

**Willow Lake School District #12-3
September 8, 2014**

The Willow Lake School District Board of Education met in regular session on September 8, 2014. President Schmidt called the meeting to order at 2:05 p.m. Board Members present: Schmidt, Thoreson, Warkenthien and Wicks. Bratland was absent. Also attending were Supt. Klaudt, H.S. Principal Serna, Elem. Principal Bruns, Business Manager Burke and a patron of the district.

Board Members recited the Pledge of Allegiance.

Acknowledgements: The WLEA thanked Board Member Schmidt for the dinner provided to staff on in-service day. The Title I staff thanked the Board of Education for helping serve the meal during the open house. Elem. Principal Bruns recognized a student that read 1,385 minutes for the summer Scholastic Reading Challenge.

Action Item #1: Motion by Thoreson, second by Warkenthien to approve the agenda. All present voting yes, motion carried.

Action Item #2: Motion by Thoreson, second by Wicks to approve the minutes of the regular meeting of August 11, 2014. All present voting yes, motion carried.

Action Item #3: Motion by Warkenthien, second by Thoreson to approve the financial reports as of August 31, 2014. All present voting yes, 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>Food Serv. Fund</u>	<u>Enterprise Fund</u>	<u>Trust & Agency</u>
Balance 8/1/2014	1,631,732.58	614,833.74	217,379.76	140.31	33,221.91	320.97	80,871.16
<u>RECEIPTS</u>							
Local Sources	24,605.45	1,265.99	624.71	138.45	5,255.82	0.00	1,071.44
County Sources	4,222.28	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	50,516.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	1,677.56	0.00	0.00	0.00	1,694.77	0.00	0.00
TOTAL RECEIPTS	81,021.29	1,265.99	624.71	138.45	6,950.59	0.00	1,071.44
Total Available	1,712,753.87	616,099.73	218,004.47	278.76	40,172.50	320.97	81,942.60
DISBURSEMENTS	-149,375.67	-60,516.89	-8,439.73	0.00	-2,098.22	0.00	-51,621.42
Balance 8/31/2014	1,563,378.20	555,582.84	209,564.74	278.76	38,074.28	320.97	30,321.18

Action Item #4: Motion by Wicks, second by Thoreson to approve the paraprofessional position to Brooklyn Schmidt at \$10.00/hour for the 2014-15 school year. All present voting yes, motion carried.

Action Item #5: Motion by Warkenthien, second by Wicks to approve the bills as of September 2014. All present voting yes, motion carried.

September 2014 AP Bills

<u>GENERAL FUND:</u>		<u>Amount:</u>
ASBSD	Conf. Reg.	790.00
EMILY BASTIAN	Reimb. Course Fees	80.00
BMI EDUCATIONAL SERV.	Books	53.00
KIM BRATLAND	Reimb. Course Fee	40.00
CARD MEMBER SERVICE	Calculators/Batteries	859.34
CITY OF WILLOW LAKE	Water & Sewer	270.24

CLARK COMMUNITY OIL	Fuel		3,506.17
CLARK COUNTY COURIER	Proceedings/Ad		625.58
CLASSROOMDIRECT	Supp.		335.96
COOK'S WASTEPAPER RECYCLING	Garbage Serv.		138.32
DAKOTA CONVENIENCE STORE	Supp.		44.84
DAKOTA FIRE EQUIPMENT	Inspections		247.35
DAKOTA PORTABLE TOILETS, INC.	Rental Fees		780.00
DON SEELEY, RPT	Piano Tuning		90.00
KAYLA EDLEMAN	Reimb. Course Fees		80.00
HAUFF MID-AMERICA SPORTS INC	Face Mask		52.75
HOUGHTON MIFFLIN HARCOURT	Books		72.20
LORI HOVDE	Health Ins. Reimb.		545.00
JOEL HUBER	Reimb. Course Fees		80.00
INCIDENTAL FUND	US Postmaster	Postage	158.48
	SD DCI	Background Check	43.25
	W.L Trust & Agency	Deposit Books	51.30
	US Postmaster	Postage	58.50
	SD Teacher Job Fair	Dues & Fees	175.00
	ELABO	Dues & Fees	60.00
	SD DCI	Background Check	43.25
	Pete Entringer	FB Off. & Mlg.	112.56
	Ervin Gebhart	FB Off.	80.00
	Gary Duffy	FB Off.	80.00
	James Benning	FB Off.	80.00
	Jeff Jorgenson	FB. Off.	80.00
	Estelline School	VB Entry Fee	125.00
	NE Area Supt.	Dues & Fees	85.00
	TOTAL INCIDENTAL FUND:		1,232.34
ITC	Telephone Serv.		538.17
PATTI JOHNSON	Health Ins. Reimb.		545.00
CHRISTINA KANNEGIETER	Reimb. Course Fee		40.00
LAKE GROCERY	Supp.		111.13
CHRIS LEE	Reimb. Course Fees		80.00
MARCO, INC.	Supp.		72.00
MAS MEDIA	Hosting Fee		150.00
MCGRAW-HILL	Books		162.58
MENARDS	Aprons		19.52
NCS PEARSON	AIMS Web Renewal		1,110.00
NESC	Gen. Serv./APEX		612.73
JEROME NESHEIM	Reimb. Course Fees		80.00
NORTHERN WIRELESS COMM.	Internet Serv.		49.95
NWPS	Utilities		1,887.55
OFFICE PEEPS INC	Supp.		35.86
PAPA MURPHY'S PIZZA	Supp.		360.00

