

SCHOOL BOARD MEETING

Wednesday, September 30, 2020

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 30, 2020 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 Thoelke, Vice President Carly R. Reiter, President Cynthia Mickelson. Absent: None.

Action ST00489

A motion was made by Kate Parker and seconded by Carly R. Reiter, five (5) votes “yes” on roll call **approving the minutes of a meeting** held on August 5, 2020 and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00490

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 ST00491

A motion was made by Todd Thoelke and seconded by Kate Parker, five (5) votes “yes” on roll call, **approving Item A through C on the consent agenda** as follows:

- A. Approving the **Consolidated Report of Trust and Agency Funds** of September 30, 2020 and stating for the record that as of July 31, 2020, receipts total \$368,395.16 and disbursements total \$1,101,914.46. (see MRF #ST368)
- B. Approving the **Vice President of Finance and Operation’s Report** of September 30, 2020 in accordance with the SDCL §13-8-35 (see MRF #ST369) and directing that detailed statement of receipts and balances on hand, as of June 30, 2020, be published as part of these minutes, in accordance with SDCL §13-8-3.
- C. **Accepting the Southeast Tech Personnel Report**, as follows:

C1. **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>
Adjunct Instructor, part-time		
Berry, Britta	Corp Ed	04-24-19
Hagen, Ryan	DMP	03-01-20
Hinsch, Kelli	Nursing	08-26-20
Hughes, DeAndrea	Gen Ed	12-13-19
Kampmann, David	Gen Ed	05-08-20
Custodian, 12 Month, full-time		
Becker, Sheryl	Operations/Maint	08-31-20
Weis, Anthony*	Operations/Maint	09-30-20
Federal Work Study, part-time		
Harrington, Sydney	Student Success	05-08-20
Lund, Melinda	Horticulture	09-19-19
Puhl, Megan	Scarborough Ctr	03-06-20
Other Help, part-time		
Oseby, Lori	Food Service	08-06-20

*Retirement

C2. **Involuntary Employment Termination**

Other Help, part-time		
Johnson, Casey	Food Service	09-16-20

C3. **Change of Status**

<u>Name</u>	<u>Location/Position</u>	<u>From</u>	<u>To</u>
Specialist, 210 Day, full-time, non-exempt, per hour			
Garcia, Joshua	Academic Affairs, Automotive Tech Pgm	Lab Assistant, Part-time, \$25.00 per hour	Specialist, 210 Day, 1.0 FTE, Level N, Step 8, \$25.93 per hour Effec. 08-03-20

C4. **Employment Recommendations**
Instructor, 2020 Fall Adjunct Budget, lump sum

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Adamson, Heather	Gen Ed	08-24-20	\$2,520.00
Allenstein, Keith	Law Enforcement	08-24-20	2,670.00

C4. **Employment Recommendations** (continued)**Instructor, 2020 Fall Adjunct Budget, lump sum** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Barrow, Nathan	Gen Ed	08-24-20	\$7,560.00
Bartell Nowak, Kate	Business Admin	08-24-20	2,670.00
Blok, Kelly	CIS	08-24-20	2,520.00
Braucht, Jason	CIS	08-24-20	2,520.00
Byall, Jennifer	Gen Ed	08-24-20	7,560.00
Carlson, Rebecca	Dental Assisting	08-24-20	7,196.00
Cermak, Audree	Veterinary Tech	08-24-20	4,650.00
Christianson, Jena	Gen Ed	08-24-20	5,040.00
Ekstrum, Jacqueline	Health Core	08-24-20	14,176.00
Erdman, Corliss	Health Core	08-24-20	6,975.00
Erickson, Tami	CIS	08-24-20	5,040.00
Farley, Sandra	Veterinary Tech	08-24-20	1,680.00
French, Thomas	Electronics Tech	08-24-20	5,646.00
Guggisberg-Coners, Heidi	Gen Ed	08-24-20	2,670.00
Gustafson, Nicholas	Business Admin	08-24-20	5,040.00
Hanson, Mylynn	Health Core	08-24-20	840.00
Hattum, Dan	Gen Ed	08-24-20	5,040.00
Hendrickson, Lanette	Early Childhood	08-24-20	3,875.00
Heppler, Jeffrey	Horticulture Tech	08-24-20	3,598.00
Horan, Steven	Accounting	08-24-20	2,520.00
Hoyt, Jodi	Bus Admin	08-24-20	2,520.00
Hunking, Debra	Gen Ed	08-24-20	2,520.00
Jing, Weizhong	CIS	08-24-20	2,520.00
Jones, Suzanne	Early Childhood	08-24-20	5,040.00
Judeh, Huda	CIS	08-24-20	2,520.00
Kaardal, Ivar	Bus Admin	08-24-20	5,340.00
Kassing, Elizabeth	CAD	08-24-20	3,100.00
Kibbe, Andrew	Health Core	08-24-20	5,425.00
Kiecksee, William	CIS & Accounting	08-24-20	10,080.00
Klessen, Rosemary	Media Design	08-24-20	4,650.00
Klinger, Darla	ENDT	08-24-20	2,574.00
Kreckel, Darrell	CIS	08-24-20	2,520.00
Larsen, Daniel	CIS	08-24-20	2,325.00
Larsen, Kristin	Gen Ed	08-24-20	2,520.00
Lindell, Mark	Gen Ed	08-24-20	5,040.00
Lothrop, LeAnn	CIS	08-24-20	5,040.00
Mekelburg, Erin	CIS & Marketing	08-24-20	7,560.00
Mekonen, Alemayehu	CIS	08-24-20	2,048.00
Melroe, Shelby	Gen Ed	08-24-20	5,040.00
Morris, Brandon	CIS	08-24-20	5,880.00
Morris, Roger	CIS	08-24-20	2,325.00
Mower, Britney	LPN	08-24-20	2,520.00
Nankivil, Ashley	Medical Coding	08-24-20	5,340.00
Nelsen, Benjamin	Law Enforcement	08-24-20	1,680.00
Nowak, Deborah	CIS	08-24-20	2,520.00
Ogdie, Cathleen	Phlebotomy	08-24-20	11,800.00

C4. **Employment Recommendations** (continued)**Instructor, 2020 Fall Adjunct Budget, lump sum** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Osborn, Michelle	Health Core	08-24-20	\$2,325.00
Pastrano, Xavier	Gen Ed	08-24-20	2,520.00
Paul, Katti	Dental Assisting	08-24-20	775.00
Penning, Jolene	Medical Assisting	08-24-20	3,598.00
Pepper, Merrel	CIS	08-24-20	6,720.00
Perkins-Hicks, Debra	Health Core	08-24-20	14,776.00
Pierce, Steven	DMP	08-24-20	5,040.00
Post, Sherri	Health Core	08-24-20	2,520.00
Rahm, Becky	Gen Ed	08-24-20	2,520.00
Saeger, Amanda	HCOS	08-24-20	2,520.00
Sanders, Stacy	Gen Ed	08-24-20	10,080.00
Schaffer, Kenneth	CIS	08-24-20	6,200.00
Schneder, Nicholas	DMP & Communications	08-24-20	6,200.00
Schoenfelder, Tonya	Law Enforcement	08-24-20	4,096.00
Sharif, Mohamed	CIS	08-24-20	2,048.00
Simkins, Brittany	Dental Assisting	08-24-20	775.00
Stueven, Rebecca	Health Core	08-24-20	6,975.00
Talcott, Roberta	Marketing	08-24-20	2,520.00
Taylor, Eugene	Law Enforcement	08-24-20	1,550.00
Torres-Bravo, Raymundo	Gen Ed	08-24-20	5,040.00
VandeKamp, Sara	CIS	08-24-20	5,040.00
VanOverbeke, Jeffrey	Gen Ed	08-24-20	2,520.00
Wadhwa, Anju	CIS	08-24-20	3,360.00
Wain, Keith	Gen Ed	08-24-20	2,520.00
Werkmeister, Darron	Accounting	08-24-20	3,360.00
Willuweit, Bernadette	CPR	08-24-20	2,100.00
Windish, Aubrey	Gen Ed	08-24-20	5,040.00

Administrator, 12 Month, full-time, exempt, per annual

Westra, Kayla	Dean of Curr & Instr 1.0 FTE, Level G, Step 5, 212 days prorated	09-08-20	\$88,923.03
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Clerical, Class III, 12 Month, full-time, non-exempt, per hour

Hemmingson, Kayla	Academic Affrs Sec, 1.0 FTE, Level K, Step 7	09-21-20	\$18.75
Overby, Jennifer	Health Programs Sec, 1.0 FTE, Level K, Step 7	08-11-20	18.75

Federal Work Study, part-time, per hour

Blue, Kayli	Financial Aid/Career Ed	09-08-20	\$11.00
Ebnet, Allyson	Student Success	09-15-20	11.00

C4. **Employment Recommendations** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Instructor, 186 Day, full-time, exempt, per annual			
Weber, Jessica	Pharmacy Tech, 1.0 FTE, Lane 4, Step 10	08-13-20	\$57,293.00
Instructor, Clinical Instructor, Other Instructor Activity, part-time, per hour			
Lathen, Amy	Nursing	08-07-20	\$35.00/\$24.00
Instructor, Non-Clinical, part-time, per hour			
Schneider, Terry	Welding	07-01-20	\$32.00
Instructor, Other Instructor Activity, part-time, per hour			
Allenstein, Keith	Law Enforcement	07-30-20	\$24.00
Brantz, Alycia	Health Core	09-08-20	24.00
Brockmueller, Bradley	CIS	08-20-20	24.00
Brunken, Penny	CIS	09-08-20	24.00
Even, Vilisa	CNA	08-21-20	24.00
Hattum, Dan	Gen Ed	08-06-20	24.00
Johnson, Colleen	CNA	08-21-20	24.00
Konechne, Terrance	Construction Mgmt	08-03-20	24.00
Keyes, Robert	Health Core	09-08-20	24.00
Melroe, Shelby	Gen Ed	08-07-20	24.00
Opdahl, Nicholas	Construction Mgmt	09-04-20	24.00
Other Help, part-time, per hour			
Coyne, Mary	Test Center Proctor	09-04-20	\$15.00
Crone, Sandra	Food Service	08-04-20	12.50
Dent, Julie	Test Center Proctor	08-21-20	15.00
Fuerst, Rebecca	Test Center Proctor	08-21-20	15.00
Futch, Lucinda	Food Service	08-05-20	12.00
Haatvedt, Stacy	Test Center Proctor	09-04-20	15.00
Hoiland, Jennifer	Food Service	08-04-20	12.50
Larson, Brianna	Scarborough Ctr	09-14-20	11.00
Oseby, Lori	Food Service	08-05-20	12.50
Student Help, part-time, per hour			
Ebnet, Allyson	Student Success	09-15-20	\$11.00
Lipinski, Megan	Tutor, Health Core	09-22-20	11.00
Lucid, Angela	Marketing	09-06-20	14.00
Mitchell, Chad	Tutor, CIS	09-04-20	11.00
Neubauer-Keyes, Colin	Tutor, CIS & Math	08-31-20	11.00
Robinson, Zachary	Tutor, CIS	08-31-20	11.00
Schilling, Makayla	Tutor, CIS & Math & CAD	08-31-20	11.00
Wipf, Gillian	Scarborough Ctr	09-14-20	11.00

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Dr. Benjamin Valdez, Vice President of Academics, introduced Dr. Kayla Westra to the board as the new member of the Academic Affairs Leadership team. The Academic Affairs Leadership team has expanded to include an additional Dean of Curriculum and Instruction. (see MRF #ST00370)

Action ST00492

Megan Fischer, VP for Enrollment Management provided the board final enrollment numbers for Fall Semester 2020 (see MRF #ST00371). Fall 202 enrollment highlights are as follows:

- Southeast Tech's Fall 2020 headcount is down 1% from 2,268 students in Fall 2019 to 2,456 students this fall.
- Southeast Tech's degree-seeking students is up 1%.
- In rank of our highest enrollment for fall semesters, Fall 2020 is our 7th highest fall semester at Southeast Tech.

Following general discussion, a motion was made by Todd Thaelke and seconded by Kate Parker, five (5) votes "yes" on roll call **acknowledging Fall 2020 Enrollment Report**.

Action ST00493

Rich Kluin, Vice President of Finance and Operation provided the FY20 Financial Wrap Up Report (see MRF #ST00372). Mr. Kluin reported that revenues in the post-secondary vocational fund came in at 97.32 percent of budget. Total expenditures were at 88.08 percent of the FY20 budget.

Following general discussion, a motion was made by Kate Parker and seconded by Todd Thaelke, five (5) votes "yes" on roll call, **acknowledging the FY20 Financial Wrap Up Report**.

Action ST00494

Rich Kluin, Vice President of Finance and Operations presented the FY21 proposed budget for adoption (see MRF#ST00373), as follows:

Southeast Tech began its initial budget process in December 2019 with the establishment of budget guidelines and timelines for completion. Between December 2019 and June 2020, administration, professional, and classified staff developed program budgets at the cost center level for presentation to the Southeast Tech Council. The Southeast Tech Council includes a School Board member and community members representing key industry segments.

The Southeast Tech Council held a public work session on the budget on June 23, 2020 to review the program budgets as presented by the Southeast Tech Administration. On July 8, 2020 a public hearing on the Southeast Tech's FY21 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 July 8, 2020. There have been changes made to the FY21 Budget Post-Secondary Technical Funds since tentative approval. All revisions to the tentatively adopted budgeted are delineated below.

POST-SECONDARY TECHNICAL FUND (23)

REVENUES:

Tuition – Function 1406 – 1483, 1490-1499:

- *Tuition (Instructional Program Cost Centers):* **Decreased** by \$279,037 to reflect 4% downward revision to projected FY21 student FTE.

Student Fees – Function 1489:

- *Student Fees (Instructional Program Cost Centers):* **Decreased** by \$173,625 to reflect 4% downward revision to projected FY21 student FTE.
- *Student Fees (Student Government/Activities - 388):* **Decreased** by \$4,395 to reflect 4% downward revision to projected FY21 student FTE.
- *Student Fees (Maintenance/Repair - 395):* **Decreased** by \$24,176 to reflect 4% downward revision to projected FY21 student FTE.

State Aid – Function 3111:

- *State Aid – Tuition Buydown (Instructional Program Cost Centers):* **Decreased** by \$23,097 to reflect 4% downward revision to projected FY21 student FTE.
- *State Aid – Formula Distribution (Instructional Program Cost Centers):* **Increased** by \$155,988 to reflect 2% increase in per student allocation.

Other State Revenue – Function 3900:

- *DMS (304):* **Increased** by \$169,647 to reflect state share for program equipment purchases.
- *Invasive (308):* **Increased** by \$89,017 to reflect state share for program equipment purchases.
- *Vet Tech (367):* **Increased** by \$35,000 to reflect state share for program equipment purchases.
- *Emergency Management (391):* **Increased** by \$41,700 to reflect state reimbursement for Halo foggers.
- *Major Capital Improvements 395):* **Increased** by \$51,600 to reflect state share for Dental program equipment purchases.

Other Federal Revenue – Function 4900:

- *Emergency Management (391):* **Increased** by \$350,927 to reflect Southeast share of eligible CARES (HEERF) funds.

EXPENDITURES:

Regular Salaries – Objects 1131/1161/1171/1191:

- *Clerical (1131) – **Increased** by \$3,195.*
- *Specialists (1161) – **Decreased** by \$5,745.*
- *Instructor (1171) – **Decreased** by \$116,047.*
 - *Reduced 1.0 Instructor in Welding (377), \$67,986.*
- *Employment Contract (1191) – **Decreased** by \$5,699.*

Retirement Benefits – Objects 2110/2130:

- *SDRS Retirement Benefits (2110) – **Decreased** by \$7,457 for associated salary adjustments in various cost centers and objects.*
- *Social Security Benefits (2130) – **Decreased** by \$9,097 for associated salary adjustments in various cost centers and objects.*

Insurance Benefits – Objects 2210/2230/2240/2270:

- *Long-term Disability (2210) – **Decreased** by \$37 for associated salary adjustments in various cost centers.*
- *Worker’s Compensation (2230) – **Decreased** by \$963 for associated adjustments in various cost centers.*
- *Hospital/Medical Insurance (2240) – **Decreased** by \$86,345 for actual enrollments as of 08.31.20 payroll.*
- *Dental Insurance (2260) - **Decreased** by \$4,223 for actual enrollments as of 08.31.20 payroll.*
- *Life Insurance (2280) – **Decreased** by \$13 for associated salary adjustments in various cost centers.*

Professional Services – Object 3190:

- *Major Capital Improvements (395): **Increased** by \$35,100 to reflect carryover of FY20 unexpended amounts for A/E for Terry Avenue extension project.*

Non-Capitalized Computer Equipment – Object 4710:

- *Perkins (382): **Increased** by \$4,300 to reflect final funding request. Reallocated from Capitalized Equipment category.*

Non-Capitalized Equipment – Object 4790:

- *Perkins (382): **Increased** by \$49,015 to reflect final funding request. Reallocated from Capitalized Equipment category.*

Building Improvements – Object 5220:

- *Emergency Management (391): **Increased*** by \$223,540 for installation of electronic air filtration system in campus buildings.
- *Major Capital Improvements (395): **Increased*** by \$1,506,453 to reflect carryover of FY20 unexpended amounts to complete campus renovation and additional projects.

Land Improvements – Object 5300:

- *Major Capital Improvements (395): **Increased*** by \$540,000 to reflect carryover of FY20 unexpended amounts for Terry Avenue construction costs.

Capital Equipment – Object 5410:

- *DMS (304): **Increased*** by \$254,471 to reflect state funding for program equipment purchases. State provides 67%, Local match 33%.
- *Invasive (308): **Increased*** by \$133,525 to reflect state funding for program equipment purchases. State provides 67%, Local match 33%.
- *Administration (329): **Increased*** by \$66,500 to reflect carryover of FY20 favorable variance for FFE purchases related to various campus construction/renovation projects.
- *Vet Tech (367): **Decreased*** by \$65,500.
- *Perkins (382): **Decreased*** by \$53,313 to reflect final funding request. Reallocated to non-capitalized equipment categories.

ENTERPRISE FUNDS

POST-SECONDARY FOOD SERVICE FUND (53)

EXPENDITURES:

Regular Salaries – Object 1191:

- *Employment Contract (1191) – **Increased*** by \$104.

Retirement Benefits – Objects 2110/2130:

- *SDRS Retirement Benefits (2110) – **Increased*** by \$6 for associated salary adjustments.
- *Social Security Benefits (2130) – **Increased*** by \$7 for associated salary adjustments.

Workers Compensation – Objects 2230:

- *Worker's Compensation (2230) - **Increased*** by \$2 for associated salary adjustments.

POST-SECONDARY CHILDCARE (54)

Insurance Benefits – Objects 2230/2240/2260/2270:

- *Hospital/Medical Insurance (2240) – **Decreased** by \$5,169 for actual enrollments as of 08.31.20 payroll.*

Fund	Fund Description	FY21 Revenue Budget	Cash from Fund Balance	Total Funds Available	FY21 Expenditure Budget
23	Post-Secondary Technical	\$24,087,720	\$2,072,109	\$26,159,829	\$26,159,829
52	Post-Secondary Bookstore	\$1,704,000		\$1,704,000	\$1,688,363
53	Post-Secondary Food Service	\$415,000	-	\$415,000	\$428,087
54	Post-Secondary Child Care	\$328,000	-	\$328,000	\$322,431
	Totals	\$26,534,720	\$2,072,109	\$28,606,829	\$28,598,710

Following general discussion, a motion was made by Kate Parker and seconded by Todd Thaelke, five (5) votes “yes” on roll call, **adopting the FY21 Budget of Southeast Technical College.**

Action ST00495

A motion was made by Carly R. Reiter, and seconded by Kate Parker, five (5) votes “yes” on roll-call **acknowledging the second reading of Policy/Regulation JICK/STI JICK-R/STI Student Sex/Gender Harassment, Discrimination and Misconduct** (see MRF #ST00374) as presented.

Action ST00496

On motion by Carly R. Reiter and seconded by Nan Baker, five (5) votes “yes” on roll call, the School board **adjourned** at 4:54 p.m.

CYNTHIA H. MICKELSON
 Presiding Officer

TODD VIK
 Business Manager