



# BIG STONE CITY SCHOOL DISTRICT 25-1

*“Educating all students for a lifetime of success!”*

## SCHOOL BOARD AGENDA with Amplification - Regular Meeting

October 15<sup>th</sup>, 2018 at 5:30 PM

School Board Members: Jennifer Wiik (President), Sue Westermeyer (Vice President), Amy VanLith, Andria Rabe, and Erin Schablin

Christopher Folk, CEO/Business Manager  
Shelley Haggerty, Principal/Counselor

Others in attendance (list): \_\_\_\_\_

1. **Call to order in Board Room and Establish Quorum.** Time: \_\_\_\_\_
2. **Roll Call** \_\_\_\_\_Wiik \_\_\_\_\_Westermeyer \_\_\_\_\_VanLith \_\_\_\_\_Rabe \_\_\_\_\_Schablin
3. **Pledge of Allegiance**
4. **Approval of the Agenda as Proposed/Amended** Motion: \_\_\_\_\_ MC: \_\_\_\_\_ (\_\_\_\_-\_\_\_\_)
5. **Community Input Session (5-minute maximum)**
6. **Communication Items**
  - a. **Board Communication**
    1. Appointment of a board member to the ASBSD’s Delegate Assembly. One delegate. A certification document needs to be completed. After this is discussed, a board action is made to appoint this position. Packet of information available.
  - b. **Principal Report**
    1. Good news items from the classroom
  - c. **CEO/Business Manager’s Report**
    1. Revenue/Expenditure Summary Reports
      - a. No comments. Please let me know if there are any questions.
    2. BSCS Board Report – Detail, Bills and BMO Pcard
      - a. NEW Edmentum Software, took the place of AIMSweb for assessment purposes and showing student growth, \$4000. The last of the teacher requisitions should be final with this report. Some will still trickle in for our November reporting. The food purchases shown are for more than one month of school, reason for being a bit higher. The LLLC was in need of a place to store all the equipment, strollers, outside items, etc, so Mrs. Lester was able to have a shed donated to the LLLC and the cost to move the shed from Dakota Storage was \$313.50. Please let me know if there are any questions.
    3. Payroll Register – Unitemized Report (current month)
      - a. No comments. Please let me know if there are any questions.

4. Balance Sheet
  - a. No comments. Please let me know if there are any questions.
5. Check Reconciliation Report
  - a. No comments. Please let me know if there are any questions.
6. Manual Journal Entry Board Report
  - a. No comments. Please let me know if there are any questions.
7. 9/25/18 Fire Inspection
  - a. Fire inspection went well. Nothing out of the ordinary for findings and what findings there are, are small in nature. There has been a CAP, Corrective Action Plan created, like in years past, and this is to be sent to the Fire Marshal's office within 30 days of inspection. This has been already sent in the mail. I will have the reports available at the meeting.

**7. Consent Agenda Action Items**                      **Motion:** \_\_\_\_\_ **MC:** \_\_ (\_\_\_\_-\_\_\_\_)

- a. The Consent Agenda includes items approved with one motion. That motion will approve the recommended action for each item on the consent agenda. Any Board Member may remove an item from the consent agenda by asking that it be and have it considered as a separate item. Any item so removed from the consent agenda shall be considered after other items on the consent business portion of the agenda have been heard.
  1. Approval and/or corrections of the minutes from previous meeting(s); September 6 and 17 2018 board minutes
  2. Approval and/or corrections of the school district's financial report(s)
  3. Approval of the bills, including BMO Mastercard purchases
  4. Approval of the Disclosure of Conflict of Interest, per Policy AH
  5. Approval of the amendments to the 2018-2019 Support Staff Handbook
    - a. It was noticed that there were a few areas in the handbook that were misstated or somehow not updated from when the overhaul to the handbooks were made approximately two years ago. The administration has read through the handbook and made the changes necessary. A copy of the current handbook, along with the suggested changes highlighted will be available at the meeting. The administration recommends approval as presented.
  6. Approval of the following South Dakota Open Enrollment Applications; #045 and #046
    - a. Students open enrolling into our district from Milbank and Lac Qui Parle Valley Schools. The administration recommends approval as presented.
  7. Approval of the Milbank School District Tuition Agreement #3
    - a. This is the third tuition agreement which only includes new students that were not on the first and second agreement. One student made transfer from Ortonville to Milbank in high school. The administration recommends approval as presented.
  8. Approval of the Child and Adult Food Program Participation (CACFP) for the Little Lions Learning Center
    - a. To help offset the cost of food prices at our learning center we are approved to be part of the CACFP through the state. It is a reimbursement program, much like our NSLP through the school. The school will receive reimbursable meals for all children involved at the

learning center. Mrs. Lester will be in charge of submitting claims monthly. The administration recommends approval as presented.

9. Approval of the Bonanza Service Agreement
  - a. This is our yearly service agreement for our student to have educational field trips the Bonanza Educational Center. The agreement will be available at the meeting. The administration recommends approval as presented.
10. Approval of D'Laine Thomas as preschool paraprofessional and learning center early education assistant per the FTE conditions set forth by the school board approval motion at the special board meeting held on September 6, 2018.
  - a. This was discussed and approved to hire an individual at our special meeting in September. The administration found a candidate to fill this position. The administration recommends approval as presented.
11. Approval of Mike Schake as bus driver.
  - a. Mike has been substituting for our original bus driver, Carlton, but due to some other endeavors he is pursuing right now, Carlton is unable to be here to perform those duties so it has been agreed that Mike will take over the bus route(s) as our bus driver. The administration recommends approval as presented.
12. Approval of the surplus of one music bell set and various old music curriculum
  - a. We received a much newer music bell set from Grant Deuel that is being used now. The is various music curriculum from 1980 and prior. The administration recommends approval as presented.

## 8. Discussion

- a. Next board policies to review in the upcoming months. See below. Most of these will have very minor amendments to the policies. Per ASBSD.
  - i. DBD: Budget Planning
  - ii. DBH: Budget Adoption
  - iii. DBC: Budget Deadlines and Schedules
  - iv. DBJ: Budget Implementation
  - v. DBK: Budget Transfer Authority
- b. Next school board meeting: November 19 2018 (regular meeting) in the board room

Training for school board members; approximately 30 minutes

9. Adjournment: Motion: \_\_\_\_\_ MC: \_\_\_\_ (\_\_\_\_-\_\_\_\_) Time: \_\_\_\_\_

Revenue		Monthly Activity	Balance @ EOM
Fund 10	GENERAL FUND		
1110	AD VALOREM TAXES	2,207.80	28,213.22
1120	PRIOR YEARS' AD VALOREM TAXES	2,371.09	4,649.29
1140	UTILITY TAX	0.00	15,693.56
1190	PENALTIES AND INTEREST ON TAX	443.81	870.00
1510	INTEREST EARNED	1,506.79	1,824.27
1791	YEARBOOK SALES	0.00	45.00
1910	RENTALS	100.00	301.00
1920	CONTRIBUTIONS AND DONATIONS	1,500.00	4,673.00
1973	MEDICAID INDIRECT ADM SERVICES	434.50	434.50
1990	OTHER	35.00	555.00
2110	COUNTY APPORTIONMENT	13.12	1,644.43
2200	REVENUE IN LIEU OF TAXES	0.00	90.17
3111	STATE AID	22,841.00	72,158.00
4151	OTHER STATE REV.	1,933.41	1,933.41
4200	REVENUE IN LIEU OF TAXES	0.00	91.21
10	GENERAL FUND	33,386.52	133,176.06
Fund 21	CAPITAL OUTLAY FUND		
1110	AD VALOREM TAXES	430.91	4,992.82
1120	PRIOR YEARS' AD VALOREM TAXES	453.13	832.26
1190	PENALTIES AND INTEREST ON TAX	78.76	80.66
1990	OTHER	0.00	720.00
21	CAPITAL OUTLAY FUND	962.80	6,625.74
Fund 22	SPECIAL EDUCATION FUND		
1110	AD VALOREM TAXES	328.27	3,803.24
1120	PRIOR YEARS' AD VALOREM TAXES	457.48	820.39
1190	PENALTIES AND INTEREST ON TAX	81.74	83.29
1973	MEDICAID INDIRECT ADM SERVICES	25.00	25.00
22	SPECIAL EDUCATION FUND	892.49	4,731.92
Fund 51	FOOD SERVICE FUND		
1610	SALES TO PUPILS	820.00	4,925.00
1620	SALES TO ADULTS	664.60	1,905.31
1990	OTHER	420.00	1,636.02
4810	FEDERAL REIMBURSEMENT	2,524.20	6,638.05
51	FOOD SERVICE FUND	4,428.80	15,104.38
Fund 53	PRESCHOOL/OST/LITTLE LIONS FUND		
1340	PRESCHOOL TUITION	860.00	920.00
1981	DAY CARE CENTER SERVICES	7,202.30	23,001.30
1982	OST - BEFORE AND AFTER SCHOOL PROGRAMS	1,323.50	16,452.68
1990	OTHER	5,500.00	5,912.17
53	PRESCHOOL/OST/LITTLE LIONS FUND	14,885.80	46,286.15
Grand Total:		54,556.41	205,924.25

Big Stone City School District 25-1

## BSCS Expenditure Summary

10/11/2018 09:10 AM

Regular; Processing Month 09/2018; Fund Number 10, 21, 22, 24, 51, 53

Fund Number		Monthly Activity	Balance @ EOM
10	GENERAL FUND	\$ 79,333.76	\$ 154,415.00
21	CAPITAL OUTLAY FUND	\$ 21,582.02	\$ 34,754.62
22	SPECIAL EDUCATION FUND	\$ 8,757.99	\$ 9,007.26
24	PENSION FUND	\$ 475.00	\$ 5,319.25
51	FOOD SERVICE FUND	\$ 6,853.39	\$ 13,531.26
53	PRESCHOOL/OST/LITTLE LIONS FUND	\$ 21,646.46	\$ 62,633.40
Grand Total:		\$ 138,648.62	\$ 279,660.79

Per Bank Statement	Ending- September 30, 2018	
MAIN Account		\$ 252,900.14
CD First State Bank; 1.9%; Maturity 3/10/2022		\$ 293,242.35
(11) ADV PYMT & (71) FLEX Account		\$ 6,456.73
(72) STUDENT COUNCIL Account		\$ 881.61

Invoice Number Vendor Name

Invoice Date

Description

Amount Detail Description

Checking Account ID 1 Fund Number 10

GENERAL FUND

OCT 2018 ADVANCE PAYMENT FUND

10/04/2018

(SCHOOL CHECKING FUND)

207.14 CK# 4442 CITY OF BSC PAINT PARK LINES

(SCHOOL CHECKING FUND)

43.25 CK# 4438 BACKGROUND CK (KAYE)

(SCHOOL CHECKING FUND)

55.00 CK# 4439 LAWN CARE FRANK BOOTS

(SCHOOL CHECKING FUND)

140.00 CK# 4440 ROLLER SKATING BACK TO SCHOOL

(SCHOOL CHECKING FUND)

140.00 CK# 4440 ROLLER SKATING BACK TO SCHOOL

(SCHOOL CHECKING FUND)

7.10 POSTAGE

(SCHOOL CHECKING FUND)

9.75 REGISTRATION BALLOONS

(SCHOOL CHECKING FUND)

75.00 CK# 4434 PETTY CASH

(SCHOOL CHECKING FUND)

120.00 CK# 4434 BACKGROUND CK FEES

(SCHOOL CHECKING FUND)

55.00 CK# 4435 LAWN CARE FRANK BOOTS

(SCHOOL CHECKING FUND)

