

OFFICIAL BOARD PROCEEDINGS
 FREDERICK AREA SCHOOL DISTRICT #6-2
 JULY 9, 2018

The meeting was called to order on July 9, 2018 at 7:00pm by President Rich Schlosser. Members present were Dan Nickelson (by telephone), Jon Ellwein, Alex Hart and Eric Sumption. Others present were Superintendent/9-12 Principal/Athletic Director Jeff Kusters, K-8 Principal Jessica Ringgenberg and Business Manager Janel Wagner.

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

Members of the public were allowed three minutes to address the board on any topic of their choice. With no public members wishing to speak, the board moved on with their remaining agenda items.

President Schlosser welcomed visitors Richard Achen and Gary Peterson.

Action 18-001 Motion by Hart, second by Ellwein to approve the agenda as amended: move Discussion Item-House Purchase to #5 prior to Approval of consent agenda; move all other agenda items down one number. All aye, carried.

Gary Peterson presented information regarding a home in Frederick that he purchased and is remodeling for resale. The school board has expressed interest in purchasing this home for Superintendent use. Gary Peterson exited at 7:14pm.

Action 18-002 Motion by Nickelson, second by Sumption to approve consent agenda which included the following items as presented: minutes of meetings held June 11, 2018, June 20, 2018 and June 28, 2018; June 2018 financial report, agency accounts and investments; June 2018 District bills and payroll. All aye, carried.

June 30, 2018	GENERAL FUND	CAPITAL OUTLAY FUND	SPECIAL EDUCATION FUND	PENSION FUND	FOOD SERVICE FUND	DRIVERS ED FUND	UNEMP FUND	TRUST & AGENCY FUND
Beginning checking balance	\$324,066.40	\$157,961.43	\$508,627.38	\$42,562.27	(\$9,307.81)	\$1,575.09	\$19,090.52	\$69,743.11
<u>Revenue:</u>								
Taxes	\$93,350.02	\$98,194.00	\$58,911.48	\$57.55				
Local Sources	\$26,054.08	\$211.95			\$213.20			\$6,023.90
Interest	\$76.55							
Federal & State	\$62,080.06	\$35,367.00	\$286.20		\$2,323.32			
Total Revenue	\$181,560.71	\$133,772.95	\$59,197.68	\$57.55	\$2,536.52	\$0.00		\$6,023.90
<u>Disbursements</u>								
Bills	\$42,499.00	\$60,304.23	\$3,066.68		\$199.08	\$478.23		\$1,728.89
Payroll	\$116,185.36		\$10,462.26		\$570.10	\$4,000.48		
Total Disbursements	\$158,684.36	\$60,304.23	\$13,528.94		\$769.18	\$4,478.71		\$1,728.89
<u>Transfers</u>								
Transfer-General to Food Svc	(\$9,000.00)				\$9,000.00			
Transfer-General to Drivers Education	(\$3,000.00)					\$3,000.00		
Transfer-Cap Outlay to General	\$97,000.00	(\$97,000.00)						
Transfer-Pension to General	\$35,000.00			(\$35,000.00)				
Total Transfers	\$120,000.00	(\$97,000.00)		(\$35,000.00)	\$9,000.00	\$3,000.00		
Total checking balance	\$466,942.75	\$134,430.15	\$554,296.12	\$7,619.82	\$1,459.53	\$96.38	\$19,090.52	\$74,038.12
Beginning investment balance	\$348,641.33	\$1,640,429.40	\$456,175.05	\$45,189.23				
Interest	\$552.16	\$17.99						
Total investment balance	\$349,193.49	\$1,640,447.39	\$456,175.05	\$45,189.23				
Ending Fund Balance	\$816,136.24	\$1,774,877.54	\$1,010,471.17	\$52,809.05	\$1,459.53	\$96.38	\$19,090.52	\$74,038.12

Claims approved: June Payroll – General Fund salaries 68,962.37; Special Education salaries 5,285.48; Food Service salaries 548.34; Drivers Education salaries 2,694.12. EFTPS, federal income tax/Social Security/Medicare 21,304.28; AFLAC, supplemental insurance 450.76; American Funds, retirement 1,095.50; Delta Dental, insurance 1,582.68; Reliastar Life, insurance 154.89; SD Retirement 11,639.90; SD Retirement Supplemental, 465.50; Security Benefits, retirement 367.50; VSP, vision insurance 233.88, Wellmark, health insurance 16,433.00.

