ELKTON SCHOOL DISTRICT #5-3

**MINUTES OF THE BOARD OF EDUCATION**

**REGULAR MEETING**

## July 18, 2016

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**BOARD MEMBERS**: Landsman, Bauer, Frerichs, & Schuurman. Kampmann absent

OFFICERS PRESENT: Supt. Jandahl, Principal Neill and Bus. Mgr Bruns

Also present was Nancy Spiering representing the local newspaper, Staff member V Fargen, Kathy Tyler & 7 community members

The meeting was called to order by Chairman Landsman at 7:00 pm.

**ITEM 16.07.2949**

Motion by Bauer second by Schuurman to approve the published agenda adding addition of staffing & open enrollment after public comments. All voted aye, motion carried.

ITEM 16.07.2950 CONSENT ITEMS

Motion by Frerichs, second by Bauer to approve the following consent items, all voted aye, motion carried:

a. The minutes of the June 13, 2016 meeting

b. The financial reports as presented for June

c. Accept Payment of bills for June

d. Approve signed contract

e. Approve disclosures not contrary to public interest

***GENERAL FUND***: Beginning Balance: 219,406.57, Revenue: Local – 486,274.05, County – 2,445.75, State – 15,260.00, Federal – 0.00, Expenditures: 332,457.34, Ending Balance: 390,929.03, Expensed Contracts: 229,010.76, Due from State – 9,116.58, Cash in Bank: 629,056.37

***CAPITAL OUTLAY***: Beginning Balance: 466,571.99, Revenue: Local – 211,726.07, County – 0.00, State – 0.00, Federal – 35,403.79, Other – 0.00, Expenditures 147,502.05, Ending Balance: 566,199.80, Cash in the Bank: 566,199.80

***SPECIAL EDUCATION***: Beginning Balance: 54,556.10, Revenue: Local – 109,126.67, County – 0.00, State – 0.00, Federal – 0.00, Expenditures: 86,695.41, Ending Balance: 76,987.36, Expensed Contracts: 55,042.96, Cash in Bank: 132,030.32.

***PENSION:*** Beginning Balance: 150,254.42, Revenue: Local – 21,172.62, County – 0.00, State – 0.00, Federal – 0.00, Expenditures: 44,587.00, Ending Balance: 126,840.04, Cash in the Bank: 126,840.04.

***BOND FUND***: Beginning Balance: 145,054.50, Revenue: Local – 0.00, County – 0.00, State – 0.00, Federal – 0.00, Expenditures: 0.00, Ending Balance: 145,054.50, Cash in the Bank: 145,054.50

***FOOD SERVICE:*** Beginning Balance: 32,349.35, Revenue: Local – 0.00, County – 0.00, State – 1,188.00, Federal – 4,281.42, Expenditures: 25,535.61, Ending Balance: 12,283.16, Expensed Contracts: 15,318.54, Cash in Bank: 27,601.70

**DRIVER EDUCATION:** Beginning Balance: 6,220.67, Revenue: Local – (-230.00), Expenditures: 4,091.40, Ending Balance: 2,359.27, Expensed contracts: 3,409.50, Cash in the Bank: 5,308.77.

***TRUST & AGENCY FD:*** Beginning Balance: 84,690.17, Revenue: 5,372.83, Expenditures: 3,167.62, Ending Balance: 86,895.38

c. The payment of the following submitted bills:

**GENERAL FUND**

A&B BUSINESS EQUIPMENT, COPIERS, 25.14, A-OX WELDING SUPPLY, INC, WELDING SUPPLIES, 56.17, AUSTREIM LANDSCAPING, SEEDING PRACTICE FIELD, 400.00, BRIDGEWATER-EMERY SCHOOL, 8 DESKS, 40.00, CHS, OIL CHANGE, 44.68, CITY OF ELKTON, WATER & SEWER, 129.42, CONNELLY WATER CONDITIONING, SOFTNER RENTAL, 30.00, DA SERVICES, FINISH GYM FLOORS, 2,800.00, DAYS INN PIERRE, ROOMS, 456.00, DECKER INC., CARRIAGE BOLTS & NUTS, 20.45, ELKTON SCHOOL, ANNETTE STEIN, POSTAGE REIMB, 11.89, ELKTON-IMPREST FUND, REPLENISH TRUST & AGENCY, 3,216.86, ITC TELECOM, INTERNET & PHONE SERVICE, 272.10, MID-CENTRAL ED COOP, VIRTUAL SCHOOL, 260.00, OTTER TAIL POWER CO, ELECTRICITY, 4,758.12, PEARSON EDUCATION, WORKBOOKS, 838.65, SKYVIEW JUNCTION, LALWN & VEHICLE GAS, 526.26, VISA, USF LITERACY, TRAVEL & CABLES, 817.82, WALMART COMMUNITY, FELT CHAIR PADS & BATTERIES, 71.95, **Fund Total: 14,775.51.**

**CAPITAL OUTLAY**

A&B BUSINESS EQUIPMENT, COPIERS, 3,210.43, ARCHITECTURAL ROOFING &, ROOF REPAIRS, 48,215.00, G&R CONTROLS, INC, PREVENTIVE MAINT, 10,476.00, SCHOOL SPECIALTY SUPPLY INC., DESK CHAIRS, 903.25, VISA, LIBRARY BOOKS, 875.39, **Fund Total: 63,680.07.**

**SPECIAL EDUCATION FUND**

CAREER ADVANTAGE, JUNE SERVICES, 214.67, ITC TELECOM, INTERNET & PHONE SERVICE, 23.73, **Fund Total: 238.40.**

**PENSION FUND**

ELKTON-IMPREST FUND, REPLENISH TRUST & AGENCY, 45.00, **Fund Total: 45.00.**

**FOOD SERVICE**

CITY OF ELKTON, WATER & SEWER, 40.78, **Fund Total: 40.78.**

**IMPREST**

BUSSELMAN WADE, STIPEND, 47.03, BUSSELMAN A J, STIPEND, 47.03, LAMP ROGER, TILLING PRACTICE FIELD, 258.50, LANDSMAN ALEXANDER, STIPEND, 25.65, NEILL KELLY, REIMB POSTAGE, 7.35, NEILL WILLIAM, STIPEND, 57.71, THOMPSON LUIGI, STIPEND, 57.71, BAUER TIM, SEED FOR PRACTICE FIELD, 225.00, SDRS SPECIAL PAY , EARLY RETIREMENT FEE, 45.00, BUSSELMAN A J, STIPEND, 25.65, BUSSELMAN WADE, STIPEND, 25.65, THOMPSON LUIGI, STIPEND, 12.83, TRACK, CORRECTING ENTRY, 2,371.79, CONCESSIONS, ROASTER, 52.96, **IMPREST TOTAL** 3,259.86.

**JUNE 16 PAYROLL REPORT:**

**GENERAL FUND: 212,288.37**, OF WHICH INSTRUCTIONAL, 132,968.25; SUPPORT SERVICES, 71,407.58; CO-CURRICULAR, 7,912.54; SPECIAL EDUCATION, 31,460.87; FOOD SERVICE, 10,200.50; DRIVER ED, 681.90; **TOTAL PAYROLL: 254,631.64**

OLD BUSINESS

ITEM 16.07.2951

Motion made by Frerichs, second by Schuurman to approve policies after second reading. All voted aye, motion carried.

NEW BUSINESS

ITEM 16.07.2952

Motion made by Bauer, second by Schuurman to approve the following supplemental budget changes for 2015-16.

GENERAL FUND – Supplemental Budget – Summer School - $821.00, High School - $3,580.00, Pre-School - $1,470.00, Guidance - $3,020.00, Nurse - $47.00, Legal Services - $42.00, Superintendent - $1,201.00, Principal - $2,760.00, Co-curricular Activities - Male - $84.00, Co-curricular Activities – Female - $4,677.00, Co-curricular combined - $4,226.00, Source of Revenue – Unobligated Fund Balance - $21,928.00.

CAPITAL OUTLAY - Supplemental Budget – Elementary - $10,017.00, Jr High - $11,285.00, Library - $639.00, Board - $2,511.00, Maintenance - $17,451.00, Vehicle - $1,385.00, Diesel - $20,024.00, Source of Revenue – Unobligated Fund Balance - $63,312.00.

SPECIAL EDUCATION – Supplemental Budget – Severe - $1,386.00, Early Childhood - $118.00, Speech - $366.00. Source of Revenue – Unobligated Fund Balance - $1,870.00.

PENSION FUND – Supplemental Budget – Pre-School - $277.00. Source of Revenue – Unobligated Fund Balance - $277.00.

All voted aye, motion carried.

There was the first reading of the next set of policies to be adopted next meeting.

