

Minutes

Milbank School District Board Proceedings

November 14, 2016

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, Thue, Bien, Stengel, and Schwandt. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Deb Hemmer, Ginny Tostenson, Joel Foster, Darla Larson, Becky Lambrechts, Dan Snaza, Keri Schliesman, Amy Brandriet and Kris Evje.

Motion by Upton and Stengel to approve the agenda as presented. Motion carried. 5-0

No one addressed the Board during the Community Input Session.

Clee Brakke representing the Milbank Education Association presented True Friends of Education Awards to Joel Foster.

Discussion items: Legislative Agenda/State Supt. Meeting, Updated Policy DIE (1st Reading).

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

Items included were:

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

Bills Presented for Payment: 3D Security, Repairs, \$483.98; Americas Best Value Inn, Lodging, \$602.91; Belnick Inc, Chairs, \$118.26; Berens Grocery, Supplies, \$50.71; Big Stone Therapies, Therapy Services, \$10,619.05; Border States Cooperative, Natural Gas, \$19.42; Brewster Building Center, Supplies, \$27.00; Cabana Banners, Supplies, \$320.00; Cash-Wa Distributing, Food, \$10,967.07; Cenex Fleetcard, Fuel, \$17.43; Century Business Products, Copier Payment, \$1,278.21; Chair Slippers, Supplies, \$226.14; Chase Card, Postage/Supplies/Travel, \$1,770.24; City of Milbank, Water/Sewer, \$2,303.16; George Couros, Professional Services, \$9,000.00; Culinex, Supplies, \$8,241.33; James Dahl, Supplies, \$41.91; Dakota Portable Toilets, Rent, \$231.25; Daktronics, Repairs, \$2,370.00; Dean Foods, Milk, \$3,917.01; DeFea Transportation, Busing, \$48,988.05; Durick Fire Extinguishers, Repairs, \$335.00; EAI Education, Supplies, \$378.80; Earthgrains Baking Co, Food, \$642.22; Ecolab, Supplies, \$401.44; Fleet US LLC, Repairs, \$211.09; Flower Shoppe, Supplies, \$137.65; Food Services of America, Food, \$1,353.29; Food-N-Fuel, Fuel, \$1,144.55; Amber Fraasch, Registration, \$35.00; Gale Group, Supplies, \$123.68; Grant County Review, Publications, \$201.98; Grant Roberts Ambulance Services, Professional Services, \$360.00; Hanson Furniture & Flooring, Supplies, \$861.00; Hartmans Family Foods, Food, \$606.21; Hasslen Construction, Repairs, \$162.00; Hauff Mid-America Sports, Supplies, \$724.00; Hedahl's Auto Parts, Supplies, \$12.96; Hillyard Inc, Supplies, \$1820.46; Imprest Fund, Registration, \$391.00; Imprest Fund, Officials, \$3,734.00; Imprest Fund, Travel, \$96.00; Imprest Fund, Dues, \$140.00; Insight Investments, Computers, \$3,405.00; Integrated Technology & Security, Security Cameras, \$29,689.00; Interstate Battery, Supplies, \$15.90; ITC, Telephone, \$656.00; Jostens, Yearbook, \$4,881.20; JW Pepper, Supplies, \$760.28; Kelly's Kutters, Grounds Upkeep, \$399.38; KONE Inc, Repairs, \$548.19; Jesse Krause, Coach Training, \$35.00; Jill Lear, Staff Travel, \$20.23; Macksteel Warehouse, Supplies, \$212.35; Marco, Printer Maintenance, \$583.39; MasterCard Corp, Travel/Supplies, \$2,798.49; Matheson Tri-Gas, Perkins Supplies, \$3,040.04; Mid-American Research Chemical, Supplies, \$496.06; Milbank Chamber of Commerce, Fees, \$125.00; Milbank Community Transit, Busing, \$1,569.00; Milbank FFA Club, National FFA Travel, \$6,600.00; Milbank Glass & More, Supplies, \$472.62; Milbank School Lunch Program, Visitor Meals/Supplies, \$165.11; Milbank School Lunch, Student Workers, \$76.00; Steve Misener, Repairs, \$150.00; NCS Pearson, Supplies, \$439.80; Nelson Electric, Repairs, \$635.90;