PEARSON EDUCATION INC	Books		532.05
POPPLERS MUSIC STORE	Sheet Music		320.95
ROCHESTER 100 INC	Folders		115.00
SCHOOL SPECIALTY	Supp.		267.68
BRANDON STAHL	Reimb. CDL/Course Fee		130.00
TONAK, Daniel	Health Ins. Reimb.		545.00
VARIETY FOODS INC	FFVP		185.88
ADDITIONAL PAYROLL:	Diane Anderson	Sub Bus Dr.	168.09
	James Anderson	Sub	160.00
	Kayla Edleman	Ex. Bus Trip	20.00
	Jim Felberg	Tech Coord.	1,438.91
	Christina Kannegieter	Ex. Bus Trips	40.00
	Pauline Lewis	Signing Bonus	1,000.00
	Brandon Stahl	Ex. Bus Trips	140.00
	Lucy Vandersnick	Signing Bonus	1,000.00
		TOTAL ADD. PAYROLL:	3,967.00
SALARIES & BENEFITS:	Elementary		50,405.72
	Junior High		18,855.21
	High School		25,763.58
	Preschool		538.57
	Title Programs		5,838.17
	Guidance		1,409.44
	Library		2,098.96
	Technology		2,928.94
	Administration		15,077.48
	Operations & Maintenance		5,310.65
	Pupil Transportation		3,513.42
	Early Retirement		15,484.00
	Extra-Curricular		1,284.28
TOTAL GENERAL FUND:			\$170,349.56
 <u>Capital Outlay Fund:</u>			
BAU PLUMBING AND HEATING	Furnace/Exhaust Fan		5,550.00
CARD MEMBER SERVICE	Texts		390.20
DAKTRONICS INC	Scoreboards/Shot Clocks		13,329.00
HKG ARCHITECTS	Feasibility Study Fees		5,000.00
LEARNING SOLUTIONS	Reading Plus Program		8,550.00
MARCO, INC.	Copier Leases		1,327.04
TOTAL CAPITAL OUTLAY FUND:			\$34,146.24
 Special Ed. Fund:			
SALARIES & BENEFITS:			8,334.77
NESC	Oct. Assessments		1,175.53

TOTAL SPECIAL ED. FUND: \$9,510.30

Food Serv. Fund:

SALARIES & BENEFITS		874.97
DEAN FOODS	Milk	310.44
REINHART FOOD SERVICE	Food/Supp.	954.74
SHAMROCK COLONY	Colony Meals	1,384.46
STAR LAUNDRY	Clean. Serv.	52.25
VARIETY FOODS INC	Food/Supp.	1,243.16
TOTAL FOOD SERV.		\$4,820.02

TOTAL ALL FUNDS: \$218,826.12

Policy and Procedures

- Board Members reviewed sections A & B of the student handbook. Section C will be reviewed at the October 13, 2014 regular school board meeting.

Business and Finance

- Cash Flows were reviewed as of August 31, 2014.
- Business Manager Burke led discussion on the changes made to the 2014-15 budget since the July regular school board meeting.
- **Action Item #6:** Motion by Thoreson, second by Warkenthien to approve the 2014-15 budget. All present voting yes, motion carried.

Transportation

- The current bus/vehicle fleet was reviewed. It was reported that a used, 2003 Ford Thomas Mid-Bus (14 passenger) is being purchased for a bus route.
- **Action Item #7:** Motion by Wicks, second by Thoreson to declare the following buses surplus, Bus 4A (1993 International VIN # 1HVBBPH4PH498917) and Bus 5A (VIN # 1HVBBABM4VH468762) to be sold at sealed bids. All present voting yes, motion carried.
- **Action Item #8:** Motion by Warkenthien, second by Wicks to approve the bus emergency school bus pact. All present voting yes, motion carried.

Facilities

- Supt. Klautd gave an update on the high school building windows.

Superintendent/Principal Report

- Supt. Klautd reported on school start up and things are running smoothly.
- Preschool screening will be held October 9th, 2014.
- As of September 8th, the PK – 12 enrollment is 227.
- H.S. Principal Serna reported on ACT scores and gave a comparison to the state average.
- H.S. Principal Serna reported on technology updates within the district.

Activity Director Report

- Supt. Klautd reported that Willow Lake’s coronation is Monday, September 8th, at 7:30 p.m., with a meal being served from 6:00 – 7:30 p.m. Clark’s coronation will be Monday, September 15th, at 7:00 p.m.

NESC Updates: Board Member Warkenthien reported that the NESC had a resignation of a school psychologist and the position is being temporarily filled.

Executive Session

Action Item #9: Motion by Wicks, second by Warkenthien to enter executive session pursuant to SDCL 1-25-2 to discuss

personnel (1-25-2.1) at 3:09 p.m. All present voting yes, motion carried.

President Schmidt declared the board out of executive session at 3:35 p.m.

Action Item #10: Motion by Wicks, second by Warkenthien to accept the resignation of Brandon Stahl as the JHBB coach. All present voting yes, motion carried.

Action Item #11: Motion by Thoreson, second by Wicks to approve the extra duty work agreement for JHBB coach to Eric Stevens at \$1,148. All present voting yes, motion carried.

The next regular meeting of the Willow Lake School Board will be on October 13, 2014 at 7:00 p.m., in the Willow Lake School Business Office.

Adjournment:

Action Item #12: Motion by Wicks, second by Thoreson, to adjourn at 3:37 p.m. All present voting yes, motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager