

The regular meeting of the Aberdeen School Board was held Monday, July 11, 2016, at the District Service Center.

Mr. Brad Olson called the meeting to order at 6:00PM with the following members present: Mr. Brian Sharp, Mr. Brad Olson, Dr. Linda Burdette, and Mr. Duane Alm. Mr. Scott Wirth, Mr. Todd Kolden, and Mr. Kevin Burckhard were absent.

Call to Order

Mr. Duane Alm informed the board that ASBSD will be holding a New Board Member workshop in Aberdeen on July 26, 2016 at the Ramkota. The joint convention is scheduled for August 4-5, 2016.

Board Remarks

16-252

It was moved by Mr. Brian Sharp and seconded by Dr. Linda Burdette to approve the minutes of the June 13 and 27, 2016 meetings.

All voted "Aye."

Approval of Minutes

16-253

It was moved by Mr. Duane Alm and seconded by Dr. Linda Burdette to recess the regular meeting at 6:04PM.

All voted "Aye."

Recess

Superintendent Dr. Becky Guffin called the Annual Meeting to order at 6:04PM with the following Board Members present: Mr. Brian Sharp, Mr. Andrew Miller, Mr. Brad Olson, Dr. Linda Burdette and Mr. Duane Alm. Mr. Scott Wirth and Mr. Kevin Burckhard were absent.

Call to Order Annual Meeting

The oath of office was administered by Mr. Tom Janish, Finance Director, to Board members Mr. Duane Alm and Mr. Andrew Miller.

Oath of Office

17-001

With Finance Director Tom Janish presiding, nominations for President were entertained. Mr. Brian Sharp nominated Mr. Brad Olson for President. It was moved by Mr. Duane Alm and seconded by Dr. Linda Burdette that nominations for President cease and cast a unanimous ballot for Mr. Brad Olson as President.

All voted "Aye."

Nomination and Election for President

17-002

With President Mr. Brad Olson presiding, nominations for Vice-President were entertained. Mr. Duane Alm nominated Mr. Brian Sharp for Vice-President. It was moved by Dr. Linda Burdette and seconded by Mr. Andrew Miller that nominations for Vice-President cease and cast a unanimous ballot for Mr. Brian Sharp as Vice-President.

All voted "Aye."

Nomination and Election for Vice-President

17-003

It was moved by Mr. Brian Sharp and seconded by Dr. Linda Burdette to set the regular School Board meetings on the 2nd and 4th Mondays of each month at 6:00 PM. All scheduled board meetings that fall on a Monday holiday will be held on Tuesday of the week for the regularly scheduled board meeting. The Holiday that falls on board nights in 2016-2017 is October 10, 2016 (Native American/Columbus Day). There will be no meeting on the 4th Monday of December 2016.
All voted "Aye."

Establish Meeting
Dates and Times

17-004

It was moved by Mr. Duane Alm and seconded by Dr. Linda Burdette to appoint Tom Janish, Finance Director, to serve as School Board Clerk, Custodian of all District Funds including General (10), Capital Outlay (21), Special Education (22), Pension (24), Arena (25), Debt Service (31), Capital Projects (41), Food Service (51), Other Enterprises (53), Health Insurance (57) and Trust and Agency (71), and Investment Officer for the District which includes investing District Funds to the greatest advantage to the District.
All voted "Aye."

Appoint Finance
Director

17-005

It was moved by Dr. Linda Burdette and seconded by Mr. Andrew Miller to establish Trust and Agency accounts and custodians for the accounts as follows:
Dr. Jason Uttermark, Principal – Central High School
Dr. Greg Aas, Principal – Holgate Middle School
Colleen Murley, Principal – Simmons Middle School
Tom Janish, Finance Director – Aberdeen School District
Penny Frost, Assistant Finance Director - Aberdeen School District.

All voted "Aye."

Approve Trust and
Agency Accounts &
Custodians

17-006

It was moved by Mr. Duane Alm and seconded by Dr. Linda Burdette to designate U.S. Bank of South Dakota, Wells Fargo Bank, Dacotah Bank and Investment Centers of America, all of Aberdeen, Brown County, South Dakota as the official depositories for all school funds.
All voted "Aye."

Designation of
Depositories for
School Funds

17-007

It was moved by Mr. Duane Alm and seconded by Dr. Linda Burdette to authorize the Finance Director to electronically transfer funds for payroll and payroll benefits and debt service payments.
All voted "Aye."

Electronic Transfer
of Funds

17-008

It was moved by Dr. Linda Burdette and seconded by Mr. Duane Alm to authorize the School Board President or School Board Vice-President to counter-sign all checks drawn for district bank accounts and signed by the Finance Director.
All voted "Aye."