NorthWestern Energy, Natural Gas, \$417.70; OtterTail Power Co, Lights/Power, \$15,335.81; Parent, Mileage, \$683.76; Parent, Mileage, \$376.32; Nancy Pauli, Supplies, \$151.76; Kelsey Peery, Supplies, \$30.26; Praxair Distribution, Supplies, \$4,218.04; Deborah Rausch, Professional Services, \$621.00; Really Good Stuff, Supplies, \$118.51; Janell Reyelts, Background Check, \$65.00; Runnings, Supplies, \$89.61; S&W Apartments, Rent, \$450.00; Sarlettes Music, Repairs/Supplies, \$1,394.50; Scholastic Magazines, Subscriptions, \$464.79; School Specialty, Supplies, \$3,023.47; Shirley Schultz, Lodging, \$325.00; SD DOE Food Distribution, Food, \$1,477.64; SDSTE, Dues, \$60.00; Seehafer Ace, Supplies, \$813.60; Renee Shelstad, Supplies, \$90.65; Shiffler Equipment Sales, Repairs, \$95.00; Sioux Falls School District, Tuition, \$1,870.17; Sisseton Courier, Supplies, \$130.46; Street Graphex, Supplies, \$11.57; Star Laundry & Dry Cleaners, Cleaning Services, \$1,235.79; Sterling Computers, Software Licenses, \$750.00; Maureen Stores, Background Check, \$65.00; Vicki Strege, Professional Services, \$550.48; Super 8 Motel-Huron, Lodging, \$360.00; Teacher's Paradise, Supplies, \$144.25; Tech One, Supplies, \$210.32; Time Management Systems, Software, \$942.90; Eric Townsend, Graduate Credit, \$150.00; Tri State Water, Water, \$71.80; TSA Consulting, Professional Services, \$50.00; Ultra-Chem, Supplies, \$267.99; Unity Square, Fees, \$57.00; UPI Petroleum, Fuel Oil, \$748.51; Valley Office Products, Supplies, \$185.25; Valley Rental, Equipment Rent, \$100.00; Variety Foods, Food, \$13,597.77; Verizon, Phone Services, \$561.00; Webster School District, Registration, \$68.00; Stacey Weinkauf, Coach Training, \$35.00; Whetstone Home Center, Supplies, \$302.83; Wittrock & Son, Garbage Collection, \$650.00; Wohlenberg Ritzman & Co, Audit Services, \$8,250.00; Xerox Corp, Copier Payment, \$788.62; Zems Inc, Supplies, \$216.00.

- Accept Business Manager's Financial Report.

Business Manager's Monthly Report: General Fund: Balance 10-1-16, \$1,627,007.72. Revenues: Taxes, \$229,618.46; Interest, \$387.60; Admissions, \$8,478.10; Local Misc, \$5,735.23; County Apportionment, \$15,227.95; State Aid, \$156,246.00; Other State Revenue, \$1,374.30; Other, \$3,751.40. Expenditures: Salaries-Instructional, \$240,374.73; Salaries-Support Services, \$87,090.75; Salaries-Co-curricular, \$21,433.21; Benefits-Instructional, \$59,661.29; Benefits-Support Services, \$27,634.17; Benefits-Co-curricular, \$3,310.41; Purchased Services, \$54,799.14; Supplies, \$27,407.10; Other, \$300.00. Journal Entries, (\$1,434.81). Balance 10-31-16, \$1,524,381.15.

Capital Outlay Fund: Balance 10-1-16, \$249,468.88. Revenues: Taxes, \$87,322.53; Interest, \$59.43; Other State Revenue, \$75,645.99. Expenditures: Purchased Services, \$46,675.61; Supplies, \$20,315.24; Capital Acquisitions, \$122,460.40. Balance 10-31-16, \$223,045.58.

Special Education Fund: Balance 10-1-16, \$213,925.58. Revenues: Taxes, \$43,945.64; Interest, \$50.96; State Aid, \$19,565.00. Expenditures: Salaries-Instructional, \$78,425.43; Salaries-Support Services, \$22,771.27; Benefits-Instructional, \$21,549.35; Benefits-Support Services, \$5,521.61; Purchased Services, \$14,872.98; Supplies, \$838.07; Other, \$225.00. Balance 10-31-16, \$133,283.47.

