

**Consent Agenda Item 1e — Open Enrollments for 2016-17**

**Background:** The following 2016-17 open enrollment applications are presented for the Board's consideration.

**In-District Transfer Requests for 2016-17**

**Background:** The following 2016-17 in-district transfer requests 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.

Jayden Coffield, a 5<sup>th</sup> grader at Whitewood, won 3<sup>rd</sup> place at the state level for her DARE Essay.

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

**Background:** House Bill 1214 requires board members and school administrators/officials 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 4 – Open Forum**

**Item 5a – Financial Reports**

**Background:** The monthly financial reports, Exhibit A, B, C, and D, for the board's review. (ITEM 5a)

**Item 5b – Budget for 2016-17**

**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 5b)

**Item 5c – Tax Request for 2016-17**

**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. Although the Board could set the levies at less than the maximum, this would result in receiving less than the state-wide per pupil allocation. The General Fund levies have been reduced in all classifications of property. 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>
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
2002-03	3.74	4.74	6.02	12.90

The Special Education Fund revenue portion of the budget includes a tax levy of \$1.505 per thousand. The Capital Outlay Fund revenue portion of the budget includes a tax levy of \$5,189,694.00. These levies represent the maximum allowable by law.

#### **Item 5d – Harlow’s Bus Contract**

**Background:** The board has received the contract from Harlow’s for the 2016-17 school year. The board approved the proposed transportation rate increase of 2.5% at the June board meeting. (ITEM 4d)

#### **Item 5e – City of Sturgis Purchase Proposal-Motion 1**

**Background:** The first motion will authorize the Meade School District superintendent and school attorney to work with the City of Sturgis to prepare the necessary deeds and documents for the exchange of real property adjacent to Sturgis Elementary School for real property adjacent to Francis Case Technology facility.

#### **Item 5f – City of Sturgis Purchase Proposal-Motion 2**

**Background:** The City of Sturgis purchase proposal Motion 2 will authorize the Meade School District superintendent and school attorney to negotiate with the City of Sturgis to relocate the rodeo grounds to the Sturgis Brown High School campus. The final document will include the location of the rodeo grounds, purchase price if applicable, scheduling, liability of the City and Meade School District, maintenance, upkeep, etc.

#### **Item 5g – City of Sturgis Purchase Proposal-Motion 3**

**Background:** The City of Sturgis purchase proposal Motion 3 will authorize Meade School District to sell the City of Sturgis, 323.3 acres of land adjacent to Sturgis Brown High School campus at the appraised price of \$2,995,000.00. The sale would include two 66-foot temporary easements across Meade School District property to access the parcel which the City is purchasing. The easements would last for one year from the date of sale.

A possible amendment to the motion would consider selling the old cavalry shooting range at a negotiated amount, stipulating that the property would remain of green space and that there would be no commercial or residential development. The acreage purchase would be deducted from the 323.3 acres and the sale price adjusted accordingly.

#### **Item 5h – City of Sturgis Purchase Proposal-Motion 4**

**Background:** The fourth motion will authorize Meade School District to enter into negotiations with the City of Sturgis in an attempt to purchase 10 acres of land located at the current rodeo grounds based on a current appraisal.

### Item 5i – ABC Sturgis Area After-School Program MOU

**Background:** The MOU for Action for the Betterment of the Community (ABC) Sturgis Area After-School Program (SAAP) is up for renewal and the provisions of the MOU have not changed. (ENCL 5i)

### Item 5j – School Board Policy JFCK: Threats

**Background:** Administrators requested a few changes to the questionnaire used to assess whether or not a student is a threat to himself or other students. There were only minor changes to the original policy and there have been no changes since the first reading of this policy last month.

### Item 5k – Architecture Incorporated Change Order #1

**Background:** It was discovered that the existing floor tile and adhesive contained asbestos. The district removed the required tiles for the installation of new plumbing and the remainder of flooring remained in place, creating a credit of \$1,093.72.

Existing conduit in corridor 160 was in conflict with the ductwork that needs to be installed for the new office suite. The electrical needed to be modified at a cost of \$2,154.30.

### Item 5l – Approve Food Service Prime Vendor

**Background:** Food service called for bids on May 5, 2016 to serve as the district's prime vendor for the 2016-17 school year. Three vendors picked up the request for proposal (RFP) and only one request was received meeting bid requirements. The bid packet was opened on June 6<sup>th</sup> at 1:00 p.m. Reinhart Foods was the low bid and met all bid requirements. Land O'Lakes was the low bid and met all bid requirements for milk products and Country Hearth was low bid and met all bid requirements for our bread products.

### Item 5m – Amend 2015-16 Special Education Revenue and Expenditure Budget

**Background:** The business manager, Brett Burditt, requests the board to approve the following amendment to the 2015-6 special education budget:

Meade School District 46-1	Budget	Amended	Change
30-Jun-16	7/1/2015	6/30/2016	
<b>SPED REVENUE</b>			
<b>Fund Balance</b>	\$132,325	\$177,325	\$45,000
<b>SPED EXPENDITURES</b>			
<b>Contracted Services-Pysch.</b>	81,355	126,355	\$45,000

### Item 6a – Bus Route Change Requests

**Background:** The Transportation Committee consisting of Bob Burns, Mike Isaacson and Joseph Urbaniak will meet with the Superintendent prior to the July board meeting to review the current bus route requests. The District received school bus route change requests and suggestions. We have received the following requests: Ryan & Keri Casteel, Josh & Heidi Komes, and Kathy Studer, are requesting a bus route for 199<sup>th</sup> Street; Darilee Waddell-Romey and Darrell French are requesting a late bus for Wildrose Street or Stagestop Road; Tona Hand is requesting a late bus to Whitewood.

### Old Board Adjourns

Presentation to Curt Nupen

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

Business Manager Brett Burditt will administer the oath of office to Bob Burns, Curtis Johnson, and Bryce Richter.

**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:** House Bill 1214 requires board members and school administrators/officials 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 2016-17**

**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. Courtney Mack served as representative to Black Hills Special Services Co-op and Charlie Wheeler 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 is as follows: Payroll/Checking, Trust and Agency/Brown High School, and Trust and Agency/Williams Middle School at Wells Fargo Bank; Trust and Agency/Central Administration and Advanced Payments at First Interstate Bank; Trust and Agency/Central Administration (Scholarships) at First Interstate Bank, First National Bank and Wells Fargo 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 \$300 for 2016-17 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

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 2016-17 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. South Dakota law provides that a School Board may delegate its authority to set the rules and regulations for activities to a voluntary association such as SDHSAA, but this must be done each year. Therefore, the Board needs to pass a resolution authorizing the membership of Sturgis Brown High School in the SDHSAA and agreeing to abide by the Constitution, By-laws, and Rules of the Association.

14. Authorize membership for the 2016-17 school year in Associated School Boards of South Dakota.

15. Authorize participation in voluntary student school insurance program. The rates for 2016-17 Student Insurance Plans are set by the provider 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 2016-17. 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): Traci Fransen, special education teacher, Sturgis Williams Middle School, \$41,425.00, eff. for the 2016-17 School year.

New Hire (Extracurricular): Scott Peterson, assistant high school track coach, Sturgis Brown High School, \$2,992.00, eff. for the 2016-17 school year; Blake Proefrock, head high school track coach, Sturgis Brown High School, \$4,190.00, eff. for the 2016-17 school year.

Change of Assignment (Support Staff): Wanona Manderfeld, assignment change from library paraprofessional to administrative assistant at Central Copy, \$12.12 to \$13.25, eff. 7/18/2016.

Resignation (Support Staff): Brenda Linneweber, Capable Kids, Piedmont Valley Elementary, eff. 11/24/2014; Peony Hammerquist, administrative assistant, Central Copy, eff. 7/7/2016.

Resignation (Certified): Julie Nelson, counselor, Piedmont Valley Elementary, eff. 7/8/2016, liquidated damages \$2,000.00 (resignation was after July 1, 2016).

Resignation (Extracurricular): Scott Peterson, head high school track coach, Sturgis Brown High School, eff. 6/17/2016; Blake Proefrock, assistant high school track coach, Sturgis Brown High School, eff. 6/17/2016.

Retirement (Certificated): Connie Berg, teacher, Piedmont Valley Elementary, eff. for the end of the 2016-17 school year; Janine Catlett, special education teacher, Sturgis Williams Middle School, eff. for the end of the 2016-17 school year; Kelly Emme, teacher, Piedmont Valley Elementary, eff. for the end of the 2016-17 school year; Rebecca Fischer, teacher, Piedmont Valley Elementary, eff. for the end of the 2016-17 school year; Paula Manley, teacher, Sturgis Brown High School, eff. for the end of the 2016-17 school year; Lynn Tribby, special education teacher, Sturgis Williams Middle School, eff. for the end of the 2016-17 school year; Lora Wilson, teacher, Sturgis Williams Middle School, eff. for the end of the 2016-17 school year.

### **Item 6e – Rates and Fees**

**Background:** Proposed fees and prices for athletic events, lunch tickets, breakfast tickets, and milk tickets. The only proposed change for the 2016-17 school year is high school lunches would have an increase of 10¢, high school lunches would cost \$2.90. (ITEM 6e)

### **Item 6f – Publication of Salaries for 2016-17(SDCL 6-1-10)**

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

### **Item 6g – Special Board Meeting-Monday, July 25, 2016**

**Background:** I would like the board to consider holding a special board meeting on Monday, July 25, 2016 at 5:30 p.m.

### **Item 6h – August Board Meeting**

**Background:** The second Monday of August is during the 2016 Sturgis Motorcycle Rally. To avoid conflicts the August board meeting will need to be scheduled on the third Monday, August 15, 2016 to avoid this conflict.

### **Item 6i – Enning Library Modular**

**Background:** Last Wednesday's hail storm damaged the 1981 Enning library modular. Insurance declared that the modular had very little cash value. We are asking the Board to declare the library modular as a total loss and authorize Brett Burditt to properly dispose of the 1981 Champion modular.

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

**Background:** The new board president will make committee assignments at the August board meeting. Attached is the 2015-16 standing committees and who served on those committees. Please come prepared to make request to the board president 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 4-5, 2016. Early bird registration is July 15, 2016. Please notify the superintendent's office if you are planning to attend.

### **Item 7c – 2016-17 Laptop Handbooks**

**Background:** First reading of the Sturgis Brown High School Laptop Handbook for the 2016-17 school year. The high school handbook was developed to address some issues specific to SBHS and its one-to-one computer policy. Mr. Kirkegaard will address any questions the board might have regarding the handbook. (ITEM 7c)

### **Item 7d – 2016-17 SBHS Student Handbooks**

**Background:** This is the second reading of the Sturgis Brown High School student handbook. There are several revisions for the 2016-17 school year. Mr. Kirkegaard or Mr. Wilson will answer any questions regarding the changes. (ITEM 7d)

### **Item 7e – SBHS Graduation Requirements (Policy IKF/IKFA)**

**Background:** This is the second reading of School Board Policy IKF/IKFA: SBHS Graduation Requirements. Sturgis Brown High School switched some core classes from block scheduling to a seven period day. Currently graduation requirements are 25 credits and the graduations requirements will need to change from 25 to 24 credits. The requirements would change the number of electives that are required from eight (8) to seven (7). This change would go into effect for the 2016-17 school year. (ITEM 7e)

### **Item 7f – City of Sturgis Sewer Easement Requests**

**Background:** The City of Sturgis is requesting two permanent sanitary sewer main easements and two temporary construction easements for public sewer mains through, under, and across district property. Mr. Kirkegaard will answer any questions you might have regarding the sewer easement requests. (ITEM 7f)

### **Item 7g – School Board Policy AH: Conflict of Interest**

**Background:** HB1214 states that no school board member, business manager or school administrator may have an interest in a contract or receive a direct benefit from a contract that the school district is a party to the contract unless disclosure is given and the interest or direct benefit of the school board member, business manager or school administrator is authorized by the school board. At this time a final draft of the new School Board Policy AH: Conflict of Interest is not complete. First reading will be at the August meeting.