

## Minutes

### Milbank School District Board Proceedings

December 10, 2012

President Schwandt called the meeting to order at 6:03 PM in the board room of the high school building. Members present were Dirksen, Bien, Stengel and Schwandt. Biersbach was absent. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Dan Snaza, Linda Foos, Rhonda Zinter, and Deb Hemmer.

Motion by Dirksen and seconded by Stengel to approve the agenda as presented. Motion carried.

4-0

No one addressed the Board during the Community Input Session.

Discussion items: Review Financial Status of General Fund, State Budget Address, and Consider Section I (Instruction Part II) of the Board Policy Book (1<sup>st</sup> Reading).

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

Items included were:

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

**Business Manager's Monthly Report:** General Fund: Balance 11-1-12, \$1,390,639.76. Revenues: Taxes, \$478,234.64; Interest, \$152.30; Admissions, \$1,685.70; Local Misc, \$2,445.82; County Apportionment, \$21.91; State Aid, \$210,335.00. Expenditures: Salaries-Instructional, \$186,302.76; Salaries-Support Services, \$70,209.10; Salaries-Co-curricular, \$18,418.38; Benefits-Instructional, \$47,748.12; Benefits-Support Services, \$19,794.20; Benefits-Co-curricular, \$3,062.95; Purchased Services, \$43,353.93; Supplies, \$28,809.36; Other, \$166.46. Balance 11-30-12, \$1,665,649.87.

Capital Outlay Fund: Balance 11-1-12, \$251,460.09. Revenues: Taxes, \$355,821.22; Interest, \$169.81; Misc Income, \$3,000.00. Expenditures: Purchased Services, \$58,616.72; Supplies, \$26,575.67; Capital Acquisitions, \$927.74. Balance 11-30-12, \$524,330.99.

Bond Redemption Fund: Balance 11-1-12, \$66,666.67. Balance 11-30-12, \$66,666.67.

Special Education Fund: Balance 11-1-12, \$52,531.47. Revenues: Taxes, \$166,048.59; Interest, \$5.67; Medicaid Direct Services, \$2,196.98; State Aid, \$15,028.00; Federal Sources, \$24,270.00. Expenditures: Salaries-Instructional, \$48,117.59; Salaries-Support Services, \$15,522.35; Benefits-Instructional, \$13,159.85; Benefits-Support Services, \$5,111.19; Purchased Services, \$11,825.50; Supplies, \$3,525.76. Balance 11-30-12, \$162,818.47.

Pension Fund: Balance 11-1-12, \$229,130.38. Revenues: Taxes, \$35,579.23; Interest, \$25.08. Expenditures: Salaries-Instructional, \$1,060.00; Benefits-Instructional, \$79.66. Balance 11-30-12, \$263,595.03.

Lunch Fund: Balance 11-1-12, \$128,759.94. Revenues: Student Meals, \$21,661.40; Adult Meals, \$1,465.10; Ala Carte, \$2,323.71; Misc Income, \$728.43; Federal Sources, \$27,883.64. Expenditures: Salaries-Support Services, \$15,448.38; Benefits-Support Services, \$5,346.54; Purchased Services, \$1,665.60; Supplies, \$25,309.87. Balance 11-30-12, \$135,051.83.

Enterprise Fund: Balance 11-1-12, \$5,580.11. Revenues: OST Fees, \$1,613.85. Expenditures: Salaries-Support Services, \$2,806.39; Benefits-Support Services, \$346.93; Purchased Services, \$40.00; Supplies, \$105.00. Balance 11-30-12, \$3,895.64.

- Approve bills presented for payment.