Counter-Sign Check

17-009

It was moved by Dr. Linda Burdette and seconded by Mr. Duane Alm to approve and participate in a joint powers agreement and declaration of trust for the South Dakota Public Funds Investment Trust, authorizing investments through the fixed rate account of the trust and authorizing the trust to designate and name depositories.
All voted "Aye."

South Dakota Public
Funds Investment
Trust

17-010

It was moved by Mr. Brian Sharp and seconded by Mr. Andrew Miller to appoint the Finance Director to function as the official school district representative for all federal funds and authorize the Finance Director to affix his/her signature to appropriate documents and to receipt monies as they are directed to the district.
All voted "Aye."

Official District
Representative for
Federally Funded
Projects

17-011

It was moved by Mr. Duane Alm and seconded by Dr. Linda Burdette to authorize the District to obtain crime insurance coverage of \$150,000 on all employees of the District in lieu of a separate bond on the Finance Director.
All voted "Aye."

Crime Insurance
Coverage

17-012

It was moved by Dr. Linda Burdette and seconded by Mr. Brian Sharp to appoint Mr. Rory King, Attorney at Law, to function as the School District's attorney for the 2016-2017 school year.
All voted "Aye."

Appointment of
School Attorney

17-013

It was moved by Mr. Duane Alm and seconded by Mr. Andrew Miller to designate the *Aberdeen American News* as the official newspaper for all required legal notices published by the School Board.
All voted "Aye."

Designation of
Newspaper for
Official Notices

17-014

It was moved by Dr. Linda Burdette and seconded by Mr. Duane Alm to adopt the policies included in the online Policy Manual, as revised/reviewed, and that they be in force until the annual meeting of the Board in July 2017.
All voted "Aye."

Adoption of Policy
Manual

17-015

It was moved by Mr. Brian Sharp and seconded by Mr. Andrew Miller to adopt all building Faculty and Student Handbooks (online).

All voted "Aye."

Adoption of Building Faculty and Student Handbooks

17-016

It was moved by Dr. Linda Burdette and seconded by Mr. Duane Alm for this to serve as the Child Internet Protection Act (CIPA) hearing to comply with E-rate requirements to obtain federal funds for discounted telecommunications and internet services as outlined in District Policy EHB.

All voted "Aye."

CIPA Hearing

17-017

It was moved by Mr. Brian Sharp and seconded by Mr. Andrew Miller to authorize by resolution, membership in the South Dakota High School Activities Association and to authorize membership in the Associated School Boards of South Dakota and pay membership dues in the amount of \$4,304.36.

All voted "Aye."

SDHSAA
Membership
ASBSD Membership

17-018

It was moved by Mr. Brian Sharp and seconded by Mr. Andrew Miller to appoint board members to the following committees:

- Site Planning Board: Burdette - Member; Alm - Alternate
- City-Wide PTA Representative: Burckhard
- Equalization Board Representative: Alm – Member
- Negotiations: Olson, Burdette, Sharp – Members; Alm – Alternate
- Wellness Committee – Miller
- Joint Planning Committee: Miller, Sharp and Alm
- Facility Improvement Committee – Sharp, Olson, Burckhard
- Calendar Committee – Miller

All voted "Aye."

Appointment of
Committee Members

17-019

It was moved by Mr. Duane Alm and seconded by Dr. Linda Burdette to designate that Dr. Becky Guffin, Superintendent function as the following during the 2016-2017 school year:

- Truancy Officer
- Title IX Officer
- Public Records Officer

All voted "Aye."

Designation of:
Truancy Officer
Title IX Officer
Public Records
Officer

17-020

It was moved by Mr. Brian Sharp and seconded by Mr. Duane Alm designate that Camille Kaul to function as the Homeless Liaison during the 2016-2017 school year.
All voted "Aye."

Designation of:
Homeless Liaison

17-021

It was moved by Dr. Linda Burdette and seconded by Mr. Brian Sharp to designate that Laura Millett, Human Resources Director, function as the following during the 2016-2017 school year: HIPAA Privacy Officer and Age Discrimination Act Compliance Officer.
All voted "Aye."

Designation of:
HIPAA Privacy
Officer and Age
Discrimination Act
Compliance Officer

17-022

It was moved by Mr. Brian Sharp and seconded by Mr. Duane Alm to designate Renae Rausch to function as the Rehabilitation Act Section 504 Compliance Officer for the 2016-2017 school year.
All voted "Aye."

