



Deuel School District #19-4 School Board Meeting Agenda
Monday, July 8, 2024, 6:00 p.m.

CALL TO ORDER

ADOPT THE AGENDA

PUBLIC COMMENT/VISITORS

CONFLICT OF INTEREST DISCLOSURES

CONSENT AGENDA ITEMS

- 1 – Minutes – Special Meeting June 3, 2024, Regular Meeting June 10, 2024, and Special Meeting June 24, 2024.
- 2 – June 2024 Payroll

ACTION ITEMS

Canvas Election – June 18, 2024
Financial Report for the Month Ending June 30, 2024
June 2024 Bills
Surplus Uniforms
Open Enrollment 24-25D
SDHSAA Runoff Ballot – West River At-Large Representative
2nd Reading of MS/HS Handbook
2nd Reading of Elementary Handbook
Supplement to the 2023-2024 budget as follows:

General Fund:

Expenditures:

10 1112 057 111	Summer School Salaries	\$ 29,500.00
10 1121 000 111	MS Salaries	\$ 45,500.00
10 1131 000 111	HS Salaries	\$ 57,000.00
10 1131 920 411	Perkins	\$ 53,235.00
10 1141 000 111	Preschool Salaries	\$ 8,000.00
10 1273 000 411	Title I Supplies	\$ 7,500.00
10 1273 019 319	Title I Purchased Services	\$ 30,000.00
10 2139 000 319	Heath Services Purchased Services	\$ 2,000.00
10 2227 000 113	Technology Coordinator Salaries	\$ 10,500.00
10 2314 000 119	Election Salaries	\$ 800.00
10 2319 000 319	Board of Education Purchased Services	\$ 8,000.00
10 2321 000 220	Executive Administration Retirement	\$ 2,500.00
10 2411 000 114	Elementary Principal Non-Certified Salaries	\$ 3,500.00
10 2412 000 230	MS Principal Health/Vision/Life	\$ 1,600.00
10 2413 000 114	HS Principal Non-Certified Salaries	\$ 7,200.00
10 2413 000 230	HS Principal Health/Vision/Life	\$ 9,000.00
10 2529 000 113	Business Office Salaries	\$ 15,200.00

10 2545 000 413	Vehicle Service Motor Fuel	\$ 1,500.00
10 2549 000 411	Custodial Supplies	\$ 6,500.00
10 2569 000 461	Concessions	\$ 25,000.00
10 2574 000 411	Printing & Duplicating Supplies	\$ 2,100.00
10 6100 111 000	Boys Activities Salaries	\$ 8,000.00
10 6140 000 319	Boys Basketball Purchased Services	\$ 800.00
10 6220 000 334	Gymnastics Travel	\$ 800.00
10 6230 000 319	Volleyball Purchased Services	\$ 2,000.00
10 6240 000 319	Girls Basketball Purchased Services	\$ 1,000.00
10 6250 000 319	Softball Purchased Services	\$ 2,500.00
10 6250 000 334	Softball Travel	\$ 2,500.00
10 6559 000 114	Activity Transportation Salaries	\$ 2,600.00
10 6900 000 111	Coed Activities Salaries	\$ 10,500.00
10 6910 000 411	Cross Country Supplies	\$ 2,200.00
10 6922 000 319	Plays Purchased Services	\$ 1,400.00
10 6923 000 111	E-Sports Salaries	\$ 900.00
10 6930 000 319	Band Purchased Services	\$ 450.00
Means of Finance:		
ESSER Grant		\$ 29,500.00
Perkins Grant		\$ 53,235.00
Title I Grant		\$ 7,500.00
1003 Grant		\$ 30,000.00
Accounts Receivable		\$ 1,750.00
Fund Balance		\$ 239,800.00
Capital Outlay:		
Expenditures:		
21 1121 000 421	MS Printed Texts	\$ 1,800.00
21 1273 000 479	Title I Equipment	\$ 100.00
21 2529 000 479	Business Office Equipment	\$ 400.00
21 2530 000 542	Acquisitions Equipment	\$ 143,000.00
21 2539 000 530	Facilities Acquisitions Improvement	\$ 94,000.00
21 2559 000 323	Transportation Equipment Repair	\$ 1,600.00
21 2574 000 319	Printing & Duplicating Purchased Services	\$ 7,400.00
21 5110 000 613	Debt Service Bank Fees	\$ 175.00
21 6130 000 479	Football Equipment	\$ 9,300.00
21 6230 000 479	Volleyball Equipment	\$ 100.00
21 6950 000 479	Annual Equipment	\$ 2,100.00
21 6970 000 479	Cheerleading Equipment	\$ 2,200.00
21 8110 000 690	Operating Transfers Out	\$4,250,000.00
Means of Finance:		
Fund Balance		\$4,512,175.00
Special Education:		
Expenditures:		
22 1226 000 313	Early Childhood	\$ 700.00
22 2142 000 313	School Psychology	\$ 8,600.00
22 2152 000 313	Speech Pathology	\$ 9,500.00

