

**Willow Lake School District #12-3
September 12, 2016**

The Willow Lake School District Board of Education met in regular session on September 12, 2016. Vice President Thoreson called the meeting to order at 7:00 p.m. Board Members present: Thoreson, Warkenthien and Wicks. R. Burke arrived at 7:11 p.m. Schmidt was absent. Also attending were Supt. Klaudt, H.S. Principal Serna, Business Manager Burke and Dave Williams.

Board Members recited the Pledge of Allegiance.

Action Item #1: Motion by Warkenthien, second by Wicks to approve the agenda. Motion carried.

Action Item #2: Motion by Warkenthien, second by Wicks to approve the conflict of interest policy and waiver forms. Motion carried.

Action Item #3: Motion by Wicks, second by Warkenthien to approve the waiver form of Business Manger Melissa Burke – W1700-1 (reimburse Chance W. Burke for daughter's dual credit reimbursement). Motion carried.

Action Item #4: Motion by Warkenthien, second by Wicks to approve the waiver form of Superintendent Scott Klaudt – W1700-2 (reimburse Kelly Klaudt for purchasing Title I open house supplies). Motion carried.

Action Item #5: Motion by Wicks, second by Warkenthien to approve the following items on the consent agenda: 3.1 approve the minutes of the regular meeting of August 8, 2016; 3.2 approve the financial reports as of August 31, 2016; 3.3 approve the bills as of September 2016; 3.4 approve the 3rd grade science list, 5th grade science list and the ice cream machine as surplus and at no value.; 3.5 approve the athletic director extra duty work agreement of David Williams, at \$2,000 for the 2016-17 school year; 3.6 approve the bus driver contract of Misel Williams, at \$9,398 plus \$1.50 per mile for one trip a month, for the 2016-17 school year; 3.7 approve open enrollment of student #8, #9, and #10 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>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 8/1/16	1,218,364.05	812,347.27	339,025.38	338.24	1,606,792.15	34,889.82	54.87	44,027.66
<u>RECEIPTS</u>								
Local Sources	23,538.97	663.76	106.41	16.05	0.00	1,424.61	0.00	569.85
County Sources	1,898.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	59,198.00	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	<u>0.00</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>	<u>0.00</u>
TOTAL RECEIPTS	84,635.86	663.76	106.41	16.05	0.00	1,424.61	0.00	569.85
Total Available	1,302,999.91	813,011.03	339,131.79	354.29	1,606,792.15	36,314.43	54.87	44,597.51
<u>DISBURSEMENTS</u>								
MJE-Med. Admin. Fee	-21.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MJE-Bank Serv. Fee	<u>-35.95</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>	<u>0.00</u>
Balance 8/31/16	1,153,203.34	778,750.78	326,638.20	354.29	1,496,592.15	35,415.43	54.87	41,397.33

September 2016 AP Bills

<u>Gen. Fund:</u>		<u>Amount:</u>
ASBSD	Conf. Fees	420.00
TRACY BRATLAND-BRUNS	Dual Credit Reimb.	30.00
CHANCE BURKE	Dual Credit Reimb.	60.00
CARD MEMBER SERVICE	Supp.	298.02
CITY OF WILLOW LAKE	Water & Sewer	192.34
CLARK COMMUNITY OIL CO.	Fuel	2,322.73
CLARK COUNTY COURIER	Proceedings/Ad	447.53
COOK'S WASTEPAPER RECYCLING	Garbage Serv.	143.85
DAKOTA CONVENIENCE STORE	Supp.	50.00
DAKOTA FIRE EQUIPMENT	Inspections	209.55
DEKKER HARDWARE	Supp.	109.28
DUENWALD TRANSPORTATION LLC	Ath. Transport.	1,224.82

EFRAIMSON ELECTRIC INC	Repairs/Maint.		687.23
FOLLETT SCHOOL SOLUTIONS, INC.	AR Renewal		1,297.00
INCIDENTAL FUND	Dist. Website Corp.	Subscription	250.00
	U.S. Postmaster	Postage	180.64
	CCASD	Dues & Fees	55.00
	SDASBO	Dues & Fees	50.00
	SD DCI	Background Check	43.25
		TOTAL INCIDENTAL FUND:	578.89
ITC	Phone Serv.		617.15
IXL LEARNING	Subscription		1,575.00
J D ENTERPRISES	Gym Maint.		1,240.00
KELVIN LP	Supp.		96.55
KELLY KLAUDT	Title I Supp.		40.00
LAKE GROCERY	Supp.		128.52
MAC'S INC	Shop Vac		59.99
MARCO, INC. NW	Maint. Fee		5.00
MAS MEDIA	Hosting Fee		150.00
MENARDS	Floor Mats		49.96
NESC	Gen. Serv.		2,002.04
NWPS	Utilities		2,282.35
PAPA MURPHY'S PIZZA	Title I Supp.		386.00
PLAINSMAN	Subscription		136.25
PLANBOOK EDU LLC	Subscription		247.00
RAMKOTA INN	Room-Ag Conf.		390.97
SCHOLASTIC INC	Subscription		48.89
SCHOOL MATE	Planners		496.00
SCHOOL SPECIALTY	Supp.		865.32
SDHSAA	Dues & Fees		31.00
SFM	Work Comp Chg.		682.00
TITAN ACCESS ACCOUNT	Repairs		1,189.58
TONY'S ELECTRIC	Repairs		384.94
UNIVERSITY OF SIOUX FALLS	Tuition Reimb.		1,980.00
ADDITIONAL PAYROLL:	Kayla Edleman	Reimb. In-service	55.00
	Jamie Frysle	Reimb. In-service	146.00
	Cheryl Hovde	Ex. Bus Trips	150.00
	Lori Hovde	Health Ins. Reimb.	750.00
	Christina Kannegieter	Ex. Bus Trips	270.00
	Nichol Stevens	Ex. Bus Trips	60.00
	Dan Tonak	Health Ins. Reimb.	750.00
	Dave Williams	Ex. Bus Trips	150.00
	Misel Williams	Ex. Bus Trip	30.00
	Stan Zantow	Ex. Bus Trip	30.00
		TOTAL ADD. PAYROLL:	2,391.00
SALARIES & BENEFITS:	Elementary Programs		57,574.45
	J.H. Programs		14,615.85
	H.S. Programs		29,482.22
	Preschool		1,490.79
	Title Programs		4,674.07
	Guidance		2,087.39
	Library		3,985.86
	Technology		5,582.94
	Administration		19,919.21
	Op. & Maint.		6,975.41
	Pupil Transportation		4,771.20
	Early Retirement		12,660.00
	Extra-Curricular		449.53
TOTAL GEN. FUND:			\$189,815.67
Cap. Outlay:			
AMERICAN TIME	Bell System		5,865.05

