

# PROCEEDINGS OF THE BIG STONE CITY SCHOOL DISTRICT BOARD OF EDUCATION

The Big Stone City School District's Board of Education met in a regular session on January 23<sup>rd</sup>, 2018 @ 6:00 PM in the CEO/Business Manager's Office/Board Room with the following members present or absent:

Officers and others present:

Christopher Folk, CEO/Business Manager  
Shelley Haggerty, Principal/Counselor  
Ashley Stoel, Teacher  
Mrs. Jacobson, Teacher  
Anne Lester, Teacher

Meeting called to order by President Jennifer Wiik at 6:07 PM

Roll call was taken with Andria Rabe, Sue Westermeyer, and Jennifer Wiik present. Quorum established. Amber Huebner and Amy VanLith were absent.

The Pledge of Allegiance was recited.

Motion by Rabe, seconded by Westermeyer, to approve the amended agenda as proposed. The agenda was amended by moving the discussion section after the executive session section. 3 votes yes. Motion Carried.

**Community Input Session** – no community input

## **Communication Items**

1. Board Communication
  - a. A letter was given to the Big Stone City School Board of Education from the Big Stone City Education Association that serves to inform the school board that the certified and classified staff intend to negotiate for the 2018-2019 school year.
  - b. A letter was given to the Big Stone City School Board of Education from Mrs. Lorelei Brandt and Mrs. Marilyn Chindvall to inform the school board of their plans to retire at the end of this 2017-2018 school year. Mrs. Jennifer Wiik, School Board President, requested a round of applause honoring the two retiring teachers for their dedication and commitment to the students of the Big Stone City School.
2. Principal Report
  - a. Winter Benchmark Data
3. CEO/Business Manager Report; the following reports were presented.
  - a. Revenue/Expenditure Summary Report
  - b. Bills and BMO PCard
  - c. Payroll Register – Unitemized Report
  - d. Balance Sheet
  - e. Check Reconciliation Report
  - f. Manual Journal Entry Board Report
  - g. Other topics mentioned and discussed were the December 2017 Budget to Actual report, the budget looks to be on track at this point in time, no concerns were made; Good news item, MinnWest Bank donated to the LionPack (backpack) Program, the school is greatly appreciative of this donation; and Governor's State of the State Address.

Financial Report

		10 GENERAL FUND	21 CAPITAL OUTLAY FUND	22 SPECIAL EDUCATION FUND	24 PENSION FUND	51 FOOD SERVICE FUND	53 PRESCHOOL FUND
December 1, 2017	BEGINNING BALANCE	\$167,262.06	\$84,291.13	\$91,315.65	\$84,538.55	\$7,918.58	(\$24,422.80)
	TOTAL RECEIPTS	\$95,776.57	\$5,958.77	\$17,093.68	\$0.00	\$7,966.55	\$10,605.98
	TOTAL DISBURSEMENTS	(\$91,117.98)	(\$431.48)	(\$14,176.44)	\$0.00	(\$7,240.50)	(\$5,572.56)
December 31, 2017	ENDING BALANCE	\$171,920.65	\$89,818.42	\$94,232.89	\$84,538.55	\$8,644.63	(\$19,389.38)

Certificate of Deposit – \$286,364.88

Advance Payment (Fund 11) & Flex Account (Fund 71) – \$5,418.28

Student Council (Fund 72) – \$413.29

The following bills were approved:

**GENERAL FUND:** ADVANCE PAYMENT FUND,(SCHOOL CHECKING FUND),30.60 ASB PROTECTIVE TRUST,(PROP/LIAB INS),5,989.00 BMO MASTERCARD,(PCARD),3,494.19 CASH-WA DISTRIBUTING,(FOOD/CUSTODIAL SUPPLIES),185.91 CITY OF BIG STONE CITY, (UTILITIES),1,575.94 FOOD SERVICE FUND, (SCHOOL FOOD SERVICE FUND),180.00 GRANT COUNTY REVIEW,(ADVERTISING),137.99 NORTHWESTERN ENERGY,(UTILITIES - NATGAS),828.60 ORTONVILLE PUBLIC SCHOOLS,(TUITION),1,469.52 PAYSTUBZ.COM,(TIME CLOCK SERVICE),44.10 PRAIRIE FIVE RIDES,(TRANSPORTATION),201.75 SD DEPARTMENT OF HEALTH,(HEALTH SERVICES),285.00