22 2171 000 313	Physical Therapy	\$ 1,000.00
22 1272 000 313	Occupational Therapy	\$ 1,800.00
Means of Finance:		
Fund Balance		\$ 21,600.00
Capital Projects Fund:		
Expenditures:		
41 2535 000 520	Building Acquisition	\$4,250,000.00
Means of Finance:		
Transfers In		\$4,250,000.00

DISCUSSION ITEMS

REPORTS

Superintendent Schiernbeck
Principal Rahlf
Athletic Director Rahlf
Business Manager Schmahl
NESC Representative Prins

NEXT MEETING

OTHER BUSINESS – Items not on the agenda may not be voted on at this meeting
Thank you to Michele Prins and Jessica TeKrony for your years of service on the School Board

ADJOURN



Deuel School District #19-4 School
Board Meeting Minutes June 3, 2024

The special meeting of the Deuel School District Board of Education was called to order on Monday, June 3, 2024, at 6:00 p.m. by Chairperson Nielsen. Members present included Danay Nielsen, Wade Gubrud, Joel Brandt, Jessica TeKrony and Michelle Prins. Others present included Superintendent Schiernbeck and Business Manager Schmahl.

Action 6A-1

Motion by Gubrud, seconded by TeKrony to adopt the agenda as presented. All present voted aye. Motion carried.

There was no public comment.

There were no conflict-of-interest disclosures.

Budget projections and the 5-year plan were presented.

Other topics discussed were Principal interviews, School Board Election on June 18, 2024, and open positions.

Action 6A-2

Motion by TeKrony, seconded by Prins to adjourn the meeting at 7:51 p.m. All present voted aye. Motion carried.

Ellen Schmahl, Business Manager

Danay Nielsen, Chairperson

Deuel School District #19-4 School Board Meeting Minutes
June 10, 2024

The regular meeting of the Deuel School District Board of Education was called to order on Monday, June 10, 2024, at 6:00 p.m. by Chairperson Nielsen. Members present included Danay Nielsen, Joel Brandt, and Michelle Prins. Wade Gubrud and Jessica TeKrony were absent. Others present included Superintendent Schiernbeck, Principal Rahlf, and Business Manager Schmahl.

Action 6B-1

Motion by Prins, seconded by Brandt to adopt the agenda as presented. All present voted aye. Motion carried.

There was no public comment.

There were no conflict-of-interest disclosures presented.

Wade Gubrud arrived at 6:02 p.m.

Action 6B-2

Motion by Brandt, seconded by Prins to approve the consent agenda as follows: Minutes of the May 1, 2024, Special Meeting, May 13, 2024, Regular Meeting, and May 2024 Payroll – General Fund \$340,825.61, Special Education \$74,167.70 and Food Service \$18,229.98. All present voted aye. Motion carried.

Action 6B-3

Motion by Gubrud, seconded by Brandt to approve the financial report for the Month Ending May 31, 2024. All present voted aye. Motion carried.

	General Fund	Capital Outlay	Capital Projects	Special Education	Food Service	Other Enterprise	Trust and Agency	Private Purpose Trust	Total
Balance 5.1.24	1,116,076.31	2,501,869.40	(35,162.12)	237,240.43	(30,917.26)	1,236.23	168,874.69	122,947.56	4,082,165.24
Receipts:									
Local	658,239.41	638,736.61	-	332,815.69	19,379.69	1,000.00	92,742.64	-	1,742,914.04
State	129,484.36	-	-	-	-	-	-	-	129,484.36
Federal	33,070.00	-	-	-	-	-	-	-	33,070.00
Other	-	-	-	-	-	-	-	-	-
Total Receipts	820,793.77	638,736.61	-	332,815.69	19,379.69	1,000.00	92,742.64	-	1,905,468.40
G.L. Entries	-	-	-	-	-	-	-	-	-
Disbursements:									
Accts. Payable	91,315.56	56,396.10	50,069.00	7,586.51	22,260.97	-	100,621.52	-	328,249.66
Hourly Payroll	79,566.63	-	-	47,621.92	18,229.98	-	-	-	145,418.53
Contracted Payroll	261,258.98	-	-	26,545.78	-	-	-	-	287,804.76
P-Card	4,960.64	3,822.35	-	91.39	-	-	2,434.65	-	11,309.03
Flex/HS Deducts	-	-	-	-	-	-	854.84	-	854.84
Prior Adj	219.54	(8,699.54)	8,480.00	-	-	-	-	-	-
CO Cert Pmts	-	-	-	-	-	-	-	-	-
Pre-Paids	27.77	-	-	-	209.64	-	-	-	237.41
Total Disbursements	437,349.12	51,518.91	58,549.00	81,845.60	40,700.59	-	103,911.01	-	773,874.23
Balance 5.31.24	1,499,520.96	3,089,087.10	(93,711.12)	488,210.52	(52,238.16)	2,236.23	157,706.32	122,947.56	5,213,759.41

