

Minutes

Milbank School District Board Proceedings

December 11, 2013

President Schwandt called the meeting to order at 5:37 PM in the board room of the high school building. Members present were Biersbach, Bien, Schwandt, and Stengel. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Tracy Upton, Tim Lease, Rhonda Zinter, Dan Snaza, and Deb Hemmer.

Motion by Stengel and seconded by Bien to approve the agenda. Motion carried. 4-0

No one addressed the Board during the Community Input Session.

Discussion Items were: Review Financial Status of General Fund, State Budget Address, Consider Policy Book Section K, Part 3 (School-Community Relations) (1st Reading), and Consider Policy Book Section L (Education Agency Relations) (1st Reading).

Motion by Biersbach and seconded by Bien to appoint Tracy Upton to fill the vacant board position for the remainder of the year. Motion carried. 4-0

Tracy Upton took the Oath of Office.

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

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

Business Manager's Monthly Report:

General Fund: Balance 11-1-13, \$1,547,953.13. Revenues: Taxes, \$413,518.95; Interest, \$271.34; Admissions, \$802.75; Local Misc, \$1,084.98; Property Rental, \$1,165.00; State Aid, \$155,782.00. Expenditures: Salaries-Instructional, \$191,755.04; Salaries-Support Services, \$81,737.69; Salaries-Co-curricular, \$18,859.66; Benefits-Instructional, \$48,559.51; Benefits-Support Services, \$24,643.46; Benefits-Co-curricular, \$2,833.35; Purchased Services, \$44,962.05; Supplies, \$21,895.02. Balance 11-30-13, \$1,685,332.37.

Capital Outlay Fund: Balance 11-1-13, \$143,477.01. Revenues: Taxes, \$323,978.73; Interest, \$25.12; Misc Income, \$882.50. Expenditures: Purchased Services, \$68,460.39; Supplies, \$9,615.92; Capital Acquisitions, \$553.37. Balance 11-30-13, \$389,733.68.

Bond Redemption Fund: Balance 11-1-13, \$133,333.34. Balance 11-30-13, \$133,333.34.

Special Education Fund: Balance 11-1-13, \$117,610.11. Revenues: Taxes, \$151,186.06; Interest, \$20.55; State Aid, \$16,658.00. Expenditures: Salaries-Instructional, \$53,995.15; Salaries-Support Services, \$17,236.36; Benefits-Instructional, \$14,499.91; Benefits-Support Services, \$5,112.28; Purchased Services, \$18,223.22; Supplies, \$2,670.60. Balance 11-30-13, \$173,737.20.

Pension Fund: Balance 11-1-13, \$362,201.43. Revenues: Taxes, \$32,398.71; Interest, \$63.56. Expenditures: Salaries-Instructional, \$886.30; Benefits-Instructional, \$61.54. Balance 11-30-13, \$393,715.86.

Lunch Fund: Balance 11-1-13, \$117,137.34. Revenues: Student Meals, \$19,595.90; Adult Meals, \$1,739.15; Ala Carte, \$2,008.38; Misc Income, \$296.64; Federal Sources, \$44,621.23. Expenditures: Salaries-Support Services, \$15,967.06; Benefits-Support Services, \$5,799.03; Purchased Services, \$439.24; Supplies, \$48,792.70. Balance 11-30-13, \$114,400.61.

Enterprise Fund: Balance 11-1-13, \$21,529.49. Revenues: OST Donations, \$4,531.73; OST Fees, \$3,867.05. Expenditures: Salaries-OST, \$3,861.17; Benefits-OST, \$454.90; Purchased Services, \$86.22; Supplies, \$67.71. Balance 11-30-13, \$25,458.27.

- Approve bills presented for payment.

