

BRIDGEWATER-EMERY SCHOOL DISTRICT #30-3
REGULAR SCHOOL BOARD MEETING MINUTES
AUGUST 12, 2019 at 7:30 P. M. LIBRARY- BRIDGEWATER SITE

The regular meeting of the 2019-2020 Bridgewater Emery Board of Education was called to order by School Board Chairman James Hanssen at 7:38 p.m. School Board members present were Dale Becker, Bryan Harberts, Jerry Hofer, Kelsha Kressman, Carolyn Meyer, and Lisa Schleich. Administrators present were Superintendent Jason Bailey, Secondary Principal Schultz, Elementary Principal Aman, and Business Manager Lori Jansen. There were no visitors.

ACTION NO. 018-19-20

Motion by Harberts, seconded by Hofer to approve the August 12th, 2019 school board meeting agenda, with the following additions: Superintendent Report: I. Approval of The Hofer Physical Therapy Contract for 2019-2020 School Year; J. Board Approval to have Lynn Murtha spray and re-seed the Emery Site Grass around the Gym; K. Approval of Rental Agreement with the Head Start Program, for the 2019-2020 School Year. Motion carried.

ACTION NO. 019-19-20

Motion by Schleich seconded by Meyer to approve the July 15th, 2019 Bridgewater-Emery Regular School Board Meeting Minutes, as presented. The July 2019 Bridgewater-Emery School District Financial Statement is as follows: **Opening Balances:** General Fund: \$1,173,857.30; Capital Outlay Fund: \$1,344,626.43; Special Education Fund: \$161,133.30; Pension Fund: \$266,046.09; Driver's Education: \$547.54; Food Service Fund: \$31,516.85; and Fitness Center: \$3,899.64. **July Receipts:** General Fund- Taxes received \$31,180.28; interest payment \$1,271.54; State Government \$154,590.00; and Local Revenue \$1,497.21=Total General Fund Receipts \$188,539.03. Capital Outlay Fund-taxes received \$5,181.99 and Projection Board Ad \$167.00 = Total Capital Outlay Receipts= \$5,348.99. Special Education Fund: Taxes Received \$2,941.86 and State Government \$88.60= Total Special Education Receipts \$3,030.46. Pension Fund-taxes received \$6.25= Total Pension Receipts \$6.25. Drivers Education: Local Revenue \$0=Total Driver's Education Fund \$0. Food Service Fund: Local Revenue \$1,387.29 =Total Food Service Receipts \$1,387.29. Fitness Center: Local Revenue \$20.00. Total Fitness Center Receipts=\$20.00. Total July 2019 Revenue =\$198,332.02. **July Expenditures:** General Fund: Accounts Payable \$78,650.89; bank check changed by vendor \$5.99; and Payroll \$176,545.48= General Fund Expenditures \$255,202.36. Capital Outlay: Accounts Payable \$418,955.78= Total Capital Outlay Expenditures \$418,955.78. Special Education: Accounts Payable \$25,091.96 and Payroll=\$37,694.15=Special Education Fund Expenditures \$62,786.11; Driver's Education Fund: Accounts Payable \$547.54 and Payroll \$0. Total Driver's Education Expenditures \$547.54, and Food Service Fund Expenditures=Accounts Payable \$2,702.00; Online payments monthly fee; and Payroll=\$9,198.86. Total Food Service Expenditures=\$11,920.86. July 2019 Total Expenditures \$749,400.67. **Ending Balances:** General Fund; \$1,107,193.97; Capital Outlay Fund \$931,019.64; Special Education Fund; \$101,377.65; Pension Fund \$266,052.34; Driver's Education Fund; \$0; Food Service Fund \$20,983.28; and Fitness Center \$3,919.64. The Board of Education approved the August 2019 Claims Against the School District, as follows: 40 and 8 Auxiliary Group, American Flags for classrooms \$384.00; Anderson Publications, printing expense \$308.42; Arrowhead Conference Center, Admin. Travel \$223.90; CEV, AG &FACS curriculum software licenses \$1,950.00; City of Bridgewater, school & football field water expense \$2,356.81-there was a leak discovered in one of the sprinkler heads; Colonial Research, maintenance supplies \$620.98; Dauby's Sports Center, athletic supplies \$1,173.85; Demco, library supplies \$599.12; E&M Busline, Volleyball Camp Bus Travel \$798.72; Farmer's Alliance, 40,000 gal. propane at \$1.12/gal.= \$45,200.00 and annual tank rental fees \$12.00; Fastridge Learning, Project Aware-Fast Assessment Subscription \$2,415.00; G&R Controls, Preventive Maintenance-Boilers \$1,595.00; Golden West Telecommunications, telephone expense \$145.14; Graves IT Solutions, install E-Rate Project Network \$1,500.00; Hawk Services, Gym Floor refinished \$1,764.00; Hillyard Floor Care, maintenance supplies \$869.79; Houghton Mifflin, Journeys Curriculum \$4,244.25; Incidental Trust & Agency \$4,770.10 including (postage expense \$64.00; Project Aware postage \$55.00; Project Aware travel expenses \$465.48; Opt-Out Election meals \$19.50; Opt-Out Election Worker stipends \$900.00; FCCLA National Conference Lodging \$1,146.32; National Honor Society Membership Fee \$385.00; SASD Dues-Aman and Bailey \$1,018.00; Verizon Wireless, Supt. cell phone \$50.00; Junior High English supplies

