

**Willow Lake School District #12-3  
November 13, 2017**

The Willow Lake School District Board of Education met in regular session on November 13, 2017. Vice President Thoreson called the meeting to order at 7:06 p.m., with Schmidt arriving shortly after and presiding over the meeting. Board Members present: R. Burke, Felberg, Schmidt and Thoreson. Wicks was absent. Also attending were Supt. Klautt, Principal Lee, Business Manager Burke, Ashley Konechne and Kayla Edleman.

Board Members recited the Pledge of Allegiance.

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

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

**Action Item #2:** Motion by Thoreson, second by Felberg to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of October 9, 2017; 2.2 approve the financial reports as of October 31, 2017; 2.3 approve the bills as of November 2017; 2.4 approve the library surplus list at no value; 2.5 approve a special education extended services reimbursement, in the amount of \$200 each, to be paid December 15<sup>th</sup> to Tara Vig, Emily Bastian and Chris Lee; 2.6 approve the part-time janitorial position to Steve Johnson at \$12.00/hour, for the 2017-18 school year. Motion carried.

**Willow Lake School District Financial Reports**

	<b>General</b>	<b>Capital Outlay</b>	<b>Spec. Ed.</b>	<b>Pension</b>	<b>Food Serv.</b>	<b>Enterprise</b>	<b>Trust &amp;</b>
	<b><u>Fund</u></b>	<b><u>Fund</u></b>	<b><u>Fund</u></b>	<b><u>Fund</u></b>	<b><u>Fund</u></b>	<b><u>Fund</u></b>	<b><u>Agency</u></b>
<b>Balance 10/1/17</b>	<b>923,808.36</b>	<b>703,222.64</b>	<b>228,829.53</b>	<b>20.84</b>	<b>23,002.09</b>	<b>54.87</b>	<b>49,016.62</b>
<b><u>RECEIPTS</u></b>							
Local Sources	13,297.51	11,906.68	2,393.75	0.00	6,126.73	0.00	10,579.91
County Sources	1,833.77	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	61,324.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	<u>415.60</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,222.60</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL RECEIPTS</b>	<b>76,870.88</b>	<b>11,906.68</b>	<b>2,393.75</b>	<b>0.00</b>	<b>10,349.33</b>	<b>0.00</b>	<b>10,579.91</b>
<b>Total Available</b>	<b>1,000,679.24</b>	<b>715,129.32</b>	<b>231,223.28</b>	<b>20.84</b>	<b>33,351.42</b>	<b>54.87</b>	<b>59,596.53</b>
<b><u>DISBURSEMENTS</u></b>							
MJE-Bank Serv. Fee	<u>-16.45</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>
<b>Balance 10/31/17</b>	<b>815,370.08</b>	<b>675,956.54</b>	<b>209,426.17</b>	<b>20.84</b>	<b>24,762.71</b>	<b>54.87</b>	<b>50,636.00</b>

**NOVEMBER 2017 AP BILLS**

<b><u>Gen. Fund:</u></b>	<b><u>Amount:</u></b>
ASBSD	255.00
AVERA HEART HOSPITAL OF SD	76.00
NANCY BELL	100.00
CARD MEMBER SERVICE	327.28
CITY OF WILLOW LAKE	386.04
CLARK COMMUNITY OIL CO.	2,514.49
CLARK COUNTY COURIER	119.94
COOK'S WASTEPAPER RECYCLING	150.38
DEKKER HARDWARE	37.00
DEMCO	205.92
DIESEL SERVICE AND REPAIR	489.83
DUENWALD TRANSPORTATION LLC	988.37
EFRAIMSON ELECTRIC INC	133.48
GAIL EVENSON	100.00
JIM FELBERG	141.42
FOREMAN SALES & SERVICE INC	99.95
JOSH FRIEZ	206.46
HARLOW'S BUS SALES INC	12.61
HAUFF MID-AMERICA SPORTS INC	1,438.80
HILLYARD	18.76

