

**FREDERICK AREA SCHOOL DISTRICT #6-2**

Annual Budget Hearing  
Regular Board of Education Meeting  
Reorganizational Meeting  
July 10, 2023

This being the time and place as advertised, at 7:00 p.m. the Annual budget hearing was held. Printouts of each fund's planned revenue and expenditures by chart of account were presented by the Business Manager. The budget was published in the paper on July 5, 2023. The budget will be finalized and approved in September. The need to continue the opt out was discussed.

A regular meeting of the Frederick Area Board of Education was called to order on July 10, 2023, at 7:14 p.m. by President Rich Schlosser. Members present were Rich Achen, Jon Ellwein, Alex Hart and Eric Sumption. Others present were Superintendent/9-12 Principal/Athletic Director Jeff Kusters and Business Manager Shauna Severson.

The meeting began with all present reciting the Pledge of Allegiance.

No one was present for public comment.

Motion 2024-001 Motion by Achen, second by Ellwein to amend the agenda to include fiscal year 2023 supplemental budget to the FY2023 consent agenda items. All voted Aye. Motion carried.

Motion 2024-002 Motion by Ellwein, second by Hart to approve the following FY2023 consent agenda items. All voted Aye. Motion carried.

- a. June 7, 2023 Special Sports Coop Meeting, June 13, 2023 Regular Meeting and June 28, 2023 Special Meeting minutes
- b. June 2023 Payroll
- c. June 2023 Financial Report
- d. FY2023 July Bills
- e. Financial Statement for Ovid Stevens Trust Account

**Financial Report:**

**General Fund- Checking:** Bal 6-1-23: \$324,672.38; Receipts: \$284,234.79; Disbursements: \$175,931.75; Transfers: (\$12,528.39); Bal 6-30-23 \$420,447.03. **Investments:** Bal 6-1-23: \$304,875.67; Transfers In: \$376,810.00; Interest: \$1,689.36; Bal 6-30-23: \$683,375.03. **Ending Fund Balance:** \$1,103,822.06.

**Imprest Fund:** Bal 6-1-23: \$1,679.25; Disbursements: \$491.50; Transfers In: \$3,812.25; Bal 6-30-23 \$5,000.00.

**Capital Outlay Fund- Checking:** Bal 6-1-23: \$947,999.42; Receipts: \$114,816.45; Disbursements: \$32,148.34; Bal 6-30-23 \$1,030,667.53. **Investments:** Bal 6-1-23: \$1,930,610.96 Transfers: (\$376,810.00); Bal 6-30-23: \$1,553,800.96.

**Ending Fund Balance:** \$2,584,468.49.

**Special Education Fund- Checking:** Bal 6-1-23: \$88,534.11; Receipts: \$48,167.73; Disbursements: \$23,486.69; Bal 6-30-23 \$113,215.15. **Investments:** Bal 6-1-23: \$1,443,913.67. **Ending Fund Balance:** \$1,557,128.82.

**Food Service Fund:** Bal 6-1-23: \$15,658.30; Receipts: \$3,473.98; Disbursements: \$12,989.61; Bal 6-30-23 \$6,142.67.

**Drivers Ed Fund:** Bal 6-1-23: \$231.37; Disbursements: \$2,242.33; Transfers In: \$2,011.00; Bal 6-30-23 \$.04.

**Custodial Fund:** Bal 6-1-23: \$28,890.30; Receipts: \$5,007.07; Disbursements: \$5,348.26; Transfers In: \$6,705.14; Bal 6-30-23 \$35,254.25.

**Ovid J Stevens Scholarship:** Bal 6-1-23: \$2000.85; Disbursements: \$1000.00; Bal 6-30-23 \$1000.85. **Investments:** Bal 6-1-23: \$24,490.46; Interest \$9.40; Bal 6-30-23: \$24,499.86. **Ending Fund Balance:** \$25,500.71.

