

**HIGHMORE-HARROLD SCHOOL DISTRICT 34-2 PROCEEDINGS
AUGUST 14, 2023**

The Highmore-Harrold Board of Education met in regular session on August 14, 2023, in the Business Classroom at 7:00 p.m. Members Present: Vice President - Paula Haiwick, Jennifer Semmler, Amy Hoffman, Derek McCloud, Dusty Mitchell, and Kristi Effling. Members Absent: President – Jim Stephenson. Others Present: Superintendent/SPED Director - Quinton Cermak, PreK-12 Principal – Cory Lambley, Business Manager – Stacey Hamlin, Morgan Bonnichsen, Rhonda Baloun, Kayla Kaltenbach, Joe English, Josh Erfman, and Mary Ann Morford.

Vice President Haiwick called the meeting to order at 7:02 pm and the Pledge of Allegiance was recited at that time.

Business Manager Hamlin administered the Oath of Office to Amy Hoffman and Jennifer Semmler.

Motion by Semmler and seconded by Hoffman to approve the Agenda with the following amendments of adding a motion to approve open enrollment 2023A and approve the contract of Todd Waring as our Vo-Ag Teacher and FFA Advisor. The motion passed.

Motion by Hoffman and seconded by McCloud to approve the Minutes of the July 10, 2023, Board Meeting. The motion passed.

Kristi Effling entered at 7:06 pm and Business Manager Hamlin administered the Oath of Office to her at this time.

Bills and Financial Reports were reviewed and approved for payment with a motion by Semmler and seconded by Effling. The motion passed.

AUGUST PAYROLL: \$188,928.43

JULY CASH REPORT: General Fund: Beginning Balance: \$906,656.67; Receipts: Local - \$43,422.22, State - \$23,890.00, Federal - \$0.00; Disbursements: \$184,489.35; Ending Balance: \$789,479.65; Advance Payment/Petty Cash Asset Accounts - \$8,755.63; Total Cash Account: \$798,235.17. Capital Outlay Fund: Beginning Balance: \$2,517,365.31; Receipts: Local - \$14,565.17; Disbursements: \$65,473.54; Ending Balance: \$2,466,456.94; Certificates of Deposit: \$1,439,811.44; Total Cash Account: \$3,906,268.38. Special Education Fund: Beginning Balance: \$833,586.72; Receipts: Local - \$5,316.59, Federal - \$20,727.00; Disbursements: \$30,395.50; Ending Balance: \$808,507.81; Certificates of Deposit: \$510,188.56; Total Cash Account: \$1,318,696.37. Impact Aid Fund: Beginning Balance: \$431,498.57; Receipts: Federal - \$0.00; Disbursements: \$0.00; Ending Balance: \$431,498.57. School Lunch Fund: Beginning Balance: \$58,919.34; Receipts: Local - \$383.41, State - \$0.00, Federal - \$0.00; Disbursements: \$4,061.17; Ending Balance: \$55,241.58; Restricted Food Service Funds: \$18,586.83; Total Cash Account: \$73,828.41. Internal Fund: Beginning Balance: \$22,970.43; Receipts: Local - \$845.00;

Disbursements: \$2,811.20; Ending Balance: \$21,004.23. Custodial Fund: Beginning Balance: \$139,711.86; Receipts: Local - \$8,392.18; Disbursements: \$3,718.98; Ending Balance: \$144,385.06.

Board Report-10003

FUND: GENERAL FUND

ARAMARK	Mop/Laundry	52.25
ARROWWOOD RESORT CONFERENCE	Summer Conference Rooms	359.16
ASBSD	Board Member Workshop	100.00
CAPITAL AREA REFUSE, LLC	Garbage (August)	41.87
CENTURY BUSINESS PRODUCTS, INC	Correction: Copier Maintenance	68.93
CERMAK, QUINTON	Credit Reimbursement	1,425.00
CHURCHILL, MANOLIS, FREEMAN	Legal Fees	148.00
CITY OF HIGHMORE	Utilities	58.75
	Utilities	159.28
DAKOTA SUPPLY GROUP	Supplies	743.08
DIV OF CRIMINAL INVESTIGATION	Background Checks	86.50
FAULKTON SCHOOL DISTRICT	CSDC FY24 Dues	350.00
HALL OIL AND GAS CO., INC.	Propane	2,734.93
HIGH SCHOOL ACTIVITY FUND	Background Check	86.50
HIGHMORE HERALD, THE	Proceedings/Ads	974.93
HILLYARD/SIOUX FALLS	Supplies	3,639.52
HOMESTEAD BUILDING SUPPLY, INC.	Supplies	252.15
JAN BUSSE FORD	Oil Change - Transit	128.47
KOHLMAN, BIRSCHBACH, & ANDERSON	Audit Fees	8,370.00
LINDE GAS & EQUIPMENT INC.	Vo Ag	381.55
MCCLOUD, SIERRA	Coaching Class Reimbursement	35.00
MENARD'S	Supplies	225.39
NEWZBRAIN ED.	Supplies	309.00
NORTHWESTERN ENERGY	Electricity	62.40
	Electricity	4,784.57
PEKAREK, SCOTT	Reimburse Coaching Class	62.40
PLAN SERVICES	Administration Fee - FY24	100.00
POPPLERS MUSIC, INC.	Vocal Supplies	111.20
	Band Supplies	137.50
PRINCIPLES' CONFERENCE, THE	Registration	200.00
RUNNINGS SUPPLY	Supplies	159.96
SCHOLASTIC INC.	Workbooks	1,100.41
SCHOOL DATEBOOKS	JH/HS Planners	722.19
SCHOOL MATE	Planners	324.00
SD UNITED SCHOOL ASSOC.	Membership - FY24	450.00
SOFTWARE UNLIMITED,INC	Software License - 1 Time Fee	1,145.00
TRAINING ROOM INC.	Supplies	1,450.27
VENTURE COMMUNICATIONS	Telephone	645.29
WARING, TODD	Reimburse Fingerprints	15.93
WEX BANK	Motor Fuel	225.74
	<u>GENERAL FUND TOTAL</u>	32,427.12

FUND: CAPITAL OUTLAY

CENTURY BUSINESS PRODUCTS, INC	Copier Lease	480.02
CITY OF HIGHMORE	Aud Rent	2,750.00
CIVIL DESIGN INC	Track Design	590.00

FACTOR 360, INC.	Annual License	720.00
JAN BUSSE FORD	15-Passenger Transit Van	51,539.00
REALITYWORKS, INC	RealCare Baby	1,104.45
SCHOOL INFO APP	School Info App	1,500.00
	<u>CAPITAL OUTLAY TOTAL</u>	58,683.47

FUND: SPECIAL EDUCATION

DAKOTA LINK ACCESS CENTER/WR	Computer Repair	416.62
HAND COUNTY MEMORIAL HOSPITAL	PT	432.00
	OT	352.00
HIGH SCHOOL ACTIVITY FUND	Sperro Goal Tracking	29.89
	Apple iPads - Speech	2,545.61
	<u>SPECIAL EDUCATION TOTAL</u>	3,776.12

FUND: FOOD SERVICE

ARAMARK	Mop/Laundry	13.06
	<u>FOOD SERVICE TOTAL</u>	13.06
	AUGUST TOTAL INVOICES	94,899.77

Conflicts Disclosure:

- None

Public Input

- None

Superintendent's Report

- Staff In-Service: August 21st - All Staff and August 22nd – Certified Staff Only
- Open House will be held from 6:00-7:30 pm on Monday, August 21st for students to meet their classroom teachers.
- The board was informed that we were not able to find a Special Education Teacher, but we have a Special Education Aide and an Ag Teacher on the agenda to approve for this upcoming school year.
- Our current projected enrollment is at 224, but this number is not finalized. Families are continuing to come in to enroll leading up to the first day of school.
- Superintendent Cermak and Dusty Mitchell attended a New Board Member Training in Sioux Falls this past week. Mr. Cermak handed out a Board Member Packet to all Board Members as a refresher of their job duties as serving on the school board. It was discussed that this packet would be beneficial to have on the school's website for patrons to understand what are and are not their job duties as board members.

Board Member Mitchell inquired about where we stand with figuring out a distance learning policy for this upcoming winter. It was discussed that due to prepping for school to start and the likeliness of more parent involvement during the school year, this meeting would be held at a later date. It was also stated that after reviewing the survey results from what was sent out last year may give us our answer without having to conduct a meeting.

K12 Principal's Report

- Fall Sports have started for volleyball, football, and cross country. The first contest for Football will be this Friday at Wagner. The Volleyball team will be on the road to Ipswich on August 24. The Cross-Country team will be on the road on August 31st, to Redfield.
- The first day of school for students will be August 23, 2023. A friendly reminder, the west door by the gym and east door by the high school will open at 7:50 am. The south door by the elementary will not be open.
- Sport pictures and school pictures will be coming up in the next few weeks.
- NWEA testing for students will be August 28-29, 2023. There will be a shortened schedule for grades 7-12 those two days. Regular classes will have a 2-hour late start.
- There will be no school on September 1, 2023, but parent's night will be held in Miller for football and cheer.
- No school on September 4, 2023.

Business Manager's Report

- A big thank you to the Highmore-Harrold Class of 2023. They have donated \$904.39 to the school's weight room for new equipment.
- The school was awarded \$5,457.00 from the Small Rural Achievement Grant. This dropped from \$9,716.00 from the previous year. No other changes have been made to the budget.
- The school was informed that we are not allowed to utilize ESSER Funding to pay for our contracted bussing unless we have purchased additional bussing or have added additional stops to our bus route since the beginning of COVID. As a result, the school will change direction on how to utilize the remaining funds.
- EMC Insurance rates went up \$3,646 from last school year to total \$47,165.00. Although this is an increase in rates, it is less of an increase than what we saw last year. The final cost may fluctuate a little because at the time of this rate, the new Van and Explorer were not added, and the Flex and old Van were not removed.
- Discussion was held regarding the setting of the levies for the upcoming tax year. The Special Education Fund levy was set at \$0.55/per thousand of valuation for tax year, 2023; Capital Outlay is based on a per student allocation of \$3,650.00 for tax year 2024 with the prior fall state aid enrollment number used to determine the maximum amount that the district can request in a cash value; General Fund maximum levies are also set by legislature each year and are as follows for tax year 2024: AG - \$1.320/per thousand of valuation; OO - \$2.954/per thousand of valuation; OTH - \$6.113/per thousand of valuation for tax year 2024. The board will make a final decision regarding the Special Education levy at the September Board Meeting.

Motion by Semmler and seconded by Hoffman to approve (2) 7-month Certificates of Deposit with Heartland State Bank at 5.06% APY for a \$250,000 and \$700,000 CD. The motion passed.

Motion by Effling and seconded by McCloud to approve the Budget for the 2023-2024 school year and approve the Property and Casualty premium through EMC in the amount of \$47,165.00, with understanding that the amount may change after our new vehicles have been added. The motion passed.

Old Business:

Motion by Semmler and seconded by Effling to approve Board Representatives to the following committees: **Budget Committee** – Haiwick, McCloud, Stephenson; **Negotiations Committee** – Mitchell, Stephenson, Semmler; **Building/Grounds Committee** – Hoffman, Mitchell, Stephenson; **Curriculum/Accreditation Committee** – Haiwick, Semmler; **Insurance Committee** – Effling, Haiwick, Stephenson; **Athletic Co-op Committee** – all board, Effling, Mitchell, Stephenson; **Crisis Management Committee** – Hoffman, McCloud; **Transportation Committee** – Effling, Mitchell; **Wellness Policy Chair** – Effling; **Policy Committee** – Stephenson, Semmler, McCloud; **Pre-School Committee** – Semmler, Stephenson, Haiwick; **Technology Committee** – Hoffman, McCloud. The motion passed.

New Business:

The first reading was held of Policy Update DDB – Pooling Assets.

Motion by Semmler and seconded by Effling to approve Waiver of Administrative Rule 24:43:11:01; approve resignation Beth McPeak, school RN services; approve contract with Danielle McCauley, school RN services at \$40/hour; approve contract Kyra Little Thunder, Special Education Aide, \$17,850.00; approve propane bid with Hall’s Oil and Gas at \$1.259 for 27,000 gallons; approve PT/OT services contract with Avera, Hand County Memorial Hospital; approve contract for School Health Services with SD Department of Health; approve the purchase of 2020 Ford Explorer for \$18,350 (\$33,000 minus insurance payout of \$14,650); approve increased purchase price of 2023 Ford Transit van for \$4,569 (\$51,539 vs. \$46,970); approve Open Enrollment 2023A; approve contract Todd Waring, Ag Teacher, Summer Ag Teaching Contract, and FFA Advisor, \$50,539.00. The motion passed.

Board Member Mitchell inquired about policies regarding staff attire, reasoning for staff compensation, and bus rider escorts. Superintendent Cermak explained that discussion regarding personnel is not to be held during open session and if he or any patrons have questions or concerns, have them reach out to Mr. Cermak directly.

Next Regular Board Meeting: Monday, September 11th at 5:30 pm in the Business Classroom.

Motion by Hoffman and seconded by McCloud to Adjourn at 7:57 p.m. The motion passed.

_____ Stacey Hamlin, Business Manager

_____ Paula Haiwick, Board Vice President

- All votes are unanimous unless otherwise stated.