ITEM 16.07.2953

Motion made by Frerichs, second by Schuurman to commit $1,000 in funds to the crisis training. All voted aye, motion carried.

REPORTS

Arend Schuurman reported that NESC is closing out the year. There was discussion on the drug & alcohol pool change.

There was no library report.

Business Manager Bruns presented the budget summary for the year. We were finally able to not deficit spend in the General Fund this year. To accomplish this I had to move almost $144,000 to Capital Outlay. There was a huge deficit in the Capital Outlay which is because of moving so much from the General Fund but also because of the expenditures for Geo-Thermal with funds we had received last year.

ITEM 16.07.2954

Motion made by Bauer, second by Frerichs to adjourn the 2015-16 meeting at 7:28. All voted aye, motion carried.

2016 - 2017 BUSINESS

Superintendent Jandahl opened the 2016-17 meeting at 7:29 with the following members present: Landsman, Bauer, Frerichs, & Schuurman. Kampmann was absent. He then instructed Bus Mgr Bruns to give the oath of office to the newly elected members, Tom Landsman, Derek Frerichs & Arend Schuurman. The oath was administered and signed.

ITEM 17.07.2955

Superintendent Jandahl then called for nominations for Chairman of the Board: Schuurman nominated T. Landsman & Bauer seconded. All voted aye, motion carried. Tom Landsman was declared the 2016-17 Board Chairman.

ITEM 17.07.2956

Chairman Landsman then called for nominations for Vice-Chairman of the Board: Bauer nominated Kampmann & Frerichs seconded. All voted aye, motion carried. Jennifer Kampmann was declared the 2016-17 Board Vice-Chairman.

ITEM 17.07.2957

Motion by Bauer, second by Schuurman to approve the following appointments, committees or memberships for the 2016-17 year. All voted aye, motion carried.

 (a) Paper – **Elkton Record**

1. Bank Depository – **Bank Star Financial**
2. Bonding Agent – **Western Surety**
3. Legal Advisor – **Rod Freeman, Huron**
4. Auditor – **Quam & Berglin of Elk Point**
5. HIPPA Agent- **Business Manager**
6. Purchasing Agent – **Superintendent**
7. School Lunch Adm – **Superintendent**
8. Lunch Hearing Agent – **Principal**
9. Title I, Title IX, & Federal Grants Adm. – **Superintendent**
10. Head of Trust & Agency– **Superintendent & Business Manager**
11. Student Insurance opportunities: **Delta Dental**
12. Investment of district funds in best manner- **Superintendent & Business Manager**
13. Asbestos designated persons – **Head Custodian & Superintendent**

ITEM 17.07.2958

Motion by Frerichs, second by Schuurman to approve the following appointments for 2016-17. All voted aye, motion carried.

 (o) Delegate to ASBSD convention: **A. Schuurman,**

 (p) Board member to NESC: **A. Schuurman, Alt: T. Landsman**

 (q) Board member to the Library board – **J. Kampmann**

 (r) Board member to Technology Committee – **D. Frerichs**

 (u) ASBSD Legislative Chairperson & Alt – **T. Landsman, Alt – J. Kampmann**

ITEM 17.07.2959

Motion by Schuurman, second by Frerichs to approve keeping the board salaries at $75 for board president and $65 for members for regular meetings and ½ for special meetings. All voted aye, motion carried.

ITEM 17.07.2960

Motion by Schuurman, second by Bauer to set the board meeting time & place for the 2nd Monday @ 7PM in the telecommunications Room. And all board members can sign checks when President is unavailable .All voted aye, motion carried.

ITEM 17.07.2961

Motion by Bauer, second by Schuurman to continue with the state rates for travel. Mileage - $.42 per mile, Breakfast - $6, Lunch - $11, & Dinner - $15. All voted aye, motion carried.

ITEM 17.07.2962

Motion by Bauer, second by Schuurman to increase school meals by $.10 per federal government regulations. K-6 Breakfast $1.50, Lunch - $2.50. JrHi-Hi Breakfast - $1.50, Lunch - $2.85, Entrée $1.00. Adults - $1.95 & $3.50. Salad & Milk - $2.45. All voted aye, motion carried.

ITEM 17.07.2963

Motion by Bauer, second by Schuurman to approve $20 Student passes & $30 adult with $50 per couple. At the door $3 for students, $5 for adults except for double headers then $4 for students & $6 for adults. All voted aye, motion carried.

ITEM 17.07.2964

Motion by Schuurman, second by Bauer to keep sub pay the same. Certified sub - $100, Non-Certified sub - $70, & Bus sub - $30. All voted aye, motion carried.

