

Leola School District 44-2

Official School Board Proceedings

May 13, 2013

Chairman Nathan Hoffman called the regular meeting of the Leola School District Board of Education to order on Monday, May 13, 2013 6:04 pm. Roll call showed members Patrick Lapka, Brian Hoffman, ReEtta Sieh present. Others attending were Superintendent Julie Nikolas, HS Principal Technology Coordinator Cynthia Rall, Activities Director Val Geffre, and Business Manager Deb Weiszhaar and patrons.

A quorum was established.

Motion 12-159 by Lapka/Sieh to adopt the agenda with the April 08, 2013 Board Minutes pulled out of Consent Agenda for correction and Teacher Extra Pay pulled out of the consent agenda so commendation could be given in the Good News Section for the teacher taking extra university courses and doing extra work. Motion carried.

Good News Item:

Employee of the Month: Deb Weiszhaar

Academic Excellence: Tyler Hoffman son of Diane Hoffman and Brian Hoffman

Honor Students: Willem Hoffman son of Mary Beth and Colin Hoffman, Alison Feickert daughter of Launa and Sid Feickert

SD Reading Teacher of the Year: Gretchen Rux

Teacher Extra Pay: Commend Doreen Emery for taking extra university courses and doing extra work.

Consent Agenda:

Fuel Quotes: Gene's Oil - Unlead \$3.34, Ethanol \$3.26, #2 Diesel \$3.34 NCFE did not bid.

Approve the Surplus Property List that is on file in the business office.

Approve payment of bills and all financial reports.

Motion 12-160 by Sieh/Lapka to approve all items in the Consent Agenda. Motion carried

Corrections to the April 08, 2013 Board Minutes are as follows: RFP (1-6) and ME (1-3) are turned into Change Order #1. Supplemental Budget Item Number 24 8100 000 should be stricken from the minutes. Unobligated Balance does not have an account number.

Motion 12 161 by Sieh/B. Hoffman to approve the corrected April 08, 2013 Board Minutes.

Motion 12-162 by Lapka/B. Hoffman to approve the Teacher Step Increase for Doreen Emery at \$440.00 per step increase. Motion carried.

Fund: 10 GENERAL FUND

ABERDEEN AWARDS	Awards	300.00
ALANDY CLINIC	Physicals	25.90
AMERIPRIDE	Professional Services	235.77
AT&T MOBILITY	Cell Phone Service	212.92
ATHLETIC AWARDS	Awards	34.75
BIO CORPORATION	Science Materials	230.04
CARDMEMBER SERVICE	Credit Card Listing	107.63
CARDMEMBER SERVICES	Credit Card Listing	2,945.41
CENTURY BUSINESS PRODUCTS INC	Toner	585.64
CITY OF LEOLA	Water Bill	387.00
CONNECTING POINT	Wand and Light Repair	322.00
CURT'S REPAIR	Bus Maintenance	182.90
DAYS INN	Lodging	100.00
DEPENDABLE SANITATION, INC	Garbage Collection	504.00
DRN	Colony Phone Service	86.68
EVERGREEN SUPPLY INC		87.20
FIDUCIARY FUNDS	Shop Supplies	
GENE'S OIL CO	Reimburse Imprest	2,459.92
HARR MOTORS	Gas/Diesel	3,207.53
HERFF JONES	Car Lease Drivers Ed	1.00
HOMESTEAD BUILDING SUPPLIES	Graduation Supplies	257.96
J.W. PEPPER & SON INC.	Shop/Custodial Supplies	361.81
JOSTENS INC		344.77
KINDELSPIRE, NANCY	Music	
KOLDEN, ROBERTA	Awards	631.40
MCLEOD'S	Awards	28.90
MCPHERSON CO HERALD	Music Instruction	531.08
MONTANA-DAKOTA UTILITIES CO	Election Supplies	111.17
MOSER EXCAVATION & TRUCKING LLC	Proceedings/Ads	434.44
MUSIC TREASURES CO.	Electricity	2,189.88
NIKOLAS, JULIE	Snow Removal	520.00
NORTH CENTRAL FARMERS ELEVATOR		76.97
PAUER SOUND AND MUSIC, INC	Awards	
PLANK ROAD PUBLISHING, INC	Meals/Mileage	218.40
QUALITY QUICK PRINT INC	Repairs	17.81
QUILL	Microphone	90.00
RAMKOTA INN - PIERRE, BEST WESTERN	Music Materials	138.63
RUX, GRETCHEN	Coach Shirt	24.75
UNIVERSITY OF OREGON VALLEY	Toner, Supplies	886.62
WAL-MART COMMUNITY BRC	FBLA Lodging	1,692.00
	Supplies	17.81
	Dibels	85.00
	Telephone Bill	103.65
	Testing Materials	107.18
		<hr/> 20,886.52

