

OFFICIAL BOARD PROCEEDINGS  
FREDERICK AREA SCHOOL DISTRICT #6-2  
JULY 13, 2020

The meeting was called to order on July 13, 2020, at 7:00 p.m. by President Rich Schlosser. Members present were Dan Nickelson, Jon Ellwein, Richard Achen and Alex Hart. Others present were Superintendent/9-12 Principal/Athletic Director Jeff Kosters, 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.

The board conducted the public hearing for the proposed budget of the Fiscal Year July 1, 2020 – June 20, 2021.

Action 19-129 Motion by Ellwein, second by Achen to approve the agenda as presented. All aye, carried.

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

Action 19-130 Motion by Achen, second by Hart to appoint Dan Nickelson to a one-year term as a board member. All aye, carried.

President Schlosser called a recess to begin annual organization meeting at 7:14 p.m.

Business Manager Wagner called the annual organization meeting to order.

Oath of office was administered by Janel Wagner, Business Manager, to board members Jon Ellwein and Dan Nickelson.

Ms Wagner called for nominations for President.

Action 20-001 Motion by Nickelson, second by Ellwein to nominate Rich Schlosser for President. It was moved by Nickelson, second by Ellwein to cease nominations and cast a unanimous vote for Rich Schlosser as President. All aye, carried.

President Schlosser now presided the meeting.

Action 20-002 Motion by Hart, second by Ellwein to nominate Dan Nickelson as Vice President. It was moved by Hart, second by Ellwein to cease nominations and cast a unanimous vote for Dan Nickelson as Vice President. All aye, carried.

Action 20-003 Motion by Ellwein, second by Nickelson to approve two Conflict of Interest Disclosures per SDCL 23-3 for Jeff Kosters. All aye, carried.

Action 20-004 Motion by Nickelson, second by Achen to approve the following Custodial Duties for the 2020-2021 fiscal year:

- a. Set date and time of regular school board meetings as the second Monday each month at 7:00 p.m. in the School library;
- b. Designate Business Manager as custodian of all district accounts and to serve as School Board Secretary;
- 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 prepay bills that have early payment discounts and to make monthly credit card payments;
- h. Authorize the Board President to counter sign checks;
- i. Authorize Business Manager to transfer interest earned on all funds, including Custodial, to General Fund;
- j. Designate Groton Daily Independent as official newspaper;
- k. Authorize Business Manager to publish 2020-2021 staff salaries;
- l. Designate Rodney Freeman Jr. as 2020-2021 school attorney;
- m. Set board member salary at \$60.00 per meeting, plus mileage at current state rate;

- n. Set substitute teacher and secretary salary at \$100.00/day for certified (includes current or lapsed, but not revoked) and \$85.00/day for non-certified; substitute kitchen and custodian salary at \$11.00/hour;
- o. Set 2020-2021 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
  - iv. Public Records officer
  - v. Asbestos Compliance officer;
- s. Authorize K-8 Principal as Coordinator of Federal Law/Section 504 of the Rehabilitation Action of 1973, as amended;
- t. Authorize Business Manager as Title IX officer;
- u. Designate Superintendent and/or Business Manager in the purchase of federal and state property;
- v. Designate Superintendent and/or Principal to cancel and/or close school due to inclement weather or other emergencies;
- w. Set travel reimbursement rate per state rates for mileage and meals; and lodging at state or best possible rate for staff and students;
- x. Designate Superintendent to authorize DOE Child and Adult Nutrition Service application;
- y. Appoint board members to the following committees:
  - i. Negotiations: Rich 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 2020-2021 school year: Dan Nickelson
  - iv. ASBSD delegate: Rich Schlosser;
- z. Designate Division of Criminal Investigation as background check provider;
- aa. Adopt Title I School Improvement Plan;
- bb. Adopt Handbooks:
  - i. 2020-21 Technology Handbook
  - ii. 2020-21 Student Handbook. All aye, carried.

Action 20-005 Motion by Hart, second by Ellwein to approve consent agenda which included the following items as presented: minutes of meetings held June 8, 2020 and June 30, 2020; June 2020 financial report, agency accounts and investments; FY2020 District bills, June 2020 payroll and FY2021 District bills. All aye, carried.

