ELKTON SCHOOL DISTRICT #5-3

**MINUTES OF THE BOARD OF EDUCATION**

**REGULAR MEETING**

## July 10, 2017

**The Elkton School District #5-3 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color or creed, religion, age, sex, handicap, national origin or ancestry. Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to Brian Jandahl, Superintendent, Elkton School, PO Box 190, Elkton, SD 57026 or to the Regional Director, U.S. Department of Education, Office of Civil Rights, 10220 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153-1367 Phone (816) 880-4200, TTD (816) 891-0582, Fax (816) 891-0644.**

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

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

Also present was Nancy Spiering & Norma Lynn representing the local newspaper, Staff member V Fargen.

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

**ITEM 17.07.3072**

Motion by Bauer second by Kampmann to approve the published agenda with the addition of surplus items. All voted aye, motion carried.

ITEM 17.07.3073 CONSENT ITEMS

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

a. The minutes of the June 13, 2017 meeting

b. The financial reports as presented for June

c. Accept Payment of bills for June

d. Approve amended and signed contracts

e. Approve resignations of Sara Brown as Rolland Colony teacher for 2018 school year & Cheryl Harming as Social Studies teacher. The board thanks Cheryl for her 5 years of service to the Elkton students.

***GENERAL FUND***: Beginning Balance: 225,067.32, Revenue: Local – 493,075.86, County – 2,638.98, State – 32,983.00, Federal – 0.00, Expenditures: 524,145.59, Ending Balance: 229,619.57, Expensed Contracts: 266,370.08, Due from State – 8,955.02, Cash in Bank: 504,944.67

***CAPITAL OUTLAY***: Beginning Balance: 671,786.48, Revenue: Local – 199,980.55, County – 0.00, State – 0.00, Federal – 34,842.01, Other – 0.00, Expenditures 22,762.49, Ending Balance: 947,973.94, Cash in the Bank: 947,973.94

***SPECIAL EDUCATION***: Beginning Balance: 144,905.25, Revenue: Local – 119,702.46, County – 0.00, State – 0.00, Federal – 0.00, Expenditures: 98,970.85, Ending Balance: 165,636.86, Expensed Contracts: 52,872.80, Cash in Bank: 218,509.66.

***PENSION:*** Beginning Balance: 157,501.06, Revenue: Local – 21.76, County – 0.00, State – 0.00, Federal – 0.00, Expenditures: 45.00, Ending Balance: 157,477.82, Cash in the Bank: 157,477.82.

***BOND FUND***: Beginning Balance: 64,131.33, Revenue: Local – 0.00, County – 0.00, State – 0.00, Federal – 0.00, Expenditures: 64,127.39, Ending Balance: 3.94, Cash in the Bank: 3.94

***FOOD SERVICE:*** Beginning Balance: 48,881.99, Revenue: Local – 0.00, County – 0.00, State – 851.75, Federal – 3,247.77, Expenditures: 27,556.87, Ending Balance: 25,424.64, Expensed Contracts: 16,207.52, Cash in Bank: 41,632.16

**DRIVER EDUCATION:** Beginning Balance: 5,086.53, Revenue: Local – 0.00, Expenditures: 3,068.59, Ending Balance: 2,017.94, Expensed contracts: 2,386.69, Cash in the Bank: 4,404.63.

***TRUST & AGENCY FD:*** Beginning Balance: 101,540.70, Revenue: 7,394.23, Expenditures: 12,400.11, Ending Balance: 96,534.82

c. The payment of the following submitted bills:

**GENERAL FUND**

A&B BUSINESS EQUIPMENT, PRINTER MAINT, 27.65, A-OX WELDING SUPPLY, INC, WELDING SUPPLIES, 58.65, ARCHITECTURAL ROOFING, ROOF REPAIR, 445.96, CHS, DIESEL, 88.70, CITY OF ELKTON, WATER & SEWER, 124.16, CLUBHOUSE HOTEL & SUITES - PIERRE, TRAVEL, 127.00, COOKS WASTEPAPER & RECYCLE, GARBAGE SERVICE, 330.18, ELKTON ELECTRIC, ELECTRIC REPAIR, 2,522.60, ELKTON PLUMBING, PLUMBING REPAIRS, 1,357.55, ELKTON SCHOOL, ANNETTE STEIN, POSTAGE REIMB, 8.39, ELKTON-IMPREST FUND, REPLENISH TRUST & AGENCY, 279.89, GRAYBAR, LIGHTS, 452.28, HAUFF MID-AMERICA SPORTS, HIGH JUMP CROSS BAR, 170.00, HILLYARD/SIOUX FALLS, CUSTODIAL SUPPLIES, 1,436.46, ITC TELECOM, INTERNET & PHONE SERVICES, 288.88, LOWE'S, TILE, 35.92, MIDWEST GLASS,INC, SCREEN, 56.00, OTTER TAIL POWER CO, ELECTRICITY, 4,742.89, POPPLERS MUSIC, CHOIR MUSIC, 88.95, RFD NEWSPAPERS, INC., LEGALS, 245.32, RUNNINGS FARM & FLEET, FLEX HOSE, 24.15, SCHMITT MUSIC CENTERS, INSTR. REPAIR, 231.80, SKYVIEW JUNCTION, GROUNDS & VEHICLE GAS, 332.89, VISA, HANG SAFE HOOKS, AMAZON PRIME, 163.64, WALMART COMMUNITY, WEED KILLER, 35.92, **Fund Total: 13,675.83.**

**CAPITAL OUTLAY**

CENTURY BUSINESS PRODUCTS, COPIERS & PRINTERS, 35.83, ELKTON-IMPREST FUND, REPLENISH TRUST & AGENCY, 260.03, FOLLETT SCHOOL SOLUTIONS INC, TEXTBOOKS, 2,036.15, G&R CONTROLS, INC, PREVENTIVE MAINT, 10,689.82, HIGH POINT NETWORKS, FORTICLIENT LICENSE, 147.00, RIVERSIDE TECHNOLOGIES, INC, STAFF LAPTOPS, 2,208.00, SCHOOL SPECIALTY SUPPLY INC., LOUNGE FURNITURE, 3,351.28, SHI INTERNATIONAL CORP., WINDOWS LICENSE, 3,697.88, WELLS FARGO VENDOR FIN SERV, PRINTERS & COPIERS, 336.50,

**Fund Total: 22,762.49.**

**SPECIAL EDUCATION FUND**

ADVANCE, JUNE SERVICES, 5,643.75, BROOKINGS AREA TRANSIT AUTHORITY, STUDENT TRAVEL, 360.00, CAREER ADVANTAGE, JUNE SERVICES, 1,076.68, EMPLOYMENT ACTION NETWORK INC., JUNE SERVICES, 1,758.61, ITC TELECOM, INTERNET & PHONE SERVICES, 25.60,

**Fund Total: 8,864.64.**

**PENSION FUND**

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

**FOOD SERVICE**

CITY OF ELKTON, WATER & SEWER, 37.08, ELKTON-IMPREST FUND, REPLENISH TRUST & AGENCY, 40.40, **Fund Total: 77.48.**

**IMPREST**

DIVISION OF CRIMINAL, BACKGROUND CK, 43.25, REDLINGER BOB, FINGERPRINTING, 10.00, SDRS SPECIAL PAY, EARLY RETIREMENT FEE, 45.00, DEUBROOK SCHOOL, REGION 2B GOLF, 41.64, GOVERLAN, SUPPORT & MAINT, 260.03, SOUTHEAST AREA COOP, KINDERGARTEN ACADEMY, 185.00, GLADIS TOM, LUNCH REFUND, 40.40, **IMPREST 625.32.**

**JUNE 17 PAYROLL REPORT:**

**GENERAL FUND: 247,046.37**, OF WHICH INSTRUCTIONAL, 152,294.89; SUPPORT SERVICES, 84,436.14; CO-CURRICULAR, 10,315.34; SPECIAL EDUCATION, 37,328.63; FOOD SERVICE, 11,298.00; DRIVER ED, 681.90; **TOTAL PAYROLL: 296,980.22.**

OLD BUSINESS

ITEM 17.07.3074

Motion made by Kampmann, second by Frerichs to approve the unpaid meal charges policy with a $50.00 negative balance. All voted aye, motion carried.

NEW BUSINESS

ITEM 17.07.3075

Motion made by Frerichs, second by Schuurman to approve the disclosure not contrary to public interest for Brian Jandahl because his wife is employed by the District. All voted aye, motion carried.

ITEM 17.07.3076

Motion made by Schuurman, second by Kampmann to approve the disclosure not contrary to public interest for Tom Landsman because his wife is employed by the District. All voted aye, motion carried.

ITEM 17.07.3077

Motion made by Kampmann, second by Frerichs to approve the following supplemental budget changes for 2016-17. All voted aye, motion carried.

GENERAL FUND – Supplemental Budget –High School - $20,330.00, Title - $2,545.00, - Guidance - $190.00, Professional Development - $30.110.00, Superintendent - $1,360.00, Principal - $1,420.00, Co-curricular Activities - Female - $7,795.00, Source of Revenue – Unobligated Fund Balance - $63,750.00.

CAPITAL OUTLAY - Supplemental Budget – Mild to Moderate - $1,105.00, Tech - $1,328.00, Maintenance - $17,695.00, Vehicle - $30,410.00, Bus Service - $330.00, Co-Curricular Activities – Male - $4,530.00, Co-Curricular Activities – Combined - $8,645.00, Source of Revenue – Unobligated Fund Balance - $64,043.00.

SPECIAL EDUCATION – Supplemental Budget – Mild to Moderate - $1,330.00, Residential - $30,773.00, Speech - $825.00, Transportation - $1,718.00. Source of Revenue – Unobligated Fund Balance - $34,646.00.

BOND FUND – Supplemental Budget – Transfer Out - $255.00. Source of Revenue – Unobligated Fund Balance - $255.00.

FOOD SERVICE – Supplemental Budget – Food Service - $13,650.00. Source of Revenue – Unobligated Fund Balance - $13,650.00

There was the first reading of the background check & conflict of interest policies to be adopted next meeting.

ITEM 17.07.3078

Motion made by Schuurman, second by Frerichs to approve surplus computer equipment & chairs. All voted aye, motion carried.

REPORTS

Arend Schuurman stated that Unit 2 went into deliberations but do have a tentative agreement. The also talked about the acceptance of the paper bid as well as surplus.

There was no library report.

Business Manager Bruns talked about the decrease in Title funds for FY2018 due to the Federal Government reductions. We will see a 26% reduction in Title I and 54% in REAP. She explained the budget summary to the board. The general fund will end with about $230,000 balance with a deficit of $90,249.49. Unlike prior years, nothing was moved from the general into pension nor into capital outlay.

ITEM 17.07.3079

Motion made by Kampmann, second by Schuurman to adjourn the 2016-17 meeting at 7:25. All voted aye, motion carried.

2017 - 2018 BUSINESS

Superintendent Jandahl opened the 2017-18 meeting at 7:26 with the following members present: Landsman, Kampmann, Bauer, Frerichs, & Schuurman. He then instructed Bus Mgr Bruns to give the oath of office to the newly elected member, Tim Bauer. The oath was administered and signed.

ITEM 18.07.3080

Superintendent Jandahl then called for nominations for Chairman of the Board: Kampmann nominated T. Landsman & Schuurman seconded. All voted aye, motion carried. Tom Landsman was declared the 2017-18 Board Chairman.

ITEM 18.07.3081

Chairman Landsman then called for nominations for Vice-Chairman of the Board: Bauer nominated Kampmann & Schuurman seconded. All voted aye, motion carried. Jennifer Kampmann was declared the 2017-18 Board Vice-Chairman.

ITEM 18.07.3082

Motion by Kampmann, second by Bauer to approve the following appointments, committees or memberships for the 2017-18 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 18.07.3083

Motion by Frerichs, second by Schuurman to approve the following appointments for 2017-18. All voted aye, motion carried.

(o) Delegate to ASBSD convention – August 10 - 11: **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**

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

ITEM 18.07.3084

Motion by Frerichs, second by Schuurman to approve keeping the board salaries at $75 for board president and $65 for members for regular meetings and ½ for special meetings. To also 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. Then to continue with the state rates for travel. Mileage - $.42 per mile, Breakfast - $6, Lunch - $11, & Dinner - $15. And to increase school meals by $.10 per federal government regulations. K-6 Breakfast $1.60, Lunch - $2.60. JrHi-Hi Breakfast - $1.60, Lunch - $2.95, Entrée $1.00. Adults - $2.05 & $3.60. Salad & Milk - $3.60. And to leave activities as they were $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. And to keep the bus sub the same but increase certified & non- certified sub pay. Certified sub - $110, Non-Certified sub - $80, & Bus sub - $30. And to increase driver education hourly rate to $22. Frerichs, Schuurman, Kampmann voted aye, Bauer voted nay, motion carried.

ITEM 18.07.3085

Motion by Kampmann, second by Frerichs to approve the 5 year capital outlay plan, the Title I consolidated 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, 2017 - 2018 DUES, 960.57, SASD, SUPERINTENDENT DUES, 2,035.00, SD UNITED SCHOOLS ASSOC, MEMBERSHIP DUES, 450.00, **Fund Total: 3,445.57. Fund Total: 9,709.51.**

**CAPITAL OUTLAY**

RENAISSANCE LEARNING INC, STAR READING & MATH, 4,671.25, RIVERSIDE TECHNOLOGIES, INC, LAPTOPS & DESKTOP MINIS, 22,043.00, STATE OF SOUTH DAKOTA, ENERGY LOAN, 43,750.00, **Fund Total: 70,464.25.**

**PENSION**

AMERICAN FUNDS SERVICE CO, EARLY RETIREMENT PMT, 1,000.00, SECURITY BENEFITS - TSA, EARLY RETIREMENT PMT, 16,500.00, **Fund Total: 17,500.00.**

The budget hearing was held for 2017 - 2018 budget. Business Manager Bruns reported she had made no changes in the budget since the last time the board looked at it. She invited the board to contact her if they wanted to make any changes or take a closer look at the budget before it is finalized in August. 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

There were no public comments

**REPORTS**

Superintendent Jandahl reported that 15 districts were invited to the Governor’s mansion because of the innovative things being done in their schools. He was invited because of the ELL Cohort program for staff & the pilot program with SDSU for this year. Some of the discussions while there was that students need a degree of some type to succeed. There are schools doing internship programs for seniors.

Principal Neill said the new Science textbooks & materials have arrived. The standard revisions for 2017 – 2018 will be for CTE. They are working on Vocabulary for in services. The open house will be held on August 16th from 6 – 8pm. Teachers will be in the building at Noon.

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ITEM 18.07.3086

There being no further business before the board Schuurman moved to adjourn the meeting at 8:13, 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 2017-18 fiscal year: S. Bauman – 13.35/hr, K. Beckman – 42,316.30, A. Brown – 36,255.00, L. Brown – 42,834.80, M. Bruns – 53,076.03, N. Bye – 37,901.38, S. Clark – 48,428.77, R. Delaney – 38,559.93, K.Denison – 15.35/hr, M. Erickson – 44,301.30, S. Erickson – 53,132.89, J. Even – 12.95/hr, V.Fargen – 42,570.00, T. Farnham – 56,184.70, T. Farnham – Dr. Ed – 20.00/hr, B. Frederiksen- 525.00 summer school, L.Gebhart -16.08hr - Aid & 72.00/day – Bus, 740.87 Concession Mgr, V. Gebhart - $22.71/hr, J. Gunderson – 42,915.00, T. Hague – 35,755.00, M. Harming – 60,624.71, R.Hemmen – 42,570.00, A. Jandahl – 13.35/hr, B. Jandahl – 89,719.31, G. Jensen – 41,505.00, & 525.00 summer school, S. Kuemper – 14.85/hr, D.Landsman – 72.00/day, S. Landsman – 44,364.93, G. Leuning – 45,600.00, B. Livermont – 43,325.00, D.Lundgren - 32.10/hr & 525.00 summer school, G.Lynn – 72.00/day, M. Lynn – 10.50/hr, N McHugh – 54,445.00, C.McMahon – 15.40/hr, M. Mortland – 50,505.00, R. Mortland – 16.10/hr, K. Neill – 70,731.88, L. Nord – 46,035.00, R Redlinger – 17.50/hr, D. Robbins – 53,893.90, R Schaefer – 39,730.00, J. Schneider – 46,034.00, K. Short – 36,210.00, M.Short – 17.40/hr, I. Solis-Lopez – 38,398.19, A.Stein – 18.89/hr, K Stuefen – 42,079.09, J. Sudtelgte – 72.00/day, S.Sudtelgte – 55,182.02, K. Trygstad – 38,020.00, T. Van Dyke – 4,326.89, T. Waldner – 37,165.00, A Weight – 43,424.13, C. Williams – 36,255.00, B. Yackley – 46,370.62.

**The next regular meeting will be Monday, August 14th, 2017 @ 7pm.**

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Chairman Landsman Business Manager Bruns

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