

SCHOOL BOARD MEETING

Wednesday, August 2, 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, August 2, 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, Vice President Kent Alberty, and President Kate Parker. Absent: Todd Thaelke.

Action ST00225

A motion was made by Kent Alberty and seconded by Carly R. Reiter, four (4) votes “yes” on roll call, **approving the minutes of a meeting** held on July 10, 2017 which were furnished to the Sioux Falls Argus Leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00226

A motion was made by Cynthia H. Mickelson and seconded by Carly R. Reiter, four (4) 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 ST00227

A motion was made by Cynthia H. Mickelson and seconded by Kent Alberty, four (4) 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. Authorizing Grant Applications

Authorizing the administration to execute any and all documents for applications(s), for and on behalf of the District, as follows:

- A. A \$125,000 Citibank Foundation Youth Workforce Development grant. The grant funds will be used to provide outreach and career services for current high school students and recent high school graduates that did not pursue a post-secondary education. Southeast Tech is working jointly with the CTE Academy on this grant. The contact person for the grant is Tracy Noldner.
- B. A \$750,000 United States Department of Health and Human Services, Office of Refugee Resettlement grant. The grant funds will be used to provide career pathways for recent refugees to the United States. Southeast Tech is working with Lutheran Social Services on this grant. The contact person for the grant is Jim Jacobsen.

A2. Disposal of Surplus Property

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	1990 Volvo Truck (Asset	Southeast	Lyn Harrington Kevin Sandstede Vicki Oswald	\$3,500	2018-ST0001
b.	APC Smart UPS RT 5000 (Asset 7919)	Southeast	Amanda Bormann Keith Wagner Ethan Friesz	\$-0-	2018-ST0002
c.	3 – Gateway Laptops, 1 - Dell Latitude E6500 (Asset 7433), 1 – Dell Latitude w/Docking Station (Asset 7349), 1 – TIG Welder Package (Asset 69200)	Southeast	Lon Hird Craig Peters Jeff Schlepp	\$-0-	2018-ST0003
d.	7 – Epson PowerLite 826WT Projectors, 2 – Epson PowerLite 826WT Projectors (Assets 7467, 7719), 1 – Epson PL915W, 1 – Epson PL1715c Projector (Asset 7164), 1 – NEC Multischc FE700, 1 – Magnavox VR 9221AT21)	Southeast	Amanda Bormann Gerard Strouth Craig Peters	\$-0-	2018-ST0004

A3. 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.	18-001Southeast, TJN	SD Department of Labor – Division of Workforce Training	Adult Education – Basic Grant	\$259,000.00
b.	18-002Southeast, TJN	Nicole McMillin	Counseling Services	\$34,474.00

A4. Authorizing Purchase Orders

Authorizing the Business Manager to issue Purchase Orders requiring additional approval of the School Board in accordance with Action 37816.A19, adopted 07/11/2017, as follows:

Item No.	PO Number	Vendor	Description	Total Cost
a.	S104634	Apple Education	Laptops for Resale	\$51,100.00

B. Accepting the **Consolidated Report of Trust and Agency Funds** of August 2, 2017 and stating for the record that as of June 30, 2017, receipts total \$43,262,641.98 and disbursements total \$43,047,563.10 (see MRF #ST183).

C. Approving the **Vice President of Finance and Operation’s Report** of August 2, 2017 in accordance with the SDCL §13-8-35 (see MRF #ST184) and directing that detailed statement of receipts and balances on hand, as of June 30, 2017, be published as part of these minutes, in accordance with SDCL §13-8-3.

D. Approving the **Finance Report** as follows:

Authorizing the establishment of the following Trust and Agency Fund and Imprest Account for the fiscal year beginning July 1, 2017, and ending June 30, 2018, designating personnel as Treasurers for said fund; and authorizing said Treasurer(s) to continue checking accounts in the bank depository, as follows:

<u>Trust Agency Fund/Imprest Acct.</u>	<u>Treasurer</u>	<u>Bank Depository</u>
Southeast Tech – One Card	Mike Stephens	U.S. Bank

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, full-time		
Merten, Eric	Dir-Enrollment Mgmt & Admissions	07-07-17
Federal Work Study, part-time		
Harrington, Riley	Registrar	05-04-17
Smith, Kelly	Library	05-31-17
Instructor, Student Organization Advisor		
Merritt, Jason	SkillsUSA	06-30-17
Parkinson, Kathleen	PLANET	06-30-17

E2. **CHANGE OF STATUS**

<u>Name</u>	<u>Delete</u>	<u>Add</u>
Employment Contract, 12 Month, full-time, per annual		
Vortherms, Kristie	Registrar, 1.0 FTE Level I, Step 9, \$61,194.79	Student Success Dir/ Registrar, 1.0 FTE, Level J, Step 9, \$65,995.62, Effec. 07-01-17

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			
Bartlett, Cindy	Academics, Level K, Step 16	07-19-17	\$20.08
Employment Contract, 210 Day, full-time, lump sum			
Evenson, Glade	CDL Trainer, Stipend, Extended Contract Days, 21 days, \$219.42 per day	06-05-17	\$4,607.82
Instructor, 186 Day, full-time, per annual			
Bardsley, Chase	Diesel Tech, 1.0 FTE Lane 3, Step 8	08-04-17	\$51,599.00

E3. **EMPLOYMENT RECOMMENDATIONS** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Actual Pay</u>
Instructor, part-time, per hour			
Brandt, Paul	Carpentry Apprentice Prgm	07-26-17	\$35.00
Johnson, Shaina	Welding	06-04-17 to 06-30-17	33.40
McGee, Patricia	Business Admin	06-04-17 to 06-30-17	43.14
Pommer, Jacqueline	CIS	06-04-17 to 06-30-17	44.58
Rose, Jean	Business Admin	06-04-17 to 06-30-17	44.57
Schaffer, Kenneth	CIS	06-04-17 to 06-30-17	38.56
Instructor, FY 2017-18, Student Organization Advisor, lump sum			
Armstrong, Misty	ENDT	07-01-17	\$3,330.48
Borgen, Cory	Dak Chapter Golf Course Assn	07-01-17	3,330.48
Bowman, Kaay	Early Childhood	07-01-17	1,665.24
Breitling, Rodney	Civil Engineering	07-01-17	1,665.24
Breitling, Rodney	Basketball	07-01-17	2,636.63
Breitling, Rodney	Volleyball	07-01-17	3,191.71
Carlson, Jason	ASHRAE	07-01-17	1,665.24
Conrad, Anthony	SDAF	07-01-17	3,330.48
Derry, Elise	Student Practical Nurses Assoc	07-01-17	1,665.24
Gundvaldson, Kristen	Construction Mgmt	07-01-17	3,330.48
McNickle, Ginger	PLANET	07-01-17	3,330.48
Kassing, Elizabeth	Civil Engineering	07-01-17	1,665.24
LeLoux, Loretta	Early Childhood	07-01-17	1,665.24
Morris, Roger	Assoc of Inf Tech Professnls	07-01-17	3,330.48
Mower, Britney	Student Practical Nurses Assoc	07-01-17	1,665.24
Olson, Curtis	Bowling	07-01-17	2,636.63
Schlepp, Jeffrey	SFHBA	07-01-17	3,330.48
Schneider, Nicholas	Animation Tech Artisans	07-01-17	3,330.48
Schroeder, Johnnie	SME	07-01-17	3,330.48
Talbot, Jeffrey	Law Enf Sciences Studnt Assoc	07-01-17	3,330.48
Tunge, Paul	ASHRAE	07-01-17	1,665.24
Warner, Doug	Nuclear Medicine	07-01-17	3,330.48
Lab Assistant, part-time, per hour			
Pastrano, Suzanne	Academics, Test Ctr Proctor	07-26-17	\$15.00
Pastrano, Xavier	Academics, Test Ctr Proctor	07-26-17	15.00
Other Help, part-time, lump sum			
Schuette, Amanda	Temp, Admissions Rep	07-25-17	\$20,554.56
Student Help, part-time, per hour			
Smith, Kelly	IT Helpdesk, Student Tech	07-19-17	\$10.00

Action ST00228

Rich Kluin, Vice President of Finance and Operations requested a resolution declaring an emergency. On July 13, 2017 the Sullivan Health Science Building experienced a fire event. The fire and smoke damage was limited to the attic structure of the facility. Structural damage was relatively minor; however, the building incurred heavy smoke and water damage. Two heads from the fire suppression system activated and as a result, the first and second floor of the northeast corner of the facility suffered considerable water damage (see MRF #ST186).

Damaged areas included the Anatomy Lab, LPN Simulator Suite, Simulator Lab, 1st and 2nd floor restrooms, file/storage rooms, and several classrooms on the 1st and 2nd floors. Damaged property included ceiling tiles, projectors, walls, vinyl base, carpet, laptops, and textbooks. A cleaning and restoration vendor was contacted and work on water extraction and removal of damaged items began immediately.

The metal seam roof of the facility was being replaced at the time of the fire as part of a separate project. Insurance companies of the District and the roofing contractor have been notified. A Cause & Origin expert has been on site and confirmed the evidence lends itself to the roofing contractor causing the fire. A structural engineer has inspected the roof damage and a report has been issued with regard to the needed repairs. Southeast Tech staff are continuing to assess and assist in the determination of any damaged property. Jump Start (student orientation) is scheduled to begin on August 14, 2017. Classes are scheduled to start on August 21, 2017.

Adopting a resolution, as follows:

RESOLUTION

WHEREAS, the Sullivan Health Science Building of Southeast Technical Institute experienced a structure fire on July 13, 2017, and

WHEREAS, the fire was contained to the roof/attic area of the facility, and

WHEREAS, the fire suppression system was triggered and the 1st and 2nd floors of the northeast section of the facility received significant water and smoke damage, and

WHEREAS, the water and smoke damaged classroom and laboratory spaces are primary instructional areas for Health Science students, and

WHEREAS, the start of the Fall term is set to begin on August 14, 2017, and

WHEREAS, it is the opinion of the Administration that the use of the facility is vital to the delivery of educational instruction and welfare of the students and staff at Southeast Technical Institute, and

WHEREAS, rental equipment and relocation is not available on a timely basis, and

WHEREAS, the School Board is of the opinion that an emergency exists involving the welfare of its people, and that awaiting regular advertising of bids would seriously impair public services to be provided by Southeast Technical Institute within the meaning of SDCL §5-18A-9, and

NOW THEREFORE, BE IT RESOLVED, that the report of the Administration is hereby accepted and approved, and based on this report, an emergency situation is deemed to exist, and

BE IT FURTHER RESOLVED that the Administration take whatever reasonable and rational action may be necessary to correct this emergency situation to ensure the welfare of its people, with the understanding that a follow up report, including cost quotation, will be presented at the next Southeast Technical Institute meeting of the School Board in accordance with SDCL §5-18A-9.

Following general discussion, a motion was made by Carly R. Reiter and seconded by Cynthia H. Mickelson, four (4) votes “yes” on roll call, **approving the Emergency Declaration Resolution with the revision to include reasonable and rational action, declaring an emergency.**

Action ST00229

General Education Instructors, Debra Hunking, Sara Gillis, Kristin Larsen, Fenecia Foster, Dennis Russell, Kristin Wellnitz, David Kavanagh and Jeff Van Overbeke presented the General Education Program Overview Report (see MRF #ST187). General education courses complement the technical programs by providing courses which broaden knowledge, skills, and attitudes for successful employment and personal success. A core of courses is designed to provide practical application of competencies. General Education functions as an integral part of the programs, which lead to diplomas and degrees.

Following general discussion, a motion was made by Cynthia H. Mickelson and seconded by Carly R. Reiter, four (4) votes “yes” on roll call, **acknowledging the Academic Program – General Education - Overview Report.**

Action ST00230

President Bob Griggs presented an Employee Handbook Update Report. A draft Employee Handbook was recently created by the Southeast Tech Administration due to the elimination of collective bargaining by the State during the 2017 Legislature Session. Southeast Tech had six collective bargaining units which were formally eliminated on July 1 with enactment of the new legislation. As a result, an employee handbook was developed to help outline various terms and conditions of employment for all campus personnel. The draft handbook was shared with the campus community on July 5. Faculty and staff were invited to submit comments regarding the draft provisions of the handbook online through use of a web survey tool. Additionally, four campus meetings were held to solicit further feedback from the campus community on the content of the handbook. President Griggs proposed that Southeast Tech develop new policy language that would authorize the creation of the Employee Handbook and also that the handbook be reviewed annually for revisions. President Griggs indicated that he would work with the Southeast Tech Policy Committee once faculty return to campus for the Fall semester to develop policy language for the School Board to review at their September Board meeting.

Following general discussion, a motion was made by Kent Alberty and seconded by Carly R. Reiter, four (4) votes “yes” on roll call, **acknowledging the Employee Handbook Update Report.**

Action ST00231

President Bob Griggs presented a New Program Development Report. Sector Breakfast meetings to help foster community conversations by industry sectors were held this spring. The meetings will ultimately strengthen and sustain Southeast Tech and help guide how the campus serves its students, our industry partners and communities throughout the Sioux Falls region. As a result of the Sector Breakfast meetings, Southeast Tech learned that area employers love Southeast Tech graduates, but there are just not enough of them. Also, there is a strong need for short-term program certificates and more training opportunities. In direct response to comments shared at the Sector Breakfast meetings, Southeast Tech has developed new Welding and Medical Billing & Coding certificates. Expanded apprenticeship training opportunities to include a Construction Apprenticeship with SF Homebuilder’s Association that will start on August 22 and possible future apprenticeship programs in Plumbing and Dental Assisting.

President Griggs also noted that Southeast Tech is considering the development of a new Vet Tech AAS program. Globe University, which offered a Vet Technician program in Sioux Falls will be closing their program in January 2018. A survey of area veterinary offices and clinics was conducted earlier in the summer and salaries are typically in the \$12-\$14 range. Space for the program is an on-going issue. Southeast Tech personnel have visited with McCrossan’s Boys Ranch about the possibility of partnering with them to use their large animal facilities. More research to locate space to operate the program is underway.

Following general discussion, a motion was made by Cynthia H. Mickelson and seconded by Carly R. Reiter, four (4) votes “yes” on roll call, **acknowledging the New Program Development Report.**

Action ST00232

On motion by Kent Alberty and seconded by Carly R. Reiter, four (4) votes “yes” on roll call, the School board **adjourned** at 4:38 pm.

KATE PARKER
Presiding Officer

TODD VIK
Business Manager