

## Minutes

### Milbank School District Board Proceedings

January 15, 2014

President Schwandt called the meeting to order at 5:30 PM in the board room of the high school building. Members present were Biersbach, Bien, Schwandt, and Upton. Stengel was absent. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Tim Lease, Rhonda Zinter, Dan Snaza, Deb Hemmer, Rebecca Wieting, Paige Johnson, Clarice Buhler, Emily Pillatzki, Tammy Mielitz, Sara Jarman, Megan Thomas, Jamie Mundwiler, Michael Miller, Brianna Schreurs.

Motion by Biersbach and seconded by Bien to approve the agenda with the addition of action item G. Approve the Resignation of Deb Lindholm as Elementary Teacher. Motion carried. 4-0

No one addressed the Board during the Community Input Session.

The School Spotlight this month featured the Oral Interp Team. The team represented the Milbank School District at the State Oral Interp contest held in Watertown on December 6<sup>th</sup> & 7<sup>th</sup>. Out of 6 entries, four of them received a composite Superior Ranking. The team also was awarded a Team of Excellence award for their efforts.

Discussion Items were: Review Financial Status of the General Fund and School Board Recognition.

Motion by Bien and seconded by Upton to approve the consent agenda. Motion carried. 4-0  
Items included were:

- Approve minutes of the December Meeting.
- Accept Business Manager's Financial Report.

**Business Manager's Monthly Report:** General Fund: Balance 12-1-13, \$1,684,007.09. Revenues: Taxes, \$469,570.49; Interest, \$268.36; Admissions, \$4,092.00; Local Misc, \$4,993.10; County Apportionment, \$19.32; State Aid, \$155,780.00; Federal Sources, \$37,457.00. Expenditures: Salaries-Instructional, \$192,154.64; Salaries-Support Services, \$75,032.72; Salaries-Co-curricular, \$19,479.31; Benefits-Instructional, \$49,936.46; Benefits-Support Services, \$21,942.78; Benefits-Co-curricular, \$2,905.38; Purchased Services, \$42,200.25; Supplies, \$8,964.46; Other, \$25.00. Journal Entries, \$45,000.00. Balance 12-31-2013, \$1,988,546.36.  
Capital Outlay Fund: Balance 12-1-13, \$389,733.68. Revenues: Taxes, \$255,807.08; Interest, \$61.83; Other State Revenue, \$20,000.00. Expenditures: Purchased Services, \$77,883.13; Supplies, \$22,642.50; Capital Acquisitions, \$157.12; Other, \$353,621.25. Journal Entries, (\$45,000.00). Balance 12-31-13, \$166,298.59.  
Bond Redemption Fund: Balance 12-1-13, \$133,333.34. Balance 12-31-13, \$133,333.34.  
Special Education Fund: Balance 12-1-13, \$173,737.20. Revenues: Taxes, \$119,375.33; Interest, \$27.76; Misc Income, \$973.75; State Aid, \$16,657.00; IDEA Flowthrough, \$52,492.00; Early Childhood, \$1,012.00. Expenditures: Salaries-Instructional, \$55,563.79; Salaries-Support Services, \$17,260.79; Benefits-Instructional, \$14,485.38; Benefits-Support Services, \$5,118.55; Purchased Services, \$13,829.05; Supplies, \$225.08. Balance 12-31-13, \$257,792.40

Pension Fund: Balance 12-1-13, \$393,715.86. Revenues: Taxes, \$25,580.96; Interest, \$62.67. Expenditures: Salaries-Instructional, \$886.30; Benefits-Instructional, \$66.69. Balance 12-31-13, \$418,406.50.

Lunch Fund: Balance 12-1-13, \$114,400.61. Revenues: Student Meals, \$12,779.05; Adult Meals, \$1,549.35; Ala Carte, \$1,380.91; Misc Income, \$156.64; Other State Revenue, \$3,731.50; Federal Sources, \$20,105.32. Expenditures: Salaries-Support Services, \$16,557.47; Benefits-Support Services, \$5,722.36; Purchased Services, \$603.70; Supplies, \$26,505.53. Balance 12-31-13, \$104,714.32.

Enterprise Fund: Balance 12-1-13, \$25,458.27. Revenues: OST Fees, \$1,454.15. Expenditures: Salaries-OST, \$3,195.98; Benefits-OST, \$413.51; Purchased Services, \$61.20.

- Approve bills presented for payment.

