

Minutes

Milbank School District Board Proceedings

September 11, 2017

President Schwandt called the meeting to order at 7:00 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, Dolly Lenards, Amber Fraasch, Karla DeVaal, Amy Yamaura, Keri Schliesman, Kris Evje, and Amy Brandriet.

Motion by Thue and seconded by Bien to approve the agenda with the addition of Action Item \$. Approve Out-of-State Travel for FFA Convention. Motion carried. 5-0

Amber Fraasch addressed the Board during the Community Input Session regarding the possible gymnastic coop with Ortonville School District.

Discussion items: Open Enrollment Report, 5-Year Capital Outlay Projection, ACT Test Results, Crisis Management Plan (1st Reading), Summer Food Service Summary, CheXcel, and Science Club Proposal.

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

- Approve minutes of the August Meeting
- Approval of Bills presented for payment

Bills Presented for Payment: Advance, Tuition, \$270.00; Arrowwood Resort, Staff Travel, \$154.00; Theron Baumgart, Lunch Refund, \$57.10; Belnick Inc, Chair, \$139.99; Brittany Bergman, Lunch Refund, \$11.30; Big Stone Therapies, Therapy Services, \$6,022.86; Brewster Building Center, Repairs, \$260.42; BSN Sports, Supplies, \$826.23; Camfel Productions, Lyceum, \$990.00; Cash-Wa Distributing, Food/Supplies, \$5,099.11; Century Business Products, Copier Payments, \$1,008.60; Chase Cards, Postage/Supplies, \$3,669.64; City of Milbank, Water/Sewer, \$3,614.95; Cole Papers, Paper/Supplies, \$2,568.04; Culinex, Supplies, \$674.30; Curriculum Associates, Supplies, \$90.99; Cynmar Corp, Supplies, \$427.65; Dacotah Paper, Supplies, \$1,786.90; Dean Foods, Milk, \$1,507.19; DeFea Transportation, Busing, \$23,916.77; Dell Rapids School District, Athletic Reg, \$60.00; Demco, Supplies, \$148.59; Deweys Lawn Care, Grounds Upkeep, \$210.00; Logan Diede, Professional Services, \$300.00; Dramatists Play Service, Supplies, \$467.96; EAI Education, Supplies, \$105.90; Earthgrains Baking, Food, \$513.87; Jacob Ebsen, Background Check, \$65.00; Johanna Fischer, Supplies, \$11.94; Fleet US LLC, Supplies, \$2,836.48; Flinn Scientific, Supplies, \$345.10; Sandra Fonder, Professional Services, \$530.00; Food-N-Fuel, Fuel, \$961.98; Frey Scientific, Supplies, \$76.25; Billie Jo Giesel, Mileage, \$180.60; Christina Goodhart, Lunch Refund, \$40.00; Grant County Review, Publications, \$45.30; Travis Graves, Professional Services, \$180.00; Kay Groethe, Background Check, \$65.00; Hartford Steam Boiler, Repairs, \$450.00; Hartmans Family Foods, Produce, \$759.52; Hauff Mid-America Sports, Supplies, \$4,191.47; Carey Hicks, OST Refund, \$244.71; Hillyard, Supplies, \$1,054.34; Houghton Mifflin, Textbooks, \$58,172.68; Hummert, Supplies, \$307.18; Imprest Fund, Officials, \$829.90; Imprest Fund, Registration, \$475.00; ITC, Telephone, \$746.34; Jason Karels, Professional Services, \$365.00; Kent Displays, Supplies, \$66.97; Mary Kinder, Supplies, \$150.00; Lake Preston School District, Dues, \$60.00; Cyndy Larsen, Background Check, \$65.00; Joan Lien, Lunch Refund, \$30.15; Josiah Lindquist, Background Check, \$20.00; Marenem, Supplies, \$891.00; Mastercard Corp, Postage/Supplies, \$3,909.74; McGraw Hill, Textbooks, \$4,039.81; McKesson Medical-Surgical, Supplies, \$448.13; Nancy Meyer, Supplies, \$87.66; Mid-American Research Chemical, Supplies, \$1,268.01; Midland Publishing & Printing, Advertising, \$28.98; Milbank Community Transit, Busing, \$1,105.00; Milbank Independence Training, Food Service Asst, \$648.00; Milbank School District, FB Game Clean-up, \$200.00; Milbank School Lunch Program, Supplies, \$257.81; Jade Miller, Professional Services, \$365.00; Nasco, Supplies, \$2,075.81; NASP Inc, Supplies, \$308.00; NCS Pearson, Supplies, \$170.00; Nelson Electric, Repairs, \$984.88; Northeast Conference, Dues, \$300.00; Northwestern Energy, Natural Gas, \$296.08; Jodi

