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

**School Board Meeting Minutes**

**January 13, 2020**

***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 January 13, 2020 in the Auditorium of the West Central High School in Hartford, South Dakota.

The following board members were present: Craig Habben, Paula Hawks, Amy Larson, Alison McGillivray and Alexia Klinkhammer.

Also present: Superintendent, Brad Berens; Principals: Matt Alley and Ashley Bahrenfuss; Curriculum Director, Sarah Weber; Technology Director, Chris Waltner and Business Manager, Krista Stuessi.

**Open Forum**

The West Central Education Foundation was presented the Friend of Education Award. The following was discussed: winter concerts and class parties, thank you to Central States Manufacturing, Inc for sponsoring the Hartford Elementary winter carnival, Mornings with Moms, thank you to WCPTA for sponsoring Mornings with Moms, elementary annual souper bowl fundraiser for local food pantries, NWEA assessments, technology curriculum adoption, winter symposium, district technology infrastructure, and thank you to Reliabank for making a $1,000 donation to Project 22 for school lunch accounts.

**Call to Order**

President Habben called the meeting to order at 6:09 p.m.

The meeting started with the Pledge of Allegiance.

**Adoption of the Agenda**

**Action 20-098** Motion by Hawks, second by McGillivray to amend the agenda to move item 10j. Ad hoc Learning Committee Report to the beginning of the regular business and add item 10s. CTE certification for Andrea Johnson.

**Action 20-099** Motion by Hawks, second by Larson to approve the amended agenda.

**Consent Agenda**

**Action 20-100** Motion by Hawks, second by Klinkhammer to approve the consent agenda. The consent agenda addressed the following items:

* Claim Report

General Checking, GENERAL FUND, A1 ELECTRIC PLUMBING HEAT & AIR, Building Repair, $1,889.69, AMAZON BUSINESS, Technology Supplies, $360.92, ANDERSON PUBLICATIONS, INC., Publication / Advertising, $441.69, ATS LLC, Student Transit Repair, $5,792.81, AUTOMATIC BUILDING CONTROLS, INC., Maintenance Supplies, $270.00, BACKDOOR GARDEN, Symposium Supplies, $150.00, BLUETARP CREDIT SERVICES, Maintenance Supplies, $122.83, BORDER STATES ELECTRIC SUPPLY, Maintenance Supplies, $266.34, CARROLL INSTITUTE, Drug Awareness Contract, $515.00, CC&F Retail, Inc., Student Transit Diesel Fuel, $575.75, CDW GOVERNMENT LLC,, Technology Supplies, $1,913.60, Century Business Products, Inc.,, Print Management, $1,896.93, CHESTERMAN COMPANY, Office Supplies, $40.00, CITY GLASS & GLAZING INC., Building Repair, $482.99, CITY OF HARTFORD, Utilities, $515.60, COFFEE CUP FUEL STOPS, Student Transit Diesel Fuel, $4,691.01, Convergint Technologies LLC, Security Service Repair, $3,611.79, CRESSMAN SANITATION INC., Garbage, $930.00, CULLIGAN WATER, Supplies, Maintenance $95.70, DAKOTA DATA SHRED, Document Shredding Services, $206.67, DUST-TEX SERVICE, INC., Cleaning Supplies, $722.27, G & R CONTROLS, INC., Preventive Maint/HVAC Repairs, $1,255.60, GOEHRING DRYWALL, LLC, Building Repair , $2,470.00, GOLDEN WEST TELECOMMUNICATIONS, Telephone, $1,612.12, GROCOTT INK & THREAD, Uniforms, $505.00, HARTFORD BUILDING CENTER, INC., Maintenance Supplies, $2,958.91, HARTFORD'S BEST PAINT AND BODY LLC, Student Transit Repair, $167.50, HAUFF MID-AMERICA SPORTS, INC., Cocurricular Supplies, $734.45, HEIMAN INC., Inspection, $2,340.00, HERTHER ADAM, Reimbursement, $35.00, HILLYARD, INC., Custodial Supplies, $907.26, Innovative Office Solutions, LLC, Office Supplies, $117.56, J.W. PEPPER & SON, INC., Education Supplies, $344.48, JARDING CONSTRUCTION, INC., Snow Removal, $1,817.50, JASPERS REBECCA, Reimbursement, $54.26, JAYMAR BUSINESS FORMS, INC., Office Supplies, $111.66, JOHNSTONE SUPPLY, Maintenance Supplies, $323.99, JOSTENS, INC., Education Supplies, $205.95, KISTLER DANANN, reimbursement, $121.38, Kolbe’s Clock & Repair Shoppe, Maintenance Repair, $95.40, MAIN LANA, Reimbursement, $94.00, MENARDS INC., Maintenance Supplies, $1,018.96, MIDAMERICAN ENERGY COMPANY, Utilities, $5,648.28, MIDWEST BUS PARTS, INC., Student Transit Repair, $268.90, NAPA AUTO PARTS OF HARTFORD, Maintenance Supplies, $113.35, NELSON ALLISON, Refund, $50.00, NOTHDURFT CONSTRUCTION, LLC, Snow Removal, $1,660.22, ORKIN LLC, Pest Control Services, $382.24, OVERHEAD DOOR COMPANY OF SIOUX FALLS,INC, Maintenance Repair, $153.06, Pheasantland Industries, Education Supplies, $123.70, PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC, Postage & Leasing Fees, $118.40, PITNEY BOWES RESERVE ACCOUNT THE, Postage Meter, $250.00, POPPLERS MUSIC, INC., Instrument Repairs, $413.12, Riverside Technologies, Inc., Technology Supplies, $900.00, SANFORD HEALTH OCCUPATIONAL MEDICINE CLINIC, DOT Exam, $73.00, SANFORD HEALTH PLAN, FSA / HSA Participation Fees, $116.70, SCHULTE JENNIFER, Refund, $50.00, SDHSAA, Evaluation, $25.00, SIOUX VALLEY ENERGY, Utilities, $13,061.00, Sunshine Foods, Supplies, $606.64, TAMMEN AUTO & TIRE, INC., Student Transit Repair, $610.40, TAYLOR MUSIC INC, Instrument Repairs, $30.00, THYSSENKRUPP ELEVATOR CORPORATION, Elevator Quarterly Maintenance, $488.85, TOWN OF HUMBOLDT, Utilities, $3,506.46, VANDE VOOREN WANDA, Music Accompanist, $364.00, VANTEK COMMUNICATIONS, Annual Rent, $400.00, VERIZON WIRELESS, Cellular Expenses, $105.16, WALL LAKE OIL, Maintenance Fuel , $471.74, GENERAL FUND, $72,772.79, CAPITAL OUTLAY FUND, HAUFF MID-AMERICA SPORTS, INC., Cocurricular Supplies, $1,438.20, JOURNEY GROUP COMPANIES, MS Parking Lot Resurface, $2,000.00, US BANK, Captial Outlay Certifcate Payments, $125,918.23, WELLS FARGO VENDOR FINANCIAL SERVICES, LLC, Copier Lease, $1,750.84, CAPITAL OUTLAY FUND, $131,107.27, SPECIAL EDUCATION FUND, Century Business Products, Inc.,, Print Management, $24.89, ELLWEIN TRACEE, Physical Therapy Services, $1,088.85, GOLDEN WEST