

Minutes of July 10, 2017

The regular meeting of the Lake Preston Board of Education was held on July 10, 2017 in the Superintendent's Conference room at the Lake Preston School. At 5:15 PM President Nelson called the meeting to order. Roll call was taken with the following members present: Brian Nelson, Jerod Olson, Ryan Hageman, Steve Carlson, Brett Anderson, Amanda Wienk, Josh Warne, and Cristy Woodcock. Absent: Jodi Tolzin.

Also present were the school administrators-Supt. Casper, Principal Felderman via phone conference, Business Mgr. Curd, Tech Coord Odegaard; Teacher rep Brown, along with Palmlund of the Lake Preston Times.

The Pledge of Allegiance was led by President Nelson.

ACTION 168- Motion by Anderson, second by Hageman to approve the agenda as the order of business. All voted aye, motion carried.

2017-18 Budget hearing was held. Business Manager Curd reviewed the preliminary budget as published and the estimated fund balances for the 2016-17 fiscal year. Time was allocated for public comments, none was heard.

ACTION 169- Motion by Woodcock, second by Olson to adjourn the budget hearing at 5:40 PM. All voted aye, motion carried.

ACTION 170- Motion by Anderson, second by Olson to approve the consent items of June 12th minutes, June 2017 financials and bills. All voted aye, motion carried.

Statement of Cash Receipts, Disbursements & Cash Balances

Jun-17

	Jun-17	General	Cap.Out	Sp.Ed	Pension
Beginning Balance		\$ 328,708.17	\$ 1,959,897.00	\$ 193,313.66	\$ 42,338.71
REVENUES					
Ad Val Taxes,Gross Receipts		\$ 94,228.71	\$ 57,535.16	\$ 32,396.14	\$ 9.96
County Apport		\$ 826.09			
St.& Fed.Aid		\$ 97,003.44	.		
Int.,Adm,Rentals		\$ 301,168.65	\$ -	\$ -	
Expenditures		\$ (354,885.80)	\$ (376,735.74)	\$ (93,135.36)	\$ -
Ending Cash Balance		\$ 467,049.26	\$ 1,640,696.42	\$ 132,574.44	\$ 42,348.67
Food Serv					
Beginning Balance		\$ (1,030.75)	\$ 5,458.25	\$ 67,699.60	
Revenue					
Sales					
Fed/State Reimb		\$ 8,492.65			
Fees/Fundraisers		\$ 10,810.35	\$ -	\$ 861.73	
Expenditures		\$ (21,386.10)	\$ (3,485.28)	\$ (4,229.60)	
Ending Cash Balance		\$ (3,113.85)	\$ 1,972.97	\$ 64,331.73	
T&A					

GENERAL FUND

Supplies: A-OX Welding \$30.75, Decker Equipment \$184.82, Discover (Return) \$-32.68, Hann Crafts \$17.39, Hauff Sports \$334.65, Heartsmart \$89.10, Hillyards \$983.68, Maynard's \$52.80, Michael's Fence \$154.53, Network Services \$368.64, Office Peeps \$109.08, Prairie Ag Partners \$410.06, Supreme School Supply \$98.36. Utilities: CenturyLink \$376.83, City of Lake Preston \$129.66, Northwestern Energy \$247.08, Ottertail \$1,120.48. Services: Connecting Point \$4,791.50, Cook's Waste \$184.36, Horizon Health \$612.96, Protec \$183.67. Travel: Felderman, D. \$142.80. Publication: SD Newspaper Assn \$150.00
 General Fund Total: \$10,740.52

CAPITAL OUTLAY FUND

Equipment: Connecting Point \$3500.00, Hoist Fitness \$251.00, Imprest \$449.99. Improvements: DA

Services \$6,841.02, Midwest Boiler \$5,520.00, School Specialty \$6,300.00. Library Books: Discover Card \$296.60. Lease: Office Peeps \$71.21.

Capital Outlay Fund Total: \$23,229.82

SPECIAL EDUCATION FUND

Tuition: Advance \$3,450.00, Dept Of Human Services \$6,986.91

Special Education Fund Total:\$10,436.91

Drivers Education Fund

Vehicle Rental: Brookings Auto Mall \$706.95. Insurance: Meyer Insurance Agency \$38.00. Fuel: Prairie Ag Partners \$229.70

Driver's Education Fund Total: \$974.65

Grand Total: \$45,381.90

June Payroll: General \$100,026.55, Benefits \$30,730.30; Special Education: \$20,016.08 Benefits: \$7,406.31; Food Service: \$7026.50, Benefits \$1,205.32; Driver's Education: \$980.00, Benefits \$43.19
Total June Payroll: \$167,434.25

Board member Woodcock reported that much of the June NESC meeting discussed the financials behind the Northern Plains Insurance Pool in which NESC is the financial agent.

Discussion on purchasing a school vehicle was held. Some members felt it was advisable to have staff continue to take personal vehicles when conflicts presented themselves. Others felt that an additional school vehicle was necessary.

ACTION 171- Motion by Hageman, second by Woodcock to approve the purchase of a school car in the cost range of \$10-\$15,000. Hageman, Woodcock, Anderson, and Nelson voted aye; Carlson and Olson voted nay. Motion carried.

ACTION 172- Motion by Olson, second by Anderson to approve the Capital Outlay transfer to General fund of \$15,000. All voted aye. Motion carried.

ACTION 173- Motion by Hageman, second by Woodcock to approve the budget supplement as presented. All voted aye, motion carried.

RESOLUTION NO. FY17.2

ADOPTION OF SUPPLEMENTAL BUDGET:

LET IT BE RESOLVED, that the School Board of the Lake Preston School District #38-3, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total:

APPROPRIATIONS:

GENERAL FUND

Transportation Service	\$ 607.00
Board Service	\$ 17,641.00
Health Services	\$ 188.00
Kids First Program	\$ 145.00
Title I	<u>\$ 3,789.00</u>
Total	\$22,370.00

CAPITAL OUTLAY FUND

Pre School	<u>\$ 225.00</u>
Total	\$ 225.00

SPECIAL EDUCATION FUND

Residential Services	\$ 69,091.00
Speech Pathology Services	\$ 8,631.00
Autism	<u>\$ 4,950.00</u>
Total	\$ 82,672.00

MEANS OF FINANCE:

GENERAL FUND

Contingency	\$ 22,370.00
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CAPITAL OUTLAY FUND

Undesignated Fund Balance	\$ 225.00
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SPECIAL EDUCATION FUND

Extraordinary Cost Funding-State	\$ 66,716.00
Undesignated Fund Balance	\$ 15,956.00

ACTION 174- Motion by Anderson, second by Olson to adjourn the 2016-17 business at 6:25 and to appoint Supt. Casper as acting President until the election of President and Vice President of the School Board. All voted aye, motion carried.

The Lake Preston School board reconvened with new business at 6:30 p.m. At this time Business Manager Curd duly presented the Oath of Office to the following new board members based on uncontested petitions: Amanda Wienk and Josh Warne, both with 3 year terms.

ACTION 1- Supt. Casper then opened the floor for nominations for Board President. Anderson nominated Jerod Olson, second by Steve Carlson. Hageman nominated Brian Nelson, second by Amanda Wienk. Board members voted. Nelson won the seat of President on a 5-2 vote.

ACTION 2 - Supt Casper opened the floor for nominations for Board Vice-President. Motion by Carlson to nominate Jerod Olson as Vice-President, second by Hageman, and Anderson called to cease all nominations and cast a unanimous ballot for Jerod Olson. All voted aye, motion carried.

Supt. Casper then turned the meeting over to President Nelson.

ACTION 3 - Motion by Anderson, second by Olson to approve the following authorizations/appointments: Business Manager, Curd as Board Clerk, Board Treasurer, Privacy Official and Investment Officer; First National Bank of Lake Preston, Wells Fargo-Huron, American Bank & Trust-DeSmet; all in South Dakota as Official Depositories; Rodney Freeman of Huron and Todd Wilkinson of DeSmet as School Attorneys; Lake Preston Times as Official Newspaper; Elementary Principal Felderman as Director of Title I, Title III, and Title VI; Superintendent Casper as Director of Special Education, Title VI, Title I Homeless Liaison, Section 504 Officer, Title IX, Trust & Agency, Food Service; and Coordinator for NESC and all federally funded programs; also giving the Business Manager authority to sign for all of the above listed programs; Supt. Casper as Truant Officer; Superintendent Casper to close school in emergency situations; and in his absence then Dana Felderman and Kristi Curd in respective order; and the continued participation and/or membership in the following: Northeast Education Cooperative and the NESC Special Education Comprehensive Plan & Organizational Structure Form; Mutual Bus Assistance Pact; and SD United Schools Association. All voted aye, motion carried.

