

SCHOOL BOARD MEETING

Monday, July 13, 2015

The School Board of the Sioux Falls School District 49-5 of Minnehaha County, South Dakota, was called into regular session, pursuant to due notice, on Monday, July 13, 2015 at 6:15 p.m. in the Instructional Planning Center, 201 East 38th Street, Sioux Falls, South Dakota, with the following members present: Douglas C. Morrison, Kate Parker, Carly Reiter, Vice President Todd Thoele and President Kent Alberty. Absent: None. Jeffrey Holcomb, President of Southeast Tech, and Rich Kluin, Vice President of Finance and Operations, were also present.

Action ST00047

A motion was made by Todd Thoele and seconded by Doug Morrison, five (5) votes “yes” on roll call, **approving the minutes of a meeting** held on June 3, 2015, which were furnished to the Sioux Falls Argus Leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00048

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

Action ST00049

A motion was made by Kate Parker and seconded by Doug Morrison, five (5) votes “yes” on roll call, **approving Items A through E of the consent agenda**, as follows:

A. Authorizations and Ratifications

1. Southeast Tech Agreements.

Authorizing the President of Southeast Tech to execute agreements, for and on behalf of the District, between medical institutions for clinicals for health programs, “early out agreements” between Southeast Tech, businesses, and students, and articulation agreements.

Authorizing the Vice President of Finance at Southeast Tech to execute any and all agreements, on behalf of Southeast Tech, for goods and services of less than \$15,000; and further authorizing the Vice President to approve the Consolidated Report of Trust and Agency Funds for Southeast Tech and finally authorizing the Vice President of Finance at Southeast Tech to prepare and present the Finance Report and Finance Officer’s Monthly Report of Funds to the School Board.

2. Southeast Tech Certification of Requisition. Authorizing the Vice President of Finance at Southeast Tech to execute South Dakota Health and Educational

Facilities Authority Vocational Educational Program Revenue Bonds, Series 2015C Certification of Requisitions requesting payment or reimbursement from the Project Fund held and disbursed by The First National Bank in Sioux Falls, as Trustee.

3. **Grant Application Approval.** Authorizing staff of Southeast Tech to apply for grants as follows:

\$1,000 and less	Southeast Tech Administrators may sign and send application (grant funds, if awarded, to be deposited into and expended from trust and agency account)
\$1,001 - \$15,000	Southeast Tech Staff must send to the Southeast Tech Vice President of Finance for signature and Southeast Tech President for approval and mailing (grant funds, if awarded, to be deposited into the Post-Secondary Vocational Fund and expensed by program according to established purchasing procedures; a supplemental budget will be written for these funds.
\$15,001 and more	Southeast Tech Staff must send to the Southeast Tech President for signature and School Board approval before mailing application (grant funds, if awarded, to be deposited into the Post-Secondary Vocational Fund and expenses by the program according to established purchasing procedures; a supplemental budget will written for these funds.

with the understanding that procedures established under Policy/Regulation DIA/STI, DIA-R/STI and Policy/Regulation DJ/STI and DJ-R/STI will be followed.

4. Tuition and Fees for Southeast Tech.

<u>Fee Type</u>	<u>Amount</u>
Local Fees	\$75.00 per credit hour
State Fees	\$36.00 per credit hour
Tuition	\$109.00 per credit hour
Online Courses	\$50.00 per credit hour
Laptop (Conditional Sales Agreement)-Macintosh	\$2,730.00 one-time fee
Laptop (Conditional Sales Agreement)-PC Advanced	\$1,490.00 one-time fee
Laptop (Conditional Sales Agreement)-PC Base	\$990.00 one-time fee
Help Desk Support Fee-Student Provided Laptops	\$50.00 per hour
Matriculation Fee	\$75.00 one-time fee

4. Tuition and Fees for Southeast Tech (continued)

Scarborough Center Fees

Full Time (0 – 2 years) – Standard	\$175.00 per week
Full Time (3+ years) – Standard	\$155.00 per week
Part Time (0 – 2 years) – Standard	\$143.00 per week
Part Time (3+ years) - Standard	\$127.00 per week
Hourly	\$5.20 per hour

Training Solutions Institute Fees

Customized Classes (per course)	\$0 - \$950
Computer (per course)	\$80 - \$200
Computer Certification	\$1,200 - \$11,000
Truck Driving (per course)	\$995 - \$3,800
Applicant-Based Workshops (per course)	\$50 - \$1,200
Floral Design	\$600
Welding (per course)	\$450 - \$7,000
Welding Certification	\$300 - \$2,000

5. Regular Payments for Flow-through Funds.

a. Authorizing the President of Southeast Tech and the Vice President of Finance and Operations, Southeast Tech, to facilitate payment of fees from the Southeast Tech Trust and Agency Fund for FY16, as follows:

- | | |
|---|-------------------------------------|
| 1. First National Bank in Sioux Falls | Facility Fees |
| 2. South Dakota Department of Education | Maintenance & Repair Fees |
| 3. South Dakota Department of Revenue | Sales Tax |
| 4. Southeast Tech Foundation | Rent Receipts-Security Deposits |
| 5. Electronic Fund Transfers | Tuition |
| 6. Sioux Falls School District | Reimbursements/Transfers |
| 7. Board of Regents | General Education Articulation Fees |

b. Authorizing the Treasurers to issue payments from the building Trust and Agency Funds to the Sioux Falls School District to reimburse the District.

With the understanding that the claims for the payment of fees and/or District invoices shall be forwarded to the Business Manager of the School District for review and approval; with the understanding that the payments from the Trust and Agency Funds will appear in a subsequent Supplemental Budget.

6. Southeast Tech – Building Rental Rates. Approving Southeast Tech building rental rates as follows:

<u>Schedule A</u> Monday – Friday 7:00 a.m. – 10:00 p.m.			
	Category 1	Category 2	Category 3
Classroom (max cap. 30)	No charge*	\$35 / hr*	\$70 / hr*
Large Classroom (max cap. 40)	No charge*	\$50 / hr*	\$100 / hr*
HC257, MC101, Commons	No charge*	\$75 / hr*	\$150 / hr*
Technology Fee (Southeast Tech staff assistance with Lessee's technology needs)	\$35 / hr	\$35 / hr	\$35 / hr
Computer setup fees – base (in addition to cost per device)	\$100	\$100	\$100
Computer setup fees – cost per device (in addition to base charge)	\$10 / device	\$10 / device	\$10 / device

<u>Schedule B</u> Saturday - Sunday 8:00 a.m. – 6:00 p.m.			
	Category 1	Category 2	Category 3
Classroom (max cap. 30)	\$50 / hr*	\$75 / hr*	\$125 / hr*
Large Classroom (max cap. 40)	\$50 / hr*	\$100 / hr*	\$150 / hr*
HC257, MC101, Commons	\$50 / hr**	\$125 / hr*	\$200 / hr*
Technology Fee (Southeast Tech staff assistance with Lessee's technology needs)	\$70 / hr	\$70 / hr	\$70 / hr
Computer setup fees – base (in addition to cost per device)	\$100	\$100	\$100
Computer setup fees – cost per device (in addition to base charge)	\$20 / device	\$20 / device	\$20 / device

4. Southeast Tech – Building Rental Rates (continued)

Fees are determined based on the following categories:

Category 1	Category 2	Category 3
<p>Events with no admission fee during regular custodial hours.</p> <ul style="list-style-type: none"> ▪ Youth Organizations ▪ Adult Recreation ▪ Non-Profit Groups ▪ Government Entities (Local, County or State) 	<p>Events for which an admission fee is charged.</p> <p>Events scheduled outside of regular custodial hours (with or without admission fee).</p> <p>Events held as fundraisers.</p> <p>Other Events, including:</p> <ul style="list-style-type: none"> ▪ Youth Organizations ▪ Adult Recreation ▪ Non-Profit Groups ▪ Government Entities (Local, County, or State) ▪ Colleges (private) ▪ Churches – all events, including regular services 	<p>Commercial activities</p> <ul style="list-style-type: none"> ▪ For Profit Businesses

*Additional charges will be assessed if more than standard clean-up is required following the event.

Doors will be opened 30 minutes prior to the scheduled event.

B. Accepting the **Consolidated Report of Trust and Agency Funds** of July 13, 2015, and stating for the record that as of July 1, 2015, receipts total \$45,558,561.90 and disbursements total \$43,684,476.10 (see MRF #ST38).

C. Accepting the **Vice President of Finance and Operations’ Report** of July 13, 2015, in accordance with SDCL §13-8-35 (see MRF #ST39) and directing that detailed statement of receipts and balances on hand, as of May 31, 2015, be published as part of these minutes, in accordance with SDCL §13-8-3.

D. **Approving financial transactions** of Southeast Tech (see MRF #ST40).

E. Accepting the **Southeast Tech Personnel Report**, as follows:

1. **CHANGE IN EMPLOYMENT STATUS.** Accepting the change in employment status, as of the effective date indicated, of the personnel identified below who were previously employed by Board Action:

<u>Name</u>	<u>Effective Date</u>
Clerical, full-time	
Anderson, Jill	07/10/15
Employment Contract, full-time	
Ulmer, Megan	07/17/15
Instructor, full-time	
Braucht, Sonja	06/30/15
Instructor, part-time	
Blok, Kelly	06/30/15
Cox, Bryan	06/30/15
Giebler, Micah	06/30/15
Gustaf, Patrick	01/31/14
Hoyt, Jodi	06/30/15
Hummel, Timothy	06/30/15
Klessen, Rosemary	06/30/15
Lease, Sara	06/30/15
Miller, Catherine	06/30/15
Morris, Roger	06/30/15
Pepper, Dustin	06/30/15
Peterson, Anne	06/30/15
Prouty, Terry	06/30/15
Sage, Wanda	10/31/14
Schneider, Nicholas	06/30/15
Tunge, Paul	06/30/15
Warkenthien, Richard	06/30/15
Wendell, John	06/30/15
Wolf, Colleen	08/29/14
Wright, Christy	11/26/14
Other Help, part-time	
Barringer, Elizabeth	06/30/14
Oyen, Richard	06/30/15
Wirth, Dawn	05/15/15
Student Help, part-time	
Schneider, Jack	07/02/15
Student Tutor, part-time	
Heibult, Amy	05/05/15
Stevens, Michael	05/06/15

2. SALARY ADJUSTMENT

<u>Name</u>	<u>Current</u>	<u>Proposed</u>
Clerical, 12 Month, per hour		
Strouth, Erica	Student Success Asst, Student Success Clerical Class III, 1.0 FTE, Level K, Step 9, \$17.45 per hour	Student Success/Registrar Asst, Student Success, Clerical Class IV, 1.0 FTE, Level L, Step 10, \$19.94 per hour Eff. 07/01/15
Other Help, part-time		
Stiehl, Danica	TAACCCT III Mentor, Stipend, \$750.00	TAACCCT III Mentor, Stipend, \$1,000.00 Eff. 6/9/15
Student Tutor, part-time		
Ramsbey, Tyler	Accounting, \$9.00	Accounting, \$10.00 Eff. 07/01/15
Wegh, Jessica	Math and Health Sciences \$9.00	Math and Health Sciences \$10.00 Eff. 07/01/15
Zomer, Samantha	Accounting, \$9.00	Accounting, \$10.00 Eff. 07/01/15
Instructor, Adjunct, Summer 2015 Session, Addendum to Budget, lump sum		
Gacke, Nancy	HIS, Orig Budget, \$8,340.00	HIS, Add Course, \$9,780.00 Eff. 6/18/15
Hoyt, Jodi	Bus Admin, Orig Budget \$4,140.00	Bus Admin, Add Course, \$5,760.00 Eff. 6/18/15
Roller, Cynthia	CIS, Orig Budget, \$0.00	CIS, Add Courses, \$3,500.00 Eff. 6/18/15
Pastrano, Xavier	Gen Ed, Orig Budget, \$3,500.00	Gen Ed, Add Course, \$5,040.00 Eff. 6/18/15

2. SALARY ADJUSTMENT (continued)

<u>Name</u>	<u>Current</u>	<u>Proposed</u>
Instructor, Adjunct, Summer 2015 Session, Addendum to Budget, lump sum		
Rose, Jean	Bus Admin, Orig Budget \$0.00	Bus Admin, Add Course \$1,080.00 Eff. 6/18/15
Talcott, Roberta	Marketing, Orig Budget \$0.00	Marketing, Add Course \$2,700.00 Eff. 6/18/15

3. EMPLOYMENT RECOMMENDATION

<u>Name</u>	<u>Effective Date</u>	<u>Actual Pay</u>
Federal Work Study, part-time, per hour		
Fuhrer, Chelsea	06/15/15	\$10.00
Instructor, full-time, per annual		
Hanson, Mylynn	07/01/15	\$60,175.00
Lanphere, Nicholas	07/06/15	\$56,164.00
Pothast, Lee	07/06/15	\$66,646.00
Instructor, part-time, curriculum development, per hour		
Hitzemann, Leonard	07/01/15	\$35.00/\$20.90
Marvel, Rhonda	08/01/15	\$35.00/\$20.90
Specialist, off-contract, per hour		
Mack, Clint	05/26/15	\$23.41
Student Help, part-time, per hour		
Bertelsen, Tori	06/08/15	\$10.00
Carruthers, Tara	07/01/15	\$10.00

Action ST00050

Rich Kluin, Vice President of Finance and Operations **presented the FY16 Proposed Budget for adoption, as follows:**

The Southeast Technical Institute Council held a public work session on the budget April 17, 2015 to review the program budgets as presented by the Southeast Tech Administration. On May 6, 2015, a public hearing on the Southeast Tech's FY 16 budget was held. No comments were received from the public in attendance at either meeting.

The School Board granted tentative approval of the budget at its meeting held May 6, 2015. There have been no changes made to the FY16 Budget Post-Secondary Technical Funds since tentative approval.

REVENUES

Source	Post-Secondary Fund	Post-Secondary Enterprise Funds			Proof Total
		Scarborough Center	Training Solutions Institute	Bookstore	
State Revenue	\$ 8,353,394	\$ -	\$ -	\$ -	\$ 8,353,394
Federal Revenue	2,024,058	-	-	-	2,024,058
Other Local Sources	419,800	-	72,000	2,321,875	2,813,675
Tuition and Fees	11,850,816	-	501,800	-	12,352,616
Child Care Fees	-	259,000	.	-	259,000
Total Revenue	\$22,648,068	\$ 259,000	\$ 573,800	\$2,321,875	\$25,802,743
Cash from Fund Balance	2,416,938	-	-	270,000	2,686,938
Transfers In	270,000	172,000	-	-	442,000
Total Revenue, Transfers & Cash	\$25,335,006	\$ 431,000	\$ 573,800	\$2,591,875	\$28,931,681

EXPENDITURES

Expenditure	Post-Secondary Fund	Post-Secondary Enterprise Funds			Proof Total
		Scarborough Center	Training Solutions Institute	Bookstore	
Salaries	\$11,668,358	\$ 192,641	\$ 241,089	\$ 126,518	\$12,228,606
Benefits	3,341,958	88,455	61,137	43,266	3,534,816
Purchased Services	3,676,875	4,756	131,060	773	3,813,464
Supplies and Materials	1,622,048	5,200	38,650	2,054,100	3,719,998
Dues and Fees	1,567,435	7,000	54,450	75,000	1,703,885
Capital Acquisition	3,286,332	-	-	-	3,286,332
Debt Services	-	-	-	-	-
Total Expenditures Before Depreciation	\$25,163,006	\$ 298,052	\$ 526,386	\$ 2,299,657	\$28,287,101
Non Cash Depreciation	-	2,400	69,451	17,000	88,851
Less Cash for Equipment	-	-	-	-	-
Transfers Out	172,000	-	-	270,000	442,000
Total Expenditures & Transfers	\$25,335,006	\$ 300,452	\$ 595,837	\$ 2,586,657	\$28,817,952

Revenue Over Expenditures	\$ -	\$ 130,548	\$ (22,037)	\$ 5,218	\$ 113,729
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A motion was made by Doug Morrison and seconded by Todd Thoeke five (5) votes "yes" on roll call, **adopting the FY16 Budget of the Sioux Falls School District 49-5 (see MRF #41)**

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Monday, July 13, 2015

Action ST00051

On motion by Kate Parker and seconded by Todd Thaelke, five (5) votes "yes" on roll call, the School board **adjourned** at 6:22 p.m.

KENT ALBERTY
Presiding Officer

TODD VIK
Business Manager