

## Minutes

### Milbank School District Board Proceedings

October 14, 2013

President Schwandt called the meeting to order at 7:00 PM in the board room of the high school building. Members present were Biersbach, Bien, Schwandt, and Stengel (arrived at 7:03PM). Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Tim Lease, Rhonda Zinter, Dan Snaza, Deb Hemmer, Al Stewart and Jon Wold.

Motion by Biersbach and seconded by Bien to approve the agenda. Motion carried. 3-0

No one addressed the Board during the Community Input Session.

Superintendent Al Stewart and Board Member Jon Wold from the Grant-Deuel School District spoke to the possibility of Grant-Deuel forming a Basketball Coop with the Milbank School District.

Motion by Bien and seconded by Stengel to approve entering into a Boys Basketball Coop with the Grant-Deuel School District for the 2013-14 season. The name of the team will be Milbank Area.

Motion carried. 4-0

The School Spotlight this month focused on the ICU Database Software. Mr. Snaza demonstrated how the new software works to notify parents when a student is missing and assignment.

Discussion Items were: 2014-15 School Calendar, Consider Policy Book Section K, Part 1 (School-Community Relations) (1<sup>st</sup> Reading), and Technology Plan Implementation Update.

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

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

**Business Manager's Monthly Report:** General Fund: Balance 9-1-13, \$1,936,491.24. Revenues: Taxes, \$4,326.17; Interest, \$260.35; Activity Tickets, \$10,746.00; Local Misc, \$9,426.44; Medicaid Admin, \$10,630.00; County Apportionment, \$15.20; State Aid, \$155,782.00; Federal Sources, \$701.62.

Expenditures: Salaries-Instructional, \$190,313.24; Salaries-Support Services, \$80,065.68; Salaries-co-curricular, \$19,024.71; Benefits-Instructional, \$48,854.82; Benefits-Support Services, \$22,499.46; Benefits-co-curricular, \$3,232.76; Purchased Services, \$49,355.50; Supplies, \$51,680.48; Other, \$38,916.25. Journal Entries, \$2,550.66. Balance 9-30-13, \$1,626,986.75

Capital Outlay Fund: Balance 9-1-13, \$355,934.47. Revenues: Taxes, \$2,999.80; Interest, \$73.35. Expenditures: Purchased Services, \$31,691.79; Supplies, \$61,951.50; Capital Acquisitions, \$2,128.77. Balance 9-31-13, \$262,235.56.

Bond Redemption Fund: Balance 9-1-13, \$133,333.34. Balance 9-30-13, \$133,333.34.

Special Education Fund: Balance 9-1-13, \$142,290.95. Revenues: Taxes, \$1,399.77; Interest, \$19.75; Medicaid Admin, \$1,920.00; State Aid, \$16,658.00; Other State Revenues, \$1,000.00; Federal Sources, \$89,378.88. Expenditures: Salaries-Instructional, \$51,904.20; Salaries-Support Services, \$17,188.65; Benefits-Instructional, \$14,495.42; Benefits-Support Services, \$5,077.57; Purchased Services, \$11,081.68; Supplies, \$3,538.43. Balance 9-30-13, \$149,381.40.

Pension Fund: Balance 9-1-13, \$356,736.45. Revenues: Taxes, \$300.04; Interest, \$49.57. Expenditures: Salaries-Instructional, \$886.30; Benefits-Instructional, \$66.62. Balance 9-30-13, \$356,133.14.

Lunch Fund: Balance 9-1-13, \$154,537.70. Revenues: Student Meals, \$8,292.82; Adult Meals, \$1,525.65; Ala Carte Sales, \$1,753.30; Misc Income, \$1,095.24; Other State Revenues, \$2,027.57. Expenditures: Salaries-Support Services, \$15,313.43; Benefits-Support Services, \$5,529.97; Purchased Services, \$1,691.09; Supplies, \$28,948.10. Balance 9-30-13, \$117,749.69.