TELECOMMUNICATIONS, Telephone, $168.56, LIFESCAPE, Tuition / Therapy Services, $24,132.25, SOUTHEAST AREA COOPERATIVE, Medicaid Billing Services, $1,122.75, TEACHWELL SOLUTIONS, Academy Tuition, $2,800.00, WHEELCHAIR EXPRESS SIOUX FALLS, Student Transit Carrier, $2,400.00, WOOTERS JULIE, Occupational Therapy Services, $3,068.00, SPECIAL EDUCATION FUND, $34,805.30, DEBT SERVICE FUND, US BANK, GO Bond Payment, $690,216.25, US BANK, Fiscal Agent Fees, $600.00, DEBT SERVICE FUND, $690,816.25, FOOD SERVICE FUND, AMAZON BUSINESS, Supplies, $36.97, CASH-WA DISTRIBUTING, Equipment, $1,135.55, Century Business Products, Inc.,, Print Management, $11.99, DACOTAH PAPER CO., Supplies, $528.97,EXPRESS PRODUCE, LLC, Food, $364.48, FIFERLICK Todd, Refund, $24.80, GOLDEN WEST TELECOMMUNICATIONS, Telephone, $168.56, GROCOTT INK & THREAD, Uniforms, $168.00, HILAND DAIRY FOODS COMPANY, LLC, Food, $4,217.02, HOBART SALES & SERVICE, Equipment Repair, $96.50, HORNER KERRI, Reimbursement, $75.00, HY-VEE ACCOUNTS RECEIVABLE, Food Service Purchase, $86.70, JESSE ROSEMARY, Reimbursement, $75.00, PAN-O-GOLD BAKING CO., Food, $781.37, REINHART FOODSERVICE, LLC, Food, $21,077.06, Sunshine Foods, Supplies, $290.64, FOOD SERVICE FUND, $29,138.61, COMMUNITY EDUCATION/SERVICES FUND, DINGES-DIMICK AMOR , Community ED - Piano Teacher, $491.25, COMMUNITY EDUCATION/SERVICES FUND, $491.25, GENERAL CHECKING TOTAL, $959,131.47, IMPREST CHECKING, GENERAL FUND, AMAZON BUSINESS, Education Supplies, $57.55, ASCD, Registration Fee, $600.00, BOMHOFF BRAD, Official, $84.24, BROOKINGS SCHOOL DISTRICT 5-1, Entry Fee, $50.00, CARDA CHIP, Reimbursement, $330.20, CORLETT BLAINE, Official, $171.42, DAKOTA XII CONFERENCE, Fees/ Dues, $463.60, DCI, Finger Printing / Background Check, $86.50, DYKSTRA CHERILYN, Official, $75.00, GROCOTT ERIC, Official, $150.00, Hartford Area Optimist Club #35235, Dues, $50.00, KEITH RUSTY, Official, $150.00, MATTHIESEN KEITH, Official, $80.00, NATIONAL ASSOCIATION FOR MUSIC EDUCATION, Membership Fee, $122.00, NELSON DARREN, Official, $75.00, PIERSON DONALD, Official, $95.00, ROOSEVELT HIGH SCHOOL, Entry Fee, $75.00, SCHMIDT KIMBERLY, Meal Allowance, $52.00, SCHUMACHER CINDY, Meal Allowance, $52.00, SDCTM/SDSTA JPDC, Registration Fee, $45.00, SOUTH DAKOTA ASSOCIATION OF AGRICULUTURAL, Registration Fee, $50.00, SOUTH DAKOTA MUSIC EDUCATORS ASSOCIATION, Registration Fee, $99.00, SOUTH DAKOTA STATE UNIVERSITY, ALL-STATE CHOIR PREP FEE, $45.00, Wagner Community School District 11-4, Entry Fee, $100.00, WATERTOWN SCHOOL DISTRICT 14-4, Entry Fee, $50.00, GENERAL FUND, $3,208.51, SPECIAL EDUCATION FUND, AMAZON BUSINESS, Education Supplies, $38.28, SPECIAL EDUCATION FUND, 38.28, FOOD SERVICE FUND, WITTROCK VICTORIA, Reimbursement, $221.92, FOOD SERVICE FUND, $221.92, COMMUNITY EDUCATION/SERVICES FUND, DINGES-DIMICK AMORY, Piano Teacher, $453.75, HAKL RACHAEL, Dance Instructor, $705.00, NOVAK HOLLY, Dance Instructor, $408.75, COMMUNITY EDUCATION/SERVICES FUND, $1,567.50, IMPREST CHECKING TOTAL, $5,036.21, PREPAIDS, GENERAL FUND, AMAZON.COM, Education Supplies, $99.39, BIG J'S ROADHOUSE, Meeting Accommodations, $100.40, DOLLAR GENERAL, Office Supplies, $23.50, HARTFORD BUILDING CENTER, INC., Education Supplies, $51.84, HOBBY LOBBY STORES, INC., Cocurricular Supplies, $34.32, OFFICE DEPOT INC., Education Supplies, $35.16, PESI, INC., Registration Fee, $499.99, SAVERS, Cocurricular Supplies, $33.52, SOUTH DAKOTA SCHOOL COUNSL ASSOC, Registration Fee, $60.00, Sunshine Foods, Education Supplies, $63.53, Teachers Pay Teachers, Education Supplies, $114.54, WALMART COMMUNITY/RFCSLLC, Cocurricular Supplies, $36.97, WEX BANK, Student Transit Fuel, $1,000.59, WIX.COM, Website Building Platform, $9.99, GENERAL FUND, $2,163.74, SPECIAL EDUCATION FUND, AMAZON.COM, Ed Supplies, $8.99 WALMARTCOMMUNITY/RFCSLLC, Education Supplies, $105.14, WEX BANK, Student Transit Fuel, $525.00, SPECIAL EDUCATION FUND, $639.13, COMMUNITY EDUCATION/SERVICES FUND, Weissman Designs for Dance, Recital Outfits, $47.52, COMMUNITY EDUCATION/SERVICES FUND, $47.52, PREPAIDS TOTAL, $2,850.39, TOTAL ALL CLAIMS, $967,018.07.

