**West Central School District No. 49-7**

**School Board Meeting Minutes**

**July 8, 2019**

***Motions are carried and unanimously approved unless stated otherwise.***

The West Central School District No. 49-7 School Board convened in regular session at 5:30 p.m. on July 8, 2019 in the Board Room of the West Central Administrative Office in Hartford, South Dakota.

The following members were present: President, Craig Habben, Board Members: Paula Hawks and Amy Larson; Incoming Members: Alison McGillivray and Alexia Klinkhammer.

Officers present: Superintendent, Brad Berens; Principals: Matt Alley, Mark Rockafellow, Melinda Jensen; Special Services Director, Michelle Becker; Technology Director, Chris Waltner and Business Manager, Krista Stuessi.

Also present: Employees and patrons of the school district.

**Open Forum**

Principals discussed summer professional development, summer repairs and cleaning at the buildings, the band trip to the east coast, football, fall in-service, employee hiring status, and the technology refresh.

**Call to Order**

President Habben called the meeting to order at 5:48 p.m.

The meeting started with the Pledge of Allegiance.

**Adoption of the Agenda**

**Action 19-211** Motion by Hawks, second by Larson to amend the agenda to move the swearing in of newly elected board members to item 6.

**Action 19-212** Motion by Hawks, second by Larson to approve the amended agenda.

**Swearing In of New Board Members**

The oath of office was administered to the new School Board members Alison McGillivray and Alexia Klinkhammer.

**Public Budget Hearing**

The budget hearing was held for the Proposed 2019-2020 Budget in accordance with SDCL 13-11-02.

**Action 19-213** Motion by Hawks, second by Larson to approve the consent agenda. The consent agenda addressed the following items:

