

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 13, 2020, AT THE BELLE FOURCHE SCHOOL DISTRICT ADMINISTRATION OFFICE with president Tammy Clem presiding and members Wayne Gilbert (via Zoom), Jean Helmer, Nita Justice, Tara Knapp, Scott Mikkelson and Mike Tyndall present. Administration present: Superintendent Steve Willard, Business Manager Susan Proefrock, Principals Julie Hatling, Kevin Smidt and Mathew Raba (via Zoom), Activities Director Adam Nowowiejski (via Zoom) and Special Education Director Caleb Case. Visitors: Lacey Peterson, Bryan Lessly, Scott Reder, Angela Reder, Jeanne Burckhard-McKenna, Kristy Messner and Robin Waggener.

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

President Clem called the meeting to order at 5:20 p.m. Clem led everyone in the Pledge of Allegiance.

Motion Mikkelson, second Knapp to approve the agenda as amended. Motion carried.

Pursuant to SDCL 13-11-2, the Budget Hearing for FY 2021 was held at 5:23 p.m.

Routine Business

Motion Justice, second Knapp to approve the June financial statement as presented and the financial report for the Agency Funds Beginning Balance \$152,580.76, Income \$46,886.88, Expenditures \$24,533.88, Ending Balance \$174,933.76 and the financial report for Private Purpose Trust Funds Beginning Balance \$26,079.32, Income \$1,442.23, Expenditures \$150.00, Ending Balance \$27,371.55. Motion carried. Also presented were the financial year end reports for High School and Middle School Agency Funds and Private Purpose Trust Funds.

Motion Helmer, second Mikkelson to approve the meeting minutes of June 8, 2020. Motion carried.

Motion Tyndall, second Justice to approve the claims for payment as presented. Total Prepaid Claims by fund: General Fund \$611,299.78; Capital Outlay \$323,749.38; Special Education \$124,218.75. Total Current Claims by fund: General Fund \$295,104.75; Capital Outlay \$49,985.59; Special Education \$14,259.01; Food Service \$45,292.47; and Other Enterprise Fund \$1,321.58. Motion carried.

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 Helmer, second Tyndall 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 Mikkelson 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

Tyndall is employed by the School District with the summer buildings and grounds crew (direct benefit in a contract). Motion Justice, second Mikkelson 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 Helmer, second Knapp that the School Board has determined no conflict in this disclosure. 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 Tyndall that the School Board has determined no conflict in these disclosures. Motion carried. (Knapp 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). Motion Mikkelson, second Knapp 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 Tyndall, second Helmer 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 Justice, second Helmer that the School Board has determined no conflict in these disclosures. Motion carried.

Activities Director Adam Nowowiejski is owner of Ski's Pizzeria and sometimes supplies food for school groups (direct benefit in a contract). Adam Nowowiejski's son, Colby Nowowiejski is employed by the School District with the summer buildings and grounds crew (direct benefit in a contract). Motion Justice, second Helmer 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 Mikkelson, second Justice that the School Board has determined no conflict in these disclosures. 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 Helmer, second Tyndall that the School Board has determined no conflict in these disclosures. 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.

Reports

Justice reported on the Belle Fourche School District Foundation meeting held June 23, 2020. Meeting minutes were shared with the Board.

Administrative reports were given. Jeanne-Burckhard-McKenna reviewed the results of a parent survey for re-opening of school this fall.

Helmer reported on the Black Hills Special Services Cooperative meeting held in June 2020.

Revise Board Policy JK (Co-Curricular Activities)

Motion Helmer, second Knapp to hold second reading and final approval of reading of revised Policy JK (Co-Curricular Activities). Motion carried.

President Clem recognized board member Scott Mikkelson for his six years of dedicated service to the Belle Fourche School District 9-1. A plaque of appreciation will be given to Mr. Mikkelson.

Business for Fiscal Year 2019-20 having been completed, the meeting adjourned at 6:18 p.m.

The Board reconvened at 6:19 p.m. with Superintendent Willard acting as temporary chairperson and the following members present: Tammy Clem, Wayne Gilbert, Jean Helmer, Nita Justice, Tara Knapp, Scott Reder and Mike Tyndall.

The oath of office was administered by Business Manager Proefrock to Tammy Clem and Scott Reder. Clem and Reder are beginning three-year terms as board members.

Superintendent Willard declared nominations were open for board president.

Helmer nominated Clem for board president. Superintendent Willard called for any further nominations. No further nominations were made.

Motion Helmer, 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 vice-president. President Clem called for any further nominations. No further nominations were made.

Motion Justice, second Tyndall that nominations cease, and a unanimous vote be cast for Reder as vice-president. Motion carried.