Bills Presented for Payment: Berens Grocery, Supplies, \$244.98; Bibby Financial Services, Food, \$621.42; Big Stone Therapies, Therapy Services, \$11,108.27; Brown & Saenger, Supplies, \$9.80; MaryLou Bullert, Supplies, \$17.86; Camfel Productions, Lyceum, \$990.00; Cash-Wa Distributing, Food, \$2,013.00; Century Business Leasing, Copier Payment, \$2,013.00; Century Business Products, Supplies, \$146.85; Chase Cards, Postage/Supplies/Equipment/Travel, \$12,800.26; Churchill Manolis Freeman Kludt Shelton & Burns, Attorney Fees, \$56.65; City of Milbank, \$1,738.40; Coaches Against Cancer, Library Media, \$25.00; Conference Technologies, Repairs, \$2,400.00; Connecting Point, Promethean Board, \$2,200.65; Cynmar Corp, Supplies, \$96.00; Daktronics, Equipment, \$882.50; Dean Foods, Milk, \$5,008.77; DeFea Transportation, Busing, \$41,534.94; Design Electronics, Supplies, \$59.99; Earthgrains Baking, Bread, \$756.15; Jacob Ebsen, Background Check, \$70.00; Ecolab, Supplies, \$692.74; Food Services of America, Food/Supplies, \$17,571.25; Food-N-Fuel, Travel, \$1,072.54; Grant County Review, Advertising, \$44.00; Healy Awards, Supplies, \$322.74; Hedahls Auto Parts, Repairs, \$50.30; Hillyard Inc, Repairs, \$444.87; Human Kinetics, Supplies, \$86.51; Impact Applications, Supplies, \$500.00; Imprest Fund, Registration, \$1,358.38; Imprest Fund, Professional Services, \$2,788.30; Imprest Fund, Travel Expenses, \$307.00; Imprest Fund, Supplies, \$32.69; ITC, Telephone, \$503.25; JJ&Zak, Software, \$1,799.00; Rebecca Johannsen, Background Check, \$70.00; Johnson Controls, Repairs, \$1,240.22; JW Pepper, Supplies, \$397.99; Corrine Kallemeyn, Judging, \$100.00; KONE Inc, Repairs, \$496.62; Marco, Supplies, \$1,163.10; Mastercard Corp, Supplies/Equipment, \$4,528.01; Milbank Community Transit, Bus Services, \$803.00; Milbank Lumber, Supplies, \$371.95; Milbank School District, Supplies, \$40.00; Milbank School Lunch, Student Workers, \$70.00; NAPA Auto Parts, Repairs, \$39.87; Nelson Electric, Repairs, \$3,710.30; NESCS, Professional Services, \$350.13; Northland Trust Services, \$353,621.25; Northwestern Energy, Natural Gas, \$645.38; OtterTail Power, Lights/Power, \$19,850.95; Parent, Mileage, \$82.88; Parent, Mileage, \$216.45; Kelsey Peery, Background Check, \$70.00; Quality Inn-Huron, Travel, \$100.00; Real Industries, Supplies, \$76.68; Runnings, Supplies, \$142.39; Sarlettes Music, Supplies, \$76.99; School Specialty, Supplies, \$1,101.28; SD DOE Food Distribution Program, Food, \$129.39; SD FFA Assoc, Dues/Fees, \$1,880.00; SDASFAA Treasurer, Workshop Reg, \$25.00; Seehafer Hardware Hank, Supplies, \$294.70; Star Laundry & Dry Cleaners, Supplies, \$563.28; Street Graphex, Supplies, \$47.38; Synergistic Learning Systems, Supplies, \$138.24; Time Management Systems, Software, \$5,269.50; Jeremy Tostenson, Staff Travel, \$9.99; Trapp Plumbing, Repairs, \$147.09; Tri State Water, Supplies, \$246.10; Tubbs of Soft Water, Repairs, \$167.26; Twin Valley Tire, Vehicle Maintenance, Repairs, \$39.15; Tyler Computer & Print Design, Supplies, \$79.00; Unity Square, Professional Services, \$489.00; Unzen Motors, Repairs, \$27.00; Valley Office Products, Supplies, \$970.23; Verizon, Phone Service, \$760.91; Wittrock & Son, Garbage Collection, \$689.00; Darwin Wolf, Professional Services, \$2,185.00; Zems Bakery, Supplies, \$23.70; Rhonda Zinter, Staff Travel, \$255.00.

Motion by Stengel and seconded by Biersbach to approve a Joint Powers Agreement with the Grant-Deuel School District. Motion carried. 5-0

Motion by Upton and seconded by Bien to approve out of state travel to Fargo, ND, for the Debate Team to compete in the Fargo Shanley Debate on January 3rd and 4th 2014. Motion carried. 5-0

Motion by Bien and seconded by Biersbach to create a .5 FTE Special Education Paraprofessional position due to additional student enrollment. Motion carried. 5-0

Motion by Upton and seconded by Stengel to approve the hiring of Brenna Fredrichsen as .5 FTE Special Education Para-professional at a rate of \$10.25 per hour. Motion carried. 5-0

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. Combined County – School Election Agreement – June 3, 2014.
2. January 20th PD Day.
3. SDHSAA – Sub-State Ticket Prices/Shot Clocks
4. ESEA Waiver & Timeline
5. Homeland Security Grant

Motion by Stengel and seconded by Bien to enter executive session to discuss personnel issues at 7:00 PM.

Chairman Schwandt declared the Board out of executive session at 7:20 PM and regular session resumed.

Motion by Bien and seconded by Biersbach to adjourn at 7:28 PM.

The next regular meeting of the Milbank School Board will be January 13, 2013, at 6:00 PM.

Chairman

Business Manager