ITEM 17.07.2965

Motion by Bauer, second by Schuurman to keep driver education hourly rate at $20. All voted aye, motion carried.

ITEM 17.07.2966

Motion by Schuurman, second by Frerichs to table the 5 year capital outlay plan, but to approve the Title I grant application,

moving interest from the NOW account & CD’s to be receipted into the General Fund, the use of a Teacher Assistance Team headed by Principal Neill, and the use of Northeast Educational Services Coop’s comprehensive plan for Special Education programs. Approve the bills for July. All voted aye, motion carried.

**GENERAL FUND**

ASBSD, DUES, 958.60, BLICK ART MATERIALS, ART SUPPLIES, 571.10, CHANNING BETE CO. INC, STUDY SKILLS, 255.19, COOKS WASTEPAPER & RECYCLE, GARBAGE SERVICE, 293.87, FIRST BANK & TRUST, WIRE FEES, 25.00, FIRST NATIONAL BANK IN SF, WIRE FEES, 25.00, HOUGHTON MIFFLIN COMPANY, ELEMENTARY WORKBOOKS, 1,984.04, NASCO, SCIENCE SOLUTIONS, 10.24, NEBRASKA SCIENTIFIC, FETAL PIG & EARTHWORMS, 491.51, ORIENTAL TRADING CO.INC, PENCILS & BRACELETS, 151.85, POPPLERS MUSIC, TELEMAN SONATA, 9.50, SASD, DUES, 2,021.00, SCHOOL SPECIALTY SUPPLY INC., K SUPPLIES, 944.55, SHERWIN-WILLIAMS CO, THE, PAINT, 138.39, SD UNEMPLOYMENT INSURANCE, UNEMPLOYMENT INSURANCE, 1,073.16, SD UNITED SCHOOLS ASSOC, DUES, 450.00, SUPREME SCHOOL SUPPLY CO., OFFICE SUPPLIES, 210.40, TEACHER DIRECT, 2ND GRADE SUPPLIES, 96.11, **Fund Total: 9,709.51.**

**CAPITAL OUTLAY**

CENTURY BUSINESS, COPIERS & PRINTERS, 84.56, FIRST NATIONAL BANK IN SF, QSEC PAYMENT, 114,666.96, FOLLETT SCHOOL SOLUTIONS INC, READING & GEOMETRY TEXTBOOKS, 1,314.35, GOVERNOR'S OFF ECONOMIC DEV, LOAN PMT, 43,750.00, HOUGHTON MIFFLIN COMPANY, TEXTBOOKS, 19,550.35, PEARSON EDUCATION, GEOGRAPHY BOOKS, 3,856.23, RENAISSANCE LEARNING INC, STAR READING & MATH, 3,958.75, VIRCO INC, ELEMENTARY DESKS, 366.08, **Fund Total: 187,547.28.**

**SPECIAL EDUCATION FUND**

BRIGHT SOLUTIONS FOR DYSLEXIA, INC, BARTON READING & SPELLING, 314.95, SCHOOL SPECIALTY SUPPLY INC., SPED SUPPLIES, 862.44, SD UNEMPLOYMENT INSURANCE, UNEMPLOYMENT INSURANCE, 119.27, **Fund Total: 1,296.66.**

**PENSION**

AMERICAN FUNDS SERVICE CO, RETIREMENT PAYMENT, 3,000.00, SECURITY BENEFITS - TSA, EARLY RETIREMENT, 14,400.00, **Fund Total: 17,400.00.**

**BOND FUND**

FIRST BANK & TRUST, BOND PAYMENT, 80,930.00, **Fund Total: 80,930.00.**

The budget hearing was held for 2016 - 2017 budget. Business Manager Bruns reports that expenditures will definitely go up this year because of increases in wages as well as health insurance. She plans on utilizing the Capital Outlay flexibility to balance the General. She will be tweaking the budget as more information comes in. She is still waiting for final valuations from the County. Information sheets on the budget can be obtained in her office or on the archived board packet for tonight's meeting on our web page.

PUBLIC COMMENTS

Nicole Renkly talked to the board about concerns about the 1st grade class being so large. Currently there are 29 registered for the class. She and other parents felt at that age they need more one on one and that wouldn’t happen in such a large group. It is also harder for students to make a connection with the teacher. The people there were in favor of splitting the class. Kathy Tyler running for District 4 Senate talked about her connection to schools. She has taught school, been on the school board, ran her own business and is passionate about education. She wants to be our voice.