Motion 6B-4

Motion by Gubrud, seconded by Prins to approve payment of the May 2024 bills. All present voted aye. Motion carried.

Motion 6B-5

Motion by Brandt, seconded by Gubrud to designate Performance Foodservice as the 2024-2025 Food Service Prime Vendor. All present voted aye. Motion carried.

Motion 6B-6

Motion by Prins, seconded by Brandt to designate Prairie Farms as the 2024-2025 Milk Vendor. All present voted aye. Motion carried.

Motion 6B-7

Motion by Brandt, seconded by Gubrud to accept the resignation of Amber Thomas, MS/HS Principal. All present voted aye. Motion carried.

Motion 6B-8

Motion by Gubrud, seconded by Prins to accept the resignation of Michael Gohring as Assistant Softball Coach. All present voted aye. Motion carried.

Motion 6B-9

Motion by Brandt, seconded by Prins to hire Eda Timmons as the Pre-School Teacher for the 2024-2025 school year with a salary of \$29,000.00. All present voted aye. Motion carried.

Motion 6B-10

Motion by Gubrud, seconded by Prins to hire Isaac Ronne as the HS Social Studies Teacher for the 2024-2025 school year with a salary of \$47,000.00. All present voted aye. Motion carried.

Motion 6B-11

Motion by Brandt, seconded by Gubrud to hire Luke Andersen as an Assistant Football Coach for the 2024-2025 school year with a stipend of \$3,186.00. All present voted aye. Motion carried.

Motion 6B-12

Motion by Prins, seconded by Brandt to approve open enrollments 24-25A, 24-25B, and 24-25C. All present voted aye. Motion carried.

Motion 6B-13

Motion by Brandt, seconded by Prins to approve the first reading of the Elementary Handbook. All present voted aye. Motion carried.

Motion 6B-14

Motion by Gubrud, seconded by Prins to approve the first reading of the MS/HS Handbook. All present voted aye. Motion carried.

Motion 6B-15

Motion by Brandt, seconded by Gubrud to approve the Special Education Comprehensive Plan as presented. All present voted aye. Motion carried.

Business Manager Schmahl did a budget presentation and chapters 8-10 of the book Maximize Performance were discussed.

Superintendent Schiernbeck's report included: Facilities Update – east wall tuckpoint, Stein signage, parking lot asphaltting, mural for competition gym, and elementary windows; 1003

Competitive Grant; the virtual tour is done; summer school; and survey results. The interim board meeting will be June 24th at 6:00 p.m. and the next regular meeting/annual meeting will be July 8th at 6:00 p.m. The Joint Convention will be held August 8th & 9th in Sioux Falls.

Principal Rahlf's report included: May Students of the Month - JK-Harper Kloos, K-Evan Bauman, 1st-Boyd Sime, 2nd-Kade Bucknell, 3rd-Payton Broksieck, 4th-Ava Timmons and 5th-Owen Andringa; May Cardinal Card Winners - Harper Kloos, Kutter Engelbrecht, Amelia McNamara, Emily Olivarez, and Audrey Lilly; Kenna Lauseng received the \$25.00 gift card; Summer School - 39 students participating, 20 of those students are utilizing school transportation, and 13 teachers agreed to help teach this summer; Data Retreat at June Interim meeting; and Elementary Handbook – first reading.