Fund: 21 CAPITAL OUTLAY

FIRST NATIONAL TRUST		40,376.25
MALMARK BELLCRAFTSMEN	H-Vac Payment	
	Chimes	500.00
		<hr/> 40,876.25

Fund: 22 SPECIAL EDUCATION FUND

AVERA ST LUKE'S	Professional Services	1,450.80
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CAMBIUM LEARNING INC	Textbooks	69.00
EMERY, DOREEN	Mileage	103.60
FIDUCIARY FUNDS	Reimburse Imprest	42.00
HOMESTEAD BUILDING SUPPLIES	Batteries	3.49
OSBORNE, SHARON	PreSchool Screening Supplies	110.22
		<hr/> 1,779.11

Fund: 41 CAPITOL OUTLAY CERT. FUND

HKG ARCHITECTS	Architect	6,204.69
TELLINGHUISEN, INC	Construction Work	165,038.75
		<hr/> 171,243.44

Fund: 51 FOOD SERVICE

AMERIPRIDE	Professional Services	231.57
CWD	Food Purchases	2,599.22
DEAN FOODS NORTH CENTRAL, INC.	Food Purchases	902.58
GRASSLAND COLONY	Federal NSLP Reimbursement	2,101.00
LEOLA GROCERY	Food Purchases	41.43
LONG LAKE COLONY	Federal NSLP Reimbursement	630.30
SARA LEEBAKERY GROUP/EARTHGRAINS	Food Purchases	164.05
SPRING CREEK COLONY	Federal NSLP Reimbursement	1,996.80
		<hr/> 8,666.95

Fiduciary Funds:

Traci Butler	Meals FBLA Conference	156.00
Mobridge-Pollock School	Track Registration	100.00
Ellendale Golf Club	Golf Entry Fees	20.00
FP Mailing	Postage Meter	197.70
Lakeside Country Club	Golf Fees	45.00
SDASBO	Registration	50.00
SDHSAA	Participation Fees	360.00
Split Rock Country Club	Golf Entry Fees	90.00
Ameripride	Professional Services	253.68
Val Geffre	Meals – TIE & AD Conference	128.00
Cindy Rall	Meals – Tie Conference	78.00
Gretchen Rux	Meals – TIE Conference	90.00
SDRS	Payment	9.60
Julie Nikolas	Mileage	104.34
Daniel Vander Wal	Meals – TIE Conference	90.00
Deb Weiszhaar	Meals – SDASBO Conference	61.00
Bowdle Golf Club	Golf Meet Fees	45.00
Eureka Municipal Golf Club	Golf Meet Fees	45.00
Jerry Letcher	Music Contest Judge	104.60
Groton School	Track Fees	115.00
Ipswich School	Track Fees	200.00
Cattail Crossing Golf Club	Golf Pre-Region Fees	162.00
Doreen Emery	Meals Conference	<u>42.00</u>
	TOTAL	\$2,546.92

PAYROLL- April 2013

General Fund

Elementary Teaching	\$47,830.06
Secondary Teaching	28,873.22
Title 1	9,298.10
Support	2,857.35
Administration	6,481.21
HS Principal	6,369.40
Fiscal Services	5,955.16
Maintenance	4,821.03
Co-Curricular	484.60
Transportation	3,640.29
Activity Trips	<u>863.88</u>
TOTAL	\$117,474.30

Special Education:

Teaching	\$11,307.21
Speech	<u>1,868.47</u>
TOTAL	\$13,175.68

Food Service:

Salary	\$3,932.28
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All salaries listed as gross plus district matching funds.

Maintenance & Building Items:

Motion 12-163 by B. Hoffman/Sieh to hire two adults at \$9.00 per hour for thirty hours per week, and hire 3 students at \$7.25 per hour for twenty hours per week. Motion carried.

Motion 12-164 by B. Hoffman/Lapka to approve Change Order #2 RFP 8 -Security System. Motion carried.

Business Manager's Items:

Deb Weiszhaar presented the preliminary budgets for 2013-2014 Fiscal Year.

ASBSD Workers Comp Participation Agreement was presented. Board decided to table the School Board participation in Workers Comp until the next meeting.

Motion 12-165 by Lapka/B. Hoffman to approve the ASBSD Workers Comp Protective Trust Agreement. Motion carried

**Associated School Boards of South Dakota Protective Trust
Worker's Compensation Fund Adoption and Renewal Motion**

Be it hereby moved and resolved by the Leola School Board of the Leola School District, acting pursuant to SDCL ch. 1-24 and SDCL 13-10-3, and 13-8-39, and the general authority of SDCL title 13, and hereby

adopts, approved and ratifies the ASBSD Worker's Compensation Trust Fund Participation agreement as attached hereto as Exhibit A, effective as of the time of adoption of this Motion.

Be it further moved and resolved that actions taken under prior versions of the ASBSD Protective Trust Joint Powers Agreement and Bylaws and ASBSD Workers Compensation Trust Fund Participation Agreement since the time and date the District initially joined said trust are hereby ratified and approved to the same extent and effects as if each amendment thereto had been separately submitted and approved at the time of its adoption.

Be it further moved and resolved that the Superintendent and Business Manager are hereby authorized to execute, on behalf of the District the present ASBSD Worker's Compensation Fund Participation Agreement as it presently exists and may from time to time be amended and approved pursuant to the Bylaws herein adopted. Each succeeding Participation Agreement changing in any manner the benefits, contributions, or obligations arising under the Workers Compensation Fund shall be submitted to the Board for approval prior to execution by the Superintendent and Business Manager.

It is further moved and resolved that coverage provided in the ASBSD Worker's Compensation Fund Participation Agreement shall extend from 12:01 a.m. CST, July 1, 2013 to 12 midnight CST, June 30, 2014. The projected contribution required of such coverage as provided in the ASBSD Worker's Compensation Fund Participation Agreement is \$13,560.00.

There is hereby delegated to the Superintendent the authority to carry out, or to further delegate subject to his supervision and responsibility, the obligations of the District identified in the Bylaws approved herein, the Participation Agreement, and the Master Contracts provided by the Trust Administrator. Finally, the Board hereby agrees to indemnify the Trust and its members, pursuant to the process established in the Bylaws approved herein the full amount of any a contribution agreed to in the current or subsequent Participation Agreements approved by the Board as submitted upon proper vouchers.

Done this 13th day of May, 2012, at Leola, South Dakota.

Nathan Hoffman, School Board Chairman

I hereby certify that the foregoing Motion was adopted by the School board in open session at a regularly called meeting on the 13th day of May, 2013.

Deb Weiszhaar, Leola Business Manager

The ASBSD Property Liability Renewal Agreement was presented.

Motion 12-166 by Sieh/Lapka to accept the ASBSD Protective Trust Property Liability Renewal Motion.
Motion carried

**Associated School Boards of South Dakota
Protective Trust**

**Property Liability
Adoption and Renewal Motion**

Be it hereby moved and resolved by the Leola School Board of the Leola School District, acting pursuant to SDCL ch.1-24 and SDCL 13-10-3, and 13-8-39, and the general authority of SDCL title 13, and hereby adopts, approves, and ratifies the SBSB Property and Liability Trust Fund Participation agreement, effective as of the time of adoption of this Motion.

Be it further moved and resolved that actions taken under prior versions of the Protective Trust Joint Powers agreement and Bylaws and the ASBSD Property and Liability Trust Fund Participation Agreement since the time and date the District initially joined said Trust are hereby ratified and approved to the same extent and effect as is each amendment thereto had been separately submitted and approved at the time of its adoption.