General Fund: A & B BUSINESS SOLUTIONS, supplies 344.24; AGTEGRA, supplies 119.25; AMAZON, rug 178.08; BEST WESTERN RAMKOTA HOTEL, travel 265.98; BROWN COUNTY LANDFILL, landfill 28.90; CLIMATE CONTROL INC, repairs 3,940.00; COLE PAPERS INC, supplies 921.96; DAKOTA ELECTRONICS, alarm fee 60.00; DOUBLE D BODY SHOP, windshield 298.29; EBOARD SOLUTIONS INC, policy manual 1,300.00; ELLENDALE TRUE VALUE, supplies 25.75; EXXON, gasoline 29.00; FARMERS UNION OIL ELLENDALE, repairs 16.00; FARNAM'S GENUINE PARTS INC, repairs 48.66; FRESH START 6, gasoline 20.51; GDI News, publishing 128.13; HOLIDAY INN RUSHMORE PLAZA, travel 223.74; HUB CITY RADIO, radio ads 500.00; HYVEE, gasoline 42.53; JENSEN ROCK & SAND INC, rock 44.24; JM ELECTRIC INC, repairs 6,170.36; MAC'S INC, supplies 23.25; MARC, gym floor/supplies 4,805.04; MENARDS ABERDEEN, supplies 196.20; MONTANA-DAKOTA UTILITIES CO, electric 2,535.60; MY PLACE HOTEL, hotel 144.00; NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION, training course 125.00; O'REILLY AUTO PARTS, repairs 31.98; PANTORIUM CLEANERS INC, supplies 240.25; POSTMASTER, postage 18.40; RUNNING'S SUPPLY INC, supplies 41.95; SOFTWARE HOUSE INTERNATIONAL, EES licensing 1,951.50; SHELL OIL, gasoline 140.00; TOWN OF FREDERICK, electric 201.72; TRUST AND AGENCY FUND, yearbooks 2,081.53; TRUST AND AGENCY FUND, Imprest reimbursement 538.30; UNITED STATES POSTAL SERVICE, stamped envelopes 271.70; WALL AUTO LIVERY, gasoline 61.14. **Capital Outlay Fund:** MENARDS ABERDEEN, wall heater 479.98. **Special Education Fund:** AVERA ST LUKES, occupational therapy 952.00; POSTMASTER, postage 10.40. **Food Service Fund:** SNA OF SD, conference fee 120.00. **Drivers Education Fund:** BLUMHARDT CHEVROLET PONTIAC, brake 52.25.

Oath of office was read and signed by Janel Wagner, Business Manager.

There was no election and no petitions were filed for the two vacancies.

Action 18-003 Motion by Nickelson, second by Ellwein to appoint Richard Schlosser for a one year term. All aye, carried.

Action 18-004 Motion by Nickelson, second by Hart to appoint Richard Achen for a one year term. All aye, carried.

The board would like to thank Eric Sumption for his nine years of service to the Frederick Area School board as a member.

President Schlosser called a recess to begin annual organization meeting.

Business Manager Wagner called the annual organization meeting to order.

Oath of office was read and signed by Richard Schlosser.

Oath of office was read and signed by Richard Achen.

Business Manager Wagner called for any Conflicts of Interest per SDCL 23-3. No conflicts of interest were reported.

Action 18-005 Motion by Nickelson, second by Ellwein to nominate Richard Schlosser as Board President. All aye, carried.

Action 18-006 Motion by Hart, second by Nickelson to cease nominations and cast unanimous ballot for Richard Schlosser as Board President. All aye, carried.

President Schlosser now presided the meeting.

Action 18-007 Motion by Ellwein, second by Hart to nominate Dan Nickelson as Board Vice President. All aye, carried.

Action 18-008 Motion by Achen, second by Ellwein to cease nominations and cast unanimous ballot for Dan Nickelson as Board Vice President. All aye, carried.

Action 18-009 Motion by Ellwein, second by Hart to approve the following Custodial Duties for the 2018-2019 fiscal year:

- a. Set date and time of regular school board meetings as the second Monday each month at 7:00pm in the School library;
- b. Designate Business Manager as custodian of all district accounts;
- 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. Designate First National Bank of Frederick as the official depository of school funds;
- e. Authorize participation in the South Dakota Public Funds Investment Trust
- f. Authorize Business Manager to electronically transfer funds-notice of transfer will be provided to Superintendent and/or Board President prior to transfer;
- g. Authorize Business Manager to transfer interest earned on all funds, including Trust and Agency, to General Fund;
- h. Designate Groton Daily Independent as official newspaper
- i. Authorize Business Manager to publish staff salaries;
- j. Authorize Business Manager to prepay bills that have early payment discounts and to make monthly credit card payments;
- k. Designate Rodney Freeman as 2018-2019 school attorney;
- l. Set board member salary at \$55.00 per meeting, plus mileage at current state rate;
- m. Set substitute teacher salary at \$100.00/day for certified (includes current or lapsed, but not revoked) and \$85.00/day for non-certified;
- n. Set substitute kitchen salary at \$11.00/hour;
- o. Set 2018-2019 lunch prices: grades K-6 \$3.05, grades 7-12 \$3.40 and adult \$4.00;
- p. Identify Frederick Area School District #6-2 as an Equal Opportunity Employer;
- q. Approve Public Notices of Non-Discrimination and Federal Programs Assurances;
- r. Authorize Superintendent as:
 - i. Representative for Special Education and to administer all federal programs;
 - ii. Liaison for Homeless Children and Youth
 - iii. Truancy officer
- s. Authorize K-8 Principal as Coordinator of Federal Law/Section 504 of the Rehabilitation Action of 1973, as amended;
- t. Designate Superintendent, Business Manager and Head Custodian in the purchase of federal and state property;
- u. Designate Superintendent and/or Principal to cancel and/or close school due to inclement weather or other emergencies;
- v. Set travel reimbursement rate per state rates for mileage and meals; and lodging at state or best possible rate for staff and students;
- w. Designate Superintendent to authorize DOE Child and Adult Nutrition Service application;
- x. Appoint board members to the following committees:
 - i. Negotiations: Richard Schlosser and Jon Ellwein
 - ii. Athletic Co-op: Alex Hart and Richard Achen
 - iii. Voting member of the North Central Special Education Cooperative Governing Board for 2018-2019 school year: Dan Nickelson
- y. Designate Division of Criminal Investigation as background check provider;
- z. Adopt Title I School Improvement Plan;
- aa. Approve North Central Special Education Cooperative Comprehensive Plan for Special Education 2018-2019;
- bb. Adopt Handbooks:
 - i. Technology Handbook
 - ii. 2018-19 Student Handbook
 - iii. 2018-19 Leola/Frederick Titans Student Activity Handbook
 - iv. 2018-19 Coaches Handbook
- cc. 2018-19 Leola/Frederick Sports Coop Agreement
- dd. 2018-19 North Border Coop Agreement. All aye, carried.

