

## Minutes

### Milbank School District Board Proceedings

September 12, 2016

President Schwandt called the meeting to order at 7:06 PM in the board room of the high school building. The Pledge of Allegiance was said. Members present were Upton, Thue, Bien, Stengel, and Schwandt. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Deb Hemmer, Ginny Tostenson, Renee Shelstad, Dan Snaza, Keri Schliesman, and Kris Evje.

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

The Board had the opportunity to visit the Milbank Independence Transition apartment before the board meeting. Mrs. Shelstad gave an overview of the MIT program.

Discussion items: Open Enrollment Report, ACT Test Results, Advertising in the Schools/Sponsorship program, and Updated GDBE Policy (1<sup>st</sup> Reading).

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

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

**Bills Presented for Payment:** 3D Security, Repairs, \$300.63; Aberdeen Awards, Supplies, \$32.00; Active Data Systems, Software, \$1,663.55; April Anderson, Coach Training, \$35.00; Apex Cleaners, Cleaning Uniforms, \$333.84; Apple Inc, Computers, \$22,330.00; Award Decals, Supplies, \$33.75; Matthew Bastian, Coach Training, \$35.00; Melissa Bastian, Coach Training, \$35.00; Big Stone Therapies, Therapy Services, \$5,153.85; Bituminous Paving, Maintenance, \$22,780.45; Carson-Dellosa Publishing, Supplies, \$74.95; Cenex Fleetcard, Repairs, \$46.60; Century Business Products, Copier Payment, \$1,091.12; Chase Card Services, Supplies/Postage/Equipment, \$9,619.28; Churchill Manolis Freeman Kludt Shelton Burns, Attorney Fees, \$121.40; City of Milbank, Water/Sewer, \$2,535.92; Cole Papers, Supplies, \$2,140.19; Combined Building Specialties, Repairs, \$572.00; Ryan Conrad, Coach Training, \$70.00; Cynmar Corporation, Supplies, \$649.82; James Dahl, Supplies, \$41.51; Dakota Portable Toilets, Rental, \$185.00; Kali Davis, Background Check, \$65.00; Dean Foods, Milk, \$154.37; DeFea Transportation, Bus Service, \$17,193.39; Dramatists Play Service, Supplies, \$179.75; EMC Insurance Companies, Insurance, \$442.00; ESGI, Software License, \$1,225.00; Renae Espland, Background Check, \$65.00; ESTR Publications, Supplies, \$46.00; Everwhite, Repairs, \$1,267.30; Finney Co, Supplies, \$745.03; Johanna Fischer, Reimbursement, \$381.00; Flinn Scientific, Supplies, \$441.25; Food-N-Fuel, Travel, \$433.15; Forestry Suppliers, Supplies, \$500.87; Brenna Fredrichsen, Graduate Credits, \$225.00; Troy Gauer, Travel, \$52.05; Gopher, Supplies, \$323.33; Tim Graf, Supplies, \$47.61; Grant County Review, Publications, \$270.23; Hanson Furniture & Flooring, Building Improvements, \$1,434.00; Hauff Mid-America Sports, Supplies, \$3,805.50; Healy Awards, Supplies, \$234.94; Hillyard Inc, Supplies, \$282.32; Kelli Hoff, Coach Training/Registration, \$203.09; Houghton Mifflin, Textbooks, \$2,120.00; Hummert Intl, Supplies, \$1,779.15; Imagine Learning, License Renewal, \$1,500.00; Imprest Fund, Travel, \$903.00; Imprest Fund, Registration, \$1,510.00; Imprest Fund, Supplies, \$16.20; Imprest Fund, Professional Services, \$2,092.22; ITC, Phone Service/Equipment, \$10,467.01; IXL Learning, Software, \$6,612.00; Jostens, Yearbooks, \$3,791.39; Mary Kinder, Supplies, \$106.21; KONE Inc, Repairs, \$548.19; Gretchen Koopmans, Background Check, \$65.00; Leann Kuper, Window Treatments, \$2,500.00; Cassandra Kurtzenbach, Background Check, \$65.00; Lakeshore Learning Materials, Supplies,

