

Willow Lake School Board approves certified staff pay for work outside of ELA grant contract

	General Fund	Capital Outlay Fund	Spec. Ed. Fund	Bond Redemption Fund	Building Project Fund	Food Serv. Fund	Enterprise Fund
Balance 11/1/2025	623,514.91	238,357.08	361,027.91	66,198.25	342,839.13	12,397.11	13,264.32
RECEIPTS							
Local Sources	296,421.80	285,390.63	149,907.26	188,480.69	0.00	6,647.20	8.76
County Sources	709.73	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	131,779.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Sources	11,290.65	0.00	0.00	0.00	0.00	11,129.12	0.00
Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS	440,201.18	285,390.63	149,907.26	188,480.69	0.00	17,776.32	8.76
Total Available	1,063,716.09	523,747.71	510,935.17	254,678.94	342,839.13	30,173.43	13,273.08
DISBURSEMENTS							
MJE - Bank Serv. Fee	-13.00	0.00	0.00	0.00	0.00	0.00	0.00
MJE - Bldg. Project Fees	0.00	-81,701.07	0.00	0.00	81,701.07	0.00	0.00
MJE - Dividend	94.96	555.43	0.00	0.00	273.72	0.00	0.00
Balance 11/30/2025	769,199.61	280,109.20	465,996.98	254,678.94	273.72	9,472.59	13,227.62

WILLOW LAKE SCHOOL DISTRICT #12-3 DECEMBER 8, 2025

The Willow Lake School District Board of Education met in regular session on December 8, 2025. President Thoreson called the meeting to order at 7:00 p.m. Board Members present: Felberg, Forbes, Knock, Nelson and Thoreson. Also attending were Supt. Lee, Principal Mohr, Business Manager Burke and Luke and Lacey Zelinski.

All in attendance recited the Pledge of Allegiance.

Action Item #1: Motion by Nelson, second by Felberg to approve the agenda. Motion carried.

Luke and Lacey Zelinski were present to discuss the school's wellness center building. Different ideas were discussed on building utilization. No action was taken. They left the meeting at 7:30 p.m.

Action Item #2: Motion by Felberg, second by Forbes to approve the following items on the consent agenda: 2.1 approve the minutes of the regular meeting of November 10, 2025; 2.2 approve the financial reports as of November 30, 2025; and 2.3 approve the bills as of December 2025. Motion carried.

DECEMBER 2025 AP BILLS

Gen. Fund:
3d Security Inc., door/intercom repairs, 230.00; Act, Inc., testing fees, 253.75; Agc of South Dakota, dues and fees, 800.00; Arrowwood

Resort Cedar Shore, room - supt. conf., 131.35; Better Me Counseling and Consult., consultant, 1,215.00; Card Member Service, fuel/subscription, 931.56; Cash-Wa Distributing Co., ffvp, 1,211.28; Churchill, Manolis, Freeman, Llp, consultant, 688.47; City of Willow Lake, water and sewer, 679.62; Clark Ace Hardware, janitorial supp., 115.85; Clark Community Oil Co., fuel, 4,353.85; Clark County Courier, proceedings, 139.56; Cook's Wastepaper Recycling, garbage serv., 294.62; Expetec of Aberdeen, consultant, 3,894.00; Hillyard, janitorial supp., 3,658.60; Hyvee, supp., 75.00;

INCIDENTAL FUND: SDSU Collegiate FFA, dues and fees, 40.00; Health Equity, flex/h.s.a. fees, 39.40; T-Mobile, hot-spot, 52.00; Venture Communications, shamrock internet, 94.15; S.D. DCI, background check, 50.00; W.L. Custodial Fund, check blanks, 321.76; Harland Clarke, check blanks, 78.51; **TOTAL INCIDENTAL FUND: \$675.82.**

ITC, telephone/internet, 1,119.14; J.W. Pepper and Son, Inc., sheet music, 73.99; Ksb School Law, Pc, Llo, consultant, 87.00; Lake Grocery, supp., 217.43; Lindner Music, horn repairs, 150.00; Marco, Inc., maint. fees, 140.00; Menards, ice melt/shovels, 227.59; Nesc, gen. serv., 77.99; Nwps, utilities, 6,862.01; Plunkett's, maint. fees, 72.80; Ramkota Inn, rooms - all state choir, 1,131.00; Sanford Health Occ.Med. Clinic, bus dr. phy., 115.00; S.D. Dept. of Public Safety, scale certification, 56.00; Dawn Spieker, mlg. reimb., 201.60; Star Laundry, clean. serv., 205.72; Titan Machinery, bus repairs, 361.18;

ADDITIONAL PAYROLL: Diane Anderson, sub, 65.00; Rikki Anderson, ex. bus trips, 120.00; Curwin Bratland, sub bus dr., 90.00; J.J. Burke, sub, 130.00; Stacie Ehlke, sub, 1,019.79; Jim Felberg, wl live stream events, 400.00; Cody Forbes, ex. bus trips, 30.80; Wyatt Forbes, cdl stipend/bus trips, 380.00; Lois Kannegieter, sub, 79.75; Lucas Kannegieter, ex. bus trips, 80.00; Brady LaMont, ex. bus trip, 45.00; Ann Larson, sub, 513.00; Laura Madsen, sub, 64.99; Jeannie Miller, sub, 546.00; Chayla Robinson, ex. bus trips, 120.00; Michelle Severson, ex. bus trip, 181.00; Angela Terhark, ex. bus trip, 40.50; Melissa Terhark, sub bus dr., 30.00; Dan Tonak, ex. bus trip, 44.10; Susanna Waldner, sub, 880.87; Katherine Wendling, sub, 650.00; **TOTAL ADD. PAYROLL: \$5,510.80.**

SALARIES and BENEFITS: Elem. Programs, 85,834.84; J.H. Programs, 20,003.75; H.S. Programs, 46,565.94; Preschool, 2,908.09; Title Programs, 7,753.58; Guidance, 4,713.08; Nursing Serv., 1,856.97; Library, 5,252.80; Technology, 30.60; Administration, 30,574.19; Operations and Maint., 10,349.58; Pupil Transportation, 11,970.28; Extra-Curricular, 5,020.20; **TOTAL GEN. FUND: \$268,791.48.**

Cap. Outlay Fund:
Ez Flex Sport Mats, wrestling equip., 4,115.00; Mac's Hardware, pallet racking, 3,928.05; Marco, Inc., copier/printer leases, 2,252.06; **TOTAL CAP. OUTLAY FUND: \$10,295.11.**

Sp. Ed. Fund:
SALARIES and BENEFITS: 27,252.68; **ADDITIONAL PAYROLL:** Laura Madsen, sub, 43.33; Jeannie Miller, sub, 104.00; Susanna Waldner,

sub, 880.88; Katherine Wendling, sub, 66.61; **TOTAL ADD. PAYROLL: \$1,094.82;** Mileage Reimbursement, 72.80; NESC, Dec. Assessments, 16,963.20; **TOTAL SP. ED. FUND: \$45,383.50.**

Food Serv. Fund:
SALARIES and BENEFITS: 7,786.32; **ADDITIONAL PAYROLL:** Katherine Wendling, sub, 9.95; **TOTAL ADD. PAYROLL: \$9.95;** Cash-Wa Distributing Co., food/supp., 2,932.50; East Side Jersey Dairy, Inc., milk, 970.75; Lake Grocery, food/supp., 118.18; S.D. Dept. of Education, food, 1,647.20; Star Laundry, clean. serv., 69.66; U.S. Foods, food/rental fee, 2,572.28; **TOTAL FOOD SERV. FUND: \$16,106.84.**

Enterprise Fund:
ITC, t.v. serv., 17.08; **TOTAL ENTERPRISE FUND: \$17.08.**

TOTAL ALL FUNDS: \$340,594.01.

Acknowledgments: Thank you to all who helped with and attended the Veterans Day program. Congratulations to the CWL volleyball team on their fifth place finish at the State A Tournament. Congratulations to Shelby Begeman and Kelsey Hofer for being selected to the State A All-Tournament Team. Congratulations to the senior parli-pro team on their third place finish at the State FFA Leadership event.

Policy and Procedures:
• The new election timeline was reviewed. School elections can be held on the June primary election day or the November general election day.

• Tia Felberg's school board term

ends on June 30, 2026.

• **Action Item #3:** Motion by Forbes, second by Knock to approve June 2, 2026 for the school board election. Motion carried.

• **Action Item #4:** Motion by Nelson, second by Felberg to approve the Willow Lake School as the official voting site of the Willow Lake School District. Motion carried.

• **Action Item #5:** Motion by Felberg, second by Forbes to approve policies KLB (Public Complaints About the Curriculum or Instructional Materials) and IIAC (Library Materials Selection and Adoption). Motion carried.

Business and Finance

• Cash flows were reviewed as of November 30, 2025.

• The five-year capital outlay plan was reviewed. No action was taken.

Facilities

• The roof inspection report from ARS was reviewed. The report gave a maintenance and longevity plan for the different roofs of the building.

• **Action Item #6:** Motion by Forbes, second by Knock to move forward with roof repairs totaling \$25,190. Repairs are to school building roofs, excluding the new high school wing, which is under warranty. Motion carried.

Superintendent/Principal/Curriculum Director Report

• **Action Item #7:** Motion by Knock, second by Felberg to approve Monday, January 19, as a school make-up day. Motion carried.

• Attendance numbers were shared from Parent-Teacher Conferences, which were held November 24 and 25.

• Supt. Lee gave an update from the statewide superintendent meeting held December 3 in Chamberlain. Gov. Rhoden proposed a zero percent increase to education.

• An update was given on the ELA Grant. Administration is waiting for the Docusign for the grant. Once that is completed, grant activities can begin.

• The preliminary 2026-2027 master calendar was shared. Different calendar options were discussed. No action was taken.

Activity Director Report

• The winter sports seasons are underway. Participation numbers were shared.

NESC Updates: Board Member Felberg gave an update from the November NESC meeting.

ASBSD Delegate Assembly Updates: Board Member Thoreson gave an update from the delegate assembly she attended.

Action Item #8: Motion by Knock, second by Felberg to enter executive session pursuant to SDCL 1-25-2 to discuss personnel (SDCL 1-25-2(1) and negotiations (SDCL 1-25-2(4) at 9:12 p.m. Motion carried.

President Thoreson declared the board out of executive session at 9:44 p.m.

Action Item #9: Motion by Nelson, second by Forbes to approve the livestreaming work agreement for Willow Lake School non-sporting activities with Jim Felberg for the 2025-2026 school year. Felberg abstained; Forbes - aye; Knock - aye; Nelson - aye; Thoreson - aye. Motion carried 4-0.

Action Item #10: Motion by Knock, second by Forbes to approve \$35/hour, for certified staff, for time worked outside of contract, for the ELA grant. Motion carried.

The next regular meeting of the Willow Lake School Board will be held January 12, 2026 at 7:00 p.m., in the Willow Lake School Administration Conference Room.

Adjournment:

Action Item #11: Motion by Nelson, second by Felberg to adjourn at 9:45 p.m. Motion carried.

Julayne Thoreson, President

Melissa A. Burke,
Business Manager

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