

## SCHOOL BOARD MINUTES

### **Regular Meeting   Garretson School District #49-4   5:45 p.m.   June 12, 2023**

Present: Board President Shannon Nordstrom, Board Vice President Kari Flanagan, Board Member Tana Clark, Board Member Jodi Gloe, Board Member Andy Hulscher, Superintendent Guy Johnson, & Business Manager Jacob Schweitzer. Others present: Stacey Anderson, Wyatt Compton, Jacki Liester, & Garrick Moritz.

At 5:47 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 were two additions and one removal requested. Superintendent Johnson asked that the contract for Mike Satter be added to the consent agenda, and that the annual insurance renewal be added to New Business (letter i). He also requested that renaming the Jesse James track meet be removed from New Business.

**Action 23-113:** Motion by Flanagan, second by Hulscher, to approve the agenda as presented with the proposed changes. Motion carried.

**Action 23-114:** Motion by Hulscher, second by Flanagan, to approve the following consent agenda items as presented. Approval of May 8, 2023 regular board meeting minutes, approval of May 31, 2023 special board meeting minutes, approval of payments for May 2023 claims, approval of the financial statements for May 2023, approval of the resignation of Anna Nelson, approval of the driver's education contract for Mike Satter (\$5,640), and approval of the following surplus property: Saxon Elementary Math Curriculum materials and Journeys Elementary Reading Curriculum materials. Motion carried.

GARRETSON SCHOOL DISTRICT #49-4  
CLAIMS PAID JUNE 12, 2023

#### **GENERAL FUND**

A-OX WELDING SUPPLY CO., INC., AG. CYLINDER RENTALS, \$59.95; ABC RENTALS, STAGE FOR GRADUATION, \$1,154.30; ALL AROUND WELDING, MAINTENANCE/REPAIRS, \$537.50; ALLIANCE COMMUNICATIONS, JUNE 2023 INTERNET & PHONE SERVICES, \$762.00; ASSOCIATED SCHOOL BOARDS OF SOUTH DAKOTA, 2023-2024 DUES, \$1,193.95; BJM ENTERPRISE., INC., BUS MAINTENANCE, \$1,027.10; BRANDAN ACE HARDWARE, MAINTENANCE/STORAGE SPACE SUPPLIES, \$289.59; CARROLL INSTITUTE, JUNE 2023 CONTRACT, \$768.00; CITY OF GARRETSON, GAS/SEWER/WATER, \$1,173.12; CLIMATE SYSTEMS, INC., FIX BOILER ISSUES AFTER POWER OUTAGE, \$1,599.00; DON'S AUTO & TIRE CO., HEADLIGHT BULB FOR IMPALA, \$17.46; ELK POINT-JEFFERSON SCHOOL DISTRICT #61-7, REGION 2B WRESTLING TOURNAMENT EXPENSES, \$266.15; GARRETSON FOOD CENTER, CLASS SUPPLIES/LAUNDRY DETERGENT, \$145.48; GARRETSON GAZETTE, MARCH-MAY 2023 BOARD MINUTES PUBLICATION, \$410.95; GARRETSON SCHOOL DISTRICT CUSTODIAL ACCOUNT, MAY 2023 IMPREST ACCOUNT REIMBURSEMENT, \$4,369.51; HEALTHEQUITY, MAY 2023 HEALTH SAVINGS ACCOUNT CONTRIBUTIONS/FEES, \$94.00; HEIMAN FIRE EQUIPMENT, FIRE EXTINGUISHERS- ANNUAL INSPECTION, \$241.00; HILLYARD, CLEANING/MAINTENANCE SUPPLIES, \$6,638.25; HORACE MANN, APRIL 2023 ADMIN. FEES/MAY 2023 PAYROLL ACH'S/FEES, \$531.13; INNOVATIVE OFFICE SOLUTIONS, LLC, PAPER, \$136.44; INTELLIPRO SECURITY, LLC, STORAGE SYSTEM DRIVE, \$264.95; J.W.

PEPPER & SON, INC., CHOIR MUSIC DOWNLOAD, \$14.95; JOHNSON, GUY, MILEAGE-REIMBURSEMENT, \$313.36; LASTING IMPRESSIONS UNLIMITED, INC., RETIREMENT PLATE/SCHOOL BOARD PLAQUE/SPORTS AWARDS, \$256.00; LYNN, JACKSON, SHULTZ, AND LEBRUN, P.C., LEGAL SERVICES, \$1,185.50; MENARDS, MAINTENANCE SUPPLIES, \$717.56; PALISADES OIL, DIESEL FUEL/ETHANOL GAS, \$4,408.65; PALISADES PROPANE, PROPANE, \$2,537.44; POPPLERS MUSIC, INC., BAND MATERIALS/SUPPLIES, \$113.70; SANFORD HEALTH OCCUPATIONAL MEDICINE, DEPARTMENT OF TRANSPORTATION EXAM, \$54.00; SCHOOL ADMINISTRATORS OF SOUTH DAKOTA, ADMINISTRATION MEMBERSHIPS, \$2,231.00; STAN HOUSTON EQUIPMENT COMPANY, INC., MAINTENANCE SUPPLIES, \$146.95; TAYLOR MUSIC, BAND EQUIPMENT, \$270.00; TRI-VALLEY SCHOOL DISTRICT #49-6, REGION 3A TRACK MEET EXPENSES, \$192.62; WAGEWORKS, MAY 2023 ACH FEES, \$1,733.31; WASTE MANAGEMENT, JUNE 2023 GARBAGE & RECYCLING SERVICES, \$649.76; XCEL ENERGY, MARCH-APRIL 2023 ELECTRICITY, \$5,507.84;

**TOTAL GENERAL FUND, \$42,012.47**

#### **CAPITAL OUTLAY FUND**

ACCESS SYSTEMS, JUNE 2023 CONTRACTED SERVICES/PRINTERS, \$1,430.32; APPTEGY, INC., CONTRACT INVOICE- THRILLSHARE/ROOMS, \$10,200.00; DAKOTA PLAYGROUND, PLAYGROUND EQUIPMENT, \$13,083.00; FIRST BANK & TRUST, CAPITAL OUTLAY CERTIFICATE- SERIES 2020, \$340,375.00; HOUGHTON MIFFFLIN HARCOURT, K-2 CURRICULUM, \$21,920.40; INFRASTRUCTURE DESIGN GROUP, PROFESSIONAL SERVICES THROUGH 4/22/2023, \$47,767.37; PITNEY BOWES, LEASE AGREEMENT, \$218.82;

**TOTAL CAPITAL OUTLAY FUND, \$434,994.91**

#### **SPECIAL EDUCATION FUND**

GARRETSON FOOD CENTER, HIGH SCHOOL LIFE SKILLS SUPPLIES, \$20.80; GARRETSON SCHOOL DISTRICT CUSTODIAL ACCOUNT, MAY 2023 IMPREST ACCOUNT REIMBURSEMENT, \$831.78; GOODCARE, LLC, APRIL & MAY 2023 OCCUPATIONAL/PHYSICAL THERAPY, \$9,457.02; INTERPRECORPS, APRIL 2023 INTERPRETER, \$3,824.80; MITCHELL SCHOOL DISTRICT #17-2, APRIL & MAY 2023 TUITION, \$1,845.00; PRAIRIE LAKES EDUCATIONAL COOPERATIVE, MAY 2023 SERVICES, \$2,623.91; SCHOOL ADMINISTRATORS OF SOUTH DAKOTA, ADMINISTRATION MEMBERSHIP, \$394.00; TEACHWELL SOLUTIONS, MARCH-MAY 2023 SERVICES, \$31,303.00

**TOTAL SPECIAL EDUCATION FUND, \$50,300.31**

#### **CAPITAL PROJECTS FUND**

MAMMOTH SPORTS CONSTRUCTION, COMPLEX PROJECT- APPLICATION #2, \$654,955.13;

**TOTAL CAPITAL PROJECTS FUND, \$654,955.13**

#### **FOOD SERVICE FUND**

ABRAHAM, HEATHER, LUNCH REIMBURSEMENT, \$16.80; BOHL, JASON, LUNCH REIMBURSEMENT, \$4.60; DAMMAN, GARY, LUNCH REIMBURSEMENT, \$8.55; FLAHAVEN, STACY, LUNCH REIMBURSEMENT, \$45.30; LUNCHTIME SOLUTIONS, INC., MAY 2023 FOOD SERVICES/SMALLWARES, \$31,266.88; PEDERSON, DREW, LUNCH REIMBURSEMENT, \$9.20; ROSS, NORA, LUNCH REIMBURSEMENT, \$47.05; UHL, ANNA OR MIKE, LUNCH REIMBURSEMENT, \$72.31;

**TOTAL FOOD SERVICE FUND, \$31,470.69**

#### **DRIVER'S EDUCATION FUND**

BERG, JACOB, DRIVER'S EDUCATION CLASS- REIMBURSEMENT, \$250.00;

**TOTAL DRIVER'S EDUCATION FUND, \$250.00**

**TOTAL CLAIMS: \$1,213,983.51**

## IMPREST CHECKS

MAY 2023

### GENERAL FUND IMPREST CHECKS

BOHL, JASON, HOWARD WOOD DAKOTA RELAYS- ENTRY FEE REIMBURSEMENT, \$275.00; BUCHHOLZ, KELSEY, GOLF SUPPLIES/JOURNALISM SUPPLIES- REIMBURSEMENT, \$402.77; CASH, 4<sup>TH</sup> GRADE FIELD TRIP- 5/10/2023, \$39.75; CASH, STATE GOLF- MEAL MONEY, \$580.00; CASH, STATE TRACK & FIELD- MEAL MONEY, \$332.00; DELL RAPIDS SCHOOL DISTRICT #49-3, GOLF/TRACK MEET ENTRY FEES- MAY 2023, \$358.00; EMC INSURANCE COMPANY, INLAND MARINE INSURANCE, \$25.00; FIRST BANK & TRUST CREDIT CARD, AMAZON- LARGE DESK CALENDAR, \$34.98; FIRST BANK & TRUST CREDIT CARD, AMAZON- SUPPLIES, \$8.99; FIRST BANK & TRUST CREDIT CARD, AMAZON- WELLNESS GRANT SUPPLIES, \$352.96; FIRST BANK & TRUST CREDIT CARD, AWARD EMBLEM- BAND & CHOIR BANQUET SUPPLIES, \$212.85; FIRST BANK & TRUST CREDIT CARD, BURGER KING- TIE CONFERENCE- MEAL, \$13.75; FIRST BANK & TRUST CREDIT CARD, CC EXXON- TIE CONFERENCE- FUEL, \$59.77; FIRST BANK & TRUST CREDIT CARD, FIRST BANK & TRUST- INTEREST, \$40.09; FIRST BANK & TRUST CREDIT CARD, LOVE'S (SUBWAY), BUSINESS MANAGER CONFERENCE- MEAL, \$11.60; FIRST BANK & TRUST CREDIT CARD, MATH LEARNING CENTER- ELEMENTARY SUPPLIES, \$75.00; FIRST BANK & TRUST CREDIT CARD, RAMKOTA HOTEL- BUSINESS MANAGER CONFERENCE- MEAL, \$38.50; FIRST BANK & TRUST CREDIT CARD, SHELL OIL- ATHLETIC DIRECTOR CONFERENCE- FUEL, \$49.00; FIRST BANK & TRUST CREDIT CARD, WORDPRESS- SUBSCRIPTION, \$319.50; HANSON SCHOOL DISTRICT #30-1, TRACK MEET ENTRY FEE- 5/15/2023, \$200.00; LOST & FOUND, MENTAL HEALTH TRAINING- 5/10/2023, \$500.00; MCCOOK CENTRAL SCHOOL DISTRICT #43-7, GOLF INVITE ENTRY FEE- 5/10/2023, \$50.00; NORTHERN LINKS GOLF COURSE, GOLF MEET ENTRY FEE- 5/9/2023, \$50.00; SDSNA TREASURER, 2023 ANNUAL CONFERENCE REGISTRATION, \$300.00; SIOUX VALLEY SCHOOL DISTRICT #05-5, GOLF INVITE ENTRY FEE- 5/15/2023, \$40.00; TOTAL GENERAL FUND IMPREST CHECKS, \$4,369.51;