* Claim Report

**VENDOR, DESCRIPTION, AMOUNT, GENERAL CHECKING, GENERAL FUND,** A & B BUSINESS INC, TECHNOLOGY SUPPLIES, $3,117.69, AMAZON BUSINESS, EDUCATIONAL SUPPLIES, $358.32, ARROWWOOD RESORT AT CEDAR SHORE, TRAVEL LODGING, $284.85, ASCD, MEMBERSHIP FEES, $593.00, ASSOCIATED SCHOOL BOARDS OF SOUTH DAKOTA, ASBD DUES, $2,038.33, AUTOMATIC BUILDING CONTROLS INC., ANNUAL MONITOR CONTRACT, $720.00, BACKDOOR GARDEN, FLORAL PURCHASE, $63.90, Benchmark Education Company, Curriculum Training, $2,800.00, BERENS BRADLEY, REIMBURSEMENT, $73.92, BIG SIOUX REVIEW, BIG SIOUX REVIEW BAND REGISTRATION, $100.00, CITY OF HARTFORD, UTILITIES, $472.41, CRESSMAN SANITATION INC., DISPOSAL & RECYCLING , $930.00, DUST-TEX SERVICE, INC., CLEANING SUPPLIES, $266.33, ENGRAVERS EDGE, AWARDS ENGRAVING, $22.00, FESTIVAL OF BANDS, FESTIVAL OF BANDS REGISTRATION FEE, $250.00, FOLLETT SCHOOL SOLUTIONS, INC.,, ANNUAL SOFTWARE LICENSE & MAINTENANCE, $2,655.00, G & R CONTROLS, INC., PREVENTIVE MAINT/HVAC REPAIRS, $6,854.21, GILLESPIE SMALL ENGINE, MAINTENANCE REPAIR / SUPPLIES, $68.97, GOLDENWEST TELECOMM, UTILITIES, $1,648.20, HARTFORD BUILDING CENTER INC., HS BUILDING TRADE HOUSE SUPPLIES, $265.87, HILLYARD INC., CUSTODIAL SUPPLIES/EQUIPMENT REPAIR, $16,849.04, INFINITE CAMPUS INC., ANNUAL SOFTWARE LICENSE & MAINTENANCE, $1,611.15, INTERSTATE ALL BATTERY CENTER, ELECTRONIC DEVICE REPAIR , $201.90, JD'S HOUSE OF TROPHIES, ACTIVITY SUPPLIES, $30.00, JOSTENS, INC., GRADUATION SUPPLIES, $12.83, LUVERNE AREA CHAMBER, LUVERNE TRI-STATE BAND REGISTRATION , $100.00,MACDOCTORS,ELECTRONIC DEVICE REPAIR, $20.00, MACKLIN SHANE, DRILL WRITING SERVICES, $2,500.00, MIDAMERICAN ENERGY COMPANY, UTILITIES, $1,616.89, MIDWEST BUS PARTS, INC., STUDENT TRANS REPAIRS, $147.71, MOC-FLOYD VALLEY BAND PARENTS, DUTCHMEN FIELD CHAMPIONSHIP REGISTRATION, $200.00, MYSTERY SCIENCE INC., 2019-2020 MEMBERSHIP, $999.00, NAPA AUTO PARTS OF HARTFORD, MAINTENANCE SUPPLIES, $201.49, NATIONAL ASSN OF SECONDARY SCHOOL PRINCIPALS, 2019-2020 MEMBERSHIP, $385.00, NOTHDURFT CONSTRUCTION, LLC, WATER LINE REPAIR, $4,915.00, ORKIN LLC, PEST CONTROL, $296.33, PETTY CASH - W.C. ELEM. SCHOOL, PETTY CASH START UP DRAWER 7/2019, $100.00, PETTY CASH - W.C. ELEM. SCHOOL, PETTY CASH START UP DRAWER 7/2019, $100.00, Pheasantland Industries, SCHOOL SIGNS, $334.37, PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC, POSTAGE FEE, $119.31, PITNEY BOWES RESERVE ACCOUNT THE, POSTAGE FEE, $500.00, PURSUIT OF EXCELLENCE, PURSUIT OF EXCELLENCE BAND REGISTRATION, $250.00, RIDDELL ALL AMERICAN, RECERTIFICATION OF FOOTBALL HELMETS, $3,783.93, RAS, WORKERS' COMPENSATION INSURANCE, $44,672.00, rSchool Today, ANNUAL SOFTWARE LICENSE & MAINTENANCE, $499.00, SANFORD HEALTH PLAN, FSA / HSA PARTICIPATION FEES, $120.00, SASD, 2019-2020 MEMBERSHIPS, $5,388.00, SDACTE, CONFERENCE REGISTRATION FEE, $1,229.00, Shoutpoint Inc., ANNUAL SOFTWARE LICENSE & MAINTENANCE, $1,725.00, SIOUX FALLS SCHOOL DISTRICT 49-5, TUITION CTE ACADEMY, $5,612.50, SIOUX VALLEY ENERGY, UTILITIES, $23,984.00, SOFTWARE UNLIMITED INC., ANNUAL SOFTWARE LICENSE & MAINTENANCE, $7,900.00, SOUTH DAKOTA TEACHER PLACEMENT CENTER, 2019-2020 MEMBERSHIP, $435.00, TAMMEN AUTO & TIRE, INC., STUDENT TRANSPORTATION REP/MAINT, $1,608.76, TECHNOLOGY & INNOVATION IN EDUCATION, MTSS CONFERENCE REGISTRATIONS, $2,575.00, THYSSENKRUPP ELEVATOR CORPORATION, HS ELEVATOR MAINTENANCE, $488.85, TIME MANAGEMENT SYSTEMS INC, ANNUAL SOFTWARE LICENSE & MAINTENANCE, $1,022.00, TOWN OF HUMBOLDT, UTILITIES, $936.11, VERIZON WIRELESS, CELL PHONE EXPENSE, $104.13, WHEELCO BRAKE & SUPPLY, INC., STUDENT TRANS GENERAL SUPPLIES, $36.17, GENERAL FUND, $157,192.47, **CAPITAL OUTLAY FUND,** AMAZON BUSINESS, MATH CURRICULUM, $453.84, Ernster Granite Quartz & Tile, MS BLDG IMPROVEMENTS, $13,825.93, FIRST NATIONAL BANK, DEBT SERVICE PAYMENTS, $429,395.03, Innovative Office Solutions LLC, CLASSROOM SUPPLIES, $3,044.90, Midwest Engineering LLC, Engineering Project, $8,625.00, North Central Bus & Equipment Inc., Student Transportation Buses, $203,824.00, RIDDELL ALL AMERICAN, FOOTBALL HELMETS, $762.45, SIOUX FALLS SCHOOL DISTRICT 49-5, TUITION CTE ACADEMY, $732.50, CAPITAL OUTLAY FUND, $660,663.65, **SPECIAL EDUCATION FUND,** ARROWWOOD RESORT AT CEDAR SHORE, TRAVEL LODGING, $221.90, ASCD, 2019-2020 MEMBERSHIP, $89.00, Autism Behavioral Consulting LLC, PROFESSIONAL SERVICES, $415.00, CHILDREN'S HOME SOCIETY OF SOUTH DAKOTA, DAY PROGRAM, $2,337.59, ELLWEIN TRACEE, PHYSICAL THERAPY SERVICES, $574.14, GOLDENWEST TELECOMM, COMMUNICATION EXPENSE, $160.91, PARENT TRANSPORTATION EXPENSE, $403.20, SASD, 2019-2020 MEMBERSHIP, $460.00, SCHOOL SPECIALTY, INC., EDUCATIONAL SUPPLIES, $103.76, SOUTHEAST AREA COOPERATIVE, MEDICAID BILLING SERVICES, $1,066.60, SOUTHEASTERN BEHAVIORAL HEALTHCARE, TUITION/THERAPY SERVICES, $2,187.80, WIESER EDUCATIONAL INC., Classroom Curriculum, $578.44, WOOTERS JULIE, OCCUPATIONAL THERAPY SERVICES, $468.00, SPECIAL EDUCATION FUND, $9,066.34, **FOOD SERVICE FUND,** A & B BUSINESS INC, TECHNOLOGY SUPPLIES, $18.33, BECKMAN PATRICIA , MEAL ALLOWANCE, $52.00, Carlson & Stewart Refrigeration Inc., FOOD SERVICE SUPPLIES, $641.90, GOLDEN WEST TELECOMMUNICATIONS, COMMUNICATION EXPENSE, $160.91, HILAND DAIRY FOODS COMPANY LLC, FOOD SERVICE PURCHASES, $65.22, HORNER KERRI, MEAL ALLOWANCE, $52.00, KOSKELA TRACY, MEAL ALLOWANCE, $52.00, PRESSLER BECKY, MEAL ALLOWANCE, $52.00, REINHART FOODSERVICE LLC, FOOD SERVICE PURCHASES, $919.25, Sunshine Foods, FOOD/SUPPLIES PURCHASES, $51.91, VOCKRODT REBECCA, MEAL ALLOWANCE, $52.00, WEST CENTRAL FOOD SERVICE, START UP PETTY CASH DRAWER, $175.00, WITTROCK VICTORIA, REIMBURSEMENT, $194.88, FOOD SERVICE FUND, $2,487.40, **KARE PROGRAM FUND,** VERIZON WIRELESS, CELL PHONE EXPENSE, $35.49, WEST CENTRAL FOOD SERVICE, REIMBURSEMENT, $258.00, KARE PROGRAM FUND, $293.49, **COMMUNITY EDUCATION/SERVICES FUND,** GRAPHIC EDGE INC THE, SUMMER CAMP T - SHIRTS, $621.72, Universal Athletic Services Inc., ACTIVITY SUPPLIES, $894.60, COMMUNITY EDUCATION/SERVICES FUND, $1,516.32, **GENERAL CHECKING, $831,219.67, IMPREST CHECKING, GENERAL FUND,** BAHRENFUSS ASHLEY, MEAL ALLOWANCE, $64.00, BAND SHOPPE, COLOR GUARD - HS ACTIVITY SUPPLIES, $15.97, CORWIN PRESS, REGISTRATION FEES, $3,495.00, DCI, FINGER PRINTING/BACKGROUND CHECK, $302.75, EBERHARD AMBER, MEAL ALLOWANCE, $64.00, EYE DANIEL, MEAL ALLOWANCE, $312.00, FAMILY OF LORI JOHNSON, MEMORIAL GIFT, $50.00, SDASBO, CONFERENCE REGISTRATION FEE, $30.00, VINZANT RACHAEL, MEAL ALLOWANCE, $64.00, GENERAL FUND, $4,397.72, **SPECIAL EDUCATION FUND,** BECKER MICHELLE, MEAL ALLOWANCE, $30.00, DUBS JAMI, MEAL ALLOWANCE, $30.00, SPECIAL EDUCATION FUND, $60.00, **KARE PROGRAM FUND,** City of Sioux Falls, SUMMER KARE POOL PASSES, $560.00, KARE PROGRAM FUND, $560.00, **TOTAL IMPREST CHECKING, $5,017.72, PREPAIDS, GENERAL FUND,** AMAZON.COM, OFFICE SUPPLIES, $119.98, Augsburg University, REGISRATION FEE, $780.00, Augustana University, REGISTRATION FEE, $200.00, BLUE BEACON, STUDENT TRANS REPAIRS, $60.00, Get 'N' Go CONVENIENCE STORES, STAFF RELATIONS PURCHASED FOOD, $53.70, Guitar Center Sioux Falls, ACTIVITIES SUPPLIES, $20.98, LIBERTY FLAGS, The American Wave, ELECTION SUPPLIES, $18.34, NHS & NJHS, NHS - HS ACTIVITY SUPPLIES, $230.40, PESI INC., REGISTRATION FEE, $929.94, TRACTOR SUPPLY CO, CLASSROOM SUPPLIES, $13.98, Vinyl Outlet, LLC, SECURITY SERVICES GENERAL SUPPLIES, $112.14, WALMART COMMUNITY/RFCSLLC, ELECTION SUPPLIES, $24.08, WEX BANK, TRANSPORTATION FUEL, $1,769.80, WIX.COM, Website Building Platform, $29.97, GENERAL FUND, $4,363.31, **CAPITAL OUTLAY FUND,** Furniture Mart The, HS/MS LIBRARY FURNITURE, $1,482.00, SAM'S CLUB DIRECT, MATH CURRICULUM, $510.52, WALMART COMMUNITY/RFCSLLC, MATH CURRICULUM, $310.05, CAPITAL OUTLAY FUND, $2,302.57, **SPECIAL EDUCATION FUND,** ESTR PUBLICATIONS, SPECIAL ED SUPPLIES, $24.00, WEX BANK, TRANSPORTATION FUEL, $516.86, SPECIAL EDUCATION FUND, $540.86, **FOOD SERVICE FUND,** SCHOOL NUTRITION ASSOCIATION OF SOUTH DAKOTA, REGISTRATION FEE, $780.00, FOOD SERVICE FUND, $780.00, **KARE PROGRAM FUND,** LTD Commodities LLC, SUMMER KARE SUPPLIES, $154.29, SAM'S CLUB DIRECT, SUMER KARE SUPPLIES, $736.24, KARE PROGRAM FUND, $890.53, **TOTAL PREPAIDS, $8,877.27, TOTAL CLAIMS, $845,114.66**

* Financial Report

**General Fund, Beginning Balance, $2,058,332.18, Receipts,** Local Sources, $293,194.73, Intermediate Sources, $3,505.25, State Sources, $536,487.20, **Disbursements,** Claims, -$109,379.1, Payroll, -$682,294.83, Interfund Loans, -$16,218.10, **Ending Balance, $2,083,627.32, Capital Outlay Fund, Beginning Balance, $1,090,408.69, Receipts,** Local Sources, $186,910.20, **Disbursements,** Claims, -$37,391.44, **Ending Balance, $1,239,927.45, Special Education Fund, Beginning Balance, $346,659.87, Receipts,** Local Sources, $113,469.06, **Disbursements,** Claims, -$68,044.35, Payroll, -$91,783.04, Interfund Loans, $1,013.49, **Ending Balance, $333,635.03, Pension Fund, Beginning Balance, $390,540.89, Receipts, $0.00, Disbursements, $0.00, Ending Balance, $390,540.89, Debt Service Fund, Beginning Balance, $473,452.49, Receipts,** Local Sources, $69,299.48, **Disbursements,** Claims, -$65,216.25, Interfund Loans, $7,504.71, **Ending Balance, $485,040.43, Food Service Fund, Beginning Balance, $408,072.23, Receipts,** Local Sources, $24,491.03, **Disbursements,** Claims, -$17,996.29, Payroll, -$19,259.68, Interfund Loans, $7,699.90, **Ending Balance, $403,007.19, KARE Program Fund, Beginning Balance, $174,939.34, Receipts,** Local Sources, $21,756.75, **Disbursements,** Claims, -$2,520.06, Payroll, -$18,090.16, **Ending Balance, $176,085.87, Trust & Agency Fund, Beginning Balance, $188,953.71, Receipts,** Local Sources, $105,553.68, **Disbursements,** Claims, -$108,331.91, **Ending Balance, $186,175.48, Community Education Fund, Beginning Balance, $19,418.81, Receipts,** Local Sources, $29,199.00, **Disbursements,** Claims, -$4,431.54, Payroll, -$10,704.42, **Ending Balance, $33,481.85, Total Beginning Balance, $5,150,778.21, Receipts,** Local Sources, $843,873.93, Intermediate Sources, $3,505.25, State Sources, $568,807.20, **Disbursements,** Claims, -$413,310.95, Payroll, -$822,132.13, **Ending Balance, $5,331,521.51.**

* Personnel Actions

Contracts: REBECCA STASSI, Special Education Teacher $49,200, Updated Contracts: ELIANNA ISAAC, High School Science Teacher $44,500 (Lane Change Approved), Work Agreements: KAYLA FONDER, Educational Assistant $15.00/hour, Effective August 21st, 2019, Resignations: VICTORIA REILLY – Special Education EA – Effective Immediately.

* Surplus Property: School Bus #1 (2000 Thomas 71 Passenger)

**Action 19-214** Motion by Larson, second by Hawks to amend the minutes from June 21, 2019 to remove Amy Larson, Board Member as present and to add a thank you to Dennis Husman and Gordon Haldeman for their service on the West Central School Board.

 **Action 19-215** Motion by Larson, second by Hawks the approve the amended minutes from the meeting held on June 21, 2019.

**Action 19-216** Motion by Hawks, second by Larson to transfer $400,000 from the Capital Outlay Fund to the General Fund for the 2018-2019 fiscal year.

**Fiscal Year 2019-2020 Reorganization**

President Habben turned over the chairmanship. In compliance with SDCL 13-8-14, Business Manager, Krista Stuessi assumed the chair.

**Action 20-001** Nomination by Hawks, second by Larson to nominate Habben as School Board President during the 2019-2020 school year.

President Habben assumed the chair.

**Action 20-002** Motion by Larson, second by Habben to nominate Hawks as School Board Vice President for the 2019-2020 school year.

