

**UNAPPROVED MINUTES OF THE SCHOOL BOARD  
NORTHWESTERN AREA SCHOOL DISTRICT #56-7  
REGULAR MEETING, OCTOBER 8, 2018**

The regular meeting of the Northwestern Area School Board was held on October 8, 2018, at the school in Mellette with the following present: Troy Grandpre, Mary Mielke, Brett Toennies, Amy Troske and Heidi Boekelheide. Others present: Lisa Frericks, Rich Osborn, and Ryan Bruns. 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/Toennies (action #19-047).

**CONSIDERATION OF DISCLOSURE OF CONFLICT OF INTEREST AUTHORIZATION:** None.  
**BOARD COMMUNICATIONS AND INTRODUCTION OF VISITORS – OPEN FORUM:** None

**MINUTES & FINANCIALS:** **Motion** by Mielke/Toennies to approve the minutes of the September 17, 2018, regular meeting without change (action 19-048). **Motion** by Troske/Boekelheide to approve the adjusting journal entries for September 30, 2018 (action 19-049). **Motion** by Troske/Mielke to approve the unadjusted financial statement for September 30, 2018, and order it placed on file (action 19-050). **General Fund:** Beginning Balance \$1,032,381.87; Revenue: Taxes \$3,573.78; Interest \$1,169.62; Co-Curr/Student Act \$3,970; Ins Proceeds 1,377.55; Medicaid Admin \$1,028.79; Other Local Revenues \$500; County Apportionment \$895.49; State Revenues \$19,148; Other Federal Revenues \$5,110.74. Expenditures: Instruction \$99,349.38; Title I \$6,410.59; Support Services \$83,473.28; Co-Curr \$8,218.50; Ending Balance \$871,704.09. **Capital Outlay:** Beginning Balance \$1,232,399.71; Revenue: Taxes \$857.34; Other Local Revenues \$5,000. Expenditures: Instruction \$6,477.06; Support Services \$123,554.59; Ending Balance \$1,108,225.40. **Special Education:** Beginning Balance \$330,421.31, Revenue: Taxes \$452.04; Medicaid \$413.90. Expenditures: Instruction \$18,797.22; Payment to Coops \$13,246.78; Administration \$919.58, Ending Balance \$298,323.67. **Food Service:** Beginning Balance \$22,318.92, Revenue: Breakfast/lunch Sales \$5,244.95. Expenditures: Payroll \$4,446.11; Food Purchases \$5,274.36; Supplies & Services \$1,224.42, Ending Balance \$16,618.98. **Non-Credit Programs:** Beginning Balance \$1,169.26, Revenue: Preschool Fees \$440. Expenditures: Preschool Payroll \$2,225.86; Ending Balance (\$616.60). **Trust & Agency:** Beginning Balance \$156,922.49; Receipts \$47,456.86; Disbursements (\$37,844.86); Ending Balance \$166,534.49. **Motion** by Toennies/Mielke to pay the following current claims (action 19-051): **General Fund:** A-1 Locksmithing, keys 12.50; Aberdeen Chrysler, repairs 54.11; Auto Value, supplies 20.57; ABC, batteries 54; Bledsoe Chiro, physical 80; Ryan Bruns, CDL expense 35; Cengage Learning, simulation 861; Central States Trans, CDL testing 90; CBP, copy mgmt. 25.62; Cole Papers, supplies 649.84; Community Memorial Hosp, ambulance 95; Core Ed Coop, online courses 2860; Court Street Lighting, lights 36; Creative Ideas, play script 12; Daktronics, parts 1315; Dependable Sanitation, garbage 308; DCI, background check 86.50; Duenwald Transportation, repairs 1086.26; Dustex, mops 44.25; Farmers Union Oil-Chelsea, fuel 4211.59; Hauff Mid-America, supplies 305.74; Jerke Irrigation, repairs 382.68; LRC, dues 300; Mac's, supplies 5.74; Menards, supplies 88.69; MARC, supplies 399.05; NE Area Prins Assoc, dues 70; NSU, parade fees 60; Northwestern Energy, power 4014.85; NW Ink, bus shirts 124.61; Palmer's Plumbing, repairs 411.68; Pepper & Sons, music 11.25; Perma Bound, books 139.65; Praxair, supplies 113.68; Prepaid checks, advance payments 3038.99; Jason Rahm, hauling 150; Runnings, supplies 225.08; Scholastic, magazines 1093.31; School Specialty, supplies 429.50; Carolina Spielman, fingerprint fees 15; Steven Lust Auto, repairs 51.25; Taylor Music, supplies/repairs 137.28; TMS, timeclock 61.06; Tri-state, water 95.50; Web, water 522.41. **Capital Outlay:** ABC, checkout alarm system 659; Carpets Plus, locker room materials 2077.60; CPB, copy mgmt. 230.68; Connecting Point, equipment 514.77; Hauff Mid-Am, backboards & sports eq 5890.20; Pearson Ed, textbooks 1115.89; Prepaid Checks, advance pymts 1842.87; School Specialty, chairs 316.44. **Special Education:** Avera St. Lukes, medical services 3810; Community Memorial Hosp, medical services 119.11; Houghton Mifflin, forms 76.45; Prepaid Checks, advance payments 424.87; Universal Pediatrics, nursing service 625. **Food Service:** Ameripride, towel service 116.09; CWD, food 4276.52; Cole Papers, supplies 76.77; Deans, milk 847.34; General Parts, parts 202.96; Kesslers, food 4.15; SD DOE, commodities 96.08; US Foods, food 1901.85; Woodmans Refrigeration, repairs 367.43. **Prepaid Checks:** AT&T, cell 146.50; Brandon Ashalintubbi, fingerprint fee 15; Julie Bjerke, referee 132.04; Bon Homme HS, fees 125; Cardmember Service, supplies 1651.07; Val Devine, referee 104.32; DCI, background check 86.50; Goverlan, software 200; Ipswich Boosters, VB fees 25; Mathcounts Foundation, fees 120; Miller School, XC Fees 50; NSU, chorus clinic 48; Monica Pelton, referee 104.32; Redfield School, dance fee 35; Roncalli HS, XC fee 40; Deb Schlagel, referee 85; Erin Schroeder, referee 170; Spink Co Treas, bus license 21.20; US Postmaster, postage 27.11; VanHatten Const, contractor 1842.87; Walmart, supplies 192.80; Muriah Wolf, referee 85.

**SEPTEMBER 2018 PAYROLL** (including taxes and benefits): Instruction \$98,831.87; Support \$53,114.79; Student Activities \$3,163.47; Special Education \$19,412.70; Food Service \$4,446.11; Non-Credit Program \$2,225.54. The following were additional wages paid: Kris Boekelheide, sub \$70; Terry Bohl, sub driver \$208; Bob Braasch, sub driver \$139; Thomas Carlson, bus driver \$55; Zech Clemens, student janitor \$30.98; Moira Duncan, student janitor \$50.89; Laura Haven, sub/driver \$165; Jessica Remily, sub \$134; Kathleen Ruesink, sub \$290; Don Stahl, sub driver \$149; Laura Steward, sub teacher \$225; Rachel Vincent, kitchen \$537.50.

**REPORTS: Mr. Rich Osborn:** (1) Spink County POD is October 31<sup>st</sup>. (2) Region XC Meet is Wednesday at Webster, the state meet is October 20<sup>th</sup> in Sioux Falls. (3) NW will be attending the marching band competition in Groton on Friday, October 12<sup>th</sup>. (4) State competition dance is October 19<sup>th</sup> in Brandon. (5) Juniors will be taking PSAT tests on Wednesday, October 10<sup>th</sup>. (6) Parent-Teacher Conferences will be October 24<sup>th</sup> from 2:30 – 7:00 p.m. (7) Region VB tournament will be held in Webster on October 29<sup>th</sup>, at the high seeds on October 30<sup>th</sup> and at the Civic Arena on November 1<sup>st</sup>. (8) There will be a Veterans Day Program on November 12<sup>th</sup> at 10:00. Entire community is welcome to attend. We especially would like to invite all veterans and family of veterans to attend. **Mr. Ryan Bruns:** (1) Staff has given very positive feedback for SAVE Yourself training presented by Chad Sheehan at the September 21<sup>st</sup> in-service. **Mrs. Lisa Frericks:** (1) Eide Bailly will be here this week working on the audit. (2) Thank you to 3M for all the donated supplies.

**INFORMATION AND APPROVAL ITEMS** (1) **Motion** by Boekelheide/Toennies to approve the Facility Use Agreement for Core Kinetics on May 30 & 31, 2018 (action 19-052). (2) Reviewed the first reading of the School Board Ethics Policy. (3) **Motion** by Mielke/Toennies to appraise the bus declared surplus at \$2500. NW will be taking sealed bids for this bus until Friday, November 2<sup>nd</sup>. The sealed bids need to be in by 3:55 p.m. as we will be opening the bids on Friday, November 2<sup>nd</sup>, 2018 at 4:00 p.m. (action 19-053). (4) **Motion** by Troske/Mielke to approved volunteers Stacey Gehring and Michelle Schmitt (action 19-54).

School Board Ethics Policy (first reading):

Members of the District's Board of Education are elected or appointed officials of local government, and responsible for governing the educational system of the Northwestern School District. Each Board of Education governing board member shall:

1. Adhere to the principle that the responsibility of the school board is to govern the District, which includes but is not limited to establishing goals, planning, developing effective policies, and evaluation;
2. Practice good stewardship of the District's resources;
3. Leave the daily administration of the schools to the Superintendent;
4. Continue professional development;
5. Recognize and follow the legal principles that (a) the authority vests with the majority of the members of the governing board when assembled in meetings as authorized by law, (b) no individual school board member has, or a minority of school board members have, the legal right to bind the District, and (c) no individual school board member may make decisions on behalf of the District unless upon approval of a majority of school board members.
6. Make informed decisions on matters brought before the school board;
7. Recognize and adhere to the policy that it is the responsibility of the school board to plan, make, implement, appraise, and enforce policies and that it is not the responsibility of the school of the school board to plan, make, implement, appraise, and enforce policies and that it is not the responsibility of the school board or school board members to run the day-to-day operations of the District;
8. Observe and enforce federal and state laws and regulations;
9. Respect the limited intent and scope of executive sessions as set forth in statute;
10. Respect confidential communications made during executive sessions held pursuant to SDCL 1-25-2 and shall not divulge privileged communications made during executive session held pursuant to SDCL 1-25-2 unless required by law, and shall respect confidential communications related to students and employees, and shall not discuss such confidential information at home, at work or in public;
11. Distinguish between personal views and those of the school board when making public comments regarding school district matters;

12. Present information to the school board without distortion and accurately represent facts concerning school district matters in direct or indirect public statements;
13. Maintain professional relationships in a manner which are free of vindictiveness, recrimination and harassment;
14. Refer persons having complaints to the applicable complaint policy and appropriate school administrator; refrain from giving an opinion on the merits of the complaint unless, following the complaint procedure required in the school board complaint policy, the matter is before the school board;
15. Respect the legitimacy of the goals and interests of other school board members and respect the rights of other school board members to pursue goals and policies different from their own;
16. Respect, require and contribute to the maintenance of order and decorum in proceedings before the school board;
17. Be honest, patient, dignified, and courteous to those with whom he/she deals with in his/her official capacity;
18. Diligently discharge responsibilities and dispose promptly of the business of the school district for which he/she is responsible;
19. Inform the school board president or school district business manager as soon as possible upon learning that he/she will not be in attendance at a school board meeting;
20. Refrain from personal, professional, business and financial dealings that interfere with or are in conflict with, or give the appearance of interfering with or being in conflict with, the performance of official duties;
21. Not use the office of a school board member to promote political candidates or partisan political activities;
22. Not accept nor offer any gratuities, gifts, services, or things of value that (a) impair professional judgment, (b) offer special advantage or benefit to any person or organization, or (c) provide a direct or indirect personal benefit.
23. Not commit any act of moral turpitude or gross immorality;
24. Render a decision as a school board member only after having discussed the matter with other board members in a legal school board meeting, after having reviewed applicable information and data, and after having considered recommendations including but not limited to recommendations from school administration;
25. Support Board decisions made by the majority of governing board members, subject to a board member's right to formally make a motion at a school board meeting to have the decision reconsidered or rescinded;
26. Not have any direct pecuniary interest in a contract with the school district or furnish directly any labor, equipment or supplies to the district unless the amount involved is less than five thousand dollars (\$5,000).
27. Not participate in the discussion or vote on any issue in which I have an actual or the potential of a conflict of interest in the following circumstances:
  - a. "direct pecuniary interest, (a matter benefiting the board member's own property or affording a direct financial gain);
  - b. An "indirect pecuniary interest" (a matter that financially benefits one closely tied to the board member, such as an immediate family member or an employer);
  - c. A "direct personal interest" (a matter that benefits a blood relative or close friend in a non-financial way); and
  - d. An "indirect personal interest" (a matter in which the board member individual's judgment may be affected because of membership in some organization and a desire to help that organization further its policies); or
  - e. When at least two-thirds of the governing board members vote that there is an identifiable conflict of interest that should prohibit the member from voting on a specific matter.
28. Pursuant to SDCL 1-25-2(1), the Board of Education may enter into executive session to discuss the performance of an elected school board member, which may include discussing a perceived or alleged violation of this policy. Should the majority of the school board members determine that a school board member has violated one or more provisions of this policy, the school board may, in open session, reprimand the school board member for a violation of the School Board Member Code of Ethics.

#### ACKNOWLEDGEMENTS:

Congratulations to the following:

-Homecoming Royalty, King Seth Wood & Queen Samantha Olson.

- Northwestern marching band on receiving a Gold rating at Gypsy Days!
- Riley Grandpre for her 1000<sup>th</sup> kill!
- The All State Chorus Quartet of Moira Duncan, Bailey Heim, Sawyer Styles, and Zeke Duncan.
- Sydney Schell for being selected as Athlete of the Week.

The next regular meeting of the Board is scheduled for Monday, November 12, 2018 at 8:30 a.m.

The meeting was declared adjourned upon a motion by Mielke/Boekelheide (action 19-055).

Troy Grandpre – Chairman

Lisa Frericks, Business Manager

I hereby certify that these minutes were e-mailed to the Redfield Press on Wednesday, October 10, 2018. Published at an approximate cost of \$\_\_\_\_\_. Lisa Frericks, Business Manager