

## Minutes

### Milbank School District Board Proceedings

August 14, 2017

President Schwandt called the meeting to order at 7:00 PM in the board room of the high school building. Members present were Upton, Thue, Bien, Schwandt and Stengel. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Deb Hemmer, Ginny Tostenson, Kris Evje, Amy Brandriet, Dan Snaza, and Janelle Korstjens.

Motion by Thue and seconded by Upton to approve the agenda with the addition of Discussion Item # D. Test Scores. Motion carried. 5-0

No one addressed the Board during the Community Input Session.

Janelle Korstjens gave an overview of possibilities for a Science Club for upper elementary students.

Discussion items: GCDB Criminal Background Check Policy (1<sup>st</sup> Reading) and Test Scores.

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

- Approve minutes of the July School Board Meeting with a correction to the named school attorney. The designation for school attorney should be for Rodney Freeman and Jackson Schwandt.
- Approve minutes of the July Budget Meeting.
- Approval of Bills presented for payment.

**Bills Presented for Payment:** Active Data Systems, Computer Software, \$1,705.00; ASBSD Worker's Comp, Worker's Comp Insurance, \$34,612.00; Belnick, Chair, \$129.99; Nicolle Berkner, Refund, \$25.00; Big Stone Therapies, Therapy Services, \$6,558.94; Brewster Building Center, Rentals, \$51.84; Cash-Wa Distributing, Food/Equipment, \$8,403.65; Century Business Products, Copier Payment, \$498.79; Chase Cards, Supplies/Travel, \$955.60; City of Milbank, Water/Sewer, \$1,673.39; Comfort Inn & Suites, Travel, \$266.98; Contract Paper Group, Paper, \$10,482.60; DA Services, Repairs, \$1,500.00; Dean Foods, Milk, \$420.86; ESGI Software, License, \$1,400.00; ESTR Publications, Testing Supplies, \$88.00; Everwhite, Repairs, \$4,648.16; Feiner Supply, Supplies, \$288.00; Food-N-Fuel, Travel, \$568.40; Free Spirit Publishing, Supplies, \$68.77; Gesswein Motors, Repairs, \$587.88; Caitlyn Graf, Coaching Class, \$35.00; Grant County Review, Publications, \$317.71; Hillyard Inc, Supplies, \$2,303.16; Heather Holtquist, Background Check, \$20.00; Houghton Mifflin, TextBooks, \$19,291.24; Impact Applications, Software, \$655.00; ITC, Lease/Phone Service, \$10,246.34; IXL Learning, Software, \$6,819.00; Johnson Controls, Maintenance, \$8,143.17; Becky Johnson, Coaching Class, \$35.00; Jostens, Yearbook, \$2,897.69; JW Pepper, Supplies, \$199.99; Jason Karels, Top 20, \$250.00; Kibble Equipment, Repairs, \$1,476.53; Mary Kinder, Supplies, \$16.28; KONE Inc, Maintenance, \$567.63; Lakeshore Learning, Supplies, \$232.22; Cyndy Larsen, Top 20, \$250.00; Learning Solutions, Software, \$4,950.00; Learning.com, Software, \$715.00; Pam Liebe, Refund, \$50.00; Lightspeed Systems, Filtering, \$3,800.00; Kristi Lingert, Graduate Credit, \$75.00; Veronica Linngren, Refund, \$25.00; Mastercard Corp, Supplies, \$4,907.81; MHM Contracting, Maintenance, \$10,000.00; Midland Publishing, Advertising, \$169.05; Midwest Special Instruments, Services, \$154.00; Milbank School Dist, Lunch Refund, \$16.50; Milbank TA, Band Cleaning, \$770.04; Jade Miller, Top 20, \$250.00; Nelson Electric, Repairs, \$447.60; Julie Nolz, Supplies, \$7.44; Brenda Nomeland, Background Check, \$65.00; Northland Trust, Paying Agent Fee, \$435.00; Northwestern Energy, Natural Gas, \$292.06; NWEA, Software, \$10,845.00; Ottertail Power, Lights/Power, \$10,926.00; Jodie Owen, Refund, \$25.00; Parent, Mileage, \$361.20; Parkston

