

BOARD OF EDUCATION PROCEEDINGS BIG STONE CITY SCHOOL DISTRICT #25-1

The Big Stone City School District's Board of Education met in a regular session on July 16th, 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
Anne Lester, Learning Center/OST Director/Teacher
Samantha Zahn, Parent/PTO Member
Nikki Twedt, Parent/PTO Member

Meeting called to order by President Jennifer Wiik at 6:00 PM

Roll call was taken with Andria Rabe, Erin Schablin, Amy VanLith, Sue Westermeyer, and Jennifer Wiik present. Quorum established.

The Pledge of Allegiance was recited.

Motion by VanLith, seconded by Rabe, to approve the agenda as proposed. 4 votes yes. Motion Carried.

Erin Schablin recited the Oath of Office and was accepted by all board members. Her appointment was approved at the last board meeting.

Executive Session

6:07 PM, motion by Westermeyer, seconded by Rabe, to enter into executive session pursuant to SDCL 1-25-2(1) for personnel matters. 5 votes yes. Motion Carried.

President Wiik declared the board out of executive session at 6:22 PM with the following action being taken.

Motion by VanLith, seconded by Rabe, to approve a bonus of one thousand dollars for Erin Julius, recently hired third grade teacher, to offset the costs of relocation. 5 votes yes. Motion Carried.

Motion by Westermeyer, seconded by VanLith, to approve the supplemental budget for funds for the 2017-2018 school year. 5 votes yes. Motion Carried.

Learning Center and OST updates presented by Mrs. Anne Lester, Learning Center/OST Director

Motion by Rabe, seconded by VanLith, to approve the fund transfers for the 2017-2018 school year. 5 votes yes. Motion Carried.

Motion by VanLith, seconded by Westermeyer, to approve the adjournment of the 2017-2018 school board. 5 votes yes. Motion Carried.

CEO, Christopher Folk, asked for a motion to call the 2018-2019 School Board to Order, motion by Wiik, seconded by Rabe. 5 votes yes. Motion Carried.

Motion by Rabe, seconded by VanLith, to nominate Jennifer Wiik for School Board President. 4 votes yes. Motion Carried.

Motion by Westermeyer, seconded by Schablin, to cease nominations for School Board President. 4 votes yes. Motion Carried.

Congratulations to Jennifer Wiik, as the 2018-2019 Big Stone City School Board President!

Motion by Rabe, seconded by VanLith, to nominate Sue Westermeyer for School Board Vice President. 4 votes yes. Motion Carried.

Motion by Rabe, seconded by VanLith, to cease nominations for School Board Vice President. 4 votes yes. Motion Carried.

Congratulations to Sue Westermeyer, as the 2018-2019 Big Stone City School Board Vice President!

Motion by Rabe, seconded by VanLith, to approve the appointment of new board member, Sue Westermeyer, for a 3-year term. 4 votes yes. Motion Carried.

Sue Westermeyer recited the Oath of Office and was accepted by all board members.

The School Board President Jennifer Wiik called the meeting to order at 7:04 PM.

Roll call was taken with Andria Rabe, Erin Schablin, Amy VanLith, Sue Westermeyer, and Jennifer Wiik present.

Community Input Session (2019FY Proposed Budget Hearing) – no community input

Communication Items

1. Board Communication – no board communication
2. Principal Report –no report given
3. CEO/Business Manager Report; the following reports were presented.
 - a. Revenue/Expenditure Summary Report
 - b. BSCS Board Report – Detail, Bills and BMO PCard
 - c. Payroll Register – Unitemized Report
 - d. Balance Sheet
 - e. Check Reconciliation Report
 - f. Manual Journal Entry Board Report
 - g. 2017-2018 Administrative Review for Food Service finalized.
 - i. With the existing programs in place, the school completed and passed the state review

Financial Report

		10 GENERAL FUND	21 CAPITAL OUTLAY FUND	22 SPECIAL EDUCATION FUND	24 PENSION FUND	51 FOOD SERVICE FUND	53 PRESCHOOL/OUT- SIDE SCHOOL TIME (OST) FUND
June 1, 2018	BEGINNING BALANCE	\$110,453.28	\$142,106.20	\$64,377.63	\$83,730.38	\$7,289.00	(\$33,039.50)
	TOTAL RECEIPTS	\$187,152.90	\$21,368.93	\$25,553.24	\$0.00	\$15,970.66	\$17,831.37
	TOTAL DISBURSEMENTS	(\$131,561.18)	(\$485.86)	(\$22,078.70)	(\$5,044.49)	(\$12,501.03)	(\$45,642.34)
June 30, 2018	ENDING BALANCE	\$166,045.00	\$162,989.27	\$67,852.17	\$78,685.89	\$10,758.63	(\$60,850.47)

Certificate of Deposit – \$291,818.58

Advance Payment (Fund 11) & Flex Account (Fund 71) – \$7,608.23

Student Council (Fund 72) – \$909.67

The following bills were approved:

GENERAL FUND: ADVANCE PAYMENT FUND,(SCHOOL CHECKING FUND),65.25 ASB PROTECTIVE TRUST,(PROP/LIAB INS),13,573.00 ASSOCIATED SCHOOL BOARDS OF SOUTH DAKOTA,(MEMBERSHIP DUES),793.51 BMO MASTERCARD,(PCARD),8,291.14 CITY OF BIG STONE CITY, (UTILITIES),1,340.74 CRONEN, JENNIFER ,(REIMBURSEMENT),124.99 FOOD SERVICE FUND, (SCHOOL FOOD SERVICE FUND),342.16 GRANT COUNTY REVIEW,(ADVERTISING),232.25 HARTMAN'S SUPERVALU FOODS,(FOOD PURCHASES/SUPPLIES),71.04 NORTHWESTERN ENERGY,(UTILITIES - NATGAS),33.07 PAYSTUBZ.COM,(TIME CLOCK SERVICE),44.10 PRAIRIE FIVE RIDES,(TRANSPORTATION),89.25 SCHOOL ADMINISTRATORS OF SOUTH DAKOTA,(MEMBERSHIP & DUES),284.00 SOFTWARE UNLIMITED INC,(ACCOUNTING SOFTWARE),3,300.00 SOUTH DAKOTA UNITED SCHOOLS ASSOCIATION,(MEMBERSHIP DUES & FEES),450.00

CAPITAL OUTLAY FUND: ADVANCE PAYMENT FUND,(SCHOOL CHECKING FUND),535.00 ATHEY, ELMER ,(BUILDING MAINTENANCE),450.00 BMO MASTERCARD,(PCARD),1,017.78 CONROY ELECTRIC INC,(MAINTENANCE & SUPPLIES),7,401.88

SPECIAL EDUCATION FUND: SIOUX FALLS SCHOOL DISTRICT,(TUITION),2,898.63

FOOD SERVICE FUND: BMO MASTERCARD,(PCARD),1,792.02 CASH-WA DISTRIBUTING,(FOOD/CUSTODIAL SUPPLIES),727.04 HARTMAN'S SUPERVALU FOODS,(FOOD PURCHASES/SUPPLIES),219.68

PRESCHOOL/OST FUND: ADVANCE PAYMENT FUND,(SCHOOL CHECKING FUND),636.00 BMO MASTERCARD,(PCARD),5,293.42 BONANZA EDUCATION CENTER,(FIELD TRIPS),230.00 CASH-WA DISTRIBUTING,(FOOD/CUSTODIAL SUPPLIES),244.37 FENHAUS, JESSICA ,(SUBSTITUTE),171.00 GORES, MAKIAH ,(SUBSTITUTE),90.00 HARTMAN'S SUPERVALU FOODS,(FOOD PURCHASES/SUPPLIES),123.02 ST. CHARLES CHURCH,(RENT PAYMENT),400.00 WOLLSCHLAGER, KELLY ,(SUBSTITUTE),153.00

Action Items

Motion by Rabe, seconded by VanLith, to approve the **Consent Agenda** as presented. 5 votes yes.

Motion Carried.

1. Approval of minutes from previous meeting(s); June 18 2018 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 South Dakota Department of Health Contract
6. Approval of the Associated School Boards Protective Trust - Worker's Compensation Renewal and Participant Agreement
7. Approval of the Associated School Boards Protective Trust - Property and Liability Insurance Renewal and Participant Agreement
8. Approval of the Big Stone Therapies Contract
9. Approval of the CEO/Business Manager to be the designated school official on open enrollment applications

Motion by VanLith, seconded by Westermeyer, to approve the resignation of Amber Berdan, Third Grade Teacher, with appreciation. 5 votes yes. Motion Carried.

Motion by Rabe, seconded by VanLith, to approve the contract for Erin Julius, Third Grade Teacher. 5 votes yes. Motion Carried.

Motion by Rabe, seconded by Westermeyer, to approve Cashwa Distributing as our school's primary vendor per state procurement process. 5 votes yes. Motion Carried.

Motion by Rabe, seconded by Westermeyer, to approve the Ortonville School District Tuition Agreement. 5 votes yes. Motion Carried.

Motion by VanLith, seconded by Rabe, to approve the Ortonville School District Transportation Agreement. 5 votes yes. Motion Carried.

Motion by VanLith, seconded by Schablin, to approve the Milbank School District Tuition Agreement. 5 votes yes. Motion Carried.

Motion by VanLith, seconded by Westermeyer, to approve the **Reorganization Consent Agenda** as presented. 5 votes yes. Motion Carried.

1. Designation of official depository(ies), First State Bank/Wilmot, per SDCL 13-16-15
2. Designation of official legal newspaper, Grant County Review, Milbank SD
3. Authorize continuation of existing funds or accounts and the establishment of any new accounts, if applicable
4. Set date, time and place for regular board meetings – Third Monday of the month @ 6pm
5. Set number of votes required to take action – simple majority, 3 out of 5 votes
6. Adoption of board policies and schedule for review
7. Establishment of advisory committees where applicable
8. Review bonds for Business Manager and other bonded personnel
9. Appointment of administrator of trust and agency accounts; Business Manager
10. Appointment of individual(s) authorized to direct federal programs; CEO
11. Authorize administrator to institute school lunch agreement; CEO
12. Re-designate Amended Roberts Rules of Order as guidelines for parliamentary procedures rules
13. Authorize Business Manager to invest and reinvest funds in institutions which serves greatest advantage to school district
14. Set the following fees for the 2018-2019 school year:
 - a. Student lunch: \$2.90
 - b. Student breakfast: \$2.15
 - c. Student's Seconds: \$1.25
 - d. Adult lunch: \$3.90
 - e. Adult breakfast: \$2.40
 - f. Adult Seconds: \$1.25
 - g. Milk: \$0.50
15. Preschool Tuition: \$90/month
16. Extracurricular Building Rental Fees
 - a. Gymnasium & Lunchroom Rental Fee: \$100
 - b. Security Deposit: \$100
 - c. Lunchroom ONLY; Gymnasium locked Rental Fee: \$50

- d. Security Deposit: \$50
- 17. All other fees will be left up to the discretion of the administration of the district
- 18. Authorize CEO to close school in emergency situations and in case of inclement weather. If absent, authorization goes to the Principal, Administrative Assistant, and administrative designee, in that order.
- 19. Designate the county sheriff as the district truancy officer for the school year
- 20. Set board member per diem for the year; \$40/meeting lasting 30 minutes or more will result in the per board meeting compensation rate, anything less, will be considered as volunteer basis, per 8/14/2013 board minutes
- 21. Designate Rodney Freeman as legal counsel for the year
- 22. Authorize expenses to be made from Imprest Fund
- 23. Set mileage rate – \$0.45/mile

Discussion

There were discussions on the following items:

- 1. First reading of the following policies and exhibits
 - a. JGB – Restraint and Seclusion, JGB-E(1) Incident Report Form, JGB-E(2) Debriefing Form, DB – Annual Budget, DBDA – General Fund Balance, DIC – Financial Reports and Statements, and JOA – Student Directory Information
- 2. All handbooks will be approved at the next board meeting as they have updates that are dependent on this meeting. They will then be ready for our registration day, August 7th.
- 3. Next board policies to review in the upcoming months. See below. Most of these will have very minor amendments to the policies. Per ASBSD.
 - a. DBD: Budget Planning
 - b. DBH: Budget Adoption
 - c. DBC: Budget Deadlines and Schedules
 - d. DBJ: Budget Implementation
 - e. DBK: Budget Transfer Authority
- 4. Next School Board Meeting: 8/20/17 @ 6:00 PM (Regular Meeting) in the CEO/Business Manager Office/Board Room.

Motion by VanLith, seconded by Rabe, to adjourn the meeting at 7:25 PM. 5 votes yes. Motion Carried.

/S/ _____
President

/S/ _____
Business Manager

Approximate Cost of Publication