

UNOFFICIAL MINUTES OF THE ANNUAL SCHOOL BOARD MEETING

THE SCHOOL BOARD OF BELLE FOURCHE SCHOOL DISTRICT NO. 9-1 MET IN REGULAR SESSION ON MONDAY, JULY 12, 2021, AT THE BELLE FOURCHE SCHOOL DISTRICT ADMINISTRATION OFFICE with president Tammy Clem presiding and members Wayne Gilbert, Jean Helmer, Nita Justice, Tara Knapp and Mike Tyndall present. Board member Scott Reder was absent. Administration present: Superintendent Steve Willard, Business Manager Susan Proefrock, Principals Julie Hatling, Kevin Smidt and Mathew Raba, Activities Director Adam Nowowiejski, Special Education Director Caleb Case and Director of Facilities and Transportation Tommy Coyle. Visitors: Greg Krajewski, Bryan Lessly and Lacey Peterson.

Unless otherwise noted, all Board action was by unanimous decision.

President Clem called the meeting to order at 5:15 p.m. Clem led everyone in the Pledge of Allegiance.

Motion Helmer, second Gilbert to approve the agenda as amended. Motion carried.

During Open Forum Greg Krajewski commented on the 2021-2022 budget.

Routine Business

Motion Tyndall, second Justice to approve the June financial statement as presented and the financial report for the Agency Funds Beginning Balance \$194,142.84, Income \$20,831.68, Expenditures \$35,622.04, Ending Balance \$179,352.48 and the financial report for Private Purpose Trust Funds Beginning Balance \$23,982.45, Income \$0.12, Expenditures \$515.00, Ending Balance \$23,467.57. Motion carried. Also presented were the financial year end reports for High School and Middle School Agency Funds and Private Purpose Trust Funds.

Motion Gilbert, second Helmer to approve the meeting minutes of June 7, 2021. Motion carried.

Motion Gilbert, second Knapp to approve the claims for payment as presented. Total Prepaid Claims by fund: General Fund \$677,688.62; Special Education \$132,424.48 and Food Service \$4,143.98. Total Current Claims by fund: General Fund \$415,893.85; Capital Outlay \$527,922.36; Special Education \$20,542.20; and Food Service \$24,202.30. Motion carried.

Reports

Administrative reports were given.

Helmer reported on the Black Hills Special Services Cooperative (BHSSC) meeting held in June 2021.

School Reopening Plan

Motion Gilbert, second Knapp to hold second reading and final approval of the 2021-2022 School Reopening Plan as presented. Motion carried.

2021-2022 Budgets

Motion Tyndall, second Gilbert to adopt the 2021-22 budgets as follows: LET IT BE RESOLVED, that the School Board of Belle Fourche School District, after duly considering the budget and its changes thereto, to be published in accordance with SDCL 13-11-2, hereby approves and adopts its budget and changes thereto, to be its Annual Budget for the fiscal year July 1, 2021 through June 30, 2022. The adopted Annual Budget totals are as follows:

General Fund \$10,450,000.00; Capital Outlay Fund \$3,510,000.00; Special Education Fund \$2,500,000.00; Food Service Fund \$742,000.00; Other Enterprise Fund \$1,000.00; and Debt Service Fund \$42,750.00.

Tax rates/levies certified to the County Auditor will be as follows:

General Fund – Request Max - Ag \$1.409/\$1,000 of taxable valuation, Owner Occupied \$3.153/\$1,000 of taxable valuation, and Commercial/Other \$6.525/\$1,000 of taxable valuation; Capital Outlay Fund \$2,300,000; Special Education Fund – Request Max \$1.670/\$1,000 of taxable valuation.

The changes from the proposed to adopted budget are as follows:

	OTHER ENTERPRISE
MEANS OF FINANCE:	
Other Revenue	1,000
TOTAL MEANS OF FINANCE	1,000
APPROPRIATIONS:	
Other Community Services	1,000
TOTAL APPROPRIATIONS	1,000

No changes to General Fund, Capital Outlay, Special Education Fund, Debt Service Fund QSCB 2010 and Food Service Fund since the Budget Hearing on June 7, 2021.

President Clem recognized board member Jean Helmer for her nine years of dedicated service to the Belle Fourche School District 9-1. A plaque of appreciation was presented to Mrs. Helmer.

