

Minutes

Milbank School District Board Proceedings

July 9, 2012

President Dirksen called the meeting to order at 7:32PM in the board room of the high school building. Members present were Dirksen, Biersbach, Tyler, Schwandt and Stengel. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Deb Hemmer, Linda Foos and Rhonda Zinter.

Motion by Tyler and seconded by Schwandt to approve the agenda as presented. Motion carried.

5-0

No one addressed the Board during the Community Input Session.

Motion by Biersbach and seconded by Stengel to approve the consent agenda. Motion carried. 5-

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Items included were:

- Approve minutes of June regular School Board Meeting with a correction to the attendance.
Members present were Dirksen, Biersbach, Schwandt, Tyler and Stengel (arrived at 7:07 PM)
- Accept Business Manager's Financial Report.

Business Manager's Monthly Report: General Fund: Balance 6-1-2012, \$1,424,349.01. Revenues: Taxes, \$631,251.75; Tuition, \$225.00; Interest, \$191.63; Admissions, \$701.32; Local Misc, \$7,562.30; Medicaid Admin; \$8,517.00; OST Donations/Fees, \$13,177.47; County Apportionment, \$33.84; State Aid, \$146,005.00. Expenditures: Salaries-Instructional, \$174,710.81; Salaries-Support Services, \$72,979.47; Salaries-OST, \$5,542.73; Salaries-Co-curricular, \$14,426.42; Benefits-Instructional, \$44,801.78; Benefits-Support Services, \$20,844.40; Benefits-OST, \$610.46; Benefits-Co-curricular, \$2,476.28; Purchased Services, \$33,571.01; Supplies, \$10,977.45; Other, \$600.00. Balance 6-30-12, \$1,850,473.51.

Capital Outlay Fund: Balance 6-1-12, \$579,880.07. Revenues: Taxes, \$310,252.68; Interest, \$201.46. Expenditures: Purchased Services, \$5,951.90; Supplies, \$3,417.06; Capital Acquisitions, \$939.06. Balance 6-30-12, \$880,026.19.

Special Education Fund: Balance 6-1-12, \$125,872.81. Revenues: Taxes, \$144,784.01; Interest, \$16.36; Medicaid Admin, \$1,538.00; Medicaid Direct Services, \$3,568.40; Misc Income, \$900.00; State Aid, \$8,904.00. Expenditures: Salaries-Instructional, \$32,302.54; Salaries-Support Services, \$15,995.59; Benefits-Instructional, \$10,466.13; Benefits-Support Services, \$4,439.17; Purchased Services, \$14,054.40; Supplies, \$1,017.22. Balance 6-30-12, \$207,308.53.

Pension Fund: Balance 6-1-12, \$195,600.42. Revenues: Taxes, \$31,023.97; Interest, \$25.71. Expenditures: Salaries-Instructional, \$2,100.17; Benefits-Instructional, \$158.39. Balance 6-30-12, \$224,391.54.

Lunch Fund: Balance 6-1-12, \$137,927.30. Revenues: Student Meals, \$966.05; Misc Income, \$582.10; Other State Revenue, \$4,000.31; Federal Sources, \$15,583.57. Expenditures: Salaries-Support Services, \$7,640.90; Benefits-Instructional, \$4,663.75; Purchased Services, \$646.58; Supplies, \$14,203.64. Balance 6-30-12, \$131,904.46.

- Approve bills from the 2011-12 school year presented for payment.

