

**Regular School Board Meeting
Oldham-Ramona School Dist 39-5
July 14, 2014**

The Oldham-Ramona School District Board of Education met in regular session at 7:00 p.m. at the school. Present were Lisa Beyer, Jay Hojer, Brian Hanson, and Mike Matson. Absent was Lance Hageman. Others present were Jason Hanson, Mike Fischer, Deanne DeRungs, Marilyn Riedel, Supt Tom Ludens, and Business Manager GayLynn Hagemann. Chairman Beyer, who established a quorum was present, called the meeting to order. Unless noted all motions were unanimous.

The budget hearing was held for FY2015.

Incumbent board members Jay Hojer and Brian Hanson took the oath of office. Mike Matson will remain in office until the board nominates someone to take his position.

Action #4320: Motion by Hojer, seconded by Hanson to nominate Lisa Beyer as school board president.

Action #4321: Motion by Matson, seconded by Hanson to nominate Jay Hojer as school board vice-president.

Action #4322: Motion by Hojer, seconded by Matson to designate the American State Bank as the official depository for school funds.

Action #4323: Motion by Hanson, seconded by Hojer to designate official time and location of regular board meetings as the second Monday of each month at 7:00 p.m. in the O-R School Multi-Purpose Room.

Action #4324: Motion by Matson, seconded by Hanson to designate official newspaper as the Madison Daily Leader.

Action #4325: Motion by Hojer, seconded by Matson to set the per diem for board members at \$40.00 per meeting plus mileage, \$55.00 for Board President plus mileage.

Action #4326: Motion by Hojer, seconded by Hanson to authorize membership in the Association of School Boards of SD.

Board member Hojer was appointed to serve as the delegate to the Annual Delegate Assembly for Associated School Boards of SD and Hageman to serve as the alternate.

Action #4327: Motion by Hojer, seconded by Matson to approve the agenda.

Action #4328: Motion by Hojer, seconded by Matson to approve the following consent agenda items: minutes of the June 9, 2014 board meeting, June 30 financial reports, bills for June 30 to end the year, bills for July 14, and the following business items:

- A. Minutes of the June 9, 2014 board meeting.
- B. June 30 financial reports.
- C. Bills for June 30 to end the year, and also bills for July 14.
- D. Authorize the continuation of existing funds or accounts and the establishment of any possible new accounts.
- E. Authorize Vice-President to sign checks in absence of the President.
- F. Designate Business Manager as Custodian of all School District Funds.
- G. Authorize Business Manager to electronically transfer funds for specifically authorized purposes.
- H. Set bond for business manager and other employees - \$50,000 for business manager & \$25,000 for secretary.
- I. Authorize Business Manager to invest and reinvest District Funds in institution, which serves greatest advantage to school district.
- J. Acknowledgement of Asbestos Notification.
- K. Designate the Superintendent as the Truant Officer.
- L. Appoint the Superintendent as Compliance officer for: Title IX; Rehabilitation Act Section 504; Americans with Disabilities; Age Discrimination Act; and Asbestos.
- M. Authorize the Superintendent to close school in emergency situations and in case of inclement weather.
- N. Appoint Business Manager & Superintendent to Administer School Lunch Program.
- O. Appoint Superintendent to direct Federal Programs.
- P. Name Prairie Lakes Educational Cooperative Delegate as Hageman & Alternate as Hanson.
- Q. Adoption of District Policies.
- R. Establish Rates of Travel, Lodging, & Mileage:

| <u>Meal</u> | <u>In or Out of State Staff Rate</u> | <u>In or Out of State Student Rate</u> | <u>NOTE:</u> |
|-------------|--------------------------------------|--|---|
| Breakfast | \$5.00 | \$5.00 | Meals will only be paid when an overnight trip is involved. (IRS Rules) |
| Lunch | \$9.00 | \$7.00 | |
| Dinner | \$12.00 | \$8.00 | |
| | \$26.00 / day | \$20 / day | |

Actual costs

Mileage \$0.37 per mile

| S./Set meal prices: | <u>K-6</u> | <u>7-12</u> | <u>Adult</u> |
|--------------------------|-------------|-------------|--------------|
| Reduced Breakfast | .30 | .30 | |
| Full Breakfast | 1.00 | 1.00 | 1.50 |
| Reduced Lunch | .40 | .40 | |
| Full Lunch | 1.95 | 2.35 | 2.85 |
| Extra Milk | .25 | .25 | .25 |
| Seconds | .50 | .50 | |

T./Set Admission Rates, per co-op agreement:

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

U. Set Substitute Teacher Salaries: Certified & Non-Certified \$80.00/day

Long-Term Service: over ten consecutive days in same classroom (begins 11th day) add'tl \$20/day.

| | General | Capital | Special | Pension | Building | Food | ASP & |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------|--------------------|-------------------|
| | Fund | Outlay | Ed. | | Fund | Service | Drivers Ed |
| Balance 6/01/14 | \$661,420.33 | \$449,981.54 | \$263,000.89 | \$167,860.39 | \$0.00 | \$34,165.92 | \$2,356.58 |
| Receipts: | | | | | | | |
| County Receipts | \$62,729.71 | \$42,666.88 | \$16,690.86 | \$2,781.73 | | | |
| Interest Earned | \$328.37 | | | | \$0.00 | | |
| Fed. Lunch Reimb | | | | | | \$7,108.58 | |
| Lunch/Milk Ticket Rev | | | | | | \$692.40 | |
| Lunch Accts Rcvbl-2013 | | | | | | \$0.00 | |
| Admissions | \$0.00 | | | | | | \$0.00 |
| Pre-School Donations | \$0.00 | | | | | | |
| Miscellaneous | \$306.51 | | \$0.00 | | | \$0.00 | \$0.00 |
| State of SD-St Aid | \$16,689.00 | | | | | | |
| Sioux Valley TV | \$0.00 | | | | | | |
| State-Fresh Fruit&Veg Prgm | \$163.67 | | | | | | |
| Interlakes United Way | | | | | | | \$0.00 |
| State-Title I/REAP grants | \$20,476.00 | | | | | | |
| State-IDEA Part B 611 & 619 | | | \$5,666.00 | | | | |
| State--schl dist apportionment | \$0.00 | | | | | | |
| Qtrly Medicaid Admin | \$1,492.92 | | \$176.00 | | | | |
| Total Receipts | \$102,186.18 | \$42,666.88 | \$22,532.86 | \$2,781.73 | \$0.00 | \$7,800.98 | \$0.00 |
| Disbursements: | | | | | | | |
| Accts. Payable | \$17,454.59 | \$38,085.15 | \$11,879.06 | | \$0.00 | \$9,199.02 | \$754.40 |
| Payroll | \$94,475.85 | | \$13,900.12 | | | \$2,612.65 | \$1,755.91 |
| Total Disbursmts | \$111,930.44 | \$38,085.15 | \$25,779.18 | \$0.00 | \$0.00 | \$11,811.67 | \$2,510.31 |
| Balance 6/30/14 | \$651,676.07 | \$454,563.27 | \$259,754.57 | \$170,642.12 | \$0.00 | \$30,155.23 | -\$153.73 |

Bills for payment June 30th:**General Fund**

| | | |
|------------------------------|---------------------------|----------|
| Ace Hardware | Supplies | 154.09 |
| Brian Hanson | Mileage | 14.80 |
| Dakota Alignment | Bus Repair | 310.04 |
| Gary Grove | Reimb Grad Credit | 140.00 |
| GayLynn Hagemann | Mileage | 48.10 |
| Imprest Fund | Reimb | 60.90 |
| Jay Hojer | Mileage | 55.50 |
| Kim Pederson | Supplies | 21.22 |
| Kolorworks Paint & Dec. | Supplies | 659.78 |
| Lance Hageman | Mileage | 56.24 |
| Madison Daily Leader | Publishing | 161.36 |
| Menards | Supplies | 246.00 |
| Merle's Steam Clean | Carpet Cleaning | 1,209.38 |
| Mike Fischer | Reimb Grad Credits | 300.00 |
| Mike Matson | Mileage | 16.65 |
| Office Peeps | Supplies | 50.03 |
| Outer World | Lettering On New Mini-Bus | 110.00 |
| Petty Cash | Postage/Reimb | 15.40 |
| Prairie Lakes Ed. Coop | Purchased Services | 93.41 |
| Sample Our Flowers | Supplies | 74.20 |
| SD Dept. Of Health | Nurse Services | 440.00 |
| SD Unemployment Ins Division | Qtrly Unempl Ins Premium | 1,500.00 |
| Shane Waikel | Mowing @ Oldham--2 Mo. | 829.73 |
| Shopko | Supplies | 84.79 |

Capital Outlay Fund

| | | |
|-------------------------|--------------------|----------|
| Alliance Communications | Phone Service | 162.09 |
| AT&T Mobility | Supt Cell Phone | 136.81 |
| Bud's Clean-Up Service | Garbage Service | 190.41 |
| City Of Oldham | Water/Sewer | 32.00 |
| F & M Oil | Gas/Fuel | 1,611.09 |
| MCI | Long Distance | 58.49 |
| Mid-American Energy | Heat-Ramona | 110.88 |
| NSP Xcel Energy | Electricity-Ramona | 701.65 |
| Ottertail Power Co. | Electricity-Oldham | 59.63 |
| Prostrollo Auto Mall | Repairs | 55.17 |
| Time Management Systems | Payroll Software | 25.10 |
| Town Of Ramona | Water/Sewer | 124.50 |

Special Education Fund

| | | |
|----------------------------|---------------------------|----------|
| Children's Home Society | Residential Plcmnt | 2,490.92 |
| F & M Oil | Gas/Fuel | 487.59 |
| Flandreau School District | SpEd Director Fees--2 Mo. | 2,262.53 |
| Madison Community Hospital | OT & PT | 409.10 |
| Prairie Lakes Ed. Coop | Purchased Services | 2,278.28 |

Food Service Fund

| | | |
|--------------------|------------------|----------|
| Kim Halverson | Lunch Refund | 5.50 |
| Marilyn Riedel | Mileage | 51.80 |
| Spring Lake Colony | Contracted Meals | 4,075.26 |

Enterprise Funds--Asp & Drivers Ed

| | | |
|---------------------|----------------|--------|
| Brookings Auto Mall | Drivers Ed Car | 726.95 |
|---------------------|----------------|--------|

Bills for payment July 14:**General Fund**

| | | |
|---------------------------------|----------------------------------|----------|
| American State Insurance Agency | Bond--Business Mgr | 175.00 |
| ASBSD | Dues | 750.72 |
| B&B Appliance | Air Conditioner--Computer Lab | 369.00 |
| Continental Western Ins. | Property Liability Ins/Work Comp | 8,432.00 |
| E-Rate Complete | E-Rate Annual Fee | 1,250.00 |
| Harlow's School Bus Service | Bus Inspections | 261.20 |
| SASD | Membership Dues | 1,092.50 |
| SD United Schools Assoc | Coalition Of Small Schools | 500.00 |
| SDSSA | Supt Conf Reg | 150.00 |
| Technology&Innovations In Educ | TIE membership | 650.00 |

Capital Outlay Fund

| | | |
|--------------------------|----------------------------------|-----------|
| Continental Western Ins. | Property Liability Ins/Work Comp | 17,340.00 |
| First National Bank | Pmt On Capital Outlay Certif's | 27,113.75 |
| Renaissance Learning | Accelerated Reader Renewal | 1,769.00 |
| Roof Systems | Repairs--40% Of Contract | 23,155.56 |
| Rutland School District | Reimb FB Equipment | 1,903.38 |
| School Reach/Group Cast | Admin Software | 400.00 |
| SHI International | Microsoft Software | 1,803.20 |

Special Education Fund

| | | |
|--------------------------------|----------------------------------|----------|
| Continental Western Ins. Co. | Property Liability Ins/Work Comp | 1,200.00 |
| Technology&Innovations In Educ | TIE membership | 175.00 |

Action #4329: Motion by Hojer, seconded by Matson to approve Delta Dental insurance rates for 2014-15: single 46.80/month and family \$126.50/month.

Action #4330: Motion by Hojer, second by Hanson not to add any additional colors to the school colors.

Action #4331: Motion by Matson, seconded by Hanson to approve the following budget amendment, Contingency Transfers, and Supplemental Budget Changes to the 2013-14 budget.

Budget amendment for Driver's Education:

| | |
|----------------------------|------------|
| General Fund--transfer out | \$1,215.85 |
| Driver's Ed--transfer in | \$1,215.85 |

Contingency Transfers:**General Fund****Appropriations:**

| | |
|---|------------|
| Office of Supt--comp unused pers leave | \$2,602.88 |
| Other Fiscal Services--comp unused pers leave | 1,813.31 |
| Other Operation/Maint of Plant--supplies | 2,718.10 |
| Food Prep/Distribution--FFVP supplies | 11.06 |
| Operating Transfers Out--Driver's Ed (2013) | 1,104.86 |

Means of Finance:

| | |
|-----------------------------|------------|
| Contingencies--misc objects | \$8,250.21 |
|-----------------------------|------------|

Supplemental Budget Changes:

Capital Outlay Fund

Appropriations:

| | |
|--|-------------|
| Secondary Reg. Programs—computer cap. expenditures | \$11,335.39 |
| Colony—computer cap. Expenditures | 7,890.00 |
| Other Pupil Transportation—repairs & maint | 13,098.69 |

Means of Finance:

| | |
|---------------|-------------|
| Surplus Funds | \$32,324.08 |
|---------------|-------------|

Enterprise Fund—Driver's Ed Program

Appropriations:

| | |
|------------------------------|------------|
| Driver's Ed Program—salaries | \$1,200.00 |
|------------------------------|------------|

Means of Finance:

| | |
|-----------------------|------------|
| Student Payments—fees | \$1,200.00 |
|-----------------------|------------|

Action #4332: Motion by Hojer, seconded by Matson to issue the "Food Service Management Contract" with Spring Lake Colony using the previous meal rates.

Action #4333: Motion by Matson, seconded by Hojer to approve administrative contracts to Supt Tom Ludens and Business Manager GayLynn Hagemann.

Action #4334: Motion by Hojer, seconded by Hanson to declare miscellaneous computer items as surplus property with no value.

The board reviewed changes to the "Student Handbooks."

Action #4335: Motion by Matson, seconded by Hanson to approve the second reading of the following policies: Policy JHC—Student Health; Policy JHCD—Administration of Medications to Students; Policy JHCD-E—Consent for Medication Administration Form; Policy JHCDA—Student Self-Administration of Asthma or Anaphylaxis Medication; Policy JHCDA-E—Authorization for Asthma or Anaphylaxis Self-Administered Medication; and Policy JHCDB—Epinephrine Auto-Injectors.

Action #4336: Motion by Hojer, second by Matson to approve the contract for David Westby, assistant boys basketball coach.

There was not a Prairie Lakes Educational Co-op report.

The board heard Superintendent Ludens' report. The ASBSD/SASD Joint Convention is August 7-8 in Sioux Falls. Some of the items discussed were the roof project, painting, pre-school transportation issues, the need for bus drivers, activity drivers, and a part-time custodian. The school open house for students and parents will be Monday, August 18 from 5:00-7:00 p.m.

The next regular meeting of the board is scheduled for Monday, August 11, 2013 at 7:00 p.m. in the multi-purpose room.

Action #4337: Motion by Hojer, seconded by Matson to enter into executive session at 8:27 to discuss personnel [SDCL 1-25-2 (1)]. Chairman Beyer declared the board out of executive session at 9:15 p.m.

Action #4338: Motion by Matson, seconded by Hanson to adjourn at 9:18 p.m.

GayLynn Hagemann, Business Manager

Lisa Beyer, Board President

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