ACTION 4 - President Nelson appointed the following: Anderson as the NESC Board Rep with Olson and Nelson as alternates; ASBSD voting delegate -Hageman, alternate-Nelson; Negotiations Team -Nelson, Hageman, and Anderson; Capital Outlay Committee - Wienk, Warne, and Olson; Rep to the Vocational Ag Advisory Board- Olson; Board Reps to the Lake Preston Equalization Board- Warne & Hageman; Legislative Rep- Hageman; School Alliance Committee- Warne, Carlson, Nelson; Cooperative Committee- Hageman, Olson, and Wienk; Exit Interview Committee- Carlson, Warne and Anderson. Planning Committee- Nelson, Warne, Carlson. Development Board Rep-Warne.

Action 5: Motion by Anderson, second by Warne to set season passes as \$40 for adults, \$0 for Lake Preston students, with no complimentary board/spouse passes. All voted aye, motion carried.

Action 6: Motion by Anderson, second by Warne to set admission prices at \$3/student, \$5/adult. Doubleheader at \$4/student, \$6/adult. All voted aye, motion carried.

Action 7: Motion by Anderson, second by Carlson to set board meeting dates and times at second Monday at 5:30 with the flexibility to change when necessary. Anderson, Carlson, Wienk, Olson, and Warne voted aye. Hageman voted nay. Motion carried.

Action 8: Motion by Hageman, second by Olson to set starting and short term substitute wage to \$11/hour, \$88/day and long term substitutes to \$110/day, \$13.75/hour. All voted aye, motion carried.

Action 9: Motion by Warne, second by Anderson to keep meal prices at K-6 Grade-\$3.00; 7-12 Grade-\$3.25, with second entrees for 7-12 at \$.75, Adults-\$4.25 with salad bar only option at \$2.50, Breakfast- All Students -\$0.75, Adults-\$1.25. Milk only at \$.25/carton. All voted aye, motion carried.

Action 10: Motion by Olson, second by Hageman to set bonds for business manager at \$50,000; Supt at \$5,000; and Other Personal at \$1,000. All voted aye, motion carried.

REVIEW/DISCUSSION ITEMS:

Supt. Casper then reviewed with the members the following: Board Responsibilities, Relations, Expectations, and Executive Sessions. Curd asked to get a number of attendees to the ASBSD/SASD Conference. Felderman, Curd, Nelson, Hageman, and Olson are registered to attend. Members discussed the annual Board/Staff meet and greet and set the date of Tuesday, August 8th @ 6:00.

First Reading of the Board Policy Handbook revisions was held; with Supt. Casper reviewing the document with no changes at this time. First Reading of the Secondary Student Handbooks was held; with Casper reviewing the recommended changes. A copy of these are on file in District's portal

Elementary Principal Felderman presented the completely revised Elementary and Kids First Handbooks for their first reading. Copies were distributed to board.

Business Manager Curd presented a new Employee Handbook for its first reading. A copy was distributed to board.

NEW BUSINESS:

ACTION 11 - Motion by Anderson second by Warne to approve contract of Jaden Denison as JH Football coach. All voted aye, motion carried.

ACTION 12 - Motion by Olson, second by Anderson to approve the July 2017 bills. All voted aye, motion carried.

GENERAL FUND

Insurance: ASBSD Workers' Compensation Fund \$16,722.00, Meyer Insurance Agency \$22,762.21. Dues & Fees: ASBSD \$851.47, ELABO \$60.00, NEAPA \$70.00, SASD \$1,203.00, SDSTE \$30.00, TIE \$720.00. Fuel: Coles Petroleum \$79.71. Supplies: Hal Leonard Corp \$195.00, Menards \$53.16, Plank Road Publishing \$109.95, Runnings \$39.78, School Specialty \$1,336.82, TEAM Lab \$ 5,104.69. Software: SUI \$5,150.00

General Fund Total: \$54,487.79

CAPITAL OUTLAY FUND

Textbooks: Houghton Mifflin \$3,109.70. Software: Infinite Campus \$610.60, IXL \$2,482.00, RLI \$1,955.00, SHI \$3,879.53, Stoneware \$479.00. Library Books: Overdrive \$250.00.

Capital Outlay Fund Total: \$12,765.83

Grand Total July Bills: \$67,253.62

ACTION 13 - Motion by Anderson, second by Olson to approve the 2017-18 Wellness Policy. All voted aye, motion carried.

ACTION 14 - Motion by Wienk, second by Hageman to approve the 2017-18 Comprehensive Policy. All voted aye, motion carried.

ACTION 15 - Motion by Anderson, second by Hageman to surplus a blade, a sprayer, and a glute/ham developer for disposal. All voted aye, motion carried.

REPORTS:

Supt Casper, Bus. Mgr Curd, and Elementary Principal Felderman gave their monthly reports.

Pursuant to SDCL regarding publication of staff salaries of the Lake Preston School District for the 2017-18 school year as follows: Instructional and Coaching Salaries: Sara Beckler-\$41,172, Marla Bertsch-\$47,210, Dawn Bindert-\$47,210, Lynne Brown-\$47,210, Alecia Erstad-\$38,810, Patricia Garry-\$35,407.50, Sherry Gullickson \$43,400, Nicole Heier-\$40,495, plus up to 40 summer hours, Jan Hillestad-\$47,210, plus up to 40 summer hours, Amanda Hoover

\$44,876, plus up to 80 summer hours, Ashley Keller \$38,532, Tricia McCloud \$41,021, Cathy Nelson-\$52,240, plus up to 40 summer hours, Krista O'Dea-\$43,689, Debra Olson-\$47,210, David Schmidt-\$47,210, Kelsey Smith \$38,930, Jordan Solberg-\$47,430, Jennifer Stofferahn \$42,320, Joel Warne-\$45,950 and \$75/Pep Band Event, Virgil Whetsel-\$40,270; Coaching Only-Tonya Bumann-\$7,556, Jaden Denison-\$1,865, Ryan McCutcheon-\$6,392, Betty McGraw-\$3,819, Brooke Virchow \$810; Concessions Manager: Loretta Malone-\$13.25/hr; Library: Ramona Gunderson-\$12.18/hr Aides: Barb Jones-\$12.43/hr, Shane Waikel-\$14.03/hr; Substitute teachers-\$88/day or \$11/hr, In-House-\$10/Period; Long term-\$13.75/hr or \$110/day; Administrative Salaries: Tim Casper-\$89,750, Kristi Curd-\$50,000, Dana Felderman-\$56,811 Kristi Odegaard-\$49,724, Klark Thomsen-\$2,036; Transportation Salaries: Shane Waikel-\$14.03/hr; Don Brandner and Klark Thomsen-\$27.05/route and \$12.50/hr Extra-Curricular trips, Bus Washing-\$15, substitute drivers receive the same rate of pay; Food Service Salaries: Lisa Cleveland-\$15.25/hr, Mary Smith-\$13.75/hr, Patricia Nelson-\$11.03/hr; Custodial Salaries: Brad J Moe-\$14.65/hr, Patricia Nelson-\$11.03/hr; Secretarial: Angela Jensen-\$11.68/hr, Tersia Warne-\$15.30/hr; all other substitutes - \$11/hr; student workers-\$8.95/hr.; Ticket Takers-\$20/event; Drivers Ed. Instructor: Klark Thomsen-\$20/hr, Kids First Instructors-\$14.00/hr.

Action 16- Anderson moved to enter into executive session. Administrators and board reviewed SDCL 1-25-2. Motion died due to the lack of a second.

ACTION 17 - Motion by Olson, second by Anderson to adjourn the meeting at 7:55 PM. All voted aye, motion carried.

Next regular meeting will be held on Monday, August 14, 2017 at 5:30 PM in the Superintendent's Conference Room of the Lake Preston School District.

Kristi Curd
Business Manager

Brian Nelson
President of Board

Published once at the total approximate cost of _____.