



**BRANDON VALLEY SCHOOL DISTRICT #49-2**  
**Brandon Valley High School - Community Room**

**July 17, 2017**

**Annual Budget Hearing – 6:00 P.M.**

**Annual Organizational Board Meeting – 6:30 P.M.**

**ANNUAL ORGANIZATIONAL MEETING AGENDA**

**I. OPENING OF MEETING-Chairperson Ullom**

**A. Call to Order**

**B. Pledge of Allegiance**

**C. Roll Call**

Ullom \_\_\_\_\_ Ode \_\_\_\_\_ Klatt \_\_\_\_\_ Saxer \_\_\_\_\_ Schroeder \_\_\_\_\_

**D. Welcome to Visitors, Guests and Media**

**E. Swearing In and Oath of Office - Paul Lundberg**

**F. Election of Board Officers - Superintendent Larson presiding**

**1. President**

**2. Vice-President**

**G. Approval of Agenda - President**

**H. Conflict of Interest Disclosure - Waiver Request**

**I. Adoption of Regular Procedures for 2017-2018 Board of Education Meetings (Consent Approval)**

**1. Dates and times of Meetings** [2017-2018 Board Meeting Dates](#)

*6:30 p.m. on the second and fourth Monday of each month except July and December when there is only one meeting held on the second Monday of the month (note-second meeting in May will be on Tuesday, 05/29/18).*

**2. Meeting Place**

*Brandon Valley High School Community Room*

**3. Order of Roll Call**

*Motion, second and alternating*

**4. Name Official Newspaper**

*Brandon Valley Challenger*

**5. Name Official Depository**

*First National Bank*

**6. Name Board Committees**

**a. Alternative Education**

**Chairperson - Renee Ullom**

**Alternate - Ellie Saxer**

**b. Buildings & Grounds**

**Chairperson - Gregg Ode**

**Member - Cary Schroeder**

**c. Child Nutrition & Wellness**

**Chairperson - Sandy Klatt**

**Member - Renee Ullom**

**d. City Affairs & Legislation**

**Member - Sandy Klatt**

**Alternate - Ellie Saxer**

**e. Personnel Welfare**

**Chairperson - Cary Schroeder**

**Member - Ellie Saxer**

**f. Student Activities, Curriculum & Technology**

**Chairperson - Ellie Saxer**  
**Member - Sandy Klatt**

**g. Transportation**

**Chairperson - Gregg Ode**  
**Member - Renee Ullom**

**h. Safety**

**Chairperson - Gregg Ode**  
**Member - Cary Schroeder**

**7. Board Reimbursement Rate for 2017-2018 at \$60 per meeting.**

**8. Authorize Business Manager to:**

- a. Invest Temporary Excess Funds.
- b. Make Temporary Inter-fund Transfers when necessary
- c. Make Debt Service Payments as due throughout the year.

**9. Approve Business Manager bond of \$300,000**

**10. Designate Business Manager as custodian for all accounts and administrator of trust and agency accounts.**

**11. Appointment of federal programs coordinators:**

- a. Kyle Babb, Special Services Director, coordinator of Title I and Section 504, coordinator for Homeless Education
- b. Ty Hentschel, Operations Manager, coordinator for ADA accessibility
- c. Jarod Larson, Superintendent, coordinator for Title IX, school lunch agreement, and all other federal programs

**12. Acknowledge for the record the following annual notices:**

- a. Non-discrimination
  - i. [General Statement](#)
  - ii. [Equal Educational Opportunities](#)
  - iii. [Section 504](#)
  - iv. [Grievance Procedure for BV Required by Title IX](#)
- b. [Notification of Rights under FERPA for Elementary and Secondary Schools](#)
- c. [Family Educational Rights and Privacy Act-Student Directory Information](#)
- d. [Notification of Rights under the Protection of Pupil Rights Amendment \(PPRA\)](#)
- e. [Instruction/Programs for Homeless Students](#)
- f. [Asbestos Hazard Emergency Response Act](#)

**II. APPROVAL OF MINUTES - President**

**A. Regular Meetings** [June 12, 2017](#), [June 26, 2017](#)

**III. FINANCIAL ITEMS - Business Manager Paul J. Lundberg**

**A. Bills and Claims**

**1. District Accounts**

[Invoice Listing - July 2017](#)

[Pay Vouchers - July 2017](#)

**2. Child Nutrition**

[Invoice Listing - Food Service- July 2017](#)

**B. Financial Report**

**1. Monthly Cash Flow Statement - All Funds**

[Cash Report - June 2017](#)

[Monthly Receipts - June 2017](#)

**2. Investment Analysis**

**3. Expenditures & Revenue Reports**

[Payroll & Benefits Summary - June 2017](#)

[Revenue Report - June 2017](#)

[Expense Report - June 2017](#)

[Food Service Department Financial Statement - June 2017](#)

**4. Trust & Agency Report**

[Trust and Agency Financial Statement - June 2017](#)

**IV. COMMUNITY INPUT**

(Persons wishing to speak at a meeting must contact the Superintendent prior to the meeting.)

**V. GENERAL BUSINESS**

**A. ORAL REPORT**

**B. ADMINISTRATION REPORTS**

**1. Administrative Center - Supt. Larson, Business Mgr. Lundberg**

a. [Superintendent's Report](#)

i. [2016-2017 Bullying Report](#)

**2. High School - Dr. Talcott, Mr. Schlekeway**

**3. Middle School - Mr. Thorson**

4. **Intermediate School - Mr. Skibsted**
5. **Special Services - Mr. Babb**
6. **Elementary Buildings - Ms. Foster, Mrs. Hofkamp, Mr. Horst, & Mrs. Palmer**
7. **Director of Instruction -Mrs. Stoterau**
  - a. [Curriculum Connection - July 2017](#)
8. **Operations Manager - Mr. Hentschel**
  - a. [Print Shop Report - June 2017](#)
  - b. [Transportation Report - June 2017](#)
9. **Activities Director - Mr. Marso**

**C. BOARD POLICY**

1. **Discussion Items**
  - a. [IGDI/IGDJ](#)
2. **Proposed (First Reading)**
3. **Adoption (Second Reading)**

**D. GENERAL BUSINESS**

1. [Approve Memorandum of Agreement between Brandon Valley School District and the City of Brandon Police Department for School Resource Officer Program in the Brandon Valley Schools, in the amount of 69% of officer's annual base wages, effective the July 1, 2017 through June 30, 2018, as presented](#)

**(Consent/Approval)**

1. [Approve Proposed 2017-2018 Budget and Tax Requests](#)  
[FY18 Proposed Budget Detail](#)
2. [Approve Student Handbook 2017-2018](#)
3. [Set transportation fees for 2017-2018](#)
4. [Set school lunch/breakfast prices for 2017-2018](#)
5. Adopt tuition rate of \$5,482.00 per student for 2017-2018
6. [Approve 2017-2018 Mileage and Meal Reimbursement Rates](#)
7. Approve 2017-2018 listing of employee salaries for publication in official newspaper
  - a. [Certified Staff](#)
  - b. [Classified Staff](#)
8. [Approve service agreement between Brandon Valley School District and LifeScope for student #1 in the amount of \\$170.00/day plus therapy services at \\$79.00/unit effective August 1, 2017 to June 30, 2018, as presented](#)
9. [Approve service agreement between Brandon Valley School District and LifeScope for student #2 in the amount of \\$170.00/day plus therapy services at \\$79.00/unit effective June 1, 2017 to June 30, 2018, as presented](#)
10. [Approve service agreement between Brandon Valley School District and LifeScope for student #3 in the amount of \\$170.00/day plus therapy services at \\$79.00/unit effective July 31, 2017 to June 30, 2018, as presented](#)
11. [Approve agreement between Brandon Valley School District and Sioux Empire United Way for Challenge Day Program at BV High School, funded by Sioux Empire United Way, on October 9-10, 2017, as presented](#)
12. [Approve service proposal from Father Flanagan's Boys' Home \(Boys Town National Community Support Services\) for Well Managed Schools Program \(BV LEAPS\), in the amount of \\$5,436.67, effective August 1, 2017, as presented](#)
13. [Approve Change Order #1 for Middle School Office Addition & Remodel for additional amount of \\$3,225.00](#)
14. [Approve tuition agreement between Brandon Valley School District and Huron School District for student BV#1 in the amount of \\$67.41 for full days and \\$33.71 for half days, for the 2017-2018 school year, as presented](#)

**E. PERSONNEL**

**(Consent/Approval)**

1. [Approve resignation from Jennifer DeBlieck, Intermediate School Child Nutrition Services, effective immediately](#)
2. [Approve recommendation to hire Kelly McCaffrey, High School Child Nutrition, part-time, \\$12.75/hour, effective the 2017-2018 school year](#)
3. [Approve recommendation to hire Emily Lichtscheidl, Middle School Volleyball Assistant Coach, \\$2,307.00 \(Extra-Curricular Step 2, \\$38,443 X 6%\), effective the 2017-2018 school year](#)
4. [Approve resignation from Joan Peterson, Robert Bennis Elementary Educational Assistant, effective immediately](#)
5. [Approve recommendation to hire Jennifer DeBlieck, Intermediate School Special Education Educational Assistant, \\$13.75/hour, effective the 2017-2018 school year](#)
6. [Approve recommendation to hire Trisha Susie, Brandon Elementary Special Education Educational Assistant, \\$13.75/hour, effective the 2017-2018 school year](#)
7. [Approve recommendation to hire Timothy Thomas, Special Education Educational Assistant, location TBA, \\$13.75/hour, effective the 2017-2018 school year](#)
8. [Approve recommendation to hire Cassidy Hebb, Brandon Elementary Special Education Educational Assistant, \\$13.75/hour, effective the 2017-2018 school year](#)
9. [Approve recommendation to hire Hilary Engelsman, Robert Bennis Elementary Special Education Educational Assistant, \\$13.75/hour, effective the 2017-2018 school year](#)
10. [Approve recommendation to hire Brenda Stahl, Brandon Elementary Special Education Teacher-Behavior Classroom, \\$44,903.00 \(MA Step 3\), effective the 2017-2018 school year](#)
11. [Approve recommendation to hire Julie Brummels, Fred Assam Elementary Physical Education Teacher, .4 FTE,](#)

- [\\$17,582.00 \(MA Step Base \\$43,956 X .40\), effective the 2017-2018 school year](#)
12. [Approve recommendation to hire Mike Zerr, Assistant High School Football Coach, \\$3,944.00 \(Extra-Curricular Step 5 \\$39,437.00 X .10\), effective the 2017-2018 school year](#)
  13. [Approve recommendation to hire Kama Kwiecinski, long-term substitute for Kristal Perrine, Middle School Special Services Teacher, beginning August 21, 2017 until approximately September 27, 2017](#)
  14. [Approve resignation from Jessie Rasmussen, Intermediate School 5th Grade English Language Arts Teacher, effective July 11, 2017, to include liquidated damages of \\$1,000](#)
  15. [Approve recommendation to hire Joe Krivarchka, Freshman Football Coach, \\$3,075.00 \(Extra-Curricular Step 2 \\$38,443.00 X 8%\), effective the 2017-2018 school year](#)
  16. [Approve recommendation to hire Kimberly Shemon, Fred Assam Elementary and Valley Springs Elementary Counselor, \\$44,577 \(MA Step 2\), effective the 2017-2018 school year](#)
  17. [Approve recommendation to hire New Teacher Mentors, \\$20.00/hour, effective the 2017-2018 school year](#)  
Erin Bisbee, Dylan Briest, Megan Dieren, Patrick Donelan, Todd Geerdes, Paula Huber, Dawn Leenderts, Sherry Rygh
  18. [Approve recommendation to hire Karla Laufmann, Middle School Special Education Educational Assistant, full-time, \\$13.75/hour, effective the 2017-2018 school year](#)
  19. [Approve recommendation to hire Julie DaShay, Intermediate School Special Education Educational Assistant, full-time, \\$13.75/hour, effective the 2017-2018 school year](#)
  20. [Approve recommendation to hire substitutes for the 2017-2018 school year](#)  
Robert (Scott) Aeltine, Kristine Bollig, Jolie Bruggeman, Diana Dooley, Duane Fiala, Robert Goheen, Kelly Hanscom, Barb Hansen, Jessica Knutson, Kama Kwiecinski, Katelyn Mathis, Rebecca Munsch, Laura Peschong, Tracey Peterson, Meagan Riddle, Deb Rothenberger, Anita Shearer, Tammy Veld, Heather Youtzy

**(Information Only)**

1. [Request for medical leave by Jennifer Swenson, Superintendent's Administrative Assistant, on December 11, 2017, for four to six weeks](#)

**VI. COMMUNICATION**

**A. Central Office**

1. [Building Permit Applications - June 2017](#)

**B. Board of Education**

1. [Thank you from Loralee Aljets for meal and years of service gift card](#)
2. [Thank you from Randy Gibbons and family for plant sent in memory of his mother, Shirley](#)
3. [Thank you from Randy Gibbons for retirement send off, years of service recognition, dinner, and gifts](#)
4. [Thank you from Sue Hegland, for certificate of appreciation and farewell gathering](#)
5. [Thank you from Dr. Jarod Larson for plant sent in memory of his grandmother, Eleanor](#)

**VII. BOARD REPORTS**

**A. Formal Reports**

1. **Transportation (Ode & Ullom)**
2. **Alternative Education (Ullom & Saxer)** [EDEC Meeting Minutes 06/21/2017](#)
3. **Building & Grounds (Ode & Schroeder)**
4. **Student Activities, Curriculum & Technology (Saxer & Klatt)**
5. **City Affairs & Legislation (Klatt & Saxer)**
6. **Child Nutrition/Wellness Committee (Klatt & Ullom)**
7. **Personnel Welfare (Schroeder & Saxer)**
8. **Safety Committee (Ode & Schroeder)**

**B. Information Reports**

**VIII. TRAVEL REPORTS**

**A. Reports**

1. [Jody Wohl and Sara Stone - Multi-Tiered System of Supports Summer Education Conference in Chamberlain, SD on June 29, 2017](#)
2. [Gina Koehn Reif - National Speech Tournament in Birmingham, Alabama on June 17-24, 2017](#)
3. [Tanya Palmer - Multi-Tiered System of Supports \(MTSS\) Conference in Chamberlain, SD on June 28-29, 2017](#)
4. [Marge Stoterau, Morgan Bobzien, Missy Johnson, and Dian Versteeg - International Society of Technology in Education \(ISTE\) Conference in San Antonio, TX on June 24-28, 2017](#)

**B. Other**

**IX. OTHER BUSINESS ITEMS**

**X. EXECUTIVE SESSION**

**ADJOURNMENT**