

SCHOOL BOARD MEETING

Wednesday, September 4, 2019

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 4, 2019 at 4:00 p.m. in the Instructional Planning Center, 201 East 38th Street, Sioux Falls, South Dakota, with the following members present: Nan Baker, Kate Parker, Todd Thaelke, Vice President Carly R. Reiter, President Cynthia H. Mickelson. Absent: None.

Action ST00409

A motion was made by Todd Thaelke and seconded by Nan Baker, five (5) votes “yes” on roll call **approving the minutes of a meeting** held on August 7, 2019 and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00410

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

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

Action ST00411

A motion was made by Todd Thaelke 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. Disposal of School Property

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	HP ProBook 6570b (7 units), HP EliteBook 8560W (7725), HP EliteBook 8570W (F00000004409), HP EliteBook 8570W (F00000042167), EliteBook 8570W (F00000042161), EliteBook 8570W (F00000004404), EliteBook 8570W (F00000004408), EliteBook 8570W (F00000004410), EliteBook 8570W (F00000004406), HP ProDesk 600 G1, HP xw6400 Workstation (F00000004032), HP xw6400 Workstation (F00000004033), HP xw6400 Workstation, HP LaserJet 4250N (2 units), HP Scanjet 6300C, HP C4453 CD Writer, HP EliteDisplay E220t Monitor, HP Kayak XU6/300 (6627), HP Kayak XU6/450 (6626)	Southeast	Ross Jansick Gerard Strouth Kelly Molstad	\$0	2020-ST001
b.	Samsung SF-560 Facsimile, Samsun SF-5100 Facsimile, Samsung 930B LCD Monitor (4 Units)	Southeast	Ross Jansick Gerard Strouth Kelly Molstad	\$0	2020-ST001
c.	Dell Latitude D600 (2 Units), Dell Latitude D820 (2 units), Dell Latitude 6510, Dell Latitude XT Tablet (2 units), Dell Optiplex GXi Desktop (2 units), Dell E152 Monitor, Dell P2210t Monitor	Southeast	Ross Jansick Gerard Strouth Kelly Molstad	\$0	2020-ST001
d.	Apple iPad (3 units), Apple iPod Touch 32GB (F00000003818)	Southeast	Ross Jansick Gerard Strouth Kelly Molstad	\$0	2020-ST001
e.	Flip Video Camera (2 units), Quasar VHS Video Recorder, Epson ELPDC11 Document Camera (F00000004047), Epson PL915 W Projector	Southeast	Ross Jansick Gerard Strouth Kelly Molstad	\$0	2020-ST001
f.	NEC LCD Monitor (3 units), 3Com Hub (3 Units), Cannon CD-4050 CD Burner, Gateway E3400, Xerox Phaser 8560 Color Printer (2 units), Microsoft Surface Pro (42216)	Southeast	Ross Jansick Gerard Strouth Kelly Molstad	\$0	2020-ST001

A2. Publish FY20 Post-Secondary Budget

Acknowledging for the record that the FY20 Adopted Budget will be published along with these minutes in accordance with SDCL §13-11-2.

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.	20-005Southeast, TJN	SD Department of Labor – Division of Workforce Training	Adult Education – Basic Grant	\$390,400.00

B. Approving the **Consolidated Report of Trust and Agency Funds** of September 4, 2019 and stating for the record that as of July 31, 2019, receipts total \$2,086,284.15 and disbursements total \$227,769.05. (see MRF #ST312)

C. Approving the **Vice President of Finance and Operation’s Report** of September 4, 2019 in accordance with the SDCL §13-8-35 (see MRF #ST313) and directing that detailed statement of receipts and balances on hand, as of July 31, 2019, 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		
Olson, Brandilyn	Admissions	08-23-19
Instructor, 186 Days, full-time		
Cavin, Georgina	Accounting	08-12-19
Rasmussen, Catherine	Medical Coding	08-04-19
Instructor, adjunct		
Gacke, Nancy	Health Pgms	07-26-19
Instructor, part-time		
Stafford, Emily	CNA Clinical	07-02-19
Velasquez, Jessica	CNA Clinical	12-05-18
Zediker, Afton	CNA Clinical	07-16-19

D1. **Resignations** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Lab Assistant, part-time		
Stafford, Emily	CNA	07-02-19
Velasquez, Jessica	CNA	12-05-18
Zediker, Afton	CNA	07-16-19

D2. **Salary Change**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
Other Help, part-time, per hour				
Johnson, Casey	Food Service	08-11-19	\$13.00	\$13.50

D3. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Clerical, Class III, 12 month, full-time, per hour			
Bladow, April	Academic Affrs Sec, 1.0 FTE, Lvl K, Stp 8	09-03-19	\$18.95
Dyce, Dayna	Academic Affrs Sec, 1.0 FTE, Lvl K, Stp 6	09-16-19	18.56
Clerical, Class III, stipend, lump sum			
Rathsachack, Ashley	Admissions Rep, Temp Duties	07-01-19 to 07-26-19	\$1,006.37
Employment Contract, 12 month, full-time, non-exempt, per hour			
Simonsen, Laura	Food Svc Wkr, 1.0 FTE, Lvl B, Stp 7	08-14-19	\$13.60
Federal Work Study, part-time, per hour			
Attema, Bryce	IT, Student Tech	08-26-19	\$10.50
Bader, Emma	Scarborough Ctr	08-26-19	10.50
Cruz, Briana	Scarborough Ctr	08-26-19	10.50
Lawrence, Samantha	Student Success	08-26-19	10.50
Lingen, Timothy	IT, Student Tech	08-26-19	11.00
Lund, Melinda	Horticulture Tech	09-03-19	10.50
Running Enemy, Jovan	Student Success	08-26-18	10.50
Instructor, part-time, per hour			
Jensen, Marcia	Dental Assisting	07-24-19	\$24.00
Simkins, Brittany	Dental Assisting	07-29-19	24.00

D3. Employment Recommendations (Continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, part-time, July 10, 2019, Nursing Program clinical training, lump sum			
Aamold, Rachel			\$72.00
Albers, Diana			72.00
Campbell, Molly			72.00
Christensen, Nikita			72.00
Gill, Estelle			72.00
Hitzemann, Leonard			72.00
Hoffman, Brittany			72.00
Landry, London			72.00
Murray, Dawn			72.00
Prouty, Jessica			72.00
Rock, Paige			72.00
Smidt, Marie			72.00
Stevens, Cynthia			72.00
Stueven, Rebecca			72.00
Vlaminck, Stephanie			72.00
Ward, Rebecca			72.00
Lab Assistant, part-time, per hour			
Hepner, Hannah	Ultrasound Lab	08-26-19	\$20.00
Hondel, Ashley	CNA Lab	08-26-19	20.00
Sparks, Abigail	Ultrasound Lab	08-26-19	20.00
Webb, Rosalind	Ultrasound Lab	08-26-19	20.00
Other Help, part-time, per hour			
Hoogshagen, Danielle	Scarborough Ctr	08-19-19	\$11.00
Lorenz, Priscilla	Food Service	08-13-19	12.00
Program Assistant, 184 day, full-time, per hour			
Heibult, Mashaile	Scarborough Ctr, 1.0 FTE, 1.0 FTE, Lvl Y, Stp 3	08-19-19	\$12.66
Krueger, Sierra	Scarborough Ctr, 1.0 FTE, 1.0 FTE, Lvl Y, Stp 6 2.0	08-26-19	\$13.13
Student Help, part-time, per hour (Continued)			
Dummer, Caitlyn	Scarborough Ctr	08-26-19	\$10.50
Hochhalter, McKenzie	Scarborough Ctr	08-26-19	10.50
Lawrence, Samantha	Student Success	08-26-19	10.50
Lonning, Danielle	Food Service	08-26-19	12.00
Running Enemy, Jovan	Student Success	08-23-19	10.50
Setnar, Savannah	Peer Tutor/Acctng	09-03-18	10.50
Walk Valenzuela, Maria	Food Service	08-20-19	12.00

D4. 2019-20 Staff Recommendations

Amending Action ST00404, D5, adopted August 7, 2019, as pertains to Brooke Ellingson by deleting the action from Classified Staff.

Action ST00412

Tracy Noldner provided the Southeast Tech Higher Learning Commission Update Report. (see MRF #ST314) Southeast Tech is currently under the Open Pathway for accreditation with the Higher Learning Commission (HLC). In 2022-2023, Southeast Tech will submit an Assurance Argument and host a site visit of peer reviewers as part of the HLC reaffirmation of accreditation. This report will provide the Board with information regarding the timeline to reaffirmation, including the steps Southeast Tech will be taking over the next few years to meet HLC requirements for the required Criteria for Accreditation.

Following general discussion, a motion was made by Kate Parker and seconded by Nan Baker, five (5) votes “yes” on roll call **acknowledging Higher Learning Commission Accreditation Timeline Update Report.**

Action ST00413

President Bob Griggs provided the Campus Update Report. (see MRF #ST315) On August 20, 2019, Southeast Tech officially announced the launch of our LPN program in Huron. The State Tech Board approved Southeast’s additional location request at its Board meeting in July. The Huron Regional Medical Center (HRMC) and HRMC Foundation hosted a community celebration at the Huron Community Campus to promote the launch of the program that is scheduled to start in January 2020.

Based on regional workforce demand, Southeast Tech began offering a Medical Assisting (diploma) program and three new Construction certificates (General, Commercial, Residential) this fall. The new programs are doing well with enrollment and still adding students during our drop/add period.

Southeast Tech has launched a new app for your smartphone. The app, which is available on Apple and Android devices, features news, events and a campus directory, as well as financial aid, housing, program, and application information. Students and employees will be able to access STInet through the app to view courses and assignments. Push notifications will also be available for billing deadlines, add/drop dates, and more. The app is also helpful for the general public. The new application has a feature that works with Google maps that allows campus visitors and new students to pinpoint the exact campus buildings they want to visit and get turn-by-turn navigation directions. To download the app, visit the Apple App Store or Google Play

Senator John Thune asked Southeast Tech to host an FCC field hearing on Thursday, September 5, 2019. FCC Commissioner Brendan Carr will be in Sioux Falls along with Senator Thune to conduct the hearing. The hearing will focus and highlight innovations in a variety of sectors in rural America that have been spurred by reliable broadband connectivity. Both Senator Thune and Commissioner Carr have submitted letters of support encouraging Southeast Tech to start a new Telecommunications Tower Technician certificate to support expansion of 5G infrastructure in the region.

Following general discussion, a motion was made by Nan Baker and seconded by Kate Parker, five (5) votes “yes” on roll call, **acknowledging the Campus Update Report.**

continued

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Action ST00414

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

CYNTHIA H. MICKELSON
Presiding Officer

TODD VIK
Business Manager

**Southeast Technical Institute
2019-20 Budget and Means of Finance**

	#23 Post- Secondary Vocational Fund	#52 Post- Secondary Bookstore Fund	#53 Post- Secondary Food Service Fund	#54 Post- Secondary Child Care Fund
APPROPRIATIONS AND TRANSFERS:				
Instruction				
Adult/Continuing Education Programs				
Adult Basic Education Programs	323,586	-	-	-
Other Adult/Continuing Education Programs	68,619	-	-	-
Post-Secondary Occupational Programs				
Agriculture, Food & Natural Resources	239,651	-	-	-
Architecture & Construction	712,769	-	-	-
Arts, A/V Tech & Communications	507,780	-	-	-
Business, Management, & Administration	764,540	-	-	-
Health Science	3,428,260	-	-	-
Human Services	123,582	-	-	-
Information Technology	714,274	-	-	-
Law, Public Safety & Corrections	208,333	-	-	-
Manufacturing	614,659	-	-	-
Marketing, Sales, & Service	212,248	-	-	-
Science, Engineering & Math	224,934	-	-	-
Transportation, Distribution & Logistics	984,114	-	-	-
Program Preparation	2,272,255	-	-	-
Post-Secondary Special Services	388,775	-	-	-
Corporate Education	161,624	-	-	-
Total Instruction	11,950,003	-	-	-
Supporting Services				
Support Services - Pupils				
Guidance Services	951,659	-	-	-
Improvement of Instruction Services	854,255	-	-	-
Support Services - General Administration				
School Board Services	245,000	-	-	-
Support Administration				
Financial Aid Administration	365,362	-	-	-
Other Support Services - School Admin.	2,856,886	-	-	-

Action ST00411, continued

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Support Services - Business				
Fiscal Services	873,759	-	-	-
Facilities Acquis. & Construction Services	3,105,812	-	-	-
Operation & Maintenance of Plant Svcs.	1,926,842	-	-	-
Food Services	-	-	423,686	-
Internal Services	109,747	-	-	-
Bookstore Services	-	2,458,990	-	-
Support Services - Central				
Data Processing Services	1,542,103	-	-	-
Total Supporting Services	12,831,425	2,458,990	423,686	-
Community Services				
Custody & Care of Children Services	-	-	-	324,538
Other Community Services	-	-	-	-
Total Community Services	-	-	-	324,538
Non-Programmed Charges				
Early Retirement Payments	591,432	-	-	-
Total Non-Programmed Charges	591,432	-	-	-
Debt Services				
	-	-	-	-
Co-Curricular Activities				
Combined Co-Curricular Activities	10,408	-	-	-
Total Co-Curricular Activities	10,408	-	-	-
Other				
	-	-	-	-
Total Appropriations	25,383,268	2,458,990	423,686	324,538
Permanent Transfer to Other Funds	124,000	-	-	-
Total Appropriations & Transfers	25,507,268	2,458,990	423,686	324,538

MEANS OF FINANCE:

Estimated Cash Balance, June 30, 2019

Designated to Finance Budget (cash applied)	(A)	\$885,633	\$1,313	\$-	\$-
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Revenue from Local Sources

Post-Secondary Tuition	7,287,248	-	-	-
Post-Secondary Fees	6,115,660	-	-	-
Earnings on Investments and Deposits	70,000	-	-	-
Food Service	-	-	326,000	-
Other Revenue from Local Sources	1,269,768	2,437,500	-	285,538

Action ST00411, continued

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Total Revenue from Local Sources	14,742,676	2,437,500	326,000	285,538	
Revenue from Intermediate Sources					
County Sources	-	-	-	-	
Revenue from State Sources					
Grants-in-Aid	7,454,606	-	-	-	
Other Revenue from State Sources	1,454,309	-	-	-	
Total Revenue from State Sources	8,908,915	-	-	-	
Revenue from Federal Sources					
Grants-in-Aid	956,344	-	-	-	
Other Revenue from Federal Sources	13,700	-	-	-	
Total Revenue from Federal Sources	970,044	-	-	-	
Revenue from Other Financing Sources	-	-	-	-	
Total Cash Balance & Revenue	25,507,268	2,438,813	326,000	285,538	
Permanent Transfers from Other Funds	-	-	85,000	39,000	
Total Means of Finance	\$25,507,268	\$2,438,813	\$411,000	\$324,538	
Budget Balance or (Deficit)	(B)	-	\$(20,177)	\$(12,686)	\$-

(A) Estimated cash balances are not considered as "surplus cash" in accordance with the formula prescribed by the Department of Legislative Audit. See Section VI - Preparation of Budget, Estimated Surplus Fund Balance - State Accounting Manual for Schools.

(B) The Post-Secondary Bookstore Fund budget balance (deficit) includes \$20,177 of non-cash depreciation expense for which no offsetting revenue has been budgeted. After this adjustment, the budget balance (deficit) is \$1,313.

(B) The Post-Secondary Food Service Fund budget balance (deficit) includes \$21,645 of non-cash depreciation expense for which no offsetting revenue has been budgeted. After this adjustment, the budget balance is \$8,959.

(B) The Post-Secondary Child Care Fund budget balance (deficit) includes \$500 of non-cash depreciation expense for which no offsetting revenue has been budgeted. After this adjustment, the budget balance is \$500.

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