

July 15, 2019

The Board of Education of the Baltic School District met in regular session on July 15, 2019 at 6:00 p.m. in the school library with the following members present or absent:

Present: Liester, Brende, Larson, Schmidt and Hefty

Absent: None

Officers and Other Persons Present:

R. Sittig, Superintendent

M. Polzin, Business Manager

R. Gross, Elementary Principal/SPED Director

C. Kerkhove, Secondary Principal

P. Vollan, Board Member Elect

Others

Liester called the meeting to order.

Approve Agenda:

Action #19-168: Motion by Brende, seconded by Hefty to approve the agenda as presented. All ayes.

Budget Hearing:

The 2019-2020 budget was reviewed and discussed.

Reports:

Administrators presented written reports.

Minutes, Financial Reports, Bills, Gas Quotes:

Action #19-169: Motion by Brende, seconded by Schmidt to approve the following:

1. Minutes from the June 10, 2019 regular School Board meeting.
2. June 2019 financial report.
3. Monthly bills.
4. Fuel quotes, accepting low bid.

All ayes.

JUNE 2019 FINANCIAL REPORT				
	GENERAL	CAP. OUT.	SP ED	BOND RED
Balance 06-01-19	902,865.57	461,364.55	44,079.30	279,412.08
Cash	-	-	-	-
Invested in Sec.	902,865.57	461,364.55	44,079.30	279,412.08
Receipts				
Local Sources				
Taxes	56,424.08	47,518.10	26,493.44	32,148.20
Interest Earn.	624.47	254.41	18.00	210.96
Cocurricular Act	500.00	-	-	-
Perkins	4,021.00	-	-	-
Other	1,550.84	8,239.70	-	-
Intermediate Sources				
County Apport.	1,217.86	-	-	-
State Sources				
State Aid	177,899.00	-	10,165.00	-
Other	-	-	-	-
Federal Sources				
Title/IDEA	-	-	-	-
Federal REAP	-	-	-	-
Total Receipts	242,237.25	56,012.21	36,676.44	32,359.16
Subtotal	1,145,102.82	517,376.76	80,755.74	311,771.24
Total Disbursements	270,460.06	160,104.74	55,476.98	15,525.00
Balance 06-30-19	874,642.76	357,272.02	25,278.76	296,246.24
Cash	-	-	-	-
Invested in Sec.	874,642.76	357,272.02	25,278.76	296,246.24
		PRESCHOOL/ DRIVERS ED/		
	FOOD SER	FITNESS CENTER	AGENCY	
Balance 06-01-19	65,726.48	15,819.39	187,946.49	
Cash	-	-	133,314.09	
Invested in Sec.	65,726.48	15,819.39	54,632.40	
Receipts				
Local Sources				
Taxes	-	-	-	
Interest Earn.	29.26	4.24	-	
Food Service	-	-	-	
Preschool Tuition	-	-	-	
Fitness Center	-	80.00	-	
Driver's Ed	-	-	-	
State Sources				
State Proration	1,015.92	-	-	
Federal Sources	-			
Total Receipts	1,045.18	84.24	48,096.03	
Subtotal	66,771.66	15,903.63	236,042.52	
Total Disbursements	25,700.42	9,945.64	56,217.75	
Balance 06-30-19	41,071.24	5,957.99	179,824.77	
Cash	-	-	125,153.44	
Invested in Sec.	41,071.24	5,957.99	54,671.33	

Claims Approved:

General Fund:

A-OX Welding Supply	Supplies	103.60
AED Superstore	Supplies	328.00
Alliance Communications	Phone service	378.00
Amazon	Supplies	144.68
Anderson Publications	Advertising	30.00
Apple, Inc.	Supplies	1,794.00
Argus Leader	Publish minutes	283.08
ASBSD	Dues	1,118.77
ASBSD Property/Liability	Insurance	71,733.00
Avera Medical Group	Services	126.95
Campbell Supplies	Supplies	61.73
Cardmember Service	Supplies	361.69
City of Baltic	Water, sewer, garbage removal	639.68
Continental Press	Supplies	1,231.04
County Fair Food Store	Supplies	40.39
Dakota Auto Parts	Supplies	74.92
Dell Rapids Lumber	Supplies	17.97
Ditter, John	Services	495.00
Edgemont School District	Supplies	52.80
Edgenuity	Subscription	6,000.00
G&R Controls	Repairs	254.00
Graves, Travis	Services	2,136.00
Gunderson, Steve	Cell phone	40.00
Hillyard	Supplies	14,422.03
Impact Applications	Subscription	435.00
Innovative Office Solutions	Supplies	1,582.29
JW Pepper	Supplies	130.99
Kerkhove, Cameron	Cell phone	40.00
LIU	Supplies	67.75
Menards	Supplies	177.26
Meyer, Randy	Cell phone	40.00
MidAmerican Energy	Gas	442.25
Midway Service	Supplies	1,067.24
Minnehaha County Treasurer	Fees	13.20
Pearson Education	Supplies	179.56
Petty Cash	Postage	18.15
Polzin, Marsha	Cell phone	40.00
Popplers Music Store	Supplies	336.89
Prairie Lakes Ed Coop	Services	96.94
Riddell/All American Sports	Supplies	2,935.26
Roto-Rooter	Repairs	140.00
Sanford Health Plan	Fees	8.00
Schmitt Music	Repairs	220.00
School Administrators of SD	Fees	2,236.00
School Mate	Supplies	600.95
School Specialty	Supplies	471.00
SD Dept of Labor	Unemployment	1,265.00
SD Teacher Placement Center	Membership	435.00
Sioux Falls Rubber Stamp Works	Supplies	30.95
Sittig, Robert	Cell phone	40.00
State of South Dakota	Loan payment	15,855.00
Time Management Systems	Fees	46.90
Training Room	Supplies	777.14

Trust & Agency	Supplies, fees, rooms, acceleration	3,451.61
Xcel Energy	Electricity	6,042.26
Zaner-Bloser	Supplies	2,405.43
Jason Aberson	Work day	136.38
Alan Baskerville	Acceleration/open gym	436.42
Lynette Coker	Acceleration/open gym, work day	190.93
Nikki Determan	Work day	136.38
Shawn Geigle	Acceleration/open gym, camp	378.45
Steve Gunderson	Sick leave	173.59
Hailey Harms	Work day	136.38
Matt Konz	Acceleration/open gym	54.55
Alyssa Kraning	Work day, camp	250.03
Alex Langner	Acceleration/open gym	136.38
Regan Lerdal	Work day	136.38
Randy Meyer	Sick leave	59.21
Tricia Ochsner	Mentor	1,704.75
Marsha Polzin	Sick leave	150.71
Collin Reynolds	Sick leave	258.36
Tina Schneider	Work day	113.65
Terra Selle	Mowing	456.87
Mistin Warkenthien	Custodian	2,140.08
Marissa Whipple	Acceleration/open gym	450.05
June Payroll		
Salaries		
Instruction	125,852.45	
Support Services	70,151.60	
Co-curricular	9,643.70	
Total Salaries		205,647.75
Benefits		45,245.84
Total General Fund		401,888.49
Capital Outlay Fund:		
Amazon	Computer equipment	593.78
Ban-Koe Companies	Intercom System	13,521.00
Book Systems, Inc.	Software	995.00
Elite Business Systems	Copier Lease	972.66
Genpro Energy Solutions	Light Project	11,045.94
Grainger	Tools	548.30
Hauff Mid-America Sports	Uniforms	1,700.00
High Plains Technology	Laptops	13,725.00
Infinite Campus	Licenses	509.00
JJ & Zak	Licenses	1,199.00
JMC Caseworks	Cabinets	187.50
Newsela	Licenses	1,936.00
North Central Bus	Bus	87,053.00
NWEA	Licenses	5,437.50
Pearson Education	Licenses, textbooks	2,479.91
Renaissance Learning	Licenses	1,590.00
Riddell/All American Sports	Helmets, shoulder pads	2,039.02
Shoutpoint, Inc.	Licenses	690.00
Trust & Agency	Robotics curriculum	5,523.48
Vocabulary Spelling City	Licenses	324.00
Wal-Mart	Bookshelves	352.00
Total Capital Outlay Fund		152,422.09

Special Education Fund:		
Dana White	Mentor	1,704.75
Amazon	Supplies	185.53
Chester Area Schools	Services	17,235.23
Dynamic Resources	Supplies	230.00
ESTR Publications	Supplies	25.00
Gross, Rhonda	Cell phone	40.00
Prairie Lakes Ed Coop	Services	6,667.51
School Administrators of SD	Fees	701.00
School Mate	Supplies	72.00
June Payroll		
Salaries		
Instructional Salaries	26,983.35	
Support Salaries	6,153.67	
Total Salaries		33,137.02
Benefits		10,459.13
Total Special Education Fund		70,457.17

Food Service Fund:		
Cardmember Services	Registration fee	137.39
Central Restaurant Products	Supplies	156.35
Infinite Campus	Software	1,221.60
Restaurant Equipment Repairs	Repairs	1,565.32
Trust & Agency Fund	Supplies	32.87
June Payroll		
Salaries		
Food Service Salaries	2,252.75	
Total Salaries		2,252.75
Benefits		587.05
Total Food Service Fund		5,953.33

Preschool/Driver's Ed Fund/Fitness Center:		
Cardmember Services	Supplies	24.94
June Payroll		
Salaries		
	5,986.63	
Total Salaries		5,986.63
Benefits		1,367.97
Total Preschool/Driver's Ed/Fitness Center Fund		7,379.54

Fuel Quotes:

The following quotes for unleaded gas were received June 18, 2019:

Vollan Oil \$2.1265

Reports:

Reports included staff openings, Hall of Fame, Commitment to Excellence, ASBSD/SASD joint convention, new bus and disposal of surplus busses, capital projects which include drainage ditch behind football stadium, potential sidewalk and football stadium lights.

Policies:

Action #19-170: Motion by Brende, seconded by Larson to approve the 3rd reading and adoption of the Co-Curricular Program Sponsorship-Recognition policy as presented. All ayes.

Action #19-171: Motion by Larson, seconded by Schmidt to approve the 3rd reading and adoption of the changes in the Elementary Student Handbook as amended. All ayes.

Action #19-172: Motion by Brende, seconded by Schmidt to approve the 3rd reading and adoption of the changes in the Secondary Student Handbook as presented. All ayes.

Athletic Department Donation:

Some possible projects/ideas were presented for the use of the donation to the athletic department.

Supplemental Budget/Contingency Transfer:

Action #19-173: Motion by Larson, seconded by Brende to approve the following Supplemental Budget and Transfer from Contingency for 2018-2019:

(General Fund) Transfers from Contingency Fund:

(General Fund) Transfers from Contingency Fund:

Appropriations:

10-2129-000-111	\$ 1,700.00	Guidance Services-Salaries
10-2227-000-399	\$ 1,000.00	Technology in Schools-Technology Support
10-4400-000-654	\$ 1,300.00	Payments to State-Unemployment

Means of Finance:

10-7000-000-690	\$ 4,000.00	Reserved for Contingency
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(Capital Outlay) Budget Amendments:

Appropriations:

21-1131-000-421	\$ 6,000.00	High School Programs-Textbooks
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Means of Finance:

21-704-002	\$ 6,000.00	Fund Balance
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(Special Ed) Budget Amendments:

Appropriations:

22-2162-000-319	\$ 5,000.00	Audiology-Other Professional Services
22-2710-000-111	\$ 6,300.00	Sp Ed Administrative Costs-Salaries
22-2710-000-210	\$ 500.00	Sp Ed Administrative Costs-Social Security
22-2710-000-220	\$ 300.00	Sp Ed Administrative Costs-Retirement
22-2710-000-230	\$ 2,900.00	Sp Ed Administrative Costs-Insurance

Means of Finance:

22-704-002	\$ 15,000.00	Fund Balance
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All ayes.

Adjournment:

Action #19-174: Motion by Schmidt, seconded by Hefty at 6:54 p.m. to adjourn. All ayes.

Thank you to Steve Schmidt for his six years of service on the school board.

The reorganizational meeting was called to order at 7:00 p.m. by acting chairman Polzin.

Oath of office was taken by Paul Liester and Pam Vollan.

Election of Officers:

Larson nominated Liester for president, Brende seconded the nomination.

Action #20-01: Motion by Larson, seconded by Brende that nominations cease and a unanimous ballot be cast for Liester. All ayes. Liester took over the meeting.

Larson nominated Brende for Vice-President, Hefty seconded the nomination.

Action #20-02: Motion by Larson, seconded by Hefty that nominations cease and a unanimous ballot be cast for Brende. All ayes.

Conflict of Interest:

Action #20-03: Motion by Brende, seconded by Larson to authorize the conflict of interest waiver presented by Pam Vollan because the contract are fair, reasonable and not contrary to the public interest such that a waiver should be granted subject to the following conditions: Mrs. Vollan will abstain on voting on any matters related to Midway Service or Vollan Oil. All ayes.

Board Compensation:

Action #20-04: Motion by Hefty, seconded by Larson to set board member compensation at \$55.00 per meeting and board chairman compensation at \$65.00 per meeting. All ayes.

PLEC:

Vollan was appointed to serve on the Prairie Lakes Educational Coop Board of Directors and Liester was appointed alternate.

Committees:

The following school board committees were appointed: Buildings & Grounds—Liester and Brende, Technology & Curriculum--Brende and Hefty, Budget & Legislative Issues—Liester and Larson, Long Range Planning & Goals/Visions—Larson and Vollan, Student Activities—Hefty and Vollan.

Staff:

Action #20-05: Motion by Brende, seconded by Larson to approve the resignation of Debra Sittig, Substitute Teacher/Teacher Assistant. All ayes.

Action #20-06: Motion by Brende, seconded by Hefty to approve the resignation of Ona DeWitte, Administrative Assistant and thank her for her 35 years of service. All ayes.

Action #20-07: Motion by Larson, seconded by Brende to approve the contracts of Catie Harms, Elementary Special Education Teacher, Debra Sittig, Library Paraprofessional and Carol Wickham, Secondary Administrative Assistant. All ayes.

Substitute Teachers:

Options for substitute teachers were discussed.

Field Experience Agreement:

Action #20-08: Motion by Brende, seconded by Vollan to approve the Secondary/K-12 Field Experience agreement with SDSU and DSU as presented. All ayes.

Newspaper, deposits, meetings, authorizations, etc.:

Action #20-09: Motion by Brende, seconded by Larson to approve the following:

1. Designate the First National Bank—Baltic Branch as the legal depository for 2019-2020.
2. Authorize the business manager to invest and/or reinvest funds in institutions which serve greatest advantage to the school district.
3. Designate the Minnehaha Messenger as the legal newspaper and then switch to the Dell Rapids Journal once it achieves legal newspaper status for 2019-2020.
4. Baltic School Board will hold its regular meetings on the second Monday of each month at 7:00 p.m. in the School Library.
5. Authorize Superintendent Sittig and Business Manager Polzin to be the official purchasing agents for the school district.
6. Authorize Business Manager Polzin to be custodian of all financial accounts of the school district for 2019-2020. Authorize the business manager to act on behalf of the school district to make investments of the money that is available during the year and to act on behalf of the board in any transactions

involving short term notes as would be financially required in the fiscal year July 1, 2019 through June 30, 2020.

7. Approve the bond of \$50,000.00 on the business manager.
 8. Authorize Business Manager Polzin and Superintendent Sittig as signers of all federal and state programs for 2019-2020.
 9. Allow the board chairman and business manager to use a signature stamp in lieu of actual signature.
 10. Authorize Quam and Berglin to conduct the audit for 2019-2020.
 11. Appoint Superintendent Sittig as the school lunch hearing official.
 12. Appoint Superintendent Sittig as the truancy officer.
 13. Appoint Superintendent Sittig as the Title XI compliance officer.
 14. Appoint Special Services Director Rhonda Gross as the Rehabilitation Act Section 504 compliance officer.
 15. Appoint Special Services Director Rhonda Gross as the Americans with Disabilities Act compliance officer.
 16. Appoint Superintendent Sittig as Age Discrimination Act compliance officer.
 17. Appoint Superintendent Sittig as Asbestos compliance officer.
 18. Appoint Business Manager Polzin as the McKinney-Vento district liason.
 19. Authorize the superintendent or his designee and the board president to close school in inclement weather and local emergencies.
 20. Appoint Rodney Freeman as school attorneys for 2019-2020.
 21. Approve the state rates as presented for mileage, meals, and lodging for staff members and approve student meal allowances for state events as presented.
 22. Set admission prices for varsity events and activity ticket prices as follows: K-12 admission--\$3.00, Adult admission--\$5.00, K-12 activity ticket--\$15.00, Adult activity ticket--\$30.00, Adult couple activity ticket--\$50.00, and Senior Citizen—free pass.
 23. Set breakfast and lunch prices as follows: Breakfast: PK-5--\$1.50, Adults--\$1.80. Lunch: PK-5--\$2.80, 6-12--\$2.90. Adult--\$3.70.
 24. Adopt official school board policies for the 2019-2020 school year.
 25. Approve an Imprest Fund of \$10,000.00.
 26. Authorize the Business Manager to deposit interest into the government fund in which it was earned.
 27. Designate the Business Manager as health benefits privacy officer.
 28. Authorize the superintendent to approve or deny open enrollment requests.
 29. Authorize membership in the SDHSAA.
 30. Authorize membership in Prairie Lakes Education Coop and adopt policies of such.
 31. Authorize membership in the South Dakota United Schools Association.
 32. Approve the SPED Comprehensive Plan.
- All ayes.

Substitute Teachers:

Action #20-10: Motion by Larson, seconded by Vollan to set the rate of pay for substitute teachers at \$100 per day for non-certified and \$110 per day for certified teachers; after 9 cumulative days the rates will increase by \$10 to \$110 and \$120; long term substitutes, defined as 6 or more consecutive days for the same teacher, will be paid \$130 per day. All ayes.

Following is a list of employees under contract for the 2019-2020 school year:

Jason Aberson	Teacher/coach	\$57,882.84
Tyson Anderson	Bus driver	\$42.78/route
Alan Baskerville	Teacher/coach	\$46,862.21
Melissa Bennett	Custodian	\$15.69/hour
Kimberly Bergstrom	Teacher	\$45,398.96
Trista Bohlen	Bus driver	\$42.78/route
Edward Clark	Teacher/coach	\$44,916.47
Lynette Coker	Teacher/coach	\$48,257.20
Abby Danko	Teacher	\$46,210.15
Jenny Daugaard	Teacher	\$52,774.89

Tanisha Daugaard	Teacher	\$42,618.93
Nicole Determan	Teacher	\$53,833.71
Chasity Dosch	Teacher assistant	\$13.62/hour
Danielle Eszlinger	Teacher	\$48,442.14
Linda Faner-Wilke	Teacher/director	\$54,656.27
Shawn Geigle	Teacher/coach	\$58,334.84
Rhonda Gross	Elem. principal/spec.serv.director	\$82,000.00
Sara Grunewaldt	Teacher assistant	\$12.50/hour
Heather Hanson	Teacher assistant	\$13.62/hour
Catie Harms	Teacher/advisor	\$40,525.88
Hailey Harms	Teacher	\$40,576.68
Amber Heirigs	Teacher	\$46,701.05
Kelley Herman	Teacher/advisor	\$43,068.97
Kelley Herman	Teacher assistant	\$14.50/hour
Katie Hoekman	Teacher	\$44,253.05
Jessica Holt	Teacher assistant	\$12.81/hour
Jennifer Jorgensen	Teacher assistant	\$12.50/hour
Jennifer Jorgensen	Advisor	\$1,101.00
Cameron Kerkhove	Secondary principal/athletic director	\$97,000.00
Matthew Konz	Teacher/coach	\$46,458.39
Matthew Konz	Drivers Ed teacher	\$23.00/hour
Melanie Koskela	Teacher/advisor	\$41,882.45
Jonadee Lambert	Teacher	\$48,659.31
Lindsey Lambert	Teacher/coach	\$46,542.11
Alex Langner	Teacher/coach	\$59,514.20
Angela Lardy	Teacher assistant/summer school	\$20.38/hour
Rory LaValliere	Teacher/coach	\$51,967.79
Regan Lerdal	Teacher/coach	\$42,726.97
Randy Meyer	Head custodian, trans. supervisor	\$53,711.28
Lynn Murphy	Teacher assistant	\$15.58/hour
Tricia Ochsner	Teacher	\$46,810.25
Eric Olson	Custodian	\$15.38/hour
Tina Olson	Teacher assistant	\$13.16/hour
Kendra Paulsen	Teacher	\$40,576.00
Kristen Pittmann	Teacher/coach	\$56,203.78
Debra Plagge	Teacher	\$44,931.39
Marsha Polzin	Business Manager	\$63,622.93
Collin Reynolds	Technology coordinator	\$68,343.48
Suzanne Ries	Teacher/advisor	\$51,610.37
Mark Roelfsema	Teacher/advisor	\$56,848.23
Tara Rollinger	Teacher	\$47,985.52
Wendy Runestad	Teacher	\$49,063.53
Marilyn Schmitz-Stadem	Teacher/advisor	\$66,293.24
Tina Schneider	Teacher	\$51,387.53
Kurt Schultz	Coach	\$3,492.01
Terra Selle	Bus driver	\$42.78/route
Debra Sittig	Library paraprofessional	\$18.50/hour
Robert Sittig	Superintendent	\$106,298.77
Tracey Swenson	Teacher	\$47,720.59
Cody Vosburg	Bus driver	\$42.78/route
Kristin Voss	Teacher assistant	\$13.62/hour
Bob Waldrop	Teacher/coach	\$47,224.74
Rebecca Walsh	Teacher	\$42,633.65
Rebecca Walsh	Summer school	\$36.72/hour
Marissa Whipple	Teacher/coach	\$47,436.26

Dana White	Teacher	\$46,932.94
Dana White	Summer school	\$32.34/hour
Carol Wickham	Administrative assistant	\$16.00/hour
Lisa Wolff	Teacher/advisor	\$51,237.55

Adjournment:

Action #20-11: Motion by Larson, seconded by Hefty at 7:49 p.m. to adjourn. All ayes.

Presiding Officer

Marsha Polzin, Business Manager

Published once at the total approximate cost of _____.