

Leola School District

Official School Board Proceedings

August 13, 2012

Vice Chairwoman Darci Wolff called the regular meeting of the Leola School District Board of Education to order on Monday, August 13, 2012 at 6:01 pm. Roll call showed members ReEtta Sieh and Patrick Lapka present. Nathan Hoffman and Susan Berreth were absent. Others attending were Superintendent Julie Nikolas, HS Principal/Technology Coordinator Cynthia Rall, Business Manager Deb Weiszhaar, HKG Architect Dean Marske, Teachers Robyn Lampert, Denise Brandner and Jackie Rau, and Patrons Diane Rood Kiesz and Susan Kolb.

A quorum was established.

Motion 12-043 by Sieh/Lapka to adopt the agenda. Motion carried.

Good News Item:

Superintendent Julie Nikolas stated that many teachers participated in Common Core Training during the summer. The teachers have all volunteered their time to attend this training and their commitment is outstanding.

There will also be a 1st Aid and CPR Training held on August 29, 2012. All teachers, staff and coaches are invited to attend this training. It is from 6:00 pm to 9:00 pm in Leola. Frederick Area School will also be participating in this training. Supt. Nikolas thanked Val Geffre for getting this arranged for the employees.

Consent Agenda:

Motion 12-044 by Lapka/Sieh to approve the consent item agenda. Motion carried.

- a. Approve the July 09, 2012 Budget Hearing Minutes, the July 9, 2012 annual regular school board meeting minutes, and the July 23, 2012 Leola Frederick Coop annual meeting minutes.
- b. Surplus property – old bus radios, hand held radios, small office equipment and old track equipment. A listing of items is on file in the business office.
- c. Financial Reports and Payment of the bills

Fund: 10 GENERAL
FUND

AB BUSINESS INC, SOLUTIONS	Color Paper	104.25
ABERDEEN CHRYLSEER CENTER	Van Repairs	121.65
ACADEMY TROPHY & ENGRAVING CO	Plaque	9.00
ASBSD	Gavel Training	100.00
AT&T MOBILITY	Cell Phone	158.55
AVERA FAMILY PHYSICIANS	Bus Driver Physical	149.00

CARDMEMBER SERVICE	Credit Card Billing	372.52
CARDMEMBER SERVICES	Credit Card Billing	2,152.82
CARSON-DELLOSA PUBLISHING	Textbooks	113.99
CENTURY BUSINESS PRODUCTS, INC.	Copy Repair	208.33
CHARACTER DEVELOPEMENT GROUP INC	Materials	75.35
CITY OF LEOLA	Water Bill	391.00
CLASSROOMDIRECT.COM	Elementary Supplies	106.07
COLE PAPERS, INC	Custodial Supplies	53.56
DAKOTA 2000	Software Licenses	230.00
DAKOTA SUPPLY GROUP	Materials	11.32
DAYS INN	Lodging	50.00
DEPENDABLE SANITATION, INC	Garbage Collection	504.00
DICKEY RURAL NETWORKS	Colony Phone & Internet	81.07
DON'S BUILDERS HARDWARE	Locks	11.00
ETA HAND2MIND	Textbooks	229.49
FIDUCIARY FUNDS	Reimburse Imprest	808.42
FP MAILING SOULTIONS	Postage Meter	197.70
FREDERICK AREA SCHOOL	Coop Expenses Share	4,763.73
GEFFRE, VAL	I Pad Covers	133.30
GENE'S OIL CO	Gasoline	291.30
GEYER	Materials	40.95
HANDWRITING WITHOUT TEARS	Textbooks	551.00
HAUFF MID-AMERICA SPORTS INC	PE Equipment	285.95
HOMESTEAD BUILDING SUPPLIES	Custodial Repairs	520.54
HOUGHTON MIFFLIN RECEIVABLES CO.,	Textbooks	3,632.21
LAKESHORE LEARNING MATERIALS	Workbooks	800.92
LEARNING RESOURCES	Workbooks	24.94
LEARNING THINGS, LLC	Materials	714.20
MARC	Custodial Supplies	887.00
MARI INC	Textbooks	338.58
MCLEOD'S	School Supplies	612.93
MCPHERSON CO HERALD	Proceedings/Ads	454.23
MONTANA-DAKOTA UTILITIES CO	Electricity	1,187.74
NASCO	Materials	185.47
NORTH CENTRAL FARMERS ELEVATOR	Repairs/Oil Change	97.16
PEARSON EDUCATION	Textbooks	391.53
PLUNKETT'S PEST CONTROL	Pest Control	72.80
QUILL	Office Supplies	128.80
REALLY GOOD STUFF, INC.	Materials	253.61
REMEDIA PUBLICATIONS, INC	Textbooks	33.97
RUBBERSTAMPS.COM	Stamp	14.95
SAGE PUBLICATIONS INC	Book	31.90
SCHOOL SERVICE INC	Materials	21.82
SCHOOL SPECIALTY INC	Materials	225.07
SCHWAN ELECTRIC INC	Repairs	56.12
SD TEACHER PLACEMENT CENTER	Dues	420.00
SUCCESS BY DESIGN, INC	Planners	147.13
SUMMIT LEARNING	Materials	30.25
SUPREME SCHOOL SUPPLY CO	Materials	167.26
TAYLOR MUSIC	Instrument Repair	38.00
TEL SERV COMMUNICATIONS, INC	Tower	2,499.17
THE LIBRARY STORE INC	Library Supplies	21.71
THE SHORT BOOKS INC	Books	103.00
VALLEY	Phone Bill	173.27
WALCH EDUCATION	Materials	59.80
WARDS NATURAL SCIENCE	Science Material	112.36
WEISZHAAR, DEB	Postage	79.44
		<hr/>
		26,843.20

Fund: 21 CAPITAL OUTLAY		
CARDMEMBER SERVICE	Credit Card Billing	974.73
IPSWICH SCHOOL	I -Pad	1,190.00
SECENCA	Laptop Computers	5,730.00
TEL SERV COMMUNICATIONS, INC	Phone System	1,494.26
		<hr/> 9,388.99

Fund: 22 SPECIAL EDUCATION FUND		
CAMBIUM LEARNING INC	Software	2,905.61
FIDUCIARY FUNDS	Reimburse Imprest	109.56
GREAT IDEAS FOR TEACHING, INC	Materials	89.03
LINGUISYSTEMS, INC	Speech Materials	29.95
OSBORNE, SHARON	Registration	110.00
SPED Constituent	Mileage	195.36
		<hr/> 3,439.51

Fund: 41 CAPITOL OUTLAY CERTIFICATES FUND		
FIRST NATIONAL TRUST	Funding Flat Fee	300.00
HKG ARCHITECTS	Architect Work	21,681.80
TEL SERV COMMUNICATIONS, INC	Wiring	497.73
		<hr/> 22,479.53

Fund: 51 FOOD SERVICE		
FIDUCIARY FUNDS	Reimburse Imprest	29.55
GRASSLAND COLONY	Fed NSLP Reimbursement	6,741.00
LONG LAKE COLONY	Fed NSLP Reimbursement	1,324.95
SPRING CREEK COLONY	Fed NSLP Reimbursement	7,662.60
		<hr/> 15,758.10

Fiduciary Funds:

Nelson Sales & Service	Motor Repair	139.13
SD Reading Council	Registration	177.00
US Postal Service	Postage Meter	250.00
Lee Wollman	SPED Mileage	97.98
Calendars At A Glance	SPED Calendars	11.58
Pamela Fauth	Lunch Fund Overcharge	29.55
Kristy Jarrott	Criminal Background Check	15.00
Holly Mueller	Health Insurance Reimbursement	<u>227.29</u>
	TOTAL	\$947.53

Payroll – July 2012

General:

Elementary/Secondary Teaching	\$85,039.38
Support	2,159.35
Administration	6,481.37
HS Principal	2,153.00
Fiscal Services	6,289.01
Maintenance	<u>8,286.24</u>
Total	\$110,408.35

Special Ed:

Teaching	6,170.59
Speech	<u>1,620.33</u>
Total	\$7,790.92

Food Service

\$732.81

All salaries listed as gross plus district matching funds.

Maintenance & Building Items:

Dean Marske HKG Architects presented a punch list of items that have been completed or are near completion on the Phase I Project. Other items discussed were roof drainage, soil testing reports and bids for Phase II and Phase III.

Motion 12-045 by Sieh/Lapka to rebid RFP #01 Turning the southwest corridor into a janitor's office and data room with the Phase II Construction bid. Motion carried.

Motion 12-046 by Lapka/Sieh to pay for the material only \$1,004.27 on RFP #03 Re-pull wire due to conduit being directly under slab in the north hallway. Motion carried.

Business Manager's Items:

Milk and bread bids are processed through the Avera Pace Program. Milk is distributed from Land o Lakes, and bread is distributed from Sara Lee Bakeries.