President Clem removed Consent Agenda item 20. Appoint 504 Coordinator to a separate action item.

Consent Agenda

Motion Justice, 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 2020-21.
- (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 2020-21; 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.

(6) Authorize the Business Manager to institute an agreement for participation in Child Nutrition Programs with Child and Adult Nutrition Services for 2020-21 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 2020-21 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, \$35.00; 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 2020-21 through the annual meeting of 2021.

(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 2020-21 school year.

(16) Adopt the state rates for travel expenses.

(17) Approve the 2020-21 tuition rates for out-of-state non-resident students attending the Belle Fourche Schools as follows: Elementary Grades K-4 \$100.00/day, Middle School Grades 5-8 \$105.00/day and High School Grades 9-12 \$110.00/day; tuition rates for special needs students will be determined on an individual basis.

- (18) Approve all applications for public school exemption certificates (SDCL 13-27-3) submitted for the 2020-21 school year.
- (19) Appoint Jeff Caldwell as a Superintendent designee for Special Education IEP meeting.
- (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 \$2.25.
- (24) Administrative recommendations for personnel as follows: beginning the 2020-2021 school year – hire Karyl Bowers and Linda Sieveke as route and activities bus drivers pending background checks, current passing CDL physical and valid CDL commercial bus drivers license; hire Stacey Stueven and Rainee Strickland as special education paraprofessionals; 2020-21 school year - move DeRae Bach from part-time to full-time school nurse; hire Mathew Raba as an assistant football coach, Trey Horman as an assistant football coach, Josh Schluessner as an assistant football coach, Thomas Coyle as an assistant football coach, Ryan Lange as head middle school football, Troy Hostetter as an assistant middle school football coach, Zach Lange as an assistant middle school football coach, James Young as 9th grade boys basketball coach, Bill Jewett as 7th grade boys basketball coach, Bill Burr as head girls basketball coach, Angie Garza-Hunsley as 9th grade girls basketball coach, Kyle Ryan as 8th grade girls basketball coach, Josh Schluessner as an assistant track coach, James Martin as an assistant middle school track coach, Josh Schluessner as assistant wrestling coach, Bill Burr as head boys golf coach, Michaela Hallam as high school cheerleaders advisor, Michaela Hallam as high school competitive cheer advisor, Derek Olson as variety show/school play director, Derek Olson as one-act play director, Alix Crago as 8th grade volleyball coach, Deb Elliott as 7th grade volleyball coach, Ramsay Norton as head middle school wrestling coach and reassign Toi Flick to high school musical director; approve as volunteers – Asher Pikula-assistant football coach, Anthony Bradley-assistant football coach and Michael Kane-assistant soccer coach.
- (25) Resignation submitted by Mary Lou Willard as a paraprofessional, effective immediately.

Additional Compensation

Motion Helmer, second Tyndall to approve additional compensation as follows: Student Teacher supervision stipends – \$50.00 each to M Kane, M Day, C Edwards, L Schlichtemeier, L Krajewski and M Bohlmann, S Morgan \$100.00, E Brinson \$150.00, B Huffman, A Gubbrud, J Worthington and H Dobesh \$200.00 each, J Erskin, C Coulter and K Plunkett \$250.00 each, S Hulm, S Hunter, K Webb and R Wenk \$400.00 each; Curriculum/ professional development stipends - A Anderson \$65.00, J Bastian \$390.00, T Bierschenk \$585.00, A Bishop \$390.00, M Bohlmann \$65.00, T Bouman \$390.00, C Brown \$65.00, J Burns \$520.00, M Day \$390.00, E Delahoyde \$130.00, A Dilks \$520.00, J Esmay \$130.00, T Flick \$455.00, C Green \$520.00, L Krajewski \$390.00, N Hayworth \$65.00, J Heck \$195.00, L Janish \$130.00, M Kane \$520.00, J Knapp \$65.00, B LaBau \$650.00, B Larsen \$390.00, P Louks \$65.00, S Musilek \$520.00, M Nore \$390.00, R Potter \$130.00,

J Raba \$715.00, L Richardson \$390.00, C Riley \$260.00, K Ruzicka \$195.00, R Sanders \$130.00, K Schlekeway \$715.00, K Simonyak \$65.00, T Soldatke \$130.00, J Stephens \$520.00, M Stumpf \$520.00, E Thomas \$260.00 and R Wenk \$260.00, R Potter SD mentoring program stipend \$1,500.00. Motion carried.

SDHSAA Ballots

Motion Helmer, second Reder to return the South Dakota High School Activities Association 2020 Official Runoff Election Ballot and vote for Tom Culver, Avon School District for a five (5) year term as the East River At-Large Superintendent Representative position. Motion carried.

Legislative Chairperson

Motion Helmer, second Tyndall to appoint Gilbert as the legislative chairperson for the 2020-21 school year. Motion carried.

ASBSD Delegate

Motion Justice, second Helmer to appoint Gilbert as voting delegate and Knapp as alternate to the ASBSD Delegate Assembly. Motion carried.

Out-of-State Travel

Motion Tyndall, second Reder to allow the travel request from the Bronc Football Club for student athletes and coaches/chaperones to travel to a team camp at Chadron, Nebraska, July 12-14, 2020. Motion carried.

Special Education Comprehensive Plan

Motion Helmer, second Knapp to adopt the Cooperative Comprehensive Plan for Special Education, effective July 2020. This agreement is with Black Hills Special Services Cooperative and cooperating school districts concerning Special Education services. Motion carried.

NFHS Network School Broadcast Program

Motion Helmer, second Justice to table action on the One-Time Fee Pixellot Use Agreement between Belle Fourche High School and the NFHS Network School Broadcast Program until the special board meeting on July 27, 2020. Motion carried.

504 Coordinator

Motion Helmer, second Reder to appoint Caleb Case as 504 Coordinator. Motion carried.

Board consensus was to schedule a special School Board meeting on Monday, July 27, 2020 at 5:15 p.m.

A thank you and certificate of appreciation was received from the South Dakota Child and Adult Nutrition Services for all the hard work and dedication put forth to continue feeding children during this state of emergency and resulting unexpected closures, due to the COVID-19 pandemic.

There being no further business to come before the Board at this time, the meeting adjourned at 6:50 p.m.

Tammy Clem
President

Susan L. Proefrock
Business Manager

June 30, 2020 Financial Statement

General Fund: Balance: \$2,017,757.16; Receipts: Local Sources: Taxes \$232,888.43; Interest Earned \$28.75; Other Cocurricular Income \$3,139.00; Donations \$4,017.00; Judgements \$88.47; Misc. \$1,227.50; Medicaid Admin \$6,350.47; Intermediate Sources: State Fines \$11,290.32; State Sources: State Aid \$463,187.00; Mentor Teacher Program \$1,704.75; Student Teacher Supervision \$1,200.00; Federal Sources: Mineral Leasing \$22,968.07; Title II Part A \$8,097.00; Title IV SSAE \$15.00; Fresh Fruits & Veg Program \$1,660.70; Total Receipts \$757,862.46; Disbursements: Claims \$117,271.36; Payroll & Benefits \$611,686.78; Medicaid Admin Fee \$749.95; Credit card processing ACH charges \$37.48; Void check 120090 Network Services Co. (\$1,854.60); Void check 120089 (Motive Parts) (\$15.58); Refunds/Reimb. (\$16,668.40); Prior Month Correction (\$2.50); Transfer from Capital Outlay \$100,000.00; Transfer from Pension Fund \$2,792.66; Balance \$2,167,202.79

Capital Outlay: Balance: \$3,169,200.65; Receipts: Local Sources: Taxes \$169,008.03; Interest Earned \$27.35; Donations \$15,340.00; Total Receipts: \$184,375.38; Disbursements: Claims \$135,180.37; Transfer Out to QSCB Debt Service (\$2,586.38); Transfer to General Fund (\$100,000.00); Balance \$3,115,809.28

Special Education: Balance: \$122,443.19; Receipts: Local Sources: Taxes \$91,461.93; Interest \$2.41; Medicaid Admin \$1,228.00; Medicaid Direct Services \$4,598.91; State Sources: State Aid \$74,543.00; Other State Revenue-ECF \$126,940.00; Federal Sources: IDEA Part B \$26,686.00; Total Receipts: \$325,460.25; Disbursements: Claims \$43,867.52; Payroll & Benefits \$124,454.97; Refunds/Reimb. (3,687.32); Balance \$283,268.27

Pension Fund: Balance: \$2,709.15; Receipts: Local Sources: Taxes \$83.51; Total Receipts: \$83.51; Disbursements: \$0; Transfer to General Fund (\$2,792.66); Balance \$0.00

Food Service: Balance: \$65,469.11; Receipts: Local Sources: Interest Earned \$0.62; School Lunch/Breakfast Receipts \$450.20; State Sources: State Reimbursement \$2,179.97; Federal Sources: Emergency Breakfasts/Lunches. \$53,193.20; Total Receipts: \$55,823.99; Disbursements: Claims \$48,020.90; Prior Month Correction \$2.50; Balance \$73,274.70

Other Enterprise: Balance: \$67,459.06; Receipts: Local Sources: Misc. \$60.00; Total Receipts: \$60.00; Disbursements: Claims \$107.17; Balance \$67,411.89