

## Minutes

### Milbank School District Board Proceedings

June 11, 2012

President Dirksen called the meeting to order at 7:00 PM in the board room of the high school building. Members present were Dirksen, Biersbach, Stengel, Tyler and Stengel (arrived at 7:07 PM) Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Dan Snaza, Linda Foos, Rhonda Zinter, Melissa Gall and Deb Hemmer.

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

4-0

The school spotlight this month featured ICU. Melissa Gall demonstrated how the ICU list is being communicated among staff.

Discussion items: Review Financial Status of General Fund, Review Capital Outlay Budget for 2012-13, Review Preliminary General Fund Budget for 2012-13, and Discuss Proposed Training Rules Change.

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

5-0

Items included were:

- Approve minutes of May Regular and Special Meetings.
- Accept Business Manager's Financial Report.

**Business Manager's Monthly Report:** General Fund: Balance 5-1-12, \$1,276,950.61. Revenues: Taxes, \$395,226.11; Tuition, \$4,875.00; Interest, \$128.69; Admissions, \$2,968.10; Local Misc, \$4,044.00; OST Fees/Donations, \$8,139.26; County Apportionment, \$29.17; State Aid, \$145,970.00; Other State Revenue, \$375.00; Federal Sources, \$48,877.32. Expenditures: Salaries-Instructional, \$212,079.39; Salaries-Support Services, \$75,100.40; Salaries-OST, \$2,880.57; Salaries-Co-curricular, \$15,493.42; Benefits-Instructional, \$49,874.57; Benefits-Support Services, \$21,086.42; Benefits-OST, \$374.32; Benefits-Co-curricular, \$2,740.78; Purchased Services, \$36,370.29; Supplies, \$17,175.10; Other, \$375.00. Journal Entries, (\$29,684.00). Balance 5-31-12, \$1,424,349.01.

Capital Outlay Fund: Balance 5-1-12, \$355,779.22. Revenues: Taxes, \$307,742.84; Interest, \$345.08. Expenditures: Purchased Services, \$77,921.48; Supplies, \$6,065.59. Balance 5-31-12, \$579,880.07.

Special Education Fund: Balance 5-1-12, \$11,582.17. Revenues: Taxes, \$143,612.06; Interest, \$0.53; State Aid, \$8,905.00; Federal Sources, \$57,034.00. Expenditures: Salaries-Instructional, \$60,445.72; Salaries-Support Services, \$17,450.10; Benefits-Instructional, \$13,496.21; Benefits-Support Services, \$4,809.05; Purchased Services, \$10,807.17; Supplies, \$16.70; Capital Acquisitions, \$177.00. Journal Entries, \$11,941.00. Balance 5-31-12, \$125,872.81.

Pension Fund: Balance 5-1-12, \$167,082.69. Revenues: Taxes, \$30,771.22; Taxes, \$5.06. Expenditures: Salaries-Instructional, \$2,100.17; Benefits-Instructional, \$158.38. Balance 5-31-12, \$195,600.42.

Lunch Fund: Balance 5-1-12, \$145,310.26. Revenues: Student Meals, \$15,381.43; Adult Meals, \$2,464.37; Ala Carte Sales, \$929.55; Misc Income, \$783.78; Federal Sources, \$19,734.00. Expenditures: Salaries-Support Staff, \$18,350.92; Benefits-Support Services, \$6,046.75; Purchased Services, \$240.18; Supplies, \$27,256.07. Journal Entries, \$5,218.00. Balance 5-31-12, \$137,927.30.

- Approve bills presented for payment.

**Bills Presented for Payment:** 3D Security, Repairs, \$314.55; Americas Best Value Inn, Athletic Travel, \$594.78; AP Examinations, Supplies, \$869.00; Melissa Bastian, Graduate Credit, \$150.00; Big Stone Therapies, Professional Services, \$3,477.17; Brewster Building Center, Supplies, \$56.94; Sarah Cannedy, New Employee Orientation, \$70.00; Capstone, Library Books, \$939.06; Century Business Leasing, Copier Payment, \$500.45; Century Business Products, Supplies, \$76.22; Chase Card Services, Postage/Supplies/Travel, \$1,429.96; Churchill Manolis Freeman Kludt Shelton & Burns, Legal Services, \$111.56; City of Milbank, Water/Sewer, \$1,757.85; Linda Comstock, Graduate Credit, \$75.00; Creative Rewards & Specialties, Supplies, \$202.50; Sheila Dailie, Professional Services, \$25.00; Dean Foods, Milk, \$2,722.84; DeFea Transportation, Busing, \$39,542.34; Deuel School District, Athletic Fees, \$175.00; Earthgrains Baking Co, Bread, \$1,288.20; Follett Software Company, Library Software, \$1,537.76; Food Services of America, Food, \$8,568.68; Food-N-Fuel, Staff Travel/Grounds Upkeep, \$339.68; G&K Services, Cleaning Services, \$24.19; Gale Group, Library Periodicals, \$358.28; Katie Gilmore, Graduate Credit, \$225.00; Hanson Furniture & Flooring, Supplies, \$1,921.06; Healy Awards, Supplies, \$192.37; Hedahls Auto Parts, Repairs, \$6.17; Imprest Fund, National FFA Travel, \$750.00; Imprest Fund, National Debate Travel, \$1,971.41; Imprest Fund, Supplies, \$433.01; ITC, Telephone, \$599.75; Johnson Controls, Repairs, \$145.00; KONE Inc, Repairs, \$481.95; Langford Public School District, Supplies(Perkins), \$3,721.00; Liebe Drug Inc, Supplies, \$20.06; Marco Inc, Copier Supplies, \$24.25; Master Teacher, Supplies, \$681.94; Mastercard Clients Payment Center, Supplies/Travel, \$1,908.57; Milbank Community Transit, Student Travel, \$882.00; Milbank Lumber, Supplies, \$75.86; Milbank School District, Postage, \$71.32; Milbank School Lunch, Student Workers, \$66.00; Mill Valley Industries, Supplies, \$121.31; Motel 6-Hot Springs, Athletic Travel, \$167.96; NAPA Auto Parts, Repairs, \$94.15; Neff Company, Supplies, \$460.30; NESCS, Registration Fees, \$1,500.00; Network Services Company, Supplies, \$548.79; Northeast Physical Therapy Group, Professional Services, \$6,250.50; Northwestern Energy, Natural Gas, \$386.42; OtterTail Power, Lights/Power, \$15,646.98; Parent, Mileage, \$700.04; Pauer Sound & Music, Repairs, \$88.49; Nancy Pauli, Supplies, \$153.29; Plunketts Pest Control, Professional Services, \$171.98; Praxair Distribution, Supplies, \$16.35; Deborah Rausch, Professional Services, \$330.00; Reinhart Foodservice, Food, \$733.75; Roncalli High School, Registration, \$67.53; Sarlettes Music, Repairs, \$693.25; Schuneman Equipment, Repairs, \$445.60; Matt Scott, Supplies, \$270.06; Seehafer Do It Best Hardware, Supplies, \$135.38; Sioux Valley High School, Registration Fees, \$38.17; Star Laundry & Dry Cleaning, Cleaning Services, \$388.68; Street Graphex, Supplies, \$11.56; Super 8 Motel-Milbank, Lodging, \$372.00; Technology & Innovation in Education (TIE), Registration, \$3,140.00; Jeremy Tostenson, Graduate Credit, \$150.00; Jay Trenhaile, Professional Services, \$1,755.00; Tri-State Water, Supplies, \$55.00; TSA Consulting, Professional Services, \$50.00; Doug Tschetter, Supplies, \$374.75; Tyler Computer & Print Design, Supplies, \$436.63; Ultra Chem, Cleaning Services, \$132.25; Verizon, Cell Phones, \$476.59; Loretha Webber, Professional Services, \$25.00; Wittrock & Son, Garbage Collection, \$650.00; Xerox Corp, Copier Payment, \$1,315.45.

- Approve Kelsey Bergquist as Summer OST Employee at \$7.85 per hour.

Motion by Stengel and seconded by Tyler to approve the Technology Plan. Motion carried. 5-0

Motion by Biersbach and seconded by Schwandt to approve the Student Handbook changes.

Motion carried. 5-0

Motion by Tyler and seconded by Schwandt to vote for Jason Uttermaker as Division I

Representative for SDHSAA Board of Directors in the runoff election. Motion carried. 5-0

Motion by Schwandt and seconded by Stengel to approve joining the SD School Group Insurance Pool/Sanford Health Plan for the employee health insurance for the period of July 1, 2012 through June 30, 2013. Motion carried 4-0 with Dirksen abstaining.

Motion by Tyler and seconded by Stengel to approve the contract of Megan Gilbraith as 1<sup>st</sup> Grade Teacher. Motion carried. 5-0

Motion by Biersbach and seconded by Schwandt to accept the resignation of Elaine Will as Administrative Assistant. Motion carried. 5-0

Motion by Stengel and seconded by Schwandt to accept the resignation of Kendra Radermacher as Para-professional. Motion carried. 5-0

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. Common Core Training – Regional Training in Milbank to include Waubay and St. Lawrence.
2. School Board Governance Workshop held June 27, in Watertown and June 26, in Aberdeen.

Motion by Schwandt and seconded by Stengel to set the date of the Annual Budget Meeting as July 9, 2012 at 6:30 PM.

Motion by Tyler and seconded by Stengel to adjourn at 8:52 PM. Motion carried. 5-0

The next regular meeting of the Milbank School Board will be July 9, 2012, at 7:00 PM.

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Chairman