

SIOUX FALLS SCHOOL BOARD
Monday, January 9, 2023 6:30 PM

Carly Reiter
President

Instructional Planning Center
201 East 38th Street, Sioux Falls

Robert Griggs
Southeast Tech President

This agenda may also be viewed on the District and Southeast Tech's website: www.sf.k12.sd.us and www.southeasttech.edu

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Persons Wishing to Address the School Board on Non-Agenda Items
- IV. Persons Wishing to Address the School Board on Agenda Items
- V. Approval of Minutes of December 7, 2022
- VI. Approval of Agenda
- VII. Conflicts of Interest
- VIII. Approval of Consent Agenda
 - A. Approval of Bid Awards
 1. Vendors for Axline Transmission Upgrades
 2. Vendors for Telehandler
 - B. Authorizations and Ratifications
 1. Approval of Contracts
 2. Approval/Ratification of Purchase Orders
 3. Grant Approval
 - C. Approval of Consolidated Report of Trust and Agency Funds
 - D. Approval of Vice President of Finance and Operations Report
 - E. Approval of Personnel Report
- IX. Adjournment

SCHOOL BOARD MEETING

Wednesday, December 7, 2022

The School Board of the Sioux Falls School District 49-5 of Minnehaha County, South Dakota, was called into regular session, pursuant to due notice, on Wednesday, December 7, 2022 at 4:00 p.m. in the Instructional Planning Center, 201 East 38th Street. Sioux Falls, South Dakota, with the following members present: Cynthia Mickelson, Marc Murren, Vice President Carly Reiter, President Kate Serenbetz. Absent: Nan Baker.

Action ST00682

A motion was made by Cynthia Mickelson and seconded by Carly Reiter, four (4) votes “yes” on roll call **approving the minutes of a meeting** held on November 2, 2022 and which were furnished to the Sioux Falls Argus leader for publication, in unapproved form, all in accordance with SDCL §13-8-35.

Action ST00683

A motion was made by Marc Murren and seconded by Cynthia Mickelson, four (4) votes “yes” on roll call, **approving the amended agenda** as presented.

* * * * *

President Serenbetz asked about any conflicts of interest. None were brought forward.

Action ST00684

A motion was made by Carly Reiter and seconded by Cynthia Mickelson, four (4) votes “yes” on roll call, **approving Item A through D on the consent agenda** as follows:

A. **Approving the Authorizations and Ratifications**, as follows:

A1. **Approval of Contracts**

Authorizing the President to enter into and execute contracts, for and on behalf of the Southeast Technical College, as follows:

Item	Contract Number	Contractor	Project	Cost
a.	23-024STC,BV	SDDOE	Grant for providing laptops – Welding Certificate Program	\$16,050
b.	23-025STC,MF	SDDOL	MOU collaboration to serve dually enrolled participants	See agreement
c.	23-026STC,BV	Digital Architecture, LLC	Curriculum Workflow Enhancement	\$21,500

A2. Approval/Ratification of Purchase Orders

Authorizing the Business Manager to issue Purchase Order(s) requiring additional approval of the School Board as follows:

Item	PO No.	Vendor	Description	Total Cost
a.	S2302835	PRISMRBS LLC	WinPrism POS Annual Maintenance	\$18,284.00
b.	S2302907	Innovative Office Solutions	Uniforms for Resale	\$20,000.00
c.	S2302915	Dell Marketing	Dell Server	\$16,962.22
d.	S2302917	Dell Marketing	VMWare Renewal, Desktop Support	\$26,081.41
e.	S2302967	Moss Enterprises	Hydraulic Learning System for Mechatronics Program	\$23,580.00
f.	S2302968	Moss Enterprises	Controls Technology Bench for Mechatronics Program	\$10,335.00
g.	S2303033	Innovative Office Solutions	Laptop Backpacks for Resale	\$20,850.00
h.	S2303223	Energy Dynamics, Inc.	Geothermal System for HVAC Program	\$15,555.83

