

## Minutes

### Milbank School District Board Proceedings

June 9, 2014

President Schwandt called the meeting to order at 7:00 PM in the board room of the high school building. Members present were Biersbach, Bien, Schwandt, Upton, and Stengel. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Tim Lease, Dan Snaza, Deb Hemmer, Jerry Janisch, Kris Evje, and Mikayla Brakke.

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

No one addressed the Board during the Community Input Session.

The School Spotlight this month was FFA. Mr. Janisch gave an over view of the State Convention. The Milbank Chapter qualified the following teams and students for the National FFA Convention to be held October 28th through November 2<sup>nd</sup>: Prepared Public Speaking: Kierra Leddy; Meats Science Team: Paige Johnson, Jimmie Berkner, Will Mischell; Vet Science: Sharon Folk, Brenna Schmidt, Michaela DeWald, Rebecca Leddy; Ag Mechanics: Brock Tillma, Zach Wiese, Melissa Lenards, Mikayla Brakke.

Discussion Items were: Review Financial Status of General Fund, Review Capital Outlay Budget, Review Preliminary Budget, OST Tutoring, and Multi Media/Marketing Class.

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

- Approve minutes of the May Meeting.
- Accept Business Manager's Financial Report.

**Business Manager's Monthly Report:** General Fund: Balance 5-1-14, \$1,237,538.42. Revenues: Taxes, \$994,933.19; Interest, \$348.96; Admissions, \$2,063.00; Local Misc, \$3,523.65; County Apportionment, \$10.13; State Aid, \$133,324.00; Federal Sources, \$18,625.00. Expenditures: Salaries-Instructional, \$195,866.50; Salaries-Support Services, \$76,065.41; Salaries-Co-curricular, \$18,220.22; Benefits-Instructional, \$49,996.62; Benefits-Support Services, \$22,045.85; Benefits-Co-curricular, \$2,789.20; Purchased Services, \$44,357.91; Supplies, \$7,473.77. Balance 5-31-14, \$1,973,550.87.  
Capital Outlay Fund: Balance 5-1-14, \$47,426.76. Revenues: Taxes, \$594,254.59; Interest, \$14.46. Expenditures: Purchased Services, \$76,234.26; Supplies, \$9,460.80. Balance 5-31-14, \$556,000.75.  
Special Education Fund: Balance 5-1-14, \$35,145.50. Revenues: Taxes, \$307,416.92; Tuition, \$2,000.00; Interest, \$9.64; Misc Income, \$4,506.82; State Aid, \$5,082.00; Federal Sources, \$46,525.00. Expenditures: Salaries-Instructional, \$47,411.09; Salaries-Support Services, \$24,813.77; Benefits-Instructional, \$16,300.12; Benefits-Support Services, \$2,898.41; Purchased Services, \$15,248.12; Supplies, \$125.71; Capital Acquisitions, \$177.00. Balance 5-31-14, \$293,711.66.  
Bond Redemption Fund: Balance 5-1-14, \$200,000.01. Balance 5-31-14, \$200,000.01.  
Pension Fund: Balance 5-1-14, \$389,832.21. Revenues: Taxes, \$59,423.73; Interest, \$108.93. Expenditures: Salaries-Instructional, \$886.30; Benefits-Instructional, \$66.62. Balance 5-31-14, \$448,411.95.  
Lunch Fund: Balance 5-1-14, \$121,969.25. Revenues: Student Meals, \$11,820.06; Adult Meals, \$1,210.70; Misc Income, \$1,714.86; State Revenue, \$2,573.02; Federal Sources, \$23,851.72.

Expenditures: Salaries-Support Services, \$16,132.90; Benefits-Support Services, \$5,632.56; Purchased Services, \$924.54; Supplies, \$28,350.29. Balance 5-31-14, \$112,099.32.

Enterprise Fund: Balance 5-1-14, \$34,623.96. Revenues: Tuition, \$5,665.00; OST Donations, \$2,501.00; OST Fees, \$7,894.30. Expenditures: Salaries-Support Services, \$3,053.49; Benefits-Support Services, \$378.31; Services, \$413.94. Balance 5-31-14, \$46,838.52.

- Approve bills presented for payment.

