

**Willow Lake School District #12-3
November 12, 2015**

The Willow Lake School District Board of Education met in regular session on November 12, 2015. President Schmidt called the meeting to order at 7:00 p.m. Board members present: Bratland, Schmidt, Warkenthien and Wicks. Thoreson was absent. Also attending were Supt. Klautdt, H.S. Principal Serna, Business Manager Burke, Kyle Lenzner and Scott Sikkink.

Board members recited the Pledge of Allegiance.

Action Item #1: Motion by Bratland, second by Warkenthien to add #6.1.7 - appoint ASBSD LAN Representative, to add #7 - executive session (SDCL 1-25-2) to discuss student issue (SDCL 1-25-2(2)) and to approve the agenda. Motion carried.

Open Forum: Kyle Lenzner, with the SD Department of Game, Fish and Parks, was in attendance to present a \$3,000 check to the Willow Lake School District. Mr. Lenzner explained that state law mandates that a portion of liquidated civil damage amounts in certain cases be deposited into the school general fund in which the trophy animal was illegally taken.

Action Item #2: Motion by Bratland, second by Wicks to approve the following items on the consent agenda: 1.1 approve the minutes of the regular meeting of October 12, 2015; 1.2 approve the financial reports as of October 31, 2015; 1.3 approve the bills as of November 2015; 1.4 approve the Mayfield Colony paraprofessional position to Marcie Froke at \$10.50/hr. and the Shamrock Colony paraprofessional position to Brandy Tormanen at \$10.50/hr. for the 2015-16 school year. 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 & Agency</u>
Balance 10/1/2015	1,332,434.75	539,389.50	310,517.77	426.47	3,318,784.30	35,403.12	54.87	37,093.69
RECEIPTS								
Local Sources	13,406.15	10,217.66	4,344.60	1,236.46	0.00	4,694.93	0.00	10,707.45
County Sources	758.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	47,006.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	2,184.20	0.00	0.00	0.00	0.00	5,131.44	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	63,355.13	10,217.66	4,344.60	1,236.46	0.00	9,826.37	0.00	10,707.45
Total Available	1,395,789.88	549,607.16	314,862.37	1,662.93	3,318,784.30	45,229.49	54.87	47,801.14
DISBURSEMENTS	-163,187.63	-44,050.77	-13,712.31	0.00	-91,395.70	-9,386.64	0.00	-11,586.34
Balance 10/31/2015	1,232,602.25	505,556.39	301,150.06	1,662.93	3,227,388.60	35,842.85	54.87	36,214.80

NOVEMBER 2015 AP BILLS

<u>Gen. Fund:</u>	<u>Amount:</u>
A-OX WELDING SUPPLY CO INC	Weld. Supp. 231.79
DIANE ANDERSON	Meal Reimb. 15.00
ASBSD	Dues & Fees 295.00
NANCY BELL	VB Help 140.00
CARD MEMBER SERVICE	Comp. Equip./Supp. 207.69
CELL-PHONE GUY	I-Pad Repair 225.00
CITY OF WILLOW LAKE	Water & Sewer 352.19
CLARK COMMUNITY OIL CO.	Fuel 2,183.53
CLARK COUNTY COURIER	Proceedings/Ad 167.28
COOK'S WASTEPAPER & RECYCLING	Garbage Serv. 141.02
DACOTA INS.	Vehicle Ins. 289.00
DAKOTA PORTABLE TOILETS, INC.	Rental Fees 780.00
DUENWALD TRANSPORTATION LLC	Athletic/Band Transp. 2,617.23
CHAD DUENWALD	FB Help 20.00

