

Minutes

Milbank School District Board Proceedings

July 14, 2014

President Dirksen called the meeting to order at 6:30 PM in the board room of the high school building. Members present were Upton, Biersbach, Bien, Schwandt and Stengel. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Deb Hemmer, Dan Snaza and Rhonda Zinter.

Motion by Bien and seconded by Upton to approve the agenda as presented. Motion carried. 5-0
No one addressed the Board during the Community Input Session.

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

- Approve minutes of June regular School Board Meeting.
- Approval of Bills from 2013-14 School Year.

Bills Presented for Payment: June 30, 2014: AmericInn Motel-Aberdeen, Staff Travel, \$415.00; Big Stone Therapies, Therapy Services, \$1,396.98; Sharon Bogenrief, Per Diem, \$9.00; Bradco Restoration, Tuckpointing, \$9,370.00; BW Ramkota Hotel, Athletic Travel, \$1,539.86; Greg Cantine, Graduate Credit, \$75.00; Cenex Fleetcard, Fuel, \$105.50; Century Business Leasing, Copier Payment, \$471.44; Century Business Products, Copier Supplies, \$55.90; Chase Card Services, Travel/Supplies, \$4,004.64; City of Milbank, Water/Sewer, \$1,587.09; Dean Foods, Milk, \$298.43; EMC Insurance, Insurance Premium, \$67.00; Nikki Evje, Staff Training, \$423.00; Lori Fields, Background Check, \$70.00; Food-N-Fuel, Fuel, \$728.50; Gale Group, Library Media, \$395.91; Katie Gilmore, Graduate Credits, \$225.00; Grant County Review, Publications, \$523.70; Peggy Greiner, Per Diem, \$9.00; Hanson Furniture & Flooring, Building Improvements, \$9,223.80; Hauff Mid-America Sports, Supplies, \$607.00; Hillyard, Supplies, \$30,669.16; Imprest Fund, Registration, \$1860.00; Imprest Fund, Professional Services, \$2358.60; Imprest Fund, Travel, \$849.00; Infinite Campus, Training, \$99.00; ITC, Phone Service, \$550.75; Joyce Johnson, Graduate Credit, \$75.00; Becky Johnson, Graduate Credit, \$225.00; JW Pepper, Supplies, \$199.47; Susan Karels, Graduate Credit/Reimb, \$125.00; Mark Keeton, Graduate Credit, \$75.00; Mary Kinder, Supplies, \$417.12; Sara Konrad, Graduate Credits, \$225.00; Lindsey Lanpher, Staff Training, \$423.00; Jill Lear, Background Check, \$70.00; Pamela Liebe, Per Diem, \$9.00; Lane Lindquist, Graduate Credits, \$225.00; Marco Inc, Printer Maintenance, \$387.70; MasterCard Corp, Supplies, \$650.76; Mid-American Research Chemical, Supplies/Repairs, \$1,744.35; Milbank School District, Professional Services, 200.00; Northwest Pipe Fittings, Repairs, \$3,545.38; Northwestern Energy, Natural Gas, \$227.59; OtterTail Power, Lights/Power, \$30,033.11; Parent, Mileage, \$1,012.32; Kelsey Peery, Per Diem, \$9.00; Praxair Dist, Supplies, \$139.96; Riddell/All American Sports, Supplies, \$152.43; Tammy Rieger, Per Diem, \$9.00; Rosholt School District, Perkins Supplies, \$2,143.85; Scholastic Inc, Books, \$494.00; School Specialty, Supplies, \$927.46; Jennifer Schulte, Staff Training, \$437.91; Schuneman Equipment, Repairs, \$480.36; Miriam Schwenn, Graduate Credit, \$75.00; Ryan Scoular, Graduate Credit, \$225.00; SDAEOP, Staff Travel, \$75.00; Seehafer Hardware Hank, Supplies, \$1601.64; Street Graphex, Supplies, \$160.87; Trapp Plumbing, Repairs, \$515.76; Tri State Water, Cooler Rent, \$10.00; TSA Consulting, Professional Services, \$50.00; Tyler Computer, Printing, \$60.00; Valley Office Products, Supplies, \$514.16; Verizon, Phone Service, \$491.13; Watertown Public Opinion, Advertising, \$64.40; Wittrock & Son, Garbage Collection, \$689.00.

- Accept Business Manager's Financial Report.

Business Manager's Monthly Report: General Fund: Balance 6-1-14, \$1,973,550.87. Revenues: Taxes, \$240,108.60; Tuition, \$23,664.60; Interest, \$346.37; Local Misc, \$3,997.48; Property Rental, \$3,596.00; Medicaid Admin, \$6,735.85; County Apportionment, \$14.01; State Aid, \$133,322.00; Other

State Revenue, \$431.73. Expenditures: Salaries-Instructional, \$196,555.56; Salaries-Support Services, \$77,290.97; Salaries-Co-curricular, \$16,399.89; Benefits-Instructional, \$51,645.62; Benefits-Support Services, \$21,987.26; Benefits-Co-curricular, \$2,549.83; Purchased Services, (\$5,045.54); Supplies, \$48,491.05; Other, \$517.00. Journal Entries, \$43,013.06. Balance 6-30-14, \$2,018,388.93.

Capital Outlay Fund: Balance 6-1-14, \$556,000.75. Revenues: Taxes, \$137,299.25; Interest, \$97.65. Expenditures: Purchased Services, \$2,102.23; Supplies, \$2,002.99; Capital Acquisitions, \$9,370.00. Journal Entries, (\$45,000.00). Balance 6-30-14, \$634,922.43.

Special Education Fund: Balance 6-1-14, \$293,711.66. Revenues: Taxes, \$70,998.12; Tuition, \$8,302.34; Interest, \$51.70; Medicaid Admin, \$1,217.00; Medicaid Direct Services, \$8,018.85; Misc Income, \$1,569.18; State Aid, \$5,082.00. Expenditures: Salaries-Instructional, \$43,917.20; Salaries-Support Services, \$23,317.54; Benefits-Instructional, \$13,021.89; Benefits-Support Services, \$5,484.64; Purchased Services, \$983.47; Supplies, \$1,190.49. Journal Entries, \$1,986.94. Balance 6-30-14, \$303,022.56.

Bond Redemption Fund: Balance 6-1-14, \$200,000.01. Balance 6-30-14, \$200,000.01.

Pension Fund: Balance 6-1-14, \$448,411.95. Revenues: Taxes, \$13,729.11; Interest, \$78.70. Expenditures: Salaries-Instructional, \$886.30; Benefits-Instructional, \$66.63. Balance 6-30-14, \$461,266.83.

Lunch Fund: Balance 6-1-14, \$112,035.28. Revenues: Student Meals, \$11,470.40; Misc Income, (\$139.27); State Revenue, \$2,520.57; Federal Sources, \$15,315.06. Expenditures: Salaries-Support Services, \$7,252.75; Benefits-Support Services, \$4,653.23; Purchased Services, \$2,117.43; Supplies, \$13,064.65. Balance 6-30-14, \$114,113.98.

Enterprise Fund: Balance 6-1-14, \$46,838.52. Revenues: Tuition, \$750.00; OST Fees, \$22,716.85. Revenues: Salaries-Instructional, \$10,685.92; Salaries-Support Services, \$8,224.54; Benefits-Instructional, \$1,458.63; Benefits-Support Services, \$932.09; Purchased Services, \$44.60; Supplies, \$750.34. Balance 6-30-14, \$48,209.25.

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

General Fund

| | | |
|---|-----------------------|----------------|
| 2119 Other Social Work Services | Tobacco Grant Stipend | \$7,250 |
| 2542 Care and Upkeep of Building Services | Supplies | \$15,000 |
| 2642 Recruitment/Placement Service | Professional Services | \$130 |
| 6500 Transportation | Travel | \$30 |
| 6900 Combined Activities | Travel | <u>\$3,300</u> |
| | Total | \$25,710 |

Capital Outlay Fund

| | | |
|-----------------------------|-------------|-----------------|
| 1111 Elementary | Computers | \$14,000 |
| 1131 High School | Computers | \$7,000 |
| 2529 Fiscal Services | Software | \$5,400 |
| 2555 Contracted Bus Service | Bus Service | <u>\$22,000</u> |
| | Total | \$48,400 |

Motion carried. 5-0

Motion by Stengel and seconded by Biersbach to approve to adopt the following resolution:

Supplemental Budget Resolution

June 30, 2014

FY2013-14:

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:

| | Special Education Fund | Lunch Fund | Enterprise Fund |
|-------------------|---------------------------------------|---------------|--------------------|
| Appropriations: | | | |
| 1222 | Sever Disabilities | 7,400 | |
| 1225 | Homebound Programs | 1,600 | |
| 2139 | Other Health Services | 3,300 | |
| 2172 | Therapy Services | 24,500 | |
| 2642 | Food Preparation & Dispensing | | 5,700 |
| 2733 | Transportation | 801 | |
| 3500 | Out of School Time | | 1,300 |
| 3729 | Other Nonpublic Support | 7,609 | |
| | Total Appropriations: | 45,210 | 5,700 |
| | | | 1,300 |
| Means of Finance: | | | |
| 1610 | Student Meals | | 5,700 |
| 1982 | Student Fees, OST | | 1,300 |
| 1221 | Unused Alloc. Mild to Moderate | 12,300 | |
| 2159 | Unused Alloc. Other Speech Services | 7,609 | |
| 2744 | Unused Alloc. Transportation Services | 801 | |
| | Reserves on Hand: | 24,500 | |
| | Total Means of Finance: | 45,210 | 5,700 |
| | | | 1,300 |

Richard Schwandt

Presiding Officer

Nancy Meyer

Business Manager

Motion carried. 5-0

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

The Reorganizational Meeting was called to order by Superintendent Graf.

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

3-0

Oath of office was taken by Milt Stengel for a three year term and Tracy Upton for a two year term.

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

Discussion items: Campus Security and Athletic Handbook.

Motion by Bien and seconded by Stengel 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 2014-2015 presented for payment.

Bills Presented for Payment: July 2014: Apex Cleaners, Cleaning Service, \$306.34; ASBSD Workers' Comp, Insurance, \$28,702.00; Associated School Boards of SD, Dues/Fees, \$1,274.60; Emily Brandt, Per Diem, \$35.00; Century Business Leasing, Copier Payment, \$471.44; Maren Davis, Graduate Credits, \$225.00; Ebsco Subscriptions, Library Periodicals, \$442.20; Nikki Evje, Per Diem, \$35.00; Brenna Fredrichsen, Per Diem, \$35.00; Jessica Hanson, Per Diem, \$35.00; Natasha Hartman, Per Diem, \$35.00; Hartmans Family Foods, Food, \$239.60; Infinite Campus, Software/License, \$3670.15; JA Sexauer, Repairs, \$2,876.28; Dina Johnson, Per Diem, \$35.00; Susan Karels, Reimb, \$170.96; Janelle Korstjens, Per Diem, \$35.00; Jill Lear, Per Diem, \$35.00; Heidi Lommen, Lunch Refund, \$27.00; Ashley Ludwig, Per Diem, \$35.00; Mansker Enterprises, Supplies, \$129.00; Midland Publishing/Printing, Supplies, \$521.64; Milbank Winwater Works, Repairs, \$465.60; NASP, Dues/Fees, \$199.00; Northland Trust, Bond Payment, \$20,568.75; Jayne Paysen, Per Diem, \$35.00; Matt Paysen, Building Improvements, \$23,205.00; Kelsey Peery, Per Diem, \$35.00; Kristin Pfeiff, Staff Travel, \$160.00; Plunketts Pest Control, Upkeep, \$178.86; Rachel's Challenge, Professional Services, \$2,160.00; Riddell/All-American Sports, Helmets, \$7007.07; Rogers Electric Motor Service, \$992.72; Runnings Supply, Repairs, \$151.15; SASD, Dues/Fees, \$2,739.75; Jada Schmieg, Background Check, \$70.00; School Datebooks, Planners, \$265.44; Ryan Scouler, Coach Training, \$80.00; SDASP, Dues/Fees, \$45.00; SDRS Special Pay Plan, Retirement Plan, \$39,637.25; SD School Supt Assn, Registration, \$150.00; SD United School Assn, Dues, \$500.00; SDSTE, Registration, \$30.00; Seehafer Hardware Hank, Supplies, \$1,314.88; Shoutpoint, Software, \$1,535.00; Software Unlimited, Software, \$3,575.00; Star Laundry, Cleaning Service, \$317.93; Twin Valley Tire, Maintenance, \$165.55; Waterford Research Institute, Software, \$3,495.00; Kelly Whitesitt, Per Diem, \$35.00; Xerox Corp, Copier Payment, \$1,446.79.

- 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 FY15 and authorize continuation of existing funds and accounts and, if necessary, establish new accounts.
- Designate Grant County Review as the official District newspaper for 2014-15 school year.
- Authorize renewal of membership in ASBSD for 2014-15 school year at a cost of \$1,274.60.
- Authorize renewal of membership in SD United Schools Association for 2014-15 at a cost of \$500.
- 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 2014-15
- Authorize the Superintendent to close the school in the event of inclement weather of an emergency.
- Designate Rodney Freeman as the School Attorney.
- Approve Open Enrollment Applications for a 3rd Grade and 5th grade student from Lac Qui Parle Valley School District in Minnesota, for a 1st Grade and 7th Grade student from Big Stone City

School District, for three Kindergarten students from Grant-Deuel School District, and one Kindergarten student from Wilmot School District.

Motion by Stengel and seconded by Upton to set Board Member compensation at \$65 per meeting. Motion carried. 5-0

Motion by Biersbach and seconded by Bien to set the following rates and fees for the 2014-15 school year: mileage, \$.37/mile; meals in state, \$5/\$9/\$12; meals out of state, \$8/\$11/\$17; school lunches, noon, Grades K-5, \$2.55/ 6-12, \$2.80/ adults, \$3.40; breakfast, K-12, \$1.55/ adults, \$2.00; milk \$.30; 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 Upton to appoint Richard Schwandt as the ASBSD legislative contact person. Motion carried. 5-0

Motion by Upton and seconded by Bien to set substitute pay rates at \$85 for non-certified and \$95 for certified, hourly substitute rate at \$9.25/hour and substitute nurse rate at \$15.00/hour. Motion carried. 5-0

Motion by Upton and seconded by Stengel to table approval of purchase of Multi-Media Class Production Equipment until the August Board Meeting. Motion carried. 5-0

Motion by Bien and seconded by Biersbach to approve the hiring of Diane Berkner as Paraprofessional at a rate of \$9.65 per hour. Motion carried. 5-0

Motion by Upton and seconded by Stengel to approve the hiring of Becky Johannsen as a Food Service Employee at \$9.50 per hour. Motion carried. 5-0

Motion by Stengel and seconded by Biersbach to accept the resignation of Beth Lentz as school nurse. Motion carried. 5-0

Motion by Bien and seconded by Upton to accept the resignation of Dolly Lenards as MS Gymnastics Coach. Motion carried. 5-0

Motion by Upton and seconded by Biersbach to approve the hiring of Dina Johnson as a Paraprofessional at a rate of \$9.50 per hour. Motion carried. 5-0

Motion by Stengel and seconded by Bien to approve the hiring of Stacey Weinkauff as MS Gymnastics Coach. Motion carried. 5-0

Motion by Bien and seconded by Stengel to amend the contract of Melissa Bastian to include MS Track Coach. Motion carried. 5-0

Motion by Biersbach and seconded by Upton to amend the contract of Lindsey Keller to include Winter Cheerleading Advisor. Motion carried. 5-0

Reports were given by High School Principal Dan Sanza, and Special Services Director Rhonda Zinter.

Superintendent Graf reported on the following:

1. ASBSD Joint Convention August 8th-9th at Sioux Falls.
2. Progress of Summer Projects
3. Endowment Fund
4. Infinite Campus – Food Service and Messenger
5. Top 20 and Boost-Up Training.
6. September 22nd In-Service – Todd Whitaker

Motion by Stengel and seconded by Biersbach to enter executive session to discuss personnel matters at 7:44 PM. Motion carried. 5-0

Chairman Schwandt declared executive session over at 7:56 PM and regular session resumed.

Motion by Bien and seconded by Biersbach to set the pay rate for Mary Kinder as Summer OST Director at \$18.00 per hour. Motion carried. 5-0

Motion by Upton and seconded by Bien to adjourn at 8:01 PM. Motion carried. 5-0

The next regular meeting of the Milbank School Board will be August 11, 2014, at 7:00 PM.

Chairman

Business Manager