**Claims approved:** General Fund salaries 72,315.79; Special Education salaries 10,968.65, Food Service salaries 1,140.31; Drivers Education salaries 1,388.49. EFTPS, federal income tax/Social Security/Medicare 22,602.30; AFLAC, supplemental insurance 1,147.27; American Funds, retirement 1342.52; Delta Dental, insurance 1,856.52; Northern Plains Insurance Pool 15,025.93; The Standard, life insurance 228.27; Security Benefits, retirement 1,273.89; Optilegra, vision insurance 415.28; SD Retirement 12,033.16; SD Retirement Supplemental, 328.22. Total: \$142,066.60.

**Bills approved: General Fund:** Agtegra-fuel, 458.40; Brown County Landfill-waste, 54.01; Century Business Products-copy overage, 42.97; Farmers Union Oil-DEF, 63.60; GDI News-publishing, 325.17; Pantorium Cleaners-supplies, 75.00; Town of Frederick-utilities, 626.21. **Special Education Fund:** ABAeCARE-Consults/direct therapy, 1,888.00; Avera St. Lukes-OT/PT, 1,071.68.

Motion 2024-003 Motion by Ellwein, second by Hart to approve Resolution 2023-006 – 2022/2023 Budget Supplement. Upon roll call, all present voted Aye. Motion carried.

BE IT RESOLVED, by the school board of the Frederick Area School District that the budget in the Special Education fund be supplemented as follows:

22 2171 000 319	Physical Therapy	\$	190.00
22 2172 000 319	Occupational Therapy	\$	883.00
	<b>Special Education Total</b>	<b>\$</b>	<b>1,073.00</b>

Supplements will be funded by the Special Education revenues and cash on hand.

President Schlosser administered the Oath of Office to Shauna Severson for her title as Business Manager.

President Schlosser dissolved the present board and called a recess to begin the annual organizational and regular meeting at 7:16 p.m.

Business Manager Severson called the annual organizational meeting to order at 7:16 p.m. and administered the Oath of Office to Jon Ellwein for a three-year term and Eric Sumption for a three-year term.

The new board resumed at 7:18 p.m. and held an election for Board President and Vice President for 2023-2024.

Motion 2024-004 Ellwein nominated Rich Schlosser as Board President. Hart moved, Achen seconded that nominations cease and a unanimous ballot be cast for Schlosser as President. All voted Aye. Motion carried.

Motion 2024-005 Achen nominated Jon Ellwein as Vice President. Sumption moved, Hart seconded that nominations cease and a unanimous ballot be cast for Ellwein as Vice President. All voted Aye. Motion carried.

Motion 2024-006 Motion by Hart, second by Achen to approve Conflict of Interest Disclosures per SDCL 23-3 presented to the board by Jeff Kosters and Eric Sumption. All voted Aye, Sumption abstained. Motion carried.

The following reports were presented:

Jeff Kosters: Superintendent/9-12 Principal/Athletic Director  
Shauna Severson: Business Manager

Motion 2024-007 Motion by Hart, second by Ellwein to approve the following reorganizational consent agenda items. All voted Aye. Motion carried.

- a. Establish Date, Time, and Place of Regular Monthly Meetings (2<sup>nd</sup> Monday of Month at 7:00 PM at the School Library)
- b. Appoint Business Manager Severson as Custodian of all district funds and to serve as School Board Secretary and Investment Officer
- c. Authorize Business Manager to continue existing funds and establish new accounts and to invest/reinvest funds in local institutions which serve the greatest advantage to the District
- d. Re-establish Custodial Accounts: 5k Cross Country, Boys Basketball, Concession, Cross Country, FCCLA, Football, Girls Basketball, Interest, Lake Region Conference, Music Trip, Powerlifting Club, SADD (new), Teacher Slush, Viking Club, Track, Volleyball.
- e. Designate First National Bank of Frederick as the official bank depositories and Plains Commerce Bank in Aberdeen and SD FIT as investment depositories.
- f. Authorize participation in the South Dakota Public Funds Investment Trust
- g. Authorize Electronic Fund Transfers
- h. Authorize for prepayment of bills to avoid late fees and to make monthly credit card payments
- i. Authorize the Board President to counter sign checks for governmental accounts

