

**HIGHMORE-HARROLD SCHOOL DISTRICT 34-2 PROCEEDINGS
JULY 10, 2023**

The Highmore-Harrold Board of Education met in regular session on July 10, 2023 in the Business Classroom at 7:00 p.m. Members Present: Paula Haiwick, Paul Knox, Jim Stephenson, Derek McCloud. Members Absent: Kristi Effling, Amy Hoffman, and Jennifer Semmler. Others Present: Superintendent/Special Education Director - Quinton Cermak, Business Manager – Stacey Hamlin, Mary Ann Morford, Morgan Bonnichsen, Rhonda Baloun, Dusty Mitchell.

President Stephenson called the meeting to order at 7:04 pm and the Pledge of Allegiance was recited at that time.

Motion by Haiwick and seconded by Knox to approve the amended agenda in removing a motion to approve 3rd and final reading of the 2023-24 School Budget and removing a motion to approve propane bid. The motion passed.

Motion by Haiwick and seconded by McCloud to approve the minutes of the June 12, 2023 Board Meeting. The motion passed.

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

JULY PAYROLL: \$189,123.35

JUNE CASH REPORT: General Fund: Beginning Balance: \$921,411.50; Receipts: Local - \$131,338.96, State - \$16,670.00, Federal - \$45,625.00; Disbursements: \$208,388.79; Ending Balance: \$906,656.67; Advance Payment/Petty Cash Asset Accounts - \$7,467.72; Total Cash Account: \$914,124.39. Capital Outlay Fund: Beginning Balance: \$2,453,205.59; Receipts: Local - \$69,093.65; Disbursements: \$2,433.93; Ending Balance: \$2,519,865.31; Certificates of Deposit: \$1,439,811.44; Total Cash Account: \$3,959,676.75. Special Education Fund: Beginning Balance: \$821,478.09; Receipts: Local - \$37,713.40, Federal - \$20,727.00; Disbursements: \$46,331.77; Ending Balance: \$833,586.72; Certificates of Deposit: \$510,188.56; Total Cash Account: \$1,343,775.28. 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: \$72,186.13; Receipts: Local – (\$330.60), State - \$302.80, Federal - \$12,446.73, Credits - \$123.91; Disbursements: \$5,534.84; Ending Balance: \$71,820.04; Advance Payments - \$3,433.95; Total Cash Account - \$75,253.99. Internal Fund: Beginning Balance: \$18,722.22; Receipts: Local - \$550.00; Federal - \$0.00; Transfer In (from General Fund) - \$10,000.00; Disbursements: \$6,301.79; Ending Balance: \$22,970.43.

Board Report-10003

FUND: GENERAL FUND

AMAZON CAPITOL SERVICES	Supplies	59.94
ARAMARK	Mop/Laundry	49.02
ASBSD WORKMAN'S COMP FUND	WORKMAN'S COMP - FY24	9,683.00
ASBSD	FY24 Dues	968.77
Buchholz, Elizabeth	House Deposit Reimbursement	450.00
CAPITAL AREA REFUSE, LLC	Garbage (July)	41.81
CENTURY BUSINESS PRODUCTS, INC	Copier Maintenance	498.23
CITY OF HIGHMORE	Utilities	62.78
	Utilities	215.38
COLE PAPERS, INC.	Supplies	276.95

DAKOTA SUPPLY GROUP	Supplies	1,054.92
DAYS INN	State Golf Rooms	186.00
HIGH SCHOOL ACTIVITY FUND	State Golf Dues	110.00
	HeartStart AED Pads	525.00
	Reimburse G. Cermak - Postage	21.84
	Region Track Dues - HHS	229.86
HIGHMORE HERALD, THE	Proceedings/Ads	838.03
HILLYARD/SIOUX FALLS	Supplies	3,903.05
HOMESTEAD BUILDING SUPPLY, INC.	Supplies	71.55
KAISER'S WELDING, INC.	Supplies	66.54
LAKESHORE LEARNING MATERIALS	Supplies	98.88
LINDE GAS & EQUIPMENT INC.	Vo Ag	83.71
LODGE AT DEADWOOD, THE	Principal Conference	298.00
MCGRAW HILL, LLC	Workbooks	302.42
MCLEOD'S PRINTING	Checks	164.09
NASSP	NHA Membership	385.00
NORTHWESTERN ENERGY	Electricity	85.62
	Electricity	4,543.98
PETTY CASH - POSTAGE	Postage	46.81
SAVVAS LEARNING COMPANY LLC	Workbooks	1,099.43
SASD	Dues	1,417.00
SD DEPARTMENT OF HEALTH	Health Services	700.00
SDACTE	Registration (AK)	480.00
VENTURE COMMUNICATIONS	Telephone	189.62
WEX BANK	Motor Fuel	364.24
WILLOW CREEK STEAKHOUSE, LLC	Motor Fuel	48.62

GENERAL FUND TOTAL **29,620.09**

FUND: CAPITAL OUTLAY

BYTESPEED, LLC	Monitor	279.00
CENTURY BUSINESS PRODUCTS, INC	Copier Lease	480.02
GRAVES IT SOLUTIONS	FY24 Contract	3,000.00
GRIND FITNESS	Half Rack/Attachments - Miller Donation	1,421.93
HIGHMORE GOLF COURSE	Golf Course Rent	500.00
HOUGHTON MIFFLIN GRT SOURCE	Software	2,160.00
HOUGHTON MIFFLIN GRT SOURCE	Textbooks (Grade K-1)	3,415.31
HUDL	Sports Equipment	4,247.00
INFINITE CAMPUS	Licensing Fees	1,133.10
IXL LEARNING	Software	4,658.00
MCGRAW HILL, LLC	Reading Series	319.63
RAMSEY SOLUTIONS	Computer Licensing Fees	3,582.00
RAMSEY SOLUTIONS	Textbooks	749.75
SAVVAS LEARNING COMPANY LLC	Printed Textbooks	28,250.80
SHI INTERNATIONAL CORP.	Software	1,836.00
SOFTWARE UNLIMITED,INC	Software License	8,071.00
TURNITIN	Software - Instructional	1,370.00

CAPITAL OUTLAY TOTAL **65,473.54**

FUND: SPECIAL EDUCATION

ASBSD WORKMAN'S COMP FUND	WORKMAN'S COMP - FY24	325.00
HAND COUNTY MEMORIAL HOSPITAL	PT	352.00
	OT	400.00
HIGH SCHOOL ACTIVITY FUND	Sperro Subscription - Special Ed.	25.00
SUPER DUPER PUBLICATIONS	Speech Supplies	297.63

SPECIAL EDUCATION TOTAL **1,399.63**

FUND: FOOD SERVICE

ARAMARK	Mop/Laundry	12.25
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ASBSD WORKMAN'S COMP FUND	WORKMAN'S COMP - FY24	1,200.00
	<u>FOOD SERVICE TOTAL</u>	1,212.25
<u>FUND: INTERNAL</u>		
AMAZON CAPITOL SERVICES	Supplies	135.94
LAKESHORE LEARNING MATERIALS	Supplies	204.60
WEX BANK	Motor Fuel	51.36
	<u>INTERNAL TOTAL</u>	391.90
	JULY TOTAL INVOICES	98,097.41

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

Public Input

- Dusty Mitchell inquired upon distance learning days on snow days, attendance estimates this last school year, why the school doors by the elementary cannot be open during the morning drop-off, if there is a job duty list provided to the administrative assistant, and why our school cannot host one football game a year and where the insurance money went to rebuild the football field. A discussion may be held later this fall regarding distance learning days, but administration will look at the data they’ve compiled from the survey that went out last winter to see a general consensus. Attendance rates sat at about 95-96%. The school does not have anyone to monitor the school doors by the elementary, so students are to go to the high school door or the gym door. Board Policy states students are to stay in the school gym till 8:10. There is a job duty list for the administrative assistant position. We do not currently host one football game a year as we do not have a stadium to support a game. The insurance money the school collected from the football field sits in the Capital Outlay fund and was ear-marked to create a major project to replace it. The school continues to place bids for the track to be built but have yet to receive quality bidders to complete the project.

Superintendent/High School Principal’s Report

- Track Project 2024: Superintendent met with the City Council. They were in agreeance with looping the new lights for the ballpark into the new track project.
- Weight Room Project 2023: Last Summer, the Rustler Football team did a golf tournament in Miller. They decided to donate \$1,000 to the Highmore-Harrold School’s weight room. As a result, Highmore-Harrold has decided to match the \$1,000 to add to the weight room. New racks with attachments have been added to the weight room. Bumper plates will be added as well.
- Open Positions:
 - K-12 Special Education Aide – open until filled;
 - 7-12 Special Education Teacher – open until filled;
 - Concessions – open until filled;
 - Junior High Boy’s Basketball Coach – open until filled.
- Custodians are busy with getting classrooms cleaned for the new year. Supplies are being ordered for our staff. School gym will be closed starting Thursday, July 13, for a total of ten days to be resurfaced.

Business Manager’s Report

- PreK/Driver’s Ed Report: At this time, Business Manager Hamlin presented a review of expenditures vs. revenues for our preschool program and our driver’s education program. The school district funded \$13,124.88 to the preschool program. Last fiscal year, the district funded

the preschool program by \$35,818.84. The district funded \$873.47 to driver's ed program. Last year we funded \$339.67 to the program, however 4 more students participated last year. The Highmore-Harold School will again participate in a junior kindergarten program this year and will help offset the costs needed to fund the program as junior kindergarten students will be placed in the formula for state funding.

- We have not received grant award notification for the Small Rural Achievement Grant yet. Therefore, we will have to hold off on approving our school budget until numbers are set.
- Business Manager Hamlin has implemented new software for the upcoming school year for our staff members. Through the new online portal, staff can request their time off electronically, view their W2/1095's, view their check history in both payroll and reimbursement compensation they have received. Staff will be able to view their classroom supplies budget and if they are an advisor to any extracurriculars or sports, they will be able to view reports of their fundraising (Trust & Agency) account activity. The online portal has the option to submit their yearly requisitions, however we have not fully set this option up yet. Business Manager Hamlin will be attending training in Sioux Falls on Friday, July 21st, to gain additional guidance for a seamless rollout to our staff. This will help alleviate some of the time our Administration spends doing manual paperwork processing and will help give teachers instant access to questions they may have for time off and account balances. Our 12-month staff has been trained in on the system and the remaining staff members will be trained at our teacher in-service day on August 21st.

The third reading of the 2023-2024 School Budget was held at this time.

Old Business:

Motion by Haiwick and seconded by McCloud to approve one-time extra duty compensation pay of \$1,000 for taking on additional job duties at the end of the 2022-2023 school year to the Business Manager and Administrative Assistant. The motion passed.

Reorganization of the Board:

At this time, it was noted that Jennifer Semmler and Amy Hoffman ran unopposed and have been appointed to a 3-year term. Dusty Mitchell ran unopposed to replace the seat of Paul Knox and has been appointed for a 2-year term. Kristi Effling has been appointed to a 1-year term due to no eligible school district residents filing a petition for her seat. An annual election was not conducted because there was not a contested vacancy on the school board.

Business Manager Hamlin administered the Oath of Office to Dusty Mitchell. Kristi Effling, Jennifer Semmler, and Amy Hoffman were absent, resulting in their Oath of Office to be conducted at the August meeting.

Superintendent Cermak called for nominations of President.

Motion by Haiwick and seconded by McCloud to nominate Jim Stephenson as President. The motion passed.

Motion by Haiwick and seconded by McCloud to cease nominations and appoint Jim Stephenson as President. The motion passed.

President Stephenson called for nominations of Vice President.

Motion by Stephenson and seconded by McCloud to nominate Paula Haiwick as Vice President. The motion passed.

Motion by Stephenson and seconded by McCloud to cease nominations and appoint Paula Haiwick as Vice President. The motion passed.

New Business:

(A-Z)

Motion by Haiwick and seconded by Mitchell 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, 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 Mrs. LaMour Kruger as Title I Director and Mr. Cermak for REAP, Quinton Cermak as Director of Special Education Program, Cory Lambley as Title IX Coordinator, Janie Pratt as Section 504 Coordinator, Approve District Special Education Comprehensive Plan, 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 2023-2024 School Year; 2023-2024 listing of Contracted Salaries, benefits not included, was reviewed and are as follows: Certified Staff: Beth Aasby – Elementary Teacher, \$49,809.00; Rhonda Baloun-Elementary Teacher, Head Track Coach, \$53,792.00, Virtual Learning Extra Duty Pay, \$39.50/day; Amanda Bast - HS English, Hisodak, \$48,848.00; Diane Beastron – Librarian, \$57,999.00; Brita Bergeson - Counselor, JH Teacher, NHS Advisor, \$52,880.00; Morgan Bonnichsen - Elementary Teacher, \$48,713.00; Quinton Cermak – Superintendent/SPED Director, \$94,684.00; Stephanie Huber - Elementary Teacher, Junior High Volleyball Coach - \$49,771.00; Shelby Hyde - Art Instructor, Head Volleyball Coach and Visual Arts Advisor, \$52,377.00; Kayla Kaltenbach - K-12 Music Instructor, Vocal Advisor, Head Golf Coach, \$52,693.00; Kendall King - Elementary Instructor, Elementary Yearbook, \$47,854.00, Summer School Teacher, \$2,100; Jackie Knox - Science Instructor, Science Fair, National Certification, HOSA, \$54,725.00; Alana Kroeplin - FACS Instructor, FCCLA, Prom Advisor, \$53,351.00; LaMour Kruger – Title I Teacher and Coordinator, \$46,930.00; Chantrel LaMont - Elementary Instructor \$54,952.00; Brent Liechti - Secondary Math Instructor, Senior Advisor and NCA Member, \$50,324.00; Brian Marso - Elementary PE/Computer Instructor, HS Weight Training, Head Cross Country Coach, \$56,220.00; Becky Palmer - JH Math and Science, Science Fair, Student Council Advisor, \$44,768.00, Driver's Ed Instructor, \$3,500; Janie Pratt - Elementary Special Education Teacher, 504 Coordinator \$50,396.00; Michael Ring - Social Studies Instructor, Athletic Director and Head Girls Basketball Coach, \$66,547.00; Jory Schmidt - Technology Coordinator, Computer, Title, JH PE/Health Instructor, \$58,547.00; Vicki Tibbs-Husted - JH Fine Arts, Personal Finance/Social Studies Instructor, NCA Member, FBLA Advisor, \$56,525.00; Cory Lambley - PreK-12 Principal, \$69,550.00; Amy Web, Pre-School Instructor, Junior Kindergarten Instructor, Assistant Track Coach, \$51,507.00; Mary Wortman - Elementary Instructor, NCA Member, \$57,492.00, Summer School Teacher, \$2,100. Classified Staff: Scarlet Becker - Special Education Teaching Assistant, \$19,100.00; Jillian Bosma – Special Education Teaching Assistant, \$29,691.00, Special Education Extended School Year Teacher Aide, \$2,880; Sonia Bourk – Elementary Title Teaching Assistant, \$19,886.00; Georgette Cermak - Administrative Assistant, \$35,835.00; Kelly Hague - Nurse/Special Education Teaching Assistant, \$21,265.00; Stacey Hamlin - Business Manager, \$54,570.00; Deb Ingle - Custodian, \$36,480.00; Marilyn Krick - Special Education Teaching Assistant, \$19,801.00; Jessica Kutz – Assistant Cook, \$17,735.00; Rachel Letsche – Speech Language Pathologist Assistant, \$32,044.00, Special Education Extended School Year Speech Language Pathologist Assistant, \$840; Samie McCauley - HS Special Education Assistant

\$19,100.00; Vicki McQueen – Part Time Custodian and Food Service Assistant, \$14.00/hour; Angela Millar – Head Cook, \$25,175.00; Ryan Sheffield - Head Custodian, Assistant Track, \$45,574.00; Deb Cermak – Part Time Special Education Medical Care Staff, \$35/hour; Gene Luze – Part Time Special Education Medical Care Staff, \$35/hour; Bus Rider/Escort salary - \$10 per trip, \$20 per day. Out of District Coaches/Advisors: Jaxson Brueggeman – Assistant Wrestling Coach, \$2,994.00; Cole Hamlin – Assistant Boy’s Basketball Coach, \$2,994.00; Clay Knox – Assistant Football Coach, \$2,994.00; Sierra McCloud – Football Cheerleader Advisor, BBB Cheerleader Advisor, \$3,190.00; Kacie McCauley – Assistant Volleyball Coach, \$2,994.00; Heather McDonnell - Assistant Girls Basketball Coach, \$2,994.00; Scott Pekarek – Head Boys Basketball Coach, \$4,788.00. Authorize Emergency School Bus Assistance Pact, set price for bus rider salary at \$10/trip or \$20/day, set rates for mileage, meals, lodging for authorized employees and school board travel rates according to state rates which are as follows: \$0.51 cents per mile (\$0.28 if personal vehicle is used when a school vehicle is available), Breakfast \$6.00, Lunch \$14.00, and Dinner \$20.00 for in-state travel; Breakfast \$10.00, Lunch \$18.00, and Dinner \$28.00 for out of state travel. School Lunch prices for the upcoming school year are as follows: Lunch prices for K-6 \$3.10; 7-12 \$3.25; Adult (Staff) \$4.85; Adult (Guest) \$5.25; Extra Milk/Juice \$0.30; Seconds Charge - \$2.00. Breakfast prices for K-12 \$2.00; Adult (Staff) \$2.67; 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 \$45; Driver’s Education fee set at \$275.00; Substitute pay was set at \$100.00 a day; \$120 per day for long-term sub of 10 days continuance for one teacher; Cook and Custodial Substitutes was set at \$11.00 an hour; Preschool Tuition was set at \$150.00/month, \$100.00 Reduced or \$50 Free – qualification is 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; establish Quorum/Majority of Board for Conducting Board Business as majority of the board members present. The motion passed.

(AA)

Motion by Haiwick and seconded by McCloud to table 1-12 Board Representatives to the following committees due to only having a quorum instead of full board members present at the meeting. The motion passed.

New Business:

Motion by Haiwick and seconded by McCloud to approve SDHSAA Run-off Ballots for Division I Representative to Ryan Rollinger, Harrisburg High School and Division III Representative Jeff Sheehan, Hamlin High School; approve bid for Food Service with Performance Food Service; approve Football Volunteer contracts with Cole Hamlin, Lane Fawcett, and Kelly Tvedt. The motion passed.

The Board set their next regular meeting for August 14, 2023 at 7:00 p.m.

Motion by Haiwick and seconded by McCloud to adjourn at 7:56 p.m. The motion passed.

_____ Stacey Hamlin, Business Manager

_____ Jim Stephenson, Board President