Business for Fiscal Year 2020-21 having been completed, the meeting adjourned at 5:40 p.m.

The Board reconvened at 5:41 p.m. with Superintendent Willard acting as temporary chairperson and the following members present: Tammy Clem, Wayne Gilbert, Nita Justice, Tara Knapp, Greg Krajewski and Mike Tyndall. Board member Scott Reder was absent.

The oath of office was administered by Business Manager Proefrock to Nita Justice, Tara Knapp and Greg Krajewski. Justice, Knapp and Krajewski are beginning three-year terms as board members.

Superintendent Willard declared nominations were open for board president.

Tyndall nominated Clem for board president. Krajewski nominated Tyndall for board president. Tyndall declined the nomination. Superintendent Willard called for any further nominations. No further nominations were made.

Motion Gilbert, second Justice that nominations cease, and a unanimous vote be cast for Clem as president. Motion carried.

President Clem called for nominations for board vice-president.

Tyndall nominated Reder for board vice-president. Krajewski nominated himself for board vice-president. President Clem called for any further nominations. No further nominations were made.

Each member cast his/her vote for board vice-president on a ballot. Business Manager Proefrock tallied the votes and Reder was declared board vice-president.

SDCL 3-23 Disclosure Requirement

Board Member Tammy Clem is employed by Scott Peterson Motors and the Belle Fourche School District purchases vehicles from local car dealerships including Scott Peterson Motors (direct benefit in a contract). Motion Gilbert, second Justice that the School Board has determined no conflict in this disclosure. Motion carried. (Clem abstained).

Board Member Nita Justice's daughter, Brandi Vansickle, is employed by the School District as a school nurse (interest in a contract). Motion Tyndall, second Clem that the School Board has determined no conflict in this disclosure. Motion carried. (Justice abstained).

Board Member Mike Tyndall is president of one of the local banks, First Interstate Bank, which does business with the School District (direct benefit in a contract). Mike Tyndall's son, Jackson and Logan Tyndall, are employed by the School District with the summer buildings and grounds crew (direct benefit in a contract). Motion Justice, second Knapp that the School Board has determined no conflict in these disclosures. Motion carried. (Tyndall abstained).

Board Member Scott Reder's wife, Angela Reder is contracted by the School District through BHSSC as the Curriculum/Assessment Coordinator (direct benefit in a contract). Motion Justice, second Clem that the School Board has determined no conflict in this disclosure. Voting Yes: Clem, Justice, Knapp, Krajewski and Tyndall. Voting No: Gilbert. Absent: Reder. Motion carried.

Board Member Tara Knapp owns and operates Subway Restaurants and Dairy Queen in Belle Fourche and on occasion contracts meals with the School District's Food Service Management Company Lunchtime Solutions Inc. (direct benefit in a contract). Board Member Tara Knapp's mother-in-law Jolleen Knapp is employed by the School District as a middle school teacher (interest in a contract). Motion Justice, second Gilbert that the School Board has determined no conflict in these disclosures. Motion carried. (Knapp abstained).

Board member Greg Krajewski's wife, Lesa is employed by the School District as a high school teacher (direct benefit in a contract). Motion Justice, second Tyndall that the School Board has determined no conflict in this disclosure. Voting Yes: Clem, Justice, Knapp and Tyndall. Voting No: Gilbert. Absent: Reder. Motion carried. (Krajewski abstained).

Superintendent Dr. Steve Willard's son-in-law, Tommy Coyle is employed by the School District in the position of Director of Facilities and Transportation (interest in a contract). Dr. Willard's son-in-law, Kyle Webb is employed by the School District as a high school teacher (interest in a contract). Dr. Willard's nephew Tate Bouman is employed by the School District as a high school teacher (interest in a contract). Dr. Willard's niece by marriage, Taylor Krogman is employed by the School District as a special education teacher (interest in a contract). Dr. Willard's grandson, Jordan Sandoval, is employed by the School District on the summer cleaning crew (interest in a contract).

Motion Tyndall, second Clem that the School Board has determined no conflict in these disclosures. Motion carried.

