

UNOFFICIAL MINUTES OF THE BOARD OF EDUCATION
HIGHMORE-HARROLD SCHOOL DISTRICT 34-2
SEPTEMBER 12, 2022

The Highmore-Harrold Board of Education met in regular session on September 12, 2022, in the Business Classroom at 7:00 p.m. Members Present: President – Jim Stephenson, Vice President - Paula Haiwick, Amy Hoffman, Jennifer Semmler, Kristi Effling, Derek McCloud. Members Absent: Paul Knox. Others Present: Superintendent/SPED Director- Quinton Cermak, PreK-12 Principal – Cory Lambley, Business Manager – Stacey Hamlin, Rhonda Baloun, and Mary Ann Morford.

President Stephenson called the meeting to order at 7:01 pm and the Pledge of Allegiance was recited at that time.

Motion by Hoffman and seconded by Semmler to approve the Agenda with the addition of adding a motion to approve Open Enrollments 2022A-2022B; approve propane bid from Hall Oil & Gas; approve contract with Tracy Hague, After School Program Coordinator; and add an Executive Session for Student Matters SDCL 1-25-2 (2). The motion passed.

Motion by Effling and seconded by Haiwick to approve the Minutes of the August 8, 2022 Board Meeting. The motion passed.

Bills and Financial Reports were reviewed and approved for payment with a motion by Semmler and seconded by Haiwick. The motion passed.

SEPTEMBER PAYROLL: \$190,291.80

AUGUST CASH REPORT: General Fund: Beginning Balance: \$679,265.62; Receipts: Local - \$5,074.08; State - \$14,021.00; Telephone Gross Receipt Taxes - \$73,011.36; Federal - \$8,671.79; Disbursements: \$229,171.49; Ending Balance: 550,872.36; Advance Payment/Petty Cash Asset Accounts - \$9,052.46; Total Cash Account: \$559,924.82. **Capital Outlay Fund:** Beginning Balance: \$1,781,095.85; Receipts: Local - \$1,812.25; Federal - \$2,286.50; Disbursements: \$25,762.78; Ending Balance: \$1,759,431.82; Certificates of Deposit: \$1,439,811.44; Total Cash Account: \$3,199,243.26. **Special Education Fund:** Beginning Balance: \$617,087.72; Receipts: Local - \$881.58; Disbursements: \$30,183.16; Ending Balance: \$587,786.14; Certificates of Deposit: \$510,188.56; Total Cash Account: \$1,097,974.70. **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: \$37,158.28; Receipts: Local - \$5,476.75, Federal - \$0.00; Disbursements: \$3,984.16; Ending Balance: \$38,650.87. **Internal Fund:** Beginning Balance: \$30,026.15; Receipts: Local - \$375.00; Disbursements: \$6,308.62; Ending Balance: \$24,092.53. **Custodial Fund:** Beginning Balance: \$124,865.63; Receipts: Local - \$13,067.28; Disbursements: \$7,820.19; Ending Balance: \$130,112.72.

Board Report-10003

FUND: GENERAL FUND

AGTEGRA COOPERATIVE	Interest	6.12
AMAZON CAPITOL SERVICES	Supplies	564.62
AMBER WAVES	Athletic Letter/Pins	263.30

ARAMARK	Mop/Laundry	244.05
ARROWWOOD RESORT CONFERENCE	Summer Conference Room	352.35
BEASTROM, DIANE	Reimburse for Supplies	110.62
CAPITAL AREA REFUSE, LLC	Garbage (SEPT)	384.51
CENTURY BUSINESS PRODUCTS, INC	Copier - Maintenance	533.46
CENTURY BUSINESS PRODUCTS, INC	Staples	111.34
CITY OF HIGHMORE	Utilities	65.72
CITY OF HIGHMORE	Utilities	247.00
COLE PAPERS, INC.	Supplies	2,601.96
	Credit	(7.00)
DAKOTA SUPPLY GROUP	Supplies	162.94
FAULKTON SCHOOL DISTRICT	CSDC FY23 Dues	300.00
FOREMAN SALES AND SERVICE, Inc.	Bus Route	4,301.75
	VB - Bussing	958.26
HIGH SCHOOL ACTIVITY FUND	Screencastify - Subscription	29.00
	DCI - Background Checks	86.50
	SDASBO - Fall Conference	75.00
	VB Official - Craig Fonder	100.00
	VB Official - Gloria Vavra	163.00
	VB Official - Sharon Ferry	100.00
	VB Official - Terry Keller	142.00
	Redfield HS - XC Entry Fee	50.00
	Reimburse Coaching Class - Kelly Tvedt	35.00
	Stamps.com - Meter Rent	19.16
HIGHMORE HERALD, THE	Newspaper Ads/Proceedings	1,375.12
HOMESTEAD BUILDING SUPPLY, INC.	Supplies	289.32
HOUGHTON MIFFLIN GRT SOURCE	Workbooks	8,411.54
	Reversal: Workbooks	(8,411.54)
HYDE, SHELBY	Reimburse Coaching Class	35.00
	Reimburse SDHSCA Mem	50.00
INNOVATIVE OFFICE SOLUTIONS LLC	Supplies	607.84
IT OUTLET	Chargers	466.74
JAN BUSSE FORD	Vehicle Maintenance (Exped)	426.96
JAN BUSSE FORD	Vehicle Maintenance (Van)	50.21
LINDE GAS & EQUIPMENT INC.	Vo Ag	79.42
MARSO, BRIAN	Reimbursement for Coaching Class	35.00
	Reimbursement for Membership	61.80
MASHEK FOOD CENTER	Supplies	64.81
	FACS - Food	81.60
MCLEOD'S PRINTING	Memo/Class Record Books	95.92
MENARD'S	Supplies	554.07
MIKE TIRES & REPAIR INC.	New Trailer Tire	147.00
NORTHWESTERN ENERGY	Electricity	93.96
	Electricity	4,851.08
PETTY CASH - POSTAGE	Postage	46.75
REALITYWORKS, INC	Grant for Growing \$ -Sci/Animal Lab Kit	1,486.91
SCHOLASTIC INC.	Workbooks	777.51
STANLEY COUNTY SCHOOL DISTRICT	CABO Dues	60.00
TRAINING ROOM INC.	Supplies - Athletic	954.81
VENTURE COMMUNICATIONS	Telephone	427.81
WEX BANK	Motor Fuel	794.63
	GENERAL FUND TOTAL	25,914.93

FUND: CAPITAL OUTLAY

ADOBE SYSTEM INCORPORATED	Software License	2,460.00
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AMAZON CAPITOL SERVICES	Supplies	131.76
AMAZON CAPITOL SERVICES	Textbooks	307.23
BSN SPORTS LLC	VB Jerseys	1,023.99
CENTURY BUSINESS PRODUCTS, INC	Copier - Lease	480.02
CITY OF HIGHMORE	Aud Rent	2,750.00
FOREMAN SALES AND SERVICE, Inc.	Bus Route (15%)	759.13
HAWK SERVICES WORLDWIDE LLC.	Labor on Gym Floor for 2022	2,087.40
HIGH SCHOOL ACTIVITY FUND	Porchlight Books - The Energy Bus	643.80
HOUGHTON MIFFLIN GRT SOURCE	Correction: Textbooks	2,776.00
	Correction: Ins. Software	5,635.54
JD ENTERPRISES, INC	Gym Floor Finish 2022	2,488.38
LEARNING WITHOUT TEARS	JK Books	260.70
LINCOLN ELECTRIC COMPANY	Air Filter Assembly	650.93
PLANBOOKEDU LLC	Premium Subscription	494.00
REALITYWORKS, INC	Grant for Growing \$ - Tractor Chal. Kit	3,598.00
RENAISSANCE LEARNING, INC.	Software - Instructional	3,152.50
	<u>CAPITAL OUTLAY TOTAL</u>	29,699.38

FUND: SPECIAL EDUCATION

ABAcare LLC	Therapy Services (APRIL)	3,675.00
ABAcare LLC	Therapy Services (August)	3,832.50
ABO SCHOOL DISTRICT	Certified Speech Therapist (July-Sept)	3,687.24
CHESTER AREA SCHOOL	Out of District Tuition (AP)	250.00
HAND COUNTY MEMORIAL HOSPITAL	PT	360.00
	OT	285.00
INNOVATIVE OFFICE SOLUTIONS LLC	Supplies	253.56
	<u>SPECIAL EDUCATION TOTAL</u>	12,343.30

FUND: FOOD SERVICE

ARAMARK	Mop/Laundry	39.50
BERGESON, BRITA	Mileage Reimbursement	18.90
BROCK'S BUTCHER BLOCK	Beef Processing	733.00
DAUGAARD, DEAN	Lunch Account Refund	38.15
EARTHGRAINS BAKING CO., INC.	Food	271.74
EAST SIDE JERSEY DAIRY	Milk - Supply Chain \$	364.58
INNOVATIVE OFFICE SOLUTIONS LLC	Ink	50.50
MASHEK FOOD CENTER	Kitchen	515.05
PERFORMANCE FOODSERVICE	Food	6,992.81
	Supplies	179.35
	Steam Table	2,898.94
	<u>FOOD SERVICE TOTAL</u>	12,102.52
	SEPTEMBER TOTAL INVOICES	80,060.13

No Conflicts of Disclosure at this time.

No Public Input at this time.

The Board held the quarterly open forum at this time regarding the Indian Policies and Procedures Policy. It was noted that there will be no school on Monday, October 10th in observance of Native American Day.

Superintendent's Report

- Current Enrollment Numbers: Elementary = 123.5; JH = 35; HS = 57; Total = 215.5; PreK = 8
- School Lunch/Local Beef Report: Superintendent Cermak did a financial analysis of one week's worth of lunch. With the drop of students eating from the High School due to open campus lunch for grades 9-12, we are still making ends meet in the food service fund. This is a combination of having a beef donated and meal planning enough food for the numbers we serve each day.
- NWEA Assessments, otherwise known as map growth testing, has been completed for the year. This is used to set a baseline for students. Teachers will then make a growth goal for students to make by the end of the year.
- Energy Bus Book Study: This book study will be required of teachers to participate in. Although it is optional for classified staff to participate, it is highly encouraged to join in on the study. One Grad Credit for \$45 will be available for teachers to utilize if they choose to take. If teachers would like to opt out of one grad credit, a Continuing Education credit will be available, free of charge. Book study will be held during the months of October and November.

PreK-12 Principal's Report

- Homecoming is next week, September 19-23 with the theme: Just for Fun. Miller/Highmore-Harrold will be playing Hill City on Friday, September 23rd at 7:00 pm.
- It was noted that the Elementary Student Council received a few donations since the start of school.
- As Title IX Coordinator, Principal Lambley attended a Title IX training this month.

Business Manager's Report

- It was mentioned that after new adjustments were made to our original Property and Casualty premium of \$43,519.00 with EMC, the new premium was changed to \$43,098.00. EMC will issue a check back for \$421.00 and had mentioned this is common with school districts with how board meetings are set up.
- Our next beef appointment is set for October 11 at DeHaih's Processing in Chamberlain. We have yet to receive any takers on a donated beef. If anyone is looking to donate, please contact the High School Office at (605)852-2275.

Motion by Hoffman and seconded by Semmler to approve the Budget for the 2022-2023 school year with the following amendments. The motion passed.

Appropriations: General Fund: 1110 Elementary - \$638,863; 1130 High School Program - \$503,265; 2540 Operation and Maintenance of Plant Services - \$319,706; 6500 Transportation for Cocurricular Activities - \$68,850; 8000 Operating Transfer - \$101,230. Fund Total - \$2,836,760; Fund Increase - \$66,650.

Capital Outlay: 1110 Elementary - \$58,350; 1130 High School Program - \$73,250; 2540 Operation and Maintenance of Plant Services - \$119,000. Fund Total - \$1,346,312; Fund Increase - \$5,500.

Food Service Fund: 2560 Food Services - \$185,607. Fund Total - \$185,607. Fund Increase - \$30,000.

Internal Service Fund: 1140 Pre-School Program - \$37,508. Fund Total - \$43,358. Fund Increase - \$5,016

Means of Finance: General Fund: Designated to Supplement FY23 Fund Balance – (\$91,587). Fund Total = \$2,836,760. Capital Outlay: Designated Fund Balance from FY22 Budget - \$423,351. Fund Total = \$1,346,312. Food Service: 5110 Transfers In - \$78,270. Fund Total = \$185,607. Internal Service Fund: 4140 Restricted Grants Received from Federal - \$9,716; 5110 Transfers In - \$22,960.0 Fund Total = \$43,358.

Motion by Haiwick and seconded by McCloud to set the tax request for the Special Education Fund at \$0.55 mills (Maximum Special Education Mill Levy Allowed – \$1.599 per \$1,000 of valuation).

Capital Outlay Fund – Max Allowable (Set by Legislature) \$3,544 Per Student x 218 Students (2021 Fall Enrollment) = \$772,592 tax request.

General Fund set at 2022 Legislature for tax year 2023– Commercial Property at \$6.308 per \$1,000 of valuation, Ag Land at \$1.362 and Owner-Occupied at \$3.048 for Tax Year 2023. The motion passed.

Motion by Semmler and seconded by Hoffman to approve the propane bid from Hall Oil & Gas at \$1.66/gallon for 27,000 gallons. The motion passed.

Old Business:

Motion by Haiwick and seconded by Hoffman to approve second reading of Policy GDBC – Classified Staff Benefits. The motion passed.

Superintendent Cermak stated that Civil Design Inc. is wrapping up bid documents for the track by the end of this week and will be ready to be put out for bid next week. These bids are for either a 4 or a 6-lane track.

New Business:

Motion by Hoffman and seconded by Effling to approve Volunteer Football Coaching Contract with Dakota Fiene, \$0.00; approve Concession Stand Advisor Contract with Jennifer McQueen, \$3,000; approve state mileage rate change – low mileage: \$0.28/mile for an employee taking personal vehicle when school vehicle is available; approve state mileage rate change – high mileage: \$0.51/mile for an employee taking personal vehicle when no school vehicle is available; approve surplus of Jet Table Saw, 54” table, 3HP motor, 250 V, \$200; approve Open Enrollments 2022A and 2022B; and approve contract with Tracy Hague, After School Program Coordinator, \$40/hour. The motion passed.

Next Regular Board Meeting: Monday, October 10th, 2022 at 7:00 pm in the Business Classroom.

Motion by Semmler and seconded by McCloud to enter Executive Session for Student Matters SDCL 1-25-2 (2) at 7:40 p.m. The motion passed.

President Stephenson declared the board out of Executive Session at 8:17 p.m.

Action Taken: No action taken at this time.

Motion by Semmler and seconded by McCloud to adjourn at 8:18 p.m. The motion passed.

*All votes are unanimous unless otherwise noted.

_____ Stacey Hamlin, Business Manager

_____ Jim Stephenson, Board President