

SCHOOL BOARD MEETING

Wednesday, April 7, 2021

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, April 7, 2021 at 3:00 p.m. in the Instructional Planning Center, 201 East 38<sup>th</sup> Street. Sioux Falls, South Dakota, with the following members present: Nan Baker, Kate Parker, Vice President Carly R. Reiter, Todd Thaelke, President Cynthia Mickelson. Absent: None.

Action ST00535

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 March 3, 2021 and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00536

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 ST00537

A motion was made by Todd Thaelke and seconded by Carly Reiter, 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 District Property**

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
a.	Alt/Gen/Starter Tester (Asset F00000004166)	Southeast	Jason Merritt Craig Peters Kevin Shotkoski	\$0	2021-ST0004
b.	Brake Trainer w/ABS (Asset 6388)	outheast	Jason Merritt Craig Peters Kevin Shotkoski	\$0	2021-ST0004

**A1. Disposal of School District Property (continued)**

Item No.	Description	Location	Appraisers	Appraised Value	Property File No.
c.	Air Brake Trainer (Asset 6363)	Southeast	Jason Merritt Craig Peters Kevin Shotkoski	\$0	2021-ST0004
d.	1997 Truck International 4700 (Asset 7065)	Southeast	Jason Merritt Craig Peters Kevin Shotkoski	\$2,000	2021-ST0005

**A2. Approval of Contracts**

Item No.	Contract Number	Contractor	Project	Cost
a.	21-010Southeast, EV	Anthology, Inc.	Course Evaluation Software	\$25,528

B. Approving the **Consolidated Report of Trust and Agency Funds** of April 7, 2021 and stating for the record that as of February 28, 2021 receipts total \$32,401,826.68 and disbursements total \$24,8116,173.66 (see MRF #ST399)

C. Approving the **Vice President of Finance and Operation’s Report** of April 7, 2021 in accordance with the SDCL §13-8-35 (see MRF #ST400) and directing that detailed statement of receipts and balances on hand, as of February 28, 2021, 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>
<b>Clerical, Class III, full-time</b> Weinmann, Mark*	12 Month, Business Office	04-30-21
<b>Custodial and Maintenance, full-time</b> Wegner, Cody	12 Month, Custodian	03-17-21
<b>Instructor, full-time</b> Hunking, Debra*	206 Day, General Ed	06-30-21
<b>Instructor, Adjunct, part-time</b> Brickman, Bryan	Architecture Tech	01-06-21
Korthals, Brittney	Nursing	02-11-21

\*Retirement

D1. **Resignations** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
<b>Student Help, part-time</b> Sherwood, Colton	IT, Student Tech	03-26-21

D2. **Involuntary Employment Termination**

<b>Instructor, full-time</b> McElroy, Joshua	206 Day, Accounting	03-11-21
<b>Other Help, part-time</b> Freissen, Rebecca	Food Service	03-26-21
Gach, Nyabuoy	Food Service	02-26-21
Zephier, Amber	Food Service	03-02-21

D3. **Change of Status**

<u>Name</u>	<u>Location/Position</u>	<u>From</u>	<u>To</u>
<b>Employment Contract, full-time, exempt, per annual</b> Dyce, Dayna	Student Success	Student Records Assoc, 12 Mo, 1.0 FTE, Level I, Step 1, 115 days prorated, \$25,295.59	Associate Registrar, 12 Mo, 1.0 FTE, Level J, Step 1, 78 days prorated, \$18,503.33 Effec. 03-14-21

D4. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Current Pay</u>	<u>Proposed Pay</u>
<b>Adjunct Instructor, 2020 Fall Session, Addendum to Lump Sum Budget</b>				
Baker, Shelly	Business Admin	01-11-21	\$9,216.00	\$7,560.00
Davis, Chris	Accounting	01-11-21	6,720.00	9,220.00
Schlepp, Jeffrey	Architecture Tech	01-11-21	3,072.00	2,325.00
Penning, Jolene	Medical Asstg	01-11-21	0.00	3,875.00
Saeger, Amanda	Health	01-11-21	2,520.00	2,820.00

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Employment Contract, full-time, exempt, per annual</b> Ramsbey, Tyler	IT Support Center Coord 12 Mo, 1.0 FTE Level I, Step 6, 68 days prorated	03-29-21	\$15,774.18

D4. **Employment Recommendations** (continued)

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
<b>Instructor, Clinical Instructor, Non-Clinical Instructor, part-time, per hour</b>			
Heinemann, Leslie	Dental Assisting	03-24-21	\$35.00/\$32.00
<b>Instructor, Other Activity, part-time, per hour</b>			
Dunn, Samantha	Gen Ed/Communications	03-02-21	\$24.00
Kiecksee, William	Gen Ed/Economics	03-08-21	24.00
<b>Student Help, part-time, per hour</b>			
Scholes, Miranda	Scarborough Center	03-15-21	\$11.00

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Southeast Tech Instructor Kristin Wellnitz presented the STC Day Report. (MRF #ST401) The Higher Learning Commission is the regional accrediting body for Southeast Tech. Embedded in the Criteria for Accreditation is a Core Component 1D that states "The institution's mission demonstrates commitment to the public good". In an effort to enhance our commitment to the public and provide civic engagement opportunities for our student and employees, we are in the process of preparing for our first STC (Service To Community) Day on April 20, 2021. Many activities are planned to include an SGA campus clean-up and the bloodmobile will be on campus. Campus-wide collection drives will be taken place in addition to many program specific projects occurring within program areas.

Action ST00538

Rich Kluin, Vice President of Finance and Operations, presented the FY22 Budget Guidelines and Timeline Report. (MRF #ST402) 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 enough to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. Furthermore, HLC articulates that...

1. The institution has a well-developed process in place for budgeting and for monitoring revenues, expenditures, and financial position.
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 and considers the perspectives of internal and external constituent groups.

5. The institution plans based on 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, globalization, current economic conditions, and anticipated state support.

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 March. Stakeholders are comprised of community representatives, faculty/staff, and administration. Recommendations will be submitted to the President for consideration in March. Public information sessions will be held in April and May of 2021 to allow for additional stakeholder review of budget recommendations prior to the Board's tentative budget adoption.

Following general discussion, a motion was made by Kate Parker and seconded by Carly Reiter, five (5) votes "yes" on roll call **acknowledging the FY22 Budget Guidelines and Timeline Report.**

#### Action ST00539

Rich Kluin, Vice President of Finance and Operations, presented the FY22 Budget Development Preview Report. (MRF #ST403) In preparation for the FY22 budget, preliminary revenue and expenditure information was presented.

Projected revenue increases include:

- Expansion in program capacity in Veterinary Technician and Surgical Technology
- Addition of new Respiratory Therapy program
- BOTE tuition increase
- SFSD credit fee increase
- Targeted program fees
- State Support – increase in PSA, M & R, and equipment funding
- CARES Derivatives – HEERF I, II and III

Projected expenditures include:

- Wage and benefit adjustment
- Increase in FTE
- Capital Equipment
- Capital Improvements

Following general discussion, a motion was made by Kate Parker and seconded by Carly R. Reiter, five (5) votes "yes" on roll call, **acknowledging the FY2022 Budget Development Preview as presented.**

continued

Wednesday, April 7, 2021

Action ST00540

On motion by Kate Parker and seconded by Carly R. Reiter, five (5) votes “yes” on roll call, the School board **adjourned** at 3:56 p.m.

CYNTHIA MICKELSON

Presiding Officer

TODD VIK

Business Manager