

Minutes

Milbank School District Board Proceedings

July 8, 2013

President Dirksen called the meeting to order at 7:15 PM in the board room of the high school building. Members present were Dirksen, Biersbach, Bien, Schwandt and Stengel. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Deb Hemmer, Dan Snaza and Rhonda Zinter.

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

No one addressed the Board during the Community Input Session.

The budget status for the FY13 school year was reviewed.

Motion by Dirksen and seconded by Biersbach to approve the consent agenda. Motion carried.

5-0

Items included were:

- Approve minutes of June regular School Board Meeting.
- Approval of Bills from 2012-13 School Year.

Bills Presented for Payment: June 30, 2013: Brenda Anderson, Staff Travel, \$85.00; Associated School Boards of SD, Health Ins, \$7,000.00; Big Stone Therapies, Professional Services, \$635.50; Briana Breske, Background Check, \$70.00; Britton-Hecla School District, Perkins, \$3,784.00; Century Business Leasing, Copier Lease, \$500.45; Chase Card Services, Travel/Postage/Supplies, \$1,484.31; City of Milbank, Water/Sewer, \$1,526.75; Brittni Cordingley, Inservice, \$300.00; Days Inn Airport-Sioux Falls, State Track, \$756.00; Dean Foods, Milk, \$135.68; Dewey's Lawn Care & Landscape, Repairs, \$3,746.68; EMC Insurance, Insurance, \$58.00; Kris Evje, Inservice, \$300.00; Family Resource Network, Staff Training, \$35.00; Flower Shoppe, Supplies, \$55.00; Gage Foods, Supplies, \$2,377.05; Gale Group, Library Media, \$376.90; Troy Gauer, Inservice, \$300.00; Jean Graf, Staff Training, \$85.00; Hauff Mid-America Sports, Supplies, \$872.40; Imprest Fund, Athletic Supplies, \$175.00; Imprest Fund, OST Supplies, \$175.00; ITC, Phone Service, \$499.75; Jerry Janisch, Registration, \$50.00; JW Pepper, Music, \$75.99; Mary Kinder, Supplies, \$191.79; Sara Konrad, Graduate Credit, \$225.00; Kyocera Mita America, Computer Equipment, \$645.00; Lindsey Lanpher, Inservice, \$300.00; Tim Lease, Inservice, \$300.00; Liebe Drug, Supplies, \$24.05; Lane Lindquist, Graduate Credit, \$225.00; Lyons Music, Supplies, \$35.95; Mastercard Corp, Travel/Supplies, \$117.16; Milbank Glass & More, Repairs, \$76.53; Milbank Lumber, Supplies, \$9.20; Musicians Friend, Supplies, \$19.99; Nelson Electric, Repairs, \$1,823.80; Northwestern Energy, Natural Gas, \$981.37; Nancy Pauli, Supplies, \$152.22; Perma Bound, Library Books, \$966.00; Nancy Quade, Inservice, \$300.00; Radio Shack Dealer, Supplies, \$20.29; Ramkota Hotel, Staff Travel, \$379.96; Roncalli High School, Region Track, \$169.16; Runnings, Supplies, \$239.98; Josh Schmeichel, Inservice, \$300.00; School Specialty, Supplies, \$49.22; Schuneman Equipment, Supplies, \$77.30; Star Laundry & Dry Cleaning, Cleaning Service, \$224.16; TSA Consulting, Professional Services, \$100.00; Doug Tschetter, Staff Travel, \$220.00; Twin Valley Tire, Repairs, \$78.80; Tyler Computer & Print Service, Supplies, \$60.00; Verizon, Cell Phones, \$483.64, Wittrock & Son, Garbage Collection, \$689.00; Xerox Corp, Copier Payment, \$1,446.79.

- Accept Business Manager's Financial Report.

Business Manager's Monthly Report: General Fund: Balance 6-1-2013, \$1,670,141.89. Revenues: Taxes, \$528,905.00, Tuition, \$5,338.46; Interest, \$286.68; Local Misc, \$4,659.56; Medicaid Admin, \$9,220.00; County Apportionment, \$17.00; State Aid, \$148,408.00; Federal Sources, \$38,808.00. Expenditures: Salaries-Instructional, \$213,611.19; Salaries-Support Services, \$86,434.44; Salaries-Co-curricular, \$15,870.70; Benefits-Instructional, \$53,095.41; Benefits-Support Services, \$21,470.48; Benefits-Co-curricular, \$2,913.84; Purchased Services, \$35,651.04; Supplies, \$9,873.24; Other, \$525.00. Journal Entries, \$32,624.41. Balance 6-30-2013, \$1,998,963.66.

Capital Outlay Fund: Balance 6-1-2013, \$325,150.68. Revenues: Taxes, \$254,974.73; Interest, \$55.81. Expenditures: Purchased Services, \$1,460.24; Supplies, \$5,087.98; Capital Acquisitions, \$821.89. Journal Entries, (\$46,444.16). Balance 6-30-2013, \$526,366.95.

Bond Redemption Fund: Balance 6-1-2013, \$133,333.34. Balance 6-30-2013, \$133,333.34.