- j. Authorize Business Manager to Act as Official Representative of all federal funds
- k. Authorize transfer of interest earned of all funds, including Custodial, to General Fund
- l. Designate Groton Daily Independent as official newspaper
- m. Authorize Business Manager to publish 2023-2024 staff salaries
- n. Designate Rodney Freeman Jr. as 2023-2024 school attorney
- o. Set school board member meeting salary at \$60.00 per meeting plus mileage at current state rate
- p. Set substitute teacher salary at \$100/day for non-certified and \$125/day for certified (includes current or lapsed, but not revoked); and substitute secretary, kitchen and custodian salaries at \$13.00/hour
- q. Identify Frederick Area School District #6-2 as an Equal Opportunity Employer
- r. Approve Public Notices of Non-Discrimination and Federal Programs Assurances
- s. Authorize Superintendent as:
  - i. Representative for Special Education and to administer all federal programs
  - ii. Liaison for Homeless Children and Youth
  - iii. truancy officer
  - iv. Public Records officer
  - v. Asbestos Compliance officer
- t. Designate Jessica Ringgenberg as Coordinator of Federal Law/Section 504 of the Rehabilitation Act of 1973
- u. Designate Title IX Officers: Shauna Severson – Coordinator/Investigator, Jessica Ringgenberg – Decision-Maker, Ashley Schmidt – Mediator, Jeff Kosters – Appellate Decisions-Maker.
- v. Designate Superintendent and/or Business Manager as purchasing agents for the district: including state and federal property.
- w. Authorize Superintendent and/or Principal to cancel and/or close school due to inclement weather or other emergencies
- x. Set travel reimbursement rates: Employees – meals per state rate; lodging at the state or best possible rate; mileage per state rate and only to be paid when a school vehicle is not available. Students – breakfast-\$5, lunch-\$10, dinner-\$15 for state sanctioned events.
- y. Join the Emergency Bus Pact with South Dakota School Districts
- z. Designate Superintendent to authorize DOE Child and Adult Nutrition Service application
- aa. Approve FASD Wellness Policy
- bb. Set 2023-2024 school lunch prices: Grades K-6 \$3.15, Grades 7-12 \$3.50, Adult \$4.85, Seconds \$1.00 and Milk \$.35
- cc. Set 2023-2024 activity ticket prices: Student \$30, Adults \$70, Family \$175, Senior \$30 for 65 and older.
- dd. Appoint three surplus appraisers: Julie Brotzel, Jeff Kosters and Zach Kosters
- ee. Appoint board members to the following committees:
  - i. Negotiations: Rich Schlosser and Jon Ellwein
  - ii. Athletic Co-op: Alex Hart and Rich Achen
  - iii. Building/Grounds: Alex Hart and Rich Achen
  - iv. Voting member of the North Central Special Education Cooperative Governing Board for 2022-2023 school year: Eric Sumption
  - v. ASBSD delegate: Rich Schlosser
- ff. Designate Division of Criminal Investigation as background check provider
- gg. Designate Prorate Services as DOT drug/alcohol testing provider
- hh. Adopt Handbooks with proposed changes:
  - i. 2023-24 Technology Handbook
  - ii. 2023-24 Student Handbook with the price of Adult lunch to reflect the direction of Rob Ingalls-SD Child and Adult Nutrition
  - iii. 2023-24 Titan Student Activity Handbook
  - iv. 2023-24 Leola/Frederick Sports Coop Agreement.

State law requires the wages of School District employees to be published in the month of July. FY 2023-2024 salaries and wages are as follows: **Certified Staff:** Jennifer Anliker \$47,946.00, Crystal Arthurs \$44,981.00, Janelle Barondeau \$56,367.00, Jennifer Dallmann \$47,353.00, Ashley Gibbs \$42,400.00, Morgan Johnson \$43,957.00, Christine Kosters \$52,636.00 + \$5,650.00 (Special Education Director), Sharon Langley \$50,102.00, Jennifer Little \$45,079.00, Melissa Meidinger \$47,106.00, Marty Morlock \$53,132.00, Brock Pashen \$47,218.00, Jennifer Pashen \$45,304.00, Caitlin Podoll

47,829.00, Ashley Schmidt \$49,617.00, Shauna Severson \$5,486.00, Sarah Sumption \$52,485.00, Paula Tschosik \$50,975.00, Maggie Ulmer \$47,056.00, Tonya Zinter \$61,319.00. **Extra-Curricular:** Crystal Arthurs \$1,653.75 (FCCLA), Brock Pashen \$2,896.41 (Yearbook), Shauna Severson \$1,500.00 (Concessions Manager), Sarah Sumption \$794.09 (Science Fair). **Coaching Staff:** Janelle Barondeau \$6,140.23 (Head Cross Country) + \$4,274.82 (Asst. Track), Wayne Haas \$3,910.56 (Asst. Track), Alura Johnson \$3,421.04 (Asst. Volleyball), Jeff Kosters \$5,672.61 (Head Golf) + \$6,063.56 (Head Girls Basketball) + \$6,807.85 (Head Football), Marty Morlock \$4,931.59 (Asst. Football) + \$5,901.79 (Head Track), Don Nickelson \$2,824.71 (JH Boys Basketball), Brock Pashen \$4,974.24 (Head Boys Basketball), Troy Podoll \$2,600.00 (JH Football) + \$2,729.19 (JH Girls Basketball), Megan Russo \$3,360.79 (Asst. Track), Alex Sumption \$3,385.20 (Asst. Boys Basketball), Sarah Sumption \$4,098.09 (Asst. Girls Basketball) + \$3,360.79 (Asst. Cross Country), Warren Sumption \$1,628.29 (Asst. JH Boys Basketball), Bryson Thorpe \$1,628.29 (Asst. JH Boys Basketball), Leesa Ware \$4,320.60 (Head Volleyball). **Admin and Other:** Julie Brotzel \$50,480.00 (Tech Coordinator), Jeff Kosters \$90,835.50 (Superintendent/9-12 Principal) + \$25/mo cell phone reimbursement + \$8,500.00 (Athletic and Transportation Director), Jessica Ringgenberg \$66,465.00 (K-8 Principal) + \$25/mo cell phone reimbursement, Shauna Severson \$59,924.00 (Business Manager) + \$25/mo cell phone reimbursement, Stacey Sumption \$36,000.00. **Employee Agreements:** Richard Bakeberg \$47.55/bus route + \$45.00/Atec + \$25/mo cell phone reimbursement + \$15/mo bus cleaning/maintenance, Mark Christianson \$47.55/bus route + \$25/mo cell phone reimbursement + \$15/mo bus cleaning/maintenance + \$25/mo electricity for three winter months + state mileage rates once per day to and from home address, Michelle Dosch \$15.00/hr (Paraprofessional), Janet Elsen \$25.93/hr (Paraprofessional), Kristi Feil \$15.00 (Asst. Custodian) + \$25/mo cell phone reimbursement, Ashley Gunther \$14.06/hr (Asst. Cook), Faye Gunther \$20.71/hr (Head Cook), Jeff Kosters \$47.55/bus route + \$2000.00 Drivers Ed Classroom + \$20.00/hr Drivers Ed Driving, Zachary Kosters \$18.79/hr (Head Custodian) + \$25/mo cell phone reimbursement, Jessica Mardian \$15.00 (Paraprofessional), Marty Morlock \$13.00 (Grounds Maintenance), Tanya Pies \$14.00 (Paraprofessional), Lance Podoll \$49.38/bus route + \$25/mo cell phone reimbursement + \$15/mo bus cleaning/maintenance + \$25/mo electricity for three winter months + state mileage rates once per day to and from home address, Traci Reineke \$15.72/hr (Paraprofessional), Keith Underberg \$47.55/bus route + \$25/mo cell phone reimbursement + \$15/mo bus cleaning/maintenance + \$25/mo electricity for three winter months + state mileage rates once per day to and from home address, Amanda Wolbeck \$14.00 (Paraprofessional).

2024-008 Motion by Ellwein, second by Achen to approve the following consent agenda items. All voted Aye. Motion carried.

- a. FY24 July bills

**Bills approved: General Fund:** Amazon-supplies, 930.25; Associated School Board of SD-23-24 dues, 904.28; Dakota Electronics-alarm monitoring, 240.00; Double D Body Shop-windshield repair, 69.00; eBoard Solutions-simbli policy, 1,000.00; Goverlan-maintenance supplies, 405.00; Graves IT Solutions-online backup renewal, 400.00; iBoss-core subscription, 2,151.43; Innovative Office Solutions-supplies, 423.13; Intrado Interactive Services-school messenger, 1,755.00; Menards-maintenance supplies, 202.77; National Archery in the School Program-PE equipment, 244.00; NCS Pearson-Title curriculum, 490.00; Plank Road Publishing-music subscription, 127.45; Riddell-FB equipment, 1,004.27; SASD-business manager, supt, principal memberships 23-24, 1,453.00; Schlosser, Ellen-Prek supplies, 1,000.00 Scholastic-23-24 elementary subscriptions, 704.00; School Specialty-supplies, 2,020.88; Schwan Electric-replace outlets, 148.54; Technology & Innovation in Education-23-24 membership dues, 1,000.00. **Capital Outlay Fund:** Amazon-classroom furniture, 166.99; American Time-clocks, 854.59; Applied Computer Systems-softlink maintenance, 822.21; Century Business Products-copier lease, 306.66; Gopher Sport-PE equipment, 480.20; Hauff Mid-America Sports-VB standards/net, 3,347.00; Innovative Office Solutions-classroom furniture-1,179.34; Interactive Educational Services-annual support mobile app/website, 2,950.00; JJ&Zak-ICU database, 1,199.00; MARC-gym floor refinish, 4,231.62; Renaissance-Freckle ELA/Math subscription, 1,890.00; Riddell-FB equipment, 8,945.17; Riverside Technologies-6<sup>th</sup> grade laptops, 7,980.00; rSchool Today-activity scheduler, 300.00; Schlosser, Ellen-Preschool curriculum and furniture, 1,000.00; School Specialty-classroom furniture/equipment, 3,359.74; Schwan Electric-stage lights, 1,970.63; SHI International-windows licensing, 2,368.48; SUI-accounting software, 6,150.00; Teacher Innovations-23-24 planbook, 270.00. **Special Education Fund:** Amazon-classroom furniture, 264.36; LaQuinta Inn & Suites-Autism training travel, 9.52; School Specialty-classroom furniture, 738.36; Winsor Learning-curriculum, 2,014.50. **Food Service Fund:** Amazon-supplies, 81.84. **Custodial Fund:** Pizza Ranch-GBB, 251.42.

2024-009 Motion by Sumption, second by Ellwein to approve the following coaching contract and work agreement: Troy Podoll – JH Football Coach; Tanya Pies – Paraprofessional. All voted Aye. Motion carried.

2024-010 Motion by Achen, second by Hart to approve the North Central Special Education Cooperative Comprehensive Plan. All voted Aye. Motion carried.

2024-011 Motion by Sumption, second by Achen to approve the Cyber Insurance Renewal for 2023-24 All voted Aye. Motion carried.

2024-012 Motion by Hart, second by Sumption to cast a ballot for the SDHSAA election and vote for Dan Conrad for Division I Representative and Adam Shaw for Division III Representative. All voted Aye. Motion carried.

2024-013 Motion by Sumption, second by Ellwein to approve the addition of a Future Business Leaders of America program and offer an advisor contract to Shauna Severson. All voted Aye. Motion carried.

2024-014 Motion by Ellwein, second by Hart to adjourn at 7:45 p.m. All aye, carried.

---

Rich Schlosser, President

---

Shauna Severson, Business Manager