

## Minutes

### Milbank School District Board Proceedings

November 13, 2014

President Schwandt called the meeting to order at 6:15 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 Rebecca Loehrer, Shelly Loehrer, Deb Hemmer, Dan Snaza, Tim Lease, Rhonda Zinter, and Kris Evje.

Motion by Stengel and seconded by Upton to approve the agenda with the addition of action item H. Accept the Resignation of Brianna Kirchberg as School Nurse and J. Approve the Hiring of Jay Elsberry as Part-time Custodian. Motion carried. 5-0

No one addressed the Board during the Community Input Session.

Mr. Troy Gauer gave an overview of the new online textbook series for Milbank Middle School Social Studies and showed different features of the program. These are the first online textbook for the District.

Discussion Items: True Friends of Education Recognition and Legislative Agenda/State Supt. Meeting.

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

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

**Bills Presented for Payment:** All Flags LLC, Flags, \$349.43; Al's Body Shop, Maintenance, \$106.00; Americas Best Value Inn, Athletic Travel, \$371.94; Apex Cleaners, Repairs, \$7.00; April Anderson, Travel, \$100.00; ASBSD, Workers Comp, \$2,259.00; ASHA, Membership, \$225.00; Brewster Building Center, Supplies, \$62.97; Brown & Saenger, Supplies, \$32.90; Calloway House, Supplies, \$851.35; Cash Wa Distributing, Food/Supplies, \$6,434.57; Cedar Shore Resort, Travel, \$203.90; Century Business Leasing, Copier Payment, \$471.44; Century Business Products, Copier Supplies, \$235.52; Chase Card Services, Supplies/Postage/Travel, \$2,995.12; City of Milbank, Water/Sewer, \$2,165.14; Coaches Fighting Cancer, Supplies, \$70.00; Days Inn-Pierre, Athletic Travel, \$71.99; Days Inn Empire, Lodging, \$305.00; Dean Foods, Milk, \$4,980.68; Pat DeFea, Lunch Refund, \$34.35; DeFea Transportation, Busing, \$51,287.12; Durick Fire Extinguishers, Repairs, \$331.00; Earthgrains Baking, Food, \$697.80; Ecolab, Cleaning Services, \$430.86; EMC Insurance, Insurance, \$75.00; Everwhite, Repairs, \$929.00; Feel Good Shoppe, Professional Services, \$480.00; Sandra Fonder, Professional Services, \$826.80; Food Services of America, Food, \$22,682.95; Food-N-Fuel, Travel, \$1,861.08; Amber Fraasch, Coaches Training, \$40.00; Glass Products, Repairs, \$6,708.83; Grant County Review, Publications, \$194.25; Grant Roberts Ambulance Service, Professional Services, \$360.00; Hartman's Family Foods, Supplies, \$319.60; Hauff Mid-America Sports, Supplies, \$566.85; Hedahls Auto Parts, Supplies, \$133.73; Hillyard Inc, Supplies, \$369.22; Hummert Intl, Supplies, \$648.41; Insight Investments, Equipment, \$21,100.00; Johnson Controls, Repairs/Maintenance, \$8,414.03; JW Pepper, Supplies, \$133.89; Mark Keeton, Registration, \$75.00; Lindsey Keller, Coaches Training, \$80.00; Mary Kinder, Supplies, \$109.39; Lantern Motel, Travel, \$91.14; Lifetouch NSS, Koch Yearbook, \$1,415.63; Master Teacher, Supplies, \$75.68; Mastercard Corp, Supplies, \$393.92; Mid-American Research Chemical, Supplies/Repairs, \$496.98; Midland Publishing/Printing, Advertising, \$149.73; Milbank Community Transit, Busing, \$1,187.00; Milbank FFA Club, Inservice Meals, \$1,092.00; Milbank Lumber, Supplies, \$49.40; Milbank School District, Supplies, \$20.00; Milbank School Lunch, Student Workers, \$78.00; Steve Misener, Piano Tuning, \$130.00; NAPA Auto Parts, Supplies, \$84.99; NCS Pearson, Supplies, \$206.70; Nelson Electric, Repairs, \$570.56; North Central Repair Services, Repairs, \$275.00; Northwestern Energy, Natural Gas, \$470.77; NSU Band Clinic, Travel, \$300.00; Oasis Inn, Staff Travel, \$52.00; OtterTail Power Co,

Lights/Power, \$13,014.71; Nancy Pauli, Supplies, \$63.50; Nancy Paulson, Staff Travel, \$30.01; Playscripts, Supplies, \$362.30; Ramkota Inn-Pierre, Staff Travel, \$95.99; Rapid Ribbons, Supplies, \$120.00; Deborah Rausch, Professional Services, \$348.75; Really Good Stuff, Supplies, \$179.82; Renaissance Learning, Software, \$38.00; S&D One Stop, Grounds Upkeep, \$35.54; Sarlettes Music, Repairs/Supplies, \$1,704.48; Scholastic Reading Club, OST Books, \$783.90; School Specialty, Supplies, \$600.44; Jennifer Schulte, Coaches Training, \$80.00; SD Assn of Educational Office Professionals, Membership, \$150.00; SD Case T&A, Registration, \$65.00; SD DOE Food Distribution Program, Food, \$689.96; SDRS Special Pay Plan, Sick Leave Payout, \$1,125.00; Jeanne Sinclair, Coaches Training, \$80.00; Sisseton School Dist, Athletic Fees, \$29.35; Star Laundry & Dry Cleaners, Supplies, \$680.28; Super 8 Motel-Huron, Athletic Travel, \$292.00; Top Hat Lanes, Prof Services, \$748.00; Trapp Plumbing Co, Repairs, \$55.08; Tri State Water, Supplies, \$39.00; TSA Consulting, Professional Services, \$50.00; Twin Valley Tire, Repairs/Maintenance, \$912.44; Tyler Computer & Print Design, Supplies, \$61.50; Unity Square, Memberships, \$700.00; USI Inc, Supplies, \$58.52; Verizon, Cell Phones, \$537.83; Webster School, Athletic Fees, \$64.00; West Sioux Ceramics, \$63.50; William V Macgill, Supplies, \$249.85; Wittrock & Son, Garbage Collection, \$689.00; Xerox Corp, Copier Payment, \$1,446.79; Rhonda Zinter, Staff Travel, \$38.00.

