

## Minutes

### Milbank School District Board Proceedings

February 9, 2015

Vice President Gwen Biersbach called the meeting to order at 6:05 PM in the board room of the high school building. The Pledge of Allegiance was said. Members present were Upton, Biersbach, Bien, and Stengel. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Deb Hemmer, Laura Maag, Brianna Schurers, Chris Loutsch, Dan Snaza, Tim Lease, and Kris Evje.

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

No one addressed the Board during the Community Input Session.

Advisor Laura Maag, Brianna Schurers, and Chris Loutsch represented the Oral Interp team. The group thanked the Board for their continual support of the Oral Interp program and a short synopsis of the season and results at the state competition were given.

Discussion Items: Review the Financial Status of General Fund and Legislative Update.

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

Items included were:

- Approve minutes of January School Board Meetings.
- Approval of Bills for payment.

**Bills Presented for Payment:** 3D Security, Repairs, \$4,418.63; Matt Bastian, Graduate Credits, \$150.00; Big Stone Therapies, Professional Services, \$9,853.48; Brewster Building Center, Supplies, \$153.58; Britton-Hecla School District, Perkins Reimb, \$2,897.82; Camfel Productions, School Assembly, \$990.00; Lisa Campbell, Professional Services, \$96.00; Cash-Wa Distributing, Food, \$5,509.72; Century Business Leasing, Copier Payment, \$471.44; Century Business Products, Supplies, \$188.00; Chase Cards, Postage/Supplies/Travel, \$4,059.66; Churchill Manolis Freeman Kludt Shelton & Burns, Professional Services, \$106.40; City of Milbank, Water/Sewer, \$1,656.00; Climate Systems Inc, Repairs, \$90.00; Comfort Inn & Suites, Staff Travel, \$199.14; Conference Technologies, Computer Equipment, \$4,536.95; Dean Foods, Milk, \$4,391.53; Earthgrains Baking, Food, \$398.60; Ecolab, Cleaning Services, \$293.01; Johanna Fischer, Reimbursement, \$59.34; Food Services of America, Food, \$22,056.40; Food-N-Fuel, Travel, \$1,103.26; GCC Ready Mix, Snow Removal, \$118.75; Governors Inn, Staff Travel, \$81.95; Grant County Review, Publications, \$10.60; Hartmans Family Foods, Supplies, \$3.74; Hasslen Construction, Repairs, \$300.00; Hedahl's Auto Parts, Supplies, \$59.99; Hillyard Inc, Supplies, \$577.13; HOBY Registration, Professional Services, \$195.00; Imagine Learning, Licenses, \$3,625.00; Imprest Fund, Professional Services, \$3,038.35; Imprest Fund, Travel, \$60.00; Imprest Fund, Registration, \$872.20; ITC, Phone Services/Repairs, \$1,456.45; Johnson Controls, Repairs, \$7,451.10; Becky Johnson, Graduate Credits, \$225.00; JW Pepper, Supplies, \$235.99; Mary Kinder, Reimbursement, \$155.49; Sara Konrad, Graduate Credits, \$225.00; Mastercard Corp, Supplies, \$410.52; MidCentral Educational Cooperative, Supplies, \$300.00; Mid-American Research Chemical Corp, Supplies, \$1,277.82; Milbank Community Transit, Busing, \$1,071.00; Milbank Lumber, Supplies, \$144.30; Milbank School District, Supplies, \$147.00; Milbank School Lunch, Student Workers, \$59.00; Nasco, Supplies, \$76.40; Nelson Electric, Repairs, \$4,562.56; Northwestern Energy, Natural Gas, \$1,152.77; Ottertail Power,

Lights/Power, \$31,186.73; Paxton Patterson, Supplies, \$1,012.25; Praxair Distribution, Supplies, \$803.83; Professional Hearing Services, Professional Services, \$670.00; Deb Rausch, Professional Services, \$300.00; Rogers Electric Motor Service, Repairs, \$642.30; Rosholt School, Perkins Reimb, \$1,507.41; Sarlettes Music, Repairs, \$558.35; Sandra Schell, Graduate Credit, \$150.00; School Specialty, Supplies, \$521.69; Schuneman Equipment, Repairs, \$2.43; SD DOE Food Distribution Program, Food, \$756.44; Seehafer Hardware Hank, Supplies, \$1,478.25; Sleep Inn, Athletic Travel, \$275.00; Dan Snaza, Supplies, \$17.80; Star Laundry, Cleaning Services, \$981.07; Street Graphex, Supplies, \$442.34; Super Duper Publications, Supplies, \$83.45; Teach 2 Me, Supplies, \$53.00; Eric Townsend, Reimbursement, \$217.12; Trapp Plumbing Co, Repairs, \$596.02; Tri State Water, Supplies, \$41.40; TSA Consulting, Professional Services, \$50.00; Tyler Computer & Print Design, Supplies, \$3.80; Unzen Motors, Repairs, \$128.40; Verizon, Phone Service, \$548.53; Nancy Webb, Background Check, \$70.00; Wittrock & Son, Garbage Collection, \$689.00; Woodwind & Brasswind, Supplies, \$35.95; Xerox Corp, Copier Payment, \$1,446.79; Rhonda Zinter, Per Diem, \$88.00.

