

SCHOOL BOARD MINUTES

Regular Garretson School District #49-4 5:45 p.m. February 10, 2020

Present: Shannon Nordstrom, Kari Flanagan, Ruth Sarar, Tony Martens, Guy Johnson, Superintendent, & Jacob Schweitzer, Business Manager. Others present: Principal Chris Long, Kathi Brady, Jacki Liester, Garrick Moritz, & Sherri Schoenfish. Absent: Rachel Hanisch and Principal Teresa Hulscher.

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 were no additions or corrections presented.

Action 20-055: Motion by Flanagan, second by Sarar, to approve the agenda as presented. Motion Carried.

Action 20-056: Motion by Martens, second by Flanagan, to approve the following consent agenda items as presented. Approved payments for January 2020 claims, approval of January 2020 minutes for the regular meeting, and approval of financial statements for January 2020. Approval of fuel quotes, E-10 gasoline from Palisades Oil - \$1.792 and Vollan Oil - \$1.844; #2 Diesel from Palisades Oil - \$2.028 and Vollan Oil - \$2.0555.

Garretson School District #49-4
CLAIMS to be paid February 10, 2020

GENERAL FUND

A-OX WELDING SUPPLY CO. INC., CYLINDER RENTALS, \$59.28; ALL AROUND WELDING, BUS PARTS/SNOW BLOWER/SNOW PLOW REPAIRS, \$397.00; ALLIANCE COMMUNICATIONS, INTERNET & PHONE SERVICES, \$717.00; BATTERIES PLUS, LIGHT BULBS, \$343.50; BJM ENTERPRISE, INC., BUS REPAIRS/SUPPLIES, \$1,188.14; BRANDON ACE HARDWARE, DRILL BIT/ICE MELT/OXIDE/SCREWS, \$595.32; BRAUN, JENNY, JAN. 2020 NURSING SERVICES, \$250.00; CAROLINA BIOLOGICAL SUPPLY CO., BIOLOGY SUPPLIES, \$34.00; CARROLL INSTITUTE, FEB. 2020 CONTRACT, \$515.00; COMBINED BUILDING SPECIALTIES, INC., BLEACHER MAINTENANCE/SUPPLIES, \$320.00; DANFORTH, LISA, REIMBURSEMENT FOR SUPPLIES, \$60.66; DEMCO, LIBRARY SUPPLIES, \$855.64; FIRST BANK & TRUST, 2020 ACH FEES, \$202.24; FIRST BANK & TRUST CREDIT CARD, BATTERY CHARGER, \$15.96; FIRST BANK & TRUST CREDIT CARD, CONTROL KITS & SPRAY, \$30.09; FIRST BANK & TRUST CREDIT CARD, CRICUT BUNDLE, \$303.51; FIRST BANK & TRUST CREDIT CARD, EASEL PADS/SCISSORS, \$168.79; FIRST BANK & TRUST CREDIT CARD, LAP PAD, \$39.94; FIRST BANK & TRUST CREDIT CARD, PROM SUPPLIES, \$287.53; FIRST BANK & TRUST CREDIT CARD, ROLLS FOR INSERVICE, \$81.54; FIRST BANK & TRUST CREDIT CARD, WATER FOUNTAIN FILTERS, \$531.00; FIRST BANK & TRUST CREDIT CARD, ADMINISTRATION TEAM BOOKS, \$51.08; FIRST BANK & TRUST CREDIT CARD, EVERY STUDENT EVERY DAY BOOKS, \$184.95; FOREMAN, OVAL FLOOR POCKETS/MISCELLANEOUS SHOP SUPPLIES, \$141.00; G & R CONTROLS, INC., FREEZESTAT MAINTENANCE/REPAIR, \$239.00; GARRETSON FOOD CENTER, AG CLASS, BUS BARN, & MIDDLE SCHOOL SCIENCE SUPPLIES, \$81.58; GARRETSON SCHOOL DISTRICT TRUST & AGENCY ACCOUNT, JAN. 2020 IMPREST ACCOUNT CHECKS REIMBURSEMENT, \$2,726.87; GODBEY, THOMAS, BUS FUEL REIMBURSEMENT, \$26.05; GRANBERG, LYN SAYS, ART SUPPLIES REIMBURSEMENT, \$47.88; HARLOW'S BUS SALES, INC., REFLECTIVE TAPE, \$244.96; HAUFF MID AMERICA SPORTS,

EXTRACURRICULAR SUPPLIES, \$37.00; HILLYARD OF SIOUX FALLS, FOAM & HAND SOAP/GARBAGE BAGS/GLOVES/SUPER SHINE/ISSUES/ETC., \$2,161.25; HOWE, BETSY, JAN. 2020 NURSING SERVICES, \$600.00; INFINITE CAMPUS, ANNUAL FEE, \$500.00; INTERSTATE ALL BATTERY CENTER, IPAD REPAIR, \$95.00; JAYMAR BUSINESS FORMS, INC., TAX ENVELOPES/FORMS, \$143.84; KURTZ, SUSAN, JAN. 2020 FINANCIAL CONSULTATION, \$260.00; LYNN, JACKSON, SHULTZ, & LEBRUN, P.C., SERVICES, \$66.00; MAC DOCTORS, BROKEN SCREEN REPLACEMENT, \$624.99; MICHEAL'S PURPLE PETUNIA, PUMP OUT GREASE TRAPS, \$137.50; NORTHERN STATE UNIVERSITY, CTE FALL 2019 TEXTBOOK BILLING, \$209.38; OLSON'S PEST TECHNICIANS, BIMONTHLY PEST CONTROL, \$90.00; PALISADES OIL CO., FUEL, \$2,396.51; POPPLERS MUSIC, INC., INSTRUMENT REPAIRS/MUSIC, \$110.95; PRAIRIE LAKES EDUCATIONAL COOPERATIVE, DEC. 2019/JAN. 2020 PROFESSIONAL SERVICES, \$123.89; SCHOOL SPECIALTY, CONSTRUCTION PAPER, \$261.76; STEVE'S ELECTRIC & PLUMBING, BATHROOM/SINK/OTHER MISCELLANEOUS REPAIRS, \$4,239.74; STURDEVANT'S AUTO PARTS OF BRANDON, OIL FILTERS, \$32.52; VANDERSNICK EXCAVATING LLC, JAN. 2020 SNOW REMOVAL, \$1,550.00; WASTE MANAGEMENT, FEB. 2020 GARBAGE SERVICES, \$941.20; XCEL ENERGY, NOV. 2019 & DEC. 2019 ELECTRICITY, \$6,557.01;
TOTAL GENERAL FUND, \$33,355.43

CAPITAL OUTLAY FUND

ASSOCIATED CONSULTING ENGINEERING, INC., CONSTRUCTION ADMINISTRATION, \$402.60; CO-OP ARCHITECTURE, ROOF REPLACEMENT PROJECT, \$7,785.00; ELITE BUSINESS SYSTEMS, COPY MACHINE CONTRACT/CONTRACTED COPIER FEES, \$1,259.13;
TOTAL CAPITAL OUTLAY FUND, \$9,536.73

SPECIAL EDUCATION FUND

ASSID, KARA, B-3 & LIFESCAPE MEETINGS, \$141.25; FIRST BANK & TRUST CREDIT CARD, WEIGHTED LAP PADS, \$106.35; GARRETSON SCHOOL DISTRICT TRUST & AGENCY ACCOUNT, JAN. 2020 IMPREST ACCOUNT CHECK REIMBURSEMENT, \$50.00; LIFESCAPE, SERVICES/TUITION, \$9,845.25; N2Y, LLC, ANNUAL CONTRACT, \$186.10; PRAIRIE LAKES EDUCATIONAL COOPERATIVE, DEC. 2019/JAN. 2020 PROFESSIONAL SERVICES, \$4,152.31; USD CENTER FOR DISABILITIES, 2020 SD SPECIAL EDUCATION CONFERENCE REGISTRATION, \$375.00;
TOTAL SPECIAL EDUCATION FUND, \$14,856.26

FOOD SERVICE FUND

CASH-WA DISTRIBUTING, KITCHEN SUPPLIES, \$273.24; THRIVE NUTRITION SERVICES, JAN. 2020 FOOD SERVICES/SUPPLIES, \$23,720.09;
TOTAL FOOD SERVICE FUND, \$23,993.33

TOTAL CLAIMS: \$81,741.75

IMPREST CHECKS

JANUARY 2020

GENERAL FUND IMPREST CHECKS

Beranek, Dave, BB Official DH v. Tea Area, \$140.00; Bomhoff, Brad, BBB Official v. West Central, \$128.64; Buchholz, Kelsey, BB Official- C Game v. Baltic, \$25.00; Frey, Josh, BBB Official v. West Central, \$95.00; Gass, Jordan, GBB Official v. Flandreau, \$95.00; Geraets, Adam, JV BB Official DH v. Luverne, \$35.00; Gibson, Lance, JV BB Official DH v. Tea Area, \$70.00; Hansen, Al, BB Official DH v. Luverne (mileage included), \$171.32; Kieffer, Brett, BB Official DH v. Luverne, \$140.00; Kost, Todd, BB Official DH v. Tea Area (mileage included), \$170.16; Larson, Chad, BB Official DH v. Tea Area, \$140.00; Long, Chris, JV & C Game BB Official (5 games), \$155.00; Prickett, CJ, GBB Official v. Flandreau, \$95.00; Riswold, Steve, BB Official DH v. Luverne, \$140.00; Sichmeller, John, JV BB Official v. Luverne, \$35.00; Sittig, Nick, Sight Reading Factor Reimbursement, \$34.99; Skogstad, Kurt, BBB Official v. West Central, \$95.00; Smith, Ernie, JV & C Game BB Official (2 games), \$60.00; South Dakota Counseling

Association, Member/Preconference Registration Fees, \$210.00; USD Department of Music, All-State Music Registrations (4 students), \$120.00; Walter, Ryan, GBB Official v. Flandreau, \$151.84; Weber, Joseph, Wrestling Quad Official (mileage included), \$231.32; Wilshire Group, 25 Lanyards, \$188.60; Total General Fund Imprest Checks, \$2,726.87;

