

**West Central School District #49-7  
School Board Meeting Minutes  
October 9, 2023**

**Motions are carried and unanimously approved unless stated otherwise.**

The West Central School District #49-7 School Board convened in regular session at 5:30 p.m. on October 9, 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, Technology Director Christopher Waltner, and Business Manager Krista Stuessi.

**Call to Order**

President McGillivray called the meeting to order at 5:30 p.m.

The meeting started with the Pledge of Allegiance.

**Adoption of the Agenda**

**Action 24-031** Motion by Eich, second by Lanham to adopt the agenda.

**Approval of the Minutes**

**Action 24-032** Motion by Kayser, second by Klinkhammer to approve the meeting minutes from September 11 and 20, 2023 as published.

**Conflicts of Interest**

None were presented.

**Consent Agenda**

**Action 24-033** Motion by Lanham, second by Kayser to approve the consent agenda. The consent agenda addressed the following items:

- CLAIMS:  
GENERAL CHECKING, GENERAL FUND, A-1 Portable Toilets, Football Portable Toilet Rental, \$1,140.00, A1 Electric Plumbing Heat & Air, Building Repairs, \$799.68, Advanced Pest Solutions, Pest Control, \$430.00, Amazon Business, Supplies, \$1,436.60, APPLE INC. EDUCATION, APPLTV4K, \$149.00, ARROWWOOD RESORT AT CEDAR SHORE, Travel Lodging, \$225.52, Automotive Tire and Service, Student Transit Repair, \$9,019.79, Barnes & Noble Booksellers Inc, Instructional Supplies, \$29.19, Bosch, Randi , Official, \$147.24, Brooklyn Publishers LLC, Oral Interp Scripts, \$146.25, Builders Supply Company, Maintenance Supplies, \$220.00, CC&F Retail Inc, Student Transit Diesel, \$290.21, CDW Government LLC, Computer Licenses, \$3,948.50, Century Business Products Inc, Print Management, \$2,782.91, City Glass & Glazing Inc, Building Repairs, \$195.62, City Of Hartford, Water & Sewer, \$6,201.41, Coffee Cup Fuel Stops, Student Transit Diesel Fuel, \$7,897.48, COMFORT SUITES CONFERENCE CENTER RAPID CITY, Travel Lodging, \$308.00, Convergint Technologies LLC, Technology Services, \$3,083.96, Country Apple Orchard, Field Trip, \$1,020.00, Cressman Sanitation Inc, Garbage Services, \$665.00, Culligan of Sioux Falls, Building Supplies, \$75.00, Custom Home Improvement Inc, Building Repairs and Maintenance, \$1,819.18, Dakota XII Conference, Conference Dues, \$1,365.00, Dauby's Midwest Sports Inc, Cocurricular Supplies, \$955.85, Dust-Tex Service Inc, Cleaning Service, \$338.08, Ecowater Systems of Sioux Falls, Building Repairs, \$713.43, FORK FARMS, Instructional Supplies, \$960.60, G & R Controls Inc, HVAC Services & Repairs, \$40,102.90, Golden West Telecommunications, Communication Expense, \$1,510.34, Grocott Ink & Thread, T-shirts, \$816.00, Hartford Ace Hardware, Maintenance General Supplies, \$2,136.19, Hartford

Area Chamber of Commerce, Dues, \$100.00, Hartford Best Paint and Body LLC, Student Transit Repair/Maintenance, \$337.50, Hartford Building Center, Trade House Supplies, \$436.43, Hartford Pizza Ranch, Inservice, \$360.00, Healthequity Inc, October Monthly Fees, \$142.25, Henry Schein Inc, Cocurricular Supplies, \$1,543.21, High Plains Technology Inc, Technology Services, \$369.00, Hillyard Inc, Custodial Supplies, \$969.44, Infinite Campus Inc, Technical Services, \$975.00, Innovative Office Solutions LLC, Supplies, \$3,463.11, Interstate All Battery Center, Maintenance General Supplies, \$238.48, ISI, LLC, Interpreter Services, \$50.00, J.W. Pepper & Son Inc, Supplies, \$349.99, Jaspers, Rebecca, Mileage, \$155.04, Jones School Supply Company Inc, Cocurricular Supplies, \$158.29, Keppen, Nancy, Official, \$135.00, KNIGHT, ERIC, Mileage, \$185.64, Lanham, Anthony, Mileage, \$81.60, LINCOLN COUNTY SHERIFF'S OFFICE, Civil Process Fee, \$78.32, LSI ID, LLC, Supplies, \$235.64, MacDoctors, Computer Repair, \$1,093.99, Matthiesen, Keith, Official, \$95.00, Menards Inc, Instructional Supplies, \$148.67, MidAmerican Energy Company, Natural Gas, \$2,517.96, MINNESOTA NATIVE LANDSCAPES, INC. (MNL), Instructional Supplies, \$124.00, Napa Auto Parts Of Hartford, Pupil Transit Repair Maintenance, \$11.39, New Century Press Inc, Publishing, \$316.40, Nothdurft Construction LLC, Maintenance and Grounds Repairs, \$825.00, PETERSEN, MARTY, Mileage, \$85.68, Pitney Bowes Global Financial Services LLC, Postage Meter, \$209.88, PRECISION IRRIGATION AND LAWNCARE, Irrigation Repairs, \$422.40, Pride Neon Inc, Band Trailer Wrap, \$3,500.00, Sanford Health Occupational Medicine Clinic, Drug Test/DOT Exam, \$467.00, Schaefers, Carrie, Mileage, \$36.72, Sioux Valley Energy, Electricity, \$31,640.00, South Dakota Counseling Association, Dues, \$105.00, Stan Houston Equipment Company Inc, Maintenance Supplies, \$349.95, Studenski, Emily, Financial Aid Presentation, \$75.00, Stuessi, Krista, Student Transportation Supplies, \$76.70, T-MOBILE USA INC., Cellular Expenses, \$462.00, Teachwell Solutions, Cooperative Services, \$20,064.00, Tirrel, Wade, Mileage, \$17.34, Town Of Humboldt, Water/Sewer/Natural Gas, \$1,272.02, TREETOP PRODUCTS, Education Supplies, \$973.61, Verizon Wireless, Cellular Expenses, \$207.92, West Central After Prom, September Concessions, \$1,946.91, West Central Athletic Boosters Club, September Concessions, \$4,248.06, WILLIAMS SCOTSMAN, INC (MOBILE MINI), HAEL Maintenance Rent Storage, \$400.00, TOTAL, \$172,985.47, CAPITAL OUTLAY FUND, ABDO Publishing, Library Books, \$1,290.30, Associated Consulting Engineering Inc, Engineering Services, \$2,346.00, Barnes & Noble Booksellers Inc, Books, \$76.63, Cengage Learning Inc, Instructional Software, \$950.00, High Plains Technology Inc, Classroom Projectors, \$27,387.00, MPS (HOLTZBRINCK PUBLISHERS, LLC), Instructional Materials, \$14.87, Really Great Reading Company LLC, Instructional Materials, \$268.80, STOCKWELL ENGINEERS, INC., Engineering Services, \$1,126.26, Taylor Music Inc, Instruments, \$4,675.00, Wells Fargo Vendor Financial Services LLC, Technology Lease, \$1,750.84, TOTAL, , \$39,885.70, SPECIAL EDUCATION FUND, Amazon Business, Supplies, \$248.29, Century Business Products Inc, Print Management, \$6.72, Children's Home Society of South Dakota, August SPED Services, \$3,481.38, PARENT, August Mileage, \$238.68, Ellwein, Tracee , September PT Mileage, \$2,549.32, Golden West Telecommunications, Communication Expense, \$167.14, Innovative Office Solutions LLC, Furniture, \$1,026.96, Lifescape, Student Services, \$10,971.75, NCS Pearson Inc, SPED Testing, \$285.00, SD Dept Of Human Services, August SPED Services, \$3,518.75, Teachwell Solutions, Cooperative Services, \$40,128.00, TFD Unlimited LLC, Supplies, \$27.50, PARENT, September Mileage, \$408.00, Volunteers Of America - Dakotas, August SPED Services, \$1,203.24, Western Psychological Services (WPS), Sensory Processing Assessment, \$680.80, Wheelchair Express Sioux Falls, September SPED Transportation, \$2,850.00, TOTAL, \$67,791.53, CAPITAL PROJECTS HAEL ADDITION, City Of Hartford, Meter, \$1,442.65, KOCH HAZARD ARCHITECTS, Architect Services, \$7,147.43, TOTAL, \$8,590.08, FOOD SERVICE FUND, Amazon Business, Supplies, \$173.97, BUBLITZ, ERIC , Refund, \$132.90, Carlson & Stewart Refrigeration Inc, Cooler Repair, \$612.00, Cash- Wa Distributing, Suppl, \$3,892.36, Century Business Products Inc, Print Management, \$12.53, Dacotah Paper Co, FS Disposable Paper Products, \$693.53, East Side Jersey Dairy Inc, Milk, \$4,569.63, Express Produce LLC, Produce, \$721.04, Golden West Telecommunications, Communication Expense, \$167.17, IS Restaurant Design Equipment & Supply, FS Supplies, \$89.35, Pan-O-Gold Baking Co, Bread, \$923.23, PERFORMANCE FOODSERVICE, Groceries, \$37,241.83, PROCHEM DYNAMICS, LLC, Food Services Supplies, \$404.64, THOMAS-PARSONS, TANYA, September Mileage, \$169.32, TOTAL, , \$49,803.50, COMMUNITY EDUCATION/SERVICES, Amazon Business, Dance Costumes, \$1,272.04, DEELSTRA, KATIE , Refund, \$55.00, Fund, , \$1,327.04, TOTAL GENERAL CHECKING, \$340,383.32, IMPREST CHECKING, GENERAL FUND, American School Counselor Association, Membership, \$129.00, BALTZER, CAITLIN, Official, \$176.10, BALTZER, TIM, Official, \$86.56,