LINDNER MUSIC	Equip.	45.00
MARCO, INC. NW	Copier Lease	41.40
MARCO, INC.	Copier Leases	1,598.43
SCHOOL SPECIALTY	Desks/Sci. Texts	24,362.26
TELLINGHUISEN INC	Roof Repairs/A.C.	94,300.00
VARIDESK LLC	Desk Extension	490.00
TOTAL CAP. OUTLAY FUND:		\$126,702.14

Sp. Ed.

SALARIES & BENEFITS:		11,186.55
NESC	Sept. Assessments	1,966.36
TOTAL SP. ED. FUND:		\$13,152.91

Bdlg. Project:

TELLINGHUISEN INC	Project Fees	57,700.00
TOTAL BDLG. PROJECT FUND:		\$57,700.00

Food Serv.

SALARIES & BENEFITS:		1,165.23
CHERYL BRATLAND	Maint./Part	14.99
DEAN FOODS	Milk	160.43
REINHART FOOD SERV.	Food/Supp.	1,324.03
STAR LAUNDRY	Clean. Serv.	35.70
TOTAL FOOD SERV. FUND:		\$2,700.38

TOTAL ALL FUNDS: \$390,071.10

Acknowledgements: The administration would like to thank Jess Fryslye and his custodial staff for the extra work they put in to get ready for the first day of school. Thank you notes were presented to the board from the Konechne family and Title I teacher Emily Koenig.

Business and Finance

- Cash Flows were reviewed as of August 31, 2016.
- **Action Item #6:** Motion by Wicks, second by R. Burke to approve the 2016-17 budget. Motion carried.

Facilities

- Supt. Klautd gave an update on the building project. It was reported that the walls are up on the east side of the school. They are waiting on steel for the new roof and cement is being poured around the east and south sides of the new gym building.
- The new bell system, which is wireless, has been installed.

Superintendent/Principal Report

- Supt. Klautd reported on school start-up and that things are going well.
- The enrollment number as of September 12th is at 227 (PK-12th).
- Preschool screening will be held on Thursday, October 6th.
- Supt. Klautd reported on doing a board retreat on a week-night later this fall.
- Information is being gathered on starting a K-5 After School Program.
- Supt. Klautd is gathering information on school breakfast programs and developing a survey in regards to it.
- **Action Item #7:** Motion by Wicks, second by Warkenthien to appoint Julayne Thoreson as the ASBSD delegate and Caryl Schmidt as the alternate. Motion carried.
- H.S. Principal Serna reviewed ACT scores.

Activity Director Report

- **Action Item #8:** Motion by R. Burke, second by Warkenthien to approve the 2017-2021 Clark-Willow Lake Athletic Co-op Agreement. Motion carried.
- Homecoming week will be held September 26th – 30th. Coronation will be on Monday, September 26th, at 7:30 p.m.

NESC Updates: Board Member Warkenthien reported that the NESC discussed the development of a conflict of interest policy and appointed a steering/negotiations committee. The NESC will not be having their annual board member in-service. If schools are interested in the information, NESC administration will visit with board members at their local schools.

Action Item #9: Motion by Wicks, second by Warkenthien to enter executive session pursuant to SDCL 1-25-2 to discuss personnel SDCL1-25-2(1) and student SDCL 1-25-2(2) at 8:47 p.m. Motion carried.

Vice President Thoreson declared the board out of executive session at 8:59 p.m.

Action Item #10: Motion by Warkenthien, second by R. Burke to approve the part-time school nurse position as needed to Annie Spieker at \$20/hr. Motion carried.

The next regular meeting of the Willow Lake School Board will be October 10th, 2016 at 6:30 a.m., in the Willow Lake High School Social Studies Room.

Adjournment:

Action Item #11: Motion by Wicks, second by Warkenthien, to adjourn at 9:04 p.m. Motion carried.

Julayne Thoreson, Vice President

Melissa Burke, Business Manager