

Minutes

Milbank School District Board Proceedings

July 11, 2016

President Schwandt called the meeting to order at 6:42 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, Ginny Tostenson, Amy Brandriet, Dan Snaza, and Kris Evje.

Motion by Bien and seconded by Stengel to approve the agenda with the addition of action item M. Approve the Hiring of Cassandra Kurtenbach as Part-time Para-professional. Motion carried. 5-0

No one addressed the Board during the Community Input Session.

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

- Approve minutes of June regular School Board Meeting.
- Approval of Bills from 2015-16 School Year.

Bills Presented for Payment: June 30, 2016: Backdoor BBQ, Staff Luncheon, \$264.29; Britton-Hecla School District, Perkins Reimb, \$775.00; Cenex Fleetcard, Fuel, \$87.64; Chase Cards, Postage/Supplies/Repairs, \$9,053.38; City of Milbank, Water/Sewer, \$2,183.34; Dakota Plumbing & Heating, Repairs, \$1,740.31; Dean Foods, Milk, \$87.00; Nikki Evje, Graduate Credit, \$75.00; Family Resource Network, Registration, \$35.00; Flower Shoppe, Supplies, \$273.00; Follett School Solutions, Software, \$1,496.00; Sandra Fonder, Professional Services, \$3,166.96; Grant County Review, Publications, \$478.88; Hanson Furniture & Flooring, \$6,107.10; Natasha Hartman, Per Diem, \$315.00; Hartman's Family Foods, Supplies, \$499.00; Hauff Mid-America Sports, Supplies, \$5,200.00; Nancy Hoeke, Graduate Credits, \$150.00; Janelle Huber, Graduate Credits, \$225.00; Imprest Fund: Supplies, \$10.68; Imprest Fund, Officials, \$664.00; Registration, \$165.61; Insight Systems Exchange, Computers, \$7,595.00; ITC, Phone Services, \$579.25; JW Pepper, Supplies, \$63.64; Susan Karels, Graduate Credit, \$75.00; Mark Keeton, Graduate Credit, \$75.00; Mary Kinder, Supplies, \$35.00; Lanford Public School, Perkins Reimb, \$2.00; Lane Lindquist, Supplies, \$35.64; Lucero Spanish Language Services, Migrant Mileage, \$138.60; Mastercard Corp, Supplies, \$299.52; Midland Publishing & Printing, Advertising, \$33.81; Milbank Community Transit, Busing, \$889.00; Milbank School District, Conf Per Diem, \$185.00; Milbank School Lunch Program, Adult Meals, \$1,469.75; Moss Educational & Industrial Training Solutions, Computer Lab, \$30,714.00; Nelson Electric, Repairs, \$398.90; Parent, Driver's Ed Refund, \$250.00; Parent, Driver's Ed Refund, \$250.00; Parent, Driver's Ed Refund, \$250.00; Matthew Paysen, Tile Work, \$24,654.75; Pearson Clinical Assessment, Supplies, \$392.84; Plunketts Pest Control, Professional Services, \$186.02; Praixair Distribution, Supplies, \$304.66; Riverside Technologies, Computer Equipment, \$899.00; Rosholt School District, Perkins Reimb, \$1,149.46; Runnings, Supplies, \$199.59; S&D One Stop, Fuel, \$42.15; Sarlettes Music, Repairs, \$653.99; SASD, Workshop, \$75.00; School Specialty, Supplies, \$336.87; Schuneman Equipment, Repairs, \$393.82; Seehafer Ace Hardware, Supplies, \$1,131.98. Robin Simmons, Background Check, \$65.00; Star Laundry & Dry Cleaners, Cleaning Service, \$469.75; Street Graphex, Supplies, \$66.23; Trapp Plumbing Co, Repairs, \$117.66; Tri State Water, Rent, \$10.00; TSA Consulting, Professional Services, \$50.00; Twin Valley Tire, Repairs, \$17.50; Ultra-Chem, Supplies, \$260.64; USA Stay Hotel & Suites, Staff Travel, \$576.00; Verizon, Phone Services, \$787.43; Woodwind & Brasswind, Supplies, \$39.95.

- Accept Business Manager’s Financial Report.

Business Manager’s Monthly Report: General Fund: Balance 6-1-16, \$1,869,514.95. Revenues: Taxes, \$461,390.78; Tuition, \$22,897.00; Interest, \$443.06; Admissions, \$2,683.84; Local Misc, \$36,709.29; Rentals, \$6,606.50; Medicaid Admin, \$2,892.88; State Aid, \$151,134.00; Other State Revenue, \$1,733.33. Expenditures: Salaries-Instructional, \$245,072.09; Salaries-Support Services, \$85,379.05; Salaries-Co-curricular, \$18,982.13; Benefits-Instructional, \$63,213.71; Benefits-Support Services, \$26,370.28; Benefits-Co-curricular, \$2,868.50; Purchased Services, \$37,966.79; Supplies, \$12,023.12; Other, \$140.00. Journal Entries, \$44,258.22. Balance 6-30-16, \$2,108,248.18.

Capital Outlay Fund: Balance 6-1-16, \$692,423.42. Revenues: Taxes, \$220,741.37; Interest, \$164.11. Expenditures: Purchased Services, \$37,880.32; Supplies, \$3,310.44; Capital Acquisitions, \$1,953.80. Journal Entries, (\$40,317.33). Balance 6-30-16, \$829,867.01.

Special Education Fund: Balance 6-1-16, \$332,627.20. Revenues: Taxes, \$111,074.89; Tuition, \$23,187.00; Interest, \$78.83; Medicaid, \$2,533.76; State Aid, \$12,486.00. Expenditures: Salaries-Instructional, \$48,176.68; Salaries-Support Services, \$18,016.53; Benefits-Instructional, \$22,562.47; Benefits-Support Services, \$5,497.07; Purchased Services, \$9,509.73; Supplies, \$601.21; Other, \$45.00. Journal Entries, (\$696.37). Balance 6-30-16, \$376,882.62.

Bond Redemption Fund: Balance 6-1-16, \$333,333.35. Journal Entries, (\$1,435.76). Balance 6-30-16, \$331,897.59.

Pension Fund: Balance 6-1-16, \$598,916.81. Revenues: Taxes, \$23,649.56; Interest, \$141.95. Balance 6-30-16, \$622,708.32.

Lunch Fund: Balance 6-1-16, \$131,992.48. Revenues: Student Meals, \$3,661.40. Misc Income, \$208.92; Other State Revenues, \$3,900.26. Expenditures: Salaries-Support Services, \$7,700.35; Benefits-Support Services, \$4,708.54; Purchased Services, \$1,431.68; Supplies, \$17,396.15. Balance 6-30-16, \$108,526.34.

Enterprise Fund: Balance 6-1-16, \$73,087.99. Revenues: Tuition, \$1,250.00; Misc Income, \$100.21; OST Fees, \$18,244.46. Expenditures: Salaries-Instructional, \$9,048.24; Salaries-OST, \$8,387.11; Benefits-Instructional, \$1,235.08; Benefits-OST, \$854.79; Purchased Services, \$210.00; Supplies, \$612.11. Balance 6-30-16, \$72,335.33.

Trust & Agency Fund: Balance 6-1-16, \$241,522.74. Revenues: \$69,064.42. Expenditures: \$49,313.85. Balance 6-30-16, \$261,273.31.

Motion by Stengel and seconded by Upton to approve the following Contingency Transfers:

General Fund

2139 Other Health Services	Salary	\$ 6,750
2544 Care & Upkeep of Equipment	Repairs	\$ 6,750
3711 Title I Nonpublic Instructional	Benefits	\$ 50
6900 Combined Activities	Professional Services & Travel	\$14,750

Motion carried. 5-0

Motion by Upton and seconded by Thue to approve to adopt the following resolution:

**Supplemental Budget Resolution 16-07-01
Adoption of Supplemental Budget
FY2015-16:**

Let it be resolved, that the school board of the Milbank School District, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget approves and adopts the following supplemental budget in total:

	General Fund	Capital Outlay Fund	Special Education Fund
Appropriations:			
1121 Middle School Programs		55,100	
1222 Programs - Students with Severe Disabilities			9,700
1226 Early Childhood Programs			1,850
2119 Other Social Work	4,300		
2139 Other Health Services			2,700
2542 Care & Upkeep of Building Services		93,600	
2562 Food Preparation & Dispensing		2,200	
2710 Special Education Administrative Costs			6,900
2725 Prolonged Assistance (Age 0-2)			250
2733 Travel - Mental Retardation			150
2740 Speech/Language Impairments			1,700
Total Appropriations:	4,300	150,900	23,250
Means of Finance:			
1131 High School		55,100	
1221 Programs - Student with Mild-Moderate Disabilities			23,250
2542 Care & Upkeep of Building Services	4,300		
7000 Contingency		95,800	
Reserves on Hand:			
Total Means of Finance:	4,300	150,900	23,250

Richard Schwandt
Presiding Officer

Nancy Meyer
Business Manager

Motion carried. 5-0

Motion by Stengel and seconded by Bien to adjourn. Motion carried. 5-0

The Reorganizational Meeting was called to order by Superintendent Graf.
Motion by Stengel and seconded by Upton to approve the agenda as presented. Motion carried.

5-0

Oath of office was taken by Amy Thue for a two year term and Richard Schwandt and Tracy Upton for three year terms.

Election of officers was held according to Board policy. Richard Schwandt was elected Board Chairman and Milt Stengel as Board Vice-Chairman.

Discussion items: Conflict of Interest Disclosure.

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

Items included were:

- Establish second Monday of each month at 6:00 PM (November-March) or 7:00 PM (April-October) as date and time for regular board meetings.
- Approve Bills for 2016-17 presented for payment.

July 2016: ASBSD Worker's Comp, Insurance, \$33,281.00; Assoc School Boards of SD, Dues, \$1,408.30; Big Stone Therapies, Therapy Services, \$2,932.34; Century Business Products, Copier Payment, \$620.44; EMC Insurance, Liability Insurance, \$57,689.00; Fleet US, Supplies, \$1,995.35; Camille Hackwith, Background Check, \$65.00; Hauff Mid-America Sports, Supplies, \$625.00; Houghton Mifflin, MS Instructional Software, \$16,200.05; Infinite Campus, Software, \$3,230.50; Learning Solutions, Instructional Software, \$7,400.00; Marco Inc, Printer Maintenance, \$508.86; Mid-American Research Chemical Corp, Supplies, \$10,290.45; Milbank School Lunch Program, Adult Meals, \$21.00; Myoncore.com, Software, \$1,244.17; Nardini Fire Equipment, Repairs, \$299.40;NASP, Dues, \$ Northland Trust Services, Interest, \$11,660.00; Northwestern Energy, Natural Gas, \$302.66; NWEA, Instructional Software, \$12,300.00; OtterTail Power Co, Lights/Power, \$15,797.64; Riddell/All American Sports, Helmet Certification, \$6,245.96; S&W Apartments, Rentals, \$1,350.00; Sam's Club, Membership, \$190.80; SASD Dues, \$627.00; SDUSA, Dues, \$450.00; SDRS Special Pay Plan, Sic Leave Payouts, \$5,000.00; SDRS Special Pay Plan, Account Opening, \$135.00; Shoutpoint, Admin Software, \$1,380.00; Simplex Grinnell, Repairs, \$692.19; Software Unlimited, Admin Software, \$3,850.00; Waterford Research Institute, Instructional Software, \$2,995.00; Wiese Electric, Maintenance, \$169,108.00; Wittrock & Son, Garbage Collection, \$650.00.

- Approve the bonds of the Business Manager.
- Designate the Business Manager to invest and reinvest School District Funds within statutory limits as deemed necessary.
- Designate First Bank & Trust, Great Western Bank, and Wells Fargo Bank as official school District depositories for FY17 and authorize continuation of existing funds and accounts and, if necessary, establish new accounts.
- Designate Grant County Review as the official District newspaper for 2016-17 school year.
- Authorize renewal of membership in ASBSD for 2016-17 school year at a cost of \$1,408.30.
- Authorize renewal of membership in SD United Schools Association for 2016-17 at a cost of \$450.
- Authorize continuation of existing District funds and accounts and appoint the Business Manager as custodian of all School District funds and as administrator of Agency funds.
- Appoint the Superintendent as Authorized Representative for Federal Programs and other forms/documents on behalf of the School District.
- Approve participation in the School Lunch/Breakfast program and appoint the Business Manager as the Authorized Representative for 2016-17.
- Authorize the Superintendent to close the school in the event of inclement weather of an emergency.
- Designate Rodney Freeman as the School Attorney.

- Approve Special Education Comprehensive Plan

Motion by Thue and seconded by Upton to set Board Member compensation at \$65 per meeting with \$75 per meeting for the Board President. Motion carried. 5-0

Motion by Upton and seconded by Stengel to set the following rates and fees for the 2016-17 school year: mileage, \$.42/mile; meals in state, \$6/\$11/\$15; meals out of state, \$10/\$14/\$21; school lunches, noon, Grades K-5, \$2.65/ 6-12, \$2.90/ adults, \$3.50; breakfast, K-12, \$1.65/ adults, \$2.10; milk \$.35; admissions for all events, students, \$3/adults, \$5; activity tickets, Grades 1-8, \$20/ Grades 9-12, \$25/ adult 10-punch, \$40/ adult season pass, \$100; Senior Pass (age 65 and older) \$ 25; double header events, students, \$4/ adults, \$6. Motion carried. 5-0

Motion by Stengel and seconded by Thue to appoint Richard Schwandt as the ASBSD legislative contact person. Motion carried. 5-0

Motion by Bien and seconded by Thue to set substitute pay rates at \$90 for non-certified and \$100 for certified, hourly substitute rate at \$10.00/hour and substitute nurse rate at \$16.00/hour. Motion carried. 5-0

Motion by Upton and seconded by Stengel to approve the hiring of Kevin Schnaser as Spanish Teacher. Motion carried. 5-0

Motion by Bien and seconded by Upton to approve out of state travel for the Marching Band Camp to be held in Minneapolis, MN July 15th -16th. Motion carried. 5-0

Motion by Stengel and seconded by Thue to accept the resignation of Peggy Johnson as Food Service Employee. Motion carried. 5-0

Motion by Bien and seconded by Stengel to approve the School Lunch Agreement with Grant-Deuel. Motion carried. 5-0

Motion by Upton and seconded by Thue to approve the following resolution:

Resolution 16-07-02

The Milbank School District resolves to accept the proposed land in the Grant-Deuel dissolution plan. The land includes all of the land in Grant County that was originally part of the Grant-Deuel School District with the exception of: SW 1/4 of 36-118-49; SE 1/4 of 35-118-49; E 1/2 of SW 1/4 of 35-118-49; SW 1/4 of 31-118-50 that would go to the Deuel School District.

All of Deuel County that was originally part of the Grant-Deuel School District will go to the Deuel School District with the exception of: N ½ of 4-117-48; E ½ of 1-117-19 W ½ of 3-117-49; and all of 10-117-49; N ½ of 15-117-49 Less S 550 feet E 316.8 of SE ¼ of SE ¼ of NE ¼ will be going to the Milbank School District. Motion carried. 5-0

Motion by Upton and seconded by Stengel to accept a \$1,000 gift from the Milbank School Endowment Fund. Motion carried. 5-0

Motion by Thue and seconded by Bien to approve the student handbooks for the Elementary, Middle School, and High School. Motion carried. 5-0

Motion by Stengel and seconded by Upton to approve the hiring of Cassandra Kurtenbach as Part-time Para-professional. Motion carried. 5-0

Superintendent Graf reported on the following:

1. ASBSD Joint Convention August 4th & 5th at Sioux Falls.
2. Progress of Summer Projects
3. Endowment Fund Balance in June of \$90,427.04.
4. Fresh Fruits & Vegetables Grant Received - \$24,274.88.

Motion by Upton and seconded by Stengel to enter executive session to discuss negotiations and personnel at 8:09 PM. Motion carried.

Chairman Schwandt declared executive session over at 8:46 PM and regular session resumed.

Motion by Bien and seconded by Stengel to adjourn at 8:47 PM. Motion carried. 5-0

The next regular meeting of the Milbank School Board will be August 8, 2016, at 7:00 PM.

Chairman

Business Manager