School, Vehicle, \$8,000.00; Pearson Learning, Textbooks/Workbooks, \$14,453.56; Plunketts Pest Control, Grounds Upkeep, \$193.46; Popp Binding/Laminating, Supplies, \$581.68; Praxair Distribution, Welding Supplies, \$305.32; Really Good Stuff, Supplies, \$325.46; Renaissance Learning, Online Licenses, \$3,253.00; Riddell/All American, Supplies, \$258.64; S&W Apartments, Rent, \$450.00; Sam's Club, Membership, \$191.70; Sanford Health Plan, HSA Fees, \$60.00; Sarlettes Music, Repairs, \$8,240.94; SASD, Registration, \$50.00; Josh Schmeichel, Coaching Class, \$35.00; Kari Schmeichel, Top 20, \$250.00; Kevin Schnaser, Top 20, \$250.00; School Datebooks, Supplies, \$407.01; School Specialty, Supplies/Furniture, \$3,082.72; Melanie Schwandt, Top 20, \$146.00; SD Dept of Labor, Unemployment, \$708.00; SDASBO, Registration, \$50.00; SDRS, Special Pay Plan, \$500.00; Seehafer Ace Hardware, Supplies, \$680.93; Sheehan Strategic Solutions, Professional Services, \$5,485.00; Adolph Shepardson, Coaching Class, \$35.00; Simplex Grinnell, Maintenance, \$737.18; Sleep Inn, Travel, \$330.00; Softerware, Software, \$168.00; Star Laundry & Dry Cleaners, Cleaning Service, \$652.71; Sundance Newbridge, Supplies, \$112.20; Super Duper Publications, Supplies, \$89.95; Supplyworks, Repairs, \$313.08; SW/WC Service Coop, Supplies, \$706.00; Synergy 1, Software, \$111.20; Taylor Music, Supplies, \$138.00; Tech One, Supplies, \$180.00; Leslie Tol, Top 20, \$250.00; Paul Tostenson, Background Check, \$65.00; Christine Townsend, Supplies, \$49.40; Training Room, Supplies, \$3,025.45; Tri-State Water, Cooler, \$10.00; TSA Consulting, Professional Services, \$50.00; Turnitin.com, Software, \$3,054.00; Twin Valley Tire, Repairs, \$1,740.89; Unzen Motors, Repairs, \$2,053.11; US Toy Co, Supplies, \$89.83; Variety Foods, Food, \$263.49; Kim Veen, Lunch Refund, \$33.70; Verizon, Phones, \$497.08; Waterford Research Institute, Software, \$1,500.00; Shelley Welberg, Background Check, \$65.00; Whetstone Home Center, Repairs, \$17.52; Wittrock & Son, Garbage Collections, \$1,300.00; Janelle Wollschlager, Top 20, \$250.00; Xerox Corp, Copier Payment, \$788.62; Amy Yamaura, Refund, \$25.00; Zems Inc, Building Improvement, \$5,011.25.

- Accept Business Manager's Financial Report.

**Business Manager's Monthly Report:** General Fund: Balance 7-1-2017, \$2,296,543.61. Revenues: Taxes, \$182,124.51; Tuition, \$200.00; Interest, \$465.00; Misc Income, \$70,974.96; State Aid, \$215,064.00. Expenditures: Salaries-Instructional, \$199,489.42; Salaries-Support Services, \$43,313.44; Salaries-Co-curricular, \$12,132.54; Benefits-Instructional, \$59,888.59; Benefits-Support Services, \$28,334.39; Benefits-Co-curricular, \$2,840.37; Purchased Services, \$25,690.35; Supplies, \$68,098.89; Other, \$59,861.79. Balance 7-31-17, \$2,265,722.30.

