

**MINUTES OF THE REGULAR BOARD MEETING OF THE PLATTE-GEDDES SCHOOL  
DISTRICT #11-5 BOARD OF EDUCATION  
MONDAY, AUGUST 10, 2020**

President J. Sondgeroth called the regular meeting of the Board of Education of the Platte-Geddes School District #11-5 to order at 7:00 p.m. on Monday, August 10, 2020, in the Library at the Platte-Geddes High School. The meeting began with the Pledge of Allegiance.

Members present: Jess Sondgeroth, Ross Van Zee, Ross Varilek, Duke Starr, Heather VanDerWerff, Roxi Summerville, Dennis DeBoer

Members absent: None

Others present: Superintendent Joel Bailey, Business Manager Kathy Holter, Secondary Principal Patrick Frederick, Elementary Principal Jennifer Knecht, and Jason Huizenga. Via Zoom: Kristi Miller, Phyllis Daum, Donna Duba, Stacy Severson, Liz Brondsema, Sharon Huizenga, April Van Zee, Staci Erickson, Lynn Walstad, Meredith Suits, Lisa Millar, Denise Van Zee, Sadie Hanson, Lacey Mills, Mary Meyerink, Roxane Dyk, Ashley Frederick

**Additions or deletions to this agenda**

The following items were added to the printed agenda: Declaration of Critical Infrastructure Employees, Approve Open Enrollment Application, Asphalt Paving Project. The following items were deleted from the printed agenda: Athletic Director Report, Mid Central Educational Coop Report

**Approve agenda**

Motion R. Van Zee, seconded D. Starr approving the agenda as amended. All members present voted aye. Motion carried.

**Approve Consent Agenda**

Motion R. Summerville, seconded R. Varilek approving the following consent agenda:

- Minutes of the Regular Board Meeting on Monday, July 13, 2020
- Minutes of the Annual Board Meeting on Monday, July 13, 2020
- Minutes of the Special Board Meeting on Tuesday, August 4, 2020
- Authorize Payment of Claims for August 20, 2020
- Approve Report of Cash Transactions dated 07/31/2020

All members present voted aye. Motion carried.

**Public Participation**

None

**Routine Business**

**Conflict of Interest Disclosures and Consideration of Waivers**

None

**Superintendent Report**

Supt. Bailey thanked members of the Return to Learn Task Force for volunteering their time and input. The task force was comprised of an excellent variety of community members, parents, teachers, and administrators. He also thanked the custodial staff for all of the work they completed over the summer to get the schools cleaned and prepared for the upcoming school year. A special shout out was given to Kenny Antonsen for finding a creative, economical solution for desk dividers.

The Task Force put together a common-sense plan that fits the current situation rather well. In order to keep the school doors open for the entire year, the district is going to need 100% commitment from the Platte-Geddes staff, students, parents/guardians and the communities to abide by the contents within the plan. The district will need the help and cooperation from parents/guardians in regard to performing home screenings, encouraging healthy hygiene habits, and emphasizing the importance of handwashing and social distancing.

Supt. Bailey also reminded everyone that the district is going to strive to do what is best and attempt to make the right decision in every scenario. However, there is a good chance that mistakes will be made and things will not always go as planned. He is asking for some grace, patience and understanding during this uncertain time. The district will always try to operate with the student's and staff's best interests in mind.

The track has been resurfaced, however the crew has not returned to complete the striping portion of the project. The crew's next is nearing completion, with only the electrical work left to be done. The old heat

pump has been removed and the district is awaiting the delivery of the new pump. The cabling project that was partially funded by the E-Rate program was completed last week. The fuel tank that is buried on the north side of the high school will be removed this week. The district's only expense will be replacing the concrete that will be removed.

Mr. Cutler and Mr. Frederick are putting together plans and procedures for athletic events and activities that align with the DOH, CDC, and the SDHSAA recommendations.

#### **Business Manager Report**

K. Holter shared the Management's Discussion and Analysis Report that will become part of the audit report. This report summarizes the district's financial operations in a narrative form. Schoenfish & Co., Inc. will begin the audit of the 2019-2020 school records on Friday, September 11<sup>th</sup>.

The SD Association of School Business Official's Fall Conference has been changed to a Virtual Conference due to the COVID-19 pandemic.

