

Minutes

Milbank School District Board Proceedings

July 13, 2015

President Schwandt called the meeting to order at 6:08 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.

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 Biersbach 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 2014-15 School Year.

Bills Presented for Payment: June 30, 2015: Aluminum Athletic Company, Hurdles, \$825.00; Apex Cleaners, Repair, \$10.00; Big Stone Therapies, Professional Services, \$3,991.23; Britton-Hecla School, Perkins Supplies, \$1,249.76; Cenex Fleetcard, Fuel, \$117.85; Century Business Products, Copier Supplies, \$69.01; Chase Cards, Travel, \$2,156.15; Dakota Lettering, Jerseys, \$1,529.25; Maren Davis, Graduate Credits, \$225.00; Dean Foods, Milk, \$127.28; Sandra Fonder, Professional Services, \$90.00; Jada Schmieg, Professional Services, \$127.50; Gale Group, Library Media, \$363.96; Grant County Review, Position Openings, \$67.80; Hasslen Construction, Repairs, \$3,500.00; Hauff Mid-America Sports, Awards, \$2,079.30; Hillyard Inc, Repairs, \$315.58; Janelle Huber, Background Check, \$70.00; Imprest Fund, Services/Refunds, \$2,535.31; ITC, Media Equipment, \$9,500.00; Cindy Jungers, Staff Travel, \$80.01; JW Pepper, Music, \$3.90; Mary Kinder, Supplies, \$302.99; KL Counseling, Professional Services, \$60.00; Langford Public School District, Perkins Supplies, \$1,616.07; Lantern Motel, Artist Lodging, \$1,512.00; Dolly Lenards, Credit Reimbursement, \$150.00; Master Lock, Supplies, \$20.96; MasterCard Corp, Supplies, \$250.17; Milbank School Lunch, FFV Grant Labor, \$2,373.25; Milbank Winwater Works, Repairs, \$64.28; Nelson Electric, Repairs, \$424.17; Northwest Pipe Fittings, Repairs, \$593.71; Plunketts, Pest Control, \$186.02; Porta Phone, Headset, \$669.95; Praxair Dist, Supplies, \$71.63; Redlinger Bros Plumbing & Heating, Repairs, \$39.76; Roy's Sport Shop, Jerseys, \$10,003.81; Runnings, Supplies, \$43.18; Sarlettes Music, Repairs, \$409.65; School Specialty, Supplies, \$302.99; Schuneman Equipment, Repairs, \$349.71; Seehafer Hardware Hank, Supplies, \$2,899.83; Star Laundry, Dry Cleaning, \$274.57; Studio Imagen, Web Hosting, \$180.00; Supplyworks, Repairs, \$2,595.44; Eric Townsend, Graduate Credits, \$225.00; Trapp Plumbing Co, Repairs, \$789.52; Tri State Water, Cooler Rent, \$10.00; Twin Valley Tire, Repairs, \$30.75; Unzen Motors, Repairs, \$54.00; Valley Office Products, Supplies, \$17.58.

- Accept Business Manager's Financial Report.

Business Manager's Monthly Report: General Fund: Balance 6-1-15, \$1,825,297.35. Revenues: Taxes, \$575,923.65; Tuition, \$39,400.76; Interest, \$377.02; Local Misc, \$7,706.64; Property Rental, \$4,284.60; Medicaid Admin, \$2,803.67; State Aid, \$145,452.00; Bank Franchise, \$898.69; Federal Sources, \$38,059.00. Expenditures: Salaries-Instructional, \$158,142.36; Salaries-Support Services, \$131,243.55; Salaries-Co-curricular, \$15,875.29; Benefits-Instructional, \$53,633.21; Benefits-Support Services, \$28,468.49; Benefits-Co-curricular, \$2,774.86; Purchased Services, \$50,708.22; Supplies, \$11,294.44. Journal Entries, \$2,000.00. Balance 6-30-15, \$2,189,685.94.
Capital Outlay Fund: Balance 6-1-15, \$336,802.23. Revenues: Taxes, \$253,524.22; Interest, \$75.58. Expenditures: Purchased Services, \$1,347.23; Capital Acquisitions, \$3,027.36. Balance 6-30-15, \$586,027.44.

