

Minutes

Milbank School District Board Proceedings

July 10, 2017

President Schwandt called the meeting to order at 6:50 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, and Dan Snaza.

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

5-0

No one addressed the Board during the Community Input Session.

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

Items included were:

- Approve minutes of June regular School Board Meeting.
- Approval of Bills from 2016-17 School Year.

Bills Presented for Payment: June 30, 2017: Berkner Excavating & Gravel, Dirt, \$234.30; Big Stone Therapies, Therapy Services, \$6,432.65; Taylor Bock, Background Check, \$20.00; Justin Brown, Staff Travel, \$40.00; Clarice Buhler, Graduate Credits,\$150.00; Century Business Products, Copier Payment, \$668.68; Chase Card Services, Supplies/Travel/Postage, \$568.87; City of Milbank, Landfill, \$125.40; Dewey's Lawn Care & Landscape, Grounds Upkeep, \$1,617.58; Food-N-Fuel, Fuel, \$506.78; Grant County Review, Publications, \$537.14; Hamlin Education Center, Entry Fees, \$40.00; Hartmans Family Foods, Supplies, \$107.28; Hauff Mid-America Sports, Medals, \$741.50; Hedahls Auto Value, Supplies, \$7.78; Hillyard Inc, Repairs, \$55.42; Larry Johnson, Refund, \$150.00; Lisa Johnson, Refund, \$100.00; Imprest Fund, Registration, \$765.00; Imprest Fund, Professional Services, \$2,106.00; Imprest Fund, Travel, \$637.00; Imprest Fund, Per Diem, \$169.05; Integrated Technology & Security, Supplies, \$1,874.62; Mastercard Corp, Supplies, \$3,527.70; Nancy Meyer, Travel, \$30.20; Midland Publishing & Printing, Advertising, \$67.62; NAPA Auto Parts, Repairs, \$26.49; Nelson Electric, Repairs, \$133.90; Julie Nolz, Supplies, \$8.43; Matthew Paysen, Tile Installation, \$11,423.19; Praxair Distribution, Supplies, \$150.00; Ramkota Hotel, Staff Travel, \$479.96; Sarlettes Music, Repairs, \$264.00; SDDOE Food Distribution, Food, \$252.12; Adolph Shepardson, Background Check, \$65.00; Siebrecht Tree Moving, Trees, \$8,080.00; Sisseton School District, Entry Fees, \$200.00; Street Graphex, Supplies, \$481.63; Star Laundry & Dry Cleaning, Cleaning Service, \$446.51; Reeba Thompson, Background Check, \$65.00; Top 20 Training, Registration, \$2,010.00; Trapp Plumbing Co, Repairs, \$142.71; Twin Valley Tire, Repairs, \$90.00; Verizon, Phone Service, \$496.90; Abby Wollschlager, Background Check, \$20.00; Janelle Wollschlager, Background Check, \$65.00.

- Accept Business Manager's Financial Report.

Business Manager's Monthly Report: General Fund: Balance 6-1-17, \$1,821,037.50. Revenues: Taxes, \$520,552.79; Tuition, \$27,870.05; Interest, \$437.63; Admissions, \$2,060.68; Local Misc, \$117,717.59; Property Rental, \$5,058.00; County Apportionment, \$493.31; State Aid, \$213,908.00; Other State Revenue, \$13,192.00; Federal Sources, \$27,180.00. Expenditures: Salaries-Instructional, \$246,440.45; Salaries-Support Services, \$93,420.27; Salaries-Co-curricular, \$19,486.80; Benefits-Instructional,

\$69,891.65; Benefits-Support Services, \$28,334.39; Benefits-Co-curricular, \$3,333.13; Purchased Services, \$52,833.95; Supplies, \$13,128.41. Journal Entries, \$73,905.11. Balance 6-30-17, \$2,296,543.61.

Capital Outlay Fund: Balance 6-1-17, \$715,811.57. Revenues: Taxes, \$262,961.67, Interest, \$172.02. Expenditures: Purchased Services, \$39,939.67; Supplies, \$1,598.00; Capital Acquisitions, \$360.50. Journal Entries, (\$36,468.84). Balance 6-30-17, \$900,578.25.

