

SCHOOL BOARD MINUTES

Regular Meeting Garretson School District #49-4 5:45 p.m. July 12, 2021

Present: President Shannon Nordstrom, Vice President Kari Flanagan, Board Member Rachel Hanisch, Board Member Tony Martens, Board Member Ruth Sarar, Superintendent Guy Johnson, & Business Manager Jacob Schweitzer. Others present: Jacki Liester, Jodi Linneweber, Ryan Longhenry, Rich Mittelstedt, Garrick Moritz, Kathi Nolz, & Sherri Schoenfish.

At 5:45 p.m., the Board convened in the Library for its regular meeting of the Garretson School Board. All votes are unanimous, unless specifically noted in the minutes.

President Nordstrom led the Pledge of Allegiance and welcomed guests and visitors. President Nordstrom called for any additions or corrections to the Board agenda. There was one correction presented. Superintendent Johnson requested that item AD: Contingency Transfer and Supplemental Budget for FY 2020 be moved to Old Business.

Action 21-116: Motion by Sarar, second by Martens, to approve the agenda as presented with the correction. Motion carried.

Action 21-117: Motion by Martens, second by Flanagan, to approve the following consent agenda items as presented. Approval of June 2021 regular board meeting minutes, approval of payments for June 2021 claims, approval of June 2021 payroll, and approval of the financial statements for June 2021. Motion carried.

Garretson School District #49-4
CLAIMS paid July 12, 2021

GENERAL FUND

A-OX WELDING SUPPLY CO. INC., AG. CYLINDER RENTALS, \$70.43; ALL AROUND WELDING, MOWER/FFA VEHICLE/HAND RAIL, \$620.00; ALLIANCE COMMUNICATIONS, JULY 2021 INTERNET & PHONE SERVICES, \$1,707.00; ARGUS LEADER MEDIA, SUBSCRIPTION, \$28.41; BATTERIES PLUS, BATTERIES, \$240.00; BOK FINANCIAL, ANNUAL FEE, \$350.00; BRANDON ACE HARDWARE, MAINTENANCE SUPPLIES, \$130.79; CITY OF GARRETSON, GAS/SEWER/WATER, \$682.84; COLLEGE ENTRANCE EXAMINATION BOARD, AP EXAMINATIONS, \$1,760.00; DAKOTA AUTO PARTS, TRANSPORTATION PARTS/SUPPLIES, \$18.71; DON'S AUTO & TIRE CENTER, MAINTENANCE/REPAIRS, \$1,238.19; EMC INSURANCE CO., FISCAL YEAR 2022 PREPAID INSURANCE, \$62,709.00; FAIRFIELD BY MARRIOTT - SPEARFISH, 2021 STATE TRACK - HOTEL STAY, \$182.00; FIRST DAKOTA INDEMNITY CO., WORKER'S COMPENSATION INSURANCE, \$2,805.00; GARRETSON GAZETTE, BOARD MEETING MINUTES/NOTICE OF AUDIT, \$209.56; GARRETSON SCHOOL DISTRICT TRUST & AGENCY ACCOUNT, JUNE 2021 IMPREST ACCOUNT REIMBURSEMENT, \$50.00; GRAVES IT SOLUTIONS, TECH. CONTRACT/TECH. SUPPORT, \$5,180.00; HAUFF MID-AMERICA SPORTS, STOPWATCHES/TRACK MEET AWARDS, \$210.25; HOLMES MURPHY & ASSOCIATES, LLC, BOND - BUSINESS MANAGER'S ASSISTANT, \$350.00; HORACE MANN, MAY 2021 ADMIN. FEES, \$47.25; HUDL, FISCAL YEAR 2022 SERVICES, \$2,700.00; INTERSTATE ALL BATTERY CENTER, IPAD REPAIRS, \$255.00; JJ & ZAK, ICU DATABASE RENEWAL 2021-2022, \$1,399.00; JOHNSON, GUY, CUPCAKES FOR BOARD MEETING, \$56.43; KURTZ, SUSAN, JUNE 2021 FINANCIAL CONSULTATION, \$90.00; LYNN, JACKSON, SHULTZ, & LEBRUN, P.C., LEGAL SERVICES, \$132.00; MENARDS, TERRO ANT DUST/GRASS SEED/TOTES, \$76.08; MIDWEST BUS PARTS, INC., HEAT BOOSTER PUMP, \$128.17; OLSON'S PEST TECHNICIANS, BIMONTHLY PEST CONTROL SERVICES, \$90.00; PALISADES OIL CO., BULK FUEL, \$2,194.52; PITNEY BOWES, POSTAGE, \$299.54; POPPLERS MUSIC, INC., INSTRUMENT REPAIRS, \$218.14;

SANFORD, MAY 2021 HEALTH SAVINGS ACCOUNT CONTRIBUTION, \$150.00; SANFORD HEALTH OCCUPATIONAL MEDICINE, DEPARTMENT OF TRANSPORTATION EXAM, \$75.00; SOFTWARE UNLIMITED, INC., END OF FISCAL YEAR WORKSHOP, \$50.00; STURDEVANT'S AUTO PARTS, FILTERS, \$250.76; UNITED STATES POSTAL SERVICE, POST OFFICE BOX SERVICE FEE, \$122.00; WAGeworks, JUNE 2021 ACH FEES, \$4,823.55; WASTE MANAGEMENT, JULY 2021 GARBAGE & RECYCLING SERVICES, \$544.13; XCEL ENERGY, APRIL & MAY 2021 ELECTRICITY, \$4,604.41;
TOTAL GENERAL FUND, \$96,848.16

CAPITAL OUTLAY FUND

HAUFF MID-AMERICA SPORTS, VOLLEYBALL JERSEYS, \$2,541.00;
TOTAL CAPITAL OUTLAY FUND, \$2,541.00

SPECIAL EDUCATION FUND

GOODCARE, LLC, JUNE 2021 OCCUPATIONAL/PHYSICAL THERAPY, \$1,006.02; LIFESCAPE, MAY 2021 SERVICES/TUITION, \$23,107.25; PRAIRIE LAKES EDUCATIONAL COOPERATIVE, JUNE 2021 SERVICES/2020-2021 PAYABLES, \$6,065.87;
TOTAL SPECIAL EDUCATION FUND, \$30,179.14

FOOD SERVICE FUND

GARRETSON SCHOOL DISTRICT CUSTODIAL ACCOUNT, JUNE 2021 IMPREST ACCOUNT REIMBURSEMENT, \$223.45; VANCO, MAY 2021 INVOICE & JUNE 2021 ACH FEES, \$115.03;
TOTAL FOOD SERVICE FUND, \$338.48

DRIVER'S EDUCATION FUND

SIOUX FALLS AUTO GLASS, ROCK CHIP REPAIR, \$49.95;
TOTAL DRIVER'S EDUCATION FUND, \$49.95

TOTAL CLAIMS: \$129,956.73

IMPREST CHECKS

JUNE 2021

GENERAL FUND IMPREST CHECKS

LASTING IMPRESSIONS UNLIMITED, INC., CLUB BASEBALL AWARDS, \$37.50; LASTING IMPRESSIONS UNLIMITED, INC., TRACK AWARD, \$12.50; TOTAL GENERAL FUND IMPREST CHECKS, \$50.00;

FOOD SERVICE FUND IMPREST CHECKS

DEBATES, STACY, LUNCH BALANCE REIMBURSEMENT, \$72.45; KING, KATHY, LUNCH BALANCE REIMBURSEMENT, \$9.20; RATTENBORG, DAWN, LUNCH BALANCE REIMBURSEMENT, \$18.15; VELDKAMP, DENISE, LUNCH BALANCE REIMBURSEMENT, \$80.00; ZAHN, SHAWN, LUNCH BALANCE REIMBURSEMENT, \$43.65; TOTAL FOOD SERVICE FUND IMPREST CHECKS, \$223.45;

TOTAL IMPREST CHECKS: \$273.45

Payroll Report

Fiscal Year 2020-2021

May 2021

General Fund - Gross Salaries, \$213,516.44; Social Security/Medicare, \$15,018.17; SD Retirement, \$11,702.65; Group Insurance, \$30,438.50; Total General Fund, \$270,675.76; Special Education Fund - Gross Salaries, \$37,126.13; Social Security/Medicare, \$2,556.48; SD Retirement, \$1,812.86; Group Insurance, \$6,464.74; Total Special Education Fund, \$47,960.21; Food Service Fund - Gross Salaries, \$0.00; Social Security/Medicare, \$0.00; Total Food Service Fund, \$0.00; Driver's Education Fund - Gross Salaries, \$1,890.00; Social Security/Medicare, \$144.59; Total Driver's Education Fund, \$2,034.59; Preschool Fund - Gross Salaries, \$5,960.42;

Social Security/Medicare, \$429.35; SD Retirement, \$357.63; Group Insurance, \$1,425.90; Total
Preschool Fund, \$8,173.30;
GRAND TOTAL: \$328,843.86

Financial Report

The Business Manager presented a financial report of receipts, disbursements, and cash balances for the month of June 2021 as listed below:

Receipts: General Fund: Local Sources, \$83,262.66; Intermediate Sources, \$1,387.69; State Sources, \$261,171.87; Capital Outlay Fund: Local Sources, \$65,505.78; Special Education Fund: Local Sources, \$40,779.87; State Sources, \$14,589.00; Food Service Fund: Federal Sources, \$17,789.77; Custodial Fund: Local Sources, \$87,972.00.

Expenditures: General Fund: Claims, \$88,853.25; Payroll, \$264,341.23; ACH Fees, \$0.00; Capital Outlay Fund: Claims, \$335,987.66; Special Education Fund: Claims, \$31,351.51; Payroll, \$31,573.20; Food Service Fund: Claims, \$48,061.08; ACH Fees, \$115.03; Driver's Education Fund: Claims, \$235.00; Payroll, \$4,666.63; Preschool Fund: Claims, \$50.77; Payroll, \$5,835.32; Custodial Fund: Claims, \$57,480.59; ACH Fees, \$5,020.80.

Cash Balances as of June 30, 2021: General Fund: \$1,697,815.82; Capital Outlay Fund: \$740,968.30; Special Education Fund: \$214,628.70; Bond Redemption Fund: \$0.00; Food Service Fund: \$79,214.46; Driver's Education Fund: \$10,076.95; Preschool Fund: \$13,197.49; Custodial Fund: \$75,676.93.

Old Business:

Action 21-118: Motion by Martens, second by Flanagan, to go into executive session, pursuant to SDCL 1-25-2, subsection 1: Personnel and subsection 4: Staff negotiations. Motion carried. The Board entered executive session at 5:50 p.m.

Action 21-119: Motion by Flanagan, second by Sarar, to pass a memorandum of understanding between the Garretson School Board of Education and the Garretson Teachers' Association for the 2021-2022 collective bargaining agreement. Motion carried.

Action 21-120: Motion by Sarar, second by Hanisch, to pass an amendment of Jodi Neugebauer's contract for the 2021-2022 school year. Martens opposed. Motion carried.

Action 21-121: Motion by Martens, second by Sarar, to adjourn at 6:08 p.m. Motion carried.

Business Manager Schweitzer administered the Oath of Office to Jodi Linneweber and Ryan Longhenry.
Superintendent Johnson ran the meeting until the Board chose officers.

Action 22-001: Nomination by Hanisch, second by Flanagan, to nominate Shannon Nordstrom as President of the Board. Nomination carried.

Action 22-002: Motion by Longhenry, second by Hanisch, that nominations cease for President of the Board. Motion carried.

Nordstrom will serve as Board President for the 2021-2022 school year. As Board President, Nordstrom presided over the remainder of the meeting.

Action 22-003: Nomination by Hanisch, second by Linneweber, to nominate Kari Flanagan as Vice President of the Board. Nomination carried.

Action 22-004: Motion by Longhenry, second by Linneweber, that nominations cease for Vice President of the Board. Motion carried.

Flanagan will serve as Vice President for the 2021-2022 school year.

Action 22-005: Motion by Flanagan, second by Hanisch, to authorize payment of claims for the 2021 fiscal year. Motion carried.

A budget hearing was held at 6:14 p.m.

New Business:

There were no conflicts of interest.

Action 22-006: Motion by Hanisch, second by Longhenry, to designate Business Manager Schweitzer as custodian of all bank accounts, to designate Business Manager Schweitzer as Treasurer of School Food Services and Custodial accounts, to authorize Superintendent Johnson as the purchasing agent, to designate First Bank & Trust as official depository, to designate Vice Chairperson, in addition to the Chairperson, to countersign checks drawn by the Business Manager, to authorize Superintendent Johnson as federal representative for all program applications and to authorize Business Manager as federal representative for fiscal responsibility and approval of federal funding, to designate Superintendent Johnson as the Truancy Officer, to designate the Board Chairperson as hearing official for the School Breakfast & Lunch Programs, to join the ASBSD Emergency School Bus Mutual Assistance Pact, to approve membership to ASBSD & SDUSA, to set the School Board Election as the second Tuesday in April in conjunction with the City of Garretson's election, April 12, 2022, to set the official meeting date & time of the Board meetings as the second Monday of each month at 5:45 p.m., to designate Samuel D. Kerr, of Lynn, Jackson, Shultz & Lebrun, P.C. as the School Attorney, to designate the Garretson Gazette as the official newspaper, and to authorize the agreement to continue membership with the Prairie Lakes Coop. Motion carried.

