

Minutes

Milbank School District Board Proceedings

September 10, 2012

President Schwandt called the meeting to order at 6:00 PM in the board room of the high school building. Members present were Dirksen, Biersbach, Bien and Schwandt. Stengel was absent. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Dan Snaza, Linda Foos, Rhonda Zinter, Fred Deutsch, Deb Underwood and Deb Hemmer.

Motion by Biersbach and seconded by Bien to approve the agenda with the addition of action item G. Approve Out-of-State Travel for FFA. Motion carried. 4-0

The school spotlight this month featured the school lunch program. Deb Underwood summarized the federally mandated changes that have been implemented in the lunch program.

Discussion items: Open Enrollment Report, Consider Policy Book Section H (Negotiations) (1st Reading) and discuss the School District Data Review.

Motion by Dirksen and seconded by Biersbach to approve the consent agenda. Motion carried. 4-0

Items included were:

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

Business Manager's Monthly Report: General Fund: Balance 8-1-12, \$1,699,413.20. Revenues: Taxes, \$93,584.91; Interest, \$212.66; Admissions, \$732.00; Activity Tickets, \$14,253.00; Yearbooks, \$11,479.15; Property Rental, \$2,990.00; Misc Income, \$12,144.73; County Apportionment, \$70.54; State Aid, \$149,455.00; Other State Revenue, \$113.22. Expenditures: Salaries-Instructional, \$155,685.41; Salaries-Support Services, \$71,897.08; Salaries-Co-curricular, \$274.42; Benefits, Instructional, \$39,923.92; Benefits-Support Services, \$17,996.59; Benefits-Co-curricular, \$1,749.78; Purchased Services, \$44,067.41, Supplies, \$63,687.11; Other, \$1,595.00. Balance 8-31-12, \$1,587,571.69.

Capital Outlay Fund: Balance 8-1-12, \$634,688.52. Revenues: Taxes, \$4,031.08; Interest, \$180.07; Misc Income, \$5,000.00. Expenditures: Purchased Services, \$58,202.72; Supplies, \$44,498.70; Other, \$435.00. Journal Entries, (\$66,666.67). Balance 8-31-12, \$474,096.58.

Bond Redemption Fund: Balance 8-1-12, \$0.00. Journal Entries, \$66,666.67. Balance 8-31-12, \$66,666.67.

Special Education Fund: Balance 8-1-12, \$200,983.62. Revenues: Taxes, \$1,881.15; Interest, \$25.15; Misc Income, \$175.00; State Aid, \$15,027.00. Expenditures: Salaries-Instructional, \$18,361.23; Salaries-Support Services, \$12,121.12; Benefits-Instructional, \$8,308.27; Benefits-Support Services, \$4,990.96; Purchased Services, \$4,749.19; Supplies, \$825.01; Other, \$150.00. Balance 8-31-12, \$168,586.14.

Pension Fund: Balance 8-1-12, \$224,110.32. Revenues: Taxes, \$403.04; Interest, \$28.02. Expenditures: Salaries-Instructional, \$895.63; Benefits-Instructional, \$68.51. Balance 8-31-12, \$223,577.24.

Lunch Fund: Balance 8-1-12, \$125,662.59. Revenues: Student Meals, \$48,823.76; Adult Meals, \$917.60; Ala Carte Sales, \$532.70; Misc Income, \$95.17. Expenditures: Salaries-Support Staff, \$2,245.83; Benefits-Support Staff, \$3,635.10; Purchased Services, \$419.87; Supplies, \$147.49. Balance 8-31-12, \$169,583.53.

Enterprise Fund: Balance 8-1-12, \$11,276.80. Revenues: OST Donations, \$372.00; OST Tuition, \$7,203.01. Expenditures: Salaries-OST, \$7,623.56; Benefits-OST, \$750.09; Purchased Services, \$1,553.26; Supplies, \$1,698.28. Balance 8-31-12, \$7,226.62.

- Approve bills presented for payment.