SPECIAL EDUCATION FUND IMPREST CHECKS

Assid, Kara, School Supply Purchases Reimbursement, \$50.00; Total Special Education Fund Imprest Checks, \$50.00;

TOTAL JANUARY IMPREST CHECKS, \$2,776.87

Payroll Report Fiscal Year 2019-2020 December 2019

General Fund - Gross Salaries, \$198,253.22; Social Security/Medicare, \$14,368.79; SD Retirement, \$11,073.97; Group Insurance, \$25,884.92; Total General Fund, \$249,580.90; Special Education Fund - Gross Salaries, \$37,324.85; Social Security/Medicare, \$2,596.63; SD Retirement, \$1,959.53; Group Insurance, \$6,435.25; Total Special Education Fund, \$48,316.26; Driver's Education - Gross Salaries, \$0.00; Social Security/Medicare, \$0.00; Total Driver's Education, \$0.00; Preschool - Gross Salaries, \$5,307.05; Social Security/Medicare, \$381.03; SD Retirement, \$318.43; Group Insurance, \$1,357.79; Total Preschool, \$7,364.30;

GRAND TOTAL: \$305,261.46

Financial Report

The Business Manager presented a financial report of receipts, disbursements, and cash balances for the month of January 2020 as listed below:

Receipts: General Fund: Local Sources, \$23,792.63; Intermediate Sources, \$1,344.49; State Sources, \$164,974.00; Capital Outlay Fund: Local Sources, \$7,441.02; Special Education Fund: Local Sources, \$6,290.59; State Sources, \$11,802.00; Bond Redemption Fund: Local Sources, \$3,050.46; Food Service Fund: Local Sources, \$21,698.15; Federal Sources, \$6,681.68; Preschool Fund: Local Sources, \$3,030.00; Trust and Agency Fund: Local Sources, \$58,793.50.

Expenditures: General Fund: Claims, \$33,355.43; Payroll, \$249,169.76; Capital Outlay: Claims, \$9,536.73; Special Education Fund: Claims, \$14,856.26; Payroll, \$45,452.74; Food Service Fund: Claims, \$23,993.33; Preschool Fund: Payroll, \$6,853.73.

Cash Balances as of January 31, 2020: General Fund: \$1,287,106.23; Capital Outlay Fund: \$943,916.68; Special Education Fund: \$58,619.00; Bond Redemption Fund: \$388,763.00; Food Service Fund: \$82,850.24; Driver's Education Fund: \$8,563.82; Preschool Fund: -\$8,079.94; Trust and Agency Fund: \$47,478.39.

Old Business:

None

New Business:

There were no conflicts of interest.

The Board recognized School Counselor week (Feb. 3-10). This week is a celebration of all the work school counselors do to keep students healthy and safe. The Board also recognized School Board Appreciation week (Feb. 17-21). This week is designed to show appreciation to all school board members and all of the hard work and dedication they contribute throughout the year.

Action 20-057: Motion by Martens, second by Sarar, to select Board President Nordstrom and Board Member Flanagan to represent the Board in the negotiation process with the Garretson Teachers Association.

The following information items were presented to the Board; Policy GBEB: Employee Communicable Diseases, Policy GBEG – R: Employee Communicable Diseases Guidelines, & Policy GBEC: Use of Alcohol and Other Drugs by Employees.

The First Readings of the following were presented to the Board as a part of the policy adoption process; Policy JECAA: Admission of New Residents and Students from Unaccredited Schools & Policy GDAJ – R: Library Educational Assistant.

The Second Reading of Policy JECA: Admission of Resident Students was presented to the Board. No changes recommended. Administrative recommendation is for approval.

Action 20-058: Motion by Sarar, second by Flanagan, to adopt Policy JECA: Admission of Resident Students. Motion carried.

Administration provided the Board with four administrative reports:

- a. School Board Election Timeline - Business Manager Schweitzer gave the Board an update on the election process.
- b. Staff Absence Report - Superintendent Johnson presented the Board with an update in regards to staff leave and first semester leave totals. 81 days of leave were used by staff members in the first semester, an average of 2.25 days per staff member.
- c. Superintendent's Report - Superintendent Johnson updated the Board on the roof project progress. He informed the Board that the official bid would take place on Thursday, February 13th. Superintendent Johnson then gave an update to the Board on current Legislative happenings that will affect the School District. This included numerous bills that are being presented to the House and the Senate.
- d. Prairie Lakes Coop - Board Member Sarar informed the Board that the Prairie Lakes Coop accepted the Fiscal Year 2019 Audit.

Action 20-059: Motion by Martens, second by Flanagan, to go into executive session, pursuant to SDCL 1-25-2, subsection 1, a personnel matter and subsection 4, staff negotiations. Motion carried. The Board entered executive session at 7:05 p.m.

President Nordstrom declared the Board out of executive session at 8:18 p.m.

Action 20-060: Motion by Martens, second by Sarar, to adjourn at 8:18 p.m. Motion passed.

Approved by the Garretson Board of Education this ____ day of _____, 2020.

President

Business Manager