

## SCHOOL BOARD MEETING

Wednesday, September 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, September 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 Thoenke, Vice President Cynthia H. Mickelson and President Kent Alberty. Absent: none.

### Action ST00325

A motion was made by Todd Thoenke and seconded by Cynthia H. Mickelson five (5) votes "yes" on roll call **approving the minutes of a meeting** held on August 1, 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 ST00326

A motion was made by Kate Parker and seconded by Carly R. Reiter, 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 ST00327

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

<b>Item No.</b>	<b>Contract Number</b>	<b>Contractor</b>	<b>Project</b>	<b>Cost</b>
<b>a.</b>	19-007Southeast, MMF	Statmats	Communication Flow	\$14,995.00
<b>b.</b>	19-008Southeast, MMF	Statmats	New Print Items	\$2,000.00
<b>c.</b>	19-009Southeast, MMF	Statmats	Website Recommendations	\$1,800.00
<b>d.</b>	19-010Southeast, MMF	Statmats	View Book	\$14,995.00
<b>e.</b>	19-011Southeast, MMF	Statmats	Look Book	\$5,900.00

**A2. Disposal of School District Property**

<b>Item No.</b>	<b>Description</b>	<b>Location</b>	<b>Appraisers</b>	<b>Appraised Value</b>	<b>Property File No.</b>
<b>a.</b>	Shear	Southeast	Lon Hird Vince Berry Marcus Hunter	\$11,500	2019-ST0005
<b>b.</b>	Surface Grinder	Southeast	Lon Hird Vince Berry Marcus Hunter	\$1,500	2019-ST0005
<b>c.</b>	Plastic Injection Machine, Book Shelves – 3 Pallets, Kiln, Kiln Bench, Clothing Rack – 2, 3D Printer, 3D Printer Finishing Station	Southeast	Chase Bardsley Vincent Berry Marcus Hunter	\$0	2019-ST0006
<b>d.</b>	Cardiograph Machines – 2, Sharplan 1020, Siemens Respiratory w/computer module, Fresenius Dyalizer – 3, Illumina 780 Lasersonic, PCR Eleva Film Processor, Siemens PC/CPU – 2, Cybervision Monitor, Stratus Lab Analyzer, Okidata 3D Printer, Sieman Battery Charger - 3	Southeast	Patrick Hoier Kaay Bowman Andrew Kibbe	\$0	2019-ST0007
<b>e.</b>	Monitor, IMEX Cart, Scope Monitor, Data Scope Monitor, Trionitron Monitor, Endoscopy Video Camera, Endoscopy Light Souce, Endoscopy Color Printer, Laser Find R Scope, Arabella CPAP System – 2, Lungmechanic Calculator, Battery, Lifepak	Southeast	Patrick Hoier Kaay Bowman Andrew Kibbe	\$0	2019-ST0008
<b>f.</b>	Centifuge – 3, Lifepak Defibulator – 6, Lifepak, Compact Centrifuge, Roller Pump -2, Lifepak Monitor, Defib Analyzer	Southeast	Patrick Hoier Kaay Bowman Andrew Kibbe	\$0	2019-ST0009

**A2. Disposal of School District Property (continued)**

<b>Item No.</b>	<b>Description</b>	<b>Location</b>	<b>Appraisers</b>	<b>Appraised Value</b>	<b>Property File No.</b>
<b>g.</b>	HP Sonos Ultrasound Unit -2, HP Sonos Ultrasound Unit (Asset 7241), Philip Envisor Ultrasound Unit (Asset 6038),EKG Machine/Cart, Acoma Mammo XRay – 2, DataScope Ballon Pump (Asset 6647), X-Ray Chest, Vital Monitor Datascope – 2), Valley Lab Cautenzer, XRay Generator Transformer, Incubator Temp Control (Asset 7230)	Southeast	Patrick Hoier Kaay Bowman Andrew Kibbe	\$0	2019-ST0010
<b>h.</b>	Konica Film Processor, Minolta Processor, Neurofax EEG, Siemens CPU (Asset 6639), Cybervision Monitor, Siemens CPU, HP Pagemwriter Xli – 2, CellPyn Lab Analyzer, Accutorr Plus – 2, FilmView Box (Asset 7240), Infant Incubator, Film Densitometers – 2, Infant ICU Machine, Agilent EKG Machine	Southeast	Patrick Hoier Kaay Bowman Andrew Kibbe	\$0	2019-ST0011
<b>i.</b>	Spacelab Patient Monitor, Biotex Electrosurgery Analyzer - 3, ValleyLab Cauterizer – 3, ValleyLab Cauterizer (Asset 6632), Dyonics Light Sorrcce – 3, Spectro 22 Photometer, SMC Multisegment Stackable Hub.	Southeast	Patrick Hoier Kaay Bowman Andrew Kibbe	\$0	2019-ST0012
<b>j.</b>	Digital Multimeter, QED Defib Analyzer, Precision Function Generator, BioTek Electrosurgery (Asset 6676), Simpson Function Generator, Schlumberg Freq. Counter, Dynatech Impulse Defib Analyzer	Southeast	Patrick Hoier Kaay Bowman Andrew Kibbe	\$0	2019-ST0013
<b>k.</b>	Fresenius Patient Monitor System – 3, Magnatec Core Elector Magnet, Phototherapy Device Air Shields, Magnatec Electro Magnet, Fresenius Dialysis Pump, Ball-OScop Display Monitor, Fresenius Dialysis Control System – 2, Kendron Electric Motor, Hahn Electro Magnet, Vexta Electro Magnet	Southeast	Patrick Hoier Kaay Bowman Andrew Kibbe	\$0	2019-ST0014
<b>l.</b>	Smart UPS Battery, JVC – S2	Southeast	Doug Warner Patrick Hoier David Arnoldy	\$0	2019-ST0015

**A2. Disposal of School District Property (continued)**

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
m.	Meru AP300 Access Points – 149, Meru MC4100 Controller – 2 (Assets 7593, 7594), Meru MC4100 Controller, Apple iPad – 2 (Assets F00000003816, F00000003822), Macbook Pro (Asset 42389), Epson Photo Printer, Epson Scanner, Epson Projector – 2, Epson Projectors – 11 (Assets, 7716, 7698, 7715, 7708, 7733, 7741, 7710, 7711, 7697, 7703, 7740)	Southeast	Ethan Friesz Gerard Strouth Keith Wagner	\$0	2019-ST0016
n.	Epson Projectors – 5 (Assets 7723, 7713, 7699, 7738, 7701)	Southeast	Ethan Friesz Gerard Strouth Keith Wagner	\$0	2019-ST0017

**A3. Approval of Purchase Orders**

Authorizing the Business Manager to issue Purchase Order(s) requiring additional approval of the School Board as follows:

Item No.	Purchase Order #	Vendor	Description	Total
a.	S111043	Craft & Associates	Media Buys – FY19	\$264,000.00
b.	S111062	Stamats	Website, Marketing Materials	\$39,690.00
c.	S111187	Blackboard	Blackboard Transact	\$36,234.00

B. Approving the **Consolidated Report of Trust and Agency Funds** of September 5, 2018 and stating for the record that as of July 31, 2018, receipts total \$2,769,145.15 and disbursements total \$616,413.63. (see MRF #ST253)

C. Approving the **Vice President of Finance and Operation’s Report** of September 5, 2018 in accordance with the SDCL §13-8-35 (see MRF #ST254) and directing that detailed statement of receipts and balances on hand, as of July 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:

## D1. Resignations (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
<b>Federal Work Study, part-time</b> Bolstad, Taryn	Scarborough Center	05-03-18
<b>Other Help, part-time</b> Kussman, Jenna	IT, Student Tech	08-02-18
Solis, Monica	Food Service	08-17-18

## D2. Employment Recommendations

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Administrator, full-time, stipend</b> Peters, Craig	Dean-Curriculum & Instr, Additional duties for VP-Academic Affairs, 25 days, \$85.48 per day	07-01-18 to 08-03-18	\$2,137.00
<b>Employment Contract, full-time, annual</b> Fuerstenberg, Kim	Housing & Retentn Coord, 1.0 FTE, 12 Month, Exempt, Lvl E, Stp 1, 235 days prorated	08-06-18	\$34,504.33
Landhuis, Carmen	Graphic Designer & Marketing Asst, 1.0 FTE, 12 Month, Non-exempt, Lvl F, Stp 1, 214 days prorated	09-04-18	\$34,982.42
Hansen, Micah	Dir of Financial Aid, 1.0 FTE, 12 Month, Exempt, Lvl K, Stp 9, 214 days prorated	09-04-18	\$59,758.68
Hawks, Paula	Career Services/ Student Success Adv, 1.0 FTE, 220 Days, Exempt, Lvl I, Stp 8, 184 days prorated	09-04-18	\$47,182.62
Sprecher, Kelly	Marketing & Comm Coord for Enrollment Mgmt, 1.0 FTE, 12 Month, Exempt, Lvl I, Stp 8, 214 days prorated	09-04-18	\$50,864.51

