

## Minutes

### Milbank School District Board Proceedings

January 11, 2015

President Schwandt called the meeting to order at 6:10 PM in the board room of the high school building. The Pledge of Allegiance was said. 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, Tim Lease, and Kris Evje.

Motion by Biersbach and seconded by Upton to approve the agenda with the addition of action item J. Approve Resignation of Jeanne Sinclair. Motion carried. 5-0

No one addressed the Board during the Community Input Session.

The Board recognized the Oral Interp team for their achievements at the state Oral Interp contest. Receiving Superiors were Brianna Schreurs in Humorous Reading, Kala Loehrer in Poetry, Rebekah Tuchscherer in non-original Oratory, and the Readers' Theatre team of Kala Loehrer, Taylor Balling, Sharon Folk, Chris Loutsch, Kayla Holtquist, and Jamie Mundwiler. Advisor is Laura Maag assisted by Tina Balling and Sandra Christensen.

Discussion Items: Review the Financial Status of General Fund, Health Careers Course Electives, and School Board Recognition.

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

- Approve minutes of December School Board Meetings.
- Approval of Bills for payment.

**Bills Presented for Payment:** Berens Grocery, Supplies, \$88.86; Best Western Vermillion Inn, Lodging, \$368.00; Big Stone Therapies, Therapy Services, \$7,059.78; Brewster Building Center, Supplies, \$79.87; Brown & Saenger, Supplies, \$40.55; Cash-Wa Distributing, Food, \$2,104.28; Century Business Leasing, Copier Payment, \$471.44; Century Business Products, Supplies, \$188.74; Chase Card Services, Postage/Supplies/Travel/Computer Equipment, \$9,196.04; City of Milbank, Water/Sewer, \$1,695.00; Dean Foods, Milk, \$4,297.58; DeFea Transportation, Busing, \$41,480.58; DeSmet Super Deluxe Inn, Lodging, \$545.40; Earthgrains Baking, Food, \$463.45; Ecolab, Supplies, \$783.24; Eldridge Plays & Musicals, Supplies, \$186.15; Johanna Fischer, Background Check, \$70.00; Food Services of America, Food, \$21,241.11; Food-N-Fuel, Travel, \$1,210.78; GCC Ready Mix, Snow Removal, \$71.25; Global Insight Productions, \$2,500.00; Governors Inn, Lodging, \$749.50; Grant County Review, Minutes Publication, \$101.26; Hasslen Construction, Building Improvement, \$6,270.00; Hedahls Auto Parts, Repairs, \$19.10; Holiday Inn Express, Lodging, \$445.00; Hewlett Packard, Computer Equipment, \$2,098.35; Imprest Fund, Registration, \$1,019.00; Imprest Fund, Officials, \$2,804.60; Imprest Fund, Travel, \$216.00; Imprest Fund, Supplies, \$79.50; Interstate Battery, Repairs, \$135.15; ITC, Telephone, \$550.75; Jaymar Business Forms, Supplies, \$109.54; Johnson Controls, Maintenance Contract, \$1,622.00; Jostens, Supplies, \$4,378.88; Susan Karels, Travel, \$73.43; Mary Kinder, Supplies, \$164.92; KL Counseling Services, Professional Services, \$150.00; Lewis Drug, Supplies, \$50.55; Marco, Supplies, \$352.62; Mastercard Corp, Supplies, \$424.65; Mid-America Research Chemical, Supplies, \$230.31; Milbank Community Transit, Busing, \$1,116.00; Milbank Independence Training, Lunchroom Services, \$159.60; Milbank Lumber, Supplies, \$366.43; Milbank School District, Supplies, \$5,189.00; Milbank School Lunch, Student Workers, \$68.00; National Speech & Debate, Memberships, \$20.00; NCS Pearson, Supplies, \$766.06; Northwestern Energy, Natural Gas, \$1,576.89; Brad Olson, Athletic Fees, \$80.00; OtterTail Power Co, Lights/Power, \$25,199.71; Praxair Dist, Supplies, \$476.51; Professional Hearing Services, Professional Services, \$510.00; Quality Inn & Suites, Travel, \$80.00; Deborah Rausch, Lesson Assistance, \$386.25; School Specialty, Supplies, \$412.03; SD DOE Food Distribution

Program, Food, \$190.80; Shiffler Equipment Sales, Repairs, \$117.90; Star Laundry & Dry Cleaners, Cleaning Services, \$819.72; Trapp Plumbing Co, Repairs, \$268.26; Tri State Water, Supplies, \$49.00; TSA Consulting, Services, \$50.00; Verizon, Telephone, \$756.86; West Coast Publishing, Supplies, \$122.21; West Sioux Ceramics, Supplies, \$70.07; Wittrock & Son, Garbage Collection, \$689.00; Xerox Corp, Supplies, \$202.00; Guo Zimeng, Lunch Refund, \$258.20; Rhonda Zinter, Travel, \$26.00.

