

**UNOFFICIAL MINUTES OF THE BOARD OF EDUCATION
HIGHMORE-HARROLD SCHOOL DISTRICT 34-2
JULY 12, 2021**

The Highmore-Harrold Board of Education met in regular session on July 12, 2021 in the Business Classroom at 7:00 p.m. Members Present: Paula Haiwick, Amy Hoffman, Paul Knox, Jennifer Semmler, Jim Stephenson – teleconference, Derek McCloud. Members Absent: Kristi Effling. Others Present: Superintendent/7-12 Principal - Quinton Cermak, K-6 Principal/SPED Director - Grant Vander Vorst, Business Manager - Jennifer Farstveet, Mary Ann Morford.

President Haiwick called the meeting to order at 7:00 pm and the Pledge of Allegiance was recited at that time.

Motion by Knox and seconded by Stephenson to approve the agenda with the following additions: Update meal rates under letter N. and approve HHS Special Education Comprehension Plan. The motion passed.

Motion by Hoffman and seconded by Knox to approve the minutes of the June 14, 2021 Board Meeting and the July 7, 2021 Special Board Meeting. The motion passed.

Bills and Financial reports were reviewed and approved for payment with a motion by Knox and seconded by Hoffman. The motion passed.

JULY PAYROLL: \$169,421.69

JUNE CASH REPORT: General Fund: Beginning Balance: \$265,949.60; Receipts: Local - \$121,163.82, State - \$15,517.00, Federal - \$62,336.00; Disbursements: \$239,044.46; Ending Balance: \$225,921.96; Advance Payment/Petty Cash Asset Accounts - \$8,976.60; Total Cash Account: \$234,898.56. Capital Outlay Fund: Beginning Balance: \$1,468,242.26; Receipts: Local - \$58,866.22; Disbursements: \$2,710.83; Ending Balance: \$1,524,397.65; Certificates of Deposit: \$1,439,811.44; Total Cash Account: \$2,964,209.09. Special Education Fund: Beginning Balance: 208,529.54; Receipts: Local - \$42,328.12, Federal - \$41,626.00; Disbursements: \$37,926.05; Ending Balance: \$254,557.61; Certificates of Deposit: \$510,188.56; Total Cash Account: \$764,746.17. Impact Aid Fund: Beginning Balance: \$376,739.57; Receipts: Federal - \$750.00; Disbursements: \$0.00; Ending Balance: \$377,489.57. School Lunch Fund: Beginning Balance: \$15,619.43; Receipts: Local - \$0.00, State - \$622.94, Federal - \$6,894.56; Disbursements: \$5,811.93; Ending Balance: \$17,325.00. Internal Fund: Beginning Balance: **-\$25,520.15**; Receipts: Local - \$0.00; Transfer In (from General Fund) - \$49,000.00; Disbursements: \$5,378.00; Ending Balance: \$18,101.85. Agency Fund: Beginning Balance: \$136,440.12; Receipts: Local - \$6,396.39; Disbursements: \$4,042.37; Ending Balance: \$138,794.14.

FUND: GENERAL FUND

AMBER WAVES	Plaques - Seniors	446.85
ASBSD WORKMAN'S COMP FUND	Workman's Comp - FY22	8,878.00
ASSOCIATED SCHOOL BOARDS OF SD	Membership Dues - FY22	964.27
CAROLINA BIOLOGICAL SUPPLY CO.	Supplies	209.86
CENTURY BUSINESS PRODUCTS, INC	Copier - Maintenance	275.73
CITY OF HIGHMORE	Utilities (Water, Sewer)	292.33
DAKOTA INK & TONER	Toner	62.99
DECKER EQUIPEMENT	Supplies	161.95
GRAVES IT SOLUTIONS	Supplies - Tech	218.00

H & H PLUMBING, INC.	Repairs - Sprinkler System	153.32
HAND COUNTY MEMORIAL HOSPITAL	Health Services	31.00
HIGH SCHOOL ACTIVITY FUND	Prof. Development	602.45
	Per Diem's - State Golf	189.00
	Meter Rent - Postage	19.16
	State Golf	55.00
	Workbooks	40.27
	Supplies	191.66
HIGHMORE HERALD, THE	Ads, Proceedings, Notice of Hearing	576.09
	Subscription (Annual)	28.50
HOMESTEAD BUILDING SUPPLY, INC.	Supplies	357.75
MCGRAW HILL, LLC	Workbooks	749.18
MCLEOD'S PRINTING	Checks	223.33
MENARD'S	Supplies	178.83
NORTHWESTERN ENERGY	Electricity	4,588.67
PETTY CASH - POSTAGE	Postage	7.40
PLAN SERVICES	Administration Fee - FY22	100.00
QUALITY INN	State Golf Rooms	502.56
QUILL CORPORATION	Supplies	213.93
RAUSCH, CODY	Reimburse - Hotel Room	68.64
SCHOOL ADMINISTRATORS OF SD	Membership Dues - FY22	1,428.00
	NASSP & SASD Dues - FY22	320.00
SD TEACHER PLACEMENT CENTER	FY22 Membership	435.00
TEACHER CREATED RESOURCES	Supplies - 4th Grade	55.92
TECHNOLOGY & INNOVATIONS IN ED	FY22 Membership	1,000.00
VENTURE COMMUNICATIONS	Telephone	388.96
WEX BANK	Motor Fuel	177.77
	<u>GENERAL FUND TOTAL</u>	<u>24,192.37</u>

FUND: CAPITAL OUTLAY

BYTESPEED, LLC	Computers - (ESSER II Grant)	14,890.00
CENTURY BUSINESS PRODUCTS, INC	Copier - Lease	492.90
GRAVES IT SOLUTIONS	FY22 Contract	3,496.00
HUDL (Agile Sports Technologies, Inc.	Sports Equipment	3,950.00
MCGRAW HILL, LLC	Reading Series	25,213.55
NORTHWEST EVALUATION ASSOC.	Instructional Software - FY22	2,375.00
RIDDELL ALL AMERICAN SPORTS CORP.	Recondition - FB Helmets	722.49
SHI INTERNATIONAL CORP.	Software - Server	1,901.65
SOFTWARE UNLIMITED,INC	Software License - FY22	4,700.00
STERLING COMPUTERS CORPORATION	Server	4,639.00
TURNITIN	Software - Instructional	1,370.00
US BANK - St.Paul	Bond Interest - Final Payment	14,840.00
	Principal Payment - Final	137,270.72
	<u>CAPITAL OUTLAY TOTAL</u>	<u>215,861.31</u>

FUND: SPECIAL EDUCATION

ABAeCare LLC	Therapy Services - June	4,213.52
ASBSD WORKMAN'S COMP FUND	Workman's Comp - FY22	325.00
LIFEQUEST	Tuition - June	1,871.70
NCS PEARSON INC.	Testing Supplies	208.03
SD DEPARTMENT OF HUMAN SERVICES	Add'l Residential - June	4,625.95
	<u>SPECIAL EDUCATION TOTAL</u>	<u>11,244.20</u>

FUND: FOOD SERVICE

ASBSD WORKMAN'S COMP FUND	Workman's Comp - FY22	1,200.00
	<u>FOOD SERVICE TOTAL</u>	<u>1,200.00</u>

FUND: INTERNAL SERVICE - DR. ED

WEX BANK

Motor Fuel

56.91

INTERNAL SERVICE - DR. ED TOTAL

56.91

JULY TOTAL INVOICES

252,554.79

Semmler entered the meeting at this time, 7:08 p.m.

Motion by Knox and seconded by Hoffman to acknowledge that Superintendent Quinton Cermak will benefit from his spouse's contract as Elementary Administrative Assistant and that offering her a contract is reasonable and not contrary to the public interest. The motion passed.

Public Input

- No public input at this time

Superintendent/High School Principal's Report

- HHS App is available for download through the Apple App or Google play stores. Superintendent Cermak will be sending out helpful information to all the families in the upcoming weeks to assist them in navigating through this app.
- The Back-to-School Committee will not have a special meeting prior to the August board meeting to discuss the Reopening Plan but instead all the members will be invited to attend the regular board meeting in August where the Reopening Plan will be reviewed and updated if needed. The final draft will be posted on the school's website.
- ESSER II Allocations = \$253,090.00. These funds are currently being allocated towards technology, food service equipment/supplies, custodial equipment/cleaning supplies and additional HVAC upgrades. The district has until September 30 of 2023 to obligate these funds. ESSER III Allocations = \$568,404.00 with 20% required to address learning loss. These funds are available for obligation through September 30 of 2024.

McCloud entered the meeting at this time, 7:16 p.m.

Motion by Stephenson and seconded by Knox to transfer \$137,270.72 from Capital Outlay to Bond Redemption Fund for the final payment on the Multipurpose Building. The motion passed.

At this time the Board held a public Budget meeting for the 2021-2022 fiscal year.

Due to the new bus route proposals not being finalized, the board moved to table the final reading of the 2021-2022 Budget till the August board meeting.

Motion by Hoffman and seconded by Semmler to approve a 12-month Certificate of Deposit with Quoin bank at 0.30% APY. The motion passed.

Motion by Hoffman and seconded by Knox to approve the Second Reading of Policy BDDH – Public Participation at Board Meetings. The motion passed.

At this time, it was noted that Paula Haiwick, Jim Stephenson, Paul Knox and Derek McCloud ran unopposed. An annual election was not conducted because there was not a contested vacancy on the school board.

Business Manager Farstveet administered the Oath of Office to Paula Haiwick, Paul Knox and Derek McCloud. Due to Jim Stephenson attending via teleconference, he will take his Oath to Office at the next regular board meeting.

Superintendent Cermak called for nominations of President.

Motion by Hoffman and seconded by Semmler to nominate Paula Haiwick as President. The motion passed.

Motion by Knox and seconded by Semmler to cease nominations and appoint Paul Haiwick as President. The motion passed.

President Haiwick called for nominations of Vice President.

Motion by Knox and seconded by McCloud to nominate Amy Hoffman as Vice President. The motion passed.

Motion by Semmler and seconded by Stephenson to cease nominations and appoint Amy Hoffman as Vice President. The motion passed.

Motion by Semmler and seconded by Hoffman to authorize and designate the following items: Rodney Freeman as School Attorney, the Highmore Herald as the official legal newspaper, Quoin Financial Bank and Heartland State Bank as the official depository of school funds, the Superintendent and Business Manager as the official purchasing agents for the district, the Business Manager as the custodian of all financial accounts for the district, the Superintendent as custodian of the activity account, designate the Vice President of the Board, who in addition to the President, shall have the authority to countersign checks drawn by the Business Manager, designate the Superintendent and Business Manager as signers of all Federal and/or State programs, authorize the Title I policy, Title I advisory council and authorize Ms. LaMour Gregg as Title I Director and Mr. Cermak for REAP, Grant Vander Vorst as Director of Special Education Program, Grant Vander Vorst as Title IX Coordinator, Janie Pratt as Section 504 Coordinator, Adopt the Indian Policies and Procedures as presented, designate Hyde County Sheriff's office and deputies as Truancy Officers, appoint School Lunch Officer to Paula Haiwick, Approve listing of Contracted Salaries for the 2021-2022 School Year, Authorize Emergency School Bus Assistance Pact, Set rates for mileage, meals, lodging for authorized employees and school board travel rates according to state rates which are as follows: \$0.42 cents per mile (\$0.23 if personal vehicle is used when a school vehicle is available), Breakfast \$6.00, Lunch \$11.00, and Dinner \$15.00 for in-state travel; Breakfast \$10.00, Lunch \$14.00, and Dinner \$21.00 for out of state travel. 2021-2022 listing of Contracted Salaries, benefits not included, was reviewed and are as follows: Certified Staff: Rhonda Baloun- Elementary Teacher, Head Track Coach, \$49,375.00; Amanda Bast - HS English, \$42,600.00; Diane Beastro - Librarian, \$53,142.00; Brita Bergeson - Counselor, NHS Advisor, Student Council Advisor, \$49,279.00; Morgan Bonnicksen - Elementary Teacher, \$43,800.00; Elizabeth Buchholz - Elementary Teacher, Assistant Volleyball Coach - \$44,098.00; Quinton Cermak - 7-12 Principal/Superintendent and Head Football Coach, \$91,965.00; LaMour Gregg - Title I Teacher and Coordinator, \$42,620.00; Shelby Hyde - Art Instructor, Head Volleyball Coach and Visual Arts Advisor, \$48,095.00; Tia Jandreau - JH/HS Special Education Teacher, \$41,550.00; Kayla Kaltenbach - K-12 Music Instructor, Band, Choir, Head Golf Coach, \$49,131.00; Kendall King - Elementary Instructor, \$43,650.00; Jackie Knox - Science Instructor, Science Fair, National Certification, \$49,215.00; Alana Kroeplin - FACS Instructor, FCCLA, Prom Advisor, \$48,967.00; Chantrel LaMont - Elementary Instructor \$50,350.00; Brent Liechti - Secondary Math Instructor, Senior Advisor and NCA Member, \$46,156.00; Brian Marso - Elementary PE/Computer Instructor, HS Weight Training, Head

Cross Country Coach, \$51,569.00; Janie Pratt - Elementary Special Education Teacher, 504 Coordinator \$46,187.00; Cody Rausch – Ag Instructor, FFA Advisor, \$42,640.00; Cody Rausch – Summer Contract, \$4,500.00; Abby Ries – Elementary Instructor, \$41,300.00; Michael Ring - Social Studies Instructor, Athletic Director and Head Girls Basketball Coach, \$61,186.00; Jory Schmidt - Technology Coordinator, Computer, Title, JH PE/Health Instructor, \$53,202.00; Vicki Tibbs-Husted - JH Fine Arts, Personal Finance/Social Studies Instructor, NCA Member, FBLA Advisor, \$51,862.00; Grant Vander Vorst - K-6 Principal/Director of SPED, \$70,000.00; Amy Web, Pre-School Instructor, Assistant Track Coach, \$47,248.00; Mary Wortman - Elementary Instructor, NCA Member, \$52,706.00. Classified Staff: Scarlet Becker - Special Education Teaching Assistant, \$16,898.00; Sonia Bourk – Elementary Title Teaching Assistant, \$16,107.00; Georgette Cermak - Elementary Administrative Assistant, \$27,456.00; Jennifer Farstveet - Business Manager, \$48,500.00; Kelly Hague - Nurse/Special Education Teaching Assistant, \$19,278.00; Deb Ingle - Custodian, \$33,100.00; Marilyn Krick - Special Education Teaching Assistant, \$17,910.00; Jessica Kutz – Part Time Assistant Cook, \$11.65/hour; Samie McCauley - HS Special Education Assistant \$15,530.00; Vicki McQueen – Part Time Custodian, \$11.65/hour; Jessica Sheffield - JH/HS Administrative Assistant, JH Girls Basketball, \$27,421.00; Angela Millar – Head Cook, \$22,792.00; Patty Mills - Assistant Cook, \$17,360.00; Shannon Moser – Special Education Driver, \$14/hour; Becky Palmer - JH Paraprofessional, \$30,090.00; Ryan Sheffield - Head Custodian, Assistant Track, \$41,598.00; Darin Hunter – Driver’s Ed Instructor, \$3,500.00 plus mileage at the rate of \$0.42/mile; Bus Rider/Escort salary - \$10 per trip, \$20 per day. Out of District Coaches/Advisors: Jaxson Brueggeman – Assistant Wrestling Coach, \$2,798.00; Sierra McCloud – Football Cheerleader Advisor, \$1,491.00; Heather McDonnell - Assistant Girls Basketball Coach, \$2,798.00; Scott Pekarek – Head Boys Basketball Coach, \$4,475.00; Cole Hamlin – Assistant Boys Basketball, \$2,798.00; Pam Hamlin - Concession Advisor, \$2,040.00. School Lunch prices for the upcoming school year are as follows: K-12 – FREE (Seamless Summer Option Program) Non-Reimbursable Meals = Lunch prices for K-4 \$2.85, 5-12 \$3.10, Adult (Staff) \$3.80, Adult (Guest) \$4.70, Extra Milk/Juice \$0.25, Seconds Charge - \$1.85. Breakfast prices for K-12 – FREE (Seamless Summer Option Program) Non-Reimbursable Meals = K-12, \$1.85, Adult (Staff), \$2.15 (Breakfast is not available to the outside public). Admission prices for school athletic events and activity tickets are as follows: \$3.00 for K-12 Students and Senior Citizens, \$5.00 for adults. Activity Tickets set at \$20.00 for K-12 Students/Senior Citizens (65 and over) and \$40.00 for Adults; JH/HS Yearbook price was set at \$40 and Elementary Yearbook was set at \$15; Driver’s Education fee set at \$250.00; Substitute pay was set at \$90.00 a day; \$110 per day for long-term sub of 10 days continuance for one teacher; Cook and Custodial Substitutes was set at \$9.50 an hour; Preschool Tuition was set at \$125.00/month, \$75.00 Reduced or Free – qualification based off the Free and Reduced Lunch Application Program; Imprest Account monthly maximum set at \$10,000.00; School Board Meetings were set at 7:00 p.m. on the second Monday of each month in the high school Business classroom. Board salaries were set at \$50.00 plus mileage to regular and quorum meetings with the maximum set by the state at \$75 per meeting and no pay for committee meetings. The motion passed.

Motion by Semmler and seconded by Hoffman to Establish Quorum/Majority of Board for Conducting Board Business as majority of the board members present. The motion passed.

Motion by Knox and seconded by Semmler to approve Board Representatives to the following committees. The motion passed.

Budget Committee – Haiwick, McCloud, Stephenson; Negotiations Committee – Haiwick, Stephenson, Semmler; Building/Grounds Committee – Hoffman, Knox, Stephenson; Curriculum/Accreditation Committee – Haiwick, Semmler; Insurance Committee – Effling, Knox, Stephenson; Athletic Co-op Committee – all board, Effling, Knox, Stephenson; Crisis Management Committee – Hoffman, McCloud; Transportation Committee – Effling, Knox; Wellness Policy Chair – Effling; Policy Committee – Stephenson, Semmler, McCloud; Pre-School Committee – Semmler, Stephenson, Haiwick; Technology Committee – Hoffman, McCloud. The motion passed.

Motion by Knox and seconded by Semmler to approve contract with Cole Hamlin, Assistant Boys Basketball Coach, \$2,798.00; approve contract with Professional Speech Therapists, LLC for tele-therapy speech services for the 2021-2022 school year, Contract Total = \$22,275.00; approve contract with Rachel Oligmueller, SLPA for 2022-2023 school year, \$29,948.00; approve the Highmore-Harrold Special Education Comprehensive Plan. The motion passed.

Motion by Stephenson and seconded by Semmler to amend the bus routes as follows: combine the Harrold and South routes and change the north route to end at the Polo corner with stops along highway 47 as needed. The motion passed.

The Board set their next regular meeting for August 9, 2021 at 7:00 p.m.

Motion by Knox and seconded by Semmler to adjourn at 8:47 p.m. The motion passed.

_____ Jennifer Farstveet, Business Manager

_____ Paula Haiwick, President