

## FREDERICK AREA SCHOOL DISTRICT #6-2

Annual Budget Hearing, Reorganizational Meeting, Regular Board of Education Meeting  
July 14, 2025

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 fiscal year 2026 budget will be finalized and approved in September.

A regular meeting of the Frederick Area Board of Education was called to order on July 14, 2025, at 6:51p.m. by President Rich Schlosser. Members present were Rich Achen, Jon Ellwein, Alex Hart and Eric Sumption. Others present were Superintendent/9-12 Principal/Athletic Director Jeff Kosters, Prek-8 Principal Jessica Ringgenberg and Business Manager Shauna Severson. A list of community members present at the meeting can be found in the business office.

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

Brock Pashen, Caitlin Podoll and Alex Russo spoke during public comment.

Motion 2025-143 Motion by Sumption, second by Hart to approve the agenda as presented. All voted Aye. Motion carried.

Motion 2025-144 Motion by Hart, second by Achen to approve Conflict of Interest Disclosures per SDCL 23-3 presented to the board by Jeff Kosters and Eric Sumption. All voted Aye, Sumption abstained. Motion carried.

President Schlosser acknowledged that the board received concerns and stated that the board would look into addressing those concerns moving forward.

Current open meeting laws were reviewed and acknowledged by the board.

Motion 2024-145 Motion by Achen, second by Ellwein to approve the following FY 2025 consent agenda items. All voted Aye. Motion carried.

- a. June 4, 2025 Joint Meeting and June 9, 2025 Regular Meeting Minutes
- b. June 2025 Payroll
- c. June 2025 Financial Report
- d. FY 2025 July Bills

### **Financial Report:**

**General Fund- Checking:** Bal 6-1-25: \$415,132.10; Receipts: \$286,027.42; Disbursements: \$168,338.26; Transfer to Food Service: \$18,264.50; Bal 6-30-25 \$514,556.76. **Investments:** Bal 6-1-25: \$741,527.12; Interest: \$5,114.39; Bal 6-30-25: \$746,641.51. **Ending Fund Balance:** \$1,261,198.27.

**Imprest Fund:** Bal 6-1-25: \$2,630.75; Receipts: \$2,679.25; Disbursements: \$2,640.00; Bal 6-30-25 \$2,670.00.

**Capital Outlay Fund- Checking:** Bal 6-1-25: \$577,590.26; Receipts: \$92,212.09; Disbursements: \$2,671.54; Transfer to Investments: \$600,000.00; Bal 6-30-25 \$67,130.81. **Investments:** Bal 6-1-25: \$2,565,519.41; Transfer from Checking: \$600,000.00; Bal 6-30-25: \$3,165,519.41. **Ending Fund Balance:** \$3,232,650.22.

**Special Education Fund- Checking:** Bal 6-1-25: \$48,967.24; Receipts: \$30,663.12; Disbursements: \$26,231.31; Bal 6-30-25 \$53,399.05. **Investments:** Bal 6-1-25: \$1,379,239.75. **Ending Fund Balance:** \$1,432,638.80.

**Food Service Fund:** Bal 6-1-25: (\$10,192.52; Receipts: \$2,572.32; Disbursements: \$7,535.38; Transfer from General Fund: \$18,264.50; Bal 6-30-25 \$3,108.92.

**Drivers Ed Fund:** Bal 6-1-25: (\$464.98); Disbursements: \$1,227.42; Bal 6-30-25 (\$1,692.40).

**Custodial Fund:** Bal 6-1-25: \$48,553.65; Receipts: \$2,051.67; Disbursements: \$3,963.81; Bal 6-30-25 \$46,641.51.

**Ovid J Stevens Scholarship:** Bal 6-30-25 \$.85. **Investments:** Bal 6-30-25: \$21,620.27. **Ending Fund Balance:** \$21,621.12.

**Claims approved:** General Fund salaries 83,356.48; Special Education salaries 14,797.64, Food Service salaries 3,569.55; Drivers Education salaries 858.44. AFLAC, supplemental insurance 1,404.19; American Funds, retirement 512.09; Delta Dental, insurance 2,480.12; EFTPS, federal income tax/Social Security/Medicare 27,003.86; ID Shield,

fraud protection 24.40; Northern Plains Insurance Pool 18,782.50; Optilegra, vision insurance 481.98; SD Retirement 15,079.92; SD Retirement Supplemental, 25.00; Security Benefits, retirement 2,814.18; The Standard, life insurance 261.74. **Total: \$171,452.09.**

**FY25 Bills approved: General Fund:** Agtegra-fuel 534.55; Brown County Landfill-garbage disposal 51.94; Cenex-fuel 181.78; Century Business Products-copy overage 18.12; Cole Papers-supplies 89.92; Ellendale Country Club-course fee 150.00; FASD Imprest Fund-misc 2,640.00; JVT-phone/service 1,334.48; Kusters, Jeff-mileage 170.50; Langs-service/dishwasher 1,095.99; Leola School-athletic trainer 1,030.75; McQuillen Creative Group-publishings 132.80; Menards- supplies 69.98; Merchant Services-cc processing 108.47; Mid-American Research Chemical-supplies 507.21; Midstates Group-track medals 77.00; Montana-Dakota Utilities-utilities 2,859.11; Prorate Services-DOT testing 40.00; Taylor Music-repairs 112.00; Titan Machinery-mower repair 393.32; Town of Frederick-utilities 623.92; TriShuttle-FBLA airport transportation 376.80; USPS-staamps 73.00. **Capital Outlay Fund:** Century Business Products-copier lease, 306.66; Mid-American Research Chemical-gym floor refinish 4,560.38. **Special Education Fund:** SD Dept of Human Services-Benchmark/Aspire 628.46. **Imprest Fund:** First National Bank-National FBLA meal money 2,640.00. **Custodial Funds:** A&M Products Company-region golf plaques 253.00; Achen, Kalyce-bbb camp worker 120.00; BSN Sports-fb jerseys 604.55; Clark, Winston-bbb camp worker 120.00; Groton Area School-bbb camp 450.00; Hoffman, Zander-bbb camp worker 120.00; Instacart-FBLA 94.42; Kusters, Jeff-region golf chair 500.00; Moorhead State Basketball-bbb camp 600.00; Mueller, Kaitlyn-bbb camp worker 120.00; Pizza Ranch-gbb meal 187.91; Sumption, Milo-bbb camp worker 50.00; Thorpe, Westyn-bbb camp worker 170.00; Trophies Plus-region golf medals 94.50; Valley City State University-fb camp 680.00.

Motion 2025-146 Motion by Sumption, second by Ellwein to approve Resolution 2025-006 – 2024-2025 Supplemental Budget. Upon roll call, all present voted Aye. Motion carried.

BE IT RESOLVED, by the school board of the Frederick Area School District that the budget in the General, Capital Outlay and Special Education Funds be supplemented as follows:

10 2317 000 319 - Audit Services \$250.00; 10 2321 000 113 – Admin Salaries-Supt \$1,469.00; 10 2569 219 461 – Purchased Food-Concessions \$5,450.00; 10 2569 914 461 – FFVP \$560.00; General Fund Total: \$7,729.00. 21 1131 000 471 – Computer Equipment \$24,960.00; 21 2222 000 560 – Library Media \$164.00; 21 2529 000 473 – Computer Licensing Fees \$5,850.00; 21 6900 000 479 – Combined Activities-Non-consumable Supplies \$5,869.00; Capital Outlay Total: \$36,843.00.

22 1222 000 112 – Paraprofessional Salaries-Severe \$7,172.00; 22 1226 000 411 – Early Childhood Supplies \$221.00; 22 2710 000 210 – Special Ed Admin SS \$1.00; 22 2735 000 319 – Specific Learning Disability Services \$1,019.00; Special Ed Total: \$8,413.00.

51 2569 000 461 – Purchased Food \$7,230.00; Food Service Total \$7,230.00.

Supplements will be funded by the General, Capital Outlay, Special Education and Food Service revenues and cash on hand.

Motion 2025-147 Motion by Ellwein, second by Hart to transfer \$286,064.35 from the Capital Outlay fund to the General fund; \$2,825.00 General fund to Drivers Ed Fund; \$120.21 from the Custodial fund to General fund.

President Schlosser dissolved the present board and called a recess to begin the annual organizational and regular meeting at 7:05 p.m.

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

Business Manager Severson called the annual organizational meeting to order at 7:06 p.m. and administered the Oath of Office to Alex Hart for a three-year term.

The new board resumed at 7:07 p.m. and held an election for Board President and Vice President for 2025-2026.

Motion 2026-001 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 2026-002 Achen 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.

The following reports were presented:

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

Shauna Severson: Business Manager

Sumption: NCSEC

Achen/Hart: Building/Co-op Committee

Motion 2026-003 Motion by Hart, second by Sumption to approve the following 2025-26 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, Cross Country, FBLA, Football, Girls Basketball, Interest, Lake Region Conference, Music Trip, SADD, Teacher Slush, Track, Viking Club; Add Custodial Account: FFA; Eliminate Custodial Accounts: Concessions and FCCLA.
- 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 2025-2026 staff salaries
- n. Designate Rodney Freeman Jr. as 2025-2026 school attorney
- o. Set school board member meeting salary at \$75.00 per meeting plus mileage at .60 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 Kosters – 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 .60/mile and only to be paid when a school vehicle is not available; if a personal vehicle is used by choice, mileage reimbursement will be at .25/mile; 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 2025-2026 school lunch prices: Grades K-5 \$3.25, Grades 6-12 \$3.60, Adult \$5.00 Seconds \$1.00 and Milk \$.35
- bb. Set 2025-2026 activity ticket prices: Adults \$70, 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 2025-2026 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. 2025-26 Technology Handbook
  - ii. 2025-26 Student Handbook with the price of Adult lunch to reflect the direction of Rob Ingalls-SD Child and Adult Nutrition
  - iii. 2025-26 Titan Student Activity Handbook
  - iv. 2025-26 Leola/Frederick Sports Coop Agreement.

State law requires the wages of School District employees to be published in the month of July. FY 2025-2026 salaries and wages are as follows: **Certified Staff:** Jennifer Anliker \$52,466.92, Janelle Barondeau \$60,656.34, Jennifer Dallmann \$51,862.06, Braden Freeman \$45,600 + \$5,000 sign on bonus, Ashley Gibbs \$46,410, Sadie Hanna \$46,206, Morgan Johnson \$47,998.14, William Kadlec \$45,600, Jackie Kessler \$46,500, Christine Kusters \$56,850.72, Melissa Meidinger \$51,210.12, Shelby Nash \$45,600.00, Brock Pashen \$51,324.36, Jennifer Pashen \$49,372.08, Caitlin Podoll \$52,967.58, Ashley Schmidt \$53,771.34, Faith Schulte \$45,600 + \$1,000 signing bonus, Sarah Sumption \$56,696.70, Maggie Ulmer \$51,159.12, Tonya Zinter \$65,707.38. **Non-Certified Work Agreements:** Caitlin Beckman \$16.00/hr (Librarian), Michelle Dosch \$16.24/hr (Paraprofessional), Misty Dosch \$16.24/hr (Paraprofessional), Alicia Eckhart \$15.30/hr (Asst. Cook), Janet Elsen \$28.07/hr (Paraprofessional), Kristi Feil \$16.24/hr (Asst. Custodian) + \$25/mo cell phone reimbursement, Faye Gunther \$22.42/hr (Head Cook), Jeff Kusters (Transportation) \$50.93/bus route, Zachary Kusters \$20.34/hr (Head Custodian) + \$25/mo cell phone reimbursement, Elizabeth Labesky \$16.00 (Paraprofessional), Dana Maunu \$13.92 (Summer Grounds Maintenance), Zoe Olson \$16.00 (Paraprofessional), Lance Podoll (Transportation) \$52.89/bus route + \$25/mo cell phone reimbursement + \$15/mo bus cleaning/maintenance + \$25/mo electricity for three winter months + mileage once per day to and from home address, David Score (Transportation) \$50.93/bus route + \$25/mo cell phone reimbursement + \$15/mo bus cleaning/maintenance, Keith Underberg (Transportation) \$50.93/bus route + \$25/mo cell phone reimbursement + \$15/mo bus cleaning/maintenance + \$25/mo electricity for three winter months + mileage once per day to and from home address. **Extra-Curricular:** Braden Freeman \$1,500 (Band Extra Duty) + \$1,000 (Chorus Extra Duty), Faye Gunther \$765.00 + \$22.42/hr (Concessions Manager), Jackie Kessler \$2,000 (FFA) + \$287.04/day (SAE – max 20 days), Brock Pashen \$3,102.05 (Yearbook), Jeff Kusters \$2000.00 Classroom + \$25/hr Driving (Drivers Ed), Shauna Severson \$1,606.50 (FBLA), Sarah Sumption \$850.47 (Science Fair). **Coaching Staff:** Wayne Haas \$4,208.74 (Asst. Track), Alura Johnson \$3,663.93 (Asst. Volleyball), Jeff Kusters \$6,105.15 (Head Golf) + \$6,525.91 (Head Girls Basketball) + \$7,326.95 (Head Football), Kennedy Kusters \$3,493.16 (Asst. Football), Brock Pashen \$5,353.52 (Head Boys Basketball), Troy Podoll \$2,937.29 (JH Girls Basketball), Megan Russo \$3,599.41 (Asst. Track), Alex Sumption \$3,643.32 (Asst. Boys Basketball), Jim Sumption \$2,562.50 (JH Boys Basketball), Sarah Sumption \$3,954.30 (Head Cross Country). **Admin:** Julie Brotzel \$54,640.38 (Tech Coordinator) + \$25/mo cell phone reimbursement, Christine Kusters \$8,670 (Special Ed Director), Jeff Kusters \$98,322.90 (Superintendent/9-12 Principal) + \$25/mo cell phone reimbursement + \$6,115.92 (Athletic Director) + \$3,084.48 (Transportation Director), Jessica Ringgenberg \$71,943.66 (K-8 Principal) + \$25/mo cell phone reimbursement, Shauna Severson \$63,591 (Business Manager) + \$25/mo cell phone reimbursement, Stacey Sumption \$40,800 (Administrative Assistant).

2026-004 Motion by Sumption, second by Achen to offer a contract to Caitlin Beckman - Librarian. All voted Aye. Motion carried.

The item to offer and approve contracts were tabled to executive session.

2026-005 Motion by Ellwein, second by Hart to approve the payment of FY26 July 2025 bills. All voted Aye. Motion carried.

**FY26 Bills approved: General Fund:** Amazon-supplies 69.05; ASBSD- dues 945.37; Dakota Electronics-alarm monitoring 240.00; eBoard Solutions-simbli policy 1,000.00; Graves IT Solutions-online backup renewal 2,290.00; McQuillen Creative Group-budget publishing 121.38; Menards-supplies 638.40; Pioneer Athletics-fb field paint 840.75; Porta Phone-fb headsets 2,681.61; Power School-school messenger 214.24; Renaissance-curriculum, 2,125.00; Riddell-fb equipment reconditioning 1,847.40; SDSTE-technology membership 30.00; TMS-timeclock/absence management 2,070.24; Training Room-powerflex 1,004.16. **Capital Outlay Fund:** Riddell-FB equipment, 5,224.05.

2026-006 Motion by Sumption, second by Ellwein to approve Allied Climate Professionals as HVAC service provider. All voted Aye. Motion carried.

2026-007 Motion by Sumption, second by Hart to approve the North Central Special Education Cooperative Comprehensive Plan. All voted Aye. Motion carried.

2026-008 Motion by Achen, second by Ellwein to approve Open Enrollments for the 2025-2026 school year: 2526-8, 2526-9, 2526-10, 2526-11. All voted Aye. Motion carried.

The board would like to recognize Addison Wolbeck and Hadley Hoggarth for placing 8<sup>th</sup> at National FCCLA Conference.

2026-009 Motion by Ellwein, second by Hart to go into executive session at 7:30 p.m. for SDCL 1-25-2 (1) Personnel. All voted Aye. Motion carried.

Schlosser declared the board out of executive session at 8:34 p.m.

2026-010 Motion by Achen, second by Sumption to offer and approve contracts to William Kadlec for certified teacher and Assistant Girls Basketball. All voted Aye. Motion carried.

2026-011 Motion by Hart, second by Ellwein to advertise for the following positions: PT event/night custodian, Bus Driver and Bus Maintenance. All voted Aye. Motion carried.

2026-012 Motion by Sumption, second by Achen to adjourn at 8:35 p.m. All Aye, carried.

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Rich Schlosser, President

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Shauna Severson, Business Manager