

BACKGROUND INFORMATION – Monday, July 12, 2021  
5:30 p.m. Regular School Board Meeting  
**Executive Session to follow regular school board meeting**  
Williams Administrative Building – Board Room

---

**Consent Agenda Item 2b – Accrued Salaries FY-2021**

**Background:** Accrued Salaries for FY-2021. (ITEM 2b)

<b>Accrued Payroll</b>	<b>July</b>	<b>August</b>	<b>Total</b>
General Fund	\$897,361.20	\$897,361.19	\$1,794,722.30
Special Services	\$177,788.70	\$177,788.70	\$355,577.40
<b>Total</b>	<b>\$1,075,149.90</b>	<b>\$1,075,149.89</b>	<b>\$2,150,299.70</b>

**Consent Agenda Item 2d – Personnel**

**Background:** New Hire (Support Staff): Brooke Enright, paraprofessional, Whitewood Elementary, \$12.00/hour eff. for the 2021-22 school year.

New Hire (Extracurricular): Luke Whalen, assistant football coach, Sturgis Brown High School, \$3,747.00 eff. for the 2021-22 school year, Justin Burnham, head football coach, Stagebarn Middle School, \$2,2424.00 eff. for the 2021-22 school year; assistant track coach, Stagebarn Middle School, \$1,972.00 eff. for the 2021-22 school year, Timmi Keisel, assistant volleyball coach, Sturgis Brown High School, \$3,478.00 eff. for the 2021-22 school year, Kristi Cammack, assistant xcountrty coach, Sturgis Williams Middle School, \$2,021.00 eff. for the 2021-22 school year, Amber Burgdoerfer, .5 FTE jr. class advisor, Sturgis Brown High School, \$1,121.00 eff. for the 2021-22 school year, Kelsey Ruff, speech and debate coach, Stagebarn Middle School, \$1,097.00 eff. for the 2021-22 school year.

Change in Assignment (Extracurricular): Krystina Bower, assistant girls basketball coach to head girls basketball coach, Stagebarn Middle School, \$2,278.00 eff. for the 2021-22 school year, Cooper Stanforth, assistant track coach to head track coach, Stagebarn Middle School, \$2,350.00 eff. for the 2021-22 school year.

Contract Amendment (Certificated): Heidi Kruse, district librarian, for additional duties; 15 additional days, \$4,036.50 eff. for the 2021-22 school year.

Resignation (Extracurricular): Mike Scharn, assistant track coach, Stagebarn Middle School, eff. for end of the 2020-21 school year.

Resignation (Support Staff): Donna Sterkel, food services, Stagebarn Middle School, eff. 6/30/2021, Rebecca Schuster, food services, Piedmont Valley Elementary, eff. 7/8/2021.

**Consent Agenda Item 2e — Open Enrollment & In-District Transfer Requests for 2021-22**

**Background:** The following open enrollment applications and in-district transfer requests for 2021-22 school year are presented for the Board's consideration.

### **Item 3 – Recognitions**

The Character Education word for the month of July is “dependability” which includes promise-keeping and responsibility.

### **Item 4 – Open Forum**

**Background:** Open Forum is an opportunity for patrons to share their thoughts and concerns. The school board will listen, but no discussion takes place and there will not be board action. Board members may ask clarifying questions. The protocol established for open forum is to provide a time limit of three minutes to share concerns. If a patron would like to have a two-way discussion, they are encouraged to schedule a meeting with the superintendent.

### **Item 5a – Financial Reports**

**Background:** The monthly financial reports, Exhibit A, B, C, and D, for the board’s review. (ITEM 5a)

### **Item 5b – Budget for 2021-22**

**Background:** The proposed budget was discussed in depth at the June meeting. There were no recommended changes to the budget as presented in June. (ITEM 5b)

### **Item 5c – Vendor Food Service Products for 2021-22**

**Background:** It is the recommendation of Rhonda Ramsdell to roll over the agreements for one more year with Reinhart and CashWa Distributing for the 2021-22 school year.

### **Item 5d – Bus Route Change Requests**

**Background:** The District received bus route change requests for the 2021-22 school year. Harlow’s Bus Company and the transportation committee are scheduled to meet before the school board on July 12. The transportation committee will make a recommendation to the Board regarding their request. (ITEM 5e)

### **Item 5e – SBHS Marquee**

**Background:** Last month, the Board requested a more detailed outline of repair costs and where the funding would come from for the replacement or repair of the SBHS marquee. Mr. Wilson has provided an outline of those repair costs and his recommended source for funding. (ITEM 5e)

**Old Board Adjourns**

## **New Board Convenes**

### **Item 1 – Oath of Office**

Business Manager, Brett Burditt will administer the oath of office to Terry Koontz, Aaron Odegaard, and Charlie Wheeler.

### **Item 2 – Election of President and Vice-President**

Superintendent Kirkegaard will preside during the election of the school board president.

### **Item 3 – Approve Agenda**

### **Item 4 – Conflict of Interest Waiver**

**Background:** Board members and school administrators/officials are required to request a conflict of interest waiver before participating in or voting upon a decision concerning an application in which that member has a direct personal or financial interest.

### **Item 5 – Open Forum**

**Background:** Open Forum is an opportunity for patrons to share their thoughts and concerns. The school board will listen, but no discussion takes place and there will not be board action. Board members may ask clarifying questions. The protocol established for open forum is to provide a time limit of three minutes to share concerns. If a patron would like to have a two-way discussion, they are encouraged to schedule a meeting with the superintendent.

### **Item 6 – Presentation**

**Background:** Arch, Inc. will provide a presentation on possible building projects at the SWMS Intermediate Building, PVE and the SBHS lunchroom remodel.

### **Item 7a – Claims for Payment 2021-22**

**Background:** The claims for payment for the school year for the Board's approval. (ITEM 7a)

### **Item 7b – Selection of BHSSC Representative and Substitute**

**Background:** The Board needs to select a BHSSC representative and alternative. Charlie Wheeler served as representative to Black Hills Special Services Co-op and Cody Weber served as alternate. The Coop Board is scheduled to meet prior to our August board meeting so a replacement needs to be appointed at this time.

### **Item 7c – Authorize Arch, Inc. To Develop a Proposal for PVE and SBHS Lunchroom**

**Background:** The buildings & grounds committee met with Arch, Inc. to discuss and review possible building projects. Committee members will summarize the meeting with the entire board.

## Item 7d – Organizational Items

**Background:** There are many routine items that need to be handled at the annual meeting each year. The topics are listed on the agenda. For each one, either the present status of the item will be given or there will be a comment or recommended action.

1. Regular meeting time is 5:30 p.m. the second Monday of each month in the board room of the Williams Administrative Building. We suggest the August 9 board meeting be moved to August 16, 2021, as the regular board meeting date conflicts with the dates of the Sturgis Motorcycle Rally, August 6-15, 2021. We suggest the October 11 board meeting be moved to October 12 as there is no school for students and staff in order to observe Native American Day. Mr. Kirkegaard plans to be out of the office for the February board meeting, I would recommend we move the February board meeting to February 10.
2. Black Hills Pioneer has been the district's local newspaper and recommended to be approved to be the district's legal newspaper.
3. The present distribution of our accounts: Payroll/Checking, Trust and Agency/Brown High School, and Trust and Agency/Williams Middle School at First Interstate Bank; Trust and Agency/Central Administration and Advanced Payments at First Interstate Bank; Trust and Agency/Central Administration (Scholarships) at First Interstate Bank; QZAB Bonds at Pioneer Bank and Trust. Recommendation would be to keep the accounts the same for the 2021-22 school year.
4. Brett Burditt is business manager and custodian of General Fund, Capital Outlay Fund, Special Education Fund, Food Service Fund, Trust and Agency Fund/Sturgis Brown High School, Trust and Agency Fund/Sturgis Williams Middle School, and Trust and Agency Fund/Central Administration. He also should be authorized to invest district funds pursuant to Board Policy DI and to borrow funds with Board approval.
5. Brett Burditt is business manager and authorized to file all state and federal grant claims: Comprehensive School Reform, Title I, Title II Part A, IDEA 611/619, Perkins Grant, ESSER 2 and 3 Funds, and all other approved grant claims.
6. State law entitles Board members to receive the same salary as that received by the State Board of Education. Currently the salary for board members is \$75 per meeting. The Board has been paid mileage for committee meetings not held on regular Board meeting nights and \$75 per committee meetings for meetings scheduled by the superintendent and/or board president that are not held on board meeting nights.
7. It is recommended that the new Board adopt the policies of the old Board as a formality so that there can be no question that existing Board policies are still in effect. This does not prevent the new Board from changing policies during the year. Board Policy BBAA establishes that a majority of the Board constitutes a quorum to transact business. The Board should also establish a minimum number of votes for passage of board action. The standard number for a nine (9)-member board is five (5) and five (5) should be established as the minimum number of votes necessary for Board action.

8. The district normally uses state rates for lodging, meals, and mileage, except when staff members cannot obtain lodging at state rates, the actual room cost will be reimbursed. There were no changes in State travel rates for the 2021-22 school year.

<b>Out-of-State Travel</b>	
Breakfast	\$10.00
Lunch	\$14.00
Dinner	\$21.00
Rooms	\$100.00
Mileage	42¢/mile

<b>In-State Travel</b>	
Breakfast	\$6.00
Lunch	\$14.00
Dinner	\$20.00
Rooms	\$75.00
Mileage	42¢/mile

9. Rhonda Ramsdell should be the authorized representative for School Food Service.

10. The six principals should be appointed as the truancy officers for the district.

11. The federal compliance coordinators should be appointed: ADA Compliance and Asbestos-Brett Burditt; Section 504-Deb Wilburn; Titles VI and IX-Jeff Ward.

12. Authorize membership for the 2021-22 school year in Associated School Boards of South Dakota.

13. Authorize participation in voluntary student school insurance program. The provider sets the rates for 2021-22 Student Insurance Plans each year. The range is from \$50 to \$500 depending upon the level of coverage that the parent/student would choose to take.

14. Approve Stipend Schedule for 2021-22. The stipend schedule for teachers who provide additional services is included. The rates for substitute teaching are also included in this schedule. (ITEM 7d-14)

15. The district has used Eric Nies, Nies & Karras, P.C. as legal counsel for the 2020-21 school year. Recommendation would be to continue to use Eric Nies, Nies & Karras, P.C. as legal counsel for the 2021-22 school year.

**Item 7e – MOU for ABC Project SUCCESS Coordinator**

**Background:** For the 2021-22 school year, ABC’s Project SUCCESS coordinator will be placed part-time at the Sturgis Williams Middle School and/or Sturgis Brown High School. Project SUCCESS will provide prevention, intervention services and outpatient services to students. The MOU is for September 1, 2021 to June 30, 2022. (ITEM 7e)

**Item 7f – MOUs for School Resource Officer for 2021-22**

**Background:** The Memorandum of Understanding or MOUs for the Sturgis Police Department, Meade Sheriff’s Department and the Summerset Police Department have been updated and are ready for approval for the 2021-22 school year. (ITEM 7f)

**Item 7g – Rates and Fees for 2021-22**

**Background:** Proposed fees and prices for athletic events, lunch tickets, breakfast tickets, and milk tickets will not be changing for the 2021-22 school year. Adult meal prices have not been established yet and will be brought back to the Board at the August meeting. (ITEM 7g)

### **Item 7h – Spearfish and Rapid City’s Meade County Bus Stop Agreements**

**Background:** The South Dakota Legislature requires school boards in both the receiving school district and the resident school district to approve pick-up locations for students within any incorporated municipality. The Spearfish School District is requesting to continue the current bus stop location on Sherman Street in Whitewood for the 2021-22 school year. Meade School District is proposing the following agreement with the Rapid City School District. (ITEM 7h)

### **Item 7i – Harlow’s Contract Rate for 2021-22**

**Background:** Harlow’s submitted their contract rates and there will be a 2.5% cost-of-living increase. The new rate for general transportation for the 2021-22 school year will be \$1,144,689.94, which reflects the agreed upon contract rate. The letter outlines the per mile and hour rate for the activity busing, requested field trips, downtime rate, second driver and meals and cancellation policy. (ITEM 7i)

### **Item 7j – SBHS Marquee**

**Background:** Last month, the Board requested a more detailed outline of repair costs and where the funding would come from for the replacement or repair of the SBHS marquee. Mr. Wilson has provided an outline of those repair costs and his recommended source for funding. (ITEM 7j)

### **Item 7k – Authorize Published Salaries**

**Background:** State law requires that the Board publish the salaries for all school district employees on an annual basis. (ITEM 7k)

### **Item 7l – Wetz School Lot Quitclaim Deed**

**Background:** The Wetz School Lot located in northeast Meade County consisting of 3 acres more or less, was used as a school site for public school purposes. Because the school ceases to be conducted at the site, ownership shall revert to the previous landowner, Gerald Wetz, Jr. as stated on the warranty deed. (ITEM 7l)

### **Item 7m – SBHS Indoor Air Quality & HVAC Upgrade Project Change Order**

**Background:** The business office and buildings & grounds department are requesting the Board accept the change order agreement with Rasmussen Mechanical Services. Rasmussen Mechanical is requesting a change in substantial completion to allow them to utilize Christmas break when no students are present in the building.

### **Item 7n – Professional/Technical Support Staff Handbook 2021-22**

**Background:** Changes to the Professional Technical Support Staff Handbook have been completed and are highlighted in yellow. (ITEM 7n)

### **Item 7o –Food Service Department – SWMS COMBI Oven**

**Background:** A sealed bid opening was conducted on July 1 at 2:00 p.m. for the COMBI oven for SWMS. Food service director, Rhonda Ramsdell, is recommending the Board accept the bid from Central Restaurant Products for a delivered and installed bid price of \$23,062.97.

### **Item 7p – SWMS Parking Lot Project – Change Order**

**Background:** Sacrison Paving has submitted a change order for the SWMS Parking Lot Project. It is necessary to remove an additional 12” of unstable subgrade and replace with 3-7” rock at an additional cost of \$28,125.00. (ITEM 7p)

### **Item 8a – Committee Assignments**

**Background:** The new board president will make committee assignments at the August board meeting. Attached is the 2020-21 standing committees and who served on those committees. Please email the board president on which committee/s you would like to serve prior to the August board meeting. (ITEM 8a)

### **Item 8b – ASBSD & SASD Joint Convention**

**Background:** ASBSD & SASD Joint Convention will be held Thursday, August 5 and Friday, August 6 at the Sioux Falls Convention Center. Board members and administrators in their first year in the position can attend the convention for a discounted rate of \$125.

### **Item 8c – City of Sturgis WWTF Agreement**

**Background:** The City of Sturgis is requesting to lease approximately 2.0 acres of school district property that neighbors the wastewater treatment facility in Sturgis for parking and staging purposes (i.e., gravel and paving). The buildings & grounds department met with the city and viewed the acreage. Board action will be brought back at the August meeting. (ITEM 8c)

### **Item 8d – City of Sturgis Irrigation Well Agreement**

**Background:** The school has a well located at SBHS for irrigating the soccer fields and practice fields. The current MOU requires the school to stop using the well if the city brings city water to the location. The proposed MOU would allow the school to keep the well even if the city brings water to the location. (ITEM 8d)

### **Item 8e – City of Sturgis Woodle Field Lease**

**Background:** The City of Sturgis has provided the district with a lease for joint use and cost sharing for Woodle Field. Approximately 7.85 acres are regularly used for school sanctioned events and is maintained by the district. The cost of said maintenance shall be shared between the city and the district. (ITEM 8e)

### **Item 8f – Public School Exemption Participation in Interscholastic Activities**

**Background:** During the 2021 legislative session, SB 177 revised the provisions of parents/guardians who choose to provide alternative instruction (homeschool). The new law allows public school exempt students to participate in all school sponsored activities. All students participating in activities are held to the same local training rules and the guidelines adopted by the South Dakota High School Activities Association. To participate in extracurricular activities, parents/guardians need to complete and submit the appropriate paperwork to the district. Information can be found on the SD Department of Education website under <https://doe.sd.gov/oatq/homeschooling.aspx>.

### **Item 8g– Back-to-School Plan Update**

**Background:** Mr. Kirkegaard will give an update on the Back-to-School Plan for the 2021-22 school year. (ITEM 8g)

### **Item 8h – ESSER Funding**

**Background:** Mr. Kirkegaard will provide an update on proposed spending for ESSER Funds.

### **Executive Session**

**Background:** School board members will enter into executive session to discuss Marketing/Negotiations (SDCL-1-25-2.5).