

SCHOOL BOARD MEETING

Wednesday, December 5, 2018

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 5, 2018 at 4:00 p.m. in the Instructional Planning Center, 201 East 38<sup>th</sup> Street, Sioux Falls, South Dakota, with the following members present: Kate Parker, Carly R. Reiter, Todd Thielke, Vice President Cynthia H. Mickelson and President Kent Alberty. Absent: None.

Action ST00347

A motion was made by Cynthia H. Mickelson and seconded by Carly R. Reiter, five (5) votes “yes” on roll call **approving the minutes of a meeting** held on November 7, 2018 and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00348

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

\* \* \* \* \*

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

Action ST00349

A motion was made by Carly R. Reiter and seconded by Kate Parker, 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 Southeast Technical Institute as follows:

Item No.	Contract Number	Contractor	Project	Cost
a.	19-015Southeast, RLK	TSYS Merchant Solutions	Merchant Transaction Processing	\$15,000+

**A2. Disposal of School District Property**

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	Geiger Mueller Meter – 4, QDTY Survey Meter - 3, Dose Carriers – 3, Portable Gamma Camera ( <b>Asset 7284</b> ), Dose Calibrator, APC Battery Backup, Dell Computer Monitor, Isolation Transformer, Captus Well & Probe, Redionnuclide Generator	Southeast	Patrick Hoier Pam Boyd Andrew Kibbe	\$0	2019-ST0033

B. Approving the **Consolidated Report of Trust and Agency Funds** of December 5, 2018 and stating for the record that as of October 31, 2018, receipts total \$20,386,568.45 and disbursements total \$19,999,502.17. (see MRF #ST270)

C. Approving the **Vice President of Finance and Operation’s Report** of December 5, 2018 in accordance with the SDCL §13-8-35 (see MRF #ST271) and directing that detailed statement of receipts and balances on hand, as of October 31, 2018, 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>
Instructor, adjunct Gundvaldson, Kristin	Construction Mgmt	07-31-18

D1. **Resignations** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
<b>Instructor, adjunct</b>		
Lang, Jerome	CIS	05-03-18
Lassegard, Darcy	Law Enf	12-08-17
Levine, David	Gen Ed, English	05-03-18
Obach, Melinda	Gen Ed, English	04-20-18
Sazama, Naomi	Gen Ed, Math	12-08-17
Sharif, Mohamed	Electronics Tech	12-08-17
<b>Instructor, part-time</b>		
Ahrendt, Sarah	Nursing Clinical	04-12-18
Beek, Angela	Nursing Clinical	09-07-18
Carlson, April	Nursing Clinical	07-19-17
Cobb, Jennifer	Nursing Clinical	04-28-18
Cuppy, Tanya	Nursing Clinical	10-26-17
Dykhouse, Kristina	Nursing Clinical	10-03-17
Johnson, Beverly	Corp Ed, CIS Apps	06-30-17
Krause, Amanda	Nursing Clinical	02-23-17
Merrick, Kristin	Nursing Clinical	07-15-17
Nesheim, Carly	Nursing Clinical	03-02-18
Rick, Scott	Corp Ed, Plumbing Apprentice	05-24-18
Stokke, Sarah	CNA Clinical	07-09-18
Vos, Kristi	Nursing Clinical	07-12-18
<b>Lab Assistant, part-time</b>		
Stokke, Sarah	CNA	07-09-18
<b>Tutor, part-time</b>		
Lunde, Lloyd	CAD	04-26-18

D2. **Involuntary Employment Termination**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
<b>Student Help, part-time</b>		
King, Christian	IT, Student Tech	11-14-18

D3. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Clerical, Class III, 12 Month, full-time, per hour</b>			
Ellingson, Brooke	Foundation Asst Level K, Step 1	11-26-18	\$17.60
<b>Instructor, 206 day, full-time, lump sum</b>			
Burchatz, Ronald	Collision, Repr, Ref Pgm	11-30-18	\$11,331.00

D3. **Employment Recommendations** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Instructor, part-time, per hour</b>			
Kelley, Tiffany	CNA Clinical	12-11-18	\$35.00
Skoglund, Amy	CNA Clinical	12-11-18	35.00
<b>Instructor, substitute, lump sum</b>			
Brunz, James	Collision, Repr, Ref Pgm	11-01-18	\$10,953.18
<b>Lab Assistant, part-time, per hour</b>			
Kelley, Tiffany	CNA	12-11-18	\$20.00
Skoglund, Amy	CNA	12-11-18	20.00
<b>Specialist, stipend, lump sum</b>			
Giebler, Micah	Collision, Rpr, Ref Pgm	10-14-18 to	\$1,542.50
	Instructor Temp Duties	11-10-18	
<b>Student Help, part-time, per hour</b>			
Abbott, Bailey	IT, Student Tech	11-15-18	\$10.50
Hoopough, Zachary	IT, Student Tech	11-26-18	10.50

D4. **Salary Change**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
<b>Other Help, part-time, per hour</b>				
Boll, Tracey	Food Service	10-14-18	\$13.00	\$13.50
Huerkamp, Virginia	Food Service	10-14-18	13.00	13.50

Action ST00350

Vice President for Enrollment Management Megan Fischer and CTE Academy Principal Josh Hall presented the Citi Foundation Youth Workforce Fund CTE Academy and Southeast Tech Partnership Report. (MRF #ST272) Southeast Tech and the CTE Academy received a joint Citi Foundation Youth Workforce grant of \$250,000 in fall 2017. In November, the Citi Foundation released that Southeast Tech and the CTE Academy have received an additional \$250,000 grant for FY19 to continue the momentum of our current Workforce and Educational Pathways project. The purpose of the grant is to specifically work with low income and other underprepared youth ages 16-24 to give them opportunities to explore and receive skilled training opportunities.

Since receiving the grant, Southeast Tech and the CTE Academy have worked collaboratively to provide internships, shadowing experiences, career fairs, campus visits, camps, pre-apprenticeships, assessments, and other career exploration opportunities to Sioux Falls youth. Additionally, grant funds have helped provide soft skills training to support student internship and work opportunities, as well as direct skilled training in specific areas, including CNA, CPR and EMT. The FY19 grant will continue to build on the FY18 grant success, working toward development of a sustainable process that will reach more students and create more opportunities for our youth.

Following general discussion, a motion was made by Todd Thielke and seconded by Cynthia H. Mickelson, five (5) votes “yes” on roll call, **acknowledging the Citi Foundation Youth Workforce Fund CTE Academy and Southeast Tech Partnership Report.**

Action ST00351

Chief Information Officer Erik VanLaecken presented the Information Technology Report. (MRF #ST273) The IT Support Center Customer Satisfaction Survey was open for all students and employees from October 26 – November 19, 2018. The survey was conducted to measure customer service and areas of improvement.

All employees participated in End User Data Security Training in 2017. Additional security training will be available monthly. A new campus app will be available in the near future.

Following general discussion, a motion was made by Kate Parker and seconded by Cynthia H. Mickelson five (5) votes “yes” on roll call, **acknowledging the Information Technology Report.**

Action ST00352

Rich Kluin, Vice President of Finance and Operations, presented FY20 Budget Guidelines and Timeline Report. (MRF #ST274) 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 institutional has a well-developed process in place for budgeting and for monitoring expenditures.
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 process 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 December. Stakeholders are comprised of community representatives, faculty/staff, and administration. Recommendations will be submitted to the President for consideration in March.

Two public information sessions will be held in March and April of 2019 to allow for additional community review of budget recommendations prior to the Board's tentative budget adoption.

Following general discussion, a motion was made by Todd Thaelke and seconded by Cynthia H. Mickelson, five (5) votes "yes" on roll call, **acknowledging the FY20 Budget Guidelines and Timeline Report.**

Action ST00353

On motion by Todd Thaelke and seconded by Cynthia H. Mickelson, five (5) votes "yes" on roll call, the School board **adjourned** at 4:49 p.m.

KENT ALBERTY  
Presiding Officer

TODD VIK  
Business Manager

These minutes published once at an approximate cost of \$\_\_\_\_\_.