

**UNOFFICIAL MINUTES OF THE BOARD OF EDUCATION  
HIGHMORE-HARROLD SCHOOL DISTRICT 34-2  
JULY 11, 2022**

The Highmore-Harrold Board of Education met in regular session on July 11, 2022 in the Business Classroom at 7:00 p.m. Members Present: Paula Haiwick, Amy Hoffman, Paul Knox, Jennifer Semmler, Jim Stephenson. Members Absent: Derek McCloud, Kristi Effling. Others Present: Superintendent/Special Education Director - Quinton Cermak, Business Manager – Stacey Hamlin, Mary Ann Morford, Morgan Bonnicksen, Rhonda Baloun.

President Haiwick called the meeting to order at 7:00 pm and the Pledge of Allegiance was recited at that time.

Motion by Hoffman and seconded by Knox to approve the agenda. The motion passed.

Motion by Semmler and seconded by Hoffman to approve the minutes of the June 13, 2022 Board Meeting. The motion passed.

Bills and Financial reports were reviewed and approved for payment with a motion by Stephenson and seconded by Hoffman. The motion passed.

**JULY PAYROLL: \$187,670.47**

**JUNE CASH REPORT:** General Fund: Beginning Balance: \$496,474.45; Receipts: Local - \$155,669.28, State - \$11,050.00, Federal - \$38,394.00; Operating Transfers - \$383,950.00 Disbursements: \$278,377.83; Ending Balance: \$807,159.90; Advance Payment/Petty Cash Asset Accounts - \$9,052.46; Total Cash Account: \$816,212.36. Capital Outlay Fund: Beginning Balance: \$2,126,775.24; Receipts: Local - \$143,042.49; Disbursements: \$549,687.53; Ending Balance: \$1,828,905.50; Certificates of Deposit: \$1,439,811.44; Total Cash Account: \$3,268,716.94. Special Education Fund: Beginning Balance: \$603,578.09; Receipts: Local - \$56,767.63, Federal - \$24,121.00; Disbursements: \$36,551.08; Ending Balance: \$647,915.64; Certificates of Deposit: \$510,188.56; Total Cash Account: \$1,158,104.20. Impact Aid Fund: Beginning Balance: \$388,264.57; Receipts: Federal - \$0.00; Disbursements: \$0.00; Ending Balance: \$388,264.57. School Lunch Fund: Beginning Balance: \$44,104.83; Receipts: Local – **(\$569.25)**, State - \$369.91, Federal - \$11,159.35; Disbursements: \$5,706.03; Ending Balance: \$50,081.27. Internal Fund: Beginning Balance: **(\$16,598.27)**; Receipts: Local - \$750.00; Federal - \$7,833.00; Transfer In (from General Fund) - \$50,000.00; Disbursements: \$8,139.46; Ending Balance: \$33,845.27.

**Board Report-10003**

**FUND: GENERAL FUND**

AMAZON CAPITOL SERVICES	Supplies	117.65
	Supplies (Grant \$ - CR)	265.65
ASBSD WORKMAN'S COMP FUND	Workman's Comp - FY23	8,600.00
ASBSD	FY23 Dues	958.58
CAPITAL AREA REFUSE, LLC	Garbage (July)	332.14
CENTURY BUSINESS PRODUCTS, INC	Maintenance - Copier	255.88
CITY OF HIGHMORE	Utilities	62.78
	Utilities	201.63
COLE PAPERS, INC.	Supplies	130.52
COUNCIL OF COLLEGE ADMISSIONS IN	Registration	55.00
SD	FY23 Dues	30.00
DAKOTA SUPPLY GROUP	Credit	(188.79)