**Bills Presented for Payment:** Teresa Adolph, Background Check, \$70.00; Brenda Anderson, Professional Services, \$185.00; AP Examinations, Supplies, \$729.00; Apex Cleaners, Repairs, \$11.00; Berens Grocery, Supplies, \$60.98; Big Stone Therapy, Therapy Services, \$7,489.23; MaryLou Bullert, Supplies, \$127.19; Cabana Banners, Supplies, \$15.00; Cash-Wa Distributing, Food, \$970.35; Century Business Leasing, Copier Payment, \$471.44; Century Business Products, Supplies, \$200.15; Chase Card, Postage/Supplies/Travel, \$6,047.93; Churchill Manolis Freeman Kludt Shelton & Burns, Attorney Fees, \$209.42; City of Milbank, Water/Sewer, \$1,940.88; Comes Investments, Pizzas, \$99.00; Creative Rewards & Specialties, Awards, \$262.80; Dakota Fence, Repairs, \$300.00; Dean Foods, Milk, \$3,059.37; DeFea Transportation, Busing, \$36,757.62; Tammy Dragt, Lunch Refund, \$54.25; Earthgrains Baking, Food, \$369.20; Sandra Fonder, Professional Services, \$300.00; Food Services of America, Food, \$7,619.13; Food-N-Fuel, Travel, \$1,066.63; Gesswein Motors, Supplies, \$447.15; Grant County Review, Publications, \$352.09; Mary Hagen, Professional Services, \$185.00; Linda Hartman, Lunch Refund, \$151.25; Hasslen Construction, Repairs, \$1,200.00; Hillyard Inc, Repairs, \$192.50; Rita Hins, Lunch Refund, \$215.90; Jason or Cyndie Humpton, Lunch Refund, \$13.00; ITC, Telephone, \$550.75; JJ& Zak, Supplies, \$699.00; Sara Johnson, Professional Services, \$397.00; Jeff Jones, Lunch Refund, \$39.05; Karla Kastrup, Lunch Refund, \$13.70; Mark Keeton, Reimbursement, \$20.00; Mary Kinder, Supplies, \$261.98; Mark or Susan Leddy, Lunch Refund, \$60.05; Marco, Copier Supplies, \$387.70; Master Teacher, Supplies, \$156.20; MasterCard Corp, Supplies/Food/Travel, \$965.16; Ashley McCulloch, Background Check, \$70.00; Cheri Meagher, Lunch Refund, \$50.85; Milbank Community Transit, Student Transportation, \$509.00; Milbank Lumber, Supplies, \$259.52; Milbank School District, Supplies, \$69.17; Milbank School Lunch Program, Adult Supervisor Meals, \$2,371.80; Mill Valley Industries, Supplies, \$397.16; Todd or Peggy Morton, Lunch Refund, \$195.50; NCS Pearson, Supplies, \$182.32; ND Center for Distance Education, Supplies, \$250.00; Neff Company, Supplies, \$40.03; Nelson Electric, Repairs, \$485.90; Northwestern Energy, Natural Gas, \$701.62; John or Sandy Pahl, Lunch Refund, \$4.05; Parent, Mileage, \$106.56; Parent, Mileage, \$66.60; Lexy Pillatzki, Background Check, \$70.00; Nancy Quade, Graduate Credits, \$225.00; Cori Redmond, Background Check, \$70.00; Mike Robertson, Lunch Refund, \$236.05; Roncalli High School, Athletic Fee, \$31.71; Sarlettes Music, Repairs, \$1,389.35; Jamie Schell, Background Check, \$70.00; Schuneman Equipment, Repairs, \$320.60; SD DOE Food Distribution Program, \$822.90; Seehafer Hardware Hank, Supplies, \$2,108.60; Sisseton School District, Athletic Travel/Fees, \$153.04; Star Laundry, Cleaning Service, \$898.68; Street Graphex, Supplies, \$864.13; Super 8-Spearfish, Athletic Travel, \$362.94; Technology & Innovation in Ed, Workshop Reg, \$2,440.00; Eric Townsend, Graduate Credit, \$225.00; Trevetts Café, Supplies, \$75.00; Tri-State Water, Supplies, \$49.00; TSA Consulting, Professional Services, \$50.00; Tyler Computer & Print Design, Supplies, \$1,060.38; Unity Square, Gym Rent, \$754.00; Unzen Motors, Repairs, \$519.66; Valley Rental & Recycling, Rent, \$40.00; Verizon, Telephone, \$475.49; Bernard or Brenda Weber, Lunch Refund, \$16.70; Louisa Weissenfluh, Professional Services, \$185.00; Wittrock & Son, Garbage Collection, \$689.00; Tom Wollschlager, Lunch Refund, \$143.15; Xerox Corp, Copier Payment, \$1,638.79; Youngs, Repairs, \$204.35; Zems Bakery, Supplies, \$7.80.