* Financial Report – December 2019

General Fund Beginning Balance, $1,881,168.04, Receipts, Local Sources, $229,650.01, Intermediate Sources, $3,658.09, State Sources, $487,072.90, Federal Sources, $19,759.00, Disbursements, Claims, -$62,422.05, Payroll, -$687,494.67, Reclassifications, -$908.96, Interfund Loans, -$493.46, Ending Balance, $1,869,988.90, Capital Outlay Fund, Beginning Balance, $343,784.15, Receipts, Local Sources, $301,605.46, Disbursements, Claims, -$19,764.76, Ending Balance, $625,624.85, Special Education Fund, Beginning Balance, $470,425.91, Receipts, Local Sources, $94,119.30, State Sources, $52,055.00, Federal Sources, $25,763.00, Disbursements, Claims, -$43,795.76, Payroll, -$131,425.70, Reclassifications, $540.49, Ending Balance, $467,682.24, Pension Fund, Beginning Balance, $343,196.00, Receipts, $0.00, Disbursements, $0.00, Ending Balance, $343,196.00, Debt Service Fund, Beginning Balance, $759,158.71, Receipts, Local Sources, $54,982.36, Disbursements, Claims, -$690,216.25, Ending Balance, $123,924.82, Food Service Fund, Beginning Balance, $314,127.24, Receipts, Local Sources, $52,888.77, Federal Sources, $18,758.34, Disbursements, Claims, -$36,518.19, Payroll, -$34,961.67, Ending Balance, $314,294.49, KARE Program Fund, Beginning Balance, $171,434.48, Receipts, Local Sources, $183.00, Disbursements, Payroll, -$172.36, Ending Balance, $171,445.12, Trust & Agency Fund, Beginning Balance, $196,250.05, Receipts, Local Sources, $34,874.15, Disbursements, Claims, -$38,887.19, Reclassifications, $368.47, Interfund Loans, $368.47, Ending Balance, $192,973.95, Community Education Fund, Beginning Balance, $3,927.46, Receipts, Local Sources, $255.00, Disbursements, Claims, -$1,948.32, Payroll, -$2,727.60, Interfund Loans, $493.46, Ending Balance, $0.00, Total, Beginning Balance, $4,483,472.04, Receipts, Local Sources, $768,558.05, Intermediate Sources, $3,658.09, State Sources, $539,127.90, Federal Sources, $64,280.34, Disbursements, Claims, -$893,552.52, Payroll, -$856,782.00, Ending Balance, $4,108,761.90.