- B. Approving the **Consolidated Report of Trust and Agency Funds** of December 7, 2022 and stating for the record that as of October 31, 2022 receipts total \$19,112,248.64 and disbursements total \$18,305,088.08 (MRF #ST509)
- C. Approving the **Vice President of Finance and Operation's Report** of December 7, 2022 in accordance with the SDCL §13-8-35 (MRF #ST510) and directing that detailed statement of receipts and balances on hand, as of October 31, 2022, be published as part of these minutes, in accordance with SDCL §13-8-3.
- D. Accepting the **Southeast Tech Personnel Report**, as follows:
- D1. **Resignations.** Accepting the resignation of School District Personnel as of the effective date indicated, the personnel having been previously employed by Board Action, as follows:

D1. Resignations, continued.

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Student Help, part-time, per hour		
Lubiens, Brittini	Student Tutor	10-17-22
Muilenburg, Emily	Marketing Intern	10-25-22
Parish, Braydon	IT Tech	11-04-22
Sona, Camden	Student Tutor	11-28-22
Employee Contract, full-time, annual		
Weber, Joseph	Admissions	11-18-22
Other Help, part-time, per hour		
Jasarovic, Lilly	Hovland ALC	10-30-22
Futch, Lucinda	Food Service	11-02-22
Instructor, clinical, part-time, per hour		
Kirstein, Axanthia	Nursing	05-02-22
Instructor, non-clinical, full-time, per hour		
Heald, David	Automotive	11-21-22

D2. Employment Recommendations

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Student Help, part-time, per hour			
Miller, Logan	IT Technician	11-28-22	\$14.84
Instructor, clinical, part-time, per hour			
Eilts, Ashleigh	Nursing	10-24-22	\$25.50
Herbek, Rebecca	Nursing	12-01-22	\$25.50
Kopplin, Lana	Nursing	12-01-22	\$25.50
Becker, Sara	Nursing	11-28-22	\$25.50
Instructor, non-clinical, part-time, per hour			
Pastrano, Xavier	General Education	11-14-22	\$25.50
Schnell, Jane	General Education	11-21-22	\$25.50
Saathoff, Kelly	Business Administration	11-18-22	\$25.50
Hunt, Kenneth	Law Enforcement	11-28-22	\$25.50
Gustafson, Nicholas	Business	11-18-22	\$25.50
Employee Contract, full-time, annual			
Myers, Emily	Educational Technology Integrationist 12 month, 1.0 FTE Level I, Step 16 222 Prorated Days	11-14-22	\$62,048.57

D3. **Change of Status**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Gjerde, Nadine	Student Success Advisor 12 month, 1.0 FTE Level 9, Step 7 \$66,788.00	Interim Director of Admissions 12 month, 1.0 FTE Level 11, Step 12 \$47,634.44 prorated	12-05-22
Zillgitt, Emily	Admissions Assistant 12 month, 1.0 FTE Level 11, Step 1 \$19.22/hour	Campus Visit Coordinator 12 month, 1.0 FTE Level 12, Step 15 \$24.78/hour	12-05-22
Furth, Shannon	Admission Process Coordinator 12 month, 1.0 FTE Level 7, Step 12 \$57,222.00	Asst. Director of Admissions & CRM Manager 12 month, 1.0 FTE Level 9, Step 12 \$40,956.44 prorated	12-05-22

Action ST00685

Pharmacy Tech Instructor Jessica Weber provided the Academic Program - Pharmacy Technician Update Report. (see MRF #ST511). Students in the Pharmacy Technician program learn the foundational components of pharmacology, pharmacy mathematics, customer service, patient care, and the technical skills of pharmacy technicians. After completing the Pharmacy Technician program, students have the opportunity to obtain certification by sitting for and passing the Pharmacy Technician Certification Exam.

Following general discussion, a motion was made by Cynthia Mickelson and seconded by Carly Reiter, four (4) votes, "yes" on roll call **acknowledging the Academic Program Update – Pharmacy Technician Report.**

Action ST00686

Vice President of Academics Dr. Benjamin Valdez provided the STC Policies Update Report. (see MRF #ST512). Southeast Tech has implemented a comprehensive evaluation process to review existing campus policies and regulations. The purpose of the review is to determine the following: If the policy/regulation is still necessary and accurate; If the policy is up to date with current laws and college practices; if changes are required to improve the effectiveness or clarity of the policy. A STC Policy Review Committee comprised of representatives of campus administration, faculty, and staff, along with a designated Sioux Falls School Board member, are currently reviewing existing policies and will make recommendations for the revision or deletion of existing policies and the creation of new policies to facilitate campus operations.

A new STC policy format has been implemented to better manage, clarify, and organize policies. STC policies that have been reviewed will be changed to the new policy format structure, which includes the following components: Purpose Statement, General Statement of Policy, Reporting Procedures, Dissemination of Policy and Training and Record of Board Action.

Following general discussion, a motion was made by Marc Murren and seconded by Carly Reiter four (4) votes “yes” on roll call **acknowledging the STC Policies Update Report.**

Action ST00687

A motion was made by Marc Murren and seconded by Carly Reiter, four (4) votes “yes” on roll call, acknowledging the first reading of Policies **AD/STC – Educational Vision/Southeast Technical College Mission/Core Values, BA/STC – School Board Operational Goals, BB/STC – School Board Legal Status, BBAA/STC – Board Member Authority and Responsibilities, BBB/STC – Elections/Appointments, BBBE/STC – Unexpired Term Fulfillment Vacancies , BDB/STC – Organization of the School Board, BDD/STC – Superintendent Relationship, BDE/STC – Board Committees, BEDB/STC - Agenda, BEDC/STC - Quorum, BEDD/STC – School Board Meetings – Order of Business, BEDH/STC – Public Participation at Board Meetings, BEDI/STC – News, Media Services at Board Meetings, BIA/STC – New Board member Orientation/Handbook, BIB/STC – Board member Development Opportunities, BIBA/STC Board Member Conferences, Conventions and Workshops, BID/STC – Board Member Compensation and Expenses and KHBA/STC – Commercial Activities**, as presented (see MRF #ST513)

Action ST00688

On motion by Carly Reiter and seconded by Cynthia Mickelson, four (4) votes “yes” on roll call, the School Board **adjourned** at 4:18 p.m.

KATE SERENBETZ
Presiding Officer

TODD VIK
Business Manager

SIOUX FALLS SCHOOL BOARD
Monday, January 9, 2023 6:30 p.m.

Kate Serenbetz
President

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201 East 38th Street, Sioux Falls

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Bid Tabulation
axline transmission upgrades- stc
December 12, 2022
Advertised Dates: 12/1 and 12/8
PD #3391

VENDOR	TOTAL BID
Hydra-Test USA	\$81,784
PowerTest	\$82,461.35

Note: Totals shown above are estimates. Quantities for food products indicated in the bid are and will change based on actual orders. Impact commodity money will have reducing purchases is uncertain at this time.

Bid Tabulation
telehandler- stc
December 12, 2022
Advertised Dates: 12/1 and 12/8
PD #3392

VENDOR	TOTAL BID
Diesel Machinery Inc	\$106,600

Note: Totals shown above are estimates. Quantities for food products indicated in the bid are and will change based on actual orders. Impact commodity money will have reducing purchases is uncertain at this time.

SOUTHEAST TECHNICAL INSTITUTE
2320 N. Career Ave.
Sioux Falls, SD 57107

CONSOLIDATED REPORT OF TRUST AND AGENCY FUNDS

	Balance 7/1/2022	Received to date	Disbursed to date	Balance 11/30/2022
STI Bookstore	\$ 34,414.43	\$ 402.52	\$ 300.00	\$ 34,516.95
STI EFT	\$ 292,470.45	\$ 6,370,538.65	\$ 5,003,973.83	\$ 1,659,035.27
STI Tuition & Fees	\$ 2,117,830.91	\$ 19,935,702.72	\$ 16,668,642.07	\$ 5,384,891.56
STI T & A	\$ 128,916.76	\$ 17,587.16	\$ 26,711.37	\$ 119,792.55
STI ACH	\$ 2.16	\$ 0.03	\$ -	\$ 2.19
STI Blue Bucks	\$ 10,171.17	\$ 9,232.05	\$ 808.37	\$ 18,594.85
TOTALS	<u>\$ 2,583,805.88</u>	<u>\$ 26,333,463.13</u>	<u>\$ 21,700,435.64</u>	<u>\$ 7,216,833.37</u>

POST SECONDARY - VOCATIONAL FUND

	FY23 BUDGET	NOV '22 YTD	NOV '22 PERCENT	NOV '21 YTD	NOV '21 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ 6,878,479	\$ 3,695,163	53.72%	\$ 3,286,457	46.24%
Fees	6,515,512	3,136,580	48.14%	3,188,832	47.27%
Corporate Education	252,172	171,340	67.95%	62,102	29.75%
STATE SUPPORT:					
State Aid	9,207,352	1,789,102	19.43%	3,664,546	49.06%
Other State	5,152,900	-	0.00%	-	0.00%
FEDERAL SUPPORT:					
Perkins	839,766	68,747	8.19%	46,662	6.07%
ABE	256,100	18,980	7.41%	-	0.00%
Other Federal	2,703,930	66,634	2.46%	19,987	1.95%
LOCAL SUPPORT:					
Grants/Donations	4,750,000	153,916	3.24%	4,500	1.26%
Other Local	1,202,966	735,910	61.17%	613,167	50.39%
TOTAL REVENUES:	\$ 37,759,177	9,836,372	26.05%	\$ 10,886,253	41.66%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ 1,100,191	\$ 458,413	41.67%	\$ 427,434	41.74%
Instructional	6,236,250	2,491,952	39.96%	2,237,583	39.54%
Support	5,297,402	2,080,929	39.28%	1,837,309	39.10%
WAGES - OTHER:					
Early Retirement	-	-	#DIV/0!	-	0.00%
Instructional - Other	1,086,350	440,049	40.51%	388,411	39.85%
Support - Other	256,450	93,822	36.59%	73,603	27.36%
BENEFITS:					
Insurance - Dental	130,434	49,886	38.25%	47,758	38.87%
Insurance - Medical	2,227,209	818,242	36.74%	795,194	37.41%
Insurance - Other	60,613	36,440	60.12%	27,348	39.57%
Retirement	1,831,995	703,618	38.41%	624,052	37.80%
SERVICES:					
Advertising	381,000	128,241	33.66%	148,290	38.83%
Legal	50,000	21,181	42.36%	9,931	16.55%
Maintenance/Repair	208,350	88,159	42.31%	107,821	36.87%
Postage	122,100	43,878	35.94%	49,463	43.46%
Printing/Publishing	119,450	55,011	46.05%	63,001	49.70%
Professional/Technical	1,269,456	293,972	23.16%	244,020	27.60%
Property	197,000	209,913	106.55%	145,859	106.47%
Rentals	68,170	97,736	143.37%	7,481	13.96%
Software Upgrades	792,650	379,909	47.93%	360,557	79.79%
Travel	146,170	92,548	63.32%	26,154	14.39%
Utilities	711,492	243,651	34.25%	226,029	39.91%
SUPPLIES:					
Equipment - Noncapital	208,739	297,892	142.71%	103,313	41.38%
Food	83,575	50,285	60.17%	23,210	25.89%
Instructional Supplies	587,774	190,094	32.34%	209,074	35.87%
Other	370,700	169,884	45.83%	113,048	28.24%
Resale	568,623	482,546	84.86%	532,721	78.25%
Software	123,325	125,516	101.78%	217,068	52.48%
OTHER:					
Bad Debt	135,000	23,482	17.39%	(148,719)	-82.62%
Dues/Fees	435,960	153,125	35.12%	164,679	38.75%
Liability Insurance	115,000	119,927	104.28%	103,688	95.13%
Miscellaneous	134,000	4,067	3.03%	(450)	-0.27%
SUBTOTAL - OPERATING:	\$ 25,055,428	\$ 10,444,368	41.69%	\$ 9,164,930	39.55%
EQUIPMENT:					
Building Improvements	\$ 5,501,390	\$ 54,565	0.99%	\$ 11,195	1.24%
Equipment	7,532,833	638,692	8.48%	384,267	20.69%
Information Technology	88,000	33,649	38.24%	44,721	#DIV/0!
Land Improvements	301,526	3,876	1.29%	-	0.00%
SUBTOTAL - CAPITAL:	\$ 13,423,749	\$ 730,781	5.44%	\$ 440,184	14.87%
TOTAL EXPENDITURES:	\$ 38,479,177	11,175,150	29.04%	\$ 9,605,114	36.76%
REVENUE OVER (UNDER) EXPENSE:	\$ (720,000)	\$ (1,338,777)		\$ 1,281,140	
BEGINNING FUND BALANCE:		4,491,170			
ENDING FUND BALANCE:		\$ 3,152,393			

POST SECONDARY - BOOKSTORE

	FY23 BUDGET	NOV '22 YTD	NOV '22 PERCENT	NOV '21 YTD	NOV '21 PERCENT
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
STATE SUPPORT:					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
FEDERAL SUPPORT:					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	-	0.00%	-	0.00%
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	1,606,000	1,095,820	68.23%	906,138	56.42%
TOTAL REVENUES:	\$ 1,606,000	\$ 1,095,820	68.23%	\$ 906,138	56.42%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	155,601	65,460	42.07%	45,778	42.18%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	25,000	16,262	65.05%	11,920	26.49%
BENEFITS:					
Insurance - Dental	1,869	602	32.19%	576	41.66%
Insurance - Medical	30,980	10,966	35.40%	10,099	41.67%
Insurance - Other	858	696	81.16%	322	14.45%
Retirement	20,949	9,295	44.37%	6,540	40.33%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	22,000	10,574	48.06%	13,292	53.17%
Printing/Publishing	-	-	0.00%	-	0.00%
Professional/Technical	-	-	0.00%	-	0.00%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	-	-	0.00%	-	0.00%
Travel	4,000	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	-	-	0.00%	7,044	100.00%
Food	100	-	0.00%	49	24.75%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	-	2,481	100.00%	-	0.00%
Resale	1,250,000	787,658	63.01%	700,737	54.53%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	(342)	100.00%	258	100.00%
Dues/Fees	80,000	55,068	68.83%	50,324	69.89%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	2,000	-	0.00%	-	0.00%
Depreciation	10,372	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 1,603,729	\$ 958,720	59.78%	\$ 846,940	52.80%
EQUIPMENT:					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
SUBTOTAL - CAPITAL:	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL EXPENDITURES:	\$ 1,603,729	\$ 958,720	59.78%	\$ 846,940	52.80%
REVENUE OVER (UNDER) EXPENSE:	\$ 2,271	\$ 137,100		\$ 59,199	
BEGINNING FUND BALANCE:		2,046,707			
ENDING FUND BALANCE:		\$ 2,183,806			

POST SECONDARY - FOOD SERVICE

	<u>FY23 BUDGET</u>	<u>NOV '22 YTD</u>	<u>NOV '22 PERCENT</u>	<u>NOV '21 YTD</u>	<u>NOV '21 PERCENT</u>
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
STATE SUPPORT:					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
FEDERAL SUPPORT:					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	-	-	0.00%	-	0.00%
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	395,000	105,113	26.61%	78,435	19.86%
TOTAL REVENUES:	\$ 395,000	\$ 105,113	26.61%	\$ 78,435	19.86%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	91,806	38,243	41.66%	35,695	41.61%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	46,540	23,038	49.50%	22,166	34.10%
BENEFITS:					
Insurance - Dental	1,019	425	41.66%	406	41.67%
Insurance - Medical	18,594	7,744	41.65%	7,378	41.67%
Insurance - Other	779	2,042	262.11%	383	5.10%
Retirement	15,759	6,835	43.37%	6,427	40.46%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	6,000	6,196	103.26%	1,716	28.60%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	500	-	0.00%	333	66.60%
Professional/Technical	1,500	250	16.67%	(1,000)	-66.67%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	-	-	0.00%	-	0.00%
Travel	-	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	-	1,114	100.00%	2,134	100.00%
Food	-	-	0.00%	-	0.00%
Instructional Supplies	-	-	0.00%	-	0.00%
Other	15,000	7,285	48.57%	5,714	28.57%
Resale	175,000	72,739	41.57%	62,120	35.50%
Software	-	-	0.00%	-	0.00%
OTHER:					
Bad Debt	-	-	0.00%	-	0.00%
Dues/Fees	5,000	568	11.35%	439	6.26%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	-	-	0.00%	-	0.00%
Depreciation	22,170	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 399,667	\$ 166,478	41.65%	\$ 143,911	33.90%
EQUIPMENT:					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
SUBTOTAL - CAPITAL:	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL EXPENDITURES:	\$ 399,667	\$ 166,478	41.65%	\$ 143,911	33.90%
REVENUE OVER (UNDER) EXPENSE:	\$ (4,667)	\$ (61,365)		\$ (65,476)	
BEGINNING FUND BALANCE:		162,167			
ENDING FUND BALANCE:		\$ 100,802			

POST SECONDARY - CHILDCARE

	<u>FY23 BUDGET</u>	<u>NOV '22 YTD</u>	<u>NOV '22 PERCENT</u>	<u>NOV '21 YTD</u>	<u>NOV '21 PERCENT</u>
REVENUES:					
STUDENT CHARGES:					
Tuition	\$ -	\$ -	0.00%	\$ -	0.00%
Fees	-	-	0.00%	-	0.00%
Corporate Education	-	-	0.00%	-	0.00%
STATE SUPPORT:					
State Aid	-	-	0.00%	-	0.00%
Other State	-	-	0.00%	-	0.00%
FEDERAL SUPPORT:					
Perkins	-	-	0.00%	-	0.00%
ABE	-	-	0.00%	-	0.00%
Other Federal	72,423	-	0.00%	44,400	#DIV/0!
LOCAL SUPPORT:					
Grants/Donations	-	-	0.00%	-	0.00%
Other Local	289,000	146,030	50.53%	71,093	21.67%
TOTAL REVENUES:	\$ 361,423	\$ 146,030	40.40%	\$ 115,493	35.21%
EXPENDITURES:					
WAGES - FULLTIME:					
Administrative	\$ -	\$ -	0.00%	\$ -	0.00%
Instructional	-	-	0.00%	-	0.00%
Support	200,102	75,383	37.67%	69,763	37.50%
WAGES - OTHER:					
Early Retirement	-	-	0.00%	-	0.00%
Instructional - Other	-	-	0.00%	-	0.00%
Support - Other	21,570	18,888	87.57%	9,111	20.25%
BENEFITS:					
Insurance - Dental	3,438	1,132	32.94%	1,084	28.99%
Insurance - Medical	74,015	22,930	30.98%	15,670	27.22%
Insurance - Other	2,201	1,033	46.93%	1,022	87.23%
Retirement	26,060	10,869	41.71%	9,207	33.49%
SERVICES:					
Advertising	-	-	0.00%	-	0.00%
Legal	-	-	0.00%	-	0.00%
Maintenance/Repair	-	-	0.00%	-	0.00%
Postage	-	-	0.00%	-	0.00%
Printing/Publishing	-	-	0.00%	-	0.00%
Professional/Technical	480	114	23.75%	-	0.00%
Property	-	-	0.00%	-	0.00%
Rentals	-	-	0.00%	-	0.00%
Software Upgrades	-	-	0.00%	-	0.00%
Travel	1,000	-	0.00%	-	0.00%
Utilities	-	-	0.00%	-	0.00%
SUPPLIES:					
Equipment - Noncapital	3,200	650	20.31%	-	0.00%
Food	500	95	18.98%	-	0.00%
Instructional Supplies	-	979	100.00%	3,098	#DIV/0!
Other	6,000	50	0.83%	50	0.83%
Resale	-	-	0.00%	-	0.00%
Software	450	300	66.67%	-	0.00%
OTHER:					
Bad Debt	5,000	4,033	80.65%	(250)	-5.00%
Dues/Fees	500	415	83.00%	100	20.00%
Liability Insurance	-	-	0.00%	-	0.00%
Miscellaneous	3,000	-	0.00%	-	0.00%
Depreciation	343	-	0.00%	-	0.00%
SUBTOTAL - OPERATING:	\$ 347,859	\$ 136,871	39.35%	\$ 108,855	32.16%
EQUIPMENT:					
Building Improvements	\$ -	\$ -	0.00%	\$ -	0.00%
Equipment	-	-	0.00%	-	0.00%
Information Technology	-	-	0.00%	-	0.00%
Land Improvements	-	-	0.00%	-	0.00%
SUBTOTAL - CAPITAL:	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL EXPENDITURES:	\$ 347,859	\$ 136,871	39.35%	\$ 108,855	32.16%
REVENUE OVER (UNDER) EXPENSE:	\$ 13,564	\$ 9,160		\$ 6,638	
BEGINNING FUND BALANCE:		(63,869)			
ENDING FUND BALANCE:		\$ (54,710)			

SOUTHEAST TECHNICAL INSTITUTE
STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CASH BALANCES

	#23 Post Secondary Vocational Fund	#52 Bookstore Enterprise Fund	#53 Food Service Enterprise Fund	#54 Child Care Enterprise Fund
Cash Balance October 31, 2022	\$ 3,098,004.57	\$ 739,631.75	\$ (48,929.48)	\$ 171,664.14
Operating Results:				
Revenue:				
Local Sources:				
Tuition/Fees	28,051.00	-	-	-
Sales of Goods/Services	5,317.53	(176.25)	36,078.54	28,572.77
Other Sources	180,803.25	840.00	53.00	-
State Sources:	-	-	-	-
Federal Sources:	365,652.44	-	-	-
Expenditures:				
Personnel	(1,485,969.81)	(20,382.03)	(17,523.44)	(30,039.00)
Services	(308,047.62)	(584.47)	(50.00)	(57.00)
Supplies	(187,543.92)	(34,828.49)	(18,700.18)	(474.19)
Capital	(32,419.87)	-	-	-
Other	(76,350.90)	(23,903.87)	(154.96)	(2,960.18)
Transfers	-	-	-	-
(Increase)/Decrease in Assets	548,955.53	32,088.89	(3,606.96)	(4,918.08)
Increase/(Decrease) in Liabilities	(420.00)	-	-	-
Net Cash Provided By (Used In) Operating Activities:	\$ (961,972.37)	\$ (46,946.22)	\$ (3,904.00)	\$ (9,875.68)
Cash Balance November 30, 2022	<u>\$ 2,136,032.20</u>	<u>\$ 692,685.53</u>	<u>\$ (52,833.48)</u>	<u>\$ 161,788.46</u>
Cash Balance June 30, 2022	\$ 3,589,752.13	\$ 1,232,875.78	\$ 18,361.39	\$ 163,236.80
Operating Results:				
Revenue:				
Local Sources:				
Tuition/Fees	7,003,083.70	-	-	-
Sales of Goods/Services	609,634.22	1,093,578.89	105,060.38	93,031.09
Other Sources	280,190.93	2,240.84	53.00	52,999.38
State Sources:	1,789,102.00	-	-	-
Federal Sources:	154,361.20	-	-	-
Expenditures:				
Personnel	(7,173,352.16)	(103,280.16)	(78,326.45)	(130,235.58)
Services	(1,654,199.50)	(10,574.24)	(6,445.58)	(114.00)
Supplies	(1,316,216.33)	(790,139.58)	(81,138.61)	(2,073.80)
Capital	(730,781.19)	-	-	-
Other	(300,600.32)	(54,725.89)	(567.69)	(4,447.50)
Audit	-	-	-	-
(Increase)/Decrease in Assets	2,342,032.52	(564,242.30)	(4,018.87)	(1,227.35)
Increase/(Decrease) in Liabilities	(2,456,975.00)	(113,047.81)	(5,811.05)	(9,380.58)
Net Cash Provided By (Used In) Operating Activities:	\$ (1,453,719.93)	\$ (540,190.25)	\$ (71,194.87)	\$ (1,448.34)
Cash Balance November 30, 2022	<u>\$ 2,136,032.20</u>	<u>\$ 692,685.53</u>	<u>\$ (52,833.48)</u>	<u>\$ 161,788.46</u>

Rich Kluin
Prepared by

12/20/2022
Date

May the minutes show that with deep sorrow we record the death of Deborah Nowak on 12-07-22. We are grieving over her death and the loss Southeast Tech has sustained. To Deborah's family and friends, we offer our deepest sympathy. Deborah had been a General Education Instructor since August 1995.

1. **Resignations.** Accepting the resignation of School District Personnel as of the effective date indicated, the personnel having been previously employed by Board Action, as follows:

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>
Student Help, part-time, per hour		
Gunderson, Keauna	Admissions Work Study	11-17-22
Anderson, Graden	Scarborough	11-17-22
Coscarelli, Caitlyn	Scarborough	11-30-22
Brewster, Brooke	Student Success	12-09-22
Whitney, Hannah	Scarborough	12-09-22
Employee Contract, full-time, annual		
Frey, Amanda	Admissions	12-02-22
Wise, Ashley	IT	12-05-22
Beck, Kayla	Scarborough	12-09-22

2. **Employment Recommendations**

<u>Name</u>	<u>Location/Position</u>	<u>Effective Date</u>	<u>Amount</u>
Employment Contract, Extra Duties, Full-Time, Stipend			
Fjelland, Lauren	Admissions	12-05-22	\$500.00
Fischer, Anna	Admissions	12-05-22	\$500.00
Dorman, Scott	Admissions	12-05-22	\$500.00
Schuette, Amanda	Admissions	12-05-22	\$500.00
Rathsachack, Ashley	Admissions	12-05-22	\$500.00

3. **Change of Status**

<u>Name</u>	<u>Delete</u>	<u>Add</u>	<u>Effective Date</u>
Pommer, Jacqueline	Academic Instruction & Tech Support Chair 226 day, 1.0 FTE Level 7, Step 10 \$84,149.00	Director of Institutional Effectiveness & Assoc. Dean of Faculty Development 12 month, 1.0 FTE \$59,326.75, prorated	12-05-22
Gjerde, Nadine	Interim Director of Admissions 12 month, 1.0 FTE Level 11, Step 12 \$47,634.44 prorated	Director of Admissions 12 month, 1.0 FTE Level 11, Step 12 \$47,634.44 prorated	12-12-22

4.	Change of Status Name	Delete	Add	Effective Date
	Reisch, Chelsea	Student Success Advisor Student Activities 220 day, 1.0 FTE Level I, Step 8 \$61,594.00	Student Success Adv. Accessibility Services 12 month, 1.0 FTE Level I, Step 8 \$39,358.67 prorated	12-12-22