Bills Presented for Payment: Aberdeen Awards, Supplies, \$266.00; Accessory Lines for Music Specialties, Supplies, \$336.60; Apex Cleaners, Cleaning Services, \$560.00; Apple Inc, Computer Equipment, \$7,065.45; Avera Pace, Supplies, \$200.00; Matt Bastian, Staff Training, \$500.00; Melissa Bastian, Staff Training, \$250.00; BFG Supply Co, Supplies, \$932.58; Big Stone Therapies, Therapy Services, \$5,368.17; Richard Bohn, Background Check, \$70.00; Clee Brakke, Staff Training, \$500.00; Paula Brakke, Staff Training, \$500.00; Brown & Saenger, Supplies, \$794.16; Clarice Buhler, Staff Training, \$250.00; CAERT, Inc, Perkins Supplies, \$1,139.97; Calloway House, Supplies, \$384.73; CDW Government, Computer Equipment, \$6,122.56; Century Business Leasing, Copier Payment, \$500.45; Century Business Products, Supplies, \$315.32; Chase Card Services, Postage/Supplies/Books/Supplies, \$6,134.16; Child & Adult Nutrition Services, Food, \$1,627.34; Children's Health Market, Supplies, \$332.75; City of Milbank, Water/Sewer, \$3,643.97; Cole Papers, Supplies, \$2,795.94; Connecting Point, Supplies, \$703.50; Cynmar Corp, Supplies, \$613.11; James Dahl, Staff Training, \$250.00; Jeanine Dashiell, Background Check, \$70.00; Maren Davis, Staff Training, \$500.00; Days Inn of Pierre, Perkins Travel, \$150.00; Daytimers, Supplies, \$12.99; Dean Foods, Milk, \$2,461.20; DeFea Transportation, Busing, \$18,030.23; Delta Education, Non-consumable Supplies, \$2,846.20; Demco, Library Books, \$472.01; Deweys Lawn Care, Upkeep, \$12,434.66; Emily Dorneman, Background Check, \$70.00; Jamie Dupris, Staff Training, \$250.00; Earthgrains Baking, Bread, \$447.45; Ecolab, Cleaning Services, \$572.68; ESTR Publications, Supplies, \$88.00; Evan Moor Educational Publishers, Textbooks, \$24.97; Flinn Scientific, Supplies, \$422.46; Florence School District, Dues, \$85.00; Food Services of America, Supplies/Food, \$19,352.68; Food-N-Fuel, Staff Travel, \$908.85; Joe Frederiksen, Staff Training, \$125.00; Melissa Gall, Supplies, \$23.37; Megan Gilbraith, Staff Training, \$426.00; Katie Gilmore, Staff Training, \$751.00; GL Sports, Supplies, \$343.82; Governor's Inn, Perkins Travel, \$225.00; David Graf, Staff Training, \$250.00; Grant County Review, Publications, \$205.48; Haldeman-Homme, Inc, Theater Seats, \$104,898.96; Beth Hansen, Supplies, \$75.00; Hardware Hank, Supplies, \$301.74; Hewlett Packard Financial Services, Computer Equipment, \$1,577.42; Highsmith Inc, Supplies, \$238.44; Kathy Holland, Lunch Refund, \$7.35; Houghton Mifflin Co, Workbooks, \$1,617.72; Hummert, Perkins Supplies, \$992.56; Imprest Fund, 2,110.55; Interstate Music Supply, Supplies, \$147.46; IXL Learning, Online Software, \$100.00; Becky Johnson, Staff Training, \$325.00; Sara Johnson, Staff Training, \$250.00; Jon Julin, Building Repairs, \$5,628.05; JW Pepper, Supplies, \$577.08; Sandy Karels, Background Check, \$70.00; Susan Karels, Staff Training, \$85.00; Brett Kaye, Staff Training, \$250.00; Mark Keeton, Staff Training/Grad Credit, \$400.00; Terra Kettwig, Background Check, \$70.00; Sara Konrad, Staff Training, \$409.95; Rebecca Lambrechts, Staff Training, \$250.00; Darla Larson, Staff Training, \$250.00; Learning Zone, Supplies, \$202.75; Dolly Lenards, Staff Training, \$500.00; Beth Lentz, Supplies, \$43.99; Library Video Co, Supplies, \$86.80; Deb Lindholm, Staff Training/Grad Credit, \$400.00; Kristi Lingert, Staff Training, \$250.00; Shelly Loehrer, Staff Training/Graduate Credits, \$950.00; Luverne Area Chamber, Supplies, \$75.00; Make Music, Supplies, \$212.00; Marco Inc, Supplies, \$21.88; Marco Products, Supplies, \$56.95; Mastercard Corp, Supplies/ Travel/Equipment, \$6,476.39; McGraw Hill, Textbooks, \$13,273.48; McKesson Medical-Surgical Supplies, Supplies, \$815.66; Midland Publishing, Supplies, \$70.00; Tammy Mielitz, Staff Training, \$500.00; Milbank Community Transit, Student Transportation, \$719.00; Milbank OST, Tuition, \$115.88; Minitex, Library Software, \$935.00; Sheryl Mogard, Lunch Refund, \$53.70; Nasco, Supplies, \$2,632.24; NCS Pearson, Supplies, \$1,012.93; Network Services Company, Supplies, \$232.74; Abby Nipp, Staff Training, \$250.00; Northwestern Energy, Natural Gas, \$289.84; Nutrikids, Software, \$1,090; Brad Olson, Staff Training, \$500.00; OtterTail Power Co, Light/Power, \$12,704.88; Nancy Pauli, Staff Training, \$500.00; Perma-Bound, Library Books, \$515.75; Power Systems, Supplies, \$9.95; Praxair Distribution, Perkins Supplies, \$2,523.90; Primary Concepts,