71.19 CK# 4436 FUEL FOR BUS INTERNET DOWN

Vendor Name ADVANCE PAYMENT FUND

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923.43

OCT 2018-0001 BMO MASTERCARD

10/10/2018

(PCARD)

66.55 PCARD4 MACDADDYS FUEL

(PCARD)

94.65 PCARD4 Lee S Motor Inn ARCHERY TRAINING

(PCARD)

12.97 PCARD1 SEEHAFFER HARDWARE CUSTODIAL SUPPL

(PCARD)

49.22 PCARD2 MACDADDYS FUEL

(PCARD)

54.50 PCARD2 MACDADDYS FUEL

(PCARD)

54.10 PCARD1 MENARDS CUSTODIAL SUPPLIES

(PCARD)

23.00 PCARD1 MACDADDYS FUEL

(PCARD)

1,699.00 PCARDC APPLE TEACHER MACBOOK G5

(PCARD)

38.00 PCARDC APPLE ACCESSORY G5

(PCARD)

37.56 PCARDC AMAZON MTSS

(PCARD)

32.12 PCARDC AMAZON OFFICE

(PCARD)

14.34 PCARDC AMAZON PRINCIPAL

(PCARD)

525.00 PCARDC Atc Group Lafayette ASBESTOS 3 YR

(PCARD)

277.58 PCARDC Quill COPY COLORED PAPER

(PCARD)

118.96 PCARDC Quill COPY COLORED PAPER

(PCARD)

104.70 PCARDC AMAZON PRINTER TONER HP4015

(PCARD)

485.19 PCARDC Infobase Learning LEARN360 SUB

(PCARD)

937.02 PCARDC SHI MICROSOFT EES LICENSE G5

(PCARD)

529.66 PCARDC Waste Mgmt GARBAGE

(PCARD)

14.70 PCARDC AMAZON ELEM REQ

(PCARD)

39.88 PCARDC AMAZON 3RD GR

(PCARD)

131.17 PCARDC McLeods TEACHER REQ ELEM/MS

(PCARD)

145.73 PCARDC Century Business LAMINATE FILM

(PCARD)

62.45 PCARDC Century Business LAMINATE FILM

(PCARD)

284.00 PCARDC Pierre Ramkota TITLE I PD CRONEN

(PCARD)

281.28 PCARDC Cintas CUST RUG SERVICE

(PCARD)

4,000.00 PCARDC Edmentum STUDENT SOFTWARE

Invoice Number	Vendor Name	Invoice Date	Amount	Description
(PCARD)			38.96	PCARDC Sarlettes Music MUSIC REQ
(PCARD)			69.45	PCARDC TRISTATEWATER WATER SERVICE
(PCARD)			77.50	PCARDC Tubbs Of Soft Water SALT PURCHASE
(PCARD)			2,080.00	PCARDC RURAL SOLUTIONS TECH SERVICE
(PCARD)			73.00	PCARDC No Tears Learning Inc ELEM REQ
(PCARD)			927.09	PCARDC The Shop VEHICLE REPAIR & SERVICE
(PCARD)			1,084.32	PCARDC HILLYARD CUSTODIAL SUPPLIES
(PCARD)			109.99	PCARDC RURAL SOLUTIONS G5 2TB BACKUP HDD
(PCARD)			109.99	PCARDC RURAL SOLUTIONS G5 2TB BACKUP HDD
(PCARD)			780.00	PCARDC RURAL SOLUTIONS TECH SERVICE
(PCARD)			277.89	PCARDC RURAL SOLUTIONS G5 WIFI ACCESS PO
(PCARD)			25.00	PCARDC RURAL SOLUTIONS G5 LAPTOP BATTERY
(PCARD)			69.45	PCARDC TRISTATEWATER WATER SERVICE
(PCARD)			558.70	PCARDC Northside Implement BUS SAFETY RE
(PCARD)			913.16	PCARDC Scholastic ELEM STUDENT WORKBOOKS
(PCARD)			391.36	PCARDC Scholastic MS STUDENT WORKBOOKS
(PCARD)			140.13	PCARDC DAKOTA SHRED OFFICE
(PCARD)			244.30	PCARDC AMAZON PRINTER TONER HP4015
(PCARD)			53.23	PCARD6 MACDADDYS FUEL
(PCARD)			31.31	PCARDC AMAZON OFFICE
(PCARD)			131.80	PCARDC HARTMANS FUEL UP
(PCARD)			12.99	PCARDC HARTMANS FFVP
(PCARD)			125.91	PCARD5 Spellcity 4TH 5TH GR REQ
(PCARD)			2.00	PCARD5 Dollar General MUSIC REQ
(PCARD)			32.92	PCARD6 MACDADDYS FUEL
(PCARD)			62.49	PCARD6 MACDADDYS FUEL
(PCARD)			63.93	PCARD6 AMAZON TITLE REQ

Vendor Name BMO MASTERCARD  
 \_\_\_\_\_  
 18,600.20

2019FY BONANZA EDUCATION CENTER 10/03/2018  
 (FIELD TRIPS) 684.00 BONANZA YEARLY STUDENT FEE

Vendor Name BONANZA EDUCATION CENTER  
 \_\_\_\_\_  
 684.00

10/1/18 STMT CASH-WA DISTRIBUTING 10/08/2018  
 (FOOD/CUSTODIAL SUPPLIES) 207.17 FFVP  
 (FOOD/CUSTODIAL SUPPLIES) 390.18 CUSTODIAL SUPPLIES

Vendor Name CASH-WA DISTRIBUTING  
 \_\_\_\_\_  
 597.35

OCT 2018 CHURCHILL, MANOLIS, FREEMAN, KLUDT, 10/04/2018  
 SHELTON & BURNS LLP  
 (DUES & SERVICES) 135.00 ANNUAL EDUCATIONAL LAW CONF

Vendor Name CHURCHILL, MANOLIS, FREEMAN,

Invoice Number	Vendor Name	Invoice Date	Amount	Description
	KLUDT, SHELTON & BURNS LLP		<hr/>	
			135.00	
UTILITIES1-0094	CITY OF BIG STONE CITY	10/04/2018		
(UTILITIES - 1952 BUILDING)			77.89	ELECTRIC
(UTILITIES - 1952 BUILDING)			61.73	WATER & SEWER CHARGES
UTILITIES2-0094	CITY OF BIG STONE CITY	10/04/2018		
(UTILITIES)			566.48	ELECTRIC
(UTILITIES)			116.26	WATER & SEWER CHARGES
UTILITIES3-0094	CITY OF BIG STONE CITY	10/04/2018		
(UTILITIES - GYM)			353.22	ELECTRIC
(UTILITIES - GYM)			83.02	WATER & SEWER CHARGES
Vendor Name	CITY OF BIG STONE CITY		<hr/>	
			1,258.60	
1060	DAKOTA ASSEMBLIES	10/08/2018		
(LYCEUM)			400.00	MACHINES MADE SIMPLE
Vendor Name	DAKOTA ASSEMBLIES		<hr/>	
			400.00	
OCT 2018	FOLK, CHRISTOPHER	10/04/2018		
(REIMBURSEMENT)			48.51	2018 FALL SDASBO CONF MILEAGE
Vendor Name	FOLK, CHRISTOPHER		<hr/>	
			48.51	
9/28/18 STMT	GRANT COUNTY REVIEW	10/04/2018		
(ADVERTISING)			15.90	SEPT SPECIAL BOARD PROCEEDINGS
(ADVERTISING)			65.18	SEPT 17 2018 BOARD PROCEEDINGS
Vendor Name	GRANT COUNTY REVIEW		<hr/>	
			81.08	
OCT 2018-0001	NORTHWESTERN ENERGY	10/04/2018		
(UTILITIES - NATGAS)			38.05	HEAT - NAT GAS
Vendor Name	NORTHWESTERN ENERGY		<hr/>	
			38.05	
9/26/18	ORTONVILLE PUBLIC SCHOOLS	10/08/2018		
BONANZA			202.63	1ST & 2ND GR BONANZA TRANSPORTATION
(CONTRACTED BUS SERVICE)				
Vendor Name	ORTONVILLE PUBLIC SCHOOLS		<hr/>	
			202.63	
OCT 2018-0001	PAYSTUBZ.COM	10/04/2018		
(TIME CLOCK SERVICE)			46.31	TIME CLOCK SERVICE
Vendor Name	PAYSTUBZ.COM			



10/10/2018 09:56 AM

Unposted; Batch Description OCTOBER 15 2018 AP BOARD CKS

User ID: C1FOLK

Invoice Number	Vendor Name	Invoice Date	Amount	Detail Description
			46.31	
648849	TRI STATE PEST CONTROL	10/05/2018		
	(PEST CONTROL)		70.00	FALL 2018 PEST CONTROL
	Vendor Name TRI STATE PEST CONTROL		70.00	
OCT 2018	WOLLSCHLAGER, STACY	10/04/2018		
	(REIMBURSEMENT)		50.04	CAMPUS TRAINING LAKE AREA MILEAGE
	Vendor Name WOLLSCHLAGER, STACY		50.04	
			23,135.20	
Fund Number 10				
Checking Account ID 1	Fund Number 21			CAPITAL OUTLAY FUND
OCT 2018-0001	BMO MASTERCARD	10/10/2018		
	(PCARD)		408.14	PCARDC Century Business COPY MACHINE
	(PCARD)		341.80	PCARDC Century Business COPY MACHINE
	Vendor Name BMO MASTERCARD		749.94	
			749.94	
Fund Number 21				
Checking Account ID 1	Fund Number 22			SPECIAL EDUCATION FUND
14419	BIG STONE THERAPIES INC	10/04/2018		
	(THERAPY)		32.50	OT SERVICES
14595	BIG STONE THERAPIES INC	10/04/2018		
	(THERAPY)		165.74	OT SERVICES
	Vendor Name BIG STONE THERAPIES INC		198.24	
OCT 2018-0001	BMO MASTERCARD	10/10/2018		
	(PCARD)		44.53	PCARD6 AMAZON SPED REQ
	(PCARD)		105.88	PCARDC Curric Asso SPED REQ
	Vendor Name BMO MASTERCARD		150.41	
OCT 2018	SIOUX FALLS SCHOOL DISTRICT	10/08/2018		
	(TUITION)		207.38	STUDENT SERVICES - BALANCE
	Vendor Name SIOUX FALLS SCHOOL DISTRICT		207.38	
			556.03	
Fund Number 22				
Checking Account ID 1	Fund Number 51			FOOD SERVICE FUND
OCT 2018	ADVANCE PAYMENT FUND	10/04/2018		
	(SCHOOL CHECKING FUND)		81.25	CK# 4437 CLOSE OUT STUDENT ACCT
	Vendor Name ADVANCE PAYMENT FUND			

Invoice Number Vendor Name

Invoice Date

Description

Amount Detail Description

81.25

OCT 2018-0001 BMO MASTERCARD

10/10/2018

(PCARD)

106.39 PCARD4 WALMART FS FOOD FOR LLLC

(PCARD)

70.82 PCARD3 WALMART FS FOOD FOR LLLC

(PCARD)

204.00 PCARDC Sigler Fire Equipmen KITCHEN FIRE

(PCARD)

101.33 PCARDC HARTMANS SCHOOL FOOD

(PCARD)

279.05 PCARDC HARTMANS SFSP

(PCARD)

308.05 PCARDC LARRYS REFRIG KITCHEN FREEZER REP

Vendor Name BMO MASTERCARD

1,069.64

10/1/18 STMT CASH-WA DISTRIBUTING

10/08/2018

(FOOD/CUSTODIAL SUPPLIES)

437.46 KITCHEN SUPPLIES

(FOOD/CUSTODIAL SUPPLIES)

3,515.86 FOOD PURCHASES

Vendor Name CASH-WA DISTRIBUTING

3,953.32

19 007293 SOUTH DAKOTA DEPT OF EDUCATION

10/03/2018

(COMMODITIES)

149.19 COMMODITIES

Vendor Name SOUTH DAKOTA DEPT OF EDUCATION

149.19

8/31/18 STMT VARIETY FOODS LLC

10/04/2018

(FOOD PURCHASES)

81.20 FS SUPPLIES

(FOOD PURCHASES)

820.38 FOOD PURCHASES

9/28/18 STMT VARIETY FOODS LLC

10/08/2018

(FOOD PURCHASES)

30.60 KITCHEN SUPPLIES

(FOOD PURCHASES)

1,041.14 FOOD PURCHASES

Vendor Name VARIETY FOODS LLC

1,973.32

Fund Number 51

7,226.72

Checking Account ID 1

Fund Number 53

PRESCHOOL/OST/LITTLE LIONS FUND

OCT 2018 ADVANCE PAYMENT FUND

10/04/2018

(SCHOOL CHECKING FUND)

313.50 CK# 4441 DAKOTA STORAGE LLLC SHED MOVE

Vendor Name ADVANCE PAYMENT FUND

313.50

OCT 2018-0001 BMO MASTERCARD

10/10/2018

(PCARD)

36.74 PCARD3 Family Dollar LLLC SUPPLIES

(PCARD)

21.74 PCARD3 WALMART LLLC SUPPLIES

(PCARD)

26.99 PCARDC AMAZON LLLC OPEN DOOR CHIME

(PCARD)

274.98 PCARDC Jeffs Vacuum Center LLLC VACUUM

(PCARD)

25.38 PCARD3 Dollar General PREK PARADE

Invoice Number	Vendor Name	Invoice Date
Description		Amount Detail Description
(PCARD)		51.95 PCARD3 Caseys Orton MOVING CHAIR WRACK
(PCARD)		65.78 PCARD3 Dollar General LLLC TOTES STORAGE
(PCARD)		250.78 PCARDC Pro Image Partners LLLC
Vendor Name	BMO MASTERCARD	<hr/> 754.34
10/1/18 STMT	CASH-WA DISTRIBUTING	10/08/2018
(FOOD/CUSTODIAL SUPPLIES)		34.55 LLLC SUPPLIES
Vendor Name	CASH-WA DISTRIBUTING	<hr/> 34.55
OST HELP	OAKES, DANI	10/09/2018
(HELPER)		166.50 SEPTEMBER 2018 OST HELP
(HELPER)		45.00 OCTOBER 2018 OST HELP
Vendor Name	OAKES, DANI	<hr/> 211.50
OCT 2018	PETERSON, RYLEE	10/04/2018
(SUBSTITUTE)		126.00 SUBSTITUTE LLLC
Vendor Name	PETERSON, RYLEE	<hr/> 126.00
OCT 2018-0001	ST. CHARLES CHURCH	10/04/2018
(RENT PAYMENT)		400.00 RENT PAYMENT
(RENT PAYMENT)		250.00 UTILITY EXTRA AVG
Vendor Name	ST. CHARLES CHURCH	<hr/> 650.00
OCT 2018	TESKE, ZAKARIA	10/08/2018
(SUBSTITUTE)		72.50 LLLC HELP
(SUBSTITUTE)		105.00 PRESCHOOL HELP
Vendor Name	TESKE, ZAKARIA	<hr/> 177.50
Fund Number	53	<hr/> 2,267.39
Checking Account ID	1	<hr/> 33,935.28

	<u>Gross</u>	<u>FIT</u>	<u>SIT</u>	<u>LIT</u>	<u>Soc.Sec</u>	<u>Medicare</u>	<u>Ret</u>	<u>FUTA</u>	<u>SUTA</u>	<u>Work Comp</u>	<u>Ded</u>	<u>Add PIK</u>
<b>Checking Account ID: 1</b>												
ADELAMY	ADELMAN, AMY											
											1,130.59	
	GROSS:	1,292.07	1,292.07	0.00	1,292.07	1,292.07	1,924.01	1,924.01	1,924.01	1,808.57		
1,924.01	EMPLOYEE:	(32.96)	(29.67)	0.00	(80.11)	(18.74)	(115.44)				(516.50)	0.00
	EMPLOYER:				80.11	18.74	115.44	0.00	0.00	0.00	236.70	0.00
ANDESHE	ANDERSON, SHELLY											
											1,101.94	
	GROSS:	1,485.73	0.00	0.00	1,485.73	1,485.73	2,152.30	2,152.30	2,152.30	2,023.16		
2,152.30	EMPLOYEE:	(104.41)	0.00	0.00	(92.12)	(21.54)	(129.14)				(703.15)	0.00
	EMPLOYER:				92.12	21.54	129.14	0.00	0.00	0.00	476.20	0.00
ATHEELM	ATHEY, ELMER											
											868.79	
	GROSS:	940.76	0.00	0.00	940.76	940.76	0.00	940.76	940.76	940.76		
940.76	EMPLOYEE:	0.00	0.00	0.00	(58.33)	(13.64)	0.00				0.00	0.00
	EMPLOYER:				58.33	13.64	0.00	0.00	0.00	0.00	0.00	0.00
BARNKAY	BARNICK, KAY											
											1,752.20	
	GROSS:	2,030.40	2,030.40	0.00	2,030.40	2,030.40	2,160.00	2,160.00	2,160.00	2,030.40		
2,160.00	EMPLOYEE:	(72.21)	(50.67)	0.00	(125.88)	(29.44)	(129.60)				0.00	0.00
	EMPLOYER:				125.88	29.44	129.60	0.00	0.00	0.00	1.20	0.00
BERDRAC	BERDAN, RACHEL											
											2,272.33	
	GROSS:	2,780.83	2,780.83	0.00	2,780.83	2,780.83	2,958.33	2,958.33	2,958.33	2,780.83		
2,958.33	EMPLOYEE:	(186.45)	(109.32)	0.00	(172.41)	(40.32)	(177.50)				0.00	0.00
	EMPLOYER:				172.41	40.32	177.50	0.00	0.00	0.00	1.20	0.00
BRANLOR	BRANDT, LORELEI											
											1,725.37	
	GROSS:	2,064.50	2,064.50	0.00	2,064.50	2,064.50	0.00	2,064.50	2,064.50	2,064.50		
2,064.50	EMPLOYEE:	(110.20)	(70.99)	0.00	(128.00)	(29.94)	0.00				0.00	0.00
	EMPLOYER:				128.00	29.94	0.00	0.00	0.00	0.00	475.00	0.00
CHRIKEL	CHRISTIANS, KELLIE											
											83.11	
	GROSS:	90.00	0.00	0.00	90.00	90.00	0.00	90.00	90.00	90.00		
90.00	EMPLOYEE:	0.00	0.00	0.00	(5.58)	(1.31)	0.00				0.00	0.00
	EMPLOYER:				5.58	1.31	0.00	0.00	0.00	0.00	0.00	0.00
COOPNIC	COOPER, NICHOLE M											
											2,403.53	
	GROSS:	2,830.05	0.00	0.00	2,830.05	2,830.05	3,107.50	3,107.50	3,107.50	2,921.05		
3,107.50	EMPLOYEE:	(152.17)	0.00	0.00	(175.46)	(41.04)	(186.45)				(148.85)	0.00
	EMPLOYER:				175.46	41.04	186.45	0.00	0.00	0.00	1.20	0.00
CRONJEN	CRONEN, JENNIFER											
											2,274.33	
	GROSS:	2,890.80	2,890.80	0.00	2,890.80	2,890.80	3,233.87	3,233.87	3,233.87	3,039.84		
3,233.87	EMPLOYEE:	(199.65)	(115.20)	0.00	(179.23)	(41.92)	(194.03)				(229.51)	0.00
	EMPLOYER:				179.23	41.92	194.03	0.00	0.00	0.00	1.20	0.00
FOLKCHR	FOLK, CHRISTOPHER J											
											4,457.57	
	GROSS:	5,368.33	0.00	0.00	5,618.33	5,618.33	6,083.33	5,833.33	5,833.33	5,468.33		
6,083.33	EMPLOYEE:	(330.95)	0.00	0.00	(348.34)	(81.47)	(615.00)				(250.00)	0.00
	EMPLOYER:				348.34	81.47	565.00	0.00	0.00	0.00	5.20	0.00
HAGGSHE	HAGGERTY, SHELLEY											
											3,377.17	
	GROSS:	4,080.09	0.00	0.00	4,080.09	4,080.09	4,800.00	4,800.00	4,800.00	4,512.00		
4,800.00	EMPLOYEE:	(353.74)	0.00	0.00	(252.97)	(59.16)	(288.00)				(468.96)	0.00
	EMPLOYER:				252.97	59.16	288.00	0.00	0.00	0.00	476.20	0.00
HALVKAR	HALVORSON, KAREN											
											1,183.00	
	GROSS:	1,357.12	0.00	0.00	1,357.12	1,357.12	1,443.75	1,443.75	1,443.75	1,357.12		
1,443.75	EMPLOYEE:	(70.30)	0.00	0.00	(84.14)	(19.68)	(86.63)				0.00	0.00
	EMPLOYER:				84.14	19.68	86.63	0.00	0.00	0.00	1.20	0.00





<u>Gross</u>	<u>FIT</u>	<u>SIT</u>	<u>LIT</u>	<u>Soc.Sec</u>	<u>Medicare</u>	<u>Ret</u>	<u>FUTA</u>	<u>SUTA</u>	<u>Work Comp</u>	<u>Ded</u>	<u>Add PIK</u>
WARNLIL	WARNER, LILLIAN										
										774.73	
	GROSS:	838.90	838.90	0.00	838.90	838.90	1,030.47	1,030.47	1,030.47	968.64	
1,030.47	EMPLOYEE:	0.00	0.00	0.00	(52.01)	(12.16)	(61.83)			(129.74)	0.00
	EMPLOYER:				52.01	12.16	61.83	0.00	0.00	0.00	1.20
WELTSHE	WELTER, SHELLY										
										221.64	
	GROSS:	240.00	0.00	0.00	240.00	240.00	0.00	240.00	240.00	240.00	
240.00	EMPLOYEE:	0.00	0.00	0.00	(14.88)	(3.48)	0.00			0.00	0.00
	EMPLOYER:				14.88	3.48	0.00	0.00	0.00	0.00	0.00
WESTSUE	WESTERMEYER, SUE										
										73.88	
	GROSS:	80.00	0.00	0.00	80.00	80.00	0.00	80.00	80.00	80.00	
80.00	EMPLOYEE:	0.00	0.00	0.00	(4.96)	(1.16)	0.00			0.00	0.00
	EMPLOYER:				4.96	1.16	0.00	0.00	0.00	0.00	0.00
WIKJEN	WIIK, JENNIFER										
										73.88	
	GROSS:	80.00	0.00	0.00	80.00	80.00	0.00	80.00	80.00	80.00	
80.00	EMPLOYEE:	0.00	0.00	0.00	(4.96)	(1.16)	0.00			0.00	0.00
	EMPLOYER:				4.96	1.16	0.00	0.00	0.00	0.00	0.00
WOLLKEL	WOLLSCHLAGER, KELLY										
										923.74	
	GROSS:	1,084.27	0.00	0.00	1,084.27	1,084.27	1,153.48	1,153.48	1,153.48	1,084.27	
1,153.48	EMPLOYEE:	(77.59)	0.00	0.00	(67.22)	(15.72)	(69.21)			0.00	0.00
	EMPLOYER:				67.22	15.72	69.21	0.00	0.00	0.00	1.20
WOLLSTA	WOLLSCHLAGER, STACY										
										1,644.78	
	GROSS:	1,880.43	0.00	0.00	1,880.43	1,880.43	2,030.33	2,030.33	2,030.33	1,908.51	
2,030.33	EMPLOYEE:	(91.79)	0.00	0.00	(116.59)	(27.27)	(121.82)			(28.08)	0.00
	EMPLOYER:				116.59	27.27	121.82	0.00	0.00	0.00	1.20
ZAHNSAM	ZAHN, SAMANTHA										
										1,125.18	
	GROSS:	1,226.70	1,226.70	0.00	1,226.70	1,226.70	1,305.00	1,305.00	1,305.00	1,226.70	
1,305.00	EMPLOYEE:	0.00	(7.67)	0.00	(76.06)	(17.79)	(78.30)			0.00	0.00
	EMPLOYER:				76.06	17.79	78.30	0.00	0.00	0.00	1.20
<b>Subtotal:</b>				<b>Female: 38</b>		<b>Male: 5</b>		<b>Total: 43</b>		<b>Net:</b>	<b>64,946.55</b>
	GROSS:	77,480.19	29,295.41	0.00	78,162.86	78,162.86	78,804.33	85,457.15	85,623.82	80,628.89	
86,039.82	EMPLOYEE:	(5,182.72)	(880.35)	0.00	(4,846.11)	(1,133.37)	(4,978.26)			(4,072.46)	0.00
	EMPLOYER:				4,846.11	1,133.37	4,928.26	0.00	0.00	0.00	3,136.55

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 00 GENERAL LONG-TERM LIABILITIES</b>				
<u>Current Assets</u>				
00 101	CASH	0.00	0.00	0.00
	Current Assets Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>
<u>Current Liabilities</u>				
00 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
00 509	OTHER LONG-TERM LIABILITIES	3,141.38	0.00	3,141.38
00 705	INVESTMENT IN GEN FIXED ASSETS	(3,141.38)	0.00	(3,141.38)
00 760	FUND BALANCE - UNASSIGNED	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>



<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 10</b>	<b>GENERAL FUND</b>			
<u>Current Assets</u>				
10 101	CASH	148,187.29	(47,344.90)	100,842.39
10 102	PETTY CASH	0.00	0.00	0.00
10 103	CASH CHANGE	0.00	0.00	0.00
10 105	INTEREST BEARING ACCOUNTS	0.00	0.00	0.00
10 110	TAXES RECEIVABLE - CURRENT	156,076.94	(2,016.54)	154,060.40
10 112	TAXES RECEIVABLE - DELINQUENT	2,681.84	(2,034.60)	647.24
10 120	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
10 130	DUE FROM FOOD SERVICE FUND	0.00	0.00	0.00
10 131	DUE FROM CAPITAL OUTLAY FUND	3,230.10	0.00	3,230.10
10 140	DUE FROM _____ GOVERNMENT	16,533.07	0.00	16,533.07
10 180	INVESTMENTS	291,844.69	1,397.66	293,242.35
10 191	DEPOSITS - NPIP	3,993.00	0.00	3,993.00
	Current Assets Subtotal:	<u>622,546.93</u>	<u>(49,998.38)</u>	<u>572,548.55</u>
Total Assets and Deferred Outflows of Resources:		<u>622,546.93</u>	<u>(49,998.38)</u>	<u>572,548.55</u>

<u>Current Liabilities</u>				
10 402	ACCOUNTS PAYABLE	974.59	0.00	974.59
10 404	CONTRACTS PAYABLE	429.36	0.00	429.36
10 450	SIT PAYABLE	0.00	0.00	0.00
10 450 000	PAYROLL DEDUCTION/COMPUTER	0.00	0.00	0.00
10 451	PR DEDUCTION-FICA PAYABLE	0.00	0.00	0.00
10 452	PR DEDUCTION-FIT PAYABLE	0.00	0.00	0.00
10 453	PR DEDUCTION-INSURANCE	0.00	0.00	0.00
10 453 006	PR DEDUCTION/CAPITOL AMERICAN	0.00	0.00	0.00
10 453 007	PR DEDUCTION/AFLAC PAYABLE	0.00	0.00	0.00
10 453 008	PR DEDUCTION-INSURANCE - BENEFITMALL	5.32	0.00	5.32
10 453 009	PR DEDUCTION-INSURANCE - SANFORD HEALTH	61.70	0.00	61.70
10 453 015	PR DEDUCTION-INSURANCE - SANFORD UNUM	0.00	0.00	0.00
10 453 017	PR DEDUCTION/AFLAC/FLEX PAYABL	0.00	0.00	0.00
10 453 028	PR DEDUCTION-INSURANCE	0.00	0.00	0.00
10 454	PR DEDUCTION-RETIREMENT	0.00	0.00	0.00
10 456	PR DEDUCTION	0.00	0.00	0.00
10 457	BENEFITS PAYABLE	(1,080.76)	0.00	(1,080.76)
10 457 018	CHILD CARE	0.00	0.00	0.00
10 457 019	BENEFITS PAYABLE UNRE-INS.	0.00	0.00	0.00
10 458	LIFE PAYABLE	0.00	0.00	0.00
10 474	DEFERRED REVENUE	0.00	0.00	0.00
10 551	UNAVAILABLE REVENUE - PROPERTY TAXES	0.00	0.00	0.00
10 552	UNAVAILABLE REVENUE - UTILITY TAXES	0.00	0.00	0.00
10 553	TAXES LEVIED FOR FUTURE PERIODS	211,936.48	(4,051.14)	207,885.34
	Current Liabilities Subtotal:	<u>212,326.69</u>	<u>(4,051.14)</u>	<u>208,275.55</u>

**Balance Sheet**  
 Period Ending: September 2018  
 Annual; Processing Month 09/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<u>Other Liabilities</u>				
10 603	ENCUMBRANCES	0.00	0.00	0.00
10 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
10 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Other Liabilities Subtotal:	0.00	0.00	0.00
<u>Fund Balance</u>				
10 704 005	UNDESIGNATED FUND BALANCE	0.00	0.00	0.00
10 712	NON-SPENDABLE FUND EQUITY - NPIP	3,993.00	0.00	3,993.00
10 760	FUND BALANCE - UNASSIGNED	406,227.24	(45,947.24)	360,280.00
	Fund Balance Subtotal:	410,220.24	(45,947.24)	364,273.00
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		622,546.93	(49,998.38)	572,548.55

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 11 IMPREST FUND - ADV PYMT ACCT</b>				
<u>Current Assets</u>				
11 101	CASH	1,400.06	97.31	1,497.37
	Current Assets Subtotal:	<u>1,400.06</u>	<u>97.31</u>	<u>1,497.37</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u><u>1,400.06</u></u>	<u><u>97.31</u></u>	<u><u>1,497.37</u></u>
<u>Current Liabilities</u>				
11 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
11 603	ENCUMBRANCES	0.00	0.00	0.00
11 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
11 704 005	FUND BALANCE - UNDESIGNATED	1,400.06	97.31	1,497.37
	Fund Balance Subtotal:	<u>1,400.06</u>	<u>97.31</u>	<u>1,497.37</u>
	<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>	<u><u>1,400.06</u></u>	<u><u>97.31</u></u>	<u><u>1,497.37</u></u>

**Balance Sheet**  
 Period Ending: September 2018  
 Annual; Processing Month 09/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 21 CAPITAL OUTLAY FUND</b>				
<u>Current Assets</u>				
21 101	CASH IN BANK	96,446.83	(20,619.22)	75,827.61
21 105	INTEREST BEARING ACCOUNTS	0.00	0.00	0.00
21 110	TAXES RECEIVABLE - CURRENT	57,856.03	(412.39)	57,443.64
21 112	TAXES RECEIVABLE - DELINQUENT	312.79	(312.79)	0.00
21 120	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
	Current Assets Subtotal:	<u>154,615.65</u>	<u>(21,344.40)</u>	<u>133,271.25</u>
<u>Other Assets</u>				
21 170	INVENTORY OF SUPPLIES	0.00	0.00	0.00
	Other Assets Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>154,615.65</u>	<u>(21,344.40)</u>	<u>133,271.25</u>
<u>Current Liabilities</u>				
21 402	ACCOUNTS PAYABLE	12,296.63	0.00	12,296.63
21 410	DUE TO GENERAL FUND	3,230.10	0.00	3,230.10
21 451	PR DEDUCTION-FICA	0.00	0.00	0.00
21 452	PR DEDUCTION-FIT	0.00	0.00	0.00
21 474	DEFERRED REVENUE	0.00	0.00	0.00
21 551	UNAVAILABLE REVENUE - PROPERTY TAXES	0.00	0.00	0.00
21 552	UNAVAILABLE REVENUE - UTILITY TAXES	0.00	0.00	0.00
21 553	TAXES LEVIED FOR FUTURE PERIODS	67,490.80	(725.18)	66,765.62
	Current Liabilities Subtotal:	<u>83,017.53</u>	<u>(725.18)</u>	<u>82,292.35</u>
<u>Other Liabilities</u>				
21 603	ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
21 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
21 696	LESS: OUTSTANDING ACCOUNTS PA	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
21 704	FUND BALANCE	0.00	0.00	0.00
21 704 005	FUND BALANCE - REGULAR UNSPENT	0.00	0.00	0.00
21 723	RESTRICTED FUND BALANCE - CAPITAL OUTLAY	71,598.12	(20,619.22)	50,978.90
	Fund Balance Subtotal:	<u>71,598.12</u>	<u>(20,619.22)</u>	<u>50,978.90</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>154,615.65</u>	<u>(21,344.40)</u>	<u>133,271.25</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 22 SPECIAL EDUCATION FUND</b>				
<u>Current Assets</u>				
22 101	CASH IN BANK	58,227.16	(7,865.50)	50,361.66
22 105	INTEREST BEARING ACCOUNTS	0.00	0.00	0.00
22 110	TAXES RECEIVABLE - CURRENT	44,336.90	(314.15)	44,022.75
22 112	TAXES RECEIVABLE - DELINQUENT	373.09	(373.09)	0.00
22 114	STATE FINANCIAL ASSIST REC	0.00	0.00	0.00
22 120	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
22 140	DUE FROM _____ GOVERNMENT	0.00	0.00	0.00
	Current Assets Subtotal:	102,937.15	(8,552.74)	94,384.41
Total Assets and Deferred Outflows of Resources:		102,937.15	(8,552.74)	94,384.41
<u>Current Liabilities</u>				
22 402	ACCOUNTS PAYABLE	1,635.33	0.00	1,635.33
22 404	CONTRACTS PAYABLE	0.00	0.00	0.00
22 450	PAYROLL DEDUCTION	0.00	0.00	0.00
22 451	PR DEDUCTION-FICA	0.00	0.00	0.00
22 452	PR DEDUCTION-FIT	0.00	0.00	0.00
22 453	PR DEDUCTION-INSURANCE	0.00	0.00	0.00
22 453 007	PR DEDUCTION-INSURANCE AFLAC	0.00	0.00	0.00
22 453 009	PR DEDUCTION-INSURANCE - SANFORD HEALTH	0.00	0.00	0.00
22 453 015	PR DEDUCTION-INSURANCE - SANFORD UNUM	0.00	0.00	0.00
22 453 017	PR DEDUCTION-INSURANCE	0.00	0.00	0.00
22 454	PR DEDUCTION-RETIREMENT	0.00	0.00	0.00
22 456	PR DEDUCTION	0.00	0.00	0.00
22 457	BENEFITS PAYABLE	(3.03)	0.00	(3.03)
22 457 018	BENEFITS PAYABLE CHILD CARE	0.00	0.00	0.00
22 474	DEFERRED REVENUE	0.00	0.00	0.00
22 551	UNAVAILABLE REVENUE - PROPERTY TAXES	0.00	0.00	0.00
22 552	UNAVAILABLE REVENUE - UTILITY TAXES	0.00	0.00	0.00
22 553	TAXES LEVIED FOR FUTURE PERIODS	53,674.82	(687.24)	52,987.58
	Current Liabilities Subtotal:	55,307.12	(687.24)	54,619.88
<u>Other Liabilities</u>				
22 603	ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
22 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
22 696	LESS: OUTSTANDING ACCOUNTS PA	0.00	0.00	0.00
	Other Liabilities Subtotal:	0.00	0.00	0.00
<u>Fund Balance</u>				
22 704 005	FUND BALANCE - REGULAR UNSPENT	0.00	0.00	0.00
22 724	RESTRICTED FUND BALANCE - SPECIAL ED	47,630.03	(7,865.50)	39,764.53
	Fund Balance Subtotal:	47,630.03	(7,865.50)	39,764.53

**Balance Sheet**  
Period Ending: September 2018  
Annual; Processing Month 09/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	102,937.15	(8,552.74)	94,384.41

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 24 PENSION FUND</b>				
<u>Current Assets</u>				
24 101	CASH	44,497.39	(475.00)	44,022.39
24 105	CASH IN BANK	0.00	0.00	0.00
24 110	TAXES RECEIVABLE - CURRENT	0.00	0.00	0.00
24 112	TAXES RECEIVABLE - DELINQUENT	226.87	0.00	226.87
	Current Assets Subtotal:	<u>44,724.26</u>	<u>(475.00)</u>	<u>44,249.26</u>
Total Assets and Deferred Outflows of Resources:		<u>44,724.26</u>	<u>(475.00)</u>	<u>44,249.26</u>
<u>Current Liabilities</u>				
24 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
24 404	CONTRACTS PAYABLE	0.00	0.00	0.00
24 450	PAYROLL DEDUCTION	0.00	0.00	0.00
24 451	PR DEDUCTION-FICA	0.00	0.00	0.00
24 452	PR DEDUCTION-FIT	0.00	0.00	0.00
24 453 008	PR DEDUCTION-INSURANCE - BENEFITMALL	0.00	0.00	0.00
24 453 009	PR DEDUCTION-INSURANCE - SANFORD HEALTH	0.00	0.00	0.00
24 454	PR DEDUCTION-RETIREMENT	0.00	0.00	0.00
24 457	BENEFITS PAYABLE	0.00	0.00	0.00
24 474	DEFERRED REVENUE	0.00	0.00	0.00
24 551	UNAVAILABLE REVENUE - PROPERTY TAXES	226.87	0.00	226.87
24 552	UNAVAILABLE REVENUE - UTILITY TAXES	0.00	0.00	0.00
24 553	TAXES LEVIED FOR FUTURE PERIODS	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>226.87</u>	<u>0.00</u>	<u>226.87</u>
<u>Other Liabilities</u>				
24 603	ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
24 694	LESS: ENCUMBRANCE COMMITMENS	0.00	0.00	0.00
24 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
24 704 005	FUND BALANCE - REGULAR UNSPENT	0.00	0.00	0.00
24 725	RESTRICTED FUND BALANCE - PENSION	44,497.39	(475.00)	44,022.39
	Fund Balance Subtotal:	<u>44,497.39</u>	<u>(475.00)</u>	<u>44,022.39</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		<u>44,724.26</u>	<u>(475.00)</u>	<u>44,249.26</u>

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 51 FOOD SERVICE FUND</b>				
<u>Current Assets</u>				
51 101	CASH	11,970.05	(2,424.59)	9,545.46
51 120	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
51 140	DUE FROM _____ GOVERNMENT	0.00	0.00	0.00
51 170	INVENTORY-SUPPLIES	518.57	0.00	518.57
51 171	INVENTORY-STORES PURCH FOR RES	2,496.46	0.00	2,496.46
51 172	INVENTORY OF DONATED FOOD	9,746.45	0.00	9,746.45
51 410	DUE TO GENERAL FUND	0.00	0.00	0.00
	Current Assets Subtotal:	<u>24,731.53</u>	<u>(2,424.59)</u>	<u>22,306.94</u>
<u>Long-term Assets</u>				
51 204	MACHINERY & EQUIPMENT - LOCAL FUNDS	72,658.49	0.00	72,658.49
51 205	EQUIPMENT-FEDERAL ASSIST.	0.00	0.00	0.00
51 208	ACCUM DEPRECIATION-LOCAL	(40,416.23)	0.00	(40,416.23)
51 209	ACCUM DEPR-FEDERAL	0.00	0.00	0.00
	Long-term Assets Subtotal:	<u>32,242.26</u>	<u>0.00</u>	<u>32,242.26</u>
<u>Other Assets</u>				
51 196	NET PENSION ASSET	0.00	0.00	0.00
	Other Assets Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Deferred Outflows of Resources</u>				
51 252	PENSION RELATED DEFERRED OUTFLOWS	15,965.48	0.00	15,965.48
	Deferred Outflows of Resources Subtotal:	<u>15,965.48</u>	<u>0.00</u>	<u>15,965.48</u>
	<b>Total Assets and Deferred Outflows of Resources:</b>	<u><u>72,939.27</u></u>	<u><u>(2,424.59)</u></u>	<u><u>70,514.68</u></u>
<u>Current Liabilities</u>				
51 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
51 404	CONTRACTS PAYABLE	0.00	0.00	0.00
51 450	PAYROLL DEDUCTION	0.00	0.00	0.00
51 451	PR DEDUCTION-FICA	0.00	0.00	0.00
51 452	PAYROLL DED. - INC. TAX	0.00	0.00	0.00
51 453	PAYROLL DED. - INSURANCE	0.00	0.00	0.00
51 453 007	PR DEDUCTION-INSURANCE	0.00	0.00	0.00
51 453 009	PR DEDUCTION-INSURANCE	0.00	0.00	0.00
51 453 015	PR DEDUCTION-INSURANCE - SANFORD UNUM	0.00	0.00	0.00
51 453 017	PR DEDUCTION-INSURANCE	0.00	0.00	0.00
51 454	PR DEDUCTION-RETIREMENT	0.00	0.00	0.00
51 456	PR DEDUCTION	0.00	0.00	0.00
51 457	BENEFITS PAYABLE	0.02	0.00	0.02
	Current Liabilities Subtotal:	<u>0.02</u>	<u>0.00</u>	<u>0.02</u>
<u>Other Liabilities</u>				



**Balance Sheet**  
 Period Ending: September 2018  
 Annual; Processing Month 09/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
51 507	NET PENSION LIABILITY	6,171.88	0.00	6,171.88
51 603	ENCUMBRANCES	0.00	0.00	0.00
51 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
51 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Other Liabilities Subtotal:	6,171.88	0.00	6,171.88
<u>Deferred Inflows of Resources</u>				
51 554	PENSION RELATED DEFERRED INFLOWS	0.00	0.00	0.00
	Deferred Inflows of Resources Subtotal:	0.00	0.00	0.00
<u>Fund Balance</u>				
51 706	NET INVESTMENT IN CAPITAL ASSETS	7,813.58	0.00	7,813.58
51 708	UNDESIGNATED FUND BALANCE	58,953.79	(2,424.59)	56,529.20
51 760	FUND BALANCE - UNASSIGNED	0.00	0.00	0.00
	Fund Balance Subtotal:	66,767.37	(2,424.59)	64,342.78
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		72,939.27	(2,424.59)	70,514.68

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 53 PRESCHOOL/OST/LITTLE LIONS FUND</b>				
<u>Current Assets</u>				
53 101	CASH	(23,376.19)	(6,760.66)	(30,136.85)
53 120	ACCOUNTS RECEIVABLE	0.00	0.00	0.00
	Current Assets Subtotal:	<u>(23,376.19)</u>	<u>(6,760.66)</u>	<u>(30,136.85)</u>
<u>Other Assets</u>				
53 196	NET PENSION ASSET	0.00	0.00	0.00
	Other Assets Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Deferred Outflows of Resources</u>				
53 252	PENSION RELATED DEFERRED OUTFLOWS	21,501.65	0.00	21,501.65
	Deferred Outflows of Resources Subtotal:	<u>21,501.65</u>	<u>0.00</u>	<u>21,501.65</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>(1,874.54)</u>	<u>(6,760.66)</u>	<u>(8,635.20)</u>
<u>Current Liabilities</u>				
53 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
53 404	CONTRACTS PAYABLE	0.00	0.00	0.00
53 450	PAYROLL DEDUCTION	0.00	0.00	0.00
53 451	PR DEDUCTION-FICA	0.00	0.00	0.00
53 452	PR DEDUCTION-FIT	0.00	0.00	0.00
53 453	PR DEDUCTION-INSURANCE	0.00	0.00	0.00
53 453 007	PR DEDUCTION-INSURANCE	0.00	0.00	0.00
53 453 009	PR DEDUCTION-INSURANCE	0.00	0.00	0.00
53 453 015	PR DEDUCTION-INSURANCE - SANFORD UNUM	0.00	0.00	0.00
53 454	PR DEDUCTION-RETIREMENT	0.00	0.00	0.00
53 457	BENEFITS PAYABLE	2.33	0.00	2.33
	Current Liabilities Subtotal:	<u>2.33</u>	<u>0.00</u>	<u>2.33</u>
<u>Other Liabilities</u>				
53 507	NET PENSION LIABILITY	8,312.03	0.00	8,312.03
53 603	ENCUMBRANCES	0.00	0.00	0.00
53 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>8,312.03</u>	<u>0.00</u>	<u>8,312.03</u>
<u>Deferred Inflows of Resources</u>				
53 554	PENSION RELATED DEFERRED INFLOWS	0.00	0.00	0.00
	Deferred Inflows of Resources Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
53 708	UNRESTRICTED NET POSITION	(10,188.90)	(6,760.66)	(16,949.56)
	Fund Balance Subtotal:	<u>(10,188.90)</u>	<u>(6,760.66)</u>	<u>(16,949.56)</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>(1,874.54)</u>	<u>(6,760.66)</u>	<u>(8,635.20)</u>

**Balance Sheet**  
 Period Ending: September 2018  
 Annual; Processing Month 09/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 71 AGENCY FUND - INS/FLEX</b>				
<u>Current Assets</u>				
71 101	CASH	4,998.73	(39.37)	4,959.36
71 105	INTEREST BEARING ACCOUNTS	0.00	0.00	0.00
71 410	DUE TO GENERAL FUND	0.00	0.00	0.00
	Current Assets Subtotal:	<u>4,998.73</u>	<u>(39.37)</u>	<u>4,959.36</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>4,998.73</u>	<u>(39.37)</u>	<u>4,959.36</u>
<u>Other Liabilities</u>				
71 402	AP	0.00	0.00	0.00
71 603	PO	0.00	0.00	0.00
71 694	LESS PO	0.00	0.00	0.00
71 696	LESS AP	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
71 704 005	FUND BALANCE - UNDESIGNATED	4,998.73	(39.37)	4,959.36
71 704 100	FUND BALANCE/BOOKS	0.00	0.00	0.00
71 704 101	FUND BALANCE/LOCKERS	0.00	0.00	0.00
71 704 102	FUND BALANCE/RECYCLING	0.00	0.00	0.00
71 704 103	FUND BALANCE/MISC	0.00	0.00	0.00
71 704 104	FUND BALANCE/ARC & K OF C	0.00	0.00	0.00
71 704 105	FUND BALANCE/STUDENT COUCIL	0.00	0.00	0.00
71 704 106	FUND BALANCE/BOWLING	0.00	0.00	0.00
71 704 107	FUND BALANCE/CHEERLEADING	0.00	0.00	0.00
71 704 108	FUND BALANCE/SWEATSHIRT	0.00	0.00	0.00
	Fund Balance Subtotal:	<u>4,998.73</u>	<u>(39.37)</u>	<u>4,959.36</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>4,998.73</u>	<u>(39.37)</u>	<u>4,959.36</u>

**Balance Sheet**  
 Period Ending: September 2018  
 Annual; Processing Month 09/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 72 AGENCY FUND - STUDENT COUNCIL</b>				
<u>Current Assets</u>				
72 101	CASH	883.08	(1.47)	881.61
72 105	INTEREST BEARING ACCOUNTS - NOT USED	0.00	0.00	0.00
	Current Assets Subtotal:	883.08	(1.47)	881.61
Total Assets and Deferred Outflows of Resources:		883.08	(1.47)	881.61
<u>Current Liabilities</u>				
72 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
72 696	LESS: ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	0.00	0.00	0.00
<u>Other Liabilities</u>				
72 603	ENCUMBRANCES	0.00	0.00	0.00
72 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
	Other Liabilities Subtotal:	0.00	0.00	0.00
<u>Fund Balance</u>				
72 704	FUND BALANCE - REGULAR UNSPENT	0.00	0.00	0.00
72 704 005	FUND BALANCE - UNDESIGNATED	883.08	(1.47)	881.61
	Fund Balance Subtotal:	883.08	(1.47)	881.61
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		883.08	(1.47)	881.61

**Balance Sheet**  
 Period Ending: September 2018  
 Annual; Processing Month 09/2018

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
<b>Fund: 90 GENERAL CAPITAL ASSETS - FIXED ASSETS</b>				
<u>Current Assets</u>				
90 101	CASH IN BANK	0.00	0.00	0.00
	Current Assets Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Long-term Assets</u>				
90 201	LAND	240.00	0.00	240.00
90 202	BUILDINGS	818,120.70	0.00	818,120.70
90 203	IMPROVEMENTS OTHER THAN BLDG	84,688.30	0.00	84,688.30
90 204	EQUIPMENT-LOCAL	122,415.00	0.00	122,415.00
	Long-term Assets Subtotal:	<u>1,025,464.00</u>	<u>0.00</u>	<u>1,025,464.00</u>
<b>Total Assets and Deferred Outflows of Resources:</b>		<u>1,025,464.00</u>	<u>0.00</u>	<u>1,025,464.00</u>
<u>Current Liabilities</u>				
90 402	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Current Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Other Liabilities</u>				
90 603	ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
90 694	LESS: ENCUMBRANCE COMMITMENTS	0.00	0.00	0.00
90 696	LESS: OUTSTANDING ACCOUNTS PAYABLE	0.00	0.00	0.00
	Other Liabilities Subtotal:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>Fund Balance</u>				
90 211	ACCUMULATED DEPRECIATION - IMPROVEMENTS	809,875.00	0.00	809,875.00
90 704 005	FUND BALANCE - REGULAR UNSPENT	0.00	0.00	0.00
90 705	INVESTMENT IN GEN FIXED ASSETS	0.00	0.00	0.00
90 706	NET ASSETS INVESTED IN CAPITAL ASSETS	215,589.00	0.00	215,589.00
	Fund Balance Subtotal:	<u>1,025,464.00</u>	<u>0.00</u>	<u>1,025,464.00</u>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Equity:</b>		<u>1,025,464.00</u>	<u>0.00</u>	<u>1,025,464.00</u>

Batch Description: SEPTEMBER 2018 CHECK RECONCILIATION Processing Month: 09/2018  
 Checking Account: 1 BSCS MAIN CHECKING

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
	Statement Balance	09/30/2018	252,900.14

Outstanding Checks

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>
35915	ERIN SCHABLIN	08/01/2018	36.94
35955	AFLAC	09/04/2018	794.68
35959	SANFORD HEALTH FLEX PLAN	09/04/2018	16.00
35965	DURICK FIRE EXTINGUISHERS	09/17/2018	238.00
35966	ELABO	09/17/2018	60.00
35968	GRANT COUNTY REVIEW	09/17/2018	78.86
35969	NORTHEAST AREA ELEMENTARY PRINCIPALS ASSOCIATION	09/17/2018	70.00
35970	NORTHEAST SUPERINTENDENTS	09/17/2018	162.00
35975	RICHARDS CARPET CLEANING	09/17/2018	331.00
35978	ST. CHARLES CHURCH	09/17/2018	650.00
	Total:		<u>2,437.48</u>

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>
252,900.14	(2,437.48)	250,462.66	250,462.66

Cleared Automatic Payment Total:	49,915.72
Cleared Checks Total:	24,278.31
Cleared Direct Deposit Total:	(64,974.41)
Cleared Void Total:	
Cleared Deposit Total:	53,158.75
Cleared Manual Journal Entries Total:	(41.97)
Cleared Sales Journal Total:	

# MANUAL JOURNAL ENTRY BOARD REPORT

9/30/2018

ACCT #	DATE	REFERENCE #	DEBIT	CREDIT	DESCRIPTION
53 3500 000 111	9/6/2018	MJ19-007		4,581.66	CORR LLLC TO OST EXPENSE MOVE
53 3510 000 111	9/6/2018	MJ19-007	4,581.66		CORR LLLC TO OST EXPENSE MOVE
53 3500 000 111	9/6/2018	MJ19-007		1,647.75	CORR LLLC TO OST EXPENSE MOVE
53 3510 000 111	9/6/2018	MJ19-007	1,647.75		CORR LLLC TO OST EXPENSE MOVE
53 3500 000 210	9/6/2018	MJ19-007		329.46	CORR LLLC TO OST EXPENSE MOVE
53 3510 000 210	9/6/2018	MJ19-007	329.46		CORR LLLC TO OST EXPENSE MOVE
53 3500 000 220	9/6/2018	MJ19-007		274.90	CORR LLLC TO OST EXPENSE MOVE
53 3510 000 220	9/6/2018	MJ19-007	274.90		CORR LLLC TO OST EXPENSE MOVE
53 3500 000 230	9/6/2018	MJ19-007		2.46	CORR LLLC TO OST EXPENSE MOVE
53 3510 000 230	9/6/2018	MJ19-007	2.46		CORR LLLC TO OST EXPENSE MOVE
53 3510 000 111	9/6/2018	MJ19-008		1,647.75	CORR PART OF MJ19-007
53 3500 000 119	9/6/2018	MJ19-008	1,647.75		CORR PART OF MJ19-007
10 101	9/28/2018	MJ19-009		41.97	MEDICAID ADMIN FEE
10 2490 000 319	9/28/2018	MJ19-009	41.97		MEDICAID ADMIN FEE
11 101	9/30/2018	MJ19-010		878.94	ADV PYMT CKS
11 1190 000 479 011	9/30/2018	MJ19-010	878.94		ADV PYMT CKS
71 101	9/30/2018	MJ19-010		722.04	FLEX PAYMENT TXFR
71 1190 000 479 012	9/30/2018	MJ19-010	722.04		FLEX PAYMENT TXFR
72 101	9/30/2018	MJ19-010		526.47	STUDENT COUNCIL PAYMENTS
72 1190 000 479 013	9/30/2018	MJ19-010	526.47		STUDENT COUNCIL PAYMENTS
10 553	9/20/2018	MJ19-011	3,492.23		GRANT COUNTY August 2018 APPORTIONMENT
10 110	9/20/2018	MJ19-011		1,913.02	GRANT COUNTY August 2018 APPORTIONMENT
10 112	9/20/2018	MJ19-011		1,579.21	GRANT COUNTY August 2018 APPORTIONMENT
21 553	9/20/2018	MJ19-011	658.24		GRANT COUNTY August 2018 APPORTIONMENT
21 110	9/20/2018	MJ19-011		383.95	GRANT COUNTY August 2018 APPORTIONMENT
21 112	9/20/2018	MJ19-011		274.29	GRANT COUNTY August 2018 APPORTIONMENT
22 553	9/20/2018	MJ19-011	579.72		GRANT COUNTY August 2018 APPORTIONMENT
22 110	9/20/2018	MJ19-011		292.48	GRANT COUNTY August 2018 APPORTIONMENT
22 112	9/20/2018	MJ19-011		287.24	GRANT COUNTY August 2018 APPORTIONMENT
10 553	9/20/2018	MJ19-011	558.91		ROBERTS COUNTY August 2018 APPORTIONMENT
10 110	9/20/2018	MJ19-011		103.52	ROBERTS COUNTY August 2018 APPORTIONMENT
10 112	9/20/2018	MJ19-011		455.39	ROBERTS COUNTY August 2018 APPORTIONMENT
21 553	9/20/2018	MJ19-011	66.94		ROBERTS COUNTY August 2018 APPORTIONMENT
21 110	9/20/2018	MJ19-011		28.44	ROBERTS COUNTY August 2018 APPORTIONMENT
21 112	9/20/2018	MJ19-011		38.50	ROBERTS COUNTY August 2018 APPORTIONMENT
22 553	9/20/2018	MJ19-011	107.52		ROBERTS COUNTY August 2018 APPORTIONMENT
22 110	9/20/2018	MJ19-011		21.67	ROBERTS COUNTY August 2018 APPORTIONMENT
22 112	9/20/2018	MJ19-011		85.85	ROBERTS COUNTY August 2018 APPORTIONMENT

16,116.96

16,116.96

TOTAL DEBITS AND CREDITS

BALANCE

MUST BE ZERO

**BOARD OF EDUCATION PROCEEDINGS  
BIG STONE CITY SCHOOL DISTRICT #25-1**

The Big Stone City School District's Board of Education met in a special session on September 6<sup>th</sup>, 2018 @ 6:00 PM in the Board Room/ CEO/Business Manager's Office with the following members present or absent:

Officers and others present:

Christopher Folk, CEO/Business Manager  
Shelley Haggerty, Principal/Counselor  
Anne Lester, LLLC/OST Director and Preschool Teacher

Meeting called to order by President Jennifer Wiik at 6:04 PM

Roll call was taken with Andria Rabe, Amy VanLith, Sue Westermeyer, and Jennifer Wiik present. Erin Schablin was absent. Quorum established.

The Pledge of Allegiance was recited.

Motion by VanLith, seconded by Westermeyer, to approve the proposed agenda. 4 votes yes. Motion Carried.

There was discussion on the hiring of one additional staff member for the 2018-2019 school year.

After discussion, there was a motion by Westermeyer, seconded by VanLith, to approve the hiring of a preschool paraprofessional at 0.3FTE. 4 votes yes. Motion Carried.

There was a motion by Rabe, seconded by VanLith, to approve the hiring of a 0.5FTE early education assistant for the learning center. 4 votes yes. Motion Carried.

Motion by VanLith, seconded by Rabe, to adjourn the meeting at 6:38 PM. 4 votes yes. Motion Carried.

/s/ \_\_\_\_\_  
President

/s/ \_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Approximate Cost of Publication



**BOARD OF EDUCATION PROCEEDINGS  
BIG STONE CITY SCHOOL DISTRICT #25-1**

The Big Stone City School District's Board of Education met in a regular session on September 17<sup>th</sup>, 2018 @ 6:00 PM in the Board Room/ CEO/Business Manager's Office with the following members present or absent:

Officers and others present:

Christopher Folk, CEO/Business Manager  
Shelley Haggerty, Principal/Counselor  
Dorla Jacobson, Teacher  
Karla Kastrup, Teacher  
Joyce Durick, District Community Member

Meeting called to order by President Jennifer Wiik at 6:02 PM

Roll call was taken with Andria Rabe, Amy VanLith, Sue Westermeyer, and Jennifer Wiik present. Erin Schablin was absent. Quorum established.

The Pledge of Allegiance was recited.

Motion by VanLith, seconded by Rabe, to approve the proposed agenda. 4 votes yes. Motion Carried.

**Community Input Session – no community input**

**Communication Items**

1. Board Communication – no board communication
2. Principal Report
  - a. Updated Enrollment Numbers
3. CEO/Business Manager Report; the following reports were presented.
  - a. Revenue/Expenditure Summary Report
  - b. BSCS Board Report – Detail, Bills and BMO PCard
  - c. Payroll Register – Unitemized Report
  - d. Balance Sheet
  - e. Check Reconciliation Report
  - f. Manual Journal Entry Board Report
  - g. 2018 Summer Food Service Program Review – the program did excellent and there was an average increase of 29% in meals provided to the youth of the community over last summer. Excellent job!
  - h. Other items discussed: 3-year asbestos re-inspection completed and passed. General Reserve Fund Balance in compliance with SDCL 13-13-73.5. The school district would like to extend a BIG THANK YOU! to the Minnwest Bank for the donation to the LionPack (backpack) program.

Financial Report

	10 GENERAL FUND	21 CAPITAL OUTLAY FUND	22 SPECIAL EDUCATION FUND	24 PENSION FUND	51 FOOD SERVICE FUND	53 PRESCHOOL/OUT- SIDE SCHOOL TIME (OST) FUND
August 1, 2018	BEGINNING BALANCE	\$169,562.83	\$62,828.81	\$49,341.64	\$8,726.61	(\$17,227.24)
	TOTAL RECEIPTS	\$44,647.42	\$700.15	\$0.00	\$9,777.39	\$18,932.50
	TOTAL DISBURSEMENTS	(\$55,022.95)	(\$5,301.80)	(\$2,844.25)	(\$6,533.95)	(\$24,461.45)
August 31, 2018	ENDING BALANCE	\$148,187.29	\$58,227.16	\$44,497.39	\$11,970.05	(\$23,376.19)

Certificate of Deposit – \$291,844.69

Advance Payment (Fund 11) & Flex Account (Fund 71) – \$6,398.79

Student Council (Fund 72) – \$883.08

The following bills were approved:

**GENERAL FUND:** ADVANCE PAYMENT FUND,(SCHOOL CHECKING FUND),263.25 BMO MASTERCARD,(PCARD),8,856.03 BRANDT, LORELEI ,(REIMBURSEMENT),143.00 CITY OF BIG STONE CITY, (UTILITIES),1,350.94 DURICK FIRE EXTINGUISHERS,(FIRE EXTINGUISHERS),238.00 ELABO,(MEMBERSHIP DUES),60.00 FOLK, CHRISTOPHER ,(REIMBURSEMENT),99.54 GRANT COUNTY REVIEW,(ADVERTISING),78.86 NORTHEAST AREA ELEMENTARY PRINCIPALS ASSOCIATION,(PRINCIPAL DUES),70.00 NORTHEAST SUPERINTENDENTS,(SUPERINTENDENT MEMBERSHIP DUES),162.00 NORTHWESTERN ENERGY,(UTILITIES - NATGAS),29.03 OSTLUND, LYNDA ,(REIMBURSEMENT),426.30 PAYSTUBZ.COM,(TIME CLOCK SERVICE),46.31 RICHARDS CARPET CLEANING,(MAINTENANCE),331.00 SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION,(FEE),32.00 SYKORA PLUMBING INC,(BUILDING MAINTENANCE),191.65 WORKERS COMP FUND,(WORKERS COMP RENEWAL),516.00  
**CAPITAL OUTLAY FUND:** ADVANCE PAYMENT FUND,(SCHOOL CHECKING FUND),570.00 BMO MASTERCARD,(PCARD),18,747.02 REGION 1,(LUNCH PROGRAM),2,265.00  
**SPECIAL EDUCATION FUND:** BMO MASTERCARD,(PCARD),164.67  
**FOOD SERVICE FUND:** BMO MASTERCARD,(PCARD),481.64  
**PRESCHOOL/OST FUND:** ADVANCE PAYMENT FUND,(SCHOOL CHECKING FUND),143.00 BMO MASTERCARD,(PCARD),1,238.68 OSTLUND, EMMA ,(SUBSTITUTE),216.00 SCOTT, NICOLE ,(REIMBURSEMENT),35.00 ST. CHARLES CHURCH,(RENT PAYMENT),650.00

#### **Action Items**

Motion by Westermeyer, seconded by VanLith, to approve the **Consent Agenda** as presented. 4 votes yes. Motion Carried.

1. Approval of minutes from previous meeting(s); August 20 2018 meeting
2. Approval of the financial reports
3. Approval of the bills, including BMO Mastercard purchases
4. Approval of the Disclosure of Conflict of Interest; No conflicts were disclosed
5. Approval of the correction to the 2018-2019 School District Calendar
6. Approval of the following South Dakota Open Enrollment Applications; #039, #040, #041, #042, #043, and #044
7. Approval of the Milbank School District Tuition Agreement #2
8. Approval of the second and final reading of Policy CCA-R; Organizational Structure

#### **Separate Action Items**

Motion by Rabe, seconded by VanLith, to approve the 2018-2019 Proposed Budget and Means of Finance. 4 votes yes. Motion Carried.

Motion by VanLith, seconded by Rabe, to approve the 2018-2019 Levy Request. 4 votes yes. Motion Carried.

#### **Discussion**

There were discussions on the following items:

1. 2018-2019 Committee Listing; recap
2. Special Education Review will be October 3 2018

3. Next board policies to review in the upcoming months. See below. Most of these will have very minor amendments to the policies. Per ASBSD.
  - a. DBD: Budget Planning
  - b. DBH: Budget Adoption
  - c. DBC: Budget Deadlines and Schedules
  - d. DBJ: Budget Implementation
  - e. DBK: Budget Transfer Authority
4. Next School Board Meeting: 10/15/18 @ 6:00 PM (Regular Meeting) in the Board Room/CEO/Business Manager Office.

**Executive Session**

6:37 PM, motion by VanLith, seconded by Westermeyer, to enter into executive session pursuant to SDCL 1-25-2(1) and (2) for personnel and student matters respectively. 4 votes yes. Motion Carried.

President Wiik declared the board out of executive session at 6:49 PM with no action taken.

Board training will be rescheduled for next meeting as all members were not present.

Motion by Rabe, seconded by VanLith, to adjourn the meeting at 6:50 PM. 4 votes yes. Motion Carried.

/S/ \_\_\_\_\_  
President

/S/ \_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Approximate Cost of Publication

Big Stone City School  
District 25-1

# Support Staff Handbook

2018-2019



**BIG STONE CITY  
LIONS**

*\*\*Please sign and return the last page to the administrator.\*\**

## **BIG STONE CITY SCHOOL DISTRICT 25-1 SUPPORT STAFF HANDBOOK**

**THIS HANDBOOK DOES NOT CREATE AN EMPLOYMENT CONTRACT**

### **MISSION STATEMENT**

"Educating all students for a lifetime of success!"

### **SCHOOL PHILOSOPHY**

The philosophy of the Big Stone City School District 25-1 shall be so designed to implement such educational programs that will best meet the needs of each individual child according to his or her potential. This will include all children regardless of abilities.

Children should be exposed, guided, and counseled to develop competencies that are transferable to vocational and life skills. These include the ability to read, write, reason, compute, and develop social skills, attitudes, and sound work habits. Children shall be provided experiences that will motivate awareness and creativity.

It shall be the duty and responsibility of the school to provide direction for each child to become a contributing and responsible citizen in society.

### **CULTURE**

The Big Stone City School has certain standards for student behavior and has adopted PBIS school-wide approach to discipline. PBIS (Positive Behavior Interventions and Supports) is a systems approach to enhancing the capacity of the schools to educate all children by developing research-based, school-wide and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS allows parents/ guardians and teachers to have open communication about what is expected in all areas of the school.

### **NONDISCRIMINATION STATEMENT**

No child or employee shall be discriminated against because of race, color, age, handicap, sex, religion, or national origin. Each child shall be treated as an individual and educators should build upon a child's strengths.

**Big Stone City School Staff & Phone Extensions**  
**Phone 605-862-8108 Fax 605-862-8640**

<b>Position</b>	<b>Name</b>	<b>Phone Extension</b>
CEO/Business Manager	Christopher Folk	109
Principal/Counselor	Shelley Haggerty	101
Administrative Assistant	Stacy Wollschlager	100
Preschool	Anne Lester	123
Kindergarten	Jody Kriz	102
First Grade	Rachel Berdan	103
Second Grade	Kristina Rabine	104
Third Grade	Erin Julius	105
Fourth Grade	Nichole Cooper	106
Fifth Grade	Dorla Jacobson	107
Middle School Teacher	Kendra Rademacher	112
Middle School Teacher	Ashley Stoel	110
Middle School Teacher	Kristen Roe	113
Special Education Teacher	Sylvia Musch	111
K-8 Title I	Jennifer Cronen	115
Librarian	Lynda Ostlund	116
K-8 Physical Education	Kelly Wollschlager	124
Music/Band	Amy Adelman	114
Speech	Karla Kastrup	125
Head Cook	Shelly Anderson	120
Assistant Cook	Lillian Warner	120
Paraprofessional	Samantha Zahn	
Paraprofessional	D'Laine Thomas	
Preschool Paraprofessional	Ruth Trautner	
Head Custodian	Dan Lester	
Assistant Custodian	Elmer Athey	
School Nurse	Jennifer Meyer	
Technology	Rural Solutions	
Bus Driver	Mike Schake	
School Board Members	Jennifer Wiik, President Susan Westermeyer, Vice President Amy VanLith Andria Rabe Erin Schablin	



## **Welcome to Big Stone City School!**

The purpose of the **support staff** handbook is to guide us from time to time on issues which may arise and to create a sense of responsibility and consistency among the staff members, board, and administration.

### **PAYMENTS**

**Classified staff will be paid a contracted wage for a regular or specified number of hours per day. Classified staff will be paid once a month via direct deposit over a period of 9 months or 12 months based on hours worked.**

~~Employees will be paid a salary for a regular or specified number of hours per day. Classified staff will have the option to receive a salary paid over 9 month or 12 month period.~~

### **LUNCH & BREAK**

~~South Dakota does not have a law that required an employer to provide rest breaks and meal periods. However, the Big Stone School will provide 30 minutes of break per day based on an 8-hour day. Break minutes will be prorated based on the percent of FTE. Employees will be compensated for these short breaks.~~

Non-certified staff receive a 30-minute, uncompensated lunch break. They will also receive a morning and one afternoon break. These paid breaks are 15-minutes in length.

### **OVERTIME**

Employees are paid for the number of hours they were hired to work per day. If extra hours are anticipated for an extra project, they must **submit a request in writing** be requested by submitting an "Extra Hours Request" and approved in advance by the **principal and CEO**. ~~Employees do have the opportunity to "bank" any extra hours or minutes that they acquire and using them in the event of a snow day in place of a pay deduct.~~

### **LEAVE**

All leave must be approved in advance by the principal and CEO. Leave is to be requested by completing leave form available in the business office. In the case of illness, a leave form should be completed and turned in upon return to school. Leave is prorated based **one FTE**. ~~on the number of hours paid per day.~~

If for any reason a staff member needs a substitute, please call the principal by 6:45 AM. If no answer, call the CEO/business manager. If neither can be reached, leave a message on both the principal and CEO/business manager's school voicemail.

### **VACATION**

~~Vacation leave can be accumulated and carried over for a period of one year.~~

### **MATERNITY/PATERNITY LEAVE**

**Classified staff may take unpaid maternity/paternity leave following the guidelines of the current Family Medical Leave Act. Sick leave may be used. After sick leave has been depleted, pay will be deducted at the contracted rate.**

~~Staff members may take maternity or paternity leave. Sick leave may be used. After sick leave has been depleted, the contracted daily rate of pay will be deducted.~~

### **LEAVE OF ABSENCE**

A staff person requesting a leave of absence will be granted such leave at the discretion of the school board on an individual basis. If such leave is granted, it shall not exceed one year. One year shall mean one school year. The staff person will be reinstated to a position of equal pay and status when he/she returns from such leave.

### **INSURANCE**

**Classified staff can elect to receive insurance benefits. This would be without any contribution from the school district with the exception of the head custodian and head cook in the amount of \$475 per month towards the school sponsored health insurance plan. Under this condition a classified staff worker would be eligible for insurance:**

- **The worker is employed to work on a 12-month contract.**
- **9-month contract staff is eligible upon approved payment plans for paying premiums during non-working periods.**

~~Support staff is generally not offered insurance as an employment benefit. Under these conditions, a support~~



staff worker would be eligible for insurance:

- A. The worker is employed to work on a 12-month contract.
- B. The worker's spouse has passed away, leaving the family uninsured and each of the following conditions exist:
  - 1. The worker has received his/her third contract.
  - 2. The worker is at least .5 FTE.
- C. The worker's spouse has retired and each of the following conditions exist:
  - 1. The worker has been employed with the Big Stone City School for 12 or more years.
  - 2. The worker is at least .5 FTE.

In each case, the district shall pay a prorated amount of the district contribution to a single health policy, based on the worker's FTE.

### **RETIREMENT FOR NON-CERTIFIED PERSONNEL**

- 1. **Eligibility:** To receive any retirement benefit, the employee must have reached his/her 55<sup>th</sup> birthday and must have 12 contracts of employment by the Big Stone City School District. In the case of an employee who has not served 12 years of full-time employment, his/her benefit will be prorated based on an average FTE of the twelve years of employment.
- 2. **Insurance:** Any insurance eligible employee of the Big Stone City School District may apply for retirement with the option of carrying the district's group health insurance for him/herself and/or his/her spouse. The premium is to be fully paid by the retiree and/or participating spouse until the retiree and/or participating spouse are eligible for Medicare benefits.
- 3. **Benefit:** A payment equal to the current district contribution to a single insurance policy (currently \$300) per month for one year shall be paid to the retiree beginning September of the school year after the effective retirement date and ending in August of the following year. The retiree may have the option of applying the payment to his/her insurance premium, or, the retiree may opt to receive payment in two installments of \$1800 each, to be arranged with the business manager.
- 4. **Application/Agreement:** A written application to notify intention for this retirement benefit must be received in the superintendent's office by 4 PM on March 15 of the year preceding the effectiveness of the retirement. A formal agreement will be signed by the retiree and the school board at the April board meeting.

### **STAFF DRESS**

School staff which work directly with students will be expected to dress professionally. Other school staff will dress appropriately for the duties of their position. Fridays and other designated days will be considered "casual dress days". Shorts are not allowed on student contact days.

Big Stone City Schools does not have a clothing allowance.

### **GRIEVANCE**

Any grievance you have should go through proper channels. If you feel you have a grievance that violates school policies, please put your grievance in writing and sign it. The principal shall respond to it. If you are not then satisfied, you may appeal such grievance to CEO and the board of education for their disposition or comments. A complete grievance policy is included at the end of the handbook.

### **INJURIES**

**ALL** injuries should be reported to the office. The person supervising must complete a school injury from stating person injured, time, who was in charge, what happened, and what was done to help the injured party.

### **USE OF SCHOOL VEHICLES**

The CEO/business manager or principal will authorize school vehicle use if other than normal daily procedures. The following rules apply to usage:

- 1) Keep the vehicle clean
- 2) Always use seatbelts for all passengers
- 3) Limit the number of persons to the number of seatbelts

4) No smoking in school vehicles

**EMPLOYEE CRIMINAL BACKGROUND CHECK POLICY**

Each offer of employment made by the Big Stone City School District is subject to the provisions of SDCL 13-10-12 relating to criminal background investigations.

The Big Stone City School District shall be responsible for costs involved with this procedure through a reimbursement process.

**USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES**

**GBEC**

Student and employee safety is a paramount concern to the school board. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students, and to other employees. Therefore, the school board will not tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs. Any employee who violates this policy will be subject to disciplinary action, which may include dismissal, and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute convictions for any alcohol and/or drug violation. Such notification must be made by the employee to the Superintendent/CEO no later than five (5) days after conviction. Should the affected employee be the Superintendent/CEO s/he will report to the Board no later than the next regular meeting of the Board.

Within thirty (30) days after receipt of information concerning an alleged or proven violation(s) of this policy, the district will take appropriate disciplinary action, which may include termination of employment, requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

The school board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.

When a staff member has consumed alcoholic and/or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same disciplinary sanctions, as for possession or consumption on school property.

The school board hereby commits itself to a continuing good faith effort to maintain a drug-free environment.

**STAFF COMPLAINTS AND GRIEVANCES**

**GBM**

The Board will encourage the administration to develop effective means for resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and the Board.

Grievance procedures should provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and each employee should be

assured opportunity for an orderly presentation and review of complaints and concerns. Channels established will provide for the following:

1. That teachers and other employees may appeal a ruling of a principal or other administrator to the Superintendent/CEO;
2. That all school employees may appeal a ruling of the Superintendent/CEO to the Board.

The procedures established for the resolution of grievances in agreements negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular agreement.

**SEXUAL HARRASSMENT**

**ACAA**

**SECTION 1 – Policy Statement**

The District is committed to a school environment which is free from sexual harassment and conducive to all students' educational opportunities. Sexual harassment can inhibit a student's educational opportunities and an employee's work. Sexual harassment of students attending school in the District or students from other schools who are at a District activity, and sexual harassment of school employees, school volunteers, parents, guests, visitors and vendors of the District shall also not be tolerated and is strictly prohibited.

All students, school employees, school volunteers, parents, guests, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies. This policy prohibiting sexual harassment shall apply to all students, school employees, school volunteers, parents, guests, visitors and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities

The District shall investigate all reported instances involving sexual harassment. Attempts to informally or voluntarily resolve the complaint should not delay the commencement of the District's investigation. Unless a different person is designated by the Superintendent to conduct the investigation, the school administrator of the school attendance center where the sexual harassment is alleged to have occurred is responsible for investigating the alleged sexual harassment. Allegations of sexual harassment may also be reported by the administration to other authorities, including but not limited to law enforcement.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassing conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have sexually

harassed another person may have the right to know the identity of the person(s) making the report in order that he/she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged sexual harassment.

Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have sexually harassed another person shall not directly or indirectly (such as through a third person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a sexual harassment report should immediately contact a school administrator.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. School volunteers, parents, guests, visitors, and vendors who violate this policy may be prohibited from being on school property.

### **SECTION 2 – Sexual Harassment Defined**

Sexual harassment is defined as sexually oriented words and actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose regardless of the intent of the person accused of the sexually harassing conduct. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other laws, regulations and policies also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Sexual harassment is a specific type of harassment which is prohibited under this policy. Examples of sexual harassment include, but not limited to:

1. Unwelcome sexual flirtations, advances or propositions;
2. Verbal comments, jokes, or abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Displaying pornographic material;
6. Physical contact or language of a sexually suggestive nature.

### **SECTION 3 – Sexual Harassment Reporting Procedure**

Any individual who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment should immediately report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the sexual harassment will be asked to either submit a signed written complaint or sign a completed Sexual

Harassment Report Form, Exhibit ACAA- E(1), verifying the accuracy of its content. The written complaint or Sexual Harassment Report Form must include the following:

- the date the written complaint was filed or the Sexual Harassment Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the sexual harassment,
- the address/phone # of the person reporting the sexual harassment,
- the specific conduct or nature of the sexual harassment complaint including the person(s) alleged to have sexually harassed the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the sexual harassment.

If the signed written complaint was given to a teacher or guidance counselor, or if the Sexual Harassment Report Form was completed by a teacher or guidance counselor, the teacher or guidance counselor shall forward the complaint or Sexual Harassment Report Form to the teacher's building school administrator.

For procedures for addressing sexual harassment complaints refer to Policy ACAA Section 4.

### **REPORTING CHILD ABUSE**

JHG

The term, abused or neglected child, means a child:

1. Whose parent, guardian, or custodian has abandoned the child or has subjected the child to mistreatment or abuse;
2. Who lacks proper parental care through the actions or omissions of the child's parent, guardian, or custodian;
3. Whose environment is injurious to the child's welfare;
4. Whose parent, guardian, or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care, or any other care necessary for the child's health, guidance, or well-being;
5. Who is homeless, without proper care, or not domiciled with the child's parent, guardian, or custodian through no fault of the child's parent, guardian, or custodian;
6. Who is threatened with substantial harm;
7. Who has sustained emotional harm or mental injury as indicated by an injury to the child's intellectual or psychological capacity evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture;
8. Who is subject to sexual abuse, sexual molestation, or sexual exploitation by the child's parent, guardian, custodian, or any other person responsible for the child's care;

9. Who was subject to prenatal exposure to abusive use of alcohol, marijuana, or any controlled drug or substance not lawfully prescribed by a practitioner; or
10. Whose parent, guardian, or custodian knowingly exposes the child to an environment that is being used for the manufacture, use, or distribution of methamphetamines or any other unlawfully manufactured controlled drug or substance.

Any teacher or other school employee, who suspects that a child under 18 years of age has been neglected or abused by a parent or other person, will report orally or in writing this information to the building Principal or Superintendent. The Principal or Superintendent shall immediately report this information to the state's attorney, the department of social services, or to local law enforcement. The teacher or other school employee who witnessed the disclosure or evidence of the abuse or neglect must be available to answer questions when the initial report is made. If the Principal or Superintendent does not confirm to the teacher or other employee within 24 hours that the report has been submitted, the employee will report the information directly to the state's attorney, the department of social services, or to local law enforcement.

The report will contain the following information: name, address, and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; and any other information that might help establish the cause of injuries or condition.

School employees, including administrators, will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, but only to report suspicions of abuse or neglect.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting, or from any resulting judicial proceeding, even if the suspicion is proved to be unfounded.

Information or records concerning reports of suspected abuse or neglect are confidential. The release to persons other than those provided by law is a class one misdemeanor. Failure to make a report of abuse or neglect is a class one misdemeanor.

Copies of this policy will be distributed by the Superintendent to all school employees at the beginning of each school term, and to new employees when they begin employment if at a different time than the beginning of the school term.

## SUPERVISION OF STUDENTS

JHFA

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his or her assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

The school administration will assure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

The superintendent/CEO and principal may discipline students for aggressive or violent behavior that disrupts school or that affects a health or safety factor of the school or its programs.

## EMPLOYEE USE OF NETWORKING SITES

GBCBB

Technology will be used to complement and foster public education. Utilization by employees must not distract from or disrupt the educational process. Proper decorum is the standard of conduct expected of a professional. That standard will apply to the use of technology and social networking sites.

The Superintendent/CEO will ensure that staff members are reminded and informed of the importance of maintaining proper decorum when using technology as well as in person.

Proscribed conduct includes:

- Improper fraternization with students.
- Listing students as friends on networking sites.
- Staff members providing private phone numbers without prior approval of the district.
- Inappropriate email or phone contact with students.

**Big Stone City School District Staff Member Agreement**

*Every staff member must read and sign below: Return to the school administrator.*

I have read, understand, and agree to abide by the terms of the Support Staff Handbook including the foregoing Staff Internet Use Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date