### SPECIAL EDUCATION FUND IMPREST CHECKS

FIRST BANK & TRUST CREDIT CARD, LODGE AT DEADWOOD- CONFERENCE HOTEL, \$231.78; SOUTH DAKOTA SERVICES FOR THE DEAF, MWCDE REGISTRATION, \$600.00; TOTAL SPECIAL EDUCATION FUND IMPREST CHECKS, \$831.78;

**TOTAL IMPREST CHECKS: \$5,201.29**

## Financial Report

The Business Manager presented a financial report of cash balances, expenditures, and receipts for the month of May 2023 as listed below:

**Cash Balances as of May 31, 2023:** General Fund: \$604,974.25; Capital Outlay Fund: \$4,701,332.79; Special Education Fund: \$141,492.07; Food Service Fund: \$257,660.32; Driver's Education Fund: \$16,089.91; Preschool Fund: (\$28,740.96); Custodial Fund: \$76,197.62.

**Expenditures:** General Fund: ACH Fees, \$112.40; Claims, \$49,571.03; Payroll, \$369,398.67; Capital Outlay Fund: Claims, \$270,960.75; Special Education Fund: Claims, \$16,714.11; Payroll, \$60,501.06; Food Service Fund: Claims, \$94,514.07; Preschool Fund: Claims, \$470.00; Payroll, \$9,088.22; Custodial Fund: ACH Fees, \$2,246.04; Claims, \$63,098.83.

**Receipts:** General Fund: Local Sources, \$385,733.58; Intermediate Sources, \$1,116.88; State Sources, \$161,265.75; Capital Outlay Fund: Local Sources, \$1,518,314.36; Special Education Fund: Local Sources, \$199,072.98; State Sources, \$3,407.00; Food Service Fund: Local Sources, \$17,100.23; Driver's Education Fund: Local Sources, \$8,110.00; Preschool Fund: Local Sources, \$237.50; Custodial Fund: Local Sources, \$36,687.81.

**Old Business:**

- a. Preliminary Budget

**New Business:**

There were no conflicts of interest.

**Action 23-115:** Motion by Clark, second by Gloe, to approve the Special Education Comprehensive Plan. Motion carried.

**Action 23-116:** Motion by Flanagan, second by Clark, to approve the Federal Assurances. Motion carried.

**Action 23-117:** Motion by Gloe, second by Hulscher, to approve the district's COVID plan with no changes. Motion carried.

**Action 23-118:** Motion by Clark, second by Flanagan, to approve a calendar change to the preschool program to deliver preschool services on Monday, Tuesday, Thursday, and Friday, with Wednesday reserved for Head Start requirements. Motion carried.

There were no information items presented.

The First Reading of the following was presented to the Board as a part of the policy adoption process: Policy GDAK-R: Job Description - American Sign Language Interpreter/Tutor - REMOVE. This policy was removed from the policy adoption process.

The Second Readings of MS/HS Handbook, Elementary Handbook, iPad Handbook, Unpaid Meal Policy, and Policy IIBG-RAAAA: Webpage Development (recommended deletion) were presented to the Board.

**Action 23-119:** Motion by Flanagan, second by Gloe, to adopt MS/HS Handbook, Elementary Handbook, iPad Handbook, Unpaid Meal Policy and to delete Policy IIBG-RAAAA: Webpage Development. Motion carried.

**Action 23-120:** Motion by Flanagan, second by Clark, to change the insurance carrier to Wright Specialty Insurance, and approve the annual invoices for cyber insurance & property and liability insurance. Motion carried.

Administration provided the Board with two administrative reports:

- a. Superintendent's Report - Superintendent Johnson gave the Board updates on the electric buses and complex project. He added that it's complete summer mode in the schoolhouse, with annual cleaning being done and summer camps taking place.
- b. Prairie Lakes Educational Cooperative - Board Member Gloe informed the Board that the Prairie Lakes meeting consisted of paying the bills.

**Action 23-121:** Motion by Gloe, second by Hulscher, to go into executive session, pursuant to SDCL 1-25-2, subsection 1: A Personnel Matter. Motion carried. The Board entered executive session at 6:48 p.m.

President Nordstrom declared the Board out of executive session at 7:21 p.m.

**Action 23-122:** Motion by Gloe, second by Hulscher, to adjourn at 7:21 p.m. Motion carried.

Approved by the Garretson Board of Education this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Business Manager