Agenda
Deuel School District #19-4
Regular School Board Meeting
July 10, 2023
6:00 p.m.

I. Call to Order Chairperson Gubrud ___ p.m.

Brandt	Nielsen	Gubrud	TeKrony	Prins
Schiernbeck	Thomas	Rahlf	Amdahl	

A. Adopt the Agenda.
Motion: **Second:**

B. Public Comment / Visitors

II. Conflict of Interest Disclosures

III. Approve the consent agenda items.
A. Approve the minutes of the June 12, 2023 regular meeting, and the June 28, 2023 special meeting.
B. Approve June Financial Reports as follows:

	General Fund	Capital Outlay	Capital Projects	Special Education	Food Service	Other Enterprise	Trust and Agency	Private Purpose Trust	Total
Balance	1,908,975.80	6,083,009.25	2,762,212.50	540,011.74	7,993.30	(2,077.34)	123,785.31	108,653.60	11,532,564.16
Receipts:									
Local	212,882.22	169,909.43	10,263.35	67,682.78	15,866.28	10,400.00	71,023.71	-	558,027.77
State	115,125.00	-	-	-	-	-	-	-	115,125.00
Federal	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Total Receipts	328,007.22	169,909.43	10,263.35	67,682.78	15,866.28	10,400.00	71,023.71	-	673,152.77
G.L. Entries	(700,000.00)	700,000.00	-	-	-	-	-	-	-
Disbursements:									
Accts. Payable	102,413.62	9,133.38	417,133.64	5,360.71	20,789.25	-	68,600.28	-	623,430.88
Hourly Payroll	96,052.30	-	-	44,518.18	21,279.45	-	-	-	161,849.93
Contracted Payroll	249,458.99	-	-	28,959.07	-	-	-	-	278,418.06
P-Card	2,048.31	7,415.52	-	-	15.98	-	497.57	-	9,977.38
Flex/HS Deducts	-	-	-	-	-	-	1,814.24	-	1,814.24
Prior Adj	-	-	-	-	-	-	-	-	-
CO Cert Pmts	-	-	-	-	-	-	-	-	-
Pre-Paids	37.49	-	-	-	-	-	23.95	-	61.44
Total Disbursements	450,010.71	16,548.90	417,133.64	78,837.96	42,084.68	-	70,936.04	-	1,075,551.93
Balance	1,086,972.31	6,936,369.78	2,355,342.21	528,856.56	(18,225.10)	8,322.66	123,872.98	108,653.60	11,130,165.00

C. Authorize payment of June Payroll as follows:

	June, 2023 Payroll			
Hourly	General	Spec. Ed.	Food Serv	Other Ent.
OASI	$ 12,247.62	$ 5,198.32	$ 2,443.82	$ -
FIT	$ 4,156.33	$ 1,550.95	$ 446.33	$ -
INS	$ 7,142.75	$ 6,565.10	$ 3,301.57	$ -
SDRS	$ 5,652.72	$ 3,356.08	$ 1,662.34	$ -
OD	$ 402.71	$ 436.98	$ 275.00	$ -
NET	$ 66,450.17	$ 27,410.75	$ 13,150.39	$ -
TOTAL	$ 96,052.30	$ 44,518.18	$ 21,279.45	$ -
Total Hourly		$ 161,849.93		
Contracted	General	Spec. Ed.	Other Ent.	
OASI	$ 29,349.54	$ 2,848.80	$ -	
FIT	$ 13,818.07	$ 992.77	$ -	
INS	$ 31,214.84	$ 7,849.61	$ -	
SDRS	$ 22,410.88	$ 2,469.84	$ -	
OD	$ 5,797.58	$ 598.69	$ -	
NET	$ 146,868.08	$ 14,199.36	$ -	
TOTAL	$ 249,458.99	$ 28,959.07	$ -	
Total Contracted		$ 278,418.06		
Total Payroll		$ 440,267.99		

Motion: **Second:**

IV. Motion to approve payment of June bills. (Attached)
Motion: **Second:**

V. Transactions of Official Business

A. Motion to cast ballot for Ryan Rollinger as Division I Representative.
Motion: **Second:**

B. Motion to cast ballot for Jeff Sheehan as Division III Representative.
Motion: **Second:**

C. Motion to approve the athletic cooperative resolution with the Canby School District for gymnastics.
Motion: **Second:**

D. Motion to adopt the following new polices/exhibits

JEC	SCHOOL ADMISSIONS
JFC-E(1)	STUDENT CONDUCT
JFCJ	DANEROUS WEAPONS IN THE SCHOOL
JHCDE-E(1)	ADMINISTRATION OF MEDICAL CANNABIS TO QUALIFYING STUDENTS
KJ	POSTING OF NATIONAL MOTTO
KLB	PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS
KMC	ANNUAL NOTIFICATION TO PARENTS
LA	EDUCATION AGENCY RELATIONS GOALS
LB	RELATION WITH OTHER SCHOOLS AND SCHOOL DISTRICTS
LBB	COOPERATIVE EDUCATIONAL PROGRAMS
LI	RELATIONS WITH EDUCATION ACCREDITATION AGENCIES

Motion: **Second:**

E. Motion to adopt the following revised policies.

JFC	STUDENT CONDUCT
JHG	REPORTING CHILD ABUSE
KB	SCHOOL & COMMUNITY RELATIONS
KBA	PUBLIC'S RIGHT TO KNOW
KBAA	PUBLIC RECORDS
KK	VISITORS TO THE SCHOOLS
KL	COMPLAINT AGAINST SCHOOL EMPLOYEE
KL-E(1)	COMPLAINT AGAINST SCHOOL EMPLOYEE
KL-E(2)	COMPLAINT AGAINST SCHOOL EMPLOYEE
KL-E(3)	COMPLAINT AGAINST SCHOOL EMPLOYEE
KMB	TITLE I PARENT INVOLVEMENT
LAA	STUDENT TEACHERS

Motion: **Second:**

VI. Reports and Discussion

A. Superintendent Schiernbeck
B. Building Update
C. Drone Grant
D. Staff Surveys Results
E. Staffing
F. Staff Inservice
   i. Safe school review/Staff Meetings-August 8
   ii. Top 20 Training-August 9
G. UPCOMING EVENTS
   i. Supt. Conference-July 17-19
   ii. Summer Colloquium-July 20-21
   iii. July Interim Meeting-TBD
   iv. Joint Convention- August 3-4
   v. Staff In-service-August 8-9
   vi. BTSF-August 10
   vii. Regular Board Meeting-August 14

H. Principal Thomas
   i. Second Reading of the Middle School/High School Handbook

I. Principal Rahlf
   i. Second Reading of the Elementary School Handbook

J. Athletic Director

K. Business Manager Amdahl

L. NESC Representative Prins –June 19, 2023 Meeting

M. Motion to enter Executive Session for personnel matters per SDCL 1-25-2(1) at ____ pm.

VII. Other Business

VIII. Motion to adjourn at ____ pm.
Motion: **Second:**

Minutes
Deuel School District #19-4
Regular School Board Meeting
June 12, 2023
6:00 p.m.

The regular meeting of the Deuel School District Board of Education was called to order on Monday, June 12, 2023 at 6:00pm by Chairperson Gubrud. Members present included Brandt, Nielsen, Gubrud, TeKrony and Prins. Others present included Superintendent Schiernbeck, Principal Rahlf, Business Manager Amdahl, and Amber Thomas.

Action 6A-1
Motion by Prins, seconded by TeKrony to adopt the agenda with an amendment to exclude JFC from the reviewed policy motion. All present voted aye. Motion carried.

There was no public comment presented.

There were no conflict-of-interest disclosures presented.

Action 6A-2
Motion by Brandt, seconded by Nielsen to approve the consent agenda items.

A. Approve the minutes of the May 10, 2023 regular meeting, and the May 30 special meeting.
B. Approve May Financial Reports as follows:

	General Fund	Capital Outlay	Capital Projects	Special Education	Food Service	Other Enterprise	Trust and Agency	Private Purpose Trust	Total
Balance	1,481,559.56	5,551,493.79	3,793,069.15	348,665.13	5,034.05	(2,827.34)	127,451.31	108,653.60	11,413,099.25
Receipts:									
Local	648,497.12	580,498.71	14,655.90	257,771.85	37,025.57	750.00	77,257.12	-	1,616,456.27
State	118,996.93	-	-	-	-	-	-	-	118,996.93
Federal	20,880.00	-	-	-	-	-	-	-	20,880.00
Other	-	-	-	-	-	-	-	-	-
Total Receipts	788,374.05	580,498.71	14,655.90	257,771.85	37,025.57	750.00	77,257.12	-	1,756,333.20
G.L. Entries	-	-	-	-	-	-	-	-	-
Disbursements:									
Accts. Payable	51,798.05	43,451.37	1,045,512.55	6,192.57	17,173.88	-	79,785.21	-	1,243,913.63
Hourly Payroll	60,331.51	-	-	30,953.33	16,892.44	-	-	-	108,177.28
Contracted Payroll	245,759.29	-	-	29,279.34	-	-	-	-	275,038.63
P-Card	3,041.61	5,531.88	-	-	-	-	1,344.60	-	9,918.09
Flex/HS Deducts	-	-	-	-	-	-	684.36	-	684.36
Prior Adj	-	-	-	-	-	-	(915.00)	-	(915.00)
CO Cert Pmts	-	-	-	-	-	-	-	-	-
Pre-Paids	27.35	-	-	-	-	-	23.95	-	51.30
Total Disbursements	360,957.81	48,983.25	1,045,512.55	66,425.24	34,066.32	-	80,923.12	-	1,636,868.29
Balance	1,908,975.80	6,083,009.25	2,762,212.50	540,011.74	7,993.30	(2,077.34)	123,785.31	108,653.60	11,532,564.16

C. Authorize payment of May Payroll as follows:

		May, 2023 Payroll			
Hourly		General	Spec. Ed.	Food Serv	Other Ent.
OASI		$ 7,491.24	$ 3,384.42	$ 1,839.26	$ -
FIT		$ 1,666.24	$ 752.53	$ 209.85	$ -
INS		$ 5,714.36	$ 6,214.68	$ 3,301.57	$ -
SDRS		$ 4,034.06	$ 2,391.44	$ 1,395.32	$ -
OD		$ 368.69	$ 446.00	$ 275.00	$ -
NET		$ 41,056.92	$ 17,764.26	$ 9,871.44	$ -
TOTAL		$ 60,331.51	$ 30,953.33	$ 16,892.44	$ -
Total Hourly			$ 108,177.28		
Contracted		General	Spec. Ed.	Other Ent.	
OASI		$ 28,745.16	$ 2,880.04	$ -	
FIT		$ 12,453.31	$ 933.45	$ -	
INS		$ 31,214.23	$ 7,850.22	$ -	
SDRS		$ 22,635.86	$ 2,510.56	$ -	
OD		$ 5,624.08	$ 664.05	$ -	
NET		$ 145,086.65	$ 14,441.02	$ -	
TOTAL		$ 245,759.29	$ 29,279.34	$ -	
Total Contracted			$ 275,038.63		
Total Payroll			$ 383,215.91		

All present voted aye. Motion carried.

Action 6A-3
Motion by TeKrony, seconded by Brandt to authorize payment of May bills. All present voted aye. Motion carried.

Action 4A-4
Motion by Nielsen, seconded by Prins to approve Performance Foodservice as the Prime Vendor for the 2023-2024 school year through the Dakota 11 Group. All present voted aye. Motion carried.

Action 6A-5
Motion by TeKrony, seconded by Prins to accept resignation of Hannah Swenson as Head Golf Coach. All present voted aye. Motion carried.

Action 6A-6
Motion by TeKrony, seconded by Brandt to approve the SPED Comprehensive Plan. All present voted aye. Motion carried.

