

Minutes

Milbank School District Board Proceedings

March 18, 2013

President Schwandt called the meeting to order at 6:00 PM in the board room of the high school building. Members present were Dirksen, Biersbach, Bien, Stengel and Schwandt. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Deb Hemmer, Linda Foos, Rhonda Zinter and Dan Snaza.

No one addressed the Board during the Community Input Session.

Discussion Items were: Review of Financial Status of General Fund, Legislative Update, 5-Year Capital Outlay Projection, 21st Century Grant Application, and Schoolwide Title I.

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

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

Business Manager's Monthly Report: General Fund: Balance 2-1-13, \$1,729,896.16. Revenues: Taxes, \$46,135.67; Interest, \$141.13; Admissions, \$5,288.31; Local Misc, \$10,168.62; County Apportionment, \$23.00; State Aid, \$148,408.00; State Apportionment, \$50,711.00; Bank Franchise, \$51,569.20; Federal Sources, \$1,692.27. Expenditures: Salaries-Instructional, \$188,139.85; Salaries-Support Services, \$70,109.28; Salaries-Co-curricular, \$18,666.68; Benefits-Instructional, \$46,850.43; Benefits-Support Services, \$19,248.71; Benefits-Co-curricular, \$3,143.28; Purchased Services, \$61,639.30; Supplies, \$18,606.52. Balance 2-28-13, \$1,617,629.31.

Capital Outlay Fund: Balance 2-1-13, \$66,868.71. Revenues: Taxes, \$24,141.64; Interest, \$178.61. Expenditures: Purchased Services, \$38,272.14; Supplies, \$9,843.26; Capital Acquisitions, \$20,320.00. Balance 2-28-13, \$22,753.56.

Bond Redemption Fund: Balance 2-1-13, \$133,333.34. Balance 2-28-2013, \$133,333.34.

Special Education Fund: Balance 2-1-13, \$177,029.71. Revenues: Taxes, \$11,265.52; Interest, \$14.29; Misc Income, \$3,137.76; State Aid, \$12,198.00. Expenditures: Salaries-Instructional, \$50,830.03; Salaries-Support Services, \$15,637.40; Benefits-Instructional, \$13,319.76; Benefits-Support Services, \$5,153.20; Purchased Services, \$10,825.62; Supplies, \$272.58. Balance 2-28-13, \$107,606.69.

Pension Fund: Balance 2-1-13, \$282,158.71. Revenues: Taxes, \$2,669.28; Interest, \$23.22. Expenditures: Salaries-Instructional, \$1,060.00; Benefits-Instructional, \$79.66. Balance 2-28-13, \$283,711.55.

Lunch Fund: Balance 2-1-13, \$129,704.51. Revenues: Student Meals, \$19,177.70; Adult Meals, \$1,229.10; Ala Carte Sales, \$1,375.84; Misc Income, \$184.52. Expenditures: Salaries-Support Services, \$15,710.72; Benefits-Support Services, \$5,379.52; Purchased Services, \$578.61; Supplies, \$37,621.04. Balance 2-28-13, \$92,381.78.

Enterprise Fund: Balance 2-1-13, \$3,057.02. Revenues: OST Fees/Donations, \$6,374.33. Expenditures: Salaries-OST, \$2,401.70; Benefits-OST, \$299.96; Purchased Services, \$50.00. Balance 2-28-13, \$6,679.69.

- Approve bills presented for payment.

Bills Presented for Payment: AmericInn Motel & Suites-Aberdeen, Staff Travel, \$50.00; Apex Cleaners, HS Uniform Cleaning, \$585.00; Apex Cleaners, Theater Curtain Repairs, \$463.52; Apex Learning, AP Courses, \$600.00; Apple School Supply Co, Library Tables, \$3,145.03; Berens Grocery, Supplies, \$53.88; Big Stone Therapies, Therapy Services, \$7,713.15; Dave Boerger, Staff Travel, \$211.00; Lisa Campbell, Professional Services, \$96.00; Cash-Wa Distributing, Food, \$3,577.33; Cenex, Travel Expenses, \$124.81; Century Business Leasing, Copier Payment, \$500.45; Century Business Products, \$118.24; Lanae Chamley, Supplies, \$37.83; Chase Card, Postage/Supplies/Travel, \$3,217.54; City of Milbank, Water/Sewer, \$1,801.50; Climate Systems, Repairs, \$689.74; Combined Building Specialties, Maintenance, \$550.00; Comes Investments, Art Supplies, \$39.00; Cheryl Conrad, Background Check, \$70.00; Cindy Davis, Background Check, \$70.00; Dean Foods, Milk, \$3,463.22; DeFea Transportation, Busing, \$41,809.92; Dito LLC, Computer Equipment, \$26,186.00; Durick Fire Extinguishers, Repairs, \$496.00; Earthgrains Banking Co, Bread, \$1,107.15; East Dakota Educational Coop, Professional Services, \$1,600.00; Food Services of America, Food/Supplies, \$10,973.82; Food-N-Fuel, Travel Expenses, \$1,379.20; GCC Ready Mix, Snow Removal, \$1,733.75; Grant County Review, Minutes Publication, \$76.03; Harry's Septic & Sewer Service, Repairs, \$125.00; Hauff Mid-America Sports, Supplies, \$1,006.60; Hillyard Inc, Supplies, \$4,723.47; Imprest Fund, Officials/Judges, \$2,135.60; Imprest Fund, Entry Fees, \$1,065.00; Imprest Fund, OST Supplies, \$622.28; Imprest Fund, Travel, \$488.00; ITC, Supplies, \$335.90; Jack's Body Shop, Repairs, \$822.60; Jostens Inc, HS Yearbook, \$4,491.60; JW Pepper, Supplies, \$449.86; K.VanBourgondien & Sons, Supplies, \$94.30; Mary Kinder, Supplies, \$123.03; KONE Inc, Repairs, \$1,114.33; Lantern Motel, Artist-in-Residence, \$985.24; Dolly Lenards, Graduate Credit, \$75.00; Liebe Drug Inc, Supplies, \$47.21; Lifetouch, KS Yearbooks, \$727.33; LL Harder Inc, Repairs, \$701.22; Marco Inc, Copier Payment, \$43.33; Mastercard Corp, Supplies/Computer Equipment, \$3,721.80; Milbank Independence Training, Cleaning Services, \$150.00; Milbank Lumber, Supplies, \$14.73; Milbank School Lunch Program, Adult Meals, \$40.30; Milbank School Lunch, Student Workers, \$75.00; Mill Valley Industries, Supplies, \$116.96; NAIER, Supplies, 98.00; Nasco, Supplies, \$5.60; NCS Pearson, Software Renewal, \$1,855.00; Nelson Electric, Repairs, \$358.72; Northwest Pipe Fittings, Repairs, \$676.71; Northwestern Energy, Natural Gas, \$900.94; OtterTail Power Co, Lights/Power, \$27,730.08; Penworthy Co, Books, \$108.78; Plunketts Pest Control, Repairs, \$182.30; Ramkota Inn of Pierre, Staff Travel, \$109.99; Deb Rausch, Band Lesson Assistance, \$225.00; Roger's Electric Motor Service, Repairs, \$54.60; Samuel French Inc, Supplies, \$281.40; Sarlette's Music, Supplies/Repairs, \$1,065.18; School Specialty, Supplies, \$523.33; Schuneman Equipment, Repairs, \$278.79; Scott Electric, Supplies, \$90.21; SDHSAA, Supplies, \$171.00; SDSU Plant

Science Dept, Supplies, \$352.50; Seehafer Hardware Hank, Repairs, \$50.40; Jeanne Sinclair, Supplies/Mileage, \$328.15; Star Laundry & Dry Cleaners, Cleaning Service, \$568.45; Street Graphex, Supplies, \$3.50; T & T Heating & AC, Repairs, \$63.24; Jeremy Tostenson, Graduate Credit, \$225.00; Trapp Plumbing Co, Repairs, \$8,190.74; Tri-State Water, Supplies, \$196.00; TSA Consulting, Professional Services, \$100.00; Twin Valley Tire, Repairs, \$90.25; Unzen Motors, Repairs, \$52.00; Valley Office Products, Postage, \$68.35; Verizon, Phone Service, \$464.79; West Sioux Ceramics/Dakota Potters, \$76.00; Wittrock & Son, Garbage Collection, \$689.00.

A second reading of Policy Book Section I (Instruction) Part 3 was held. Motion by Bien and seconded by Stengel to approve Policy Book Section I, Part 3 as read. Motion carried. 5-0

A second reading of the Support Staff Contracts and Compensation Plan (Policy GDB) was held. Motion by Biersbach and seconded by Dirksen to approve Policy GDB as read. Motion carried. 5-0

Motion by Stengel and seconded by Bien to accept the resignation of Judy Howell. Motion carried. 5-0

Motion by Dirksen and seconded by Biersbach to accept the resignation of Melissa Gall. Motion carried. 5-0

Motion by Stengel and seconded by Bien to accept the resignation of Linda Foos. Motion carried. 5-0

Motion by Biersbach and seconded by Dirksen to accept the resignation of Tracy Upton. Motion carried. 5-0

Motion by Stengel and seconded by Bien to accept the resignation of Megan Gilbraith. Motion carried. 5-0

Motion by Stengel and seconded by Biersbach to appoint Malcolm Dirksen to be the Milbank School Board representative to the Grant County Equalization Board. Motion carried. 5-0

Motion by Dirksen and seconded by Bien to approve and open enrollment application of a 1st grade student. Motion carried. 5-0

Motion by Bien and seconded by Biersbach to approve out-of-state travel for the National Speech and Debate contest in Birmingham, AL in June 2013. Motion carried. 5-0

Motion by Stengel and seconded by Dirksen to amend the 2013-14 calendar to change parent-teacher conferences dates to October 21st and 23, 2013. Motion carried. 5-0

Motion by Bien and seconded by Biersbach to amend the 2012-13 school calendar making April 29th the first snow make up day. Motion carried. 5-0

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

Superintendent Graf reported on the following:

1. JVFB Game – September 2nd (Labor Day)
2. Board Petitions – May begin to be circulated on April 9th
3. Otter Tail Lighting Rebate \$688
4. Campus Security – Homeland Security Template

Motion by Stengel and seconded by Dirksen to enter executive session for personnel issues at 7:42

PM. Motion carried. 5-0

Chairman Schwandt declared executive session over at 9:10 PM and regular session was resumed.

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

The next regular meeting of the Milbank School Board will be April 8, 2013, at 7:00 PM.

__Richard Schwandt_____
Chairman

__Nancy Meyer_____
Business Manager