

**Willow Lake School District #12-3
October 9, 2017**

The Willow Lake School District Board of Education met in regular session on October 9, 2017. President Schmidt called the meeting to order at 8:00 a.m. Board Members present: R. Burke, Felberg, Schmidt and Thoreson. Wicks was absent. Also attending were Supt. Klautdt, Principal Lee, Business Manager Burke, Cheryl Hovde and Kim Bratland.

Board Members recited the Pledge of Allegiance.

Action Item #1: Motion by Thoreson, second by Felberg to add #8 resignation after executive session and to approve the agenda. Motion carried.

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

Action Item #2: Motion by R. Burke, second by Thoreson to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of September 11, 2017; 2.2 approve the financial reports as of September 30, 2017; 2.3 approve the bills as of October 2017; 2.4 approve the library surplus list at no value; 2.5 approve the JHGBB extra duty agreement for the 2017-18 school year to J.J. Burke at \$1,348. Motion carried.

Willow Lake School District Financial Reports

	General	Capital Outlay	Spec. Ed.	Pension	Food Serv.	Enterprise	Trust &
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Agency</u>
Balance 9/1/17	1,056,975.99	718,404.66	249,887.20	12.63	25,937.63	54.87	38,177.52
<u>RECEIPTS</u>							
Local Sources	8,199.93	1,766.06	338.31	8.21	2,827.07	0.00	17,935.49
County Sources	568.46	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>1,000.46</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,177.25</u>	<u>0.00</u>	<u>0.00</u>
TOTAL RECEIPTS	71,092.85	1,766.06	338.31	8.21	4,004.32	0.00	17,935.49
Total Available	1,128,068.84	720,170.72	250,225.51	20.84	29,941.95	54.87	56,113.01
<u>DISBURSEMENTS</u>							
MJE-Bank Serv. Fee	<u>-17.10</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 9/30/17	923,808.36	703,222.64	228,829.53	20.84	23,002.09	54.87	49,016.62

OCTOBER 2017 AP BILLS

<u>GEN. FUND:</u>		<u>Amount:</u>
ASBSD	Dues & Fees	130.00
AUTOMATIC BUILDING CONTROLS	Fire Alarm Repairs	1,197.96
BRENTHAVEN	Laptop Cases	2,130.95
CARD MEMBER SERV.	Supp./Cartridge	142.10
CITY OF WILLOW LAKE	Water & Sewer	375.54
CLARK COMMUNITY OIL CO.	Fuel	3,250.91
CLARK COUNTY COURIER	Proceedings/Ad	324.45
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	150.38
TERRI CORDREY	Consultant	500.00
DAKOTA PORTABLE TOILETS, INC.	Rental Fees	780.00
DEKKER HARDWARE	Cement Screws/Pest Control	71.47
DESMET SCHOOL DISTRICT	Dist. Learning Fees	1,500.00
DIESEL SERVICE AND REPAIR	Oil Chg.	65.58
DUENWALD TRANSPORTATION LLC	Ath. Transport.	1,275.98
EFRAIMSON ELECTRIC INC	Repairs	296.57
JIM FELBERG	Shot Clock Install.	164.99
HORIZON HEALTH CARE INC	Bus Dr. Phy.	406.00

INCIDENTAL FUND	Gwendi Krause	VB Off./Mlg.	127.38
	Brian Ries	VB Off.	90.00
	Cassi Kottke	VB Off./Mlg.	127.80
	Deb Schlagel	VB Off.	90.00
	SD DCI	Background Check	43.25
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	Doyle Johnson	FB Off.	100.00
	Jay Larsen	FB Off.	100.00
	Travis VanHofwegen	FB Off.	100.00
	Mark Waggoner	FB Off./Mlg.	207.52
	Hans Sacrison	FB Off.	100.00
	Hamlin School	Tourney Fees	190.00
	Sanford Health Plan	H,S,A Fees	24.00
	SD DCI	Background Check	43.25
		Total Incidental Fund:	1,386.45
ITC	Telephone Serv.		798.23
J D ENTERPRISES	Gym Floor Maint.		1,283.00
J.W. PEPPER & SON, INC.	Sheet Music		65.00
LAKE GROCERY	Supp.		11.45
MARCO, INC. NW	Maint. Fee		103.51
MARCO, INC.	Maint. Fee		1,211.35
MCLEOD'S PRINTING & OFFICE	Laser Checks		246.30
MUSICIANS FRIEND	Flip Folders		185.70
NESC	Gen. Serv.		351.40
NWPS	Utilities		4,730.42
OSCAR'S MACHINE SHOP	Repairs		239.55
PLANK ROAD PUBLISHING INC	Subscription		132.45
RAMADA INN	Rooms		209.90
REINHART FOOD SERV.	FFVP		356.92
SAFEGUARD BUSINESS SYSTEMS	T & A Checks		218.15
SCHOLASTIC INC	Subscriptions		379.69
SCHOOL SPECIALTY	Supp.		345.45
SHEET MUSIC PLUS	Sheet Music		61.98
LINDSEY TELLINGHUISEN	Supp.		78.64
TONY'S ELECTRIC	Repairs		781.41
VARIETY FOODS INC	FFVP		58.68
WEST SIOUX CERAMICS & DAKOTA POTTERY	Art Supp.		73.10
WOODRING PLUMBING, L.L.C	Installation		943.88
STAN ZANTOW	Wiper blades/bulbs		38.97
ADDITIONAL PAYROLL:	Kim Bratland	Sub Bus/Ex. Bus Trips	109.87
	Renae Burke	Sub	160.00
	Rory Burke	Bd. Mtgs./Mlg.	180.24
	Tia Felberg	Bd. Mtgs.	150.00
	Cheryl Hovde	Sub Bus	29.87
	Christina Kannegieter	Ex. Bus Trips	315.00
	Lois Kannegieter	Sub	111.93
	Cheryl Korbel	Sub	285.40
	Chris Lee	Ex. Bus Trips	84.75
	Chase Lettau	Ex. Bus Trips	120.00
	Taren Madsen	Sub	1080.00
	Caryl Schmidt	Bd. Mtgs.	150.00
	Eric Stevens	Ex. Bus Trips	180.00
	Melissa Terhark	Sub	445.90
	Julayne Thoreson	Bd. Mtgs.	150.00
	Paula Warkenthien	Bd. Mtg.	50.00