Action 22-007: Motion by Longhenry, second by Hanisch, to adopt a resolution to allow the Business Manager the authority to pay Xcel Energy, City of Garretson, Postage, Shell, Wright Express Gas Card and First Bank & Trust Credit Card when due, prior to the approval of monthly bills, to adopt a resolution to establish an Imprest Fund and set the Fund at \$20,000, to adopt a resolution to allow the Business Manager to invest school district funds, and to set a bond for the Business Manager & Assistant to the Business Manager at \$100,000 each. Motion carried.

Action 22-008: Motion by Hanisch, second by Flanagan, to set the School Board Member Salary at \$60.00 per meeting, to set Substitute pay at \$110.00 per day & \$115.00 per day beyond ten consecutive days, to set prices for admission to school events at \$3 for students & \$5 for adults, to set activity ticket prices at \$20 for students & \$40 for adults, to participate in the National School Breakfast & Lunch Program and set the prices for adults at \$3.75 per meal for lunch and \$2.60 per meal for breakfast, for grades 6-12 at \$3.05 per meal for lunch and \$1.90 per meal for breakfast, for grades K-5 at \$2.95 per meal for lunch and \$1.90 per meal for breakfast,

for reduced at \$0.40 per meal for lunch and \$0.30 per meal for breakfast, and \$0.50 per carton of milk, and to set Preschool fees at \$170.00 per month. Motion carried.

Action 22-009: Motion by Flanagan, second by Hanisch, to close the bond redemption fund and move all remaining funds to the capital outlay fund. Motion carried.

Action 22-010: Motion by Longhenry, second by Flanagan, to approve the Food Service Agreement with Lunchtime Solutions, Inc. This will include an overall price increase for the District of 3.3%. Motion carried.

There were no information items presented.

The First Readings of the following were presented to the Board as a part of the policy adoption process; Policy DLC: Expense Reimbursement, Policy DDC: Cash Management for Federal Funds, & Policy DDB: Allowable Costs for Federal Programs.

The Second Readings of Policy GCBDE: Family and Medical Leave, Policy BBE: Unexpired Term Fulfillment, & Policy KK: Visitors to Schools were presented to the Board.

Action 22-011: Motion by Flanagan, second by Hanisch, to adopt Policy GCBDE: Family and Medical Leave, Policy BBE: Unexpired Term Fulfillment, & Policy KK: Visitors to Schools. Motion carried.

Administration provided the Board with five administrative reports:

- a. Medical Marijuana Update - Superintendent Johnson updated the Board with local and statewide discussion as it relates to the Medical Marijuana laws and how it might affect the School District this upcoming school year.
- b. ASBSD/SASD Joint Conference - Superintendent Johnson informed the Board that Jim Holbeck was willing to come and talk with the Board about their duties and responsibilities and train them on various topics. He also mentioned that the ASBSD/SASD Joint Conference will take place on Thursday, August 5 and Friday, August 6.
- c. Homeschool Process Update - Superintendent Johnson made the Board aware that the South Dakota High School Activities Association and State of South Dakota Education Department are still trying to figure out how to move forward with the recent homeschool law that was put into place.
- d. Superintendent's Report - Superintendent Johnson informed the Board that numerous sports activities have been taking place in the school building this summer. He also mentioned that everyone is well into prepping for the coming school year.
- e. Prairie Lakes Coop - Superintendent Johnson and Board Member Sarar had no updates involving the Prairie Lakes Coop.

Action 22-012: Motion by Hanisch, second by Flanagan, to go into executive session, pursuant to SDCL 1-25-2, subsection 1: Personnel. Motion carried. The Board entered executive session at 7:32 p.m.

President Nordstrom declared the Board out of executive session at 7:53 p.m.

Action 22-013: Motion by Longhenry, second by Flanagan, to adjourn at 7:53 p.m. Motion carried.

Approved by the Garretson Board of Education this ____ day of _____, 2021.

President

Business Manager