

NORTHWESTERN AREA SCHOOL DISTRICT #56-7
221 3rd STREET, MELLETTE, SD 57461
MONDAY, SEPTEMBER 9, 2019
REGULAR MEETING OF THE BOARD OF EDUCATION

PROPOSED AGENDA

DATE OF MEETING: MONDAY, SEPTEMBER 9, 2019
TIME OF MEETING: 6:00 P.M.
PLACE OF MEETING: NORTHWESTERN SCHOOL, MELLETTE, SD

I Call Meeting to Order

- A. Flag Salute
- B. Consider the Agenda

II Consideration of Disclosure of Conflict of Interest Authorization

III Board Communications and introduction of visitors - Open Forum

IV Approval of Minutes

- A. Regular Meeting of August 12, 2019

V Approval of Financials

- A. Adjusting Journal Entries
- B. Unadjusted Financial Statement, July 31, 2019
- C. Current Claims

VI Reports

- A. Mr. Osborn
- B. Mr. Bruns
- C. Mrs. Frericks

VII Information and Approval Items

- A. Approve Open Enrollments
- B. Approve Contracts
- C. Accept Public School Exemption Certificates
- D. Approve Budget for 19-20 School Year
- E. Approve Volunteers
- F. Approve Contract Amendments
- G. Approve Procurement Plan for Food Service
- H. First Reading of Code of Conduct for Food Service Policy
- I. First Reading of Employee Use of Networking Sites Policy

VIII Acknowledgements

Congratulations to the following students for making it into All State Chorus:
Soprano: Sawyer Styles; Alto: Bailey Heim Alternate: Jessica Boekelheide
Tenor: Ben Rohr; Bass: Zeke Duncan

Congratulations to senior setter Madalyn Groft for being selected AVCA/MaxPreps Player of the Week for South Dakota!

Congratulations to our Northwestern Homecoming Royalty, King Zech Clemens & Queen Hailey Boekelheide!

IX Set Date & Time of Next Meeting – Tentatively October 14th

X Adjournment

Code of Conduct Policy – Food Service Department

Procedures: The Northwestern School District seeks to conduct all procurement procedures:

- in compliance with stated regulations; and
- to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the following person(s) has a financial or tangible interest or benefit from a company considered for a contract. These people would include:

- Employee, officer or agent involved in the transaction,
- Any member of his or her immediate family,
- His or her partner,
- Any organization which employs or is about to employ any of the people listed above,
- Any person who has a financial or a tangible, personal benefit from the awarded business.

The officers, employees, and agents of the Agency may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Gifts of less than \$50 would be considered nominal and therefore acceptable.

Disciplinary action shall be considered as constructive action for the purpose of retaining good employees, and should, therefore, consist of the least severe action deemed necessary to accomplish this purpose. Disciplinary action will be administered on a uniform basis. Each offense must be judged on its own seriousness, with consideration given to the employee's past record, as well as the job description of the individual involved. In instances where offenses are of such serious nature as to endanger the safety of persons, property or to cause intolerable work conditions, the superintendent has the authority to suspend or dismiss an employee immediately. If the employee is suspended, it will be done without pay.

1. Oral reprimand: The business manager is responsible for maintaining the proper conduct and discipline of employees under his/her supervision. When some action is necessary, the supervisor may give the employee an oral reprimand. The supervisor will talk privately with the employee and do the following:
 - a. Review with the employee exactly what is expected of them and why.
 - b. Explain how they have not met the requirements and why their conduct is not acceptable.
 - c. Allow the employee to explain the situation and the reasons behind their actions.
 - d. Document the interview and oral reprimand. Ask the employee to initial it and keep a copy for the employees' personnel file.
2. Written Reprimand:
 - a. The business manager again will review the points covered in the oral warning that must be corrected and serve as strong warning that a change must be made within the given time frame.
 - b. Tell the employee they will receive a letter covering the significant points of the discussion.
 - c. Review the letter with the appropriate personnel management staff.
 - d. A copy of the letter will be kept in the employee's personnel file.
3. Dismissal:
 - a. A dismissal is the most serious disciplinary action and will only be taken after a careful review of the situation. The superintendent is authorized to dismiss the employee.
 - b. A written summary of the case will be prepared by the business manager and reviewed by the superintendent.
 - c. Once a decision to dismiss has been reached, the business manager will give the employee written notice of the decision to dismiss, which includes notification of the right to appeal if the

employee is a permanent employee. The written Termination Notice will be signed by the superintendent.

- d. A copy of the letter will be kept in the employee's personnel file.
4. Immediate Suspension or Dismissal: Occasions may arise where personal offenses are of such seriousness as to warrant immediate suspension or dismissal. In these instances, an employee will be suspended or dismissed immediately. When such abrupt disciplinary action is deemed necessary, the following steps will be taken by the supervisor.
- a. The employee will be told to leave the property at once and either report back to the supervisor the following day or remain away until further notice. In extreme emergencies, the supervisor may call upon law enforcement to carry out the removal of the offending employee.
 - b. If an immediate dismissal is made, all facts leading to the dismissal must be clearly documented and understood by the supervisor. A written summary will be prepared giving the circumstances and facts which led to the dismissal and a copy filed in the employee's personnel file.
 - c. After consultation with the superintendent, official written confirmation of the discharge, suspension or other action taken will be given to the employee including the reason for the action taken.
 - d. A copy of the letter will be kept in the employee's personnel file.

EMPLOYEE USE OF NETWORKING SITES POLICY:

Technology will be used to complement and foster public education. Utilization by employees must not distract from or disrupt the educational process. Proper decorum is the standard of conduct expected of a professional. That standard will apply to the use of technology and social networking sites.

The Superintendent will ensure that staff members are reminded and informed of the importance of maintaining proper decorum when using technology as well as in person.

Proscribed conduct includes:

- Improper fraternization with students.
- Listing students as friends on networking sites.
- Staff members providing private phone numbers without prior approval of the district.
- Inappropriate email or phone contact with students.
- Posting items containing inappropriate sexual content.
- Posting items exhibiting or advocating illegal use of drugs or alcohol.
- Electronic contacts with students will be through the districts property except in the case of an emergency.

All contact and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy, in which case the messages will be copied to the athletic director and the school principal.

The administration will monitor improper use of technology, and impose sanctions including dismissal from employment. Employees have no expectation of privacy with respect to utilization of district property, nor engagement in social networking sites.