\$150.72; Junior High English software \$75.00; Krista Kayser, Girls' Volleyball Coaching Training \$70.00; Volleyball Association dues \$140.00; maintenance supplies \$5.61; health supplies \$30.47; and Kelly Tschetter, Cheerleading Advisor Training \$195.00); Lawns Unlimited, football field spraying \$113.10; Lingo Communications, telephone expense \$36.20; Marvin Schuldt Estate, warehouse rent expense \$150.00; McLeod's Printing, printing expense \$178.65; Menards, maintenance supplies \$312.93; Mid-American Research Chemical, maintenance supplies \$1,317.64; Midwest Technology Products, IA supplies \$125.40; Motivating Systems LLC, Project Aware-PBIS System \$1,477.00; Popp Laminating, laminating supplies \$587.88; Potter Tire & Service, maintenance gas \$93.75; Really Good Stuff, instructional materials \$349.05; Salem Special, Opt-Out Election notices printed \$135.24 and printing expense \$309.89; School Specialty, supplies \$229.44; Jenelle Sigler, Project Aware Supplies reimbursed \$728.79; Sources of Strenth, Project Aware Grant licensing & materials \$5,000.00; SD Unified Schools, membership fee \$450.00; Southeast Area Cooperative, multi-school procurement of school supplies \$6,515.79; Total Stop, food for election workers \$36.19 and school vehicle gas \$197.32; Trio Tel Communications, telephone expense \$317.88; Verizon Wireless, cell phone expense \$54.92; Visa, supplies and boxes of stamped envelopes \$3,662.01; Weber Landscaping, football field spraying \$816.33; and Xcel Energy, electrical expense \$4,092.14. Subtotal General Fund Accounts Payable= \$98,218.62. GENERAL FUND PAYROLL: Elementary Instruction \$42.38; Junior High Instruction \$893.38; High School Instruction \$4,425.93; Title 1 Services \$2,937.61; Reap Grant Services \$1,752.77; Project Aware Grant Expense \$5,294.78; Reap Excess Fund Grant \$401.21; Technology Services \$1,805.55; Administration \$17,929.57; Maintenance Program with Deductions \$10,054.49; Contracts Payable \$123,523.45 and Benefits Payable \$7,490.19. Total General Payroll= \$176,551.31. GRAND TOTAL GENERAL FUND \$274,769.93. CAPITAL OUTLAY FUND: A&B Business Services, copier lease payment \$1,801.75; Dauby's Sports Center, game volleyballs & basketballs \$1,540.00; Happy Numbers, student licenses \$1,000.00; Hauff Mid America Sports, athletic equipment \$780.00; Houghton Mifflin Harcourt, Go Math Curriculum \$7,302.39; IT Outlet, J Touch Projection Boards-Reap Excess Funds Grant \$15,018.00; and J Touch Projection Boards-Reap Grant \$5,632.00; Lawns Unlimited, Football Field Sprinkler repairs \$525.34; Pearson Education, Business Math Textbooks \$2,376.74; Schulz Electric, repairs \$180.54; Talking Fingers, Read, Write & Type Software \$1,434.72; Visa-Library Card for ordering library books \$980.96; and Visa, two Smart TVs for music classrooms \$715.96. GRAND TOTAL CAPITAL OUTLAY FUND \$39,288.40. SPECIAL EDUCATION FUND: ACCOUNTS PAYABLE: Career Connections, contracted services \$359.01; Goodcare, Occupational Therapy Contracted Services \$640.00; Hofer Physical Therapy, contracted services \$325.00; Phonak, equipment warranty \$450.00; Sioux Falls Wheelchair Transit, student transportation to Sioux Falls \$1,200.00; Southeast Area Cooperative, multi-school procurement of school supplies \$298.90; Total Stop Foods, Student Transportation Gas \$19.00 and Visa, summer school supplies \$29.65. Subtotal Special Education Fund=\$3,321.56. SPECIAL EDUCATION PAYROLL; Paraprofessional staff salaries \$1,518.91; Administrative Salaries & Benefits \$2,673.08; Benefits Payable \$1,630.02; and Contracts Payable \$30,726.73. Total Special Education Fund Payroll=\$36,548.74. GRAND TOTAL SPECIAL EDUCATION FUND \$39,870.30. FOOD SERVICE FUND: ACCOUNTS PAYABLE: Southeast Area Cooperative, multi-school procurement of school supplies \$149.45 and Visa, stamped envelopes-mail lunch bills \$973.65. Subtotal Food Service Fund \$1,123.10. FOOD SERVICE PAYROLL: Contracts Payable \$8,655.54 and Benefits Payable \$440.27=\$9,095.81. GRAND TOTAL FOOD SERVICE FUND \$10,218.91. DRIVER'S ED FUND: ACCOUNTS PAYABLE: \$0. PAYROLL \$0. GRAND TOTAL-DRIVER'S EDUCATION FUND=\$0: Total Claims Against School District \$364,147.54. Motion carried.

The Board of Education acknowledged the July 23, 2019 Cornbelt Educational Cooperative Minutes. The Advisory Board conducted the public hearing for the Cornbelt Educational Cooperative Budget for Fiscal Year 2019-2020. There was also discussion regarding the Special Education Interim Legislative Committee. Mr. Kueter provided an overview of Federal Program Fiscal Monitoring Process, for the upcoming fiscal year.

ACTION NO. 020-19-20

Motion by Becker, seconded by Schleich to approve the following Conflict of Interest Waivers, presented this evening: (1) Conflict of Interest Waiver presented by School Board Member Bryan Harberts. His spouse, Angie works as the Emery Site-Administrative Assistant. Request for this waiver was authorized, because the terms of the contract are fair, reasonable, and not contrary to the public interest,

such that the waiver should be granted. (2) Conflict of Interest Waiver presented by School Board Member Carolyn Meyer. The school district contracts with E&M Busline to provide Pupil Transportation Services, for its students. Craig Meyer, the spouse of Carolyn Meyer is employed by E&M Busline, as a bus driver. Request for this waiver was authorized, because the terms of the contract are fair, reasonable, and not contrary to the public interest, such that the waiver should be granted. (3) Conflict of Interest Waiver presented by School Board Member Carolyn Meyer. The school district frequently does vehicle service work with Meyer Motor. Carolyn Meyer is an 8% owner of Meyer Motor and Craig Meyer is a 92 % owner of Meyer Motor. Request for this waiver was authorized because the terms of the contract are fair, reasonable, and not contrary to the public interest, such that the waiver should be granted. (4) Conflict of Interest Waiver presented by School Board Member Carolyn Meyer. Carolyn Meyer is employed, as a Universal Banker, by River's Edge Bank, a bank through which the school district holds bank accounts Request for this waiver was authorized because the terms of the contract are fair, reasonable, and not contrary to the public interest, such that the waiver should be granted. (5) Conflict of Interest Waiver presented by School Board Member Jerry Hofer. Jerry Hofer is the spouse of Kristy Hofer, the physical therapist that the school district contracts with, to provide physical therapy services, through Hofer Physical Therapy. Request for this waiver was authorized because the terms of the contract are fair, reasonable, and not contrary to the public interest, such that the waiver should be granted. Motion carried.

ACTION NO. 021-19-20

Motion by Harberts, seconded by Becker to approve the Elementary Student Handbook, for the 2019-2020 Academic Year. A copy will be provided to students and their parents, for review prior to the start of the school year. The PBIS Behavioral Expectations have been added to the Elementary Handbook, to give parents and students an overview of the behavioral expectations. Motion carried.

ACTION NO. 022-19-20

Motion by Harberts, seconded by Becker to approve the Secondary Student Handbook, for the 2019-2020 Academic Year. A copy has been emailed to each student and parent, and must be submitted with signatures, as verification, of agreement to terms. The Secondary Handbook provides information on general student information, graduation requirement changes, PBIS Behavioral expectations, and a Discipline Matrix. Motion carried.

Superintendent Bailey reported that the district's Consolidated Application has been approved by the State of South Dakota.

ACTION NO. 023-19-20

Motion by Harberts, seconded by Schleich to approve the Resignation of Special Education Paraprofessional, Gloria Horvath, as presented. The Administration and Board of Education would like to thank her for her dedicated service to the Bridgewater Emery School District. Motion carried.

ACTION NO. 024-19-20

Motion by Kressman, seconded by Meyer to offer a .875 FTE Instructional Staff Contract to Agricultural Education Teacher, Jim Kaufman, to teach Agricultural Classes for the First Semester, in the amount of \$21,853.00, based on the 2019-2020 Bridgewater Emery School District Instructional Staff Negotiated Agreement. Due to the short term of the employment agreement, there will be no Health Insurance or Dental Insurance provided by the school district, per the employee's request. Motion carried.

ACTION NO. 025-19-20

Motion by Hofer, seconded by Schleich to offer a 1 FTE Instructional Staff Contract to Second Grade Teacher, Kelsey Hanssen, for the 2019-2020 Academic Year, in the amount of \$39,150.00, based on the Bridgewater Emery School District Instructional Staff Negotiated Agreement. The contract also includes single health insurance, dental insurance, and life insurance. Motion carried.

ACTION NO. 026-19-20

Motion by Becker, seconded by Harberts to offer a Special Education Paraprofessional position to Liz Dangel, at the rate of \$11.00 per hour, plus employee health insurance, dental insurance, and group life insurance benefits will be available for enrollment. Motion carried.

ACTION NO. 027-19-20

Motion by Meyer, seconded by Kressman to offer a Special Education Paraprofessional position to Liz Weber, at a rate of \$11.00 per hour, plus employee health insurance, dental insurance, and group life insurance benefits will be available for enrollment. Motion carried.

ACTION NO. 028-19-20

Motion by Harberts, seconded by Kressman to accept the Co-Curricular Resignation of Jerry Hofer, as the Jr. High Boys' Basketball Coach, for the 2019-2020 Athletic Season. Motion carried.

ACTION NO. 029-19-20

Motion by Becker, seconded by Harberts to offer the Jr High Boys' Basketball Coach, for the 2019-2020 Athletic Season, to Jerico Shape, per the Extra Curricular-Instructional Staff Negotiated Agreement, in the amount of \$821.88. Motion carried.

ACTION NO. 030-19-20

Motion by Kressman, seconded by Schleich to approve the Physical Therapy Contracted Services Agreement with Hofer Physical Therapy, for the 2019-2020 School Year, at the contract rate of \$16.25 per unit. Motion carried.

ACTION NO. 031-19-20

Motion by Meyer, seconded by Hofer to approve Lynn Murtha to spray and re-seed the grass around the New Gym, in Emery in the amount of \$1,510.00. Motion carried.

ACTION NO. 032-19-20

Motion by Harberts, seconded by Becker to contract with the SD Head Start Program to provide facilities for the outreach program, at the Bridgewater Site, for the 9 months of the school year, with rental income, to be received, in the amount of \$2,000 per month. Motion carried.

School Business Manager Jansen coordinated the Food Service Procurement Process and advertised for bids, for the 2019-2020 School Year. A revised schedule of bid items was prepared, including all supplies, food, and equipment needed for the Food Service Department. The request for bids were sent to 4 food service vendors, in good standing, with the school district. The Procurement bids were due into the School Business Office, for formal review by Superintendent Bailey, School Business Manager Jansen, and Head Cooks, Cheryl Pringle and Teresa Wagner, on Monday, August 5th at 1 p.m. The procurement bid which receives the highest scoring, on the procurement rubric, will be recommended to the Board of Education, to become the district's procurement partner, for the 2019-2020 School Year, at the Monday, August 12th School Board Meeting. Motion carried.

ACTION NO. 033-19-20

Motion by Schleich, seconded by Meyer to approve the following Food Service Procurement Bids, for the 2019-2020 Academic Year: Milk Bid-Dean Foods; Bid for Jelly and Cereal Products-Total Stop Foods, Emery SD; and the school district's Prime Vendor will be Reinhart Foods, based on the Food Service Product Specifications submitted. These bids were the only bids received back from the vendors, who were sent procurement packets. Motion carried.

ACTION NO. 034-19-20

Motion by Hofer, seconded by Becker to accept the audit quote received from Schoenfish and Co. CPAs, in the amount of \$7,700.00 for the financial audit of the 2018-2019 Fiscal Year. Motion carried.

ACTION NO. 035-19-20

Motion by Kressman, seconded by Schleich to approve the following Public- School Exemption Forms #2019-2020-01; #2019-2020-02; and 2019-2020-03, as submitted. Motion carried.

There was further discussion regarding the school district's Teacher Accountability Requirements. Since the Agriculture Teacher will only be with the school district, for the first semester, the Board of Education will have to-reconsider the Teacher Accountability Requirements, at the beginning of the second semester, contingent upon whether another agriculture teacher can be hired for the second semester.

ACTION NO. 036-19-20

Motion by Meyer, seconded by Hofer to approve payment, in the amount of \$1,500.00 to Travis Graves, of Graves IT, upon the satisfactory completion of the E-Rate Category 2 Project. Motion carried.

ACTION NO. 037-19-20

Motion by Schleich, seconded by Harberts to approve payment, in the amount of \$11,200.00 to IT Outlet, upon the satisfactory completion of the E-Rate Category 2 Project. Motion carried.

School Business Manager Jansen provided an overview of GASB 84-Fuduciary Activities, which will be implemented in the 2019-2020 Fiscal Year. SD School districts will receive further implementation guidance this Fall, from the SD. Department of Legislative Audit.

ACTION NO. 038-19-20

Motion by Kressman, seconded by Schleich to declare the Social Studies Textbooks and Psychology Textbooks, which have been replaced with new curriculum, to be surplus property of the school district, with no salvage value. Motion carried.

ACTION NO. 039-19-20

Motion by Harberts, seconded by Schleich to go into Executive Session, to discuss Personnel-Instructional Staffing, per SD Codified Law 1-25-2 (1), at 9:15 p.m. Motion carried. School Board Chairman Hanssen declared the Executive Session over at 9:35 p.m.

ACTION NO. 040-19-20

Motion by Harberts seconded by Hofer to adjourn the regular school board meeting at 9:35 p.m. Motion carried.

James Hanssen, School Board President

Lori Jansen, School Business Manager