\$80.48; Learning.com, Software License, \$825.00; Leola School District, Tech Supplies, \$500.00; Travis Lester, Coach Training, \$35.00; Library Store, Supplies, \$412.75; Lane Lindquist, Coach Training, \$35.00; Kristi Lingert, Supplies, \$60.05; LL Harder, Repairs, \$298.11; Marco Inc, Copier Payments, \$538.80; Mastercard Corp, Supplies/Travel/Postage, \$1,305.86; Susan Maus, Background Check, \$70.00; McKesson Medical-Surgical, Supplies, \$574.54; Mid-American Research Chemical, Repairs, \$687.36; Milbank Community Transit, Transportation, \$394.00; Milbank Glass & More, Repairs, \$1,581.64; Milbank Independence Training, Services, \$694.20; Milbank School District, Registration, \$90.00; Nasco, Supplies, \$1,113.26; NE Prevention Resource Center, Registration, \$30.00; Nelson Electric, Repairs, \$4,445.97; Newzbrain Education, Supplies, \$309.00; Northwest Pipe Fittings, Repairs, \$596.51; Northwestern Energy, Natural Gas, \$409.86; Novel Units, Books, \$324.15; Caitlyn Oien, Background Check/Top 20, \$315.00; Brad Olson, Coach Training, \$35.00; OtterTail Power Co, Lights/Power, \$14,070.82; Brian Pauli, Coach Training/Background Check, \$135.00; Nancy Pauli, Supplies, \$293.74; Nancy Paulson, Coach Training, \$35.00; Pearson Clinical Assessment, Supplies, \$1,351.37; Kelsey Peery, Coach Training, \$35.00; Gay Pickner, Professional Services, \$500.00; Plank Road Publishing, Supplies, \$60.35; Plunketts Pest Control, Repairs, \$186.02; Popp Binding & Laminating, Supplies, \$295.27; Praxair Distribution, Supplies, \$153.27; Professional Hearing Services, Professional Services, \$346.00; Ramada Inn, Staff Travel, \$764.55; Susanne Rausch, Graduate Credits, \$75.00; Reading Warehouse, Supplies, \$31.69; Really Good Stuff, Supplies, \$1,804.00; Renaissance Learning, Software Renewal, \$6,247.00; Rick Trow Productions, Supplies, \$110.35; Jolene Rick, Coach Training, \$35.00; Riddell All-American Sports, Supplies, \$1,281.93; Riverside Technologies, Computer Equipment, \$52,000.00; Runnings, Supplies, \$44.86; S&W Apartments, Rental, \$450.00; Sarlettes Music, Repairs/Supplies, \$2,865.01; SASD, Dues, \$430.00; Scholastic Magazines, Classroom Subscriptions, \$1,144.78; School Health Corp, Supplies, \$189.77; School Specialty, Supplies/Desks, \$21,502.20; Aaron Schuelke, Background Check, \$65.00; Jena Schulte, Supplies, \$71.22; Schuneman Equipment, Repairs, \$2082.77; Miriam Schwenn, Graduate Credits, \$150.00; SDACTE, Registration, \$462.00; SDHSAA, Fees, \$31.00; SD SACA, Registration, \$270.00; Seehafer Ace Hardware, Supplies/Repairs, \$1,195.55; Sheyenne Upholstery, Professional Services, \$60.00; Sioux Falls School District, Services, \$403.20; Sleep Inn, Lodging, \$186.69; Star Laundry & Dry Cleaners, Cleaning Services, \$237.51; Sterling Computers, Computers, \$27,500.00; Stokes Seeds, Supplies, \$406.68; Super Duper, Supplies, \$124.75; Rick Swenson, Coach Training, \$35.00; Teacher Direct, Supplies, \$112.00; Teachers Discovery, Supplies, \$56.10; Thinking Moves, Supplies, \$78.40; Time for Kids, Subscription, \$54.60; Top Notch Tile, Building Improvements, \$7,774.50; Eric Townsend, Coach Training, \$35.00; Abbey Trapp, Coach Training, \$35.00; Tri State Water, Supplies, \$146.40; TSA Consulting, Professional Services, \$50.00; John Tufte, Professional Services, \$199.66; Turnitin.com, Software, \$3,204.00; Ultra-Chem, Supplies, \$505.60; Unzen Motors, Repairs, \$188.61; Valley Office Products, Supplies, \$187.48; Verizon, Telephone, \$861.44; Wiese Electric, Maintenance, \$22,276.41; Scott Wiese, Coach Training, \$35.00; William V Macgill, Supplies, \$1,068.14; Wittrock & Son, Garbage Collection, \$1,300.00; Xerox Corp, Copier Payment, \$394.31; Carol Ydstie, Background Check, \$70.00.

- Accept Business Manager's Financial Report.

**Business Manager's Monthly Report:** General Fund: Balance 8-1-16, \$2,046,504.64. Revenues: Taxes, \$81,610.77; Interest, \$467.04; Admissions, \$2,028.00; Activity Tickets, \$12,280.00; Local Misc, \$21,713.04; Medicaid Admin, \$2,677.01; State Aid, \$159,627.00. Expenditures: Salaries-Instructional,

\$187,310.23; Salaries-Support Services, \$67,195.41; Salaries-Co-curricular, \$389.50; Benefits-Instructional, \$56,100.88; Benefits-Support Services, \$23,075.76; Benefits-Co-curricular, \$354.78; Purchased Services, \$34,023.34; Supplies, \$52,801.66; Other, \$2,963.00. Journal Entries, (\$900.00) Balance 8-31-16, \$1,901,792.94.

Capital Outlay Fund: Balance 8-1-16, \$493,772.24. Revenues: Taxes, \$2,424.39; Interest, \$112.69; Other State Revenue, \$137,400.00. Expenditures: Purchased Services, \$34,898.27; Supplies, \$135,244.00; Capital Acquisitions, \$5,767.17; Other, \$435.00. Balance 8-31-16, \$457,364.88.

Special Education Fund: Balance 8-1-16, \$370,515.03. Revenues: Taxes, \$1,220.00; Interest, \$84.56; Medicaid Admin, \$483.00; State Aid, \$18,191.00; IDEA Flow through, \$1,963.00; Early Childhood, \$400.00. Expenditures: Salaries-Instructional, \$39,656.98; Salaries-Support Services, \$6,095.13; Benefits-Instructional, \$17,130.88; Benefits-Support Services, \$2,552.83; Purchased Services, \$5,808.83; Supplies, \$1,025.72; Other, \$369.00. Balance 8-31-16, \$320,217.22.

Bond Redemption Fund: Balance 8-1-16, \$333,333.35. Balance 8-31-16, \$333,333.35.

Pension Fund: Balance 8-1-16, \$621,993.36. Revenues: Taxes, \$259.79; Interest, \$141.95. Balance 8-31-16, \$622,395.10.

Lunch Fund: Balance 8-1-16, \$116,012.57. Revenues: Student Meals, \$64,806.41; Adult Meals, \$780.15; A la Carte, \$199.00; Misc, \$66.56. Expenditures: Benefits-Instructional, \$5,118.53; Benefits-Support Services, \$4,414.82; Purchased Services, \$150.77; Supplies, \$103.04. Balance 8-31-16, \$172,077.53.

Enterprise Fund: Balance 8-1-16, \$70,445.11. Revenues: OST Donations, \$1,750.00; OST Tuition, \$11,888.98. Expenditures: Salaries-OST, \$11,892.17; Benefits-OST, \$1,229.68; Purchased Services, \$2,343.25; Supplies, \$1,550.31. Balance 8-31-16, \$67,068.68.