Special Education Fund: Balance 6-1-15, \$229,972.36. Revenues: Taxes, \$133,907.64; Tuition, \$15,251.08; Interest, \$47.43; Medicaid Admin, \$507.00; Medicaid Direct Services, \$8,315.19; Misc, \$2,636.63; State Aid, \$14,550.00; IDEA Flowthrough, \$29,960.00. Expenditures: Salaries-Instructional, \$63,921.30; Salaries-Support Services, \$25,047.16; Benefits-Instructional, \$18,100.89; Benefits-Support Services, \$5,847.54; Purchased Services, \$7,851.04. Balance 6-30-15, \$314,379.40.

Bond Redemption Fund: Balance 6-1-15, \$266,666.68. Balance 6-30-15, \$266,666.68.

Pension Fund: Balance 6-1-15, \$563,676.37. Revenues: Taxes, \$27,161.72; Interest, \$116.25.

Expenditures: Benefits-Instructional, \$225.00. Balance 6-30-15, \$590,729.34.

Lunch Fund: Balance 6-1-15, \$106,958.04. Revenues: Student Meals, \$4,346.25; State Revenue, \$3,358.18; Federal Sources, \$15,291.89. Expenditures: Support Services, \$6,820.08; Benefits-Support Services, \$4,731.42; Purchased Services, \$150.05; Supplies, \$10,032.17. Journal Entries, \$100.00. Balance 6-30-15, \$108,320.64.

Enterprise Fund: Balance 6-1-15, \$59,055.81. Revenues: Tuition, \$250.00. Student Fees-OST, \$19,251.93. Expenditures: Salaries-OST, \$18,611.52; Benefits-OST, \$2,144.07; Purchased Services, \$53.61.

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

General Fund

1250 Culturally Different	Professional Services	\$960
2213 Instructional Staff Training	Professional Services	<u>\$16,835</u>
	Total	\$17,795

Motion carried. 5-0

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

Supplemental Budget Resolution							
Adoption of Supplemental Budget							
FY2014-15:							
duly considering the proposed supplemental budget approves and adopts the following supplemental budget in total:							
				Special			
		General	Capital Outlay	Education	Pension	Lunch	Enterprise
		Fund	Fund	Fund	Fund	Fund	Fund
	Appropriations:						
1111	Elementary Programs	35,620					
1121	Middle School Programs		29,250				
1131	High School Programs	21,260	6,495				
1222	Programs - Students with Severe Disabilities			12,220			
1226	Early Childhood Programs			2,320			
1227	Prolonged Assistance Programs			965			
2119	Other Social Work	10,655					
2149	Other Psychological Services			7,890			
2529	Other Fiscal Services		185				
2562	Food Preparation & Dis	27,012	1,600			2,890	
2733	Travel - Mental Retardation			1,990			
3729	Other Nonpublic School Support Services			6,613			
3500	Out of School Time						4,890
4500	Early Retirement				38		
6900	Combined Activities		18,215				
	Total Appropriations:	94,547	55,745	31,998	38	2,890	4,890

Motion carried. 5-0

Gwen Biersbach was given a plaque and recognized for her 9 years of service on the School Board.

Motion by Biersbach and seconded by Upton 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.

4-0

Oath of office was taken by Sheila Bien for a three year term.

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

Discussion items: Head Start and Football Field Crow's Nest/Bleachers.

Motion by Bien and seconded by Stengel to approve the consent agenda. Motion carried 4-0

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 2015-2016 presented for payment.

July 2015: ASBSD Worker's Comp, Insurance, \$31,696.00; Assoc School Boards of SD, Dues, \$1,344.87; Century Business Leasing, Copier Payment, \$471.44; Chase Cards, Supplies, \$733.88; City of Milbank, Water/Sewer, \$1,676.21; EMC Insurance Companies, Insurance Premium, \$55,580.00; Fleet US, Supplies, \$1,334.88; Food-N-Fuel, Fuel, \$690.81; Hillyard, Supplies/Equipment, \$33,825.65; Impact Applications, Subscription, \$600.00; Infinite Campus, Software, \$3,241.15; Interstate Battery, Repair,

