

**UNAPPROVED MINUTES OF THE SCHOOL BOARD  
NORTHWESTERN AREA SCHOOL DISTRICT #56-7  
REGULAR MEETING, JULY 10, 2017**

The regular meeting of the Northwestern Area School Board was held on July 10, 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 Toennies/Mielke (action #17-157).

**CONSIDERATION OF DISCLOSURE OF CONFLICT OF INTEREST AUTHORIZATION:**

**Motion** by Troske/Toennies to approve school board waiver from Troy Grandpre on a potential conflict of interest from voting on contract approval for his wife, Heather Grandpre (action 17-158). Mr. Grandpre will abstain from voting and signing the employment contract.

**MINUTES & FINANCIALS:** **Motion** by Mielke/Toennies to approve the minutes of the June 12, 2017, regular meeting without change (action 17-159). **Motion** by Mielke/Boekelheide to approve the adjusted financial statement for June 30, 2017, and order it placed on file (action 17-160). **General Fund:** Beginning Balance, \$1,283,568.65; Revenue: Taxes \$178,530.21; Interest \$377.27; 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 \$280,474.51; Title I Instruction \$17,691.65; Support Services \$123,648.58; Co-Curr \$13,689.90; Transfer out \$2,500, Ending Balance \$1,187,580.07. **Capital Outlay:** Beginning Balance \$1,053,267.02; Revenue: Taxes \$68,375.53; Perkins Grant Rec \$20,931.42. Expenditures: Instruction \$5,896.72; Support Services \$10,122.19; Co-Curr \$1,998.25, Ending Balance \$1,124,556.81. **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 pay the following current claims (action 17-161): **General Fund:** A-1 Sanitation, garbage \$628.98; Aberdeen American News, publish minutes 206.38; CBP, copy mgmt. 29.70; Megan Clemensen, mileage 200.76; Cole Paper, supplies 913.29; Dept of Heath, nursing 200; Duenwald Trans, repairs & maint 6106.40; Farmers Union Oil-Chelsea, fuel 594.37; Shelley Fischbach, mileage 118.44; Hauff Mid-Am, awards 193.90; Holiday Inn Express, lodging 279.80; James Valley Telecommunication, phone 460.31; Menards, supplies 24.40; MARC, supplies 396.51; Northwestern Energy, power 3423.57; Phone-n-fix, Ipad repairs 944.55; Praxair, supplies 83.03; Prepaid checks, advance pymt 328.01; Runnings, supplies 57.28; SD School Dist Benefits Fund, assessment 51384; Southeast Area Coop, workshop fees 740; TMS, time clock 51.92; Trust & Agency, co-curr fees 3135.07; Web, water 210.99. **Capital Outlay:** Carpet Plus, flooring 10122.19; CBP, copy mgmt. 267.47; Menards, materials 563.40; prepaid checks, advance 1042.11. **Special Education:** Avera St. Lukes, medical services 9091.48; prepaid Checks, advance 7.20; SD School Dist Benefits Fund, assessment 18136; Sioux Falls School Dist, tuition 562.14; Universal Pediatrics, medical services 1066. **Prepaid Checks:** AT&T, phone 137.56; Cardmember Service, supplies 1077.11; DCI, background check 43.25; Anthony Redman, gas 112.20; USPM, postage 7.20.

**JUNE 2017 PAYROLL** (including taxes and benefits): Instruction \$84,479.12; Support \$52,540.11; Student Activities \$2,699.41; Special Education \$20,585.91; Food Service \$726.38; Non-credit Programs \$4,298.66. The following were additional wages paid: Heidi Boekelheide, school board \$450; Bob Braasch, extra driver \$128.25; Josie Clemens, student help \$731.03; Zech Clemens, student help \$878.51; Doug Duncan, stipend \$200; Marie Fix, mileage \$52.08 Anne Frericks, NW Ink stipend \$1,500; Troy Grandpre, school board \$375; Dennis Jeschke, janitor help \$158.13; Rose Kramp, kitchen \$112.50; Mary Mielke, school board \$450; Jennifer Schell, NW Ink stipend \$1,500; Kayla Sparling, drivers ed \$3,784; Wendy Thorson, stipends \$220; Brett Toennies, school board \$450; Amy Troske, school board \$450.

**REPORTS:** **Mr. Rich Osborn:** (1) Coach Ben Buisker would like to have a football fundraisers selling koozies. **Mr. Ryan Bruns:** (1) Summer maintenance and cleaning continues at the school and new equipment, books, etc will all begin

arriving as the new school year approaches next month. (2) The asphalt apron for the bus garage has been installed and chipping and sealing of the parking lots will take place later this month. **Mrs. Lisa Frericks:** (1) Reviewed new telephone equipment quotes. (2) The financial statements are being completed to submit the annual report to the DOE in the next month.

**INFORMATION AND APPROVAL ITEMS** (1) **Motion** by Toennies/Troske to approve the employment contracts for Hannah Maas, ms aide \$10.50 per hour; Kristina Bloomhall, kitchen help \$10 per hour; Roni Levtzow, pk/sped elem para \$10.50 per hour and Heather Grandpre, elem para \$10 per hour. Grandpre abstained from this vote (action 17-162). (2) **Motion** by Troske/Toennies to approve the staff & student handbook changes and to the extra-curricular policy (action 17-163). (3) **Motion** by Mielke/Boekelheide to approve the following supplements & changes in fixed assets to the fiscal year 2017 budget: General Fund: Increase Elementary Education (Function 1111) by \$17,800 funded from cash reserves; Increase Middle School Education (Function 1121) by \$7,000 funded from cash reserves; Increase High School Education (Function 1131) by \$37,000 funded from cash reserves; Increase Title Reading (Function 1273) by \$1,900 funded from cash reserves; Increase Improvement of Instruction (Function 2219) by \$1,000 funded from cash reserves; Increase Principal Office (Function 2410) by \$1,200 funded from cash reserves; Increase Fiscal (Function 2529) by \$5,000 funded from cash reserves; Increase Operations & Mtnc (Function 2549) by \$13,000 funded from cash reserves; Increase Placement Services (Function 2642) by \$200 funded from cash reserves; Increase Boys Basketball (Function 6120) by \$600 funded from cash reserves; Increase Girls Basketball (Function 6210) by \$200 funded from cash reserves. Increase Co-Curricular (Function 6930) 2,600. Capital Outlay: Increase High School (Function 1131) by \$2,500 funded from cash reserves. Special Education: Increase Mild to Moderate (Function 1221) by \$10,000 funded from cash reserves; Increase Early Childhood (Function 1226) by \$2,200 funded from cash reserves. Pension: Increase High School (Function 1131) by \$350 funded from cash reserves; Increase Improvement of Instruction (Function 6219) by 100 funded from cash reserves. Changes in fixed assets include additions of seal & stripe parking lot \$13,969; air conditioner in band/chorus room \$18,353; lockers in boys locker room \$9,949; new entrance doors \$9,905; stage sound system \$10,975; bus garage \$283,020; Perkins Grant Equipment – weld live guidance system \$6,598; microscop kit \$9,555 (action 17-164). (4) **Motion** by Boekelheide/Mielke to accept the resignation from Marie Fix and want to thank her for all the dedicated service she’s given to Northwestern (action 17-165). (5) Accept public school exemption certificate. (6) **Motion** by Mielke/Toennies to approve the surplus of typewriter desks, small chairs (early elementary size), old office desks, counter-tops (action 17-166). (7) First reading of Meal & Unpaid Meal Policy as follows:

### **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 meeting was declared adjourned upon a motion by Mielke/Toennies (action 17-167).

Troy Grandpre – Chairman

Lisa Frericks, Business Manager

I hereby certify that these minutes were e-mailed to the Aberdeen American News on Tuesday, July 11, 2017. Published at an approximate cost of \$\_\_\_\_\_. Lisa Frericks, Business Manager