The 2011-2012 Annual Report has been sent to the Department of Education. It was received and approved.

Motion 12-047 by Lapka/Sieh to approve a Fiduciary Account named Booster Club for the Crow's Nest Project. Motion carried.

Delta Dental Premiums for 2012-2013 are as follows: Single Plan \$36.84 and a Family Plan is \$104.32.

High School Principal Item's:

High School Handbook was moved to the end of the meeting.

Motion 12-048 by Sieh/Lapka to approve the FBLA Contract for Traci Butler for \$1,174.25. Motion carried.

Tyler Hoffman and Jaden Geffre presented information on their request for Senior Privileges. Discussion was held and Vice Chairwoman Darci Wolff requested that they present their final proposal to the School Board at the September 10, 2012 Board Meeting.

Attendance Policy was tabled until the High School Handbook discussion.

Technology & Activities Director's Items:

Coach's contracts for Co-op Sports were discussed. Both schools should have a copy of each coach's contract. Discussion was held on Leola School's coaches for track and golf.

Old Track Equipment was declared surplus property. Ads will be placed for the high jump mats.

Motion 12-048 by Lapka/Sieh to approve the Assistant Track Coach for Micah Gunther for \$1,966.30. Motion carried.

Mrs. Val Geffre presented the Leola Frederick Athletic Handbook. Discussion ensued on handling of equipment and inventory of equipment and uniforms, bussing to practices, academic checks, training rules and disciplinary issues, violations, cheerleading issues, and attendance the day of a game. Guidance was offered from board members. The Athletic Handbook will be placed on the September Agenda.

A recess was called at 8:07 pm. The meeting reconvened at 8:13 pm.

The SDHSAA requires athletes to obtain a physical every three years. There is no policy written for Leola School Athletes. Discussion followed on yearly, every two years and three years for physicals.

Motion 12-049 by Sieh/Lapka to set policy stating Athletic Physicals will be required each year and paper work will be turned into the Activities Director. Motion carried. The policy will be waived for the 2012-2013 school year.

Superintendent's Items:

Motion 12-050 by Lapka/Sieh to adopt the Operating Protocol for the 2012-2013 school year. This was signed by present Board Members, Superintendent, HS Principal & Tech Coordinator, and Business Manager. Motion carried.

A Faculty Handbook was handed out to the board for their perusal.

Motion 12-051 by Lapka/Sieh to approve the final reading adoption of the Addressing the Board Policy. Superintendent Nikolas read this policy. Diane Rood Kiesz questioned when this was published. The publication was in the July 09, 2012 Annual Meeting Minutes. Motion carried.

On August 30, 2012 school will be dismissed at 11:45. This early dismissal will be done so that teachers may train on the E-Metrics Site/State Portal. The Leola District is participating in a pilot with the Department of Education. This pilot includes students being assessed four times throughout the year to help inform instruction based upon progress made. This training will allow them to understand how the portal works and what information they can get from it to better inform instruction.

Motion 12-052 by Sieh/Lapka to approve Open Enrollment Applications #1, #2, & #3. Motion carried.

Motion 12-053 by Lapka/Sieh to approve the hire of Nancy Aman as a Leola School District Para-Professional at \$9.00 per hour. She will be assigned to Long Lake Colony School for the coming school year. This is an existing position. The prior employee retired. Motion carried.

Board Items:

Pat Lapka asked if Maria was going to be handing out information on the new lunch food standards. This will be presented at the Open House on Monday, August 20. A letter will be sent home with students also.

Ms. Nikolas stated that Susie Berreth had asked her to ask this question on the Pre-School: If the school is not charging for Pre-School, why is it being held in the school building? The Pre-School is a private business, and it was allowed into the school when the Catholic Church Rectory was sold. This is where it was previously held.

Ms. Cindy Rall presented the High School Handbook. Discussion was held on eligibility and consequences, grade posting, proper dress –allowable attire, distance learning courses, and attendance.

Motion 12-054 by Lapka/Sieh to enter executive session for personnel discussion SDCL 1.25.2 (1) and student discussion SDCL 1.25.2 (2) at 9:38 pm. Motion carried.

Vice Chairwoman Wolff declared the board out of executive session at 11:20 pm with no action taken.

Motion 12-055 by Sieh/Lapka to adjourn the meeting. Motion carried

Vice Chairwoman Date

_____ *Deb Weiszhaar* _____
Business Manager Date