Athletic Director Rahlf's report included: Congratulations to the state track qualifiers - Boys 100 - Oliver Fieber, Girls 200 – Addison Timmons, Boys 200 - Oliver Fieber, Boys 400 - Caleb Ronne, Girls 1600 - Jaycee Hourigan, Girls 3200 - Jaycee Hourigan, Boys 110 H - Gabe Sather, Girls 4 x 100 - Addison Timmons, Sophie Trupe, Lacey Andersen, Alayna Carlson (ALT Josie Andersen), Girls 4 x 200 - Addison Timmons, Sophie Trupe, Lacey Andersen, Alayna Carlson (ALT Josie Andersen), Boys 4 x 200 - Axel Gallardo, Caleb Ronne, Gavin Kloos, Oliver Fieber (ALT Chris Gallardo), Girls Medley Relay - Addison Timmons, Alayna Carlson, Sophie Trupe, Jaycee Hourigan, Boys Shot- Rob Begalka, Boys Disc- Rob Begalka, Girls Javelin- Josie Andersen, Kayden Russell, Girls Pole Vault- Makia Moe, Hannah Cutshaw, Rylie Bass, and Kandi Berndt;

State Track Places

Mens Results

Shot Put - 12lb Class A - Finals Field Series
3. 12 Robert Begalka 51-03.75 Deuel

Discus - 1.6kg Class A - Finals Field Series
5. 12 Robert Begalka 145-02 Deuel

Womens Results

1600 Meters Class A - Finals
21. 11 Jaycee Hourigan 5:34.93a Deuel

3200 Meters Class A - Finals
17. 11 Jaycee Hourigan 12:06.41a SR Deuel

SMR 1600m - [200-200-400-800] Class A - Finals
18. 10 Addison Timmons 4:29.62a Deuel - A
9 Alayna Carlson
8 Sophie Trupe
11 Jaycee Hourigan

Javelin - 600g Class A - Finals Field Series
6. 12 Josie Andersen 108-07 PR Deuel
21. 11 Kayden Russell 76-00 Deuel

Pole Vault Class A - Finals Field Series
6. 11 Makia Moe 10-07.00 PR Deuel
15. 10 Rylie Bass 8-07.00 Deuel
20. 9 Hannah Cutshaw 8-07.00 Deuel

Congratulations to the softball team on placing 7th in the SDHSAA State Softball Tournament; Congratulations to the following for qualifying for the state golf meet - Victoria Preheim, Annika Kriz, Jared Hotzler, Trey Maaland, and Emmitt Schwiesow; and Congratulations to Annika Kriz on placing 5th at the state golf meet.

Business Manager Schmahl's report included: School Board Election, June 18, 2024, & Absentee Voting; Food Service Training: June 11, 2024, – Anita & Ellen, July 18, 2024, – Anita & Ellen, and July 30, 2024, – Entire Kitchen Staff; and New Business Manager Workshop – July 9-11, 2024.

NESC Representative Prins reported on the May 20, 2024, NESC meeting.

An interim meeting will be held Monday, June 24, 2024, at 6:00 p.m.

Next regular meeting/annual meeting will be Monday, July 8, 2024, at 6:00 p.m.

Action 6B-16

Motion by Prins, seconded by Brandt to adjourn at 7:53 p.m. All present voted aye. Motion carried.

Ellen Schmahl, Business Manager

Danay Nielsen, Chairperson

Deuel School District #19-4 School
Board Meeting Minutes June 24, 2024

The special meeting of the Deuel School District Board of Education was called to order on Monday, June 24, 2024, at 6:00 p.m. by Chairperson Nielsen. Members present included Danay Nielsen, Wade Gubrud, Joel Brandt, Jessica TeKrony and Michelle Prins. Others present included Superintendent Schiernbeck, Principal Rahlf and Business Manager Schmahl.

Action 6C-1

Motion by TeKrony, seconded by Brandt to adopt the agenda with the addition of Committee's under Discussion Items. All present voted aye. Motion carried.

There was no public comment.

There were no conflict-of-interest disclosures.

23-24 Spring MAP Testing results were reviewed and discussed.

Goal Area Communication of the Strategic Plan was discussed.

Board Committee's were discussed to determine if all are needed.

Action 6C-2

Motion by Brandt, seconded by Prins to approve the contract of Isaac Ronne as C Boys Basketball Coach with a stipend of \$2,566.00. All present voted aye. Motion carried.

Action 6C-3

Motion TeKrony, second Gubrud to pay Brian Tvedt a Perkins Consortium Stipend of \$2,000. All present voted aye. Motion carried.

Action 6C-4

Motion TeKrony, second Brandt to approve the Insurance renewal through Marsh McLennan. All present voted aye. Motion carried.

Action 6C-5

Motion by Prins, seconded by TeKrony to enter into Executive Session per SDCL 1-25-2(1) for Personnel at 7:22 p.m. All present voted aye. Motion carried.

Chairperson Nielsen declared the board out of Executive Session at 9:07 p.m.

Action 6C-6

Motion by Gubrud, seconded by Prins to adjourn the meeting at 9:08 p.m. All present voted aye. Motion carried.