Designation of
Rehabilitation Act
Section 504
Compliance Officer

17-023

It was moved by Mr. Andrew Miller and seconded by Dr. Linda Burdette to designate that Robert Pitz, Operational Services Director, to function as the following during the 2016-2017 school year: American with Disabilities Act Compliance Officer and Asbestos Compliance Officer
All voted "Aye."

Designation of:
American with
Disabilities Act
Compliance Officer
Asbestos
Compliance Officer

17-024

It was moved by Mr. Brian Sharp and seconded by Mr. Andrew Miller to authorize the administration to pay vouchers requiring immediate payment subject to a \$1,000 limitation, to pay vouchers that have early payment discounts that the Board previously approved as a bid and to make monthly payments on credit card purchases (DGD-R).
All voted "Aye."

Authorization to Pay
Vouchers

17-025

It was moved by Dr. Linda Burdette and seconded by Mr. Duane Alm as follows:

- Establish School Board Members' salaries at \$65 for all regular and special meetings and the Board President's salary at \$75 for all meetings.
- The reauthorization of Policy BID (reimbursable meetings) that such meetings are to be designated at the Annual Meeting in July of each year as listed below:
 - South Dakota School Board Association Annual State Meetings
 - South Dakota School Board Association Informational Meetings

Establish School
Board Salaries

- National or Regional Educational Meetings
- Teacher Welcome During Teacher Orientation
- Equalization Meetings
- City/County Liaison
- City Planning Commission Task Force
- Employee Negotiations Meetings
- Board President meet with Superintendent to prepare agenda
- Liaison/Committee Work

All voted "Aye."

17-026

It was moved by Mr. Brian Sharp and seconded by Mr. Andrew Miller to authorize administration to prepare and make public the salaries of the School District employees as soon after the annual meeting as possible according to South Dakota State Law.

All voted "Aye."

Authorization to Publish Salaries

17-027

It was moved by Dr. Linda Burdette and seconded by Mr. Duane Alm to approve the Asbestos Notification be published in the official newspaper.

All voted "Aye."

Authorization to publish Asbestos Notification

17-028

It was moved by Mr. Brian Sharp and seconded by Mr. Duane Alm to approve the consent agenda including the following:

- a. Approval of Financial Statement
- b. Approval of Bills and Payroll
- c. Approval of Personnel
 1. Certified/Co-Curricular Resignation (end of 2015-16 school year):
 - a. Virginia Elkhader, Spanish/Science Teacher, Central High School
 2. Certified/Co-Curricular Approval
 - a. Heather Osborn, Nurse, O. M. Tiffany Elementary School/Holgate Middle School
 - b. Shannon Bergan, .17 overload assignment for Science, 2016-17 school year only, Central High School
- d. Approval of Ratifications and Authorizations
 1. OPEN ENROLLMENT APPLICATION:
 - a. Open Enrollment Application #2017-10 for one (1) child
 - b. Open Enrollment Application #2017-11 for one (1) child

All voted "Aye."

Approval of Consent Agenda

17-029

It was moved by Dr. Linda Burdette and seconded by Mr. Andrew Miller to approve the agenda.

All voted "Aye."

Approval of Agenda

17-030

It was moved by Mr. Brian Sharp and seconded by Mr. Andrew Miller to approve the Special Education Comprehensive Plan. All voted "Aye."

Approval of Special Education Comprehensive Plan

Bob Pitz gave an update on Mike Miller Elementary School. Furniture is being assembled, Smart boards are installed, and computers are being set up. Irrigation, landscaping, and fencing are in progress.

Mike Miller Elementary School Update

17-031

It was moved by Mr. Duane Alm and seconded by Mr. Andrew Miller to approve the resolution in support of Amendment R. All voted "Aye."

Approve Amendment R Resolution

17-032

It was moved by Mr. Duane Alm and seconded by Mr. Brian Sharp to accept the resignation of Mr. Scott Wirth effective July 31, 2016. All voted "Aye."

Accept School Board Member Resignation

17-033

It was moved by Mr. Brian Sharp and seconded by Mr. Andrew Miller to adjourn into executive session at 6:28PM, pursuant to SDCL 1-25-2 (1) for personnel matter. All voted "Aye."

Adjournment into Executive Session

President Mr. Brad Olson declared the Board out of executive session at 6:49PM.

Adjournment out of Executive Session

17-034

It was moved by Mr. Brian Sharp and seconded by Dr. Linda Burdette to adjourn the meeting at 6:49PM. All voted "Aye."

Adjournment

Brad Olson

President

Tom Janish

Finance Director