Enterprise Fund: Balance 9-1-13, \$22,701.25. Revenues: OST Tuition, \$6,116.78. Expenditures: Salaries-OST, \$3,980.34; Benefits-OST, \$483.03; Purchased Services, \$163.51; Supplies, \$566.06. Journal Entries, (\$2,550.66). Balance 9-30-13, \$21,074.43.

- Approve bills presented for payment.

Bills Presented for Payment: Accessory Lines for Music Specialties, Supplies, \$226.25; ACP Direct, Carts, \$1,159.60; AmericInn Motel-Aberdeen, \$127.00; Apex Cleaners, Repairs, \$6.00; Berens Grocery, Supplies, \$292.72; Berkner Excavating, Maintenance, \$7,816.92; BFG Supply, Supplies, \$1,652.84; Big Stone Therapies, Therapy Services, \$12,371.13; Brewster Building Center, Repairs, \$467.91; Cash-Wa Distributing, Food/Supplies, \$4,761.69; Castlewood School District, Supplies, \$250.00; Cenex Fleetcard, Travel, \$37.19; Century Business Leasing, Copier Lease, \$500.45; Century Business Products, Supplies, \$193.29; Chase Cards, Postage/Supplies/Travel/Equipment, \$9,113.61; Churchill Manolis Freeman Kludt Shelton & Burns, Attorney Fees, \$216.40; City of Milbank, Water/Sewer, \$2,442.21; Conference Technologies, Non-Consumable Supplies/Repairs, \$18,606.08; Days Inn-Airport, Athletic Travel, \$162.00; Dean Foods, Milk, \$4,147.58; DeFea Transportation, Busing, \$47,969.91; Delta Education, Textbooks, \$8,339.23; Dramatists Play Service, Supplies, \$293.50; Durick Fire Extinguishers, Repairs, \$256.00; Earthgrains Baking Co, Bread, \$920.70; Edupress, Supplies, \$49.44; Kristopher Evje, Background Check, \$70.00; Food Services of America, Food, \$21,935.68; Food-N-Fuel, Travel, \$1,699.81; Troy Gauer, Background Check, \$70.00; Tim Graf, Staff Travel, \$17.99; Grant County Review, Minutes/Ads, \$138.20; Travis Graves, Professional Services, \$348.10; Hal Leonard Corp, Supplies, \$195.00; Lorrie Hardy, Background Check, \$70.00; Hartmans Family Foods, \$90.88; Hasslen Construction, Repairs, \$21,951.47; Hauff Mid-America, Supplies, \$2,549.90; Hedahls Auto Parts, Repairs/Supplies, \$106.36; Hillyard Inc, Supplies, \$1,874.60; Houghton Mifflin, Supplies, \$4,807.62; Impact Applications, Software, \$500.00; Imprest Fund, Registration, \$925.00; Imprest Fund, Officials, \$1816.00; Imprest Fund, Travel, \$261.14; Imprest Fund, Supplies, \$40.00; Imprest Fund, Dues, \$250.00; ITC, Phone Service, \$579.10; JW Pepper, Supplies, \$1,542.22; Mark Keeton, Staff Travel, \$40.00; Mary Kinder, Supplies, \$218.83; KONE Inc, Repairs, \$5,767.50; Jeff Kurtz, Reg Fees, \$40.00; Liebe Drug, Supplies, \$98.82; Marco, Supplies, \$3,047.49; MasterCard Corp, Supplies/Travel, \$587.89; Microsoft Corp, Computer Equipment, \$249.00; Midland Publishing, Supplies, \$84.00; Midwest Special Instruments, Supplies, \$130.00; Milbank Community Transit, Busing, \$793.00; Milbank Independence Training, Lunch Workers, \$157.50; Milbank Lumber, Supplies, \$145.15; Milbank School-T&A, Supplies, \$50.00; Milbank School Lunch, Student Workers, \$104.00; Nasco, Supplies, \$367.36; NCS Pearson, Supplies, \$959.93; Nelson Electric, Repairs, \$348.00; NorthWestern Energy, Natural Gas, \$386.21; Susan Nowick, Background Check, \$70.00; Oasis Inn, Staff Travel, \$67.00; Odyssey Ware, Software, \$2,370.00; Otter Tail Power, Lights/Power, \$17,430.88; Parent, Mileage/Supplies, \$61.31; Parent, Mileage, \$82.88; Parent, Mileage, \$105.45; Parent, Mileage, \$555.00; Deb Pauli, Staff Travel, \$281.26; Pearson Learning, Supplies, \$3,416.86; Amy Pekelder, Background Check, \$70.00; PermaBound, Library Books, \$161.32; Prof Soil Scientist Assn, Supplies, \$50.00; Ramada Inn, Staff Travel, \$149.90; Really Good Stuff, Supplies, \$575.54; Riverside Technologies, Computer Equipment, \$67,777.80; Runnings, Supplies, \$106.82; Safari Micro, Supplies, \$849.35; Sarlettes Music, Supplies/Repairs, \$2,008.42; Scholastic Magazines, Supplies, \$152.63; School Specialty, Supplies/Tables/Chairs, \$16,543.63; Nicole Scott, Background Check, \$70.00; SD Assn of Ed Office Prof, Registration, \$90.00; SD DOE Food Distribution Program, Food, \$226.68; Seehafer Hardware, Supplies, \$935.17; Kristi Seehafer, Professional Services, \$54.00; Shiffler Equipment Sales, Repairs, \$88.66; Jeanne Sinclair, Supplies, \$114.19; Sara Snaza, Staff Training, \$150.00; Star Laundry & Dry Cleaners, Cleaning Services, \$522.69; Street Graphex, Supplies, \$1,161.84; Studio Imagen, Professional

Services, \$71.95; Teachers Helper, Supplies, \$18.39; Amy Thue, Staff Training, \$150.00; Time for Kids, Supplies, \$44.20; Time Management Systems, Software, \$862.50; Todd Becker Foundation, HS Lyceum, \$900.00; Top Hat Lanes, Gym Class, \$365.00; Trapp Plumbing Co, Repairs, \$1,014.43; Tri-State Water, Supplies, \$98.00; TSA Consulting, \$100.00; Twin Valley Tire, Maintenance, \$642.02; Tyler Computer & Print Design, Supplies, \$1,340.25; Unzen Motors, Repairs, \$138.80; Valley Office Products, Supplies, \$751.75; Verizon, Cell Phones, \$474.52; Wilbooks, Books, \$255.20; Wittrock & Son, Garbage Collection, \$689.00; Xerox Corp, Copier Payment, \$1,446.79; Zems Inc, Repairs, \$149.65; Rhonda Zinter, Staff Travel, \$138.00.

A second reading of Policy Book Section J Part 3 (Students) was held. Motion by Stengel and seconded by Biersbach to approve Policy Book Section J Part 3 as presented. Motion carried. 4-0

Motion by Stengel and seconded by Bien to appoint Richard Schwandt as the Milbank representative to the ASBSD delegate assembly. 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. Parent-Teacher Conferences at all buildings on October 21st and 23rd with POD offering flu shots on October 23, 2013 in the Armory.
2. Joint-Powers Agreement with Grant-Deuel.
3. Meeting with Ministerial Association, Law Enforcement and other area entities.
4. SD Department of Education NCLB waiver.

Motion by Bien and seconded by Stengel to enter executive session for personnel issues at 8:30 PM. Motion carried. 4-0

Chairman Schwandt declared executive session over at 8:53 PM and regular session was resumed.

Motion by Stengel and seconded by Bien to create a .5 FTE 4<sup>th</sup> Grade teaching position. Motion carried. 4-0

Motion by Biersbach and seconded by Bien to adjourn at 9:03 PM.

The next regular meeting of the Milbank School Board will be November 12, 2013, at 6:00 PM.

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Chairman

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Business Manager