Ellen Schmahl, Business Manager

Danay Nielsen, Chairperson

June 2024 Payroll

Hourly	General	Spec. Ed.	Food Serv	Other Ent.
OASI	\$ 10,205.26	\$ 3,962.18	\$ 1,751.60	\$ 198.28
FIT	\$ 2,829.33	\$ 832.43	\$ 205.73	\$ 24.31
INS	\$ 8,886.53	\$ 12,116.11	\$ 2,578.05	\$ -
SDRS	\$ 5,049.64	\$ 3,186.08	\$ 1,250.14	\$ 155.52
OD	\$ 451.04	\$ 630.37	\$ 175.00	\$ -
NET	\$ 55,681.26	\$ 20,919.09	\$ 9,454.11	\$ 1,094.79
TOTAL	\$ 83,103.06	\$ 41,646.26	\$ 15,414.63	\$ 1,472.90
Total Hourly		\$ 141,636.85		
Contracted	General	Spec. Ed.	\$ -	
OASI	\$ 31,962.50	\$ 2,943.56	\$ -	
FIT	\$ 14,369.05	\$ 877.56	\$ -	
INS	\$ 30,970.97	\$ 5,022.08	\$ -	
SDRS	\$ 24,495.08	\$ 2,421.76	\$ -	
OD	\$ 6,761.68	\$ 550.00	\$ -	
NET	\$ 160,716.75	\$ 15,056.64	\$ -	
TOTAL	\$ 269,276.03	\$ 26,871.60	\$ -	
Total Contracted		\$ 296,147.63		
Total Payroll		\$ 437,784.48		

Unofficial Election Returns
School Board Election - June 18, 2024
Deuel School Board

School Board Member - 3 year term - 2 positions

	Deuel School Precinct Votes	Total Votes
Leah Schwiesow	154	154 *
Kelli DeRoy	73	73
Tony Konold	197	197 *

Total School Board Ballots Cast	227	227
Total Eligible School Voters	2576	2576
% of Voter Turnout	8.81%	8.81%

* denotes elected (unofficial)

Ellen Schmahl, Deuel School District Business Manager

DEUEL SCHOOL DISTRICT 19-4
CASH REPORT

	General	Capital	Capital	Special	Food	Other	Trust and	Private	Total
	Fund	Outlay	Projects	Education	Service	Enterprise	Agency	Purpose	
								Trust	
Balance 6.1.24	1,499,520.96	3,089,087.10	(93,711.12)	488,210.52	(52,238.16)	2,236.23	157,706.32	122,947.56	5,213,759.41
Receipts:									
Local	260,350.47	217,115.87	-	108,640.07	872.25	400.00	77,753.26	-	665,131.92
State	125,669.00	-	-	-	683.04	-	-	-	126,352.04
Federal	91,521.00	-	-	-	17,337.22	-	-	-	108,858.22
Other	-	55,840.57	-	-	-	-	-	-	55,840.57
Total Receipts	477,540.47	272,956.44	-	108,640.07	18,892.51	400.00	77,753.26	-	956,182.75
G.L. Entries	-	-	-	-	-	-	-	-	-
Disbursements:									
Accts. Payable	66,141.74	45,369.65	6,328.50	7,291.64	5,327.74	-	70,277.59	-	200,736.86
Hourly Payroll	83,103.06	-	-	41,646.26	15,414.63	1,472.90	-	-	141,636.85
Contracted Payroll	269,276.03	-	-	26,871.60	-	-	-	-	296,147.63
P-Card	2,762.19	297.40	-	-	30.35	-	4,457.53	-	7,547.47
Flex/HS Deducts	-	-	-	-	-	-	1,469.36	-	1,469.36
Prior Adj	(89.94)	(174.76)	-	-	-	-	-	-	(264.70)
CO Cert Pmts	-	-	-	-	-	-	-	-	-
Pre-Paid	28.05	-	-	-	6.98	-	-	-	35.03
Total Disbursements	421,221.13	45,492.29	6,328.50	75,809.50	20,779.70	1,472.90	76,204.48	-	647,308.50
Balance 6.30.24	1,555,840.30	3,316,551.25	(100,039.62)	521,041.09	(54,125.35)	1,163.33	159,255.10	122,947.56	5,522,633.66

