



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: November 12, 2024

Business Services updates:

A Great Place to Collaborate

- The finance committee met with realtor Ryan Krogman from Century 21 to put together the contract for the sale of the 5th Street Gym. We'll list the building for 30 days after approval at the November 12 meeting and gauge what (if any) interest there is in the property.
- Director of Facilities Keith Fodness and I continue to add to our list of district projects and how high a priority those are. We'll use that list to help define some of the needs of the Capital Outlay budget going forward.
- We continue to explore district funds required to meet student needs and will do a budget supplement hopefully in December to add in the needed line items for the current school year.
- Met with Activities Director Jeff Dvorak to discuss possible changes to the Sports Marketing program. Jeff will explore options for different tiers and will reach out to current donors first, I will assist in invoicing businesses and helping with any budget structure changes.

A Responsible District

- The Capital Outlay long term budget has been outlined and I am working to determine what the basic needs for debt payments and yearly maintenance costs need to be, especially for the 2025-2026 school year. That will help determine what remains for other Capital needs and after the holidays I will start working with other administration to determine other purchases that will be necessary for next school year.
- I continue to monitor our budget and have worked with two building principals to get to the bottom of instances of overspending in a couple areas. As purchasing cards move to different people, or a teacher moves to a different building, we discovered the coding in the credit card system was not always updated. We worked together to determine which expenditures should have been coded elsewhere and brought expenditures back in line to where they should be.