

**UNAPPROVED MINUTES OF THE SCHOOL BOARD
NORTHWESTERN AREA SCHOOL DISTRICT #56-7
REGULAR MEETING, OCTOBER 14, 2019**

The regular meeting of the Northwestern Area School Board was held on October 14, 2019, at the school in Mellette with the following present: Amy Troske, Heidi Boekelheide, Troy Grandpre, Mary Mielke and Kevin Nash. 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 Troske with the Pledge of Allegiance to the Flag. The agenda was approved upon a **motion** by Grandpre/Mielke (action #20-051).

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

MINUTES & FINANCIALS: **Motion** by Mielke/Boekelheide to approve the minutes of the September 9, 2019, regular meeting without change (action 20-051). **Motion** by Nash/Boekelheide to approve the adjusting journal entries for September 30, 2019 (action 20-052). **Motion** by Boekelheide/Grandpre to approve the unadjusted financial statement for September 30, 2019, and order it placed on file (action 20-053). **General Fund:** Beginning Balance \$844,336.55; Revenue: Taxes \$8,537.43; Interest \$1,914.22; Co-Curr/Student Activities \$4,048; Contributions \$215; County Apportionment \$1,492.93; State Revenues \$17,825.74; Other Federal Revenues \$1,012.50. Expenditures: Instruction \$105,106.20; Title I \$6,623.78; Support Services \$80,654.37; Co-Curr \$8,033.30; Ending Balance \$678,964.72. **Capital Outlay:** Beginning Balance \$1,547,025.54; Revenue: Taxes \$4,202.19. Expenditures: Instruction \$4,493.65; Support Services \$33,328.74; Co-Curricular Activities \$194.70, Ending Balance \$1,513,210.64. **Special Education:** Beginning Balance \$384,438.07, Revenue: Taxes \$2,187.46; Medicaid \$31.76. Expenditures: Instruction \$19,931.94; Payment to Coop \$14,790.88; Administration \$933.43, Ending Balance \$351,001.04. **Food Service:** Beginning Balance \$44,547.95, Revenue: Sales \$4,769.75. Expenditures: Payroll \$5,126.35; Food Purchases \$8,628.37; Supplies & Services \$506.23, Ending Balance \$35,056.75. **Non-Credit Programs:** Beginning Balance (\$98.83), Revenue: Preschool Fees \$240. Expenditures: Wages \$1,770; Ending Balance (\$1,628.83). **Trust & Agency:** Beginning Balance \$153,235.98; Receipts \$59,092.44; Disbursements (\$51,768.99); Ending Balance \$160,559.43. **Motion** by Grandpre/Nash to pay the following current claims (action 20-054): **General Fund:** Agtegra, parts 22; Allied Climate Prof, boiler maint 2335.73; Around the World, yoyo's 522.90; BHSU, stock market sim 50; Clayton Blachford, spray 40.90; Blick Art, supplies 862.72; Carolina Biological, supplies 149.62; CBP, copy mgmt. 111.21; Jessica Cihak, dues 125; Cole Papers, supplies 1653.99; Comm Memorial Hosp, ambulance fee 380; Connecting Point, network 320; Core Ed Coop, online classes 13325; Dakota Electronics, repairs 224; Days Inn, lodging 154; Decker Eq, signs 187.41; Dependable Sanitation, garbage 335; Downies Piano, tuning 235; Duenwald Transportation, repairs 2336.77; Dustex of Abdn, mops 165.90; Farmers Union-Chelsea, fuel/service 5245.69; Jolinda Finley, OI scripts 74.70; Anne Frericks, supplies 200; Golden West, docking 240; House of Glass, glass repairs 733; James Valley, telephone 260.76; Learn360, license 504.60; Menards, supplies 130.37; MARC, supplies 672.94; Northwestern Energy, power 4342.31; Perma Bound, books 139.64; Popp Binding, lamination 300.12; Praxair, supplies 119.63; Prepaid checks, advance pmt 4963.34; Pressure Washer Central, repairs/supplies 528.36; Productivity Plus, parts 52.63; Redfield Clinic, DOT physical 116; Redfield Press, publishing 154.38; Riddell, supplies 312.47; Megan Rozell, supplies 200; Runnings Supply, supplies 356.71; Sanford Health, DOT physical 100; SASD, workshop 125; School Specialty, supplies 235.36; SDACTE, dues 202; Sheehan Strategic Solutions, assembly 2450; Taylor Music, repairs/supplies 591.97; TMS, timeclock 50.34; Tri-State, water 217.50; Web, water 386.22; Dennis Welch, license fees 63. **Capital Outlay:** American Solutions, tables 596; CPB, copy mgmt. 1000.97; McGraw-Hill, textbooks 717.11; Pearson Education, textbooks 275.96. **Special Education:** Blick Art, supplies 120.02; Community Memorial, medical services 114.11; Prepaid Checks, advance pmt 3.34; Professional Hearing Services, service 1256; Universal Pediatrics, nursing services 312.50; parent, mileage 210. **Food Service:** Ameripride, towels 395.81; CWD, food 4920.63; Dean Foods, milk 1176.81; Kesslers, food 10.57; Menards, supplies 13.47; MARC, supplies 126; Prepaid Checks, advance pmt 26.54; US Foods, food 3128.03. **Prepaid Checks:** Julie Bjerke, referee 264.08; Cassi Bloom, referee 85; Vern Bogue, referee 125; Bon Homme School, vb fee 125; Greg Cantine, referee 125; Kevin Cantine, referee 224.96; Cardmember Service, supplies 664.89; Mike Dahl, referee 125; Deuel School, XC fee 45; Val Devine, referee 189.32; CJ Huber, referee 125; Ipswich Boosters, vb fees 35; James Valley, telephone 247.47; Jeff Jorgenson, referee 235.04; Cole Kukowski, referee 125; Darren Lorenz, referee 144.32; Jason Mack, referee 125; Miller School, XC fee 50; Jordan Moench, referee 125; Dan Nikolas, referee 85; NSU Band, chorus clinic 30; Angela Ostrander, supplies 125.46; Monte Robinson, referee 125; Dan Runia, referee 125; Paul Schmig, referee 125; Spink Co Clerk of Courts, fee 5; Jordan Sutton, referee 125; Erin Schroeder, referee 102.64; US Postmaster, postage 189.85; Steve Vanheere, referee 125; Walmart, supplies 125.33; Webster School, XC fee 40; West Interactive Services, school messenger 562.50; Wolsey School, vb fee 20.