	<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	25,691.89	43,892.35	0.00	45,870.00	(34.40)	(15.98)	115,403.86
102 PAYROLL DEPOSITS	(6,138.76)	0.00	(703.73)	0.00	0.29	11,386.23	4,544.03
105 POOLED FUND DEPOSITS	1,536,287.17	3,272,658.90	521,744.82	(145,909.62)	(54,091.24)	(10,206.92)	5,120,483.11
108 GF Advance Payments	5,356.35	0.00	0.00	0.00	0.00	0.00	5,356.35
110 222 SE - Taxes Receivable - Payable 2023	(70,549.76)	(65,146.27)	(29,924.77)	0.00	0.00	0.00	(165,620.80)
110 223 TAXES RECEIVABLE 2024	(72,976.24)	(119,878.17)	(63,471.07)	0.00	0.00	0.00	(256,325.48)
110 SPED TAXES RECEIVABLE	986,377.88	886,322.97	469,271.41	0.00	0.00	0.00	2,341,972.26
112 218 TAXES RECEIVABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112 219 TAXES RECEIVABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112 220 SE Tax Receivable - Payable 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112 221 SE - Taxes Receivable - Payable 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00
112 SPED TAXES RECEIVABLE - PRIOR YEARS	6,401.81	4,423.48	2,694.84	0.00	0.00	0.00	13,520.13
120 011 GF Accounts Receivable Regular	1,546.38	0.00	0.00	0.00	285.76	0.00	1,832.14
120 012 GF Accounts Receivable Collections	0.00	0.00	0.00	0.00	3,382.25	1,567.78	4,950.03
120 ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00	691.07	0.00	691.07
140 GF Due From Federal Govt	94,341.92	0.00	0.00	0.00	0.00	0.00	94,341.92
170 101 SUPPLIES INVENTORY CLEAR LAKE	0.00	0.00	0.00	0.00	1,874.32	0.00	1,874.32
171 101 FOOD INVENTORY CLEAR LAKE	0.00	0.00	0.00	0.00	2,443.39	0.00	2,443.39
172 101 COMMODITY INVENTORY CLEAR LAKE	0.00	0.00	0.00	0.00	980.09	0.00	980.09
196 NET PENSION ASSET	0.00	0.00	0.00	0.00	152.12	22.83	174.95
Current Assets	2,506,338.64	4,022,273.26	899,611.50	(100,039.62)	(44,316.35)	2,753.94	7,286,621.37
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	(51,646.23)	0.00	(51,646.23)
209 ACCUM DEPR-FEDERAL	0.00	0.00	0.00	0.00	(2,893.26)	0.00	(2,893.26)

Balance Sheet - Combined
Period Ending: June 2024

	<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>
Long-term Assets	0.00	0.00	0.00	0.00	9,988.94	0.00	9,988.94
Deferred Outflows of Resources							
252 014 PENSION RELATED DEFERRED OUTFLOWS	0.00	0.00	0.00	0.00	1,295.00	240.00	1,535.00
252 PENSION RELATED DEFERRED OUTFLOWS	0.00	0.00	0.00	0.00	24,206.05	3,965.11	28,171.16
Deferred Outflows of Resources	0.00	0.00	0.00	0.00	25,501.05	4,205.11	29,706.16
Total Assets and Deferred Outflows of Resources	2,506,338.64	4,022,273.26	899,611.50	(100,039.62)	(8,826.36)	6,959.05	7,326,316.47
Total Liabilities, Deferred Inflows of Resources, and Fund Equity							
Current Liabilities							
402 ACCOUNTS PAYABLE	396.54	0.00	88.20	0.00	0.00	0.00	484.74
404 CONTRACTS PAYABLE	401,211.83	0.00	34,558.08	0.00	0.00	0.00	435,769.91
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	116,719.95	0.00	40,611.74	0.00	13,122.30	0.00	170,453.99
459 MNSIT PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
471 DEPOSITS PAYABLE	0.00	0.00	0.00	0.00	11,207.11	0.00	11,207.11
Current Liabilities	521,276.91	0.00	75,931.85	0.00	24,350.09	122.24	621,681.09
Long-term Liabilities							
506 Net OPEB Liability	0.00	0.00	0.00	0.00	14,502.00	2,689.00	17,191.00
559 OTHER DEFERRED INFLOWS	0.00	0.00	0.00	0.00	12,655.54	0.00	12,655.54
Long-term Liabilities	0.00	0.00	0.00	0.00	27,157.54	2,689.00	29,846.54
Other Liabilities							
475 Unearned Revenue	0.00	0.00	0.00	0.00	54,060.01	0.00	54,060.01
Other Liabilities	0.00	0.00	0.00	0.00	54,060.01	0.00	54,060.01

Deferred Inflows of Resources

	<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>
551 UNAVAILABLE REVENUE- PROPERTY TAXES	779,298.92	705,722.01	378,570.41	0.00	0.00	0.00	1,863,591.34
554 014 PENSION RELATED DEFERRED INFLOWS	0.00	0.00	0.00	0.00	(8,789.54)	717.00	(8,072.54)
554 PENSION RELATED DEFERRED INFLOWS	0.00	0.00	0.00	0.00	20,210.48	1,652.48	21,862.96
559 OTHER DEFERRED INFLOWS	0.00	0.00	0.00	0.00	0.00	1,390.07	1,390.07
Deferred Inflows of Resources	779,298.92	705,722.01	378,570.41	0.00	11,420.94	3,759.55	1,878,771.83
Fund Balance							
706 TOTAL FIXED ASSETS	0.00	0.00	0.00	0.00	9,988.94	0.00	9,988.94
707 RESTRICTED NET POSITION	0.00	0.00	0.00	0.00	(5,341.77)	(4,441.61)	(9,783.38)
708 008 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	0.00	4,420.61	4,420.61
708 080 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	0.00	44,257.76	44,257.76
708 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	(130,462.11)	(43,848.50)	(174,310.61)
722 005 FUND BALANCE UNDESIGNATED	0.00	0.00	0.00	(2,455,381.83)	0.00	0.00	(2,455,381.83)
722 Capital Projects Fund Balance	0.00	0.00	0.00	2,355,342.21	0.00	0.00	2,355,342.21
723 RESTRICTED-CAPITAL OUTLAY	0.00	3,316,551.25	0.00	0.00	0.00	0.00	3,316,551.25
724 RESTRICTED-SPEC. ED.	0.00	0.00	445,109.24	0.00	0.00	0.00	445,109.24
749 920 RESTRICTED-PERKINS	(2,491.96)	0.00	0.00	0.00	0.00	0.00	(2,491.96)
753 ASSIGNED-UNEMPLOYMENT	17,707.00	0.00	0.00	0.00	0.00	0.00	17,707.00
760 UNASSIGNED -GENERAL FUND	1,190,547.77	0.00	0.00	0.00	0.00	0.00	1,190,547.77
Fund Balance	1,205,762.81	3,316,551.25	445,109.24	(100,039.62)	(125,814.94)	388.26	4,741,957.00
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	2,506,338.64	4,022,273.26	899,611.50	(100,039.62)	(8,826.36)	6,959.05	7,326,316.47

<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	7,173.44	164.32	0.00	0.00	7,009.12
60 759 808	HS STUDENT COUNCIL	7,574.86	0.00	260.88	0.00	7,835.74
60 759 809	NATIONAL HONOR SOCIETY	1,174.26	0.00	0.00	0.00	1,174.26
60 759 810	KEY CLUB	3,654.81	0.00	0.00	0.00	3,654.81
60 759 811	CLEARING ACCOUNT	5,712.65	3,972.73	750.00	0.00	2,489.92
60 759 812	ACTIVITY TICKETS	4,151.75	0.00	0.00	0.00	4,151.75
60 759 813	IMPREST FUND	(7,715.08)	2,373.86	13,311.45	0.00	3,222.51
60 759 819	BAND	5,912.53	0.00	0.00	0.00	5,912.53
60 759 822	MENTORSHIP PROGRAM	2,402.84	0.00	0.00	0.00	2,402.84
60 759 823	VOCAL	1,638.46	0.00	0.00	0.00	1,638.46
60 759 825	CHEERLEADERS	1,970.39	0.00	0.00	0.00	1,970.39
60 759 828	TEACHERS LOUNGE	0.00	0.00	0.00	0.00	0.00
60 759 829	LAPTOP DEPOSIT	13,205.56	0.00	100.00	0.00	13,305.56
60 759 831	RACHELS CHALLENGE	4,914.70	0.00	0.00	0.00	4,914.70
60 759 834	Oral Interp	200.00	0.00	0.00	0.00	200.00
60 759 835	BAND TRIP FUND	7,341.70	5,137.30	930.54	0.00	3,134.94
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	2,050.85	0.00	0.00	0.00	2,050.85
60 759 839	SOFTBALL	200.00	0.00	0.00	0.00	200.00
60 759 840	MEDICAL TRUST	8,683.16	62,029.53	61,162.30	0.00	7,815.93
60 759 853	Play Donation	800.00	0.00	0.00	0.00	800.00
60 759 854	Deuel Drama Club	747.79	0.00	0.00	0.00	747.79
60 759 855	SPECIAL OLYMPICS	4,632.60	0.00	0.00	0.00	4,632.60
60 759 861	MS STUDENT COUNCIL	2,066.08	0.00	0.00	0.00	2,066.08
60 759 863	BOX TOPS	4,072.94	0.00	0.00	0.00	4,072.94
60 759 864	Class Composites Project	244.48	0.00	0.00	0.00	244.48
60 759 865	CARDNIAL CARDS	259.83	0.00	0.00	0.00	259.83
60 759 868	PLAYGROUND CLEARING	514.97	0.00	0.00	0.00	514.97
60 759 869	DISTRICT/REGIONAL EVENT	(1,079.50)	0.00	0.00	0.00	(1,079.50)
60 759 870	STUDENT ASSISTANCE	5,111.54	259.38	0.00	0.00	4,852.16
60 759 875	PRESCHOOL PARENTS	1,559.25	0.00	0.00	0.00	1,559.25
60 759 876	SCOREBOARD ADS	57,500.00	0.00	0.00	0.00	57,500.00
60 759 885	ENGRAVER-RESALE	1,018.61	0.00	0.00	0.00	1,018.61
60 759 886	MULTI MEDIA ADS	3,205.10	0.00	0.00	0.00	3,205.10
60 759 900	CONNECT FOR KIDS	0.00	0.00	0.00	0.00	0.00
60 759 901	SPECIAL DONATIONS	4,100.00	0.00	0.00	0.00	4,100.00