Bills Presented for Payment: Brenda Anderson, Staff Training, \$145.11; Apple Inc, iPads, \$40,373.00; Appletree Institute, Insurance, \$72,433.00; Associated School Boards of SD, \$1,200.75; Cindy Athey, Lunch Refund, \$28.60; Karen Behrens, Lunch Refund, \$5.05; Bills Super Valu, \$4.76; Britton-Hecla School District, Perkins Supplies, \$1,667.49; Brodhead/Garrett, Perkins Supplies, \$174.74; Greg Cantine, Professional Services, \$610.00; Century Business Leasing, Copier Payment, \$500.45; Chase Card Services, Postage/Supplies/Travel, \$3,120.73; Rhonda Christopherson, Lunch Refund, \$26.60; City of Milbank, Water/Sewer, \$1,604.38; Jolene Cloos, Lunch Refund, \$10.10; Conference Technologies, Theater Project, \$101,188.80; CQ Press, Software, \$977.00; James Dahl, Professional Services, \$1,370.00; Dean Foods, Milk, \$39.07; Kim DeFea, Lunch Refund, \$43.35; Jeremy DeVaal, Professional Services, \$290.00; Draphix, Perkins Supplies, \$687.73; Ebsco Subscription Services, Library Periodicals, \$656.28; EMC Insurance, Insurance, \$46,397.00; Food-N-Fuel, Grounds Upkeep, \$207.23; Gesswein Motors, Drivers Ed Brake, \$248.28; Grant County Review, Publications, \$10.60; Mary Hagen, Staff Training, \$96.79; Hanson Furniture & Flooring, Repairs, \$9,450.94; Hauff Mid-America Sports, Supplies, \$2,701.45; Hedahls Auto Parts, Repairs, \$1,237.44; Hewlett Packard Financial, Equipment, \$5,467.59; HOBY Inc, Supplies, \$150.00; Impact Applications, Software, \$500.00; Imprest Fund, Supplies, \$65.00; Imprest Fund, Gas, \$260.00; I-Safe, Software, \$520.00; ITC, Telephone, \$747.16; Sara Konrad, Background Check, \$70.00; Jody Kramer, Lunch Refund, \$9.50; Connie Larson, Lunch Refund, \$18.75; Darla Larson, Staff Travel, \$87.84; Marco Inc, Supplies, \$11.39; Mastercard Corp Clients Payment Center, Supplies/Software/Travel, \$2,639.32; Midwest Leasing, Promethean Boards Payment, \$14,752.00; Midwest Special Instruments, Professional Services, \$182.50; Milbank Glass & More, Building Repairs, \$949.84; Milbank School Lunch, Supervisor Meals, \$3,060.00; Linda Moser, Lunch Refund, \$70.95; Motel 6-Hot Springs, Athletic Travel, \$167.96; Chad Nelson, Lunch Refund, \$7.60; Nimco Inc, Perkins Supplies, \$406.84; Northland Trust Services, Interest, \$27,296.25; Northwestern Energy, Natural Gas, \$296.03; OtterTail Power Co, Lights/Power, \$11,621.28; Parent, Drivers Ed Refund, \$225.00; Cheryl Pauli, Lunch Refund, \$18.90; Matthew Paysen, Tiling, \$14,830.56; Dana Pennington, Tiling, \$10,759.47; Jodi Peschong, Lunch Refund, \$24.30; Pine Hills Golf Club, Rental, \$350.00; Ramkota Inn-Watertown, Staff Travel, \$510.00; Paula Rausch, Staff Training, \$145.11; Riddell/All American Sports Corp, Supplies, \$7,944.61; Runnings, Supplies, \$45.48; Sams Club, Memberships, \$175.00; Janel Sandvig, Background Check, \$70.00; SASD, Dues/Fees, \$3,246.77; Satco Supply, Perkins Supplies, \$25.95; Sandra Schell, Staff Travel, \$97.60; Keri Schliesman, Background Check, \$70.00; SD School Superintendents Assn, Workshop Reg, \$225.00; SD United Schools Assn, Dues/Fees, \$500.00; SDAAE, Staff Travel, \$399.00; SDSTE, Dues/Fees, \$30.00; Seehafer Do It Best Hardware, Supplies, \$322.89; June Seehafer, Lunch Refund, \$5.10; Simplex Grinnell, Repairs, \$555.00; Betty Sipe, Lunch Refund, \$43.35; SNA of SD Treasurer, Conference Reg, \$285.00; Software Unlimited, Computer Software, \$3,220.00; Mary Sprecher, Professional Services, \$2,203.04; Star Laundry & Dry Cleaners, Cleaning Services, \$210.76; Joel Steltz, Lunch Refund, \$92.00; Kathy Stephan, Lunch Refund, \$15.00; Studio Imagen, Professional Services, \$180.00; Jeremy Tostenson, Graduate Credit, \$75.00; Deborah Trapp, Staff Training, \$96.79; Valley Office Products, Supplies, \$21.78; Verizon, Cell Phones, \$459.54; Louisa Weissenfluh, Staff Training, \$145.11; Andrea Wiese, Staff Training, \$145.11; Wittrock & Son, Garbage Collection, \$650.00; Xerox Corp, Copier Payment, \$1,315.45; Terri Zemlicka, Lunch Refund, \$22.00.

Motion by Schwandt and seconded by Biersbach to approve contingency transfers of \$11,853 for 10-1111-220-000 and \$15,443 for 10-1121-220-000 to cover state retirement in Elementary and Middle School. Motion carried. 5-0

Motion by Stengel and seconded by Tyler to adopt the following resolution:

SUPPLEMENTAL BUDGET RESOLUTION

Resolution No. 2

June 30, 2012

Adoption of Supplemental Budget:

Let it be resolved, that the School Board of the Milbank School District, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total:

	General	Capital	Special	Lunch	Other
Appropriations:	Fund	Outlay Fund	Education	Fund	Enterprise
			Fund		Fund
1111 Elementary		9,426			
1121 Middle School		1,900			
1132 Driver's Ed					1,190
2119 Other Attendance/Social Work Services	1,573				
2129 Other Guidance Services	1,924				
2139 Other Health Services	11,985				
2171 Student Physical Therapy Services			164		
2172 Student Occupational Therapy Services			5,635		
2222 School Library Services		2,431			
2311 Board of Education Services	60,882				
2410 Office of the Principal	14,020				
2542 Care and Upkeep of Building Services		31,082			
2544 Care and Upkeep of Equipment Services	23,354				
2555 Contracted Bus Service		10,125			
2562 Food Preparation/Dispensing				4,465	
2710 Other Support Services Sch. Admin			11,551		
6900 Combined Activities		622			
8110 Transfer Out	4,645				
Total Appropriations:	\$ 118,383	\$ 55,586	\$17,350	\$ 4,465	\$ 1,190
 Means of Finance:					
1131 Unused Allocation High School		4,488			
1140 Gross Receipts	40,000				
1221 Students with Mild-Mod Disab.			5,799		
1316 Increased Income					975
1972 Medicaid Direct Services			11,551		
1990 Misc. Revenue	6,573				
2222 School Library Services	11,100				
2542 Care & Upkeep of Buildings	39,715				
2554 Vehicle Services		40,000			
3111 State Aid	21,116				
4159 Title IIA Funds	234				
4810 Federal Reimbursement				4,465	
5000 Unused Allocation Debt Service		2,047			
QZAB Bonds		9,051			