The CARES ESSER Fund Application has been approved by the state. The district will be able to recoup \$32,399 from expenses incurred between March 13<sup>th</sup> and June 30<sup>th</sup> and also receive funding for current and future expenses related to the pandemic. The Platte-Geddes School District's allocation is \$112,618. Dakota Christian's entitlement is \$16,198 of that total.

The district is set up to receive online credit card payments through Infinite Campus. Families who have an account for students will have the option to make food service, yearbook, activity ticket, computer charges, and band fee payments online. The district will accept Visa, MasterCard, and Discover. Families may also set up reoccurring payments for their food service accounts. The online payment system will be effective on August 20<sup>th</sup>.

#### **Elementary Principal Report**

Mrs. Knecht presented the following enrollment numbers: ½ Kindergarten – 8, Kindergarten – 41, 1<sup>st</sup> Grade – 42, 2<sup>nd</sup> Grade – 37, 3<sup>rd</sup> Grade – 30, 4<sup>th</sup> Grade – 34, and 5<sup>th</sup> Grade – 42 for a total of 234 students.

Mrs. Knecht has been notified by two families that they are considering the home-based e-learning option for their children.

There will not be an open house they year due to the presence of COVID-19. Student information will be collected via e-mail and student backpacks. Parents should be watching their e-mails for information on paying for lunches, enrollment forms, Internet usage and laptop agreements, and handbook forms.

#### **Secondary Principal Report**

Most of the students in grades 7-12 registered electronically for the upcoming 2020-2021 school year at the end of last year. Platte-Geddes Middle School/High School is inviting students only to come into the building starting August 10<sup>th</sup> through the 13<sup>th</sup>. The building will be open from 9:00 a.m. until 3:00 p.m. each day for students to check out their computers (9<sup>th</sup>-12<sup>th</sup> only), pick out their lockers, and complete or adjust schedules if necessary. Mr. Frederick wanted to remind everyone to practice social distancing during this registration time and refrain from coming in groups.

Mr. Frederick updated the board on enrollment numbers: 6<sup>th</sup> Grade – 32, 7<sup>th</sup> Grade – 19, 8<sup>th</sup> Grade – 38, Freshmen – 28, Sophomores – 36, Juniors – 24, and Seniors – 34 for a total of 211 students.

Currently there are two students in grades 6-12 who will be beginning the school year via Remote E-Learning. Two other parents have also inquired about the e-learning instructional process.

Mr. Cutler and Mr. Frederick worked on plans/procedures for athletic events and activities that align with the Department of Health, Center for Disease Control, and the South Dakota High School Activities Association. Mr. Frederick reviewed the plan with the board of education. The plan addresses protocols in the areas of tailgating, bathrooms, seating options, parking, entrances, concession stand, team benches, and personal safety measures.

#### **Core Educational Coop Report**

Supt. Bailey reported on the Core Educational Cooperative meeting held on August 6, 2020.

#### **Second Reading Return to Learn Plan**

A few revisions were made to the plan since the first reading. Verbiage was added that explains how the Department of Health scenarios correlate with the different levels of instruction, operations, food service, PPE and transportation plans. Supt. Bailey and Mrs. Knecht are also recommending that masks be required in the STEAM room, as it isn't feasible or possible to sanitize everything in that room between classes. Considerable discussion was held regarding the mask requirement in the STEAM room. The board of education supported the recommendation of the administration.

The district does have disposable masks for emergency situations, however the district is encouraging all families to purchase cloth masks for their students. A SD Department of Health and SD Department of Education resource page has also been added. This page provides readers with helpful links for students and parents.

Supt. Bailey stressed that the Return to Learn Plan is a working document and may require revisions throughout the year. Recommendations from the CDC and DOH are constantly changing which may require the plan to be modified.

#### **Second Reading of Staff Handbook**

Motion R. Van Zee, seconded D. Starr approving the 2020-2021 Staff Handbook with recommended changes. All members present voted aye. Motion carried.

#### **Second Reading of Secondary Handbook**

Motion R. Varilek, seconded D. DeBoer approving the 2020-2021 High School Handbook with recommended changes. All members present voted aye. Motion carried.

#### **Second Reading of Elementary Handbook**

Motion R. Summerville, seconded D. DeBoer approving the 2020-2021 Elementary Handbook with recommended changes. All members present voted aye. Motion carried.

#### **Second Reading Information Security Policy**

Motion D. Starr, seconded R. Varilek approving and adopting the Information Security Policy. All members present voted aye. Motion carried.