Be it further moved and resolved that the Superintendent and Business Manager are hereby authorized to execute, on behalf of the District, the present ASBSD Property and Liability Fund Participation Agreement as it presently exists and may from time to time be amended and approved pursuant to the Bylaws herein adopted. Each succeeding Participation Agreement Changing the obligations arising under the property and liability Fund shall be submitted to the board for approval prior to execution by the Superintendent and Business Manager.

It is further moved and resolved that coverage provided in the ASBSD Property and Liability Fund Participation Agreement shall extend from 12:01 a.m. XST, July1, 2013, to 12 midnight CST, June 30, 2014. The contribution required for such coverage is:

1. For PROPERTY LOSS, replacement cost coverage, \$250,000,000.
2. For BOILER and MACHINERY coverage, \$50,000,000.
3. For AUTOMOBILE and SCHOOL BUS coverage, \$2,000,000 per occurrence/No annual aggregate.
4. For PERSONAL, BODILY INJURY, and PROPERTY DAMAGE, \$2,000,000 per occurrence/No annual aggregate.
5. For BLANKET SURETY BOND and CRIME LOSS, \$ 200,000.
6. For SCHOOL BOARD LEGAL LIABILITY coverage, \$2,000,000 per occurrence/No annual aggregate.

TOTAL CONTRIBUTION FOR ALL COVERAGES, INCLUDING LOSS FUND, ADMINISTRATIVE FEES, LOSS CONTROL, AND LOCAL AGENT COMMISSIONS, IF APPLICABLE, UNDER THE PROPERTY AND LIABILITY FUND PARTICIPATION AGREEMENT IS \$19,551.

There is hereby delegated to the Superintendent the authority to carry out, or to further delegated subject to his supervision and responsibility, the obligations of the District identified in the Bylaws approved herein, the Participation agreement, and the master Contracts provided by the Trust Administrator. Finally, the Board hereby agrees to indemnify the Trust and its members, pursuant to the process established in the Bylaws approved herein, the full amount of any assessment levied by the

Trust Board pursuant to the Bylaws and the full amount of any contribution agreed to in the current or subsequent Participation Agreements approved by the Board as submitted upon proper vouchers.

Done this 13th day of May, 2013 at Leola, South Dakota

Nathan Hoffman –School Board President

I hereby certify that the foregoing Motion was adopted by the School Board in open session at a regularly-called meeting on the 13th day of May, 2013.

Deb Weiszhaar – Leola Business Manager

HS Principal/Technology Coordinator Item's:

Motion 12-167 by Lapka/Sieh to have Valley Communications relocate the Fiber Optics Line for \$1,363.00. Motion carried.

Mrs. Nancy Kindelspire requested that the group of students that would like to attend the National Ambassadors Music Tour be allowed to work as the FBLA Students are working to attend their National Convention.

Due to current needs of the district, the board of education is approving the requests for FBLA and music students to work up to 30 hours this summer at the rate of \$10 an hour. This will help the students earn money to pay for their national trips. In the future, the board of education recommends student groups seek funding through alternative fund raising sources, including taking advantage of the opportunities the Booster Club has to offer."

Motion 12-168 by Sieh/B. Hoffman to allow the Music Students to have the same work opportunity as the FBLA Students which is up to, but not to exceed 30 hours at \$10.00 per hour. Motion carried.

E-Rates have been approved to allow the Colony Schools to have wireless capabilities. The school will have to pay for ten percent of the cost. E-Rates fund the rest of this expense.

The schedule for the 2013-2014 School year is complete and students have registered for classes.

Technology and Activities Director's Items:

Co-op Committee Updates - the GBB position will be kept open, a 3% increase was discussed for coaching staff, and candidates have been interviewed for the BBB Head Coach and BBB Assistant Coach.

Technology Committee Updates – Meeting will be held May 28, 2013 at 9:00 am. Ms. Geffre will contact all people on the committee on the meeting date and time.

