

**Willow Lake School District #12-3  
November 12, 2014**

The Willow Lake School District Board of Education met in regular session on November 12, 2014. President Schmidt called the meeting to order at 7:30 p.m. Board Members present: Bratland, Schmidt, Thoreson, Warkenthien and Wicks. Also attending were Supt. Klautdt, H.S. Principal Serna, Elem. Principal Bruns, Business Manager Burke, Lance Witte, Scott Sikkink, Mark Kuca and a patron of the district.

Board Members recited the Pledge of Allegiance.

**Acknowledgements:** The administration extended a thank you to the Walmart associate that nominated the Willow Lake School teachers for the Teacher Reward Program. Each certified teacher received a \$50 gift card. The Veteran’s Day program was held Tuesday. The teachers and students gave a wonderful program.

**Action Item #1:** Motion by Bratland, second by Thoreson to move 7.1.5 (strategic planning updates) to 4.3 and 7.1.7 (HKG Architects) to 4.4. All present voting yes, motion carried.

**Action Item #2:** Motion by Bratland, second by Wicks to approve the agenda. All present voting yes, motion carried.

**Action Item #3:** Motion by Thoreson, second by Wicks to approve the minutes of the regular meeting of October 13, 2014. All present voting yes, motion carried.

**Action Item #4:** Motion by Thoreson, second by Bratland to approve the financial reports as of October 31, 2014. All present voting yes, motion carried.

**Action Item #5:** Motion by Thoreson, second by Wicks to approve the bills as of November 2014. All present voting yes, motion carried.

**November 2014 AP Bills**

<u>Gen. Fund:</u>		<u>Amount:</u>
A-OX WELDING	Helmet/Weld. Supp.	880.88
ACTIVE HEATING INC	Filters	216.50
DIANE ANDERSON	Meal Reimb.	7.76
ASBSD	Dues & Fees	410.00
NANCY BELL	VB Help	150.00
JULIE BJERKE	VB Help	120.00
TRACY BRUNS	Meal Reimb.	8.96
TIM BRATLAND	FB Help	10.00
JAMES BRENDEN	FB Help	40.00
BROOKLYN PUBLISHERS LLC	Plays	178.75
BSN SPORTS	Bean Bags	82.18
J.J. BURKE	FB Help	65.00
KELLY BURKE	VB Help	10.00
CAERT INC	Subscription	1,699.00
CARD MEMBER SERVICE	Comp. Equip.	199.53
CITY OF WILLOW LAKE	Water & Sewer	364.86
CLARK COMMUNITY OIL CO.	Fuel	3,493.46
CLARK COUNTY COURIER	Legal Proceeds/Ad	189.93
CONNECTING POINT	Comp. Equip.	84.00
COOK’S WASTEPAPER	Garbage Serv.	138.32
RON DENMAN	FB Help	20.00
DSR, INC.	Filter	31.00
DISTRIBUTED WEBSITE CORP.	Consultant	212.00
DUENWALD TRANSPORTATION	Ath. Transp.	645.09