#### **Approve Substitute Teacher, Paraprofessional, and Bus Driver Rates**

Motion R. Van Zee, seconded D. Starr approving the following substitute pay rates:

Certified Teacher	\$100.00/day
Paraprofessional	\$ 75.00/day
Bus Driver	\$ 15.00/hour
Long Term Teacher	\$125.00/day

All members present voted aye. Motion carried.

#### **Approve Substitute Teacher List**

Motion D. Starr, seconded R. Van Zee approving the following list of substitutes for the 2020-2021 school year: Tricia Anderson, Frank Cutler, Marsha Cutler, Dennis DeBoer, Staci Erickson, Christy Finney, Tara Heuer, Tana Huizenga, Paul Kimball, Karla Kuipers, Laurie Meis, Jeff Olen, Susan Porter, Kelly Qualm, Katy VanderPol, Allen Weier, and Barb Weier. All members present voted aye. Motion carried.

#### **Accept Quote for Garbage Collection**

The following two quotes were received for garbage collection for the 2020-2021 school year:

Rockford's Sanitation LLC	\$600.00 per month, \$30.00 for extra pickups
Platte Sanitary	\$580.00 per month, \$20.00 for extra pickups

Motion D. Starr, seconded R. Varilek accepting the quote from Platte Sanitary for garbage collection for the 2020-2021 school year. All members present voted aye. Motion carried.

#### **Accept Quote for LP Fuel**

The following quote was received for LP fuel for the elementary building:

Severson Oil & LP	\$0.88 per gallon
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Motion R. Van Zee, seconded D. Starr accepting the quote from Severson Oil & LP for LP fuel for the elementary building for the 2020-2021 school year. All members present voted aye. Motion carried.

#### **Approve Authorized Signatures for Banking Services**

Motion R. Summerville, seconded D. Starr designating the following individuals as authorized signers on school district accounts:

Bank of the West:	Jess Sondgeroth, Joel Bailey, Kathy Holter
First Fidelity Bank:	Jess Sondgeroth, Ross Varilek, Joel Bailey, Kathy Holter

All members present voted aye. Motion carried.

#### **Extra Duty Pay**

Per negotiations, the following verbiage was added to the Certified Master Agreement, "Any extra duty assignments that have not been completed will not be paid. If the assignment has been partially completed, the compensation will be prorated". Certified staff members that receive extra duty pay typically have the amount pro-rated and paid over the term of their contract. With the uncertainty that COVID-19 brings to athletics and extra-curricular activities, the topic of when and how payment for extra-duty assignments should be paid, in one lump sum after the completion of the sport/activity/event or over the term of their contract. Motion R. Van Zee, seconded D. Starr to give certified staff the option of payment. All members present voted aye. Motion carried.

#### **Declaration of Critical Infrastructure Employees**

Every employee within the district plays an important function in the day-to-day operations, thus it is important to declare all employees critical infrastructure employees. School district attorney, Rodney Freeman, has made this recommendation to all of the districts he represents. By deeming all employees as essential, they will also receive some quarantine benefits, if they're considered a close contact. Motion R,

Van Zee, seconded D. Starr declaring all Platte-Geddes School District Employees as Critical Infrastructure Employees. All members present voted aye. Motion carried.

**Approve Open Enrollment Application**

Motion R. Summeville, seconded R. Varilek approving one Open Enrollment Applications for one student requesting to attend Platte-Geddes School District. All members present voted aye. Motion carried.

**Asphalt Paving Project**

The board of education received information last week regarding the asphalt paving projects. Additional information was requested regarding the parking lots, however the administration strongly recommends that the elementary playground project moves forward. The current surface is in very poor shape and is a huge hazard to the district. Brosz Engineering estimated the cost of that project to be \$17,685.00. Motion R. Summeville, seconded H. VanDerWerff approving the elementary playground asphalt project and directing Supt. Bailey to contact Brosz Engineering informing them to move ahead with that project. All members present voted aye. Motion carried.

**Set Time/Date for September Board Meeting**

Motion R. Van Zee, seconded D. DeBoer changing the date for the regular September School Board Meeting from Monday, September 14, 2020 to Tuesday, September 15, 2020 at 7:00 p.m. in the High School Library. All members present voted aye. Motion carried.

**Adjournment**

Motion R. Summerville, seconded D. Starr to adjourn the meeting at 9:15 p.m. All members present voted aye. Motion carried.

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**President**

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**Business Manager**