

SCHOOL BOARD MEETING

Wednesday, September 6, 2017

The School Board of the Sioux Falls School District 49-5 of Minnehaha County, South Dakota, was called into session for the annual meeting, pursuant to due notice, on Wednesday, September 6, 2017 at 4:00 pm in the Instructional Planning Center, 201 East 38th Street, Sioux Falls, South Dakota, with the following members present: Cynthia H. Mickelson, Carly R. Reiter, Todd Thielke, Vice President Kent Alberty, and President Kate Parker. Absent: None.

Action ST00233

A motion was made by Todd Thielke and seconded by Kent Alberty, five (5) votes “yes” on roll call, **approving the minutes of a meeting** held on August 2, 2017 which were furnished to the Sioux Falls Argus Leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00234

A motion was made by Cynthia H. Mickelson and seconded by Carly R. Reiter, five (5) votes “yes” on roll call, **approving the agenda** as presented.

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President Parker asked about any conflicts of interest. None were brought forward.

Action ST00235

A motion was made by Kent Alberty and seconded by Todd Thielke, five (5) votes “yes” on roll call, **approving Item A through E on the consent agenda** as follows:

A. **Approving the Authorizations and Ratifications, as follows:**

A.1. **Disposal of School District Property**

Authorizing the disposal of surplus property by distributing to children or giving to a nonprofit benevolent organization for their use and/or disposal, to sell at private sale, public auction, or sealed bids or to dispose of, in accordance with SDCL §6-13-1, as follows:

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	Epson 450WI Projector (Asset 7749)	Southeast	Kelly Molstad Amanda Bormann Cindy Roller	\$0	2018-ST0005

A1. Disposal of Surplus Property (continued)

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
b.	2 - Epson PL826W Projector, HP Color Laser Jet 3800 Printer, Sony CCD TRV118 Camcorder, 23 – Dell Optiplex 760 Desktops, Dell 755 Optiplex Desktop	Southeast	Keith Wagner Amanda Bormann Kelly Molstad	\$-0-	2018-ST0006
c.	2 – Rotary SP0A9-200 Lifts (Assets 6228, 6229), Rotary SP012E Lift (Asset 6230)	Southeast	Pat Amor Michael Whalen Lon Hird	\$-0-	2018-ST0007
d.	Refrigerator - Frostman	Southeast	Lon Hird Michael Whalen Shaina Johnson	\$-0-	2018-ST0008
e.	HP Design Jet 430 Printer	Southeast	Lon Hird Michael Whalen Shaina Johnson	\$100	2018-ST0009
f.	2 - Panasonic VCR, Panasonic Computer Display, Okidata Microline 182 Printer, Televideo Keyboard, Televideo Monitor	Southeast	Lon Hird Michael Whalen Shaina Johnson	\$0	2018-ST0010
g.	Magnabyte MXE, Cassette Recorder, 2 -Panasonic VCR, Sanyo Cash Registers, Sony VHS Recorder	Southeast	Lon Hird Michael Whalen Shaina Johnson	\$0	2018-ST0011
h.	JVC Blue Ray Player, Colt 200 Blue Print Machine, 3 – RCA TV's	Southeast	Lon Hird Michael Whalen Shaina Johnson	\$0	2018-ST0012

A2. Approval of Contracts

Authorizing the President and Vice President, Finance/Operations to enter into and execute contracts, for and on behalf of the Southeast Technical Institute, as follows:

Item No.	Contract Number	Contractor	Project	Cost
a.	18-003Southeast, TJN	SD Community Foundation	Build Dakota Scholarship Program – Assignment of Student Agreements	\$166,585.42
b.	18-004Southeast, TJN	Strategic Planning Online	Strategic Planning and Assessment Software	\$15,000.00

A3. Approval of Memorandum of Understanding

Approving the Memorandum of Understanding between Southeast Technical Institute and Lutheran Social Services of South Dakota as it pertains the U.S. Department of Health and Human Services, Office of Refugee Resettlement, Refugee Career Pathways grant for which Lutheran Social Services of South Dakota is applying.

- B. Accepting the **Consolidated Report of Trust and Agency Funds** of September 6, 2017 and stating for the record that as of August 2, 2017, receipts total \$5,053,120.88 and disbursements total \$2,219,899.22 (see MRF #ST188).
- C. Approving the **Vice President of Finance and Operation’s Report** of September 6, 2017 in accordance with the SDCL §13-8-35 (see MRF #ST189) and directing that detailed statement of receipts and balances on hand, as of May 31, 2017, be published as part of these minutes, in accordance with SDCL §13-8-3.
- D. **Approving financial transactions** of Southeast Tech (see MRF#ST190).
- E. **Accepting the Southeast Tech Personnel Report**, as follows:
 - E1. **RESIGNATIONS.** Accepting the resignation of School District Personnel as of the effective date indicated, the personnel having been previously employed by Board Action, as follows:

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Clerical, Class III, 12 Month, full-time		
Woessner, Cynthia *	Finance	10-25-17
Custodial/Maintenance, 12 Month, full-time		
Harrington, Lyndon *	Manager	09-29-17
Federal Work Study, part-time		
VandenTop, Kathryn	Bookstore	08-18-17
Other Help, part-time		
Kaas, Vicki	Food Service	08-25-17
Miller, April	Program Asst	08-23-17

*Retirement

E.2. **CHANGE OF STATUS**

<u>Name</u>	<u>Delete</u>	<u>Add</u>
Custodial/Maintenance, 12 Month, full-time, per hour		
Johnson, Troy	Groundskeeper, 1.0 FTE, Level K, Step 9, \$18.76 per hour	Custodian-Engineer, 1.0 FTE, Level L, Step 9, \$20.96 per hour, Effec. 08-14-17

E3. EMPLOYMENT RECOMMENDATIONS

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Actual Pay</u>	
Clerical, Class III, 12 Month, full-time, per hour				
Farrell, Katie	Nursing, Level K, Step 1	08-07-17	\$17.25	
Employment Contract, 210 Day, full-time, per annual				
Kilmer, Cyrena	Food Svc, Asst Mgr, Level D, Step 7	08-21-17	\$30,950.37	
Syverson, Paul	Academics, Simulator Tech, Level G, Step 8, 176 days prorated	08-28-17	\$36,056.78	
Federal Work Study, per hour				
Andre, Cole	IT Helpdesk, Student Tech	08-10-17	\$10.00	
Finstad, Joshua	Student Success	07-25-17	10.00	
Zeck, Regan	Scarborough Center	08-28-17	10.00	
Instructor, part-time, per hour				
Johnson, Shaina	Corp Ed, Welding	07-31-17	\$33.40	
Instructor, substitute, per hour				
Klessen, Rosemary	Digital Media Prod	08-15-17	\$35.00	
Lewis, Nancy	Health Core	08-14-17	\$35.00	
Other Help, part-time, per hour				
Buller, Patricia	Program Asst	08-17-17	\$11.00	
Hofer, Jacob	IT Helpdesk, Support Tech	08-08-17	13.00	
Kaas, Vicki	Food Service	08-24-17	11.00	
Miller, April	Program Asst	08-03-17	11.00	
Specialist, part-time, per hour				
Heald, David	Automotive Tech	07-20-17	\$25.25	
Student Help, part-time, per hour				
Fischer, Sara	Scarborough Center	08-21-17	\$10.00	
Karrels, James	Admissions	09-05-17	10.00	
Learn, Samantha	Admissions	09-05-17	10.00	
Noble, Caleb	IT Helpdesk, Student Tech	08-10-17	10.00	
Perkinson, Emma	Scarborough Center	08-21-17	10.00	
Riedel, Steven	IT Helpdesk, Student Tech	08-10-17	10.00	
Student Tutor, part-time, per hour				
Saign, Jonathan	Health, Science, & Math	09-01-17	\$10.00	
Stoesz, Elijah	CIS, Business, & Gen Ed	08-31-17	10.00	
Adjunct Instructor, 2017 Summer Session, Addendum to Lump Sum Budget				
Peterson, Brett	Nuclear Med	07-01-17	\$900.00	\$1,350.00

Action ST00236

Andy Kibbe - Phlebotomy Advisor, Sherri Post – CNA Faculty and Deb Cummings – Pharmacy Technician Faculty presented the Program Overview Report (see MRF #ST191). These programs provide an entry into the health care environment in a short amount of time. The Phlebotomy program offers a one-year diploma with career opportunities to include working in hospitals, specialized health facilities, clinics, laboratories and outpatient care centers. The Certified Nursing Assistant (CNA) program awards a certificate and provides a solid background in the patient care area. The Pharmacy Technician program offers a one-year diploma with career opportunities working for compounding pharmacies, hospitals, home infusion, insurance companies, inventory pharmacies, mail order pharmacies, radiation pharmacies, research centers or retail pharmacies.

Following general discussion, a motion was made by Todd Thaelke and seconded by Carly R. Reiter, five (5) votes “yes” on roll call, **acknowledging the Academic Program – Pharmacy, Phlebotomy and Certified Nursing Assistant – Overview Report.**

Action ST00237

Jacque Danielson, Interim Director of Admissions and Kristie Vortherms, Registrar, presented the Fall 2017 Enrollment Update Report (see MRF #ST192). While final enrollment numbers will not be available until September 8, 2017, overall Southeast Tech enrollments for Fall 2017 are expected to be five percent or more above the enrollment numbers for Fall 2016. Estimated final numbers will be posted next week prior to the board meeting as soon as they are available. In Fall 2016, Southeast Tech set its goal to increase brand new students to the institute to reach 850 for Fall 2017, an increase of 5.3 percent from Fall 2016. The institute will exceed this goal with numbers to be presented at the Board meeting.

Over the past year, Southeast Tech has implemented the following to help meet new student enrollment goals:

1. Streamlined entrance requirement process, eliminating previous barriers to acceptance
2. Increased communications with prospective students through the Institute’s JRM software
3. Stronger relationships with area high schools
4. Increased opportunities for students to visit the campus
5. Implemented Academic Advisement and Registration (AAR) Days to connect students with faculty during the registration process
6. Weekly scheduled tours and increased use of students as tour guides and outreach to prospective students, including calling students directly to build relationships

To continue to meet industry needs, Southeast Tech Admissions will build on this year’s success by developing ways to personalize each student’s admissions journey, increase connections to regional high schools, improve AAR days, and increase and improve prospective student communications.

Following general discussion, a motion was made by Todd Thaelke and seconded by Carly R. Reiter, five (5) votes “yes” on roll call, **acknowledging the Fall 2017 Enrollment Update Report.**

Action ST00238

Rich Kluin, Vice President of Finance and Operations presented the FY17 Financial Wrap Up (see MRF #193 and Action ST00147, adopted 09-07-16). Mr. Kluin reported that revenues in the post-secondary vocational fund came in at 99.62 percent of budget. Actual expenditures were less than budgeted as well, coming in at 98.03 percent of FY17 budget.

Mr. Kluin also reported on the Southeast Technical Institute enterprise funds. Within the Bookstore Fund, revenues were more than the budgeted amount coming in at 102.35 percent of budget and expenditures coming in less than budgeted amounts at 94.41 percent of budget. Mr. Kluin reported on the Food Service Fund, revenues coming in at 27.79 percent of budget and expenditures coming in at 59.70 percent of budget. Childcare Fund revenues were 94.52 percent of budget and related expenditures were 96.00 percent of budget. Mr. Kluin also reported that the Training Solutions Fund was closed out to the Post-Secondary fund and only select operations of Training solutions will be accounted for in the Post-Secondary fund going forward.

Following general discussion, a motion was made by Kent Alberty and seconded by Todd Thaelke, five (5) votes “yes” on roll call, **acknowledging the FY17 Financial Wrap Up** as presented.

Action ST00239

A motion was made by Kent Alberty and seconded by Todd Thaelke, five (5) votes “yes” on roll call, **approving the review of and/or revision of Southeast Tech policies/regulations** (see MRF#ST194), as follows:

- Policy DKC/STI DKC-R/STI - Expense Authorization/Reimbursement**
- Policy EBCE/STI EBCE-R/STI - Closings and Cancellations**
- Policy GBEB/STI - Code of Conduct**
- Policy GBEC/STI GBEC-R/STI - Drug-Free Work Place**
- Policy GBECB/STI GBECB-R/STI - Alcohol-Free Work Place**
- Policy GBEG/STI - Searches of Employee Personal Property and STI Owned/Provided Property**
- Policy GCCAC/STI GCCAC-R/STI - Family and Medical Leave**

Action ST00240

A motion was made by Kent Alberty and seconded by Todd Thaelke, five (5) votes “yes” on roll call, **acknowledging the first reading of Policy GB/STI – Working Agreements as Policy/Recognition of Bargaining Units** (see MRF#ST195) with the understanding that it will return for second reading on the agenda of the School Board meeting to be held October 4, 2017.

continued

Wednesday, September 6, 2017

Action ST00241

On motion by Kent Alberty and seconded by Todd Thoelke, five (5) votes "yes" on roll call, the School board **adjourned** at 4:47 pm.

KATE PARKER
Presiding Officer

TODD VIK
Business Manager