

**Leola School District 44-2**  
**Unofficial School Board Proceedings**

Tuesday, October 13, 2020

Chairman ReEtta Sieh called the regular meeting of the Leola School District Board of Education to order on Tuesday, October 13, 2020 at 7:00 pm. Roll call showed members Trevor Zantow, Richard Westphal and Kristi Spitzer present. Arnie Wollman was absent. Others attending included Superintendent/K-12 Principal: Bev Myer, Business Manager: Kayla Casey, Custodian: Dana Leibel, Electrician: Troy Millard, Teachers: Brody Meier and Anita Malsam and various staff/community members via zoom.

Sieh led the pledge of allegiance and Myer recited the vision and mission statements.  
A quorum was established

\*Motion 20-50 by Spitzer/Zantow to adopt the agenda with the following changes. Ad 12.C. Girls Basketball Coach, and move 13.A. between 8 and 9. Motion Carried.

**Open Forum:** None

**Good News:** We made it through the first quarter! Myer reported that the teachers wanted to express thanks for the work Fridays to prepare for online learning.

**Consent Agenda**

Finance Reports & Payment of the September bills

**Vendor Totals Report by Fund**

**Fund: 10 GENERAL FUND**

<u>Vendor Name</u>		<u>Total</u>
Agtegra Cooperative	Supplies	127.77
AMAZON CAPITAL SERVICES, INC.	Amazon Purchases	2,240.32
AMERIPRIDE	Mat/Mop Exchange	301.16
ASBSD WORKERS COMP	Work Comp Premium	216.00
Bender, Jackie	Reimburse Fuel	40.40
CITY OF LEOLA	Water/Sewer	825.04
COLE PAPERS, INC	Supplies	2,594.37
COR-TRUST BANK	Insurance	300.00
Core Education Cooperative	Online Tuition	650.00
CorTrust Bank	Credit Card Expenses	560.53
CURT'S REPAIR	Repairs	320.00
CWD	Food/Supply Purchases	408.80
DAKOTA STRUCTURED CABLING	Service Call	331.63
DICKEY RURAL NETWORKS	Phone/Internet	123.46
Erdmann, Sheila	Reimburse for Supplies	4.45
FIDUCIARY FUNDS	Reimburse Imprest	1,817.59
G'S CONVENIENCE	Inservic Meal	74.09
GENE'S OIL CO	Fuel	1,115.53
Graphic Edge	Band Shirts	606.20
GRASSLAND WOODWORKING	Door Locks	435.00
GRAVES IT SOULTIONS	Online Backup Renewal	350.00
HATLEWICK, EMILY	Custodial Help	20.79
HILL, KIMBERLY	Reimburse for Supplies	65.00
IPSWICH LUMBER AND HARDWARE	Supplies	71.48
JAYMAR BUSINESS FORMS, INC	W2 Forms	59.50
KALLAS, MARIAN	Custodial Help	20.69
KETTERLING PHOTOGRAPHY	Activity Trip/Memory Mates	757.00
KINDELSPIRE, NANCY	Reimburse for Supplies	20.42
LEIBEL, DANA	Reimburse for Supplies	28.00
LEIBEL, JACKIE	Custodial Help	17.64
LEOLA - SCHOOL	Teacher Salads	118.63

MARC	Supplies	857.94
MARCO	Managed Voice Contract	153.91
MCPHERSON CO HERALD	Publication	154.00
MENARD'S	Supplies	24.07
MERKEL, DEREK	Lost Check - Fball Chain Gang	15.00
MIDSTATES INC	Employee Uniform	257.50
MONTANA-DAKOTA UTILITIES CO	Electricity	4,147.47
MYER, BEVERLY	Reimburse for Tumblers	85.00
SANFORD HEALTH OCCUPATIONAL	DOT Exam	100.00
SASD	Membership Fee	252.18
Savvas Learning Company LLC	Supplies	46.45
SCHMITZ, ALEX	Custodial	33.29
SCHOLASTIC INC	Booklet	135.71
SCHOOL SPECIALTY INC	Supplies	641.25
STAPLES	Supplies	119.91
SYSCO NORTH DAKOTA, INC.	Food Purchase	511.62
TAYLOR MUSIC	Supplies/Repairs	352.90
VALLEY TELECOMMUNICATIONS	Phone/Internet	58.15
VAN TILBURG, BRITTANY	Lost Vball Check	45.00
WURTZ, JACKIE	Reimburse for Fuel	21.51
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		28,225.55

**Fund: 21 CAPITAL OUTLAY**

<u>Vendor Name</u>		<u>Total</u>
AB BUSINESS INC, SOLUTIONS	Copier Contract	1,126.25
ALL AMERICAN SPORTS CORP.	Fball Supplies	138.70
ALLIED CLIMATE PROFESSIONALS	Annual Service Agreement	11,001.14
AMAZON CAPITAL SERVICES, INC.	Amazon Purchases	517.80
CorTrust Bank	Credit Card Expenses	688.04
GREAT MINDS	Online Licenses	3,232.50
HOUSE OF GLASS	Window Repair at Concessions	519.76
WAL-MART	Supplies	503.98
		<hr/>
		17,728.17

**Fund: 22 SPED**

<u>Vendor Name</u>		<u>Total</u>
AB BUSINESS INC, SOLUTIONS	Copier Contract	160.89
AMAZON CAPITAL SERVICES, INC.	Amazon Purchases	50.97
ASBSD WORKERS COMP	Work Comp Premium	24.00
KESSLER'S GROCERY	Food Purchase	29.85
NORTH CENTRAL SPECIAL EDUCATION	Coop Share	11,902.75
UNUM LIFE INSURANCE COMPANY OF	Insurance	24.00
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		12,192.46

**Fund: 51 FOOD SERVICE**

<u>Vendor Name</u>		<u>Total</u>
AMAZON CAPITAL SERVICES, INC.	Amazon Purchases	59.35
AMERIPRIDE	Mat/Mop Exchange	257.22
ASBSD WORKERS COMP	Work Comp Premium	24.00
CASH-WA DISTRIBUTING	Food Purchase	70.60
CHILD & ADULT NUTRITION SERVIC CWD	Commodities	1,230.10
	Food/Supply Purchases	3,473.46
DSS IMAGE APPAREL	Employee Shirts	185.00
EVANS, MARIA	Reimburse Food Purchase	4.49
GRASSLAND COLONY	SSO/NSLP Reimbursement	7,618.50
HOFFMAN, SUSAN	Kitchen	50.13
JAGER, CASSONDRA	Reimburse for Supplies	3.75
KESSLER'S GROCERY	Food Purchase	53.90
LONG LAKE COLONY	SSO/NSLP Reimbursement	3,430.00
PRAIRIE FARMS DAIRY	Food Purchase	471.74
RHUBARB COMMITTEE	Food Purchase	10.00

SPRING CREEK COLONY	SSO/NSLP Reimbursement	3,284.20
SYSCO NORTH DAKOTA, INC.	Food Purchase	1,521.95
TEN - 45	Supplies/Food Purchase	47.87
UNUM LIFE INSURANCE COMPANY OF	Insurance	7.20
WAL-MART	Supplies	162.32
		<hr/> 22,121.05

**Fund: 71 TRUST AND AGENCY**

<u>Vendor Name</u>	<u>Total</u>
ABERLE, SPENCER	125.00
AFLAC	315.96
AMAZON CAPITAL SERVICES, INC.	63.24
AMBER WAVES FLORAL	126.00
BOGUE, VERN	125.00
CASH-WA DISTRIBUTING	218.35
G'S CONVENIENCE	146.97
GEFFRE, VAL	29.85
GETTYSBURG SCHOOL	10.00
Graphic Edge	23.30
GROTON AREA HIGH SCHOOL	125.00
HENDERSON, MISTI	85.00
HUBER, CJ	125.00
IPSWICH SCHOOL DISTRICT	10.00
KESSLER'S GROCERY	259.69
KINDELSPIRE, NANCY	135.98
LAPKA, MELISSA	80.00
LITTLE CAESARS PIZZA KIT	3,861.00
LORENZ, DAREN	158.60
MENARD'S	33.48
MILLER SCHOOL DISTRICT 29-3	10.00
MILLER, AUBREY	465.00
MOENCH, JORDAN	125.00
NSU CROSS COUNTRY	20.00
PEPSI-COLA	252.27
SHORTT, CHELSEE	120.28
TAYLOR MUSIC	17.04
ULRICH, MARK	146.32
ZAHN, BRYAN	160.60
	<hr/> 7,503.68

Payroll – September 2020	
General Fund	
1111 Elementary Teachers	59,815.01
1121 Middle School Teachers	20,484.36
1131 Secondary Teachers	20,759.01
1132 Alternative School Teacher	5,068.40
1141 Preschool	2,483.78
1273 Title 1	5,304.84
2122 Counselor	4,330.15
2213 Professional Development	2,591.21
2222/2227 Support	4,290.48
2321 Administration	3,745.19
2410 HS Principal	3,745.20
2490 Dean of Students	913.24

2529 Fiscal Services	7,843.97
2549 Maintenance	9,177.11
2559 Transportation	1,782.66
6200/6510 Activities	1,817.69
TOTAL	154,152.30
Special Education	
Salary	22,874.77
Food Service	
Salary	5,579.17
Driver's Education	
Salary	2,979.34

All salaries listed as gross plus district matching funds.

Ending September 30, 2020	GENERAL FUND	CAPITAL OUTLAY FUND	SPECIAL EDUCATION FUND	FOOD SERVICE FUND	DRIVERS ED FUND	GOVERNMENTAL & ENTERPRISE FUND ACCOUNT TOTALS	TRUST & AGENCY
<b>Beginning checking Balance</b>	<b>(\$322,559.68)</b>	<b>\$64,493.50</b>	<b>\$791,812.22</b>	<b>(\$198,920.46)</b>	<b>\$5,403.94</b>	<b>\$340,229.52</b>	<b>\$28,852.39</b>
<u>Revenue:</u>							
Local Sources	\$5,987.61	\$10,899.70	\$509.72	\$2,926.43			\$9,188.48
Interest	\$164.70						
Total Revenue	\$6,152.31	\$10,899.70	\$509.72	\$2,926.43	\$0.00	\$20,488.16	\$9,188.48
<u>Disbursements</u>							
Bills	\$36,368.08	\$75,520.58	\$16,283.71	\$21,408.66			\$8,868.27
Payroll	\$154,152.30		\$22,874.77	\$5,579.17	\$2,979.34		
Total Disbursements	\$190,520.38	\$75,520.58	\$39,158.48	\$26,987.83	\$2,979.34	\$335,166.61	
<b>Total checking balance</b>	<b>(\$506,927.75)</b>	<b>(\$127.38)</b>	<b>\$753,163.46</b>	<b>(\$222,981.86)</b>	<b>\$2,424.60</b>	<b>\$25,551.07</b>	<b>\$29,172.60</b>
<u>Beginning investment balance</u>	\$894,745.53	\$296,674.82	<b>(\$479,680.97)</b>	\$232,969.69		<b>\$944,709.07</b>	
<u>SDFit Receipts</u>	\$163,397.00			\$24,279.10			
Interest	\$8.02						
<b>Total investment balance</b>	<b>\$1,058,150.55</b>	<b>\$296,674.82</b>	<b>(\$479,680.97)</b>	<b>\$257,248.79</b>		<b>\$944,709.07</b>	
<b>Ending Balance</b>	<b>\$551,222.80</b>	<b>\$296,547.44</b>	<b>\$273,482.49</b>	<b>\$34,266.93</b>	<b>\$2,424.60</b>	<b>\$1,157,944.26</b>	

Governmental & Enterprise Funds statement balance 9- 30-2020	\$61,916.00	SD FIT	\$1,132,393.19	Trust & Agency statement balance 9-30-20	\$35,145.00	Flex Plan statement balance 9-30-20	\$9,179.22
Outstanding journal entries/deposits	\$0.00	182 Day CD 4461	\$59,992.28	Outstanding journal entries/deposits		Outstanding journal entries/deposits	
Outstanding checks	<b>(\$36,364.93)</b>	91 Day CD 8303	\$28,753.14	Outstanding checks	<b>(\$5,972.40)</b>	Outstanding checks	

Governmental & Enterprise Funds reconciled balance 9-30-2020	\$25,551.07	182 Day CD 8486	\$55,572.16	Trust & Agency reconciled balance 9-30-2020	\$29,172.60	Flex Plan reconciled balance 9-30-2020	\$9,179.22
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#### Credit Card Bills

TeachersPayTeachers	Supplies	22.37
NFHS Learn	Coach Test	35.00
SamsClub	Concessions	158.05
Seesaw	Subscription	120.00
Epic Sports	Supplies	47.71
Heat Transfer Warehouse	Supplies	199.80
Paypal	Supplies	6.11
Barnes & Noble	Supplies	105.32
Shiffler Equipment	Supplies	16.32
OTC	Supplies	33.24
Dollar Tree	Supplies	20.24
TeachersPayTeachers	Supplies	3.14
Global Industrial	Clocks	688.04
		1,455.34

\*Motion 20-51 by Westphal/Spitzer to approve the consent agenda. Motion Carried.

#### Maintenance & Building Items:

**Fire Alarm Update:** Millard gave an update on the status of the new fire alarm. ABC will try to come out on the 19<sup>th</sup> or the week of the 26<sup>th</sup> to get it finished. There were some issues that arose making the project take longer than expected.

#### Executive Session SDCL 1-25-2 (5) Marketing

\*Motion 20-52 by Westphal/Spitzer to enter executive session at 7:27 pm. Motion Carried.

Executive Session ended at 7:45 pm.

\*Motion 20-53 by Zantow/Westphal to pursue damages with HKG Architecture.

\*Motion 20-54 by Zantow/Westphal to amend the motion to read pursue damages related to the fire alarm. Motion Carried.

#### Business Manager Items:

**State Reports:** Casey reported the 2019-2020 Lowest Monthly Cash Balance was \$84,400 and the Teacher Compensation Report showed an average of \$54,370 salary/benefits combined for the district.

**Audit Update:** The audit was conducted on October 6th and 7th. Casey reported what was discussed in the closing meeting with the auditors. Cahill Bauer will be sending the final report within the next month.

**CRF Funds:** The school received 90% of our share from the state.

\*Motion 20-55 by Spitzer/Westphal to use \$30,000 of the CRF money for playground equipment. Motion Carried.

The board would also like to see samples of bonus amounts for staff with the rest of the funds going towards supplies purchases. Discussed doing some early dismissal days for teachers to have the afternoon for work days.

**Insurance Payout–** We received \$33,128.03 for the brown out and \$7 for the school bus payment

#### Food Program:

**Kitchen Equipment Grant:** Casey reported that she submitted the kitchen equipment for a new range with 8 burners and a griddle. Grants will be awarded in December.

**SSO Program:** Legislation passed for the SSO waiver and free meals to continue for the remainder of the school year. More information will be available from the state within the next couple weeks.

**NCSEC Monthly Report:** The meeting had discussion about essential workers.

**Activity Director's Items:**

**Wrestling Dissolution:**

\*Motion 20-56 by Zantow/Westphal to dissolve the wrestling coop with Bowdle and Ipswich. Motion Carried.

**Football Coop:** Discussed what the numbers would look like staying in the coop vs. creating a different coop. The Coop Committee will meet to discuss

**Girls Basketball Coach:** The current Jr. High coach has resigned.

\*Motion 20-57 by Spitzer/Zantow to advertise for a Jr. High Basketball Coach for the 20-21 season. Motion Carried.

\*Motion 20-58 by Westphal/Spitzer to have That Guy Lawn Care aerate and seed the Football Field. Motion Carried.

**Principal/Superintendent Items:**

**COVID Policy:**

\*Motion 20-59 by Zantow/Spitzer to change the policy to read that if someone is a close contact (non-household member) they only need to quarantine for 5 days instead of 14 days if masked and asymptomatic; otherwise you will need to follow the 14 days. Motion Carried.

**Rapid Testing:** Myer reported that the school will be receiving about 500 COVID tests to administer with parental consent if the need should arise. They have a 98% accuracy and have results within 45 minutes. Once results are received, information is reported to the Department of Health. The board was concerned about liability with administering the tests. Myer will speak with Rodney Freeman about it.

**Staffing:** Myer welcomed Bry Reis as a para, Karyn McCool as our floating employee and John Reis as Custodial Help.

**Board Items:**

**Appoint Delegate Assembly Representative, Friday, November 20<sup>th</sup>:** Sieh will be the representative with Westphal subbing if needed.

**Veteran's Day Program:** Myer reported that the school is still trying to limit people coming in throughout the school day so would like to do a live stream program and then deliver meals to the local veterans.

**Executive Session SDCL 1-25-2 (1) Personnel**

\*Motion 20-60 by Spitzer/Zantow to enter session at 8:47 pm. Motion Carried. Executive session ended at 9:17 pm.

\*Motion 20-61 by Spitzer/Zantow to advertise for a Superintendent or Principal for the 2021-22 school year. Motion Carried.

\*Motion 20-62 by Westphal/Spitzer to accept the resignation of Jacey Weig. Motion Carried.

**Adjourn:**

\*Motion 20-63 by Westphal/Zantow to adjourn the meeting at 9:18 pm. Motion Carried.

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**Business Manager**                      **Date**

Kayla Casey

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**Board President**                      **Date**

ReEtta Sieh