	Aaron Wicks	Bd. Mtgs.	150.00	
	Misel Williams	Ex. Bus Trips	30.00	
	Stan Zantow	Ex. Bus Trips	65.50	
		TOTAL ADD. PAYROLL:		3,848.46
SALARIES & BENEFITS:	Elem. Programs			61,027.32
	J.H. Programs			12,652.20
	H.S. Programs			30,269.51
	Preschool			1,157.88
	Title Programs			4,733.28
	Guidance			2,295.64
	Library			4,733.06
	Technology			5,723.89
	Bd. of Education			61.23
	Administration			21,530.91
	Operations & Maint.			4,823.35
	Pupil Transportation			4,913.53
	Extra-Curricular			467.99
TOTAL GEN. FUND:				\$185,292.71
<u>CAP. OUTLAY FUND:</u>				
BIERSCHBACH EQUIPMENT & SUPPLY	Scaffolding			3,183.00
MARCO, INC. NW 7128	Copier Leases			47.61
MARCO, INC.	Copier Leases			1,738.64
TELLINGHUISEN INC	Cement Work			33,390.00
WEST MUSIC PERCUSSION SOURCE	Texts			813.53
TOTAL CAP. OUTLAY FUND:				\$39,172.78
<u>SP. ED. FUND:</u>				
SALARIES & BENEFITS:				18,741.77
ADDITIONAL PAYROLL:	Tia Felberg	Bd. Mtg./Mtg.	175.60	
	Lois Kannegieter	Sub	221.40	
	Cheryl Korbel	Sub	21.50	
		TOTAL ADD. PAYROLL:		418.50
NESC	Oct. Assessments			2,636.84
TOTAL SP. ED. FUND:				\$21,797.11
<u>FOOD SERV. FUND:</u>				
SALARIES & BENEFITS:				3,689.69
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub	7.97	
		TOTAL ADD. PAYROLL:		7.97
DEAN FOODS	Milk			678.93
LAKE GROCERY	Food			61.54
REINHART FOOD SERV.	Food/Supp.			2,252.40
STAR LAUNDRY	Clean. Serv.			42.42
VARIETY FOODS INC	Food			1,692.76
WARNE'S APPLIANCE & VIDEO	Repairs			163.00
TOTAL FOOD SERV. FUND:				\$8,588.71
 TOTAL ALL FUNDS:				 \$254,851.31

Acknowledgments: Congratulatory remarks were extended to the Willow Lake FFA chapter on placing first at the Webster land judging contest. With their first place finish, they have qualified for the national land judging competition next spring in Oklahoma. The administration would like to thank the Class of 2019 students, advisors and parents for serving the meal for the regional ASBSD meeting held at the school.

Business and Finance

- Cash Flows were reviewed as of September 30, 2017.

Facilities

- It was reported that legal counsel is currently working on a contract, between the school and the city, with the school purchasing the football field area from the city. The city would like to keep ownership of the area the lift station and generator are on.
- The purchase of wall mats for the mezzanine area was discussed, as the area will be used for wrestling practice.

Superintendent/Principal Report

- Parent-Teacher Conferences will be held Thursday, October 26th, beginning at 3:00 p.m. School will dismiss at 2:30 p.m.
- An update was given on the accreditation review, which went well.
- The next strategic planning meeting will be Wednesday, October 11th, beginning at 5:00 p.m., with action team leaders.
- It was reported that preschool screening went well and projected preschool numbers were reported for the coming years.
- The ASBSD school law seminar will be held October 24th and 25th in Sioux Falls. Supt. Klautdt will be attending.
- **Action Item #3:** Motion by R. Burke, second by Felberg to approve Julayne Thoreson as the ASBSD Delegate. Motion carried.
- It was reported that the ACT test will be held in Clark on October 28th. ASVAB testing will take place October 11th at the Willow Lake School.
- The flu shot clinic for students and staff will be held on October 26th.

Activity Director Report

- The preparations of getting the football field ready for the homecoming football game and the transportation of students to practices and events were discussed.

NESC Updates: Board Member Felberg was unable to attend the September meeting, but it was reported that Business Manager Brice Christensen has resigned from the NESC and they are currently advertising for his replacement.

Action Item #4: Motion by Thoreson, second by Felberg to enter executive session, pursuant to SDCL 1-25-2 to discuss personnel (SDCL 1-25-2(1) and student (SDCL 1-25-2(2) at 8:34 a.m. Motion carried.

President Schmidt declared the board out of executive session at 9:56 a.m.

Action Item #5: Motion by R. Burke, second by Thoreson to accept the resignation of Desiree Glanzer, effective December 22nd, 2017 and to thank her for her service to the school district. Motion carried.

The next regular meeting of the Willow Lake School Board will be November 13, 2017 at 7:00 p.m., in the Willow Lake School Administration Conference Room.

Adjournment:

Action Item #6: Motion by Thoreson, second by R. Burke, to adjourn at 9:59 a.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager