

**Regular School Board Meeting**  
**Oldham-Ramona School Dist 39-5**  
**July 16, 2018**

The Oldham-Ramona School District Board of Education met in regular session at 7:00 p.m. at the Ramona school building. Present were Lance Hageman, Brian Hanson, Jay Hojer, Lori Hyland, and Bryan Jatón. Others present were Principal/AD Andrew Johnson, Superintendent Michael Fischer, Interim Business Manager Tami Koppang and Business Manager Cassi Johnson. Chairman Hageman, established a quorum was present, called the meeting to order with the Pledge of Allegiance. (Unless noted all motions were unanimous).

Action #8139: Motion by Hojer, seconded by Matson to adopt the agenda with the following additions: approve FY18 Account Payable bills, appoint members to School Board Negotiation Committee, approve July bills, approve writing off bad debt, approve transfer and closing of Trust and Agency accounts, approve transfer of funds to FLEX Spending Clearing Account, Executive Session SDCL 1-25-2 (1)-Personnel.

Time was allocated for the hearing of the 2018-19 Proposed Budget. There were no public comments, so regular meeting continued.

Action #8140: Motion by Hyland, seconded by Jatón to approve the minutes from previous meetings-6/11/18, 6/19/18, and 6/28/18.

Action #8141: Motion by Hojer to approve June financial report as follows, seconded by Jatón:

NOT FINAL

	General	Capital	Special	Pension	Food	ASP &	Total
	Fund	Outlay	Ed.		Service	Drivers Ed	
<b>Balance 6/01/18</b>	\$760,624.82	\$1,044,509.08	\$343,408.86	\$102,656.78	\$36,616.88	\$4,109.27	\$2,291,925.69
<b>Adjusting Entries</b>	-\$21.17	\$1,034.23			-\$3,228.03		-\$2,214.97
<b>Prepays &amp; Imprest</b>	\$13,692.00		\$1,568.00				\$15,260.00
<b>Receipts:</b>							
County Receipts	\$100,021.25	\$61,155.03	\$18,629.76	\$13.76			\$179,819.80
Interest Earned	\$254.98						\$254.98
Fed Lunch Reimb							\$0.00
Lunch Sales					\$177.48		\$177.48
ASP Program Fees							\$0.00
Drivers Ed Fees						\$1,575.00	\$1,575.00
Pre-School Donations	\$632.00						\$632.00
Pre-Schl Transportation	\$20.00						\$20.00
Miscellaneous	\$427.87	\$500.00					\$927.87
Supt House Rent	\$700.00						\$700.00
County Apportionment	\$497.24						\$497.24
State of SD-St Aid	\$46,194.00				\$343.20		\$46,537.20
State-Fresh Fruit&Veg Prgm	\$566.07						\$566.07
State-Medicaid			\$541.83				\$541.83
IDEA			\$40,722.00				\$40,722.00
Federal Grants/Reimb	\$39,408.00				\$18,072.40		\$57,480.40
Donated Commodities					\$6,719.65		\$6,719.65
Transfer IN	\$160,000.00					\$2,900.00	\$162,900.00
<b>Total Receipts</b>	<b>\$348,721.41</b>	<b>\$61,655.03</b>	<b>\$59,893.59</b>	<b>\$13.76</b>	<b>\$25,312.73</b>	<b>\$4,475.00</b>	<b>\$500,071.52</b>
<b>Disbursements:</b>							

Accts. Payable	\$31,069.91	\$102,974.78	\$10,843.51	\$60,000.00	\$12,968.01	\$280.63	\$218,136.84
Payroll	\$271,686.44		\$39,213.81		\$4,278.65	\$4,043.93	\$319,222.83
Total Disbursemts	<b>\$302,756.35</b>	<b>\$102,974.78</b>	<b>\$50,057.32</b>	<b>\$60,000.00</b>	<b>\$17,246.66</b>	<b>\$4,324.56</b>	<b>\$537,359.67</b>
<b>Balance 6/30/18</b>	\$820,260.71	\$1,004,223.56	\$354,813.13	\$42,670.54	\$41,454.92	\$4,259.71	\$2,267,682.57

Cash--checking #101	\$352,982.48	\$381,245.63	\$122,963.67	\$95.38	\$40,284.70	\$631.46	\$898,203.32
Cash--PR checking-Huron	\$10,237.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,237.74
MMSavings #105	\$0.00	\$300,715.65	\$262,092.47	\$17,575.16	\$1,170.22	\$3,628.25	\$585,181.75
MMSavings #105-003	\$553,731.22	\$323,486.28	\$0.00	\$25,000.00	\$0.00	\$0.00	\$902,217.50
Petty Cash	\$200.00						\$200.00
Imprest & Prepd	\$13,692.00		\$1,568.00				\$15,260.00
Plus O/S Receivables	\$43,689.96						\$43,689.96
Less O/S Liabilities	-\$154,272.69	-\$1,224.00	-\$31,811.01				-\$187,307.70
<b>Balance 6/30/18</b>	\$820,260.71	\$1,004,223.56	\$354,813.13	\$42,670.54	\$41,454.92	\$4,259.71	\$2,267,682.57

<b>Trust &amp; Agency Acct</b>	
Balance 6/01/18	\$ 26,459.45
Total Receipts	\$ 9,205.01
Total Disbursemts	\$(1,207.03)
<b>Balance 6/30/2018</b>	<b>\$ 34,457.43</b>

Action #8142: Motion by Hojer, seconded by Jatton to approve the FY18 bills.

**GENERAL FUND**

ALLIANCE COMMUNICATIONS	Phone & Internet Service	280.00
AT&T MOBILITY	Final Cell Service	39.47
BOB'S ELECTRIC INC outback	Locator b/4 Underground digging	112.20
CITY OF OLDHAM	Water & Sewer - June	43.20
F & M OIL	Fuel	42.00
GOTH ELECTRIC Freezer,TimeClo	Dishwasher Rep,Bus Barn,	1,265.66
LEADER PRINTING CO.	Publication of Minutes	104.92
OTTERTAIL POWER CO.	June Elect for Oldham	86.24
PRAIRIE LAKES ED. COOP Dir/Pysch/Training	June Expenses-	156.08
RUTLAND SCHOOL DIST SDHSAA	1/2 Share of St.Track Reimb-	68.26
SD UNEMPLOYMENT INSURANCE DIVISION	2nd Qt.Unemployment tax	230.66
TOWN OF RAMONA	Water Usage-June	45.50
XCEL ENERGY (NSP)	Electrical Service-June 2018	1,263.94
TOTAL		<b>3,738.13</b>

**CAPITAL OUTLAY FUND**

BOB'S ELECTRIC INC	LED Installation-Math Room	1,224.00
TOTAL		<b>1,224.00</b>

**SPECIAL EDUCATION FUND**

FLANDREAU SCHOOL DISTRICT	May thru June 30, 2018 Director Services	3,257.73
MADISON COMMUNITY HOSPITAL	PT & OT Service for June	676.20

PRAIRIE LAKES ED. COOP	June Expenses- Dir/Pysch/Training	2,684.77
SD UNEMPLOYMENT INSURANCE DIVISION	2nd Qt.Unemployment tax	500.00
TOTAL		<b>7,118.70</b>
<b>FOOD SERVICE FUND</b>		
GOTH ELECTRIC	Dishwasher Rep,Bus Barn, Freezer,TimeClo	773.99
TOTAL		<b>773.99</b>
<b>GRAND TOTAL</b>		<b><u>12,854.82</u></b>

Action #8143: FY 2017-18 Supplemental Budget Resolution. Let it be resolved, that the school board of the Oldham-Ramona School District in accordance with SDCL 13-11-3.2, and duly considering the proposed supplemental budget, hereby approves and adopts the following supplemental budget in total: Appropriations -Food Service Program \$4,200 Means of Finance: Use of Fund Balance -\$4,200. Motion by Jatón to approve Supplemental Budget, seconded by Hyland.

Action #8144: Motion by Hanson to approve 2018-2019 Business Manager Contract for Cassi Johnson, seconded by Jatón.

Action #8145: Motion by Hanson, to appoint Superintendent Michael Fischer as acting President for the purposes of the election of President of the school board; and to then adjourn the meeting at 7:20 p.m.; seconded by Hyland.

At 7:20p.m. Superintendent Fischer established that a quorum was present and reconvened the meeting. Before calling for nominations for Board President, Superintendent Fischer instructed Business Manager Johnson give the Oath of Office to the two returning board members, Lance Hageman and Bryan Jatón; who were unopposed during the election cycle in June; they were duly sworn into office for another three year term.

Superintendent Fischer then called for nominations for the President of the Oldham-Ramona School Board.

Action #8146: Hojer moved to nominate Lance Hageman for Board President, seconded by Jatón.

Action #8147: Hanson moved that all nominations cease and unanimous ballot be cast for Lance Hageman. All voted aye and nominations ceased; with Lance Hageman being declared Board President.

Lance Hageman then assumed the office of School Board President.

President Hageman then called for nominations for board vice-president.

Action #8148: Hanson moved to nominate Jay Hofer as School Board Vice-President, seconded by Hyland.

Action #8149: Jatón moved that all nominations cease and unanimous ballot be cast for Lance Hageman, second by Hyland. All voted aye and nominations ceased; with Jay Hofer being declared Board Vice-President.

Action #8150: Motion by Hojer to designate Cassi Johnson as the business manager, seconded by Hyland.

Action #8151: Motion by Hanson to designate the official depositories as First American State Bank, First National Bank of South Dakota, and seconded by Jatón.

Action #8152: Motion by Hojer to designate the official newspaper as the Madison Daily Leader, seconded by Hanson.

Action #8153: Motion by Hyland to establish regular school board meetings on the second Monday of each month at 7:00 p.m., with the meetings to be held at the Ramona School Building in Room 114 unless an alternate location is listed

on the agenda, seconded by Jatton.

Action #8154: Motion by Hojer to set the per diem for board members at \$50.00 per meeting and \$65.00 for Board President, seconded by Hanson.

Action #8155: Motion by Hyland to authorize membership in the Association of School Boards of South Dakota, seconded by Hanson.

Action #8156: President Hageman appointed Brian Hanson as the delegate to the Prairie Lakes Educational Cooperative, and volunteered to be the alternate.

Action #8157: President Hageman volunteered to serve as the delegate to the Annual Delegate Assembly for Associated School Boards of SD and appointed Jay Hojer to serve as the alternate.

Action #8158: President Hageman appointed Brian Hanson as the Board Representative to Oldham-Ramona/Rutland Co-op Board.

Action #8159: Lance Hageman and Lori Hyland agreed to serve as Board Representatives on the Negotiations Committee.

Action #8160: Time was allocated for public comments. None was heard.

Action #8161: There was no conflict of interest that was disclosed.

Action #8162: Motion by Hanson to approve the following consent agenda item, seconded by Hyland:

A. Pursuant to SDLC 6-1-10 the board authorized the publication FY2018-19 salaries as follows:

Administration:

Michael Fischer \$67,500.00; Cassandra Johnson \$43,269.20; Andrew Johnson \$55,200.00

Certified Teachers:

Carol Allgaier \$42,700.00; Robert Bergstrom \$38,825.00, extra-duties \$2,000.00; Brady Clark \$35,875.00, extra-duties: \$3,670.00, \$2,650.00, \$1,633.00; Deanne DeRungs \$46,035.37; Kathleen Eide \$44,801.69; Anthony Fischer \$37,475.00, \$35.00/bus route; Maren Fischer \$40,675.00, extra-duties: \$1,243.00, \$1,243.00, \$1,420.00, \$1,775.00; Rebecca Hanson \$38,325.00, extra-duty \$2308.00; Lon Ihler \$42,392.51; Jane Kattke \$44,816.69; Dean Koster \$40,139.41; Carli Lager \$35,500.00; Nikki Larsen \$40,846.23; LaDonna Marlette \$16,530.00; Amber Misar \$38,875.00, extra-duty \$2,130.00; Kelly Sullivan \$45,975.17; Chad Trigg \$39,439.58, extra-duty: \$3,670.00, \$2,650.00, \$2,650.00; Kaylee Vander Wal \$37,025.00, extra-duty: \$3,670.00; Emily Ver Burg \$35,625.00; Travis Wicks \$39,442.98;

Other Staff:

Theresa Gordon \$11.20/hr; Carol Halverson \$13.30/hr; Deann Hildebrandt \$12.40/hr; Chris Hoek \$16.15/hr., \$35.00/bus route; Kim Hyland \$14.70/hr, extra-duty \$876.00; Beth Misar \$12.80/hr; Rachel Pearson \$11.20/hr; Sue Pederson \$12.40/hr; Cassie Schneider \$12.45/hr; Shane Waikel \$12.50/hr;

Other Coaches:

Jackie (Danny) Frisby-Griffin \$2,850.00 assistant boys basketball.

All staff will receive a one-time bonus of \$150.00 according to their FTE.

B. Authorized the continuation of existing funds or accounts and the establishment of any possible new accounts with the following authorized signers: Trust & Agency \*\*\*\*38 Cassandra Johnson, Kimberly Hyland, Michael Fischer; General-Checking \*\*\*\*26 Cassandra Johnson, Lance Hageman, Jay Hojer, Michael Fischer; General-MMDA \*\*\*\*\*15 Cassandra Johnson, Lance Hageman, Jay Hojer, Michael Fischer; Special Account-MMDA Cassandra Johnson, Lance Hageman, Jay Hojer, Michael Fischer.

- C. Designated Cassandra Johnson, Business Manager, as the Client Administrator and Client User for PC Execubank with the First American State Bank in Ramona, SD. Authority will be granted to do Funds Transfers between account \*\*\*\*26 and \*\*\*\*\*15. The daily transfer limit will be set at \$150,000.00. The Account Options allowable are as follows: Inquiry Detail, Transaction, Presentments, Exports, Stop-pay-Inquiry Only, Internal Transfer and ACH for payroll. Designate Lance Hageman, Board President as representative of the Oldham Ramona School to approve and sign the ACH Agreement.
- D. Appointed Business Manager as custodian of school district funds.
- E. Appointed Business Manager to invest school district funds.
- F. Authorized Vice-President to sign checks in absence of the President.
- G. Appointment of Rodney Freeman as the school district's legal counsel moved to new business.
- H. Designated the Superintendent as the truant officer.
- I. Designated the Superintendent as the Open Enrollment Official.
- J. Appointed the Superintendent as compliance officer for: Title IX; Rehabilitation Act Section 504; Americans with Disabilities; Age Discrimination Act; and Asbestos.
- K. Authorized the Superintendent to close school in emergency situations and in case of inclement weather.
- L. Appointed Business Manager & Superintendent to administer school lunch program.
- M. Appointed Superintendent to Direct Federal Programs.
- N. Acknowledgement of Asbestos Notification.
- O. Adoption of district policies.
- P. Established of Rates for Travel, Lodging and Mileage expenses for Staff:

<u>Meal</u>	<u>In State Rates</u>	<u>Out of State Rates</u>
Breakfast	\$6.00	\$10.00
Lunch	\$11.00	\$14.00
Dinner	\$15.00	\$21.00

Note: Meals will only be paid when overnight trip is involved. (IRS Rules)

Per Mile Rate = \$0.42/mile                      Lodging Rate = actual rate.

- Q. Approved Meal Prices for 2018-2019.

	<u>K-6</u>	<u>7-12</u>	<u>Adult</u>
Reduced Breakfast	.30	.30	
Full Breakfast	1.25	1.25	1.75
Reduced Lunch	.40	.40	
Full Lunch	2.55	2.55	3.55
Extra Milk	.25	.25	.25
Seconds	.75	.75	.75

Note: Need to increase student lunch price by \$0.10 to meet federal requirements.

- R. Approved School Prices & Activity Ticket Prices for 2018-2019

	<u>Single</u>	<u>Season</u>
Adult	\$ 5.00	\$ 30.00
Student	\$ 3.00	\$ 10.00
Seniors Citizen (62yrs+ and local)	in district~~Free w/Season Pass	
Family Pass (immediate family only)	\$ 75.00	

- S. Setting Substitute Teacher salaries moved to new business.

- T. Approved Delta Dental monthly insurance rates for 2018-19 (beginning Sept 1): single \$50.22, employee/spouse \$110.38, employee/children \$120.60, and family \$144.10.
- U. Approved Vision Services Plan (VSP) monthly insurance rates for 2018-19 (beginning July 1): single \$8.04, employee/spouse \$16.08, employee/children \$17.20, and family \$27.48.

Action #8163: Motion by Hojer to set bonds for business manager at \$50,000.00 and secretary at \$25,000.00, seconded by Hyland.

Action #8164: Motion by Hyland to approve open enrollment for one student, second by Hanson. 2019-11

Action #8165: Motion by Hojer to update the Student Handbook changes, including: cell phone usage, food and drink policy, and bus discipline policy, seconded by Hyland.

Action #8166: Motion by Hojer to approve purchase of an enclosed trailer, seconded by Hanson.

Action #8167: Motion by Hyland to approve purchase of SUI Cloud with WebLink, seconded by Hanson.

Action #8168: Motion by Hyland to approve purchase of Infinite Campus Messenger, seconded by Jatou.

Action #8169: Motion by Hanson to approve the FY 18-19 contract with Madison Regional Hospital for Physical Therapy, Occupational Therapy and possibly Speech Therapy, seconded by Hojer.

Action #8170: Motion by Hanson, seconded by Hyland to join the ASBSD P-Card Program.

Action #8171: Motion by Hojer, seconded by Hanson to approve the July bills.

**GENERAL FUND**

ALL FLAGS, LLC	Outdoor Flag	24.02
ASBSD	2018-19 Dues	825.51
BUD'S CLEAN-UP SERVICE	July Garbage Service	221.77
HILLYARD INC.	Custodial Cleaning Supp. & Paper Prod	2,361.81
KAYLEE VANDER WAL	SDVBCA & SDHSCA Membership Dues	60.00
KUNDERT-WILLIAMS INSURANCE AGENCY	Liability Ins, Surety Bond, Work Comp	40,016.21
NASSP/NHS	Annual Dues-National Honor Society	385.00
SASD	Annual Membership Dues 18-19 School Administrators	1,121.00
SD UNITED SCHOOLS ASSOC	FY 18-19 Membership Dues	450.00
TIE	FY19 Membership Dues	910.00
<b>TOTAL</b>		<b>46,375.32</b>

**CAPITAL OUTLAY FUND**

GRAYBAR	New Lightning for Bldg	181.98
HILLYARD INC.	Floor Mats for the Bldg	509.50
SHI	Software Licensing FY18-19	1,320.36
TIME MANAGEMENT SYSTEMS	Monthly Maint.Fee	30.03
FIRST NATIONAL WEALTH MANAGEMENT (ACH)	Debt Service-Bond Issue 10999 Interest	10,916.25
<b>TOTAL</b>		<b>12,958.12</b>

**SPECIAL EDUCATION FUND**

KUNDERT-WILLIAMS INSURANCE AGENCY	Liability Ins, Surety Bond, WorkComp	2,000.00
SUNSHINE FOODS	Summer School Supplies	19.44
<b>TOTAL</b>		<b>2,019.44</b>

**FOOD SERVICE FUND**

HILLYARD INC.	Custodial Cleaning Supp. & Paper Prod	39.34
KUNDERT-WILLIAMS INSURANCE AGENCY	Liability Ins, Surety Bond, WorkComp	750.00
<b>TOTAL</b>		<b>789.34</b>
<b>GRAND TOTAL</b>		<b>62,142.22</b>

Action #8172: Motion by Hojer to approve writing off of bad debt accounts in the amount of \$895.75 to close accounts, seconded by Hyland.

Action #8173: Motion by Hanson to approve the transfer of balances and close inactive accounts with in the Trust and Agency Fund: Class of 2015, Class of 2016, Class of 2017 and Class of 2018 accounts moved to Prom Club; FFA account moved to Student Council, seconded by Jatón.

Action #8174: Motion by Hyland to approve transfer of \$3500.00 to FLEX Spending Clearing Account, seconded by Hojer.

Action #8175: Motion by Jatón, seconded by Hojer to review the following policies for review only: Policy ABAA-Parent Involvement, Policy ABAA-R-Parent Involvement Guidelines Title I, Policy AC-Equal Opportunity/ Non-Discrimination, and Policy AFF-Complaint Policy for Federal Programs.

Second reading of these policies: JGB-Restraint and Seclusion.

Action #8176: Motion by Hojer to appoint Rodney Freeman as the school district's legal counsel, and Scott Swier as alternate legal counsel, seconded by Hanson.

Action #8177: Motion by Jatón to set Substitute Teacher salaries for at \$100.00/day, seconded by Hanson.

Board member Hanson reported on the Prairie Lakes Educational Co-op.

Principal/AD Johnson shared the following information with the board: several open enrollment inquiries; U.S. Flag project for 6<sup>th</sup> grade; updates to the plaque/trophy cases are being made; changes to banners displayed in the gym; fall sport co-op meeting; and dates for the first practices for the fall sports.

Superintend Fischer shared the following information: review of office and classroom changes; current job openings; reviewed items board wanted present at the meetings vs. the items sent to them; plans to attend Superintendent Conference in Chamberlain; school open house to be held Wednesday evening, August 15.

Action #8178: Motion by Hyland to enter into Executive Session at 9:43 p.m. to discuss personnel per SDCL 1-25-2 (1), seconded by Hanson.

Chairman Hageman declared the board out of executive session at 10:09 p.m.

The board discussed outstanding student lunch bills and upcoming Open House.

The next regular meeting of the board is scheduled for Monday, August 13 at 7:00 p.m. in Ramona School Building room 114.

Action #8179: Motion by Hyland to adjourn the meeting at 10:33 p.m., seconded by Hanson.

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Cassi Johnson, Business Manager

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Lance Hageman, Board President

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