CAROLYN EDLEMAN	VB Help		60.00
PAUL FLOREY	FB Help		30.00
GOODALL UPHOLSTERY	Repairs & Maint.		497.50
GROUPECAST LLC	Renewal		508.50
ROBIN HARTLEY	VB Help		120.00
CHRIS HASLER	Meal Reimb.		9.00
HAUFF MID-AMERICA SPORTS	Field Paint		89.90
LORI HOVDE	Health Ins. Reimb.		545.00
INCIDENTAL FUND	SDHSCA	Dues & Fees	200.00
	SD DCI	Background Check	43.25
	SDSU	All-State Choir Fees	35.00
	NSU	All-State Choir Fees	48.00
	Gwendi Krause	VB Off./Mlg.	113.30
	Brian Ries	VB Off.	80.00
	EDJMF	Music Fest. Fees	34.00
	SDFCA	Dues & Fees	20.00
	SDCCTFCA	Dues & Fees	10.00
	SDBCA	Dues & Fees	20.00
	Argus Leader	Subscription	25.65
	U.S. Postal Serv.	Stamped Envelopes	530.85
	Webster Area School	Dues & Fees	64.00
	Lake Central Conf.	Dues & Fees	450.00
	Dacotah Bank	All-State Choir Meals	260.00
		TOTAL INCIDENTAL FUND:	1,934.05
JMH AUTO REPAIR	Oil Chgs.		297.95
PATTI JOHNSON	Health Ins. Reimb.		545.00
PAUL KNOCK	FB Help		20.00
EMILY KOENIG	Book Fair Supp.		63.59
MIKE KORBEL	FB Help		20.00
LAKE GROCERY	Book Fair Supp.		37.26
MARCO, INC.	Repairs & Maint.		397.11
MENARDS	Supp.		214.52
NESC	Gen. Serv.		169.25
NORTH CENTRAL BUS SALES	Lens Cover		10.46
NORTHERN WIRELESS COMM.	Internet Serv.		49.95
NWPS	Utilities		2,330.56
MARK PROUTY	FB Help		10.00
MITCH PROUTY	FB Help		20.00
QUALITY INN & SUITES	All-State Choir Rms.		675.00
SCHOLASTIC INC	Subscription		15.25
SCHUNEMAN EQUIPMENT CO.	Parts		53.61
HECTOR SERNA	Reimb. Fuel/Workshop Fee		92.55
SPORTS GRAPHICS	Repairs & Maint.		113.00
BRANDON STAHL	Health Ins. Reimb.		545.00
KAREN SWENSON	VB Help		110.00
TEACHER INNOVATIONS, INC.	Subscription		10.80
TITAN ACCESS ACCOUNT	Repairs & Maint.		80.00
DAB TONAK	Health Ins. Reimb.		545.00
LOGAN TONAK	FB Help		130.00
NICOLE TONAK	VB Help		10.00
TONY'S ELECTRIC	Repairs & Maint.		890.97
VARIETY FOODS INC	FFVP		777.20
ERIC WARREN	FB Help		45.00
LEANN WARREN	VB Help		70.00
ANDREW WEGNER	FB Help		85.00
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr./Priority School	1,215.60
	James Anderson	Sub	240.00
	Kim Bratland	VB Help/Ex. Bus Trip	100.00

Tracy Bruns	Priority School	75.00
Rory Burke	FB Help	100.00
Kayla Edleman	Ex. Bus Trips	60.00
Jim Felberg	Tech Coord.	317.24
Amanda Glanzer	Sub	470.88
Chris Hasler	Priority School	75.00
Christina Kannegieter	Ex. Bus Trips/VB Help	260.00
Lois Kannegieter	Sub	1,116.24
Harley Klautd	Sub/FB Help	255.00
Emily Koenig	Priority School/VB Help	115.00
Anne Redinger	Sub	541.06
Brandon Stahl	Ex. Bus Trips	280.00
Eric Stevens	FB Help	80.00
Lindsey Tellinghuisen	VB Help	40.00
Dan Tonak	Sub Bus/FB Help	65.26
Lucy Vandersnick	Priority School	75.00
Lenora Virchow	Sub	80.00
Ashley Zantow	Sub	107.92
Stan Zantow	Ex. Bus Trips	89.75

TOTAL ADD. PAYROLL: 5,758.95

SALARIES & BENEFITS:	Elementary	50,542.38
	Junior High	18,278.89
	High School	26,675.77
	Preschool	538.57
	Title Programs	5,910.79
	Guidance	1,407.55
	Library	2,098.96
	Technology	2,839.37
	Administration	15,862.19
	Operations & Maintenance	4,921.59
	Pupil Transportation	3,662.88
	Extra-Curricular	1,383.36

**TOTAL GEN. FUND: \$161,366.45**

**Cap. Outlay:**

DAKOTA BUS SALES, LLC	Mid-Bus	14,500.00
MARCO, INC.	Copier Lease	1,409.47
MATS MATS MATS.COM	Wrestling Mat	9,230.46
HECTOR SERNA	Laptop	299.99

**TOTAL CAP. OUTLAY: \$25,439.92**

**Sp. Education:**

SALARIES & BENEFITS:		9,939.82
ADDITIONAL PAYROLL:	Amanda Glanzer	Sub 29.38
	Lois Kannegieter	Sub 15.28
	Anne Redinger	Sub 14.84
	Ashley Zantow	Sub 26.98

TOTAL ADD. PAYROLL: 86.48

EMILY BASTIAN	Mlg.	8.14
INCIDENTAL FUND	U.S. Postal Serv.	Stamped Envelopes 264.30

TOTAL INCIDENTAL FUND: 264.30

NESC	Nov. Serv.	3,595.82
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**TOTAL SP. EDUCATION: \$13,894.56**

**Food Serv.:**

SALARIES & BENEFITS		3,147.33
ADDITIONAL PAYROLL:	Amanda Glanzer	Sub 28.34
	Lois Kannegieter	Sub 33.78

