

Financial Report: November 14, 2016

	(10) General Fund	(21) Capital Outlay	(22) Special Education	(24) Pension Fund	(31) Bond Redemption	(51) School Lunch	(53) Enterprise Fund	(71) Trust & Agency	Scholarship Funds	
Beg. Monthly Balance	1,223,275.61	428,498.94	82,455.45	270,775.99	99,677.77	78,297.99	14,811.32	70,537.63	1,632.11	203.00
Receipts										
Taxes	23,897.41	13,382.06	12,943.04	3,211.69	6,755.37					
Tuition - Other LEA	3,159.42		860.09							
Tuition - Preschool							1,144.00			
Headstart							650.00			
Preschool Snacks	1,448.23		10.77	22.31	13.01	10.22	1.94	7.04		
Interest	30.00									
Activity Passes	3,100.94									
Admissions	877.78									
Miscellaneous						18,462.17		19,315.65	200.00	
Receipts										
Annual Sales	1,910.00									
Band Resale	146,870.00		1,068.00							
Yearbook Ads	10,044.10									
State Aid										
Tuition Our Home										
Donations										
Birth to 3										
IDEA Preschool										
TOTAL RECEIPTS	191,337.88	13,382.06	14,881.90	3,234.00	6,768.38	18,472.39	1,795.94	19,322.69	200.00	0.00
Total Cash Available	1,414,613.49	441,881.00	97,337.35	274,009.99	106,446.15	96,770.38	16,607.26	89,860.32	1,832.11	203.00
Disbursements	375,734.91	42,170.47	49,557.79			27,438.81	2,302.45	15,125.75		
Ending Balance	1,038,878.58	399,710.53	47,779.56	274,009.99	106,446.15	69,331.57	14,304.81	74,734.57	1,832.11	203.00
Cash	538,878.58	-200,289.47	47,779.56	174,009.99	106,446.15	69,331.57	14,304.81	64,734.57	1,832.11	203.00
Invested	500,000.00	600,000.00	0.00	100,000.00	0.00			10,000.00		
	71.81%	-26.69%	6.37%	23.19%	14.18%	9.24%	1.91%	8.63%	0.09%	0.01%

Prior Years Data

	2015	2014	2013	2012
October 2015	1,135,402.52	806,576.30	57,916.73	233,511.18
October 2014	1,382,760.90	544,669.80	100,635.27	220,336.12
October 2013	1,418,292.94	362,496.24	153,342.29	311,021.27
October 2012	1,530,766.53	207,316.86	103,395.66	254,836.30

Investments

	2015	2014	2013	2012
General Fund	0.00	0.00	0.00	0.00
Capital Outlay Fund	0.00	0.00	0.00	0.00
Special Ed. Fund	0.00	0.00	0.00	0.00
Pension Fund	0.00	0.00	0.00	0.00
Bond Redemption Fund	0.00	0.00	0.00	0.00
General Fund	200,000.00	200,000.00	200,000.00	200,000.00
Capital Outlay Fund	0.00	0.00	0.00	0.00
Special Ed. Fund	0.00	0.00	0.00	0.00
Pension Fund	0.00	0.00	0.00	0.00
Bond Redemption Fund	0.00	0.00	0.00	0.00
Trust & Agency	10,000.00	10,000.00	10,000.00	10,000.00

Parkston School District #33-3

102C South Chapman Drive
Parkston, South Dakota 57366-2017
TELEPHONE: (605) 928-3368
FAX: (605) 928-7284

