

**UNAPPROVED MINUTES OF THE SCHOOL BOARD
NORTHWESTERN AREA SCHOOL DISTRICT #56-7
REGULAR MEETING, FEBRUARY 6, 2017**

The regular meeting of the Northwestern Area School Board was held on February 6, 2017, at the school in Mellette with the following present: Troy Grandpre, Brett Toennies, Mary Mielke, Heidi Boekelheide and Amy Troske, Others present: Ryan Bruns, Rich Osborn and Lisa Frericks. All motions were passed on a unanimous vote unless otherwise indicated.

The meeting was opened by Chairman Grandpre with the Pledge of Allegiance to the Flag. The agenda was approved as amended upon a **motion** by Mielke/Boekelheide (action #17-096).

BOARD COMMUNICATIONS AND INTRODUCTION OF VISITORS: Noelle Swanson, ag teacher, spoke to the board about possibly applying for a Workforce Education Grant for our CTE classes.

MINUTES & FINANCIALS: **Motion** by Toennies/Mielke to approve the minutes of the January 9, 2017, regular meeting without change (action 17-097). **Motion** by Mielke/Boekelheide to approve the adjusted financial statement for January 31, 2017, and order it placed on file (action 17-098). **General Fund:** Beginning Balance, \$1,490,581.76; Revenue: Taxes \$4,760.06; Interest \$47.68; Co-Curr Revenue \$4,635; Contributions \$426.83; Other Local Revenues \$1,784; County Apportionment \$989.91; State Revenues \$6,199; EPSCor Award \$1,000. Expenditures: Instruction \$90,210.14; Title I Instruction \$5,480.23; Support Services \$81,323.46; Early Retirement \$32,295; Co-Curr \$4,430.02, Ending Balance \$1,296,685.39. **Capital Outlay:** Beginning Balance \$808,590.70; Revenue: Taxes \$1,568.21. Expenditures: Instruction \$926.33; Support Services \$1,763.27, Ending Balance \$807,469.31. **Special Education:** Beginning Balance \$357,121.94, Revenue: Taxes \$774.57; Medicaid \$3,630.66. Expenditures: Instruction \$24,219.91; Administration \$869, Ending Balance \$336,438.26. **Food Service:** Beginning Balance \$6,300.20, Revenue: Lunch/Bkfast Sales \$9,987.20; Federal Reimbursements \$4,951.93. Expenditures: Payroll \$3,817.67; Food Purchases \$5,850.05; Supplies & Services \$362.69 Ending \$11,208.92. **Non-Credit Programs:** Beginning Balance \$3,521.65, Revenue: Preschool Tuition \$1,575. Expenditures: Preschool Instruction \$925.41, Ending Balance \$4,171.24. **Trust & Agency:** Beginning Balance \$157,690.19; Receipts \$45,429.03; Disbursements (\$36,769.08); Ending Balance \$166,350.14. **Motion** by Mielke/Boekelheide to pay the following current claims (action 17-099): **General Fund:** Aberdeen American News, publish minutes 269.30; Aberdeen Awards, awards 197; Allied 100, AED pads 292.60; Allied Climate Prof, boiler repairs 2603.98; Betz Blinds, blinds 89-10; Cole Paper, supplies 1,725.50; Crawford MS&F, bus repairs 252; Crescent Elec, supplies 84.85; Dakota Assembly, assembly 400; Dependable Sanitation, garbage 308; Don's Bldg Hdwe, key 5; Duenwald Transportation, repairs 250.16; Dust-Tex Rental, supplies 42.90; Farmers Union – conde, fuel 820.84; Farmers Union Oil-Chelsea, fuel 3354.09; GCR Tires, tires 629.90; James Valley Telecommunication, phone 461.16; Ketterling Photography, vb pic 225; McFarland Supply, supplies 18.59; McGraw Hill, texts 176.16; Menards, supplies 41.94; MARC, janitor supplies 338.18; Network Services, supplies 193.20; NC Sped Coop, services 5000; Northwestern Energy, power 8433.48; Pantorium, cleaning 15.59; Pepper & Sons, music 58.98; Praxair, supplies 79.50; Prepaid checks, advance pymt 5687.15; Runnings, supplies 189.05; SDMEA, band fee 9; SDVBCA, reg/dues 540; Supreme School Spec, receipt books 90.48; Taylor Music, repairs 75.98; Tri State, water 116. **Capital Outlay:** GE Capital, copy mgmt. 369. **Special Education:** Cole Paper, paper 120; Community Memorial, medical services 125.21; NC Sped Coop, services 16065; Prepaid checks, advance 90.89; Universal Pediatrics, medical services 1045.50. **Food Service:** Ameripride, towel service 475.83; Cash-Wa, food 6775.39; Cole Paper, supplies 215.19; Kesslers, supplies 9.36; MARC, supplies 136.26; Prepaid checks, advance 23.53; SD DOE, commodities 303.74; US Food, food 2926.36; Deb Wise, lunch refund 55.80. **Prepaid Checks:** AT&T, phone 126.42; Bo Beck, referee 170.64; Cardmember Service, supplies 422.38; Cash, MS all state jazz meals 68; Roger Colestock, referee 100; Dependable Sanitation, garbage 308; DCI, background check 43.25; Farmers Union-Chelsea, fuel 970.89; Kris Frericks, referee 109.32; Travis Kurth, referee 395.84; Rod Kurtz, referee 90; Jay Kusler, referee 90; Scott Kusler, referee 109.32; Darren Lorenz, referee 209.32; Steve Markley, referee 90; Jordan Moench, referee 90; Northwestern Energy, power 40; Jordan Opp, referee 190; Joel Osborn, referee 190; David Planteen, referee 90; Region Music Contest, reg fees 329.50; SD In-service Music Conference, reg 45; SDCTM/STSTA, fees 70; SDMEA, fees 18; Tim Steinwandt, referee 90; Greg Stroh, referee 216.46; TMS, time clock 54.40; Mark Ulrich, referee 90; USPM, postage 251.45; Darin Vetch, referee 90; Tom Waage, referee 190; Walmart, supplies 13.65; Web, water 240.91; Kim Zimmerman, referee 198.82.

JANUARY 2017 PAYROLL (including taxes and benefits): Instruction \$93,505.39; Support \$49,133.23; Early Retirement \$32,295; Student Activities \$2,744.93; Special Education \$17,225.23; Food Service \$3,817.67; Non-credit Programs \$925.41. The following were additional wages paid: Brandon Ashalintubbi, student janitor \$89.78; Kris Boekelheide, sub teacher \$135; Terry Bohl, sub driver \$52; Bob Braasch, sub driver \$130; Evan Finley, sub teacher \$450; Jolinda Finley, sub teacher \$1,430; Austin Fischbach, sub teacher \$90; Amanda Gauer, stipend \$137.50; Jennifer Hahler, tickets \$20; Roylene Heidenreich, early retirement \$8,000; Dennis Jeschke, janitor help \$185.63; Jeannine Jilek, tickets \$20; Collin Lindhorst, sub teacher \$90; Vicki Mitchell, early retirement \$8,000; Jackie Remily, early retirement \$8,000; Ray Sauerwein, early retirement \$6,000; Don Stahl, sub driving \$78; Laura Steward, sub teacher 720.

REPORTS: Mr. Rich Osborn: (1) Parent/Teacher Conferences will be held this Thursday, from 2:30 – 8:00 by appointment only. Any parents that would like to meet with a teacher may contact Mr. Osborn to set up a time. Mr. Osborn will be contacting parents that teachers **need** to meet with. (2) HS Small Group Band/Chorus Contest in Aberdeen Wednesday, February 8. (3) Local Science Fair is February 17th, awards will be presented at 3:00. (4) 4th grade will be doing the NAEP Testing on February 24th, 8th grade will be doing NAEP Testing on February 24th, 9th Grade will be attending Equity Days in Watertown on Wednesday, March 1. (5) End of the 3rd Quarter for MS/HS will be Thursday, March 9th. STEAM will start March 13th. **Mr. Ryan Bruns:** (1) February 20th -24th is South Dakota School Board Recognition Week. Thank you to our current school board members for their dedication and leadership in our district. (2) NW will be organizing a field day this spring for the elementary. (3) Elementary Students of the Month are Tailynn Twete and Aaron Blachford. **Mrs. Lisa Frericks:** (1) Thank you to American Bank & Trust for the Spirit Card donation to use toward our spring field and fitness day for the elementary.

INFORMATION AND APPROVAL ITEMS (1) **Motion** by Mielke/Toennies for approval of the Conflict Disclosure and Authorization Policy after the second reading (action 17-100). (2) **Motion** by Mielke/Toennies to approve the preschool fees as \$140 for 4 days, \$120 for 3 days, and \$100 for 2 days (action 17-101). (3) Re-announce Board Vacancy-1 position open for election/re-election Heidi Boekelheide. Petitions may begin to circulate March 1, 2017, deadline for filing nominating petition is 4:00 p.m. on March 28, 2017. (4) Discussed the upcoming kindergarten class. (5) Reviewed the 17-18 Calendar. (6) Discussed the sentinel program and decided to get more information on this. (7) Discussed building projects for the 17-18 year and decided to table the locker renovation for now. (8) **Motion** by Toennies/Troske to approve the surplus of used industrial arts equipment (action 17-102).

EXECUTIVE SESSION: SDCL 1-25-2 (1): Motion by Mielke/Boekelheide to go into executive session at 921a.m. for the purpose of Personnel (action #17-103). Out at 9:30 a.m.

CONFLICT DISCLOSURE AND AUTHORIZATION

This policy prohibits school board members, the school district fiscal agent (business manager), school officers and executives (school administrators) from having an interest in a contract, or receiving a direct benefit from a contract, if the school district is a party to that contract or has a separate contract which is related to the contract of the school board member, business manager or school administrator, unless the school board grants a waiver. Disclosure requirements apply to public contracts for labor or services to be rendered, the purchase of commodities, materials, supplies, or equipment of any kind, and any kind of contract related to facilities. -Disclosure is required by the school board member, the business manager or a school administrator in each of the following situations:

1. when the school board member, business manager or school administrator has an interest in a contract or receives a direct benefit from a contract. 2. if the spouse of the school board member, business manager or school administrator has an interest in a contract or receives a direct benefit from a contract. 3. if another person with whom the school board member, business manager or school administrator lives and commingles assets has an interest in a contract or receives a direct benefit from a contract.

-A school board member, business manager or school administrator derives a direct benefit from a contract, or their spouse or other person with whom assets are commingled derives a direct benefit from a contract:

1. if the person has more than a five percent ownership or other interest in an entity that is a party to the contract; 2. if the person derives income, compensation, or commission directly from the contract or from the entity that is a party to the contract; 3. if the person acquires property under the contract; or 4. if the person serves on the board of directors of an entity that derives income directly from the contract or acquires property under the contract.

-A person does not derive a direct benefit from a contract based solely on the value associated with the person's investments or holdings, or the investments or holdings of other persons the state officer or employee lives with and commingles assets.

-If in doubt whether an actual conflict exists, this policy also requires disclosure of possible or potential conflicts.

If other specific conflict of interest laws or administrative regulations relating to school board members, school administrators and the school business manager apply in addition to SDCL Ch. 3-23 and this policy, the more restrictive conflict of interest law shall apply.

-Any school board member, school administrator or school business manager who knowingly violates SDCL Ch. 3-23 commits a criminal offense (Class 1 misdemeanor). Any school board member who knowingly violates the provisions of this policy is subject to being removed as a school board member. Any school administrator or business manager who knowingly violates the provisions of this policy is subject to his or her employment relationship with the school district being terminated. Unless the school board has granted a waiver, the contract in which the school board member, school administrator or school business manager has an interest or receives a direct benefit is voidable by the school board and any benefit received by the school board member, school administrator or school business manager is subject to forfeiture.

-A waiver may be granted by the school board to authorize a school board member, school administrator or school business manager to receive a direct benefit from the school district's contract with a person or entity (public, private, for-profit, non-profit) if the following conditions are met:

1. the school board member, school administrator or school business manager provides a full written disclosure to the school board; 2. the school board reviews the essential terms of the contract or transaction and the school board member's, school administrator's or school business manager's role in the contract or transaction; 3. the school board determines that the transaction and terms of the contract are fair and reasonable and not contrary to the public interest; and 4. the authorization of the school board is in writing and filed with the Auditor-General.

-The public records laws (SDCL Ch. 1-27) apply to all requests for a waiver.

-APPLYING FOR A WAIVER:

1. If the potential for a conflict exists, the school board member, school administrator or school business manager having the potential conflict of interest must submit the Request for School Board Waiver form, Exhibit AH-E(1).

2. The request should be submitted to the school board before entering into a conflicted contract or transaction.

3. Disclosures and requests for a waiver should be submitted to the President/Chairperson of the School Board, the Superintendent or the Business Manager, at least 5 calendar days before the scheduled meeting in order to be included in the posted agenda and acted upon at the next scheduled meeting. Disclosures and requested received by the President/ Chairperson of the School Board, the Superintendent or the Business Manager less than 5 calendar days before the scheduled meeting may be deferred until the following school board meeting.

4. The person applying for the waiver must describe the relationship to the contract in question and why the applicant believes the contract may be subject to disclosure, including how person, his/her spouse or anyone with whom he/she lives and commingles assets might benefit from the contract. Examples of persons other than a spouse might include a girlfriend, boyfriend, roommate, or an adult child.

5. The person requesting the waiver identify and describe the essential terms of the contract:

(a) all parties to the contract,

(b) the person's role in the contract or transaction,

(c) the purpose(s)/objective(s) of the contract,

(d) the consideration or benefit conferred or agreed to be conferred upon each party,

(e) the length of time of the contract,

(f) any other relevant information.

6. The person requesting the waiver should briefly describe why he/she believes a waiver would not be contrary to the public interest (i.e., the contract was part of a competitive bidding process, there are other school district people involved in the decision-making process to enter into the contract, or the terms of the contract are consistent with other, similar contracts).

7. The School District Attorney may answer general questions about the applicability of SDCL Ch. 3-23 or about the other laws that address conflict of interest.

However, the school district attorney represents the school district and the school board, and not school board members, school administrators, or the school business manager, in their individual capacities. School board members, school administrators, and the school business manager should contact a private attorney if they have questions as to how SDCL Ch. 3-23 and this policy apply to their individual interests and contracts.

-BOARD ACTION ON A REQUEST FOR WAIVER:

1. School Boards will have a regular agenda item at the beginning of the school board meeting agenda when the school board will address disclosures and requests for a waiver.

2. Disclosures and requests for a waiver submitted to the President/Chairperson of the School Board, the Superintendent or the Business Manager, at least 5 calendar days before the scheduled meeting will included in the posted agenda and acted upon at the next scheduled meeting.

3. Disclosures and requests received by the President/ Chairperson of the School Board, the Superintendent or the Business Manager less than 5 calendar days before the scheduled meeting may be deferred until the following school board meeting.

4. If possible, waiver requests will be acted upon at the meeting in which the request is brought forth. If the school board believes the request form information is incomplete, the school board must ask the person requesting the waiver for additional information. The Board will avoid using an incomplete request form as the basis for extending the time for review and decision on the waiver request; the school board may receive the needed information from the requesting party at the school board meeting when the waiver request is being addressed.

5. When considering a waiver request, the school board should be able to determine the requesting party's relationship to the contract, the requesting party's relationship to the outside contracting party, whether the contract terms are reasonable and in the public interest, and any other factors the school board believes will help establish the relevant facts and circumstances surrounding the contract(s) and the request for waiver.

6. At the meeting when the waiver request will be considered by the board, the school board member, school administrator or school business manager submitting the waiver request must be present and prepared to answer questions from the school board about the request for a waiver.

7. The request and the Board's determination must be included in the minutes of the meeting.

8. If the authorization is granted, a written authorization [Exhibit AH-E(2)] shall be prepared following the meeting and signed by the President/Chair of the School Board or other authorized School Board Member, and filed with the Auditor General.

ACKNOWLEDGEMENTS:

Congratulations to the following:

-Ethan Boekelheide on being chosen to represent Northwestern at Middle School All-State Jazz Band!

-Mitchell Vander Wal who took 7th place at the Math Counts competition at Simmons.

-Mitchell Vander Wal for making the Middle School All State Band.

-Moirra Duncan for being selected SOM for the Month of January.

-Acting awards at Region One-Act: Megan Heidenreich, Sadie Vander Wal, Zach Toennies, Josie Clemens, and Bailey Heim.

-Peyton Groft for winning the Women in Science logo design contest.

The next regular meeting of the Board is scheduled for Monday, March 13, 2017 at 7:00 p.m.

The meeting was declared adjourned upon a motion by Troske/Boekelheide (action 17-104).

Troy Grandpre – Chairman

Lisa Frericks, Business Manager

I hereby certify that these minutes were e-mailed to the Aberdeen American News on Tuesday, February 7, 2017. Published at an approximate cost of \$_____. Lisa Frericks, Business Manager