

**Leola School District 44-2**  
**Unofficial School Board Proceedings**  
Thursday, July 16, 2020

Chairman ReEtta Sieh called the annual meeting of the Leola School District Board of Education to order on Thursday, July 16, 2020 at 7:00 pm. Roll call showed members Trevor Zantow, Arnie Wollman, Kristi Spitzer and Richard Westphal present. Others attending included Superintendent/K-12 Principal: Bev Myer, Business Manager: Kayla Casey, Teachers: Jackie Bender and Jackie Wurtz. Others attended via zoom.

A quorum was established

\*Motion 20-03 by Westphal/Wollman to adopt the agenda and move fire alarms to D under Old/Continuing Business. Motion Carried.

**Good News:** Graduation is set for this Saturday at 2 pm.

**Old/Continuing Business:**

Budget Hearing for 2020-2021 Budget

Presentation of the 2020-2021 Fiscal Year Budgets was done by Kayla Casey at the budget hearing. Funds discussed were General Fund, Capital Outlay Fund, Special Education Fund and Food Service Fund. Enterprise Fund is the driver's education program. She also discussed any projects that were budgeted for from the 5-year Capital Outlay Plan.

Approve Minutes

\*Motion 20-04 by Spitzer/Westphal by to approve the board minutes. Motion Carried.

Finance Reports & Payment of the Bills for June.

\*Motion 20-05 by Spitzer/Wollman to approve the finance reports and bills for June. Motion Carried.

Fire Alarms: Troy Millard with JM Electric gave 3 proposals

\*Motion 20-06 by Westphal/Wollman to approve the demo quote from JM Electric for \$4,200.00. Motion Carried.

\*Motion 20-07 by Spitzer/Wollman to approve the fire alarm equipment quote from Automatic Building Controls, Inc. for \$33,977.00. Motion Carried.

\*Motion 20-08 by Spitzer/ Zantow to approve the labor install quote from JM Electric for \$25,141.76

**Adjourn:**

\*Motion 20-09 by Westphal/Spitzer to adjourn the meeting at 7:30 pm. Motion Carried.

**Annual Reorganization Business:**

**Call to order 2020-2021 School Year:** Casey called the meeting to order.

The Annual School Board Election was not conducted because there was not a contested vacancy on the school board.

**Oath of Office** – Zantow signed and recited the oath of office.

**Presentation of Certificate of Election** – Zantow was presented with an election certificate.

**Reorganization of the Board:**

Elect Chairman: Casey called for nominations for the Board Chairman.

\*Motion 20-10 by Westphal to nominate Sieh with a second by Wollman. Nominations cease. Roll Call Vote: Zantow – ay, Wollman – ay, Spitzer – ay, Westphal – ay, Sieh – abstain. Motion Carried. ReEtta Sieh is the Board Chairman.

\*Motion 20-11 by Wollman/Zantow to nominate Westphal as the Vice-Chair. Nominations cease. Roll Call Vote: Zantow – ay, Wollman – ay, Spitzer – ay, Westphal – abstain, Sieh – ay. Motion Carried. Wes Westphal is the Vice-Chairman.

\*Motion 20-12 by Wollman/ Zantow to keep all other positions the same as the previous year. Motion Carried.

Elect Vice-Chairman: Westphal

Appoint Negotiations Committee: Spitzer/Sieh

Appoint Buildings, Grounds & Transportation Committee: Westphal/Wollman

Appoint Sports Coop Committee: Zantow/Spitzer

Appoint School/Community Relations Committee: Zantow/Sieh  
 Appoint Representative to the NCESC (SPED Coop): Westphal  
 Appoint Equalization representative - Spitzer  
 Appoint Wellness Committee - Spitzer

## Consent Agenda

Finance Reports & Payment of the July bills

### Vendor Totals Report by Fund

#### Fund: 10 GENERAL

<u>Vendor Name</u>		<u>Total</u>
ABERDEEN AWARDS	Music Awards	142.50
Agtegra Cooperative	Supplies	3.98
AMAZON CAPITAL SERVICES, INC.	Supplies	1,538.73
APPLE INC.	Subscription	199.00
ASBSD	ASBSD Dues	944.81
CASEY, KAYLA	Reimburse for Supplies	104.20
CITY OF LEOLA	Water/Sewer	240.00
COLE PAPERS, INC	Supplies	2,030.09
CONNECTING POINT	Lightspeed	1,275.00
COR-TRUST BANK	Insurance	300.00
DICKEY RURAL NETWORKS	Phone/Internet	123.41
DIV. OF CRIMINAL INVESTIGATION	Background Check	43.25
EMC	Property/Liability Insurance	36,585.00
FOLLETT EDUCATIONAL SERVICE	Service Renewal	744.83
GENE'S OIL CO	Fuel	176.94
GOPHER	Supplies	589.68
HOUGHTON MIFFLIN HARCOURT	Supplies	5,123.00
IPSWICH LUMBER AND HARDWARE	Supplies	99.62
KENS FOOD FAIR	Supplies	112.95
KINDELSPIRE, NANCY	Reimburse Class Fee	136.93
LAKESHORE LEARNING MATERIALS	Supplies	46.98
LEARNING WITHOUT TEARS	Supplies	951.78
LEHMANN, BRANDON	Reimburse supplies/service	85.00
MARC	Supplies	7,457.31
MENARD'S	Supplies	184.99
MICHAEL SCHWINGLER SPRAYING SERVICE	Spraying Service	225.00
PLUNKETT'S PEST CONTROL	Pest Control	85.16
REALLY GOOD STUFF, INC.	Supplies	551.28
SD TEACHER PLACEMENT CENTER	Membership	435.00
SHARE CORP	Supplies	1,320.91
STAPLES	Supply Closet	512.58
SUCCESS BY DESIGN, INC	Planners	261.63
TEACHER INNOVATIONS, INC.	Supplies	310.50
TREND ENTERPRISES, INC.	Supplies	103.38
UNUM LIFE INSURANCE COMPANY OF	Insurance	84.00
VALLEY TELECOMMUNICATIONS	Phone/Internet	701.27
VOYAGER SOPRIS LEARNING	Supplies	462.40
		<hr/> 64,293.09

#### Fund: 21 CAPITAL OUTLAY

<u>Vendor Name</u>		<u>Total</u>
AMAZON CAPITAL SERVICES, INC.	Supplies	2,193.83
DISCOVERY EDUCATION INC	Subscription	1,000.00
JM ELECTRIC INC	Material/Labor	3,015.89
RENAISSANCE LEARNING INC	Renewal	4,600.00
RIVERSIDE TECHNOLOGIES INC	HP Desktop/Office Computers	11,056.00

STAPLES

Temp Scanner

1,905.98  
 23,771.70

**Fund: 22 SPED**

<u>Vendor Name</u>		<u>Total</u>
AVERA ST LUKE'S	OT/PT Services	1,780.88
LAKESHORE LEARNING MATERIALS	Supplies	252.93
STAR AUTISM SUPPORT	Subscription	299.00
TEACHTOWN	Subscription	478.00
UNUM LIFE INSURANCE COMPANY OF	Insurance	12.00
		<u>2,822.81</u>

**Fund: 51 FOOD SERVICE**

<u>Vendor Name</u>		<u>Total</u>
AMAZON CAPITAL SERVICES, INC.	Supplies	35.83
CENTRAL RESTAURANT PRODUCTS	Kitchen Equipment	976.74
GRASSLAND COLONY	Lunch Reimbursement	9,450.00
JM ELECTRIC INC	Material/Labor	939.05
LONG LAKE COLONY	Lunch Reimbursement	11,172.00
SPRING CREEK COLONY	Lunch Reimbursement	7,914.90
UNUM LIFE INSURANCE COMPANY OF	Insurance	4.80
YOST, KAMI	Payout lunch balance	134.05
		<u>30,627.37</u>

Payroll – June 2020	
General Fund	
1111 Elementary Teachers	59,588.52
1121 Middle School Teachers	18,820.58
1131 Secondary Teachers	19,530.91
1141 Preschool	2,673.47
1273 Title 1	5,261.52
2122 Counselor	3,555.05
2215 In-service	1,363.80
2222/2227 Support	3,872.38
2319 Leave Incentive/Board	3,100.18
2321 Administration	3,526.95
2410 HS Principal	3,526.97
2490 Dean of Students	
2529 Fiscal Services	7,067.00
2549 Maintenance	8,481.56
2559 Transportation	2,449.95
6900 Combined Activities	
TOTAL	142,821.36
Special Education	
Salary	18,638.78
Food Service	
Salary	4,892.69
Driver's Education	
Salary	1,252.99

All salaries listed as gross plus district matching funds.

Ending June 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>(\$411,305.97)</b>	<b>\$607,411.14</b>	<b>\$768,518.35</b>	<b>(\$209,734.15)</b>	<b>\$6,698.67</b>	<b>\$761,588.04</b>	<b>\$27,974.23</b>
<u>Revenue:</u>							
Taxes							
Local Sources	\$82,001.37	\$84,366.47	\$24,653.06				\$571.54
Interest							
Federal & State							
Total Revenue	\$82,001.37	\$84,366.47	\$24,653.06	\$0.00	\$0.00	\$191,020.90	
<u>Disbursements</u>							
Bills	\$36,413.77	\$36,885.67	\$21,730.36	\$25,974.71	\$41.74	\$121,046.25	\$335.46
Payroll	\$142,821.36		\$18,638.78	\$4,892.69	\$1,252.99	\$167,605.82	
Total Disbursements	\$179,235.13	\$36,885.67	\$40,369.14	\$30,867.40	\$1,294.73	\$288,652.07	
<u>Transfers</u>							
Transfer from SDFIT							
Total Net Transfers	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>Total checking balance</b>	<b>(\$508,539.73)</b>	<b>\$654,891.94</b>	<b>\$752,802.27</b>	<b>(\$240,601.55)</b>	<b>\$5,403.94</b>	<b>\$663,956.87</b>	<b>\$28,210.31</b>
<u>Beginning investment balance</u>	\$794,584.59	\$296,674.82	<b>(\$404,738.97)</b>	\$225,118.13		<b>\$911,638.57</b>	
SDFIT Payments							
SDFit Receipts	\$67,053.82		\$22.00	\$26,781.42			
Interest							
<b>Total investment balance</b>	<b>\$861,638.41</b>	<b>\$296,674.82</b>	<b>(\$404,716.97)</b>	<b>\$251,899.55</b>		<b>\$911,638.57</b>	
<b>Ending Balance</b>	<b>\$353,098.68</b>	<b>\$951,566.76</b>	<b>\$348,085.30</b>	<b>\$11,298.00</b>	<b>\$5,403.94</b>	<b>\$1,669,452.68</b>	

Governmental & Enterprise Funds statement balance 6-30-2020	\$706,759.03	SD FIT	\$1,005,366.23	Trust & Agency statement balance 6-30-20	\$28,818.03	Flex Plan statement balance 6-30-20	\$6,938.44
Outstanding journal entries/deposits	\$0.00	182 Day CD 4461	\$59,992.28	Outstanding journal entries/deposits		Outstanding journal entries/deposits	
Outstanding checks	<b>(\$42,802.16)</b>	91 Day CD 8303	\$28,753.14	Outstanding checks	<b>(\$607.68)</b>	Outstanding checks	

Governmental & Enterprise Funds reconciled balance 6-30-2020	\$663,956.87	182 Day CD 8486	\$55,572.16	Trust & Agency reconciled balance 6-30-2020	\$28,210.35	Flex Plan reconciled balance 6-30-2020	\$6,938.44
--	--------------	-----------------	-------------	---	-------------	--	------------

\*Motion 20-13 by Westphal/Wollman to approve the consent agenda. Motion Carried.

**Approve any annual conflict of interest – None.**

**Select Official Depository for 2020-2021 - CorTrust Bank, SD FIT**

**Select School Attorney - Rodney Freeman**

**Select Official Publication for 2020-2021 - McPherson County Herald**

**Set Date & Time for Regular Meetings - 2<sup>nd</sup> Monday of the month at 7:00 p.m.**

**Appoint Business Manager as: Clerk, Treasurer and Investment Officer**

**Authorize Business Manager to be bonded in the amount of \$2,000,000.00 with the premium for said Bond to be paid by the district.**

**Authorize the Finance Director to Act as the Official Representative for all Federal Funds**

**Designation of Agent for Employee Benefit Trust - Business Manager**

\*Motion 20-14 by Wollman/Zantow to approve items 6 to 14. Motion Carried.

#### **Authorize State Rate for Meals**

- a) In State - Breakfast \$6, Lunch \$11, Dinner \$15
- b) Out of State - Breakfast \$10, Lunch \$14, Dinner \$21

\*Motion 20-15 by Westphal/Wollman to leave the reimbursement rates the same as previous year instead of increasing to the state rate.

- c) Mileage - 42 cents per mile or 21 cents if a school vehicle is available for use

\*Motion 20-15 by Zantow/Wollman to leave mileage the same rate as last year. Motion Carried.

**Motion to request quotes for snow removal.**

**Title 1, LEA Representative, Special Ed Director – Superintendent**

**Adopt Comprehensive Special Education Plan**

- a) NESEC

**Appoint Truancy Officer, 504 Coordinator – Superintendent**

**Appoint Title IX Officer - Athletic Director**

**Appoint Homeless Liaison – Counselor**

**Appoint HIPPA Officer – Administrative Assistant**

**Appoint Public Records Officer – Administrative Assistant**

**Appoint Asbestos Compliance Officer – Custodian**

**Publish Asbestos Notification**

**Authorize for Prepayment of Bills**

**Authorization of Electronic Transfer**

**Adopt Retention Manual**

\*Motion 20-16 by Westphal/Wollman to accept items 16 to 28. Motion Carried.

#### **Adopt Fiscal Manual**

- a) Establish Pay Rates
  - i. Teacher pay daily rate \$150.00 a day
  - ii. Bus driver pay (\$34.50 per route), activities (\$60/trip) and practices (\$45/trip)
  - iii. Sub Pay – Days 1-10 \$85/day & long Term Sub 11+ Days = \$125/day

\*Motion 20-17 by Zantow/Spitzer to leave rates the same as last year. Motion Carried.

#### **Review Policies and Handbooks for 2020-2021 School Year**

- a) Policy Manual
- b) Student

- c) Staff
- d) Emergency Plans
- e) Wellness

#### Approve Bus Routes

#### Authorize to pay School Board Members

- a) Regular and Special Meetings - \$50.00 plus Mileage

#### Authorize to pay a rate of \$25/per month for cell phone reimbursement

\*Motion 20-18 by Zantow/Wollman to approve items 31-33. Motion Carried.

#### Set School Lunch Prices

K-5 - \$2.75; 6-8 – \$2.75; 9-12 - \$3.05; Adults - \$3.70; Milk - \$0.35; Seconds - \$1.05

\*Motion 20-19 by Spitzer/Wollman to leave lunch prices the same by. Motion Carried.

#### Maintenance & Building Items:

Summer Projects – Playground & Fire Alarm: The playground work is on hold. Bankoe will be out to get the current alarm up and running until parts are available for a new one.

Vehicle Maintenance Agreement: Quotes were received from Agtegra, Curt's Repair and G's Convenience.

Sieh declares conflict of interest with being on the Agtegra board and them sending in a quote.

More specific information will be given to the businesses to compare quotes.

#### Business Manager's Items:

##### Publication of Employee's Salaries:

Certified Staff			Salary
1st Grade Teacher	Courtany	Bartels	\$39,438.50
PE Teacher	Marcus	Bartels	\$39,438.50
Long Lake Colony Teacher	Jackie	Bender	\$45,466.50
Grassland Colony Teacher	Carly	Binfet	\$40,010.00
2nd Grade Teacher	Denise	Brandner	\$45,935.90
Special Ed Teacher/Administrator	Doreen	Emery	\$57,333.08
Science Teacher	Anne Jo	Erdmann	\$41,912.00
HS Math Teacher	Pam	Fauth	\$49,499.78
Kindergarten Teacher	Sarah	Goff	\$40,193.30
4th Grade Teacher	Wendi	Hatlewick	\$38,852.00
Title I Teacher & Director	Kim	Hill	\$49,713.98
3rd Grade Teacher	Kristy	Jarrott	\$41,402.00
Social Studies Teacher	Traci	Kappes	\$40,448.30
Music Teacher	Nancy	Kindelspire	\$49,088.72
English Teacher	Rachel	Lynch	\$38,852.00
6 <sup>th</sup> /Life Skills Teacher	Anita	Malsam	\$53,821.41
HS SPED Teacher	Brody	Meier	\$38,852.00
5 <sup>th</sup> Grade Teacher	Holly	Mueller	\$42,941.58
Colony SPED Teacher	Jordan	Stotz	\$40,010.00
Spring Creek Colony Teacher	Trevor	Taylor	\$39,604.00
HS Business/Computer Teacher	Trevor	Van Tilburg	\$39,438.50
Long Lake Colony Teacher	Aimee	Wagner	\$51,391.70
.5 Preschool/.5 MS/HS Teacher	Jessica	Weig	\$39,260.00
Spring Creek Colony Teacher	Jackie	Wurtz	\$39,980.00
Grassland Colony Teacher	Hattie	Zinter	\$40,010.00

**Non-Certified Staff/Administration**

			<b>Salary</b>
MS SPED Paraprofessional	Shekota	Lehmann	\$14.25/Hour
Business Manager/Employee Benefit Trust Agent, \$50.00-special meetings	Kayla	Casey	\$45,850.00
Counselor	Leah	DeMent	\$44,803.93
Long Lake Colony Paraprofessional	Sue	Deraad	\$13/Hour
Long Lake Colony Paraprofessional	Sheila	Erdmann	\$15.20/Hour
Cook	Maria	Evans	\$18/Hour
Spring Creek Colony Paraprofessional	Robin	Geffre	\$13/Hour
Tech Coordinator, includes \$3,500 training stipend	Valerie	Geffre	\$36,609.98
Librarian	Donna	Grabowska	\$9.10/Hour
Cook	Betty	Hutson	\$13/Hour
Administrative Assistant	Cassie	Jager	\$15.25/Hour
Bus Driver	Alvin	Kallas	\$34.50/Trip
ELEM SPED Paraprofessional	Holli	Kronberg	\$14/Hour
Head Custodian	Dana	Leibel	\$45,585.00
Alternative School Director	Jeff	Mueller	\$47,638.00
Superintendent/Principal/ SPED Coordinator, Title 1 Administrator	Beverly	Myer	\$79,000.00
Preschool Paraprofessional	Dawn	Neussendorfer	\$13/Hour
Cook/Custodian	Luz	Perez	\$13/Hour
Assistant Custodian	Felix	Perez	\$13/Hour
Paraprofessional	Vanessa	Roberson	\$13.25/Hour
Spring Creek Colony Paraprofessional	Nola	Tschappat	\$13.30/Hour
Bus Driver	Curt	Walz	\$34.50/Trip
ELEM SPED Paraprofessional	Jacey	Weig	\$14/Hour
Bus Driver	Gwen	Wolf	\$34.50/Trip
Grassland Colony Paraprofessional	VACANT		\$13/Hour

**Coaches/Advisors**

Flag Corp Director	Brenda Merkel	\$752.00
Jr. High Volleyball Coach	Emily Macdonald	\$2,020.00
Jr. High Girls Basketball Coach	Holly Lapka	\$2,020.00
Head Volleyball Coach	Holly Mueller	\$4,496.83
Head Cross Country Coach	Jackie Bender	\$4,767.20
Head Track Coach	Jackie Bender	\$3,838.00
Yearbook Advisor	Jeff Mueller	\$1,000.00
Prom/Senior Trip Advisor	Kayla Casey	\$564.00
After School Advisor	Kim Hill	\$1,500.00
ELL Coordinator/K-5 Dean of Students	Kim Hill	\$4,000.00
Jr. High Football Coach	Marcus Bartels	\$2,575.50
Head Golf Coach	Max Waltman	\$2,020.00
Band Events Director	Nancy Kindelspire	\$2,820.00
Dean of Students	Nancy Kindelspire	\$4,000.00
Choral Events Director	Nancy Kindelspire	\$2,522.96
Play Director	Rachel Lynch	\$1,128.00
Assistant Volleyball Coach	Shekota Lehmann	\$3,257.49

Student Council Advisor	Traci Kappes	\$1,128.00
Assistant Boys Basketball Coach	Trevor Van Tilburg	\$3,456.88
FBLA Advisor	Trevor Van Tilburg	\$2,113.12
Assistant Track Coach	Trevor Van Tilburg	\$3,131.00
Activities Director	Trevor Van Tilburg	\$4,000.00
Head Football Coach	Trevor Van Tilburg	\$4,120.80
Jr. High Volleyball Coach	VACANT	\$2,020.00
Assistant After School Director	VACANT	\$1,000.00
Assistant After School Director	VACANT	\$1,000.00
Jr. High Girls Basketball Coach	VACANT	\$2,020.00
Jr. Class Concession Advisor	Val Geffre	\$1,128.00
Assistant After School Director	Vanessa Roberson	\$1,000.00

Activities Driver \$60.00 per trip \$45.00 for practices, \$9.10 per hour after 5 hours, Board Members \$50.00 per meeting plus mileage at the state rate, Sub Teachers \$85.00 per day, Summer Help \$10.50/Hour.

#### **Trust & Agency Accounts**

\*Motion 20-20 by Spitzer/Wollman to approve moving the following Trust and Agency Accounts to Fund 71 in Software Unlimited. Insurance Flowthrough, Football, Volleyball, Jean Scholarship, Student Council, Class Account, Music Fundraiser, FBLA, Imprest, STEAM Club, Interest. All other accounts and a balance of \$1,051.23 will be moved and budgeted under General Fund. Motion Carried.

**5-year Capital Outlay Plan:** Discussed items that can be added/taken off the plan.

#### **Activities Director's Items:**

SDHSAA Meeting Updates – Myer gave an update that all fall sports are set to start on time.

#### **Technology Director's Items:**

Printer/Copier Agreement – Myer reported that it is a five year agreement, and things have been going well with it.

School Bells update – DSC gave a quote to replace school clocks to hook up to bells, will see if this is something that should go along with the fire alarm installation.

#### **Principal/Superintendent Items:**

COVID Survey Results – Will be sending out another survey as some people had trouble responding.

Adopt 20-21 Back to School Plan

\*Motion 20-21 by Spitzer/Zantow to approve the plan with the updates. Motion Carried.

Graduation – open graduation without restrictions except sanitizing and social distancing

After School Options – after labor day will have a plan of what will be offered as well as advisors/payments.

Prom – Casey will send out a survey for students to see if they would rather have prom November 7<sup>th</sup> or sometime this spring.

Title III Consortium Agreement –

\*Motion 20-22 by Spitzer/Westphal to approve the agreement. Motion Carried.

#### **Board Items:**

FB/Baseball Field Agreement/LWCF Grant –

\*Motion 20-23 by Zantow/Westphal to return the land to the City for \$1. They would like to keep everything else how it has been in the past. The school will pay the water bill and see if it can be insured and if the City is willing to pay for half the fertilizer and weed control. Motion Carried.

Head Start

\*Motion 20-24 by Westphal/Zantow to approve Head Start Contract for the 20-21 school year. Motion Carried.

**Adjourn:** \*Motion 20-25 by Spitzer/Wollman to adjourn the meeting at 9:05pm. Motion Carried.

---

**Business Manager**

**Date**

Kayla Casey

---

**Board President**

**Date**

ReEtta Sieh