* Payroll Report – December 2019

GENERAL FUND, Elementary Instruction - Hartford, $82,805.99, Elementary Instruction - Humboldt, $91,964.19, Middle School Instruction, $92,243.06, Secondary Instruction, $114,863.72, Gifted Education, $2,721.00, English Language Learner, $1,185.04, Title I, $30,812.36, Alternative School, $11,262.44, Guidance Services, $18,937.28, Health Services, $3,764.82, Improvement of Instruction - Curriculum Development, $4,053.61, Computer Integrationist, $4,404.58, Ed Media Services, $14,512.73, Technology Services, $15,025.83, Board of Education, $2,357.55, Office of the Superintendent, $16,127.83, Office of the Principals, $51,237.91, Office of the Activities Director, $9,684.44, Sequel Administration, $386.40, Extended Learning, $531.90, Fiscal Services, $17,703.75, Custodial Services, $35,469.66, Grounds Services, $328.08, Security Services, $43.06, Maintenance Services, $7,990.66, Pupil Transportation, $26,157.53, Male Co-curricular Activities, $6,395.93, Female Co-curricular Activities, $8,726.21, Co-curricular Transportation, $2,330.58, Combined Male/Female Co-curr Act, $8,311.59, Group Insurance Premium Pre-Payment/(Credit), $5,154.94, Total General Fund, $687,494.67, SPECIAL EDUCATION FUND, Special Education Instructional Services, $94,917.73, Psychology Services, $5,145.21, Speech Therapy Services, $15,191.73, Special Education Administration, $9,331.74, Special Education Transportation, $4,620.79, Group Insurance Premium Pre-Payment/(Credit), $2,218.50, Total Special Education, $131,425.70, FOOD SERVICE FUND, Food Service Salaries, $34,961.67, Total Food Service Fund, $34,961.67, COMMUNITY ACTIVITIES FUND, KARE Program Salaries, $172.36, Community Education Program Salaries, $2,727.60, Total Community Activities Fund, $2,899.96, GRAND TOTAL , $856,782.00.

* Personnel Actions

Work Agreement: Craig Kuca, Custodian, $15.00/hour, Effective December 26, 2019.

* Surplus Property

(18) Classroom chairs at Humboldt Elementary.

**Approve the Minutes**

**Action 20-101** Motion by Hawks, second by Klinkhammer to approve the minutes from the meeting held on December 9, 2019 as published.

**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**

Superintendent Berens gave an update on the Ad hoc Learning Committee. The committee met on December 19, 2019 and reviewed the progress made at the last meeting on items #1 Personalized Learning & #2 Standards Based Grading and discussed items #3 Lack of Communication from the School District to Parents & #4 Student Lack of Interest in Learning. A recommendation was made to form the Learning Advancement Committee to review the findings from the Ad hoc Learning Committee. The committee would be made up of two-to-three teachers from each building, the four building principals, the superintendent, and two school board members. The first meeting would be Tuesday, January 28, 2020.

The board discussed the timing of the first meeting and asked that it be expedited one week. The first meeting will be Tuesday, January 21, 2020.

**Action 20-102** Motion by Hawks, second by McGillivray to approve the formation of the Learning Advancement Committee.

**Action 20-103** Motion by Hawks, second by Larson to add the replacement of the football uniforms to the athletic uniform rotation schedule for 2019-2020.

Three options were presented on replacement of the obsolete football scoreboard. The board consented to further discussions with the West Central Athletic Boosters and Daktronics on replacement of the scoreboard and video boards on the football field and in the new high school gym.

**Action 20-104** Motion by Hawks, second by Larson approve change order #2 to Journey/Black Top paving for the middle school parking lot for $2,000.

**Action 20-105** Motion by Hawks, second by Larson to approve the amendment to the agreement with KLJ Engineering for construction administration for the middle school parking lot for $6,250.

**Action 20-106** Motion by Hawks, second by Klinkhammer to approve the proposal from Midwest Engineering for design and construction administration of phase 2 exterior façade repointing, joint sealants and block sealant for $13,500.

**Action 20-107** Motion by Hawks, second by Larson to approve 2019-2020 Budget Amendment #1 as follows: Capital Outlay Fund Means of Finance: Sale of Surplus Assets $33,900 and Funds on Hand $2,800; Expenditures: Instructional Technology Equipment $36,700.

