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

**School Board Meeting Minutes**

**August 1, 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 August 1, 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, Alison McGillivray and Alexia Klinkhammer.

Officers present: Superintendent, Brad Berens; Principals: Matt Alley and Melinda Jensen; Assistant Principal, Ashley Bahrenfuss; 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**

The following items were discussed by the Principals: all school registration day, open houses, updates on construction projects and new high school computers.

**Call to Order**

President Habben called the meeting to order at 5:39 p.m.

The meeting started with the Pledge of Allegiance.

**Adoption of the Agenda**

**Action 20-012** Motion by Larson, second by Klinkhammer to amend the agenda to add resignation of Corey DiGiovanni to consent agenda personnel actions, add item 10K-Bussing for Activities, and item 13-Executive Session for Personnel Matters.

**Action 20-013** Motion by Larson, second by McGillivray to approve the amended agenda.

**Consent Agenda**

**Action 20-014** Motion by Hawks, second by Klinkhammer to approve the consent agenda. The consent agenda addressed the following items:

* Claim Report

**GENERAL CHECKING, GENERAL FUND,** A & B BUSINESS INC, COPIER EXPENSE, $36.61, ADVANCED, ENGAGEMENT REVIEW, $700.80, ADVERTISING ARTS INC, LAYNARDS/VINYL STRIPS, $261.73, AMAZON BUSINESS, EDUCATIONAL SUPPLIES, $1,586.92, ANDERSON PUBLICATIONS, INC., PUBLICATION/ADVERTISING, $404.88 ,ARGUS LEADER MEDIA, PAPER DELIVERY, $200.49, AUTOMATIC BUILDING CONTROLS, INC., EQUIPMENT REPAIR, $4,489.43, BERENS, BRADLEY , REIMBURSEMENT, $1,000.00, BLUETARP CREDIT SERVICES, MAINTENANCE REPAIR/ SUPPLIES, $51.99, CAMPBELL SUPPLY CO. INC, MAINTENANCE SUPPLIES, $128.07, CULLIGAN WATER, WATER SOFTNER SUPPLIES, $677.56, DAKOTA SUPPLY GROUP, INC., MAINT REPAIRS & MTNCE, $202.98, Formative , SCHOOL SUBSCRIPTION, $2,679.00, FRED THE FIXER, INC., LOCKSMITH, $7.50, G & R CONTROLS, INC., PREVENTIVE MAINTENANCE AGREEMENT, $6,237.50,GILLESPIE SMALL ENGINE, MAINTENANCE REPAIR / SUPPLIES, $70.25, HARTFORD'S BEST PAINT AND BODY LLC, STUDENT TRANS REPAIRS, $983.40, HAWK SERVICES WORLDWIDE, LLC, FLOOR REFINISHING, $3,060.00, High Plains Technology, Inc., TRIPP LITE DESKTOP AC CHARGING, $6,150.00, HILLYARD, INC., CUSTODIAL SUPPLIES/EQUIPMENT REPAIR, $808.00, HOWALT+MCDOWELL INSURANCE INC, 2019-2020 OFFICERS LIABILITY INSURANCE, $94,739.20, HOWE HEATING & PLUMBING, INC., RELOCATE WATER MAIN, $8,565.00, I - STATE TRUCK CENTER, STUDENT TRANS REPAIR / MTNCE, $676.61, INFINITE CAMPUS, INC., ONLINE REGISTRATION PRIME, $300.00, Innovative Office Solutions, LLC, FISCAL OFFICE SUPPLIES, $177.70, JAMF SOFTWARE, LLC, EDU-RC JAMF RENEWAL, $23,490.00, LAMINATION SERVICE INC., FROSTED MOLDED RIDGID PLASTIC ACC CARDS, $162.15, MENARDS INC., HS SUPPLIES INDUSTRIAL TECH, $845.27, MIDWEST BUS PARTS, INC., STUDENT TRANS REPAIRS/MTNCE, $171.86, NAPA AUTO PARTS OF HARTFORD, MAINTENANCE SUPPLIES, $3.89, NOTHDURFT CONSTRUCTION, LLC, K5 CRUSHED CONCRETE, $205.00, POPPLERS MUSIC, INC., Instrument Repairs, $7.28, SIOUX FALLS RUBBER STAMP WORKS, INC., NAME PLATES, $167.50, SOUTH DAKOTA SCHOOL TRANSPORTATION ASSN, REGISTRATION FEE, $50.00, SOUTH DAKOTA ASSN OF MIDDLE LEVEL EDUCATORS , MEMBERSHIP FEE, $100.00, Turnitin, LLC, INSTRUCTIONAL SOFTWARE, $2,606.25, ULTRA INC, TECHNOLOGY REPAIRS AND MAINTENANCE, $573.78, VALLEY CENTRAL COOP, GROUNDS SUPPLIES, $100.00, WALL LAKE OIL, MAINTENANCE FUEL, $621.81, WEST SIOUX CERAMICS / DAKOTA POTTERS SUPPLY, ART SUPPLIES, $639.99, WEVIDEO, INC., ANNUAL LICENSE FEE, $299.00, GENERAL FUND TOTAL, $164,239.40, **CAPITAL OUTLAY FUND,** CDW GOVERNMENT LLC,, ZAGG NEW RUGGED BOOK, $4,784.00, DAKOTA SUPPLY GROUP, INC., MS BLDG BATHROOM PROJECT, $605.86, Ernster Granite Quartz & Tile, MS BATHROOM PROJECT, $333.25, FIRST NATIONAL BANK, DEBT SERVICE, $289,250.00, FISCHER, ANNA L , REIMBURSEMENT, $124.00, HEINEMANN RESTORATION, INC., HS Tuckpointing Project, $17,150.00, Innovative Office Solutions, LLC, TANDUS POWERBOND, $8,636.01, Midwest Tennis & Track Co, COATING TRACK SYSTEM, $44,000.00, RLS Enterprises, 2015 F250 Pickup, $19,285.00, Travis Electric, Inc., MS BLDG IMPROVEMENTS REPAIRS, $785.56, ZEARN, INC., Curriculum, $5,000.00, CAPITAL OUTLAY FUND TOTAL, $389,953.68, **SPECIAL EDUCATION FUND,** AMAZON BUSINESS, EDUCATIONAL SUPPLIES, $371.31, BECKER, MICHELLE , REIMBURSEMENT, $350.00, CHILDREN'S HOME SOCIETY OF SOUTH DAKOTA, SPEECH - HUM ELEM PROFESSIONAL, $426.00, LIFESCAPE, TUITION/THERAPY SERVICES, $17,422.75, SCHOOL SPECIALTY, INC., HUM EL SPED SUPPLIES, $299.84, WHEELCHAIR EXPRESS SIOUX FALLS, TRANSPORTATION, $1,012.50, SPECIAL EDUCATION FUND TOTAL, $19,882.40, **FOOD SERVICE FUND,** HILAND DAIRY FOODS COMPANY, LLC, FOOD SERVICE PURCHASES, $53.87, Sunshine Foods, FOOD/SUPPLIES PURCHASES, $21.19, FOOD SERVICE FUND TOTAL, $75.06, **KARE PROGRAM FUND,** WALMART COMMUNITY/RFCSLLC, SUMMER KARE - GENERAL SUPPLIES, $280.70, KARE PROGRAM FUND TOTAL, $280.70, **COMMUNITY EDUCATION/SERVICES FUND,** GROCOTT INK & THREAD, ACTIVITY SUPPLIES, $285.15, COMMUNITY EDUCATION/SERVICES FUND TOTAL, $285.15, **GENERAL CHECKING TOTAL, $574,716.39.**

