

**Minutes of July 11th, 2016**

The regular meeting of the Lake Preston Board of Education was held on July 11<sup>th</sup>, 2016 in the library room at the Lake Preston School. At 5:45 PM President Nelson called the meeting to order. Roll Call was taken with the following members present: Brian Nelson, Jodi Tolzin, Ryan Hageman, Jerod Olson, with Ryan Sauter and Joyce Carlson absent.

Also present were the school administrators-Supt. Casper, Principal Felderman, Bus. Mgr. Curd, and Tech. Coordinator Odegaard; along with a representative of the newspaper and Lynne Brown and Alecia Erstad as teacher representatives.

**ACTION 122** - Motion by Tolzin, second by Hageman to approve the agenda as presented. All voted aye, motion carried.

2016-17 Budget hearing was held. Business Manager Curd reviewed the preliminary budget as published and the estimated fund balances for the 2015-16 fiscal year. Time was allocated for public comments, none was heard.

**ACTION 123** - Motion by Olson, second by Tolzin to adjourn the budget hearing at 5:55 PM.

Time was allocated for public comments and for conflicts disclosure, none was heard.

**ACTION 124** - Motion by Tolzin, second by Hageman to approve the consent items for the 2015-16 fiscal year as follows: June 13<sup>th</sup>, 2016 minutes as published; June 2016 Financial reports as presented with the summary of cash balances as follows; June Ending AP Bills as presented with listing as follows; and General Fund Transfer to Food Service and Supplemental Budget as follows. All voted aye, motion carried.

**STATEMENT OF CASH RECEIPTS, DISBURSEMENTS and CASH BALANCES**

	Jun-16	General	Cap.Out	Sp.Ed	Pension
<b>Beginning Balance</b>		\$ 379,691.74	\$ 1,492,703.13	\$ 116,776.29	\$ 62,639.64
<b>REVENUES</b>					
Ad Val Taxes,Gross Receipts	\$	77,312.99	\$ 34,050.20	\$ 22,400.46	\$ 4,536.82
County Apport	\$	698.40			
St.& Fed.Aid	\$	95,238.45	.	\$ -	
Int.,Adm,Rentals	\$	420.55	\$ -	\$ -	
<b>Expenditures</b>	\$	(281,506.90)	\$ (47,669.80)	\$ (66,965.38)	\$ (61,811.45)
<b>Ending Cash Balance</b>	\$	<b>271,855.23</b>	<b>1,479,083.53</b>	<b>72,211.37</b>	<b>5,365.01</b>
		<b>Food Serv</b>	<b>Driver Ed</b>	<b>T&amp;A</b>	
<b>Beginning Balance</b>	\$	<b>(5,827.04)</b>	\$ 5,266.13	\$ 60,594.93	
<b>Revenue</b>					
Sales	\$	5,508.51			
Fed/State Reimb	\$	2,849.00			
Fees/Fundraisers	\$	3,250.00	\$ 300.00	\$ -	
<b>Expenditures</b>	\$	(6,905.84)	\$ (3,306.76)	\$ -	
<b>Ending Cash Balance</b>	\$	<b>(1,125.37)</b>	<b>2,259.37</b>	<b>60,594.93</b>	

**June 2016 Ending AP Bills**

**General Fund:**

Dues/Fees: A-OX Welding Supply \$216.46, PLTW \$750.00, NASSP/NHS \$385.00, SDSSA \$150.00; Supplies: Arlington Hardware Hank; \$49.31, Discover \$43.42, G&R Controls \$222.61, Hillyard \$1,331.97, JW Pepper \$79.00, Lowe's \$4.64, Maynard's \$30.16, Prairie Ag \$178.08, Runnings \$34.01, School Specialty -\$35.69, Shiffler \$114.57, Stamp Fulfillment Services \$311.50, Supreme School Supply \$120.66; Services: Connecting Point \$3,675.00, Ecolab Pest Control \$79.88; Imprest \$695.57; Publications: LP Times \$74.60  
**Fund Total: \$8,510.75**

