

**Tentative Agenda**  
Monday, October 10, 2022  
6:00 pm

**Flandreau School Board**  
Elementary Commons

Below is a link for the live stream of the school board meeting:  
LiveTicket = <http://fliers.liveticket.tv/> or <https://youtu.be/MXIVRs95zUU>

- I. PLEDGE OF ALLEGIANCE
- II. APPROVAL OF AGENDA
- III. OPEN FORUM \*
- IV. COMMUNICATION – Recognition of visitors
  - a. Superintendent’s report.
  - b. Disclosure/Conflict of Interest.
  - c. Stay Well Plan 22-23.
- V. CONSENT AGENDA
  - a. Approval of minutes, financial statements, and bills.
  - b. Resignation – Natasha Staton – Paraprofessional.
- VI. OLD BUSINESS
  - a. No school on Monday, October 31 for staff in-service (change from Wed, Oct. 26)
- VII. NEW BUSINESS
  - a. Budget supplement.
  - b. Policy review.
  - c. Old football lights.
  - d. Executive Session according to SDCL 1-25-2 (1).
  - e. Discussion and approval of any action deemed necessary from executive session.
  - f. New hires.
  - g. Adjournment.

• NOTE: Members of the public who desire to address the board on items of interest or concern are invited to do so at this time. Up to 15 minutes will be devoted to this agenda item with the board president to increase or decrease the time as needed.

It would be most appreciated if you would limit your remarks to not more than 3 minutes; to appoint a spokesperson if the concern is a group concern; and to supplement verbal presentations with written reports, if necessary or desired.

We ask that you remember that South Dakota law prohibits the board from discussing specific employees, their job performance, or students.

## SCHOOL BOARD MEETING

September 12, 2022

The Board of Education of the Flandreau School District No. 50-3, Flandreau, Moody County, South Dakota, met in regular session in the Elementary School commons at 6:00 p.m. Board members Kari Burggraff, Dustin Headrick, Brian Johnson, Brian Klein, Kelly Kontz, Tom Stenger, and Adam Wiese were present. Superintendent Rick Weber and Business Manager Stacey VanBeek were also present.

The Pledge of Allegiance was recited.

09-043.22 Motion by Johnson, seconded by Klein to approve the agenda, with the date in VII. c. changed to Friday, October 28 and the addition of the approval of the special education comprehensive plan after VII. g.--New hires. All voted aye.

Oath of office was administered to Dustin Headrick.

There was no open forum this month.

Visitors to the meeting: Lindsie Bell, Kayla Charles, Allison Claffin, Brittany Frias, Gabriel Frias, Michelle Iott, Matt Knippling, Megan Severtson, Cynthia Sheppard, Sandy Sheppard, Elizabeth White, Lori Williams

Superintendent's report was given.

There were no Conflict of Interest disclosures to report for this month.

09-044.22 Motion by Kontz, seconded by Burggraff to continue to operate in the green phase at this time and to continue to follow the CDC guidelines of quarantining for five days and returning to school on day six or after, if the student is asymptomatic, wearing a mask for another five days. All voted aye.

SRO (School Resource Officer) Gabriel Frias and counselor Kari Lena-Helling provided updates on safety management and other programs being implemented in the schools.

09-045.22 Motion by Wiese, seconded by Headrick to approve the consent agenda consisting of minutes for the regular meeting on August 8, 2022; the financial reports as of August 31, 2022; the bills in the amount of \$91,776.08 be allowed from General Fund; \$304,959.46 be allowed from Capital Outlay Fund; \$44,106.88 be allowed from Special Education Fund; \$17,279.84 be allowed from Food Service Fund; and the resignation of Andrea Pederson, paraprofessional, effective October 4, 2022. All voted aye.

Members of the Flandreau Fliers Booster Club presented a proposal to put Daktronics video boards in both gyms at a cost of approximately \$225,000. The school would pay for the project up front out of Capital Outlay funds; the Booster Club has sold advertising contracts and would pay the school \$45,000/year over five years to re-pay the entire cost. After the cost has been repaid, the Booster Club would retain any money earned from selling advertisements on the boards.

09-046.22 Motion by Johnson, seconded by Wiese to approve the purchase of video boards in both gyms with the Booster Club paying back the original costs over five years with no interest. All voted aye.

Lindsie Bell from the Boys and Girls Club shared some programming updates with the board and asked for continued support of the Power Up program.

09-047.21 Motion by Johnson, seconded by Kontz to contribute \$5,000 from Community Rewards toward the Power Up program at the Boys and Girls Club. All voted aye, Burggraff abstained.

09-048.22 Motion by Wiese, seconded by Burggraff to approve Friday, October 28, 2022, to be a no school day for students with an inservice for staff. All voted aye.

09-049.22 Motion by Headrick, seconded by Kontz to approve two applications for open enrollment. All voted aye.

09-050.22 Motion by Burggraff, seconded by Wiese authorizing an executive session of the Board in accordance with SDCL 1-25-2 regarding (1). All voted aye. The Board thereupon went into executive session at 6:48 p.m. All matters having been considered, President Stenger declared the executive session over. The Board resumed in open session at 7:10 p.m.

09-051.22 Motion by Kontz, seconded by Headrick to approve the contract of Jason Gerlach, FACS instructor (\$39,412) with \$1,000 signing bonus. All voted aye.

09-052.22 Motion by Johnson, seconded by Klein to approve the contract of Thomas Hill, middle/elementary school technology (\$41,800). All voted aye.

09-053.22 Motion by Kontz, seconded by Burggraff to approve the contract of Racquel DeMarteleare, paraprofessional (\$14.30/hour). All voted aye.

09-054.22 Motion by Johnson, seconded by Wiese to approve the contract of Natasha Staton, paraprofessional (\$14.00/hour). All voted aye.

09-055.22 Motion by Johnson, seconded by Headrick to approve the contract of Brendan Sheppard, boys basketball coach (\$4,213). All voted aye.

09-056.22 Motion by Kontz, seconded by Klein to approve the contract of Thomas Gregory, middle school boys basketball coach (\$1,574). All voted aye.

09-057.22 Motion by Wiese, seconded by Burggraff to approve the contract of Jennifer Rieff, junior class advisor (\$1,406). All voted aye.

09-058.22 Motion by Wiese, seconded by Headrick to approve the South Dakota special education Comprehensive Plan (the state has made changes since the board approval in July). All voted aye.

Gross salary for August is as follows: Instruction \$200,898.96; Support Services \$93,961.33; Social Security \$23,492.38; Retirement \$19,304.34; Insurance \$26,622.55. Special Education Fund: Instruction \$30,802.35; Support Services \$28,711.88; Social Security \$4,104.37; Retirement \$3,609.00; Insurance \$5,517.02.

09-059.22 There being no further business, motion by Burggraff, seconded by Johnson to adjourn the meeting at 7:14 p.m.

Tom Stenger, President

Stacey VanBeek, Business Manager  
Flandreau School District #50-3

(Published once at the total approximate cost of \_\_\_\_\_.)

FLANDREAU SCHOOL DISTRICT #50-3  
 FINANCIAL REPORT FOR THE MONTH  
 ENDING SEPTEMBER 30, 2022

|                  | General Fund | Capital Outlay Fund | Special Education Fund | Impact Aid Fund | Bond Redemp. Fund | Food Service Fund | Enterprise Fund (DE) | Trust and Agency Fund |
|------------------|--------------|---------------------|------------------------|-----------------|-------------------|-------------------|----------------------|-----------------------|
| Balance forward: | 1,900,332.67 | 1,480,443.22        | 126,615.77             | 376,583.36      | 202,855.07        | 239,115.13        | 6,913.03             | 505,988.71            |

**Local Sources:**

|                    |           |          |          |        |        |           |  |           |
|--------------------|-----------|----------|----------|--------|--------|-----------|--|-----------|
| Taxes              | 6,912.02  | 7,247.05 | 4,061.27 |        | 54.91  |           |  |           |
| Interest           | 1,591.56  | 1,239.90 | 108.77   | 315.41 | 170.40 | 199.40    |  |           |
| Co-Curricular      | 4,148.25  |          |          |        |        |           |  |           |
| Misc               | 12,241.22 |          | 4,177.90 |        |        | 93.63     |  |           |
| Meals/milk         |           |          |          |        |        | 20,802.17 |  |           |
| Student Activities |           |          |          |        |        |           |  | 72,347.70 |
| Transfers In/Out   | -         | -        |          |        |        |           |  |           |

**Intermediate Sources:**

|                      |           |  |  |  |  |  |  |  |
|----------------------|-----------|--|--|--|--|--|--|--|
| County Apportionment | 10,972.08 |  |  |  |  |  |  |  |
|----------------------|-----------|--|--|--|--|--|--|--|

**State Sources:**

|                          |            |        |           |  |  |           |  |  |
|--------------------------|------------|--------|-----------|--|--|-----------|--|--|
| State Aid                | 301,532.00 |        | 49,043.00 |  |  |           |  |  |
| State Apportionment      | -          |        |           |  |  |           |  |  |
| Bank Franchise Tax       | -          |        |           |  |  |           |  |  |
| Impact Aid               | -          |        |           |  |  |           |  |  |
| Mentor teachers          | -          |        |           |  |  |           |  |  |
| State Assessed Utilities | -          |        |           |  |  |           |  |  |
| Other Grants             | 2,566.25   | 724.75 |           |  |  | 11,739.36 |  |  |

**Federal Sources:**

|        |   |  |  |  |  |  |  |  |
|--------|---|--|--|--|--|--|--|--|
| Grants | - |  |  |  |  |  |  |  |
|--------|---|--|--|--|--|--|--|--|

|                  |              |              |            |            |            |            |          |            |
|------------------|--------------|--------------|------------|------------|------------|------------|----------|------------|
| Total Revenue:   | 339,963.38   | 9,211.70     | 57,390.94  | 315.41     | 225.31     | 32,834.56  | -        | 72,347.70  |
| Total Available: | 2,240,296.05 | 1,489,654.92 | 184,006.71 | 376,898.77 | 203,080.38 | 271,949.69 | 6,913.03 | 578,336.41 |

|                         |              |              |              |            |            |             |          |             |
|-------------------------|--------------|--------------|--------------|------------|------------|-------------|----------|-------------|
| Disbursements:          | (504,952.40) | (304,959.46) | (137,847.52) | -          | -          | (23,796.84) | -        | (73,488.50) |
| Balance on hand 9-30-22 | 1,735,343.65 | 1,184,695.46 | 46,159.19    | 376,898.77 | 203,080.38 | 248,152.85  | 6,913.03 | 504,847.91  |

TRUST AND AGENCY FUND  
FINANCIAL REPORT  
MONTH ENDING SEPTEMBER 30, 2022

| ACCOUNTS                       | BEGINNING<br>BALANCE | DISBURSEMENTS<br>DURING MONTH | RECEIVED<br>DURING MONTH | END OF MONTH<br>TOTAL |
|--------------------------------|----------------------|-------------------------------|--------------------------|-----------------------|
| CHEERLEADER CLUB               | 2,959.60             | -                             | -                        | 2,959.60              |
| CLASS OF 2021                  | 0.00                 | -                             | -                        | 0.00                  |
| CLASS OF 2022                  | 3,943.90             | -                             | -                        | 3,943.90              |
| CLASS OF 2023                  | 6,233.37             | -                             | -                        | 6,233.37              |
| CLASS OF 2024                  | 3,008.99             | 4,656.97                      | 8,467.99                 | 6,820.01              |
| EDUCATION FOUNDATION           | -                    | -                             | -                        | -                     |
| ELEMENTARY WEEKEND FUEL        | 8,917.56             | 1,502.01                      | -                        | 7,415.55              |
| FLEX PROGRAM                   | 15,335.47            | 4,793.13                      | 3,871.68                 | 14,414.02             |
| FFA                            | 10,688.12            | 303.50                        | 424.71                   | 10,809.33             |
| FFA LAND PLOT                  | -                    | -                             | -                        | -                     |
| IMPREST                        | (1,734.73)           | 2,888.74                      | 5,734.73                 | 1,111.26              |
| NATIONAL HONOR SOCIETY         | 1,005.18             | -                             | -                        | 1,005.18              |
| PAYROLL WITHHOLDING            | 14,936.40            | 54,191.64                     | 52,676.08                | 13,420.84             |
| REVOLVING ACCOUNT              | -                    | 23.29                         | 23.29                    | -                     |
| SCHOLARSHIP - BECHEN           | 10,636.90            | -                             | -                        | 10,636.90             |
| SCHOLARSHIP - EVANS            | -                    | -                             | -                        | -                     |
| SCHOLARSHIP - FFA LAND         | 82,212.92            | 1,000.00                      | -                        | 81,212.92             |
| SCHOLARSHIP - FULLER           | 6,760.33             | -                             | -                        | 6,760.33              |
| SCHOLARSHIP - GENERAL          | 16,179.19            | 200.00                        | -                        | 15,979.19             |
| SCHOLARSHIP - JELLIFE          | 6,076.33             | -                             | -                        | 6,076.33              |
| SCHOLARSHIP - DAKOTALAYERS     | 5,672.28             | -                             | -                        | 5,672.28              |
| SCHOLARSHIP - LEE              | 204,867.93           | -                             | -                        | 204,867.93            |
| SCHOLARSHIP - MASONIC          | 20,027.25            | -                             | -                        | 20,027.25             |
| SCHOLARSHIP - RICE             | 6,008.14             | -                             | -                        | 6,008.14              |
| SCHOLARSHIP - RUSCH            | 72,095.96            | -                             | -                        | 72,095.96             |
| SCHOLARSHIP - WITTERN          | 8,787.08             | 2,500.00                      | -                        | 6,287.08              |
| SCHOLARSHIP - HURSEY           | -                    | 500.00                        | -                        | (500.00)              |
| SCHOLARSHIP - JONES            | 500.00               | 500.00                        | -                        | -                     |
| SCHOLARSHIPS - SUTTON/ACKERMAN | -                    | -                             | -                        | -                     |
| STUDENT COUNCIL - HS           | 870.54               | -                             | -                        | 870.54                |
| TOURNAMENT                     | -                    | 429.22                        | 1,149.22                 | 720.00                |
| <b>TOTALS</b>                  | <b>505,988.71</b>    | <b>73,488.50</b>              | <b>72,347.70</b>         | <b>504,847.91</b>     |

BILL LISTING - October 10, 2022

**GENERAL FUND:**

|                                   |                             |                         |          |           |
|-----------------------------------|-----------------------------|-------------------------|----------|-----------|
| A-OX                              |                             | Supplies                |          | 304.96    |
| Ahlers Automotive                 |                             | Services                |          | 133.41    |
| BMO Procurement Card              |                             | Supplies                | 1,448.72 |           |
|                                   | Amazon                      | Services                | 765.53   |           |
|                                   | Bluepeak                    | Subscription            | 350.00   |           |
|                                   | Brookings Register          | Gasoline                | 44.93    |           |
|                                   | Coffee Cup                  | Lodging                 | 207.14   |           |
|                                   | Courtyard                   | Time clock software     | 29.60    |           |
|                                   | Easy Time Clock             | Supplies, repairs       | 2,391.31 |           |
|                                   | Ekern                       | Subscription            | 295.00   |           |
|                                   | Essential Elements of Music | Registrations           | 120.00   |           |
|                                   | Eventbrite                  | Supplies                | 88.04    |           |
|                                   | Flinn                       | Repairs                 | 854.19   |           |
|                                   | G&R                         | Supplies                | 3,531.02 |           |
|                                   | JCL                         | Supplies                | 325.95   |           |
|                                   | JW Pepper                   | Gasoline                | 26.28    |           |
|                                   | Pilot                       | Supplies                | 222.00   |           |
|                                   | Sams                        | Supplies                | 269.30   |           |
|                                   | SawStop                     | Supplies                | 150.00   |           |
|                                   | SawStop                     | Registration            | 150.00   |           |
|                                   | TIE                         | Supplies                | 210.99   |           |
|                                   | Tyler Lumber                | Telephone services      | 1,658.60 |           |
|                                   | Verizon                     | Gasoline                | 37.92    |           |
|                                   | Wall Auto                   | Supplies                | 499.28   |           |
|                                   | Walmart                     | License                 | 150.00   | 13,675.80 |
|                                   | Zlabs                       | Supplies                |          | 65.55     |
| Bound to Stay Bound               |                             | Power-Up Program        |          | 5,000.00  |
| Boys & Girls Club of Moody County |                             | Services                |          | 118.91    |
| Buhl's                            |                             | Utilities               |          | 24,884.35 |
| City of Flandreau                 |                             | Services                |          | 280.95    |
| Dakotacare                        |                             | Services                |          | 400.00    |
| Duenwald, Dan                     |                             | Supplies                |          | 60.63     |
| Hamilton, Josie                   |                             | Services                |          | 44,379.67 |
| Harlow's School Bus Service       |                             | Supplies                |          | 2,681.69  |
| Innovative                        |                             | Services                |          | 337.25    |
| Justice Fire & Safety             |                             | Supplies                |          | 199.21    |
| Matheson                          |                             | Supplies                |          | 262.39    |
| McLeods                           |                             | Utilities               |          | 1,372.47  |
| MidAmerican Energy                |                             | Services, subscriptions |          | 243.01    |
| Moody County Enterprise           |                             | Gasoline                |          | 94.20     |
| Olinger, Amy                      |                             | Supplies                |          | 34.01     |
| Performance Health                |                             | Postage                 |          | 84.68     |
| Petty Cash                        |                             | State golf meals        |          | 114.00    |
| Pearson, Brooke                   |                             | Med training            |          | 150.00    |
| RAA Certification                 |                             | Lodging                 |          | 111.00    |
| Ramkota                           |                             | Subscriptions           |          | 933.90    |
| Scholastic                        |                             | Services                |          | 47.75     |
| Sparkle Car Wash                  |                             | Premiums                |          | 1,290.00  |
| Student Assurance Services        |                             |                         |          |           |
| Trust and Agency-Imprest          |                             |                         |          |           |
|                                   | Lakes Bar & Grill           | Meeting meals           | 66.00    |           |
|                                   | Beste, Dave                 | VB official             | 130.24   |           |
|                                   | Bjorklund, Gene             | VB official             | 125.20   |           |
|                                   | Bjorklund, Vonda            | VB official             | 100.00   |           |
|                                   | Duffy, Gary                 | VB official x 2         | 304.00   |           |
|                                   | Duffy, Terry                | VB official x 3         | 345.20   |           |
|                                   | Garretson School Dist       | XC entry fee            | 75.00    |           |
|                                   | Huntimer, Nick              | VB official             | 147.22   |           |
|                                   | Lake Preston School         | VB entry fee            | 150.00   |           |
|                                   | Stitz, Jill                 | VB official             | 100.00   |           |
|                                   | Wagner, Scott               | VB official x 3         | 345.20   |           |
|                                   | Arlington School Dist       | XC entry fee            | 30.00    |           |
|                                   | Boer, Duane                 | FB official             | 125.00   |           |
|                                   | Hansen, Alan                | FB official             | 125.00   |           |
|                                   | Milbank HS                  | XC entry fee            | 80.00    |           |
|                                   | Ortman, Paul                | FB official             | 125.00   |           |
|                                   | Riswold, Steve              | FB official             | 167.00   |           |
|                                   | Vandeberg, Darin            | FB official             | 125.00   |           |
|                                   | Clark HS                    | XC entry fee            | 45.00    |           |
|                                   | Huron School Dist           | XC entry fee            | 75.00    |           |
|                                   | Lynn, Lacey                 | VB official             | 100.00   |           |
|                                   | Sioux Valley School Dist    | XC entry fee            | 35.00    |           |
|                                   | Sisseton School             | Golf entry fee          | 40.00    |           |
|                                   | Watertown School Dist       | Golf entry fee          | 40.00    |           |
|                                   | Cash                        | Boys state golf meals   | 144.00   |           |

|                 |                             |                           |              |                   |
|-----------------|-----------------------------|---------------------------|--------------|-------------------|
|                 | Moccasin Creek Country Club | Golf practice rounds      | 110.00       |                   |
| United          | VanBeek, Stacey             | Supplies                  | <u>63.90</u> | 3,317.96          |
| Whipkey, Brenda |                             | Supplies                  |              | 1,293.00          |
|                 |                             | Mileage                   |              | <u>56.00</u>      |
|                 |                             | <b>TOTAL GENERAL FUND</b> |              | <b>101,926.75</b> |

**CAPITAL OUTLAY FUND:**

|                      |                       |   |               |                  |
|----------------------|-----------------------|---|---------------|------------------|
| BMO Procurement Card | Amazon                | Supplies                                | 92.29         |                  |
|                      | G&R                   | Elementary & stadium lights, compressor | 20,904.00     |                  |
|                      | Teachers Pay Teachers | Software                                | <u>391.08</u> | 21,387.37        |
| Cengage Learning     |                       | Curriculum                              |               | 409.50           |
| Daktronics           |                       | Down payment-video boards               |               | 67,445.54        |
| Follett              |                       | Library books                           |               | 122.80           |
| Mahlanders           |                       | Supplies                                |               | 1,429.00         |
| Pearson              |                       | Software                                |               | 1,126.50         |
| Rosetta Stone        |                       | Subscriptions                           |               | 1,800.00         |
| School Specialty     |                       | Supplies                                |               | <u>723.71</u>    |
|                      |                       | <b>TOTAL CAPITAL OUTLAY FUND</b>        |               | <b>94,444.42</b> |

**SPECIAL EDUCATION FUND:**

|                           |                 |                                     |               |                  |
|---------------------------|-----------------|-------------------------------------|---------------|------------------|
| Ace Towing, Inc           |                 | Services                            |               | 133.13           |
| Provider                  |                 | Services                            |               |                  |
| BMO Procurement Card      | Amazon          | Supplies                            | 346.18        |                  |
|                           | Closing the Gap | Registration                        | <u>575.00</u> | 921.18           |
| Cornbelt Educational Coop |                 | Training                            |               | 200.00           |
| Decker, Courtney          |                 | Supplies                            |               | 31.98            |
| Educational Advantages    |                 | Training                            |               | 100.00           |
| Goodcare                  |                 | Services                            |               | 10,090.31        |
| Provider                  |                 | Services                            |               | 33,760.50        |
| Pearson                   |                 | Supplies                            |               | 445.00           |
| Prairie Lakes             |                 | Services                            |               | 9,753.48         |
| Pro-Ed                    |                 | Supplies                            |               | <u>542.40</u>    |
|                           |                 | <b>TOTAL SPECIAL EDUCATION FUND</b> |               | <b>55,977.98</b> |

**FOOD SERVICE FUND:**

|                     |  |                                |  |                  |
|---------------------|--|--------------------------------|--|------------------|
| Lunchtime Solutions |  | Services                       |  | <u>40,788.19</u> |
|                     |  | <b>TOTAL FOOD SERVICE FUND</b> |  | <b>40,788.19</b> |



|                                       |              |
|---------------------------------------|--------------|
| Total General Transportation          | \$ 28,184.11 |
| Total Field Trips & Sports Activities | \$ 7,935.57  |
| PPE/Sanitization                      | \$ 1,087.50  |
| Total In-town School Bus Trips        | \$ 86.96     |
| Total Driver Down Time                | \$ 2,032.29  |
| Fuel Surcharge                        | \$ 5,053.24  |
| Total Monthly Invoice                 | \$ 44,379.67 |

General Transportation

|             |              |                |
|-------------|--------------|----------------|
| Daily Miles | Annual Rate  | 1 of 9 Monthly |
| 320         | \$253,657.00 | \$ 28,184.11   |

| PE & Sanitization | Day/ Cost Per 1    | Days | Hours Per | Number of |
|-------------------|--------------------|------|-----------|-----------|
| Labor/ Cost - D   | \$ 519.75          | 1.25 |           | 21        |
| PPE Supplies      | \$ 28.56           | 0.17 |           | 21        |
| PPE Supplies      | \$ 4.59            | 0.17 |           | 27        |
| Labor/ Cost - A   | \$ 534.80          | 1    |           | 27        |
| PPE Other         | \$ -               |      |           | 0         |
| <b>Total</b>      | <b>\$ 1,087.50</b> |      |           |           |

| Date          | Description             | Bus # | Miles       | Rate    | Total              | Wait Hours    | Rate     | Total              | Total              |
|---------------|-------------------------|-------|-------------|---------|--------------------|---------------|----------|--------------------|--------------------|
| 9/17/22       | Hayts-Volleyball        | 5     | 144         | \$ 2.91 | \$ 419.04          | 5.00          | \$ 17.37 | \$ 86.85           | \$ 505.89          |
| 9/21/22       | Parker-Football         | 1     | 145         | \$ 2.91 | \$ 421.95          | 7.00          | \$ 17.37 | \$ 121.59          | \$ 543.54          |
| 9/6/22        | Garretson-XC            | 5     | 62          | \$ 2.91 | \$ 180.42          | 4.00          | \$ 17.37 | \$ 69.48           | \$ 249.90          |
| 9/6/22        | Parker- JV Football     | 1     | 144         | \$ 2.91 | \$ 419.04          | 4.00          | \$ 17.37 | \$ 69.48           | \$ 488.52          |
| 9/10/22       | Millbank-XC             | 5     | 213         | \$ 2.91 | \$ 619.83          | 5.00          | \$ 17.37 | \$ 86.85           | \$ 706.68          |
| 9/20/22       | Chester-VB              | 1     | 55          | \$ 2.91 | \$ 160.05          | 3.00          | \$ 17.37 | \$ 52.11           | \$ 212.16          |
| 9/12/22       | Lake Regions-XC         | 1     | 127         | \$ 2.91 | \$ 369.57          | 4.00          | \$ 17.37 | \$ 69.48           | \$ 439.05          |
| 9/13/22       | Baltic-JH Football      | 1     | 65          | \$ 2.91 | \$ 189.15          | 3.50          | \$ 17.37 | \$ 60.80           | \$ 249.95          |
| 9/15/22       | Baltic- JHV8            | 3     | 64          | \$ 2.91 | \$ 186.24          | 3.00          | \$ 17.37 | \$ 52.11           | \$ 238.35          |
| 9/15/22       | Baltic-VB               | 1     | 64          | \$ 2.91 | \$ 186.24          | 5.00          | \$ 17.37 | \$ 86.85           | \$ 273.09          |
| 9/16/22       | Berestford-Football     | 1     | 152         | \$ 2.91 | \$ 442.32          | 6.00          | \$ 17.37 | \$ 104.22          | \$ 546.54          |
| 9/17/22       | Lake Preston-Volleyball | 1     | 125         | \$ 2.91 | \$ 363.75          | 4.00          | \$ 17.37 | \$ 69.48           | \$ 433.23          |
| 9/19/22       | Brookings-Seniors       | 5     | 61          | \$ 2.91 | \$ 177.51          | 2.00          | \$ 17.37 | \$ 34.74           | \$ 212.25          |
| 9/19/22       | Berestford- JV Football | 5     | 154         | \$ 2.91 | \$ 448.14          | 3.50          | \$ 17.37 | \$ 60.80           | \$ 508.94          |
| 9/19/22       | Pipestone- JHV8         | 3     | 35          | \$ 2.91 | \$ 101.85          | 3.50          | \$ 17.37 | \$ 60.80           | \$ 162.65          |
| 9/22/22       | Clark-XC                | 5     | 213         | \$ 2.91 | \$ 619.83          | 4.00          | \$ 17.37 | \$ 69.48           | \$ 689.31          |
| 9/22/22       | Dell Rapids-JH VB       | 3     | 45          | \$ 2.91 | \$ 130.95          | 3.00          | \$ 17.37 | \$ 52.11           | \$ 183.06          |
| 9/22/22       | Dell Rapids- VB         | 1     | 45          | \$ 2.91 | \$ 130.95          | 4.50          | \$ 17.37 | \$ 78.17           | \$ 209.12          |
| 9/23/22       | Eik Point-F8            | 1     | 213         | \$ 2.91 | \$ 619.83          | 7.00          | \$ 17.37 | \$ 121.59          | \$ 741.42          |
| 9/24/22       | Madison-Band            | 1     | 66          | \$ 2.91 | \$ 192.06          | 4.50          | \$ 17.37 | \$ 78.17           | \$ 270.23          |
| 9/24/22       | Madison-Band            | 5     | 73          | \$ 2.91 | \$ 212.43          | 4.00          | \$ 17.37 | \$ 69.48           | \$ 281.91          |
| 9/27/22       | Volga-XC                | 1     | 35          | \$ 2.91 | \$ 101.85          | 4.00          | \$ 17.37 | \$ 69.48           | \$ 171.33          |
| 9/27/22       | Elkon-VB                | 1     | 36          | \$ 2.91 | \$ 104.76          | 4.00          | \$ 17.37 | \$ 69.48           | \$ 174.24          |
| 9/29/22       | Arlington-Band          | 5     | 102         | \$ 2.91 | \$ 296.82          | 4.50          | \$ 17.37 | \$ 78.17           | \$ 374.99          |
| 9/30/22       | Memno-Football          | 1     | 223         | \$ 2.91 | \$ 648.93          | 7.50          | \$ 17.37 | \$ 130.28          | \$ 779.21          |
| <b>Totals</b> |                         |       | <b>2727</b> |         | <b>\$ 7,935.57</b> | <b>114.00</b> |          | <b>\$ 1,980.18</b> | <b>\$ 9,915.75</b> |

| Date    | Description   | Miles     | Number of Trips | Rate     | Total           | Wait Hours  | Rate     | Total           |                  |
|---------|---------------|-----------|-----------------|----------|-----------------|-------------|----------|-----------------|------------------|
| 9/17/22 | FIS-XC        | 16        | 1               | \$ 86.96 | \$ 86.96        | 3.00        | \$ 17.37 | \$ 52.11        | \$ 139.07        |
|         |               | 0         | 0               | \$ 86.96 | \$ -            | 0.00        | \$ 17.37 | \$ -            | \$ -             |
|         | <b>Totals</b> | <b>16</b> |                 |          | <b>\$ 86.96</b> | <b>3.00</b> |          | <b>\$ 52.11</b> | <b>\$ 139.07</b> |

\* In-town School Bus Trip 30 Miles or Less

| Routes                        | Fuel Surcharge | Days | Miles | Total Miles  |
|-------------------------------|----------------|------|-------|--------------|
| Sports/Field Trips Activities |                | 21   | 320   | 6,720        |
| In-town School Bus Service    |                | 16   |       | 2,727        |
| <b>Total Miles</b>            |                |      |       | <b>9,463</b> |

|                             |                    |
|-----------------------------|--------------------|
| Avg Price for Fuel          | \$ 4.67            |
| Contract Price              | \$ 2.00            |
| Difference                  | \$ 2.67            |
| Mileage Rate                | \$ 0.53            |
| <b>Total Fuel Surcharge</b> | <b>\$ 5,053.24</b> |

Miles 9,463 Rate 0.53 Total \$ 5,053.24  
10/5/2022

**October 10, 2022, Board of Education meeting**

**Agenda item "VII (a)" - authorize SUPPLEMENTAL BUDGET as follows:**

**Capital Outlay Expenditures**

|            |            |            |
|------------|------------|------------|
| 6100, 6200 | Activities | \$ 230,000 |
|------------|------------|------------|

**Capital Outlay Means of Finance**

|     |               |            |
|-----|---------------|------------|
| 723 | Cash reserves | \$ 230,000 |
|-----|---------------|------------|

\*\*For purchase of video boards for gymnasiums

Thank you for reaching out! We would love to talk more with you about our policy service.

I have attached a memorandum that explains in some detail the policy service we use. As you can see in the memo, there is a \$9,500 up front fee, which includes the entire adoption process and initial policies. We then go through each series of policies with you and your board to individualize them to your district's needs. Our policies are about 40% as long as the standard ASBSD book.

This initial fee also includes the first two years of updates. We send out updates normally in early summer. The updates will include a redline version of each suggested change, a clean version that you can just adopt, as well as a memorandum explaining the need for each change. We also offer a webinar to subscribers to answer questions. Updates are normally between \$500 and \$1,000 a year *after* the initial two year period.

The biggest advantage of our policy service is that from the time you initially subscribe forevermore, all questions related to policy are free as are most instances of drafting new policies your district may want.

As far as an initial timeline, we work with you and your board at your pace during the adoption process. Some schools choose to wait and adopt all the policies at the annual meeting, while others choose to adopt them as as soon as the review is done. We can schedule these meetings as often as the District is able, normally it is two weeks to a month between meetings.

These are the highlights, and the memorandum gets more into detail, but definitely reach out if you have any questions! Your superintendent or board president is welcome to reach out as well.

KAREN A. HAASE <sup>NE, IA, WY</sup>  
STEVE WILLIAMS <sup>NE</sup>  
BOBBY TRUHE <sup>NE, SD</sup>



COADY H. PRUETT <sup>NE, CO</sup>  
JORDAN JOHNSON <sup>NE</sup>  
TYLER COVERDALE <sup>SD</sup>  
SHARI RUSSELL, Paralegal

## MEMORANDUM

RE: KSB Policy Service

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This memorandum provides a description of our policy service and costs. We believe that the service concept allows boards and administrators to stay more current in the ever-expanding universe of policies that state and federal law require, and it allows them to have more ownership by focusing on the policy-level decisions. We also try very hard to save administrators a significant amount of time when updating policies and handbooks.

**Service Model.** We call our policy system a "service" on purpose. We do not sell a policy book or provide form policies, only to leave you on your own. Nor do we think it is a good system to force the board and administration into sifting through what is legally required versus what is a true policy-level decision. When you purchase our policy service, it's a commitment from KSB, as well. Once you subscribe, any questions you have about things like policy wording, unique changes you want to make, or any other policy-related questions are free of charge. If you call us 5 years from now and ask us whether you can make a change to an existing policy, any research or amending we do will be free of charge. In short, we do not want boards or administrators to hesitate to ask policy questions for fear of big legal bills.

**Writing Style.** Our policies are as short as possible and contain more headings and numbers than most policies. We believe that careful writing, attention to detail, familiarity with school practices, and a thorough knowledge of the law are essential to creating good policies. We describe our writing style as "lean and clean." We have seen too many instances when an employee, a disgruntled patron, or a plaintiffs' attorneys has turned flowery, loosely written, or overly complicated policies to a school district's disadvantage. We strive to write policies that are short, clear, and useful. If no one can understand a policy provision, it's useless.

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SIOUX FALLS, SOUTH DAKOTA 57104

**Organization.** Our policies are divided into the following six sections:

1000 Series: Mission and Belief Statements

2000 Series: The Role and Conduct of the Board of Education

3000 Series: Business Operations

4000 Series: Employees

5000 Series: Students

6000 Series: Instruction and Extracurricular Activities

There is nothing special about this organizational system. If you have traditionally used letters rather than numbers or if you have used a numbered system that you want to retain, you can simply place our policies into the structure you prefer. However, we strongly recommend adopting the numbering system used by the entity that provides your policies to make updating simpler.

**Additional Services.** We want to make sure that you have all the policies you want in the form you want. As part of our policy service, we will write any policies that you request and will work with you to make sure that our standard policies incorporate elements that you want. We will also work with you to incorporate any special existing policies that the board wants in its policy manual. We fully understand that boards often have unique local issues they like to address through policy or handbooks.

**Policy Updates.** We will provide you with policy updates during the school year, and at the end of each school year necessitated by court decisions and changes in state and federal law and regulations. We provide the policy updates as part of the service free for a two-year period. After the initial two-year period, we will continue to provide you with updated policies for a modest annual fee based on the scope of the updates for that year. Recently, the annual update fee has been between \$750 to \$1,000. We also conduct an informational webinar to explain the updates and answer questions about them. If your administrators or board members cannot attend it, we do record it. We are also happy to arrange a private conference or call to review any particular questions you have about any updates. All of that is included in the policy update fee.

**Delivery of Policies.** Most boards tackle the policies one section at a time, but, some boards do more at one time or split them out further. All of the policies, forms, indices, and cover memos for each section stay resident on our website, so you and the board can go at whatever pace you prefer. We include a memorandum with each set explaining the purpose of the policies

and pointing out areas in which you might want to exercise some discretion or have to make a choice.

**Board Adoption of Policies.** Some boards require two readings of a policy before they may adopt it. There is no legal requirement of two readings, and we recommend against it because there are many instances when boards needed to act quickly to adopt or amend a policy.

We recommend that the board record the dates when it reviews, adopts, and revises each policy. These dates can be useful in communicating the board's commitment to following its policies when patrons try to convince administrators to deviate from policy "just this once." They are also useful markers for reviews and audits by regulatory agencies relating to things like federal spending, lunch programs, special education, and others.

Some boards prefer to update and use our sections as they go, and other boards elect to approve them all over several months but use your existing policies until you have all of ours ready to go, then "flip the switch." We're more than happy to talk through with you and the board your options for implementation and then to help form a plan which works for you.

**Administrative Regulations.** Some school districts have elaborate systems of policies, administrative regulations, guidelines, or protocols. As a general rule, we prefer that the board establish written policies and that administrative practice be less formal. We much prefer only having one place to go to find answers to policy and practice questions—the policies. The danger of a system of multiple written policies, administrative regulations, procedures and protocols is that the policies change over time, but the written protocols don't, or administrators simply overlook one set of written documents purely by accident. The only written protocols we recommend, other than board policy, are required elements like your school safety plans, student handbooks, and staff handbooks.

**Handbooks.** As part of the service, we provide you with KSB's preferred handbooks which align with our policies. In addition to annual policy updates, we update the handbooks annually, as well. Current subscribers tell us this is one of the best features of the service, because it saves so much administrative time which would otherwise be spent updating handbooks each summer. We will assist you both in creating your "new" handbooks based on KSB's policies and model handbooks, and also in your annual review and updating process.

**Cost and Billing for Policy Service.** The cost of the policy service is \$9,500. The subscription includes a full set of policies and policy updates for a two-year period. We can bill you in 12 monthly installments or in a lump sum(s) according to your preference. During this initial period, any policy

work or questions will not be charged hourly but rather are included in the upfront fee. After the initial two-year period, you can choose to continue to receive the annual updates, which cost between \$750 and \$1,000. Your only charge for policy work and questions would be the annual update fee.

We would be delighted to work with you and the board on policies. If you have questions about the service, the policies, or any other matter, please contact me.