Reserves on Hand:					215
5110 Transfer In					4,645
Total Means of Finance:	\$ 118,738	\$ 55,586	\$ 17,350	\$ 4,465	\$ 5,835

Malcolm Dirksen

Presiding Officer

Nancy Meyer

Business Manager

Motion carried. 5-0

Motion by Tyler and seconded by Stengel to adjourn at 7:39 PM. Motion carried. 5-0

Kathy Tyler was recognized and thanked by the Board for her 13 years as a School Board Member. President Dirksen presented Kathy with a plaque of recognition. Tyler then left the meeting.

The Reorganizational Meeting was called to order at 7:40 PM by Superintendent Graf.

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

Oath of office was taken by Sheila Bien for a three year term.

Election of officers was held according to Board policy. Richard Schwandt was elected Board Chairman and Gwen Biersbach as Board Vice-Chairman.

Discussion items: Preview FY13 Budget

Motion by Stengel and seconded by Biersbach to approve the consent agenda. Motion carried 5-0
Items included were:

- Establish second Monday of each month at 6:00 PM (November-March) or 7:00 PM (April-October) as date and time for regular board meetings.
- Approve Bills for 2012-2013 presented for payment.
- Approve the bonds of the Business Manager.
- Designate the Business Manager to invest and reinvest School District Funds within statutory limits as deemed necessary.
- Designate First Bank & Trust, Great Western Bank, and Wells Fargo Bank as official school District depositories for FY13 and authorize continuation of existing funds and accounts and, if necessary, establish new accounts.
- Designate Grant County Review as the official District newspaper for 2012-13 school year.
- Authorize renewal of membership in ASBSD for 2012-13 school year at a cost of \$1,200.75.

- Authorize renewal of membership in SD United Schools Association for 2012-13 at a cost of \$500.
- Authorize continuation of existing District funds and accounts and appoint the Business Manager as custodian of all School District funds and as administrator of Agency funds.
- Appoint the Superintendent as Authorized Representative for Federal Programs and other forms/documents on behalf of the School District.
- Approve participation in the School Lunch/Breakfast program and appoint the Business Manager as the Authorized Representative for 2012-13.
- Authorize the Superintendent to close the school in the event of inclement weather of an emergency.
- Designate Rodney Freeman as the School Attorney.
- Approve Open Enrollment Application for a Kindergarten student in the Wilmot School District.

Motion by Dirksen and seconded by Stengel to set Board Member compensation at \$60 per meeting. Motion carried. 5-0

Motion by Biersbach and seconded by Bien to set the following rates and fees for the 2012-13 school year: mileage, \$.37/mile; meals in state, \$5/\$9/\$12; meals out of state, \$8/\$11/\$17; school lunches, noon, Grades K-5, \$2.35/ 6-12, \$2.60/ adults, \$3.10; breakfast, K-12, \$1.35/ adults, \$1.80; milk \$.30; admissions for all events, students, \$3/adults, \$5; activity tickets, Grades 1-8, \$20/ Grades 9-12, \$25/ adult 10-punch, \$40/ adult season pass, \$100; Senior Pass (age 65 and older) \$ 25. Motion carried. 5-0

Motion by Stengel and seconded by Dirksen to appoint Richard Schwandt as the ASBSD legislative contact person. Motion carried. 5-0

Motion by Stengel and seconded by Biersbach to set substitute pay rates at \$75 for non-certified and \$85 for certified. Motion carried. 5-0

Motion by Dirksen and seconded by Bien to approve a three year financial audit agreement with Wohlenberg & Ritzman for \$16,860 for year one, \$17,325 for year two and \$17,800 for year three. Motion carried. 5-0

Motion by Biersbach and seconded by Stengel to approve the revised Training Rules. Motion carried. 5-0

Motion by Dirksen and seconded by Bien to accept the resignation of Jason Elbert as school custodian effective July 31, 2012. Motion carried. 5-0

Reports were given by Elementary Principal Linda Foos, and Special Services Director Rhonda Zinter.

Superintendent Graf reported on the following:

1. ASBSD Joint Convention August 10-12 at Sioux Falls.

2. Progress of Summer Projects
3. Endowment Fund - New donations
4. SD NCLB Waiver
5. Common Core Standards Training
6. Dakota Step Test Scores

Motion by Bien and seconded by Stengel to adjourn at 8:35 PM. Motion carried. 5-0

The next regular meeting of the Milbank School Board will be August 20, 2012, at 7:00 PM.

Chairman

Business Manager