

Willow Lake School Board surpluses items, accepts HVAC quote, mower quote, hires assistant VB coach

	Willow Lake School District Financial Reports						
	General	Capital Outlay	Spec. Ed.	Bond Redemption	Building	Food Serv.	Enterprise
	Fund	Fund	Fund	Fund	Project Fund	Fund	Fund
Balance 6/1/2026	479,214.48	746,143.41	485,875.19	413,795.21	0.09	1,659.11	13,844.25
RECEIPTS							
Local Sources	116,583.19	100,817.59	46,860.64	59,380.96	0.00	1,537.75	12.72
County Sources	7,217.97	0.00	0.00	0.00	0.00	0.00	0.00
State Sources	126,532.00	0.00	0.00	0.00	0.00	586.06	0.00
Federal Sources	11,679.42	0.00	0.00	0.00	0.00	7,390.18	0.00
Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS	262,012.58	100,817.59	46,860.64	59,380.96	0.00	9,513.99	12.72
Total Available	741,227.06	846,961.00	532,735.83	473,176.17	0.09	11,173.10	13,856.97
DISBURSEMENTS	-343,926.22	-8,615.35	-38,401.75	0.00	0.00	-14,419.05	-186.08
MJE - Bank Serv. Fee	-13.15	0.00	0.00	0.00	0.00	0.00	0.00
MJE - C.O. Transfer	250,000.00	-250,000.00	0.00	0.00	0.00	0.00	0.00
MJE - Bldg. Project Transfer	0.00	0.09	0.00	0.00	-0.09	0.00	0.00
MJE - Food Serv. Transfer	-10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00
MJE - Med. Admin. Fee	-67.80	0.00	0.00	0.00	0.00	0.00	0.00
MJE - Dividend	88.11	515.18	0.00	0.00	0.00	0.00	0.00
Balance 6/30/2026	637,308.00	588,860.92	494,334.08	473,176.17	0.00	6,754.05	13,670.89

WILLOW LAKE SCHOOL DISTRICT #12-3 JULY 13, 2026

The Willow Lake School District Board of Education met in regular session on July 13, 2026. President Thoreson called the meeting to order at 7:07 p.m. Board Members present: Felberg, Forbes, Knock and Thoreson. Nelson was absent. Also attending were Supt. Lee, Principal Mohr and Business Manager Burke.

All in attendance recited the Pledge of Allegiance.

Action Item #1: Motion by Forbes, second by Knock to add 12.1.3 – Wellness Center HVAC quotes; 12.1.4 – Wellness Center surplus equipment; 12.1.5 – mower repairs/quote and to approve the agenda. Motion carried.

Action Item #2: Motion by Felberg, second by Forbes to approve the following items on the consent agenda: 1.1 approve the minutes of the regular meeting of June 8, 2026, and the special meeting of June 25, 2026; and 1.2 approve the financial reports as of June 30, 2026. Motion carried.

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

Acknowledgments: Supt. Lee thanked the 2025-2026 Board of Education for their dedicated leadership and for all they do for the Willow Lake School District.

Adjournment

Action Item #3: Motion by Felberg, second by Knock to adjourn the 2025-2026 school board meeting at 7:14 p.m. Motion carried.

Business Manager Burke called the meeting of the 2026-2027 school board to order at 7:14 p.m. Board Members present: Felberg, Forbes, Knock and Thoreson. Nelson was absent. Also present were Supt. Lee, Principal Mohr and Business Manager Burke.

Organization of the School Board

Business Manager Burke administered the Oath of Office to Board Member Tia Felberg (three-year term).

Business Manager Burke acted as President pro tem of the board for organization. Burke called for nominations for Board President. Felberg nominated Julayne Thoreson. Knock moved and Forbes seconded the nomination. Motion carried.

With President Thoreson presiding, nominations were opened for Vice President. Forbes nominated Jared Knock, and Felberg seconded the nomination. Motion carried.

Board members were appointed to the following committees for the 2026-2027 school year: Facilities and Transportation – Forbes and Nelson; Negotiations – all Board Members; Title IX – Thoreson and Nelson; Spec. Ed. Co-op Board – Felberg with Knock as the alternate; Curriculum/Technology – Thoreson and Knock; Athletic Co-op Board – Forbes and Felberg; Budget Working Committee – Forbes and Knock.

Action Item #4: Motion by Knock, second by Forbes to approve the following items on the consent agenda: 8.1 to set the second Monday of the month at 7:00 p.m. for regular school board meetings; 8.2 to designate the Clark County Courier as the official newspaper and Dacotah Bank of Clark, Willow Lake Branch as the official depository; 8.3 to designate Business Manager Burke and the Board President of the School District to sign checks on accounts, to borrow money or obtain other credit and to release account information to the Business Manager and Board President of the School District; to designate Business Manager Burke to have access to online banking services; and to send a letter of instruction to Dacotah Bank of Willow Lake that Business Manager Burke can only transfer funds from account to account and funds cannot be withdrawn; 8.4 to designate Jared Knock, in the absence of the Board President of the School District, to be able to sign checks on accounts; 8.5 to appoint Rodney Freeman and KSB School Law as the school attorneys; 8.6 to appoint Business Manager Burke, Administrative Assistant Spieker and Supt. Lee to handle finances for Food Service; 8.7 to appoint Business Manager Burke and Supt. Lee to handle the finances for Title I, REAP and other federal funds for the 2026-2027 school year; 8.8 to authorize Business Manager Burke to invest and reinvest funds in an institution, which serves greatest advantage to the school district; 8.9 to designate that interest accrued in fund stays with their respective fund; 8.10 to authorize Supt. Lee to close school in emergency situations and in case of inclement weather and set the chain of command in the event the superintendent is absent; 8.11 to authorize mileage reimbursement rates to follow the state rates of reimbursement; 8.12 to authorize the state rates for meal reimbursement at \$6 for breakfast; \$14 for lunch; and \$20 for dinner, up to a

maximum of \$40/day for adults and student activity meal reimbursement (state sponsored functions) at \$12/meal; 8.13 to authorize board salary to be set at \$75/regular meetings and no charge for special meetings; 8.14 to authorize administration to pay vouchers requiring immediate payment subject to a \$1,000 limitation and to pay vouchers that have early payment discounts that the Board previously approved as a bid; 8.15 to set certified sub pay at \$70 (half day); \$140 (whole day); \$150/day for long-term sub (after 10 consecutive days); \$16.00/hr. for paraprofessional, janitorial, office and kitchen substitutes; \$25/hr. for school nurse substitutes and interpreters; \$90/day for big bus sub route driver (\$45-half day); \$60/day for mid-bus sub route driver (\$30-half day); 8.16 to set student lunch prices for the 2026-2027 school year at \$3.50/paid lunch or \$70.00 (20 lunches) for grades K-5; \$3.75/paid lunch or \$75.00 (20 lunches) for grades 6-12; \$1.50/paid breakfast or \$30.00 (20 breakfasts) for grades K-12; \$.50/extra milk or \$10.00 (20 milks); reduced lunches and reduced breakfasts will be paid for by the State of South Dakota; 8.17 to designate Dawn Spieker as a surrogate parent for students on IEPs when no parent can be identified, whereabouts of parents cannot be discovered or the child is a ward of the state; 8.18 to designate Supt. Lee as the truancy and HIPAA officer; 8.19 to designate Supt. Lee as the homeless liaison; 8.20 to designate Supt. Lee to retain asbestos management plans indefinitely and provide annual written notification to parents, teachers and employees of the availability of the plan; 8.21 to designate Principal Mohr as the Title IX Coordinator; 8.22 to designate Supt. Lee as the Special Education Director and Principal Mohr as the 504 coordinator; 8.23 to approve membership to ASBSD for the 2026-2027 school year; 8.24 to approve membership to the South Dakota United Schools Association for the 2026-2027 school year; 8.25 to approve the work agreement for driver's education instructor, Melissa Terhark at \$5,362.50; 8.26 to approve the additional Mayfield Colony paraprofessional position to Stacie Ehlke at \$17/hr. for the 2026-2027 school year and 8.27 to approve the bills as of July 2026. Motion carried.

JULY 2026 AP BILLS

Gen. Fund:

3d Security Inc., software renewal, 293.00; A & M Products Co., bbb plaques, 150.00; Asbsd, 26-27 membership dues, 1,117.63; Auto Value, fuel pump, 45.99; Cabana Banners, banners/yr. updates, 1,325.00; City of Willow Lake, water and sewer, 1,271.90; Clark Community Oil Co., fuel, 1,433.30; Clark County Courier, proceedings, 152.49; Cleveland Metro. School Dist., gen. ed. serv., 3,949.68; Cook's Wastepaper Recycling, garbage serv., 323.93; Creative Printing, track bd. updates, 296.01; Dld Technologies Corp., computer licenses, 1,980.00; Eboardsolutions, Inc., subscription renewal, 1,000.00; Ebsco, periodicals, 89.94; Expetec of Aberdeen, consultant, 4,131.00; Hillyard Inc., janitorial supp., 126.65;

INCIDENTAL FUND: Hamlin School Dist., JH track fee, 75.00; TOTAL INCIDENT. FUND: \$75.00.

ITC, telephone/internet serv., 1,100.42; J.W. Pepper & Son, Inc., choir folders, 523.74; Ksb School Law, Pc, Llo, consultant, 523.50; Lake Central Conference, 26-27 conf. dues, 900.00; Learning Without Tears, paper, 69.25; Mac's Hardware, drill bits/chain, 633.51; Mack's Service, oil chg./repairs, 221.05; NESC, gen. serv., 118.69; NWPS, utilities, 7,042.01; Plunkett's, maint. renewal, 664.20; Prestwick House, Inc., workbooks, 1,766.31; Really Good Stuff, Llc, chair bags/pockets, 114.77; SASD, 26-27 membership dues, 1,698.00; SDACTE, conf. registration, 565.00; S.D. United Schools Assoc., 26-27 membership dues, 700.00; Vector Solutions, online training fee, 1,750.00;

ADDITIONAL PAYROLL: Melissa Burke, unused leave, 630.00; Tia Felberg, bd. mtgs., 225.00; Jeremy Forbes, bd. mtgs./mlg., 254.40; Colleen Hohm, continuing ed./ela grant, 1,575.00; Jared Knock, bd. mtgs./mlg., 260.70; Chris Lee, unused leave, 870.00; Claire Mohr, unused leave, 652.50; Randy Nelson, bd. mtgs./mlg., 279.60; Julayne Thoreson, bd. mtgs., 150.00; TOTAL ADD. PAYROLL: \$4,897.20.

SALARIES and BENEFITS: High School, 28.42; Administration, 27,834.93; Pupil Transportation, 882.00; Extra-Curricular, 947.08; Contracts/Benefits Payable, 159,589.58; TOTAL GEN. FUND: \$230,331.18.

Cap. Outlay Fund:

Frontline Technologies Group Llc, software renewal, 4,863.49; House of Glass, north elem. door/install., 18,903.00; Hudl, video/stating program, 10,900.00; Infinite Campus, messenger renewal, 1,604.00; Marco, Inc., copier/printer leases, 1,149.70; Mid States Audio, Inc., choir mics. - installment, 6,109.61; Ramsey Solutions, textbooks, 3,386.04; School

In Sites, website hosting fee, 900.00; Software Unlimited Inc, software/maint. fee, 5,150.00; U.S. Bank, principal/interest, 333,525.00; TOTAL CAP. OUTLAY FUND: \$386,490.84.

Sp. Ed. Fund:

SALARIES and BENEFITS: \$3,052.78; CONTRACTS & BENEFITS PAYABLE: 18,404.77; ADDITIONAL PAYROLL: Tia Felberg, bd. mtgs., 225.00; Chris Lee, unused leave, 130.00; Claire Mohr, unused leave, 97.50; TOTAL ADD. PAYROLL: \$452.50; NESC, July assessments, 4,751.69; TOTAL SP. ED. FUND: \$26,661.74.

Bond Redemption Fund:

U.S. Bank St. Paul, principal/interest, 393,018.13; TOTAL BOND REDEMPTION FUND: \$393,018.13.

Food Serv. Fund:

SALARIES and BENEFITS: 406.84; Culligan, softener salt, 18.50; Infinite Campus, license renewal, 864.00; TOTAL FOOD SERV. FUND: \$1,289.34.

Enterprise Fund:

ITC, T.V. serv., 17.08; TOTAL ENTERPRISE FUND: \$17.08. TOTAL ALL FUNDS: \$1,037,808.31.

Conflict Disclosure and Consideration of Waivers

The Board of Education reviewed the Conflict Disclosure and Consideration of Waiver forms. All forms presented explained the relationships of board members and administration to the family employed by the district or providing a service to the district.

Action Item #5: Motion by Forbes, second by Knock to approve waivers 27.001 – Melissa Burke; 27.002 – Tia Felberg; 27.003 – Jeremy Forbes; 27.004 – Jared Knock; 27.005 – Randy Nelson; and 27.006 – Julayne Thoreson. The Willow Lake School Board's determination that the matters underlying the conflicts are fair, reasonable and not contrary to the public interest. Motion carried.

Policy and Procedures:

The Board of Education reviewed Open Meetings Law information pursuant to SDCL1-25-13.

Action Item #6: Motion by Felberg, second by Forbes to approve policy IGA: Basic Instructional Program; Policy JEG: Exemptions from School Attendance; JHG: Reporting Child Abuse; and Policy DIB: Types of Funds. Motion carried.

Business and Finance

Cash flows were reviewed as of June 30, 2026.

Action Item #7: Motion by Knock, second by Felberg to approve the FY 2026 audit engagement letter with ELO CPAs & Advisors. Motion carried.

The FY 2026 audit, with ELO CPAs & Advisors, is tentatively set for September 17 and 18.

Action Item #8: Motion by Forbes, second by Knock to increase the Incidental Fund from \$4,000 to \$5,000. Motion carried.

Facilities

Action Item #9: Motion by Forbes, second by Felberg, pursuant to SDCL 6-13-1, hereby finds and declares that the gymnasium bleachers (bleachers are seven rows high, constructed of 1" thick Douglas Fir that are 19' or 20' in length and Southern Yellow Pine 5/8" thick and 19'-20' in length that were installed in approximately the early to mid-1960's and 1991), are no longer necessary, useful or suitable for the purpose for which they were acquired, and the Board therefore declares said property surplus and authorizes its disposal by sale in accordance with SDCL 6-13-4 and 6-13-5. Be it further resolved that the Superintendent or the Superintendent's designee, is au-

thorized to proceed with the sale of the above-described surplus property by sealed bid, with the notice published as required by law, and to execute any documents necessary to complete the transfer of the property to the highest responsive bidder. Motion carried.

Action Item # 10: Motion by Forbes, second by Knock to surplus the old football field scoreboard. Motion carried.

Action Item #11: Motion by Knock, second by Forbes to accept the Wellness Center HVAC quote, in the amount of \$15,491.86, from Allied Climate Professionals. Motion carried.

Action Item #12: Motion by Forbes, second by Felberg to approve the surplus of the broken treadmill at no value. Motion carried.

Action Item #13: Motion by Knock, second by Felberg to accept the mower quote of \$11,385, along with the \$1,000 trade-in value of the Bush Hog mower from Watertown Lawn & Garden for a total cost of \$10,385. Motion carried.

Budget Hearing: Starting at 8:00 p.m., the Board of Education reviewed the proposed 2026-2027 budget. Discussion was held on changes made to revenues and expenditures since the May 2026 board meeting. Valuation information and estimated ending fund balances were reviewed. No action was taken as final approval will be at the September 2026 regular board meeting.

Superintendent/Principal/Curriculum Director Report

Supt. Lee will be attending the annual superintendent's conference to be held July 20 - 22 in Chamberlain.

Administration is working on scheduling the Title I Open House/orientation day events.

In-service will be held August 25 - 27.

The ASBSD Convention will be held August 6 - 7 in Sioux Falls. The convention schedule was shared.

Principal Mohr shared information on the sixth - 12th grade master class schedule.

Activity Director Report

Action Item #14: Motion by Knock, second by Forbes to approve the 2026-2027 athletic ticket prices at \$20/student, \$25/senior citizen (60+) and \$50/adult for all sport activity passes; \$4.00 at the door/\$5.00 for double headers for students and senior citizens; and \$6.00 at the door/\$7.00 for double headers for adults. Motion carried.

The fall athletic meeting for coaches, student athletes and parents will be held August 5 at 7:00 p.m. in Clark.

Andrea Begeman has been hired as the assistant volleyball coach. The athletic co-op is still looking for a JH wrestling/assistant girls wrestling coach and basketball cheer coach.

The next regular meeting of the Willow Lake School Board will be held August 10, 2026 at 7:00 p.m. in the Willow Lake School Administration Conference Room.

Adjournment:

Action Item #15: Motion by Felberg, second by Knock to adjourn at 8:55 p.m. Motion carried.

Julayne Thoreson, President

Melissa Burke, Business Manager

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