Bon Homme School District 4-2, Registration Fee, \$150.00, Bosch, Randi , Official, \$135.00, Cortez, Cesar, Official, \$105.30, DAVIS, REBECCA, Official, \$85.30, Dell Rapids School District 49-3, Registration Fee, \$50.00, DONNELLY, PATRICK, Official, \$95.40, DUFFY, GARY, Official, \$125.00, DUFFY, TERRY, Official, \$186.20, Duncanson, Brian, Official, \$91.42, Eggers, Thomas, Official, \$250.00, ENTRINGER, PETER, Official, \$125.00, FRITZ, ADAM, Official, \$125.00, GEBHART, ERVIN, Official, \$125.00, Glenn, Megan, Official, \$145.30, GRANTHAM, DAVID, Official, \$212.82, Heiser, Eric, Official, \$85.30, HESLER, LOUIS, Official, \$272.20, HOVDESTAD, NICOLE , Official, \$145.40, Kantack, Ronda , Registration Fee, \$90.00, Keppen, Nancy, Official, \$147.24, Matthiesen, Keith, Official, \$350.00, Morgan, Jeremy, Official, \$95.40, Parker School District, Registration Fee, \$50.00, PRICKETT, CHARLES, Official, \$135.00, RAA CERTIFICATION SERVICES, Registration Fee, \$150.00, Ruda, Steve , Official, \$148.26, SDSU BANDS, Registration Fee, \$60.00, Sittig, Jacob, Meal Allowance, \$255.00, STAMPER, MACKENZIE (MACK), Official, \$75.40, THIELSEN, DANIEL , Official, \$342.40, UNIVERSITY OF SOUTH DAKOTA, Registration, \$60.00, WASHINGTON PAVILION OF ARTS AND SCIENCE, Entry Fee, \$150.00, WEIER, NATHAN, Official, \$145.50, YOUNG, BRIAN, Official, \$50.00, TOTAL, , \$5,205.50, SPECIAL EDUCATION FUND, SDASP, Registration Fee, \$190.00, TOTAL, , \$190.00, TOTAL IMPREST CHECKING, \$5,395.50, PREPAIDS, GENERAL FUND, Amazon Business, Supplies, \$44.60, Barnes & Noble Booksellers Inc, TAX REFUND, **-\$12.02**, BEST BUY, Supplies, \$179.99, Boom Learning, Instructional Subscription, \$26.55, Creekside Meats Holdings, Registration Day, \$97.00, Dollar General, Supplies, \$158.81, Dollar Tree, Supplies, \$104.07, Etsy, Supplies, \$130.00, GIA PUBLICATIONS, INC, Instructional Subscription, \$89.90, GTD Audio Inc, Supplies, \$65.00, Home Depot, Supplies, \$179.94, HOUSEMAN FUNERAL HOME, Funeral Flowers, \$94.93, LOOM, Instructional Subscription, \$150.00, LOWES OF SIOUX FALLS, Supplies, \$189.00, MAIN STREET FLORAL, Funeral Flowers, \$55.00, Naeir, Instructional Supplies, \$218.50, Nexstar Broadcasting Inc, JOB ADVERTISING, \$249.00, RevTrak Inc, August Processing Fees, \$3,484.65, Rushmore Hotel & Suites, The, Lodging, \$725.92, Sam's Direct Club, Supplies, \$65.88, Sunshine Foods, Supplies, \$45.30, Teachers Pay Teachers, Supplies, \$93.00, VISTAPRINT USA, INC., Supplies, \$482.90, Walmart, ACTIVITIES SUPPLIES, \$277.82, Webstaurant Store, Inc., The, Supplies, \$69.94, Wex Bank, FUEL, \$729.95, TOTAL, , \$7,995.63, SPECIAL EDUCATION FUND, Teachers Pay Teachers, Supplemental Sped Curriculum, \$160.55, Walmart, SPECIAL EDUCATION SUPPLIES, \$19.88, Wex Bank, FUEL, \$541.42, TOTAL, , \$721.85, FOOD SERVICE FUND, Sunshine Foods, Food, \$83.54, Walmart, Supplies, \$94.91, TOTAL, , \$178.45, COMMUNITY EDUCATION/SERVICES, Wex Bank, FUEL, \$457.60, TOTAL, , \$457.60, TOTAL PREPAIDS, \$9,353.53, TOTAL ALL CLAIMS, \$355,132.35.

- FINANCIAL REPORT SEPTEMBER 2023:

General Fund, Beginning Balance, \$3,691,278, Receipts, \$634,275, Disbursements, Claims, -\$147,955, Payroll, -\$844,670, Other Adjustments, -\$1,371, Ending Balance, \$3,331,558, Capital Outlay Fund, Beginning Balance, \$1,141,268, Receipts, \$19,829, Disbursements, Claims, -\$216,789, Other Adjustments, \$3,260, Ending Balance, \$947,569, Special Education Fund, Beginning Balance, \$371,455, Receipts, \$88,449, Disbursements, Claims, -\$29,478, Payroll, -\$191,169, Ending Balance, \$239,256, Debt Service Fund, Beginning Balance, -\$200,052, Receipts, \$5,957, Disbursements, \$0, Ending Balance, -\$194,095, Construction Fund, Beginning Balance, \$10,593,276, Receipts, \$4,614, Disbursements, Claims, -\$1,854,681, Ending Balance, \$8,743,208, Food Service Fund, Beginning Balance, \$723,403, Receipts, \$70,380, Disbursements, Claims, -\$42,274, Payroll, -\$54,699, Other Adjustments, \$627, Ending Balance, \$697,436, KARE Program Fund, Beginning and Ending Balance, \$171,635, Custodial Fund, Beginning Balance, \$143,817, Receipts, \$23,664, Disbursements, Claims, -\$26,756, Other Adjustments, -\$2,516, Ending Balance, \$138,209, Community Education Fund, Beginning Balance, \$25,371, Receipts, \$0, Disbursements, Claims, -\$4,205, Payroll, -\$10,619, Ending Balance, \$10,548, Total, Beginning Balance, \$16,661,451, Receipts, \$847,167, Disbursements, Claims, -\$2,322,138, Payroll, -\$1,101,157, Ending Balance, \$14,085,323.

- PERSONNEL ACTIONS: Updated Contract: Barry Matthies, Physical Education/Health Teacher, \$62,392, Assistant Football Coach at .6 FTE, \$2,160, Head Football Coach at .4 FTE, \$2,160. Work Agreements: Rechelle Wendt, Van Driver, \$17.50/hour, Kelsi Buckmiller, Substitute Dean of Students, \$306.94/day. Terminations: Jinny Hayes, Van Driver, effective immediately.
- SURPLUS PROPERTY: Reach-in Freezer and Milk Cooler.

- **CONTRACTS & AGREEMENTS:** Service Agreement with Booster Enterprises, Inc. for fundraising program services for a \$2,000 setup fee, a 25% support service fee, and a 15% platform fee. Coffee Cup and Friendly’s Fuel Stop for a \$0.05 per gallon fuel discount for fuel through September 2024.

**Public Input**

None given.

**Regular Business**

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

**Action 24-034** Motion by Eich, second by Klinkhammer to authorize the business manager to pay bills due and payable prior to October 31, 2023, with board ratification to take place at the November 13, 2023 board meeting.

**Action 24-035** Motion by Klinkhammer, second by Lanham to approve the updated Child Nutrition Programs Procurement Plan.

Second reading of Policy KCA-Library Materials Selection Policy.

**Action 24-036** Motion by Klinkhammer, second by Lanham to eliminate Policy KCA-Library Materials Selection Policy with recommended changes.

First reading of Policies: AACA- Sexual Harassment, AACA (R)1- Sexual Harassment Regulation, AACA (E)1- Sexual Harassment Complaint Form, AACA (E)2- Sexual Harassment Appeal to the Superintendent, AACA (E)3-Sexual Harassment Appeal to the School Board, JFJ Bullying Policy, JFCD Bullying Policy, JFCD-E(1) Bullying Complaint Report Form, JFCD-E(2) Bullying Appeal to Superintendent, JFCD-E(3) Bullying Appeal to School Board.

**Reports of the Administration**

Superintendent Knight gave an update on building and student activities.

**Reports of the School Board**

None given.

**Adjourn**

**Action 24-037** Motion by Eich, second by Lanham to adjourn the meeting at 5:45 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 \$\_\_\_\_\_.