Business Manager Susan Proefrock's sister, Mary Riley owns the Office Emporium store in Belle Fourche and the School District purchases office supplies from the store (interest in a contract). Susan's husband, Dan Proefrock is employed by the School District as the food delivery truck driver and maintenance (direct benefit in a contract). Erica Proefrock, daughter of Susan Proefrock, is co-owner of Column Greens, a hydroponics farm in Spearfish and on occasion contracts leafy green and culinary herbs with the School District's Food Service Management Company Lunchtime Solutions Inc. (interest in a contract.). Susan is a board member on Black Hills Educational Benefits Cooperative (direct benefit in a contract). Motion Justice, second Gilbert that the School Board has determined no conflict in these disclosures. Motion carried.

High School Principal Mathew Raba's wife, Jammie Raba is employed by the School District as a middle school teacher (direct benefit in a contract) and a brother-in-law Tommy Coyle is employed by the School District in the position of Director of Facilities and Transportation (interest in a contract). Motion Gilbert, second Knapp that the School Board has determined no conflict in these disclosures. Motion carried.

Activities Director Adam Nowowiejsk's children, Colby, Devin and Kailey Nowowiejski, are employed by the School District with the summer buildings and grounds crew and cleaning crew (direct benefit in a contract). Motion Tyndall, second Clem that the School Board has determined no conflict in these disclosures. Motion carried.

Appointments of Board Members to Black Hills Special Services Cooperative Board of Directors - Two (2) School Board members will be appointed each year to the BHSSC Board of Directors and will receive a stipend. One (1) as a Board member and one (1) as an Alternate Board member. (Direct benefit in a contract). Motion Gilbert, second Knapp that the School Board has determined no conflict in this disclosure. Motion carried.

Appointment of Board member and Business Manager to Black Hills Educational Benefits Cooperative Board - One (1) School Board member and the Business Manager will be appointed to the BHEBC board and will receive a stipend (direct benefit in a contract). Motion Justice, second Knapp that the School Board has determined no conflict in this disclosure. Motion carried.

Voting - When a Board member has a family member working for the School District that Board member abstains from voting on issues involving said family member. Board members also abstain from voting on issues that are in a contractual nature or a business nature that directly benefit themselves or the immediate family members.

Supervision - When an administrator has a family member working for the School District that administrator does not evaluate said family member. A different administrator will evaluate the employee.

Any Board Member, Superintendent, Business Manager or Administrator affected by a potential conflict of interest is excused from discussion and consideration of such matters and a disclosure will be noted.

Individual Board members and administrators will self-report any new disclosures that may appear in the future.

Consent Agenda

Motion Gilbert, second Knapp, and carried to approve the following consent agenda items (1-25):

- (1) Designate First Interstate Bank, Wells Fargo Bank, Pioneer Bank & Trust, Wells Fargo Investments, and SD Public Funds Investment Trust (FIT) as official bank depositories for all funds and custodian of the General, Capital Outlay, Special Education, Debt Service Funds, Capital Projects, Food Service and Other Enterprise Fund is Business Manager Proefrock; Business Manager Proefrock shall be the custodian of the Elementary, Middle School, High School Custodial Accounts, Private-Purpose Trust Funds and Imprest, Northern Hills Epilepsy Scholarship Account and the Helen B. Overpeck Memorial.
- (2) Designate the *Black Hills Pioneer* as the official publication for the District for FY 2021-22.
- (3) Set the regular monthly school board meeting to be held on the second Monday of each month at 5:15 p.m. in the Administration Office of the Belle Fourche School District 9-1.
- (4) Adopt Board policies.
- (5) Designate Superintendent Willard as administrator in charge of all federal programs for FY 2021-22; designate Business Manager Proefrock as an authorized representative; and approve filing of applications for continuation of federal programs in FY 2020-2021 and FY 2021-2022 as follows: Title I, Part A (Improving the Academic Achievement of the Disadvantaged); Title I, Part C (Migrant); Title II, Part A (Improving Teacher Quality); Title II, Part B (Mathematics and Science Partnership Program); Title II, Part D (Enhancing Education through Technology); REAP (Small, Rural School Achievement Program); IDEA Part B Flow Through Funds; IDEA Section 619 (Preschool) Flow Through Funds; Title I School Improvement; Title III English Language Acquisition; Title IV, Part A (School Support and Academic Enrichment Program); Food Service; Technology Implementation Grants; Curriculum Development Grants, National Endowment for the Arts; Medicaid Administrative Claiming Program; and 21st Century Community Learning Centers Program Grants; and Elementary and Secondary School Emergency Relief Funds.
- (6) Authorize the Business Manager to institute an agreement for participation in Child Nutrition Programs with Child and Adult Nutrition Services for 2021-22 and designate the Food Service Secretary as to be determining official and the Business Manager as the verifying official for reviewing free and reduced lunch applications and to designate the Superintendent as the hearing official.
- (7) Authorize the Superintendent to close school in the event of emergency situations or inclement weather and set the chain of command as follows: Superintendent Willard, High School Principal Raba, Middle School Principal Smidt, Elementary Principal Hatling, Activities Director Nowowiejski, Business Manager Proefrock and School Board President.
- (8) Authorize the Business Manager to invest and reinvest funds in institutions which serve the greatest advantage to the School District.
- (9) Authorize Custodial and Private-Purpose Trust funds to be opened with the discretion of the Business Manager and new funds be noted on the monthly financial statements for the area involved.
- (10) Authorize the advertising for bids.

(11) Set admissions charges for FY 2021-22 high school athletic activities as follows: grades K-12 with no activity ticket, \$3.00; adults with no activity ticket, \$5.00; K-12 season ticket, \$25.00; adult season ticket, \$45.00; prekindergarten, free; senior citizens (age 55), free with pass from high school office; and School District retirees and spouses, free with pass from the high school office.

(12) Board member compensation shall be \$75.00 per meeting and other compensation as per policy.

(13) Appoint the firm of Bennett, Main, Gubbrud and Willert, PC as legal advisors for the School District for FY 2021-22 through the annual meeting of 2022.

(14) All students who legally reside within the Belle Fourche School District 9-1 shall be assigned to the various school buildings of the district as follows:

Kindergarten	North Park School, 29 North 6 th Ave.
Grades 1 through 4	South Park School, 1816 Valley Dr.
Grade 5 through 8	Belle Fourche Middle School, 1302 Ziebach St.
Grades 9 through 12	Belle Fourche High School, 1301 12 th Ave.
Grades 10 through 12	Belle Fourche Education Connection, 2315 Dakota Avenue, Lower Level
Special Education Students	Shall be assigned by board resolution according to needs of the students.

(15) Designate Elementary Principal Hatling, Middle School Principal Smidt and High School Principal Raba as truant officers to their respective areas for the 2021-22 school year.

(16) Adopt the state rates for travel expenses.

(17) Approve the 2021-22 tuition rates for out-of-state non-resident students attending the Belle Fourche Schools as follows: Elementary Grades K-4 \$110.00/day, Middle School Grades 5-8 \$115.00/day and High School Grades 9-12 \$120.00/day; tuition rates for special needs students will be determined on an individual basis.

(18) Appoint Jeff Caldwell as a Superintendent designee for Special Education IEP meeting.

(19) Appoint Caleb Case as 504 Coordinator.

(20) Appoint Adam Nowowiejski as Title IX Coordinator.

(21) All new support staff hire agreements will be contingent upon passing a back evaluation.

(22) Approve the Records Retention and Destruction Guide for South Dakota Local Schools for use by the Belle Fourche Schools and Central Office and authorize destruction of records accordingly.

(23) Approve the food service prices as follows: Lunches: elementary (grades K-4) \$2.85; middle school (grades 5-8) \$3.00; high school (grades 9-12) \$3.15; and adults \$4.00; Breakfasts: All grades K-12 \$1.80 and adults \$2.30.

(24) Administrative recommendations for personnel as follows: beginning the 2021-2022 school year – hire Kristen Burke as special education resource room/behavioral support staff; hire Krystin Pate as a special education paraprofessional; and hire Rebecca Fahey as a K-12 music teacher (CRRSA-ESSER II funds).

(25) Resignations submitted as follows: Andrew Lythgoe as a technology assistant, effective 06/30/2021; Hannah Rehmeier as a special education resource room/behavioral support staff, effective 07/07/2021; and Rebecca Jones as a special education paraprofessional, effective 07/22/2021.

Additional Compensation

Motion Justice, second Tyndall to approve additional compensation as follows: Curriculum/professional development stipends – A Kappen \$130.00, E Thomas \$205.00, L Gropper-Krajewski \$1,180.00, B Larsen \$450.00, M Anderson \$825.00, H Dobesh \$75.00, J Hanson \$150.00, D Heilman \$75.00, D Johnson \$75.00, T Flick \$450.00, J Heck \$300.00, B LaBau \$75.00, W Larson \$450.00, P Louks \$300.00, R Potter \$800.00, R Sanders \$75.00, M Sprigler \$75.00, M Williamson \$300.00, P Austin \$825.00, J Bastian \$400.00, M Day \$450.00, J Hartwell \$675.00, M Kane \$300.00, T Niesent \$450.00, K Schlekeway \$975.00, M Stumpf \$525.00, W Tonsager \$300.00; K Smeenk Teacher of the Year \$350.00 and B Audiss Employee of the Year \$200.00. Motion carried. (Krajewski abstained).

Open Enrollment

Motion Gilbert, second Knapp to approve the administrative recommendation to accept request to be released from open enrollment for one (1) elementary school student to return to the Newell School District; accept the request to be released from open enrollment for one (1) high school student to return to the Belle Fourche School District from Spearfish School District; and accept an open enrollment application for one (1) high school student from the Spearfish School District and the transfer of athletic eligibility for one (1) high school student from the Spearfish School District. Motion carried.

Legislative Chairperson

Board consensus was to appoint Gilbert as the legislative chairperson for the 2021-22 school year.

ASBSD Delegate

Board consensus was to appoint Gilbert as voting delegate and Knapp as alternate to the ASBSD Delegate Assembly.

Special Education Comprehensive Plan

Motion Krajewski, second Tyndall to adopt the Cooperative Comprehensive Plan for Special Education, effective July 2021. This agreement is with Black Hills Special Services Cooperative and cooperating school districts concerning Special Education services. Motion carried.

There being no further business to come before the Board at this time, the meeting adjourned at 6:01 p.m.

Tammy Clem
President

Susan L. Proefrock
Business Manager

June 30, 2021 Financial Statement

General Fund: Balance: \$2,400,998.70; Receipts: Local Sources: Taxes \$74,325.37; Interest Earned \$27.31; Other Cocurricular Income \$3,302.26; Donations \$4,771.22; Misc. \$1,967.92; Intermediate Sources: State Fines \$11,838.90; State Sources: State Aid \$1,008,403.00; Federal Sources: Mineral Leasing \$16,427.31; Title I Part A \$34,922.00; Title II Part A \$9,472.00; Title IV SSAE \$1,580.00; Title I School Improvement \$1,082.00; CARES ESSER \$13,308.00; Perkins \$780.00; Fresh Fruits & Veg Program \$4,296.99; Total Receipts \$1,186,504.28; Disbursements: Claims \$203,594.50; Payroll & Benefits \$677,864.10; Credit card processing ACH charges \$72.99; Auto bank draft (fees) \$4.20; Auto bank drafts (deposit books) \$142.04; Refunds/Reimb. (\$1,579.50); Prior Month Correction \$160.00; Balance \$2,707,564.65

Capital Outlay: Balance: \$3,889,580.55; Receipts: Local Sources: Taxes \$50,804.23; Interest Earned \$34.68; Misc. \$5,736.93; Federal Sources: CARES ESSER \$2,281.00; Total Receipts: \$58,856.84; Disbursements: Claims \$198,921.61; Transfer Out to QSCB Debt Service (\$2,352.33); Balance \$3,747,163.45

Special Education: Balance: \$211,368.23; Receipts: Local Sources: Taxes \$28,278.18; Interest Earned \$3.10; Medicaid Direct Services \$3,053.22; State Sources: State Aid \$139,088.00; Other State Revenue-ECF \$79,631.00; Federal Sources: IDEA Part B \$27,511.00; Total Receipts: \$277,564.50; Disbursements: Claims \$21,547.60; Payroll & Benefits \$132,572.46; Prior Month Correction (\$160.00); Balance \$334,652.67

Food Service: Balance: \$96,870.53; Receipts: Local Sources: Interest Earned \$0.85; School Lunch/Breakfast Receipts \$105.30; Intermediate Sources: State Reimbursement \$2,613.07; Federal Sources: Special Milk Reimb. \$3.02; SSO Breakfasts/Lunches Reimb. \$64,182.18; Total Receipts: \$66,904.42; Disbursements: Claims \$67,645.13; Payroll & Benefits \$4,143.98; Balance \$91,985.84

Other Enterprise: Balance: \$65,249.97; Receipts: Local Sources: Misc. \$210.00; Total Receipts: \$210.00; Disbursements: Claims \$131.32; Balance \$65,328.65