Motion 12-169 by B. Hoffman/Sieh to vote yes on SDHSAA Ballots – Amendment 1. Motion carried

Motion 12-170 by Sieh/B. Hoffman to vote for Division II Representative – Bill Clements Dakota Valley School. Motion carried

Motion 12-171 by B. Hoffman/Sieh to vote for Large Group Board Position Mike Miller Aberdeen Central . Motion carried.

Coaching recommendations and 3% raise discussion will be held after executive session.

Superintendent's Items:

Arnie Wollman Long Lake Colony Representative and Paul Wollman Grassland Colony Representative wanted to dispel some of the negative rumors that are going around about the Colony Schools. Both Colonies's thanked the Board for all of the support that they have received.

School/Community Relations Committee Update – ReEtta Sieh discussed the school tours from 10:00 am to 2:00 pm that will be held during Rhubarb Days, the surplus property items donation sale that will be set up on the school landing.

Professional updates were given on Common Core and ELL Trainings.

Teachers Sick & Maternity Bank Guidelines & Report were presented to the board.

Non-certified Sick Bank Guidelines & Reports were presented to the board. Discussion was held on the increasing the number of days allowed in the bank to 40 days. Also changes need to be made to the section on refilling the sick bank.

Motion 12-172 by B. Hoffman/Sieh to approve the number of day allowed in the sick bank to 40 days. Motion carried.

Motion 12-173 by Sieh/Lapka to forgive the one make up snow day. Motion carried.

Board Item's:

Policy for addressing the board was discussed.

There was discussion as for why 10 days' notice was needed to have an item placed on the agenda. The board's feeling was that the agenda is tentatively set a week before the meeting. Anything being placed on the agenda would need time to be researched so the board would have time for proper consideration of the matter. Also discussed was that any board member could bring things to the board's attention during the BOARD ITEM section of the meeting. These items could be concerns brought by the public to a board member (as long as they were not personnel in nature.)

ADDRESSING THE BOARD POLICY:

An agenda for each regular meeting, prepared by the Superintendent with the Board President or Vice President in the president's absence will be distributed to each board member not later than two school days prior to the regular meeting. Board members or citizens, through the Superintendent's office may request that an item of business be placed on the agenda.

A citizen or board member who requests an agenda item shall submit a detailed explanation of the item, in writing to the Superintendent's office at least 10 days prior to the meeting of the board at which the desire the item to be considered. Emergency items may be considered at the discretion of the Superintendent and the Board President.

If a board member or citizen's request for an agenda item is denied by the Superintendent and Board President, and if the board member or citizen is dissatisfied with that denial, the issue will be submitted to the Board at its meeting and the Board shall decide whether the requested agenda item will be considered at the Board's next regularly scheduled meeting.

Chairman N. Hoffman called for a five-minute recess at 7:25 pm.

Chairman N. Hoffman reconvened the meeting at 7:31 pm.

Executive Session:

Motion 12-174 by Sieh/Lapka to enter executive session SDCL1.25.2.(2) for student discussion at 7:31 pm. Motion carried.

Chairman N. Hoffman declared the board out of executive session at 7:51 pm with no action taken.

Motion 12-175 by Sieh/B. Hoffman to enter executive session SDCL 1.25.2 (4) for negotiations discussion at 7:52 pm.

Chairman N. Hoffman declared the board out of executive session at 8:17 pm with the following actions.

Motion 12-176 by Sieh/B. Hoffman to settle negotiations and accept contracts. Motion carried.

Motion 12-177 by B. Hoffman/Sieh to pay fifty cents per hour for hourly contracts and a 3 % increase to the head custodian. Motion carried.

Motion 12-178 by Lapka/Sieh to enter executive session at 8:23 pm for SDCL 1.25.2 (1) personnel discussion.

Chairman N. Hoffman declared the board out of executive session at 8:35 pm with the following action.

Motion 12-179 by B. Hoffman/ Sieh to approve the 3% raise for Coop Coaching Staff. Motion carried.

Motion 12-180 by Sieh/Lapka to adjourn the meeting. Motion carried.

Board Chairman

Date

Business Manager

Date

Published once at the total approximate cost of \$_____.

