

## Minutes

### Milbank School District Board Proceedings

June 13, 2016

President Schwandt called the meeting to order at 7:00 PM in the board room of the high school building. The Pledge of Allegiance was said. Members present were Upton, Thue, Bien, Schwandt and Stengel. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Dan Snaza, Deb Hemmer and Ginny Tostenson.

Motion by Bien and seconded by Stengel to approve the agenda as presented. Motion carried. 5-0

No one addressed the Board during the Community Input Session.

Discussion Items: Review Financial Status of General Fund, Preliminary General Fund Budget, Review Preliminary 5 Year Capital Outlay Budget, and Smarter Balance Assessment Results.

Motion by Upton and seconded by Thue to approve the consent agenda which consisted of:

1. Approve the Minutes of May Meeting
2. Receive Business Manager Financial Report

**Business Manager's Monthly Report:** General Fund: Balance 5-1-16, \$1,293,204.38. Revenues: Taxes, \$816,240.23; Interest, \$431.97; Admissions, \$3,163.00; Local Misc, \$4,992.13; State Aid, \$151,948.00; Bank Franchise, \$413.50; Federal Sources, \$61,230.97. Expenditures: Salaries-Instructional, \$215,775.29; Salaries-Support Services, \$81,051.11; Salaries-Co-curricular, \$20,129.45; Benefits-Instructional, \$57,346.66; Benefits-Support Services, \$23,751.31; Benefits-Co-curricular, \$3,030.85; Purchased Services, \$51,514.92; Supplies, \$9,688.41; Capital Acquisitions, \$178.80. Journal Entries, \$284.77. Balance 5-31-16, \$1,869,442.15.

Capital Outlay Fund: Balance 5-1-16, \$146,205.00. Revenues: Taxes, \$595,809.57; Interest, \$48.84. Expenditures: Purchased Services, \$40,663.33; Supplies, \$8,828.66; Capital Acquisitions, \$148.00. Balance 5-31-16, \$692,423.42.

Special Education Fund: Balance 5-1-16, \$112,782.71. Revenues: Taxes, \$299,822.25; Interest, \$37.67; State Aid, \$12,487.00; IDEA Flowthrough, \$24,467.00; Early Childhood, \$1,489.00. Expenditures: Salaries-Instructional, \$62,335.61; Salaries-Support Services, \$20,354.23; Benefits-Instructional, \$19,008.47; Benefits-Support Services, \$5,408.70; Purchased Services, \$11,302.56; Supplies, \$48.86. Balance 5-31-16, \$332,627.20.

Bond Redemption Fund: Balance 5-1-16, \$333,333.35. Balance 5-31-16, \$333,333.35.

Pension Fund: Balance 5-1-16, \$534,899.17. Revenues: Taxes, \$63,838.97; Interest, \$178.67. Balance 5-31-16, \$598,916.81.

Lunch Fund: Balance 5-1-16, \$116,432.63. Revenues: Student Meals, \$11,280.64; Adult Meals, \$1,935.70; Ala Carte Sales, \$1,495.79; Federal Sources, \$55,347.91. Expenditures: Salaries-Instructional, \$16,574.29; Benefits-Support Services, \$6,306.51; Purchased Services, \$248.66; Supplies, \$31,388.73. Balance 5-31-16, \$131,992.48.

Enterprise Fund: Balance 5-1-16, \$67,456.37. Revenues: Tuition, \$5,000.00; OST Donations, \$1,750.00; OST Student Fees, \$4,290.26. Expenditures: Salaries-Instructional, \$4,185.64; Benefits-Support Services, \$473.92; Purchased Services, \$270.04; Capital Acquisitions, \$479.04. Balance 5-31-16, \$73,087.99.

Trust & Agency Fund: Balance 5-1-16, \$256,408.57. Revenues: \$32,861.54. Expenditures: \$47,747.37.  
Balance 5-31-16, \$241,522.74.

### 3. Approval of Bills Presented for Payment

**Bills Presented for Payment:** Aluminum Athletic Equipment, Hurdles, \$840.00; Americas Best Value Inn, Athletic Lodging, \$535.92; ARK Therapeutic, OT Supplies, \$70.89; Matt Bastian, Graduate Credits, \$225.00; Berens Grocery, Supplies, \$294.08; Shelly Berkner, Lunch Refund, \$26.10; Big Stone Therapies, Therapy Services, \$7,116.74; Dawn Boerger, Lunch Refund, \$8.35; Brenda Bohn, Lunch Refund, \$72.30; Karen Brakke, Lunch Refund, \$8.70; Amy Brandriet, Background Check, \$65.00; Brewster Building Center, Supplies, \$42.85; Brown Industries, Supplies, \$94.90; Cheryl Cannedy, Lunch Refund, \$31.40; Greg Cantine, Supplies, \$178.93; Cash-Wa Distributing, Food, \$562.18; Cenex Fleetcard, Grounds Upkeep, \$234.07; Century Business Products, Copier Payment, \$1,105.55; Chase Cards, Supplies/Computer Equipment/Travel, \$3,570.85; Churchill Manolis Freeman Kludt Shelton & Burns, Attorney Fees, \$235.06; City of Milbank, Water/Sewer, \$1,934.25; Candee Cloos, Registration, \$121.00; Conference Technologies, Repairs, \$587.50; Steve Cramer, Lunch Refund, \$88.00; Creative Rewards, Supplies, \$65.00; John Dalldorf, Lunch Refund, \$7.70; Dean Foods, Milk, \$2,312.09; DeFea Transportation, Busing, \$41,645.39; Dewey's Lawn Care, Supplies, \$179.80; Earthgrains Baking, Food, \$762.05; Ecolab, Supplies, \$368.72; Extreme Contracting, Building Improvements, \$1,514.70; Johanna Fischer, Dues, \$140.00; Food Services of America, Food, \$12,434.00; Food-N-Fuel, Travel, \$2,600.10; Laura Foss, Lunch Refund, \$58.10; Joe Frederiksen, Mileage/Lunch Refund, \$81.50; Gale Group, Library Media, \$439.10; Jean Graf, Registration, \$185.00; Grant County Review, Publications, \$267.76; Laci Hanson, Lunch Refund, \$9.40; Hartmans Family Foods, Supplies, \$174.50; Hauff MidAmerica Sports, \$30.90; Hillyard Inc, Repairs, \$182.07; HP Computer, \$552.00; Impact Applications, Software, \$600.00; Imprest Fund, Entry Fees, \$700.00; Imprest Fund, Travel, \$598.00; Imprest Fund, Officials, \$750.00; Insight Investments, Computer Equipment, \$181.00; Interstate Battery, Repairs, \$85.00; ITC, Telephone, \$586.07; Jeff Jackson, Lunch Refund, \$5.85; Pam Jackson, Lunch Refund, \$279.45; Sara Johnson, Registration Fees, \$70.00; Jostens, HS Annual, \$3,237.88; JW Pepper, Supplies, \$24.00; KL Counseling, Counseling Services, \$280.00; KONE Inc, Repairs, \$548.19; Lewis Drug, Supplies, \$12.79; Lucero Spanish Language Services, Migrant Mileage, \$184.80; Marco, Printer Maintenance, \$508.86; Master Teacher, Supplies, \$270.87; Mastercard Corp, Registration/Supplies, \$797.24; Midland Publishing & Printing, Advertising, \$84.11; Milbank High School, Supplies, \$90.00; Milbank Lumber, Supplies, \$156.59; Holly Morgan, Lunch Refund, \$5.35; Neff Company, Supplies, \$370.30; Northwestern Energy, Natural Gas, \$377.24; David Olson, Lunch Refund, \$7.80; Ortonville Public Pool, OST Swimming, \$175.00; Parent, Mileage, \$107.52; Parent, Mileage, \$609.84; Parent, Refund, \$250.00; Nancy Pauli, Professional Services, \$400.00; PESI, Registration, \$399.98; Deb Peterson, Lunch Refund, \$43.90; Praxair Distribution, Supplies, \$211.96; Deb Rausch, Registration, \$100.00; Paula Rausch, Registration, \$70.00; Runnings, Supplies, \$132.13; S&D One Stop, Fuel, \$20.69; Sarlettes Music, \$750.06; School Specialty, Supplies, \$175.11; Karen Schreurs, Lunch Refund, \$12.50; Candice Schultz, Registration, \$210.00; Shirley Schultz, Lodging, \$999.99; Schuneman Equipment, Repairs, \$411.01; SD DOE Food Dist, Food, \$1,010.41; SDASP, Dues/Workshop, \$220.00; Seehafer Ace Hardware, \$233.58; Jerry Seezs, Lunch Refund, \$25.75; Sisseton High School, Region Track, \$74.15; Star Laundry, Cleaning Service, \$1,019.67; Street Graphex, Supplies, \$306.80; Shari Street, Lunch Refund, \$61.90; TIE, Registration, \$1,725.00; Hal Teske, Lunch Refund, \$46.40; Barb Thompson, Registration, \$121.00; Kristin Tostenson, Travel, \$6.32; Christine Townsend, Migrant Mileage, \$759.78; Markus Tracy, Artist In Residence,

\$8,677.98; Trapp Plumbing Co, Repairs, \$423.81; Tri State Water, Supplies, \$41.40; Unzen Motors, Repairs, \$355.72; Valley Office Products, Supplies/Postage, \$80.44; Valley Rental, Rentals, \$55.00; Verizon, Cell Phones, \$305.80; Watertown Aquatics Park, OST Swimming, \$35.00; Andrea Wiese, Registration, \$95.00; Wittrock & Son, Garbage Collection, \$650.00; Xerox Corp, Copier Payment, \$1,182.93.

Motion carried. 5-0

Motion by Thue and seconded by Upton to accept the resignation of Troy Gauer as 'C' Squad Boys Basketball Coach. Motion carried. 5-0

Motion by Bien and seconded by Stengel to approve the supplemental contract for Rick Swenson as 'C' Squad Boys Basketball Coach at a stipend of \$3,284. Motion carried. 5-0

Motion by Stengel and seconded by Upton to approve the out-of-state travel for the National FFA Convention to Louisville, KY in October 2016. Motion carried. 5-0

Motion by Bien and seconded by Thue to amend the contract of Caitlyn Oien to include Student Congress Advisor at a stipend of \$1,043. Motion carried. 5-0

Motion by Stengel and seconded by Upton to approve the membership in SDHSAA for 2016-17. Motion carried. 5-0

Motion by Bien and seconded by Thue to approve the hiring of Gretchen Koopmans as High School Language Arts Teacher at a salary of \$40,756. Motion carried. 5-0

Motion by Thue and seconded by Upton to approve wages for Summer OST and Custodial Staff as follows: Custodial: Bohn, Ethan \$8.75; Dwyer, Julie \$10.20; Johannsen, Becky \$10.45; OST: Bien, Alec \$8.50; Redmond, Cori \$9.00; Pillatzki, Lexy \$9.00; McCulloch, Ashley \$9.25; Bock, Taylor \$8.75; Paysen, Jayne \$10.45; Wollschlager, Abby \$8.75; Lindquist, JP \$8.75; Pinkert, Kaylee \$8.75; Stemsrud, Tatiana \$8.75; and Ebsen, Jacob \$11.05.

Motion by Upton and seconded by Bien to approve out-of-state travel for the National HOSA event to Nashville, TN in June 2016. Motion carried. 5-0

Motion by Upton and seconded by Stengel to amend the 2016-17 Calendar moving the November in-service date from November 7<sup>th</sup> to November 14<sup>th</sup>. Motion carried. 5-0

Motion by Bien and seconded by Thue to accept the 2014-15 audit. Motion carried. 5-0

Motion by Thue and seconded by Stengel to approve the changes to the District Flex Benefits Plan. Motion carried. 5-0

Motion by Stengel and seconded by Bien to approve open enrollment applications form 1 student from the Waverly School District and 8 from the Grant-Deuel School District. Motion carried. 5-0

Reports were received by High School Principal Dan Snaza.

Superintendent Graf reported on the following:

1. Conflict of Interest
2. State SPED Review
3. Northern Plains Insurance Pool
4. ASBSD/SASD Joint Convention – August 4<sup>th</sup> & 5<sup>th</sup>
5. SDHSAA Ballot & Amendment Results

Motion by Upton and seconded by Stengel to set the date of the Annual Budget Hearing to be Monday, July 11, 2016, at 6:00 PM immediately followed by the regular meeting. Motion carried. 5-0

Motion by Upton and seconded by Stengel to enter into executive session at 8:02 PM to discuss personnel. Motion carried. 5-0

Chairman Schwandt declared executive session over at 9:08 PM and regular session resumed.

Motion by Bien and seconded by Stengel to increase the contract of Les Bloem as HS Math Instructor to .86 FTE. Motion carried. 5-0

Motion by Thue and seconded by Upton to adjourn at 9:11 PM. Motion carried. 5-0

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Chairman

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Business Manager