Nowick, Lunch Refund, \$16.65; Odysseyware, Software, \$3,910.00; OtterTail Power Co, Lights/Power, \$12,562.43; Parent, Mileage, \$189.20; Parent, Mileage, \$74.08; Nancy Pauli, Supplies, \$1,058.45; Sue Pauli, Supplies, \$41.49; Paxton/Patterson, Equipment, \$15,144.47; Jayne Paysen, Lunch Refund, \$30.00; Pearson Learning, Supplies, \$2,019.03; Professional Hearing Services, Audiology, \$692.00; R School Today, Software, \$425.00; Ramkota Hotel-Pierre, Staff Travel, \$186.00; Realityworks, Supplies, \$1,297.15; Really Good Stuff, Supplies, \$1,001.61; Rick Trow Publications, Supplies, \$62.65; Riddell/All American Sports, Supplies, \$473.45; Riverside Technologies, Equipment, \$10.00; Rogers Electric Motor Service, Repairs, \$15.60; Tammy Rufer, Lunch Refund, \$13.10; Runnings Supply, Repairs, \$170.58; S&W Apartments, Rent, \$450.00; Sanford Health Plan, Fees, \$58.00; Sarlettes Music, Repairs/Supplies, \$4,288.26; Kari Schmeichel, Professional Services, \$452.26; Morgan Schmitt, Background Check, \$65.00; Kevin Schnaser, Staff Travel, \$31.56; Scholastic Magazines, Subscriptions, \$678.81; School Health Corp, Supplies, \$192.45; School Specialty, Supplies, \$8,024.47; Melissa Schuneman, Background Check, \$65.00; Melanie Schwandt, Professional Services, \$300.00; Seating & Athletic Facility Enterprises, Maintenance, \$10,240.00; Seehafer Ace Hardware, Supplies, \$488.44; Adolph Shepardson, Professional Services, \$300.00; Bailey Sheridan-Johnson, Background Check, \$65.00; Shiffler Equipment Sales, Supplies, \$44.95; Star Laundry & Dry Cleaners, Cleaning Services, \$318.12; Stokes Seeds Inc, Supplies, \$386.10; Lori Stricherz, Background Check, \$65.00; Super Duper Publications, Supplies, \$229.70; Supplyworks, Repairs, \$461.72; SW/WC Service Cooperative, Supplies, \$706.00; Courtany Sykora, Professional Services, \$300.00; T&T Heating & AC, Repairs, \$322.32; Teachers Discovery, Supplies, \$56.10; Tech One, Supplies, \$36.50; Reeba Thompson, Professional Services, \$300.00; Time for Kids, Subscriptions, \$594.00; Leslie Tol, Background Check, \$65.00; Top Notch Tile, Building Improvements, \$2,988.92; Trapp Plumbing Co, Repairs, \$2,929.33; Jeffrey Trapp, Professional Services, \$400.00; Tri State Water, Supplies, \$103.20; TSA Consulting, Professional Services, \$50.00; Ultra-Chem, Supplies, \$513.45; USI Inc, Supplies, \$134.63; Variety Foods, Food, \$19,882.93; Verizon, Phone Service, \$34.15; Waterford Research Institute, Software License, \$160.00; Wenger Corp, Chairs, \$4,178.00; Whetstone Home Center, Supplies, \$13.71; William V MacGill, Supplies, \$1,803.19; Janelle Wollschlager, Professional Services, \$300.00; Xerox Corp, Copier Payment, \$394.31.

- Accept Business Manager's Financial Report.

Business Manager's Monthly Report: General Fund: Balance 8-1-17, \$2,265,722.30. Revenues: Taxes, \$82,762.77; Tuition, \$225.00; Interest, \$482.76; Admissions, \$1,170.00; Activity Tickets, \$13,105.00; Local Misc, \$22,686.97; Yearbook Sales, \$11,550.00; Medicaid Admin, \$2,292.66; County Apportionment, \$371.36; State Aid, \$215,064.00; Federal Sources, \$23,671.00. Expenditures: Salaries-Instructional, \$199,489.42; Salaries-Support Services, \$71,750.83; Salaries-Co-curricular \$12,132.54; Benefits-Instructional, \$76,965.59; Benefits-Support Services, \$44,628.99; Benefits-Co-curricular, \$2,840.37; Purchased Services, \$39,294.09; Supplies, \$30,088.08. Balance 8-31-17, \$2,161,913.91.

Capital Outlay Fund: Balance 8-1-17, \$847,663.77. Revenues: Taxes, \$2,059.48; Interest, \$180.60. Expenditures: Purchased Services, \$33,609.04; Supplies, \$73,023.66; Capital Acquisitions, \$22,700.00; Other, \$435.00. Balance 8-31-17, \$720,136.15.

Special Education Fund: Balance 8-1-17, \$139,446.44. Revenues: Taxes, \$1,180.54; Interest, \$29.71; Medicaid Admin, \$468.00; Medicaid Direct Services, \$1,701.33; State Aid, \$19,724.00; Federal Sources, \$100,017.00. Expenditures: Salaries-Instructional, \$31,159.20; Salaries-Support Services, \$28,440.11; Benefits-Instructional, \$10,944.75; Benefits-Support Services, \$6,466.71; Purchased Services, \$8,560.85; Supplies, \$921.64. Balance 8-31-17, \$176,073.76.