Superintendent

Shayne McIntosh Ext 203
Shayne.McIntosh@k12.sd.us

Business Manager

Craig Bruening Ext 201
Craig.Bruening@k12.sd.us

Secondary Principal

Eric Norden Ext 132
Eric.Nordent@k12.sd.us

Elementary Principal

Matt Yost Ext 207
Matt.Yost@k12.sd.us

Activities Director

Leslie Rylance Ext 114
Leslie.Rylance@k12.sd.us

Technology

Coordinator

Tony Kinneberg Ext 119
Tony.Kinneberg@k12.sd.us

Agenda

Parkston School Board Meeting

Elementary Conference Room

Regular Meeting- **Monday, November 14, 2016** 6:30 pm

1. Call to Order
 2. Establish a quorum
 3. Pledge of Allegiance
 4. Approve agenda
 5. Conflict of Interest
 6. Approve consent agenda
 - a. Approve minutes
 - b. Accept financial reports
 - c. Approve claims
 - d. Approve Contract (cook, para, track coach)
 - e. Surplus Items
 - f. Void Check
 - g. Acknowledge receipt of alternative school application
 - h. Approve indirect cost rate
 - i. Approve Fence Repair contract
 - j. Approve Professional Development Contract
 7. Visitors and Correspondence
 8. Good News Items –
 9. Information/Discussion Items
 - a. Administrations Reports –
 - b. Website updates
 - c. Delegate Assembly Positions and Resolutions
 - d. Exclusive Beverage Contract
 - e. Health Insurance Assessment
 - f. Consider Volunteer Registration Sheet
 - g. Introduce Use of Facility Amendments
 - h. Consolidation Meeting
 - i. Reading of Distance Learning Policy
 10. Action Items
 - a. Approval of Conflict of Interest Waiver
 11. Executive Session
 - a. Personnel
 12. Adjourn
- Agenda

Parkston School Board Meeting
Elementary Conference Room
Regular Meeting- **Monday, November 14, 2016** 6:30 pm

1. **Call to Order**
2. **Establish a quorum**
3. **Pledge of Allegiance**
4. **Approve agenda**
5. **Conflict of Interest**
6. **Approve consent agenda**
 - a. **Approve minutes**
 - b. **Accept financial reports**
 - c. **Approve claims**
 - d. **Approve Contract** – We have the following contracts for the boards consideration. Food Service – Lynnette Pietz \$13.36/hr, Special Education Paraprofessional – Terra Sauvage \$10.75/hr, Track coach – Emily Evans \$2620.
 - e. **Surplus Items**- A list of items we wish to declare surplus are in the packet.
 - f. **Void Check** – We have a check for \$96 to Harves Sports Shop to void. It was a duplicate.
 - g. **Acknowledge receipt of alternative school application** – We have a alternative school application whereby we need to acknowledge receipt. The application is for four children, grades 12, 7, 3, K.
 - h. **Approve indirect cost rate** – The agreement is included. The indirect cost rate is a device for determining fairly and conveniently within the boundaries of sound administrative principles, what proportion of indirect costs certain programs can be charged. An example might be; The school district can charge 1.96% of a buildings electric bill to the Title program. We never use indirect costs; we are however required to approve the rate.
 - i. **Approve Fence Repair contract** – Enclosed is a contract to approve the damaged fence by the football field and motor pool. Also enclosed is a copy of the email whereby the insurance company has agreed to pay the amount in full.
 - j. **Approve Professional Development Contract** – In years past, we used ESA 3, out of Mid Central to lead our data retreats and conduct other professional development needs. With that no longer being an option, we turned to ESA 2, which is now called Teach Well. The contract that is enclosed is for that their services for the data retreat that was held last month.
7. **Visitors and Correspondence**
8. **Good News Items** – We will present good news from the district over the past month!
9. **Information/Discussion Items**
 - a. **Administrations Reports** – 11-man v 9-man FB, Capital projects steering committee

- b. **Website updates** – Mr. Kinneberg will provide an update with the challenges we have in keeping our website up-to-date.
- c. **Delegate Assembly Positions and Resolutions**- included in the packet are the ASBSD Legislative Resolutions and Standing Positions. Jim is our delegate. The board will need to discuss the various positions and provide Jim with guidance in how he should represent the district. I have provided recommendations for the board to consider.
- d. **Exclusive Beverage Contract** –As the board is aware, we received two exclusive beverage contract proposals last month. They are included in your packet. The board will discuss if it wishes to accept a proposal or not.
- e. **Health Insurance Assessment** – In the packet, the board will find an updated assessment from ASBSD for the health insurance pool. Also included is a Memorandum of Understanding that they will require the board to act upon prior to January 1, 2017.
- f. **Consider Volunteer Registration Sheet** – Per the board’s wishes, enclosed you will find a registration sheet for all volunteers. The board will discuss what other information they feel should be requested.
- g. **Introduce Use of Facility Amendments** – Enclosed in the packet is policy 110.5 which we believe is grossly outdated. Also enclosed in the packet is language for the board to consider and discuss as replacement language.
- h. **Consolidation Meeting** – The board will briefly review the consolidation meeting with the Tripp Delmont School Board.
- i. **Reading of Distance Learning Policy** – While preparing the policy for its final reading, we found an additional concern with the policy that we feel should be corrected. The proposed changes from last month are highlighted and also have the strikethrough.

10. Action Items

- a. **Approval of Conflict of Interest Waiver**- Enclosed are the conflict of interest waivers that the board will be asked to consider.

11. Executive Session

- a. **Personnel**

12. Adjourn

November 14th Board Meeting Surplus Items List

1 – Computer Desk Station

5 – 4 Drawer metal filing cabinets

4 – Desk Chairs

3 – 3 by 6 foot tables

11 – Old Television Sets

2 – Old Lockers

1 – Library Shelf

20 – Blue plastic Chairs

4 – little kids chairs

9 – Plastic Chairs

4 – orange plastic Chairs (Smaller

1 – Green plastic Chair (Smaller)

3 – old overhead projectors

45 – Old Student Desks

DELEGATION AGREEMENT FOR INDIRECT COST RATE

School District: Parkston 33-3
Date: September, 2016
Agreement #: 1PA33-3-21
Restricted Calculated Rate: 1.96%
Unrestricted Calculated Rate: 13.92%

This agreement confirms approval and acceptance of the methodology, policy and procedures the South Dakota Department of Education will use in establishing indirect cost rates for each public school district. These rates are for use in the award and management of Federal contracts, grants, and other Education Department General Administrative Regulations (EDGAR) 34 CFR parts 75.561 and 76.561; (b) and (c).

The South Dakota Secretary of Education or his designated representative is delegated authority to establish indirect cost rates for each district. These rates will serve as the sole basis for budgeting and allocating indirect cost reimbursement under Federal programs. The application of these indirect cost rates is binding on all Federal agencies and subject to periodic review pursuant to single audit requirements for State and Local governments.

The effective period of this agreement is fiscal years 2017-2021 and replaces any previous agreement.

Please carefully review this information sign, date and return this form to our office and retain one copy for your records.

School Board President

School District Superintendent

Print Name

Print Name

Date

Date

AMERICAN FENCE COMPANY

Omaha Lincoln Des Moines Sioux Falls Grand Island Kansas City Rochester

15225 Industrial Road, Omaha, NE 68144

Ph: 402-896-6722 Fax: 402-896-9730

FENCING & GATE PROPOSAL

Date: October 26, 2016	
Attn: Parkston Schools - Shayne	
Project: Perimeter Fence Repair – Parkston SD	
Scope: 5' and 6' Chain Link	<i>Note: This scope of work is specific and limited to the following:</i>
Addendum Received: N/A	
Specifications Section: N/A	Plan Sheets: Per Site Visit

Project Scope Information:

1. Provide and install 20' of 5' tall chain link fence to replace damaged fence, includes 1 each 12' single swing drive gate. Bid includes 1 each new 3" corner post and reinstall of fence at corner of National Guard perimeter fence.

If not listed herein, it is not included. Advise, prior to acceptance of required additional items.

Project Specific Notes:

1. No delegated design. No engineering or stamped engineered drawings. Add \$1,200.00.
2. All posts shall be set in concrete footings.

Notes are specific to the scope and directly impact project pricing. If not agreeable, advise prior to acceptance.

Project Pricing: **\$3,635.00**

Unless otherwise stated, pricing does not include sales tax, subject to change after 10 days of date of proposal. This proposal is not binding unless signature is affixed to page two. Do not sign and return this sheet without signed second page.

Contact Information: Jeff Kuhlman -- 605-368-9929

Standard Notes & Exclusions: Unless otherwise noted:

1. One mobilization is included for the installation of the fence.
2. Block-out(s) in concrete / masonry for fence by others. No core drilling included. Sleeves required but not provided by AFC.
3. No surveying and/or staking included. Fence line to be staked by others.
4. Private utilities to be located by others in accordance with State's One Call System standards. In the event these utilities are damaged as a result of improper locating, AFC will not be responsible for damages and associated costs.
5. Fence line to be staked clear of utilities. No excavation included for digging within 18" of utilities but at additional expense. Hand excavation due to interference with utilities at \$35.00 per post hole.
6. No permits, bonds, dues, completed operations, or primary-none contributory included.
7. No project specific employee background, drug screen or DMV history included. Add \$65.00 per employee if required.
8. No removals, grading, grubbing, and/or demolition are included.
9. No electrical wire, wiring, grounding, conduit, connections, and/or initial electrical/controls set-up. Only after electrician has confirmed connections and operations, AFC will review installation.
10. AFC will not be subject to liquidated damages or back charges as a result of delays.
11. Material fabricated per plans. No field verification, engineering, delegated design included.
12. Accounts not paid within thirty days will be charged eighteen percent (18%) per annum. No retention to be withheld.
13. No prevailing, union or Davis – Bacon wages included.
14. No participation in billing processing programs, Textura. Participation fee to be added to contract if required.

Terms and Conditions

By signing this proposal, the customer has completely reviewed and agreed with the prices, specifications and conditions as stated herein. Furthermore, the customer is authorizing American Fence Company / AmeriFence Corporation to complete the work. Unless stated, the fence does not include a warranty. Customer is financially responsible for cancellation fees and costs of special order materials if the customer elects to cancel the contract. TERMS: 60% Down. Balance due on date of completion. No retention to be withheld. If withheld without approval, the contract amount will be 5% more than what is shown on the proposal. Service and handling charge of 1.5% per month-18% per annum applies to delinquent accounts not paid within 5 days of completion. Customer assumes full responsibility for location of property pins, staking of fence, and inaccurately placed pins and stakes. Customer understands that American Fence Co. may stake the fence based on the proposal and/or in consideration of existing utilities that do not reflect the actual location of customer's property. Customer agrees to defend, hold harmless and indemnify American Fence Co. against claims, liabilities and expenses for trespass and damage arising out of location of said fence. Customer assumes full responsibility for damage to marked and unmarked underground utility, telephone, T.V., cable or sprinkler systems. Customer requests, agrees or allows American Fence Co. to locate the fence within 18 inches of any buried utilities; customer agrees to defend, hold harmless and indemnify American Fence Co. against all claims, liabilities and expenses as a result of damage to these utilities and property. If the contract price is not paid when due, customer agrees to allow American Fence Co. to trespass on to their property and remove fence at the company's discretion. Furthermore, customer agrees to indemnify and hold harmless American Fence Co. for any damage done to the property as a result of removal of the fence. All modifications shall be in writing and shall be affixed to the original bid. This agreement and subsequent modifications shall be contingent upon strikes, accidents, shortages or delays beyond the control of American Fence Co. Time stated for installation is purely estimated. Customer agrees and accepts that AFC will not extend discounts or credits for any delays or be held responsible for interest charges on any payments made by customer. Changes to the fence due to varying ground conditions are not the responsibility of American Fence Co. Customer to carry fire, tornado and other necessary insurance. This proposal cannot be withdrawn by customer after acceptance of proposal. American Fence Co. has the right to reject any bid. Legal and related fees accrued in an effort to collect on this account for whatever reason will be the responsibility of the customer. By signing this proposal, customer has completely reviewed and agreed with the prices, specifications and conditions as stated herein. Furthermore, customer is authorizing American Fence Co. to complete the work. The customer is financially responsible for cancellation fees and costs of special order materials in the event the customer elects to cancel the contract. TERMS: 60% Down. Balance due on substantial completion. Service and handling charge of 5% per month-60% per annum will apply to delinquent accounts past 10 days. Customer acknowledges that this is page two of two and has received page one.

By signing below, I acknowledge and agree with all stated herein inclusive of both pages one and two of this proposal.

Customer signature: _____ Date: _____

Customer printed name: _____ Date: _____

Mcintosh, Shayne

From: White, Matinah A <MWHITE@amfam.com>
Sent: Wednesday, October 26, 2016 4:20 PM
To: McIntosh, Shayne
Subject: RE: American Family Claim #00-345-187659

Hi Shayne,

Thank you for submitting the bid. I have received feedback that the estimate has been approved and ok to pay. You are ok to proceed with repairing the fence. We are able to send payment directly to the fencing company or directly to you. Please let us know if that is how you would like payment issued.

Kind Regards,

Matinah White

Customer Care Center Auto Representative
American Family Insurance
6000 American Parkway, Madison WI 53783-0001
mwhite@amfam.com
800-692-6326 ext. 72429
866-912-5328

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From: McIntosh, Shayne [mailto:Shayne.Mcintosh@k12.sd.us]
Sent: Wednesday, October 26, 2016 7:47 AM
To: White, Matinah A <MWHITE@amfam.com>
Cc: Bruening, Craig <Craig.Bruening@k12.sd.us>
Subject: RE: American Family Claim #00-345-187659

Good morning

Attached is the quote we received to repair the fence in question.

From: White, Matinah A [mailto:MWHITE@amfam.com]
Sent: Monday, October 17, 2016 12:30 PM
To: McIntosh, Shayne <Shayne.Mcintosh@k12.sd.us>
Subject: American Family Claim #00-345-187659

Hello Shayne,

Thank you again for your time today in discussing this claim with me. When the estimate is done, feel free to send the estimated cost of damages back to me along with the information needed below:

How much of the fence was damaged? (You guessed about 35-40 feet)

Who was the manufacturer?

The height of the fence

What type of fence is it (basket weave, picket, post & rail or chain link?)

What is it made of?

Painted, stained or unfinished?

Any gates damaged?

Any fence posts damaged?

The Age of the fence

Answer as many of these as you can. If you or the contractor are unable to answer any of the above questions that is more than ok. Let me know if any questions arise, I am here to help!

Kind Regards,

Matinah White

Customer Care Center Auto Representative

American Family Insurance

6000 American Parkway, Madison WI 53783-0001

mwhite@amfam.com

800-692-6326 ext. 72429

866-912-5328

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American Family Insurance Company | American Family Life Insurance Company | American Family Mutual Insurance Company | American Standard Insurance Company of Ohio | American Standard Insurance Company of Wisconsin | Midvale Indemnity Company | Home Office - 6000 American Parkway | Madison, WI 53783
Permanent General Assurance Corporation | Permanent General Assurance Corporation of Ohio | The General Automobile Insurance Company, Inc. DBA The General® | Home Office - 2636 Elm Hill Pike | Nashville, TN 37214 wholly owned subsidiaries of American Family Mutual Insurance Company

*If you are not the intended recipient, please contact the sender and delete this e-mail, any attachments and all copies.

Agreement for Professional Development Services
Between

Teachwell Solutions
(East Dakota Educational Cooperative)
715 East 14th Street
Sioux Falls, SD 57104
(the "Cooperative"), and

Parkston School District
102 A South Chapman Dr
Parkston, SD 57366
(the "District")

This Agreement is made and entered into as of September 19, 2016, by and between the Parkston School District, 102 A South Chapman Dr., Parkston, SD 57366, hereinafter referred to as the "District", and Teachwell Solutions (East Dakota Educational Cooperative), hereinafter referred to as the "Cooperative", at 715 E 14th Street, Sioux Falls, South Dakota 57104.

WITNESSETH:

The purpose of this Agreement is for the District to purchase professional development services for Parkston School District, from the Cooperative.

This Agreement is to be in effect for the period of time beginning September 19, 2016, and ending October 4, 2016, according to the following terms:

- (A) The District agrees to purchase the professional development services of East Dakota Educational Cooperative at a total rate of \$600 to design and deliver professional development services on October 4, 2016.
- (B) In consideration for the above services to be rendered by the Cooperative, the School agrees to pay for these services on or before December 1, 2016.

This Agreement may be amended or terminated by mutual consent of the parties involved with reasonable notification about the change or termination date.

Executed in duplicate.

PARKSTON SCHOOL DISTRICT

**TEACHWELL SOLUTIONS (East
Dakota Educational Cooperative)**

By: _____
Its Board President

By: _____
Its Board President

and

and

By: _____
Its Business Manager

By: _____
Its Business Manager

cc: Parkston School District
Agreement File