

SELBY AREA SCHOOL DISTRICT 62-5

The annual meeting of the Selby Area School Board was held on Monday, July 8, 2019. President Brian Begeman, called the meeting to order at 7:01 p.m. Tom Fiedler, Matt Mortenson, Pat Starks, Christine Sawinsky, Mike Hirsch and Steve Zabel were present. Also present were, Don Knecht, Business Manager, Darrel McFarland, Superintendent, Yvette Houck, Principal, and Sharon Wolff, *Selby Record* representative.

Motion 91-19 made by Starks, seconded by Sawinsky to approve the proposed agenda. All voted aye.

Motion 92-19 made by Zabel, seconded by Hirsch to approve the minutes of the June 10, 2019 Regular Board Meeting. All voted aye.

Motion 93-19 made by Fiedler, seconded by Mortenson to approve the June 2019 financial reports as follows: All voted aye.

GENERAL FUND Balance 06-01-19 \$1,003,395.61; Receipts: Ad Valorem Taxes \$81,532.12; Mobile Home Taxes \$3,854.19; Prior Years' Taxes \$202.75; Penalties \$165.11; Interest \$312.51; Gate Receipts -\$675.04; Activity Tickets -\$60.00; Misc. \$200.00; County Apportionment \$3,129.07; Mentor Program \$4,350.00; Federal Reimbursement \$15,530.00; Contract/Benefits & Payables \$163,476.08; Expenditures: \$349,395.52; Balance 06-30-19 **\$926,017.06.**

CAPITAL OUTLAY FUND Balance 06-01-19 \$889,568.65 Receipts: Ad Valorem Taxes \$16,650.91; Mobile Home Taxes \$261.37; Prior Years' Taxes \$20.88; Penalties \$25.80; Interest \$277.06; Expenditures: \$3,391.57; Balance 06-30-19 **\$903,413.10.**

SPECIAL ED. FUND Balance 06-01-19 \$251,097.69 Receipts: Ad Valorem Taxes \$16,488.36; Mobile Home Taxes \$255.56; Prior Years' Taxes \$16.09; Penalties \$24.94; Interest \$78.20; Contracts/Benefits & Payables \$-170.92; Expenditures \$37,253.70; Balance 06-30-19 **\$230,536.22.**

PENSION FUND Balance 06-01-19 \$112,296.28; Receipts/Taxes/Interest—\$34.97; Expenditures \$9,552.62; Balance 06-30-19 **\$109,147.04.**

LUNCH FUND Balance 06-01-19 \$8,307.72; Receipts: Student Meals \$-55.70; State Reimbursement \$469.15; Federal Reimbursement \$2,810.00; Contracts/Benefits Payable \$-142.67; Expenditures: \$10,723.16; Balance 06-30-19 **\$665.34.**

ENTERPRISE FUND Balance 06-01-19 \$1,079.79; Receipts: Fees \$50.00; Transfer In \$1,830.00; Accounts Expenditures: \$2,384.30; Balance 06-30-19 **\$575.49.**

FIDUCIARY (TRUST AND AGENCY) Balance 06-01-19 \$68,273.95; Receipts \$6,166.29; Expenditures \$2,737.46; Balance 06-30-19 **\$71,702.78.**

PRIVATE PURPOSE TRUST FUND Balance 06-01-19 \$7,759.79; Receipts \$0.00; Expenditures \$0.00; Balance 06-30-19 **\$7,759.79.**

Motion 94-19 made by Sawinsky, seconded by Starks to approve the Fiduciary (Trust & Agency) Report for June, 2019. All voted aye.

Motion 95-19 made by Hirsch, seconded by Zabel to approve the following bills. All voted aye.

BILLS PRESENTED TO THE SCHOOL BOARD July 8, 2019

General Fund – June Expensed Payroll: \$128,266.09—Elementary \$42,395.75; Junior High \$16,769.65; High School \$28,419.98; REAP Title IV \$1,163.97; REAP Title II \$1,981.89; Title I \$3,145.84; Other Guidance \$366.70; Principal \$6,012.56; Title I Administrative \$208.30; Business Office \$1,320.00; Maintenance \$8,625.18; Transportation \$12,369.30; Extra Curricular \$5,486.97.