Special Education Fund: Balance 6-1-2013, \$189,243.30. Revenues: Taxes, \$118,985.18; Interest, \$32.52; Medicaid Admin, \$1,665.00; Medicaid Direct Services, \$2,956.11; Misc Income, \$3,922.20; State Aid, \$12,198.00; Early Childhood, \$3,453.00. Expenditures: Salaries-Instructional, \$47,324.61; Salaries-Support Services, \$24,440.23; Benefits-Instructional, \$13,678.84; Benefits-Support Services, \$6,039.42; Purchased Services, \$8,485.39. Journal Entries, \$7,268.79. Balance 6-30-2013, \$239,755.61.

Pension Fund: Balance 6-1-2013, \$331,215.13. Revenues: Taxes, \$25,497.98; Interest, \$56.88. Expenditures: Salaries-Instructional, \$1,060.00; Benefits-Instructional, \$79.71. Journal Entries, (\$421.50). Balance 6-30-2013, \$355,208.78.

Lunch Fund: Balance 6-1-2013, \$115,190.20. Revenues: Student Meals, \$1,637.98; Other State Revenue, \$4,427.91; Federal Sources, \$17,620.85. Expenditures: Salaries-Support Services, \$9,943.43; Benefits-Support Services, \$4,932.40; Purchased Services, \$368.33; Supplies, \$11,479.96. Journal Entries, \$2,730.00. Balance 6-30-2013, \$114,882.82.

Enterprise Fund: Balance 6-1-2013, \$26,555.72. Revenues: Tuition, \$500.00; OST Donations, \$30.40; OST Fees, \$14,757.66. Expenditures: Salaries-Instructional, \$9,262.68; Salaries-OST, \$6,732.97, Benefits-Instructional, \$1,264.35; Benefits-OST, \$938.35; Purchased Services, \$234.56; Supplies, \$541.41. Journal Entries, (\$757.54). Balance 6-30-2013, \$22,111.92.

Motion by Stengel and seconded by Biersbach to approve to adopt the following resolution:

SUPPLEMENTAL BUDGET RESOLUTION

Resolution No. 3

June 30, 2013

Adoption of Supplemental Budget FY2012-13:

Let it be resolved, that the School Board of the Milbank School District, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total:

		General	Capital	Special		
Appropriations:		Fund	Outlay	Education	Pension	Lunch
		Fund	Fund	Fund	Fund	Fund
1121	Instructional Middle School		9,700			
2119	Other Attendance/Social Work Services	3,555				
2149	Other Psychological Services			11,800		
2311	Board of Education	62,780				
2542	Care & Upkeep of Buildings	12,500	55,000			
2555	Contracted Bus Services		16,000			

2562	Food Preparation					17,000
3721	Title I Nonpublic School	13,117				
3729	Other Nonpublic Support Services			7,600		
4500	Early Retirement Payments				800	
8110	Transfer Out		66,667			
	Total Appropriations:	91,952	147,367	19,400	800	17,000
Means of Finance:						
1131	Unused Allocation High School				800	
1223	Unused Allocation Residential Programs			10,000		
1273	Unused Alloc. Helping Disadv. Child	9,500				
1990	TATU Grant	3,555				
2159	Unused Alloc. Other Speech Pathology			1,900		
	Unused Alloc. Care & Upkeep of					
2544	Equipment	12,500				
2554	Unused Vehicle Servicing/Maintenance		42,000			
4158	Title I Carry Over	3,617				
5000	Unused Allocation Debt Service		65,700			
5110	Transfer In			7,500		2,730
	Reserves on Hand:	62,780	39,667			14,270
	Total Means of Finance:	91,952	147,367	19,400	800	17,000

Malcolm Dirksen

Presiding Officer

Nancy Meyer

Business Manager

Motion carried. 5-0

Chairman Schwandt relinquished the chair to allow Malcolm Dirksen to adjourn on last meeting as a board member.

Motion by Stengel and seconded by Schwandt to adjourn. Motion carried. 5-0

Malcolm Dirksen was recognized and thanked by the Board for his 22 years as a School Board Member with eight of those years as Board President. President Schwandt presented Malcolm with a plaque and gavel of recognition. Dirksen was then excused.

The Reorganizational Meeting was called to order by Superintendent Graf.

Motion by Biersbach and seconded by Bien to approve the agenda as presented. Motion carried.

4-0

Oath of office was taken by Richard Schwandt for a three year term.

Election of officers was held according to Board policy. Richard Schwandt was elected Board Chairman and Gwen Biersbach as Board Vice-Chairman.

Discussion items: Campus Security, Athletic Handbook, First Reading of Policy Section J (Student).

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

Items included were:

- Establish second Monday of each month at 6:00 PM (November-March) or 7:00 PM (April-October) as date and time for regular board meetings.
- Approve Bills for 2013-2014 presented for payment.

July 2013: ASBSD, Workers Comp, \$30,306.00; Associated School Boards of SD, Dues, \$1,210.35; Britton Hecla School District, Workshop-Perkins, \$158.00; Century Business Products, Supplies, \$69.53; Chase Card Services, Travel/Supplies, \$4,799.73; Brenna Cloos, Background Check, \$70.00; Druide Informatique, Typing Pal Online, \$360.00; Electrostatic Painting, Lockers, \$6,600.00; EMC Insurance, Insurance, \$12,052.75; Follett Educational Services, Textbooks, \$2,584.45; Flower Shoppe, Supplies, \$65.00; Groupcast, Professional Services, \$2,025.00; Jack's Body Shop, Repairs, \$308.00; Johnson Controls, Maintenance, \$458.49; Janelle Korstjens, Background Check, \$70.00; Carl Larson, Background Check, \$70.00; Marco Inc, Supplies, \$25.03; Mastercard Corp, Supplies, \$1,525.66; Midwest Leasing, Final Payment-Promethean Boards, \$14,752.00; Northland Trust Services, Refunding Certificates, \$24,046.25; Milbank Winwater Works, Repairs, \$149.54; OtterTail Power Co, Lights/Power, \$11,674.16; Nancy Pauli, Supplies, \$4,535.96; Matthew Paysen, Tile Work, \$11,591.73; Renaissance Learning, Renewals, \$3,859.00; SASD, Membership, \$3,265.25; School Datebooks, Supplies, \$202.75; SD Teacher Placement Center, Membership, \$420.00; SDAAE, Workshop, \$399.00; Software Unlimited, Software Maintenance, \$3,450.00; Studio Imagen, Web Hosting, \$180.00; Tri State Water, Cooler Rent, \$10.00; Monica Walsh, Workshop, \$1,750.00.

- Approve the bonds of the Business Manager.
- Designate the Business Manager to invest and reinvest School District Funds within statutory limits as deemed necessary.
- Designate First Bank & Trust, Great Western Bank, and Wells Fargo Bank as official school District depositories for FY14 and authorize continuation of existing funds and accounts and, if necessary, establish new accounts.
- Designate Grant County Review as the official District newspaper for 2013-14 school year.
- Authorize renewal of membership in ASBSD for 2013-14 school year at a cost of \$1,210.35.
- Authorize renewal of membership in SD United Schools Association for 2012-13 at a cost of \$600.
- Authorize continuation of existing District funds and accounts and appoint the Business Manager as custodian of all School District funds and as administrator of Agency funds.

- Appoint the Superintendent as Authorized Representative for Federal Programs and other forms/documents on behalf of the School District.
- Approve participation in the School Lunch/Breakfast program and appoint the Business Manager as the Authorized Representative for 2013-14.
- Authorize the Superintendent to close the school in the event of inclement weather of an emergency.
- Designate Rodney Freeman as the School Attorney.
- Approve Open Enrollment Application for a Kindergarten student from the Wilmot School District and a Kindergarten student in the Grant-Deuel District.

Motion by Biersbach and seconded by Stengel to set Board Member compensation at \$60 per meeting. Motion carried. 4-0

Motion by Stengel and seconded by Biersbach to set the following rates and fees for the 2013-14 school year: mileage, \$.37/mile; meals in state, \$5/\$9/\$12; meals out of state, \$8/\$11/\$17; school lunches, noon, Grades K-5, \$2.50/ 6-12, \$2.75/ adults, \$3.35; breakfast, K-12, \$1.50/ adults, \$1.95; milk \$.30; admissions for all events, students, \$3/adults, \$5; activity tickets, Grades 1-8, \$20/ Grades 9-12, \$25/ adult 10-punch, \$40/ adult season pass, \$100; Senior Pass (age 65 and older) \$ 25. Motion carried. 4-0

Motion by Biersbach and seconded by Bien to appoint Richard Schwandt as the ASBSD legislative contact person. Motion carried. 4-0

Motion by Bien and seconded by Stengel to set substitute pay rates at \$80 for non-certified and \$90 for certified. Motion carried. 4-0

Motion by Biersbach and seconded by Bien to approve the contract of Troy Gauer to include 'C' Squad Boys Basketball at a salary of \$2,170 rather than Middle School Basketball. Motion carried. 4-0

Motion by Stengel and seconded by Biersbach to approve the contract of Josh Schmeichel as Math Teacher and MS Wrestling Coach at a salary of \$34,067. Motion carried. 4-0

Motion by Bien and seconded by Biersbach to approve Snow Make-Up Dates for 2013-14 calendar as February 17th, May 21st, 22nd, and 23rd. Motion carried. 4-0

Reports were given by High School Principal Dan Sanza, and Special Services Director Rhonda Zinter.

Superintendent Graf reported on the following:

1. ASBSD Joint Convention August 8th-9th at Sioux Falls.
2. Progress of Summer Projects
3. Endowment Fund
4. Tim Management System
5. Technology Grants

Motion by Biersbach and seconded by Bien to enter executive session to discuss personnel matters at 8:35 PM. Motion carried. 4-0

Chairman Schwandt declared executive session over at 9:00 PM and regular session resumed.

Motion by Stengel and seconded by Biersbach to adjourn at 9:23 PM. Motion carried. 4-0

The next regular meeting of the Milbank School Board will be August 12, 2013, at 7:00 PM.

Chairman

Business Manager