Bond Redemption Fund: Balance 8-1-17, \$400,000.02. Balance 8-31-17, \$400,000.02.

Pension Fund: Balance 8-1-17, \$672,042.07. Revenues: Taxes, \$3.65; Interest, \$143.18. Balance 8-31-17, \$672,188.90.

Lunch Fund: Balance 8-1-17, \$153,236.44. Revenues: Student Meals, \$66,520.04; Adult Meals, \$736.80; Ala Carte Sales, \$98.70; Federal Sources, \$14,938.34. Expenditures: Salaries-Support Services,

\$6,253.92; Benefits-Support Services, \$10,985.26; Purchased Services, \$392.38; Supplies, \$1,645.02. Balance 8-31-17, \$216,253.74.

Enterprise Fund: Balance 8-1-17, \$76,821.69. Revenues: OST Tuition, \$12,333.94. Expenditures: Salaries-OST, \$13,904.71; Benefits-OST, \$1,460.46; Purchased Services, \$94.12; Supplies, \$2,820.54. Balance 8-31-17, \$70,875.80.

Trust & Agency Fund: Balance 8-1-17, \$248,253.11. Revenues, \$44,299.51. Expenditures, \$14,935.62. Balance 8-31-17, \$277,617.00.

Motion by Thue and seconded by Bien to approve a Gymnastics Coop with the Ortonville School District. Motion carried. 5-0

Motion by Upton and seconded by Stengel to approve the FY18 Budget as presented. Motion carried. 5-0. The approved budget will be published along with the September minutes in the Grant County Review.

A second reading was held of School Lunch Policies DJFA and DO. Motion by Thue and seconded by Bien to approve policies as read. Motion carried. 5-0

Motion by Stengel and seconded by Upton to approve open enrollment applications for ten students for students who live in the Deuel School District, Lac Qui Parle School District, and Ortonville School District. Motion carried. 5-0

Motion by Upton and seconded by Bien to approve the tuition agreement with the Big Stone City School District. Motion carried. 5-0

Motion by Stengel and seconded by Thue to approve Out-of-State travel for the debate team to Fargo, ND to attend the annual Fargo Shanley High School Debate. Motion carried. 5-0

Motion by Bien and seconded by Stengel to approve the contract of Kelli Hoff for 'C' Squad Girls Basketball Coach at a stipend of \$2,838.00. Motion carried. 5-0

Motion by Thue and seconded by Upton to approve the amended contract for Eric Townsend to change his Girls Basketball Coaching assignment from 'C' to Assistant Coach at a salary of \$3,386.00. Motion carried. 5-0

Motion by Stengel and seconded by Thue to approve the supplemental contract of Stacey Weinkauff as Assistant Gymnastics Coach at a stipend of \$2,467.00. Motion carried. 5-0

Motion by Upton and seconded by Bien to approve the supplemental contract of Karla DeVaal as Assistant Gymnastics Coach at a stipend of \$814.00. Motion carried. 5-0

Motion by Bien and seconded by Stengel to create a part-time para-professional position and hire Rita Louisiana to fill this position at a rate of \$13.00 per hour. Motion carried. 5-0

Motion by Stengel and seconded by Thue to designate Richard Schwandt as Board Representative for ASBSD Delegate Assembly. Motion carried. 5-0

Motion by Thue and seconded by Upton to approve the 2017-18 OST After School Staff and wages: Brittany Preller, \$8.65/hr.; Lorrie Hardy, \$11.10/hr.; Jayne Paysen, \$10.70/hr.; Karen Loeschke, \$12.35/hr.; Devon Balling, \$8.65/hr.; and Isaac Fischer, \$8.65/hr. Motion carried. 5-0

Motion by Stengel and seconded by Bien to approve the hiring of Cheryl Elsberry as custodian at \$10.70/hour. Motion carried. 5-0

Motion by Upton and seconded by Thue to declare old shop equipment as surplus. Motion carried. 5-0

Motion by Bien and seconded by Stengel to approve a lane change for Christine Townsend from lane 2, step 11 at \$44,383 to lane 3, step 11 at \$44,725. Motion carried. 5-0

Motion by Stengel and seconded by Bien to approve Out-of-State travel for the FFA to attend the National FFA Convention in Indianapolis. Motion carried 5-0

Reports were received by Middle School Principal/Special Services Director Kris Evje, Elementary Principal Amy Brandriet, and Elementary Special Education Director Keri Schliesman.

Superintendent Graf reported on the following:

1. Enrollment

2. S.A.V.E. In-service/September 1st In-service
3. Online Class Numbers/Dual Credit/Ap Courses
4. Conflict of Interest Disclosure

Motion by Bien and seconded by Upton to adjourn at 8:54 PM. Motion carried. 5-0
The next regular meeting of the Milbank School Board will be October 11, 2017, at 7:00 PM.

Chairman

Business Manager