DAN DUENWALD	FB Help		30.00
ELDRIDGE PLAYS & MUSICALS	Plays		165.45
GAIL EVENSON	VB Help		140.00
FOLLETT SCHOOL SOLUTIONS, INC.	AR Books		399.00
JESS FRYSLIE	Batteries		45.90
INCIDENTAL FUND	Gwendi Krause	VB Off./Mlg.	117.38
	Brian Ries	VB Off.	80.00
	Clark-Willow Lake Jr. FB	FB Help	60.00
	Jay Larsen	FB Off./Mlg.	152.92
	Don Cassels	FB Off.	100.00
	Hans Sacrison	FB Off.	100.00
	Alex Renaas	FB Off.	100.00
	Bob Lustfield	FB Off.	100.00
	Eastern Dakota Jr. Music Festival	Dues & Fees	40.00
	Gwendi Krause	VB Off./Mlg.	117.38
	Brian Ries	VB Off.	80.00
	Lutheran Social Serv.	Dues & Fees	100.00
	Paul Ehrke	All-State Choir Fees	30.00
	Cassi Bloom	VB Off./Mlg.	117.38
	Julie Bjerke	VB Off.	80.00
	NAEP	Dues & Fees	70.00
	Scott Andral	FB Off.	100.00
	Preston Parmelee	FB Off./Mlg.	208.36
	Austin Streyle	FB Off.	100.00
	Jamie Beisch	FB Off.	100.00
	Pat Dockendorf	FB Off.	100.00
	Argus Leader	Subscription	25.65
		TOTAL INCIDENTAL FUND:	2,079.07
JMH AUTO REPAIR	Repairs & Maint.		897.08
PAUL KNOCK	FB Help		20.00
EMILY KOENIG	Book Fair Supp.		55.00
MIKE KORBEL	FB Help		20.00
LAKE GROCERY	Supp.		127.36
LEARNING A-Z	Subscription		84.95
MARCO, INC. NW	Maint. Fee		200.38
MENARDS	Supp.		44.95
MORITZ PUBLISHING	Progress Reports		170.00
NESC	Gen. Serv.		56.82
MELISSA NESHEIM	VB Help		10.00
NWPS	Utilities		2,496.68
NOVEL UNITS INC	Books		147.55
FRED OBERMEIER	VB/FB Help		140.00
PLAYSCRIPTS, INC.	Plays		177.48
RAMKOTA INN	Rooms		228.00
REALLY GOOD STUFF	Chair Pockets		143.43
RELIANCE COMMUNICATIONS LLC	Subscription		508.50
SANFORD HEALTH	Bus Dr. Phy.		200.00
SCHOOL NURSE SUPPLY INC	Supp.		54.39
SCHOOL SPECIALTY	Binders		70.14
SDIAAA	Dues & Fees		180.00
SD STATE HISTORICAL SOC.	Kits		35.00
KAREN SWENSON	VB Help		140.00
TIE	Dues & Fees		325.00
NICOLE TONAK	VB Help		20.00
TONY'S ELECTRIC	Repairs & Maint./Supp.		780.86
VARIETY FOODS INC	FFVP		657.99
W W TIRE SERVICE INC	Tires		1,059.72
LEANN WARREN	VB Help		80.00
DYLAN WICKS	FB Help		75.00
WILLOW LAKE HS TRUST & AGENCY	Reimb. Rooms/Meals		946.91

ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	259.80	
	Emily Bastian	Ex. Bus Trip	60.00	
	Kayla Edleman	VB Help	30.00	
	Jim Felberg	Tech Help	223.92	
	Jess Frysle	Wedding Clean-up	125.00	
	Jane Hervi	Sub	352.50	
	Lori Hovde	Health Ins. Reimb.	580.00	
	Christina Kannegieter	VB Help/Ex. Bus Trips	250.00	
	Lois Kannegieter	Sub	810.96	
	Emily Koenig	VB Help	30.00	
	Liisa McDaniels	Sub	120.00	
	Kim Schmidt	Sub	440.00	
	Lynnea Seivert	Ex. Bus Trips	150.00	
	Hector Serna	Ex. Bus Trips/FB Help	294.22	
	Dave Spieker	Sub Bus Dr.	87.08	
	Eric Stevens	Ex. Bus Trips/VB Help	150.00	
	Nichol Stevens	VB Help	30.00	
	Ashley Tonak	Sub	200.00	
	Dan Tonak	FB Help/Health Ins.	600.00	
	Lenora Virchow	Sub	153.40	
	Stan Zantow	Ex. Bus Trip	30.00	
		TOTAL ADD. PAYROLL:	4976.88	
SALARIES & BENEFITS:	Elem. Programs		49,701.72	
	J.H. Programs		26,040.88	
	H.S. Programs		22,756.76	
	Preschool		490.55	
	Title Programs		6,291.64	
	Guidance		2,852.47	
	Library		2,187.42	
	Technology		5,512.30	
	Administration		17,304.72	
	Operations & Maint.		3,477.00	
	Pupil Transportation		4,745.73	
	Extra-Curricular		459.52	
TOTAL GEN. FUND:				\$167,474.93
<u>Cap. Outlay Fund:</u>				
ACTIVE HEATING INC	AC/Heat Unit		1,876.53	
HOHM CONSTRUCTION	Move/Set Garage Bldg.		3,225.24	
MARCO, INC.	Copier Lease		36.00	
MARCO, INC. NW	Copier Lease		1,597.99	
PNCEF	Boiler Lease		23,427.18	
TENMARKS EDUCATION, LLC	Subscription		1,900.00	
TOTAL CAP. OUTLAY:				\$32,062.94
<u>Sp. Ed. Fund.</u>				
SALARIES & BENEFITS:			11,133.34	
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	72.00	
	Liisa McDaniels	Sub	37.50	
	Lenora Virchow	Sub	70.00	
		TOTAL ADD. PAYROLL:	179.50	
CARD MEMBER SERVICE	Books/Supp.		148.22	
NE EDUCATIONAL SER COOPERATIVE	Nov. Assessments/Ext. Serv.		3,499.59	
VIG, TARA	Mlg.		20.16	
TOTAL SP. ED. FUND:				14,980.81
<u>Bdlg. Project Fund:</u>				
TELLINGHUISEN INC	Project Fees		237,718.50	
TOTAL BDLG. PROJECT FUND:				\$237,718.50

