

**UNAPPROVED MINUTES OF THE SCHOOL BOARD
NORTHWESTERN AREA SCHOOL DISTRICT #56-7
REGULAR MEETING, AUGUST 14, 2017**

The regular meeting of the Northwestern Area School Board was held on August 14, 2017, at the school in Mellette with the following present: Troy Grandpre, Brett Toennies, Mary Mielke, and Heidi Boekelheide. 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 upon a **motion** by Mielke/Toennies (action #18-027).

BOARD COMMUNICATIONS: Wendy Ward and Rob Fortin, NW-Warner wrestling coach, thanked the board for their support of the wrestling program, especially the use of the facilities for the summer storm camp.

MINUTES & FINANCIALS: **Motion** by Mielke/Boekelheide to approve the minutes of the July 10, 2017, regular meeting without change (action 18-028). **Motion** by Toennies/Mielke to approve the minutes of the July 10, 2017, annual meeting without change (action 18-029). **Motion** by Mielke/Boekelheide to approve the adjusted financial statement for June 30, 2017, and order it placed on file (action 18-030). **General Fund:** Beginning Balance, \$1,283,568.65; Revenue: Taxes \$178,530.21; Interest (\$4,212.26); Gross Receipts \$79,617.58; Student Activities \$460.95; Other Local Revenue \$34.96; County Apportionment \$3,038.09; State Revenues \$6,201; Title I & Reap Proceeds \$72,161; Sales of Excess Property \$1,595. Expenditures: Instruction \$280,560.54; Title I Instruction \$17,691.65; Support Services \$125,081.44; Co-Curr \$13,689.90; Transfer out \$2,500, Ending Balance \$1,181,471.65. **Capital Outlay:** Beginning Balance \$1,053,267.02; Revenue: Taxes \$68,375.53; Interest \$4,589.53; Perkins Grant Rec \$20,931.42. Expenditures: Instruction \$6,187.46; Support Services \$10,122.19; Co-Curr \$1,998.25, Ending Balance \$1,128,855.60. **Special Education:** Beginning Balance \$336,265.16, Revenue: Taxes \$31,852.69; Medicaid \$1,456.28. Expenditures: Instruction \$65,633.76; Administration \$862.49, Ending Balance \$303,077.88. **Food Service:** Beginning Balance \$2,894.94, Revenue: Lunch/Bkfst Sales \$57.25; Donated Food \$13,304.53; Federal Reimbursements \$3,877.68. Expenditures: Payroll \$726.38; Food Purchases \$1,279.06; Donated Food \$13,304.53; Supplies & Services \$124.03, Ending \$4,700.40. **Non-Credit Programs:** Beginning Balance \$2475.11, Revenue: Preschool Tuition \$100; Transfer in \$2,500. Expenditures: Drivers Ed Payroll \$4,298.66; Gas \$75.71, Ending Balance \$700.74. **Trust & Agency:** Beginning Balance \$149,975.70; Receipts \$39,789.71; Disbursements (\$44,817.08); Ending Balance \$144,948.33. **Motion** by Toennies/Mielke to approve the unadjusted financial statement for July 31, 2017, and order it placed on file (action 18-031). **General Fund:** Beginning Balance, \$1,181,471.65; Revenue: Taxes \$13,295.71; Interest \$3,200.24; Other Local Revenue \$550; County Apportionment \$926.79; State Revenues \$16,607. Expenditures: Instruction \$5,949.32; Title I Instruction \$240; Support Services \$79,507.34; Co-Curr \$2,565.13, Ending Balance \$1,127,789.60. **Capital Outlay:** Beginning Balance \$1,128,855.60; Revenue: Taxes \$5,120.06. Expenditures: Instruction \$3,479.54; Support Services \$13,680; Co-Curr \$3,463.61, Ending Balance \$1,113,352.51. **Special Education:** Beginning Balance \$303,077.88, Revenue: Taxes \$2,385.80; Medicaid \$538.37. Expenditures: Instruction \$3,308.38; Administration \$903.84, Ending Balance \$301,789.83. **Food Service:** Beginning Balance \$4,700.40, Revenue: Lunch/Bkfst Sales \$50. Expenditures: Workers Comp Ins \$1,725; Supplies & Services \$577.60, Ending \$2,447.80. **Non-Credit Programs:** Beginning Balance \$700.74, Revenue: Preschool Tuition \$50. Expenditures: Workers Comp Ins \$210, Ending Balance \$540.74. **Trust & Agency:** Beginning Balance \$144,948.33; Receipts \$27,976.31; Disbursements (\$27,879.56); Ending Balance \$145,045.08. **Motion** by Mielke/Boekelheide to pay the following current claims (action 18-032): **General Fund:** Aberdeen American News, publish minutes 342.02; American Choral Dir Assos, dues 125; Bledsoe Chiro, DOT physical 75; Blick Art, supplies 1450.06; CW Publications, materials 198; CBP, copy mgmt. 27.87; Chronicle Guidance, materials 220; Denise Clemens, gas 70.54; Bill Clemens, gas 74.95; Cole Paper, supplies 1150.75; College Board, materials 1516.90; Coop Purch, paper 858; Crescent Elec, supplies 573.16; Decker Eq, supplies 35.63; Demco, supplies 429.14; Dependable Sanitation, garbage 98; Dynamic Measurement, dibels books 21; EPS, supplies 43.35; Explore Learning, license 875; Farmers Union Oil-Chelsea, fuel 153.17; Heather Grandpre, fingerprint fee 15; Nora Groft, supplies/course 235; Hauff Mid-Am, sporting goods 388.35; Holiday Inn Express, lodging 91; Houghton Mifflin Co, workbooks 2909.48; Interstate Battery, batteries 559.90; James Valley Telecommunication, phone 451.76; Jerke Irrigation, service 373.27; Lab-aids, materials 70.20; Lakeshore Learning, materials 34.94; McGraw-Hill, workbooks 432.60; Menards, supplies 118.12; Music in Motion, supplies 731.75; National School Products, materials 256.28; Northwestern Energy, power 2673.44; Palos Sports, pe supplies 366.15; Pepper & Son, music 45.99; Perma Bound, books 1750.86; Plank Road Publ, music supplies 162.45; Popplers, music 109.70; Praxair, supplies 83.25; Prepaid checks, advance payments 918.08;

