. Motion carried.
- **Action Item #5:** Motion by Thoreson, second by R. Burke to approve the unpaid meals policy. Motion carried.

Business and Finance

- Cash flows were reviewed as of April 30, 2017.
- Bus. Manager Burke presented and led discussion on the FY 2018 preliminary budget for revenues and expenditures.

Facilities

- Scott Klaudt reviewed the punch list items in regards to the new gym area. Board members will be able to walk through the building before the project is signed off with the contractor and architect.
- H.S. Principal Serna presented three quotes for a new stage curtain.

Superintendent/Principal Report

- Supt. Klaudt noted that graduation will be held May 21st, at 2:00 p.m., in the old gymnasium.
- It was reported that the April 13, 2018 in-service date will be switched to April 16, 2018, to allow staff to attend the 2018 TIE Conference.
- Administration is currently putting together a schedule for the community clean-up day.
- The Willow Lake School summer library hours will be Tuesday – Thursday, from 9:00 a.m. to 12:00 p.m.
- H.S. Principal Serna noted that the school district will receive \$3,300 from the TransCanada Grant. Those funds will be used to purchase new water fountains, with filter systems.

Activity Director Report

- Due to Class B going to the Sweet Sixteen format, a change was made to the boy's basketball schedule, to accommodate the start of the girl's basketball post-season schedule. A boy's game was moved from February 19, 2018 to December 12, 2017.
- **Action Item #6:** Motion by Thoreson, second by R. Burke to approve Steve Moore of Watertown as the SDHSAA Division II rep. Motion carried.
- **Action Item #7:** Motion by R. Burke, second by Wicks to vote yes on the SDHSAA Constitutional Amendment. Motion carried.

NESC Updates: Board Member Warkenthien reported that the NESC has set the 2017-18 salary and benefits for the Director, Assistant Director and Business Manager. They are looking at surplus vehicles from the Grant Deuel School District. The NESC will be utilizing Duenwald Transportation to transport students and staff to Spearfish for Special Olympics.

Action Item #8: Motion by Thoreson, 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 9:39 p.m. Motion carried.

President Schmidt declared the board out of executive session at 11:43 p.m.

Action Item #9: Motion by Warkenthien, second by R. Burke to approve the 2017-18 negotiated agreement, with Board Members Thoreson and Schmidt on the committee to re-evaluate the early retirement policy. Motion carried.

Action Item #10: Motion by Thoreson, second by Warkenthien to approve the Shamrock Colony teacher position to Desiree Glanzer for the 2017-18 school year, with salary to be set according to the negotiated agreement. Motion carried.

Action Item #11: Motion by R. Burke, second by Warkenthien to approve the summertime janitorial wages for Abbie Bratland and Shane Wicks at \$8.75/hr. at 20 hrs. /week. Motion carried.

Action Item #12: Motion by Warkenthien, second by R. Burke to approve Supt. Scott Klaudt's salary at \$79,500 for the 2017-18 school year. Thoreson, aye; Warkenthien, aye; Wicks, nay; R. Burke, aye; Schmidt, aye. Motion carried 4-1.

Action Item #13: Motion by Warkenthien, second by Thoreson to approve Bus. Manager Melissa Burke's salary at \$47,000 for the 2017-18 school year. Motion carried.

Action Item #14: Motion by Warkenthien, second by Thoreson to approve Tech. Coordinator Dave Williams's salary at \$52,000 for the 2017-18 school year. Motion carried.

Action Item #15: Motion by Thoreson, second by Warkenthien to approve K-12 Principal Chris Lee's salary at \$57,000 for the 2017-18 school year. Motion carried.

Action Item #16: Motion by R. Burke, second by Wicks to table to the June meeting the approval of classified staff for the 2017-18 school year, to allow board members to meet with classified staff members. Motion carried.

The next regular meeting of the Willow Lake School Board will be June 12, 2017 at 7:00 p.m., in the Willow Lake Administration Conference Room.

Adjournment:

Action Item #17: Motion by Wicks, second by R. Burke, to adjourn at 11:57 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager