

**FREDERICK AREA SCHOOL DISTRICT #6-2**

Annual Budget Hearing, Reorganizational Meeting, Regular Board of Education Meeting  
July 12, 2024

This being the time and place as advertised, at 6:45 p.m. the Annual Budget Hearing was held. Printouts of each fund's planned revenue and expenditures by chart of account were presented by the Business Manager. The budget will be finalized and approved in September.

A regular meeting of the Frederick Area Board of Education was called to order on July 12, 2024, at 7:00 p.m. by President Rich Schlosser. Members present were Rich Achen, Alex Hart and Eric Sumption; Absent: Jon Ellwein. Others present were Superintendent/9-12 Principal/Athletic Director Jeff Kosters, Prek-8 Principal Jessica Ringgenberg and Business Manager Shauna Severson.

The meeting began with all present reciting the Pledge of Allegiance.

No one was present for public comment.

Motion 2024-132 Motion by Achen, second by Sumption to approve the agenda as presented. All voted Aye. Motion carried.

Motion 2024-133 Motion by Hart, second by Sumption to approve the following FY2024 consent agenda items. All voted Aye. Motion carried.

- a. June 10, 2024 Regular Meeting and June 27, 2024 Special Meeting Minutes
- b. June 2024 Payroll
- c. June 2024 Financial Report
- d. FY2024 July Bills

**Financial Report:**

**General Fund- Checking:** Bal 6-1-24: \$317,523.33; Receipts: \$298,461.94; Disbursements: \$187,851.64; Transfers In from Capital Outlay: \$279,965.00; Bal 6-30-24 \$708,098.63. **Investments:** Bal 6-1-24: \$573,802.23; Transfers In from Checking: \$14,512.00; Interest: \$2,840.12; Bal 6-30-24: \$591,154.35. **Ending Fund Balance:** \$1,299,252.98.

**Imprest Fund:** Bal 6-1-24: \$655.75; Receipts: \$6,873.50; Disbursements: \$2,239.25; Bal 6-30-24 \$5,290.00.

**Capital Outlay Fund- Checking:** Bal 6-1-24: \$863,274.93; Receipts: \$114,971.00; Disbursements: \$87,600.74; Transfers to General Fund: \$279,965.00; Bal 6-30-24 \$610,680.19. **Investments:** Bal 6-1-24: \$2,053,800.96. **Ending Fund Balance:** \$2,664,481.15.

**Special Education Fund- Checking:** Bal 6-1-24: \$125,010.49; Receipts: \$38,407.63; Disbursements: \$12,810.92; Bal 6-30-24 \$150,607.20. **Investments:** Bal 6-1-24: \$1,368,913.67. **Ending Fund Balance:** \$1,519,520.87.

**Food Service Fund:** Bal 6-1-24: \$4,197.90; Receipts: \$1,765.82; Disbursements: \$2,615.03; Bal 6-30-24 \$3,348.69.

**Drivers Ed Fund:** Bal 6-1-24: \$1,667.07; Disbursements: \$1,459.05; Bal 6-30-24 \$208.02.

**Custodial Fund:** Bal 6-1-24: \$59,038.05; Receipts: \$2,188.87; Disbursements: \$7,258.49; Bal 6-30-24 \$53,968.43.

**Ovid J Stevens Scholarship:** Bal 6-30-24 \$.85. **Investments:** Bal 6-1-24: \$23,036.83; Interest \$33.79; Bal 6-30-24: \$23,070.62. **Ending Fund Balance:** \$23,071.47.

**Claims approved:** General Fund salaries 66,255.02; Special Education salaries 6,381.99, Food Service salaries 523.34; Drivers Education salaries 961.47. EFTPS, federal income tax/Social Security/Medicare 20,839.29; AFLAC, supplemental insurance 1,126.81; American Funds, retirement 657.09; Delta Dental, insurance 2,231.14; ID Shield, fraud protection 24.40; Northern Plains Insurance Pool 18,158.40; The Standard, life insurance 262.12; Security Benefits, retirement 1,939.18; Optilegra, vision insurance 470.57; SD Retirement 11,544.78; SD Retirement Supplemental, 25.00. **Total: \$131,400.60.**

**Bills approved:** **General Fund:** Agtegra-fuel, 135.77; Century Business Products-copy overage, 58.03; Dakota Broadcasting-radio ads, 1,000.00; Farmers Union Oil-bus supplies, 7.49; GDI News-publishing, 29.53; Hub City Radio-radio ads, 495.00; JW Pepper-music, 59.97; Leola School District-athletic trainer, 4017.58; Merchant Services-cc processing, 5.00; SDHSAA-rule books, 177.00; Town of Frederick-utilities, 627.15. **Capital Outlay Fund:** Century Business Products-copier lease, 306.66. **Special Education Fund:** Aspire-Non HCBS, 395.25.

President Schlosser administered the Oath of Office to Shauna Severson for her title as Business Manager.

President Schlosser dissolved the present board and called a recess to begin the annual organizational and regular meeting at 7:03 p.m.

Business Manager Severson called the annual organizational meeting to order at 7:03 p.m. and administered the Oath of Office to Rich Achen for a three-year term and Richard Schlosser for a three-year term.

The new board resumed at 7:05 p.m. and held an election for Board President and Vice President for 2024-2025.

Motion 2025-001 Achen nominated Rich Schlosser as Board President. Hart moved, Sumption seconded that nominations cease and a unanimous ballot be cast for Schlosser as President. All voted Aye. Motion carried.

Motion 2025-002 Sumption nominated Jon Ellwein as Vice President. Achen moved, Sumption seconded that nominations cease and a unanimous ballot be cast for Ellwein as Vice President. All voted Aye. Motion carried.

Motion 2025-003 Motion by Hart, second by Achen to approve Conflict of Interest Disclosures per SDCL 23-3 presented to the board by Jeff Kusters and Eric Sumption. All voted Aye, Sumption abstained. Motion carried.

The following reports were presented:

Jeff Kusters: Superintendent/9-12 Principal/Athletic Director

Jessica Ringgenberg: Prek-8 Principal

Motion 2025-004 Motion by Hart, second by Sumption to approve the following 2024-25 custodial duties of the board. All voted Aye. Motion carried.

- a. Establish Date, Time, and Place of Regular Monthly Meetings (2<sup>nd</sup> Monday of Month at 7:00 PM at the School Library)
- b. Appoint Business Manager Severson as Custodian of all district funds and to serve as School Board Secretary and Investment Officer
- c. Authorize Business Manager to continue existing funds and establish new accounts and to invest/reinvest funds in local institutions which serve the greatest advantage to the District
- d. Re-establish Custodial Accounts: 5k Cross Country, Boys Basketball, Concession, Cross Country, FBLA, FCCLA, Football, Girls Basketball, Interest, Lake Region Conference, Music Trip, SADD, Teacher Slush, Track, Viking Club.
- e. Designate First National Bank of Frederick as the official bank depositories and Plains Commerce Bank in Aberdeen and SD FIT as investment depositories.
- f. Authorize participation in the South Dakota Public Funds Investment Trust
- g. Authorize Electronic Fund Transfers
- h. Authorize for prepayment of bills to avoid late fees and to make monthly credit card payments
- i. Authorize the Board President to counter sign checks for governmental accounts
- j. Authorize Business Manager to Act as Official Representative of all federal funds
- k. Authorize transfer of interest earned of all funds, including Custodial, to General Fund
- l. Designate Aberdeen Insider as official newspaper
- m. Authorize Business Manager to publish 2024-2025 staff salaries
- n. Designate Rodney Freeman Jr. as 2024-2025 school attorney
- o. Set school board member meeting salary at \$75.00 per meeting plus mileage at .55 per mile
- p. Set substitute teacher/para/secretary salary at \$110/day for non-certified and \$135/day for certified (includes current or lapsed, but not revoked); substitute kitchen and custodian salaries at \$13.50/hour, substitute bus route driver salary at \$45/route
- q. Identify Frederick Area School District #6-2 as an Equal Opportunity Employer
- r. Approve Public Notices of Non-Discrimination and Federal Programs Assurances
- s. Authorize Superintendent as:
  - i. Representative for Special Education and to administer all federal programs
  - ii. Liaison for Homeless Children and Youth

- iii. Truancy officer
- iv. Public Records officer
- v. Asbestos Compliance officer
- t. Designate Jessica Ringgenberg as Coordinator of Federal Law/Section 504 of the Rehabilitation Act of 1973
- u. Designate Title IX Officers: Shauna Severson – Coordinator/Investigator, Jessica Ringgenberg – Decision-Maker, Ashley Schmidt – Mediator, Jeff Kusters – Appellate Decisions-Maker.
- v. Designate Superintendent and/or Business Manager as purchasing agents for the district: including state and federal property.
- w. Authorize Superintendent and/or Principal to cancel and/or close school due to inclement weather or other emergencies
- x. Set travel reimbursement rates: Employees – meals per state rate; lodging at the state or best possible rate; mileage at .55/mile and only to be paid when a school vehicle is not available; Students – breakfast-\$5, lunch-\$10, dinner-\$15 for state sanctioned events and breakfast-\$9, lunch-\$14, dinner-\$23 for national events.
- y. Join the Emergency Bus Pact with South Dakota School Districts
- z. Designate Superintendent to authorize DOE Child and Adult Nutrition Service application
- aa. Set 2024-2025 school lunch prices: Grades K-6 \$3.15, Grades 7-12 \$3.50, Adult \$4.85, Seconds \$1.00 and Milk \$.35
- bb. Set 2024-2025 activity ticket prices: Student \$30, Adults \$70, Family \$175, Senior \$30 for 65 and older.
- cc. Appoint three surplus appraisers: Julie Brotzel, Jeff Kusters and Zach Kusters
- dd. Appoint board members to the following committees:
  - i. Negotiations: Rich Schlosser and Jon Ellwein
  - ii. Athletic Co-op: Alex Hart and Rich Achen
  - iii. Building/Grounds: Alex Hart and Rich Achen
  - iv. Voting member of the North Central Special Education Cooperative Governing Board for 2024-2025 school year: Eric Sumption
  - v. ASBSD delegate: Rich Schlosser
- ee. Designate Division of Criminal Investigation as background check provider
- ff. Designate Prorate Services as DOT drug/alcohol testing provider
- gg. Adopt Handbooks with proposed changes:
  - i. 2024-25 Technology Handbook
  - ii. 2024-25 Student Handbook with the price of Adult lunch to reflect the direction of Rob Ingalls-SD Child and Adult Nutrition
  - iii. 2024-25 Titan Student Activity Handbook
  - iv. 2024-25 Leola/Frederick Sports Coop Agreement.

State law requires the wages of School District employees to be published in the month of July. FY 2024-2025 salaries and wages are as follows: **Certified Staff:** Jennifer Anliker \$51,046, Crystal Arthurs \$48,081, Janelle Barondeau \$59,467, Jennifer Dallmann \$50,453, Ashley Gibbs \$45,500, Sadie Hanna \$45,300, Morgan Johnson \$47,057, Christine Kusters \$55,736, Sharon Langley \$53,202, Jennifer Little \$48,179, Melissa Meidinger \$50,206, Marty Morlock \$56,232, Brock Pashen \$50,318, Jennifer Pashen \$48,404, Caitlin Podoll 50,929, Ashley Schmidt \$52,717, Sarah Sumption \$55,585, Maggie Ulmer \$50,156, Tonya Zinter \$64,419. **Non-Certified Work Agreements:** Richard Bakeberg (Transportation) \$45.00/Atec route + \$25/mo cell phone reimbursement + \$15/mo bus cleaning/maintenance, Mark Christianson (Transportation) \$49.93/bus route + \$25/mo cell phone reimbursement + \$15/mo bus cleaning/maintenance + \$25/mo electricity for three winter months + .55/mi once per day to and from home address, Michelle Dosch \$15.92/hr (Paraprofessional), Misty Dosch \$15.92/hr (Paraprofessional), Janet Elsen \$27.52/hr (Paraprofessional), Kristi Feil \$15.92/hr (Asst. Custodian) + \$25/mo cell phone reimbursement, Faye Gunther \$21.98/hr (Head Cook), Jeff Kusters (Transportation) \$49.93/bus route, Zachary Kusters \$19.94/hr (Head Custodian) + \$25/mo cell phone reimbursement, Ashley Lyman \$14.92/hr (Asst. Cook), Dana Maunu \$13.65 (Summer Grounds Maintenance), Marty Morlock \$13.65 (Grounds Maintenance), Tanya Pies \$15.86 (Paraprofessional), Lance Podoll (Transportation) \$51.85/bus route + \$25/mo cell phone reimbursement + \$15/mo bus cleaning/maintenance + \$25/mo electricity for three winter months + .55/mi once per day to and from home address, Traci Reineke \$16.68/hr (Paraprofessional), Keith Underberg (Transportation) \$49.93/bus route + \$25/mo cell phone reimbursement + \$15/mo bus cleaning/maintenance + \$25/mo electricity for three winter months + .55/mi once per day to and from home address, Amanda Wolbeck \$15.86/hr (Paraprofessional). **Extra-**

**Curricular:** Crystal Arthurs \$1,736.44 (FCCLA), Brock Pashen \$3,041.23 (Yearbook), Jeff Kosters \$2000.00 Classroom + \$22.50/hr Driving (Drivers Ed), Shauna Severson \$1,575.00 (FBLA), Sarah Sumption \$833.79 (Science Fair).

**Coaching Staff:** Janelle Barondeau \$6,447.24 (Head Cross Country) + \$4,488.56 (Asst. Track), Wayne Haas \$4,106.09 (Asst. Track), Alura Johnson \$3,592.09 (Asst. Volleyball), Jeff Kosters \$5,956.24 (Head Golf) + \$6,366.74 (Head Girls Basketball) + \$7,148.24 (Head Football), Marty Morlock \$5,178.17 (JH Football) + \$6,196.88 (Head Track), Don Nickelson \$3,465.95 (JH Boys Basketball), Brock Pashen \$5,222.95 (Head Boys Basketball), Troy Podoll \$2,865.65 (JH Girls Basketball), Megan Russo \$3,528.83 (Asst. Track), Alex Sumption \$3,554.46 (Asst. Boys Basketball), Sarah Sumption \$4,302.99 (Asst. Girls Basketball) + \$3,528.83 (Asst. Cross Country), Warren Sumption \$3,419.41 (Asst. JH Boys Basketball). **Admin:** Julie Brotzel \$53,569 (Tech Coordinator) + \$25/mo cell phone reimbursement, Christine Kosters \$8,500 (Special Ed Director), Jeff Kosters \$96,395 (Superintendent/9-12 Principal) + \$25/mo cell phone reimbursement + \$5,996 (Athletic Director) + \$3,024 (Transportation Director), Jessica Ringgenberg \$70,533 (K-8 Principal) + \$25/mo cell phone reimbursement, Shauna Severson \$63,591 (Business Manager) + \$25/mo cell phone reimbursement, Stacey Sumption \$40,000 (Administrative Assistant).

A public information meeting regarding a bond election will be held on August 28, 2024 in the Frederick Area School District gymnasium.

2025-005 Motion by Achen, second by Hart to approve the payment of FY2025 July bills. All voted Aye. Motion carried.

**Bills approved: General Fund:** Amazon-supplies, 1,014.71; ASBSD-24-25 dues, 917.92; Cenex-fuel, 81.14; Dakota Electronics-alarm monitoring, 240.00; Delta-natl fbla travel, 280.00; eBoard Solutions-simbli policy, 1,000.00; Fargo Airport-parking, 90.00; Graves IT Solutions-online backup renewal, 400.00; JVT-phone, 238.86; Loves-fuel, 36.80; McQuillen Creative Group-subscription, 75.00; NFHS-coaching course, 35.00; Pioneer Athletics-fb field paint, 820.45; Play Mart-playground supplies, 1,663.00; Renaissance-curriculum, 1,946.70; Riddell-helmet decals, 203.49; Risk Program Administrators- 24-25 cyber insurance, 2,597.68; Rochester 100-supplies, 145.00; School Specialty-supplies, 2,749.11; SDSTE-24-25 membership, 30.00; Seattle Transportation (misc.)-natl fccla transportation, 287.50; Sheraton Grand Seattle-natl fccla travel, 2,312.88; Teacher Innovations-planbook, 270.00; TMS-red rover timeclock/absence management, 1,952.04; Watch Game Film-game film subscription, 300.00. **Capital Outlay Fund:** Applied Computer Systems-technology licenses, 1,246.69; BSN Sports-fb equipment, 1,315.00; Cole Papers-maintenance equipment, 4,975.99; Hauff Mid-America Sports-bballs/vballs, 1,067.20; Johnson Controls-hs maintenance, 8,388.13; Riddell-FB equipment, 6,515.06; SHI International-windows licensing, 2,367.28; SUI-accounting software, 6,300.00. **Special Education Fund:** Amazon-supplies 392.77. **Custodial Fund:** Doordash-fbla, 246.32; Epcot-fbla, 411.50; Flippers-fbla, 91.63; Taco Bell-gbb, 77.84; Uber-fbla, 213.36.

2025-006 Motion by Hart, second by Sumption to approve the North Central Special Education Cooperative Comprehensive Plan. All voted Aye. Motion carried.

2025-007 Motion by Sumption, second by Achen to set the Annual Fitness Center Membership Fee at \$150.00/year beginning August 1, 2024. All voted Aye. Motion carried.

2025-008 Motion by Achen, second by Sumption to approve Open Enrollments for the 2024-2025 school year: 2425-8 and 2425-9. All voted Aye. Motion carried.

2025-009 Motion by Sumption, second by Hart to purchase LiveTicket equipment. All voted Aye. Motion carried.

The board would like to recognize the FBLA and FCCLA chapters for their participation at the National Conferences; FBLA: Kalyce Achen, Noah Kippley, Sofia Losure, Maddie Sumption, Milo Sumption and Morgan Sumption; FCCLA: Gabby Millard.

2025-010 Motion by Achen, second by Sumption to adjourn at 7:50 p.m. All Aye, carried.