Really Good Stuff, supplies 1031.10; Riddell, eye shield 54.17; Runnings, supplies 16.78; Sanford Health, DOT physical 100; Scholastic, subs 1252.16; SASD, dues 412; School Datebooks 205.58; School Specialty, supplies 2373.92; SD Teacher Placement, adv 420; Sherwin Williams, paint 258.58; Alexz Smith, class 35; Supreme School Spec, supplies 141.32; Noelle Swanson, gas 66.05; Taylor Music, supplies/repairs 245; Teacher Innovations, plan books subs 259.20; Teachers Discovery, materials 65.39; TMS, timeclock 51.92; Tri-state, water 14; Vowac, workbooks 1192.80; Web, water 501.83. **Capital Outlay:** A&B Business, tables 1910.79; Apple Inc, tv 596; AVI Systems, tech 1039.50; BSN Sports, football jerseys 3850; Bullock Plumb, locker room repairs 8004.43; Carolina Biological, grant materials 386.03; Carpet Plus, flooring 23088.03; Cengage, textbooks 12025.63; CBP, copy mgmt. 251.06; Connecting Point, techeq & maint 9808.87; Decker Eq, locker room dividers 9777.36; Engel Music, digital piano 879; Goodheart publ, textbooks 633.04; Hauff Mid-America, sporting goods 2570.90; IXL Learning, licenses 2669; Lien Transproation, seal parking lot 5731.95; Marco Tech, software 360; McGraw-Hill, texts 416.86; MPS, text 841.67; Pearson Ed, online text 1447.11; Praxair, perkins grant materials 4512.43; prepaid checks, advance 290.74; Reality Works, perkins grant supplies 2742.30; Riverside Tech, tech eq 34877; School Outfitters, science tables 2312.72; School Spec, desk 578.43; Bill Spellman, stripe lot 886.99; Typingclub, software 407.40; Vanhatten Const, wall 5578.52; Varsity Spirit, skirts 136.40. **Special Education:** Avera St. Lukes, medical services 3579.32; Coop Purchasing, paper 122; Really Good Stuff, supplies 146.13; School Specialty, supplies 233.90. **Food Service:** Prepaid checks, advance pymt 230; Ramkota, lodging 91.99. **Non-Credit Program:** School Spec, supplies 130.21. **Prepaid Checks:** AT&T, phone 127.42; Cardmember Service, supplies 941.40; Dependable Sanitation, garbage 125; SNASD, registration 230; Warner School, Fees 15.

JULY 2017 PAYROLL (including taxes and benefits): Instruction \$86,871.57; Support \$37,860.24; Student Activities \$2,703.12; Special Education \$8,654.86; Food Service \$0; Non-credit Programs \$0. The following were additional wages paid: Bob Braasch, extra driver \$85.50; Josie Clemens, student help \$252.15; Zech Clemens, student help \$416.81; Doug Marie Fix, mileage \$16.80.

REPORTS: Mr. Rich Osborn: (1) LRC AD meeting was held August 9th. (2) Please watch the announcements for start times of VB matches. Times vary. (3) 36 of 48 parking spots have been reserved for the year for the home football games. (4) 7 students will be taking dual credit courses this semester. (5) Reminder that 9-12 students will need to report to the school Thursday, August 17th between 8:00 a.m. and 2:00 p.m. to check out their lockers, laptops, technology passwords, receive forms, pay lunch fees, pay activity fees and technology fees. Class changes can also be done at this time. (6) 6th grade and new middle school student orientation will be Monday, August 21st from 7:00 – 8:30 p.m. **Mr. Ryan Bruns:** (1) The custodial staff is nearly finished with cleaning and only minor details remain before the building is ready for the return of students. Thanks Bill, Shelly, and Nancy for keeping the facilities looking great. Thanks to summer helpers: Josie and Zech Clemens. (2) Certified staff and administration will attend the NSU Back to School Workshop on Wednesday August 16th. (3) Staff In-Service will be held on Monday August 21st. (4) the locker room project encountered some setbacks but should be completed this week. (5) There has been interest shown in possible podcasting or livestreaming board meetings. I have consulted with Mrs. Frericks and Mrs. Fischbach on the logistics of potentially doing this. (6) We are still looking into options for a new phone system for the school. **Mrs. Lisa Frericks:** (1) NW anticipated enrollment as of August 11th is 248. (2) The kitchen staff has been getting everything ready to go in the lunch room, including installation of a new steamer. (3) The Aquafina vending machine will be removed before school starts.

INFORMATION AND APPROVAL ITEMS (1) **Motion** by Mielke/Boekelheide to approve the employment contracts for Jerry Sauer, special education teacher \$20,000; Michael Smith, assistant football coach \$2,293; Rose Kramp, special education paraprofessional \$11 per hour (action 18-033). (2) **Motion** by Toennies/Boekelheide approval after the second reading of Meal & Unpaid Meal Policy as follows below (action 18-034). (3) **Motion** by Boekelheide/Mielke to approve the open enrollment applications 18-001, 18-002, 18-003, 18-004, 18-005, 18-006 (action 18-035). (4) **Motion** by Boekelheide/Mielke to approve the bus pick-up/drop off for Groton School District in Conde (action 18-036). (5) Accept public school exemption certificate. (6) **Motion** by Mielke/Boekelheide to approve the surplus of chorus chairs (action 18-037).

I Purpose:

-The goal of the Northwestern Area School District 56-7 is to provide students with healthy meals each day. However, unpaid charges place a financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

-The intent of this policy is to establish uniform meal account procedures throughout Northwestern Area School District. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Northwestern Area School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

II Policy:

-Full Pay Students – Preschool, Elementary, Middle School and High School Students will pay for meals at the district's published standard rate each day. A student will be allowed to charge a maximum of \$20 to their account. Once a student has charged to the maximum of \$20, he/she will not be allowed to charge for any Seconds or Extra or Extra Milks. The student will be allowed to receive a reimbursable meal, the cost of which will be added to their account.

-Free Meal Benefit - Free status students will be allowed to receive a free breakfast and lunch each day. Any extra entrée's or extra milks must be prepaid.

-Reduced Meal Benefit - Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum of six \$10 to their account after the balance reaches zero. Once a student has charged to the maximum of \$10, he/she will not be allowed to charge for any Seconds or Extra or Extra Milks. The student will be allowed to receive a reimbursable meal, the cost of which will be added to their account.

-Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.

-The school cafeteria possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at the school business office. This is done when students enroll at Northwestern.

-Students/Parents/Guardians pay for meals in advance with cash or a check payable to Northwestern Food Service. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

-Refunds for withdrawn, and graduating students; a refund will be given to students withdrawing or graduating if no other siblings are attending Northwestern. The balance of students who are graduating at the end of the year will be transferred to a sibling's account.

-Balances Owed collection of owed balances will be turned over to a credit collection service if not paid by the end of the school year, or at the discretion of administration

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

The next regular meeting of the Board is scheduled for Monday, September 11, 2017 at 8:00 a.m.

The meeting was declared adjourned upon a motion by Mielke/Boekelheide (action 18-038).

Troy Grandpre – Chairman

Lisa Frericks, Business Manager

I hereby certify that these minutes were e-mailed to the Aberdeen American News on Tuesday, August 15, 2017.

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