\$115.00; ITC, Phone Service, \$550.75; Susan Karels, Fees, \$215.36; Learning Solutions, Software, \$7,400.00; Marco, Printer Maintenance, \$444.06; Mastercard Corp, Travel, \$57.47; Mid-American Research Chemical, Supplies, \$932.97; Midcontinental Restoration, Repairs, \$18,743.00; Midland Publishing, Open Position Ad, \$100.32; Milbank FFA, National Convention, \$6,640.00; NASP, Membership, \$199.00; Northland Trust Services, Debt Service, \$16,403.75; Northwestern Energy, Natural Gas, \$356.98; Odyssey Ware, Online Renewal, \$2,370.00; OtterTail Power, Lights/Power, \$17,641.24; Alyssa Peschong, Staff Training, \$125.00; Praxair Distribution, Supplies, \$74.01; Renaissance Learning, Software, \$7,354.00; Riddell/All American Sports, Supplies, \$6,269.36; SASD, Membership, \$3116.00; School Datebooks, Supplies, \$322.78; Breanna Schwandt, Staff Training, \$125.00; SDASP, Dues, \$45.00; SD Dept of Labor, Unemployment, \$940.44; SD Library Network, Fees, \$675.00; SDRS Special Pay Plan, Retirement Payments, \$151,153.00; SD School Superintendents Assn, Conference, \$150.00; SD Society for Tech in Ed, Membership, \$30.00; Seehafer Hardware Hank, Supplies, \$375.64; Renee Shelstad, Staff Training, \$125.00; Shoutpoint, VOIP Lines, \$1,035.00; Simplex Grinnell, Maintenance, \$653.32; Software Unlimited, Software License, \$3,700.00; Star Laundry, Dry Cleaning, \$158.50; SW/WC Service Coop, Membership, \$50.00; TAESE/USU, Conference, \$90.00; Top Notch Tile, Tile Work, \$13,737.36; TSA Consulting, Professional Services, \$50.00; Verizon, Cell Phone Service, \$686.30; Western Consolidated Coop, Repairs, \$190.92; Wittrock & Son, Garbage Collection, \$689.00;

- 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 FY16 and authorize continuation of existing funds and accounts and, if necessary, establish new accounts.
- Designate Grant County Review as the official District newspaper for 2015-16 school year.
- Authorize renewal of membership in ASBSD for 2015-16 school year at a cost of \$1,344.87.
- Authorize renewal of membership in SD United Schools Association for 2015-16 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 2015-16
- 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
- Approve Open Enrollment Applications for a Kindergarten student, 8th Grade, and a 9th Grade student from the Grant-Deuel School District, two Kindergarten students from the Ortonville School District, a Kindergarten student from Wilmot, and a Kindergarten student from Waverly-South Shore. Motion carried. 4-0

Motion by Upton and seconded by Bien to appoint Amy Thue to a 1 year appointment as School Board Member. Motion carried. 4-0

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

Motion by Stengel and seconded by Bien to set the following rates and fees for the 2015-16 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 Upton to appoint Richard Schwandt as the ASBSD legislative contact person. Motion carried. 5-0

Motion by Upton and seconded by Thue to set substitute pay rates at \$90 for non-certified and \$100 for certified, hourly substitute rate at \$9.50/hour and substitute nurse rate at \$15.00/hour. Motion carried. 5-0

Motion by Stengel and seconded by Bien to approve the hiring of Janelle Huber as Head Start/Title Teacher. Motion carried. 5-0

Motion by Upton and seconded by Bien to approve lane changes for Matt Bastian, Maren Davis, Becky Johnson, Mark Keeton, Ryan Scoular, Eric Townsend, and Sara VanMeter. Motion carried. 5-0

Motion by Thue and seconded by Stengel to approve the resignation of Jolene Rick as Middle School Volleyball Coach. Motion carried. 5-0

Motion by Upton and seconded by Bien to approve the hiring of Jolene Rick as 'C' Squad Volleyball Coach. Motion carried. 5-0

Motion by Stengel and seconded by Upton to amend the contract for Becky Johnson to include Middle School Volleyball Coach. Motion carried. 5-0

Motion by Bien and seconded by Thue to approve the Migrant Teacher position funded by the Migrant Consortium Grant. Motion carried. 5-0

Motion by Upton and seconded by Stengel to approve participation in Auto Enrollment Auto-Escalation program for the SDRS Supplemental Retirement Plan. Motion carried. 5-0

Motion by Bien and seconded by Upton to declare 25 old desktop computers as surplus property and to dispose of them. Motion carried. 5-0

Superintendent Graf reported on the following:

1. ASBSD Joint Convention August 6th-7th at Sioux Falls.
2. Progress of Summer Projects
3. Endowment Fund
4. Love and Logic – September 4th
5. Fresh Fruits & Vegetables Grant
6. ASBSD Board of Directors Position
7. Gymnastics Program
8. Shopko – Donation of \$2500

Motion by Upton and seconded by Bien to adjourn at 8:35 PM. Motion carried. 5-0

The next regular meeting of the Milbank School Board will be August 11, 2015, at 7:00 PM.

Chairman

Business Manager