



**BLACKDUCK PUBLIC SCHOOL**

**Regular School Board Meeting**

**October 9, 2017**

**7:00 P.M.**

**H.S. Media Center**

## **Agenda for Regular Board Meeting**

**October 9, 2017**

**7:00 P.M.**

**H.S. Media Center**

**I. Call to Order – Pledge**

**II. Agenda Changes**

**III. Approval of Minutes**

**IV. Chairperson's Announcements**

**A. Good Things Happening**

**1. The Senior Class Trip was Saturday, September 30<sup>th</sup>. They went to Air Max Trampoline Park, Pizza Ranch, and Valley “Scare”. It was a great day, the kids were amazing and a lot of fun was had by all.**

**2. 51 students are working hard to prepare the fall play: Fairytale Courtroom which will be on stage November 3rd through 5th. Dinner theater tickets are available through the high school office and must be purchased in advance. One thing that is especially exciting this year is that 31 of the students are in junior high so there is a lot of great talent coming up that will be with us for years - as well as some great senior high leadership. Ayushi Patel is President of the Drama Club as well as being Student Director. Nolan Juelson is the Treasurer and Crew Manager. Logen Patch is the Vice President and will portray the Defense Attorney in the play, and Toni Long is the Secretary and will play the Clerk of Court. Besides Ayushi and Logen - the only other BHS Drama Seniors are Deja Palmer and Andrew Metzler. Jamilee Schocker is responsible for a great deal of the artistic details on stage. Cynthia Nord will be catering a delicious meal of Juicy Little Piggies, Straw House Potatoes, Fruits of the Trough, Red's Bread - and desserts. Jacob and Richard Lien are once again adding their expertise to lights, sound, and special effects as well as training the students who will run the tech crew.**

**3. National Honor Society will be sponsoring a blood drive on Tuesday, October 24, from 10-4. Anyone willing to donate can contact Laura Wood at the High School to make an appointment.**

4. Mr. Gross would like to thank Josh Larson our SHIP coordinator for providing bikes to the elementary physical education curriculum. 30 bikes will be shared between Kelliher and Blackduck. Fourth, fifth, and sixth grade will be completing the WALK, BIKE, FUN curriculum during physical education class. Fifth grade and sixth grade took advantage of the bikes on September 25th and 26th. They went on a field trip to Bemidji State Park. During the field trip, students were able to ride the bikes around Bemidji State Park and down the Paul Bunyan Trail. We would like to thank administration for supporting this new and interesting field trip. We would also like to thank the bus drivers, parent volunteers, paraprofessionals, and all the teachers that helped make this field trip possible. Pictures are posted on the school's facebook page

#### **B. Open Comments from General Participation**

#### **V. Treasurer's Report (Attachment A)**

#### **VI. Meeting Agenda**

##### **A. Consent Agenda**

- 1. Approve September bills (Attachment B)**
- 2. Approve Board Agreements and Open Enrollments for the 2017/18 school year.**

*ML's Comments: From Bemidji to Blackduck; Reilly Naughton, Akira Keprios, Dominik Wilson, Adalyn Wilde, Oscar Moore, Logan Krueth, Jillian Maxwell, Lesley St. Peter, Abigail St. Peter, Will Loehlien, Sophia Enright, Red Enright, Madden Eck. From Red Lake to Blackduck; Grace Needham, Mikala Needham, Ava Kingbird, Xavier Graves. From Kelliher to Blackduck; Roman Kotula. From Grand Rapids to Blackduck; Cole Brant, Collin Brant, Dorien Brant, Mylee Irvine. From Northome to Blackduck; Otilia Chandler.*

##### **B. Items for Individual Action**

- 1. Consider the purchase of a pressure washer.**

*ML's Comments: Ben Frenzel will address.*

- 2. Consider hiring Shirley Kampa as the Title VI Home School Liaison/Cultural Specialist/Literacy Tutor effective October 3, 2017. (Attachment C)**