Action 18-010 Motion by Hart, second by Ellwein to approve agenda. All aye, carried.

Action 18-011 Motion by Ellwein, second by Achen to approve consent agenda which included the July 2018 District bills. All aye, carried.

General Fund: AGILE SPORTS TECHNOLOGIES, HUDL Silver 400.00; ASB PROPERTY/LIABILITY FUND, 2018-19 contribution 29,621.00; ASB WORKERS' COMP FUND, 2018-19 contribution 7,975.00; ASBSD, annual dues 861.69; COLE PAPERS INC, copier paper 1,489.56; GDI News, subscription/publishing 265.85; JAMES VALLEY TELECOMMUNICATIONS, telephone 243.23; LAMPO GROUP LLC, workbooks 219.91; MENARDS ABERDEEN, supplies 125.94; MERCHANT SERVICES, lunch payment fees 19.95; PAUER SOUND & MUSIC INC, sound system 120.12; PLANK ROAD PUBLISHING, K-8 music 137.45; PRECISION FLOORS & INTERIORS, carpet/tile installation 2,480.00; RIDDELL/ALL AMERICAN SPORTS CORP, helmet/shoulder pad reconditioning 1,252.68; SASD, membership dues 259.00; SCHOOL SPECIALTY INC, classroom supplies 1,192.03; SDACTE, CTE conference registration 235.00; SOUTH DAKOTA MAGAZINE, annual subscription 25.00; TECHNOLOGY AND INNOVATION IN ED, membership dues 910.00. **Capital Outlay Fund:** A & B BUSINESS SOLUTIONS, MPS agreement 612.87; JJ & ZAK, ICU Database renewal 999.00; JORGENSON INDUSTRIAL COMPANIES, lockers 12,148.00; PAUER SOUND & MUSIC INC, microphones/CD player 562.97; SOFTWARE UNLIMITED INC, accounting software 4,700.00.

The following reports were presented:

- A. Jeff Kusters - Superintendent/9-12 Principal/Athletic Director
- B. Jessica Ringgenberg – K-8 Principal

Action 18-012 Motion by Nickelson, second by Hart to approve Open Enrollment applications #19-5, #19-6, #19-7 and #19-8. All aye, carried.

Action 18-013 Motion by Hart, second by Achen to accept 2018-2019 contract for Julie Brotzel, Technology Coordinator \$41,208.00. All aye, carried.

Action 18-014 Motion by Ellwein, second by Nickelson to accept amendment to 2018-2019 contract for Faye Gunther. All aye, carried.

Action 18-015 Motion by Ellwein, second by Hart to offer 2018-2019 coaching contracts to Janelle Barondeau, Head Cross Country; Marty Morlock, Assistant Football; Jeff Kusters-Jr High Football; Jeff Kusters-Head Girls Basketball; Sarah Sumption-Jr High Girls Basketball; Brock Pashen, Boys Basketball; Marty Morlock, Head Track. All aye, carried.

Action 18-016 Motion by Ellwein, second by Achen to approve the 2017-2018 financial statement for the Ovid Stevens scholarship trust. All aye, carried.

Action 18-017 Motion by Hart, second by Ellwein to approve the 2017-2018 financial statement for the Earl and Marvel Gelling scholarship trust. All aye, carried.

Action 18-018 Action by Achen, second by Ellwein to approve two items as surplus and authorize the Business Manager to dispose of the items. All aye, carried.

Action 18-019 Motion by Ellwein, second by Nickelson to approve the second reading of Records Retention and Destruction Schedule. All aye, carried.

Action 18-020 Motion by Ellwein, second by Hart to approve the second reading of the Restraint and Seclusion policy. All aye, carried.

The board would like to recognize Rick and Sheryl Downes for their work at the school while searching for permanent custodial staff.

Action 18-021 Motion by Ellwein, second by Achen to adjourn at 9:05pm. All aye, carried.

Richard Schlosser, President

Janel Wagner, Business Manager