**Action 20-003** Motion by Hawks, second by Larson to approve the following appointments:

* Larson as the District’s representative for the East Dakota Education Cooperative Board of Directors.
* Habben as the District’s representative to attend the monthly city/county/school meetings.
* Hawks as the District’s legislative representative.
* Habben as the facilities/transportation school board representative.
* McGillivray as the financial representative of the school board.
* Klinkhammer as the school board representative to the calendar committee.

**Action 19-004** Motion by Larson, second by McGillivray to approve the following appointments and designations.

* Designated Reliabank as the Official Depository.
* Designated the Minnehaha Messenger as the official newspaper for the District.
* Designated as legal representatives Rodney Freeman of Churchill, Manolis, Freeman, Kludt, Shelton & Bruns, Attorneys-At-Law, and Lynn, Jackson, Shultz, & Lebrun, P.C.
* Appointed Krista Stuessi as administrator of the trust and agency accounts and the cafeteria plan as per SDCL 13-16-19.
* Appointed Superintendent Brad Berens as federal program representative and Krista Stuessi as federal fiscal representative.
* Appointed the Minnehaha County Sheriff Office as truant officer for the school district.
* Designated Superintendent Brad Berens with authority to close school due to inclement weather or comparable serious circumstances and, in his absence a designee as identified in school policy.
* Appointed Krista Stuessi as the investment officer and to set the bond at $100,000.
* Designated Krista Stuessi as the Authorized Insurance Representative for the school district.
* Authorized the business manager to make temporary interfund loans due to cash flow needs.
* Authorized Superintendent to approve home school applications.

**Action 20-005** Motion by Hawks, second by Klinkhammer to keep School Board member per diem rates at $50 per meeting for members and $55 per meeting for the Board President.

**Action 20-006** Motion by Hawks, second by Klinkhammer to approve resolution #2020-01.

IT IS RESOLVED THAT:

Any of the persons named below, so long as they act in a representative capacity as agents of this School District, are authorized to make any and all other contracts, agreements, stipulations, and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time, concerning funds deposited in the official depositories or any other business transacted by and between this School District and the official depositories, subject to any restrictions stated below.

AUTHORIZED SIGNERS FOR ACCOUNTS

The following signers shall be authorized, to open, deposit accounts, endorse checks and orders for the payment of money, and withdraw funds on deposit, with regard only to the accounts as designated on file at the business office.

Krista Stuessi, Business Manager

Craig Habben, School Board President

The following signers shall be authorized to make deposits, endorse checks and orders for the payment of money, and withdraw funds on deposit, with regard only to the accounts as designated on file at the business office. Only one signature is required for any account listed.

Krista Stuessi, Business Manager

Kristin Trana, Assistant Business Manager

Further that the School Board of the West Central School District 49-7 has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

**Conflicts of Interest**

Per SDCL 3-23-6 conflicts of interest are to be disclosed by school board members and administrative staff members. There were none presented.

**Public input on regular business**

There was no input on regular business.

**Regular Business**

**Action 20-007** Motion by Hawks, second by Larson to approve up to $4,000 to be paid for out of the Capital Outlay Fund for the High School kitchen serving line remodel. The remaining costs were previously approved to be paid for out of the Food Service Fund.

**Action 20-008** Motion by Larson, second by McGillivray to approve MOU with the State of South Dakota to allow high school students the opportunity to enroll in public postsecondary institutions in South Dakota and simultaneously earn credits for both their high school diploma and postsecondary degree or certificate.

**Action 20-009** Motion by Hawks, second by McGillivray to approve the Associated School Boards of South Dakota (ASBSD) membership for 2019-2020.

**Action 20-010** Motion by Hawks, second by Larson to approve open enrollment applications #20-26 to #20-28.

**Reports of the Superintendent**

No reports.

**School Board**

The Board thanked and congratulated Band Director, Danny Eye, for his dedication to the program and his efforts to ensure a successful band trip.

**Action 20-011** Motion by Hawks, second by Klinkhammer to adjourn the meeting at 7:04 p.m.