- Approve Summer OST Staff – Lorrie Hardy at \$9.40 per hour.

Motion carried. 5-0

Bids were opened in the board room of the high school building Friday, May 23, 2014, at 2:00 pm. Tim Graf, Peggy Greiner, Jerry Kathman, Greg Solum (Glass Products), and Adam (Pro-Tec Roofing) were in attendance. Bids received were:

Roofing Bid: Pro-Tech Roofing & Sheet Metal, Inc. \$89,480

Door Replacement Bid: Glass Products, Inc. \$45,734 Alternate \$19,525

Hasslen Construction Co, Inc. \$69,000 Alternate \$28,600

Tuckpointing and Masonry: None

Motion by Upton and seconded by Biersbach to accept the low bid of \$89,480 from Pro-Tech Roofing & Sheet Metal, Inc. for the roofing project. Motion carried. 5-0

Motion by Bien and seconded by Stengel to authorize Tim Graf and Nancy Meyer to negotiate with tuckpointing and masonry vendors for a competitive price and make sure work would be completed to specifications. Motion carried. 5-0

Motion by Stengel and seconded by Upton to accept the low bid of \$45,734 from Glass Products, Inc. for Door Replacement at the High School Building. Motion carried. 5-0

Motion by Biersbach and seconded by Bien to approve proposed changes to the high school student handbook. Motion carried. 5-0

Motion by Stengel and seconded by Upton to approve out-of-state travel for the FFA to go to Leadership training in Washing, DC. Motion carried. 5-0

Motion by Upton and seconded by Biersbach to vote for Sandy Klatt as the Board Member Representative and Linda Whitney as Division III Representative in the SDHSAA Board Member runoff election. Motion carried. 5-0

Motion by Biersbach and seconded by Stengel to adopt the automatic enrollment provision for the SDRS Supplemental Retirement Plan effective July 1, 2014. Motion carried. 5-0

Motion by Stengel and seconded by Upton to accept the resignation of Brett Kaye as School Psychologist. Motion carried. 5-0

Motion by Bien and seconded by Biersbach to approve the hiring of Jill Lear as School Psychologist at a salary of \$48,000. Motion carried. 5-0

Motion by Upton and seconded by Stengel to accept the resignation of Diane Woods. Motion carried. 5-0

Motion by Biersbach and seconded by Bien to approve lane changes for Matt Bastian, Maren Davis, Ryan Scholar, and Eric Townsend. Motion carried. 5-0

Motion by Upton and seconded by Stengel to declare the John Deere 425, 2003 20P tractor and many computers, access points, and switches as surplus property. The John Deere tractor to be sold by sealed bids and laptop computers to be sold to staff and the public for \$75. Motion carried. 5-0

Motion by Stengel and seconded by Biersbach to approve changes to the 2014-15 School Calendar and approving snow make-up dates. Motion carried. 5-0

Motion by Bien and seconded by Upton to re-open negotiations for the purpose of adding the approval of the resolution to become a South Dakota Retirement System Special Pay Program Unit. Motion carried. 5-0

Motion by Biersbach to accept the resignation of Les Bloem as full-time math instructor and to offer a 5/7ths contract to Mr. Bloem for the 2014-15 school term. Motion carried. 5-0

Motion by Upton and seconded by Stengel to approve the hiring of Gary Hanson as custodian at a rate of \$9.90 per hour. Motion carried. 5-0

Motion by Bien and seconded by Biersbach to approve the hiring of Jessica Hanson as part-time elementary paraprofessional. Motion carried. 5-0

Reports were received from Elementary Principal Tim Lease, High School Principal Dan Snaza and Special Services Director Rhonda Zinter.

Superintendent Graf reported on the following:

1. Joint Powers Agreement Approval
2. ASBSD Workers Com – Declared Dividend \$842.82
3. SLO Training
4. Theater Lights

Motion by Bien and seconded by Stengel to set the Budget Meeting of the Milbank School District as Monday, July 14, 2014, at 6:00 pm followed immediately by the Annual Meeting. Motion carried. 5-0

Motion by Bien and seconded by Biersbach to enter executive session at 8:45 pm to discuss personnel issues. Motion carried. 5-0

Chairman Schwandt declared executive session over at 9:15 pm.

Motion by Bien and seconded by Biersbach to adjourn at 9:17 pm.

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Chairman

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Business Manager