

**ELKTON SCHOOL DISTRICT #5-3**  
**MINUTES OF THE BOARD OF EDUCATION**  
**REGULAR MEETING**  
July 9, 2018

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**BOARD MEMBERS:** Landsman, Kampmann, Bauer, Frerichs, & Schuurman.

**OFFICERS PRESENT:** Supt. Jandahl, Principal Neill and Bus. Mgr Bruns

Also present was Jessica Jensen representing the local newspaper. Staff present: K Trygstad, R Schaefer, & J Gunderson. There were also 2 community members.

The meeting was called to order by Chairman Landsman at 7:00 pm.

**ITEM 18.07.3173**

Motion by Kampmann second by Bauer to approve the published agenda with the addition of executive session for student issue. All voted aye, motion carried.

**ITEM 18.07.3174 CONSENT ITEMS**

Motion by Schuurman, second by Frerichs to approve the following consent items, all voted aye, motion carried:

- a. The minutes of the June 11, 2018 meeting
- b. The financial reports as presented for June
- c. Accept Payment of bills for June
- d. Approve signed contracts Lori Hubert for the kitchen, Kristi Brunsting as a Para & Steve Erickson adding JrHi VB
- e. Approve resignations of Dylan Paloucek as a Para & Randy Mortland as a Custodian.

**GENERAL FUND:** Beginning Balance: 708,381.50, Revenue: Local – 64,594.34, County – 2,619.38, State – 37,420.91, Federal – 65,617.00, Expenditures: 544,595.66, Ending Balance: 334,037.47, Expensed Contracts: 293,529.63, Due from State – 39,426.08, Cash in Bank: 588,141.02

**CAPITAL OUTLAY:** Beginning Balance: 1,247,853.84, Revenue: Local – 26,169.24, County – 0.00, State – 0.00, Federal – 35,744.86, Other – 0.00, Expenditures 336.50, Ending Balance: 1,309,431.44, Due from State – 2,788.00, Cash in the Bank: 1,306,643.44

**SPECIAL EDUCATION:** Beginning Balance: 340,399.52, Revenue: Local – 19,270.87, County – 0.00, State – 0.00, Federal – 0.00, Expenditures: 109,476.39, Ending Balance: 250,194.00, Expensed Contracts: 62,011.10, Cash in Bank: 312,205.10

**PENSION:** Beginning Balance: 139,991.97, Revenue: Local – 5.05, County – 0.00, State – 0.00, Federal – 0.00, Expenditures: 0.00, Ending Balance: 139,997.02, Cash in the Bank: 139,997.02.

**FOOD SERVICE:** Beginning Balance: 52,571.48, Revenue: Local – 5,826.10, County – 0.00, State – 679.50, Federal – 6,856.75, Expenditures: 34,503.56, Ending Balance: 33,479.68, Expensed Contracts: 10,471.47, Cash in Bank: 44,051.15

**DRIVER EDUCATION:** Beginning Balance: 6,813.96, Revenue: Local – 0.00, Expenditures: 3,886.82, Ending Balance: 2,927.14, Expensed contracts: 3,204.92, Cash in the Bank: 6,132.06.

**TRUST & AGENCY FD:** Beginning Balance: 101,217.64, Revenue: 44,197.70, Expenditures: 50,701.12, Ending Balance: 94,714.22

- c. The payment of the following submitted bills:

**GENERAL FUND**

A&B BUSINESS EQUIPMENT, PRINTER MAINT, 30.42, A-OX WELDING SUPPLY, INC, WELDING SUPPLIES, 59.89, BROOKINGS COUNTY SHERIFFS OFF, K-9 DONATION, 200.00, BROOKINGS REGISTER, TA AD & ONLINE, 174.00, CITY OF ELKTON, WATER & SEWER, 131.49, CONNELLY WATER CONDITIONING, SOFTNER RENTAL, 60.00, COOKS WASTE PAPER & RECYCLE, GARBAGE SERVICE, 320.60, DA SERVICES INC, FINISH GYM FLOORS, 2,900.00, DAVE'S REPAIR, OIL CHANGE, 51.40, ELKTON PLUMBING, PLUMBING SERVICES, 72.60, ELKTON SCHOOL, ANNETTE STEIN, POSTAGE REIMB, 8.80, ELKTON-IMPREST FUND, REPLENISH TRUST & AGENCY, 2,319.30, HARMING, MARK, REIMB COURSES, 70.00, HILLYARD/SIOUX FALLS, CUSTODIAL SUPPLIES, 522.95, ITC TELECOM, PHONE & INTERNET SERVICES, 271.22, JOSTENS INC., REDO DIPLOMA, 13.31, LIPINSKI SMALL ENGINE & HARDWARE, INNERTUBE & BLADE, 34.95, LOWE'S, WRENCHES, 186.15, MORTLAND REPAIR, LAWN MOWER TIRES, 66.65, NAPA AUTO PARTS, WASTEBASKETS & SUPPLIES, 216.25, OTTER TAIL POWER CO, ELECTRICITY, 4,861.41, REDLINGER, BOB, MILEAGE REIMB, 19.24, RFD NEWSPAPERS, INC., ADS, 264.62, ROGGENBUCK TREE SERVICE, JIM, STUMP REMOVAL, 300.00, RUNNINGS FARM & FLEET, SPRAYER & TOOLS, 232.30, SKYVIEW JUNCTION, MOWER & VEHICLE GAS, 821.91, STEVE'S TIRE & SERVICE, INC., REPAIRS ON BUS 7 + TIRES, 4,681.53, VISA, STATE TRACK, 1,492.18, **Fund Total: 20,383.17.**

**CAPITAL OUTLAY**

WELLS FARGO VENDOR FIN SERV, PRINTERS & COPIERS, 336.50, **Fund Total: 336.50.**

## **SPECIAL EDUCATION FUND**

ADVANCE, MARCH SERVICES, 10,925.00, CAREER ADVANTAGE, JUNE SERVICES, 890.93, ITC TELECOM, PHONE & INTERNET SERVICES, 24.04,  
**Fund Total: 11,839.97.**

## **FOOD SERVICE**

CITY OF ELKTON, WATER & SEWER, 38.99, CULLIGAN WATER, SALT, 27.00, **Fund Total: 65.99.**

## **IMPREST**

JANDAHL BRIAN, REIMB, 49.64, DEUBROOK SCHOOL, DVC EXP, 36.53, DEUBROOK SCHOOL, GOLF EXP, 48.57, DOWNS MILO, PAINTING GYM, 257.93, GEBHART PAINTING, PAINTING GYM, 561.46, RONNE-HOLIDA KATHY, SHREDDER, 125.00, SKYVIEW JUNCTION, MOWER GAS, 100.36, SKYVIEW JUNCTION, VEHICLE GAS, 700.62, BROOKINGS EQUIPMENT, WHEEL BEARING, 50.19, HUDSON EDELITA, COLLEGE READINESS REFUND, 150.00, SCHOOL COUNSELOR ASSOC, MEMBERSHIP, 129.00, SD COUNSELING ASSOC, MEMBERSHIP, 110.00, **IMPREST, 2,319.30.**

## **JUNE 18 PAYROLL REPORT:**

**GENERAL FUND:** 232,525.73, OF WHICH INSTRUCTIONAL, 147,616.79; SUPPORT SERVICES, 76,361.86; CO-CURRICULAR, 8,547.08; SPECIAL EDUCATION, 35,670.58; FOOD SERVICE, 14,096.16; DRIVER ED, 681.90; **TOTAL PAYROLL: 282,974.37.**

## **OLD BUSINESS**

### **ITEM 18.07.3175**

Motion made by Frerichs, second by Kampmann to approve the new policies to include option 2 of Military leave payment and the concise version of the seclusion & restraint policy. All voted aye, motion carried.

## **NEW BUSINESS**

### **ITEM 18.07.3176**

Motion made by Kampmann, second by Schuurman to approve the following supplemental budget changes for 2017-18. All voted aye, motion carried.

GENERAL FUND – Supplemental Budget – Jr Hi - \$19,000.00, Pre School - \$6,100.00, Professional Development - \$14,650.00, Principal - \$300.00, Vehicle - \$700.00, Maintenance - \$59,600.00, Transportation - \$3,800.00, Source of Revenue – Unobligated Fund Balance - \$104,150.00.

CAPITAL OUTLAY - Supplemental Budget – Elementary - \$8,100.00, Maintenance - \$43,500.00, Source of Revenue – Unobligated Fund Balance - \$51,600.00.

SPECIAL EDUCATION – Supplemental Budget – Professional - \$42,500.00, Early Childhood - \$920.00, Guidance - \$80.00, Psychologist - \$6,300.00, Speech - \$11,500.00, PT - \$3,700.00, OT - \$4,900.00, Transportation - \$1,300.00, Mileage to Parents - \$1,300.00, Sped Transportation - \$9,400.00, Source of Revenue – Unobligated Fund Balance - \$81,900.00.

PENSION - Supplemental Budget – Early Retirement - \$1,000.00. Source of Revenue – Unobligated Fund Balance - \$1,000.00

## **REPORTS**

Arend Schuurman informed the board that NESC accepted contracts and also contract with SWSC for purchases. They accepted the bid price for paper which was higher than last year. They discussed the need for Para's as well as School Psychologists.

There was no library report.

Business Manager Bruns took time to inform the board about the budget summary. In comparing the revenue with the expenses she showed the board that we did not deficit spend in any fund this year except the Pension. The reason for that is we are no longer receiving payments for the pension fund. All in all the financial year has gone well.

### **ITEM 18.07.3177**

Motion made by Schuurman, second by Frerichs to adjourn the 2017-18 meeting at 7:18. All voted aye, motion carried.

## **2018 – 2019 BUSINESS**

Superintendent Jandahl opened the 2018-19 meeting at 7:20 with the following members present: Landsman, Kampmann, Bauer, Frerichs, & Schuurman. He then instructed Bus Mgr Bruns to give the oath of office to the newly elected members, Jennifer Kampmann & Arend Schuurman. The oath was administered and signed.

### **ITEM 19.07.3178**

Superintendent Jandahl then called for nominations for Chairman of the Board: Kampmann nominated T. Landsman & Schuurman seconded. All voted aye, motion carried. Tom Landsman was declared the 2018-19 Board Chairman.

### **ITEM 19.07.3179**

Chairman Landsman then called for nominations for Vice-Chairman of the Board: Schuurman nominated J Kampmann & Frerichs seconded. All voted aye, motion carried. Jennifer Kampmann was declared the 2018-19 Board Vice-Chairman.

**ITEM 19.07.3180**

Motion by Kampmann, second by Schuurman to approve the following appointments, committees or memberships for the 2018-19 year. All voted aye, motion carried.

- (a) Paper – **Elkton Record**
- (b) Bank Depository – **Bank Star Financial**
- (c) Bonding Agent – **Western Surety**
- (d) Legal Advisor – **Rod Freeman, Huron**
- (e) Auditor – **Quam & Berglin of Elk Point**
- (f) HIPPA Agent- **Business Manager**
- (g) Purchasing Agent – **Superintendent**
- (h) School Lunch Adm – **Superintendent**
- (i) Lunch Hearing Agent – **Principal**
- (j) Title I, Title IX, & Federal Grants Adm. – **Superintendent**
- (k) Head of Trust & Agency– **Superintendent & Business Manager**
- (l) Investment of district funds in best manner- **Superintendent & Business Manager**
- (m) Asbestos designated persons – **Head Custodian & Superintendent**

**ITEM 19.07.3181**

Motion by Frerichs, second by Kampmann to approve the following appointments for 2018-19. All voted aye, motion carried.

- (n) Delegate to ASBSD convention – August 9 - 10: **A. Schuurman, Alt: T Landsman**
- (o) Board member to NESC: **A. Schuurman, Alt: T. Landsman**
- (p) Board member to the Library board – **J. Kampmann**
- (q) Board member to Technology Committee – **D. Frerichs**
- (r) ASBSD Legislative Chairperson & Alt – **T. Landsman, Alt – J. Kampmann**

**ITEM 19.07.3182**

Motion by Frerichs, second by Kampmann to approve keeping the board salaries at \$75 for board president and \$65 for members for regular meetings and ½ for special meetings. To also set the board meeting time & place for the 2<sup>nd</sup> Monday @ 7PM in the telecommunications Room. And all board members can sign checks when President is unavailable. Then to continue with the state rates for travel. Mileage - \$.42 per mile, Breakfast - \$6, Lunch - \$11, & Dinner - \$15. And to keep all school meals the same except K-6 lunch increase by \$.05 per federal government regulations. K-6 Breakfast \$1.60, Lunch - \$2.65. JrHi-Hi Breakfast - \$1.60, Lunch - \$2.95, Entrée \$1.00. Adults - \$2.05 & \$3.60. Salad & Milk - \$3.60. And to leave activities as they were \$20 Student passes & \$30 adult with \$50 per couple. At the door \$3 for students, \$5 for adults except for double headers then \$4 for students & \$6 for adults. And to keep the bus sub the same but increase certified & non- certified sub pay. Certified sub - \$110, Non-Certified sub - \$80, & Bus sub - \$30. And to increase driver education hourly rate to \$25. All voted aye, motion carried.

**ITEM 19.07.3183**

Motion by Kampmann, second by Frerichs to approve the 5 year capital outlay plan, the Title I consolidated grant application, moving interest from the NOW account & CD's to be receipted into the General Fund, the use of a Teacher Assistance Team headed by Principal Neill. All voted aye, motion carried.

**ITEM 19.07.3184**

Motion by Kampmann, second by Schuurman to approve the bills for July. All voted aye, motion carried.

**GENERAL FUND**

ASBSD, 2018-19 DUES, 1,028.37, CORE EDUCATIONAL COOP, ONLINE COURSE, 260.00, FIRST NATIONAL BANK OF SF, WIRE FEE, 25.00, SASD, MEMBERSHIP DUES, 2,057.00, SD UNEMPLOYMENT, UNEMPLOYMENT INSURANCE, 695.79, SOUTH DAKOTA UNITED SCHOOLS, MEMBERSHIP DUES, 450.00, VISA, CHAIRS, TRAYS & LAP DESKS, 676.77, WEST INTERACTIVE SERVICES, SCHOOL MESSENGER, 893.00, **Fund Total: 6,085.93.**

**CAPITAL OUTLAY**

FIRST NATIONAL BANK OF SF, CAPITAL OUTLAY PAYMENT, 114,666.96, HIGH POINT NETWORKS, FORTICLIENT, 147.00, INTERACTIVE EDUCATIONAL SERVICES, WEB HOSTING & SUPPORT, 750.00, RENAISSANCE LEARNING INC, RENEWAL STAR MATH & READING, 4,858.75, RIVERSIDE TECHNOLOGIES, INC, CISCO ACCESS POINTS, 3,397.00, SD UNEMPLOYMENT, UNEMPLOYMENT INSURANCE, 77.31, STATE OF SOUTH DAKOTA, ENERGY LOAN, 43,750.00, VISA, PRO LANDSCAPE & MONITORS, 3,214.55, **Fund Total: 170,861.57.**

**FOOD SERVICE**

VISA, NUTRITION CLASS, 120.00, **Fund Total: 120.00.**

There was a first reading of the public comments policy. We have always had one on our agenda but may want to move it closer to the top of the agenda.

The budget hearing was held for 2018 - 2019 budget. Business Manager Bruns reported she had reworked some of the budget figures since presenting the preliminary budget. There were more changes in the Special Education fund because we were not meeting maintenance of effort. She will be working to get a more accurate figure for the JrHi salaries vs the HS salaries. Information sheets on the budget can be obtained in her office or on the archived board packet for tonight's meeting on our web page.

## **PUBLIC COMMENTS**

There were no public comments

## **REPORTS**

Superintendent Jandahl informed the board we are donating \$200 to help purchase a new K-9 dog. We will be getting a new resource officer. He is looking at a van and suggested we should get the stow & go option. The board agreed. Monitors have been added to the walk-ins in the kitchen. In-service & open house will be held on August 16<sup>th</sup>. Open house will be from 6 – 8. Principal Neill said the new Science textbooks & CTE textbooks have arrived. The K-3 teachers met to discuss setting classes this year. It was decided that we have 1 Kindergarten, 1 first grade, 1 second grade, 1 first & second & 2 third grade classes.

### **ITEM 19.07.3185**

Motion by Schuurman, second by Bauer to take the board into executive session Pursuant to SDCL 1-25-2 Sub 2 for student issue at 7:55. All voted aye, motion carried.

The board was taken out of executive session at 8:10 by Chairman Landsman.

### **ITEM 19.07.3186**

Motion by Bauer, second by Schuurman to approve the early graduation request after 6 semesters without the ability to be valedictorian or salutatorian by student T. All voted aye, motion carried.

### **ITEM 19.07.3187**

There being no further business before the board Bauer moved to adjourn the meeting at 8:15, seconded by Frerichs. All voted aye, motion carried.

In accordance with SDCL 13-835 & 6-1-10, the following are the total contracted salaries (including all extra duty pay) for the 2018-19 fiscal year: S. Bauman – 13.75/hr, K. Beckman – 43,327.60, A. Brown – 36,855.00, L. Brown – 43,388.40, M. Bruns – 53,978.32, K. Brunsting – 16.50/hr, N. Bye – 38,672.75, S. Clark – 49,560.03, R. Delaney – 36,855.00, K. Denison – 15.75/hr, M. Erickson – 46,312.60, S. Erickson – 56,726.55, V. Fargen – 43,170.00, T. Farnham – 57,744.40, T. Farnham – Dr. Ed – 20.00/hr, B. Frederiksen- 525.00 summer school, L. Gebhart -16.48hr - Aid & 73.20/day – Bus, 817.99 Concession Mgr, V. Gebhart - \$23.11/hr,, 4,544.38 extra duty, J. Gunderson – 43,515.00, T. Hague – 36,355.00, M. Harming – 62,170.19, R. Hemmen – 43,170.00, B. Huber – 2,544.85, L. Hubert – 10.50/hr, T. Hulce – 37,263.88, A. Jandahl – 13.75/hr, B. Jandahl – 93,569.50, G. Jensen – 42,105.00, & 525.00 summer school, S. Kuemper – 15.25/hr, D. Landsman – 73.20/day, S. Landsman – 45,204.85, G. Leuning – 46,200.00, B. Livermont – 43,925.00, D. Lundgren - 32.60/hr & 525.00 summer school, G. Lynn – 73.20/day, M. Lynn – 11.00/hr, N. McHugh – 55,045.00, C. McMahon – 15.80/hr, M. Mitchell – 36,355.00, M. Mortland – 51,105.00, R. Mortland – 16.50/hr, K. Neill – 71,756.38, L. Nord – 46,635.00, R. Redlinger – 17.90/hr, C. Remund – 2,181.30, D. Robbins – 55,110.86, R. Schaefer – 40,330.00, K. Short – 36,810.00, M. Short – 17.80/hr, J. Skogstad – 4,736.15, A. Stein – 19.29/hr, K. Stuefen – 43,013.29, J. Sudtelgte – 73.20/day, S. Sudtelgte – 56,159.06, K. Trygstad – 38,620.00, T. Van Dyke – 4,817.04, T. Waldner – 37,765.00, A. Weight – 44,538.25, C. Williams – 36,855.00, B. Yackley – 47,055.33.

**The next regular meeting will be Monday, August 13<sup>th</sup>, 2018 @ 7pm.**

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Chairman Landsman

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Business Manager Bruns

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