

SCHOOL BOARD MEETING

Monday, July 9, 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 Monday, July 9, 2018 at 4:00 p.m. 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 Thaelke, Vice President Kent Alberty and President Kate Parker. Absent: None.

Action ST00311

A motion was made by Kent Alberty and seconded by Todd Thaelke, five (5) votes "yes" on roll call **approving the minutes of a meeting** held on June 6, 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 ST00312

A motion was made by Cynthia H. Mickelson and seconded by Kent Alberty 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 ST00313

A motion was made by Carly R. Reiter and seconded by Todd Thaelke, 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:

A1. Approval of Contracts (continued)

Item No.	Contract Number	Contractor	Project	Cost/Revenue
a.	19-001 Southeast, EVL	SDN Communications	Band Width	\$29,465.28
b.	19-002 Southeast, RJG	Huron Regional Medical Center	Huron RN Program	\$90,000.00

A2. Grant Applications

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

A \$500,000 John T. Vucurevich Foundation grant. The grant funds will be used to continue the Learners to Leaders program as a partnership between Southeast Technical Institute and the Sioux Falls School District. The contact person for this grant is Margaret Pennock.

A3. Southeast Tech Agreements

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

A4. Southeast Tech 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 and further authorizing the Vice President of Finance 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.

A5. Grant Application Approval Authorization

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 expended 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.

A6. 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 FY19, 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 Housing 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 Accounts to the Sioux Falls School District to reimburse the District.
- c. With the understanding that the claims for the payment of fees shall be forwarded to the President and Vice President of Finance/Operations for review and approval.
- d. With the understanding that claims for the payment of District invoices shall be forwarded to the President and Vice President of Finance/Operations for review and approval and the payments from Trust and Agency Accounts of District invoices will appear in a subsequent Supplemental Budget.

A7. Authorizing the Continuance of Trust & Agency Accounts

Authorizing the continuance of the following Trust & Agency Accounts for the fiscal year beginning July 1, 2018, and ending June 30, 2019, designating personnel as Treasurers for said funds, and authorizing said Treasurers to continue checking accounts in bank depositories, as follows:

<u>Trust & Agency Account</u>	<u>Treasurer</u>	<u>Bank Depository</u>
Tuition & Fees	Mike Stephens	U.S. Bank, Great Western
EFT Account	Mike Stephens	U.S. Bank, Great Western
ACH Account	Mike Stephens	U.S. Bank, Great Western
STI Blue Bucks	Mike Stephens	U.S. Bank, Great Western
Trust & Agency	Mike Stephens	U.S. Bank, Great Western
STI Bookstore T & A	Mike Stephens	Great Western

A8. Designated Administration – Special Projects

Designating the President of Southeast Tech, and/or the Vice President of Finance/Operations as authorized representatives of the Sioux Falls School District 49-5 of Sioux Falls, Minnehaha County, South Dakota for making proper application with agencies of the State of South Dakota and entering into and executing all documents required for federal funds and projects for Southeast Technical Institute for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

A9. Adopting Policies

Adopting the polices as set forth in sections A through K, inclusive of the Policy/Regulation manuals of the District and Southeast Tech, from July 9, 2018, to the next annual meeting to be held on July 8, 2019, it being understood that the “policies are subject to revision at any time”, in accordance with Policy BG; and approving Regulations as set forth in the Policy/Regulation Manual of the District for the same period of time, with the understanding that none of the regulations are contradictor to the specifics or intent of Board Policy.

A10. Tuition and Fees for Southeast Tech

<u>Fee Type</u>	<u>Amount</u>	
Local Fees – Institute Fees, Student Government/Activity, Maintenance/Repair	\$83.00	per credit hour
State Fees - Facility	\$35.00	per credit hour
State Fees – Maintenance/Repair	\$5.00	per credit hour
State Fees – Outreach/Technology	\$1.00	per credit hour
Tuition	\$116.00	per credit hour
Online Courses	\$50.00	per credit hour
Laptop (Conditional Sales Agreement)-Macintosh	\$2,795.00	one-time fee
Laptop (Conditional Sales Agreement)-PC Advanced	\$1,395.00	one-time fee
Laptop (Conditional Sales Agreement)-PC Base	\$995.00	one-time fee
HVAC Program Fee	\$100.00	per semester
Law Enforcement Program Fee	\$100.00	per semester
LPN/RN Course Fees	\$25.00	per credit hour
Plumbing/Welding Program Fees	\$100.00	per semester
Testing Fees	\$8 - \$400	per test
Help Desk Support Fee-Student Provided Laptops	\$50.00	per hour
Application Fees	\$0 - \$35.00	one-time fee
Registration Fees	\$50.00 - \$75.00	one-time fee
Transcript Fee	\$10.00	each
Diploma Fees (Duplicate)	\$15.00	each
Payment Plan Registration	\$25.00	per plan
Late Payment Fees (3 – months maximum)	\$25.00	per month
Printing Charges (B&W, Color)	\$0.10/\$0.20	per image

Scarborough (Child Care) Center Fees

Full Time (0 – 2 years) – Standard	\$185.00 per week
Full Time (3+ years) – Standard	\$165.00 per week
Part Time (0 – 2 years) – Standard	\$152.00 per week
Part Time (3+ years) - Standard	\$135.00 per week
Hourly	\$5.45 per hour
Registration Fee	\$35.00 per family

A10. **Tuition and Fees for Southeast Tech** (continued)

Corporate Education Fees

Customized Classes (per course)	\$0 - \$950
Computer (per course)	\$80 - \$400
Computer Certification	\$1,200 - \$11,000
Carpentry Apprenticeship	\$995 - \$5,000
Apprenticeship Courses	\$0 - \$5,000
Truck Driving (per course)	\$995 - \$4,500
Applicant-Based Workshops (per course)	\$50 - \$1,200
Welding (per course)	\$450 - \$7,000
Welding Certification	\$300 - \$2,000

A11. **Southeast Tech – Building Rental Rates**

Approving Southeast Tech building rental rates as follows:

Building Rental Rates						
Room Type	State of South Dakota (i.e. Political Subdivision) (Non-Profit Events)	State of South Dakota (i.e. Political Subdivision) (For Profit Events)	Non- Profit Community Groups	For Profit Community Groups	After Hours (Non-Profit Groups)	After Hours (For Profit Groups)
Classroom (max cap. 30)	No charge	\$50 – ½ Day \$100 – Full Day	\$50 – ½ Day \$100 – Full Day	\$75 – ½ Day \$150 – Full Day	\$75 – ½ Day \$150 – Full Day	\$100 – ½ Day \$200 – Full Day
Large Classroom (max cap. 40)	No charge	\$75 – ½ Day \$150 – Full Day	\$75 – ½ Day \$150 – Full Day	\$100 – ½ Day \$200 – Full Day	\$100 – ½ Day \$200 – Full Day	\$200 – ½ Day \$400 – Full Day
HC257, MC101, Commons Areas	No charge	\$100 – ½ Day \$200 – Full Day	\$100 – ½ Day \$200 – Full Day	\$300 – ½ Day \$600 – Full Day	\$300 – ½ Day \$600 – Full Day	\$400 – ½ Day \$800 – Full Day
Hub Auditorium	No charge	\$300 – ½ Day \$600 – Full Day	\$300 – ½ Day \$600 – Full Day	\$450 – ½ Day \$900 – Full Day	\$450 – ½ Day \$900 – Full Day	\$600 – ½ Day \$1200 – Full Day
Instructional Labs (staff presence required for each hour lab in use)	\$50/hour/each staff required	\$450 – ½ Day \$900 – Full Day Plus \$50/hour/each staff required	\$450 – ½ Day \$900 – Full Day Plus \$50/hour/each staff required	\$600 – ½ Day \$1200 – Full Day Plus \$50/hour/each staff required	\$600 – ½ Day \$1200 – Full Day Plus \$75/hour/each staff required	\$750 – ½ Day \$1500 – Full Day Plus \$75/hour/each staff required
Technology Fee (Southeast Tech staff assistance with Lessee's technology needs)	No charge	\$50 – ½ Day \$100 – Full Day	\$50 – ½ Day \$100 – Full Day	\$50 – ½ Day \$100 – Full Day	\$50 – ½ Day \$100 – Full Day Plus \$45/hour/each staff required	\$50 – ½ Day \$100 – Full Day Plus \$45/hour/each staff required
Facilities Staff Fee	No charge	No charge	No charge	No charge	\$45/hour/each staff required	\$45/hour/each staff required

Deviations from the Building Rental Rate Schedule may be granted and must be approved by the President or President’s designee.

A.12 Charges Related to Open Records Requests

Approving the charges for open records requests as follows:

- a. Photocopying - \$0.25 per page
 - b. Data/Document Retrieval –
 - 1. \$5.00 per 15 minute segment of time after the first 15 minutes for classified staff
 - 2. \$20.00 per 15 minute segment of time after the first 15 minutes for professional staff
- B.** Approving the **Consolidated Report of Trust and Agency Funds** of July 9, 2018 and stating for the record that as of May 31, 2018, receipts total \$42,373,293.98 and disbursements total \$39,905,088.42. (see MRF #ST243)
- C.** Approving the **Vice President of Finance and Operation’s Report** of July 9, 2018 in accordance with the SDCL §13-8-35 (see MRF #ST244) and directing that detailed statement of receipts and balances on hand, as of May 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, 186 Day, full-time		
Hagle, Cindy	Medical Coding	06-30-18
Student Help, part-time		
Donnelli, Makenna	Scarborough Center	06-15-18
Perkinson, Emma	Scarborough Center	06-30-18
Student Tutor, part-time		
Abbott, Bailey	CIS	04-27-18
Andre, Cole	CIS	11-30-17
Harsma, Cassandra	Horticulture	05-01-18
Tupy, Brooks	CIS	05-02-18
VanBockern, Austin	CIS	02-06-18
Tutor, part-time		
Michels, John	English	05-01-18

D2. **2018-2019 Staff Recommendations**

<u>Name</u>	<u>Salary</u>
Administrator, per annual	
Fischer, Megan Marie	\$114,788.00
Griggs, Robert Joseph	158,650.00
Hird, Lon	107,318.00
Kluin, Richard L	131,699.00
Noldner, Tracy J	114,682.00
Peters, Craig S	109,476.00
Possehl, Kristin Lenore	98,758.00
VanLaecken, Erik Jon	109,476.00
Classified Staff, per hour	
Anderson, Curtis J	\$16.86
Arnoldy, David M	21.60
Avdic, Darko	16.35
Baker, Jill Marie	17.60
Bartlett, Cindy Kay	20.49
Becker, Sheryl Marie	16.35
Beitelspacher, Clorinda S	22.90
Buxton, Craig J	15.50
Eklund, Anne Louise	19.14
Farrell, Katie Louise	17.60
Feller, Raymond John	18.04
Friesz, Ethan Ryan	27.06
Giebler, Micah Ryan	25.93
Heald, David S	25.93
Healy, Ellen Joan	17.02
Hout, Lori Jean	28.04
Ingber, Ronald R	17.02
Johnson, Brent R	16.01
Johnson, Troy A	21.39
Kerfeld, Tammy R	20.49
Kramer-Hermanson, Michael Thomas	18.18
Mayer, Eric M	18.04
Miranowski, Devin James	17.60
Olson, Brandilyn Ann	18.37
Oorlog, Lori K	28.04
Piskic, Hajrudin	16.01
Prouty, Terry A	26.99
Rathsachack, Ashley Nichole	18.18
Sackett, Julie Anne	27.51
Sahuric, Ferid	17.02
Sandstede, Kevin R	22.90
Sauer, Dennis Jerome	15.50
Strouth, Erica Nicole	22.04
Van-Zee, Joyce Marie	26.72

D2. **2018-2019 Staff Recommendations** (continued)

<u>Name</u>	<u>Salary</u>
Classified Staff, per hour (continued)	
Wagner, Keith Patrick	\$31.52
Weinmann, Mark A	20.49
Weis, Anthony Ray	17.02
Willuweit, Bernadette A	28.04
Winter, Karen Lynn	27.24
Wood, Levi Simon	24.62
Woodard, Judy Ann	17.99
Wynthein, Dan T	30.81
Employment Contract, per annual	
Bormann, Amanda Grace	\$68,811.00
Buseman, Nathan W	54,198.00
Carruthers, Tara Ann	38,592.00
Danielson, Jacqueline Jean	68,675.00
Dorman, Scott W	64,267.59
Evenson, Glade Alan	47,004.00
Fischer, Anna Lee	55,488.00
Frey, Amanda Kay	65,294.00
Furth, Shannon Marie	50,877.00
Grabowska, Lynette K	68,675.00
Harder, Elizabeth R	56,986.00
Herr, Steven Jon	58,703.00
Jansick, Ross Kelly	61,798.00
Johnson, Anna Kathleen	54,124.00
Kilmer, Cyrena Joy	46,790.00
Mewing-Molstad, Kelly Jo	68,811.00
Miller, Amy Lynn	46,790.00
Muhs, Jon S	54,198.00
Olson, Emily J	55,841.00
Pennock, Margaret Elizabeth	65,560.00
Reisch, Chelsea Janee	54,697.00
Schuette, Amanda Ellen	50,877.00
Sjogren, Robin R	39,035.00
Skiff, Jason S	60,545.00
Skorczewski, Tamara L	59,847.00
Stephens, Michael S	70,027.00
Strouth, Gerard J	73,888.00
Struck, Kathryn Anne	72,055.00
Unruh, Michelle Leona	63,942.00
VanZanten, Andrew G	59,918.00
Vortherms, Kristie Kay	78,300.00
Weber, Joseph L	50,877.00
Westcott, Jamie G	72,055.00
Zellmer, LaDonna Jean	54,396.00

D2. **2018-2019 Staff Recommendations** (continued)

<u>Name</u>	<u>Salary</u>
Executive Assistant, per annual	
Oswald, Vicki Lea	\$56,324.00
Instructor, per annual	
Amor, Patrick B	\$59,340.00
Armstrong, Misty Michelle	69,614.00
Bardsley, Chase James	52,637.00
Berry, Vincent Todd	58,921.00
Bezdichek, Michael Thomas	55,246.00
Borgen, Cory A	67,986.00
Bowman, Kaay S	65,478.00
Breitling, Rodney Jerae	65,478.00
Burchatz, Ronald George	67,986.00
Castardo, Ruby Ann	67,986.00
Cavin, Georgina D	63,431.00
Conrad, Anthony T	57,293.00
Cox, Bryan J	61,385.00
Cummings, Debborah G	65,719.00
Davis, Chris E	61,385.00
Derry, Elise Kaye	57,293.00
Dvanajscak, Amanda Jo	63,615.00
Entringer, Stephanie Rose	67,986.00
Foster, Fenecia Lynn	58,484.00
Gillis, Sara Jo	51,235.00
Hanson, Mylynn Jean	61,385.00
Haynes, Matthew Charles	57,293.00
Highfill, Rhoda	61,385.00
Hoier, Patrick A	69,614.00
Hunking, Debra Lee	72,519.00
Hunter, Marcus L	55,246.00
Kassing, Elizabeth Kay	57,293.00
Kavanagh, David F	70,253.00
Keyes, Jennifer Joan	63,454.00
Kibbe, Andrew W	61,385.00
Kolander, John Edward	57,293.00
Kramer, Jaclyn Heide	61,385.00
Lang, Sarah Elizabeth	64,775.00
Lanphere, Nicholas L	57,293.00
Larsen, Kristin Jenell	63,431.00
LeLoux, Loretta K	61,385.00
Lease, Sara Jane	74,586.00
Marcotte, Mitchell E	57,293.00
McManus, Stacy Leanne	61,385.00
McNickle, Ginger Marie	61,385.00
Merritt, Jason James	63,454.00

D2. **2018-2019 Staff Recommendations** (continued)

<u>Name</u>	<u>Salary</u>
Instructor, per annual (continued)	
Miller, Richard Carle	\$61,187.00
Morris, Roger A	57,293.00
Mower, Britney Joy	61,563.00
Nowak, Deborah A	63,431.00
Olson, Curtis Carl	65,478.00
Osborn, Michelle Lee	57,293.00
Pepper, Dustin G	63,615.00
Pepper, Merrel Lewis	65,478.00
Peters, Dennis A	63,431.00
Pommer, Jacqueline Kay	70,253.00
Post, Sherri Lyn	65,478.00
Pothast, Lee Allen	67,986.00
Pottratz, Jennifer Jo	59,956.00
Roller, Cynthia Jane	61,385.00
Rose, Jean M	63,431.00
Russell, Dennis Gary	72,519.00
Saugstad, Jeanette Linn	57,293.00
Schaffer, Kenneth W	54,586.00
Schlepp, Jeffrey Jed	57,293.00
Schneider, Nicholas B	57,293.00
Schneider, Terry Lee	67,986.00
Schroeder, Johnnie L	61,385.00
Schwartz, Colette Mary	57,293.00
Shotkoski, Kevin Lee	59,340.00
Tunge, Paul James	61,385.00
VanOverbeke, Jeffrey S	63,431.00
Warkenthien, Richard W	57,293.00
Weddle, Steven Raymond	51,153.00
Weihe, Kimberly Elnora	61,385.00
Wellnitz, Kristin Kay	62,384.00
Wendell, John Michael	59,340.00
Werkmeister, Myra Jean	57,458.00
Williams, Brian Keith	63,431.00
Wohlwend, Bruce T	63,431.00
Wolff, Dana H	65,478.00
Program Assistant, per hour	
Bartunek, Pamela C	\$13.89
Ostermann, Linette L	14.85
Petersen, Christine Renae	14.60
Reyna, LaTanya Alexis	12.51

D3. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Administrator, full-time, stipend			
Peters, Craig	Dean-Curriculum & Instr, Additional duties for VP-Academic Affairs, 35 days, \$90.78 per day	05-14-18 to 06-30-18	\$3,177.30
Employment Contract, full-time, stipend			
Evenson, Glade	CDL Trainer, Extended Contract Days, 12 days, \$219.42 per day	05-07-18	\$2,633.04
Federal Work Study, part-time, per hour			
Radack, Shelby	Library	06-04-18	\$10.00
Instructor, full-time, per annual			
Hunter, Marcus	186 Day, Electrician Pgm, 1.0 FTE, Lane 3, Step 10	07-01-18	\$55,246.00
Kolander, John	186 Day, Construction Pgm, 1.0 FTE, Lane 4, Step 10	07-01-18	\$57,293.00
Miller, Richard	206 Day, Law Enf Pgm, 1.0 FTE, Lane 3, Step 10	07-01-18	\$61,187.00
Weddle, Steven	186 Day, Welding Pgm, 1.0 FTE, Lane 1, Step 10	07-01-18	\$51,153.00
Instructor, part-time, curriculum development, per hour			
Haynes, Matthew	Construction Apprentc Pgm	06-01-18	\$35.00/\$21.11
Meyer, Tia	Dental Asst Apprentc Pgm	06-01-18	35.00/\$21.11
Instructor, part-time, per hour			
Stokke, Sarah	CNA	07-09-18	\$35.00
Wohlwend, Dana	Corp Ed, CIS Apps	06-06-18	35.00
Instructor, stipend, FY2018, South Dakota HB 1182, lump sum			
Bardsley, Chase	Diesel Tech	07-01-18	\$1,604.00
Lanphere, Nicholas	Diesel Tech	07-01-18	862.00
Pothast, Lee	Diesel Tech	07-01-18	742.00
Shotkoski, Kevin	Diesel Tech	07-01-18	2,675.00
Lab Assistant, part-time, per hour			
Stokke, Sarah	CNA	07-01-18	\$20.00

D3. **Employment Recommendations** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Other Help, part-time, per hour			
Perkinson, Emma	Scarborough Center	07-01-18	\$12.00
Peters, Ryan	Groundskeeper	05-14-18	12.00
Ramsbey, Ashley	Admissions Asst	06-08-18	14.00
Weihe, Connor	Scarborough Center	06-01-18	10.00
Specialist, full-time, per hour			
Wood, Levi	9 Month, Welding Pgm Lab, 1.0 FTE, Level N, Step 3	08-06-18	\$24.62
Student Help, part-time, per hour			
Lingen, Timothy	IT Student Tech	06-25-18	\$10.00
Radack, Shelby	Library	05-16-18	10.00

Adjunct Instructor, 2018 Summer 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>
Albers, Diana	Nursing	06-12-18	\$3,006.08	\$5,023.84
Leonard, Mark	Nursing	06-11-18	0.00	1,597.76
Moser, Jaci	Nursing	06-11-18	0.00	2,466.64
Pepper, Merrel	CIS	07-01-17	0.00	420.55
Peterson, Anne	Nursing	05-15-18	3,852.75	1,284.25
Zediker, Afton	Nursing	05-19-18	0.00	1,303.32

D4. **Work Schedule Change**

Name **Current** **Proposed**
Amending Action ST00304.D3 adopted on June 6, 2018, as pertains to the "Work Schedule Change" section for Jill Baker, by deleting the proposed work schedule of 206 days and replacing with a 12 month work schedule.

<u>Name</u>	<u>Current</u>	<u>Proposed</u>
Instructor, full-time, per annual		
Foster, Fenecia	Instructor, Gen Ed, 186 Day, 1.0 FTE, Lane 6, Step 8, FY18, \$57,331.00	Instructor, Gen Ed, 206 Day, 1.0 FTE, Lane 6, Step 8, FY19, \$64,775.00, Effec. 07-01-18
Mower, Britney	Instructor, Gen Ed, 186 Day, 1.0 FTE, Lane 6, Step 6, FY18, \$54,488.00	Instructor, Gen Ed, 206 Day, 1.0 FTE, Lane 6, Step 6, FY19, \$61,563.00, Effec. 07-01-18

D4. **Work Schedule Change**

<u>Name</u>	<u>Current</u>	<u>Proposed</u>
Instructor, full-time, per annual Pommer, Jacqueline	Instructor, Gen Ed, 206 Day, 1.0 FTE, Lane 7, Step 10, FY18, \$68,868.00	Instructor, Gen Ed, 226 Day, 1.0 FTE, Lane 7, Step 10, FY19, \$77,072.00, Effec. 07-01-18

D5. **Change of Status**

<u>Name</u>	<u>Location/ Position</u>	<u>From</u>	<u>To</u>
Administration, full time, per annual Fischer, Megan	Enrollment Management	Dir of Admissions 1.0 FTE, 12 Mo, Lvl W, Stp 6, FY18, \$90,378.80	VP for Enrl Mgmt, 1.0 FTE, 12 Mo, Lvl C, Stp 1, FY19, \$114,788.00 Effec. 07-01-18
Noldner, Tracy	Student Affrs & Institutional Effectiveness	VP-Student Success & Institutional Research, 1.0 FTE, 12 Mo, Lvl C, Stp 5, FY18, \$129,104.00	Exec Dir-Student Affrs& InstEffectv, 1.0 FTE, 12 Mo, Lvl F,Stp 5,FY18, \$114,682.00 Effec. 07-01-18
Employment Contract, full-time, per annual			
Danielson, Jacqueline	Student Success	Student Succ Adv, 1.0 FTE, 12 Mo, Lvl I, Stp 11, FY18, \$62,423.91	Assoc Registrar, 1.0 FTE, 12 Mo, Lvl J, Stp 11, FY19, \$68,675.00 Effec. 07-01-18
Frey, Amanda	Admissions	Student Succ Adv, 1.0 FTE, 220 Day, Lvl I, Stp 5, FY18, \$53,618.43	Assoc Dir of Admissions, 1.0 FTE, 12 Mo, Lvl J, Stp 6, FY19, \$65,294.00 Effec. 07-01-18
Johnson, Anna	Student Success	Assoc Registrar & Retention Officer, 1.0 FTE, 220 Day, Lvl H, Stp 4, FY18, \$47,495.39	StudentSucAdv, 1.0FTE,220Day, Lvl I, Stp 4, FY19, \$54,124.00 Effec. 07-01-18

D5. **Change of Status** (continued)

<u>Name</u>	<u>Location/ Position</u>	<u>From</u>	<u>To</u>
Struck, Kathryn	Operations/ Finance/HR	HR Specialist, 1.0 FTE, 12 Mo, Lvl M, Stp 16, FY18, \$24.80 per hr	HR Director, 1.0 FTE, 12 Mo, Lvl J, Stp 16, FY19, \$72,055.00 Effec. 07-01-18
Vortherms, Kristie	Student Success	Student Succ Dir & Registrar, 1.0 FTE, 12 Mo, Lvl J, Stp 9, FY18, \$65,995.62	StudentSucDir& Registrar, 1.0 FTE, 12 Mo, Lvl L, Stp 9, FY19, \$78,300.00 Effec. 07-01-18
Instructor, full-time, per annual			
Haynes, Matthew	Nursing	Construction Appr Instr, Part-time, \$35.00 per hr	LPN Instructor, 1.0FTE,186Day, Ln4Stp10 FY19, \$57,293.00 Effec. 07-01-18
Osborn, Michelle	Nursing	CNA Clinical Instr, Part-time, \$35.00 per hr	LPN Instructor, 1.0FTE186 Day, Ln4Stp10 FY19, \$57,293.00 Effec. 07-01-18
Schwartz, Colette	Nursing	LPN Clinical Instr, Part-time, \$35.00 per hr	LPN Instructor, 1.0FTE186 Day, Ln4Stp10 FY19, \$57,293.00 Effec. 07-01-18
Werkmeister, Myra	Nursing	LPN Clinical Instr, Part-time, \$35.00 per hr	LPN Instructor, 1.0FTE206 Day, Ln 4Stp 6 FY19, \$57,458.00 Effec. 07-01-18

Action ST00314

Surgical Technology Director Ruby Castardo and CST Lab Specialist Joyce Van Zee presented the Surgical Technology, Electroneurodiagnostic Technology and Healthcare Leadership Program Overview. (see MRF #ST245) The Surgical Technology program is accredited through CAAHEP – Commission on Accreditation of Allied Health Education program. Surgical technologists are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision and authority of a surgeon to facilitate the safe and effective conduct of invasive and non-invasive surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical technologists are experts in the theory and application of the principles of asepsis and sterile technique to combine the knowledge of human anatomy, surgical procedures, and implementation and tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

The Electroneurodiagnostic (ENDT) program that is offered at Southeast Tech provides the student with the education and training to perform four different medical procedures that evaluate the electrical activity within the body. The ENDT program is accredited through CAAHEP-Commission on Accreditation of Allied Health Education Program. ENDT Technologists play an essential role in healthcare for patients to help diagnosis and treat various conditions and work under the division of neurology. With limited educational programs for ENDT, this program plays a vital role in providing qualified technologists in the Sioux Falls area as well as nationwide.

The Healthcare Leadership program was started 2011-2012 school year under the name of Allied Health. At the time of its inception it was felt by administration and faculty there was a need to offer students an avenue to obtain an Associates of Applied Science if they were in a health diploma program. In addition, students who wanted to seek a leadership role in their workplace could take the additional classes that would prepare them for the added responsibilities they might encounter when in a lead position. Students in another health associates program could also seek a Healthcare Leadership degree as a minor. Due to student confusion about what Allied Health meant and entailed, the name of Allied Health was changed to Healthcare Leadership three years ago.

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

Action ST00315

Rich Kluin, Vice President of Finance and operations presented the FY19 Proposed Budget for adoption, as follows:

The Southeast Tech Council held a public work session on the budget on May 8, 2018 to review the program budgets as presented by the Southeast Tech Administration. On May 14, 2018, a

public hearing on the Southeast Tech's FY19 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 14, 2018 meeting. There have been changes made to the FY19 Budget Post-Secondary Technical Funds since tentative approval. All revisions to the tentatively adopted budgeted are delineated below.

POST-SECONDARY TECHNICAL FUND

REVENUES

Other Local Revenue – Cost Center 341:

- Reimbursement from the Southeast Technical Institute Housing Foundation was increased \$61,046 to provide for the Housing Retention position that was approved by the Housing Foundation.

Other State Revenue – Cost Center 395:

- Increase Other State Revenue by \$77,908 for additional maintenance/repair support provided by the SD Legislature.

Federal Revenue – Cost Centers 318/382/389:

- Increase Other Federal Revenue by \$16,420 for increased work study allocation
- Increase Federal Revenue by \$68,268 for additional support provided by the Carl Perkins grant.
- Increase Other Federal Revenue by \$3,298 for additional support provided for Non-traditional and Equity grants through Carl Perkins.

EXPENDITURES

Regular Salaries:

- Full time salaries were increased by \$60,459 in all associated cost centers were adjusted to actual salaries based on FY19 adopted salary schedules, late resignations, adjustments to compensated days, and reclassifications of vacant positions.
 - Object 1131 – Clerical Salaries: Decreased by \$85,212.
 - Object 1171 – Instructor Salaries: Decreased by \$20,898.
 - Object 1191 – Employment Contract Salaries: Increased by \$166,569.

Instructor Adjunct - Cost Center 343:

- Adjunct pay was decreased by \$29,700 for online and Higher Learning Commission support to provide additional resources for the Academic Teaching/Learning Technologist.

Hourly Pay – Cost Centers 318/329/330/349:

- Hourly pay was increased by \$4,295 with revisions in various cost centers as indicated.
 - Cost Center 318 – Increased by \$16,420 for federal work study allocation.
 - Cost Center 329 – Increased by \$8,150 for continuation of risk management efforts.
 - Cost Center 330 – Decreased by \$11,275 to provide resources for Financial Aid Director position.
 - Cost Center 349 – Decreased by \$9,000 to provide resources for the Academic Teaching/Learning Technologist.

Retirement Benefits:

- Social Security benefits were increased by \$1,333 for associated salaries in various cost centers.
- SDRS Retirement benefits were increased by \$1,847 for associated salaries in various cost centers.

Insurance Benefits:

- Long-term Disability benefits were increased by \$37 for associated salaries in all cost centers.
- Worker's Compensation benefits were increased by \$763 for associated salaries in all cost centers.
- Hospital/Medical Insurance benefits were increased by \$33,774 for projected enrollments in all cost centers.
- Dental Insurance benefits were increased by \$1,841 for projected enrollments in all cost centers.
- Life Insurance benefits were increased by \$11 for associated salaries in all cost centers.

Supplies – Cost Center 329:

- Software was increased by \$11,538 to provide for applicant tracking software.

Building Improvements – Cost Center 395:

- Building Improvements was increased by \$77,908 to reflect additional state support for campus maintenance/repair projects.

Equipment – Cost Center 382:

- Capital equipment was increased by \$62,834 to reflect additional Carl Perkins allocation.

Fund	Fund Description	FY19 Revenue Budget	Cash from Fund Balance	Total Funds Available	FY19 Expenditure Budget
23	Post-Secondary Technical	\$23,847,396	-	\$23,847,396	\$23,847,396
52	Post-Secondary Bookstore	\$2,625,000	-	\$2,625,000	\$2,614,265
53	Post-Secondary Food Service	\$345,000	-	\$345,000	\$344,492
54	Post-Secondary Child Care	\$309,000	\$10,555	\$309,000	\$319,555
	Totals	\$27,126,396	\$10,555	\$27,126,396	\$27,125,708

Following general discussion, a motion was made by Kent Alberty and seconded by Todd Thoelke, five (5) votes “yes” on roll call, **adopting the FY19 Budget of Southeast Technical Institute as amended to include \$10,555 from Existing Cash to Fund 54 Post-Secondary Child Care.** (see MRF #ST246)

Action ST00316

On motion by Kent Alberty and seconded by Todd Thoelke, five (5) votes “yes” on roll call, the School board **adjourned** at 4:36 p.m.

KATE PARKER
 Presiding Officer

TODD VIK
 Business Manager