

**Willow Lake School District #12-3  
October 10, 2016**

The Willow Lake School District Board of Education met in regular session on October 10, 2016. President Schmidt called the meeting to order at 7:30 a.m. Board Members present: R. Burke, Schmidt, Thoreson, and Warkenthien. Wicks 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 Warkenthien to approve the agenda. Motion carried.

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

**Action Item #2:** 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 September 12, 2016; 2.2 approve the financial reports as of September 30, 2016; 2.3 approve the bills as of October 2016; 2.4 approve open enrollment of student #11, #12, #13 and #14 for the 2016-17 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>Bldg. Proj.</u>	<u>Food Serv.</u>	<u>Enterprise</u>	<u>Trust &amp;</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>
<b>Balance 9/1/16</b>	1,153,203.34	778,750.78	326,638.20	354.29	1,496,592.15	35,415.43	54.87	41,397.33
<b><u>RECEIPTS</u></b>								
Local Sources	4,130.15	24,087.12	100.07	33.50	0.00	5,545.90	0.00	9,732.91
County Sources	878.69	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	0.00	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
<b>TOTAL RECEIPTS</b>	55,827.84	24,087.12	100.07	33.50	0.00	5,545.90	0.00	9,732.91
<b>Total Available</b>	1,209,031.18	802,837.90	326,738.27	387.79	1,496,592.15	40,961.33	54.87	51,130.24
<b>DISBURSEMENTS</b>	-189,815.67	-126,702.14	-13,152.91	0.00	-57,700.00	-2,700.38	0.00	-9,849.58
MJE-Bank Serv. Fee	-34.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Balance 9/30/16</b>	1,019,181.06	676,135.76	313,585.36	387.79	1,438,892.15	38,260.95	54.87	41,280.66

**OCTOBER 2016 AP BILLS**

<u>Gen. Fund:</u>		<u>Amount:</u>
A-OX WELDING SUPPLY	Weld. Supp.	127.29
CARD MEMBER SERVICE	Sci. Supp./Music	270.09
CEV MULTIMEDIA, LTD.	Ag Subscription	1,200.00
CITY OF WILLOW LAKE	Water & Sewer	296.70
CLARK COMMUNITY OIL CO.	Fuel	2,516.43
CLARK COUNTY COURIER	Proceedings/Ad	402.58
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	143.85
DAKOTA CONVENIENCE STORE	Supp.	17.97
DAKOTA PORTABLE TOILETS, INC.	Rental Fees	780.00
DEKKER HARDWARE	Paint	56.97
DESMET SCHOOL DISTRICT	Art Tuition	1,200.00
DIESEL SERVICE AND REPAIR	Repairs	1,251.17
DUENWALD TRANSPORTATION LLC	Ath. Transport.	982.45
HILLYARD	Supp.	96.38
INCIDENTAL FUND	Deb Schlagel	VB. Off./Mlg. 103.06
	Julie Bjerke	VB Off. 85.00
	SD DCI	Background Check 43.25
	NEC Conference	Conf. Dues 300.00
	Mark Prouty	Coaching Dues 60.00
	SDHSCA	Coaching Dues 40.00
	SDVBCA	Coaching Dues 35.00

NE Superintendents	Membership	85.00
Hamlin School	Tourney Fees	90.00
Gwendi Krause	VB Off./Mlg.	122.80
Brian Ries	VB Off.	85.00
U.S. Postmaster	Postage	42.00
Deb Schlagel	VB Off.	85.00
Cassi Bloom	VB Off./Mlg.	122.80
SDHSCA	Coaching Dues	80.00
SDVBCA	Coaching Dues	70.00
James Benning	FB Off.	100.00
Joe Frederiksen	FB Off.	100.00
Scott Hoeke	FB Off.	100.00
Mike Lockrem	FB Off./Mlg.	152.92
Matt Schmidt	FB Off.	100.00

TOTAL Incidental FUND: 2,001.83

INTERSTATE ALL BATTERY CENTER	I-pad Repairs	417.65
ITC	Telephone Serv.	887.73
KORMANAGEMENT SERVICES, LLC	Consultant	83.50
LAKE GROCERY	Supp.	24.82
MAGNUM LIGHTING	Light Bulbs	557.62
MARCO, INC. NW	Maint. Fee	69.55
MARCO, INC.	Maint. Fees	166.22
MENARDS	Supp.	15.11
NESC	Gen. Serv.	52.64
NWPS	Utilities	2,770.54
OFFICE PEEPS INC	Laminating Film	217.31
PIONEER DRAMA SERVICE INC	Plays	187.50
RAMKOTA INN	Room	191.98
REINHART FOOD SERV.	FFVP	40.64
SCHMIDTCO AG SERV.	Fuel	176.72
SCHOLASTIC INC	Subscription	267.70
SCHOOL SPECIALTY	Supp.	119.70
SKY TECHNOLOGIES	Cords	115.02
STANTONS SHEET MUSIC	Sheet Music	53.66
STEVE WEISS MUSIC	Sheet Music	203.25
TAYLOR MUSIC	Supp./Repairs & Maint.	329.99
VARIETY FOODS INC	FFVP	550.82
WEST INTERACTIVE SERV. CO.	Renewal	508.50

ADDITIONAL PAYROLL:

Cory Bratland	Bd. Mtg./Mlg.	55.46
Curwin Bratland	Sub Bus Dr.	29.13
Erin Brenden	Sub	40.00
Rory Burke	Bd. Mtgs./Mlg.	180.24
Lori Hovde	Health Ins. Reimb.	750.00
Christina Kannegieter	Ex. Bus Trips	360.00
Lois Kannegieter	Sub	247.36
Cheryl Korbelt	Sub	640.00
Liisa McDaniels	Sub	120.00
Darcy Pommer	Sub	40.00
Anne Redinger	Sub	80.00
Caryl Schmidt	Bd. Mtgs.	100.00
Eric Stevens	Ex. Bus Trip	30.00
Nichol Stevens	Ex. Bus Trip	30.00
Julayne Thoreson	Bd. Mtgs.	150.00
Dan Tonak	Health Ins. Reimb.	750.00
Cynthia Warkenthien	Sub Bus Dr.	29.48
Paula Warkenthien	Bd. Mtgs.	150.00
Aaron Wicks	Bd. Mtgs.	150.00
Misel Williams	Ex. Bus Trip	30.00
Stan Zantow	Ex. Bus Trips	77.88

TOTAL ADD. PAYROLL: 4,039.55

SALARIES & BENEFITS:	Elementary Programs	63,901.03
	J.H. Programs	14,615.85
	H.S. Programs	30,905.22
	Preschool	1,490.79
	Title Programs	4,674.07
	Guidance	2,087.37
	Library	3,985.86
	Technology	5,582.94
	Bd. of Ed.	57.40
	Administration	20,850.00
	Op. & Maint.	6,007.89
	Pupil Transportation	4,770.43
	Extra-Curricular	418.59
<b>TOTAL GEN. FUND:</b>		<b>\$182,738.87</b>

<b><u>Cap. Outlay Fund:</u></b>		
AMERICAN TIME	Bell Syst.	1,319.60
BRIAN'S GLASS & DOOR INC	Window/Installation	1,016.66
CARD MEMBER SERVICE	Texts	412.39
DAKTRONICS INC	Scoreboards/Shot Clocks	15,583.00
GIA PUBLICATIONS, INC.	Texts	669.52
HKG ARCHITECTS	Contract Fees	4,818.60
MARCO, INC. NW	Copier Lease	46.40
MARCO, INC.	Copier Leases	1,707.44
TELLINGHUISEN INC	Cement Work/Roof Repairs	36,581.00
TENMARKS EDUCATION, LLC	Math Curr.	2,299.00
<b>TOTAL CAP. OUTLAY FUND:</b>		<b>\$64,453.61</b>

<b><u>Sp. Ed. Fund:</u></b>		
SALARIES & BENEFITS:		16,662.43
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub 40.00
	Cheryl Korbelt	Sub 151.70
	Caryl Schmidt	Bd. Mtg./Mlg. 87.80
	Paula Warkenthien	Bd. Mtgs./Mlg. 175.60
	TOTAL ADD. PAYROLL:	455.10
HOLIDAY INN	Room	120.00
LAKE GROCERY	Supp.	9.55
NESC	Oct. Assessments	1,966.36
<b>TOTAL SP. ED. FUND:</b>		<b>\$19,213.44</b>