- Accept Business Manager's Financial Report.

**Business Manager's Monthly Report:** General Fund: Balance 10-1-14, \$1,582,399.88. Revenues: Taxes, \$218,056.38; Interest, \$323.35; Admissions, \$5,151.00; Local Misc, \$11,609.27; County Apportionment, \$18,743.28; State Aid, \$144,422.00; Federal Sources, \$1,778.25. Expenditures: Salaries-Instructional, \$195,155.64; Salaries-Support Services, \$80,722.53; Salaries-Co-curricular, \$15,381.84; Benefits-Instructional, \$51,386.02; Benefits-Support Services, \$22,276.03; Benefits-Co-curricular, \$2,590.58; Purchased Services, \$78,972.14; Supplies, \$27,388.10; Capital Acquisitions, \$125.00. Balance 10-31-14, \$1,508,485.53.

Capital Outlay Fund: Balance 10-1-14, (\$7,041.01). Revenues: Taxes, \$77,006.44. Expenditures: Purchased Services, \$55,069.89; Supplies, \$9,724.36; Capital Acquisitions, \$42,850.00. Balance 10-31-14, (\$37,678.82).

Special Education Fund: Balance 10-1-14, \$139,066.21. Revenues: Taxes, \$39,831.95; Interest, \$28.38; Medicaid Services, \$994.79; Misc Income, \$3,052.94; State Aid, \$15,877.00; Federal Sources, \$1,452.63. Expenditures: Salaries-Instructional, \$56,563.12; Salaries-Support Services, \$19,734.85; Benefits-Instructional, \$16,634.37; Benefits-Support Services, \$4,255.45; Purchased Services, \$17,768.11; Supplies, \$7,087.84. Balance 10-31-14, \$78,260.16.

Bond Redemption Fund: Balance 10-1-14, \$200,000.01. Balance 10-31-14, \$200,000.01.

Pension Fund: Balance 10-1-14, \$424,075.15. Revenues: Taxes, \$7,700.54; Interest, \$86.54. Balance 10-31-14, \$431,862.23.

Lunch Fund: Balance 10-1-14, \$116,494.64. Revenues: Student Meals, \$27,697.14; Adult Meals, \$1,247.00; Ala Carte Sales, \$3,960.49; Misc Income, \$1,587.37; Federal Sources, \$17,517.07. Expenditures: Salaries-Support Services, \$17,313.17; Benefits-Support Services, \$5,690.24; Purchased Services, \$1,553.65; Supplies, \$25,151.09. Balance 10-31-14, \$118,795.56.

Enterprise Fund: Balance 10-1-14, \$43,730.37. Revenues: OST Donations, \$2,502.00; OST Tuition, \$5,392.80. Expenditures: Salaries-Support Services, \$4,451.70; Benefits-Support Services, \$499.73; Purchased Services, \$53.51; Supplies, \$2,016.24. Balance 10-31-14, \$44,603.99.

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

Motion by Stengel and seconded by Biersbach to approve the 2015-2016 School Calendar as presented. Motion carried. 5-0

Motion by Bien and seconded by Upton to approve the resignation of Alan DeLong as Koch School Custodian. Motion carried. 5-0

Motion by Biersbach and seconded by Stengel to declare old computer equipment as surplus and to dispose of them. Motion carried. 5-0

Motion by Upton and seconded by Stengel to approve the supplemental contract for Laura Maag as Assistant Debate Coach at an amount of \$2,240. Motion carried. 5-0

Motion by Stengel and seconded by Biersbach to accept the resignation of Brianna Kirchberg as School Nurse. Motion carried. 5-0

Motion by Biersbach and seconded by Upton to approve the hiring of Jay Elsberry as Part-time Custodian at a wage of \$9.50 per hour. Motion carried. 5-0

Motion by Bien and seconded by Biersbach to approve the hiring of Lori Buescher as Koch School Custodian at a starting wage of \$9.50. Motion carried. 5-0

Motion by Upton and seconded by Bien to table approval of a temporary easement to the State of South Dakota for the intersection of 9<sup>th</sup> Street and Highway 12 and send a request to the state that a signal light be included in the final design due to safety concerns at that intersection. Motion carried. 5-0

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. OST Staff
2. Fobs/Homeland Security Grant
3. SDHSAA/SDSSA Committee Meeting Summary
4. Multi Media Production Room in old concession stand.
5. Lockdown practiced during October 27<sup>th</sup> in-service.

Motion by Bien and seconded by Stengel to enter executive session to discuss personnel issues at 7:43 PM. Motion carried. 5-0

President Schwandt declared executive session over at 8:57 PM and resumed regular session.

Motion by Bien and seconded by Biersbach to adjourn at 8:58 PM. Motion carried. 5-0

The next regular meeting of the Milbank School Board will be December 10, 2014, at 6:00 PM.

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Chairman

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Business Manager