**Bills Presented for Payment:** Apple Inc, Computer Equipment, \$329.00; Avera St. Lukes, Supplies, \$25.00; Berens Grocery, Supplies, \$3.38; Big Stone Therapies, Therapy Services, \$9,184.27; Brewster Building Center, Supplies, \$51.92; Camfel Productions, School Assembly, \$790.00; Cash-Wa Distributing, Food, \$4,747.08; Cedar Shore Resort, Staff Travel, \$155.90; Century Business Products, Copier Supplies, \$128.45; Chase Card Services, Postage/Supplies/Travel, \$6,223.40; Child & Adult Nutrition Services, Food, \$568.54; Churchill Manolis Freeman Kludt Shelton & Burns, Attorney Fees, \$41.34; City of Milbank, Water/Sewer, \$1,665.31; Conference Technologies, Theater Improvements, \$75,945.97; Culinex, Supplies, \$145.55; Dean Foods, Milk, \$4,338.77; DeFea Transportation, Busing, \$43,110.35; Earthgrains Baking, Food, \$715.00; Food-N-Fuel, Travel, \$694.72; Food Services of America, Food, \$14,989.23; Grant County Review, Advertising, \$33.00; Hampton Inn & Suites-Lino Lakes, Staff Travel, \$90.30; Hauff Mid-America Sports, Supplies, \$325.50; Hewlett Packard Financial Services, Computer Equipment, \$15,172.00; Hillyard Inc, Supplies, \$1,177.32; Imprest Fund-Officials, \$511.65; Imprest Fund-Registration/Entry Fees, \$854.96; Imprest Fund-Artist-in-Residence, \$50.00; Imprest Fund-Travel, \$287.53; Imprest Fund-Debate Dues, \$225.00; ITC, Phone Service, \$306.62; Jacks Body Shop, Repairs, \$1,065.68; Jaymar Business Forms, Supplies, \$67.96; Susan Karels, Travel, \$33.29; KONE Inc, Repairs, \$481.95; Liebe Drug Inc, Supplies, \$29.94; Marco Inc, Copier Supplies, \$25.52; Mastercard Corp, Supplies/Equipment, \$954.01; Mathcounts, Registration, \$30.00; Mid-American Research Chemical Corp, Supplies, \$112.86; Milbank Community Transit, Student Transportation, \$1,128.00; Milbank Independence Training, Lunch Workers, \$172.50; Milbank School Lunch, Student Workers, \$73.00; MJ Dalsin Co of ND Inc, Repairs, \$620.14; NAEIR, Supplies, \$81.00; Nasco, Supplies, \$112.50; Nelson Electric, Repairs, \$2,197.22; NESC, Staff Travel, \$52.54; Chad Nolz, Graduate Credit, \$75.00; Northland Trust Services, Loan Payment, \$351,871.25; Northwestern Energy, Natural Gas, \$688.00; OtterTail Power Co, Lights/Power, \$16,163.25; Reinhart Foodservice, Food, \$2,661.21; Rivars Inc, Supplies, \$145.00; Runnings, Supplies, \$55.66; Scholastic Inc, Textbooks, \$638.81; Scholastic Magazines, Supplies, \$32.97; School Specialty, Supplies, \$276.82; Scott Electric, Light Bulbs, \$146.40; Seehafer Hardware, \$260.63; Star Laundry, Cleaning Services, \$462.26; Street Graphex, Supplies, \$401.76; Studio Imagen, Services, \$10.00; Trapp Plumbing Co, Repairs, \$144.89; Doug Tschetter, Graduate Credit, \$75.00; Twin Valley Tire, Repairs, \$207.85; Tyler Computer & Print Design, Supplies, \$100.00; USI Inc, Supplies, \$123.38; Valley Office Products, Supplies, \$648.56; West River Foundation, Registration, \$350.00; West Sioux Ceramics/Dakota Pottery, Supplies, \$108.43; Wittrock & Son, Garbage Collection, \$689.00; Xerox Corp, Copier Payment, \$1,446.79.

Motion carried. 4-0

Motion by Dirksen and seconded by Bien to approve out-of-state travel for the Debate team to compete in Fargo, ND. Motion carried. 4-0

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

Superintendent Graf reported on the following:

1. January 21, 2013 Professional Development Day
2. Danielson Evaluation Model/Accountability Model

Motion by Stengel and seconded by Bien to enter executive session at 7:05 PM to discuss personnel issues. Motion carried. 4-0

Chairman Schwandt declared executive session over at 7:3 PM and regular session resumed.

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

Motion by Dirksen and seconded by Bien to adjourn at 7:41 PM. Motion carried. 4-0

The next regular meeting of the Milbank School Board will be January 14, 2013, at 6:00 PM.

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Chairman

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Business Manager