	Kathy Knock	Sub	49.20	
	Sharon Symens	Sub	146.80	
			TOTAL ADD. PAYROLL:	258.12
DEAN FOODS	Milk			858.06
LAKE GROCERY	Food			35.58
REINHART FOOD SERV.	Food/Supp.			2,767.76
RELIABLE ONE INC.	Supp.			478.11
SD DEPT OF ED.	Food			234.14
STAR LAUNDRY	Clean. Serv.			66.96
VARIETY FOODS	Food/Supp.			1,365.89
<b>TOTAL FOOD SERV.:</b>				<b>\$9,211.95</b>
<b>TOTAL ALL FUNDS:</b>				<b>\$209,912.88</b>

### Facilities

- Mark Kuca, with Mid-States Audio & Video was present to visit about the gym sound system that no longer works. He explained how their company tests, sets up a system to a particular room and how that system works.
- **Action Item #6:** Motion by Wicks, second by Bratland to accept the quote from Mid-States Audio & Video for the sound system proposal. All present voting yes, motion carried.
- Business Manager Burke reviewed a quote to repair the MPR refrigerator and freezer. Being since it is working at this time, it was the general consensus of the board to look into more quotes in the spring of 2015 and budget the repairs in FY 2016.
- Lance Witte, with the Cambrian Group, was present to review the strategic plan process since it began one year ago. He explained the periodic, committee updates that have been given by Mr. Klautd and how that keeps the board informed. Each committee gave a report of where they are at with their specific results of the strategic plan.
- **Action Item #7:** Motion by Thoreson, second by Warkenthien to approve to purchase the 3 year license for the MVRC (My Virtual Reaching Coach) for a total of \$3,180. All present voting yes, motion carried.
- Scott Sikkink, with HKG Architects, was present to review the modifications and clarifications to option #2. It was the general consensus of the board to have a special school board meeting on November 24, 2014, at 9:00 a.m. to further discuss option #2 and to have an informative meeting for the public on December 1, 2014 at 7:00 p.m. in the school gym.

### Business and Finance

- Cash Flows were reviewed as of October 31, 2014.
- Business Manager Burke reported that the FY 14 audit has been completed and the district received an unmodified report, which is a good report to have.

### Policies and Procedures

- It was decided that a committee, consisting of administration and two board members, will finish the review of the student handbook. The goal is to have the handbook out by the end of the 1<sup>st</sup> semester.

### Superintendent/Principal Report

- H.S. Principal Serna reviewed the honor roll numbers.
- Supt. Klautd reported that Parent-Teacher Conferences were well attended.
- Supt. Klautd reported on the excellent Veteran's Day program presented by the students.
- **Action Item #8:** Motion by Wicks, second by Bratland to approve Julayne Thoreson as the ASBSD LAN member. All present voting yes, motion carried.
- H.S. Principal Serna reported on requests that a student would like to see with senior privileges. No action was taken.

### Activity Director Report

- Supt. Klautd gave his athletic director report. A winter sports meeting for parents and students will be held Tuesday, November 18<sup>th</sup>, at 7:00 p.m. in Clark. Preliminary winter sports participant numbers were discussed.

**NESC Updates:** Board Member Warkenthien reported that the NESC has set center base tuition rates and surplus eight vehicles.

**Executive Session:**

- **Action Item #9:** Motion by Wicks, second by Thoreson to enter executive session pursuant to SDCL1-25-2 to discuss personnel, SDCL 1.25-2(1) and student, SDCL 1-25-2(2) at 11:11 p.m.

President Schmidt declared the board out of executive session at 11:23 p.m. and resumed regular session.

**Action Item #10:** Motion by Thoreson, second by Bratland to approve the open enrollment of student #1, with attendance beginning 2<sup>nd</sup> semester on January 5, 2015. All present voting yes, motion carried.

**Action Item #11:** Motion by Wicks, second by Bratland to approve to hire a part-time paraprofessional. All present voting yes, motion carried.

The School Board will meet in special session on Monday, November 24, 2014 at 9:00 a.m., in the Willow Lake School Business Office.

The next regular meeting of the Willow Lake School Board will be on December 8, 2014 at 7:00 p.m., in the Willow Lake School Business Office.

**Adjournment:**

**Action Item #12:** Motion by Bratland, second by Thoreson, to adjourn at 11:26 p.m. All present voting yes, motion carried.

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Caryl Schmidt, President

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Melissa Burke, Business Manager