D2. **Employment Recommendations (continued)**

<b><u>Name</u></b>	<b><u>Location/Position</u></b>	<b><u>Effective Date</u></b>	<b><u>Amount</u></b>
<b>Employment Contract, full-time, annual (continued)</b>			
Williamson, Darla	Accountant I, 1.0 FTE, 12 Month Non-exempt, Lvl G, Stp 1, 214 days prorated	09-04-18	\$38,511.77
<b>Employment Contract, full-time, stipend</b>			
Sprecher, Kelly	Mktg Dept Interviews, Extended Contract Days, 1 day, \$237.69 per day	08-06-18	\$237.69
<b>Federal Work Study, part-time, per hour</b>			
Hori, Jessica	IT, Student Tech	08-27-18	\$10.50
Krause, Emily	Library	08-20-18	10.50
Rush, Megan	Career Ed	08-20-18	10.50
Schweitzer, Ashley	Scarborough Center	08-27-18	10.50
<b>Instructor, part-time, per hour</b>			
Batula, Danijela	Health/CNA	08-20-18	\$35.00
Stafford, Emily	Health/CNA	08-20-18	35.00
Velasquez, Jessica	Health/CNA	08-20-18	35.00
Zediker, Afton	Health/CNA	08-20-18	35.00
<b>Lab Assistant, part-time, per hour</b>			
Batula, Danijela	Health/CNA	08-20-18	\$20.00
Bly, Betsy	Ultrasound	08-27-18	20.00
Huwe, Andrew	Surgical Tech	08-27-18	20.00
McComsey, Jacy	Surgical Tech	08-27-18	20.00
Melber, Olivia	Surgical Tech	08-27-18	20.00
Meza, Alma	Ultrasound	08-27-18	20.00
Powers, Alyson	Ultrasound	08-27-18	20.00
Stafford, Emily	Health/CNA	08-20-18	20.00
Texly, Megan	Surgical Tech	08-27-18	20.00
Velasquez, Jessica	Health/CNA	08-20-18	20.00
Zediker, Afton	Health/CNA	08-20-18	20.00
<b>Other Help, part-time, per hour</b>			
Madson, Siti	Test Center Proctor	08-21-18	\$15.00
Solis, Monica	Food Service	08-16-18	14.00
Wilbur-Elliott, Jolenna	Food Service	08-13-18	\$12.00
Yost, Joan	Test Center Proctor	08-15-18	15.00

D2. **Employment Recommendations (continued)**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Other Help, part-time, per hour (continued)</b>			
<b>Specialist, full-time, per hour</b>			
Wood, Levi	New Employee Training, Extended Contract Days, 4 Days, 8 hrs per day	07-16-18 to 07-20-18	\$24.62
<b>Student Help, part-time, per hour</b>			
Harrington, Sydney	Student Success	08-13-18	\$11.00
Hegge, Nadine	Scarborough Center	08-20-18	10.50
Heezen, Kori	Food Service	08-17-18	11.00
Kelly, Riley	Food Service	08-13-18	11.00
King, Christian	IT, Student Tech	08-22-18	10.50
Krause, Emily	Student Success	08-15-18	10.50
Moe, Sierra	Scarborough Center	08-20-18	10.50
Wiley, Sarah	Scarborough Center	08-20-18	10.50
<b>Student Tutor, part-time, per hour</b>			
Danielson, Hannah	English, Health	08-29-18	\$10.50
Gregory, Michael	CIS	08-24-18	10.50
Leemkuil, Mariah	Accounting	08-29-18	10.50
McGuire, Andrew	CIS	08-27-18	10.50
Meyer, Justin	Math	08-27-18	10.50

**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>
Cavin, Georgina	Bring Your A Game	08-06-18	\$12,360.00	\$12,640.00
Hoyt, Jodi	Intro to eLearning	08-01-18	4,140.00	5,580.00
Pommer, Jacqueline	Intro to eLearning	08-01-18	3,240.00	4,680.00
Talcott, Roberta	Bring Your A Game	08-01-18	2,700.00	3,155.00

D3. **Salary Change**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
<b>Federal Work Study, part-time, per hour</b>				
Araiza, Heather	Admissions	08-12-18	\$10.00	\$11.00
<b>Federal Work Study, part-time, per hour</b>				
Harrington, Sydney	Student Success	08-12-18	10.00	\$11.00
Karrels, James	Bookstore	08-12-18	10.00	11.00
Nakamoto, Isaac	Library	08-12-18	10.00	11.00
Radack, Shelby	Library	08-12-18	10.00	11.00

D3. **Salary Change** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
<b>Federal Work Study, part-time, per hour</b> (continued)				
Skidmore, Jacob	Financial Aid	08-12-18	10.00	\$11.00
Vikander, Mariah	Scarborough Ctr	08-12-18	10.00	11.00
Zeck, Regan	Scarborough Ctr	08-12-18	10.00	11.00
<b>Instructor, part-time, per hour</b>				
Castardo, Ruby	Corp Ed, Surg Tech	07-01-18	\$43.14	\$44.00
<b>Student Help, part-time, per hour</b>				
Hori, Jessica	IT Helpdesk	08-12-18	\$10.00	\$10.50
Lingen, Timothy	IT Helpdesk	08-12-18	10.00	10.50
Nakamoto, Isaac	Library	08-12-18	10.00	11.00
Radack, Shelby	Library	08-12-18	10.00	11.00
Zeck, Regan	Scarborough Ctr	08-12-18	10.00	11.00

D4. **Volunteers**

See MRF #ST255

Action ST00328

Megan Fischer, Vice President of Enrollment Management, and Kristie Vortherms, Registrar/Student Success Director, presented the Enrollment report. (See MRF #256) Final enrollment numbers (10-day count numbers) were taken on August 31, 2018, and finalized on Tuesday, September 4, indicating Southeast Tech slightly down in enrollment from Fall 2017. However, the numbers are strong when compared to five-year data.

When comparing Fall 2017 to Fall 2018, one can see the impact of dropping Nuclear Medicine, losing Learners2Leaders, and the 15 percent Summer Melt of students who paid registration fees and enrolled in classes through the Academic Advising and Registration (AAR) process but did not matriculate to the 10<sup>th</sup> day of the semester.

Over the past year, Southeast Tech Enrollment Management has continued to improve processes to increase enrollment and retention. 1. Intentionality of Admissions Reps to work their funnels of accepted students and encourage their attendance at AAR's. 2. Intentionality of Student Success Advisors to monitor students' class attendance, Southeast Tech Care referrals, and academic activity.

Highlights for Fall 2018 include increased/flat enrollments for 79 percent of programs and apprenticeships providing a pathway to professional success for 38 individuals (even though apprenticeship students are not included in total headcount and credit enrollment numbers).

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

Action ST00329

Jennifer Keyes, Adult Education and Literacy Program Coordinator, presented the Aspire2Tech Report. (See MRF #ST257) The goal of the Aspire2Tech program is to prepare individuals for entry into the workforce or post-secondary training programs through content-specific instruction focused on industry-specific terminology, processes and safety practices embedded in instruction focused on improving basic reading, writing and math skills. The Aspire2Tech program provides participants who are basic skills deficient the option to research career fields while improving skills for employment or post-secondary education.

The Aspire2Tech program works with individuals who have a grade equivalent in reading and language of 4.0 – 8.0 and are 18 years of age or older. Because the program is part of the Hovland Learning Center, which operates through a federally funded grant, participants are only asked to pay for required materials and supplies.

From start to finish, the program takes 12-16 weeks. Participants have the opportunity to achieve a National Career Readiness Certificate and Work Ethic Certificate. The option of offering other certifications specific to industry, such as AWS Welding, are being researched. The next healthcare cohort will run from September 10 to December 14. The first manufacturing cohort will begin September 17. Curriculum development for the early childhood development class will begin this fall semester and the business (customer service) class will begin in the spring.

Following general discussion, a motion was made by Cynthia H. Mickelson and seconded by Todd Thaelke, five (5) votes “yes” on roll call, **acknowledging the Aspire2Tech Report.**

Action ST00330

Chellee Unruh, Foundation Director, and Margaret Pennock, Communications and Community Relations Representative, presented the 50<sup>th</sup> Anniversary/Mike Rowe Event Update. (See MRF #258). Southeast Tech is celebrating *Igniting Careers for 50 Years* with a community celebration on campus Thursday, September 13 from 4 – 9 pm. The event’s focus is to thank the community for supporting Southeast Tech over the years, current students, welcoming alumni and past employees back to campus, industry partners, and individuals who have never had the opportunity to experience Southeast Tech previously. The event is free for attendees with the exception of food truck vending. This is an industry supported event.

Southeast Tech is pleased to welcome Dirty Jobs host and technical education supporter Mike Rowe to campus on September 20. The visit is part of a larger event that is being organized by First PREMIER Bank with Mike Rowe visiting other organizations throughout the day and evening and ending with a presentation at Junior Achievement. Mike will be touring the Automotive and Diesel labs on campus as well as presenting to students, employees and industry supporters.

Following general discussion, a motion was made by Cynthia H. Mickelson and seconded by Todd Thaelke, five (5) votes “yes” on roll call, acknowledging the 50<sup>th</sup> Anniversary/Mike Rowe event update Report.

continued

Wednesday, September 5, 2018

Action ST00331

A motion was made by Carly R. Reiter, and seconded by Todd Thielke, five (5) votes "yes" on roll call, acknowledging the second reading of Policy/Regulation JICK/STI JICK-R/STI – Sexual Misconduct (see MRF #ST259), as presented.

Action ST00332

On motion by Kent Alberty and seconded by Kate Parker, five (5) votes "yes" on roll call, the School board **adjourned** at 4:46 p.m.

KENT ALBERTY  
Presiding Officer

TODD VIK  
Business Manager

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