**CAPITAL OUTLAY FUND**

Utilities: CenturyLink \$346.85, City of Lake Preston \$217.16, Northwestern Energy \$130.91, Ottertail Power \$1,086.14, Office Peeps \$54.70; Fuel: Coles Petroleum \$98.55, Prairie Ag Partners \$589.76; Improvements: Pro-Tec Roofing \$29,969.15, School Specialty \$1,532.71, Swiftel \$144.00, T. Warne \$296.07  
**Fund Total: \$34,466.00**

**SPECIAL EDUCATION FUND**

Tuition: LifeScape \$9,520.00, Children's Home Society \$1,807.47, Dept of Human Services \$5,439.19; Mileage: T. Conrad \$258.72, J. Hope \$226.80; Supplies: WalMart \$127.94  
**Fund Total: \$17,371.12**

**Drivers Education Fund**

Car Rental: Brookings Auto Mall \$493.45; Postage: Discover Card \$8.03; Fuel: Prairie Ag Partners \$153.19  
**Fund Total: \$654.67**  
**Checking Account Total: \$61,002.54**

**RESOLUTION NO. FY16-2**

**ADOPTION OF SUPPLEMENTAL BUDGET:**

LET IT BE RESOLVED, that the School Board of the Lake Preston School District #38-3, in accordance with SDCL 13-11-3.2 and after duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total:

**APPROPRIATIONS:**

**GENERAL FUND**

Operating Transfer to Food Service \$ 2950.00  
High School Program \$ 9510.00  
Total **\$12,460.00**

**CAPITAL OUTLAY FUND**

Activity Equipment (Male) \$ 1,340.00  
Combined Activity Equipment \$ 390.00  
Total **\$ 1,730.00**

**SPECIAL EDUCATION FUND**

Administrative Costs \$ 5,650.00  
Residential Services \$ 13,800.00  
Serious Emotional Disturbances Services \$ 2,210.00  
Cognitive Disability \$ 3,200.00  
Total **\$ 24,860.00**

**PENSION**

Guidance \$ 1150.00  
Technology \$ 120.00  
Office of Principal \$ 250.00  
Maintenance \$ 1200.00  
Total **\$ 2,720.00**

**MEANS OF FINANCE:**

**GENERAL FUND**

Undesignated Fund Balance **\$ 12,460.00**

**CAPITAL OUTLAY FUND**

Undesignated Fund Balance **\$ 1,730.00**

**SPECIAL EDUCATION FUND**

Extraordinary Cost Funding-State **\$ 24,860.00**

**PENSION FUND**

Undesignated Fund Balance **\$ 2,720.00**

\_\_\_\_\_  
Business Manager Date Presiding Officer Date

**ACTION 125** - At 6:05 PM Olson moved to adjourn the 2015-16 meeting and to appoint Supt. Casper as acting chairman during the election of the new Board Chairman, second by Hageman. All voted aye, motion carried.

The Lake Preston School board reconvened with new business at 6:10 p.m. Board members present: Brian Nelson, Jerod Olson, Ryan Hageman, Jodi Tolzin, Brett Anderson and Steve Carlson. Others Present: Tim Casper, Dana Felderman, Kristi

Curd, Kristi Odegaard, Lynne Brown, Alecia Erstad, and the newspaper representative.

At this time Business Manager Curd duly presented the Oath of Office to the following new board members based on the April 12, 2016 election results: Steve Carlson and Brett Anderson, both with 3 year terms.

**ACTION 1** - Supt. Casper then opened the floor for nominations for Board President. Motion by Tolzin to nominate Brian Nelson, second by Hageman. Member Hageman called to cease nominations and cast a unanimous ballot for Brian Nelson. All voted aye, motion carried.

**ACTION 2** - Supt Casper opened the floor for nominations for Board Vice-President. Motion by Hageman to nominate Jerod Olson as Vice-President, second by Tolzin, and Tolzin called to cease all nominations and cast a unanimous ballot for Jerod Olson. All voted aye, motion carried.

Supt. Casper then turned the meeting over to President Nelson.

**ACTION 3** - Motion by Tolzin, second by Olson to approve the following authorizations/appointments: Business Manager, Curd as Board Clerk, Board Treasurer, Privacy Official and Investment Officer; First National Bank of Lake Preston, Wells Fargo-Huron, American Bank & Trust-DeSmet; all in South Dakota as Official Depositories; Rodney Freeman of Huron and Todd Wilkinson of DeSmet as School Attorneys; Lake Preston Times as Official Newspaper; Elementary Principal Felderman as Director of Title I, Title III, and Title VI; Superintendent Casper as Director of Special Education, Title VI, Title I Homeless Liaison, Section 504 Officer, Title IX, Trust & Agency, Food Service; and Coordinator for NESC and all federally funded programs; also giving the Business Manager authority to sign for all of the above listed programs; Supt. Casper as Truant Officer; Superintendent Casper to close school in emergency situations; and in his absence then Dana Felderman and Kristi Curd in respective order; and the continued participation and/or membership in the following: Northeast Education Cooperative and the NESC Special Education Comprehensive Plan & Organizational Structure Form; Mutual Bus Assistance Pact; and SD United Schools Association. All voted aye, motion carried.

**ACTION 4** - President Nelson appointed the following: Cristy Woodcock as the NESC Board Representative with Brian Nelson and Jerod Olson as alternates; ASBSD voting delegate - Brian Nelson, alternate-Jerod Olson; Negotiations Team - Brian Nelson, Ryan Hageman, and Brett Anderson; Capital Outlay Committee - Steve Carlson, Jodi Tolzin, and Jerod Olson; Representative to the Vocational Ag Advisory Board-Jerod Olson; Board Representatives to the Lake Preston Equalization Board-Steve Carlson & Ryan Hageman; Legislative Representative-Ryan Hageman; Consolidation Committee-Cristy Woodcock, Steve Carlson, & Jodi Tolzin; Cooperative Committee-Ryan Hageman, Jerod Olson, and Brett Anderson; Exit Interview Committee-Jodi Tolzin, Jerod Olson, and Brett Anderson.

**ACTION 5** - Motion by Olson, second by Hageman to leave the Athletic Admissions and Season passes at the same price for 2016-17 school year: Passes: Adults- \$40 and Students-\$25 Admissions: Students-\$3, Adults-\$5; Doubleheaders-Students-\$4, Adults-\$6. All voted aye, motion carried.

**ACTION 6** - Motion by Anderson, second by Hageman to set the regular month board meetings for the 2<sup>nd</sup> Monday of each month at 5:30 PM with the flexibility to change it when necessary. All voted aye, motion carried.

**ACTION 7** - Motion by Olson, second by Tolzin to set the board member compensation at \$50.00 per regular meeting. All voted aye, motion carried.

**ACTION 8** - Motion by Olson, second by Hageman to set the lunch meal prices: K-6 Grade-\$3.00; 7-12 Grade-\$3.25, with second entrees for 7-12 at \$.75, Adults-\$4.25 with salad bar only option at \$2.50, Breakfast- All Students -\$.75, Adults-\$1.25. Milk only at \$.25/carton. All voted aye, motion carried.

**ACTION 9** - Motion by Hageman, second by Carlson to set the bonds for Business Manager- \$50,000; Superintendent-\$5,000; and all other personnel-\$1,000;

**ACTION 10** - Motion by Tolzin second by Olson to authorize Business Manager Curd to enroll administration and authorized employees in the Purchasing Card program with ASBSD through the Bank of Montreal. All voted aye, motion carried.

Supt. Casper then reviewed with the members the following: Board Responsibilities, Relations, Expectations, and Executive Sessions.

First Reading of the Board Policy Handbook revisions was held; with Supt. Casper reviewing the recommended changes, a copy of which is on file in District's portal.

First Reading of the Secondary Student Handbooks was held; with Casper reviewing the recommended changes, a copy of which is on file on the District's portal. Elementary Principal Felderman informed the board the he plans to update the Elementary Student Handbook throughout the year.

**NEW BUSINESS:**

**ACTION 11** - Motion by Tolzin, second by Olson to accept the contracts of Mary White, SPED teacher; Angela Jensen, Administrative Secretary; and Patricia Nelson, Custodian/Dishwasher for the 2016-17 school term. All voted aye, motion carried.

**ACTION 12** - Motion by Hageman, second by Olson to approve the following July 2016 bills. All voted aye, motion carried.

**GENERAL FUND**

Insurance: ASBSD Workers' Compensation \$19,044.00, Meyer Insurance \$22,642.00; Dues: ASBSD \$851.02, Hal Leonard Corp \$215.00, NASSP/NSP \$385.00, SD United Schools Association \$450.00, SDACTE/SDAAE \$260.00, SDASBO \$30.00, SDSTE \$30.00; Utilities: Cook's Waste \$175.34 Repair: Good Guys Garage \$100.00; Supplies: School Specialty \$388.99

**Fund Total: \$44,571.35**

**CAPITAL OUTLAY FUND**

Software: Infinite Campus \$1,123.85, Learning Solutions, Inc. \$10,000.00, SUI \$5,100.00, Shoutpoint \$845.00

**Fund Total: \$17,068.85**

**Grand Total: \$61,640.20**

Supt Casper, Bus. Mgr Curd, and Elementary Principal Felderman gave their monthly reports.

Pursuant to SDCL regarding publication of salaries of the employees of the Lake Preston School District for the 2016-17 school year as follows: Instructional and Coaching Salaries: Sara Beckler- \$40,172, Marla Bertsch-\$46,210, Dawn Bindert-\$46,210, Lynne Brown-\$47,070, Alecia Erstad-\$40,729, Patricia Garry-\$34,657, Jan Hillestad-\$46,210, plus up to 40 summer hours, Amanda Hoover \$43,926, plus up to 80 summer hours, Michael Ihler-\$40,968, Ashley Keller \$36,550, Cathy Nelson-\$51,240, plus up to 40 summer hours, Krista O'Dea-\$43,499, Debra Olson-\$46,210, David Schmidt-\$46,210, Jordan Solberg-\$45,845, Jennifer Stofferahn \$41,170, Anne Treglia \$38,230, Morgan VanZee \$36,970, Joel Warne-\$45,607 and \$75/Pep Band Event, Virgil Whetsel-\$39,070, Mary White \$45,790.00 plus up to 40 summer hours; Coaching Only-Tonya Bumann-\$3,767, Jaden Denison-\$1,718, Ryan McCutcheon-\$2,460, Betty McGraw-\$3,819; Concessions Manager: Loretta Malone-\$12.85/hr; Library: Ramona Gunderson-11.78/hr Aides: Barb Jones-\$11.78/hr, Shane Waikel-\$13.38/hr; Substitute teachers-\$85/day or \$10.63/hr, In-House-\$10/Period; Administrative Salaries: Tim Casper-\$86,500, Kristi Curd-\$47,500, Dana Felderman-\$51,969 Kristi Odegaard-\$48,724, Klark Thomsen-\$2,036; Transportation Salaries: Shane Waikel-\$13.38/hr; Don Brandner and Klark Thomsen-\$26.65/route and \$12.50/hr Extra-Curricular trips, Bus Washing-\$15, substitute drivers receive the same rate of pay; Food Service Salaries: Lisa Cleveland-\$14.85/hr, Mary Smith-\$13.35/hr, Patricia Nelson-\$10.63/hr, substitutes-\$10.63/hr; Custodial Salaries: Joel Gerleman-\$16.40/hr, Brad J Moe-\$14.25/hr, Patricia Nelson-\$10.63/hr; Secretarial: Angela Jensen-\$11.28/hr, Tersia Warne-\$14.90/hr; all other substitutes - \$10.63/hr; student workers-\$8.55/hr.; Ticket Takers-\$15/event; Drivers Ed. Instructor: Klark Thomsen-\$19.60/hr, Kids First Instructors-\$14.00/hr.

**ACTION 13** - Motion by Tolzin, second by Olson to adjourn the meeting at 7:45 PM.

All voted aye, motion carried.

Next meeting will be **Monday, August 8th** at 5:30pm, in the Lake Preston School District, Library Room.

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Kristi Curd  
Business Manager

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Brian Nelson  
President of Board

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