

## Minutes

### Milbank School District Board Proceedings

September 8, 2014

President Schwandt called the meeting to order at 7:00 PM in the board room of the high school building. The Pledge of Allegiance was said. Members present were Upton, Biersbach, Bien (arrived 7:05PM), Schwandt and Stengel. Superintendent Tim Graf and Business Manager Nancy Meyer were also in attendance. Guests present were Deb Hemmer, Dan Snaza, Kris Evje, and Rhonda Zinter.

Motion by Upton and seconded by Biersbach to approve the agenda as presented. Motion carried. 4-0

No one addressed the Board during the Community Input Session.

Discussion Items: Open Enrollment Report and Art Club.

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

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

**Bills Presented for Payment:** ACP Direct, Computer Carts, \$1,386.50; Matt Bastian, Coach's Training, \$80.00; Melissa Bastian, Coach's Training, \$80.00; BFG Supply, Supplies, \$36.18; Gage Food Products, Food, \$2,089.60; Barbara Bohn, Yearbook Refund, \$35.00; Bradco Restoration, Building Improvements, \$40,080.00; Emily Brandt, Staff Travel, \$250.00; Brown & Saenger, Paper, \$21,884.95; Calloway House, Supplies, \$329.78; Cash Wa Distributing, Food/Equipment, \$2,647.69; Century Business Leasing, Copier Payment, \$471.44; Century Business Products, Supplies, \$182.92; Cerebellum Corp, Supplies, \$94.27; Chase Cards, Postage/Supplies/Computer Equipment, \$15,959.18; Children's Health Market, Supplies, \$539.00; City of Milbank, Water/Sewer, \$1,738.46; Cole Papers, Supplies, \$3,948.39; Comfort Inn-Pierre, Staff Travel, \$52.00; Communican, Supplies, \$229.95; Connecting Point, Computer Equipment, \$6,294.10; Dakota Storage Buildings, Supplies, \$3,440.00; Daktronics, Equipment, \$4,403.00; Dean Foods, Milk, \$2,927.23; DeFea Transportation, Busing, \$16,236.79; Dell Rapids Custom Trailers, Supplies, \$145.00; Delta Education, Supplies, \$311.00; Demco, Supplies, \$36.15; Earthgrains Baking, Bread, \$283.32; Joanne Ebsen, Coach's Training, \$40.00; Edupress, Supplies, \$31.44; ESGI, Software, \$1,400.00; Kristopher Evje, Coach's Training, \$80.00; Nikki Evje, Staff Travel, \$250.00; Flinn Scientific, Supplies, \$2,274.44; Follett School, Workbooks, \$13,416.68; Food Services of America, Food, \$26,514.94; Food-N-Fuel, Travel, \$904.81; Joe Frederiksen, Officiating, \$85.00; Brenna Fredrichsen, Staff Travel, \$250.00; Pamela Fyer, Refund, \$125.80; General Binding, Supplies, \$498.63; Glass Products, Building Maintenance, \$48,806.00; Grant County Review, Publications, \$410.87; Travis Graves, Professional Services, \$255.00; Hanson Furniture/Flooring, Supplies, \$195.00; Brooke Hanson, Background Check, \$70.00; Natasha Hartman, Staff Travel, \$250.00; Hauff Mid-America Sports, \$3,541.45; Hedahls Auto Parts, Supplies, \$6.27; Hewlett-Packard, Equipment, \$64,410.96; Hillyard Inc, Supplies/Repairs, \$381.13; Scott Hoeke, Officiating, \$85.00; Houghton Mifflin, Spelling Books, \$1,063.02; Imprest Fund, Entry Fees, \$310.00; Imprest Fund, Professional Services, \$596.00; Imprest Fund, Travel, \$174.00; Imprest Fund, Dues, \$1,428.00; Imprest Fund, Supplies, \$34.00; Infinite Campus, Software/Training, \$787.50; Interstate Batter, Supplies, \$21.98; Becky Johannsen, Staff Travel, \$250.00; Johnson Controls, Repairs, \$546.31; Dina Johnson, Staff Travel, \$250.00; Brianna Kirchberg, Background Check, \$70.00; KONE Inc, Repairs, \$513.27; LeAnn Kuper, Supplies, \$225.00; Jill Lear, Staff Travel, \$250.00; Learning Zone, Supplies, \$132.90; Beth Lentz, Supplies, \$14.00; Travis Lester, Coach's Training, \$40.00; Ashley Ludwig, Staff Travel, \$250.00; Laura Maag, Staff Travel/Per Diem, \$285.00; Make Music, Supplies, \$180.00; Marco Inc, Printer Maintenance, \$444.06; MasterCard, Supplies, \$1,789.84; McGraw Hill, Books, \$1,971.94; McKesson Medical Surgical, Supplies, \$876.31; Mid-American Research Chemical, Supplies, \$1,128.03; Jamie Mundwiler, Supplies, \$59.63; Nasco, Supplies, \$1,771.92; NCS Pearson, Supplies, \$254.40; Nelson Electric, Repairs, \$550.12; NewsBowl,

Supplies, \$309.00; NorthWestern Energy, Natural Gas, \$195.72; OtterTail Power, Lights/Power, \$13,871.89; Parent, Mileage, \$499.20; Jayne Paysen, Staff Travel, \$250.00; Pearson Learning, Supplies/Textbooks, \$4,499.41; Kelsey Peery, Staff Travel, \$250.00; Kristin Pfeiff, Staff Travel, \$250.00; Pine Hills Golf, Rental, \$350.00; Poppler's Music, Supplies, \$638.63; Prestwick House, Supplies, \$208.95; Really Good Stuff, Supplies, \$1,801.43; Renaissance Learning, Software, \$6,004.00; Jolene Rick, Coach's Training, \$40.00; Scholastic Magazines, Subscriptions, \$1,520.00; School Health Corp, Supplies, \$92.51; School Specialty, Supplies, \$13,612.12; Holly Seehafer, Refund, \$35.00; SHI, Software Licenses, \$17,710.68; Street Graphex, Supplies, \$16.73; Star Laundry & Dry Cleaners, Supplies, \$369.95; Stokes Seeds, Supplies, \$264.60; Super Duper Publications, Supplies, \$193.79; Teacher's Discovery, Supplies, \$210.84; Molly Tesch, Background Check, \$70.00; Trapp Plumbing, Repairs, \$641.58; Abbey Trapp, Coach's Training, \$80.00; Trend Enterprises, Supplies, \$37.24; Tri-State Water, Cooler Rent, \$10.00; Triumph Learning, Textbooks, \$1,383.14; Tumblebooks, Software License, \$598.00; Tyler Computer & Print Design, Supplies, \$268.00; Valley Office Products, Supplies, \$172.74; Verizon, Phone Service, \$897.19; Stacey Weinkauff, Coach's Training, \$80.00; Kelly Whitesitt, Staff Travel, \$250.00; Scott Wiese, Coach's Training, \$40.00; William V Macgill, Supplies, \$555.84; Xerox Corp, Copier Payment, \$1,446.79; Zaner-Bloser, Supplies, \$461.94; Rhonda Zinter, Travel, \$38.00.

- Accept Business Manager's Financial Report.