Action 6A-7
Motion by TeKrony, seconded by Brandt to adopt the following new policies and exhibits:

i. JECBA FOREIGHN EXCHANGE STUDENTS
ii. JHCD-E(1) ADMINISTRATION OF MEDICAITONS TO STUDENTS
iii. JO-D(1) STUDENT RECORDS NOTICE OF RIGHTS

All present voted aye. Motion carried.

Action 6A-8
Motion by TeKrony, seconded by Brandt to accept the following reviewed policies:

iv. JA STUDENT GOALS
v. JB EQUAL EDUCATIONAL OPPORTUNITIES

vi. JEA COMPULSORY ATTENDANCE AGES
vii. JEAA STUDENTS ALTERNATIVE INSTRUCTION
viii. JECA ADMISSION OF RESIDENT STUDENTS
ix. JECAA STUDENTS ENROLLING FROM ALTERNATIVE INSTRUCTION AND UNACCREDITED SCHOOLS
x. JECB OPEN ENROLLMENT
xi. JED STUDENT ABSENCES AND EXCUSES
xii. JEDA TRUANCY
xiii. JEE STUDENT ATTENDANCE ACCOUNTING
xiv. JEFA SENIOR PRIVILEGES
xv. JEG EXEMPTIONS FROM SCHOOL ATTENDANCE
xvi. JF STUDENT RIGHTS AND RESPONSIBILITIES
xvii. JFA STUDENT DUE PROCESS RIGHTS
xviii. JFAA SEARCH AND SEIZURE-STUDENT
xix. JFB EDUCATION OF HOMELESS CHILDREN
xx. JFCD BULLYING
xxi. JFCD-E(1) BULLYING-REPORT FORM
xxii. JFCD-E(2) BULLYING-APPEAL TO SUPERINTENDENT
xxiii. JFCD-E(3) BULLYING-APPEAL TO SCHOOL BOARD
xxiv. JFCH ALCOHOL AND OTHER DRUG USE BY STUDENTS
xxv. JFH STUDENT COMPLAINTS AND GRIEVANCES
xxvi. JGB RESTRAINT AND SECLUSION
xxvii. JHC STUDENT HEALTH
xxviii. JHCD ADMINISTRATION OF MEDICAITONS TO STUDENTS
xxix. JHCDE ADMINISTRATION OF MEDICAL CANNABIS TO QUALIFYING STUDENTS
xxx. JHFA SUPERVISION OF STUDENTS
xxxi. JHG REPORTING CHILD ABUSE
xxxii. JN STUDENT FEES, FINES, AND CHARGES
xxxiii. JO STUDENT RECORDS
xxxiv. JOA STUDENT DIRECTORY INFORMATION

All present voted aye. Motion carried.

Action 6A-9
Motion by TeKrony, seconded by Brandt to rescind the following policy:

a. JFCA STUDENT DRESS CODE

All present voted aye. Motion carried.

Superintendent Schiernbeck reported on the building project, Gymnastics Coop with Canby, the east wall of the small gym, bus/vehicle needs for the district, surveys results, insurance, 1003 Funds, and the Continuous School Improvement/Book Read. Upcoming events include the June Interim Meeting on June 28, 2023, at 6pm; and the Regular/Annual Meeting on July 10th, 2023, at 6pm.

Principal Rahlf presented the first readings of the Middle School / High School Handbook and the Elementary Handbook.

Principal Rahlf recognized the following students of the month: K – Owen Lipp, 1st – Landon Kuipers, 2nd – Grace Dailey, 3rd – Lincoln Salzer, 4th – Hallee Hourigan, 5th – Emorie Timmons. Rahlf also recognized the following cardinal card winners: Jimena Ariaza, Nixon

Shea, Clara Collins, Erich Fokken, Cole Stangeland. Rahlf reported on Summer School and the upcoming Data Retreat.

Athletic Director Rahlf recognized the following state track place winners: Robert Begalka in the discus with a toss of 143' 11" for 6th place; Boys medley relay was runner up with a time of 3:40.09; Team members were Braydon Simon, Oliver Fieber, Caleb Ronne and Ricky Berndt; Ricky Berndt in the 800 with a time of 1:57.61 for 5th place; Oliver Fieber in the 100 with a time of 11.04 in finals for 4th place (the only freshmen that made finals); Ricky Berndt in the 1600 with a time of 4:25.52 for 5th place; The boys team ended up placing 8th as a team. Rahlf also recognized the softball team on placing 7th in the 1st SDHSAA State Softball Tournament. Rahlf also recognized the following qualifiers for the state golf meet: Victoria Preheim, Annika Kriz, Brandon Fieber, Trey Maaland, Jarod Hotzler.

Business Manager Amdahl reported on the election, the food service review and the upcoming finance committee meeting.

NESC Representative Prins reported on the May 15, 2023 meeting.

No other business was presented.

Action 6A-10
Motion by Nielsen, seconded by Brandt to enter Executive Session for personnel matters per SDCL 1-25-2(1) at 7:29pm. All present voted aye. Motion carried.

Board Chairperson Gubrud declared the board our of executive session at 8:13pm.

Action 6A-11
Motion by TeKrony, seconded by Prins to adjourn at 8:15pm.



Agenda
Deuel School District #19-4
Special School Board Meeting
June 28, 2023
6:00 p.m.

The special meeting of the Deuel School Board of Education was called to order on Wednesday, June 28, 2023, at 6:00 pm by Chairperson Gubrud. Members present included Brandt, Gubrud, Nielsen, TeKrony, and Prins. Others present included Superintendent Schiernbeck, Principal Rahlf, Business Manager Amdahl, Caitlin Steffensen, Jake Evans, Stacy Andersen, Jodie Bjerke, Leslie Larson-Cutshaw, Roger Cutshaw, Jason Tanner, Deb Tanner, Amber Peterreins, and Jamie Weisner.

Action 6B-1
Motion by Prins, seconded by Nielsen to adopt the agenda with the addition of Academic Data Discussion. All present voted aye. Motion carried.

Public Comment / Visitors
Caitlin Steffensen spoke in favor of the Gymnastics Coop.
Roger Cutshaw spoke in favor of the Gymnastics Coop.
Jason Tanner spoke in opposition to the Gymnastics Coop.

The board discussed the potential Gymnastics Cooperative with Canby, the potential School/City Library Merge, and the School Attorney. Business Manager Amdahl gave an update on the budget and the developments from the recent finance committee meeting. Principal Rahlf discussed Academic and Testing Data with the board.

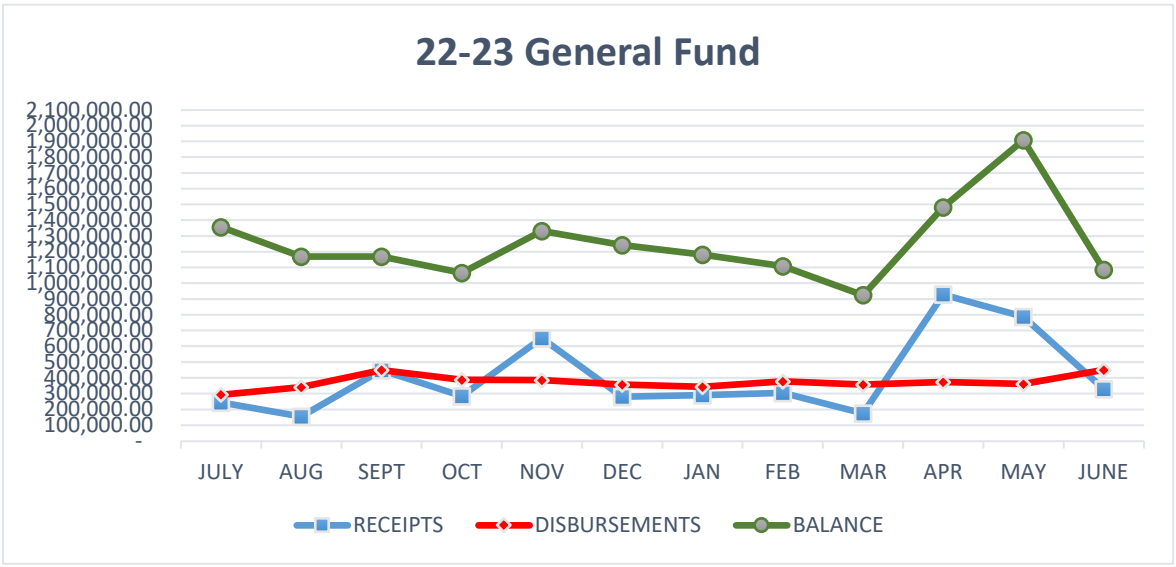
Action 6B-2
Motion by Brandt, seconded by Tekrony to approve Perkins Consortium Stipend Brain Tvedt for $2,000. All present voted aye. Motion carried.

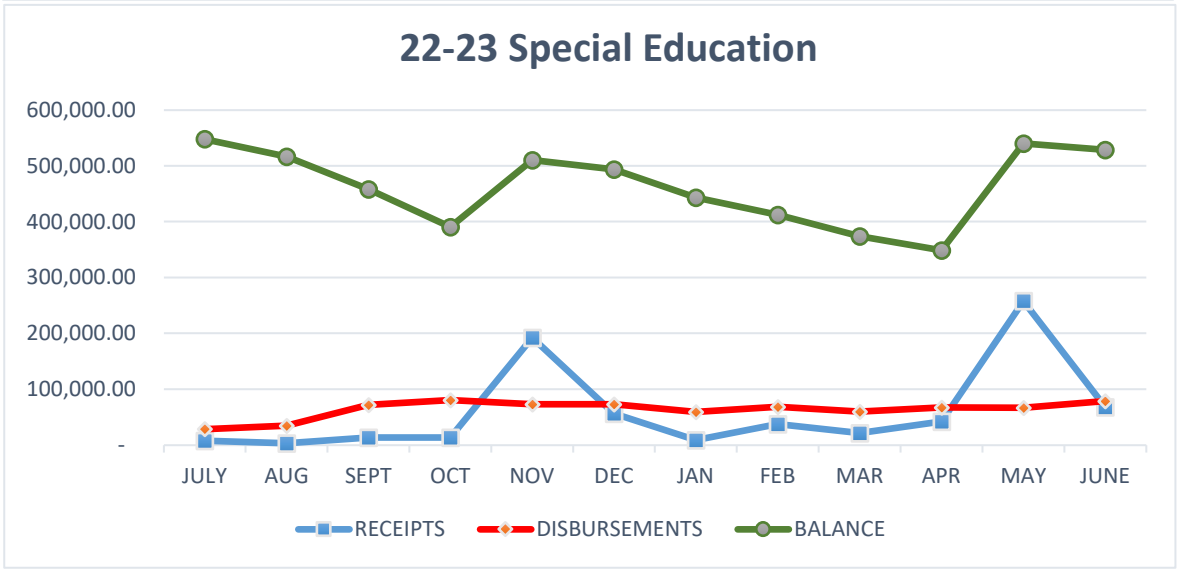
Action 6B-3
Motion by TeKrony, seconded by Nielsen to renew insurance policies through Marsh McLennan Agency for $77,200. All present voted aye. Motion passed.

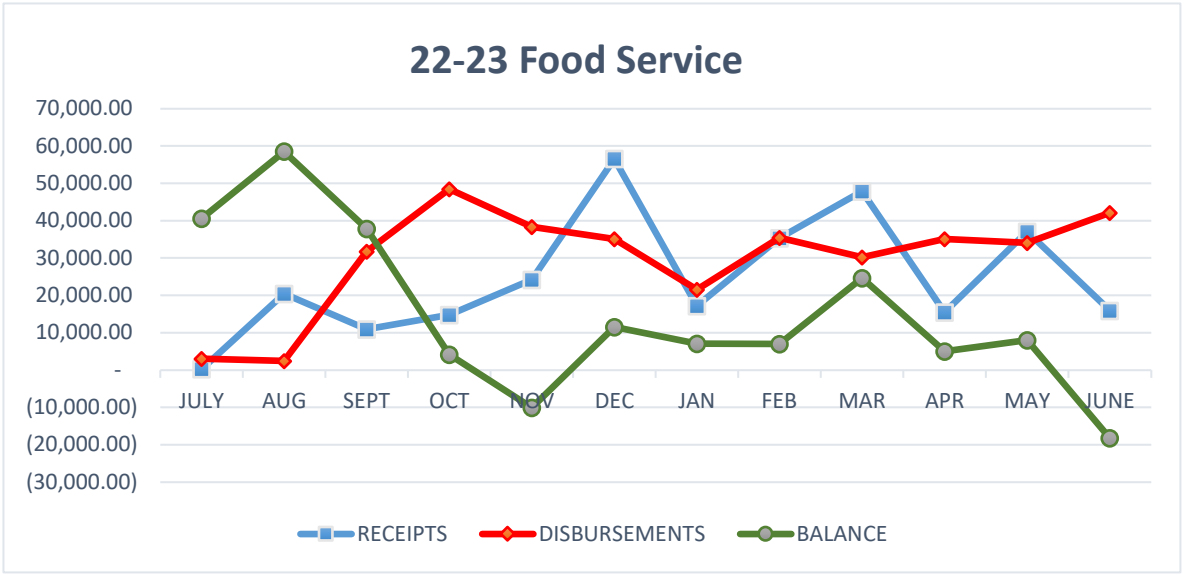
Action 6B-4
Motion by Nielsen, seconded by TeKrony to enter Executive Session for personnel matters per SDCL 1-25-2(1) at 7:36 pm. All present voted aye. Motion passed.

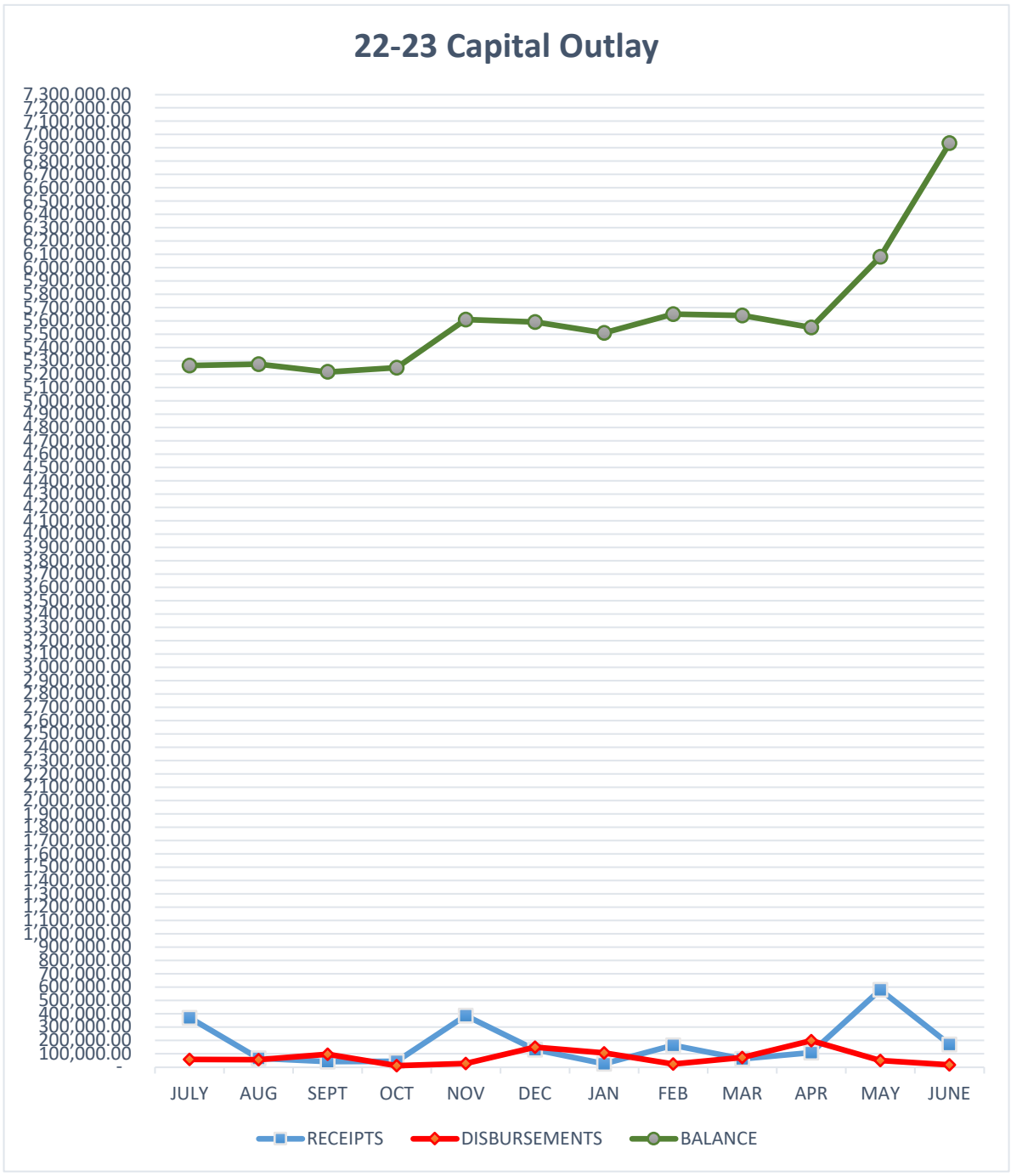
No other business was presented.

Action 6B-5
Motion by TeKrony, seconded by Prins to adjourn at 9:08 pm. All present voted aye. Motion passed.


22-23 General Fund
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BALANCE


22-23 Special Education
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BALANCE


22-23 Food Service
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RECEIPTS
DISBURSEMENTS
BALANCE


22-23 Capital Outlay
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BALANCE


22-23 Capital Projects
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-
JULY
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUNE
RECEIPTS
DISBURSEMENTS
BALANCE

Balance Sheet - Combined
Period Ending: June 2023

	10 GENERAL FUND	21 CAPITAL OUTLAY	22 SPECIAL EDUCATION FUND	41 CAPITAL PROJECTS FUND	51 FOOD SERVICE	53 OTHER ENTERPRISE FUND	Total
Total Assets and Deferred Outflows of Resources							
Current Assets							
101 GF Demand Deposits	(9,780.49)	58,381.12	0.00	(29,250.00)	0.00	0.00	19,350.63
102 PAYROLL DEPOSITS	(9,246.21)	0.00	(703.80)	0.00	0.29	11,386.23	1,436.51
105 POOLED FUND DEPOSITS	1,105,999.01	6,877,988.66	529,560.36	2,384,592.21	(18,225.39)	(3,063.57)	10,876,851.28
108 GF Advance Payments	5,356.35	0.00	0.00	0.00	0.00	0.00	5,356.35
110 220 TAXES RECEIVABLE	(8,826.81)	(4,723.33)	(2,499.35)	0.00	0.00	0.00	(16,049.49)
110 221 SE Tax Receivable - Payable 2022	21,176.50	(30,164.26)	(13,003.50)	0.00	0.00	0.00	(21,991.26)
110 222 SE - Taxes Receivable - Payable 2023	(857,987.50)	(718,805.97)	(330,264.02)	0.00	0.00	0.00	(1,907,057.49)
112 216 TAXES RECEIVABLE	(882.35)	(907.34)	(553.40)	0.00	0.00	0.00	(2,343.09)
112 217 TAXES RECEIVABLE	(421.81)	(180.52)	(323.81)	0.00	0.00	0.00	(926.14)
112 218 TAXES RECEIVABLE	56.98	(300.10)	265.16	0.00	0.00	0.00	22.04
112 219 TAXES RECEIVABLE	1,018.69	842.69	273.78	0.00	0.00	0.00	2,135.16
112 220 SE Tax Receivable - Payable 2021	2,574.40	1,821.18	978.97	0.00	0.00	0.00	5,374.55
112 221 SE - Taxes Receivable - Payable 2022	(4,104.68)	(2,554.19)	(1,353.03)	0.00	0.00	0.00	(8,011.90)
120 011 GF Accounts Receivable Regular	1,546.38	0.00	0.00	0.00	285.76	0.00	1,832.14
120 012 GF Accounts Receivable Collections	0.00	0.00	0.00	0.00	3,382.25	1,567.78	4,950.03
120 ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00	691.07	0.00	691.07
140 GF Due From Federal Govt	99,007.80	0.00	0.00	0.00	0.00	0.00	99,007.80
170 101 SUPPLIES INVENTORY CLEAR LAKE	0.00	0.00	0.00	0.00	2,261.97	0.00	2,261.97
171 101 FOOD INVENTORY CLEAR LAKE	0.00	0.00	0.00	0.00	9,439.11	0.00	9,439.11
172 101 COMMODITY INVENTORY CLEAR LAKE	0.00	0.00	0.00	0.00	6,709.47	0.00	6,709.47
191 DEPOSIT INSURANCE POOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
196 NET PENSION ASSET	0.00	0.00	0.00	0.00	152.12	22.83	174.95
Current Assets	345,486.26	6,181,397.94	182,377.36	2,355,342.21	4,696.65	9,913.27	9,079,213.69
Long-term Assets							
204 EQUIPMENT-LOCAL	0.00	0.00	0.00	0.00	61,635.17	0.00	61,635.17
205 EQUIPMENT-FEDERAL ASSIST.	0.00	0.00	0.00	0.00	2,893.26	0.00	2,893.26

	10 GENERAL FUND	21 CAPITAL OUTLAY	22 SPECIAL EDUCATION FUND	41 CAPITAL PROJECTS FUND	51 FOOD SERVICE	53 OTHER ENTERPRISE FUND	Total
208 ACCUM DEPRECIATION-LOCAL	0.00	0.00	0.00	0.00	(51,127.90)	0.00	(51,127.90)
209 ACCUM DEPR-FEDERAL	0.00	0.00	0.00	0.00	(2,893.26)	0.00	(2,893.26)
Long-term Assets	0.00	0.00	0.00	0.00	10,507.27	0.00	10,507.27
Deferred Outflows of Resources							
252 PENSION RELATED DEFERRED OUTFLOWS	0.00	0.00	0.00	0.00	24,206.05	3,965.11	28,171.16
253 OE OPEB Deferred Outflows	0.00	0.00	0.00	0.00	1,295.00	240.00	1,535.00
Deferred Outflows of Resources	0.00	0.00	0.00	0.00	25,501.05	4,205.11	29,706.16
Total Assets and Deferred Outflows of Resources	345,486.26	6,181,397.94	182,377.36	2,355,342.21	40,704.97	14,118.38	9,119,427.12
Total Liabilities, Deferred Inflows of Resources, and Fund Equity							
Current Liabilities							
402 ACCOUNTS PAYABLE	277.20	0.00	88.20	0.00	0.00	0.00	365.40
404 CONTRACTS PAYABLE	337,317.38	0.00	39,760.38	0.00	0.00	0.00	377,077.76
451 FICA PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452 FIT PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
453 INSURANCE PAYABLE	2,836.59	0.00	673.83	0.00	20.68	122.24	3,653.34
454 RETIREMENT PAYABLE	87.00	0.00	0.00	0.00	0.00	0.00	87.00
455 OTHER DEDUCTIONS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
456 TSA PAYABLE	25.00	0.00	0.00	0.00	0.00	0.00	25.00
457 BENEFITS PAYABLE	88,507.35	0.00	17,130.22	0.00	3,115.00	0.00	108,752.57
471 DEPOSITS PAYABLE	0.00	0.00	0.00	0.00	11,207.11	0.00	11,207.11
Current Liabilities	429,050.52	0.00	57,652.63	0.00	14,342.79	122.24	501,168.18
Long-term Liabilities							
506 Net OPEB Liability	0.00	0.00	0.00	0.00	14,502.00	2,689.00	17,191.00
559 OTHER DEFERRED INFLOWS	0.00	0.00	0.00	0.00	12,655.54	0.00	12,655.54
Long-term Liabilities	0.00	0.00	0.00	0.00	27,157.54	2,689.00	29,846.54
Other Liabilities							
475 Unearned Revenue	0.00	0.00	0.00	0.00	37,923.30	0.00	37,923.30
Other Liabilities	0.00	0.00	0.00	0.00	37,923.30	0.00	37,923.30
Deferred Inflows of Resources							

	10 GENERAL FUND	21 CAPITAL OUTLAY	22 SPECIAL EDUCATION FUND	41 CAPITAL PROJECTS FUND	51 FOOD SERVICE	53 OTHER ENTERPRISE FUND	Total
551 UNAVAILABLE REVENUE-PROPERTY TAXES	(847,396.58)	(754,971.84)	(346,479.20)	0.00	0.00	0.00	(1,948,847.62)
554 PENSION RELATED DEFERRED INFLOWS	0.00	0.00	0.00	0.00	20,210.48	1,652.48	21,862.96
555 OE OPEB Deferred Inflows	0.00	0.00	0.00	0.00	(8,789.54)	717.00	(8,072.54)
559 OTHER DEFERRED INFLOWS	0.00	0.00	0.00	0.00	0.00	1,390.07	1,390.07
Deferred Inflows of Resources	(847,396.58)	(754,971.84)	(346,479.20)	0.00	11,420.94	3,759.55	(1,933,667.13)
Fund Balance							
704 005 UNDESIGNATED FUND BALANCE	0.00	0.00	0.00	(7,009,210.65)	0.00	0.00	(7,009,210.65)
706 TOTAL FIXED ASSETS	0.00	0.00	0.00	0.00	10,507.27	0.00	10,507.27
707 RESTRICTED NET POSITION	0.00	0.00	0.00	0.00	(5,341.77)	(4,441.61)	(9,783.38)
708 008 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	0.00	4,420.61	4,420.61
708 080 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	0.00	39,162.66	39,162.66
708 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	(55,305.10)	(31,594.07)	(86,899.17)
710 920 GF Restricted Fund Balance Perkins	(46,367.72)	0.00	0.00	0.00	0.00	0.00	(46,367.72)
722 Capital Projects Fund Balance	0.00	0.00	0.00	9,364,552.86	0.00	0.00	9,364,552.86
723 RESTRICTED-CAPITAL OUTLAY	0.00	6,936,369.78	0.00	0.00	0.00	0.00	6,936,369.78
724 RESTRICTED-SPEC. ED.	0.00	0.00	471,203.93	0.00	0.00	0.00	471,203.93
753 ASSIGNED-UNEMPLOYMENT	17,707.00	0.00	0.00	0.00	0.00	0.00	17,707.00
760 UNASSIGNED -GENERAL FUND	792,493.04	0.00	0.00	0.00	0.00	0.00	792,493.04
Fund Balance	763,832.32	6,936,369.78	471,203.93	2,355,342.21	(50,139.60)	7,547.59	10,484,156.23
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	345,486.26	6,181,397.94	182,377.36	2,355,342.21	40,704.97	14,118.38	9,119,427.12

Fund: 60 TRUST AND CUSTODIAL

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
60 704 854	Drama Club	347.00	0.00	300.00	0.00	647.00
60 759 804	CLASS OF 2022	(183.91)	0.00	0.00	0.00	(183.91)
60 759 807	FFA	8,997.13	210.27	0.00	0.00	8,786.86
60 759 808	HS STUDENT COUNCIL	3,394.31	0.00	239.86	0.00	3,634.17
60 759 809	NATIONAL HONOR SOCIETY	1,229.83	0.00	0.00	0.00	1,229.83
60 759 810	KEY CLUB	3,905.49	497.57	0.00	0.00	3,407.92
60 759 811	CLEARING ACCOUNT	5,041.48	500.23	0.00	0.00	4,541.25
60 759 812	ACTIVITY TICKETS	4,151.75	0.00	0.00	0.00	4,151.75
60 759 813	IMPREST FUND	(4,132.29)	9,115.18	10,111.51	0.00	(3,135.96)
60 759 819	BAND	10,227.67	0.00	0.00	0.00	10,227.67
60 759 822	MENTORSHIP PROGRAM	2,577.84	0.00	0.00	0.00	2,577.84
60 759 823	VOCAL	1,638.46	0.00	0.00	0.00	1,638.46
60 759 825	CHEERLEADERS	1,024.66	0.00	0.00	0.00	1,024.66
60 759 828	TEACHERS LOUNGE	890.35	178.76	0.00	0.00	711.59
60 759 829	LAPTOP DEPOSIT	6,924.56	0.00	707.00	0.00	7,631.56
60 759 831	RACHELS CHALLENGE	4,914.70	0.00	0.00	0.00	4,914.70
60 759 835	BAND TRIP FUND	4,088.92	0.00	0.00	0.00	4,088.92
60 759 836	YEARBOOK STAFF	1,427.34	0.00	0.00	0.00	1,427.34
60 759 837	GYMNASTICS CLUB	68.77	0.00	0.00	0.00	68.77
60 759 838	ART CLUB	2,127.99	0.00	0.00	0.00	2,127.99
60 759 840	MEDICAL TRUST	10,646.04	57,803.36	58,946.72	0.00	11,789.40
60 759 853	Play Donation	400.00	0.00	0.00	0.00	400.00
60 759 855	SPECIAL OLYMPICS	4,632.60	0.00	0.00	0.00	4,632.60
60 759 856	ELEM. TEACHER READING FUND	0.00	0.00	0.00	0.00	0.00
60 759 857	ELEM. BOOK FAIR	0.00	0.00	0.00	0.00	0.00
60 759 859	4TH GRADE XMAS TREE	0.00	0.00	0.00	0.00	0.00
60 759 861	MS STUDENT COUNCIL	1,703.78	0.00	0.00	0.00	1,703.78
60 759 863	BOX TOPS	3,574.01	0.00	2.60	0.00	3,576.61
60 759 864	Class Composites Project	694.48	0.00	0.00	0.00	694.48
60 759 865	CARDNIAL CARDS	259.83	0.00	0.00	0.00	259.83
60 759 868	PLAYGROUND CLEARING	514.97	0.00	0.00	0.00	514.97
60 759 869	DISTRICT/REGIONAL EVENT	(1,531.45)	0.00	0.00	0.00	(1,531.45)
60 759 870	STUDENT ASSISTANCE	5,766.76	0.00	0.00	0.00	5,766.76
60 759 874	SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
60 759 875	PRESCHOOL PARENTS	1,559.25	0.00	0.00	0.00	1,559.25
60 759 876	SCOREBOARD ADS	28,400.00	0.00	0.00	0.00	28,400.00
60 759 880	ELEM. SPEC. PROJECTS	0.00	0.00	0.00	0.00	0.00
60 759 885	ENGRAVER-RESALE	1,018.61	0.00	0.00	0.00	1,018.61

Fund: 60 TRUST AND CUSTODIAL

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
60 759 886	MULTI MEDIA ADS	3,205.10	0.00	0.00	0.00	3,205.10
60 759 900	CONNECT FOR KIDS	7,022.14	415.48	360.50	0.00	6,967.16
60 759 901	SPECIAL DONATIONS	5,200.00	0.00	0.00	0.00	5,200.00
60 759 902	GOLF	3,842.72	377.00	0.00	0.00	3,465.72
60 759 910	SECT. 125 REIMB.	(3,436.08)	1,838.19	355.52	0.00	(4,918.75)
60 759 920	DEWAL PERKINS	(5,765.80)	0.00	0.00	0.00	(5,765.80)
60 759 923	Class of 2023	133.43	0.00	0.00	0.00	133.43
60 759 924	Class of 2024	412.56	0.00	0.00	0.00	412.56
	Fund Total: 60	126,915.00	70,936.04	71,023.71	0.00	127,002.67

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
2023 OFFICIAL ELECTION BALLOT
Division 1 Representative
TERM: JULY 1, 2023 TO JUNE 30, 2025

Division I Representative- To be filled by a Principal

This position was vacated by Mike Talley of Rapid City Public Schools. The Division I Representative may be a Principal or Assistant Principal from any SDHSAA member school with a 2021-22 ADM from 1517 to 1152. Division 1 schools include Rapid City Central with a 2021-22 ADM of 1517 to Harrisburg with a 2021-22 ADM of 1152. Any
member school may nominate a person for this position and **all member schools have the opportunity to vote**. The person elected will serve a **two-year** term on the SDHSAA Board of Directors and is unable to run for re-election. Member schools in Division 1 include: Rapid City Central, Sioux Falls Washington, Sioux Falls Lincoln, Sioux Falls Jefferson, Rapid City Stevens, Sioux Falls Roosevelt, and Harrisburg.

You may vote for <u>one</u> candidate.

The deadline for the return of this ballot is **July 21 , 2023.**

☐ **Dan Conrad, Sioux Falls Jefferson High School**

☐ **Krista Inman, Rapid City Stevens High School**

☐ **Ryan Rollinger, Harrisburg High School**

_____ _____

Name of Member School Date

_____ _____

Signature (Superintendent or Principal) Signature (School Board President)

Unless there are TWO signatures, this ballot will be unacceptable and declared void.

Division I Representative Bios

Dan Conrad, Sioux Falls Jefferson

Dan Conrad was born and raised in Sioux Falls, South Dakota. He is a graduate of Roosevelt High School, Augustana University, and has completed graduate work at University of Sioux Falls and University of South Dakota. Dan has served the Sioux Falls School District as a teacher & coach for 11 years, and as a principal/assistant principal for 14 years. He is currently serving as the principal Jefferson High School. Dan has been involved in activities throughout his educational career. As a student, he benefited from the SDHSAA as he participated in football and basketball, and in college he played baseball at Augustana University. As a teacher, coach, and administrator, he has seen first-hand the importance of students being involved in high school activities and the impact it has on students.

Krista Inman, Rapid City Stevens

Hello, my name is Krista Inman. I have been in the educational system for 28 years. I began my teaching career at Watertown High School teaching special education. I worked in that capacity for 23 years from 1995-2018. In 2019, I moved to Rapid City and was a Special Education Program Specialist that oversaw our middle schools, high schools, and 18-21 special education programs for students with moderate to severe disabilities. This was a great job, however; I was missing the piece I loved the most, being a part of a school. Last year, I was fortunate enough to be offered a position at Stevens High School as an assistant principal. I am back where I belong, in a high school where I can be a part of everything I love – a family of students, teachers, and coaches. The pride in our athletic and fine arts programs and doing what's best for them is a pivotal and rewarding piece not only for our high school but for all of the high schools in the state of South Dakota.

While in Watertown, I was the sideline cheer coach from 1995-2013 and competitive cheer coach from 2008-2018. As a sideline coach, I was very involved with and provided support in all the sports which the girls cheered for (football, boys & girls basketball, wrestling). I attended every game and enjoyed each sport. In addition, both of my children were involved in a variety of school athletics. When competitive cheer began as a new sport, I was an integral piece in the creation of the current rubric and building the sport to where it is today. Currently I am a judge for competitive cheer and dance.

Ryan Rollinger, Harrisburg

My name is Ryan Rollinger, and I have just completed my 23rd year in education in the state of South Dakota; 7 of those teaching in the classroom, 10 as an assistant principal, and most recently 6 years as the high school principal of Harrisburg High School, in Harrisburg, SD. Athletics and coaching were a big part of my journey as I served as a head girls and boys basketball coach, an assistant girls and boys basketball coach, and an assistant football coach for the first 17 years of my career.

In my educational career, I have been a part of the fastest-growing district in our region. I have helped create policy and change as we grew from a high school of 300 to now topping 1,700. I have been on several educational committees, state boards, and national advocacy groups, along with SDHSAA on the basketball advisory committee. As I feel the activities we offer to our student-athletes are an extension of the classroom and an important part of their development, I would be honored to represent the Division I schools in the principal position on the SDHSAA Board of Directors.

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

2023 RUNOFF ELECTION BALLOT

DIVISION III REPRESENTATIVE- SECONDARY PRINCIPAL

TERM: JULY 1, 2023 TO JUNE 30, 2028

Division III Representative- To be filled by a SDHSAA member school Secondary Principal.

This position is currently held by Dani Walking Eagle of St. Francis High School. The Division III representative may be a secondary principal from any SDHSAA member school with a 2021-22 ADM from 443 to 125. The Division III schools include Tea Area with a 2021-22 ADM of 543 to Redfield with a 2021-22 ADM of 125. This position must be filled by a secondary Principal. **Any member school may nominate a person for this position and all member schools have the opportunity to vote.** The person elected will serve a **five-year term** on the SDHSAA Board of Directors and is unable to run for re- election in the Division III Representative slot. Member schools in the Division III Representative group include: Tea Area, Todd County, Lakota Tech, Belle Fourche, Dakota Valley, West Central, Vermillion, Sioux Falls Christian, Lennox, Madison, Cheyenne-Eagle Butte, Little Wound, Milbank, Sisseton, Canton, Custer, Dell Rapids, Chamberlain, Tri-Valley, Pine Ridge, Beresford, Hot Springs, Hamlin, Lead-Deadwood, Flandreau, Rapid City Christian, Elk Point-Jefferson, Mobridge-Pollock, Wagner, Sioux Valley, St. Francis, Winner, Red Cloud, St. Thomas More, McLaughlin, Groton, Baltic, Deuel, and Redfield. Groton is ineligible as they already have representation on the Board.

You may vote for <u>one</u> candidate.

The deadline for the return of this ballot is **July 21, 2023.**

☐ **Adam Shaw, Madison High School**

☐ **Jeff Sheehan, Hamlin High School**

_____ _____

Name of Member School Date

_____ _____

Signature (Superintendent or Principal) Signature (School Board President)

Unless there are TWO signatures, this ballot will be unacceptable and declared void.

Division IIII Principal- Candidate Biographies

Adam Shaw- Madison Central High School

Thank you for taking the time to read through this quick bio. My name is Adam Shaw, and I am currently the high school principal for the Madison Central School District. I live in Madison with my wife Kate, and we have three wonderful children Brandon (22), McKenna (18), and Daveney (16). This year will conclude my 22nd year in public education. I was born and raised in Rochester, NY and graduated from high school in 1995. During the fall of 1995 I arrived in Madison, South Dakota to obtain a degree from Dakota State University and play football for the Trojans. At the conclusion of my collegiate career in 2000, I was hired by the Flandreau School District to teach Middle School Science. While teaching in Flandreau I coached football, wrestling, track, and summer boys' softball.

In 2004 I enrolled at the University of Sioux Falls and completed two master's degrees in school administration and technology integration. In 2006 I began my administrative career for the Marion School District. My role at Marion was high school principal from 2006-2010 and superintendent from 2010-2013. In 2013 I was hired to be the high school principal in Madison. During my time in Madison, I have had the opportunity to work with the SDHSAA through state events and also serving on the financial board of directors representing the SDASSP for the last five years.

Having children who have participated in athletics, and knowing the importance of the SDHSAA is what drives me to take on the challenge of serving on the SDHSAA Board of Directors. This would provide me with the chance to work on behalf of school districts and the SDHSAA to enhance the opportunities for the current and future students in our amazing state. I would appreciate your vote of support.

Jeff Sheehan- Hamlin High School

Hello, my name is Jeff Sheehan. I graduated from Watertown High School where I was a 4-sport athlete. I received my Bachelor's degree in Physical Education and Master's in Educational Leadership from North Dakota State University and my Specialist from University of Sioux Falls. I have been in education for 23 years, 8 as a classroom teacher and 15 years as a principal. I have also served as Athletic Director for 9 years at 3 different schools throughout those years. I have been a coach all 23 years of my career, coaching several sports at various levels, including volunteer coaching Special Olympic athletes.

I am currently finishing my 14th year as the middle/high school principal at Hamlin Education Center and am also the head football coach and assistant athletic director. I have always been passionate about sports and believe there are many life lessons to be learned from participation in athletics. They are an extension of the classroom and can be character building. I believe I can bring a unique perspective to the board, being from Hamlin with our distinctive population and circumstances and I would appreciate the opportunity to represent fellow coaches, athletes and educators as a member of the board of directors.

NEW!

Policy JEC: SCHOOL ADMISSIONS

Status: ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 07/10/2023 | **Last Reviewed Date:** 07/10/2023

In accordance with state law, all persons five (5) years old by September 1st and under twenty-one (21) years of age and all veterans (except dishonorably discharged veterans) who are residents of the district will be eligible to attend the public schools free of charge, if they have not already received a high school diploma.

Upon registration, all new students will be required to present:

1. Proof of date of birth through a birth certificate or affidavit in lieu of birth certificate.
2. Record of immunizations and a health certificate from a licensed physician.
3. Proof of School District residency, if requested.

Exhibit JFC-E(1): STUDENT CONDUCT

Status: ADOPTED

Original Adopted Date: 07/10/2023 | **Last Reviewed Date:** 07/10/2023

See PDF on the next page.

DISCIPLINE (MS and HS)

It is the objective of the Deuel School District to recognize, preserve and protect the individual rights of all students, and at the same time encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Therefore, discipline and structure are necessary standards for the maintenance of an atmosphere where orderly learning is possible and encouraged.
The administration will enforce the district discipline policy unless unusual circumstances exist which can be more properly handled by other actions. Parent(s) or guardian will be notified for disciplinary actions involving out of school suspension. Parents will also be notified when law enforcement is involved except in cases of child abuse and/or sexual abuse.

GENERAL CONDUCT (MS and HS)

The issues addressed are general rules of the school, which are important procedures toward establishing an environment conducive to learning.

1. Student will not be at a locker during class time.
2. Hats, caps, stocking hats, blankets, and hoods will be removed and put away when in the building.
3. Passes will be used and times will be written on them.
4. Students will not use foul language.
5. Students will not demonstrate inappropriate, disruptive behavior.
6. Students will show proper respect to employees of the Deuel School District.

CONSEQUENCES (MS and HS)

Realizing that discipline is essential to the normal operation of the school, any or all of the following steps may be taken to help students who have demonstrated misbehavior:

1. Counseling
2. Parental Conference
3. Contracts
4. Detention
5. Suspension from class
6. In-school suspension
7. Out-of-school suspension
8. Expulsion

Understand that steps taken will depend on the nature of misbehavior, a student's past record, and more importantly, the school official's opinion as to what is necessary to ensure appropriate behavior by this particular student.

Definitions:

Detention: a form of discipline that detains a student outside of the normal school hours. Students involved in activities may miss the activity to fulfill detention requirements. Detention can be spent before school, over the lunch hour, and/or after school. A student who misses detention will have additional consequences assigned. Students serving detention will not be allowed to talk and should have homework to work on. No phone usage is allowed.

In-School Suspension (ISS): a temporary denial of a student to participate in any instructional or school activity for a period of time as determined by administration. Students will serve ISS in the office area. Students will be expected to make up all work missed during their time in ISS and will receive the full grade earned for the work completed. All make-up work given to the student on ISS will be due when the student returns to the classroom. No headphones or cell phones will be allowed during ISS. ISS may be served on Fridays or at the Principals' discretion.

Out – of -School Suspension (OSS): a temporary denial of a student to participate in any instructional or school activity for a period of time as determined by administration. Students will be expected to make up work missed and will receive the full grade earned for the work completed. All make-up work given to the student on OSS will be due when the student returns to the classroom. Students are not allowed to attend or participate in any extra-curricular or co-curricular activity including practices that day.

Expulsion: Denial of a student to participate in any instructional or school activity on or off school property for a period of time as determined by the school board.

Progressive Discipline Chart

(Guidelines only, administration reserves the right to modify consequences)

Class 1 – Attendance (Per Quarter)	1st Offense	2nd Offense	3rd Offense	Habitual Disobedience
Tardy to School or Class	Warning and Recorded	Warning and Recorded	Detention and/or Parent Contact	Detention and/or ISS (1 Day) and Parent Contact
Skipping Detention/Leaving the Building w/o permission	1 Additional Detention	2 Additional Detentions	ISS (1 Day)	ISS (2 – 5 Day)
Class 2 – Behavior (per year)	1st Offense	2nd Offense	3rd Offense	Habitual Disobedience
Cell Phone/Electronic Device Violation	Confiscated (picked up in classroom at the end of the day)	Confiscated (picked up in office at the end of the day)	Confiscated (held in office until a parent/guardian picks it up), Detenion	ISS (1 Day)
Insubordination: Behavior that is disruptful, disrespectful, or interferes with teaching and learning	Detention	Additional Detentions	ISS (1 Day)	ISS (2 – 5 Days)
Technology Violation (Acceptable Use Policy)	Warning and Recorded	Detention	Detention (technology access limited for a period of time)	ISS (1 Day) (technology access limited for a period of time)
Class 3 – Safety (Per Year)	1st Offense	2nd Offense	3rd Offense	Habitual Disobedience
Aggressive/Disrespectful/Offensive Language, Obscene Gesture/Drawings,	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	Long Term Suspension
Harassment, Bullying, Intimidation, Racial Slurs	ISS/OSS (# based on	ISS/OSS (# based on	ISS/OSS (# based on severity of offense)	Long Term Suspension

	severity of offense)	severity of offense)		
Physical Aggression, Threatening Behavior/Words/Communication	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	ISS/OSS (# based on severity of offense)	Long Term Suspension
Class 4 – Illegal (Per High School Career)	1st Offense	2nd Offense	3rd Offense	Habitual Disobedience
Theft	ISS (# based on severity of offense), Police Referral, Restitution	OSS (# based on severity of offense), Police Referral, Restitution	OSS (# based on severity of offense), Police Referral, Restitution	Long Term Suspension, Police Referral, Restitution
Smoking/Tobacco/Vaping	OSS (# based on severity of offense)	OSS (# based on severity of offense)	Long Term Suspension	
Destruction of School Property/Vandalism/Trespassing	ISS/OSS (# based on severity of offense)	OSS (# based on severity of offense)	Long Term Suspension	
Alcohol, Drugs, or Mood Altering Substances (using, under the influence, or possession including paraphernalia)	OSS (# based on severity of offense, suggested 5 days)	OSS (# based on severity of offense, suggested 10 days)	Long Term Suspension	
Drugs/Alcohol – Possession of an amount that suggests distribution	Long Term Suspension			
Class 5 – Illegal (Per High School Career)	1st Offense	2nd Offense	3rd Offense	Habitual Disobedience

CHEATING OR PLAGIARISM (MS and HS)

Cheating or plagiarism will not be tolerated at the Middle or High school levels. Any student caught cheating or plagiarizing on a test or an assignment will receive a zero for that test or assignment. In addition to the zero score, students in possession of materials belonging to the teacher, the school, or another student, without the permission of those agents will be disciplined according to the Discipline policy.

Policy JFCJ: DANGEROUS WEAPONS IN THE SCHOOL

Status: ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 07/10/2023 | **Last Reviewed Date:** 07/10/2023

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons will be reported to law enforcement. Appropriate disciplinary or legal action or both may be pursued by the building principal.

A dangerous weapon is defined as any firearm, or air-gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air-guns at fire ranges, gun shows, authorized supervised school training sessions for the use of firearms and to the ceremonial presence of unloaded weapons at color guard ceremonies. Any violations shall be reported to local law enforcement authorities.

Any student bringing a firearm to school, except as provided by law, may be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Exhibit JHCD-E(1): ADMINISTRATION OF MEDICATIONS TO STUDENTS

Status: ADOPTED

Original Adopted Date: 06/12/2023 | **Last Reviewed Date:** 06/12/2023

See PDF on the next page.

Deuel School District 19-4	NEPN Code: JHCD-E(1)
Policy Reference Manual	

ADMINISTRATION OF MEDICATIONS TO STUDENTS CONSENT FORM

1. I am the parent/guardian of _____ and I authorize my child/ward _____, grade _____, to be administered the prescription/nonprescription medication identified below while on school property or at a school-related event or activity by the school nurse or employee trained in the administration of prescription medication.

2. I hereby release the District and its employees and agents from liability for injury arising from the school's administration of the medication while on school property or at a school-related event.

3. I understand that if the student identified herein uses the medication in a manner other than prescribed, the student may be subject to disciplinary action by the school, however, any disciplinary action may not limit or restrict the student's immediate access to the medication.

4. I authorize the school to inform appropriate school employees who would have a need to know of the administration of medication (i.e., such as school nurse, instructors, teacher aides, school administrators, activity supervisors, bus drivers).

5. I acknowledge and agree that the school shall secure (store) the medication for the student until administration of the medication is necessary, and that in no circumstances shall the medication be stored in the student's locker.

Medication: _____

Dose: _____

Time: _____

Authorization Start Date: _____

Authorization End Date: _____

_____ _____

Signature of Parent/Guardian Date

Adopted: 6/12/2023
Revised:
Reviewed:

ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered.

Policy KJ: POSTING OF NATIONAL MOTTO

Status: ADOPTED

Original Adopted Date: 07/10/2023 | **Last Reviewed Date:** 07/10/2023

The national motto of the United States, "In God We Trust," shall be displayed in a school entryway, cafeteria, or other common area where students are most likely to see the national motto in each attendance center in the school district. The display may take the form of a mounted plaque, student artwork, or any other appropriate form as determined by the school principal. The display shall be easily readable and at least twelve inches wide by twelve inches high.

Note: SDCL 13-24-24. For any lawsuit brought or any complaint filed against a school district, an employee of a school district, the board of a school district, or a member thereof as a result of a school district displaying the national motto of the United States, the attorney general shall provide legal representation at no cost to the school district, employee, school board, or member of the school board. In addition to the expenses of representation, the state shall assume financial responsibility for any other related expense incurred by the school district, an employee, the board, or member thereof, including any award for monetary damages, attorney's fees, and costs for which the school district, an employee, the board, or a member thereof would be otherwise responsible.

Policy KLB: PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

Status: ADOPTED

Original Adopted Date: 07/10/2023 | **Last Reviewed Date:** 07/10/2023

The Board reserves to itself the final responsibility for all instructional materials used and curricula taught in the district schools. The Board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

The Board also recognizes that district residents have a right to express concern about the educational programs of their schools. When citizens have concerns about particular courses or instructional materials, these concerns should be stated in writing, carefully considered, and accorded the courtesy of a prompt reply by school personnel. All such replies will be based on the instructional goals of the district, upon course objectives, and upon the criteria for selection of instructional materials.

Staff members will attempt to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and question by school employees and the Board.

Complaints against instructional materials will be considered a most serious matter and will be processed in a very deliberate manner. Therefore, the following procedures are to be followed, step-by-step. Complaints that reach Step 3 will be reported to the Board.

1. The material in question should first be discussed with the teacher or librarian who will report the results of this meeting to the principal.

If satisfaction is not reached, the complainant may continue with Step 2.

2. The principal will meet to discuss the material with the complainant and the teacher or librarian. The results of the meeting will be reported to the Superintendent. If satisfaction is not gained, the complainant will be requested to complete the form, "Request for Reconsideration of Instructional Materials," before proceeding to Step 3.

3. The Superintendent will appoint a review committee composed of the following members:

   - The building principal.

   - The building librarian.

   - Two building teachers.

   - Three adult citizens.

The committee members will be requested to read or view the material and respond to the complainants' answers to the questions on the form, "Request for Reconsideration of Instructional Materials." The recommendation of the committee will be sent to the complainant by the Superintendent. If the complainant is not satisfied, he may continue with Step 4.

4. The Superintendent will meet with the complainant to resolve the problem. If an impasse has developed, the matter is to be directed to the Board in Step 5.

5. The complainant will appear before the Board as the final step in the request for reconsideration of instructional materials.

Policy KMC: ANNUAL NOTIFICATION TO PARENTS

Status: ADOPTED

Original Adopted Date: 07/10/2023 | **Last Reviewed Date:** 07/10/2023

The School Board seeks to keep students, parents and the public informed of their rights and responsibilities. The district will comply with federal law to ensure parents, guardians and adult students receive annual notices on the following topics, as required by federal law:

- All notices as required by the Every Student Succeeds Act
- All notices as required by the Family Educational Rights and Privacy Act
- All notices as required by the Protection of Pupil Rights Amendment
- All notices as required by Child Nutrition Programs
- All notices as required by the Asbestos Hazard Emergency Response Act
- All notices as required by the McKinney Vento Act
- All notices as required by Non-Discrimination under Title IX, Section 504, Age Discrimination Act, Title II of the Americans with Disabilities Act and the Boy Scouts of America Equal Access Act.
- All notices as required by the Individuals with Disabilities Education Act

METHOD OF NOTICE

The standard method of the school district is to send notices to parents, guardians or adult student and through postal mail. The School Board also recognizes the legal right of parents, guardians or adult students to receive annual notices from the district or school by electronic mail in lieu of regular mail. In order to receive notices by electronic mail, the parent, guardian or adult student must provide the school an electronic mail address to which the notifications may be sent.

ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.

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Policy LA: EDUCATION AGENCY RELATIONS GOALS

Status: ADOPTED

Original Adopted Date: 07/10/2023 | **Last Reviewed Date:** 07/10/2023

The Board will cooperate to the fullest possible extent with other school districts and with other local, state, and regional agencies and organizations in the solution of educational problems of common concern. This cooperation will extend to such areas as research, exchange of information and data, coordination of curriculum, coordination of school calendars and activities, and construction of facilities that may be efficiently used on a cooperative basis, and any other activity where it may be advantageous to serve a broader area than one district.

In carrying out this policy, the Superintendent will include in his or her recommendations to the Board an evaluation of the desirability and feasibility of cooperation with other agencies in endeavors which could benefit the district.

Policy LB: RELATION WITH OTHER SCHOOLS AND SCHOOL DISTRICTS

Status: ADOPTED

Original Adopted Date: 07/10/2023 | **Last Reviewed Date:** 07/10/2023

The Board will cooperate and may develop contracts with the state, its agencies and institutions, and any political subdivision for educational purposes and services. These contracts may be developed:

1. To share the services of employees with other school districts;

2. To provide for educational services with the Bureau of Indian Affairs, or any other federal department or agency;

3. To provide for elementary and secondary education for students who reside within the school district of a bordering state;

4. To provide joint educational services for students who reside within the district with students who reside within a bordering state's school district;

5. To provide educational services for grades 7-12 within this district and an adjacent school district. Both districts will operate grades 1-6 in the home district.

Tuition for students taught under contractual educational arrangements will be charged as provided by law. As also provided by law, approval for entrance into these contractual arrangements will be received from the Secretary of Education.

Policy LBB: COOPERATIVE EDUCATIONAL PROGRAMS

Status: ADOPTED

Original Adopted Date: 07/10/2023 | **Last Reviewed Date:** 07/10/2023

In accordance with law, the Board may establish a cooperative educational service unit with one or more school districts. This unit will be considered a legal entity, which may carry out the services of the cooperative agreement, but which will have no authority to levy taxes or issue bonds.

Policy LI: RELATIONS WITH EDUCATION ACCREDITATION AGENCIES

Status: ADOPTED

Original Adopted Date: 07/10/2023 | **Last Reviewed Date:** 07/10/2023

The district's schools will meet the requirements and standards for both basic approval and accreditation by the State Board of Education. Accreditation is required in order for the district to be eligible to receive general support foundation program funds.

REVISED!

Policy JFC: STUDENT CONDUCT

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 07/10/2023 | **Last Reviewed Date:** 07/10/2023

Students in the District are expected to act in an appropriate and responsible manner. Such behavior will reflect favorably on the student and on the school, will show consideration for other students, and will create a positive school environment in which to learn and work.

All students have individual responsibilities and obligations in their conduct toward other people and with respect to property. Examples of student conduct on school grounds, on school buses or at school activities which will subject a student to suspension, expulsion or other disciplinary action, and which may be reported to the legal authorities and subject to legal consequences, include, but are not limited to:

1. Causing or attempting to cause damage to school property, or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property, or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self-defense, or threatening to do so.
4. Assault or threatening a student or staff member with bodily harm.
5. Possession, use, of any firearm, knife, explosive or other weapon or dangerous object.
6. Possession, use, or being under the influence of any controlled drug or substance without a physician's prescription.
7. Possession, use or under the influence of alcohol or illegal drug or substance.
8. Possession or use of any tobacco product including a vaping device with or without tobacco products.
9. Making false fire alarms or bomb threats or similar threats.
10. Cheating (including plagiarism) with respect to school work or tests.
11. Inappropriate use of computers, networks, Internet, Distance Learning, etc.
12. Using lewd, profane or obscene language, displaying lewd, profane or obscene language or pictures, or lewd or indecent exposure.
13. Sexually harassing any other person.
14. Defying the valid authority of school employees.
15. Conduct in a classroom, hallway, or any other location on school property or on a school bus which is disruptive.
16. Harassment (including hazing) of any other student or staff member of the School District or any other person who is on the property of the School District.
17. Bullying
18. Racial or ethnic slurs.

Policy JHG: REPORTING CHILD ABUSE

Status: ADOPTED

Original Adopted Date: 07/10/2023 | **Last Reviewed Date:** 07/10/2023

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, sexual exploitation, or human trafficking 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.

Policy KB: SCHOOL & COMMUNITY RELATIONS

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 07/10/2023 | **Last Reviewed Date:** 07/10/2023

The purpose of school-community relations is to establish and maintain a program that informs the public of and involves them in the goals and services of the district's public schools.

The Board shall provide parents or guardians and other district residents opportunities for information and orientation regarding local school procedures, and will utilize, insofar as practical, all appropriate means and media to achieve the following objectives:

1. To explain the programs, achievements and needs of the schools to:

    a) parents;

    b) township officials and other community leaders;

    c) local business and industry;

    d) community organizations;

    e) special interest groups;

    f) the community as a whole;

    g) State and Federal agencies.

2. To determine:

    a) what residents expect from their schools;

    b) what residents think about the accomplishments of their schools;

    c) what residents would like to know about their schools that they don't now know;

    d) which particular areas of the school program, policies, or operations need further clarification or explanation.

3. To keep staff members fully informed of:

    a) district policies and procedures;

    b) system-wide activities;

    c) their own responsibilities;

    d) their rights within district policy and under school law;

    e) practices and procedures to follow at parent meetings or conferences to establish cordial relationships and trust on the part of their pupils and parents.

4. To operate, insofar as required, in public session, as speedily and efficiently as circumstances permit, and with public participation.

5. To recognize pupils:

    a) as a "public" entitled to both be heard and to be provided with reasons for policies and practices which relate to them;

    b) as "ambassadors" from the school system to the community, whose attitudes will affect community opinion of the schools.

6. To inform teaching staff personnel that community opinion depends upon the daily life of the school, and that they should seek the following objectives as opportunity permits in their respective fields of services:

a) acquaint citizens with the work of the schools;

b) give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints;

c) make parents feel welcome in the school office and in the classroom;

d) cooperate with the parent and other community groups;

e) maintain pupil relations so as to enlist the cooperation of the home;

f) observe inter-staff relations conducive to high morale that merits the respect of pupils and citizens.

Policy KBA: PUBLIC'S RIGHT TO KNOW

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 07/10/2023 | **Last Reviewed Date:** 07/10/2023

The Board is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely, and expeditiously.

The official minutes of the Board, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released by the Superintendent or other persons responsible for the custody of confidential files for inspection by the public or unauthorized persons. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

Policy KBAA: PUBLIC RECORDS

Status: ADOPTED

Original Adopted Date: 07/01/2009 | **Last Revised Date:** 07/10/2023 | **Last Reviewed Date:** 07/10/2023

The District believes in operating in an open, transparent manner and will make district records available for public inspection, provided the release of the record(s) does not conflict with state or federal law.

The Board hereby designates the Superintendent as the District's public records officer. The public records officer will be responsible for allowing inspection of records upon public request, and for maintaining confidentiality of those records not open to the public. The public records officer will also establish fees that may be charged for the retrieval and copying public records. No fee may be charged for the electronic transfer of any minutes of open meeting actions that were recorded in the last three years.

Failure to provide records may result in a civil or criminal penalty.

Policy KK: VISITORS TO THE SCHOOLS

Status: ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 07/10/2023 | **Last Reviewed Date:** 07/10/2023

The Board and staff of the school district, welcome members of the community, and other interested persons to visit the district schools. School improvements often come from suggestions originating in such visits.

The Superintendent will encourage visitors to observe our schools; provide for appropriate hospitality for visitors; channel expressions of approval as well as constructive criticism to the Board; ensure that such visits will enhance the effect of the educational program.

All visitors must report to the school office and receive permission from an administrator to be on the school grounds. Any person on school property who has not registered with the school office will be requested to report to the principal's office for permission to remain. Any request to be on school property for any purpose deemed by the school principal or his assistant to be disruptive of the educational process will be denied permission to remain.

If a visitor refuses to leave the school grounds, creates any disturbance, or attempts to disrupt the educational process, a school administrator is directed to request aid from the local law enforcement agency.

Policy KL: COMPLAINT AGAINST SCHOOL EMPLOYEE **Status:** ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 07/10/2023 | **Last Reviewed Date:** 07/10/2023

It is the belief of the School Board that complaints may arise as the result of a misunderstanding which could be resolved through the mutual efforts of the person having the complaint and the employee involved. For that reason, efforts should be made by all parties involved to resolve the complaint at the lowest procedural level. It is only in those situations when the complaint cannot be resolved that the Board should be involved.

The purpose of this policy is to outline a procedure for addressing parent/student/public complaints about an employee's conduct, performance, or an employee's administration of a curricular, co-curricular or extra-curricular program. *Complaints related to sexual harassment, bullying, and instructional and library materials are addressed through other School District policies and not through this policy.*

When a complaint against a school employee is brought directly to an individual board member or the entire Board, the board member or entire Board may listen to the person's complaint but shall take no action unless there has been compliance with this Policy. The person bringing the complaint will be directed to the procedure as set forth below. The following procedure is designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. It is only when the person having the complaint and the employee involved cannot resolve the problem, and the complaint cannot be resolved at the administrative level, will the Board and board members become involved.

COMPLAINT PROCEDURE

STEP 1: Initial Complaint

A. The person having a complaint ("Complainant") must initiate the complaint procedure within thirty (30) calendar days from the date the Complainant knew or should have known of the conduct of the Employee giving rise to the complaint. The person having the complaint related to a school employee must initiate the complaint procedure in one of the following ways:

- meet and discuss the concern with the Employee involved; OR
- meet and discuss the concern with the Employee's Principal.

1. If the Complainant met with the Employee and the complaint was not resolved, the Complainant must meet and discuss the complaint with the Employee's Principal within ten (10) calendar days of the meeting with the Employee. The Principal shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.

2. If the Complainant initiates the complaint by meeting the Principal, the Principal shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its contents.

B. Upon the Complaint Form being signed and dated by the Complainant, the Principal shall give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and Principal present. At the meeting, the Principal shall attempt to facilitate discussion between the Complainant and Employee by seeking clarification of the issue(s) and seeking a resolution to the complaint. Should a resolution be obtained, the resolution shall be noted on the Complaint Form. Should a resolution not be obtained, the Complainant and/or the Employee may request a decision by the Principal on the merits of the complaint by making the request on the Complaint Form.

C. If the Principal is asked to make a decision on the merits of the complaint, the Principal has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and Principal. The Principal shall render a decision in writing within fourteen (14) calendar days of the request for a

decision on the merits of the complaint. The time frame for rendering a decision by the Principal may be extended by the Principal for good cause and upon written notification to the Complainant and Employee, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and the Employee shall receive written notification of the Principal's determination/resolution.

D. The Principal's decision may be appealed by the Complainant or Employee to the Superintendent within (10) ten calendar days of receipt of the Principal's written decision pursuant to Step 2. If the Principal does not render a written decision within the required time frame (14 days unless extended) the Complainant or Employee may appeal to the Superintendent pursuant to Step 2.

Should the complaint be against a Principal, the Superintendent shall address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

Should the complaint be against the Superintendent (or the Principal who also is the Superintendent) the Complaint Form, Exhibit KL-E(1), shall be given to the Business Manager. The Business Manager shall give the Complaint Form to the School Board President or Chairperson. At the next School Board meeting, the School Board will designate a person who is not an Employee of the District to address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision made in Step 1, or if the Principal failed to render a decision in the required time frame:

A. The appeal shall be in writing using Exhibit KL-E(2). The appealing party must attach the Complaint and the Principal's written decision, if a decision was rendered.

B. Upon receipt of an appeal, the Superintendent will provide a copy of the appeal to the other party. Within five (5) calendar days, the other party may submit a written response to the appeal. The Superintendent shall provide a copy of the response to the appealing party.

C. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant and Employee, (b) meet and discuss the matter with the Complainant, Employee and Principal, or (c) meet and discuss the matter with the Principal.

D. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Employee; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant, Employee and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.

E. The Superintendent's decision may be appealed by the Complainant to the School Board within (10) ten calendar days of receipt of the Superintendent's written decision pursuant to Step 3. If the Superintendent does not render a written decision within the required time frame (14 calendar days unless extended) the Complainant may appeal to the School Board pursuant to Step 3.

F. If the Employee believes the Superintendent's decision constitutes a violation, misinterpretation or inequitable application of School Board policy or collective bargaining agreement applicable to the Employee, the Employee may file a grievance pursuant to the applicable grievance policy. A grievance filed pursuant to this provision shall be initiated at the Superintendent level.

STEP 3: Complainant's Appeal to the School Board

The following procedure shall be used to address an appeal of the Superintendent's decision made in Step 2, or if the Superintendent failed to render a decision in the required time frame:

A. An appeal to the School Board shall be in writing using Exhibit KL-E(3). The Complainant must attach the complaint, the Principal's written decision if a decision was rendered, the appeal to the Superintendent, the response to the appeal if any, and the Superintendent's decision if one was rendered.

B. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within ten (10) calendar days of Complainant's receipt of the Superintendent's written decision, or within ten (10) days of the deadline for the Superintendent's written decision, whichever comes first.

C. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the employee involved.

D. Upon receipt of an appeal to the School Board, the School Board shall at its next meeting schedule a date, time and location for the appeal hearing.

E. The following procedure shall be applicable at the appeal hearing before the School Board:

1. The School Board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer.

2. Within thirty (30) calendar days of an appeal being filed with the School Board, the School Board shall conduct a hearing in executive session.

3. The Complainant, Employee and Superintendent each have the right to be represented at the hearing.

4. The School Board shall make a verbatim record of the hearing by means of an electronic device or a court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed.

5. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified by the School Board; in the absence of a decision by the Superintendent, the School Board will make a decision on the merits of the Complaint.

6. All parties shall be given the opportunity to make an opening statement, with the Complainant being given the first opportunity, followed by the Employee and then the Superintendent.

7. The Complainant shall present his or her case first, and the Employee shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and school board members may ask questions of any witness.

8. After the Complainant and the Employee have presented their respective cases, the Superintendent shall then present the basis of his/her decision which led to the appeal, if a decision was rendered. The Complainant and Employee shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent.

9. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the Hearing Officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board President/ Chairperson, Hearing Officer or other person authorized by law to take oaths and affirmations.

10. The Hearing Officer shall admit all relevant evidence. The Hearing Officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist., 281 N.W.2d 595. 602 (S.D. 1979) ("This [school board hearing related to teacher contract nonrenewal] does not mandate nor necessitate the*

use of strict evidentiary rules.").

11. Both parties shall be given the opportunity to make a closing statement, with the Complainant having the first opportunity, followed by the Employee, and then the Superintendent. The Complainant shall be given the opportunity for a brief rebuttal.

12. After the evidentiary hearing, the School Board shall continue to meet in executive session for deliberations. No one other than the Hearing Officer may meet with the Board during deliberations. During deliberations, the Board may seek advice from an attorney who did not represent any of the parties in the hearing. Consultation with any other person during deliberation may occur only if a representative of the Complainant, Employee and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date.

13. Within twenty (20) calendar days of the hearing, the School Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to the Complainant, Employee and Superintendent. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

14. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will reconvene in open session. The Board may uphold, reverse, or modify the Superintendent's decision, or render a decision on the merits of the Complaint in the absence of a Superintendent's decision. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion, shall be in writing and approved by the Board. The Complainant, Employee, Principal and Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the School Board.

15. If the Complainant is dissatisfied with the School Board's decision, the Complainant may appeal the decision by filing an appeal to the circuit court pursuant to SDCL Ch. 13-46.

Exhibit KL-E(1): COMPLAINT AGAINST SCHOOL EMPLOYEE

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 07/10/2023 | **Last Reviewed Date:** 07/10/2023

See PDF on the next page.

Deuel School District 19-4	NEPN Code: KL-E(1)
Exhibit	

COMPLAINT AGAINST SCHOOL EMPLOYEE REPORT FORM

Date Form Completed: _____

Form Completed by: _____

Person Filing the Complaint (Complainant): _____

_____

Address/Phone # of Complainant: _____

_____

Employee Involved: _____

Nature of Complaint: The person making the complaint shall with specificity identify when and where the employee conduct occurred, the conduct of the employee which is the basis of the complaint, witnesses, and any other pertinent information.

_____

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_____

_____ (use additional sheets if necessary).

ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered.

Was a meeting held between the person having the complaint and the employee?
Yes _____ No_____

If a meeting was held, when was it held, what happened at the meeting and what was the outcome of the meeting: _____
_____
_____

If a meeting was not held, explain why not: _____
_____
_____.

Resolution requested/sought by complainant: _____
_____
_____

_____ _____
Date Complainant

_____ _____
Date School Official Completing the Report Form

Step 1 mutually agreeable resolution was reached:

Yes _____ No_____

If resolution, manner in which the complaint was resolved:

_____
_____.

Complainant (initial/date) _____ Employee (initial/date) _____

If no mutually agreed upon resolution was reached, I request a decision by the Principal on the merits of the complaint:

Yes ____ No _____ Complainant (initial _____) Date _____

Yes ____ No _____ Employee (initial _____) Date _____

Adopted: 7/11/2022
Revised:
Reviewed:

ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered.

Exhibit KL-E(2): COMPLAINT AGAINST SCHOOL EMPLOYEE

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 07/10/2023 | **Last Reviewed Date:** 07/10/2023

See PDF on the next page.

Deuel School District 19-4	NEPN Code: KL-E(2)
Exhibit	

COMPLAINT AGAINST SCHOOL EMPLOYEE
APPEAL TO THE SUPERINTENDENT

I/We Appeal the Principal's Step 1 decision for the following reason(s): [With specificity, Complainant should state how or why the Complainant believes the Principal's decision is wrong] :

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ATTACH A COPY OF THE COMPLAINT REPORT AND THE PRINCIPAL'S DECISION.

_____ _____

Date Complainant

_____ _____

Date Received Superintendent

Adopted: 7/11/2022
Revised:
Reviewed:

ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered.

Exhibit KL-E(3): COMPLAINT AGAINST SCHOOL EMPLOYEE

Status: ADOPTED

Original Adopted Date: 07/11/2022 | **Last Revised Date:** 07/10/2023 | **Last Reviewed Date:** 07/10/2023

See PDF on the next page.

Deuel School District 19-4	NEPN Code: KL-E(3)
Exhibit	

COMPLAINT AGAINST SCHOOL EMPLOYEE
APPEAL TO THE SCHOOL BOARD

I/We Appeal the Superintendent's step 2 decision for the following reason(s): [With specificity, Complainant should state how or why the Complainant believes the Superintendent's decision is wrong]:

_____

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ATTACH A COPY OF THE COMPLAINT, PRINCIPAL'S DECISION, APPEAL TO THE SUPERINTENDENT, STEP 2 WRITTEN RESPONSE(S) IF ANY, AND THE SUPERINTENDENT'S DECISION.

_____ _____

Date Complainant

_____ _____

Date Received Board President/Chairperson – Business Manager:

Adopted: 7/11/2022
Revised:
Reviewed:

ASBSD sample exhibits are intended to be a guide for school districts. As is the case with any exhibit, a local school district's unique circumstances, challenges and opportunities need to be considered.

Policy KMB: TITLE I PARENT INVOLVEMENT

Status: ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 07/10/2023 | **Last Reviewed Date:** 07/10/2023

The Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent' also includes guardians and other family members involved in supervising the child's education.

Pursuant to federal law, the district will develop jointly with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

A meeting of the parents of participating Title I students will be held annually to explain the goals and purposes of the Title I program. Parents will be given the opportunity to participate in the design, development, operation, and evaluation of the program for the next school year and to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs. Parents will be encouraged to attend the meeting and to become involved.

In addition to the required annual meeting, at least three (3) additional parent meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. Notices will be sent to the parents and articles will appear in the local newspaper advising parents and interested persons of the meetings. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;

2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;

3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Parents will be advised of their children's progress on a regular basis. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their children's progress. Parents will also receive information and training that will assist them in helping their children at home and at school.

Each school in the district receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting state standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the state's academic achievement standards;

2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time; and

   Address the importance of parent-teacher communication on an on-going basis, with at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Policy LAA: STUDENT TEACHERS

Status: ADOPTED

Original Adopted Date: 01/10/2013 | **Last Revised Date:** 09/10/2018

The Board endorses participation in undergraduate student teaching programs with colleges and universities for the purpose of training competent future teachers. The Superintendent is encouraged to cooperate with teacher preparatory institutions in placement of student teachers within the school system. In accepting and placing student teachers, the Superintendent shall consider local school needs including qualifications and interests of available cooperating teachers. Student teachers will be accepted on a limited basis and placed according to availability of competent cooperating teachers.

The Board authorizes the Superintendent to approve all prospective student teachers. A criminal background check will be completed.

DEUEL SCHOOL BOARD 7.10.23 SUPERINTENDENT'S REPORT

- Building Update-
- Drone Grant-
- Staff Surveys Results-
- Staffing-
- Staff Inservice
    - Safe school review/Staff Meetings-August 8
    - Top 20 Training-August 9

UPCOMING EVENTS

- Supt. Conference-July 17-19
- Summer Colloquium-July 20-21
- July Interim Meeting-TBD
- Joint Convention- August 3-4
- Staff In-service-August 8-9
- BTSF-August 10
- Regular Board Meeting-August 14

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, June 19, 2023

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, June 19, 2023 via Zoom or at Lake Area Technical College in Watertown, SD. The meeting was called to order by President Schuurman at 7:00 P.M. and adjourned at 9:09 P.M.

Members present:

Jolene King, Arlington; Audrey Schuller, Britton-Hecla– left at 8:17 P.M.; Alisha Nielsen, Castlewood; Malory McIntire, Clark; Barb Asleson, De Smet – left at 7:54 P.M.; Laura Crooks, Deubrook; Michelle Prins, Deuel; Arend Schuurman, Elkton; Chris Verhoek, Estelline; Jon Kahnke, Florence- entered at 7:04 P.M. – left at 8:18 P.M.; Paula Blue, Henry; Lana Sand, Rosholt; Jessica Anderson, Rutland; Penny Thyen, Waverly/South Shore; Martin Looyenga, Webster – entered at 7:10 P.M.; Tia Felberg, Willow Lake; Natalie Remund, Wilmot

Absent:

Lisa Lauterhahn, Enemy Swim Day School; Tara Abraham, Hamlin; Greg Bich, Iroquois; Megan Eichler, Lake Preston; Carrie Schiernbeck, Oldham/Ramona; Jayme Trygstad, Sioux Valley; Lisa Amdahl, Summit; Art Berger Jr., Waubay;

Others Attending:

NESC Staff Representatives: Shelly Skogstad, Teresa Landmark, Jessica Fischer– entered at 7:04 P.M.; Stephanie Hayunga – entered at 7:05 P.M.
Member District Superintendents: Mitch Reed, Florence; Todd Obele, Henry; Dr. Jim Block, Webster – left at 7:37 P.M.
NESC Administration: Andrea Powell, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

Call to Order

President Schuurman called the meeting to order at 7:00 P.M.

Introduction of Guests

Todd Obele, Mitch Reed, Dr. Jim Block, Teresa Landmark and Shelly Skogstad were introduced as guests.

Public Comment

President Schuurman would like to extend get-well wishes to NESC employee, Jessica Fischer, Psych Examiner.

Agenda Review, Changes, and Approval

Action #23-80 Motion by C. Verhoek, second by A. Nielsen, to approve the agenda as presented. All present voted, motion carried.

Conflicts of Interest

No conflicts of interest were presented.

Financial Report

Action #23-81 Motion by J. King, second by L. Sand, to approve the financial report for the period ending May 31, 2023. All present voted, motion carried.

	General Fund	Special Education Fund	Agency Fund
May 1, 2023	**$207,309.57**	**$1,116,094.19**	**$14,835.06**
Receipts:			
Local Sources	$942.93	$165,190.63	$1,941.63
State Sources		$3,218.32	
Federal Sources	$20,482.52	$223,693.00	
Other	$12,103.91	$80,669.06	
Total Monthly Receipts	$33,529.36	$472,771.01	$1,941.63
Total Gross Receipts	$240,838.93	$1,588,865.20	$16,776.69
Manual Journal Entries	-$50,000.00	$50,000.00	
Less Salaries	$6,714.37	$335,754.96	
Less Disbursements	$14,395.13	$36,310.94	$1,685.57
Total Salaries & Disbursements	$21,109.50	$372,065.90	$1,685.57
Ending Cash Balance May 31, 2023	**$169,729.43**	**$1,266,799.30**	**$15,091.12**

Consent Agenda

Action #23-82 Motion by P. Blue, second by L. Crooks to approve the following items on the Consent Agenda: 7a) Approval of May 15, 2023 Board of Directors meeting minutes; 7b) Approval of payment of June 2023 budget claims; 7c) Approval of Contract Amendments – Jessica Fischer – MA+15 - $59,639.30; Nikki Heggelund – MA+15 - $59,639.30; Chris Lather – BA+30 - $58,809.16; Lisa Reinhiller –136.8 days – ED SPEC - .65 FTE - $50,007.05. All present voting in favor, motion carried.

June 2023 Accounts Payable

General Fund: AUTOMATIVE SERVICE CENTER FLEET MAINT 36.45; BAIN, ASHLEY BACKGROUND CHECK 5.69; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 2,877.86; CENEX FLEETCARD FLEET MAINT 5,508.53; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 13.66;CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON SCHOOL MATTERS 184.80; DUST TEX SERVICE, INC. MAY/JUNE RUG RENT 10.80; ECOLAB PEST CONTROL 6.75; ESTELLINE COMMUNITY OIL CO. FLEET MAINT 29.46;FISCHER, JESSICA ADVANCE STUDY 45.00; HAHLER AUTOMOTIVE FLEET MAINT 313.74; HAMLIN COUNTY FARMERS COOP FLEET MAINT 809.20;HEALTH EQUITY HSA/FLEX 5.69; HOLIDAY INN MTSS TRAVEL 194.92; JURGENS OIL FLEET MAINT 94.88;LATHER, CHRISTOPHER ADVANCE STUDY 117.68; NESC PAYROLL JUNE 2023 6,437.41; OTTERTAIL POWER CO. ELEC 16.71; REINHILLER, LISA MI REIMB 27.30; ROB'S AUTO REPAIR FLEET MAINT 3,161.56; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 2.13; W.W. TIRE SERVICE FLEET MAINT 70.42; WATERTOWN PUBLIC OPINION MINUTES 10.35; WEBSTER AUTO CARE FLEET MAINT 914.79

Fund Total: $20,895.78

Special Education Fund: BAIN, ASHLEY BACKGROUND CHECK 57.56; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 18,436.17; BOSSE, JENNIFER MAY MI REIMB 310.68BRAMBLE PARK ZOO REGIS FEE 72.50; CASTLEWOOD SCHOOL DISTRICT MAY CB USE FEE 7,672.86; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 138.16; CHURCHILL,MANOLIS,FREEMAN,KLUDT,SHELTON SCHOOL MATTERS 1,868.56; DUST TEX SERVICE, INC. MAY/JUNE RUG RENT 109.18; ECOLAB PEST CONTROL 68.25; ESTELLINE SCHOOL DISTRICT SPED ASSESS REIMB 15,500.00; FISCHER, JESSICA ADVANCE STUDY 455.00; HAMLIN SCHOOL DISTRICT MAY CB USE FEE 1,451.06; HEALTH EQUITY HSA/FLEX 57.56; LAKE PRESTON SCHOOL DISTRICT MAY CB USE FEE 369.70; LATHER, CHRISTOPHER ADVANCE STUDY 1,189.82; MARSHALL CO. HEALTHCARE CENTER PT/OT SERVICES 5,284.58; PARENT MAY MI REIMB 100.80; NEDVED, NICOLE ASHA DUES 286.00; NESC PAYROLL JUNE 2023 328,049.09; OTTERTAIL POWER CO. ELEC 169.00; REINHILLER, LISA ED SPEC TRAVEL 88.00; SANFORD WEBSTER MEDICAL CENTER OT SERVICES 7,500.93; SW/WC SERVICE COOPERATIVE BEHAVIOR ANALYST CONTRACT 23,328.73; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 116.14; WATERTOWN PUBLIC OPINION MINUTES 104.69; WEBSTER SCHOOL DISTRICT MAY CB USE FEE 1,086.91; WIESE, RITA MAY MI REIMB 40.32

Fund Total: $413,912.25

Discussion Items

Assistant Director's Report

Assistant Director Frewing gave his monthly report.

Director's Report

Director Powell gave her monthly report.

FY24 Preliminary Budget

Business Manager Stormo reviewed the preliminary budget for FY24.

Inventory Update

Assistant Director Frewing reviewed the inventory list to declare surplus.

Paper Bid

Business Manager Stormo reviewed the paper bids.

Executive Session

Action #23-83 Pursuant to – Personal SDCL 1-25-2(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. Motion by C. Verhoek, second by A. Nielsen to enter executive session at 7:36 P.M. All present voting in favor, motion carried.

President Schuurman declared the board out of executive session at 9:04 P.M.

Action Items

Paper Bid

Action #23-84 Motion by A. Nielsen, second by M. Prins to approve the paper bid from Cole Paper at $36.45/case. All present voted in favor, motion carried.

Surplus Inventory

Action #23-85 Motion by P. Blue, second by C. Verhoek to declare indicated inventory items as having zero value or being old, outdated or broken. All present voted in favor, motion carried.

Budget Hearing

Action #23-86 Motion by A. Nielsen, second by J. King to publish FY24 preliminary budget and set budget hearing for Monday, July 17, 2023. All present voted in favor, motion carried.

Psychology Department Stipend

Action #23-87 Motion by C. Verhoek, second by L. Crooks to approve paying each School Psychologist or Psych Examiner a $400.00 stipend for each completed evaluation of 81 and above. All present voted in favor, motion carried.

Adjournment

Action #23-88 With there being no further business, motion by C. Verhoek, second by M. Prins, to adjourn. All present voted, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical College in Watertown, SD on Monday, July 17, 2023 at 7:00 P.M.

_____	_____
Arend Schuurman, President	**Tiffany Stormo, Business Manager**