

Leola School District 44-2

Unofficial School Board Proceedings Annual Meeting July 09, 2012

Chairman Jerome Lapka called the annual meeting of the Leola School District Board of Education to order on Monday, July 09, 2012 at 5:30 pm. Roll call showed members Patrick Lapka, Daniel Erdmann, Darci Wolff, and Nathan Hoffman present. Others in attendance were Superintendent Julie Nikolas, High School Principal/Technology Director Cynthia Rall, Business Manager Deb Weiszhaar, New Board Members Susan Berreth and ReEtta Sieh, Head Custodian Dana Leibel, Teachers Denise Brandner, Diane Tschappat, and Robyn Lampert, Patrons Diane Rood Kiesz, Melvin and Marian Kallas.

A quorum was established.

Motion 12-003 by Wolff/Erdmann to adopt the agenda with the following: Unfinished Business Item A. HKG –Approval of Building Executive Summary moved to the August meeting; add Item G. Resignation. Motion carried.

Motion 12-004 by P. Lapka/Hoffman to approve the minutes of the June11, 2012 regular meeting and the June 28, 2012 special meeting. Motion carried.

Motion 12-005 by Hoffman/Wolff to approve the financial reports and payment of the bills. Motion carried.

Fund: 10 GENERAL
FUND

ASBSD	Dues	853.61
ASBSD WORKERS COMP	Workers Comp Insurance Premium	10,759.00
AT&T MOBILITY	Cell Phone Service	162.36
CARDMEMBER SERVICE	Credit Card Billing	1,147.73
CITY OF LEOLA	Water Bill	435.25
COLE PAPERS, INC	Custodial Supplies	198.33
DICKEY RURAL NETWORKS	Colony Phone & Internet	82.16
FIDUCIARY FUNDS	Reimburse Imprest	1,385.58
GENE'S OIL CO	Gas/Diesel	525.31
GRAVES IT SOULTIONS	Professional Services	2,000.00
GREAT PLAINS LUTHERN HS	Golf Region Fees	24.87
GRIFFITH, DOUGLAS	Drivers Education Driving	960.00
HOMESTEAD BUILDING SUPPLIES	Custodial Supplies	743.47
K12 CONSULTANTS	PD Materials	25.00
MCPHERSON CO HERALD	Proceedings/Ads	423.37
MONTANA-DAKOTA UTILITIES CO	Electricity	1,031.43
NIKOLAS, JULIE	Cards	44.17
NORTH CENTRAL FARMERS ELEVATOR	Gas/Oil Change	131.77
NORTHERN HIGH TECH MODULES	Yearly Fee	1,000.00
PLUNKETT'S PEST CONTROL	Pest Control	72.80
QUILL	Printer Toner	366.19
SASD	Registration	850.00
SD LIBRARY NETWORK	Library Network Dues	675.00
SOFTWARE UNLIMITED, INC	Maintenance Program	2,400.00

TIE	Yearly Dues	800.00
VALLEY	Telephone Service	226.95
WANDA STANGEPORATE SERVICES	Driver Training	50.00
		<hr/> 27,374.35

Fund: 21 CAPITAL OUTLAY		
APPLE INC.	I Pods	3,980.00
DAKOTA ELECTRONICS	2 Way Radios	3,075.00
MCGRAW-HILL	Textbooks	1,410.22
		<hr/> 8,465.22

Fund: 22 SPECIAL EDUCATION FUND		
LIGHTSPEED TECHNOLOGIES INC	Redcart Site License	942.60
SCIENTIFIC LEARNING	Site License	6,850.00
		<hr/> 7,792.60

Fund: 51 FOOD SERVICE		
AMERIPRIDE	Professional Service	54.00
GRASSLAND COLONY	Federal NSLP Reimbursement	1,538.79
LONG LAKE COLONY	Federal NSLP Reimbursement	514.80
SPRING CREEK COLONY	Federal NSLP Reimbursement	1,522.95
		<hr/> 3,630.54

Fiduciary Funds:

Eureka School District	Track Entry Fees	80.00
Highmore-Harrold	Track Entry Fees-Region	123.47
Rall, Cindy	Meals	52.00
TAESE/USU	Registration 504 Training	50.00
IXL Learning	Math Site License	550.00
Leibel, Dana	Shop Mop	13.65
Merkel, Brenda	Meals FBLA NLC	182.00
Griffith, Douglas	Drivers Ed P/R Check	334.46
	TOTAL	\$1,385.58

Payroll: June 2012

General Fund:

Elementary Teaching	\$44,805.53
Secondary Teaching	32,248.65
Title 1	7,765.63
Support	7,737.07
Administration	6,066.77
Dean of Students	2,639.62
Fiscal Services	6,001.81
Maintenance	5,303.42
Co-Curricular	376.47
Transportation	2,544.35
Activity Trips	1,136.21
School Board	<u>3,692.69</u>
TOTAL	\$120,318.22

Teachers receiving a \$115.00 stipend for Professional Development are Denise Brandner, Jennifer Dallmann, Kelly Davies, Anne Erdmann, Pamela Fauth, Micah Gunther, Jami Heinrich, Holly Mueller, Sharon Osborne, Minnie Pietz, Teresa Pleinis, Jacquelyn Rau, Gretchen Rux, Dwain Schwan, and Diane Tschappat.

Special Education:

Teaching	12,523.02
Speech	<u>2,467.10</u>
TOTAL	\$14,990.12

Food Service: \$3,569.28

All salaries listed as gross plus district matching funds.

Good News: Ms. Nikolas commended the past and present school boards and the business manager on the fiscally sound practices that have been followed at the Leola School District. This resulted in the Leola School receiving an A+ rating from Standard and Poor's. This rating is an indicator of the ability of the school district to pay its debts, and also determines the interest on the Capital Outlay Certificates that are being sold to finance the school building project.

Unfinished Business:

HKG Review and Updates – Tabled. No one was present from HKG Architects at this time.

Toby Morris of Dougherty & Company presented a Summary and Review of the Financial Arrangements for the building project.

- A. The district was assigned an A+ from Standards & Poor's. This is a major accomplishment for a school of this size. It shows fiduciary responsibility, valuation growth, and a good school administration. Mr. Morris complimented Ms. Nikolas and Mrs. Weiszhaar on the Standards and Poor's conference call. He stated that they were very knowledgeable and presented all the information that was requested.
- B. The True Interest Costs of the Certificates was 2.67% - fixed for 20 years. This can only be refinanced or paid off after five years, but does not have to be refinanced.
- C. The Energy Lease will be paid off in 2020, with a savings of approximately \$69,703 due to refinancing the former loan in conjunction with this building project.
- D. Construction Phases – the financing is completed, and is intended to cover all phases of the project together as one. \$3,260,725 will be deposited into the Districts accounts at the closing.

Chairman J. Lapka thanked Toby Morris for his information. Mr. Morris left the meeting at this time.

Mettler-Sichmeller Engineering was tabled as no one was present.

Kristi Spitzer presented information on the 2012-2013 Activities Calendars. She said Quality Quick Print has been arranged to print the calendars and that Mrs. Val Geffre has the information and is completing the project.

Motion 12-006 by Wolff/Erdmann to approve the 2012-2013 School Calendar with the Graduation Date set as May 11, 2013. Motion carried.

Yearbook Stipend and Contracts were moved to executive session.

Motion 12-207 by Wolff/Hoffman to pay a transition stipend to Cynthia Rall \$2,000.00 and Valerie Geffre \$1,900.00 for non-contract work in the month of July. Motion carried.

Motion 12-008 by P. Lapka/Hoffman to adopt the Release of Information Policy. Motion carried.

Addressing the Board Policy – Ms. Nikolas read the Addressing the Board Policy with a board member recommended addition/ correction. This policy had the first reading as follows:

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 they 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.

Motion 12-009 by Wolff/P. Lapka to adopt the AUP Policy. Motion carried.

Motion 12-010 by Wolff/P. Lapka to approve the Long Lake Colony School Agreement. Motion carried.

Ms. Nikolas read a request to speak to the board from Jerome Mack. The request stated "I request to be put on the next school board agenda to ask questions concerning funding of Phase 3 of the proposed addition to the Leola School. I am asking for 5-10 minutes of the board's time." This request was denied by Board President Jerome Lapka and Ms. Nikolas. Mr. Mack then requested to appeal this decision to the whole board. Ms. Nikolas also read all correspondence dealing with this request between the district and Mr. Mack.

Motion 12-011 by Wolff/Hoffman to deny the request to Mr. Mack due to the fact that there is nothing new that the board is doing regarding the building project, financing for the phases is all wrapped into one action, and no specific or different questions were asked that haven't already been answered. Motion carried.

Motion 12-012 by P. Lapka/Wolff to enter executive session for personnel and contract discussion at 6:10 pm. Motion carried.

Chairman J. Lapka declared the board out of executive session at 6:50 pm with the following action:

Motion 12-013 by Hoffman /P. Lapka to accept all contracts. Motion carried. Contracts include: Technology Facilitator/Activities Director Valerie Geffre, High School Principal/Technology Coordinator Cynthia Rall, FBLA Advisor/Oral Events Person Traci Butler \$1,174.25, Head Boys & Girls Track Coach Sally Davis \$3,093.75, Elementary Music Concert Advisor Jennifer Dallmann \$123.75, Cheerleading Coach Tricia Erickson \$914.38, Student Council Advisor \$247.50 & Play Director \$954.00 Pamela Fauth, Prom Advisor Ashley Huettl \$247.50, Asst. Girls Volleyball Coach Amanda Kallas \$2,650.00, Band Events & Choral Events Director Nancy Kindelspire \$3,278.00, Flag Corp Director Brenda Merkel \$477.00, Boys & Girls Golf Coach Teresa Pleinis \$3,175.00, Asst. Football Coach Troy Van Dover \$2,250.00. Motion carried.

Motion 12-014 by Wolff/P. Lapka to pay a Journalism advisor an extra stipend over and above the regular pay received for teaching the course, with the stipulation that verification of completion of the Yearbook and nine monthly issues of the LHS Eye have been published. Motion carried.

Ms. Nikolas presented plaques to Daniel Erdmann 3 years of service as School Board Member and Jerome Lapka 9 years of service as School Board Member. Kristi Spitzer was presented the Star Award for two years of service. Ms. Nikolas and the rest of the board thanked all of them for their years of service to Leola School District.

Motion 12-015 by Wolff/P. Lapka to adjourn the meeting. Motion carried.

A five minute recess was called at 7:00 pm before the Annual Meeting began.

Annual Meeting

Superintendent Julie Nikolas called the 2012-2013 Annual Meeting of the Leola School District Board of Education to order at 7:06 pm.

Business Manager Deb Weiszhaar administered Oath of Office to Susan Berreth and ReEtta Sieh, and presented Certificates of Election to both new board members.

Roll call showed members Nathan Hoffman, Patrick Lapka, ReEtta Sieh, Susan Berreth and Darci Wolff present.

A quorum was established.

Motion 12-016 by Wolff/Hoffman to adopt the agenda. Motion carried.

Reorganization of the Board

Superintendent Julie Nikolas issued a request for nominations for Board Chairman. Darci Wolff nominated Nathan Hoffman for Board Chairman, second by Pat Lapka. A unanimous vote was cast for Nathan Hoffman as Board Chairman.

Chairman Nathan Hoffman issued a request for nomination for Board Vice Chairman. Pat Lapka nominated Darci Wolff for Vice Chairman seconded by ReEtta Sieh. A unanimous vote was cast for Darci Wolff as Vice Chairman.

Chairman Nathan Hoffman appointed the following committees:

Transportation Committee/Policy Manual Committee – Darci Wolff and Susan Berreth.

Buildings & Grounds Committee – Nathan Hoffman and Pat Lapka

Sports Coop Committee – ReEtta Sieh and Pat Lapka

School/Community Relations Committee – Susan Berreth and Nathan Hoffman

Negotiations Committee – Pat Lapka and Nathan Hoffman

Motion 12-017 by Wolff/Berreth to designate CorTrust Bank and SD Fit as the official depositories for the 2012-2013 school year. Motion carried.

Motion 12-018 by Wolff/Sieh to designate Rodney Freeman as school attorney for the 2012-2013 school year. Motion carried.

Motion 12-019 by Lapka/Sieh to designate the McPherson County Herald as the official publication for the 2012-2013 school year. Motion carried.

Motion 12-020 by Wolff/Lapka to hold the regular meetings of the Leola Board of Education on the second Monday of each month at 5:30 pm in the conference room. Roll call vote Wolff-aye, Lapka-aye, Berreth-nay, Sieh-nay, Hoffman-nay. Motion by Wolff/Lapka to hold the meetings at 6:00 pm. Roll call vote Wolff-aye, Lapka-aye, Berreth-nay, Sieh-nay, Hoffman-aye. Motion carried.