Pension – June Expensed Payroll: Salary \$5,915.85.

July Payroll:

General Fund- Administration \$8,544.83; Business Office \$4,396.31; Transportation \$3,011.02; Contracts Payable \$69,245.59; Sub-Total General Fund \$85,197.75.

Pension Fund- Contracts Payable \$2,957.93.

SD Retirement System	\$ 4,637.58
Benefits Payable (SAEA/AFLAC)	647.80

Principal, dental/vision insurance	1,249.66
HSA	188.00
Life Insurance	48.00
Wellmark	18,596.33
Dept. of Treasury, IRS	<u>\$ 6,470.70</u>

Total Regular Payroll \$ 119,993.75

EXPENSED JUNE BILLS:

General- Agtegra (repair/maint) 1,091.63; Amazon (supplies) 834.06; Biel, Kimberly (student teacher stipend) 200.00; Cardmember Service (registration fees/travel) 490.59; Century Business Products (copier contract) 221.92; City of Selby (water/sewer) 223.83; Connecting Point (computer labor) 80.00; Days Inn Yankton (state golf lodging) 700.00; Fay's Refrigeration (maint/repair) 582.01; G&R Control (repair/maint) 1,427.63; Hase Plumbing (supplies) 64.24; Heartland Waste (garbage removal) 253.75; Herreid School District (sports coop expenses) 1,739.96; Independent Audit Services (fee) 5,200.00; J&J Auto Repair (repair/maint) 1,276.65; JH Larson Electrical (supplies) 338.42; JW Pepper and Son (music) 323.99; Ken's Western Lumber (supplies) 78.63; Mobridge Hardware (supplies) 71.98; Mobridge Regional Hospital (health screenings) 841.70; MDU (gas/electric) 2,482.02; Pfitzer Pest Control (maint) 262.50; Runnings Supply (supplies) 245.75; Selby Area School (staff & elementary awards) 199.00; Selby Auto (supplies) 85.30; Selby Record (official publication/advertising) 171.03; Shorty's One Stop (fuel) 195.70; Skersick, Kari (reimburse for fingerprints) 10.00; South Dakota Retirement (benefit) 500.00; Titan Machinery (repair/maint) 5,585.39; Venture Communications (telephone) 311.25.

Capital Outlay- Amazon (library books) 27.41; Harris School Solutions (lunch software) 634.96.

Food Service- Cardmember Service (conference registration) 150.00.

Other Enterprise- Shorty's One Stop (fuel drivers ed) 34.30; Vandervorst, Kenneth (Drivers Ed) 1,384.30.

JULY BILLS:

General- ASBSD (dues and fees) 907.43; Cole Papers (supplies) 6,493.78; Marin Biel Insurance (property insurance) 10,462.18; NASSP (registration fees) 385.00; SD High School Coaches Assoc. (dues) 50.00; SD Teacher Placement Center (2019-20 fee) 435.00; SDACTE (registration) 330.00; SD Retirement System (fees) 90.00; Workers Comp Fund (dues) 6,061.00.

Capital Outlay- Riverside Technologies (computers) 51,870.00.

Pension Fund- South Dakota Retirement System (Special Pay Plan benefit) 71,054.06.

Food Service- Workers Comp Fund (dues) 1,061.00.

Total	Expensed-General	\$ 26,088.93
	Expensed-Capital Outlay	662.37
	Expensed-Food Service	150.00
	Expensed-Other Enterprise	<u>1,384.50</u>
	General	25,214.39
	Capital Outlay	51,870.00
	Pension	71,054.06
	Food Service	<u>1,061.00</u>
	Expenditures	\$ 177,485.25

There were no conflicts of interest requests to disclose for approval.

Visitors/Comments from audience: Pam Rabenberg, Robin Rau, and Sharon Wolff.

There were no comments from the audience.

Mr. McFarland presented the 2019-2020 budget as published June 27, 2019, page 5 in the *Selby Record* for the Budget Hearing.

Oahe Special Education Cooperative, Tom Fiedler representative, summarized the meeting of June 27, 2019. The official proceedings have been published in the *Selby Record*, June 27, 2019, page 6.

Begeman adjourned the meeting at 7:10 p.m.

The oath of office was administered to Thomas Fiedler, and Matthew Mortenson by Don Knecht.

Superintendent McFarland then called the annual meeting to order at 7:11 p.m.

Motion 96-19 made by Fiedler, seconded by Sawinsky to approve the proposed agenda. All voted aye.

Superintendent McFarland opened the floor for Chairperson of the Board nominations.

Zabel nominated Brian Begeman for Board Chairman.

Motion 97-19 made by Starks, seconded by Sawinsky to cease nominations casting a unanimous ballot. All voted aye. Brian Begeman was declared Board Chairman.

Begeman reconvened the meeting and asked for nominations from the floor for Vice Chairman.

Starks nominated Fiedler for Vice Chairman of the Board.

Motion 98-19 made by Zabel, seconded by Starks to cease nominations casting a unanimous ballot. All voted aye. Tom Fiedler was declared Board Vice Chairman.

Motion 99-19 made by Sawinsky, seconded by Fiedler to establish the second Monday of each month at 7:00 p.m. as the date and time for regular school board meetings and to set board members' pay at \$60 plus mileage at state rates, currently \$.42/mile. All voted aye.

Motion 100-19 made by Zabel, seconded by Sawinsky, to designate the *Selby Record* as the official newspaper and BankWest as the official depository of school funds. All voted aye.

Motion 101-19 made by Starks, seconded by Fiedler to authorize the Superintendent to be in charge of federal programs. All voted aye.

Motion 102-19 made by Sawinsky, seconded by Hirsch to accept the following Business Manager Resolution: All voted aye.

Be it hereby resolved in accordance with SDCL 4-5-8 and 4-5-9 that the Board of Education of the Selby Area School District No. 62-5 authorizes the Business Manager as the District's Fiscal Agent to:

- Execute loans from among the District funds as needed at 0% interest in order to provide the necessary funds for proper cash flow;
- Invest school funds within the parameter prescribed by law after providing for proper cash flow;
- Establish and control accounts as needed;
- Credit interest earned to each individual fund to include the fiduciary fund. Interest will be transferred at year end to the General Fund to accommodate for administrating said funds;
- Be responsible for fixed assets;
- Be responsible for Fiduciary Funds with Superintendent as alternate;
- Establish \$100,000 Business Manager Surety bond;
- Be the authorized agent for the SD Retirement System; and
- Be responsible for records retention and disposal.

Motion 103-19 made by Starks, seconded by Mortenson to direct the Business Manager to publish salaries of all school staff members as prescribed by law. All voted aye:

Ackerman, Delbert	15,087.61	Martin, David	14.91 / hr
Arbach, Janine	24,627.06	McFarland, Darrel	102,537.93
Biel, Kimberly	46,275.00	Miklos, Karen	13.31 / hr
Bohle, Brandice	13.47 / hr	Miklos, Sylvia	16,257.61
Bostelmann, Jessica	40,250.00	Miklos, Thomas	36,132.28
Collins, Nathaniel	41,745.00	Moser, Teri	13.53 / hr
Deal, Allison	40,325.00	Nash, Marie	14.40 / hr
Dryer, Bridgett	12.78 / hr	Obele, Todd	58,087.50
Eisemann, Kara	45,842.50	Opheim, Dixie	44,952.42
Fiore, Kathryn	39,550.00	Raba, Donald	14,307.61
Goehring, Marnie	49,068.00	Rabenberg, Pamela	46,000.00
Glantzow, Samuel	3,100.00	Rau, Robin	47,590.00
Hettick, Alexis	43,287.50	Rausch, Donna	49,912.50
Hettick, Chris	52,582.50	Russell, Cheyenne	14.40 / hr
Holder, Cristy	12.78 / hr	Sadler, Naomi	40,200.00
Holzer, Dawn	39,015.00	Sahr, Kari	38,950.00
Houck, Yvette	66,579.52	Sandmeier, Maria	3,875.00
Knecht, Donald	52,755.73	Sawinsky, Steven	4,175.00
Knecht, Kathleen	11.00 / hr	Walker, Kenneth	13,717.61
Knecht, Michelle	12.80 / hr	Werkmeister, Rodney	13.89 / hr
Lutz, Larry	15,732.61		

Motion 104-19 made by Zabel, seconded by Sawinsky to designate the Business Manager, Superintendent, Board Chairman, and Board Vice Chairman, i.e., Don Knecht, Darrel McFarland, Brian Begeman and Thomas Fiedler, respectively, to sign General Fund warrants. All voted aye.

Motion 105-19 made by Sawinsky, seconded by Starks to maintain lunch and breakfast meal prices. (Prices as follows: K-6 Lunch \$3.25, breakfast \$2.00; 7-12 Lunch \$3.50, breakfast \$2.25, and adult Lunch \$4.50, breakfast \$2.75.) All voted aye.

Motion 106-19 made by Fiedler, seconded by Zabel to set activity ticket prices at \$20/student and \$30/adult and gate admission prices at \$3/student and \$5/adult. All voted aye.

Motion 107-19 made by Starks, seconded by Sawinsky to approve Board committees for 2019-2020 as follows. All voted aye.

Athletic Cooperative	Curriculum/Policy	Oahe Special Ed.
Budget/Finance	Library	Personnel/Negotiations
Buildings/Grounds	Lunch	Transportation

Motion 108-19 made by Starks, seconded by Hirsch to approve membership in the Emergency School Bus Mutual Assistance Pact for the 2019-2020 school year. All voted aye.

Motion 109-19 made by Zabel, seconded by Fiedler to set mileage re-imburement for school employees at the state rate, currently \$.42/mile and meal reimbursement rates as follows: adult breakfast \$6, lunch \$11, and supper \$15; student breakfast \$7, lunch \$7, and supper \$7. All voted aye.

Motion 110-19 made by Starks, seconded by Sawinsky to approve substitute teacher pay at \$100/day and long term substitute pay at \$110/day. All voted aye.

Mr. McFarland advised the Board that the School District is following the provisions of the Child Internet Protection Act through the use of a content filter (fire wall) and our Internet Safety/Acceptable Use Policy.

Motion 111-19 made by Zabel, seconded by Mortenson to approve the hourly rates for classified employee substitutes at \$10.50 per hour; certified extra-curricular bus drivers at \$15.00 per hour driving time, non-certified extra-curricular bus drivers at \$10.00 per hour driving time, and \$8.50 per hour for

layover time; and extra-curricular support workers at \$10.00 per game/match for adults and \$5.00 per game/match for students. All voted aye.

Policy/Curriculum Policy Committee Report- Chairman Fiedler summarized topics talked about in the meeting including changes to the South Dakota Board of Regents Dual Credit Program, the adding of electronic cigarettes to the tobacco, alcohol, and drugs policy, changes to the senior class trip rules and regulations, and an update to the 2020 graduation requirements.

1st reading of 2019 policy revisions and additions was held.

Motion 112-19 made by Starks, seconded by Zabel to approve the Selby Area Comprehensive Special Education Plan. All voted aye

Administrators Report: Business Manager Knecht informed the board that the FY18 audit has been completed and approved by the Department of Legislative Audit. The FY18 final audit books are available for review at the business office. Superintendent McFarland informed the board of the following: The outside cameras have been installed and are working. The gym is now closed for cleaning. The janitors are progressing well with the summer maintenance. Grass has been planted in the football practice field. The school will need to put up a sign that reads “In God We Trust” according to legislation that was recently passed.

Begeman adjourned the meeting at 7:37 p.m.

Don Knecht, Business Manager

The above minutes approved at the next regular school board meeting to be held on Monday, **August 12, 2019 at 7:00 p.m.**

Presiding Officer
Brian Begeman, President
Selby Area School District No. 62-5

Business Manager

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