SEPTEMBER 2019 PAYROLL (including taxes and benefits): Instruction \$102,462.53; Support \$53,645.63; Student Activities \$5,226.09; Special Education \$18,152.05; Food Service \$5,126.35; Non-Credit Programs \$1,770. The following were additional wages paid: Scott Boone, painting \$600, Shelly Borge, extra driving/kitchen \$747.50; Zech Clemens, student help \$18.20; Jolinda Finley, sub teach 340; Shelley Fischbach, stipend \$200; Heather Grandpre, tickets \$20; Isaac Groft, sub teach \$50; Jessica Halvorson, tickets \$20; Laura Haven, sub teach \$50; Rose Kramp, sub \$356; Roni Levtzow, coaching \$1,511; Kayla Mielitz, stipend \$400; Shelby Peterson, sub \$47.50; Wade Rozell, painting \$600; Jennifer Schell, stipend \$200; Kayla Sparling, tickets \$20; Doug Stahl, extra driving \$145; Laura Steward, sub teach 470.

REPORTS: **Mr. Rich Osborn:** (1) MS Music Festival is Oct 15th. (2) Region XC meet is Wednesday, Oct 16th. (3) the 1st Annual Northwestern Invitational VB Tournament is October 19th. (4) State Competition Dance is Friday October 25th in Aberdeen. (5) Juniors will be taking PSAT tests on October 16th. (6) Region VB to be held November 4th and 5th at the site of the highest seed. (7) There will be a Veterans Day Program on November 11th at 10:00 a.m. Everyone in the community is invited to attend. **Mr. Ryan Bruns:** (1) Parent/Teacher conferences will be held on October 25th beginning at 1:30. (2) We are researching a potential new online webhosting service for the school website. (3) NW is looking into a hotspot for activity buses. (4) Reviewed Smarter Balanced scores. **Mrs. Lisa Frericks:** (1) Auditors from Eide Bailly were here doing their field work for the FY2019 audit. (2) NW met the teacher compensation accountability and is in compliance with the general fund cash balance. (3) We are still looking for help in the kitchen.

INFORMATION AND APPROVAL ITEMS: (1) **Motion** by Boekelheide/Mielke to approve the open enrollment applications for 20-15, 20-16, 20-17, 20-18, 20-19, 20-20, 20-21, 20-22, 20-23, 20-24 (action 20-055). (2) **Motion** by Boekelheide/Grandpre to approve volunteers as follows: Darby Duncan (action 20-056). (3) **Motion** by Mielke/Nash to approve surplus of scrubber and donate it to the community center (action 20-057). (4) Discussed facility upgrades such as a/c in the big gym, PA system and bell system for the school. (5) **Motion** by Mielke/Nash to approve the Code of Conduct for Food Service Policy after the second reading (action 20-058). (6) Tabled approving the Code of Employee Use of Networking Sites Policy.

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.

ACKNOWLEDGEMENTS:

- Madalyn Groft for being named *Aberdeen American News* Athlete of the Week and for her 3,000 career assist.
- Annie Dvorak on her 1st Place finish in 7th grade division at Groton Math Counts..
- Madalyn Groft, Sydney Schell, and Hannah Schentzel for making the Redfield All-Tournament Team.

The next regular meeting of the Board is scheduled for Monday, November 11, 2019 at 8:30 a.m.

The meeting was declared adjourned upon a motion by Grandpre/Mielke (action 20-059).

Amy Troske –Chairman

Lisa Frericks, Business Manager

I hereby certify that these minutes were e-mailed to the Redfield Press on Wednesday, October 16, 2019. Published at an approximate cost of \$_____. Lisa Frericks, Business Manager