

**Willow Lake School District #12-3
September 11, 2017**

The Willow Lake School District Board of Education met in regular session on September 11, 2017. President Schmidt called the meeting to order at 7:02 p.m. Board Members present: Schmidt, Thoreson and Wicks. R. Burke and Felberg arrived at 7:46 p.m. Also attending were Supt. Klautt, Principal Lee, Business Manager Burke and Nichol Stevens.

Board Members recited the Pledge of Allegiance.

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

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

Action Item #2: Motion by Thoreson, second by Wicks to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of August 14, 2017; 2.2 approve the financial reports as of August 31, 2017; 2.3 approve the bills as of September 2017; 2.4 approve the open enrollments of students #13 and #14 for the 2017-18 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>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>Agency</u>
Balance 8/1/17	1,125,062.56	753,877.09	263,466.69	12.63	21,088.85	54.87	37,784.23
<u>RECEIPTS</u>							
Local Sources	26,054.79	2,831.73	604.50	0.00	5,854.20	0.00	3,743.30
County Sources	3,599.09	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	9,700.00	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>
TOTAL RECEIPTS	100,677.88	2,831.73	604.50	0.00	5,854.20	0.00	3,743.30
Total Available	1,225,740.44	756,708.82	264,071.19	12.63	26,943.05	54.87	41,527.53
<u>DISBURSEMENTS</u>							
MJE-Corr. Ch. # 43598	0.30	0.00	0.00	0.00	0.00	0.00	0.00
MJE-Med. Admin. Fee	-29.56	0.00	0.00	0.00	0.00	0.00	0.00
MJE-Bank Serv. Fee	<u>-16.30</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 8/31/17	1,056,975.99	718,404.66	249,887.20	12.63	25,937.63	54.87	38,177.52

September 2017 AP Bills

<u>Gen. Fund:</u>	<u>Amount:</u>
AGILE SPORTS TECH.	Hudl Sub. 800.00
ASBSD	Conf. Reg. 685.00
BAND SHOPPE	Band Pants 38.90
CARD MEMBER SERV.	Wkbks./Comp. Supp. 1,311.18
CITY OF WILLOW LAKE	Water & Sewer 319.10
CLARK COMMUNITY OIL CO.	Fuel 2,596.58
CLARK COUNTY COURIER	Proceedings/Directory 634.72
COOK'S WASTEPAPER RECYCLING	Garbage Serv. 150.38
CREATIVE PRINTING	Booklets 229.32
DAKOTA CONVENIENCE STORE	Rolls 64.50
DAKOTA FIRE EQUIPMENT	Inspections 362.50
DEKKER HARDWARE	Supp. 17.28
EDU-SAFE LLC	DVD/Guides 209.00
EFRAIMSON ELECTRIC INC	Repairs 187.05
ELDRIDGE PLAYS & MUSICALS	Plays 325.05
HARTFORD STEAM BOILER	Boiler Inspect. 180.00

HAUFF MID-AMERICA SPORTS INC	Volleyballs		972.80
HORIZON HEALTH CARE INC	Bus Dr. Phy.		406.00
INCIDENTAL FUND	SD DCI	Background Check	173.00
	US Postmaster	Postage	207.54
	Hometown Hotel	Room	63.72
	LCC	Conf. Dues	450.00
	SDHSCA	Dues & Fees	40.00
	SDFBCA	Dues & Fees	20.00
	SDBCA	Dues & Fees	10.00
	SDCCTFCA	Dues & Fees	20.00
	NE Area Principals	Dues & Fees	70.00
	Emily Bastian	Dues & Fees	35.00
	Christina Kannegieter	Dues & Fees/Supp.	42.00
		Total Incident. Fund:	1,131.26
ITC	Telephone Serv.		780.55
J.W. PEPPER & SON, INC.	Band Music		48.99
KAPCO	Labels/Tape		97.68
LAKE GROCERY	Supp.		64.60
LANCE L. WITTE CONSULTING, LLC	Consultant		4,500.00
LEARNING A-Z	Subscription		109.95
LINDNER MUSIC	Horn Repairs		90.00
MARCO, INC. NW	Maint. Fee		5.00
MAS MEDIA	Hosting Fee		180.00
MENARDS	Filters/Tool Kit		463.64
NCS PEARSON	Aimsweb Renewal (REAP)		1,170.00
NESC	Gen. Serv.		1,782.69
NWPS	Utilities		3,448.91
NVC	Internet Serv.		52.20
OFFICE PEEPS INC	Floor Mats/Supp.		1,457.53
PAPA MURPHY'S PIZZA	Pizzas-Title I Open House		388.31
PEARSON EDUCATION INC	Wkbks.		269.22
POPLERS MUSIC STORE	Posters		17.94
rSCHOOLTODAY (DWC)	Ath. Scheduler		275.00
SCHOLASTIC INC	Subscription		133.10
SCHOOL SPECIALTY	Supp.		984.35
TRUGREEN CHEMLAWN	Maint. Fee		1,500.00
W W TIRE SERVICE INC	Tires		993.00
WATERTOWN PARKS, REC. & FOSTERY DEPT.	Art Supp.		30.00
WEBER ASSOCIATES	Consultant (REAP)		4,000.00
WORTH AVE. GROUP, INC.	Comp. Ins.		3,547.80
ZANTOW, STANLEY	Supp.		5.58
zZOUNDS MUSIC LLC	Drum Pads		113.85
ADDITIONAL PAYROLL:	Christina Kannegieter	Ex. Bus Trips	210.00
	Lois Kannegieter	Sub	61.60
	Ashley Konechne	Reimb. In-Serv.	110.00
	Cheryl Korbel	Sub	204.40
	Eric Stevens	Ex. Bus Trips	60.00
	Melissa Terhark	Sub	80.00
	Misel Williams	Ex. Bus Trips	199.75
	Stan Zantow	Ex. Bus Trips	170.01
		TOTAL ADD. PAYROLL:	1,095.76
SALARIES & BENEFITS:	Elem. Programs		58,819.32
	J.H. Programs		12,658.84
	H.S. Programs		30,863.84

Preschool	1,157.76
Title Programs	4,733.28
Guidance	2,295.63
Library	4,733.07
Technology	5,723.89
Administration	21,541.80
Operations & Maint.	5,493.08
Pupil Transportation	4,914.49
Early Retirement	12,660.00
Extra-Curricular	422.11
TOTAL GEN. FUND:	\$204,243.38

Cap. Outlay Fund:

CARD MEMBER SERV.	Elem. Texts		663.89
INCIDENTAL FUND	O'Gorman High School	Used VB Standards 500.00	
		TOTAL INCIDENT. FUND:	500.00
MARCO, INC. NW	Copier Lease		47.61
MARCO, INC.	Copier Leases		1,707.44
MENARDS	A.C. Units		279.98
MID-ATLANTIC STAGE CO.	Stage Curtain (Final)		3,635.00
PEARSON EDUCATION INC	K-5 Math Curr.		2,567.82
SPORTS GRAPHICS	Wall Mats		3,951.00
VERTIMAX, LLC	Equip.		3,595.34
TOTAL CAP. OUTLAY FUND:			\$16,948.08

Sp. Ed. Fund:

SALARIES & BENEFITS:		17,522.95
CARD MEMBER SERV.	Seat/Supp.	119.83
LIGHTSPEED TECHNOLOGIES, INC.	Batteries	24.00
NE EDUCATIONAL SER COOPERATIVE	Sept. Assessments	2,636.84
OFFICE PEEPS INC	Floor Mats	117.12
JAY OR ANDI WALDOW	Mlg. Reimb.	975.24
TOTAL SP. ED. FUND:		\$21,395.98

Food Serv. Fund:

SALARIES & BENEFITS:		2,061.85
ADDITIONAL PAYROLL:	Lois Kannegieter	Sub 15.40
		TOTAL ADD. PAYROLL: 15.40
DEAN FOODS NORTH CENTRAL INC	Milk	147.46
HUBERT COMPANY	Utensils	151.11
LAKE GROCERY	Food	50.70
REINHART FOOD SERVICE	Food/Supp.	1,609.23
STAR LAUNDRY	Clean. Serv.	54.54
VARIETY FOODS INC	Food/Supp.	2,849.57
TOTAL FOOD. SERV. FUND:		\$6,939.86

TOTAL ALL FUNDS: \$249,527.30

Acknowledgments: The administration would like to thank Darcy Pommer for all her work with the grant she applied for, which purchased new basketball hoops and equipment for the playground. It was reported that an article on the completed building project was featured in the ASBSD Good News Bulletin. The regional ASBSD meeting will be held at the Willow Lake School on September 25th, beginning at 6:00 p.m. A thank you note, from the Title I Department, was read to the board.

Policy and Procedures

- **Action Item #3:** Motion by Wicks, second by Thoreson to approve the attendance policy. Motion carried.
- **Action Item #4:** Motion by Thoreson, second by Wicks to approve the tobacco free school policy. Motion carried.

- Policies that will be reviewed throughout the school year were discussed.

Business and Finance

- Cash Flows were reviewed as of August 31, 2017.
- **Action Item #5:** Motion by Wicks, second by Thoreson, to let it be resolved that the school board of the Willow Lake School District, after duly considering the proposed budget, here by approves and adopts its proposed budget, to be its annual budget for the fiscal year July 1, 2017 through June 30, 2018. Motion carried.

Facilities

- The football field and maintenance completed to it was discussed. The homecoming football game is tentatively set to be played in Willow Lake on September 22nd.

Superintendent/Principal Report

- Supt. Klautt reported that the school district is up for accreditation and explained the process.
- On September 9th, a strategic planning session was held and a review of the session was given.
- As of September 11th, the PK – 12th grade enrollment is at 249.
- Preschool screening will be held on Thursday, October 5th.
- Principal Lee presented updates with the shared services grant and gave a recap of the staff in-service held August 21st-22nd.

Activity Director Report

- Homecoming week will be September 18th – 22nd. Coronation will be held at 7:30 p.m. on Monday, September 18th.

NESC Updates: Board Member Felberg reported that discussion was held on the conflict disclosure and authorization policy and the background check policy.

The next regular meeting of the Willow Lake School Board will be October 9, 2017 at 8:00 a.m., in the Willow Lake School Administration Conference Room.

Adjournment:

Action Item #6: Motion by Wicks, second by R. Burke, to adjourn at 8:21 p.m. Motion carried.

Caryl Schmidt, President

Melissa Burke, Business Manager