



Brookings School District

Empowering all learners to embrace and be inspired to realize their potential

Stacey VanBeek, Director of Business Services

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TO: Board of Education
FROM: Stacey VanBeek
RE: Administrative Report
DATE: December 9, 2024

Business Services updates:

A Great Place to Collaborate

- A supplemental budget was put together to address district needs for the current year and is an action item on tonight's agenda.
- Laura Gerjets and I have begun to plan for our calendar-year-end tasks for payroll reporting (W-2s), making sure all reporting supplies are on hand and access to all necessary submission sites has been granted.
- Several of us in the district office are working to compile a new comprehensive financial projects document that will be shared with the Board sometime after the new year.
- I am working with Eide Bailly to explore some possible additional energy efficiency rebates and hope to know more on amounts soon.
- After the meeting tonight Teresa and I will complete the paperwork to close on the private placement loan with First Bank & Trust to fund the Brookings High School boiler project. The 50% down payment is due this month and is listed as a board bill on tonight's payment list.
- I plan to meet with each building principal in the next 6-8 weeks to make sure they have tools to be able to monitor their building budgets effectively and to learn what I can do to help them stay within those budgets. We'll start to put together preliminary numbers for next year as well, using this year's trends to guide us.

A Responsible District

- We continue to work on long-term Capital Outlay planning and prioritizing projects that are in highest need. After the sale of the 5th Street Gym we'll have a better idea of what our Capital Outlay ending balance is projected to be at year end. I will meet with all principals and directors as we put together the preliminary Capital budget for FY26 to make sure we are utilizing funds for projects and items that are absolutely necessary, to free up some extra funds for crucial projects.

- The final ESSER claims have been submitted to the state finance office for reimbursement. The last item we were waiting on was a new 18-passenger Blue Bird bus, which was delivered on November 26, 2024. We utilized every ESSER dollar allocated to the district over the last four years. ESSER I payments totaled \$557,965; ESSER II was \$2,250,387; ESSER III learning loss payments total \$1,525,335; and ESSER III general was \$1,708,260. This totals \$6,041,947 since 2021.