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

**School Board Meeting Minutes**

**August 11, 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 August 11, 2020 in the Auditorium of the West Central High School in Hartford, SD. A Zoom videoconference link was also available for patrons.

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

Also present: Superintendent, Brad Berens; Principals: Melinda Jensen, Mark Rockafellow, Amy Johnson and Ashley Bahrenfuss; Technology Director, Christopher Waltner; Activities Director, Andrea Johnson; Special Services Director, Michelle Becker; Curriculum Director, Sarah Weber and Business Manager, Krista Stuessi.

**Open Forum**

The administrators discussed the following: activities, the custodial/maintenance status of each building, the first day of school for Kindergartners, projected fall enrollment, preparations for the start of school, August in-service for teachers, new staff, curriculum planning for distance learners and teachers, virtual open houses, the online registration process, and the status of technology replacements/updates.

**Call to Order**

President Hawks called the meeting to order at 5:45 p.m.

The meeting started with the Pledge of Allegiance

**Adoption of the Agenda**

**Action 21-022** Motion by Larson, second by McGillivray to amend the agenda to add 8m-Quit Claim Deed and item 8n-Right-of-Way Easement. Item 6d-Open Enrollments was updated to add open enrollment applications #21-42 and #21-43.

**Action 21-023** Motion by McGillivray, second by Eich to adopt the amended agenda.

**Approve the Minutes**

**Action 21-024** Motion by Klinkhammer, second by McGillivray to approve the minutes from the meeting held on July 27, 2020 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.

**Consent Agenda**

**Action 21-025** Motion by Larson, second by McGillivray to approve the consent agenda. The consent agenda addresses the following items:

* Claims

VENDOR, DESCRIPTION, AMOUNT, GENERAL CHECKING, GENERAL FUND, A-1 Portable Toilets, Portable Toilet Rental, $228.00, A1 Electric Plumbing Heat & Air, Building Maintenance 07/2020, $1,813.63, Amazon Business, K5 1st & 2nd Science Supplies, $2,197.15, Argus Leader Media, Argus Leader Annual Billing 7/20-6/21, $209.02, Auto Glass Express LLC, Student Transportation Window Repair, $260.00, AVI Systems Inc, On Site Service 7/8/2020, $543.02, Barnes& Noble Booksellers Inc, MS Classroom Novels, $323.55, BIO Corporation, HS Anatomy Supplies, $560.26, Bluetarp Financial Inc, Maintenance Supplies, $463.42, Bohl Pat, Reimbursement , $35.00, Border States Electric Supply, HS Light Bulbs, $330.87, Broadway Licensing, Amateur License Agreement Fall Play 2020, $1,070.00, Brown David, Football Official, $125.00, Building Sprinkler Inc, Fire Sprinkler Inspection, $635.00, Caert Inc, Subscription All Access Renewal, $1,699.00, CDW Government LLC, ZAGG New RuggedBooks, $2,870.40, Century Business Products Inc, Monthly Printer Management Invoicing, $359.42, Chester Area School District 39-1, Reimbursement, $614.00, City Of Hartford, Water & Sewer, $1,308.74, Committee For Children, K2 Guidance Material, $459.00, Computer Supply People LLC, K5 Student Headphones, $1,872.79, Comsearch, Frequency Protection Service, $450.00, Continental Press Inc, Curriculum Material for ELL Program, $633.08, Cressman Sanitation Inc, Garbage Services , $930.00, Dakota Potters Supply LLC, MS Art Supplies, $182.39, Diamond Vogel Paints, Field Paint, $28.40, Eric Armin Inc, K5 4th Grade Math Supplies, $332.83, Flinn Scientific Inc, HS Science Supplies, $753.92, Follett School Solutions Inc, District Library Supplies, $2,721.15, G & R Controls Inc, Preventive Maint/HVAC Repairs, $6,804.61, Gillespie Small Engine, Maintenance Repair Parts, $11.60, Golden West Telecommunications, Communication Expense, $1,530.03, Gopher Sport, HS PE Supplies, $34.40, Grocott Ink & Thread, Covid 19 Purchase Facemasks, $2,350.00, Growing Leaders, Habitudes Online Renewal 08/20-08/21, $1,750.00, Hartford Best Paint and Body LLC, Student Transit Repair / Maintenance, $322.85, Hartford Building Center Inc, Maintenance Supplies, $35.84, Hawk Services Worldwide LLC, HS Prep & Recoat Gymnasium Floor, $4,234.50, Heart Zones Inc, PE District Supplies, $504.00, Henry Schein Inc, Co- Curricular Activity Supplies, $3,061.73, High Plains Technology Inc, Server/Desktop Services, $562.50, Hillyard Inc, Custodial Supplies, $21,554.52, Innovative Office Solutions LLC, MS Office Supplies, $7,818.44, Intertate All Battery Center, HS/MS Electronic Device Repair, $425.00, J.W. Pepper & Son Inc, MS Solo/Ensemble Music, $246.31, Jostens Inc, Final 2020 Yearbook Payment, $4,671.34, Karls TV & Appliance Inc, Covid 19 Purchase Dryers, $829.98, Kurtz Susan, Consulting, $135.00, Lakeshore Learning Materials, K2 2nd Grade Write and Wipe, $260.92, Lamination Services Inc, Frosted Plastic Card Dispenser, $164.21, Larson Printing Company, HS Cumulative File Folders, $123.00, Macklin Shane, Drill Writing Services, $2,500.00, Madison Daily Leader, WC Wire Newsletter Aug - Sept 2020, $2,420.00, Matties Barry, Reimbursement, $35.00, McCrossan Boys Ranch, HS Tuition Fee, $497.42, Menards Inc, Maintenance Supplies, $958.40, Midamerican Energy Company, Gas Usage Charges, $1,230.83, Music In Motion, K2 Vocal Music Supplies, $18.40, Napa Auto Parts Of Hartford, Maintenance Supplies, $125.99, Nasco, MS Science Lab Supplies, $476.35, New Century Press Inc., Publication / Advertising, $715.80, Norberg Paints Inc, Becker Center Handrail Project, $558.72, Orkin LLC, Building Pest Control Services, $210.42, OTC BRANDS, INC, Personalized Pencils, $108.18, Paxton Patterson LLC, HS CTE Supplies, $892.00, Pfeifer Implement Company Inc, Maintenance Repair, $134.75, Pheasantland Industries, Bus and Activity Passes, $279.56, Pitsco Inc, HS Industrial Tech Supplies, $601.00, Popplers Music Inc, All State Chorus Music, $117.65, Power & Grace Gymnastics, Gymnastics Facility Usage 2020-2021, $6,500.00, Quill Corporation, Cash Receipt Books, $134.95, Really Good Stuff Inc, K5 1@2 Desktop Name Plates, $626.52, Rochester 100 Inc, Elementary Student Folders, $1,020.50, Sanford Health Plan, FSA / HSA Participation Fees, $124.40, Scholastic Inc Magazine, K5 1&2 Scholastic News, $1,937.43, School Health Corporation, PE District Supplies, $1,815.02, School Nurse Supply Inc, District Nursing Supplies, $298.89,School Specialty Inc, K5 3rd Grade Classroom Supplies, $1,006.87, SHI International Corp, Microsoft Server Licensing, $2,820.00, Sioux Falls Rubber Stamp Works Inc, Self-Inking Signature Stamp, $197.95, Sioux Valley Energy, Electric Bill, $25,689.00, Sisson Printing Inc, Office Classroom, $186.55, SiteOne Landscape Supply Holding, LLC, Grounds