

**West Central School District #49-7
School Board Meeting Minutes
July 10, 2023**

Motions are carried and unanimously approved unless stated otherwise.

The West Central School District #49-7 School Board convened in regular session at 6:00 p.m. on July 10, 2023 in the District Administration Office in Hartford, SD.

The following board members were present: Alison McGillivray, Lexy Klinkhammer, Justin Eich, Amanda Kayser and Kim Lanham.

Also present: Superintendent Eric Knight, Principals: Andrew Barron, Mark Rockafellow, Activities Director Andrea Johnson, Technology Director Christopher Waltner, and Business Manager Krista Stuessi.

Call to Order

President McGillivray called the meeting to order at 6:00 p.m.

The meeting started with the Pledge of Allegiance.

Adoption of the Agenda

Action 23-208 Motion by Eich, second by Klinkhammer to adopt the agenda.

Approval of the Minutes

Action 23-209 Motion by Klinkhammer, second by Lanham to approve the meeting minutes from June 12 and 15, 2023 as published.

Conflicts of Interest

Board member Lanham disclosed a direct benefit conflict of interest as follows: Lanham's spouse, Anthony T. Lanham, is a teacher and coach employed by the district. Lanham's disclosure of her spouse's employment with the West Central School District contains an interest and direct benefit.

Action 23-210 Motion by Eich, second by Klinkhammer to authorize Lanham's direct benefit because it is reasonable, fair and not contrary to public interest.

Consent Agenda

Action 23-211 Motion by Eich, second by Klinkhammer to approve the consent agenda. The consent agenda addressed the following items:

- CLAIMS:
GENERAL CHECKING - JULY CLAIMS, GENERAL FUND, A1 Electric Plumbing Heat & Air, BUILDING Repairs and Maintenance, \$7,480.91, APPLE INC. EDUCATION, HS - Brenthaven MacBook Sleeves, \$2,844.75, Association School Board of South Dakota, 2023-2024 ASBSD Dues, \$2,236.08, Automatic Building Controls Inc, Annual Monitor Contract 7/01/23-6/30/24, \$720.00, BOK Financial, Annual Disclosure Packet Disbursement, \$350.00, BOOM, CARLY , Meals Per Diem, \$120.00, Century Business Products Inc, Print Management, \$1,441.32, City Of Hartford, Water & Sewer, \$4,661.12, Cressman Sanitation Inc, Garbage Services, \$665.00, Dakota Data Shred, Document Shredding Services, \$508.44, Employers Mutual Casualty Company, 2023-24 Insurance Premiums, \$177,996.00, First Dakota Indemnity Company, 2023-24 Work Comp Insurance, \$26,346.37, G & R Controls Inc, Preventive Maintenance Services, \$6,364.81, Golden West Telecommunications, Communication Expense, \$1,459.09, Hartford Building Center, Building Repairs, \$1,233.33, High Plains Technology Inc, Technology Prof and Tech, \$4,469.00, Hillyard Inc, Custodial Supplies, \$625.41, Johnson, Amy, REIMBURSEMENT, \$876.40, KNIGHT, ERIC , REIMBURSEMENT, \$5,000.00, LUYERNE AREA CHAMBER, Marching Band Registration, \$100.00, McGraw-

Hill Education Inc, Open Court Reading 22/23, -\$214.20, MidAmerican Energy Company, Natural Gas, \$1,982.86, Moc-Floyd Valley Band Parents, Marching Band Registration, \$200.00, MOVIE LICENSING USA, Movie Licensing, \$2,342.00, Napa Auto Parts Of Hartford, Maintenance Supplies, \$115.89, National Association Of Secondary School Principals, NHS Membership Dues, \$385.00, New Century Press Inc, Publishing, \$47.16, Pitney Bowes Global Financial Services LLC, Postage & Leasing Fees, \$134.40, Power & Grace Gymnastics, Gymnastics Facility Usage 2023-2024, \$7,000.00, PowerSchool Group LLC, TalentEd Hire Renewal, \$1,042.06, PURSUIT OF EXCELLENCE, Marching Band Registration, \$250.00, rSchoolToday, 23-24 Activity Scheduler, \$595.00, Sanford Health Occupational Medicine Clinic, DOT Exam, \$100.00, SASD, Membership Fees 2032-2024, \$5,541.00, SDACTE, CTE Conference, \$1,037.00, SDHSAA, 22-23 Rulebooks, \$215.00, Sioux Falls Rubber Stamp, SUPPLIES, \$23.55, Sioux Valley Energy, Electricity, \$25,271.00, Software Unlimited Inc, Annual Software Fees 7/1/23-6/30/24, \$8,450.00, Tammen Auto & Tire Inc, Student Transit Vehicle Maintenance, \$409.76, Technology Innovation In Education, TIE Membership Renewal, \$2,150.00, TK Elevator Corporation, Elevator Quarterly Maintenance Billing, \$557.38, Town Of Humboldt, Water/Sewer/Natural Gas, \$661.08, Tri-Valley School Dist 49-6, Regions Track Gate, \$2,718.00, WILLIAMS SCOTSMAN, INC (MOBILE MINI), Maintenance Rent Storage, \$200.00, GENERAL FUND TOTAL, , \$306,711.97, CAPITAL OUTLAY FUND, Augustana University, Grounds Equipment, \$27,000.00, Benchmark Education Company, Benchmark Digital Renewal Subscription, \$2,798.00, BrainPOP LLC, 23/24 BrainPop Subscription, \$7,030.00, High Plains Technology Inc, TECHNOLOGY EQUIPMENT, \$5,639.29, Infinite Campus Inc, Annual Licenses 8/23-7/24, \$12,223.74, Learning Without Tears, Additional Materials for Extra Section, \$142.73, McGraw- Hill Education Inc, HUM OC Materials for the 23/24 year, \$9,521.88, NCS Pearson Inc, DRA3 Student Subscriptions - 1 Year, \$782.00, Pheasantland Industries, Printed Materials for Kinder & 1st Grade, \$2,503.23, Sioux Empire United Way, AED, \$825.00, TMS Inc, Security Cameras Down Payment, \$11,030.00, US Bank, DEBT SERVICE PAYMENTS, \$725,054.45, Wells Fargo Vendor Financial Services LLC, Technology Lease 1 Copier, \$1,750.84, CAPITAL OUTLAY FUND TOTAL, \$806,301.16, SPECIAL EDUCATION FUND, APPLE INC. EDUCATION, APP credit, \$300.00, Century Business Products Inc, Print Management, \$4.54, Children's Home Society of South Dakota, June SPED Services, \$4,085.79, Ellwein, Tracee , June PT Mileage, \$589.82, First Dakota Indemnity Company, 2023-24 Work Comp Insurance, \$3,236.17, Golden West Telecommunications, Communication Expense, \$160.42, Lifescape, Student Services, \$11,516.00, SASD, Membership Fees 2032-2024, \$697.00, Wheelchair Express Sioux Falls, June SPED Transportation, \$3,000.00, SPECIAL EDUCATION FUND TOTAL, \$23,589.74, DEBT SERVICE FUND, US Bank, DEBT SERVICE PAYMENTS, \$739,775.00, DEBT SERVICE FUND TOTAL, \$739,775.00, CAPITAL PROJECTS HAEL ADDITION, GeoTek Engineering & Testing Services Inc, HAEL Building Improvements, \$3,042.00, CAPITAL PROJECTS HAEL ADDITION TOTAL, \$3,042.00, FOOD SERVICE FUND, Century Business Products Inc, Print Management, \$9.69, East Side Jersey Dairy Inc, Milk, \$32.48, First Dakota Indemnity Company, 2023-24 Work Comp Insurance, \$5,996.46, Golden West Telecommunications, Communication Expense, \$160.42, Hobart Sales & Service, FS Repairs & Maintenance, \$346.57, Jacobson, Michael , Refund Student Meals, \$38.45, FOOD SERVICE FUND TOTAL, \$6,584.07, GENERAL CHECKING TOTAL - JULY CLAIMS, \$1,886,003.94, GENERAL CHECKING - JUNE 30 CLAIMS, GENERAL FUND, A1 Electric Plumbing Heat & Air, BUILDING Repairs and Maintenance, \$1,037.72, Amazon Business, SUPPLIES, \$770.52, ARROWWOOD RESORT AT CEDAR SHORE, Travel Lodging, \$211.90, Augustana University, Bowden Field Rent, \$187.50, Best Western Ramkota Rapid City, State Golf Travel, \$606.00, Convergent Technologies LLC, WCSD Customer Service Program, \$361.36, DAKOTA AG CENTER GRAIN, Grounds Supplies, \$231.25, Dust-Tex Service Inc, Cleaning Service, \$274.85, Fred The Fixer Inc, Maintenance Supplies, \$24.00, GRAHAM TIRE, Student Transit Tires, \$1,713.60, Grocott Ink & Thread, Uniforms, \$125.00, Hartford Ace Hardware, Maintenance General Supplies, \$85.91, Hartford Best Paint and Body LLC, Student Transit Repair/Maintenance, \$1,099.50, Hartford Building Center, Building Repairs, \$268.13, HealthEquity Inc, June Monthly Fees, \$118.85, Hillyard Inc, Custodial Supplies, \$1,145.27, Interstate All Battery Center, IPAD Repair, \$95.00, KAUFMAN LAW OFFICE, Legal Services, \$9,601.15, Kludt & Burns LLP, Legal Services, \$1,175.97, LODGE AT DEADWOOD, THE, Travel Lodging 6/12/6/13/2023, \$894.00, MATH LEARNING CENTER, THE, Bridges Intervention PD Workshop, \$450.00, Midwest Bus Parts Inc, Pupil Transit Repair/Maintenance, \$1,297.91, Napa Auto Parts Of Hartford, Pupil Transit Repair Maintenance, \$195.48, New Century Press Inc, Publishing, \$301.84, Northern State University, Scholarship - Connor Siemonsma, \$1,500.00, Nothdurft Construction LLC, HUEL Grounds Repair/Maintenance,