Capital Outlay Fund: Balance 7-1-17, \$900,578.25. Revenues: Taxes, \$7,567.85; Interest, \$182.35. Expenditures: Purchased Services, \$438.44; Supplies, \$42,963.05; Capital Acquisitions, \$11,423.19; Other, \$5,840.00. Balance 7-31-17, \$847,663.77.

Special Education Fund: Balance 7-1-17, \$191,772.01. Revenues: Taxes, \$4,303.69; Interest, \$38.83; State Aid, \$19,724.00. Expenditures: Salaries-Instructional, \$31,159.20; Salaries-Support Services, \$23,075.77; Benefits-Instructional, \$10,944.75; Benefits-Support Services, \$5,726.48; Purchased Services, \$5,275.89; Other, \$210.00. Balance 7-31-17, \$139,446.44.

Bond Redemption Fund: Balance 7-1-17, \$400,000.02. Balance 7-31-17, \$400,000.02.

Pension Fund: Balance 7-1-17, 672,981.31. Revenues: Taxes, \$49.49; Interest, \$136.27. Expenditures: Purchased Services, \$1,125.00. Balance 7-31-17, \$672,042.07.

Lunch Fund: Balance 7-1-17, \$164,122.67. Revenues: Student Meals, \$4,571.19. Expenditures: Salaries-Support Services, \$8,405.40; Benefits-Support Services, \$5,257.59; Purchased Services, \$509.28; Supplies, \$1,285.15. Balance 7-31-17, \$153,236.44.

Enterprise Fund: Balance 7-1-17, \$77,425.23. Revenues: OST Donations, \$1,776.00; OST Tuitions, \$15,927.53. Expenditures: Salaries-OST, \$14,725.76; Benefits-OST, \$2,109.01; Purchased Services, \$981.87; Supplies, \$490.43. Balance 7-31-17, \$76,821.69.

Trust & Agency Fund: Balance 7-1-17, \$267,549.46. Revenues, \$15,762.61. Expenditures, \$19,412.65. Balance 7-31-17, \$273,899.43.

Motion by Thue and seconded by Bien to approve Open Enrollment Applications for 5 students from the Ortonville School District, 4 students from the Big Stone City School District, and 1 student from the Deuel School District.

Motion by Stengel and seconded by Upton to approve the hiring of Brenda Nomeland as Elementary School Nurse at \$21.70 per hour. Motion carried. 5-0

Motion by Bien and seconded by Thue to accept the resignation of Jolene Rick as Para-professional/coach. Motion carried. 5-0

Motion by Upton and seconded by Stengel to approve the supplemental contract for Christine Townsend as MS Track Coach at \$2,387.00. Motion carried. 5-0

Motion by Stengel and seconded by Bien to approve the supplemental contract of Amber Fraasch as Gymnastics Coach at \$4,892.00. Motion carried. 5-0

Motion by Thue and seconded by Upton to approve the hiring of Shelly Welberg as Food Service Worker at \$10.40 per hour. Motion carried. 5-0

Motion by Upton and seconded by Bien to approve the hiring of Kristi Seehafer as Para-professional at \$12.05 per hour. Motion carried. 5-0

Motion by Stengel and seconded by Thue to approve the hiring of Morgan Schmitt as Para-professional at \$10.40 per hour. Motion carried. 5-0

Food Bids were received from CashWa, Reinhart, and Variety Foods and evaluated on by price, value added features, and ability to meet our specifications. Motion by Upton and seconded by Stengel to approve the Food Bid from Variety Foods. 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. Projected Enrollment
2. Progress of Summer Projects
3. Big Stone Therapies Donated Services to District
4. Summer Programs (SFSP, MAYA, ELL, and Summer OST)
5. FY18 Budget
6. Van with Wheelchair Lift
7. Flagpole Memorial
8. Activity Bus

Motion by Bien and seconded by Stengel to adjourn at 8:17 PM. Motion carried. 5-0  
The next regular meeting of the Milbank School Board will be September 11, 2017, at 7:00 PM.

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Chairman

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Business Manager