

SCHOOL BOARD MEETING

Wednesday, October 5, 2016

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 Wednesday, October 5, 2016 at 4:10 pm in the Instructional Planning Center, 201 East 38th Street, Sioux Falls, South Dakota, with the following members present: Kent Alberty, Douglas C. Morrison, Carly R. Reiter, Vice President Kate Parker and President Todd Thaelke. Absent: None.

Action ST00149

A motion was made by Kate Parker and seconded by Doug Morrison, five (5) votes "yes" on roll call, **approving the minutes of a meeting** held on September 7, 2016, which were furnished to the Sioux Falls Argus Leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00150

A motion was made by Kent Alberty and seconded by Carly Reiter, five (5) votes "yes" on roll call, **approving the agenda** as presented.

* * * * *

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

Action ST00151

A motion was made by Doug Morrison and seconded by Kent Alberty, 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:

A1. Publish FY17 Budget

Acknowledging for the record that the FY17 Adopted Budget will be published along with these minutes in accordance with SDCL §13-11-2 (see FY 17 Legal Publication #38.)

A2. Amending Action 36652.C7 TAACCCT Grant

Amending Action 36652.C7, adopted June 24, 2013 by changing the contact person from Jim Jacobsen, VP Academic Affairs to Robert Griggs, President.

- B. Accepting the **Consolidated Report of Trust and Agency Funds** of October 5 2016 and stating for the record that as of October 5, 2016, receipts total \$5,821,172.02 and disbursements total \$4,389,881.65 (see MRF #ST130).
- C. Approving the **Vice President of Finance and Operation's Report** of October 5, 2016 in accordance with the SDCL §13-8-35 (see MRF #ST131) and directing that detailed statement of receipts and balances on hand, as of August 31, 2016, be published as part of these minutes, in accordance with SDCL §13-8-3.
- D. **Approving financial transactions** of Southeast Tech (see MRF #ST132).
- 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>
Employment Contract, 12 Month, exempt		
Jaskulka, Thomas	IT, Programmer Analyst	10-12-16
Federal Work Study, part-time		
Franken, RaeLee	Scarborough Center	09-19-16
Instructor, part-time		
Zweifel, Linda	T3 Grant, CNA	12-15-15
Other Help, part-time		
Brinkman, Jeremy	Custodian, Seasonal	08-17-16
Chap, Eric	T3 Grant, CNA Actor	12-03-15
Hanks, Breanna	T3 Grant, CNA Actor	12-01-15
Macaluso, Grace	T3 Grant, CNA Actor	12-08-15
Ramsbey, Ashley	Bookstore, PT Assoc	09-30-16
Vickmark, Alonna	T3 Grant, CNA Actor	12-05-15
Walker, Chase	Custodian, Seasonal	07-28-16

E2. EMPLOYMENT RECOMMENDATIONS

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Employment Contract, 12 Month, exempt, per annual			
Nolte, Jeffrey	Fin/Ops, Food Svc, Asst Mgr, 195 Days Prorated, Level F, Step 5	10-03-16	\$32,488.02
Ricks, Jonathan	Fin/Ops, Food Svc, Mgr, 195 Days Prorated, Level G, Step 8	10-03-16	\$36,888.02
Federal Work Study, per hour			
Andre, Cole	IT Helpdesk Student Tech	09-29-16	\$10.00
Douglas, Ceejay	Bookstore	09-30-16	\$10.00
Elivanette, Minani	Scarborough Center	09-15-16	\$10.00
Finstad, Joshua	Student Success	09-09-16	\$10.00
Franken, RaeLee	Scarborough Center	09-14-16	\$10.00
Linder, Rebecca	Financial Aid	09-26-16	\$10.00
Kleinlein, Kaia	Student Success	09-09-16	\$10.00
Knodel, Faith	Scarborough Center	09-26-16	\$10.00
Lopes, Hannah	Admissions/Career Ed	09-26-16	\$10.00
Instructor, part-time, curriculum development, per hour			
Ward, Rebecca	LPN Clinical	09-06-16	\$35.00/\$21.11
Student Help, part-time, per hour			
Gaukel, Jade	Scarborough Center	09-30-16	\$10.00
Gerriets, Alexandra	Scarborough Center	09-08-16	\$10.00
Adjunct Instructor, 2016 Fall Session, Lump Sum Budget			
Ahrendt, Sarah Michele	LPN Clinical	08-26-16	\$5,183.30
Bennett, Elizabeth A	CIS	08-11-16	3,303.33
Blok, Kelly Jean	CIS	08-11-16	3,303.33
Braucht, Jason W	CIS	08-11-16	3,303.33
Bray, Robert Thomas	NIMS	08-11-16	963.33
Brekke, Ryan Jeffrey	Phlebotomy	08-11-16	1,863.33
Carlson, April Elizabeth	LPN Clinical	09-01-16	2,571.64
Cavin, Georgina D	Accounting	08-22-16	4,140.00
Cox, Bryan J	Mechatronics	08-22-16	7,020.00
Crissey, Thyra Jean	RN Clinical	08-26-16	2,339.98
Cuppy, Tanya Ann	LPN Clinical	08-24-16	8,421.04
Duncan, Robin Dewayne	Law Enf	08-11-16	3,663.33
Entringer, Stephanie R	Health Core	08-22-16	2,700.00
Erdman, Corliss K	CNA Clinical	10-10-16	3,240.00
Erickson, Tami Jo	Bus Admin & CIS	08-11-16	9,783.33

E2. **EMPLOYMENT RECOMMENDATIONS** (continued)**Adjunct Instructor, 2016 Fall Session, Lump Sum Budget (Continued)**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Forster, Robert Scott	Law Enf	08-22-16	\$ 900.00
Foster, Fenecia Lynn	Gen Ed, Math	08-22-16	5,400.00
Gillespie, Jeff M	Law Enf	08-11-16	3,843.33
Gillis, Sara Jo	Gen Ed, English	08-22-16	2,340.00
Hagen, Ryan Michael	DMP	08-22-16	5,064.12
Hattervig, Karen A	Law Enf	08-11-16	2,763.33
Hitzemann, Leonard Alan	LPN Clinical	08-23-16	8,844.89
Horan, Steven J	Accounting	08-11-16	2,763.33
Hoss, Sherri Lyn	Health Core	08-22-16	2,700.00
Hoyt, Jodi Lynn	Bus Admin & CIS	08-22-16	13,320.00
Hunking, Debra Lee	Gen Ed, English	08-22-16	2,700.00
Johnson, Shaina T	Welding	08-22-16	2,880.00
Kaardal, Ivar M	Bus Admin & Const Mgt	08-11-16	10,593.33
Kampmann, David Lee	CIS	08-22-16	3,240.00
Kappenman, Gerard Lee	CIS	08-11-16	3,303.33
Kavanagh, David F	Gen Ed, Sociology	08-22-16	5,400.00
Klinger, Darla M	ENDT	08-22-16	4,680.00
Kolander, John	Const Mgt	10-03-16	2,025.00
Krause, Amanda Olivia	LPN Clinical	10-06-16	434.44
Landry, London C	LPN Clinical	09-01-16	5,752.72
Larsen, Daniel William	CIS	08-22-16	4,680.00
Larsen, Kristin Jenell	Gen Ed, Math	08-22-16	6,480.00
Lassegard, Darcy Ann	Law Enf	08-11-16	1,863.33
Lease, Sara Jane	LPN Clinical	08-27-16	1,737.76
Lothrop, LeAnn L	CIS	08-22-16	3,240.00
Lual, Melanie Irene	LPN Clinical	08-23-16	6,586.60
Lunde, Lloyd W	CAD & Const Mgt & Math	08-11-16	16,690.83
Marvel, Rhonda L	LPN Clinical	10-05-16	3,852.75
McCabe, Sarah Lynn	LPN Clinical	08-25-16	3,517.74
McGee, Patricia Ellen	Bus Admin	08-22-16	2,700.00
Michels, John D	Gen Ed, English	08-11-16	5,463.33
Miller, Breck R	Real Estate	08-22-16	5,400.00
Moore, Sharon Christin	CIS	08-11-16	2,403.33
Morris, Roger A	CIS	08-22-16	3,240.00
Nowak, Deborah A	CIS	08-22-16	2,340.00
Olson, Curtis Carl	Electronics	08-22-16	4,680.00
Pastrano, Xavier Mikhail	Gen Ed, English	08-22-16	2,340.00
Pepper, Merrel Lewis	CIS	08-22-16	9,360.00
Peters, Dennis A	Bus Admin	10-17-16	2,700.00
Peterson, Donovan Carl	DMP	09-26-16	2,225.88
Pommer, Jacqueline Kay	CIS	10-17-16	3,240.00
Prouty, Jessica Ann	LPN Clinical	08-26-16	2,648.86
Roller, Cynthia Jane	CIS	08-22-16	7,380.00

E2. **EMPLOYMENT RECOMMENDATIONS** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Adjunct Instructor, 2016 Fall Session, Lump Sum Budget (continued)			
Rose, Jean M	Bus Admin	08-22-16	\$3,240.00
Schaffer, Kenneth W	CIS	08-22-16	4,680.00
Schoenfelder, Tonya K	Law Enf	08-11-16	5,823.33
Schwartz, Colette Mary	LPN Clinical	08-23-16	6,206.62
Sharif, Mohamed A	CIS	08-11-16	2,943.33
Stainbrook, Amy JoAnn	LPN Clinical	09-01-16	3,006.08
Stevens, Cynthia Marie	LPN Clinical	08-26-16	3,083.30
Stueven, Rebecca M	CNA Clinical	08-11-16	3,303.33
VanOverbeke, Jeffrey S	Gen Ed, Speech	08-22-16	5,400.00
Ward, Rebecca Lynn	LPN Clinical	09-01-16	2,887.74
Weihe, Kimberly Elnora	Marketing	08-22-16	3,240.00
Wellnitz, Kristin Kay	Gen Ed, Psychology	08-22-16	2,700.00
Werkmeister, Myra Jean	LPN Clinical	08-26-16	3,884.38
Williams, Brian Keith	Marketing	08-22-16	3,240.00
Wohlwend, Bruce T	CIS	08-22-16	3,240.00

Action ST00152

Jim Jacobsen, Vice President of Academics, presented the Academic Program Overview Report. (see MRF #ST133) Southeast Tech offers 57 AAS Degree and Diploma programs which are divided into eight Institutes. Southeast Tech also offer students a variety of support services which are housed within a number of departments on campus.

Over the course of the next year Southeast Tech administration, faculty and staff will provide the School Board with a series of reports which highlight and celebrate the programs and services Southeast Tech provides for students. The roles that Southeast Tech graduates play in meeting the workforce needs of the region will also be highlighted.

Following general discussion, a motion was made by Kate Parker and seconded by Kent Alberty, five (5) votes "yes" on roll call, **acknowledging the Academic Program Overview Report.**

Action ST00153

Jim Jacobsen, Vice President of Academics, presented a CTE Partnership Update Report. (see MRF #ST134) Southeast Tech has collaborated with the CTE Academy on a number of strategies to educate CTE Academy students, parents and the community about technical careers and educational opportunities at Southeast Tech. A comprehensive plan will be developed for the year. Southeast Tech will continue to work on strengthening the partnerships and collaboration with the CTE Academy.

Following general discussion, a motion was made by Doug Morrison and seconded by Carly Reiter, five (5) votes "yes" on roll call, **acknowledging the CTE Partnership Update Report.**

Action ST00154

Jim Rokusek, Director of Students, presented the 2016 Enrollment Report. (see MRF #ST135). Overall enrollments for Fall 2016 fell slightly below the Fall 2015 enrollment count with 34 less students and 541 less credits. Of the 2,162 students enrolled for the Fall 2016 semester, 807 were brand new students to Southeast Tech, a slight increase over the 792 students the institute saw in Fall 2015.

While the increase in brand new students is encouraging after a fall of nearly 100 brand new students from Fall 2014 to Fall 2015, enrolling new students will continue to be a challenge. Regional unemployment rates are at record lows, which is expected to continue and will be a challenge in recruiting students in the future; however, Southeast Tech is developing certificate options for employed individuals that can help them get a start on their education while continuing their employment.

The decreasing number of high school graduates in the region, as well as the increased competition for these graduates is also a challenge; however, Southeast Tech is working on ways to streamline its entrance requirement processes, increase communications with prospective students, develop stronger relationships with area high schools, and increase the opportunities to get these students to visit our campus. Southeast Tech has set as its goal to increase brand new students to 850 for Fall 2017, an increase of 5.3 percent from Fall 2016.

A motion was made by Kent Alberty and seconded by Doug Morrison, five (5) votes “yes” on roll call, **acknowledging the 2016 Enrollment Report.**

Action ST00155

Tracy Noldner, Vice President of Student Affairs and Institutional Research, presented the 2016 Retention Report. (see MRF #ST136) Southeast Tech continues to see strong student retention results. The 2015 new student retention rate (fall to fall) of 69 percent is the highest first year retention rate the institute has ever had and continues the recent trend of higher first year retention rates over the past four years (66 percent in 2014, 68 percent in 2013 and 65 percent in 2012). Prior to 2012, the first year retention rates were 60 percent for 2011 and 62 percent for 2010.

A similar trend has continued with the institute’s two-year retention rates, moving from 50 percent for 2011 to 58 percent for 2012, 59 percent for 2013, and 56 percent for 2014. Final retention rates (three-year retention rates) also reached an all-time high of 58 percent for 2013, a two percent increase from 2012 and a nine percent increase from 2011.

While the increases in retention rates are strong indicators that the institute is fulfilling its mission and helping students to achieve their goals, the institute is always working on ways to further improve retention rates. Over the coming year, Southeast Tech will be developing and implementing more ways to assist English as a Second Language students, students in pre-academic and online courses, and students who are struggling financially.

Although the region's current low unemployment can significantly hurt retention rates by pulling students away from their education and back into the workforce, Southeast Tech believes that by continuing to use our current retention strategies and by developing new ones, we will be able to maintain and even increase our retention rates.

A motion was made by Kate Parker and seconded by Carly Reiter, five (5) votes "yes" on roll call, **acknowledging the 2016 Retention Report.**

Action ST00156

Rich Kluin, Vice President of Finance and Operations, presented the Operating Task Report. (see MRF #ST137)

A motion was made by Kate Parker and seconded by Carly Reiter, five (5) votes "yes" on roll call, **acknowledging the Operating Task Report.**

Action ST00157

On motion by Kent Alberty and seconded by Carly Reiter, five (5) votes "yes" on roll call, the School board **adjourned** at 5:00 pm.

TODD THOELKE
Presiding Officer

TODD VIK
Business Manager

SIOUX FALLS SCHOOL DISTRICT 49-5
Southeast Technical Institute
2016-17 Budget and Means of Finance

	#23 Post- Secondary Vocational Fund	#52 Post- Secondary Bookstore Fund	#53 Post- Secondary Food Service Fund	#54 Post- Secondary Child Care Fund
APPROPRIATIONS AND TRANSFERS:				
Instruction				
Adult/Continuing Education Programs				
Adult Basic Education Programs	\$283,159	-	-	-
Other Adult/Continuing Education Programs	80,838	-	-	-
Post-Secondary Occupational Programs				
Agriculture, Food & Natural Resources	334,045	-	-	-
Architecture & Construction	815,545	-	-	-
Arts, A/V Tech & Communications	354,910	-	-	-
Business, Management, & Administration	431,297	-	-	-
Health Science	3,666,125	-	-	-
Human Services	180,462	-	-	-
Information Technology	707,254	-	-	-
Law, Public Safety & Corrections	163,726	-	-	-
Manufacturing	389,857	-	-	-
Marketing, Sales, & Service	104,297	-	-	-
Science, Engineering & Math	163,828	-	-	-
Transportation, Distribution & Logistics	1,897,882	-	-	-
Program Preparation	2,848,355	-	-	-
Post-Secondary Special Services	433,197	-	-	-
Corporate Education	-	-	-	-
Total Instruction	\$12,854,777	-	-	-
Supporting Services				
Support Services - Pupils				
Attendance and Social Work Services	-	-	-	-
Guidance Services	225,570	-	-	-
Health Services	-	-	-	-
Speech Pathology Services	-	-	-	-
Student Therapy Services	-	-	-	-
Orientation & Mobility Services	-	-	-	-
Support Services - Instructional Staff	-	-	-	-
Improvement of Instruction Services	1,218,920	-	-	-
Educational Media Services	-	-	-	-
Support Services - General Administration				
School Board Services	216,500	-	-	-
Executive Administration Services	-	-	-	-

Action ST00155, continued

Wednesday, October 5, 2016

Support Administration				
Office of The Principal Services	-	-	-	-
Financial Aid Administration	304,850	-	-	-
Other Support Services - School Admin.	2,982,330	-	-	-
Support Services - Business				
Fiscal Services	800,604	-	-	-
Facilities Acquis. & Construction Services	1,966,596	-	-	-
Operation & Maintenance of Plant Svcs.	1,772,713	-	-	-
Pupil Transportation Services	-	-	-	-
Food Services	-	-	572,702	-
Internal Services	-	-	-	-
Bookstore Services	-	2,437,156	-	-
Support Services - Central				
Plan., Research, Develop., & Eval. Services	-	-	-	-
Data Processing Services	1,458,682	-	-	-
Other Supporting Services	-	-	-	-
Support Services - Special Education				
Special Ed Administrative Costs	-	-	-	-
Special Ed Transportation Costs	-	-	-	-
Other Special Ed Costs	-	-	-	-
Total Supporting Services	<u>\$10,946,765</u>	<u>\$2,437,156</u>	<u>\$572,702</u>	<u>\$ -</u>
Community Services				
Custody & Care of Children Services	-	-	-	289,799
Other Community Services	-	-	-	-
Total Community Services	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>\$ 289,799</u>
Non-Programmed Charges				
Unemployment Payments	-	-	-	-
Early Retirement Payments	31,898	-	-	-
Other Non-Programmed Costs	-	-	-	-
Total Non-Programmed Charges	<u>\$ 31,898</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Debt Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Co-Curricular Activities				
Male Co-Curricular Activities	-	-	-	-
Female Co-Curricular Activities	-	-	-	-
Combined Co-Curricular Activities	10,223	-	-	-
Total Co-Curricular Activities	<u>\$ 10,223</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Other	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>\$23,843,663</u>	<u>\$2,437,156</u>	<u>\$ 572,702</u>	<u>\$ 289,799</u>
Permanent Transfer to Other Funds	-	-	-	-
Total Appropriations & Transfers	<u>\$23,843,663</u>	<u>\$2,437,156</u>	<u>\$ 572,702</u>	<u>\$ 289,799</u>

Action ST00155, continued

Wednesday, October 5, 2016

MEANS OF FINANCE:

Estimated Cash Balance, June 30, 2016

Designated to Finance Budget (cash applied)	(A)	\$1,927,211	\$ -	\$ -	\$ -
<hr/>					
Revenue from Local Sources					
Taxes		-	-	-	-
Revenue in Lieu of Taxes		-	-	-	-
Tuition		-	-	-	-
Transportation Fees		-	-	-	-
Post-Secondary Tuition		6,388,085	-	-	-
Post-Secondary Fees		5,571,213	-	-	-
Earnings on Investments and Deposits		15,000	-	-	-
Food Service		-	-	545,123	-
Co-Curricular Activities		-	-	-	-
Other Revenue from Local Sources		442,421	2,471,875	-	289,799
Total Revenue from Local Sources		\$12,416,719	\$2,471,875	\$545,123	\$289,799
<hr/>					
Revenue from Intermediate Sources					
County Sources		-	-	-	-
<hr/>					
Revenue from State Sources					
Grants-in-Aid		6,697,980	-	-	-
Tuition		-	-	-	-
Other Revenue from State Sources		1,033,240	-	-	-
Total Revenue from State Sources		\$ 7,731,220	\$ -	\$ -	\$ -
<hr/>					
Revenue from Federal Sources					
Grants-in-Aid		828,052	-	-	-
Johnson O'Malley Funds		-	-	-	-
Food Service Assistance		-	-	-	-
Other Revenue from Federal Sources		940,461	-	-	-
Total Revenue from Federal Sources		\$ 1,768,513	\$ -	\$ -	\$ -
<hr/>					
Revenue from Other Financing Sources		-	\$ -	\$ -	\$ -
<hr/>					
Total Cash Balance & Revenue		\$23,843,663	\$2,471,875	\$ 545,123	\$ 289,799