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DAKOTA SUPPLY GROUP	Supplies	281.02
FOLLETT CONTENT SOLUTIONS, LLC	Workbooks	738.48
H & H PLUMBING, INC.	Repair Sprinkler	169.30
HIGH SCHOOL ACTIVITY FUND	State Golf Per Diem	192.00
	Jackie Knox - HOSA Reimbursement	650.00
	Highmore - Region Track Expenses	135.70
	Stamps.com - Meter Rent	19.16
	Stamps.com - Funds	100.00
	Elks Golf Course - Practice Round	54.00
	SNASD Conference - Angie	223.40
	American Airlines - Cody Perkins	1,260.20
	Ticket	
HIGHMORE HERALD, THE	Proceedings/Notices	797.76
HIGHMORE HERALD, THE	Library Newspaper Subscription	30.00
HOLIDAY INN & SUITES SIOUX FALLS	FCCLA State Rooms	650.00
HOMESTEAD BUILDING SUPPLY, INC.	Supplies	39.77
INNOVATIVE OFFICE SOLUTIONS LLC	Supplies	1,551.01
JAN BUSSE FORD	Vehicle Maintenance - Expedition	51.19
JOHN HOFFMAN ELECTRIC INC.	Repair - Shot Clock	86.73
LINDE GAS & EQUIPMENT INC.	Vo Ag	79.42
MCGRAW HILL, LLC	Workbooks	802.88
MCLEOD'S PRINTING	Record Books	29.84
MENARD'S	Supplies	95.56
NEWZBRAIN ED.	Supplies	309.00
NORTHWESTERN ENERGY	Electricity	150.62
	Electricity	4,260.53
PEITZ SERVICE EXPERTS	Maintenance	292.00
SCHOOL ADMINISTRATORS OF SD	Dues	1,246.00
SD TEACHER PLACEMENT CENTER	FY23 Membership	435.00
SDACTE	Registration (AK)	460.00
VENTURE COMMUNICATIONS	Telephone	395.03
WEX BANK	Motor Fuel	301.63
	<b><u>GENERAL FUND TOTAL</u></b>	<b><u>26,677.72</u></b>

**FUND: CAPITAL OUTLAY**

ADORAMA	Drone (Perkins \$)	1,931.50
AMAZON CAPITOL SERVICES	Supplies	129.98
CENTURY BUSINESS PRODUCTS, INC	Lease - Copier	529.91
GRAVES IT SOLUTIONS	FY23 Contract	3,750.00
HUDL (Agile Sports Technologies, Inc.)	Sports Equipment	4,247.00
INFINITE CAMPUS	Licensing Fees	1,200.55
IXL LEARNING	Software	9,315.00
JD ENTERPRISES, INC	Gym Floor Finish	4,171.39
MCGRAW HILL, LLC	Textbooks (Title)	11,449.08
NORTHWEST EVALUATION ASSOC.	Software	2,080.00
RIDDELL ALL AMERICAN SPORTS CORP.	Recondition - FB Helmets	56.36
SAVVAS LEARNING COMPANY LLC	Printed Textbooks	3,316.79
SCHOOL INFO APP	School Info App	1,500.00
SHI INTERNATIONAL CORP.	Software	1,836.16
SOFTWARE UNLIMITED,INC	Software License	4,800.00
	<b><u>CAPITAL OUTLAY TOTAL</u></b>	<b><u>50,313.72</u></b>

**FUND: SPECIAL EDUCATION**

ABAeCare LLC	Therapy Services (June)	4,450.83
AMAZON CAPITOL SERVICES	Supplies	23.99
ASBSD WORKMAN'S COMP FUND	Workman's Comp - FY23	325.00
HAND COUNTY MEMORIAL HOSPITAL	PT	405.00

	OT	810.00
	<b><u>SPECIAL EDUCATION TOTAL</u></b>	<b><u>6,014.82</u></b>
<b><u>FUND: FOOD SERVICE</u></b>		
ASBSD WORKMAN'S COMP FUND	Workman's Comp - FY23	1,200.00
PEITZ SERVICE EXPERTS	Freezer Repair	96.00
	<b><u>FOOD SERVICE TOTAL</u></b>	<b><u>1,296.00</u></b>
<b><u>FUND: INTERNAL FUND</u></b>		
AMAZON CAPITOL SERVICES	Supplies	96.68
WEX BANK	Motor Fuel	515.01
	<b><u>INTERNAL FUND TOTAL</u></b>	<b><u>611.69</u></b>
	<b>JULY TOTAL INVOICES</b>	<b><u><u>84,913.95</u></u></b>

Motion by Hoffman and seconded by Knox to acknowledge that Superintendent Quinton Cermak will benefit from his spouse's contract as Elementary Administrative Assistant and that offering her a contract is reasonable and not contrary to the public interest. The motion passed.

Public Input

- No public input at this time.

Superintendent/High School Principal's Report

- Track Project: The school has partnered with Civil Design, Inc. to provide our district three quotes on a new track for the school, including a 4, 6, or 8 lane track. Quotes range from 4-lane, \$360,159.80; 6-lane, \$429,422.80; 8-lane, \$514,739.80. The board decided to put out bids for a 4 and 6 lane track.
- Superintendent Cermak created a State of the School Newsletter. This newsletter will be put out in the newspaper, website, and in our back to school packets.
- School Bus Update: It was determined we could not find a driver to drive the expedition for our North Bus Route. We will continue to use Foreman's bussing services out of Miller for both routes.

Business Manager's Report

- PreK/Driver's Ed Report: At this time, Business Manager Hamlin presented a review of expenditures vs. revenues for our preschool program and our driver's education program. The school district funded \$35,818.84 to the preschool program and funded \$339.67 to the driver's education program. Because of this reason, it was recommended to increase prices for the coming fiscal year. With the Highmore-Harrold School participating in a junior kindergarten program this year, this will also help offset the costs needed to fund each of the programs as junior kindergarten students will be placed in the formula for state funding.

At this time the Board held a public Budget meeting for the 2022-2023 fiscal year.

Motion by Stephenson and seconded by Knox to approve the 3rd and final reading of the 2022-2023 Budget. The motion passed.

Motion by Semmler and seconded by Hoffman to approve the amended contract with Quinton Cermak, Superintendent/Special Education Director. The motion passed.

At this time, it was noted that Derek McCloud ran unopposed. Paul Knox has been appointed to a 1-year term due to no eligible school district residents filing a petition for his seat. An annual election was not conducted because there was not a contested vacancy on the school board.

Business Manager Hamlin administered the Oath of Office to Paul Knox. Being that Derek McCloud is absent, his Oath of Office will be administered during the August meeting.

Superintendent Cermak called for nominations of President.

Motion by Semmler and seconded by Knox to nominate Jim Stephenson as President. The motion passed.

Motion by Knox and seconded by Hoffman to cease nominations and appoint Jim Stephenson as President. The motion passed.

President Stephenson called for nominations of Vice President.

Motion by Hoffman and seconded by Semmler to nominate Paula Haiwick as Vice President. The motion passed.

Motion by Semmler and seconded by Hoffman to cease nominations and appoint Paula Haiwick as Vice President. The motion passed.

(A-J)

Motion by Knox and seconded by Semmler to authorize and designate the following items: Rodney Freeman as School Attorney, the Highmore Herald as the official legal newspaper, Quoin Financial Bank and Heartland State Bank as the official depository of school funds, the Superintendent and Business Manager as the official purchasing agents for the district, the Business Manager as the custodian of all financial accounts for the district, the Superintendent as custodian of the activity account, designate the Vice President of the Board, who in addition to the President, shall have the authority to countersign checks drawn by the Business Manager, designate the Superintendent and Business Manager as signers of all Federal and/or State programs, authorize the Title I policy, Title I advisory council and authorize Mrs. LaMour Kruger as Title I Director and Mr. Cermak for REAP, Quinton Cermak as Director of Special Education Program, Cory Lambley as Title IX Coordinator, Janie Pratt as Section 504 Coordinator, Approve District Special Education Comprehensive Plan, Adopt the Indian Policies and Procedures as presented, designate Hyde County Sheriff's office and deputies as Truancy Officers. The motion passed.

(K-Z)

Motion by Semmler and seconded by Haiwick to authorize and designate the following items: Appoint School Lunch Officer to Paula Haiwick, Approve listing of Contracted Salaries for the 2022-2023 School Year; 2022-2023 listing of Contracted Salaries, benefits not included, was reviewed and are as follows: Certified Staff: Beth Aasby – Elementary Teacher, \$46,550.00, \$2,000 Sign On Bonus; Rhonda Baloun-Elementary Teacher, Head Track Coach, \$50,273.00; Amanda Bast - HS English, Hisodak, \$45,652.00; Diane Beastro – Librarian, \$54,205.00; Brita Bergeson - Counselor, NHS Advisor, Student Council Advisor, \$50,240.00; Morgan Bonnichsen - Elementary Teacher, \$45,526.00; Elizabeth Buchholz - Elementary Teacher, Assistant Volleyball Coach - \$44,924.00; Quinton Cermak – Superintendent/SPED Director, \$88,490.00; Shelby Hyde - Art Instructor, Head Volleyball Coach and Visual Arts Advisor, \$48,951.00; Tia Jandreau – JH/HS Special Education Teacher, \$42,381.00; Kayla Kaltenbach - K-12 Music Instructor, Vocal Advisor, Head Golf Coach, \$49,246.00; Kendall King - Elementary Instructor, Elementary Yearbook, \$44,723.00; Jackie Knox - Science Instructor, Science Fair, National Certification, HOSA, \$51,211.00; Alana

Kroeplin - FACS Instructor, FCCLA, Prom Advisor, \$49,862.00; LaMour Kruger – Title I Teacher and Coordinator, \$43,860.00; Chantrel LaMont - Elementary Instructor \$51,357.00; Brent Liechti - Secondary Math Instructor, Senior Advisor and NCA Member, \$47,032.00.00; Brian Marso - Elementary PE/Computer Instructor, HS Weight Training, Head Cross Country Coach, \$52,542.00; Becky Palmer - JH Math and Science, Science Fair, \$21,943.00; Janie Pratt - Elementary Special Education Teacher, 504 Coordinator \$47,099.00; Cody Rausch – Ag Instructor, FFA Advisor, \$43,436.00; Cody Rausch – Summer Contract, \$4,500.00; Michael Ring - Social Studies Instructor, Athletic Director and Head Girls Basketball Coach, \$62,194.00; Jory Schmidt - Technology Coordinator, Computer, Title, JH PE/Health Instructor, \$54,717.00; Vicki Tibbs-Husted - JH Fine Arts, Personal Finance/Social Studies Instructor, NCA Member, FBLA Advisor, \$52,827.00; Cory Lambley - PreK-12 Principal, \$65,000.00; Amy Web, Pre-School Instructor, Junior Kindergarten Instructor, Assistant Track Coach, \$48,137.00; Mary Wortman - Elementary Instructor, NCA Member, \$53,730.00. Classified Staff: Scarlet Becker - Special Education Teaching Assistant, \$17,850.00; Jillian Bosma – Special Education Teaching Assistant, \$27,750.00; Sonia Bourk – Elementary Title Teaching Assistant, \$18,585.00; Georgette Cermak - Elementary Administrative Assistant, \$28,236.00; Stacey Hamlin - Business Manager, \$51,000.00; Kelly Hague - Nurse/Special Education Teaching Assistant, \$19,873.00; Deb Ingle - Custodian, \$34,100.00; Marilyn Krick - Special Education Teaching Assistant, \$18,505.00; Jessica Kutz – Assistant Cook, \$16,575.00; Samie McCauley - HS Special Education Assistant \$17,850.00; Vicki McQueen – Part Time Custodian, \$13.00/hour; Angela Millar – Head Cook, \$23,532.00; Rachel Oligmueller – Speech Language Pathologist Assistant, \$29,948.00; Becky Palmer - JH Paraprofessional, \$14,616.00; Jessica Sheffield - JH/HS Administrative Assistant, JH Girls Basketball, JH Boys Basketball, \$31,902.00; Ryan Sheffield - Head Custodian, Assistant Track, \$42,598.00; Darin Hunter – Driver’s Ed Instructor, \$3,500.00 plus mileage at the rate of \$0.42/mile; Bus Rider/Escort salary - \$10 per trip, \$20 per day. Out of District Coaches/Advisors: Jaxson Brueggeman – Assistant Wrestling Coach, \$2,798.00; Clay Knox – Assistant Football Coach, \$2,798.00; Sierra McCloud – Football Cheerleader Advisor, BBB Cheerleader Advisor, \$2,982.00; Kacie McCauley – JH Volleyball Coach, \$2,076.00; Heather McDonnell - Assistant Girls Basketball Coach, \$2,798.00; Scott Pekarek – Head Boys Basketball Coach, \$4,475.00; Lane Fawcett – Volunteer Assistant Football Coach, \$0.00; Cole Hamlin – Volunteer Assistant Football Coach, \$0.00 and Assistant Boys Basketball, \$2,798.00; Kelly Tvedt – Assistant Football Coach, \$2,798. Authorize Emergency School Bus Assistance Pact, set price for bus rider salary at \$10/trip or \$20/day, set rates for mileage, meals, lodging for authorized employees and school board travel rates according to state rates which are as follows: \$0.42 cents per mile (\$0.23 if personal vehicle is used when a school vehicle is available), Breakfast \$6.00, Lunch \$14.00, and Dinner \$20.00 for in-state travel; Breakfast \$10.00, Lunch \$18.00, and Dinner \$28.00 for out of state travel. School Lunch prices for the upcoming school year are as follows: Lunch prices for K-4 \$3.00; 5-12 \$3.25; Adult (Staff) \$4.20; Adult (Guest) \$5.25; Extra Milk/Juice \$0.30; Seconds Charge - \$2.00. Breakfast prices for K-12 \$2.00; Adult (Staff) \$2.50; Non-Reimbursable Meals = K-12 \$2.00; Breakfast is not available to the outside public. Admission prices for school athletic events and activity tickets are as follows: \$3.00 for K-12 Students and Senior Citizens, \$5.00 for adults. Activity Tickets set at \$20.00 for K-12 Students/Senior Citizens (65 and over) and \$40.00 for Adults; JH/HS Yearbook price was set at \$45; Driver’s Education fee set at \$275.00; Substitute pay was set at \$100.00 a day; \$120 per day for long-term sub of 10 days continuance for one teacher; Cook and Custodial Substitutes was set at \$10.00 an hour; Preschool Tuition was set at \$150.00/month, \$100.00 Reduced or \$50 Free – qualification is based off the Free and Reduced Lunch Application Program; Imprest Account monthly maximum set at \$10,000.00; School Board Meetings were set at 7:00 p.m. on the second Monday of each month in the high school Business classroom. Board salaries were set at \$50.00 plus mileage to regular and quorum meetings with the maximum set by the state at \$75 per meeting and no pay for committee meetings; establish Quorum/Majority of Board for Conducting Board Business as majority of the board members present. The motion passed.

(AA)

Motion by Haiwick and seconded by Knox to approve Board Representatives to the following committees. The motion passed.

**Budget Committee** – Haiwick, McCloud, Stephenson; **Negotiations Committee** – Haiwick, Stephenson, Semmler; **Building/Grounds Committee** – Hoffman, Knox, Stephenson; **Curriculum/Accreditation Committee** – Haiwick, Semmler; **Insurance Committee** – Effling, Knox, Stephenson; **Athletic Co-op Committee** – all board, Effling, Knox, Stephenson; **Crisis Management Committee** – Hoffman, McCloud; **Transportation Committee** – Effling, Knox; **Wellness Policy Chair** – Effling; **Policy Committee** – Stephenson, Semmler, McCloud; **Pre-School Committee** – Semmler, Stephenson, Haiwick; **Technology Committee** – Hoffman, McCloud. The motion passed.

Motion by Semmler and seconded by Hoffman to approve contract with Cory Lambley, PreK-12 Principal; approve contract with Beth Aasby, 5<sup>th</sup> Grade Teacher; approve a 3-month Certificate of Deposit with Quoin bank at 0.20% APY. The motion passed.

The Board set their next regular meeting for August 8, 2022 at 7:00 p.m.

Motion by Haiwick and seconded by Hoffman to adjourn at 8:02 p.m. The motion passed.

\_\_\_\_\_ Stacey Hamlin, Business Manager

\_\_\_\_\_ Jim Stephenson, Board President