**3. Consider hiring Taylor Bird as a 3 yr. old/Online Speech/Snack Distribution Para effective October 10, 2017, at a pay rate of \$13.98 per hour plus benefits.**

**4. Consider approving a change to Wendy Jourdain's hours from 35 hours per week to 36 hours per week effective September 5, 2017.**

**5. Consider approving the new Policy #534, Unpaid Meal Charges. (Attachment D)**

**6. Consider approving revisions to the attached MSBA policies. (Attachment E)**

**7. Consider approving the purchase of a laser engraver/cutter for the Industrial Arts Program.**

**C. Items for Discussion**

**VII. Reports**

**A. Principals' Reports (Attachment F)**

**B. Enrollment Reports (Attachment G)**

**C. Superintendent/H.S. Principals' Report**

**VIII. Communications**

**IX. Future Meetings**

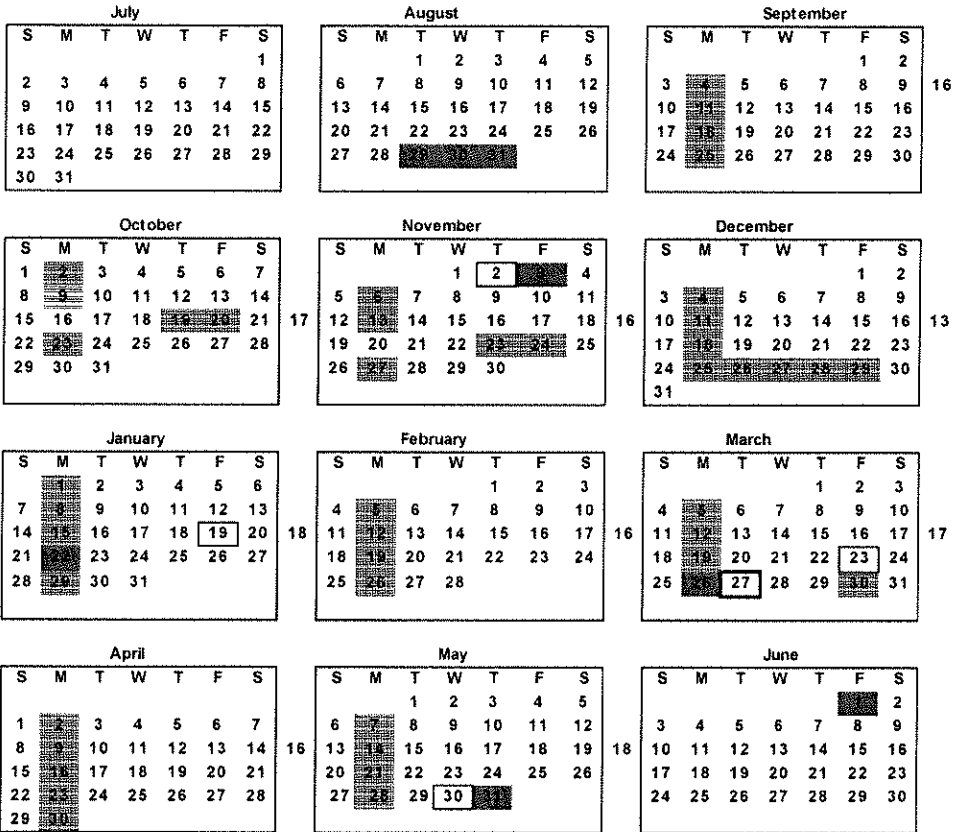
**A. School Board Meeting, November 13, 2017, at 7:00 p.m.**

**B. The MSBA Leadership Conference is January 11<sup>th</sup> and 12<sup>th</sup>.**

*ML's Comments: We need to get a head count of who is going so Tammy can do the registration and room reservations.*

**X. Adjournment**

2017-2018  
Calendar



Workshop Days  
 End of Quarter  
 No School For Students or Staff  
 Parent/ Teacher Conf. Day- All Day

HS	Elem
147	Student Days 146
8	Workshop Days 8
1	Conference Days 2
156	Contract Days 156

- Aug 29 - 31 Teacher workshop Days
- Aug 30 4:30 - 6:00 Elementary Open House
- September 4 Labor Day/ No School
- September 5 6:00 7th Grade Orientation
- September 5 1st Day of School
- October 9 Parent/ Teacher Conf. - 10:00 a.m. - 7:00 p.m.
- October 19, 20 Professional Days/ No School for Student or Staff
- November 2 End of 1st Quarter - 35 days
- November 3 Teacher workshop Day
- November 23, 24 Thanksgiving vacation
- December 22, 4:20 p.m. Christmas Vacation Begins
- January 2 School Resumes
- January 19 End of 2nd Quarter - 39 days
- January 22 Teacher workshop Day
- March 23 End of 3rd Quarter - 36 days
- March 26 Teacher Workshop Day
- March 27 Elementary P/ T Conferences 10:00 a.m. - 7:00 p.m.
- March 27 School Day for High School Students
- March 29, 4:20 p.m. Easter Vacation Begins
- April 3 School Resumes
- May 28 Memorial Day
- May 30 Last Day of School For Students/ End of 4th Quarter - 37 days
- May 31 Teacher Workshop Day
- June 1 Teacher Workshop Day Graduation 7:30 p.m.

\* Potential Additional Snow Make-up Days\*

1. April 9 - Staff Day/ Curriculum No students
2. May 7 - Staff and Students report

## Regular School Board Meeting, September 11, 2017

The regular meeting of the Board of Education of Independent School District No. 32 was held on Monday, September 11, 2017 at 7:00 in the Media Center.

Members present: Cynthia Nord, Chris Henriksen, Rachel Larson, Donna Stroeing, Grant Mystic and Superintendent Mark Lundin.

Members Absent: Bob Klug Jr.

I. The meeting was called to order by C. Nord at 7:00 p.m.

II. Agenda Changes - None

III. Motion was made by R. Larson, seconded by G. Mystic to approve the board minutes. Motion passed unanimously.

IV. Chairperson's Announcements

A. Good Things Happening

1. Jennifer Parker reports that all play rehearsals have begun with a big cast and crew - lots of first-time cast and crew members, we're looking ahead to a fun and productive season! Author, college professor, and local descendant of the Hines founder - Tom Hines will be providing guest speaker services to our students in September at no cost to the district. Professor Hines is an expert in history and has extensive knowledge of agriculture and art as well as being a dynamic public speaker. He will be speaking to multiple classes at BHS on at least two dates.

B. Open Comments

V. Motion was made by G. Mystic, seconded by R. Larson to approve the Treasurer's Report. Motion passed unanimously.

VI. Meeting Agenda

A. Consent Agenda

1. Approve August Bills
2. Approve the following board agreements for the 2017/18 school year.

Motion was made by D. Stroeing, seconded by G. Mystic, to approve the consent agenda items. Motion passed unanimously.

B. Items for Individual Action

1. Motion was made by G. Mystic, seconded by R. Larson to certify 2017/18 preliminary levy to the maximum. Motion passed unanimously.
2. Motion was made by G. Mystic, seconded by C. Henriksen to set the Truth in Taxation meeting for December 11, 2017, at 6:30 p.m. and the continuation meeting for December 14, 2017, at 6:30 p.m. Motion passed unanimously.
3. Motion was made by C. Henriksen, seconded by R. Larson to approve the employee at will agreement for the Title VII Home School Liaison for the 2017/18 and 2018/19 school years. Motion passed unanimously.
4. Motion was made by G. Mystic, seconded by C. Henriksen to approve an FFA trip to the National Convention. Motion passed unanimously.
5. Motion was made by G. Mystic, seconded by R. Larson to approve ALICE Training. Motion passed unanimously.

#### C. Items for Discussion

1. MSBA policies to be revised – no action taken

#### VII. Reports

- A. Principals Reports provided by Alexis Wilde and Mark Lundin
- B. AD/CE Report provided by Ryan Grow
- C. Superintendent's Report provided by Mark Lundin

#### VIII. Communications

#### IX. Future meetings

- A. School Board Meeting, October 9, 2017, at 7:00 p.m.
- B. Conferences, October 9, 2017, 10 a.m. to 7 p.m.
- C. MSBA Leadership Conference, January 11<sup>th</sup> and 12<sup>th</sup>, 2018 at the Mpls. Convention Center.

X. Motion was made by G. Mistic, seconded by C. Henriksen to adjourn at 7:32 p.m. Motion passed unanimously.

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Chairperson	Date
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Clerk	Date
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**Blackduck Public Schools**  
**Treasurer's Report**  
**Period Ended September 30, 2017**

<b><u>CASH SUMMARY</u></b>	<b><u>General</u></b>	<b><u>Food Service</u></b>	<b><u>Community Service</u></b>	<b><u>Debt Redemption</u></b>	<b><u>Total</u></b>
Ending Cash Balances	2,805,328.04	54,574.97	110,286.72	188,058.34	3,158,248.07

Note: This includes General Checking, Deerwood Investment and PMA Account.

**Revenues**

<b><u>Budget</u></b>	<b>\$ 7,909,115</b>	<b>\$ 410,000</b>	<b>\$ 125,000</b>	<b>\$ 345,875</b>	<b>\$ 8,789,990</b>
<b><u>Actuals</u></b>					
July 2017	348,398.76	317.50	1,245.00	1,994.62	351,955.88
August 2017	1,112,070.91	300.00	2,618.13	4,801.62	1,119,790.66
September 2017	*	18,490.21	16,283.88	(3,637.77)	(86,543.22)
October 2017					0.00
November 2017					0.00
December 2017					0.00
January 2018					0.00
February 2018					0.00
March 2018					0.00
April 2018					0.00
May 2018					0.00
June 2018					0.00
<b>Total Revenues</b>	<b>\$1,342,790.13</b>	<b>\$19,107.71</b>	<b>\$20,147.01</b>	<b>\$3,158.47</b>	<b>\$1,385,203.32</b>
<b>Percent of Budget Received</b>	<b>16.98%</b>	<b>4.66%</b>	<b>16.12%</b>	<b>0.91%</b>	<b>15.76%</b>

**Expenditures**

<b><u>Budget</u></b>	<b>\$ 7,894,756</b>	<b>\$ 395,000</b>	<b>\$ 115,000</b>	<b>\$ 406,118</b>	<b>\$ 8,810,874</b>
<b><u>Actuals</u></b>					
July 2017	249,649.30	5,927.16	3,696.94	79,408.75	338,682.15
August 2017	462,656.60	7,785.64	3,196.52	0.00	473,638.76
September 2017	782,336.68	42,045.07	11,668.88	0.00	836,050.63
October 2017					0.00
November 2017					0.00
December 2017					0.00
January 2018					0.00
February 2018					0.00
March 2018					0.00
April 2018					0.00
May 2018					0.00
June 2018					0.00
<b>Total Expenditures</b>	<b>\$1,494,642.58</b>	<b>\$55,757.87</b>	<b>\$18,562.34</b>	<b>\$79,408.75</b>	<b>\$1,648,371.54</b>
<b>Percent of Budget Spent</b>	<b>18.93%</b>	<b>14.12%</b>	<b>16.14%</b>	<b>19.55%</b>	<b>18.71%</b>

\* - Revenues are shown as a negative amount in July due to adjustment that is made to account for funding split. This eliminates the prior year revenue that was received in first portion of fiscal year 16/17.

## BLACKDUCK SCHOOL BOARD BILLS OCTOBER 9, 2017

VENDORS	AMOUNT	DETAIL
ARROW PRINTING CO.	199.67	SUPPLIES
BLACKDUCK BOOSTERS	38.00	JOM
BRIC ISD #998	93,463.72	SERVICES
CAPITAL ONE PUBLIC FUNDING, LLC	5,253.89	ENERGY MANAGEMENT LEASE
COMPLETE CONCRETE WORKS	2,447.03	RETAINAGE-LTFM
COURTNEY WEBER	11.00	REIMBURSEMENT
DIGITAL INSURANCE, INC	641.16	SERVICES
HILLYARD/HUTCHINSON	764.24	SUPPLIES
HOGLUND BUS CO., INC.	4,083.19	PARTS-BUS GARAGE
HOUGHTON, MIFFLIN SCHOOL DIV.	2,010.00	READ/MATH 180
IXL LEARNING	956.00	LICENSE UPGRADE
KAREN BERNARD	91.60	REIMBURSEMENT
KELLY COFFIN	366.76	REIMBURSEMENT
LESLIE FROSAKER	147.00	REIMBURSEMENT
LINNEA FRENZEL	4.65	REIMBURSEMENT
MASA/MASE CONFERENCE REG	825.00	MEMBERSHIP
PAUL BUNYAN COMMUNICATIONS	1,357.97	TELEPHONE SERVICE
REGION I ESV	3,881.97	SERVICES
RF BACKFLOW	212.50	BACKFLOW TESTING
ROCHESTER TELECOM SYSTEMS, INC	108.14	LONG DISTANCE SERVICE
SCHOLASTIC EQUIPMENT CO.	6,871.73	LTFM-LOCKERS
SCHOOL HEALTH CORPORATION	565.41	SUPPLIES-NURSE
SCHOOL NURSE SUPPLY	460.46	SUPPLIES
SCHOOL SPECIALTY, INC.	242.11	SUPPLIES
TWIN CITY WINDUSTRIAL CO	538.76	SUPPLIES
	<u>\$ 125,541.96</u>	

## HAND-PAYABLES OCTOBER 9, 2017

VENDORS	AMOUNT	DETAIL	Check Number(s)
ALEXANDRIA TECHNICAL AND COMMUNITY	537.00	ONLINE COLLEGE	56818
AMAZON.COM	2,013.07	SUPPLIES	56819
AMERPRIDE	163.01	SERVICES	56820
AMY FONTAINE	136.75	VOLLEYBALL OFFICIAL	56748
ARROW PRINTING	185.11	SUPPLIES	56848
BECK OIL	620.75	FUEL/SUPPLIES	56749
BELT. COUNTY SOLID WASTE	152.13	SOLID WASTE FEES	56849
BEMIDJI WELDERS SUPPLY	15.00	TANK RENTAL	56750
BIGFORK SCHOOL	150.00	ENTRY FEE	56751
BLACKDUCK COOP AG SERVICES	59.05	SUPPLIES	56752
BLACKDUCK FAMILY FOODS	549.35	SUPPLIES/ELEM/TRAP	56753
BOGARTS NORTH END SERVICE	110.55	FUEL	56754
BONDED LOCK & ALARM	1,284.90	SERVICES-LTFM	56850
BRIAN MURPHY	95.35	FOOTBALL OFFICIAL	56882
BRIAN SCHULTZ	190.70	FOOTBALL OFFICIAL	56755, 56883
BRIC ISD #998	3,446.25	ESY SERVICES	56851
BSN SPORTS	580.50	SUPPLIES	56823
CITY OF BLACKDUCK	621.33	WATER/SEWER	56824
CONTINENTAL CLAY	309.09	SUPPLIES	56852
COURTNEY WEBER	105.41	REIMBURSEMENT	56853
DAN JONES	190.70	FOOTBALL OFFICIAL	56884, 56756
DAVID WHITE	103.38	VOLLEYBALL OFFICIAL	56885
DEAN FOODS	1,407.54	MILK	56854, 56757, 56903
DEPT. OF HUMAN SERVICES	14.00	IEP ADMIN FEE	56825
DISCOUNT SCHOOL SUPPLY	119.37	SUPPLIES	56855
ECOLAB	214.75	SERVICES	56758
EDUCATORS BENEFIT CONSULTANTS	217.06	SERVICE FEES	56759
ERIC MONSRUD	190.70	FOOTBALL OFFICIAL	56886, 56760
GOGUARDIAN	2,325.00	TECHNOLOGY	56761
GRAINGER	115.20	SUPPLIES	56856
GRYGLA SCHOOL	125.00	ENTRY FEE	56762
HILLYARD/HUTCHINSON	40.27	SUPPLIES	56826
HOLIDAY INN	221.27	LODGING	56857
IND SCHOOL DIST #113	150.00	ENTRY FEE	56827
IND SCHOOL DIST #162	70.00	ENTRY FEE	56764
IND SCHOOL DIST #162	200.00	ENTRY FEE	56763
IND SCHOOL DIST #306	100.00	ENTRY FEE	56828
INNOVATIVE LEARNING CONCEPTS	87.64	SUPPLIES	56858
INNOVATIVE OFFICE SOLUTIONS	416.95	SUPPLIES	56859, 56829, 56765
INTERMEDIATE DISTRICT 287	280.00	TUITION	56766
INTERSTATE BILLING SERVICE	138.09	PARTS BUS GARAGE	56830
JEFF WEAVER	438.24	REIMBURSEMENT	56831
JENNIFER PARKER	26.99	REIMBURSEMENT	56860
JOSHUA GROVER	39.95	REIMBURSEMENT	56767
KAY SANDERS	170.64	VOLLEYBALL OFFICIAL	56861
KEITH GEBHARDT	136.75	VOLLEYBALL OFFICIAL	56768
KRYSTA SANDERS	115.00	VOLLEYBALL OFFICIAL	56862
LEARNING ALLY	135.00	SUPPLIES	56863

## HAND-PAYABLES OCTOBER 9, 2017

VENDORS	AMOUNT	DETAIL	Check Number(s)
LESLIE FROSAKER	50.00	REIMBURSEMENT	56832
MARCO	3,851.00	COPIER LEASE	56833, 56864
MCGRAW HILL COMPANIES	35.67	SHIPPING COSTS	56814
MEGHAN DEPPA	73.50	LUNCH REFUND	56887
MN BCA	45.00	BACKGROUND CHECK	56865, 56834, 56904
MYERS ELECTRIC	2,510.36	SERVICES	56866
NEI BOTTLING	636.40	FOOD SERVICE	56769
NETWORK SERVICE CO	204.30	SUPPLIES	56888
NORHTERN MINNESOTA ROBOTICS	200.00	CONFERENCE DUES	56889
NORTH COUNTRY VOCATIONAL COOP	1,273.00	OPERATIONAL BILLING	56837
NORTHDAL OIL	7,127.12	PROPANE	56867
NORTHWOODS LUMBER	1,614.33	SUPPLIES	56770
PAUL BUNYAN COMMUNICATIONS	1,129.37	TELEPHONE SERVICES	56771
PIONEER ATHLETICS	573.50	SUPPLIES	56772
POPPLERS MUSIC	589.88	SUPPLIES	56838
POSTMASTER	36.55	BULK MAILING HS	56905
PROMAXIMA MANUFACTURING	1,185.00	SUPPLIES FITNESS CENTER	56868
ROBERT KLUG JR	128.94	REIMBURSEMENT	56839
ROCHESTER TELECOM	70.55	LONG DISTANCE SERVICE	56773
RODNEY ERICKSON	115.00	VOLLEYBALL OFFICIAL	56774
SCHOLASTIC INC	267.00	SUPPLIES	56869, 56870
SCHOOL DATABOOKS	441.00	SUPPLIES	56871
SCHOOL HEALTH CORPORATION	77.78	SUPPLIES	56872
SCHOOL SPECIALTY	293.94	SUPPLIES	56840, 56873
SCOTT SEATON	198.73	VOLLEYBALL/FOOTBALL OFFICIAL	56890, 56775
SCRIPPS NATIONAL SPELLING BEE	158.50	ENTRY FEE	56841
SECTION 8 A AD ATHLETIC ASSO	40.00	MEMBERSHIP	56874
STELLHER HUMAN SERVICES	8,929.58	SERVICES	56842
STEVE SMUK	190.70	FOOTBALL OFFICIAL	56891, 56776
SUMMIT COMPANIES	1,530.00	SERVICES	56843
SYSCO	2,110.47	FOOD SERVICE	56875, 56906
TACONY CORPORATION	60.84	SUPPLIES	56777
TARA SUTTON	40.00	KEY FOB REFUND	56778
TEACHING STRATEGIES	600.40	SUPPLIES	56876
THE 2 SISTERS	336.00	MEMBERSHIPS	56877
THE BACH COMPANY	1,842.00	SUPPLIES	56844
TIM TROSEN	151.38	VOLLEYBALL OFFICIAL	56779
TIMBERLINE SPORT N CONVENIENCE	1,783.92	SUPPLIES TRAP	56780
TRINA LIAPIS	295.00	REIMBURSEMENT	56845
US FOOD SERVICE	19,948.07	FOOD SERVICE	56782, 56878, 56907
USA HIGH SCHOOL CLAY TARGET	480.00	ENTRY FEE	56815
VORT CORPORATION	53.50	SUPPLIES	56879
VOWAC PUBLISHING	85.80	SUPPLIES	56880
WARDS	256.74	SUPPLIES	56881
WELLS FARGO	2,922.35	CREDIT CARD PURCHASES	56892
YVONNE MOHS	453.58	INSURANCE REFUND	56847
<b>TOTAL</b>	<b><u>84,111.54</u></b>		

**Letter of Assignment**

*The purpose of this document is only meant to set forth the wages and benefits for the position held. The document is not intended to serve as an employment contract.*

**Employee:** Shirley A. Kampa  
**Position:** Title VI Home School Liaison/Cultural Specialist/Literacy Tutor

**Benefits:** 70 hours of sick leave per year, accumulative to 595 hours  
2 days of personal leave per year, noncumulative  
\$454 mo. District contribution toward health insurance-2017/18 school year

**Salary:** \$20.00 per hour (2017/18 School Year)

**\*\*\*All benefits and salary are in accordance with School Board action.**

**Beginning Date of Position:** October 3, 2017  
**Ending Date of Position:** May 30, 2019  
**Days Worked:** Tuesday, Wednesday, Thursday - Student Contact Days  
**Hours Worked:** 8:30 a.m. – 4:00 p.m. (Maximum of 21 hrs. per week)

**\*\*The dates listed above identify the projected beginning and ending dates of employment. The employee shall remain an “employee at will”, however, and may be terminated at any time at the discretion of the employer. In the event of state or federal grant reductions/terminations, the Title VI Home School Liaison/Cultural Specialist/Literacy Tutor’s Letter of Assignment will be modified.**

*Signature indicates an understanding and acceptance of the terms of this Agreement.*

**Employees Signature:** \_\_\_\_\_

**School Board Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

## **534. UNPAID MEAL CHARGES**

### **I. PURPOSE**

The purpose of this policy is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

### **II. GENERAL STATEMENT OF POLICY**

A. Blackduck Public School's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.

B. It is the policy of Blackduck Public School to offer breakfast and lunch meals that meet state and federal guidelines.

C. Families may add money to their lunch accounts by making a cash or check payment to any of the Blackduck School Offices. Payment may also be made by credit card using the school's online payment system, LunchPrepay.com

D. Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available at all school district offices during normal business hours. If household income or size change, families can apply for meal benefits anytime during the school year.

### **III. CHARGE POLICY**

A. If the student or family account has insufficient funds to pay for breakfast and/or lunch meals, students will still receive mainline meals and the District Office will contact the families for payment of these charges. Students with an overdrawn account are not allowed to charge ala carte items.

B. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts. When a student eligible for PAID meals has "cash in hand" to pay for a meal, the student will be served a meal regardless of unpaid foodservice accounts. The "cash in hand" will not be applied towards past due balances.

#### **IV. NOTIFICATION OF ACCOUNT STATUS**

A. Families can check their student's meal account balance on ParentVue/K-12 Payment Center. They may also contact the District Office for account balances. Households will be regularly apprised of student meal account balances by the school's automated calling system, SchoolMessenger. Students will be given a verbal reminder of any negative balances in the meal service line.

B. The student/family will be notified by SchoolMessenger on Wednesdays and Sundays, when full pay accounts fall below \$20 and free/reduced accounts fall below \$10. A letter/invoice will be sent via US Post to the household requesting payment of the account. A second request for payment will be made by phone if parents have not responded to the first request. Notification methods may be different depending on individual circumstances.

C. The Food Service Department will encourage parents to complete the free/reduced meal application

#### **V. COLLECTION OF UNPAID MEAL DEBT**

When the student meal balance is in the negative the following collection actions will be taken:

1. The Administrative Secretary will contact the household to request payment. If no payment is received, a formal letter will be sent, by certified mail, notifying that the debt will be turned over to a collection agency.
2. The expectation is that all fees owed to the School District will be paid in full on the last day that the student is attending classes.

#### **VI. COMMUNICATION POLICY**

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, back-to-school packet, student handbook, etc) to:
1. all households at or before the start of school each year,
  2. students and families who transfer into the school district, at the time of enrollment; and
  3. all school district personnel who are responsible for enforcing this policy.
- B. The School District may post the policy on the school district's website in addition to providing the required written notification described above.

MSBA POLICIES TO ADOPT  
ON OCTOBER 9, 2017

303  
405  
414  
425  
509  
513  
515  
524  
525  
533  
601  
602  
603  
604  
612.1  
613  
614  
615  
616  
618  
619  
620  
623  
701  
805  
806  
903



10/09/17- Alexis Wilde, Dean Of Students

- I. Professional Development
    - A. Responsive Classroom
      1. Students have created classroom and school wide promises/rules
      2. First monthly morning meeting
      3. New posters with our school promises were created and will be displayed
    - B. CPI training has been completed
  
  - II. Fire Prevention Week
    - A. Classroom Visits
    - B. Fire Hall Visits
    - C. Smoke House
  
  - III. Other News
    - A. Adopt-A-Highway
      1. Blackduck Staff Oct. 23rd
    - C. Book Fair Oct. 3rd-9th
    - D. Parent Teacher Conferences
    - E. Elementary Family Fun Night Oct. 27th
- Field Trips are well underway!! Thank you to the Chandler Pumpkin Patch, our students are enjoying the animals, hayrides, activities and pumpkins.

BLACKDUCK SCHOOL MONTHLY ENROLLMENT REPORT													
Oct. 3, 2017													
Grade	Resident Students	Tuition Paid		Open Enrolled or Board		Total	Monthly		Current Enrollment		Previous Year		
		By Resident	District	Agreements	Post		Enroll.	H.S.	Elem.	Total	HS	Elem	Total
ECSE	7			0	0	7	Oct.	295	349	644	283	349	632
Pre-K	32					32	Nov.				282	354	636
K	43			6	2	51	Dec.				288	352	640
1	28			4	0	32	Jan.				293	356	649
2	37			3	3	43	Feb.				287	351	638
3	43			2	2	47	Mar				279	342	621
4	41			5	1	47	April				277	346	623
5	39			4	2	45	May				278	348	626
6	35			9	1	45	June				277	348	625
7						57							
8						48							
9						49							
10						43							
11						57							
12						41							
<b>Included in the above:</b>													
Elem. Speech						38							
Elem. LD						20							
Elem. STEP						13							
Elem. Life Skills						5							
Elem DCD/OHD						6							
H.S. LD/OHD						32							
H.S. Speech						5							
H.S. EBD/OHD						12							
H.S. ASD						5							
H.S. STRIDE						7							