Bond Redemption Fund: Balance 10-1-16, \$333,333.35. Balance 10-31-16, \$333,333.35.

Pension Fund: Balance 10-1-16, \$624,087.91. Revenues: Taxes, \$9,355.20; Interest, \$148.67. Balance 10-31-16, \$633,591.78.

Lunch Fund: Balance 10-1-16, \$164,691.14. Revenues: Student Meals, \$27,555.19; Adult Meals, \$2,691.50; Ala Carte, \$1,606.50; Misc Income, \$912.51; Federal Sources, \$35,789.65. Expenditures: Salaries-Support Services, \$18,345.94; Benefits-Support Services, \$7,837.93; Purchased Services, \$1,580.25; Supplies, \$50,674.61. Balance 10-31-16, \$154,807.76.

Enterprise Fund: Balance 10-1-16, \$64,923.93. Revenues: OST Donations, \$1,750.00; Student OST Fees, \$4,673.34. Expenditures: Salaries-OST, \$4,691.51; Benefits-OST, \$541.31; Purchased Services, \$39.92; Supplies, \$108.43. Balance 10-31-16, \$65,966.10.

Trust & Agency Fund: Balance 10-1-16, \$282,333.06. Revenues: \$66,874.57. Expenditures: \$70,579.67. Balance 10-31-16, \$278,672.96.

- Declare Volunteers Covered at \$0 Under Worker's Compensation

Motion carried. 5-0

Motion by Upton and seconded by Stengel to approve the 2017-18 Calendar. Motion carried. 5-0

A second reading of the Advertising in the School and Sponsorship Policy was held. Motion by Stengel and seconded by Upton to approve the policy with an implementation date of the 2018-19 school year. Motion carried. 5-0

Motion by Thue and seconded by Bien to declare a Cable piano surplus to be sold by sealed bids. Motion carried. 5-0

Motion by Bien and seconded by Stengel to approve a supplemental contract for Kelsey Peery as Winter Cheerleading Advisor at a salary of \$1,394. Motion carried. 5-0

Motion by Upton and seconded by Thue to approve the contract for Sandy Christianson as MS Oral Interp Coach at a salary of \$1,043. Motion carried. 5-0

Motion by Bien and seconded by Upton to approve the Conflict of Interest Waiver for Dan Snaza. Robin Snaza is employed as a substitute for the school district. Motion carried. 5-0

Motion by Stengel and seconded by Thue to approve a Conflict of Interest Waiver for Sheila Bien for any business associated with school staff at Bien Pharmacy. Motion carried. 4-0

Motion by Bien and seconded by Upton to approve a Conflict of Interest Waiver for Kris Evje. Nikki Evje is employed an Elementary teacher at Koch School. Motion carried. 5-0

Motion by Thue and seconded by Upton to approve a Conflict of Interest Waiver for Milt Stengel. Janet Stengel is employed at Great Western Bank which is one of the designated depositories for the school district. Motion carried. 4-0

Reports were received by High School Principal Dan Snaza, Middle School Principal/Special Services Director Kris Evje, Elementary Principal Amy Brandriet, and Elementary Special Education Director Keri Schliesman.

Superintendent Graf reported on the following:

November In-service

Pole Vault

Sex Trafficking Workshop

Motion by Bien and seconded by Upton to enter executive session for personnel reasons at 7:10 PM. Motion carried. 5-0

Chairman Schwandt declared executive session over and regular session was resumed at 7:54 PM.

Motion by Bien and seconded by Stengel to approve the request for a leave of absence for Nancy Hein starting on November 9, 2016 and ending on March 31, 2016 with the first 12 weeks being covered under the Family Medical Leave Act. Motion carried. 5-0

Motion by Stengel and seconded by Thue to adjourn at 7:56 PM. Motion carried. 5-0

The next regular meeting of the Milbank School Board will be December 12, 2016, at 6:30 PM.

Richard Schwandt

Chairman

Nancy M. Meyer

Business Manager