Supplies, $24.01, South Dakota Teacher Placement Center, Membership Teacher Placement Website, $435.00, Southeast Area Cooperative, HS Copy Paper Supply 2020-2021, $8,498.56, Steen Jerry, Covid 19 Purchase Spray Bottles, $6.76, Supreme School Supply Company, HS Office Supplies, $153.83, Tammen Auto & Tire Inc, Student Transit Repair / Maintenance, $218.48, Taylor Music Inc, MS Band Supplies, $105.97, Town of Humboldt, Water / Sewer / Natural Gas Usage, $299.27, Tuch David, Reimbursement, $35.00, Turnitin LLC, Turnitin Subscription 2020-21, $2,585.00, Two Men and a Truck Sioux Falls, Covid 19 Expense Transportation, $2,400.00, Ultra inc, HS Gym ActivPanel, $2,277.52, Verizon Wireless, Cellular Expenses, $105.72, Werning Jayme, Reimbursement, $60.00, West Music Company Inc, HS Vocal Supplies, $982.80, Zaner-Bloser Educational Publisher Inc, K5 1st Grade Handwriting Books, $2,624.87, GENERAL FUND, $156,491.16, CAPITAL OUTLAY FUND, A1 Electric Plumbing Heat & Air, K5 Handicap Doors, $8,690.40, Apple Computer Inc, K2 Apple TV's, $2,189.00, Barnes& Noble Booksellers Inc, K5 Library Books, $2,412.72, Builders Supply Company, HS Toilet Partitions, $2,470.00, Custom Home Improvement Inc, HS Multi-Purpose Doors Project, $18,750.00, High Plains Technology Inc, Rockus Cloud Controller, $13,465.00, Hillyard Inc, HS Trident Vacum, $729.19, Innovative Office Solutions LLC, K5 Activity Tables, -$564.90, McLaughlin School District #15-2, Covid 19 Purchase K2 Desks, $910.00, NIJAC Roofing and Insulation Inc, Hartford Uninsulated Bus Garage Project, $42,712.50, North Central Bus & Equipment Inc., 2021 Blue Bird Vision 77 Passenger, $92,310.00, Parkston School District 33-3, Covid 19 Purchase K5 Desks, $1,080.00, SHI International Corp, Adobe Creative Cloud for Enterprise, $2,435.00, US Bank, Debt Service Payment, $295,850.00, Wells Fargo Vendor Financial Services LLC, Technology Lease 5 Copiers, $1,750.84, CAPITAL OUTLAY FUND, $485,189.75, SPECIAL EDUCATION FUND, Amazon Business, HS Sped Supplies, $151.94, Apple Computer Inc, K2 Apple TV's, $299.00, Autism Behavioral Consulting, LLC, MS Speech Therapy, $320.00, Behavior Care Specialists Inc, Tuition / Consulting Fees, $7,225.47, Century Business Products Inc, Monthly Printer Management Invoicing, $8.09, Ellwein Tracee, Physical Therapy Services, $1,076.60, Golden West Telecommunications, Communication Expense, $155.39, Lifescape, Tuition / Therapy Services, $15,029.00, MHS Inc, Psych Supplies, $523.50, Remedia Publications Inc, HS Reading and Life Skills, $141.07, Riverside Insights, EC Test Record Forms, $1,309.44, School Specialty Inc, HS Sped Supplies , $69.75, Sioux Falls Rubber Stamp Works Inc, Classroom Name Plate Sets, $43.25, Southeast Area Cooperative, HS Copy Paper Supply 2020-2021, $252.00, Southpaw Enterprises Inc, OT/PT Supplies, $1,383.96, Super Duper Publications, K2 Star Program, $3,575.79, Parent, Reimbursement Mileage, $435.12, Wieser Educational Inc, HS Sped Reading Materials, $79.98, Wooters Julie, Occupational Therapy Services, $1,599.00, SPECIAL EDUCATION FUND, $33,678.35, FOOD SERVICE FUND, Amazon Business, Covid 19 Purchase Face Shields, $39.99, Blane Angela, Lunch Money Refund, $88.30, Carlson & Stewart Refrigeration, Inc, K5 Walk In Freezer Repair, $1,200.35, Century Business Products Inc, Monthly Printer Management Invoicing, $6.00, Dacotah Paper Co, Food Service Disposable, $3,531.91, Express Produce LLC, Covid 19 Purchase FS, $1,357.75, Godschalk David & Danielle, Lunch Money Refund, $3.15, Golden West Telecommunications, Communication Expense, $155.39, Hiland Dairy Foods Company LLC, Covid 19 Expense FS, $891.02, Innovative Office Solutions LLC, FS Envelopes, $467.35, Pan-O-Gold Baking Co, Covid 19 Purchase FS, $91.80, Reinhart Foodservice LLC, Covid 19 Purchase FS, $3,712.09, Southeast Area Cooperative, HS Copy Paper Supply 2020-2021, $252.00, FOOD SERVICE FUND, $11,797.10, COMMUNITY EDUCATION/SERVICES, Caffrey Joseph, Reimbursement GBB Camp Prizes, $200.00, Graphic Edge Inc The, Summer Camp BBB T-Shirts, $1,670.51, COMMUNITY EDUCATION/SERVICES, $1,870.51, GENERAL CHECKING TOTAL, $689,026.87, IMPREST CHECKING, GENERAL FUND, DCI, Finger Printing / Background Check, $302.75, UNITED STATES POSTAL SERVICE, Postage Newsletter August/September 2020, $302.19, GENERAL FUND, $604.94, IMPREST CHECKING, $604.94, PREPAIDS, GENERAL FUND, Barnes & Noble, K5 Library Books, $303.31, Cummins Sales & Service, Student Transit Supplies, $97.77, Harbor Freight Tools, Maintenance Supplies, $67.96, Wex Bank, Student Transit Fuel, $209.05, Wix.Com, Website Building Platform, $10.43, Zoom video Communications Inc., Board of ED Covid Purchase, $58.56, GENERAL FUND, $747.08, FOOD SERVICE FUND, Wex Bank, Student Transit Fuel, $30.00, FOOD SERVICE FUND, $30.00, PREPAIDS TOTAL, $777.08, TOTAL ALL CLAIMS, $690,408.89

* Personnel Actions

2020-2021 New Teacher Contracts: THEODORE HOLMSTROM, Middle School Social Studies $53,500.00, Assistant Football Coach $3,600.00. 2020-2021 New Work Agreements: ALICIA OLSON, Educational Assistant $15.00/hour, HEIDI FREEMARK, COVID Coordinator/Nurse $23.75/hour, KIM SIMONSON, PT Food Service Worker $13.25/hour, RENEI HOLTZMAN, Food Service Worker $14.00/hour, NORMA BANNWARTH, Food Service Worker $14.00/hour, VICTORIA BARRET, Food Service Worker $14.00/hour, MELANIE CONKLING, Food Service Worker $14.00/hour. 2020-2021 Resignations: JESSICA LUHMAN, Speech and Language Pathologist – Effective Immediately, Liquidated damages in the amount of $1,500 as per Policy File: GCPB/GCPC.

* Surplus Property: 25 Promethean boards, 23 Printers, 36 ipads, 30 MacBooks, and a 2008 Dodge Grand Caravan.
* Open Enrollments: applications #21-35 to #21-43.

**Public Input on Regular Business**

Several patrons and staff members gave comments both in favor and opposed to the mandate for students to wear masks during school.

President Hawks asked for a five minute recess at 6:50 p.m.

President Hawks resumed the meeting at 6:55 p.m.

**Regular Business**

Superintendent Berens gave an update on the Starting Well Plan for 2020-2021. He reiterated that the plan is fluid and is being updated as guidance is released from the South Dakota Department of Education, Department of Health and High School Activities Association. The board discussed a policy that would mandate students to wear masks citing the need to keep everyone safe, but also concern for how the policy would be enforced. President Hawks asked that mandated mask wearing during school hours, except for PE, lunch and using a musical instrument be added to the Starting Well Plan as a dress code with a trigger clause that indicates the period of time the policy will be in effect and that violation of the policy be incorporated into the discipline matrix for each school. President Hawks asked each board member to indicate whether they were in favor or opposed to this recommendation. Ayes: Larson, Klinkhammer, McGillivray and Hawks. Nays: Eich.

**Action 21-026** Motion by Klinkhammer, second by McGillivray to add a Distance Learning Teacher and approve the personnel action for Cheryl Prunty, K-5 Distance Learning Teacher, $58,275.

**Action 21-027** Motion by Klinkhammer, second by Larson to approve the Emergency School Bus Mutual Assistance Pact for the 2020-2021 school year.

Second Reading of Policy – CBA – Qualification and Duties of Superintendent

**Action 21-028** Motion by McGillivray, second by Klinkhammer to approve Policy – CBA – Qualification and Duties of Superintendent with the changes as presented.

 Second Reading of Policy – CBG – Evaluation of the Superintendent

**Action 21-029** Motion by Klinkhammer, second by Eich to approve Policy – CBG – Evaluation of the Superintendent.

Second Reading of Policy – DA – Fiscal Management Goals

**Action 21-030** Motion by Klinkhammer, second by Eich to approve Policy – DA – Fiscal Management Goals with the changes as presented.

First Reading of Policy – DB – Annual Budget

Recommendation to incorporate Policy – DBC – Budget Deadlines and Schedules, Policy – DBD – Budget Planning, Policy – DBH – Budget Adoption Procedures, and Policy – DBK – Budget Transfer Authority into Policy – DB- Annual Budget.

First Reading of Policy – DBB – Fiscal Year

First Reading of Policy – DBC – Budget Deadlines and Schedules

Recommendation to incorporate Policy – DBC – Budget Deadlines and Schedules into Policy – DB – Annual Budget and eliminate this policy.

First Reading of Policy – DBD – Budget Planning

Recommendation to incorporate Policy – DBD – Budget Planning into Policy – DB – Annual Budget and eliminate this policy.

First Reading of Policy – DBH – Budget Adoption Procedures

Recommendation to incorporate Policy – DBH – Budget Adoption Procedures into Policy – DB – Annual Budget and eliminate this policy.

First Reading of Policy – DBK – Budget Transfer Authority

Recommendation to incorporate Policy – DBK – Budget Transfer Authority into Policy – DB – Annual Budget and eliminate this policy.

**Action 21-031** Motion by Klinkhammer, second by Eich to approve the Quit Claim Deed to the City of Hartford for $1,00, Tracts 1and 2 of the Park Addition.

**Action 21-032** Motion by Eich, second by McGillivray to approve the right-of-way easement to Sioux Valley Energy.

**Reports of the Superintendent**

Superintendent Berens gave an update on the following:

* Upcoming staff in-service in virtual format.
* Sentinel program for COVID-19 testing for staff will be coming forth for board consideration.
* Online registration was a huge success, thank you to staff for their efforts.

**School Board**

No discussion.

**Action 21-033** Motion by McGillivray, second by Eich to enter into executive session for personnel matters per SDCL 1-25-2 (1) at 7:40 p.m.

President Hawks declared the executive session ended at 8:42 p.m.

Dates were set for school board meetings on Sunday, August 16 at 5:00 p.m. and Tuesday, August 18 at 6:00 p.m.

**Action 21-034** Motion by Larson, second by Klinkhammer to adjourn the meeting at 8:51 p.m.