\$3,051.61, Pitney Bowes Global Financial Services LLC, Postage Meter Supplies, \$75.48, SDHSAA, Softball Plaques and Medals, \$98.00, Stuessi, Krista , Student Transportation Supplies, \$53.40, T-MOBILE USA INC., Cellular Expenses, \$241.50, West Central Custodial Checking, Yellow Bus Reimb Band to Omaha, \$768.00, West Central Food Services, FACS Dairy, \$12.55, GENERAL FUND TOTAL, \$28,073.25, CAPITAL OUTLAY FUND, Mid-Continental Restoration Co. Inc., HS Building Repairs/Maintenance, \$28,249.00, Midwest Engineering LLC, Phase 4 Re-pointing, \$2,700.00, Mystery Science Inc, Mystery Science Subscription thru 28/29, \$5,180.00, North Central Bus & Equipment Inc., Sourcewell Micro Bird Type A 18+WC, \$88,072.00, CAPITAL OUTLAY FUND TOTAL, \$124,201.00, SPECIAL EDUCATION FUND, Children's Home Society of South Dakota, May SPED Services, \$10,070.97, Lifescape, Student Services, \$11,920.00, SD Dept Of Human Services, May SPED Services, \$204.65, Teachwell Solutions, SLP Services, \$14,444.76, SPECIAL EDUCATION FUND TOTAL, \$36,640.38, CAPITAL PROJECTS HAEL ADDITION, GeoTek Engineering & Testing Services Inc, HAEL Building Improvements, \$2,006.00, GIL Haugan Construction, Inc, Building Improvements--Pay App #2, \$306,702.90, KOCH HAZARD ARCHITECTS, HAEL Building Improvements, \$7,146.82, Marco Technologies LLC, HaEl Project - Milestone #1, \$4,611.68, Sioux Valley Energy, Aid to Construction, \$9,062.44, CAPITAL PROJECTS HAEL ADDITION TOTAL, \$329,529.84, FOOD SERVICE FUND, Ace Septic, HUEL Pump/Clean Grease Interceptor, \$215.00, Amazon Business, Office Supplies, \$140.28, Carlson & Stewart Refrigeration Inc, FS Repairs, \$192.86, Cash- Wa Distributing, Booster Heater, \$4,482.20, East Side Jersey Dairy Inc, Milk, \$64.95, Pan-O-Gold Baking Co, Bread, \$27.90, Ramkota Hotel And Conference Center, Travel Lodging, \$154.00, Sunshine Foods, KARE Program, \$5.88, FOOD SERVICE FUND TOTAL, \$5,283.07, COMMUNITY EDUCATION/SERVICES, Amazon Business, SUPPLIES, \$89.93, Caffrey, Joseph , REIMBURSEMENT, \$422.47, GRAPHIC EDGE, THE DBA GAME ONE, CAMP SUPPLIES, \$3,801.92, Grocott Ink & Thread, Vocal Camp Apparel, \$480.31, COMMUNITY EDUCATION/SERVICES TOTAL, \$4,794.63, GENERAL CHECKING TOTAL - JUNE 30 CLAIMS, \$528,522.17, PREPAIDS, GENERAL FUND, Amazon Business, SUPPLIES, \$125.00, Big J's Roadhouse , MS SOLO ENSEMBLE CONTEST SUPPLIES, \$84.89, DEKER NET LLC (DBA ATHLETIC.NET), TRACK MEET FEES, \$500.00, Dollar General , NURSING SUPPLIES, \$14.38, EMPIRE HY-VEE, GRADUATION FLOWERS, \$126.73, Fleet Farm, SUPPLIES, \$29.95, Get 'N' Go CONVENIENCE STORES, STAFF APPRECIATION, \$43.34, Nexstar Broadcasting Inc, JOB ADVERTISING, \$249.00, RevTrak Inc, May Processing Fees, \$301.78, Sam's Direct Club, Paper Supplies, \$434.66, Staples, HS SUPPLIES, \$21.48, Sunshine Foods, RETIREMENT FLOWERS, \$120.13, Teachers Pay Teachers, HS ELA SUPPLIES, \$3.99, U.S Copyright Office Designated Agents, SAFE HARBOR RENEWAL, \$6.00, Walmart , TEACHER APPRECIATION, \$326.74, Wex Bank, FUEL, \$1,694.63, Wix.com, DISTRICT WEBSITE, \$10.63, GENERAL FUND TOTAL, \$4,093.33, SPECIAL EDUCATION FUND, COUNCIL OF ADMINISTRATORS OF SPECIAL, CONFERENCE REGISTRATION, \$500.00, EDUCATION, INC., United States Postal Service, POSTAGE FEES, \$17.10, Wex Bank, FUEL, \$852.88, SPECIAL EDUCATION FUND TOTAL, \$1,369.98, FOOD SERVICE FUND, EMPIRE HY-VEE, FOOD SERVICE SUPPLIES, \$76.19, Sunshine Foods, FOOD SERVICE SUPPLIES, \$18.13, FOOD SERVICE FUND TOTAL, \$94.32, PREPAIDS TOTAL, \$5,557.63, IMPREST CHECKING, GENERAL FUND, Bahrenfuss, Ashley , Meal Allowance, \$28.00, DCI, Fingerprinting, \$173.00, Johnson, Amy , Meal Allowance, \$28.00, Rockafellow, Mark , Meal Allowance, \$28.00, United States Postal Service, Post Office Box Service Fee, \$406.00, University of South Dakota , Conference Lodging, \$95.40, GENERAL FUND TOTAL, \$758.40, IMPREST CHECKING TOTAL, \$758.40, TOTAL ALL CLAIMS, \$2,420,842.14.

- FINANCIAL REPORT JUNE 2023:

General Fund, Beginning Balance, \$3,498,403, Receipts, \$1,211,422, Disbursements, Claims, -\$152,387, Payroll, -\$777,611, Other Adjustments, -\$13,901, Ending Balance, \$3,765,925, Capital Outlay Fund, Beginning Balance, \$1,866,568, Receipts, \$346,395, Disbursements, Claims, -\$186,377, Ending Balance, \$2,026,586, Special Education Fund, Beginning Balance, \$355,044, Receipts, \$265,018, Disbursements, Claims, -\$141,573, Payroll, -\$140,703, Ending Balance, \$337,786, Debt Service Fund, Beginning Balance, \$430,456, Receipts, \$102,239, Disbursements, Other Adjustments, \$870, Ending Balance, \$533,565, Construction Fund, Beginning Balance, \$12,049,391, Receipts, \$28,468, Disbursements, Claims, -\$738,930, Ending Balance, \$11,338,929, Food Service Fund, , Beginning Balance, \$711,333, Receipts, \$54,067, Disbursements, Claims, -\$51,461, Payroll, -\$32,603, Other Adjustments, \$12,924, Ending Balance, \$694,259, KARE Program Fund, Beginning and Ending Balance, \$171,635, Custodial Fund, Beginning Balance, \$135,980, Receipts, \$18,830, Disbursements, Claims, -\$11,346, Ending Balance, \$143,463, Community Education Fund, Beginning Balance, \$31,025, Receipts, \$14,601, Disbursements, Claims, -

\$5,078, Payroll, -\$8,012, Ending Balance, \$32,537, Total, Beginning Balance, \$19,249,834, Receipts, \$2,041,040, Disbursements, , Claims, -\$1,287,152, Payroll, -\$958,929, Other Adjustments, -\$107, Ending Balance, \$19,044,685.

- PERSONNEL ACTIONS:
2022-2023 Summer Agreement: Jinny Hayes, Custodian/Van Driver, \$17.00/hour. Updated 2023-2024 Contracts: Tova Hartle, School Counselor, \$58,050. New 2023-2024 Contracts: Megan Evans, Special Education Teacher, \$50,250, Signing Bonus, \$3,500. New 2023-2024 Work Agreements: Brooke Katzer, Educational Assistant, \$18.00/hour, Karla Kyle, Educational Assistant, \$18.11/hour, James Lemke, Educational Assistant, \$18.11/hour. New Cocurricular Agreement: James Lemke, Assistant Girls Wrestling Coach, \$10.80/hour for 278 hours.
- SURPLUS PROPERTY:
Receipt Printer (2), Table (4), Office Chair, Vocal Keyboard, Music Organizer (3), Guitar (20) & Rack, Media Cart.
- CONTRACTS & AGREEMENTS:
Memorandum of Agreement with South Dakota State University for Teacher Education Program field experience for an open-ended period.

Public Input

None given.

Fiscal Year 2023-2024 Reorganization

In compliance with SDCL 13-8-14, Superintendent Knight, assumed the chair.

Klinkhammer nominated McGillivray for school board president. No other nominations were received.

Action 24-001 Motion by Klinkhammer, second by Eich to approve McGillivray for school board president during the 2023-2024 fiscal year.

President McGillivray assumed the chair.

Lanham nominated Klinkhammer for school board vice president.

Action 24-002 Motion by Lanham, second by McGillivray to approve Klinkhammer for school board vice president for the 2023-2024 fiscal year.

Action 24-003 Motion by Lanham, second by Eich to approve the following appointments:

- Klinkhammer as the Dakota Education Cooperative Board of Directors member.
- Lanham as the East Dakota Education Cooperative Board of Directors alternate member.
- Eich as the representative to attend joint city/county/school meetings.
- Lanham as the legislative representative.
- Eich and Kayser as the land/facilities representatives.
- McGillivray as the financial representative.
- Kayser as the calendar committee representative.

Action 22-004 Motion by Eich, second by Lanham to approve the following appointments and designations.

- Reliabank as the Official Depository.
- The Minnehaha Messenger as the official newspaper.
- Rodney Freeman of Churchill, Manolis, Freeman, Kludt, Shelton & Bruns, Attorneys-At-Law, and Lynn, Jackson, Shultz, & Lebrun, P.C. as legal counsel.
- Business Manager Krista Stuessi as administrator of the custodial accounts and the cafeteria plan as per SDCL 13-16-19.
- Superintendent Eric Knight as federal program representative and Business Manager Krista Stuessi as federal fiscal representative.
- The Minnehaha County Sheriff Office as truant officer.

- Superintendent Eric Knight with authority to close school due to inclement weather or comparable serious circumstances and, in his absence a designee as identified in school policy.
- Business Manager Krista Stuessi as the investment officer and to set the bond at \$100,000.
- Business Manager Krista Stuessi as the Authorized Insurance Representative for the school district.
- Business Manager Krista Stuessi to make temporary inter-fund loans due to cash flow needs.
- Business Manager Krista Stuessi to pay MasterCard, Wex and Sam's invoices prior to the regularly scheduled board meeting.
- Superintendent Eric Knight to approve home school applications.
- Superintendent Eric Knight and Business Manager Krista Stuessi to sign all grant and grant applications.
- Superintendent Eric Knight to submit the IDEA and Consolidated Grant applications.
- Resolution #2024-01 Authorization of Check Signatures as follows:

IT IS RESOLVED THAT:

Any of the persons named below, so long as they act in a representative capacity as agents of this School District, are authorized to make any and all other contracts, agreements, stipulations, and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time, concerning funds deposited in the official depositories or any other business transacted by and between this School District and the official depositories, subject to any restrictions stated below.

AUTHORIZED SIGNERS FOR ACCOUNTS

The following signers shall be authorized, to open, deposit accounts, endorse checks and orders for the payment of money, and withdraw funds on deposit, with regard only to the accounts as designated on file at the business office.

Krista Stuessi, Business Manager
Alison McGillivray, School Board President

The following signers shall be authorized to make deposits, endorse checks and orders for the payment of money, and withdraw funds on deposit, with regard only to the accounts as designated on file at the business office. Only one signature is required for any account listed.

Krista Stuessi, Business Manager
Naomi Mehnert, Payroll & Human Resources Coordinator

Further that the School Board of the West Central School District 49-7 has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

Public Hearing on 2023-2024 Proposed Budget

The budget hearing was held for the 2023-2024 Proposed Budget in accordance with SDCL 13-11-02.

Regular Business

Superintendent Knight gave an update on the Hartford Elementary addition/renovation project.

Action 24-005 Motion by Klinkhammer, second by Lanham to approve 2023-2024 School Board Meeting Calendar with a board retreat on October 23, 2023 and meeting time of 5:30 p.m. A Zoom link will be provided for public viewing on regularly scheduled board meetings. Public input will only be taken in-person.

Action 24-006 Motion by Lanham, second by Eich to set school board member per diem rates for 2023-2024 at \$60 per meeting for members and \$65 per meeting for the board president.

Action 24-007 Motion by Klinkhammer, second by Lanham to approve the district student discipline grids with recommended changes.

Action 24-008 Motion by Eich, second by Lanham to vote the SDHSAA election ballots as follows: Ryan Rollinger from Harrisburg for Division I Representative and Adam Shaw from Madison for Division III Representative – Secondary Principal.

Second reading of Policy DID-Inventories/Capital Assets.

Action 24-009 Motion by Klinkhammer, second by Lanham to approve Policy DID-Inventories/Capital Assets with recommended changes.

Reports of the Administration

Superintendent Knight gave an update on the district webpage.

Reports of the School Board

None given.

Adjourn

Action 24-010 Motion by Eich, second by Klinkhammer to adjourn the meeting at 6:37 p.m.

Approved this _____ day of _____ 20_____.

Alison McGillivray, School Board President

Attest:

Krista Stuessi, Business Manager

Published once at the total approximate cost of \$_____.