<b><u>Bldg. Project Fund:</u></b>		
TELLINGHUISEN INC	Project Fees	74,100.00
<b>TOTAL BDLG. PROJECT FUND:</b>		<b>\$74,100.00</b>

<b><u>Food Serv. Fund:</u></b>		
SALARIES & BENEFITS:		2,284.61
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub 11.84
	Sharon Symens	Sub 48.40
	TOTAL ADD. PAYROLL:	60.24
DEAN FOODS	Milk	567.30
HOBART	Repairs	489.80
LAKE GROCERY	Food/Supp.	33.80
REINHART FOOD SERV.	Food/Supp.	2,318.32
SD DEPT OF ED.	Food	195.84
STAR LAUNDRY	Clean. Serv.	44.00
VARIETY FOODS INC	Food/Supp.	2,624.38
<b>TOTAL FOOD SERV. FUND:</b>		<b>\$8,618.35</b>

<b>TOTAL ALL FUNDS:</b>		<b>\$349,124.27</b>
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**Acknowledgements:** H.S. Principal Serna would like to thank the anonymous donor, who purchased pizza for the middle school students. The donor wanted to recognize the efforts of the middle school students for helping move items out of the old high school and into the new gym facility.

**Policy and Procedures**

- **Action Item #3:** Motion by Thoreson, second by Warkenthien to approve the purchasing policy. Motion carried.

**Business and Finance**

- Cash flows were reviewed as of September 30, 2016.

**Facilities**

- Supt. Klautd gave an update on the building project and reported that things are going well.
- **Action Item #4:** Motion by Warkenthien, second by Thoreson to approve RFP #28 at no cost. Motion carried.
- **Action Item #5:** Motion by Warkenthien, second by R. Burke to reject RFP #29 in the amount of \$11,576. Motion carried.
- **Action Item #6:** Motion by Thoreson, second by R. Burke to approve RFP #30, a deduct in the amount of \$11,077. Motion carried.
- **Action Item #7:** Motion by R. Burke, second by Warkenthien to approve RFP #32 in the amount of \$7,307. Motion carried.
- **Action Item #8:** Motion by Warkenthien, second by Thoreson to table RFP #33. Motion carried.
- **Action Item #9:** Motion by Warkenthien, second by R. Burke to approve RFP #34 in the amount of \$169. Motion carried.

**Superintendent/Principal Report**

- Parent-Teacher Conferences will be held October 27<sup>th</sup>, from 3 – 8:30 p.m. School will dismiss at 2:30 p.m.
- Preschool screening was held on Thursday, October 6<sup>th</sup>, with 20 children tested.
- Supt. Klautd reported on the ASBSD regional meeting held in Clear Lake on October 4<sup>th</sup>. He also discussed setting up dates for school board planning sessions this fall.
- The school law seminar will be held in Sioux Falls on October 18<sup>th</sup> – 19<sup>th</sup>.
- H.S. Principal Serna reported that ASVAB testing will be held on Friday, October 14<sup>th</sup>.

**Activity Director Report**

- Supt. Klautd reported that the athletic seasons are going well.

**NESC Updates:** Board Member Warkenthien reported that the NESC reviewed a draft for a conflict of interest policy; set the rates for Sisseton students that are served at Enemy Swim School; and the propane quote was accepted.

**Action Item #10:** Motion by Thoreson, second by Warkenthien to enter executive session pursuant to SDCL 1-25-2 to discuss student SDCL 1-25-2(2) at 8:10 a.m. Motion carried.

President Schmidt declared the board out of executive session at 8:22 a.m.

The next regular meeting of the Willow Lake School Board will be November 14, 2016 at 7:00 p.m., in the Willow Lake High School Social Studies Room.

**Adjournment:**

**Action Item #11:** Motion by Warkenthien, second by R. Burke, to adjourn at 8:23 a.m. Motion carried.

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Caryl Schmidt, President

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Melissa Burke, Business Manager