Special Education Fund: Balance 6-1-17, \$134,456.25. Revenues: Taxes, \$150,727.61; Tuition, \$23,776.00; Interest, \$32.31; State Aid, \$8,024.00. Expenditures: Salaries-Instructional, \$61,968.32; Salaries-Support Services, \$20,305.22; Benefits-Instructional, \$18,994.06; Benefits-Support Services, \$5,726.48; Purchased Services, \$17,659.24. Journal Entries, (\$590.54). Balance 6-30-17, \$191,772.01.

Bond Redemption Fund: Balance 6-1-17, \$400,000.02. Balance 6-30-17, \$400,000.02.

Pension Fund: Balance 6-1-17, \$709,540.10. Revenues: Taxes, \$116.13; Interest, \$170.51. Journal Entries, (\$36,845.43). Balance 6-30-17, \$672,981.31.

Lunch Fund: Balance 6-1-17, \$174,902.60. Revenues: Student Meals, \$10,329.64; Adult Meals, \$100.00; Federal Sources, \$20,270.11. Expenditures: Salaries-Support Services, \$12,016.17; Benefits-Support Services, \$5,607.90; Purchased Services, \$1,126.35; Supplies, \$22,729.26. Balance 6-30-17, \$164,122.67.

Enterprise Fund: Balance 6-1-17, \$82,946.39. Revenues: Tuition, \$250.00; Student OST Fees, \$18,502.18. Salaries-Instructional, \$10,337.04; Salaries-OST, \$10,324.34; Benefits-Instructional, \$1,411.02; Benefits-OST, \$1,041.79; Purchased Services, \$384.10; Supplies, \$775.05. Balance, \$77,425.23.

Trust & Agency Fund: Balance 6-1-17, \$286,144.84. Revenues: \$119,044.17. Expenditures: \$128,121.25.

Motion by Bien and seconded by Thue to approve the following Contingency Transfers:

General Fund

2129 Other Guidance Services	\$795
2213 Instructional Staff Training	\$315
2227 Technology in Schools	\$1,115
2410 Office of Principals	\$2,100
2490 Other Support Services	\$600
2541 Service Area Director	\$4,580
2542 Care and Upkeep of Building	\$375
2544 Care and Upkeep of Equip.	\$3,100
3711 Title I Non Public	\$2,800

Motion carried. 5-0

Motion by Bien and seconded by Thue to approve to adopt the following resolution:

SUPPLEMENTAL BUDGET RESOLUTION

Resolution No. 3

30-Jun-17

Adoption of Supplemental Budget FY2016-17:

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	Lunch
	Fund	Outlay	Education	Fund
Appropriations:	Fund	Fund	Fund	Fund
1131 High School		65,200.00		
1221 Programs for Students with Mild -Mod Disability			25,000.00	
1223 Day Programs			17,000.00	
1224 Residentital Programs			650.00	
1250 Culturally Different	10,500.00			
2129 Other Guidance Services			690.00	
2139 Other Health Services			3,175.00	
2554 Vehicle Service/Maint of Equipment		24,500.00		
2555 Contracted Bus Services		30,300.00		
2561 Food Services Director				3,000.00
2710 Special Ed Admin Costs			1,025.00	
Total Appropriations:	10,500.00	120,000.00	47,540.00	3,000.00
Means of Finance:				
1111 Unused Allocation Elementary		25,000.00		
1121 Unused Allocation Middle School		40,200.00		
1222 Unused Allocation Programs for Students with Severe Disa.			47,540.00	
1273 Unused Alloc. Helping Disadv. Child				
2542 Care & Upkeep of Building Services		54,800.00		
2562 Food Preparation/Dispensing				3,000.00
3129 Shared Services Grant	10,500.00			
Reserves on Hand:	0.00			0.00
Total Means of Finance:	10,500.00	120,000.00	47,540.00	3,000.00
<u>Richard Schwandt</u>		<u>Nancy M. Meyer</u>		
Presiding Officer		Business Manager		

Motion carried. 5-0

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

The Reorganizational Meeting was called to order by Superintendent Graf.

Motion by Schwandt and seconded by Upton to approve the agenda as presented. Motion carried.

5-0

Oath of office was taken by Milt Stengel for a three year term.

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

Discussion items: Conflict of Interest Disclosure and School Lunch Policies (1st Reading).

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

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 2017-18 presented for payment.

