**West Central School District #49-7**

**School Board Meeting Minutes**

**January 11, 2021**

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

The West Central School District #49-7 School Board convened in regular session at 6:30 p.m. on January 11, 2021 in the conference room of the District Administration Office in Hartford, SD. A Zoom videoconference link was provided and public input was taken via phone.

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

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

**Open Forum**

The administrators discussed the following: high school soccer coach Greg Anderson was recognized for receiving the SD High School Coaches Association Fall 2020 Coach of the Year award, NWEA benchmark testing, end of semester activities, student report cards, kindergarten screening, January teacher in-service, building and co-curricular activities, teacher of the year nominations, special services assessments, ELA curriculum adoption, and the audio enhancement upgrade.

**Call to Order**

President Hawks called the meeting to order at 6:55 p.m.

The meeting started with the Pledge of Allegiance

**Adoption of the Agenda**

**Action 21-154** Motion by Klinkhammer, second by Johnson to adopt the agenda with following additions to personnel actions: resignation of Heather Hanson 5th grade teacher and Derek Bahrenfuss 7th grade football coach.

**Approve the Minutes**

**Action 21-155** Motion by Klinkhammer, second by Eich to approve the minutes from the meetings held on December 14, 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 21-156** Motion by McGillivray second by Johnson to approve the consent agenda. The consent agenda addresses the following items:

* Claims

VENDOR, DESCRIPTION, AMOUNT, GENERAL CHECKING, GENERAL FUND, AC Inc, Technology Supplies, $469.50, Amazon Business, Student Transit Supplies, $991.03, Apple Computer Inc, Grant Purchase, $899.00, Auto Glass Express LLC, Student Transit Bus Windshield Repairs, $910.00, Border States Industries Inc, District Wide Light Bulbs, $1,014.75, Carroll Institute, Drug Awareness Contract, $1,030.00, CDW Government LLC, Zagg Cases, $1,000.20, Century Business Products Inc, Monthly Printer Management Invoicing, $2,248.77, Chesterman Co, HS Office Supply Water, $1,132.27, City Of Hartford, Water & Sewer, $1,550.57, Core-Mark Midcontinent Inc, Concession Order, $539.39, Cressman Sanitation Inc, Garbage Services , $1,060.00, D & W Industries, Grounds Repair, $360.00, Dakota Data Shred, Document Shredding Services, $668.30, Destination Imagination Inc, Challenge Program Team Numbers, $1,615.00, Dust-Tex Service Inc, Cleaning Service Custodial Supplies, $322.76, FM Acoustical Tile Inc, Replacement Ceiling Tiles, $456.24, G & R Controls Inc, District Wide MERV11 Filters / Labor, $3,050.00, Golden West Telecommunications, Communication Expense, $1,569.94, Hartford Building Center Inc, HS Building Trade House Supplies, $2,288.09, High Plains Technology Inc, Networking Services, $199.50, High Point Networks LLC, Phone Licensing, $1,123.00, Infinite Campus Inc, Premium Products Licensing & Support, $600.00, Innovative Office Solutions LLC, Fiscal Office Supplies, $203.02, J.W. Pepper & Son Inc, HS Concert Band Music, $338.99, Jarding Construction Inc, Grounds Service Snow Removal, $1,035.00, Jaspers Rebecca, Reimbursement, $47.04, Jaymar Business Forms Inc, Year End Business Forms, $89.54, JD'S House of Trophies, Plaque Purchase & Engraving, 40.00, Johnson Andrea, Reimbursement, $1,875.14, Kistler Danann, Reimbursement, $99.96, MacDoctors, HS Electronic Device Repair, $1,164.00, Menards Inc, District Wide Building Maint Supplies, $234.85, MidAmerican Energy Company, Gas Usage Charges, $6,092.19, Napa Auto Parts Of Hartford, Maintenance Supplies, $3.11, New Century Press Inc, Advertising Sale Of Bus, $176.26, Nothdurft Construction LLC, Grounds Maintenance, $1,129.80, Orkin LLC, Building Pest Control Services, $401.54, Pfeifer Implement Company Inc, Grounds Maintenance, $454.93, Pitney Bowes Global Financial Services LLC, Postage & Leasing Fees, $118.40, Popplers Music Inc, Tuba Repair, $168.42, Roosevelt High School, Entry Fee, $75.00, Running Supply Inc, Shop Supplies, $63.86, Sanford Health Plan, FSA / HSA Participation Fees, $124.40, Sanford Patient Financial Services, Transportation Professional Services , $100.00, School Specialty Inc, K2 Art Supplies, $132.05, SDHSAA, Reimbursement, $128.66, Sioux Valley Energy , Electric Bill, $13,757.00, Sunshine Foods, District Wide Purchases, $532.57, Tammen Auto & Tire Inc, Student Transit Vehicle Maintenance, $2,811.32, Tea Area School Dist 41-5, Entry Fee, $75.00, Town Of Humboldt, Water / Sewer / Natural Gas Usage, $4,062.41, Vantek Communications, Annual Rent, $400.00, Veolia North America Inc, HS Lab Chemical Disposal, $1,490.00, Wagner Community School District 11-4, Entry Fee, $100.00, GENERAL FUND, $62,622.77, CAPITAL OUTLAY FUND, Billion Chrysler Jeep Dodge, 2020 Grand Caravan SE (RTKH53), $24,594.00, Hauff Mid-America Sports Inc, Girls Track Uniforms / Warm Ups, $5,085.00, High Plains Technology Inc, Ruckus switch Project, $1,904.05, High Point Networks LLC, Replacement Phones, $1,125.00, US Bank, Debt Service Payment, $7,902.50, Wells Fargo Vendor Financial Services LLC, Technology Lease 5 Copiers, $1,750.84, CAPITAL OUTLAY FUND, $42,361.39, SPECIAL EDUCATION FUND, Autism Behavioral Consulting LLC, MS Speech Therapy, $200.00, Behavior Care Specialists, Inc, MS Tuition 12/2020, $6,817.00, Century Business Products Inc, Monthly Printer Management Invoicing, $7.17, Children's Home Society, K5 Professional Services, $761.40, Ellwein Tracee, Physical Therapy Services, $1,204.28, Golden West Telecommunications, Communication Expense, $160.00, Lifescape, Tuition / Therapy Services, $22,500.50, Teachwell Solutions, K2 Tele Speech Therapy 11/2020, $3,400.00, Wooters Julie Occupational Therapy Services, $4,888.00, SPECIAL EDUCATION FUND, $39,938.35, DEBT SERVICE FUND, US Bank, Debt Service Payment, $69,743.34, DEBT SERVICE FUND, $69,743.34, FOOD SERVICE FUND, Century Business Products Inc, Monthly Printer Management Invoicing, $7.87, Dacotah Paper Co, Covid 19 FS Disposable Paper Products, $735.26, East Side Jersey Dairy Inc, FS District Purchases, $3,755.09, Express Produce LLC, FS District Purchases, $379.88, Golden West Telecommunications, Communication Expense, $159.99, Hy-Vee Accounts Receivable, FS HS Special Diets, $38.32, Pan-O-Gold Baking Co, FS District Purchases, $450.00, Reinhart Foodservice LLC, FS District Purchases, $17,927.46, Sunshine Foods, District Wide Purchases, $53.03, FOOD SERVICE FUND, $23,506.90, KARE PROGRAM, West Central Food Services, Reimbursement FS KARE 7/1-12/22/20, $254.75, KARE PROGRAM, GENERAL CHECKING TOTAL, $238,427.50, IMPREST CHECKING, GENERAL FUND, Benning Abigail, Basketball Official, $95.00, Berg Darin, Basketball Official, $150.00, Bohrer Monty, Basketball Official, $75.00, Bomhoff Brad, Basketball Official, $84.24, Feerick John, Basketball Official, $90.96, Garrow, Peyton, Basketball Official, $95.00, Janisch Christopher, Basketball Official, $75.00, Keith Rusty, BB/FB Official , $250.00, Kvistero Aaron, Basketball Official, $75.00, Matthiesen Keith, Basketball Official, $150.00, Mettler Zachary, Wrestling Official, $75.00, Pierson Donald, Basketball Official, $95.00, Postma Bud, Wrestling Official, $103.56, Sisk Matthew, Basketball Official, $95.00, SDMEA, MS All-State Band Audition Fee, $81.00, South Dakota State University, Brookings Optimist Jazz Festival, $200.00, West Central General Fund, Reimbursement, $78.75, Whetham Brian, Basketball Official, $175.20, GENERAL FUND, $2,043.71, SPECIAL EDUCATION FUND, WEST CENTRAL HIGH SCHOOL SPED, Special Educational Supplies, $75.00, SPECIAL EDUCATION FUND, $75.00, IMPREST CHECKING TOTAL, $2,118.71, PREPAIDS, GENERAL FUND, Achieve3000 Inc, Registration Fee, $297.00, BackDoor Garden, Retirement Arrangements, $74.52, Decker Equipment / School Fix, MS Cafeteria Stool Tops, $126.75, Energy Music, LLC, Gymnastic Floor Music, $132.60, FedEx Ship Center, Courier Service, $17.16, Literacy Resources Inc, Registration Fees, $149.95, LogMeIn, Inc., Maintenance Software Purchase, $372.74, Provo Craft Novelty, Grant Purchase, $481.37, RevTrak Inc, Monthly Fees, 32.17, Sam's Direct Club, Fiscal Office Supplies, $46.76, Teachers Pay Teachers, K2 PBIS Credit, -$5.60, Wex Bank, Student Transit Fuel, $565.82, Wix.com, Website Building Platform, $10.43, GENERAL FUND, $2,301.67, SPECIAL EDUCATION FUND, Wex Bank, Student Transit Fuel, $338.08, SPECIAL EDUCATION FUND, $338.08, PREPAIDS TOTAL, $2,639.75, TOTAL ALL CLAIMS, $243,185.96.

* Financial Report

General Fund, Beginning Balance, $3,232,490.16, Receipts, Local Sources, $264,733.21, Intermediate Sources, $3,197.12, State Sources, $480,527.17, Federal Sources, $69,500.00, Disbursements, Claims, -$115,579.67, Payroll, -$699,493.02, Ending Balance, $3,235,374.97, Capital Outlay Fund, Beginning Balance, $1,377,514.55, Receipts, Local Sources, $182,420.80, Disbursements, Claims, -$128,282.48, Ending Balance, $1,431,652.87, Special Education Fund, Beginning Balance, $639,871.58, Receipts, Local Sources, $104,605.62, State Sources, $43,137.00, Disbursements, Claims, -$60,516.85, Payroll, -$144,748.18, Ending Balance, $582,349.17, Debt Service Fund, Beginning Balance, $766,988.13, Receipts, Local Sources, $67,787.40, Disbursements, Claims, -$657,100.00, Ending Balance, $177,675.53, Food Service Fund, Beginning Balance, $309,338.60, Receipts, Local Sources, $8,207.65, Federal Sources, $67,670.31, Disbursements, Claims, -$35,315.11, Payroll, -$37,263.55, Ending Balance, $312,637.90, KARE Program Fund, Beginning Balance, $172,008.95, Receipts, $0.00, Disbursements, $0.00, Ending Balance, $172,008.95, Custodial Fund, Beginning Balance, $200,574.91, Receipts, Local Sources, $15,064.97, Disbursements, Claims, -$36,381.85, Ending Balance, $179,258.03, Community Education Fund, Beginning Balance, $868.16, Receipts, $0.00, Disbursements, $0.00, Ending Balance, $868.16, Total, Beginning Balance, $6,699,655.04, Receipts, Local Sources, $642,819.65, Intermediate Sources, $3,197.12, State Sources, $523,664.17, Federal Sources, $137,170.31, Disbursements, Claims, -$1,033,175.96, Payroll, -$881,504.75, Ending Balance, $6,091,825.58.

* Personnel Actions: New Work Agreement, Cynthia Ward, Bus Driver, $38.75/route, $12.75/shuttle, $14.00/hour for other activities, Cynthia Ward, Food Service Worker, $13.25/hour. Resignations: Vince Benedetto, HS Teacher and Head Football Coach, Effective End of School Year, Heather Hanson, 5th Grade Teacher, Effective End of School Year, Derek Bahrenfuss, 7th Grade Football Coach, Effective End of School Year – Pending Suitable Replacement.

**Public Input on Regular Business**

There was no input.

**Regular Business**

Superintendent Berens gave a COVID-19 update. COVID testing for students has resumed with new parameters and the number of positive COVID tests remains low after returning from Christmas break.

Superintendent Berens recommended that the board not grant an extra personal leave day to certified staff because staff have not been able to use the current balance of personal leave days granted/earned at the start of the school year. A proposal was made to offer paid work time for teachers. The board asked that the proposal be brought to the WCEA for consideration before board action is taken.

Superintendent Berens presented data on how other schools are managing outside facility usage. The board discussed the possibility of allowing outside use of facilities. The board asked Superintendent Berens and Activities Director Andrea Johnson to develop recommended protocols for outside facility usage and submit their recommendations to the board for review. The board also asked Superintendent Berens for data on COVID positivity rates from schools that do allow outside facility usage.

Special Services Director Michelle Becker gave an update on the annual Special Education child count taken on December 1, 2020. As of December 1, 2020 the District has 207 students on individualized learning plans (IEPs).

**Action 21-157** Motion by Eich, second by Johnson to put funds received in the amount of $83,721.90 from a Northern Plains Insurance Pool dividend in reserves and revisit the possible use of funds at the end of the fiscal year.

**Action 21-158** Motion by Johnson, second by McGillivray to approve the proposal from Associated Consulting Engineering Inc for $10,561.00 for design and construction administration services for the replacement of two boilers at Hartford Elementary.

**Action 21-159** Motion by Eich, second by Johnson to approve the agreement with JSA Consulting Engineers/Land Surveyors Inc for professional engineering and surveying services as directed by the owner. The Engineer shall provide a work order including a scope of service and estimate of fees prior to performing any professional services for a particular task. The Owner shall provide Engineer with an approval prior to the Engineer performing any task.

**Action 21-160** Motion by Klinkhammer, second by McGillivray to approve Tuesday, May 11, 2021 as the date for the school board election and to approve the voting precincts at Hartford, Humboldt, and Wall Lake.

Second Reading of Policy DGE – Credit Card Acceptance

**Action 21-161** Motion by Johnson, second by McGillivray to eliminate Policy DGE – Credit Card Acceptance. Ayes: Klinkhammer, Hawks, Johnson, McGillivray. Abstention: Eich.

Second Reading of Policy DH – Bonded Employees

**Action 21-162** Motion by Klinkhammer, second by Johnson by eliminate Policy DH – Bonded Employees.

Second Reading of Policy DI – Fiscal Accounting & Reporting

**Action 21-163** Motion by Eich, second by McGillivray to approve Policy DI – Fiscal Accounting & Reporting with recommended changes.

First Reading of Policy DDB – Allowable Cash for Federal Funding.

First Reading of Policy DDC – Cash Management for Federal Funding.

First Reading of Policy DDD – Title IA, Supplement, not Supplant Test.

**Reports of the Superintendent**

Superintendent Berens gave an update on the following:

* Strategic plan update.
* Three students from Sequel Transition Academy recently graduated high school.
* Danny Eye has received the Outstanding Music Educator award for the state of South Dakota.

**School Board**

The board discussed the announcement of a $500 million Asian-foods plant in Sioux Falls and a study of district facilities.

**Action 21-164** Motion by Klinkhammer, second by Eich to enter into executive session for personnel matters per SDCL 1-25-2 (1) at 8:10 p.m.

President Hawks declared the executive session ended at 10:08 p.m.

**Action 21-165** Motion by Klinkhammer, second by Johnson to adjourn the meeting at 10:09 p.m.

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