

**Consent Agenda Item 1d — Accrued Salaries FY-2017**

**Background:** Accrued Salaries for FY-2017:

<b>Accrued Payroll</b>	<b>July</b>	<b>Aug</b>	<b>Total</b>
General Fund	\$851,797.09	819,699.84	\$ 1,671,496.93
Special Ed	\$144,698.35	143,786.71	\$ 288,485.06
Food Service	\$ 1,345.75		\$ 1,345.75

**Consent Agenda Item 1e — Open Enrollments & In-District Transfer Requests for 2017-18**

**Background:** The following open enrollment applications and in-district transfer requests for 2017-18 school year are presented for the Board's consideration.

**Item 2 – Recognitions**

The Character Education word for the month of July is “dependability” which includes promise-keeping and responsibility.

**Item 3 – Open Forum**

**Item 4a – Financial Reports**

**Background:** The monthly financial reports, Exhibit A, B, C, and D, for the board's review. (ITEM 4a)

**Item 4b – Budget for 2017-18**

**Background:** The proposed budget was discussed in depth at the June meeting. There are no recommended changes to the budget as presented in June. (Item 4b)

**Item 4c – Tax Request for 2017-18**

**Background:** In addition to the budget, it is necessary for the Board to determine the tax request to be made to the County Auditor. The maximum levies for the General Fund are determined each year by law. In order to give you an idea of what has happened to the General Fund levies over the last fifteen (15) years, here is a comparison:

<b>Fiscal Year</b>	<b>AG</b>	<b>Non-AG</b>	<b>Owner Occ.</b>	<b>Other</b>
2017-18	1.507	None	3.372	6.978
2016-17	1.568	None	3.687	7.630
2015-16	1.568	None	4.075	8.727
2014-15	1.782	None	4.252	9.106
2013-14	2.090	None	4.296	9.200
2012-13	2.322	None	4.029	8.628
2011-12	2.388	None	3.965	8.491
2010-11	2.554	None	3.965	8.491
2009-10	2.573	3.573	4.042	8.656
2008-09	2.61	3.61	4.10	8.78

2007-08	2.71	3.71	4.26	9.11
2006-07	3.03	4.03	4.76	10.19
2005-06	3.19	4.19	5.13	11.00
2004-05	3.32	4.32	5.34	11.45
2003-04	3.49	4.49	5.62	12.04

The Special Education Fund revenue portion of the budget includes a tax levy of \$1.461 per thousand. The Capital Outlay Fund revenue portion of the budget includes a tax levy of \$5,521,300.00. These levies represent the maximum allowable by law.

**Item 4d – Amend 2016-17 Capital Outlay Budget**

**Background:** The business manager, Brett Burditt, requests the board to amend the 2016-17 capital outlay budget:

Meade School District 46-1 30-Jun-17	Budget 7/1/2016	Amended 6/30/2017	Change
<b>CAPITAL OUTLAY REVENUE</b>			
<b>AD VALOREM TAXES-FUND BALANCE</b>	\$5,275,000	\$5,335,000	\$60,000
<b>CAPITAL OUTLAY EXPENDITURES</b>			
<b>WILLIAMS REMODEL</b>	1,050,000	1,110,000	\$60,000

**Item 5a – Bus Route Change Requests**

**Background:** The district received bus route change requests from the following:

Wade and Carrie Prokop requested an additional bus stop near Cliff Drive. This is 3.3 miles on a gravel single lane road with no place to safely turn around. Traveling up Cliff Drive is not an option. Harlow’s is proposing a new stop on Piedmont Meadows Road and Sturgis Road. Currently, there is a bus route that goes by this area. There would be no additional cost to the district.

Tona Hand and Shelbi Bulat requested an afternoon bus service for Twin Parks subdivision in Whitewood. Currently there are 10-15 students being picked up in this area daily, with 3 to 4 students riding into Sturgis. The district has three options. Option #1: Harlow’s has a bus driver that currently lives in Whitewood. He could start his afternoon route by picking up Whitewood Elementary students and taking them to the Twin Parks bus stop. This is a SBHS bus, which needs to be at the high school by 3:05 p.m. Whitewood Elementary would have to release students at 2:35 p.m. in order for this option to work. Currently Whitewood Elementary releases at 3:00 p.m. The cost to the district would be \$5,589.60 per year. Additional cost could be incurred if the Whitewood driver could not drive his route for ½ or more during a specific billing cycle. If this should happen, billing rate from the Sturgis shop would be charged. Option #2: Have the elementary/middle school bus leave from the Sturgis shop and run this route. The bus would need to be at SWMS at 3:15 p.m. Whitewood Elementary would need to release students at 2:45 p.m. Cost to the district would be \$11,631.40 per year. Option #3: No change in the bus services currently being provided.

Mark Garry and Melody Francis requested an additional bus stop closer to Creekside View Lane. The request is for PM only and adding an addition stop on the current route would not add any cost to the district.

Wes Bulat, Shelley Sedivy, Anna Burke, Nichol Brown, and Brandon Marich requested a late activity bus for the Whitewood area. This route would be approximately 25 miles per day and cost the district \$15,385.00 per year. Out of these five families, one student attends Sturgis Brown High School.

Harlow's is recommending a route change for Route 06, Volunteer and Route 07, Big Bottom/Vale. They would like to shorten the route, and stop at 194<sup>th</sup> and 9 Mile Road. Currently the route goes to 194<sup>th</sup> Street and Wetz Road. The family that is at 194<sup>th</sup> and Wetz would be moved to 199<sup>th</sup> and Wetz Road and change the pick-up time from 6:55 a.m. to 6:45 a.m. This change would save the district \$2,771.00 per year.

#### **Item 5b – Building Project Updates**

**Background:** Mr. Kirkegaard will update the board on the progress of the Summerset-Stagebarn middle school project, sprinkler project at the Williams Administrative Building, and other capital outlay projects.

#### **Item 5c – District Land Purchase Proposals**

**Background:** Mr. Kirkegaard will update the board on the progress of the purchase agreement with John Rhoden, National Guard land purchase agreement, and the SEDC high school property proposal.

#### **Old Board Adjourns**

**New Board Convenes  
Item 1 – Oath of Office**

Business Manager Brett Burditt will administer the oath of office to Dennis Chowen, Courtney Mack and Joe Urbaniak.

**Item 2 – Election of President and Vice-President**

Superintendent Kirkegaard will preside during the election of the school board president.

**Item 3 – Approve Agenda**

**Item 4 – Waiver Authorization Pursuant to SDCL 3-23-3**

**Background:** Board members and school administrators/officials are required to request a conflict of interest waiver before participating in or voting upon a decision concerning an application in which that member has a direct personal or financial interest.

**Item 5 – Open Forum**

**Item 6a – Claims for Payment 2017-18**

**Background:** The claims for payment for the school year for the Board's approval. (ITEM 6a)

**Item 6b – Selection of BHSSC Representative and Substitute**

**Background:** The Board needs to select a new BHSSC representative and alternative. Charlie Wheeler served as representative to Black Hills Special Services Co-op and Courtney Mack served as alternate. The Coop Board will meet prior to our August board meeting so a replacement needs to be appointed at this time.

**Item 6c – Organizational Items**

**Background:** There are a large number of routine items that need to be handled at the annual meeting each year. The topics are listed on the agenda. For each one, either the present status of the item will be given or there will be a comment or recommended action.

1. Regular meeting time is 5:30 p.m. the second Monday of each month in the board room of the Williams Administrative Building. No adjustment needs to be made in August, 2017, since the regular board meeting date doesn't conflict with the dates of the Sturgis Motorcycle Rally.
2. Meade County Times-Tribune
3. The present distribution of our accounts: Payroll/Checking, Trust and Agency/Brown High School, and Trust and Agency/Williams Middle School at First Interstate Bank; Trust and Agency/Central Administration and Advanced Payments at First Interstate Bank; Trust and Agency/Central Administration (Scholarships) at First Interstate Bank and First National Bank; QZAB Bonds at Pioneer Bank and Trust; 2005 Series Certificates at Pioneer Bank & Trust.
4. Brett Burditt is business manager and custodian of General Fund, Capital Outlay Fund, Special Education Fund, Food Service Fund, Trust and Agency Fund/Sturgis Brown High School, Trust and Agency Fund/Sturgis Williams Middle School, and Trust and Agency Fund/Central Administration. He also should be authorized to invest district funds pursuant to Board Policy DI and to borrow funds with Board approval.

5. Brett Burditt is business manager and authorized to file all state and federal grant claims: Comprehensive School Reform, Title I, Title II Part A, IDEA 611/619, Perkins Grant, and all other approved grant claims.

6. Recommends to contract with Bruce Hubbard a monthly retainer of \$350 for 2017-18 school year for which he will handle routine legal work for the District. (ITEM 6c-6)

7. State law entitles Board members to receive the same salary as that received by the State Board of Education. Currently the salary for board members is \$75 per meeting. The Board has been paid mileage for committee meetings not held on regular Board meeting nights. I would like the Board to consider a salary of \$75 per committee meetings for meetings scheduled by the superintendent and/or board president that are not held on board meeting nights.

8. It is recommended that a new Board adopt the policies of the old Board as a formality so that there can be no question that existing Board policies are still in effect. This does not prevent the new Board from changing policies during the year. Board Policy BBAA establishes that a majority of the Board constitutes a quorum to transact business. The Board should also establish a minimum number of votes for passage of board action. The standard number for a nine (9)-member board is five (5).

9. The district normally uses state rates for lodging, meals, and mileage, except when staff members cannot obtain lodging at state rates, the actual room cost will be reimbursed.

<b>Out-of-State Travel</b>	
Breakfast	\$10.00
Lunch	\$14.00
Dinner	\$21.00
Rooms	\$100.00
Mileage	42¢/mile

<b>In-State Travel</b>	
Breakfast	\$6.00
Lunch	\$11.00
Dinner	\$15.00
Rooms	\$70.00
Mileage	42¢/mile

10. Joseph Schaffer should be the authorized representative for School Food Service.

11. The five principals should be appointed as the truancy officers for the district.

12. The federal compliance coordinators should be appointed: ADA Compliance and Asbestos-Brett Burditt; Section 504-Deb Wilburn-Kerstiens; Titles VI and IX-Jeff Ward.

13. Authorize membership for the 2017-18 school year in South Dakota High School Activities Association. In order for our students to compete in athletics, music contests, debate, etc., it is necessary for our high school to be a member of the South Dakota High School Activities Association.

14. Authorize membership for the 2017-18 school year in Associated School Boards of South Dakota.

15. Authorize participation in voluntary student school insurance program. The provider sets the rates for 2017-18 Student Insurance Plans each year. The range is from \$50 to \$500 depending upon the level of coverage that the parent/student would choose to take.

16. Approve Stipend Schedule for 2017-18. The stipend schedule for teachers who provide additional services is included. The rates for substitute teaching are also included in this schedule. (ITEM 6c-16)

## Item 6d – Personnel

**Background:** The following personnel items are presented for your approval: New Hire (Certificated): Ronald Grimsley, teacher, Sturgis Brown High School, \$52,132.00, eff. for the 2017-18 school year; Alli Williams, special education teacher, Piedmont Valley Elementary, \$43,125.00, eff. for the 2017-18 school year; Ward Anderson, teacher, Sturgis Brown High School, \$40,575.00, eff. for the 2017-18 school year.

New Hire (Support Staff): Charlotte Hildebrant, playground supervisor, Piedmont Valley Elementary, \$11.25/hour, eff. 08/28/2017; Wendy Johnson, playground/noon duty supervisor, Piedmont Valley Elementary, \$11.25/hour, eff. 08/28/2017; Walter Bataille, custodian, Sturgis Brown High School, \$11.75/hour, eff. 06/19/2017; Donald Cook, custodian, Sturgis Brown High School, \$11.75/hour, eff. 06/19/2017; Stephanie Evens, administrative assistant, Sturgis Elementary, \$12.25/hour, eff. 08/22/2017; Misty Jutting, custodian, Sturgis Elementary, \$11.25/hour, eff. 7/7/2017.

New Hire (Extracurricular): Geody VanDewater, assistant HS football coach, Sturgis Brown High School, \$3,759.00, eff. for the 2017-18 school year.

Change of Assignment (Support Staff): Kimberly Smith, paraprofessional/tutor, change of assignment from Atall to Whitewood Elementary, eff. for the 2017-18 school year; Valerie Curtis, change assignment from general food service worker to head administrative assistant, \$12.00/hour to \$13.25/hour, eff. 7/17/2017.

Resignations (Support Staff): Ward Anderson, library paraprofessional, Sturgis Elementary, eff. 6/30/2017; Patty Van Heel, library paraprofessional, Sturgis Brown High School and Sturgis Williams Middle School, eff. 6/30/2017; Sarah Smyle, administrative assistant, food service and business office, eff. 07/14/2017; Rebecca Smyle, general food service worker, Sturgis Brown High School, eff. 06/15/2017; Heather Peters, administrative assistant, Sturgis Elementary, eff. 7/17/2017.

Resignations (Extracurricular): Dave Van Heel, head middle school boys basketball coach, Sturgis Williams Middle School, eff. at the end of the 2017-18 school year.

Retirement (Certificated): Donna Sigman, teacher, Piedmont Valley Elementary, eff. at the end of the 2017-18 school year; Janet McNary, special education teacher, Whitewood Elementary, eff. at the end of the 2017-18 school year; Dave Van Heel, teacher, Sturgis Williams Middle School, eff. at the end of the 2017-18 school year.

Retirement (Support Staff): Arlene Ketelsen, paraprofessional, Hereford, eff. at the end of the 2017-18 school year; Donna Trigg, payroll, business office, eff. 06/30/2018; Sheila Limbo, head administrative assistant, Sturgis Williams Middle School, eff. at the end of the 2017-18 school year; Karen Speed, head administrative assistant, Whitewood Elementary and rural schools, eff. at the end of the 2017-18 school year; Mary McLellan, general food service worker, Piedmont Valley Elementary, eff. at the end of the 2017-18 school year; Abenecia Hirchert-McCaskey, paraprofessional, Piedmont Valley Elementary, eff. at the end of the 2017-18 school year; Barb Grosch, head administrative assistant, Sturgis Elementary, eff. at the end of the 2017-18 school year; Juanita Delbridge, paraprofessional, Enning, eff. at the end of the 2017-18 school year.

## Item 6e – DARE Officer Contract

**Background:** The district received the DARE officer contract for the 2017-18 school year. (ITEM 6e)

### **Item 6f – Rates and Fees**

**Background:** Proposed fees and prices for athletic events, lunch tickets, breakfast tickets, and milk tickets. The proposed changes for the 2017-18 school year is an increase of 5¢ on breakfast and lunch prices. (ITEM 6f)

### **Item 6g – Publication of Salaries for 2017-18 (SDCL 6-1-10)**

**Background:** State law requires that the Board publish the salaries for all school district employees on an annual basis. (ITEM 6g)

### **Item 6h – Bid Proposals for Landscaping, Finish Carpentry, Tape and Texture**

**Background:** On Thursday, July 13, 2017, the district received the following bids for landscaping, finish carpentry, tape and texture. Scull Construction will vet all companies before making a recommendation.

### **Item 6i – Vehicle Surplus**

**Background:** Business manager, Brett Burditt, is requesting to surplus a 2007 Ford Taurus, currently with 114,898 miles.

### **Item 6j – July Special Board Meeting**

**Background:** The board will need to consider holding a special board meeting the week of July 24<sup>th</sup>.

### **Item 7a – Committee Assignments**

**Background:** The new board president will make committee assignments at the August board meeting. Attached is the 2016-17 standing committees and who served on those committees. Please come prepared to make requests on which committee/s you would like to serve. (ITEM 7a)

### **Item 7b – ASBSD Joint Convention**

**Background:** ASBSD & SASD Joint Convention will be held in Sioux Falls, August 8-9, 2017. Curtis Johnson, Bob Burns, Dennis Chowen, and Don Kirkegaard are registered for the conference.

### **Item 7c – Policy GBE: Staff Health**

**Background:** This is the second reading of School Board Policy GBE: Staff Health. There have been no changes since the first reading in June. (ITEM 7c)

### **Item 7d – Policy IGDK: Participation of Alternative Instruction Students**

**Background:** This is the second reading of School Board Policy IGDK: Participation of Alternative Instruction Students. There have been no changes since the first reading in June. (ITEM 7d)

### **Item 7e – Policy EEA\*: Transportation Plan for Students Placed In Foster Care**

**Background:** First reading of School Board Policy EEA\*: Transportation Plan for Students Placed in Foster Care. This is a new policy and Mr. Kirkegaard will answer any questions the board might have regarding this policy. (ITEM 7e)

## **Item 7g – August In-Service**

**Background:** The 2017-18 August staff in-service is scheduled for Tuesday, August 22 through Thursday, August 24, 2017. The school board members are invited to attend this year's staff in-service. (ITEM 7g)