



Agenda
Deuel School District #19-4
Regular School Board Meeting
October 10, 2022
6:00 p.m.

- I. Call to Order Chairperson Gubrud ____ p.m.
 Brandt Nielsen Gubrud TeKrony Prins
 Schiernbeck Mitchell 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 September 12, 2022 regular meeting, and the September 21, 2022 special meeting.

- B. Approve September Financial Reports as follows:

	General Fund	Capital Outlay	Capital Projects	Special Education	Food Service	Other Enterprise	Trust and Agency	Private Purpose Trust	Total
Balance	1,169,896.17	5,275,666.59	8,614,010.89	516,511.65	58,543.71	(2,760.81)	81,699.59	65,563.60	15,779,131.39
Receipts:									
Local	322,931.12	39,949.80	-	13,420.32	10,961.01	-	163,275.22	-	550,537.47
State	126,776.00	-	-	-	-	-	-	-	126,776.00
Federal	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Total Receipts	449,707.12	39,949.80	-	13,420.32	10,961.01	-	163,275.22	-	677,313.47
G.L. Entries	-	-	-	-	-	-	-	-	-
Disbursements:									
Accts. Payable	167,474.71	95,884.29	240,269.68	12,405.05	19,859.41	29.14	148,353.34	-	684,275.62
Hourly Payroll	55,607.61	-	-	29,507.05	11,789.50	6,535.32	-	-	103,439.48
Contracted Payroll	230,922.22	-	-	29,629.12	-	-	-	-	260,551.34
P-Card	2,835.46	1,131.12	-	207.96	60.00	-	-	-	4,234.54
Flex/HS Deducts	-	-	-	-	-	-	1,137.94	-	1,137.94
Prior Adj	(6,232.45)	-	-	-	-	-	6,232.45	-	-
CO Cert Pmts	-	-	-	-	-	-	-	-	-
Pre-Paids	27.07	-	-	-	-	-	23.95	-	51.02
Total Disbursements	450,634.62	97,015.41	240,269.68	71,749.18	31,708.91	6,564.46	155,747.68	-	1,053,689.94
Balance	1,168,968.67	5,218,600.98	8,373,741.21	458,182.79	37,795.81	(9,325.27)	89,227.13	65,563.60	15,402,754.92

C. Authorize payment of September Payroll as follows:

September, 2022 Payroll					
Hourly		General	Spec. Ed.	Food Serv	Other Ent.
OASI		\$ 6,528.54	\$ 3,022.46	\$ 1,179.16	\$ 745.74
FIT		\$ 1,898.02	\$ 392.74	\$ 95.19	\$ 207.27
INS		\$ 7,667.07	\$ 7,309.62	\$ 3,057.49	\$ 1,132.46
SDRS		\$ 4,013.82	\$ 2,384.26	\$ 949.78	\$ 311.82
OD		\$ 545.34	\$ 384.94	\$ 150.00	\$ 37.50
NET		\$ 34,954.82	\$ 16,013.03	\$ 6,357.88	\$ 4,100.53
TOTAL		\$ 55,607.61	\$ 29,507.05	\$ 11,789.50	\$ 6,535.32
Total Hourly			\$ 103,439.48		
Contracted		General	Spec. Ed.	Other Ent.	
OASI		\$ 26,906.04	\$ 3,118.02	\$ -	
FIT		\$ 12,484.12	\$ 1,106.52	\$ -	
INS		\$ 30,503.95	\$ 6,469.25	\$ -	
SDRS		\$ 21,256.07	\$ 2,501.97	\$ -	
OD		\$ 5,649.25	\$ 222.88	\$ -	
NET		\$ 134,122.79	\$ 16,210.48	\$ -	
TOTAL		\$ 230,922.22	\$ 29,629.12	\$ -	
Total Contracted			\$ 260,551.34		
Total Payroll			\$ 363,990.82		

Motion:

Second:

IV. Motion to approve payment of September bills. (Attached)

Motion:

Second:

V. Transactions of Official Business

A. Motion to accept resignation of Emma Ruby as a Paraprofessional.

Motion:

Second:

B. Motion to accept resignation of Jessica Crawford as a Paraprofessional.

Motion:

Second:

C. Motion to approve contract with Andrew Rathbun as Head Custodian.

Motion:

Second:

D. Motion to approve contract with Jennifer VonEye as Junior Kindergarten Teacher.

Motion:

Second:

E. Motion to approve the following policies as reviewed:

- i. ACAB-PROHIBITION AGAINST AIDING OR ABETTING SEXUAL ABUSE
- ii. BDB-SCHOOL BOARD STUDY SESSIONS AND WORK RETREATS
- iii. BDC-EXECUTIVE SESSIONS
- iv. BDDA-NOTIFICATION OF SCHOOL BOARD MEETINGS
- v. BDDB-BOARD MEETING AGENDA AND FORMAT
- vi. BDDC-AGENDA PREPARATION AND DISSEMINATION
- vii. BDDCA-AGENDA RELATED SUPPLEMENTAL INFORMATION
- viii. BDDE-PARLIAMENTARY PROCEDURE
- ix. BDDH-PUBLIC PARTICIPATION AT BOARD MEETINGS
- x. BF-BOARD POLICY DEVELOPMENT
- xi. BHA-NEW BOARD MEMBER ORIENTATION

- xii. BHAA-BOARD MEMBER EDUCATION
- xiii. BHD-BOARD MEMBER COMPENSATION AND EXPENSES
- xiv. BJ-SCHOOL BOARD MEMBERS
- xv. BK-EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES
- xvi. CA-ADMINISTRATION GOALS
- xvii. CBA-SUPERINTENDENT JOB DESCRIPTION
- xviii. CBB-LINES OF AUTHORITY AND STAFF RELATIONS
- xix. CGA-BUSINESS MANAGER JOB DESCRIPTION
- xx. CIA-PRINCIPAL JOB DESCRIPTION
- xxi. CK-PROGRAM CONSULTANTS

Motion: **Second:**

F. Motion to repeal the following policies:

- i. BF: Board Policy Development
- ii. BFB: Preliminary Development of Policies
- iii. BFG: Policy Review and Evaluation

Motion: **Second:**

G. Motion to revise the following policies:

- i. BFC: Board Policy Development and Adoption.
- ii. BCE: Board Committees
- iii. BDDD: Quorum
- iv. BDDG: Minutes
- v. ACA: Sexual Harassment

Motion: **Second:**

H. Motion to adopt the following policies:

- i. CM: School District Annual Report
- ii. GBO: Exit Interview

Motion: **Second:**

I. Motion to pay \$150 for Rodney Freeman to attend the national conference.

Motion: **Second:**

J. Motion to approve snow bid submitted by Budahl Construction for 2022-2023 school year.

Motion: **Second:**

VI. Reports and Discussion

A. Superintendent Schiernbeck

- i. Building Update
- ii. Fall Colloquium update
- iii. Focus Group Meeting
- iv. Report Card-Mid October
- v. TOY
- vi. K-5 STEM Grant
- vii. Droplet
- viii. Scoreboard
- ix. Vouchers for Committee Meetings
- x. ASBSD Gavel Award Picture
- xi. UPCOMING EVENTS

1. October Interim Meeting-TBA
2. Regular Meeting-November 14th, 6pm

B. Principal Mitchell

- i. MS Students of the Month
 1. Science – Xander Dolney
 2. Math – Tyson Hagberg
 3. ELA – Lilly Mabior
 4. Social Studies – R.J. Matthies
- ii. HS Students of the Month
 1. CTE – Zach Martinell
 2. Science – Trey Maaland
 3. Math – Josie Andersen
 4. English – Destiny Bekaert
 5. History – Devon Moore
 6. Music – Gabe Mattson
 7. Art – Isabelle Deboer
- iii. All-State Choir Quartet
 1. Kaylee Decker
 2. Jaycee Hourigan
 3. Jaydon Schmalz
 4. Aidan Baer
- iv. Planbook
- v. NWEA
- vi. Upcoming Events
 1. Tobacco Prevention Seminar for Middle School – Oct. 17th
 2. Financial Aid Night – Oct. 17th
 3. ACT Testing – Oct. 18th
 4. Parent/Teacher Conferences – Oct. 28th

C. Principal Rahlf

- i. Elem Principal
 1. September Students of the month
 - a. JK – Chase Kreger
 - b. K - Boyd Sime
 - c. 1st - Keegan Beutler
 - d. 2nd - Kira Kor
 - e. 3rd - Lilly Larson
 - f. 4th - Madisyn Fieber
 - g. 5th – Huxley Hennings
 2. September Cardinal Card Winners:
 - a. Wade Tvedt
 - b. Dawson Stohr
 - c. Crue Bucknell
 - d. Kiley Marko
 - e. Baylor Engelbrecht
 3. SWWC services – Southwest West Central Services Cooperative
 4. MAPS

- a. Continuing to meet with Elem. teachers – discussions on how we are using the data and how to expand on it. Creating individual goals and classroom goals.
- 5. Conferences
 - a. October 28, 2022 from 8:00am to 4:00pm
 - b. Preschool through fifth grade will use sign up genius to schedule conferences
- 6. After School Program
- 7. Campus Messenger
- 8. Spelling Bee – Cardinal Community Connection
 - a. Nov. 3rd
 - b. Nov. 17th
- 9. DOE – Tutor Opportunity
- 10. Planbook – Oct. 31st

ii. Athletic Director

- 1. Congratulations to Braydon Simon who was nominated and awarded the Taco Johns athlete of the week for his performance vs. Webster
- 2. Marching Band Recognitions
 - a. High School received 3rd at Arlington
 - b. Junior High received 3rd at Arlington
- 3. Fall Seasons will soon be ending
 - a. Two home Varsity VB matches left
 - b. Football Playoffs
- 4. Cross Country
 - a. 2nd in the LCC meet – boys and girls
 - b. 1st in the ECC meet for boys and 2nd for girls
 - c. NEC meet - ?
- 5. Softball Discussion

D. Business Manager Amdahl

- i. Convention Recap

E. NESC Representative Prins

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

Motion:

Second:

VIII. Other Business

IX. Motion to adjourn at ____ pm.

Motion:

Second:



Minutes
Deuel School District #19-4
Regular School Board Meeting
September 12, 2022
7:00 p.m.

The regular meeting of the Deuel School District Board of Education was called to order on Monday, September 12, 2022, at 7:00 pm by chairperson Gubrud. Members present: Brandt, Gubrud, Nielsen, and Prins. Others present included Superintendent Schiernbeck, Principal Mitchell, Principal Rahlf, Business Manager Amdahl, Sandi Block, and Conor Durbin.

Action 9A-1

Motion by Nielsen, seconded by Prins to adopt the agenda with amendments to include Action 9A-9 and to remove executive session from the agenda. All present voted aye. Motion carried.

Conor Durbin read the mission and belief statements of the Board of Education.
Sandi Block presented her takeaways from the Behavioral Leadership Workshop that several teachers and paras attended over the summer.
No conflict-of-interest disclosures were presented.

Action 9A-2

Motion by Prins, seconded by Brandt to approve the consent agenda items:
Approve the minutes of the August 8, 2022 regular meeting, and the August 24, 2022 special meeting.

Approve August Financial Reports as follows:

	General Fund	Capital Outlay	Capital Projects	Special Education	Food Service	Other Enterprise	Trust and Agency	Private Purpose Trust	Total
Balance	1,356,351.84	5,266,113.77	9,189,650.71	548,101.88	40,587.78	947.56	51,922.28	91,383.76	16,545,059.58
Receipts:									
Local	28,386.20	35,712.69	-	3,115.75	20,435.97	-	107,801.62	-	195,452.23
State	126,691.00	-	-	-	-	-	-	-	126,691.00
Federal	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Total Receipts	155,077.20	35,712.69	-	3,115.75	20,435.97	-	107,801.62	-	322,143.23
G.L. Entries	-	29,250.00	(29,250.00)	-	-	-	-	-	-
Disbursements:									
Accts. Payable	64,158.64	46,169.41	546,389.82	5,469.47	289.00	554.40	77,904.54	25,820.16	766,755.44
Hourly Payroll	40,422.97	-	-	3,154.11	2,191.04	3,153.97	-	-	48,922.09
Contracted Payroll	225,864.71	-	-	24,660.04	-	-	-	-	250,524.75
P-Card	11,037.00	9,240.46	-	1,422.36	-	-	-	-	21,699.82
Flex/HS Deducts	-	-	-	-	-	-	95.82	-	95.82
Prior Adj	25.00	-	-	-	-	-	-	-	25.00
CO Cert Pmts	-	-	-	-	-	-	-	-	-
Pre-Paids	24.55	-	-	-	-	-	23.95	-	48.50
Total Disbursements	341,532.87	55,409.87	546,389.82	34,705.98	2,480.04	3,708.37	78,024.31	25,820.16	1,088,071.42
Balance	1,169,896.17	5,275,666.59	8,614,010.89	516,511.65	58,543.71	(2,760.81)	81,699.59	65,563.60	15,779,131.39

Authorize payment of August Payroll as follows:

		August, 2022 Payroll			
Hourly		General	Spec. Ed.	Food Serv	Other Ent.
OASI		\$ 4,279.76	\$ -	\$ 12.26	\$ 369.82
FIT		\$ 993.55	\$ -	\$ -	\$ 80.20
INS		\$ 8,798.35	\$ 3,154.11	\$ 2,100.00	\$ 403.53
SDRS		\$ 3,112.76	\$ -	\$ 9.62	\$ 296.50
OD		\$ 412.50	\$ -	\$ 25.00	\$ 12.50
NET		\$ 22,826.05	\$ -	\$ 44.16	\$ 1,991.42
TOTAL		\$ 40,422.97	\$ 3,154.11	\$ 2,191.04	\$ 3,153.97
Total Hourly			\$ 48,922.09		
Contracted		General	Spec. Ed.	Other Ent.	
OASI		\$ 26,103.10	\$ 2,313.48	\$ -	
FIT		\$ 12,316.06	\$ 821.80	\$ -	
INS		\$ 31,314.97	\$ 7,421.72	\$ -	
SDRS		\$ 20,965.66	\$ 2,174.00	\$ -	
OD		\$ 5,493.68	\$ 198.45	\$ -	
NET		\$ 129,671.24	\$ 11,730.59	\$ -	
TOTAL		\$ 225,864.71	\$ 24,660.04	\$ -	
Total Contracted			\$ 250,524.75		
Total Payroll			\$ 299,446.84		

All present voted aye. Motion carried.

Action 9A-3

Motion by Nielsen, seconded by Prins to approve payment of August bills. All present voted aye. Motion carried.

Action 9A-4

Motion by Prins, seconded by Nielsen to approve the annual report as submitted. All present voted aye. Motion carried.

Action 9A-5

Motion by Nielsen, seconded by Prins to approve the FY23 budget as amended. All present voted aye. Motion carried.

Action 9A-6

Motion by Brandt, seconded by Nielsen to revise the following policies:

- i. ABA: Community and Parent Involvement in Decision Making
- ii. ABAA: Parent Involvement in Title I
- iii. AC: Nondiscrimination in Federal Programs
- iv. AGA: Contested Hearings
- v. BB: School Board Legal Status
- vi. BBE: School Board Member Vacancy
- vii. BBEA: Unexpired Term Fulfillment Procedure
- viii. BBF: Board Member Code of Ethics
- ix. BCA: Annual Board Organizational Meeting
- x. BCE: Board Committees

All present voted aye. Motion carried.

Action 9A-7

Motion by Brandt, seconded by Prins to amend Policy AE: Wellness. All present voted aye. Motion carried.

Action 9A-8

Motion by Brandt, seconded by Nielsen to adopt the following policies:

- xi. AD: Educational Philosophy
- xii. AH-E (1) Conflict of Interest Disclosure (Exhibit)
- xiii. AH-E (2): Conflict of Interest Disclosures (Exhibit)
- xiv. BCF: Advisory Committees to the Board

All present voted aye. Motion carried.

Action 9A-9

Motion by Prins, seconded by Brandt to declare two pianos surplus. All present voted aye. Motion carried.

Superintendent Schiernbeck reported on the building project, the fall colloquium, alternative instruction and open enrollment, Social Studies standards, the district report card, grant opportunities, the accreditation review, the scoreboards, preliminary enrollment, and the Deuel School Foundation. Schiernbeck reported that Jack Drake will be retiring on October 31st. Deuel School thanks Jack for his contributions to the district! Schiernbeck also reported that the Deuel School Board of Education has been awarded the Gold ASBSD Gavel Award recognizing their participation and engagement. Upcoming events include the September Interim Meeting- 6pm 9/21 and the October Regular Meeting - October 10th, 6pm.

Principal Mitchell reported on the Back to School Fair attendance, Title IX training, NWEA testing, Digital Electronics CTE classes, Homecoming (Sept. 19 – 23) and Planning Day at LATC Sept. 27th for Juniors and Seniors.

Principal Rahlf reported on MAPS testing and Back to School Fair attendance.

Rahlf reported the upcoming homecoming events to include dress up days, Coronation (Monday, September 19th at 8pm), Parade (Friday, September 23rd at 1pm) and the football game (Friday, September 23rd at 7pm). Rahlf recognized the Homecoming Court as follows: King candidates: Gavin Benck, Owen Quail, Dominic Constant, Ronnie Begalka, and Devon Moore; Queen Candidates: Gracie Fieber, McKenzie Hunt, Harley Hennings, and Amelia Hawley; Junior representatives: Jacob Green and Josie Andersen; Sophomore Representatives: Joey Talsma and Alexis Schilling; Freshman Representatives: Nolan Gubrud and Laycee Andersen; 1st Graders Emma Collins, Kalix Konold, Ryker Gratz and Natalie Van Hofwegen.

Business Manager Amdahl reported on the annual report process, TMS Time and TMS Security, and his upcoming convention.

NESC Representative Prins reported on the August 15th board meeting. No other business was presented.

Action 9A-10

Motion by Brandt, seconded by Prins to adjourn at 8:37pm. All present voted aye. Motion carried.



Minutes
Deuel School District #19-4
Special School Board Meeting
September 21, 2022
6:00 p.m.

The special meeting of the Deuel School District Board of Education was called to order on Wednesday, September 21, 2022, at 6:00 pm by chairperson Gubrud. Members present: Gubrud, Nielsen, Prins, and TeKrony. Others present: Superintendent Schiernbeck, Principal Mitchell, Principal Rahlf, Business Manager Amdahl, Val and Liz Billups, and Kayla Bucknell.

Action 9B-1

Motion by TeKrony, seconded by Nielsen to adopt the agenda. All present voted aye. Motion carried.

Val Billups presented ideas for upgrading the Gymnasium Sound Systems.

No other public comment was presented.

No conflict-of-interest disclosures were presented.

Action 9B-2

Motion by Prins, seconded by Nielsen to accept the resignation of Rhonda Bratsch as a paraprofessional. All present voted aye. Motion carried.

Action 9B-3

Motion by TeKrony, seconded by Prins to accept resignation of Callie Dutenhoffer as Junior Kindergarten Teacher. All present voted aye. Motion carried.

Action 9B-4

Motion by Prins, seconded by Nielsen to accept Open Enrollment Application 22-23I. All present voted aye. Motion carried.

Action 9B-5

Motion by TeKrony, seconded by Prins to authorize Business Manager Amdahl to request levies as follows:

General Fund:

Ag: \$1.362/\$1000 of valuation

OO: \$3.048/\$1000 of valuation

Other: \$6.308/\$1000 of valuation

Capital Outlay: \$1,600,000

Special Education: \$735,000

All present voted aye. Motion carried.

Superintendent Schiernbeck reported on the construction project, scoreboard options and the delegate assembly. Nielsen will represent the Deuel School District at the assembly.

Action 9B-6

Motion by Prins, seconded by TeKrony to enter Executive Session for personnel matters per SDCL 1-25-2(1) at 6:50 pm. All present voted aye. Motion carried.

Board Chairperson Gubrud declared the board out of Executive Session at 8:07 pm.

Action 9B-7

Motion by TeKrony, seconded by Prins to adjourn at 8:08 pm. All present voted aye. Motion carried.

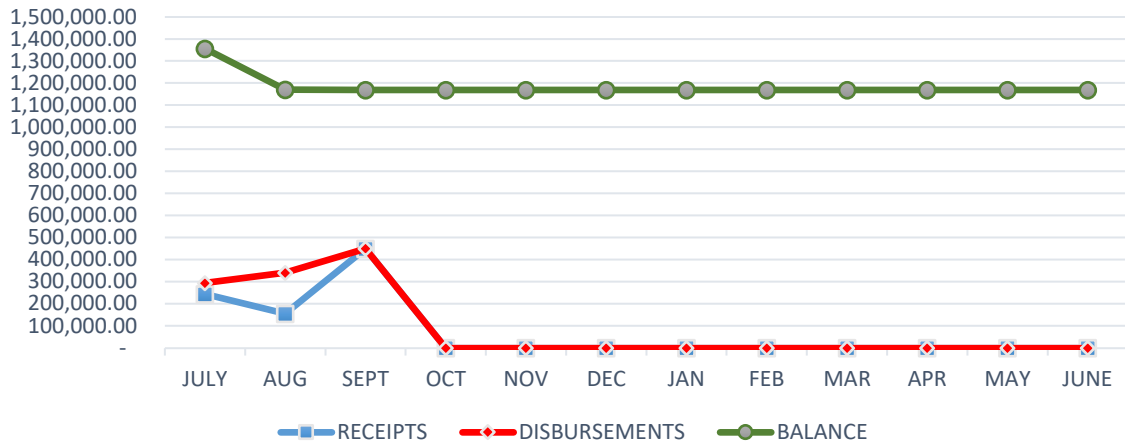
Dylan Amdahl, Business Manager

Wade Gubrud, Chairperson

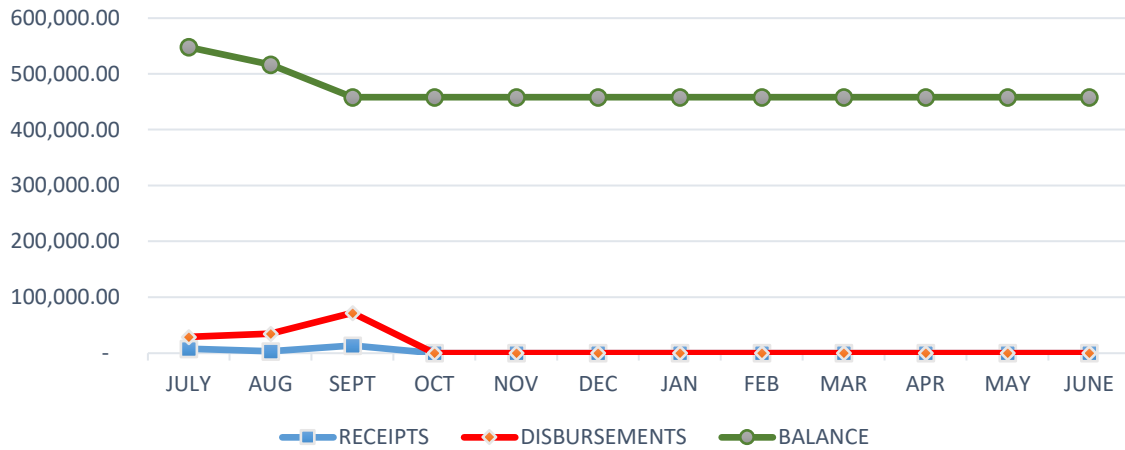
DEUEL SCHOOL DISTRICT 19-4
CASH REPORT

	General Fund	Capital Outlay	Capital Projects	Special Education	Food Service	Other Enterprise	Trust and Agency	Private Purpose Trust	Total
Balance	1,169,896.17	5,275,666.59	8,614,010.89	516,511.65	58,543.71	(2,760.81)	81,699.59	65,563.60	15,779,131.39
Receipts:									
Local	322,931.12	39,949.80	-	13,420.32	10,961.01	-	163,275.22	-	550,537.47
State	126,776.00	-	-	-	-	-	-	-	126,776.00
Federal	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Total Receipts	449,707.12	39,949.80	-	13,420.32	10,961.01	-	163,275.22	-	677,313.47
G.L. Entries	-	-	-	-	-	-	-	-	-
Disbursements:									
Accts. Payable	167,474.71	95,884.29	240,269.68	12,405.05	19,859.41	29.14	148,353.34	-	684,275.62
Hourly Payroll	55,607.61	-	-	29,507.05	11,789.50	6,535.32	-	-	103,439.48
Contracted Payroll	230,922.22	-	-	29,629.12	-	-	-	-	260,551.34
P-Card	2,835.46	1,131.12	-	207.96	60.00	-	-	-	4,234.54
Flex/HS Deducts	-	-	-	-	-	-	1,137.94	-	1,137.94
Prior Adj	(6,232.45)	-	-	-	-	-	6,232.45	-	-
CO Cert Pmts	-	-	-	-	-	-	-	-	-
Pre-Paids	27.07	-	-	-	-	-	23.95	-	51.02
Total Disbursements	450,634.62	97,015.41	240,269.68	71,749.18	31,708.91	6,564.46	155,747.68	-	1,053,689.94
Balance	1,168,968.67	5,218,600.98	8,373,741.21	458,182.79	37,795.81	(9,325.27)	89,227.13	65,563.60	15,402,754.92

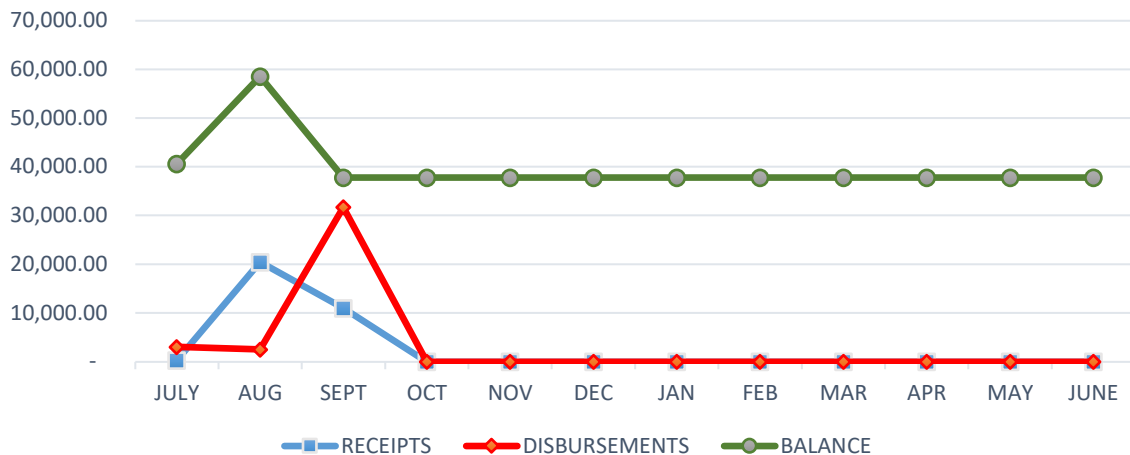
22-23 General Fund



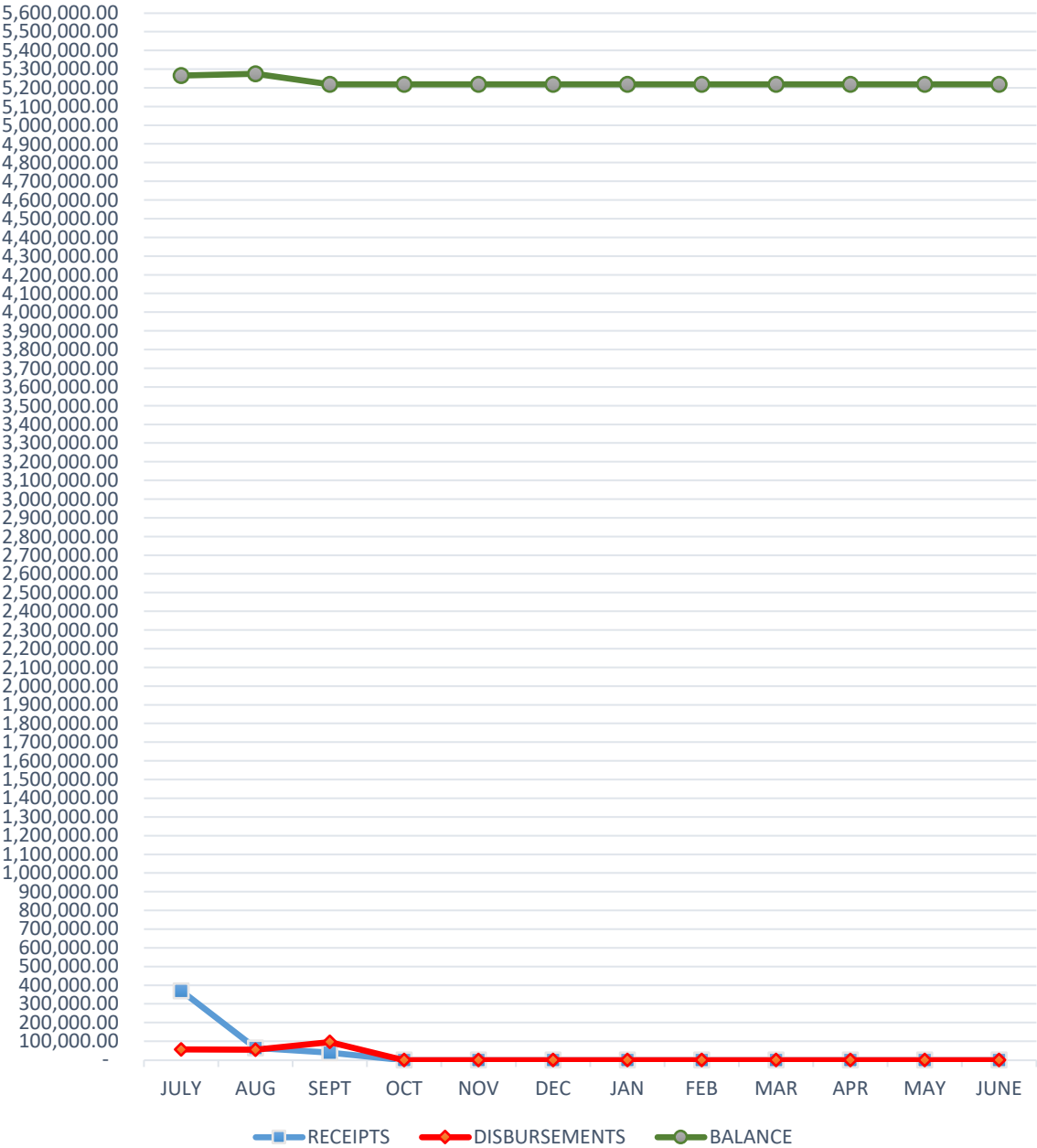
22-23 Special Education



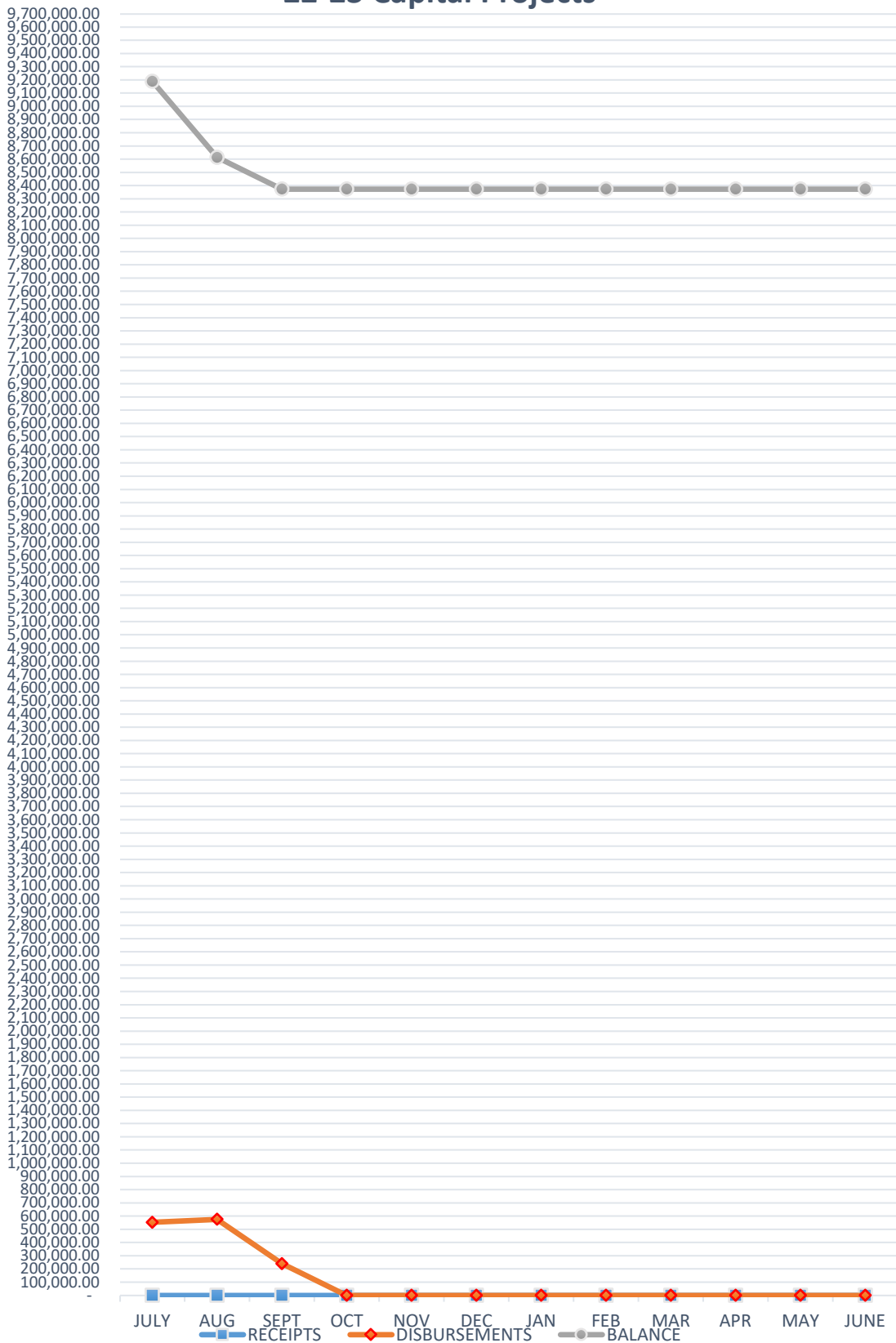
22-23 Food Service



22-23 Capital Outlay



22-23 Capital Projects



Balance Sheet - Combined
Period Ending: September 2022

	<u>10 GENERAL FUND</u>	<u>21 CAPITAL OUTLAY</u>	<u>22 SPECIAL EDUCATION FUND</u>	<u>41 CAPITAL PROJECTS FUND</u>	<u>51 FOOD SERVICE</u>	<u>53 OTHER ENTERPRISE FUND</u>	<u>Total</u>
Total Assets and Deferred Outflows of Resources							
Current Assets							
101 GF Demand Deposits	(15,940.94)	58,381.12	0.00	(29,250.00)	0.00	0.00	13,190.18
102 PAYROLL DEPOSITS	254.06	0.00	(703.80)	0.00	0.29	0.00	(449.45)
105 POOLED FUND DEPOSITS	1,184,655.55	5,160,219.86	458,886.59	8,402,991.21	37,795.52	(9,325.27)	15,235,223.46
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	738,548.58	496,507.69	262,742.38	0.00	0.00	0.00	1,497,798.65
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	275.73	(215.39)	333.47	0.00	0.00	0.00	393.81
112 219 TAXES RECEIVABLE	2,347.36	1,402.06	520.59	0.00	0.00	0.00	4,270.01
112 220 SE Tax Receivable - Payable 2021	4,566.49	2,948.99	1,584.28	0.00	0.00	0.00	9,099.76
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
140 GF Due From Federal Govt	207,366.80	0.00	0.00	0.00	0.00	0.00	207,366.80
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	3,938.61	0.00	3,938.61
172 101 COMMODITY INVENTORY CLEAR LAKE	0.00	0.00	0.00	0.00	988.41	0.00	988.41
191 DEPOSIT INSURANCE POOL	40,546.00	0.00	0.00	0.00	0.00	0.00	40,546.00
196 NET PENSION ASSET	0.00	0.00	0.00	0.00	363.76	63.20	426.96
Current Assets	2,159,391.39	5,713,433.14	719,986.95	8,373,741.21	49,016.57	(7,694.29)	17,007,874.97
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
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

Balance Sheet - Combined
Period Ending: September 2022

	<u>10 GENERAL FUND</u>	<u>21 CAPITAL OUTLAY</u>	<u>22 SPECIAL EDUCATION FUND</u>	<u>41 CAPITAL PROJECTS FUND</u>	<u>51 FOOD SERVICE</u>	<u>53 OTHER ENTERPRISE FUND</u>	<u>Total</u>
Deferred Outflows of Resources							
252 PENSION RELATED DEFERRED OUTFLOWS	0.00	0.00	0.00	0.00	18,749.49	3,238.90	21,988.39
Deferred Outflows of Resources	0.00	0.00	0.00	0.00	18,749.49	3,238.90	21,988.39
Total Assets and Deferred Outflows of Resources	<u>2,159,391.39</u>	<u>5,713,433.14</u>	<u>719,986.95</u>	<u>8,373,741.21</u>	<u>78,273.33</u>	<u>(4,455.39)</u>	<u>17,040,370.63</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Equity							
Current Liabilities							
402 ACCOUNTS PAYABLE	10,478.06	0.00	88.20	0.00	0.00	0.00	10,566.26
404 CONTRACTS PAYABLE	32,200.67	0.00	225.00	0.00	0.00	0.00	32,425.67
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	13,235.44	0.00	3,585.84	0.00	3,115.00	0.00	19,936.28
471 DEPOSITS PAYABLE	0.00	0.00	0.00	0.00	12,146.97	0.00	12,146.97
Current Liabilities	58,862.76	0.00	4,572.87	0.00	15,282.65	122.24	78,840.52
Long-term Liabilities							
506 NET OPEB EXPENSE	0.00	0.00	0.00	0.00	6,905.00	1,195.00	8,100.00
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	19,560.54	1,195.00	20,755.54
Other Liabilities							
475 Unearned Revenue	0.00	0.00	0.00	0.00	14,578.97	0.00	14,578.97
Other Liabilities	0.00	0.00	0.00	0.00	14,578.97	0.00	14,578.97
Deferred Inflows of Resources							
551 UNAVAILABLE REVENUE- PROPERTY TAXES	735,607.19	494,832.16	261,804.16	0.00	0.00	0.00	1,492,243.51
554 PENSION RELATED DEFERRED INFLOWS	0.00	0.00	0.00	0.00	7,779.11	0.00	7,779.11
559 OTHER DEFERRED INFLOWS	0.00	0.00	0.00	0.00	0.00	1,390.07	1,390.07

Balance Sheet - Combined
Period Ending: September 2022

	<u>10 GENERAL FUND</u>	<u>21 CAPITAL OUTLAY</u>	<u>22 SPECIAL EDUCATION FUND</u>	<u>41 CAPITAL PROJECTS FUND</u>	<u>51 FOOD SERVICE</u>	<u>53 OTHER ENTERPRISE FUND</u>	<u>Total</u>
Deferred Inflows of Resources	735,607.19	494,832.16	261,804.16	0.00	7,779.11	1,390.07	1,501,412.69
Fund Balance							
704 005 UNDESIGNATED FUND BALANCE	0.00	0.00	0.00	(990,811.65)	0.00	0.00	(990,811.65)
706 TOTAL FIXED ASSETS	0.00	0.00	0.00	0.00	5,315.52	0.00	5,315.52
707 RESTRICTED NET POSITION	0.00	0.00	0.00	0.00	11,456.86	1,912.03	13,368.89
708 008 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	0.00	(5,495.67)	(5,495.67)
708 080 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	0.00	28,012.66	28,012.66
708 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	4,299.68	(31,591.72)	(27,292.04)
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	5,218,600.98	0.00	0.00	0.00	0.00	5,218,600.98
724 RESTRICTED-SPEC. ED.	0.00	0.00	453,609.92	0.00	0.00	0.00	453,609.92
753 ASSIGNED-UNEMPLOYMENT	17,707.00	0.00	0.00	0.00	0.00	0.00	17,707.00
760 UNASSIGNED -GENERAL FUND	1,347,214.44	0.00	0.00	0.00	0.00	0.00	1,347,214.44
Fund Balance	1,364,921.44	5,218,600.98	453,609.92	8,373,741.21	21,072.06	(7,162.70)	15,424,782.91
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	<u>2,159,391.39</u>	<u>5,713,433.14</u>	<u>719,986.95</u>	<u>8,373,741.21</u>	<u>78,273.33</u>	<u>(4,455.39)</u>	<u>17,040,370.63</u>

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
60 759 804	CLASS OF 2022	(183.91)	0.00	0.00	0.00	(183.91)
60 759 807	FFA	12,755.37	1,211.06	50.00	0.00	11,594.31
60 759 808	HS STUDENT COUNCIL	2,989.93	2,150.00	97.16	0.00	937.09
60 759 809	NATIONAL HONOR SOCIETY	1,271.75	0.00	0.00	0.00	1,271.75
60 759 810	KEY CLUB	3,656.87	0.00	425.00	0.00	4,081.87
60 759 811	CLEARING ACCOUNT	(324.96)	4,405.00	4,563.50	0.00	(166.46)
60 759 812	ACTIVITY TICKETS	3,940.00	0.00	0.00	0.00	3,940.00
60 759 813	IMPREST FUND	(16,796.74)	4,442.26	25,153.64	0.00	3,914.64
60 759 819	BAND	10,227.67	0.00	0.00	0.00	10,227.67
60 759 822	MENTORSHIP PROGRAM	2,727.84	0.00	0.00	0.00	2,727.84
60 759 823	VOCAL	1,638.46	0.00	0.00	0.00	1,638.46
60 759 825	CHEERLEADERS	1,068.25	0.00	0.00	0.00	1,068.25
60 759 828	TEACHERS LOUNGE	522.69	0.00	0.00	0.00	522.69
60 759 829	LAPTOP DEPOSIT	4,361.06	0.00	358.00	0.00	4,719.06
60 759 831	RACHELS CHALLENGE	4,914.70	0.00	0.00	0.00	4,914.70
60 759 835	BAND TRIP FUND	4,147.92	0.00	250.00	0.00	4,397.92
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	15,749.75	117,891.62	114,861.43	0.00	12,719.56
60 759 853	Play Donation	200.00	0.00	0.00	0.00	200.00
60 759 855	SPECIAL OLYMPICS	4,632.60	0.00	0.00	0.00	4,632.60
60 759 856	ELEM. TEACHER READING FUND	65.37	0.00	0.00	0.00	65.37
60 759 857	ELEM. BOOK FAIR	532.54	0.00	0.00	0.00	532.54
60 759 859	4TH GRADE XMAS TREE	45.08	0.00	0.00	0.00	45.08
60 759 861	MS STUDENT COUNCIL	2,449.46	0.00	381.00	0.00	2,830.46
60 759 863	BOX TOPS	2,151.14	0.00	0.00	0.00	2,151.14
60 759 864	Class Composites Project	1,094.48	0.00	0.00	0.00	1,094.48
60 759 865	CARDNIAL CARDS	259.83	0.00	0.00	0.00	259.83
60 759 868	PLAYGROUND CLEARING	314.97	0.00	0.00	0.00	314.97
60 759 870	STUDENT ASSISTANCE	3,688.30	0.00	0.00	0.00	3,688.30
60 759 874	SPECIAL PROJECTS	571.75	0.00	0.00	0.00	571.75
60 759 875	PRESCHOOL PARENTS	1,559.25	0.00	0.00	0.00	1,559.25
60 759 876	SCOREBOARD ADS	9,200.00	0.00	0.00	0.00	9,200.00
60 759 880	ELEM. SPEC. PROJECTS	677.76	0.00	0.00	0.00	677.76
60 759 885	ENGRAVER-RESALE	1,003.61	0.00	0.00	0.00	1,003.61
60 759 886	MULTI MEDIA ADS	3,305.10	0.00	0.00	0.00	3,305.10
60 759 900	CONNECT FOR KIDS	2,278.41	182.50	0.00	0.00	2,095.91

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
60 759 901	SPECIAL DONATIONS	5,200.00	0.00	0.00	0.00	5,200.00
60 759 902	GOLF	2,787.72	0.00	0.00	0.00	2,787.72
60 759 910	SECT. 125 REIMB.	(2,008.84)	1,161.89	889.44	0.00	(2,281.29)
60 759 920	DEWAL PERKINS	(19,640.30)	13,661.00	12,538.00	0.00	(20,763.30)
60 759 923	Class of 2023	1,937.85	0.00	0.00	0.00	1,937.85
60 759 924	Class of 2024	0.00	4,409.90	3,708.05	0.00	(701.85)
	Fund Total: 60	<u>78,596.83</u>	<u>149,515.23</u>	<u>163,275.22</u>	<u>0.00</u>	<u>92,356.82</u>

<u>Vendor</u>	<u>Description</u>	<u>Invoice Amount</u>
Fund: 10 GENERAL FUND		
A&B PURE WATER	Supplies	172.50
A-OX WELDING SUPPLY CO. INC	Supplies	17.95
ANDOR, INC	Repairs & Maintenance	10,030.43
BJERKE SANITATION	Garbage Removal	400.00
CARLSON & STEWARD REFRIGERATION	Purchased Services	5,520.49
CITY OF CLEAR LAKE	Water & Sewer	5,396.65
CLEAR LAKE BUILDING CENTER	Supplies	608.56
CLEAR LAKE COURIER	Purchased Services	475.13
D & L DIGGING	Purchased Services	701.25
DAKOTA PORTABLE TOILETS, INC.	Rent	250.00
DEUEL COUNTY CENEX	Fuel & Supplies	7,926.08
DEUEL SCHOOL - TRUST & CUSTODIAL	Imprest Reimbursement	3,707.38
EASTERN COTEAU CONFERENCE	Dues & Fees	250.00
ECOLAB PEST ELIMINATION SERVICE	Purchased Services	66.69
FLINN SCIENTIFIC INC	Supplies	119.00
FLORAL & FINDS	Supplies	86.27
Heggerty	Supplies	167.00
HILLYARD/SIOUX FALLS	Supplies	3,895.37
ITC	Telephone	770.32
KIWANIS	Dues & Fees	120.00
MAYNARDS	Groceries & Supplies	878.25
MEWHERTER, HARRY	Purchased Services	600.00
MILBANK GLASS & MORE	Repairs & Maintanance	471.07
NEAP	Dues & Fees	40.00
NIELSEN ELECTRIC	Purchased Services	284.38
NORTHEAST EDUC'L SERVICES COOP	Co-Op Services	62.16
NORTHWESTERN	Natural Gas	59.00
OFFICE DEPOT	Supplies	304.38
OTTER TAIL POWER COMPANY	Electricity	6,823.33

<u>Vendor</u>	<u>Description</u>	<u>Invoice Amount</u>
PEPSI-COLA	Concessions	677.08
PIONEER ATHLETICS	Supplies	703.20
SCHOLASTIC MAGAZINES	Subscriptions	437.47
SWEETWATER	Supplies	217.88
TITAN MACHINERY	Repairs & Maintenance	10,198.87
TWIN CITY HARDWARE	Supplies	43.05
U.S. Bank	Purchased Services	300.00
US FOODS, INC.	Concessions	370.95
WWTIRE SERVICES	Repairs & Maintenance	1,317.60
Fund Total:		64,469.74
Fund: 21 CAPITAL OUTLAY		
A&B BUSINESS SOLUTIONS	Purchased Services	1,196.39
DEUEL SCHOOL - TRUST & CUSTODIAL	Imprest Reimbursement	24.20
IMAGINE LEARNING	Software	1,300.00
Mystery Science	Printed Texts	2,398.00
SCHOOL SPECIALTY, LLC	Equipment	5,353.40
SWEETWATER	Equipment	(18.02)
Fund Total:		10,253.97
Fund: 22 SPECIAL EDUCATION FUND		
CAREER ADVANTAGE	Residential Instruction	71.16
DEUEL SCHOOL - TRUST & CUSTODIAL	Imprest Reimbursement	452.88
Heggerty	Supplies	89.00
MAYNARDS	Groceries & Supplies	28.79
NORTHEAST EDUC'L SERVICES COOP	Co-Op Services	5,209.75
SCHOLASTIC MAGAZINES	Subscriptions	197.78
Fund Total:		6,049.36
Fund: 41 CAPITAL PROJECTS FUND		
CO-OP ARCHITECTURE	Buildings	7,312.50
Foerster Testing Limited	Buildings	2,955.00
HASSLEN CONSTRUCTION	Buildings	675,234.39
Satellite Shelters, Inc.	Buildings	8,480.00
Fund Total:		693,981.89
Fund: 51 FOOD SERVICE		
October 10, 2022		21 of 63

<u>Vendor</u>	<u>Description</u>	<u>Invoice Amount</u>
BERNARD FOOD INDUSTRIES INC	Groceries	473.82
DEUEL SCHOOL - TRUST & CUSTODIAL	Imprest Reimbursement	217.80
EAST SIDE JERSEY DAIRY, INC	Groceries	2,383.78
HILLYARD/SIOUX FALLS	Supplies	374.28
MAYNARDS	Groceries & Supplies	8,372.77
SIMPLY GOOD FOOD, LLC	Purchased Services	289.00
US FOODS, INC.	Groceries & Supplies	17,376.06
	Fund Total:	29,487.51
	Checking Account Total:	804,242.47

Policy BFC: BOARD POLICY DEVELOPMENT AND ADOPTION

Status: DRAFT

Original Adopted Date: 01/01/2007 | Last Revised Date: 07/09/2018

POLICY ADOPTION

Adoption of new policies or changing existing policies is solely the responsibility of the Board. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda of a regular or special meeting.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for others to react, proposed policies or amendments will be presented as an agenda item.

The new or amended policy shall either be posted on the governing body's website or made available at the official business office of the governing body at least twenty-four hours prior to the meeting or at the time the material is distributed to the governing body, whichever is later. If the new or amended policy is not posted to the governing body's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the governing body is considering the new or amended policy.

The Board may approve the new or amended policy, amend and approve the proposed new policy or policy amendment, reject the new or amended policy, or defer action on the new or amended policy until a later date.

Policies will be effective upon adoption by the Board. Once adopted, policies of the Board shall be placed on the school district website.

PRELIMINARY DEVELOPMENT OF POLICIES

Proposals regarding school district policies and operations may originate at any of several sources: a parent, a student, a community resident, an employee, a member of the Board, the Superintendent, a consultant, a civic group.

A careful and orderly process will be used in examining such proposals prior to action upon them by the Board.

Final action on such proposals, whatever their source, will be by the Board in accord with its policy on policy adoption. The Board will take action on most matters on the basis of recommendations presented to the Board by the Superintendent. The Superintendent will base his or her recommendations on the outcomes of study and upon the judgment of the professional staff and study committees.

POLICY DEVELOPMENT

The Board considers policy development one of its chief functions. It is the intent of the Board to develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of the public schools.

It is through the development and adoption of written policies that the Board will exercise its leadership in the operation of the school system; it is through study and evaluation of reports concerning the execution of its written policies that the Board will exercise its control over school operations.

It is the Board's intention that its written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all persons who are interested in, and affected by, the district schools.

The policies of the Board are developed, and are meant to be interpreted, in terms of state laws, regulations of the State Board of Education, and other applicable county, state and federal regulations. The policies are also framed, and meant to be interpreted, in terms of those educational objectives, procedures and practices that are broadly accepted by leaders and authorities in the public education field. Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of present and future boards. The Board will welcome suggestions for ongoing policy development.

In an effort to keep its written policies up to date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and will weigh the results. It will rely on the school staff, students and the community for providing evidence of the effect of the policies, which it has adopted.

1. The Superintendent is given the continuing commission of calling to the Board's attention all policies that are out of date or for other reason appear to need revision.
 2. Each Board policy that is reviewed by the Superintendent shall be presented to the Board as part of the District's effort to continually review board policy.
 3. The Board directs the Superintendent to recall all policy and regulation manuals periodically for purposes of administrative updating and Board review.
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Revised

Policy BCE: BOARD COMMITTEES

Status: DRAFT

Original Adopted Date: 04/11/2022 | Last Reviewed Date: 09/12/2022

The Board may authorize the establishment of committees from among its membership as it finds it necessary to study operations in specific areas and to make recommendations for Board action.

All committees will be appointed by the Board president. The Superintendent will serve as an ex-officio member of all committees.

Committee makeup may include staff members.

The functions of committees will ordinarily be fact-finding, deliberative and advisory, and their reports will be made to the Board for discussion and possible action.

The School Board believes sub-committees are an integral part of the decision making process and in conducting School Board business. By using a Board sub-committee structure, the Board is able to conduct its business in an efficient and effective manner, study issues facing the District more in depth, and be proactive participants in governance related matters of the District.

The sub-committee structure is designed to assist the Board in conducting Board business; it is not intended to take away any Board member's opportunity to ask questions or to be involved in the decision making process. The board shall have five standing sub-committees: (1) Academic Committee, (2) Facilities/Building Committee, (3) Policy and Governance Committee, and (4) School Finance Committee. 5.) Community Relations. Annually, the Board President shall appoint Board members to standing committees and the Board shall approve the committee assignments.

The function of all Board sub-committees should be fact-finding, deliberating and advising, but not legislating or policymaking. Standing Board sub-committees may not act or speak for the Board unless authorized by the Board. All policymaking actions taken by a Board sub-committee shall be subject to ratification and approval of the Board. For policy-related items, the Board should consider recommended policy changes consistent with school board policy BFC Policy Adoption.

Revised

Policy BDDD: QUORUM

Status: DRAFT

Original Adopted Date: 01/01/2007 | Last Revised Date: 03/11/2019

A majority of the school board membership constitutes a quorum for the transaction of school business. The Deuel School District Board of Education is composed of five board members. Three members constitute a majority/quorum.

Revised

Policy BDDG: MINUTES

Status: DRAFT

Original Adopted Date: 12/13/2021 | Last Reviewed Date: 12/13/2021

The minutes of the meetings of the School Board are the written permanent records of the school district. The business manager will keep minutes of all the official actions of the Board. The minutes will include:

1. A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes.
2. Resolutions and motions. This will include a detailed statement of all expenditures of money, with names of persons to whom payment is made for service rendered or goods furnished; a detailed statement of receipts, and balance on hand; and expenditures and receipts of trust and custodial funds.
3. A record of the disposition of all matters on which the Board considered, but did not take action.
4. The salaries of all employees will be published after the July organizational meeting, and total payroll by department monthly.

The unapproved minutes will be available for inspection by any person within 10 business days after the meeting.

Within 20 days after a Board meeting, minutes of the meeting will be published in the local newspaper, as in accordance with law. The business manager will sign each legal publication submitted to the newspaper.

The Board will approve the minutes of every meeting within 45 days after that meeting. The presiding officer and the business manager will sign the minutes of all regular and special meetings after approval by the Board. Any change or correction in the minutes will be reflected in the minutes of the meeting at which the changes are made.

Added
Following each annual school election held pursuant to §13-7-10, the school board, within 60 days of the official canvas, shall include in the school board minutes the following information:

1. The number of registered voters of the Deuel School District on the date voter registration closes;
2. The number of registered voters of the Deuel School District who voted in the election;
3. The percentage of registered voters of the Deuel School District who voted in the election;
4. The date of the election, and if the election was held in conjunction with a regular municipal election as provided in §13-7-10.1 or with the regular June primary as provided in §13-7-10.3.

If the annual election was not held because there was not a contested vacancy for the school board and no question was submitted to the voters, the Deuel School Board shall provide that information in the school board minutes.

All minutes will be open to inspection by the public during the regular office hours of the business manager.

Notes: It is advisable to consult with the Department of Legislative Audits relative to the legal rates for publication and the form to be used in publishing since the form used can save the district considerable publishing expenses. (Statutory rates are set out at SDCL 17-2-19, SDCL 17-2-20 and SDCL 17-2-21.)

District reorganization plans must also be published in Board minutes as cited in SDCL 13-6-17.

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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New Policy

Policy CM: SCHOOL DISTRICT ANNUAL REPORT

Status: DRAFT

Original Adopted Date: 01/01/2007

In accordance with state law, an annual report covering the educational and financial activities of the school district will be prepared by the business manager, with the assistance of the Superintendent. The report will be presented to the Board for its approval.

Upon approval by the Board, the report will be filed for audit on or before August 1 with the State Division of Elementary and Secondary Education.

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 GBO: EXIT INTERVIEW

Original Adopted Date: Pending

New Policy

Status: DRAFT

EXIT INTERVIEW POLICY

Purpose

Employees are the school's most valuable resource and it is important to retain employees. If an employee decides to leave, we want to learn more about their reasons for leaving so we can make improvements. We want to understand employment practices from the employee perspective of what the district is doing well to ensure those practices continue, what the district can do different, and thank employees for their service and contributions to the district. The information obtained in the exit interview will be used to identify trends and areas of improvement for retention of employees.

Procedure

Employees should be encouraged to take part in an exit interview. The interview should only be conducted with employees who are resigning or retiring from the district.

When

The exit interview should take place in the employee's final week of employment. However, timeframes should be flexible based on availability due to leave or any unforeseen circumstances.

Who

The superintendent and/or business manager will carry out the exit interview with the certified employee who is leaving. A school board member may also complete an exit interview with the certified employee who is leaving. Classified employee interviews will be held at the superintendent's discretion. Two representative school board members will conduct exit interviews for administrators.

- Confidentiality must be assured and you should encourage open discussion.
- Explain the purpose of the interview to the employee.
- Make clear and accurate notes.
- Ensure it is conducted in an informal and relaxed manner.
- Reassure the employee that any comments they make will have no bearing on future events such as a reference request.
- Complete appropriate follow up based on comments received.

Storage

A copy of the exit interview will be stored in the employee file for the duration determined by the record retention of the employee file.

Policy ACAA: SEXUAL HARASSMENT

Status: ADOPTED

Original Adopted Date: 01/01/2007 | **Last Revised Date:** 09/10/2018

SECTION 1 – Policy Statement

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

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

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

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassing conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have sexually harassed another person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

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

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

SECTION 2 – Sexual Harassment Defined

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

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

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

SECTION 3 – Sexual Harassment Reporting Procedure

Any individual who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment should immediately report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the sexual harassment will be asked to either submit a signed written complaint or sign a completed Sexual Harassment Report Form, Exhibit ACAA-E(1), verifying the accuracy of its content. The written complaint or Sexual Harassment Report Form must include the following:

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

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

SECTION 4 – Procedure for Addressing Sexual Harassment Complaints

STEP 1: School Administrator Investigation and Determination.

Should there be a report which alleges a District student, employee, school volunteer, parent, guest, visitor or vendor has been subjected to sexual harassment, an investigation into the alleged sexual harassment will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation by the school administrator responsible for the investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint. Unless the nature of the complaint and investigation dictate otherwise, the investigation should be completed and determination made by the school administrator on the merits of the complaint within thirty (30) calendar days of receipt of the complaint.

The person alleged to have sexually harassed another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that sexual harassment did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of sexual harassment may be true, the employee, student or third person accused of sexual harassment conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have sexually harassed another person in violation of this policy shall be afforded an opportunity to respond to the allegation of sexual harassment but is not required to submit a response.

Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a third person sexually harassed a student, employee or guest while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

At the conclusion of the investigation, the school administrator shall make a determination as to whether sexual harassment did occur or whether the facts are insufficient to determine that a determination that sexual harassment occurred. The complainant and the person alleged to have sexually harassed another person will receive written notice of the school administrator's determination. Should the school administrator conclude that sexual harassment did occur, the school administrator shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting sexual harassment.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the school administrator's decision in Step 1 to the Superintendent:

1. If either party is not satisfied with the school administrator's decision, or if the school administrator does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form ACAA-E(2). The appeal must be filed within ten (10) calendar days of receipt of the school administrator's written decision, or ten (10) days of the deadline for the school administrator's written decision, whichever comes first. The appealing party must attach the school administrator's written decision.
2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the school administrator's decision, or the Superintendent may refer the matter back to the school administrator for further investigation and supplemental decision which decision may restate, modify or reverse the school administrator's initial decision. A supplemental decision by the school administrator after a referral back to the school administrator is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

STEP 3: Appeal to the Board

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form ACAA-E(3) within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the school administrator's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a sexual harassment complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the sexual harassment policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a

hearing in executive session;

- C. The Complainant, person alleged to have violated the policy, and Superintendent each have the right to be represented at the hearing;
- D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
- E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
- F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
- G. The appealing party shall present his or her case first, and the other party 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 board members may ask questions of any witness;
- H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
- I. 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, hearing officer or other person authorized by law to take oaths and affirmations;
- J. 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).
- K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties 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. Within twenty (20) calendar days of the hearing, the 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 both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- M. 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 convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the school administrator and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting sexual harassment, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a third person from being on school property or at school activities for such time as may be determined by the Board.

- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal pursuant to law.

Replace ACA

SEXUAL HARASSMENT

PURPOSE

To affirm the Board of Education's opposition to sexual harassment in the Brookings School District, the board explicitly establishes the responsibilities of all Brookings School District employees and learners by defining conduct which constitutes prohibited and inappropriate behaviors.

In doing so, the board establishes a framework for effective procedures for addressing harassment complaints.

I. Policy Statement

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. (34 CFR § 106(b)(1))

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

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

Federal law (34 CFR § 106.30) defines "sexual harassment" as conduct on the basis of sex that satisfies one or more of the following: (34 CFR § 106.30)

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by

telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. (34 CFR § 106.8(a))

Any learner who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment may also report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing.

The District's response shall treat complainants and respondents equitably by offering supportive measures to a complainant, and by following a grievance process that complies with Title IX requirements before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. (34 CFR § 106.44(a))

II. Designation of Title IX Coordinator

The Board has designated the following District employee to coordinate its efforts to comply with its responsibilities as set forth in 34 CFR Part 106, who shall be referred to as the "Title IX Coordinator." (34 CFR § 106.8(a))

Name or Title: _____

Office Address: _____

Email Address: _____

Telephone Number: _____

The District shall notify applicants for employment, learners, parents or legal guardians of elementary and secondary school learners, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator. (34 CFR § 106.8(a))

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. (34 CFR § 106.30(a))

III. Dissemination of Policy

The District shall notify persons entitled to the notification under Section I. above that the District does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and this policy not to discriminate in such a manner. Such notification must state that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the U.S. Assistant Secretary of Education, or both.

The District shall prominently display the contact information required to be listed for the Title IX Coordinator on its website, and in each handbook or catalog that it makes available to persons entitled to a notification pursuant to Section I. above. (34 CFR § 106.8(b))

IV. Adoption of Grievance Procedures

The District has adopted and published grievance procedures (ACA-R(1), Sexual Harassment – Regulations) that provide for the prompt and equitable resolution of learner and employee complaints alleging any action that would be prohibited by Title IX and this policy. The District shall provide to persons entitled to a notification under Section I above notice of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District will respond. (34 CFR § 106.8(c))

V. Definitions (34 CFR § 106.30(a), *except when otherwise indicated*)

- a. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary and secondary school. Imputation of knowledge based solely on vicarious liability (when a person has a particular legal relationship to the person who acted negligently) or constructive notice (deeming notice of something to a person having been given, even though actual notice did not exist) is insufficient to constitute actual knowledge. This standard is not met when the only official of the recipient with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a learner about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District.
- b. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- c. "Dating violence" means violence committed by a person:
 - 1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. the length of the relationship.
 - ii. the type of relationship
 - iii. the frequency of interaction between the persons involved in the relationship. (34 U.S.C. 12291 (a)(10))
- d. "Decision-maker" means the school administrator who has primary responsibility and authority related to learners, staff and attendance center where the alleged sexual harassment occurred, unless otherwise designated by the Board, and who has the authority to make a determination on the complaint as to responsibility of the respondent. (ASBSD sample definition)
- e. "Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the

domestic or family violence laws of the jurisdiction. (34 U.S.C. 12291(a)(8))

- f. "Education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs. (34 CFR § 106.44(a))
- g. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the District.
- h. "Document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the District) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Should the Title IX Coordinator sign the formal complaint, the Title IX Coordinator is not a complainant or otherwise a party, and the Title IX Coordinator must comply with the Title IX requirements.
- i. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.
- j. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- k. "Sexual assault" means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent. (20 U.S.C. 1092(f)(6)(A)(v))
- l. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - 1. fear for his or her safety or the safety of others; or
 - 2. suffer substantial emotional distress. (34 U.S.C. 12291(a)(30))
- m. "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escorting the complainant while on District property or while a District off-campus activity, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

VI. District's Response to Sexual Harassment (34 CFR § 106.44)

- A. General response to sexual harassment.** Regardless of whether or not a formal complaint is filed, should the District have actual knowledge of sexual harassment in a District educational program or activity against another person in the United States, the District shall respond promptly in a manner that is not deliberately indifferent (i.e., if the District's response to sexual harassment is clearly unreasonable in light of the known circumstances).

The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

- B. Response to a formal complaint.** In response to a formal complaint, the District shall follow the grievance process as set forth in ACA-R(1), Sexual Harassment – Regulations.
- C. Time frames.** The timeframes set forth in the regulations shall be considered as a maximum length of time within which the related step is to be completed, however, the time frames may be extended for good cause upon written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause includes, but is not limited to, utilization of the informal resolution process, availability of an investigator if not a school employee, complexity of the investigation, absence of a party, a party's advisor, a witness, or decision-maker (including a person necessary for addressing an appeal), concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.
- D. Emergency removal.** Nothing in Title IX regulations or this policy prohibits the District from removing a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any learner or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal, however, nothing in Title IX regulations or this policy may be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act. Additionally, nothing in the Title IX regulations or this policy prohibits the District from placing an employee respondent on administrative leave during the pendency of a grievance process, however, nothing in Title IX regulations or this policy may be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

VII. Informal Resolution (34 CFR § 106.45(b)(9))

- A.** The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy.
- B.** The District may not require the parties to participate in an informal resolution process under this policy and may not offer an informal resolution process unless a formal complaint is filed.

- C. At any time prior to reaching a determination regarding responsibility the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:
1. provides to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
 2. obtains the parties' voluntary, written consent to the informal resolution process; and
 3. does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a learner.

VIII. District's Grievance Process for Formal Complaints of Sexual Harassment (34 CFR § 106.45(b))

- A. For the purpose of addressing formal complaints of sexual harassment, the District's grievance procedure as set forth in ACA-R(1), Sexual Harassment – Regulations, shall be followed. There must be compliance with the requirements of this section, and any provisions, rules, or practices other than those required by this section that the District adopts as part of its grievance process for handling formal complaints of sexual harassment must apply equally to both parties.
- B. Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following written notice to the parties who are known (34 CFR § 106.45(b)(2))
1. Notice of the District's grievance process, including any informal resolution process.
 2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- C. The District shall treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. Remedies may be disciplinary in nature. Such remedies may include the same individualized services identified as supportive measures. Remedies must be designed to restore or preserve equal access to the District's education program or activity. (34 CFR § 106.45(b)(1)(i))
- D. The District shall follow the grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. (34 CFR § 106.44(a))

- E. Investigation of a formal complaint. When investigating a formal complaint and throughout the grievance process, the District:
1. shall have the burden of proof and the burden of gathering evidence sufficient to reach a determination, and the parties shall not have either burden; (34 CFR § 106.45(b)(5)(i))
 2. cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so for a grievance process under this section. If a party is not an "eligible learner," (i.e., learner who has reached 18 years of age), the District must obtain the voluntary, written consent of a "parent," (i.e., natural parent, guardian, or an individual acting as a parent in the absence of a parent or a guardian; (34 CFR § 106.45(b)(5)(i))
 3. shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; (34 CFR § 106.45(b)(5)(ii))
 4. shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence; provided, however, nothing in this provision prohibits the District from taking disciplinary action due to a party retaliating against any person due to that person having made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. (34 CFR § 106.45(b)(5)(iii))
 5. shall provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. (34 CFR § 106.45(b)(5)(iv))
- F. There shall be an objective evaluation of all relevant evidence, and credibility determinations may not be based on a person's status as a complainant, respondent, or witness. (34 CFR § 106.45(b)(1)(ii))
- G. No individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. (34 CFR § 106.45(b)(1)(iii))
- H. The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process, shall receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. (34 CFR § 106.45(b)(1)(iii))
1. The decision-makers shall receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

2. The investigators shall receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 3. No materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, may rely on sex stereotypes, and training materials must promote impartial investigations and adjudications of formal complaints of sexual harassment.
- I. Until a determination regarding responsibility is made at the conclusion of the grievance process, the respondent is presumed to not be responsible for the alleged conduct. (34 CFR § 106.45(b)(1)(iv); 34 CFR § 106.45(b)(2)(i)(B))
- J. The District's grievance procedure as set forth in ACA-R(1), Sexual Harassment – Regulations, shall:
1. including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if District offers informal resolution processes; (34 CFR § 106.45(b)(1)(vi))
 2. include a process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities; (34 CFR § 106.45(b)(1)(v))
 3. include the range of possible disciplinary sanctions and remedies or list the possible disciplinary sanctions and remedies that the District may implement following any determination of responsibility; (34 CFR § 106.45(b)(1)(vi))
 4. state that for all formal complaints of sexual harassment filed against learners and employees, the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard. (34 CFR § 106.45(b)(1)(vii))
 5. include the procedures and permissible bases for the complainant and respondent to appeal; (34 CFR § 106.45(b)(1)(viii))
 6. describe the range of supportive measures available to complainants and respondents; (34 CFR § 1045(b) (1)(ix)) and
 7. not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. (34 CFR § 106.45(b)(1)(x))
- K. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to provision B in this section, the District shall provide notice of the additional allegations to the parties whose identities are known. (34 CFR § 106.45(b) (2)(ii))
- L. Any party whose participation is invited or expected, shall be given written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. (34 CFR § 106.45(b)(5)(v))
- M. All parties shall have equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source,

so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. (34 CFR § 106.45(b)(5)(vi))

- N. Prior to completion of the investigative report, the District must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. (34 CFR § 106.45(b)(5)(vi))
- O. The investigator shall create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to a determination by a decision-maker regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. (34 CFR § 106.45(b)(5)(vii))
- P. No adversarial hearing shall be held unless the determination of the Superintendent is appealed to the Board, or unless the Superintendent recommends the long term suspension or expulsion of a learner, or the suspension without pay or termination of employment of an employee. (34 CFR § 106.45(b)(6)(ii))
- Q. The Superintendent may make a recommendation to the Board that a learner determined to have sexually harassed another person be suspended long-term or expelled (ARSD 24:07:01:01). The Superintendent may also make a recommendation to the Board that an employee determined to have sexually harassed another person be suspended without pay or the person's employment with the District be terminated. Should either recommendation be given by the Superintendent, a formal adversarial hearing shall be held before the Board as set forth in ACA-R(1), Sexual Harassment – Regulations. (34 CFR § 106.45(b)(8)(ii))

IX. Appeal

- A. Both parties have the right to appeal to the Board the Superintendent's determination regarding responsibility, and also from a dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. Procedural irregularity that affected the outcome of the matter; (34 CFR § 106.45(b)(8)(i)(A))
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; (34 CFR § 106.45(b)(8)(i)(B)) and
 - 3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. (34 CFR § 106.45(b)(8)(i)(C))
- B. As to all appeals, the Title IX Coordinator shall: (34 CFR § 106.45(b)(8)(iii))
 - 1. notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - 2. ensure that the decision-maker(s) for the appeal is not the same person as the decision maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - 3. ensure that the decision-maker(s) for the appeal complies with the standard of evidence as required in this policy;
 - 4. give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5. ensure that a written decision is issued describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

X. Consolidation of Formal Complaints

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this section to the singular "party," "complainant," or "respondent" include the plural, as applicable. (34 CFR § 106.45(b)(4))

XI. Dismissal of a Formal Complaint

- A. The District must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment, however the dismissal does not preclude action under another provision of the District's code of conduct. (34 CFR § 106.45(b)(3)(i))
- B. The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: (34 CFR § 106.45(b)(3)(ii))
 1. complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 2. the respondent is no longer enrolled in or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- C. Upon a dismissal required or permitted pursuant to Section A. or B. above, the District shall promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties. (34 CFR § 106.45(b)(3)(iii))

XII. Recordkeeping (34 CFR § 106.45(b)(10))

- A. The District shall maintain for a period of seven years records of:
 1. each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 2. any appeal and the result therefrom;
 3. any informal resolution and the result therefrom; and
 4. all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. A recipient must make these training materials publicly available on its website, or if the recipient does not maintain a website the recipient must make these materials available upon request for inspection by members of the public.
- B. For each response required under XII.A., the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, document the basis for its conclusion that its response was not

deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the recipient's education program or activity. If the complainant is not provided with supportive measures, the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

XIII. Retaliation Prohibited (34 CFR § 106.71)

- A.** Neither the District or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
- B.** Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by title IX or this policy, constitutes retaliation.
- C.** Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination pursuant to the District's Nondiscrimination Policy.
- D.** The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this provision.
- E.** Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited by this policy, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIV. Confidentiality

- A.** The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of Title IX (34 CFR part 106), including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. (34 CFR § 106.71(a))
- B.** The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. (34 CFR § 106.30(a))

SEXUAL HARASSMENT - Regulation

SECTION 1 - Policy Statement

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

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

The District's policy prohibiting sexual harassment is ACA. This regulation supplements that policy, and the policy and these regulations are consistent with the federal regulations set forth in 34 CFR Part 106.

Students who violate the policy prohibiting sexual harassment shall be subject to appropriate disciplinary action, up to and including expulsion, cases may be referred to the appropriate authorities. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. School volunteers, parents, guests, visitors, board members, and vendors who violate this policy may be prohibited from being on school property.

Complaints based on nondiscrimination in federal programs, complaint against school employees, and complaints related to bullying are addressed through other school district policies and not through the policy prohibiting sexual harassment and this regulation.

SECTION 2 - Definitions

A. Sexual Harassment. Federal law (34 CFR § 106.30) defines "sexual harassment" as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexually oriented words and actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose regardless of the intent of the person accused of the sexually harassing conduct, constitutes sexual harassment. Not all

harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other laws, regulations and policies also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

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

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

B. Other definitions. Other definitions applicable to these Regulations are the definitions as set forth in Policy ACA, Sexual Harassment, Section V.

SECTION 3 - Sexual Harassment Reporting Procedure

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Any student who believes that they have been or are being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment may also report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing.

The written complaint or Sexual Harassment - Complaint Report Form. ACA-E(1), must include the following:

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

If the signed written complaint was given to a teacher, guidance counselor or administrator, or if the Sexual Harassment - Complaint Report Form was completed by a teacher, guidance counselor or administrator, the teacher, guidance counselor or administrator shall forward the complaint or Sexual Harassment - Complaint Report Form to the Title IX Coordinator.

Regardless of whether or not a formal complaint is filed, should the District have actual knowledge of sexual harassment in a District educational program or activity against another person in the United States, the District shall respond promptly in a manner that is not deliberately indifferent (i.e., if the District's response to sexual harassment is clearly unreasonable in light of the known circumstances).

SECTION 4 - Retaliation Prohibited

- A. Neither the District or the other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by the Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.
- B. The prohibition against retaliation related to a sexual harassment complaint is set forth in full in Policy ACAA, Sexual Harassment, Section XIII, and by this reference incorporated herein as if set forth in full.

SECTION 5 - Procedure for Addressing Sexual Harassment Complaints

A. General Provisions.

- 1. The Title IX Coordinator shall contact the complainant to discuss the availability of supportive measures (see Policy ACA) and consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- 2. The timeframes set forth in these regulations shall be considered as a maximum length of time within which the related step is to be completed, however, the time frame may be within which the District is required to complete a step may be extended for good cause upon written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause includes, but is not limited to, utilization of the informal resolution process, availability of an investigator if not a school employee, complexity of the investigation, absence of a party, a party's advisor, a witness, or decision-maker (including a person necessary for addressing an appeal), concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities;
- 3. Nothing in the policy or these regulations prohibit the District from removing a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal, however, nothing in the policy or regulations may be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act. Additionally, nothing in the policy or regulations prohibits the District from placing an employee respondent on administrative leave during the pendency of a grievance process, however, nothing in the policy or regulations may be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

B. Confidentiality

- 1. The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of Title IX (34 CFR part 106), including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.
- 2. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not

impair the ability of the District to provide the supportive measures.

C. Informal Resolution:

1. The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy, may not require the parties to participate in an informal resolution process under this policy, and may not offer an informal resolution process unless a formal complaint is filed.
2. Policy ACA, Sexual Harassment, Section VII, is the section explaining informal resolution and by this reference incorporated herein as if set forth in full.

D. Formal Complaint

1. Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following written notice to the parties who are known:
 - a. Notice of the District's grievance process, including any informal resolution process.
 - b. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
2. The District shall treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. Remedies may be disciplinary in nature. Such remedies may include the same individualized services identified as supportive measures. Remedies must be designed to restore or preserve equal access to the District's education program or activity.
3. The District shall follow the grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

E. Investigation of a Formal Complaint

1. The District must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that does not preclude action under another provision of the District's code of conduct.
2. Unless the nature of the complaint and investigation dictate otherwise, the Investigation should be completed within sixty (60) calendar days of receipt of the complaint.

3. When investigating a formal complaint and throughout the grievance process, the District:
 - a. Shall have the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility;
 - b. Shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
 - c. Shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence, provided, however, nothing in this provision prohibits the District from taking disciplinary action due to a party retaliating against any person due to that person having made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy;
 - d. Shall provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
4. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to provision D.1., the District shall provide notice of the additional allegations to the parties whose identities are known.
5. Any party whose participation is invited or expected, shall be given written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
6. All parties shall have equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
7. Prior to completion of the investigative report, the District must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District shall make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
8. The investigator shall create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a determination by a decision-maker regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

F. Determination

1. The decision-maker shall not be the same person as the Title IX Coordinator or investigator(s).
2. After the Investigator has sent the investigative report to the parties, and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or

witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. All parties shall have ten (10) calendar days from the date the investigatory report was sent to the parties to submit written, relevant questions to the decision-maker, who shall forward the questions to the other party following the ten (10) period, unless all parties submitted questions prior to the end of the ten (10) day period and in such case the decision-maker shall forward the questions upon receipt of questions by all parties. All parties shall have (5) calendar days to submit to the decision-maker and the other parties any written responses to the questions.

3. The decision-maker shall have fourteen (14) calendar days, after the expiration of the time frame set forth in E.8. above, to issue a written determination as to the complaint.
4. The decision-maker shall not conduct an adversarial hearing unless the Board conducts a hearing following an appeal of the Superintendent's decision to the Board, or following the Superintendent's recommendation to the Board that a student determined to have sexually harassed another person be suspended long-term or expelled or recommend to the Board that an employee determined to having sexually harassed another person be suspended without pay or the person's employment with the District be terminated.
5. Standard of evidence. For all formal complaints of sexual harassment filed against students and employees, the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard.
6. Upon recommendation of a decision-maker, on following an appeal of the decision-maker's determination, the Superintendent may make a recommendation to the Board that a student determined to have sexually harassed another person be suspended long-term or expelled (ARSD 24:07:01:01). The Superintendent may also make a recommendation to the Board that an employee determined to having sexually harassed another person be suspended without pay or the person's employment with the District be terminated. Should either recommendation be given by the Superintendent, a formal adversarial hearing shall be held before the Board.
7. Disciplinary sanctions. Following any determination of responsibility the District may implement disciplinary sanctions and remedies that include, but are not limited to:
 - a. If a student:
 - i. Loss of privileges;
 - ii. Detention;
 - iii. In-school suspension;
 - iv. Long-term suspension;
 - v. Expulsion.
 - b. If an employee:
 - i. Written reprimand;
 - ii. Written plan of improvement, which may include directive to obtain training related to sexual harassment and the prohibition against sexual harassment;
 - iii. Suspension without pay;
 - iv. Termination of employment.
 - c. If a guest or vendor
 - i. Restrict access to school property;
 - ii. Deny access to school property.
8. The decision-maker must issue a written determination regarding responsibility. To reach this determination, the decision-maker shall apply the preponderance of evidence standard of evidence.

9. The written determination shall include:
 - a. Identification of the allegations potentially constituting sexual harassment;
 - b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of the District's code of conduct to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the District to the complainant; and
 - f. The District's procedures and permissible bases for the complainant and respondent to appeal.
10. The District shall provide the written determination to the parties simultaneously.
11. The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

G. Appeal

1. Both parties have the right to appeal to the Board the Superintendent's determination regarding responsibility, and from a dismissal of a formal complaint or any allegations therein, on the following bases:
 - a. Procedural irregularity that affected the outcome of the matter;
 - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
2. As to all appeals, the Title IX Coordinator shall:
 - a. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - b. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - c. Ensure that the decision-maker(s) for the appeal complies with the standard of evidence as required in this policy;
 - d. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - e. Ensure that a written decision is issued describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.
3. Appeal to the Superintendent. The following procedure shall be used to address an appeal of the decision-maker's determination to the Superintendent:
 - a. If a party is not satisfied with the decision-maker's determination, or if the decision-maker's determination does not without good cause render a written decision within fourteen (14) calendar days of the expiration of time frame set forth in E.8., that party may appeal to the Superintendent by filing form

ACAA-E(2), Sexual Harassment - Complaint Appeal to the Superintendent. The appeal must be filed within ten (10) calendar days of receipt of the decision-maker's written decision, or ten (10) days of the deadline for the decision-maker's written decision, whichever comes first. The appealing party must attach the decision-maker's written determination.

- b. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the decision-maker's decision, or the Superintendent may refer the matter back to the decision-maker for further investigation and supplemental decision which may restate, modify or reverse the decision-maker's initial decision. A supplemental decision by the decision-maker after a referral back to the decision-maker may be appealed to the Superintendent.

4. Appeal to the School Board. If a party is not satisfied with the Superintendent's decision, or if the Superintendent does not without good cause render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form ACAA-E(3), Sexual Harassment – Complaint Appeal to the School Board, within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the decision-maker's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a sexual harassment complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the sexual harassment policy;
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
 - C. The Complainant, person alleged to have violated the sexual harassment policy, and Superintendent each have the right to be represented at the hearing;
 - D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
 - E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
 - F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
 - G. The appealing party shall present his or her case first, and the other party 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 board members may ask questions of any witness;
 - H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;

- I. 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, hearing officer or the other person authorized by law to take oaths and affirmations;
- J. 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).
- K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
- L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties 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. Within twenty (20) calendar days of the hearing, the 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 both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- M. 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 convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the decision-maker and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting sexual harassment, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a third person from being on school property or at school activities for such time as may be determined by the Board.
- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal pursuant to law.

SECTION 6 - Miscellaneous

A. Consolidation of formal complaints. The District may consolidate formal complaints as to a legations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the a legations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this section to the singular 'party, ' 'complainant, ' or 'respondent ' include the plural, as applicable.

B. Dismissal of Complaint:

- 1. The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
 - a. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - b. The respondent is no longer enrolled in or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a

determination as to the formal complaint or allegations therein.

2. Upon a dismissal required or permitted pursuant to B.1. above, the District shall promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties.
3. Any party whose participation is invited or expected, shall be given written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
4. Both parties shall have equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.



- Building Update-
- Fall Colloquium update-
- Focus Group Meeting-
- Report Card-Mid October
- TOY-
- K-5 STEM Grant-
- Droplet-
- Scoreboard-
- Vouchers for Committee Meetings-
- ASBSD Gavel Award Picture-

UPCOMING EVENTS

- October Interim Meeting-TBA
- Regular Meeting-November 14th, 6pm



Middle School and High School

Recognitions

- MS Students of the Month
 - Science – Xander Dolney
 - Math – Tyson Hagberg
 - ELA – Lilly Mabior
 - Social Studies – R.J. Matthies

- HS Students of the Month
 - CTE – Zach Martinell
 - Science – Trey Maaland
 - Math – Josie Andersen
 - English – Destiny Bekaert
 - History – Devon Moore
 - Music – Gabe Mattson
 - Art – Isabelle Deboer

- All-State Choir Quartet
 - Kaylee Decker
 - Jaycee Hourigan
 - Jaydon Schmalz
 - Aidan Baer

- Planbook

- NWEA

- Upcoming Events

- Tobacco Prevention Seminar for Middle School – Oct. 17th
- Financial Aid Night – Oct. 17th
- ACT Testing – Oct. 18th
- Parent/Teacher Conferences – Oct. 28th



Elem. Principal

- Elementary September Students of the month
 - JK – Chase Kreger
 - K - Boyd Sime
 - 1st - Keegan Beutler
 - 2nd - Kira Kor
 - 3rd - Lilly Larson
 - 4th - Madisyn Fieber
 - 5th – Huxley Hennings
- September Cardinal Card Winners:
 - Wade Tvedt
 - Dawson Stohr
 - Crue Bucknell
 - Kiley Marko
 - Baylor Engelbrecht
- SWWC services – Southwest West Central Services Cooperative
- MAPS
 - Continuing to meet with Elem. teachers – discussions on how we are using the data and how to expand on it. Creating individual goals and classroom goals.
- Conferences
 - October 28, 2022 from 8:00am to 4:00pm
 - Preschool through fifth grade will use sign up genius to schedule conferences
- After School Program
- Campus Messenger
- Spelling Bee – Cardinal Community Connection
 - Nov. 3rd
 - Nov. 17th
- DOE – Tutor Opportunity
- Planbook – Oct. 31st

Athletic Director

- Congratulations to Braydon Simon who was nominated and awarded the Taco Johns athlete of the week for his performance vs. Webster
- Marching Band Recognitions
 - High School received 3rd at Arlington

- Junior High received 3rd at Arlington
- Fall Seasons will soon be ending
 - Two home Varsity VB matches left
 - Football Playoffs
 - Cross Country
 - 2nd in the LCC meet – boys and girls
 - 1st in the ECC meet for boys and 2nd for girls
 - NEC meet - ?
 - Softball Discussion

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, September 19, 2022

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, September 19, 2022 via Zoom or at Lake Area Technical College in Watertown, SD. The meeting was called to order by President Schuurman at 7:02 P.M. and adjourned at 8:20 P.M.

Members present:

Jolene King, Arlington; Audrey Schuller, Britton-Hecla; Alisha Nielsen, Castlewood; Malory McIntire, Clark; Michelle Prins, Deuel; Arend Schuurman, Elkton; Lisa Lauterhahn, Enemy Swim Day School; Chris Verhoek, Estelline; Megan Eichler, Lake Preston – entered at 7:03 P.M.; Lana Sand, Rosholt; Jessica Anderson, Rutland; Jayme Trygstad, Sioux Valley; Lisa Amdahl, Summit; Penny Thyen, Waverly/South Shore; Martin Looyenga, Webster—entered at 7:07 P.M.

Absent:

Barb Asleson, De Smet; Laura Crooks, Deubrook; Jon Kahnke, Florence; Tara Abraham, Hamlin; Paula Blue, Henry; Greg Bich, Iroquois; Carrie Schiernbeck, Oldham/Ramona; Art Berger, Waubay; Tia Felberg, Willow Lake; Natalie Remund, Wilmot

Others Attending:

NESC Staff Representatives: Shelly Skogstad, Teresa Landmark and Stephanie Hayunga

Member District Superintendents: None present

NESC Administration: Andrea Powell, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

Call to Order

President Schuurman called the meeting to order at 7:02 P.M.

Introduction of Guests

Shelly Skogstad, Teresa Landmark and Stephanie Hayunga were introduced as guests.

Public Comment

No public comments were presented.

Agenda Review, Changes, and Approval

Action #23-13 Motion by J. King, 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 #23-14 Motion by P. Thyen, second by J. Trystad, to approve the financial report for the period ending August 31, 2022. All present voted, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
August 1, 2022	\$18,823.22	\$1,006,356.55	\$11,846.77
<u>Receipts:</u>			
Local Sources	\$1,790.98	\$206,981.30	\$2,441.63
State Sources		\$4,544.32	
Federal Sources			
Other	\$172,193.32		
<u>Total Monthly Receipts</u>	<u>\$173,984.30</u>	<u>\$211,525.62</u>	<u>\$2,441.63</u>
Total Gross Receipts	\$192,807.52	\$1,217,882.17	\$14,288.40
Manual Journal Entries			
Less Salaries	\$6,522.02	\$282,698.81	
Less Disbursements	\$62,145.56	\$66,498.55	\$5,463.84
<u>Total Salaries & Disbursements</u>	<u>\$68,667.58</u>	<u>\$349,197.36</u>	<u>\$5,463.84</u>
Ending Cash Balance			
August 31, 2022	\$124,139.94	\$868,684.81	\$8,824.56

Consent Agenda

Action #23-15 Motion by L. Amdahl, second by L. Sand to approve the following items on the Consent Agenda: 7a) Approval of August 15, 2022 Board of Directors meeting minutes; 7b) Approval of payment of September 2022 budget claims; 7c) Approval of contracts: Maria Meyer– School Psychologist - .68 FTE - \$51,688.73; Deb Lauseng, \$300.00/day – Long Term SLP substitute; Morgan Prouse, \$15.90/hr – Paraprofessional Hamlin Center Base; 7d) Approval of LATC Affiliate Agreement. All present voting in favor, motion carried.

September 2022 Accounts Payable

General Fund: AUTOMAXX CDJR, INC. FLEET MAINT 1,396.13; BERNIE'S BODY & GLASS SHOP FLEET MAINT 500.00; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 190.30; BYTESPEED, LLC TECH EQ 87.75; CENEX FLEETCARD FLEET MAINT 3,782.99; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 11.44; DEUBROOK SCHOOL DISTRICT REGIS 13.50; DEUTSCH, JENNIFER BACKGROUND CHECK 3.89; DUST TEX SERVICE, INC. AUG RUG RENTAL 5.40; EDWARDS, LINDSY BACKGROUND CHECK 3.89; ELABO T.S. DUES 5.40; FLORA, CHRISTINA BACKGROUND CHECK 3.89; FREEMAN, MARISA BACKGROUND CHECK 5.69; HAMLIN COUNTY FARMERS COOP FY23 PROPANE FILL/FLEET MAINT 1,595.60; HAUG, GUNNER BACKGROUND CHECK 4.79; HEALTH EQUITY HSA/FLEX 12.10; HEGGELUND, NICOLE ADVANCE STUDY 45.00; MEYER, MARIA REIMB MI 37.09; NESC IMPREST 217.12; NESC PAYROLL SEPT 22 7,061.86; NORTHEAST SUPERINTENDENTS A.P. DUES 5.40; OTTERTAIL POWER CO. ELEC 22.51; PALMLUND AUTOMOTIVE FLEET MAINT 137.45; QUIRAM, JESSICA BACKGROUND CHECK 4.79; ROB'S AUTO REPAIR FLEET MAINT 3,129.12; RON'S AUTO REPAIR FLEET MAINT 330.87; SCHWANDT, ROBIN BACKGROUND CHECK 5.69; SD DEPT. OF EDUCATION ZOOM LICENSE 0.68; TWIN VALLEY TIRE, INC - WEBSTER FLEET MAINT 609.18; W.W. TIRE SERVICE FLEET MAINT 1,299.30; WATERTOWN PUBLIC OPINION MINUTES 51.84

Fund Total: \$20,580.66

Special Education Fund: BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 8,386.57; BYTESPEED, LLC TECH EQ 887.25; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 115.68; DEUBROOK SCHOOL DISTRICT REGIS 1,336.50; DEUTSCH, JENNIFER BACKGROUND CHECK/MI REIMB 54.48; DUST TEX SERVICE, INC. AUG RUG RENTAL 54.59; EDWARDS, LINDSY BACKGROUND CHECK/JULY ESY MI REIMB 266.16; ELABO T.S. DUES 54.60; FLORA, CHRISTINA BACKGROUND CHECK 39.36; FREEMAN, MARISA BACKGROUND CHECK 57.56; GARY, JODY AUG MI REIMB 280.48; GENT, MELISSA FY23 NASP DUES 220.00; HAMLIN COUNTY FARMERS COOP FY23 PROPANE FILL 3,903.90; HAUG, GUNNER BACKGROUND CHECK/AUG ESY MI REIMB 210.16; HEALTH EQUITY HSA/FLEX 122.40; HEGGELUND, NICOLE ADVANCE STUDY 455.00; LAWRENCE, SHANNON REIMB MI 21.00; MEYER, MARIA FY23 NASP DUES/MI REIMB 220.00; NESC PAYROLL SEPT 22 343,071.67; PARENT JULY/AUG MI REIMB 50.40; NESC IMPREST 618.46; NORTHEAST SUPERINTENDENTS A.P. DUES 54.60; OLSON, KIMBERLY AUG ESY MI REIMB 173.88; OTTERTAIL POWER CO. ELEC 227.56; QUIRAM, JESSICA BACKGROUND CHECK 48.46; SCHWANDT, ROBIN BACKGROUND CHECK 57.56; SD DEPT. OF EDUCATION ZOOM LICENSE 21.82; TIEFENTHALER, DEBRA AUG MI REIMB 38.64; WATERTOWN PUBLIC OPINION MINUTES 524.16

Fund Total: \$361,572.90

Discussion Items

Assistant Director's Report

Assistant Director Frewing gave his report.

Director's Report

Director Powell gave her monthly report.

Executive Session

Action #23-16 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 J. Trystad, second by A. Schuller to enter executive session at 7:10 P.M. All present voting in favor, motion carried.

President Schuurman declared the board out of executive session at 8:14 P.M.

Action Items

No action items were presented.

Appoint Steering Committee Small School Representative

President Schuurman appointed Lana Sand, Rosholt to the Steering Committee for small schools representative.

Adjournment

Action #23-17 With there being no further business, motion by J. Trystad, second by A. Nielsen, 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, October 17, 2022 at 7:00 P.M.

Arend Schuurman, President

Tiffany Stormo, Business Manager