

**Willow Lake School District #12-3
November 14, 2016**

The Willow Lake School District Board of Education met in regular session on November 14, 2016. President Schmidt called the meeting to order at 7:00 p.m. Board Members present: Schmidt, Thoreson, Warkenthien and Wicks. R. Burke was absent. Also attending were Supt. Klaudt, H.S. Principal Serna, Business Manager Burke and Scott Sikkink.

Board Members recited the Pledge of Allegiance.

Action Item #1: Motion by Thoreson, second by Wicks to add 6.3.3 evaluations and to approve the agenda. Motion carried.

Action Item #2: Motion by Wicks, second by Warkenthien to approve the waiver form of Board Member Rory Burke – W1700-3 (reimburse Renae Burke for substitute teaching). Motion carried.

Action Item #3: Motion by Wicks, second by Thoreson to approve the waiver form of Supt. Scott Klaudt – W1700-4 (recognizing daughter-in-law Kelsey (Lewis) Klaudt as an employee of the district and their place of residence).

Action Item #4: Motion by Warkenthien, second by Thoreson to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of October 10, 2016; 2.2 approve the financial reports as of October 31, 2016; 2.3 approve the bills as of November 2016; 2.4 approve the library surplus lists at no value; 2.5 approve open enrollment of student #15, with enrollment beginning on January 3, 2017, for the 2016-17 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>Bdlg. Proj. Fund</u>	<u>Food Serv. Fund</u>	<u>Enterprise Fund</u>	<u>Trust & Agency</u>
Balance 10/1/16	1,019,181.06	676,135.76	313,585.36	387.79	1,438,892.15	38,260.95	54.87	41,280.66
<u>RECEIPTS</u>								
Local Sources	123,021.14	42,517.17	8,495.43	4,840.05	0.00	5,976.13	0.00	6,750.62
County Sources	831.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	50,819.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	16,531.82	0.00	0.00	0.00	0.00	3,800.08	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	191,203.34	42,517.17	8,495.43	4,840.05	0.00	9,776.21	0.00	6,750.62
Total Available	1,210,384.40	718,652.93	322,080.79	5,227.84	1,438,892.15	48,037.16	54.87	48,031.28
<u>DISBURSEMENTS</u>								
MJE-Deposit Bks.	-54.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MJE-Bank Serv. Fee	<u>-66.45</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>
Balance 10/31/16	1,027,524.97	654,199.32	302,867.35	5,227.84	1,364,792.15	39,418.81	54.87	39,627.24

November 2016 AP Bills

<u>Gen. Fund:</u>	<u>Amount:</u>
ASBSD	225.00
NANCY BELL	60.00
CARD MEMBER SERVICE	666.17
CITY OF WILLOW LAKE	362.34
CLARK COMMUNITY OIL CO.	2,453.41
CLARK COUNTY COURIER	167.24
COOK'S WASTEPAPER & RECYCLING	143.85
DIESEL SERVICE AND REPAIR	3,127.37
DUENWALD TRANSPORTATION LLC	2,618.27
GAIL EVENSON	80.00
BRIAN HOVDE	10.00
INCIDENTAL FUND	
Conf. Fees	225.00
VB Help	60.00
Equip.	666.17
Water & Sewer	362.34
Fuel	2,453.41
Proceedings/Ad	167.24
Garbage Service	143.85
Bus Repairs	3,127.37
Ath. Transport.	2,618.27
VB Help	80.00
FB Help	10.00
Gwendi Krause	
VB OFF./Mlg.	122.80
Brian Ries	
VB Off.	85.00
SDNHD	
Membership Fee	35.00
U.S. Postmaster	
Postage	8.45
Argus Leader	
Subscription	44.31