Food. Serv. Fund:

SALARIES & BENEFITS:				2,740.87
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	32.74	
	Kathy Knock	Sub	92.40	
	Sharon Symens	Sub	183.40	
			TOTAL ADD. PAYROLL:	308.54
DEAN FOODS NORTH CENTRAL INC	Milk			702.59
LAKE GROCERY	Food			15.55
REINHART FOOD SERVICE	Food			2,079.08
STAR LAUNDRY	Clean. Serv.			59.43
VARIETY FOODS INC	Food			2,432.02
TOTAL FOOD SERV. FUND:				\$8,338.08
TOTAL ALL FUNDS:				\$460,575.26

Acknowledgements: H.S. Principal Serna thanked the anonymous donors who provided food for the Willow Lake School Staff during Parent-Teacher Conferences. Supt. Klautd thanked the staff and students for a wonderful Veteran's Day Program.

Policy and Procedures

- **Action Item #3:** Motion by Wicks, second by Warkenthien to approve the builders risk policy contingent on a fact finding call to ASBSD Protective Trust. Motion carried.

Business and Finance

- Cash flows were reviewed as of October 31, 2015.
- Business Manger Burke stated that the FY 15 audit has been completed and the district received an unmodified report.
- Supt. Klautd has been in contact with the Departments of Revenue and Legislative Audit in regards to opt-out timelines. The \$700,000 opt-out is set to expire the end of calendar year 2016.

Facilities

- Scott Sikkink, with HKG Architects, presented and explained several RFPs for the building project. Once the RFPs are approved, HKG will draft them as change orders.
- **Action Item #4:** Motion by Bratland, second by Warkenthien to accept RFP #1 in the amount of \$2,117. Motion carried.
- **Action Item #5:** Motion by Bratland, second by Wicks to accept RFP #2 at no cost. Motion carried.
- **Action Item #6:** Motion by Bratland, second by Warkenthien to accept RFP #3 in the amount of \$7,925. Motion carried.
- **Action Item #7:** Motion by Bratland, second by Wicks to accept RFP #4.1. Bratland, aye; Wicks, aye; Warkenthien, nay; Schmidt, aye. Motion carried 3-1.
- No action was taken on RFP #4.2A, #4.2B, #4.3, #4.4 and #5.
- **Action Item #8:** Motion by Bratland, second by Wicks to accept RFP #6 with a savings of \$9,555. Motion carried.
- No action was taken on RFP #7.
- **Action Item #9:** Motion by Bratland, second by Warkenthien to reject RFP #8 in the amount of \$2,014. Motion carried.
- Supt. Klautd gave an update on the wellness center and reported on the new design layout of the equipment.
- **Action Item #10:** Motion by Wicks, second by Warkenthien to declare the wellness center equipment surplus list at less than \$500. Motion carried.
- Supt. Klautd stated that the school will receive \$18,000 for the keyless entry grant, with the school district matching the remaining 15%.

Superintendent/Principal Report

- The 1st quarter honor roll was reviewed by H.S. Principal Serna.
- It was reported that PTC Conferences were well attended at the Willow Lake School and colony schools.
- The Veteran's Day Program was held on Wednesday, November 11th and was well attended.
- A strategic plan meeting will be held on Saturday, November 21st, with Lance Witte.
- H.S. Principal Serna stated that the ASVAB test has been completed. The coordinator will be here November 19th to

review results with students. The NCRC test will be given on November 13th.

- Supt. Klautt, H.S. Principal Serna and Lori Hovde will be attending a safety presentation at Harrisburg school on November 16th. It was reported that administration has been working with the Clark County Crisis Management Team to develop a management plan for the school.
- **Action Item #11:** Motion by Warkenthien, second by Bratland to appoint Julayne Thoreson as the ASBSD LAN Representative. Motion carried.

Activity Director Report

- Supt. Klautt reported on numbers out in junior high winter sports. It was reported that the co-op will be hiring another JHGBB coach and a JH wrestling coach. If numbers warrant, the Willow Lake Board would like to see the hiring of a JHBBB coach.

NESC Updates: Board member Warkenthien did not attend the October meeting, but reported that the NESC board approved vehicles for surplus; approved the audit report and center base tuition rates; and job descriptions have been revised.

Action Item #12: Motion by Bratland, second by Wicks to enter executive session pursuant to SDCL 1-25-2 to discuss student issue SDCL 1-25-2(2) at 8:59 p.m. Motion carried.

President Schmidt declared the board out of executive session at 9:32 p.m.

The next regular meeting of the Willow Lake School Board will be December 14, 2015 at 3:00 p.m., in the Willow Lake School Business Office.

Adjournment:

Action Item #13: Motion by Wicks, second by Bratland, to adjourn at 9:34 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager