

SCHOOL BOARD MEETING

Wednesday, December 6, 2017

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, December 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 Thoenke, Vice President Kent Alberty, and President Kate Parker. Absent: None.

Action ST00256

A motion was made by Kate Parker and seconded by Carly Reiter, five (5) votes “yes” on roll call, **approving the minutes of a meeting** held on November 1, 2017 which were furnished to the Sioux Falls Argus Leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00257

A motion was made by Todd Thoenke and seconded by Cynthia H. Mickelson, 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 ST00258

A motion was made by Kent Alberty and seconded by Carly R. Reiter, five (5) votes “yes” on roll call, **approving Item A through D on the consent agenda** as follows:

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

A1. 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.	18-005Southeast,CM	Philips	Philips Service Agreement	\$134,400.00
b.	18-006Southeast,PH	3D Systems	Service Agreement	\$25,000.00
c.	18-007Southeast,RK	SD DOE	Dual Credit Opportunities	\$100,000.00
d.	18-008Southeast,TN	Stamats	Marketing Assessment	\$85,800.00

B. Accepting the **Consolidated Report of Trust and Agency Funds** of December 6, 2017 and stating for the record that as of October 31, 2017, receipts total \$20,127,852.59 and disbursements total \$17,454,624.30 (see MRF #ST206).

C. Approving the **Vice President of Finance and Operation’s Report** of December 6, 2017 in accordance with the SDCL §13-8-35 (see MRF #ST207) and directing that detailed statement of receipts and balances on hand, as of October 31, 2017, be published as part of these minutes, in accordance with SDCL §13-8-3.

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

D1. **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		
Jaqua, Debra *	Financial Aid	12-29-17
Instructor, part-time		
Gilland, Seth	Electronics Tech	05-11-07
Michels, John	Business Admin	11-10-17
Instructor, substitute		
Nour, Jody	Gen Ed, Speech	01-05-09
Other Help, part-time		
Crowell, Jesse	Food Service	10-23-17
VanDyke, Samantha	Food Service	11-29-17

*Early Retirement, Health Benefits Only

D2. INVOLUNTARY

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Employment Contract, 12 Month, full-time Ricks, Jonathan	Food Service Manager	10-27-17

D3. CHANGE OF STATUS

<u>Name</u>	<u>Delete</u>	<u>Add</u>
Custodial/Maintenance, 12 Month, full-time, per hour Arnoldy, David	Lead Custodian, 1.0 FTE, Level K, Step 10, \$18.95 per hour	Night Supervisor, 1.0 FTE, Level L, Step 10, \$21.17 per hour, Effec. 11-05-17
Kramer-Hermanson, Michael	Custodian, 1.0 FTE, Level I, Step 4, \$15.69 per hour	Lead Custodian, 1.0 FTE, Level K, Step 4, \$17.82 per hour, Effec. 12-03-17
Employment Contract, 12 Month, full-time, per annual Kilmer, Cyrena	Food Svc, Asst Mgr, 1.0 FTE, Level D, Step 7, 50 days prorated, \$7,369.14	Food Service Mgr, 1.0 FTE, Level G, Step 1, 175 days prorated, \$30,872.10, Effec. 10-30-17

D4. PAY ADJUSTMENT

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
Other Help, part-time				
Boll, Tracey	Food Service	10-08-17	\$12.50	\$13.00
Johnson, Casey	Food Service	09-05-17	11.00	12.00
Stubbs, Carmen	Food Service	10-08-17	12.50	13.00
VanDyke, Samantha	Food Service	10-08-17	12.00	12.50

D5. EMPLOYMENT RECOMMENDATIONS

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Actual Pay</u>
Employment Contract, 12 Month, full-time, per annual Fischer, Megan	Director of Admissions 1.0 FTE, Level W, Step 6, 145 days prorated	12-11-17	\$50,403.56

D5. **EMPLOYMENT RECOMMENDATIONS** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Actual Pay</u>
Instructor, part-time, per hour			
Melber, Olivia	Surg Tech Clinical	01-03-18	\$35.00
Instructor, substitute, per hour			
Gacke, Nancy	Health Core	11-20-17	\$35.00
Other Help, part-time, per hour			
Huerkamp, Virginia	Food Service	10-31-17	\$13.00
Miller, Darwin	Food Service	10-30-17	13.00
Woessner, Cynthia	Business Office	11-01-17	20.08

Adjunct Instructor, 2017 Fall Session, Addendum to Lump Sum Budget

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
Gillis, Sara	Gen Ed, English	11-13-17	\$2,700.00	\$3,375.00
Michels, John	Gen Ed, English	11-10-17	7,443.33	5,598.33
Windish, Aubrey	Gen Ed, English	11-13-17	9,052.21	10,222.21

Action ST00259

Architectural Engineering Technology Instructor Jeff Schlepp and Construction Management Technology Instructor Kristen Gundvaldson presented the Architectural Engineering Technology and Construction Management Technology Program Overview (see MRF #ST208). Both programs are 2-year diploma programs. Architectural Engineering career opportunities can be found in the following areas: Architectural Firms, Mechanical Engineering Firms, Electrical Engineering Firms, Structural Engineering Firms, Residential Building Contractors, Commercial Building Contractors and Interior Design Firms. Construction Management career opportunities include: General Contractor, Project Manager, Estimator, Scheduler or Jobsite Superintendent.

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

Action ST00260

Foundation Director Chellee Unruh presented the Southeast Tech Foundation Capital Campaign Update (see MRF #ST209). The Southeast Tech Foundation has been in the process of preparing to launch a capital campaign. After an RFP process this spring, the foundation interviewed three consultants and made the decision to hire National Community Development Services (NCDS). The foundation hired NCDS to do a feasibility study that was conducted over the summer and completed in September. The results of the study found that the Southeast Tech Foundation has

asking rights to conduct a capital campaign with a goal of \$4.5 million dollars. The capital campaign will seek resources to fund initiatives that will lead to an increase in enrollment to 3,000 students by year 2022. The foundation does not have enough unrestricted funding to fund the capital campaign. The foundation requested that Southeast Tech use reserve funds up to \$350,000 to fund the campaign.

Following general discussion, a motion was made by Kent Alberty and seconded by Todd Thoelke, five (5) votes “yes” on roll call, **authorizing Southeast Technical Institute to enter into a contract with National Community Development Services (NCDS) to conduct a capital campaign on behalf of the Southeast Tech Foundation and further authorizes the expenditure up to \$350,000 from Southeast Tech reserves for capital campaign related costs and expenses.**

Action ST00261

Rich Kluin, Vice President of Finance and Operations, presented the FY19 Budget Goals and Timeline report (see MRF #ST210). The Higher Learning Commission (HLC) requires that institutions connect their budgets to the institutional mission and goals. HLC stresses the importance of open lines of communication, increased transparency, and the embracement of data-driven planning and evaluation and its impact on decision making.

HLC guidance also requires that the institution’s resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. Furthermore, HLC articulates that...

1. The institution engages in systematic and integrated planning.
2. The institution allocates its resources in alignment with its mission and priorities.
3. The institution links its processes for assessment of student learning, evaluation of operations, planning, and budgeting.
4. The planning processes encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.
5. The institution plans on the basis of a sound understanding of its current capacity and that institutional plans anticipate the possible impact of fluctuations in the institution’s sources of revenue.
6. The institutional plan anticipates emerging factors such as technology, demographic shifts and globalization.

The Administration of Southeast Tech has developed the proposed budget guidelines and timelines that embody the requirements of the Higher Learning Commission. Internal and external stakeholders will begin their work in January. These stakeholders which are comprised of community representatives, faculty and staff from all levels, and administration, will submit recommendations to the President for consideration in late March. Two public information sessions will be held in March and April of 2018 to allow for additional community review of budget recommendations prior to the Board’s tentative budget adoption.

A motion was made by Kent Alberty and seconded by Cynthia H. Mickelson, five (5) votes “yes” on roll call, **acknowledging the FY19 Budget Goals and Timeline Report.**

Action ST00262

Jim Jacobsen, Vice President of Academics, announced Southeast Tech will be starting a cohort program for their LPN to RN associate's degree in Huron, SD in collaboration with Huron Regional Medical Center and the Huron Nursing Task Force. Throughout the region there continues to be strong demand for RN's and this partnership is going to give LPN's an opportunity to further their education close to home. The program will start in fall of 2018 and requires just one year to complete.

Jacque Danielson, Interim Admissions Director, reported that Admissions hopes to exceed last spring's new student enrollment; 297 students are already accepted. Enrollment for fall 2018 is already off to a good start also. Southeast Tech welcomes Megan Fischer, new Admissions Director, who will be starting December 11.

Following general discussion, a motion was made by Todd Thoelke and seconded by Carly R. Reiter, five (5) votes "yes" on roll call, **acknowledging the Good News Report.**

Action ST00263

On motion by Kent Albery and seconded by Todd Thoelke, five (5) votes "yes" on roll call, the School board **adjourned** at 4:48 pm.

KATE PARKER
Presiding Officer

TODD VIK
Business Manager