

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

The Willow Lake School District Board of Education met in regular session on October 12, 2015. President Schmidt called the meeting to order at 8:45 p.m. Board members present: Schmidt, Thoreson and Wicks. Warkentien arrived at 9:06 p.m. Bratland was absent. Also attending were Supt. Klaudt, H.S. Principal Serna and Business Manager Burke.

Board members recited the Pledge of Allegiance.

Action Item #1: Motion by Thoreson, second by Wicks to move #7 executive session after acknowledgements and to approve the agenda. Motion carried.

Action Item #2: Motion by Thoreson, second by Wicks to approve the following items on the consent agenda: 1.1 approve the minutes of the regular meeting of September 14, 2015 and the special meeting of September 25, 2015; 1.2 approve the financial reports as of September 30, 2015; 1.3 approve the bills as of October 2015; 1.4 approve the high school surplus list; 1.5 approve the rental policy of school vehicles; 1.6 approve Kim Bratland's extra duty work agreement for one-act play advisor at \$920 and three-act play advisor at \$920 for the 2015-16 school year. Motion carried.

Willow Lake School District Financial Reports

	<u>General</u>	<u>Capital Outlay</u>	<u>Spec. Ed.</u>	<u>Pension</u>	<u>Bdlg. 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 9/1/2015	1,456,954.93	614,943.16	322,466.14	412.70	3,423,907.70	39,699.67	54.87	32,699.46
<u>RECEIPTS</u>								
Local Sources	2,153.55	829.12	89.45	13.77	0.00	2,913.74	0.00	11,668.25
County Sources	995.64	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	4,843.20	0.00	0.00	0.00	0.00	0.00	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	54,998.39	829.12	89.45	13.77	0.00	2,913.74	0.00	11,668.25
Total Available	1,511,953.32	615,772.28	322,555.59	426.47	3,423,907.70	42,613.41	54.87	44,367.71
DISBURSEMENTS	-179,518.57	-76,382.78	-12,037.82	0.00	-105,123.40	-7,210.29	0.00	-7,274.02
Balance 9/30/2015	1,332,434.75	539,389.50	310,517.77	426.47	3,318,784.30	35,403.12	54.87	37,093.69

October 2015 AP Bills

<u>Gen. Fund</u>		<u>Amount</u>
A-OX WELDING SUPPLY	Cyl. Lease	354.00
ACTIVE HEATING INC	Filters/Repairs	345.30
CARD MEMBER SERVICE	Port A.C. Unit/Supp.	502.30
CITY OF WILLOW LAKE	Water & Sewer	396.36
CLARK COMMUNITY OIL	Fuel	1,851.45
CLARK COUNTY COURIER	Proceedings/Ad	436.85
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	141.02
DIESEL SERVICE AND REPAIR	Repairs	90.00
EFRAIMSON ELECTRIC INC	Repairs	296.51
HENRY SCHOOL DISTRICT 14-2	In-Serv. Fees	610.41
INCIDENTAL FUND	ELABO	Dues & Fees 60.00
	NEC	Conf. Dues 250.00
	SDASBO	Conf. Fee 50.00
	W.L. Trust & Agency	Deposit Bks. 53.86
	CCASD	Conf. Fee 35.00
	NE Superintendents	Dues & Fees 85.00
	SDVBCA	Dues & Fees 80.00
	Lutheran Soc. Serv.	Conf. Fee 100.00
	Argus Leader	Subscription 32.38

	Nicole Yseth	VB Off. & Mlg.	132.92	
	Beth Schutt	VB Off.	80.00	
	SD DCI	Background Check	43.25	
	Hamlin School Dist.	Dues & Fees	90.00	
	SDHSCA	Dues & Fees	320.00	
	Gwendi Krause	VB Off. & Mlg.	117.38	
	Deb Schlagel	VB Off.	80.00	
		TOTAL INCIDENTAL FUND:		1,609.79
JMH AUTO REPAIR	Repairs			374.56
SCOTT KLAUDT	Meal Reimb./Supp.			77.00
EMILY KOENIG	Meal Reimb./Supp.			44.87
LAKE GROCERY	Supp.			37.71
MARCO, INC. NW 7128	Maint. Fees			43.27
MARCO, INC.	Maint. Fees			718.58
MAS MEDIA	Consultant			25.00
MENARDS	Wire/Washers			33.10
NESC	Gen. Serv.			325.14
NORTH CENTRAL BUS SALES	Sensors/Fan			175.36
NORTHERN WIRELESS COMM.	Internet Serv.			49.95
NWPS	Utilities			2,360.59
RAMKOTA INN	Room			187.98
SCHOOL SPECIALTY	Chairs			165.89
SD DEPT. OF PUBLIC SAFETY	Certify Scale			28.00
SQUIRRELS LLC	Software Renewal			360.00
TAYLOR MUSIC	Wkbks/Reeds			184.86
TITAN ACCESS ACCOUNT	Repairs			638.89
TONY'S COLLISION CENTER, INC.	Repairs			102.00
VARIETY FOODS INC	FFVP			596.19
W W TIRE SERVICE INC	Tires			266.22
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	201.56	
	James Anderson	Sub	80.00	
	Cory Bratland	Bd. Mtgs./Mlg.	166.38	
	Curwin Bratland	Sub Bus Dr.	28.60	
	Renae Burke	Sub	80.00	
	Jim Felberg	Tech. Hrs.	47.14	
	Jess Fryslie	Sub Bus Dr.	28.60	
	Jane Hervi	Sub	75.00	
	Lori Hovde	Health Ins. Reimb.	580.00	
	Christina Kannegieter	Ex. Bus Trips	388.86	
	Lois Kannegieter	Sub	543.84	
	Liisa McDaniels	Sub	160.00	
	Anne Redinger	Sub	515.40	
	Caryl Schmidt	Bd. Mtgs.	150.00	
	Kim Schmidt	Sub	240.00	
	Lynnea Seivert	Ex. Bus Trips	240.00	
	Hector Serna	Ex. Bus Trips/Sub Bus Dr.	389.80	
	Dawn Spieker	Ex. Bus Trip	30.00	
	Julayne Thoreson	Bd. Mtgs.	150.00	
	Dan Tonak	Health Ins. Reimb./Ex. Bus Trips	698.60	
	Dahlia Waldner	Sub	80.00	
	Paula Warkenthien	Bd. Mtgs.	150.00	
	Aaron Wicks	Bd. Mtgs.	150.00	
	Stan Zantow	Ex. Bus Trips	271.60	
		TOTAL ADD. PAYROLL:		5,445.38
SALARIES & BENEFITS:	Elem. Programs			50,389.74
	J.H. Programs			26,173.45
	H.S. Programs			22,743.69
	Preschool			490.55
	Title Programs			6,270.18
	Guidance			2,852.49

	Library		2,187.42
	Technology		5,392.39
	Bd. of Ed.		57.40
	Administration		17,382.59
	Operations & Maint.		5,140.50
	Pupil Transportation		4,782.54
	Extra-Curricular		450.16
TOTAL GEN. FUND:			\$163,187.63
<u>Cap. Outlay Fund:</u>			
BRIAN'S GLASS & DOOR INC	Elem. Windows		22,790.00
EACHEN REFRIGERATION INC	Refrigerator/Freezer		19,720.50
MARCO, INC. NW 7128	Copier Lease		36.00
MARCO, INC.	Copier Lease		1,504.27
TOTAL CAP. OUTLAY:			\$44,050.77
<u>Sp. Ed. Fund:</u>			
SALARIES & BENEFITS:			10,944.65
ADDITIONAL PAYROLL:	Anne Redinger	Sub	148.20
	Lenora Virchow	Sub	140.00
	Paula Warkenthien	Bd. Mtgs./Mlg.	165.52
		TOTAL ADD. PAYROLL:	453.72
EMILY BASTIAN	Mlg.		18.48
NESC	Oct. Assessments		2,295.46
TOTAL SP. ED. FUND:			\$13,712.31
<u>Bdlg. Proj. Fund:</u>			
TELLINGHUISEN INC	Project Fees		91,395.70
TOTAL BDLG. PROJ. FUND:			\$91,395.70
<u>Food Serv. Fund:</u>			
SALARIES & BENEFITS:			3,539.36
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	65.96
		TOTAL ADD. PAYROLL:	65.96
DEAN FOODS	Milk		543.88
LAKE GROCERY	Food		7.86
REINHART FOOD SERV.	Food		3,089.33
SD DEPT OF ED.	Food		140.79
STAR LAUNDRY	Clean. Serv.		69.91
VARIETY FOODS INC	Food		1,929.55
TOTAL FOOD SERV. FUND:			\$9,386.64
TOTAL ALL FUNDS:			\$321,733.05

Acknowledgements: Supt. Klaudt congratulated the Willow Lake FFA chapter on qualifying for the national land judging competition next spring in Oklahoma. It was reported that the Willow Lake chapter had 14 students place in the top 20 at the regional competition held September 30th in Webster.

Action Item #3: 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 8:58 p.m. Motion carried.

President Schmidt declared the board out of executive session at 9:25 p.m.

Policy and Procedures

- **Action Item #4:** Motion by Thoreson, second by Warkenthien to approve the start of senior privileges at the beginning of 2nd semester. Motion carried.

Business and Finance

- Cash flows were reviewed as of September 30, 2015.

Facilities

- Supt. Klaudt reported on the building project and the committee meeting that was held October 8th. Items discussed dealt with RFPs that are being drafted. Supt Klaudt did not have a dollar amount for the RFPs, but stated they would need board approval. Installation of the pre-cast walls may begin the week of October 19th.
- Adrian Smith, with Northern Plains Fitness, will be evaluating the current equipment in the wellness center. A local patron has received several pieces of fitness equipment and would like to donate them to the wellness center. Mr. Smith will look at the layout of the wellness center and work to get the best pieces of equipment in to the center.
- The Willow Lake School has been awarded the keyless entry grant. The grant award was for \$23,000. Due to the number of applicants and monies available, the school may have to pledge some monies towards this grant.
- **Action #5:** Motion by Warkenthien, second by Wicks to approve 15% of matching funds towards the keyless entry grant. Motion carried.

Superintendent/Principal Report

- Parent-Teacher Conferences will be held on Thursday, October 29th, from 3:00 – 8:30 p.m.
- Preschool screening was held on Thursday, October 8th, with 20 students tested.
- Supt. Klaudt shared information involving different policies that were discussed at the school law seminar.
- **Action Item #6:** Motion by Warkenthien, second by Wicks to approve Julayne Thoreson as the ASBSD Delegate. Motion carried.
- **Action Item #7:** Motion by Thoreson, second by Warkenthien to advertise for a Shamrock Colony paraprofessional and a Mayfield Colony paraprofessional. Motion carried.

Activity Director Report

- Supt. Klaudt reported that the live streaming of activities is going well and that the school has received positive comments about it. Senior night for football and dance will be held October 22nd in Willow Lake; volleyball senior night will be October 23rd in Clark.

NESC Updates: Board member Warkenthien reported that the NESC board accepted the propane quote from Hamlin County Farmers Cooperative and declared three vehicles as surplus.

Action Item #8: Motion by Wicks, second by Warkenthien to table the open enrollment application for student #14. Motion carried.

Action Item #9: Motion by Thoreson, second by Warkenthien to approve the open enrollment application for student #15. Motion carried.

The next regular meeting of the Willow Lake School Board will be November 9, 2015 at 7:00 p.m., in the Willow Lake School Business Office.

Adjournment:

Action Item #10: Motion by Wicks, second by Warkenthien, to adjourn at 10:09 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager