

Minutes

Milbank School District Board Proceedings

January 8, 2018

President Schwandt called the meeting to order at 6:00 PM in the board room of the high school building. The Pledge of Allegiance was said. Members present were Upton, Thue, Bien, Stengel, and Schwandt. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Deb Hemmer, Ginny Tostenson, Kimberly Aburto, Grace Korstjens, Dan Snaza, Keri Schliesman, and Kris Evje.

Motion by Bien and Thue to approve the agenda as presented. Motion carried. 5-0

No one addressed the Board during the Community Input Session.

School spotlight featured Gracie Korstjens and Kimberly Aburto who are participating in the Rare Disease display competition for HOSA. They applied and were accepted to shadow Dr. Lance Lee's lab at Sanford PROMISE Research Center in Sioux Falls.

Discussion items: Review Financial Status of General Fund, Proposed OST Program Changes, and South Dakota State Personnel Development Grant.

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

- Approve minutes of December regular School Board Meeting.
- Approval of Bills presented for payment.

Bills Presented for Payment: 3D Security, Repairs, \$609.16; Advance, Tuition, \$2,788.03; Arrowwood Resort, Staff Travel, \$93.95; Berens Grocery, Supplies, \$161.60; Best Western Vermillion Inn, Athletic Travel, \$408.00; Big Stone Therapies, Therapy Services, \$7,250.50; Brewster Building Center, Supplies, \$285.54; Brookings School District, Tuition, \$7,000.00; Cash-Wa Distributing, Food, \$6,224.58; Cenex Fleetcard, Fuel, \$22.29; Century Business Products, Copier Payment, \$1,718.00; Chase Cards, Supplies/Travel/Postage, \$1,111.12; City of Milbank, Water/Sewer, \$1,431.50; Conference Technologies, Repairs, \$587.50; Dacotah Paper Co, Supplies, \$229.80; Dean Foods, Food, \$2,382.62; Earthgrains Baking, Food, \$646.92; Food-N-Fuel, Fuel, \$1,100.10; Bobbi German, Lunch Refund, \$20.90; Billie Jo Giesel, Mileage, \$470.40; Governors Inn, Travel, \$1,308.15; Grant County Review, Advertising, \$34.50; Travis Graves, Professional Services, \$90.00; Kay Groethe, Professional Services, \$364.50; Hauff Mid-America Sports, Supplies, \$81.26; Hillyard, Supplies, \$2,990.85; Hummert Intl, Supplies, \$745.91; Imprest Fund, Registration, \$1,321.00; Imprest Fund, Professional Services, \$3,164.00; ITC, Phone Services, \$746.35; Jaymar Business Forms, Supplies, \$104.56; Kibble Equipment, Repairs, \$10.09; KL Counseling Services, Professional Services, \$340.00; KONE Inc, Maintenance, \$5,880.00; Kelli Korstjens, Travel, \$119.70; Mastercard Corp, Supplies/Travel, \$1,979.87; McCrossan Boys Ranch, Tuition, \$9,912.68; McGraw Hill, Textbooks, \$1,436.00; Mid-American Research Chemical, Supplies, \$2,689.08; Midland Publishing/Printing, Advertising, \$57.96; Milbank Community Transit, Bus Services, \$1,581.00; Milbank Independence Training, Services, \$480.00; Milbank School District, Band Uniform Cleaning, \$458.06; Milbank School Lunch Dept, Student Workers, \$60.00; Nardini Fire Equipment, Repairs, \$365.20; Nelson Electric, Repairs, \$3,609.79; Newzbrain Education, Online License, \$309.00; Northwest Pipe Fittings, Repairs, \$1,868.18; Northwestern Energy, Natural Gas, \$599.61; OtterTail Power, Lights/Power, \$20,657.67; Parent, Mileage, \$1,002.96; Parent, Mileage, \$213.28; Parent, Mileage, \$393.12; Parent, Mileage, \$161.28; Praxair Distribution, Supplies, \$4,096.33; Really Good Stuff, Supplies, \$670.76; Magen Robinson, Background Check, \$65.00; Rockler Woodworking, Supplies, \$208.96; S&W Apartments, Rent, \$450.00;

Sanford Health Plan HSA Fees, \$62.00; Sarlettes Music, Repairs, \$613.09; School Specialty, Chairs/Supplies, \$1,376.93; Richard Schwandt, Travel, \$33.85; SD Dept of Human Services, Tuition, \$3,082.17; SD DOE Food Distribution Program, Food, \$793.58; SDAAE Registration, \$50.00; Seehafer Ace Hardware, Supplies, \$19.99; Shiffler Equipment Sales, Repairs, \$99.57; Street Graphex, Supplies, \$11.57; Star Laundry, Cleaning Services \$1,217.83; Sturdevant Auto Parts, Supplies, \$25.08; Tech One, Supplies, \$47.50; Trapp Plumbing, Repairs, \$258.80; Tri State Water, Cooler Rent, \$49.00; TSA Consulting, Professional Services, \$50.00; Twin Valley Tire, Repairs, \$663.32; Unity Square, SPED PE, \$240.00; Variety Foods, Food, \$14,176.00; Verizon, Phone Service, \$65.52; Whetstone Home Center, Supplies, \$435.11; Wittrock & Son, Garbage Collection, \$650.00; Xerox Corp, Copier Payment, \$394.31; Sean Zimny, Professional Services, \$100.00.