* Revised June 2019 Payroll Report

**GENERAL FUND,** Elementary Instruction - Hartford, $203,242.92, Elementary Instruction - Humboldt, $257,019.37, Middle School Instruction, $220,595.60, Secondary Instruction, $309,396.34, Gifted Education, $8,599.79, English Language Learner, $3,484.68, Title I, $78,806.76, Alternative School, $65,669.79, Guidance Services, $56,985.90, Health Services, $1,475.06, Improvement of Instruction - Curriculum Development, $25,397.10, Computer Integrationist, $19,623.25, In-service/Workshops/Grants, $4,449.40, Ed Media Services, $19,298.51, Technology Services, $23,090.32, Board of Education, $3,003.44, Office of the Superintendent, $19,695.38, Office of the Principals, $49,911.18, Office of the Activities Director, $9,648.71, Sequel Administration, $409.23, Extended Learning, $2,784.89, Fiscal Services, $16,940.98, Custodial Services, $65,448.65, Grounds Services, $5,439.75, Maintenance Services, $13,910.95, Pupil Transportation, $13,231.54, Male Co-curricular Activities, $11,757.90, Female Co-curricular Activities, $13,259.69, Co-curricular Transportation, $687.57, Combined Male/Female Co-curr Act, $21,629.46, **Total General Fund, $1,544,894.11, SPECIAL EDUCATION FUND,** Special Education Instructional Services, $159,335.47, Psychology Services, $18,689.42, Speech Therapy Services, $33,516.23, Special Education Administration, $9,307.65, Special Education Transportation, $3,928.36, **Total Special Education, $224,777.13, FOOD SERVICE FUND,** Food Service Salaries, $19,821.11, **Total Food Service Fund, $19,821.11, COMMUNITY ACTIVITIES FUND,** KARE Program Salaries, $29,154.67, Community Education Program Salaries, $29,384.78, **Total Community Activities Fund, $98,181.67, GRAND TOTAL , $1,887,674.02,** General Fund - Gross Salaries, $1,277,089.53, General Fund - Social Security/Medicare, $92,383.74, General Fund - SD Retirement, $74,598.01, General Fund - Group Insurance, $100,844.23, **Total General Fund, $1,544,915.51,** Special Education Fund - Gross Salaries, $180,249.05, Special Education Fund - Social Security/Medicare, $12,996.71, Special Education Fund - SD Retirement, $10,720.16, Special Education Fund - Group Insurance, $20,811.21, **Total Special Education Fund, $224,777.13,** Food Service - Gross Salaries, $16,657.53, Food Service - Social Security/Medicare, $1,252.19, Food Service - SD Retirement, $913.50, Food Service - Group Insurance, $997.89, **Total Food Service, $19,821.11,** Community Activities - Gross Salaries, $52,540.49, Community Activities - SS/Medicare, $4,015.62, Community Activities - SD Retirement, $1,983.21, Community Activities - Group Insurance, $0.13, **Total Community Activities, $58,539.45, Pension Fund, $36,654.12, GRAND TOTAL , $1,884,707.32.**

* Personnel Actions

Contracts: JESSICA LUHMAN, Speech Language Pathologist at 0.80 Time $39,250, Updated Contracts: DANIEL SCHMIDT, Middle School Teacher $46,410, Assistant Football Coach $3,080
8th Grade Boys Basketball Coach $2,310, (Adjusting Contract Payments from 20 to 24), Work Agreements: MANDY KERKHOFF, Educational Assistant $14.00/hour, Effective August 21st, 2019, DANA DEBOER, Educational Assistant $15.00/hour, Effective August 21st, 2019, MILLIE SCHAAF
0.50 Educational Assistant $14.00/hour, Effective August 21st, 2019, LISA SCHAEFER, Educational Assistant $15.00/hour, Effective August 21st, 2019, KRISTIN RICHARDSON, Food Service Worker $13.25/hour, Effective August 21st, 2019, Resignations: MATT GROFF, Educational Assistant, Effective Immediately, MATT GROFF, Freshman Boys Basketball Coach – 2019-2020 School Year
\*Pending Suitable Replacement\*, COREY DIGIOVANNI, Nurse, Effective August 20, 2019.

* Agreement: Career Development and Transition Services through Teach well Solutions for the period of July 1, 2019 through June 30, 2019, for $35,000.
* Surplus Property

**Approve the Minutes**

 **Action 20-015** Motion by Larson, second by Hawks to approve the minutes from the meeting held on July 8, 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**

**Action 20-016** Motion by Klinkhammer, second by McGillivray to approve the 2019-2020 board calendar, with meetings on the following dates: August 15, September 9, October 14, November 11, December 9, January 13, February 11, March 9, April 13, May 11, June 8 and June 22.

Technology Director, Chris Waltner, gave an update on the options to sell or use the old MacBooks that were replaced with the technology refresh.

**Action 20-017** Motion by Hawks, second by Klinkhammer to approve the purchase of ipads for the 2nd grade class, to surplus 125 MacBooks, and to sell the 125 surplused MacBooks to the community for $300 each.

**Action 20-018** Motion by Larson, second by Hawks to approve emergency bus pact for the 2019-2020 school year.

**Action 20-019** Motion by Hawks, second by Larson to approve the agreement with the City of Sioux Falls for property auction services. The School District will be charged the negotiated rate with the vendor who provides recycling and auctioneer services for the City.

Superintendent Berens gave an update on the management of the KARE program. Administration is currently working the YMCA to develop an agreement for management of the program.

**Action 20-020** Motion by Larson, second by Hawks to appoint Alexia Klinkhammer as the alternate East Dakota Cooperative Board of Directors Representative.

**Action 20-021** Motion by Hawks, second by McGillivray to approve open enrollment application #20-29.

First reading of school policy AA – School District Legal Status.

First reading of school policy ABA-KC – Community Involvement in Decision Making.

First reading of school policy AC – Nondiscrimination.

Discussion was had about chartering bussing for activities. The Board agreed the district would not pay to charter buses for activities, as district owned yellow school buses are available for all groups. The Board did request that should a group charter a bus by covering costs through contributions, the district should contribute to the group the amount that would have been spent to take a district owned school bus. The Business Office will develop a formula to determine the district cost/contribution.

**Reports of the Superintendent**

Superintendent Berens gave updates on the status of several maintenance projects including the parking lot, foundation repairs, and the high school kitchen serving line remodel. All projects are nearing completion and should be substantially complete in mid-to-late August.

**School Board**

No discussion

**Action 20-022** Motion by Hawks, second by McGillivray to enter into executive session for personnel matters per SDCL 1-25-2 (1) at 6:51 p.m.

President Habben declared executive session ended at 7:09 p.m.

**Action 20-023** Motion by Hawks, second by Larson to enter into executive session for contractual matters as per SDCL 1-25-2 (3) at 7:10 p.m.

President Habben declared executive session ended at 7:35 p.m.

**Action 20-024** Motion by Hawks, second by Klinkhammer to accept Century Business Products’ proposal for managed print services. The proposal includes leasing (5) copy machines and (11) printers for a monthly fee of $1,459.10 and the following per page rates which will cover service (including parts and labor) and toner: black & white $0.0068/page, Tier 1 Color $0.03/page, Tier 2 Color $0.05/page, and Tier 3 Color $0.07/page. Also included in the proposal is PaperCut print management software and a cash payment of $17,750.

**Action 20-025** Motion by Hawks, second by Klinkhammer to adjourn the meeting at 7:37 p.m.