T&A Fund: Balance 8-1-16, \$254,001.34. Revenues: \$33,451.50. Expenditures, \$6,583.73. Balance 8-31-16, \$280,869.11.

Motion by Stengel and seconded by Upton to adopt the following Budget Resolution:

**Resolution No. 16-09-01**  
**ADOPTION OF ANNUAL BUDGET**

Let it be resolved, that the School Board of the Milbank School District 25-4, after duly considering the proposed budget and its changes thereto, to be published in accordance with SDCL 13-11-2 hereby approves and adopts it proposed budget and changes thereto, to be its Annual Budget for the fiscal year July 1, 2016 through June 30, 2017. The adopted Annual budget levy requests are as follows: General Fund \$1.568 per thousand of Ag valuation, \$3.687 per thousand for Owner Occupied, \$7.630 per thousand for Other Non-ag; Special Education Fund \$1.405 per thousand of valuation; Capital Outlay Fund \$2.45 per thousand of valuation (\$ 1,665,363.00). A list of changes from the proposed to the adopted is as follows: Add to the following revenue functions: General Fund 1990, \$55,000; 3111, \$178,253; Capital Outlay Fund 3900, \$212,000. Decrease the following revenue functions: General Fund 1312, \$9,835; and 4144, \$72,000. Add to the following expenditure functions: General Fund 1111, \$55,000; 1131, \$34,000; 2139, \$5,000; 2311, \$85,000; and Capital Outlay Fund 2542, \$212,000. Decrease the following expenditure function: General Fund; 1273, \$72,000.

Richard Schwandt  
Chairman  
Nancy M. Meyer  
Business Manager

Motion carried. 5-0

Motion by Bien and seconded by Thue to approve the Conflict of Interest Disclosure filed by Tracy Upton for being a part-time driver for DeFea Transportation. Motion carried. 5-0

Motion by Upton and seconded by Bien to approve an Open Enrollment Application for a 1<sup>st</sup> grade student who has been attending the Milbank School District but recently moved to the Wilmot School District. Motion carried. 5-0

Motion by Stengel and seconded by Thue to approve the Tuition Agreement with the Big Stone City School District in the amount of \$16,392.03 for three High School students. Motion carried. 5-0

Motion by Thue and seconded by Bien to approve the hiring of Carol Ydstie as a Special Education para-professional at an hourly rate of \$10.20. Motion carried. 5-0

Motion by Upton and seconded by Stengel to approve a lane change for Ryan Scoular from step 11, lane 5 for \$45,955 to step 11, lane 6 for \$46,460 and a lane change for Miriam Schwenn from step 13, lane 3 for \$ 45,667 to step 13, lane 4 for \$46,009. Motion carried. 5-0

Motion by Bien and seconded by Thue to accept the resignation of Molly Tesch as Food Service employee. Motion carried. 5-0

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

Motion by Bien and seconded by Upton to approve the proposed High School Graduation Requirements effective 2017-18 which reduces the requirement of a full credit for Technology to .5 credits. The total number of credits remains the same but the number of general elective credits would increase by .5 credits. Motion carried. 5-0

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. Enrollment
2. September 2<sup>nd</sup> In-service
3. Grant-Deuel Dissolve & Attach Plan and Vote on October 18<sup>th</sup>.
4. ASBSD Regional Meetings – October 4<sup>th</sup> at Deuel.

Motion by Stengel and seconded by Bien to enter executive session for personnel issues and negotiations at 8:25 PM. Motion carried. 5-0

Chairman Schwandt declare executive session over at 8:47 PM and regular session was resumed.

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

The next regular meeting of the Milbank School Board will be October 10, 2016, at 7:00 PM.

Richard Schwandt  
Chairman  
Nancy M. Meyer  
Business Manager