Motion 12-021 by Wolff/Sieh to appoint the business manager as the clerk, treasurer and investment officer of Leola School District. Motion carried.

Motion 12-022 by Lapka/Wolff to authorize the business manager to be bonded in the amount of \$200,000 with premium for the said Bond to be paid by the district. Motion carried.

Motion 12-023 by Berreth/Sieh to designate the business manager as Agent for the Employee Benefit Trust. Motion carried.

Motion 12-024 by Wolff/Berreth to adopt the state rate for lodging, meals and mileage. Motion carried.

Motion 12-025 by Sieh/Lapka to request quotes on a monthly basis for gas and diesel. Motion carried.

Motion 12-026 by Wolff/Lapka to appoint Ms. Julie Nikolas as Title 1 & LEA Representative, and Special Education Director. Motion carried.

Motion 12-027 by Lapka/Wolff to approve the CIPA policy as written and consider this the annual hearing for the CIPA Policy. Motion carried.

Motion 12-028 by Wolff/Berreth to authorize membership in SDHSAA, ASBSD, & SDUSA. Motion carried.

Motion 12-029 by Lapka/Wolff to appoint Ms. Julie Nikolas as the Truancy Officer and 504 Coordinator. Motion carried.

Motion 12-030 by Wolff/Sieh to appoint Valerie Geffre as the Title IX Officer. Motion carried.

Motion 12-031 by Sieh/Berreth to appoint Ms. Julie Nikolas as the Homeless Liaison. Motion carried.

Motion 12-032 by Wolff/Lapka to appoint Tricia Erickson as the HIPPA Privacy Officer. Motion carried.

Motion 12-033 by Sieh/Wolff to appoint Deb Weiszhaar as the Public Records Officer. Motion carried.

Motion 12-034 by Wolff/Lapka to authorize prepayment of bills, when necessary with a limit of \$2,500 (Imprest Fund). Motion carried.

Motion 12-035 by Lapka/Sieh to pay school board members \$45 per meeting plus mileage at state rate. Motion carried.

Business Manager's Items:

Publication of Employee's Salaries:

Denise Brandner \$32,000.00 SCC teacher; Jonathan Buck \$33,000.00 secondary IA teacher , drivers education; Traci Butler \$27,900.00 secondary business teacher; Jennifer Dallmann \$ 27,500.00 kindergarten, elementary music - Colonies; Kelly Ann Davies \$27,500.00 GLC teacher; Doreen Emery \$39,286.23 Special Ed teacher, Special Ed administrator; Pamela Fauth \$35,456.00 secondary math teacher; Micah Gunther \$27,500.00 SCC teacher; Jami Heinrich \$28,400.00 GLC teacher; Ashley Huettl \$27,500.00 secondary science teacher; Kristy Jarrott \$27,500.00 GLC teacher; Nancy Kindelspire \$35,500.00 secondary music teacher; Robyn Lampert \$29,340.00 secondary English teacher; Anita Malson \$33,815.00 elementary teacher 4,5,6 grades; Holly Mueller \$27,700.00 elementary 3rd grade; Minnie Pietz \$30,480.00 SCC teacher; Teresa Pleinis \$33,140.00 elementary teacher grades 4,5,6; Jacquelyn Rau \$35,436.00 elementary teacher 1st grade; Gretchen Rux \$31,544.00 elementary teacher 2nd grade; Dwain Schwan \$31,880.00 secondary social science teacher; Amanda Stilken \$11,000.00 elementary music teacher; Diane Tschappat \$42,166.00 Title 1 teacher & Title 1 director; Daniel Vander Wal \$36,264.00 secondary computer PE teacher; Aimee Wiedebush \$31,917.00 LLC teacher.