**Bills Presented for Payment:** Alco Stores, Supplies, \$24.99; Al's Body Shop, Vehicle Maintenance, \$1,821.19; Americas Best Value Inn, Athletic Travel, \$361.94; Todd Becker Foundation, HS Lyceum, \$900.00; Berens Grocery, Supplies, \$63.11; Best Western Vermillion Inn, Athletic Travel, \$225.00; Big Stone Therapies, Professional Services, \$9,563.40; Brewster Building Center, Supplies, \$161.10; BSN Sports, Supplies, \$540.96; Cash-Wa Distributing, Food, \$2,471.80; Cedar Shore Resort, Staff Travel, \$81.95; Cenex Fleetcard, Fuel, \$29.79; Century Business Leasing, Copier Payment, \$500.45; Century Business Products, Supplies, \$191.90; Chase Card Services, Postage/Travel/Supplies/Computer Equipment, \$6,378.17; City of Milbank, Water/Sewer, \$1,686.50; Culinex, Supplies, \$320.16; Days Inn Airport-Sioux Falls, Athletic Travel, \$324.00; Dean Foods, Milk, \$3,620.62; DeFea Transportation, Busing, \$38,027.77; Earthgrains Baking, Bread, \$276.50; Family Resource Network, Professional Services, \$75.00; Food Services of America, Food, \$12,378.34; Food-N-Fuel, Travel, \$1,370.46; Ron Frauenschuh, Debate Registration, \$112.00; GCC Ready Mix, Snow Removal, \$712.50; Glass Products, Repairs, \$669.57; Governors Inn, FFA Travel, \$648.00; Grant County Review, Minutes Publication, \$86.00; Hasslen Construction, Repairs, \$1,573.00; Hauff Mid-America Sports, Supplies, \$396.90; Hewlett-Packard Co, Computer Equipment, \$10,218.18; Hillyard Inc, Supplies, \$558.66; Imprest Fund, Travel, \$745.37; Imprest Fund, Registration, \$1,200.55; Imprest Fund, Officials, \$2,967.40; Imprest Fund, Supplies, \$76.08; ITC, Phone Bill, \$503.25; Johnson Controls, Repairs, \$384.52; Ashley Kellenberger, Background Check, \$70.00; Mary Kinder, Supplies, \$118.20; Knowledge Matters, Textbooks, \$1,715.50; Beth Lentz, Supplies, \$52.42; LRP Publications, Periodicals, \$209.50; Midland Publishing, Advertising, \$28.98; Milbank Community Transit, Busing, \$659.00; Milbank Lumber, Supplies, \$136.79; Milbank School Lunch, Student Workers, \$62.00; Nasco, Supplies, \$98.60; NCS Pearson, Supplies, \$275.39; Nelson Electric, Repairs, \$113.89; Northwestern Energy, Natural Gas, \$1,043.15; NSU Band, Supplies, \$30.00; Nutrikids, Software, \$915.00; OtterTail Power, Lights/Power, \$25,844.73; Parent, Mileage, \$94.72; Parent, Mileage, \$122.10; Parent, Mileage, \$44.40; Nancy Pauli, Supplies, \$251.61; Plunketts Pest Control, Grounds Upkeep, \$178.86; Praxair Distribution, Supplies, \$588.64; Quality Inn & Suites, FFA Travel, \$640.00; Sarlettes Music, Supplies/Repairs, \$485.59; School Specialty, Supplies, \$390.45; SDHSAA, Dues/Fees, \$31.00; Seehafer Hardware Hank, Supplies, \$935.95; Brent Seehafer, Judging, \$150.00; SHI Intl, Computer Equipment, \$1,659.68; Star Laundry & Dry Cleaners, Cleaning Services, \$666.99; Trapp Plumbing Co, Repairs, \$410.70; Tri State Water, Water/Cooler, \$113.20; TSA Consulting, Professional Services, \$50.00; Unzen Motors, Repairs, \$551.23; Valley Office Products, Printer, \$2,013.05; Verizon, Phone Service, \$484.54; Wagner Lakeside Motel, Staff Travel, \$211.79; Wells Fargo, Safe Deposit Box, \$20.00; West Sioux Ceramics, Supplies, \$158.80; Wittrock & Son, Garbage Collection, \$689.00; Xerox Corp, Copier Payment, \$1,820.79; Rhonda Zinter, Staff Travel, \$116.00.

Motion carried. 4-0

Motion by Upton and seconded by Biersbach to approve the Combined County/School/City Joint Election Agreement and hold the election on June 3, 2014. Motion carried. 4-0

Motion by Biersbach and seconded by Bien to approve the resignation of Doug Tschetter at the end of the school year. Motion carried. 4-0

A second reading of Policy Book Section K Part 3 (School-Community Relations) was held. Motion by Upton and seconded by Bien to approve Policy Book Section K Part 3 as presented. Motion carried. 4-0

Motion by Bien and seconded by Upton to approve open enrollment applications for a Senior from the Grant-Deuel School District and a Freshman from the Ortonville School District. Motion carried. 4-0

Motion by Biersbach and seconded by Bien to approve the resignation of Deb Lindholm as Elementary Teacher at the end of the school term. Motion carried. 4-0

Reports were given by Elementary Principal Tim Lease, High School Principal Dan Snaza and Special Services Director Rhonda Zinter.

Superintendent Graf reported on the following:

1. January 20<sup>th</sup> Staff In-service.
2. Teacher & Principal Effectiveness.
3. Status of Joint Powers Agreement with Grant-Deuel.
4. SDHSAA Board Meeting.

Motion by Bien and seconded by Biersbach to enter executive session at 6:20 PM for personnel issues and Superintendent Evaluation. Motion carried. 4-0

Chairman Schwandt declared executive session over at 7:47 PM and regular session resumed.

Motion by Upton and seconded by Bien to adjourn at 7:48 PM.

The next regular meeting of the Milbank School Board will be February 10, 2014, at 5:30 PM.

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Chairman

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Business Manager