ITEM 17.07.2967

Motion by Bauer, no second to certified co teacher long term sub for 1st grade so it died for lack of a second.

ITEM 17.07.2968

Motion by Frerichs, second by Schuurman hire a teacher for the 1st grade and split the class. Frerichs voted aye, Schuurman voted aye, Landsman aye, Bauer voted nay, motion carried.

ITEM 17.07.2969

Motion by Frerichs, second by Schuurman to accept open enrollment MN students who are not contiguous to the SD boarder. All voted aye, motion carried.

**REPORTS**

Supt. Jandahl thanked the public for all the service to the school that continues to help us. Eric Spiering took care of a tree that fell, Terry Yockey who did some round up spraying, Chuck Remund who sprayed the practice field, John Neill who came in to spray & Elk Nation for their work at the Athletic Field. He said a hot water storage tank for domestic water in the gym will be shut down but not moved. We are working on trifold brochures to use to showcase our school. There will be surplus items on next month’s agenda.

Principal Neill said she & Mr. Jandahl went to a feedback training workshop. Mrs. Beckman and she are on the ELA committee and Mrs. Mortland is on the math committee to give input on the standards for the state. August 11 is open house.

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ITEM 17.07.2970

Motion by Bauer, second by Schuurman to go into executive session in accordance with SDCL 1-25-2 SUB 1 for personnel issue at 9:13pm. All voted aye, motion carried.

The board was brought out of executive session at 9:20pm by Chairman Landsman.

Mr. Bauer informed the board that Terry Vincent was nominated to be inducted into the SD Coaches Hall of Fame for Track. Our sincere congratulations go out to Mr. Vincent.

ITEM 17.07.2971

There being no further business before the board Schuurman moved to adjourn the meeting at 9:21, seconded by Frerichs. All voted aye, motion carried.

In accordance with SDCL 13-835 & 6-1-10, the following are the total contracted salaries (including all extra duty pay) for the 2016-17 fiscal year: S. Bauman – 13.25/hr, R. Bebensee – 2,117.50, K. Beckman – 41,345.00, A. Brown – 35,605.00, L. Brown – 42,696.40, M. Bruns – 52,917.28, S. Clark – 45,750.60, R. Delaney – 37,722.50, K.Denison – 15.25/hr, M. Erickson – 43,330.00, S. Erickson – 51,128.13, J. Even – 12.85/hr, V.Fargen – 41,920.00, T. Farnham – 55,285.00, T. Farnham – Dr. Ed – 3,600.00, B. Frederiksen- 525.00 summer school, J. Frederiksen – 42,822.50, E. Gebhart- 59,885.00, L.Gebhart -15.98hr - Aid & 71.68/day – Bus, 1,436.88 Jr. Class & Concession Mgr, V. Gebhart - $22.61/hr, J. Gunderson – 42,265.00, C. Harming – 37,880.00, M. Harming – 54,649.68, R.Hemmen – 41,910.00, K.Huber – 17.00/hr & Cheer – 1,515.50, A. Jandahl – 13.25/hr, B. Jandahl – 88,807.14, G. Jensen – 41,355.00, & 525.00 summer school, T. Kampmann – 71.68/day, B. Kuehl – 12.65/hr, S. Kuemper – 14.75/hr, D.Landsman – 71.68/day, S. Landsman – 43,617.20, G. Leuning – 45,450.00, B. Livermont – 43,175.00, D.Lundgren - 32.00/hr & 525.00 summer school, G.Lynn – 17.53/hr, N McHugh – 54,295.00, C.McMahon – 15.30/hr, M. Mortland – 50,355.00, K. Neill – 69,931.55, E. Pearson – 2,117.50, D. Robbins – 53,289.26, A Robey – 42,486.88, R Schaefer – 39,080.00, M.Short – 17.30/hr, A.Stein – 18.79/hr, K Stuefen – 41,152.49, J. Sudtelgte – 71.68/day, S.Sudtelgte – 54,237.50, M.Timm - 16.80/hr, K. Trygstad – 37,370.00, T. Van Dyke – 1,815.00, T. Waldner – 36,515.00, A Weight – 42,872.50, C. Williams – 35,605.00, B. Yackley – 46,171.89.

**The next regular meeting will be Monday, August 8th, 2016 @ 7pm.**

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Chairman Landsman Business Manager Bruns

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