Dana Leibel \$30,900.00 head custodian; Valerie Geffre \$27,500.00 tech facilitator/AD, Title IX officer; Julie Nikolas \$66,150.00 superintendent, elementary principal, SPED coordinator, truancy officer, 504 coordinator, LEA representative, Title 1 administrator; Sharon Osborne \$20,291.40 speech language

therapist; Cynthia Rall \$48,000.00 HS principal/tech coordinator; Debra Weiszhaar \$44,608.00 business manager, public records officer, employee benefit trust agent, \$45.00 per special board meetings; Tricia Erickson \$11.00 per hour administrative assistant, HIPPA privacy officer; Nancy Berreth \$9.94 per hour cook assistant; Sally Davis \$10.29 per hour Title 1 para-professional; Sheila Erdmann \$9.66 GLC Title 1 para-professional; Maria Evans \$11.60 per hour head cook; Shana Gohl \$9.25 per hour SPED para-professional; Donna Hoffman \$9.84 SCC SPED para-professional; Alvin Kallas \$67.00 per day bus driver; LaRae Mock \$9.75 per hour asst. custodian; Michelle Roblewsky \$9.25 per hour asst. cook; JoAnn Sanborn \$10.39 per hour LLC Title 1 para-professional; Michele Waltman \$9.25 per hour GLC SPED para-professional; Christine Westphal \$9.25 per hour SCC Title 1 para-professional; Curtis Walz \$67.00 per day bus driver; Gwen Wolf \$33.50 per trip bus driver; Jackie Wurtz \$10.06 per hour SPED para-professional, \$33.50 per trip bus driver.

Board members \$45.00 per meeting plus mileage at the state rate, sub teachers non-certified \$59.50 per day, certified sub teacher \$70.00 per day, summer custodial assistants \$7.25 per hour.

Deb Weiszhaar presented the Leola Sports Coop Balance Sheet to the board. Discussion was held on the mileage reimbursement for Activity Trips.

Motion 12-036 by Berreth/Wolff to write off a lunch bill for \$115.90 for a family that has left the district with no forwarding address. Motion carried.

Dean of Student's Items:

Kristi Spitzer discussed the High School Handbook. The Table of Contents needs to be added, and the new High School Principal may need to add/adjust other items also. The new High School Principal will bring this back to the board in August.

Superintendent's Items:

The Faculty Handbook is being revised. The Teacher's Books will have all handbooks, negotiated agreement, new staff lists, and new classroom information added to them for the 2012-2013 School Year.

Board Items:

Darci Wolff handed out the Operating Protocol Information and also a power point sheet with board meeting requirements and suggestions to run proper school board meetings.

Motion 12-037 by Wolff/Lapka to enter executive session at 7:42 pm for Personnel & Student Discussion SDCL 1.25.2. Motion carried.

Chairman Hoffman declared the board out of executive session at 8:00 pm with no action taken.

Dean Marske-HKG Architects and Larry Mettler –Mettler-Sichmeller Engineering arrived at this time.

Dean Marske and Larry Mettler discussed the district's option for conversion to propane and the problems being experienced with finding a location for the propane tank that is acceptable to all patrons. Therefore they recommended that the school continue to use heating fuel and install electric heating in the new addition rooms. The board needs to request a Variance to move the current fuel tank that is buried by the school.

Motion 12-038 by Wolff/Lapka to request a Variance to relocate the existing fuel tank. Motion carried.

Dean Marske presented RFP-1 which is turning the Southwest corridor into a janitor's office and a data room.

Motion 12-039 by Berreth/Sieh to approve RFP-1 with stipulation this does not exceed \$13,000.00. Motion carried.

Dean Marske presented RFP-2 to refurbish a fume hood for \$160.71.

Motion 12-040 by Wolff/Berreth to approve RFP-2. Motion carried.

Ms. Nikolas presented a bill from Schwan Electric Inc. to furnish labor and material to replace bad wiring to exhaust fans for \$985.00.

Motion 12-041 by Wolff/Berreth to approve Schwan Electric Inc.'s bill for \$985.00. Motion carried.

Larry Mettler informed the Board that Huff Construction had cut an electrical wire and conduit. The cost to repair this error is \$4,200.00. He requested a compromise on this bill. The Board required further information on this request.

Susan Berreth inquired about background checks on all of the construction workers and how this is handled.

Mr. Marske stated that anyone that is listed as a Sex Offender cannot be allowed to work on the project. The workers will remain separated from the students and staff.

Motion 12-042 by Berreth/Sieh to adjourn the meeting. Motion carried.

____Nathan Hoffman____
Board Chairman Date

____Deb Weiszhaar____
Business Manager Date