INCIDENTAL FUND	SD NHD	Dues & Fees	35.00
	Shawn Hansen	VB Off./Mlg.	127.80
	Robin Hartley	VB Off.	90.00
	Shawn Hansen	VB Off./Mlg.	127.80
	Cassi Kottke	VB Off.	90.00
	Gwendi Krause	VB Off./Mlg.	127.38
	Robin Hartley	VB Off.	90.00
	SD DCI	Background Check	43.25
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	NVC	Oct. Internet Serv.	52.20
	SDSU	All-State Choir Fees	20.00
	NEAP	Dues & Fees	70.00
	ELABO	Dues & Fees	60.00
	Dacotah Bank	All-State Choir Meals	341.00
	SD DCI	Background Check	43.25
	Chase Lettau	Dues & Fees	35.00
	Dacotah Bank	Bank Serv. Chg.	0.60
		TOTAL INCIDENTAL FUND:	1,396.53
ITC	Tel. Serv.		800.03
IXL LEARNING	Subscription		299.00
J.W. PEPPER & SON, INC.	Sheet Music		182.25
KENNEDY INDUSTRIES, INC.	Mop/Disinfectant		303.07
KIBBLE EQUIPMENT LLC	Mower Parts		78.88
EMILY KOENIG	Book Fair Supp.		51.41
LAKE GROCERY	Supp.		25.28
MARCO, INC. NW	Maint. Fees		123.17
MENARDS	Filters/Supp.		81.35
MY MUSIC FOLDERS	Choral Folders		423.71
NESC	Gen. Serv.		40.29
NWPS	Utilities		4,260.32
NVC	Internet Service		52.20
OFFICE PEEPS INC	Supp.		8.10
QUALITY INN & SUITES	All State Choir Rooms		720.00
RAMKOTA INN	Room		93.00
SCHOLASTIC INC	Wkbks.		97.12
SCHOOL NURSE SUPPLY INC	Supp.		247.75
SCHOOL SPECIALTY	Supp.		24.76
SHEET MUSIC PLUS	Sheet Music		273.32
SPIEKER SERVICE & REPAIR	Repairs		212.50
STURDEVANT'S AUTO PARTS	Bulk Oil		1,012.48
KAREN SWENSON	Fall Sports Help		100.00
VARIETY FOODS INC	FFVP		444.12
WEST INTERACTIVE SERV. COOP.	School reach Renewal		533.93
WEST RIVER FOUNDATION	Conf. Fees		245.00
SAM WILLIAMS	Fall Sports Help		10.00
WOODRING PLUMBING, L.L.C	Fountain Filters		727.55
ADDITIONAL PAYROLL:	Jenica Anderson	Sub	160.00
	J.J. Burke	Sub	80.00
	Renaee Burke	Sub	80.00
	Tia Felberg	Sub	31.70
	Christina Kannegieter	Ex. Bus Trips	340.00
	Lois Kannegieter	Sub	844.04
	Cheryl Korbelt	Sub	116.40
	Chris Lee	Sub Bus/Ex. Bus Trip	88.70
	Chase Lettau	Ex. Bus Trip/Sports Help	40.00
	Taren Madsen	Sub	1242.50
	Liisa McDaniels	Sub	387.70
	Jane Smith	Sub	80.00

	Eric Stevens	Ex. Bus Trips/Sports Help	205.00	
	Melissa Terhark	Sub	440.00	
	Dan Tonak	Sports Help	10.00	
	Ashley Zantow	Sub	240.00	
	Stan Zantow	Ex. Bus Trip	30.00	
		TOTL ADD. PAYROLL:		4,416.04
SALARIES & BENEFITS:	Elem. Programs			60,653.94
	J.H. Programs			12,658.85
	H.S. Programs			30,309.02
	Preschool			1,157.88
	Title Programs			4,733.28
	Guidance			2,295.63
	Library			4,733.07
	Technology			5,723.89
	Administration			20,912.24
	Operations & Maint.			4,795.16
	Pupil Transportation			4,805.64
	Extra-Curricular			11,573.54
<b>TOTAL GEN. FUND:</b>				<b>\$189,437.03</b>
<b><u>Cap. Outlay Fund:</u></b>				
FIRST NATIONAL BANK OF SIOUX FALLS	Principal/Int.			204,670.00
HAUFF MID-AMERCIA SPORTS INC.	VB Equip.			236.70
MARCO, INC. NW	Copier Lease			89.01
MARCO, INC.	Copier Leases			1,832.80
MENARDS	Storage Closet			714.11
PEARSON EDUCATION INC	Texts			441.40
SCHOOL SPECIALTY	Fire Proof Safe/ Bulletin Bds.			3,625.36
TIMMERMANS ARCHITECT. WOODWORKS	Library/Classroom Cabinets			17,013.38
<b>TOTAL CAP. OUTLAY FUND:</b>				<b>\$228,622.76</b>
<b><u>Sp. Ed. Fund:</u></b>				
SALARIES & BENEFITS:				18,513.11
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	153.90	
	Cheryl Korbel	Sub	74.90	
	Melissa Terhark	Sub	74.40	
		TOTAL ADD. PAYROLL:		303.20
NESC	Nov. Assessments			4,347.94
<b>TOTAL SP. ED. FUND:</b>				<b>\$23,164.25</b>
<b><u>Food Serv. Fund:</u></b>				
SALARIES & BENEFITS:				3,036.69
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	80.96	
	Sharon Symens	Sub	257.10	
		TOTAL ADD. PAYROLL:		338.06
DEAN FOODS	Milk			471.17
LAKE GROCERY	Food/Supp.			63.74
CARRIE LAMONT	Food/Supp.			37.42
REINHART FOOD SERV.	Food			1,877.09
SD DEPT OF ED.	Food			632.05
STAR LAUNDRY	Clean. Serv.			44.05
VARIETY FOODS INC	Food			1,718.14
<b>TOTAL FOOD SERV. FUND:</b>				<b>\$8,218.41</b>
<b>TOTAL ALL FUNDS:</b>				<b>\$449,442.45</b>