**Action 20-108** Motion by McGillivray, second by Hawks to approve the following rates and fees for summer 2020: KARE summer program: enrollment fee (to be waived if enrolled in automatic payments) $20, weekly $100, daily $25; summer tutoring (minimum of three weeks required): individual ½ hour $35/week, individual 1 hour $65/week, group 1 hour $25/week; kindercamp $45/session.

**Action 20-109** Motion by Klinkhammer, second by Larson to approve Tuesday, May 12, 2020 as the date for the school board election and to approve voting precincts at Hartford, Humboldt, and Wall Lake.

Superintendent Berens gave an update on the annual Special Education child count taken on December 1, 2019.

**Action 20-110** Motion by Larson, second by Klinkhammer to approve open enrollment application #20-45 for the 2019-2020 school year.

**Action 20-111** Motion by McGillivray, second by Hawks toapproveintent to return to resident district applications #21-02 and #21-03 for the 2020-2021 school year.

Second Reading of School Policy [BB – School Board Legal Status](https://docs.wixstatic.com/ugd/cda18c_cd522627a1834d3f87c9d4e74db3de4e.pdf)

**Action 20-112** Motion by Klinkhammer, second by McGillivray to approve School Policy [BB – School Board Legal Status](https://docs.wixstatic.com/ugd/cda18c_cd522627a1834d3f87c9d4e74db3de4e.pdf).

Second Reading of School Policy [BBA – School Board Powers and Duties](https://docs.wixstatic.com/ugd/cda18c_cea93fe6b5be477fb657c3e470bcfaac.pdf)

**Action 20-113** Motion by Klinkhammer, second by Larson to approve School Policy [BBA – School Board Powers and Duties](https://docs.wixstatic.com/ugd/cda18c_cea93fe6b5be477fb657c3e470bcfaac.pdf).

Second Reading of School Policy [BBAA – Board Member Authority](https://docs.wixstatic.com/ugd/cda18c_cc1072c1b2904e3aaf7f8ac59ac5b5f9.pdf)

**Action 20-114** Motion by Klinkhammer, second by McGillivray to approve School Policy [BBAA – Board Member Authority](https://docs.wixstatic.com/ugd/cda18c_cc1072c1b2904e3aaf7f8ac59ac5b5f9.pdf).

First Reading of School Policy [BBB – School Board Elections](https://docs.wixstatic.com/ugd/cda18c_507aeebd6a6547549503ab50c08e9013.pdf).

First Reading of School Policy [BBFA – Board Member Conflict of Interest](https://docs.wixstatic.com/ugd/cda18c_e228e4a44a8d4943a4f42fea2f4eeeb0.pdf).

First Reading of School Policy [BCB – Board Officers](https://docs.wixstatic.com/ugd/cda18c_9e6201bd290f4cf3be632a38dc1626c2.pdf).

**Action 20-115** Motion by Hawks, second by McGillivray to approve payment of CTE instructor courses for Andrea Johnson at an approximate cost of $430.

**Reports of the Superintendent**

Superintendent Berens gave an update on the progress of the district strategic plan.

**School Board**

No discussion.

**Action 20-116** Motion by Hawks, second by Klinkhammer to enter into executive session for student and personnel matters as per SDCL 1-25-2 (1) at 7:20 p.m.

President Habben declared executive session ended at 8:15 p.m.

**Action 20-117** Motion by Klinkhammer, second by Hawks to reject intent to return to resident district application #20-01 for the 2019-2020 school year.

**Action 20-118** Motion by Hawks, second by Larson to approve the following personnel contracts: Olivia Lefers
Middle School Math/Language Arts Teacher $41,000, Removal of Junior Class Advisor Contract (Effective January 1, 2020); Jennifer Poulos, Family and Consumer Science Teacher $46,920, FCCLA Advisor $3,315, High School Dance Coach $1,560, Junior Class Advisor $780 (Effective January 1, 2020).

**Action 20-119** Motion by Hawks, second by McGillivray to enter into executive session for personnel matters as per SDCL 1-25-2 (1) at 8:22 p.m.

President Habben declared executive session ended at 9:10 p.m

**Action 20-120** Motion by Hawks, second by McGillivray to adjourn the meeting at 9:10 p.m.

Published once at the total approximate cost of $\_\_\_\_\_\_\_.