- Accept Business Manager's Financial Report.

**Business Manager's Monthly Report:** General Fund: Balance 12-1-14, \$1,711,829.43. Revenues: Taxes, \$504,149.83; Interest, \$345.07; Admissions, \$6,463.01; Local Misc, \$109,027.20; County Apportionment, \$11.31, State Aid, \$152,963.00; Federal Sources, \$60,960.23. Expenditures: Salaries-Instructional, \$198,561.57; Salaries-Support Services, \$78,740.95; Salaries-Co-curricular, \$19,368.28; Benefits-Instructional, \$51,097.59; Benefits-Support Services, \$22,164.80; Purchased Services, \$41,164.80; Supplies, \$13,488.08. Balance 12-31-14, \$2,118,084.58.

Capital Outlay Fund: Balance 12-1-14, \$244,245.11. Revenues: Taxes, \$274,594.76; Interest, \$47.81. Expenditures: Purchased Services, \$79,353.17; Supplies, \$2,580.30; Capital Acquisitions, \$1,044.05; Other, \$360,073.75. Balance 12-31-14, \$75,836.41.

Special Education Fund: Balance 12-1-14, \$181,090.54. Revenues: Taxes, \$142,047.44; Interest, \$35.45; Medicaid Direct Services, \$4,492.07; Misc Income, \$971.39; State Aid, \$15,875.00; Federal Sources, \$55,988.00. Expenditures: Salaries-Instructional, \$59,174.17; Salaries-Support Services, \$4,811.17; Purchased Services, \$21,569.75; Supplies, \$387.12. Balance 12-31-14, \$279,800.46.

Bond Redemption Fund: Balance 12-1-14, \$200,000.01. Balance 12-31-14, \$200,000.01.

Pension Fund: Balance 12-1-14, \$468,446.89. Revenues: Taxes, \$27,459.06; Interest, \$91.69. Balance 12-31-14, \$495,997.64.

Lunch Fund: Balance 12-1-14, \$88,089.55. Revenues: Student Meals, \$20,932.04; Adult Meals, \$2,601.80; Ala Carte Sales, \$1,318.48; Misc Income, \$515.75; Federal Sources, \$41,690.45. Expenditures: Salaries-Support Services, \$16,943.92; Benefits-Support Services, \$5,904.03; Purchased Services, \$635.58; Supplies, \$23,933.04. Balance 12-31-14, \$107,731.53.

Enterprise Fund: Balance 12-1-14, \$42,400.66. Revenues: OST Fees, \$3,011.63. Expenditures: Support Services, \$3,721.60; Benefits-Support Services, \$476.03; Purchased Services, \$53.51. Balance 12-31-14, \$41,161.15.

Motion by Biersbach and seconded by Upton to approve a School City Combined Election on June 16, 2015. Motion carried. 5-0 School Board petitions may be taken out by April 7<sup>th</sup> and returned by May 8<sup>th</sup>.

Motion by Upton and seconded by Stengel to declare the 2002 Ford van with handicap lift surplus and to sell the van for \$7,000 to the Northeast Educational Service Cooperative. Motion carried. 5-0

Motion by Bien and seconded by Biersbach to approve the hiring of Taylor Bock as an OST employee at the rate of \$8.50 per hour. Motion carried. 5-0

Sealed bids for the 2003 John Deere walk behind snow blower were opened January 11, 2015 at 5:00 PM with Tim Graf and Nancy Meyer in attendance. Motion by Stengel and seconded by Upton to approve the top bid of \$800 from Tim Lease. Motion carried. 5-0

Motion by Stengel and seconded by Biersbach to accept the resignation of Brenda Maass. Motion carried. 5-0

Motion by Upton and seconded by Bien to accept the resignation of LaNae Chamley. Motion carried. 5-0

Motion by Biersbach and seconded by Bien to accept the resignation of Rhonda Zinter. Motion carried.

Motion by Bien and seconded by Biersbach to approve an open enrollment application for a 6<sup>th</sup> grade student from Ortonville, MN. Motion carried. 5-0

Motion by Upton and seconded by Stengel to accept the resignation of Jeanne Sinclair. Motion carried.

Reports were received by Elementary Principal Tim Lease, High School Principal Dan Snaza, MS Dean of Students Kris Evje, and Special Services Director Rhonda Zinter.

Superintendent Graf reported on the following:

1. I-29 Football Conference Formation.
2. Multi-Media class.

Motion by Stengel and seconded by Biersbach to enter executive session to discuss personnel issues and Superintendent Evaluation at 8:05 PM. Motion carried. 5-0

President Schwandt declared executive session over at 8:53 PM and regular session resumed.

Motion by Upton and seconded by Bien to adjourn at 8:54 PM. Motion carried. 5-0

The next regular meeting of the Milbank School Board will be February 9, 2015, at 6:00 PM.

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Chairman

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Business Manager