**Acknowledgments:** The Board of Education and administration would like to congratulate the junior and senior parliamentary procedure teams on their first place finishes at the District II FFA competition. It was reported that Saylor Burke was elected District II

FFA treasurer. Supt. Klautd presented a thank you note from the ASBSD, for hosting the regional meeting. It was noted that November 13<sup>th</sup> – 17<sup>th</sup> is American Education Week. To show their appreciation, the Board of Education will be providing rolls for staff members on Wednesday. Principal Lee acknowledged the Books4Fun program set up by Mrs. Bratland. Elementary students Skyped with different authors and received a free book. The Board of Education would like to thank the family of Charles and Mata Houghton for the generous donation of \$25,000 to be invested for student scholarships. Bus. Manager Burke shared the family's wishes on how the monies would be invested, with the first scholarship to be awarded in the spring of 2019.

**Policies**

- It was decided to table the approval of senior privileges to the December 11<sup>th</sup> board meeting.
- Information was presented on the ASBSD Online Policy Services and the fees associated with it. No action was taken.

**Business and Finance**

- Cash Flows were reviewed as of October 31, 2017.
- The FY 2017 audit has been completed and the district received an unmodified report.
- **Action Item # 3:** Motion by Thoreson, second by Felberg to approve the Trust and Agency account for the Charles and Mata Houghton Scholarship Fund. Motion carried.

**Facilities**

- The football field was discussed. It was noted that a survey of the land needs to be completed before moving forward with the purchase from the city.

**Superintendent/Principal Report**

- Parent-Teacher Conference participation was reviewed.
- Information, in regards to completing the accreditation process, was reviewed.
- Mr. Lance Witte will meet with the strategic plan action teams on Tuesday, November 14<sup>th</sup>.
- The special education review was discussed and administration is waiting for the final report.
- The 1<sup>st</sup> quarter honor roll was reviewed.
- The administration reported on the successful Veteran's Day program.
- Supt. Klautd and Board Member Schmidt attended the school law seminar and reported on the different topics discussed.
- **Action Item #4:** Motion by R. Burke, second by Felberg to approve Julayne Thoreson as the ASBSD LAN representative. Motion carried.

**Activity Director Report**

- The Clark-Willow Lake Coop Board would like to get a date set for their winter meeting.
- It was noted that the school play will be Tuesday, November 21<sup>st</sup>, with the matinee at 1:15 p.m. and the evening performance at 7:00 p.m. The K-12 Christmas program will be at 7:00 p.m. on December 11<sup>th</sup>.

**NESC Updates:** Board Member Felberg reported that a business manager has been hired for the NESC.

**Action Item #5:** Motion by Thoreson, second by Felberg to enter executive session, pursuant to SDCL 1-25-2 to discuss personnel (SDCL 1-25-2(1) at 8:03 p.m. Motion carried.

President Schmidt declared the board out of executive session at 8:26 p.m.

**Action Item #6:** Motion by Thoreson, second by Felberg to accept the resignation of Head Girls Volleyball coach Emily Bastian. Motion carried.

**Action Item #7:** Motion by Felberg, second by Thoreson to accept the resignation of JH Girls Volleyball coach Kim Bratland. Motion carried.

**Action Item #8:** Motion by R. Burke, second by Thoreson to rescind the resignation of Desiree Glanzer from the October 9, 2017 board meeting. Motion carried.

The next regular meeting of the Willow Lake School Board will be December 11, 2017 at 5:00 p.m., in the Willow Lake School Administration Conference Room.

**Adjournment:**

**Action Item #9:** Motion by Thoreson, second by Felberg, to adjourn at 8:30 p.m. Motion carried.

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Caryl Schmidt, President

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Melissa Burke, Business Manager