Bills Presented for Payment-July 2017: Associated School Boards of SD, Dues/Conference, \$1,631.79; Chase Card Services, Software, \$2,058.97; City of Milbank, Water/Sewer, \$1,704.52; Dean Foods, Milk, \$365.71; Dewey's Lawn Care & Landscape, Supplies, \$249.00; Don Johnston, Renewal, \$810.00; Ebsco Information Services, Magazines, \$302.43; Follett School Solutions, Software, \$1,496.00; Hillyard Inc, Supplies, \$36,649.44; Imagine Learning, Licenses, \$480.00; Infinite Campus, Licenses, \$3,305.05; ITC, Phone Service, \$746.34; Marsh & McLennan, Insurance, \$54,269.00; Mid-American Research Chemical, Supplies, \$16,588.51; Milbank Glass & More, Repairs, \$35.71; Musician's Friend, Supplies, \$292.84; Mystery Science, Membership, \$499.00; Nardini Fire Equipment, Repairs, \$328.40; NASP, Membership, \$210.00; NE Area Principal's Assn, Dues, \$70.00; Northland Trust Services, Interest, \$5,840.00; Northwestern Energy, Natural Gas, \$362.41; OtterTail Power, Lights/Power, \$16,643.56; Riddell/All American Sports, Helmets, \$11,336.60; Runnings, Supplies, \$119.70; Sargent Welch, Tables, \$5,970.00; SASD, Dues, \$3,596.00; Melanie Schwandt, Background Check, \$65.00; SDSTE, Membership, \$30.00; SDUSA, Dues, \$450.00; Software Unlimited, Accounting Software, \$4,050.00; S&W Apartments, Rent, \$450.00; SDRS Special Pay Plan, Sick Leave Payout, \$1,125.00; SW/WC Cooperative, Membership, \$50.00; Tri-State Water, Rental, \$10.00; TSA Consulting, Professional Services, \$50.00; Wittrock & Son, Garbage Collection, \$650.00.

- 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 FY18 and authorize continuation of existing funds and accounts and, if necessary, establish new accounts.
- Designate Grant County Review as the official District newspaper for 2017-18 school year.
- Authorize renewal of membership in ASBSD for 2017-18 school year at a cost of \$1,446.79.
- Authorize renewal of membership in SD United Schools Association for 2017-18 at a cost of \$450.
- 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 2017-18.
- Authorize the Superintendent to close the school in the event of inclement weather of an emergency.
- Designate Rodney Freeman as the School Attorney.
- Approve Special Education Comprehensive Plan

Motion by Stengel and seconded by Upton to set Board Member compensation at \$70 per meeting with \$75 per meeting for the Board President. Motion carried. 5-0

Motion by Thue and seconded by Bien to set the following rates and fees for the 2017-18 school year: mileage, \$.42/mile; meals in state, \$6/\$11/\$15; meals out of state, \$10/\$14/\$21; school lunches, noon, Grades K-5, \$2.75/ 6-12, \$3.00/ adults, \$3.60; breakfast, K-12, \$1.75/ adults, \$2.20; milk \$.35; 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; double header events, students, \$4/ adults, \$6. Motion carried. 5-0

Motion by Upton and seconded by Stengel to appoint Richard Schwandt as the ASBSD legislative contact person. Motion carried. 5-0

Motion by Upton and seconded by Bien to set substitute pay rates at \$100 for non-certified and \$110 for certified, hourly substitute rate at \$10.00/hour and substitute nurse rate at \$17.00/hour. Motion carried. 5-0

Motion by Thue and seconded by Upton to approve creating a teaching position for Blue Sky Colony School. Motion carried. 5-0

Motion by Bien and seconded by Stengel to approve the hiring of Kari Schmeichel for the Blue Sky Colony teaching position. Motion carried. 5-0

Motion by Upton and seconded by Stengel to declare the following surplus property: 10 TV Carts, 50 Chairs, 1 Wood Cabinet, 10 Projector Screens, 1 File Cabinet, and Science Tables. Motion carried. 5-0

Motion by Stengel and seconded by Bien to create an Assigned Fund Balance account in General Fund for the \$70,000 received from Grant-Deuel to pay possible unemployment benefits for former Grant-Deuel employees. Motion carried. 5-0

Superintendent Graf reported on the following:

1. ASBSD Joint Convention August 10th & 11th at Sioux Falls.
2. Progress of Summer Projects
3. Endowment Fund Balance in June in excess of \$118,000.

Motion by Stengel and seconded by Upton to adjourn at 7:46 PM. Motion carried. 5-0
The next regular meeting of the Milbank School Board will be August 10, 2017, at 7:00 PM.

Chairman

Business Manager