ELABO	Dues & Fees	60.00
Wagner School	Chairs	50.00
Dacotah Bank	Meals	384.00

TOTAL INCIDENTAL FUND: 789.56

INTERSTATE ALL BATTERY CENTER	I-Pad Repair	385.60
ITC	Telephone	681.63
JOHNSON CONTROLS INC	Repairs	958.16
MARK KANNEGIETER	FB Help	20.00
PAUL KNOCK	FB Help	10.00
LAKE GROCERY	Supp.	5.89
MARCO, INC. NW	Maint. Fee	102.85
MORGAN BUMPER CO.	Supp.	24.20
NESC	Gen. Serv.	443.29
NORTH CENTRAL BUS SALES	Bus Parts	1,419.99
NWPS	Utilities	3,418.37
POPPLERS MUSIC STORE	Sheet Music	241.60
HECTOR SERNA	Fuel	6.82
SHEET MUSIC PLUS	Sheet Music	155.62
KAREN SWENSON	VB Help	80.00
TAYLOR MUSIC	Mallets/Bks.	92.97
TONY'S COLLISION CENTER, INC.	Repairs	125.00
TRUSTWORTHY HARDWARE	Paint	31.43
VARIETY FOODS INC	FFVP	592.59
W W TIRE SERVICE INC	Repairs	21.00
WOODRING PLUMBING, L.L.C	Repairs	467.56

ADDITIONAL PAYROLL:	Lukas Anderson	FB Help	45.00
	Curwin Bratland	Sub Bus Dr.	29.13
	Erin Brenden	Sub	80.00
	Renaë Burke	Sub	80.00
	Kayla Edleman	Sports Help	20.00
	Kelsi Grave	Sub	80.00
	Al Hamre	Ex. Bus Trip	65.63
	Colleen Hohm	Sub	160.00
	Cheryl Hovde	Ex. Bus Trip	30.00
	Lori Hovde	Health Ins. Reimb.	750.00
	Christina Kannegieter	Ex. Bus Trips	410.00
	Lois Kannegieter	Sub	806.72
	Cheryl Korbøl	Sub	480.00
	Chase Lettau	FB Help	40.00
	Liisa McDaniels	Sub	400.00
	Darcy Pommer	Sub	80.00
	Kim Schmidt	Sub	80.00
	Jane Smith	Sub	480.00
	Eric Stevens	Ex. Bus Trips/VB Help	320.00
	Dan Tonak	Health Ins. Reimb./Sub Bus/Ex. Bus Trips	953.54
	Lucy Vandersnick	Sub	80.00
	Misel Williams	Ex. Bus Trip	30.00

TOTAL ADD. PAYROLL: 5500.02

SALARIES & BENEFITS:	Elementary Programs	62,791.06
	J.H. Programs	14,615.85
	H.S. Programs	30,005.79
	Preschool	1,490.79
	Title Programs	4,729.15
	Guidance	2,087.40
	Library	3,985.85
	Technology	5,582.94
	Administration	20,537.76
	Op.& Maint.	5,125.85
	Pupil Transportation	4,792.97
	Extra-Curricular	3,545.25

TOTAL GEN. FUND: **\$184,778.46**

Cap. Outlay Fund:

AMERICAN TIME	Bell Sys.		915.85
APPLE INC	I-Pads		5,256.00
CARD MEMBER SERVICE	Ice Cream/Ice Machines		4,867.98
FIRST NATIONAL BANK SIOUX FALL	Princ./Interest		169,545.00
HKG ARCHITECTS	Contract Fees		7,350.20
HOUGHTON MIFFLIN HARCOURT	Science Texts		198.80
MARCO, INC. NW	Copier Lease		717.01
MARCO, INC.	Copier Leases		1,707.44
PNCEF, LLC.	Boiler Lease		23,428.18
SHERRIE TELLINGHUISEN	Chairs		300.00
TRAVELERS CL REMITTANCE CENTER	Builders Risk Ins.		1,564.00
TOTAL CAP. OUTLAY FUND:			\$215,850.46

Sp. Ed. Fund:

SALARIES & BENEFITS:			16,881.73
ADDITIONAL PAYROLL:	Colleen Hohm	Sub	38.40
			TOTAL ADD. PAYROLL:
			38.40
LAKE GROCERY	Supp.		5.96
NESC	Nov. Assessments		3,044.86
TOTAL SP. ED. FUND:			\$19,970.95

Bldg. Project Fund:

TELLINGHUISEN INC	Project Fees		226,100.00
TOTAL BLDG. PROJECT FUND:			\$226,100.00

Food Serv. Fund:

SALARIES & BENEFITS:			2,131.96
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	101.68
	Sharon Symens	Sub	284.90
			TOTAL ADD. PAYROLL:
			386.58
BACHMAN PARKING & PAINTING LLC	Paint MPR		1,530.62
DEAN FOODS	Milk		550.91
HOBART	Repairs		686.54
LAKE GROCERY	Food/Supp.		13.25
REINHART FOOD SERV.	Food		1,737.10
SD DEPT OF ED.	Food		217.48
STAR LAUNDRY	Clean. Serv.		65.73
VARIETY FOODS INC	Food		1,986.88
TOTAL FOOD SERV. FUND:			\$9,307.05

TOTAL ALL FUNDS: **\$656,006.92**

Acknowledgements: Supt. Klautd would like to recognize the volleyball, football, cross country and dance teams on their fall seasons. Also, the Willow Lake FFA Parliamentary Procedure Team received 1st place honors at district competition. Supt. Klautd would like to thank school staff for their flexibility with the building project. Congratulatory remarks were extended to 4th grade teacher Lindsey Tellinghuisen, as she is one of four state level finalists for the 2016 Presidential Award for Excellence in Elementary Mathematics Teaching. Mrs. Tellinghuisen will be recognized for this achievement on Friday, February 3, 2017 at banquet in Huron. The administration would like to thank Chase Lettau and Josh Friez for an excellent Veteran's Day Program.

Business and Finance

- Cash flows were reviewed as of October 31, 2016.
- Business Manger Burke stated that the FY 16 audit has been completed and the district received an unmodified report.
- Information on indirect cost rates was shared and how the rates are re-calculated every five years by the state.
- A Capital Outlay CD in the amount of \$115,000 renews on November 22nd. Business Manager Burke has contacted three financial institutions, in regards to renewal options available.

Facilities

- Scott Sikkink, of HKG Architects, reviewed the status of the building project. Items discussed centered on the new ramp/entrance

area; the chimney for the new boiler room and drainage on the east side of the building.

Superintendent/Principal Report

- **Action Item #5:** Motion by Thoreson, second by Warkenthien to approve the Plan of Intent/Waiver for Eric Stevens for P.E. Motion carried.
- Parent-Teacher Conferences were held October 27th, with excellent participation reported.
- H.S. Principal Serna reviewed the 1st quarter honor roll.
- It was reported that the Veteran’s Day program was well attended.
- Supt. Klaudt would like to set a strategic plan review meeting by January 2017.
- A change was made to the 2016-17 school calendar. February 10th, which was scheduled as an in-service day, will now be a school day. February 17th has been changed to an in-service day, with staff attending in-service at the DeSmet School.
- Supt. Klaudt has applied for a food service grant, to replace the dishwasher in the MPR. Also, it was reported that the district is up for a five year, food service program review.
- Board Members were urged to read through the delegate assembly information and to share their questions or concerns with Board Member Thoreson, who is the delegate.

Activity Director Report

- An update was given on winter sports programs and when practices are set to begin. The number of junior high and possible high school girls basketball participants was reviewed.

NESC Updates: Board Member Warkenthien reported that the NESC reviewed the new OT rules; discussed the math and science partnership grant; and approved the surplus of 8 vehicles.

School Law Seminar Updates: Supt. Klaudt attended the school law seminar and reported that Conflict of Interest and Transgender Polices were the major topics of discussion.

Evaluations: The board is looking at updating the evaluation tool for administration.

Action Item #6: Motion by Wicks, second by Thoreson to enter executive session pursuant to SDCL 1-25-2 to discuss student SDCL 1-25-2(2) at 8:26 p.m. Motion carried.

President Schmidt declared the board out of executive session at 8:38 p.m.

The next regular meeting of the Willow Lake School Board will be December 12, 2016 at 5:00 p.m., in the Willow Lake High School Social Studies Room.

Adjournment:

Action Item #7: Motion by Thoreson, second by Warkenthien, to adjourn at 8:40 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager