

Tentative Agenda
Monday, March 8, 2021
6:00 pm

Flandreau School Board
Elementary Commons

Below is a link for the live stream of the school board meeting:
LiveTicket = <http://fliers.liveticket.tv/>

- I. PLEDGE OF ALLEGIANCE
- II. OPEN FORUM *
- III. APPROVAL OF AGENDA
- IV. COMMUNICATION – Recognition of visitors
 - a. Administration reports.
 - b. Disclosure/Conflict of Interest.
- V. CONSENT AGENDA
 - a. Approval of minutes, financial statements, and bills.
- VI. OLD BUSINESS
 - a. Back to School Plan.
 - b. Summer School.
 - c. Amateur Football team – use of facilities.
- VII. NEW BUSINESS
 - a. Graduation Guideline policy.
 - b. Acknowledge Public School Exemption.
 - c. Resignations.
 - d. Executive Session according to SDCL 1-25-2 (1).
 - e. New hires.
 - f. Any action deemed necessary after executive session.
 - g. Adjournment.

• NOTE: Members of the public who desire to address the board on items of interest or concern that do not appear on the agenda are invited to do so at this time. Up to 15 minutes will be devoted to this agenda item with the board president to increase or decrease the time as needed. It would be most appreciated if you would limit your remarks to not more than 3 minutes; to appoint a spokesperson if the concern is a group concern; and to supplement verbal presentations with written reports, if necessary or desired. We ask that you remember that South Dakota law prohibits the board from discussing specific employees, their job performance, or students. If you have thoughts to share about items that are included as topics for tonight's meeting, we will invite those comments when we reach that point in the meeting. Please state your name before you begin speaking.

SCHOOL BOARD MEETING

February 8, 2021

The Board of Education of the Flandreau School District No. 50-3, Flandreau, Moody County, South Dakota, met in regular session in the Elementary School commons at 6:00 p.m. Board members Kari Burggraff, Kevin Christenson, Jamie Hemmer, Brian Johnson, Kelly Kontz, Tammy Lunday, and Tom Stenger were present. Superintendent Rick Weber, Business Manager Stacey VanBeek and Principals Nichole Herzog and Justin Kelm were also present.

The Pledge of Allegiance was recited.

There was no open forum this month.

02-125.21 Motion by Christenson, seconded by Burggraff to approve the agenda. All voted aye.

Visitors to the meeting: Kali Ahlers, Marlys Arneson, Carrie Aus, John Bechen, Leah Dailey, Adam Day, Stephanie Dennis, Laura Drietz, Kathie Erdman Becker, Marietta Gassman, Abby Hawks, Nicole Heier, Travis Johnson, Jenny LeBrun, Kari Lena-Helling, Natasha Luchtenburg, Samantha Luze, Makenna Macdonald, Chelsea Molden, Laura Peters, Christy Plucker, Wylie Scalise, Ashley Stenger, Alaina Stoutland, Tanner Sundermeyer, Tim Sundermeyer, Inday Wade, Brenda Whipkey, Elizabeth White.

First National Bank of Flandreau presented the school with a check for \$4,487.00 from the Community Rewards debit card program.

Superintendent's and principals' reports were given.

There were no Conflict of Interest disclosures to report for this month.

The counseling department provided an update on the PBIS program, the Fliers Closet, and the mental health services website that recently launched.

02-126.21 Motion by Johnson, seconded by Kontz to approve the consent agenda consisting of minutes for the regular meeting on January 11, 2021; the financial reports as of January 31, 2021; the bills in the amount of \$93,800.41 be allowed from General Fund; \$40,602.41 be allowed from Capital Outlay Fund; \$42,288.77 be allowed from Special Education Fund; \$60,523.79 be allowed from Food Service Fund. All voted aye.

Lunchtime Solutions will start providing a salad bar again on February 16. Measures will be taken in both lunch lines to ensure proper hygiene steps are being followed for this service. We have consulted our local public health officials and we will follow their guidance to bring this offering back.

02-127.21 Motion by Johnson, seconded by Christenson to continue to offer up to 80 hours of COVID leave per employee through the March board meeting, as the Families First Coronavirus Response Act (FFCRA) expired December 31, 2020. This will be evaluated on a monthly basis and dependent on the Coronavirus Relief Fund money remaining. All voted aye.

02-128.21 Motion by Christenson, seconded by Johnson to approve the 2021-2022 school calendar as proposed by the advisory board. The first day for staff will be August 17, 2021, the first day for student attendance would be August 19, 2021. All make-up days will be on weekdays following May 17, 2022, excluding May 30, 2022. Nay—Hemmer. All others voted aye.

A third reading was held to change Policy 6040—Petitions on School Grounds to read that petitions are not allowed on school grounds at any time.

02-129.21 Motion by Burggraff, seconded by Lunday to approve the change to Policy 6040—Petitions on School Grounds to read “Petitions of any kind will be not circulated on school grounds.” All voted aye.

Prom was discussed. The prom advisors and student committee put together a plan to still have a grand march and dance with added COVID precautions.

The Madison Warriors amateur football team has requested use of the school football field in April-May for practice and games. This will be tabled to the March meeting while the board members complete further research on the topic.

02-130.21 Motion by Kontz, seconded by Christenson to start the process of hiring a summer school coordinator so that person can be involved in the planning of the program, of which details are yet to be determined. All voted aye.

The school's electronic message sign on Hwy 32 was discussed. Options of where to move it continue to be explored.

02-131.21 Motion by Christenson, seconded by Kontz to approve the driver's education classroom tentative dates of May 25th through June 4th; student fees set at \$240; the class will need a minimum of 18 students. If more than 26 enroll, age will be the determining factor of who will be able to take the course; oldest students will be allowed first; set instructor Wylie Scalise's wage at \$22 per hour. All voted aye.

The board acknowledged an application for public school exemption.

02-132.21 Motion by Burggraff, seconded by Lunday to accept the resignation of Josh Edlund, middle school track coach, effective immediately dependent on finding a suitable replacement. All voted aye.

02-133.21 Motion by Burggraff, seconded by Lunday to accept the resignation of Jean Pulscher, high school secretary, effective approximately two weeks after the end of the school year. All benefits will remain in place, as her early resignation allows the district to act and get a replacement hired while Jean is still employed to mentor and train the new hire. All voted aye.

02-134.21 Motion by Burggraff, seconded by Hemmer authorizing an executive session of the Board in accordance with SDCL 1-25-2 regarding (1). All voted aye. The Board thereupon went into executive session at 7:19 p.m. All matters having been considered, President Stenger declared the executive session over. The Board resumed in open session at 9:00 p.m.

02-135.21 Motion by Johnson, seconded by Lunday to approve the contract of Robert Lack, instructor (\$18,480 prorated). All voted aye.

02-136.21 Motion by Kontz, seconded by Burggraff to approve the contract of Christi Christianson, paraprofessional, at \$11.90/hour. All voted aye.

02-137.21 Motion by Johnson, seconded by Lunday to approve the contract of Kevin (Bo) Ivers, paraprofessional, at \$13.00/hour. All voted aye.

02-138.21 Motion by Kontz, seconded by Lunday to extend the contract offered to Superintendent Rick Weber through the 2022-2023 school year. All voted aye.

Gross salary for January is as follows: Instruction \$202,511.69; Support Services \$85,051.54; Social Security \$20,730.04; Retirement \$16,983.68; Insurance \$27,559.14. Special Education Fund: Instruction \$50,364.31; Support Services \$19,590.01; Social Security \$5,020.75; Retirement \$3,957.58; Insurance \$8,866.90. Food Service Fund: Support Services \$2,023.77; Social Security \$141.13; Retirement \$121.08; Insurance \$656.79.

02-139.21 There being no further business, motion by Burggraff, seconded by Christenson to adjourn the meeting at 9:02 p.m.

Tom Stenger, President

Stacey VanBeek, Business Manager
Flandreau School District #50-3

(Published once at the total approximate cost of _____.)

FLANDREAU SCHOOL DISTRICT #50-3
 FINANCIAL REPORT FOR THE MONTH
 ENDING February 28, 2021

	General Fund	Capital Outlay Fund	Special Education Fund	Impact Aid Fund	Bond Redemp. Fund	Food Service Fund	Enterprise Fund (DE)	Trust and Agency Fund
Balance forward:	1,345,644.73	1,513,034.67	(38,989.76)	656,437.12	195,960.51	210,772.13	7,640.43	522,546.49
<u>Local Sources:</u>								
Taxes	67,274.84	109,797.97	62,749.38		18,824.99	0.72		
Interest	4.58	5.15	-	2.23	0.66			
Co-Curricular	4,038.00							
Misc	3,019.33	78.31	10,981.91			6.61		
Meals/milk						2,806.50		
Student Activities								71,020.93
Transfers In/Out	-	-	-	-	-	-	-	-
<u>Intermediate Sources:</u>								
County Apportionment	9,723.02							
<u>State Sources:</u>								
State Aid	253,362.00		28,828.00					
State Apportionment	81,286.55							
Bank Franchise Tax	-							
Impact Aid	-							
Mentor teachers	-							
State Assessed Utilities	-							
<u>Federal Sources:</u>								
Grants	1,419.15					33,742.82		
Total Revenue:	420,127.47	109,881.43	102,559.29	2.23	18,825.65	36,556.65	-	71,020.93
Total Available:	1,765,772.20	1,622,916.10	63,569.53	656,439.35	214,786.16	247,328.78	7,640.43	593,567.42
Disbursements:	(485,627.29)	(40,602.41)	(150,662.30)	-	-	(64,375.64)	-	(60,808.67)
Balance on hand 2-28-21	1,280,144.91	1,582,313.69	(87,092.77)	656,439.35	214,786.16	182,953.14	7,640.43	532,758.75

TRUST AND AGENCY FUND
FINANCIAL REPORT
MONTH ENDING FEBRUARY 28, 2021

ACCOUNTS	BEGINNING BALANCE	DISBURSEMENTS DURING MONTH	RECEIVED DURING MONTH	END OF MONTH TOTAL
CHEERLEADER CLUB	3,321.15	51.65	25.10	3,294.60
CLASS OF 2020	(0.00)	-	-	(0.00)
CLASS OF 2021	5,012.55	-	-	5,012.55
CLASS OF 2022	4,634.94	1,900.02	5,727.55	8,462.47
COMMUNITY REWARDS	6,340.22	90.05	4,487.00	10,737.17
EDUCATION FOUNDATION	-	-	-	-
ELEMENTARY ACTIVITY	7,726.05	99.16	-	7,626.89
ELEMENTARY WEEKEND FUEL	3,767.14	176.02	2,208.00	5,799.12
FLEX PROGRAM	10,997.10	4,620.77	3,250.03	9,626.36
FFA	11,735.14	758.70	3,229.00	14,205.44
FFA LAND PLOT	-	-	-	-
IMPREST	2,213.80	4,370.80	2,108.20	(48.80)
MIDDLE SCHOOL ACTIVITY	2,799.49	-	-	2,799.49
NATIONAL HONOR SOCIETY	(344.73)	-	94.00	(250.73)
PAYROLL WITHHOLDING	17,443.92	43,765.92	46,196.23	19,874.23
PBIS - HS	158.17	31.47	-	126.70
PBIS - MS	213.47	-	-	213.47
PBIS - EL	403.41	61.87	-	341.54
REVOLVING ACCOUNT	391.00	2,266.00	1,875.00	-
SCHOLARSHIP - BECHEN	11,126.56	-	-	11,126.56
SCHOLARSHIP - EVANS	-	-	-	-
SCHOLARSHIP - FFA LAND	83,135.96	-	-	83,135.96
SCHOLARSHIP - FULLER	6,754.12	-	-	6,754.12
SCHOLARSHIP - GENERAL	17,768.92	-	-	17,768.92
SCHOLARSHIP - JELLIFE	6,071.17	-	-	6,071.17
SCHOLARSHIP - DAKOTALAYERS	5,666.90	-	-	5,666.90
SCHOLARSHIP - LEE	206,173.07	-	-	206,173.07
SCHOLARSHIP - MASONIC	20,009.80	-	-	20,009.80
SCHOLARSHIP - RICE	6,002.98	-	-	6,002.98
SCHOLARSHIP - RUSCH	72,035.17	-	-	72,035.17
SCHOLARSHIP - WITTERN	6,281.29	-	-	6,281.29
SCHOLARSHIP - HURSEY	-	-	-	-
SCHOLARSHIP - JONES	500.00	500.00	-	-
SCHOLARSHIPS - SUTTON/ACKERMAN	-	500.00	500.00	-
SCHOOL EMP. CONTRIBUTIONS--HS	860.74	180.02	-	680.72
SCHOOL EMP. CONTRIBUTIONS--MS	548.17	122.50	-	425.67
SCHOOL EMP. CONTRIBUTIONS--EL	861.34	129.00	-	732.34
SMOOTHIE SHOP (LIFESKILLS)	26.41	-	-	26.41
STUDENT BODY ACCOUNT - HS	440.54	-	0.76	441.30
STUDENT COUNCIL - HS	781.77	236.72	362.06	907.11
TITLE VI STUDENT FUNDRAISING	22.56	-	-	22.56
TITLE VI UNITED WAY (AFTER SCH GRAN	676.20	-	-	676.20
TOURNAMENT PLAYOFFS	(10.00)	948.00	958.00	-
TOTALS	522,546.49	60,808.67	71,020.93	532,758.75

BILL LISTING - March 8, 2021

GENERAL FUND:

Area II	Membership dues	75.00	
Best Western	Lodging	999.00	
BMO Procurement Card			
Amazon	Supplies	683.35	
A-OX	Services	483.73	
Barnes & Noble	Supplies	100.00	
Belvidere Store	Gasoline	38.60	
Buhrs	Services	63.58	
Corner Pantry	Gasoline	110.08	
Dakota Shell	Gasoline	162.34	
Daktronics	Supplies	170.00	
Easy Time Clock	Time clock software	33.00	
FuelMart	Gasoline	28.51	
G&R	Repairs	152.56	
Highland Travel Plaza	Gasoline	29.98	
Hillyard	Supplies	249.74	
HyVee	Supplies	38.30	
JCL	Supplies	2,346.92	
JW Pepper	Music	1.95	
Loves	Gasoline	30.82	
Muth Electric	Services	481.70	
Office Peeps	Services	1,545.97	
Pioneer	Play scripts	351.00	
Sams	Supplies	66.88	
Tractor Supply	Supplies	19.16	
Tyler Lumber	Supplies	161.07	
United Labs	Supplies	346.45	
Vast	Services	778.88	
Verizon	Telephone services, hot spot devices	2,086.74	
Wall Auto Livery	Gasoline	23.62	
Walmart	Supplies	99.19	
West Forty	Gasoline	50.51	10,734.63
Booster	Advertising	131.00	
Chamblin	Meal reimbursement	174.00	
Christensen, Steve	Wrestling scorer	225.00	
City of Flandreau	Utilities, SRO	19,900.71	
Dakota Recognition	Supplies	1,009.95	
Dakotacare	Services	121.25	
Educational Testing Service	Assessments	385.00	
Eng Services	Services	2,072.50	
Flandreau School	Region wrestling fees	315.38	
Genzinger, Derek	Meal reimbursement	174.00	
Graves IT Solutions	Services	100.00	
Groff, Jaden	Interpretor	137.50	
Harlows Bus Services	Services	5,638.94	
Medco	Supplies	18.24	
MidAmerican Energy	Utilities	3,986.49	
Moody County Enterprise	Services	443.81	
Patriot Electric	Supplies	389.43	
Popplers	Supplies	25.90	
Rudy's Welding	Services	247.00	
Rutland School	Training	434.66	
Schutte, Wendy	BB scorer	525.00	
Sheppard, Sandy	BB timer	25.00	
Sturdevants	Supplies	25.97	
Swiftel	Services	135.00	
Trust and Agency-Imprest			
Cash	State One-act and wrestling meal money	1152.00	
Ahmann, Nic	Official	140.00	
Duetsch, Patrick	Official	249.20	
Rasmussen, John	Official	140.00	
Reisdorfer, Jason	Official	100.00	
Struder, Jacob	Official	100.00	
Vandeberg, Aaron	Official x2	282.00	
Boechler, Collin	Official	100.00	
Duffy, Terry	Official	140.00	
Entringer, Peter	Official	140.00	
Gross, Andrew	Official	127.72	
Hageman, Ryan	Official	191.24	
Ortman, Paul	Official	142.00	
Hansen, Alan	Official	140.00	
Larson, Chad	Official	100.00	
Ruesink, Moe	Official	130.24	
Struck, Gene	Official	150.40	
Kellenberger, Adam	Official	100.00	
Lee, Taylor	Official	100.00	
Vandeberg, Darin	Official	324.00	4,048.80
Weber, Zach	BB official	550.00	
Weide, Allssa	Interpretor	137.50	
White, Janii	Background check	43.25	
Wiese, Bill	Wrestling timer	225.00	
Wiese, Chris	Official	387.50	

TOTAL GENERAL FUND

53,842.41

CAPITAL OUTLAY FUND:

BMO Procurement Card	Amazon	Library books, supplies	1,897.78	
	Bound to Stay Bound	Library books	323.60	
	Follett	Library books	370.57	
	JCL	Equipment	11,800.00	
	Office Peeps	Copier	5,711.00	20,102.95
Convergint		Intercom system		2,509.42
Harlow's Bus Services		Services		24,953.29
		TOTAL CAPITAL OUTLAY FUND		47,565.66

SPECIAL EDUCATION FUND:

Provider		Services		675.64
BMO Procurement Card	Amazon	Supplies	70.89	
	Caseys	Gasoline	104.00	
	Firelight	Subscription	129.25	
	LanguageLink	Services	11.91	
	Lutheran Social Services	Services	141.80	
	Mentoring Minds	Supplies	166.95	624.80
Goodcare		Services		7,056.72
Jackrabbit Tire		Repairs		73.87
Provider		Services		33,091.25
Provider		Services		1,453.61
Pearson		Supplies		145.00
Prairie Lakes Coop		Services		4,897.16
Provider		Services		847.65
Provider		Services		3,444.00
		TOTAL SPECIAL EDUCATION FUND		52,309.70

FOOD SERVICE FUND:

BMO Procurement Card	Amazon	Supplies	260.75	
	IS Restaurant	Repairs	114.59	
	Sams	Supplies	161.88	537.22
IS Restaurant		Supplies		494.82
Lunchtime Solutions		Services		30,904.26
		TOTAL FOOD SERVICE FUND		31,936.30

Total General Transportation	\$ 24,953.29
Total Field Trips & Sports Activities	\$ 2,874.12
PPE/Sanitization	\$ 620.52
Total Intown School Bus Trips	\$ -
Total Driver Down Time	\$ 769.50
Fuel Surcharge	\$ 1,374.80
Total Monthly Invoice	\$ 30,592.23

General Transportation	Daily Miles	Annual Rate	1 of 9 Monthly Pmts
Total General Transportation	320	\$224,579.65	\$ 24,953.29

Date	Description	Bus #	Miles	Rate	Total	Wait Hours	Rate	Total
2/1/21	Volga- JH GBB	6	72	\$ 2.58	\$ 185.76	3.50	\$ 15.39	\$ 239.63
2/2/21	Hayti- WR	1	140	\$ 2.58	\$ 361.20	6.00	\$ 15.39	\$ 453.54
2/5/21	Garretson- WR	1	60	\$ 2.58	\$ 154.80	6.00	\$ 15.39	\$ 247.14
2/5/21	Volga- GBB	3	72	\$ 2.58	\$ 185.76	3.00	\$ 15.39	\$ 231.93
2/8/21	White- JH BBB	1	78	\$ 2.58	\$ 201.24	3.50	\$ 15.39	\$ 255.11
2/8/21	Madison- GBB	3	66	\$ 2.58	\$ 170.28	4.00	\$ 15.39	\$ 231.84
2/9/21	Baltic- JH BBB	1	64	\$ 2.58	\$ 165.12	3.00	\$ 15.39	\$ 211.29
2/12/21	Cancelled Tri-Valley- WR			\$ 2.58	\$ -		\$ 15.39	\$ -
2/15/21	Cancelled Parker- JV GBB/BBB			\$ 2.58	\$ -		\$ 15.39	\$ -
2/15/21	Cancelled Parker- GBB/BBB			\$ 2.58	\$ -		\$ 15.39	\$ -
2/16/21	Baltic- JV GBB/BBB	1	64	\$ 2.58	\$ 165.12	5.00	\$ 15.39	\$ 242.07
2/16/21	Baltic- GBB/BBB	3	64	\$ 2.58	\$ 165.12	3.00	\$ 15.39	\$ 211.29
2/20/21	Parker- BBB	3	144	\$ 2.58	\$ 371.52	4.00	\$ 15.39	\$ 433.08
2/22/21	Sioux Falls- BBB	1	104	\$ 2.58	\$ 268.32	4.00	\$ 15.39	\$ 329.88
2/25/21	Henry	1	186	\$ 2.58	\$ 479.88	5.00	\$ 15.39	\$ 556.83
			1114	Total's	\$ 2,874.12	50.00	\$ 769.50	\$ 3,643.62

Date	Description	Miles	Number of Trips	Rate	Total	Wait Hours	Rate	Total
		0	0	\$ 77.06	\$ -	0.00	\$ 15.39	\$ -
		0	0	\$ 77.06	\$ -	0.00	\$ 15.39	\$ -
		0	0	\$ 77.06	\$ -	0.00	\$ 15.39	\$ -
		0	0	\$ 77.06	\$ -	0.00	\$ 15.39	\$ -
			Total's	\$ -	\$ -	0.00	\$ -	\$ -

Fuel Surcharge	Days	Miles	Total Miles
Routes	18	320	5,760
Sports/Field Trips Activities			1,114
Intown School Bus Service			-
Total Miles			6,874

Avg Price for Fuel	\$ 3.00
Contract Price	\$ 2.00
Difference	\$ 1.00
Mileage Rate	\$ 0.20
Total Fuel Surcharge	\$ 1,374.80

PPE & Sanitization		Day/	Cost Per L	Hours Per	Number of
					Days
Labor Cost	\$ -		\$ 356.40	1	18
PPE Supplies	\$ 24.48		\$ 2.04	0.17	18
PPE Supplies	\$ 2.04		\$ 2.04	0.17	12
Labor Cost	\$ 237.60		\$ -	-	12
PPE Other	\$ -		\$ -	-	0
Total	\$ 620.52				

Graduation Guidelines Regarding the Death of a Student

The Flandreau Public School District recognizes the far-reaching impact a student's death may have on other students, staff, families and the community. The District believes that remembrance of a student whose life ended during his/her years in the Flandreau Public School District should be consistent and equitable from case to case, and considerate of the grief process of family, friends, and coworkers, and in accordance with Board policy. The graduation ceremony is reserved for the celebration of scholastic achievement and the anticipation of future opportunities available to all of the graduates of Flandreau Public School District. The purpose of this policy is to assist staff, students, and families affected by a death by providing guidelines for decision-making regarding graduation. (*Sample Memorial School Board Policy, National Association of School Psychologists*)

Guiding Principles

1. Graduation from a school is an occasion for students and their families as well as the school community to celebrate the achievements of the class cohort and accomplishments of individual students as they embark on the next stage of their academic or vocational development.
2. Milestones in the life cycle like school graduations are often times when memories of those who died who are not present can be triggered.
3. Commemorating those students and members of the school community who died may help members of the student cohort continue to process their loss and family members of those that died feel assured that their loved ones are not forgotten.
4. The needs of those students and members of the school community who are either not emotionally ready to process their loss or choose not to have feelings of grief overshadow their time of personal celebration should also be respected.

(*Guidelines: Student Commemoration, National Center for School Crisis and Bereavement*)

Protocols

1. **Moment of Silence (To Be Added to All Graduation Ceremonies)**
While the graduation ceremony is not a time to provide a tribute to those who died, since this will shift the focus away from the celebration of graduating students, it can be a time to briefly acknowledge those members of the school community or loved ones of the graduating class who are unable to be present due to death. Names of deceased student(s) of the graduating class and staff who taught the graduating class will be read followed by a moment of silence to provide an opportunity for personal reflection.
2. If a student passes away at any time while enrolled at Flandreau High School:
 - a. The immediate family of the deceased student will be invited to attend graduation.
 - b. A chair will be reserved in memory of the deceased student. Placement of the chair will be determined by school administration. For consistency in how all deceased students are honored at graduation, the class flower is all that will be placed on the chair.

- c. In accordance with "The Rose" tradition, a rose will be provided for the family of the deceased student.
- d. If the graduating class creates a slideshow, photographs of the deceased student can be included if the pictures record events that the members of the class experienced while the student attended school. Personal photographs, such as those taken at family events or with friends outside of the school setting, are not part of the collective experience of the class. The family of the deceased student will be offered a copy of the slideshow.
- e. Students who completed sufficient credit to graduate prior to their death or who completed the Fall semester of their Senior year may qualify for a posthumous diploma that may be given to their family at a designated time prior to the graduation ceremony. A footnote will be included in the program stating that the diploma was awarded posthumously.