**CAPITAL OUTLAY FUND:** BMO MASTERCARD,(PCARD),2,778.61

**SPECIAL EDUCATION FUND:** BIG STONE THERAPIES INC,(THERAPY),142.35 BMO MASTERCARD,(PCARD),36.23 SIOUX FALLS SCHOOL DISTRICT,(TUITION),1,213.38 TOSTENSON, KRISTIN ,(SPED SERVICES),50.00

**FOOD SERVICE FUND:** ADVANCE PAYMENT FUND,(SCHOOL CHECKING FUND),68.98 BMO MASTERCARD,(PCARD),238.33 CASH-WA DISTRIBUTING,(FOOD/CUSTODIAL SUPPLIES),1,240.08 VARIETY FOODS LLC,(FOOD PURCHASES),478.40

**PRESCHOOL/OST FUND:** BMO MASTERCARD,(PCARD),110.52

#### Action Items

Motion by Westermeyer, seconded by Rabe, to approve the **Consent Agenda** as presented. 3 votes yes. Motion Carried.

1. Approval of minutes from previous meeting(s); December 19 2017 meeting
2. Approval of the financial reports
3. Approval of the bills, including BMO Mastercard purchases
4. Approval of the Disclosure of Conflict of Interest; No conflicts were disclosed
5. Approval of the retirement of Mrs. Lorelei Brandt, Middle School Language Arts Teacher, with appreciation and thanks.
6. Approval of the retirement of Mrs. Marilyn Chindvall, Elementary First Grade Teacher, with appreciation and thanks.
7. Approval of the Associated School Board Protective Trust Property and Liability Fund Participation Agreement
8. Approval of the Associated School Board Protective Trust Property and Liability Adoption and Renewal Motion

#### Executive Session

6:28 PM, Motion by Rabe, seconded by Westermeyer, to enter into executive session pursuant to SDCL 1-25-2(1) for personnel matters, CEO/Business Manager's Evaluation and Letter of Intent, Principal/Counselor Evaluation and Letter of Intent. 3 votes yes. Motion Carried.

President Wiik declared the board out of executive session at 7:20 PM with the following action taken:

Motion by Westermeyer, seconded by Rabe, to approve the CEO/Business Manager and Principal/Counselor's Letter of Intent with salary and benefits to be determined at a later date for the 2018-2019 school year. 3 votes yes. Motion Carried.

#### Discussion

There were discussions on the following items:

1. Big Stone City School OST/Daycare – the school is pursuing the option for all year round daycare. The school has sent out bulk mailers to the Big Stone City community and their school parents. Inside the bulk mailers, there is information from the majority of all classes taught at Big Stone City School about what they have done so far this school year. This mailer showcases what has happened so far in terms of events and what the community can expect for the remainder of the year. The plan for the mailer is to be sent out twice a year. Included in this mailer is a survey that asks questions about the pursued all year round daycare program that the school hopes to offer the community.
2. Looking ahead: 2018-2019 school calendar and finalization of the 2-year audit for February board meeting; complete financial reports planned to be presented.
3. Next School Board Meeting: 2/20/2018 @ 6:00 PM (Regular Meeting) in the CEO/Business Manager Office/Board Room.

Motion by Rabe, seconded by Westermeyer, to adjourn the meeting at 7:58 PM. 3 votes yes. Motion Carried.

/s/ \_\_\_\_\_  
President

/s/ \_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Approximate Cost of Publication