- Accept Business Manager's Financial Report.

Business Manager's Monthly Report: General Fund: Balance 12-1-17, \$2,385,823.27. Revenues: Taxes, \$170,493.66; Interest, \$467.42; Admissions, \$6,173.00; Local Misc, \$364,380.81; County Apportionment, \$447.98; State Aid, \$253,780.00; Federal Sources, \$4,995.44. Expenditures: Salaries-Instructional, \$249,683.50; Salaries-Support Services, \$84,810.15; Salaries-Co-curricular, \$23,162.61; Benefits-Instructional, \$66,466.63; Benefits-Support Services, \$29,025.68; Benefits-Co-curricular, \$4,363.24; Purchased Services, \$142,984.38; Supplies, \$15,889.68; Other, \$99.00. Balance 12-31-17, \$2,570,076.71. Capital Outlay Fund: Balance 12-1-17, \$1,089,249.24. Revenues: Taxes, \$101,264.47; Interest, \$213.40. Expenditures: Purchased Services, \$117,071.70; Supplies, \$4,187.07; Capital Acquisitions, \$12,304.21; Other, \$370,840.00. Balance 12-31-17, \$686,324.13. Special Education Fund: Balance 12-1-17, \$201,504.87. Revenues: Taxes, \$58,080.07; Interest, \$39.48; State Aid, \$19,724.00; IDEA Flowthrough, \$65,934.00; Early Childhood, \$1,470.00. Expenditures: Salaries-Instructional, \$77,425.38; Salaries-Support Services, \$21,594.11; Benefits-Instructional, \$21,788.73; Benefits-Support Services, \$5,560.27; Purchased Services, \$25,637.52; Supplies, \$1,227.77. Journal Entries, \$266.71. Balance 12-31-17, \$193,785.35. Bond Redemption Fund: Balance 12-1-17, \$400,000.02. Balance 12-31-17, \$400,000.02. Pension Fund: Balance 12-1-17, \$654,503.57. Revenues: Taxes, \$4.21; Interest, \$128.23. Expenditures: Salaries-Instructional, \$5,915.02; Benefits-Instructional, \$452.48. Balance 12-31-17, \$648,268.51. Lunch Fund: Balance 12-1-17, \$190,817.67. Revenues: Student Meals, \$24,524.50; Adult Meals, \$1,957.60; A la Carte Sales, \$1,568.46; Federal Sources, \$30,568.79. Expenditures: Salaries-Support Services, \$21,520.37; Benefits-Support Services, \$8,176.04; Purchased Services, \$391.96; Supplies, \$36,127.49. Journal Entries, \$196.90. Balance 12-31-17, \$183,418.06. Enterprise Fund: Balance 12-1-17, \$63,784.52. Revenues: OST Fees, \$4,302.45. Expenditures: Salaries-Support Services, \$4,328.34; Benefits-Support Services, \$514.29; Purchased Services, \$84.23; Supplies, \$286.28. Balance 12-31-17, \$62,873.83. Trust & Agency Fund: Balance 12-1-17, \$329,934.06. Revenues, \$50,217.88; Expenditures, \$52,553.99. Balance 12-31-17, \$337,597.95.

Motion carried. 5-0

A second reading was held on the Criminal Background Check Policy. Motion by Upton and seconded by Thue to approve Criminal Background Check Policy as read. Motion carried. 5-0

Motion by Thue and seconded by Bien to approve Instructional Coach Position. Motion carried.
5-0

Motion by Stengel and seconded by Upton to accept the resignation of Rick Swenson as High School Teacher. Motion carried. 5-0

Reports were received by High School Principal Dan Snaza, Middle School Principal/Special Services Director Kris Evje, Elementary Principal Amy Brandriet, and Elementary Special Education Director Keri Schliesman.

Superintendent Graf reported on the following:

1. ENL Endorsement
2. Central Church Donation \$3,375
3. Milbank School Endowment Donation
4. Hail Damage to Vehicle Fleet
5. Tuckpointing Specifications

Motion by Thue and seconded by Stengel to enter executive session for personnel reasons and to evaluate the Superintendent in accordance with SDCL 1-25.2.1 at 7:06 PM.

Chairman Schwandt declared executive session over at 8:30 PM and regular session resumed.

Motion by Bien and seconded by Thue to adjourn at 8:31 PM. Motion carried. 5-0

The next regular meeting of the Milbank School Board will be February 12, 2018, at 5:30 PM.

Richard Schwandt

Chairman

Nancy M. Meyer

Business Manager