- Accept Business Manager's Financial Report.

**Business Manager's Monthly Report:** General Fund: Balance 1-1-15, \$2,118,084.58.

Revenues: Taxes, \$8,097.22; Interest, \$380.74; Admissions, \$5,828.00; Local Misc, \$18,478.85; Medicaid Admin, \$3,396.74; County Apportionment, \$17,141.08; State Aid, \$145,455.00; Other State Revenue, \$6,250.00. Expenditures: Salaries-Instructional, \$192,768.23; Salaries-Support Services, \$77,336.16; Salaries-Co-curricular, \$20,121.94; Benefits-Instructional, \$50,683.21; Benefits-Support Services, \$22,184.08; Benefits-Co-curricular, \$3,181.58; Purchased Services, \$49,155.88; Supplies, \$13,733.03. Journal Entries, \$45,000.00. Balance 1-31-15, \$1,938,949.10.

Capital Outlay Fund: Balance 1-1-15, \$75,836.41. Revenues: Taxes, \$5,264.65; Interest, \$13.63. Expenditures: Purchased Services, \$2,291.44; Supplies, \$13,915.84. Journal Entries, (\$45,000.00). Balance 1-31-15, \$19,907.41.

Special Education Fund: Balance 1-1-15, \$279,979.05. Revenues: Taxes, \$2,715.27; Interest, \$50.30; Property Rental, \$613.00; Medicaid Admin, \$2,215.65; State Aid, \$14,549.00. Expenditures: Salaries-Instructional, \$53,883.56; Salaries-Support Services, \$18,482.08; Benefits-Instructional, \$15,527.12; Benefits-Support Services, \$4,896.29; Purchased Services, \$4,896.29; Supplies, \$488.37. Balance 1-31-15, \$197,772.37.

Bond Redemption Fund: Balance 1-1-15, \$200,000.01. Balance 1-31-15, \$200,000.01.

Pension Fund: Balance 1-1-15, \$495,997.64. Revenues: Taxes, \$526.36. Interest, \$89.16. Balance 1-31-15, \$496,613.16.

Lunch Fund: Balance 1-1-15, \$109,650.03. Revenues: Student Meals, \$33,327.35; Adult Meals, \$2,926.20; Ala Carte Sales, \$1,868.94; Federal Sources, \$3,398.34. Expenditures: Salaries-Support Services, \$12,475.96; Benefits-Support Services, \$5,332.08; Purchased Services, \$613.37; Supplies, \$28,922.83. Balance 1-31-15, \$103,826.62.

Enterprise Fund: Balance 1-1-15, \$41,161.15. Revenues: OST Donations, \$250.00; OST Fees, \$3,593.58. Salaries-Support Services, \$2,683.23; Benefits-Support Services, \$338.96; Purchased Services, \$53.51; Supplies, \$164.92. Balance 1-31-15, \$41,764.11.

Motion by Bien and seconded by Upton to accept the resignation of Mary Lou Bullert as Special Education Instructor. Motion carried. 4-0

Motion by Upton and seconded by Stengel to approve the resignation of Lisa Aker as Paraprofessional. Motion carried. 4-0.

Motion by Upton and seconded by Bien to set the rate of \$250 per student for the 2015 Driver's Ed program. Motion carried. 4-0

Motion by Stengel and seconded by Upton to approve the Snow Make-up Days for 2015-16 Calendar. Motion carried. 4-0

Motion by Upton and seconded by Bien to appoint Tracy Upton as Board representative for the Consolidated Board of Equalization. Motion carried. 4-0

Reports were received by Elementary Principal Tim Lease, High School Principal Dan Snaza, MS Dean of Students Kris Evje, and Special Services Director Rhonda Zinter.

Superintendent Graf reported on the following:

1. Teacher of the Year Process
2. Counseling Service/ Central Church Gift

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

Vice President Biersbach declared executive session over at 8:48 PM and regular session resumed.

Motion by Upton and seconded by Bien to adjourn at 8:50 PM. Motion carried. 4-0

The next regular meeting of the Milbank School Board will be March 9, 2015, at 6:00 PM.

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Chairman

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Business Manager