**Business Manager's Monthly Report:** General Fund: Balance 8-1-14, \$1,999,073.02. Revenues: Taxes, \$85,712.06; Interest, \$284.51; Local Misc, \$25,229.10; County Apportionment, \$11.22; State Aid, \$144,422.00. Expenditures: Salaries-Instructional, \$149,920.60; Salaries-Support Services, \$70,342.44; Salaries-Co-curricular, \$10,289.05; Benefits-Instructional, \$44,937.09; Benefits-Support Services, \$21,436.63; Benefits-Co-curricular, \$1,678.72; Purchased Services, \$26,894.59; Supplies, \$18,695.86, Other, \$55,407.00. Journal Entries, \$1,701.68. Balance 8-31-14, \$1,856,831.61.  
Capital Outlay Fund: Balance 8-1-14, \$561,838.24. Revenues: Taxes, \$4,091.82; Interest, \$97.92. Expenditures: Purchased Services, \$37,043.39; Supplies, \$148,891.67; Capital Acquisitions, \$166,441.75; Other, \$435.00. Journal Entries, (\$558.13). Balance 8-31-14, \$212,658.04.  
Special Education Fund: Balance 8-1-14, \$278,884.39. Revenues: Taxes, \$2,116.78; Interest, \$48.60; Medicaid Direct Services, \$1,162.45; State Aid, \$15,876.00. Expenditures: Salaries-Instructional, \$35,292.66; Salaries-Support Services, \$13,789.95; Benefits-Instructional, \$11,987.17; Benefits-Support Services, \$4,219.63; Purchased Services, \$5,041.63; Supplies, \$551.19. Journal Entries, (\$321.12). Balance 8-31-14, \$226,884.87.  
Bond Redemption Fund: Balance 8-1-14, \$200,000.01. Balance 8-31-14, \$200,000.01.  
Pension Fund: Balance 8-1-14, \$423,870.49. Revenues: Taxes, \$409.20; Interest, \$73.87. Journal Entries, (\$822.43). Balance 8-31-14, \$423,531.13.  
Lunch Fund: Balance 8-1-14, \$103,938.93. Revenues: Student Meals, \$61,237.73; Adult Meals, \$594.45; Misc Income, \$80.00. Expenditures: Salaries-Support Services, \$4,418.64; Benefits-Support Services, \$3,829.66; Purchased Services, \$105.79; Supplies, \$42.40. Balance 8-31-14, \$157,454.62.  
Enterprise Fund: Balance 8-1-14, \$48,604.69. Revenues: OST Fees, \$11,328.06. Expenditures: Salaries-OST, \$10,277.00; Benefits-OST, \$1,574.33; Purchased Services, \$2,496.78; Supplies, \$836.96. Balance 8-31-14, \$44,747.68.

Motion carried.

Motion by Upton and seconded by Bien to approve Administration of Medication Policies JHCD, JHCDB, JHCDA-E, JHCD-E, and JHCB. Motion carried. 5-0

Motion by Biersbach and seconded by Bien to adopt the following resolution:

**ANNUAL BUDGET RESOLUTION  
RESOLUTION NO. 01-09-14**

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 its proposed budget and changes thereto, to be its Annual Budget for the fiscal year July 1, 2014 through June 30, 2015. The adopted Annual budget levy requests are as follows: General Fund, \$1.782 per \$1,000 of AG valuation; \$4.252 per \$1,000 of Owner Occupied valuation; \$9.106 per \$1,000 of Other Property valuation. Capital Outlay Fund, **\$2.80** per \$1,000 of total valuation; Special Education Fund, \$1.478 per \$1,000 of total valuation; Pension Fund, \$0.30 per \$1,000 of total valuation. A list of changes from the proposed to the adopted is as follows: Add to the following revenue functions: Capital Outlay 1990, \$7,400. Decrease to the following revenue functions: Capital Outlay 1110 \$42,135. Add to the following expenditure functions: Capital Outlay \$7,400. Special Education 1227 \$1,000. Decrease the following expenditure functions: Capital Outlay Fund 2535, \$36,798.

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Chairman

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Business Manager

Motion by Upton and seconded by Stengel to approve open enrollment applications from a Senior from the Grant-deuel School District, a Kindergarten student from Wilmot, a 7<sup>th</sup> grade student and one Senior student from the Waverly-South Shore School District. Motion carried. 5-0

Motion by Stengel and seconded by Bien to approve the tuition agreement with Big Stone City School District. Motion carried. 5-0

Motion by Biersbach and seconded by Upton to approve the BuyBoard national Purchasing Cooperative membership at no cost. Motion carried. 5-0

Motion by Stengel and seconded by Bien to approve the hiring of Heather Rise at \$9.50 per hour and Abby Wollschlager at \$8.25 per hour as OST workers. Motion carried.

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

Motion by Biersbach and seconded by Upton to approve a lane change for Lane Lindquist at a salary increase of \$309. Motion carried. 5-0

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

Superintendent Graf reported on the following:

1. Enrollment Report
2. In-Service
3. Stage Lights in Theater

Motion by Bien and seconded by Upton to enter executive session to discuss personnel issues. Motion carried. 5-0

Chairman Schwandt declared executive session over at 8:44 PM

Motion by Bien and seconded by Biersbach to adjourn at 8:45 PM. Motion carried. 5-0

The next regular meeting of the Milbank School Board will be October 13, 2014, at 7:00 PM.

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Chairman

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Business Manager