Textbooks, \$62.16; Pam Prisinger, Staff Training, \$250.00; Professional Hearing Services, Supplies, \$835.00; Ramkota Inn of Pierre, Staff Travel, \$302.00; Realityworks Inc, Supplies, \$39.00; Really Good Stuff, Supplies, \$375.31; Reinhart Foodservice, \$2,402.32; Riddell/All American Sports Corp, Nonconsumable Supplies, \$2,791.00; Rising Star Quilts, Supplies, \$591.80; Riverside Technologies, Equipment, \$35.00; Roger's Electric Motor Service, Supplies, \$151.95; Roncalli High School, Dues, \$350.00; Sam Ash Music Store, Supplies, \$58.40; Sarlettes Music, Supplies, \$1,246.00; Sandy Schell, Staff Training, \$250.00; School Datebooks, Supplies, \$325.88; School Outfitters, Supplies, \$480.00; School Specialty, Supplies, \$12,057.21; Miriam Schwenn, Staff Training, \$85.00; Ryan Scoular, Staff Training/Grad Credits, \$475.00; SD Assn of School Psychologists, Registration, \$150.00; SDSU Seed Testing Lab, Perkins Supplies, \$77.00; Smart School Systems, Supplies, \$429.84; Snaza Landscaping, Supplies, \$88.67; Stan Houston Equipment, Equipment, \$421.84; Star Laundry, Cleaning Services, \$270.68; Stokes Seeds, Supplies, \$270.60; Street Graphex, Supplies, \$660.04; Super Duper Publications, Supplies, \$266.51; SW/WC Cooperative, Paper, \$12,369.60; Teachers Discovery, Supplies, \$493.79; Teachers Helper, Supplies, \$15.39; Time for Kids, Subscription, \$40.00; Jeremy Tostenson, Staff Training, \$325.00; Eric Townsend, Staff Training, \$500.00; Abbey Trapp, Staff Training, \$250.00; Tri-State Water, Supplies, \$110.00; Doug Tschetter, Supplies, \$131.39; Tyler Computer, Supplies, \$130.00; US Games, Supplies \$822.62; Valley Office Products, Supplies, \$629.29; Verizon, Cell Service, \$963.11; Beth Wagner, Staff Training/Supplies, \$300.00; Janine Werling, Lunch Refund, \$6.85; William Wieland, Staff Training, \$150.00; Woodwind & Brasswind, Supplies, \$26.39; Workers Comp Fund, Workers Comp Insurance, \$30,030.00; Youth Light, Supplies, \$147.29;

- Approve Lane Change for Ryan Scoular
- Approve Certified Salary Adjustment for Sarah Schewe to \$10.00/hr.

Motion carried. 4-0

A second reading of Policy Book Section G (Personnel – Part III) was held. Motion by Biersbach and seconded by Bien to approve Policy Book Section G as read. Motion carried. 4-0

Motion by Bien and seconded by Dirksen to approve the following Resolution:

**ANNUAL BUDGET RESOLUTION
RESOLUTION NO. 01-09-12**

Let it be resolved, that the School Board of the Milbank School District 25-4, after duly considering the proposed budget and its changes thereto, to be published in accordance with SDCL 13-11-2 hereby approves and adopts its proposed budget and changes thereto, to be its Annual Budget for the fiscal year July 1, 2012 through June 30, 2013. The adopted Annual budget levy requests are as follows: General Fund, \$2.322 per \$1,000 of AG valuation; \$4.029 per \$1,000 of Owner Occupied valuation; \$8.628 per \$1,000 of Other Property valuation. Capital Outlay Fund, \$3.00 per \$1,000 of total valuation; Special Education Fund, \$1.40 per \$1,000 of total valuation; Pension Fund, \$0.30 per \$1,000 of total valuation. A list of changes from the proposed to the adopted is as follows: Add to the following revenue functions: General Fund 3111, \$53,656. Add to the following expenditure functions: General Fund 2129, \$3,000; 2139, \$5,000; 2321, \$2,500; 2421, \$11,500; 2542, \$5,000; and 2544, \$10,000. Capital Outlay Fund 2562, \$600. Special Education Fund 1221, \$19,000. Decrease the following expenditure functions: General Fund 6900, \$32,500

Chairman

Business Manager

Motion carried. 4-0

Motion by Biersbach and seconded by Bien to approve open enrollment applications from a 10th grader from Ortonville and two kindergarten students from Waverly-SS and Grant-Deuel. Motion carried. 4-0

Motion by Dirksen and seconded by Bien to approve adding Thrivent Financial for Lutherans as approved vendors on the District 403B Plan Document. Motion carried. 4-0

Motion by Bien and seconded by Dirksen to approve contracts for Joanne Ebsen as C Squad Volleyball Coach at \$2,264 and Abbey Trapp as C Squad Girls Basketball Coach at \$2,100. 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. Enrollment
2. Vision Insurance
3. Theater Upgrade

Motion by Biersbach and seconded by Bien to approve Out-of-State travel for FFA to the Nation Convention in October, 2012. Motion carried. 4-0

Motion by Dirksen and seconded by Bien to adjourn at 7:22 PM. Motion carried. 4-0

The next regular meeting of the Milbank School Board will be October 15, 2012, at 7:00 PM.

Chairman

Business Manager