

Minutes

Milbank School District Board Proceedings

August 8, 2016

President Schwandt called the meeting to order at 7:00 PM in the board room of the high school building. The Pledge of Allegiance was said. Members present were Upton, Thue, Bien, and Schwandt. Stengel was absent. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Deb Hemmer, Ginny Tostenson, Amy Brandriet, Dan Snaza, Keri Schliesman, and Kris Evje.

Motion by Thue and seconded Bien to approve the agenda as presented. Motion carried. 4-0
No one addressed the Board during the Community Input Session.

Discussion items: FY17 Budget.

Motion by Upton and seconded by Thue to approve the consent agenda. Motion carried. 4-0

Items included were:

- Approve minutes of July regular School Board Meeting.
- Approval of Bills presented for payment.

Bills Presented for Payment: Apex Cleaners, Uniform Cleaning, \$1,124.78; Associated School Boards of SD, Registration, \$370.00; Big Stone Therapies, Services, \$4,147.00; Amy Brandriet, Top 20 Training, \$250.00; Century Business Products, Copier Payment, \$753.74; Chase Card Services, Supplies/Postage/Travel, \$8,469.70; City of Milbank, Water/Sewer, \$2,428.35; Constructive Playthings, Supplies, \$252.95; Culinex, Equipment, \$5,767.17; James Dahl, Coaches Training, \$35.00; Days Inn-Mitchell, Lodging, \$344.00; Dean Foods, Milk, \$29.46; Deweys Lawn Care & Landscape, Grounds Upkeep, \$188.00; Dramatists Play Service, Royalty Fees, \$200.00; Druide Informatique, Software License, \$360.00; Earthgrains Baking, Food, \$103.04; Ebsco Information Services, \$287.26; Food-N-Fuel, Travel, \$56.62; Troy Gauer, Coaches Training, \$35.00; Gesswein Motors, Supplies, \$820.60; Glynlyon, Software, \$2,370.00; Caitlyn Graf, Graduate Credits, \$150.00; Jackson Graf, Graduate Credits, \$225.00; Grant County Review, Publications, \$262.33; Hillyard Inc, Supplies, \$37,892.49; Nancy Hoeke, Coaches Training, \$35.00; Kelli Hoff, Top 20 Training, \$250.00; Houghton Mifflin, ELA Curriculum, \$82,420.00; Imprest Fund, Registration, \$150.00; Imprest Fund, Travel, \$830.20; Infobase Publishing, Software, \$1,114.43; ITC, Telephone, \$656.75; Johnson Controls, Maintenance, \$656.75; Mark Keeton, Coaches Training, \$35.00; Mary Kinder, Supplies, \$115.00; Gretchen Koopmans, Top 20 Training, \$250.00; Lakeshore Learning, Supplies, \$526.55; Lamination Depot, Equipment, \$1,275.90; Darla Larson, Graduate Credits, \$150.00; Lightspeed Systems, Web Filtering, \$3,800.00; Liminex, Software, \$13,068.00; LL Harder, Repairs, \$64.56; Marco Inc, Printer Contract, \$508.86; Mastercard Corp, \$674.66; Mid-American Research Chemical, Repairs, \$3,089.44; Midland Publishing & Printing, Publications, \$57.96; Midwest Special Instruments, Repairs, \$130.00; Milbank Glass & More, Repairs, \$102.04; Milbank High School, Services, \$200.00; Steve Misener, Repairs, \$2,200.00; Nasco, Supplies, \$113.30; Nelson Electric, Repairs, \$5,328.12; Northland Trust Services, Agent Fee, \$435.00; NorthWestern Energy, Natural Gas, \$181.44; Caitlyn Oien, Professional Service, \$146.00; Ortonville Public Pool, Passes, \$60.00; OtterTail Power Co, Lights/Power, \$12,415.77; Palos Sports, Supplies, \$35.96; Pearson Learning, Workbooks, \$1,102.10; Professional Hearing Services, Prof Services, \$670.00; Riverside Technologies, Equipment, \$9,425.00; Rogers Electric Motor Service, Repairs, \$104.16; Rosetta Stone, Software, \$795.00; Royal Sport Shop, Supplies, \$179.84; S&W Apartments, Rental, \$450.00; SASD, Dues, \$2,912.00; Dawn Schjei, Background Check, \$65.00; School Datebooks, Supplies, \$407.01; School Specialty, Supplies/Furniture, \$10,158.00; Schoology, Software, \$9,817.00; Schuneman

Equipment, Repairs, \$1,714.57; Ryan Scoular, Coaches Training, \$35.00; SD Teacher Placement Center, Fees, \$420.00; Seehafer Ace Hardware, Supplies, \$397.84; Robin Simmons, Top 20 Training, \$250.00; Sleep Inn, Lodging, \$186.69; Softerware, Software, \$168.00; Spelling City, Online License, \$52.95; Star Laundry & Dry Cleaners, Cleaning Service, \$418.18; Tech One, Supplies, \$1,333.75; Jeremy Tostenson, Coaches Training, \$35.00; Training Room, Supplies, \$2,277.25; Trapp Plumbing Co, Repairs, \$146.37; TSA Consulting, Professional Services, \$100.00; The Tuba Exchange, Band Instrument, \$4,362.50; Unzen Motors, Maintenance, \$86.37; Valley Office, Repairs, \$63.98; Verizon, Phones, \$306.30; Watertown Aquatics Park, Passes, \$25.00; Wiese Electric, Maintenance, \$20,000.00; Xerox Corp, Copier Payment, \$788.62.

- Accept Business Manager's Financial Report.

Business Manager's Monthly Report: General Fund: Balance 7-1-16, \$2,108,248.18. Revenues: Taxes, \$152,194.44; Interest, \$444.83; Property Rental, \$1,794.50; Misc Income, \$1,764.22; State Aid, \$155,120.00; Federal Sources, \$98,537.00. Expenditures: Salaries-Instructional, \$165,059.25; Salaries-Support Services, \$66,557.57; Benefits-Instructional, \$89,604.75; Benefits-Support Services, \$21,324.21; Benefits-Co-curricular, \$1,855.57; Purchased Services, \$36,620.26; Supplies, \$15,170.76; Capital Acquisitions, \$60,174.30. Journal Entries, (\$3,388.80). Balance 7-31-16, \$2,046,504.64.

Capital Outlay Fund: Balance 7-1-16, \$829,867.01. Revenues: Taxes, \$5,547.61; Interest, \$175.10. Expenditures: Purchased Services, \$170,645.82; Supplies, \$104,364.81; Capital Acquisitions, \$55,146.85; Other, \$11,660.00. Balance 7-31-16, \$493,772.24.

Special Education Fund: Balance 7-1-16, \$376,882.62. Revenues: Taxes, \$2,794.31; Interest, \$79.52; Medicaid Direct Services, \$2,539.18; State Aid, \$18,191.00; IDEA Flow through, \$39,479.00; Early Childhood, \$1,637.00. Expenditures: Salaries-Instructional, \$26,206.50; Salaries-Support Services, \$17,141.78; Benefits-Instructional, \$14,203.10; Benefits-Support Services, \$4,753.06; Purchased Services, \$8,064.54; Supplies, \$519.62; Other, \$199.00. Balance 7-31-16, \$370,515.03.

Bond Redemption Fund: Balance 7-1-16, \$333,333.35. Balance 7-31-16, \$333,333.35.

Pension Fund: Balance 7-1-16, \$621,272.56. Revenues: Taxes, \$589.41; Interest, \$131.39. Balance 7-31-16, \$621,993.36.

Lunch Fund: Balance 7-1-16, \$108,526.34. Revenues: Student Meals, \$1,934.94; Federal Sources, \$19,832.18. Expenditures: Salaries-Support Services, \$6,173.08; Benefits-Support Services, \$10,985.38; Purchased Services, \$12.23; Supplies, \$499.00. Journal Entries, \$3,388.80. Balance 7-31-16, \$116,012.57.

Enterprise Fund: Balance 7-1-16, \$72,335.33. Revenues: OST Fees, \$13,426.34. Expenditures: Salaries-OST, \$12,332.15; Benefits-OST, \$1,170.27; Supplies, \$1,814.08. Balance 7-31-16, \$70,445.17.

Trust & Agency Fund: Balance 7-1-16, \$261,273.31. Revenues: \$18,297.45. Expenditures: \$25,569.42. Balance 7-31-16, \$254,001.34.

Motion by Bien and seconded by Upton to approve Conflict of Interest Waivers for Tim Graf and Nancy Meyer. Motion carried. 4-0

Motion by Thue and seconded by Bien to approve open enrollment applications for one JK student from the Big Stone City School District, one JK student from the Ortonville School District, a Kindergarten student from the Wilmot School District and one student in each Kindergarten, 7th, 8th, 9th, 10th and 11th grades from the Grant-Deuel School District. Motion carried. 4-0

Motion by Upton and seconded by Bien to approve the hiring of Dawn Schjei in the Food Service at \$10.20 per hour. Motion carried. 4-0

Motion by Bien and seconded by Upton to accept the resignation of Sara Snaza as Library Paraprofessional. Motion carried. 4-0

Motion by Thue and seconded by Bien to declare computers, shampoo machines, DDN screens, and laminator as surplus property and to dispose. Motion carried. 4-0

Motion by Upton and seconded by Thue to approve a lane change for Jackson Graf from Lane 1 step 6 \$40,350 to Lane 2 step 6 \$41,068. Motion carried. 4-0

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

Superintendent Graf reported on the following:

1. Projected Enrollment.
2. Progress of Summer Projects.
3. Big Stone Therapy Donated Services to District.
4. New Vehicle – Dodge Journey.

Motion by Bien and seconded by Upton to adjourn at 7:30 PM. Motion carried. 4-0

The next regular meeting of the Milbank School Board will be September 12, 2016, at 7:00 PM.

Chairman

Business Manager