Ending June 30, 2020	GENERAL FUND	CAPITAL OUTLAY FUND	SPECIAL EDUCATION FUND	FOOD SERVICE FUND	DRIVER SED FUND	GOVERNMENTAL & ENTERPRISE FUND ACCOUNT TOTALS	TRUST & AGENCY
<b>Beginning checking Balance</b>	\$449,741.13	\$308,267.49	\$250,732.75	(\$982.51)	\$1,060.26	\$1,008,819.12	\$48,113.88
Revenue:							
Taxes	\$131,511.30	\$123,874.65	\$60,160.05				
Local Sources	\$1,172.22	\$9,483.08	\$41.00				\$4,764.72
Intermediate Sources	\$605.56						
Interest	\$47.18						\$2.11
Federal & State	\$38,638.77			\$283.14			
<b>Total Revenue</b>	\$171,975.03	\$133,357.73	\$60,201.05	\$283.14	\$0.00	\$365,816.95	\$4,766.83
Disbursements							
Bills	\$20,998.35	\$25,153.12	\$465.02	\$176.30	\$128.34		\$11,992.43
Payroll	\$105,062.85		\$9,404.28	\$219.74			
<b>Total Disbursements</b>	\$126,061.20	\$25,153.12	\$9,869.30	\$396.04	\$128.34	\$161,608.00	\$11,992.43
Transfers							
Transfer-Trust & Agency to General Fund	\$37,388.28						(\$37,388.28)
Transfer-from Cap Out to Gen Fund	\$150,825.00	(\$150,825.00)					
<b>Total Net Transfers</b>	\$188,213.28	(\$150,825.00)	\$0.00	\$0.00	\$0.00		(\$37,388.28)
<b>Total checking balance</b>	\$683,868.24	\$265,647.10	\$301,064.50	(\$1,095.41)	\$931.92	\$1,250,416.35	\$3,500.00
<b>Beginning investment balance</b>	\$257,550.10	\$1,783,634.20	\$1,246,175.05			\$3,287,359.35	
Interest	\$486.65						
<b>Total investment balance</b>	\$258,036.75	\$1,783,634.20	\$1,246,175.05			\$3,287,846.00	
<b>Ending Balance</b>	\$941,904.99	\$2,049,281.30	\$1,547,239.55	(\$1,095.41)	\$931.92	\$4,538,262.35	

**Claims approved:** June 2020 Payroll – General Fund salaries 58,976.74; Special Education salaries 5,701.41. EFTPS, federal income tax/Social Security/Medicare 17,632.93; AFLAC, supplemental insurance 917.74; American Funds, retirement 1,120.02; Delta Dental, insurance 1,545.80; Express Collections, garnishment 466.30; The Standard, life insurance 263.63; Security Benefits, retirement 925.26; VSP, vision insurance 261.72; Wellmark, health insurance 16,610.00; SD Retirement 9,800.06; SD Retirement Supplemental, 465.26.

**FY2020 General Fund:** Auto Value Aberdeen, repairs 157.94; Dakota Broadcasting, advertising 499.80; Dakota Oil, oil 1,534.00; DRN, troubleshooting 69.50; Farnam's Genuine Parts Inc, repairs 479.32; Hub City Radio, advertising 500.00; Menards, pressure washer 218.26; Merchant Services, online lunch payment fees 7.00; Montana-Dakota Utilities Co, electricity 2,071.01; Town of Frederick, utilities 196.00. **FY2021 General Fund:** Amazon Capital Services, supplies 149.99; Anderson's, homecoming crowns 156.96; ASB Property/Liability Fund, prop/liab premium 32,528.00; ASBSD, annual dues 880.36; Cole Papers Inc, supplies 1,887.08; Dakota Electronics, alarm maintenance 240.00; Demco, Inc, library supplies 57.68; Edmentum, Study Island 1,714.75; Flinn Scientific Inc, science chemicals 184.81; Gaggle,Net Inc, safety management 668.25; Gopher Sport, PE supplies 3,288.92; Goverlan Inc, Maintenance Support Extension 253.00; Hauff Mid America Sports, supplies 343.20; Innovative Office Solutions LLC, supplies 365.26; Interactive Educational Services Inc, website 1,575.00; Intrado Interactive Services Corp, SchoolMessenger 1,250.01; James Valley Telecommunications, telephone 247.83; Lakeshore Learning Company, supplies 24.99; Learning Without Tears, supplies 88.55; Markerboard People, supplies 198.00; Mosyle Corporation, license fee 11.01; NCS Pearson Inc, Aimsweb 520.00; O'Reilly Auto Parts, repairs 7.35; Really Good Stuff, supplies 98.51; SASD, membership dues 1,129.00; School Specialty, supplies 365.31; SD Teacher Placement Center, enrollment fee 435.00; Technology & Innovation in Education, annual membership 920.00; Workers' Compensation Fund, workers' comp premium 4,793.00. **Capital Outlay Fund:** A&B Business Solutions, managed print contract 649.56; Amazon Capital Services, supplies 198.52; CommTech Inc, security cameras 1,870.00; Edgenuity Inc, Student Seats 1,200.00; Ems Linq Inc, menu planning software 1,125.00; Hauff Mid America Sports, stage mats 1,010.00; Innovative Office Solutions LLC, bulletin board 140.74; JJ & ZAK, ICU database renewal 999.00; Pro-Vision Inc, bus security cameras 2,608.34; Riddell/All American Sports Corp, jh football practice jerseys 198.69; rSchool Today, Activity Scheduler 300.00; SHI International Corp, licenses 1,867.32; Teacher Innovations

Inc, Planbook 243.00. **Special Education Fund:** Avera St Luke's, occupational therapy 173.04; Workers' Compensation Fund, workers' comp premium 481.00. **Food Service Fund:** Workers' Compensation Fund, workers' comp premium 876.00. **Driver's Education Fund:** Workers' Compensation Fund, workers' comp premium 19.00.

The following reports were presented:

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

Action 20-006 Motion by Nickelson, second by Ellwein to approve the Employment Agreement for Sharon Langley for music teacher – substitute rate of \$100.00 until SD certificate received. All aye, carried.

Action 20-007 Motion by Hart, second by Achen to approve the FY2020 audit engagement letter from Eide Bailly. All aye, carried.

Action 20-008 Motion by Ellwein, second by Hart to approve Open Enrollment application #21-2. All aye, carried.

Mrs. Ringgenberg led a discussion about a district return to school/COVID-19 planning session. A special school board meeting has been tentatively set for 6:00 p.m. on July 30, 2020 to continue planning for the upcoming school year.

Action 20-009 Motion by Ellwein, second by Nickelson to approve the HVAC ionization project from Johnson Controls for approximately \$60,000. All aye, carried.

Action 20-010 Motion by Achen, second by Ellwein to approve the playground upgrade quote#R0011205072 for option A and add on for mats and hoops from by Crouch Recreation for \$64,039.44. All aye, carried

Action 20-011 Motion by Nickelson, second by Hart to approve the sole bid received for a used bus purchase from Foreman Sales & Service for \$63,750.00. All aye, carried.

Action 20-012 Motion by Achen, second by Hart to approve the sole bid received for the purchase of the surplus 1999 Suburban from Dan Nickelson for \$200.00. All aye (Nickelson abstain), carried.

Action 20-013 Motion by Achen, second by Ellwein to approve the North Central Special Education Cooperative Comprehensive Plan. All aye, carried.

Action 20-014 Motion by Ellwein, second by Nickelson to approve the amended 2020-2021 school calendar. All aye, carried.

Action 20-015 Motion by Nickelson, second by Hart to cast vote for Tom Culver for the SDHSAA East River At Large Representative. All aye, carried.

Action 20-016 Motion by Hart, second by Nickelson to approve the 2019-2020 financial statement for the Ovid Stevens scholarship trust. All aye, carried.

Action 20-017 Motion by Achen, second by Nickelson to enter Executive Session per SDCL 1-25-2 (1) for employee matters at 9:44 p.m. All aye, carried.

President Schlosser declared Board out of Executive Session at 9:58 p.m.

Action 20-018 Motion by Nickelson, second by Ellwein to approve the amendment of salaries on contracts for administration, certified teachers, paraprofessionals, janitorial and food service staff; salaries to be published prior to July 31, 2020. All aye, carried.

There are no formal recognitions at this meeting.

Action 20-019 Motion by Hart, second by Achen to adjourn at 9:59 p.m. All aye, carried.

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Rich Schlosser, President

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Janel Wagner, Business Manager