<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>
60 759 902	GOLF	3,665.72	0.00	0.00	0.00	3,665.72
60 759 903	EDUCATORS RISING	100.00	0.00	0.00	0.00	100.00
60 759 904	ESports	2,070.34	798.00	0.00	0.00	1,272.34
60 759 910	SECT. 125 REIMB.	3,418.69	1,469.36	1,238.09	0.00	3,187.42
60 759 920	DEWAL PERKINS	(5,765.80)	0.00	0.00	0.00	(5,765.80)
60 759 923	Class of 2023	133.43	0.00	0.00	0.00	133.43
60 759 924	Class of 2024	412.56	0.00	0.00	0.00	412.56
60 759 925	Class of 2025	542.22	0.00	0.00	0.00	542.22
Fund Total: 60		160,889.93	76,204.48	77,753.26	0.00	162,438.71

<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	127.92
ANDOR, INC	REPAIRS & MAINTENANCE	3,389.79
ASB WORKERS' COMPENSATION FUND	WORKMENS COMP	17,922.56
ASBSD	DUES	1,292.51
BAKER'S REPAIR INC/ BAKER'S DESIGN	SUPPLIES	49.91
BENCHMARK EDUCATION	SUPPLIES	2,898.50
BEST WESTERN-RAMKOTA INN - ABERDEEN	TRAVEL	4,103.73
BJERKE SANITATION	GARBAGE REMOVAL	450.00
CITY OF CLEAR LAKE	WATER, SEWER & RUBBLE SITE	2,467.61
CLEAR LAKE BUILDING CENTER	SUPPLIES	1,182.42
CLEAR LAKE COURIER	PURCHASED SERVICES	1,147.11
COWBOY COUNTRY STORES	FUEL	182.80
DCN INSURANCE AGENCY	INSURANCE	200.00
DEUEL COUNTY CENEX	FUEL & SUPPLIES	465.70
DEUEL COUNTY MOTOR SUPPLY	SUPPLIES	76.23
DEUEL SCHOOL - TRUST & CUSTODIAL	IMPREST FUND REIMBURSEMENT	2,456.34
eBOARDsolutions, INC.	PURCHASED SERVICES	1,600.00
ECOLAB PEST ELIMINATION SERVICE	PURCHASED SERVICES	77.79
Fenworks, Inc.	PURCHASED SERVICES	1,000.00
FRITZ CHEVROLET	REPAIRS & MAINTENANCE	31.86
HAMPTON INN-SIOUX FALLS	TRAVEL	2,384.00
HILLYARD/SIOUX FALLS	SUPPLIES	428.87
ITC	COMMUNICATIONS	703.86
JOSTENS INC	SUPPLIES	155.60
KEIMIG AUTO REPAIR	REPAIRS & MAINTENANCE	382.74
LAKE PRESTON SCHOOL DIST	PERKINS	4,304.89
MACK'S LANDSCAPING	PURCHASED SERVICES	1,069.13
MAYNARDS	SUPPLIES	25.13

<u>Vendor</u>	<u>Description</u>	<u>Invoice Amount</u>
NCS PEARSON INC	SUBSCRIPTIONS	350.00
NORTHWESTERN	NATURAL GAS	134.24
OTTER TAIL POWER COMPANY	ELECTRICITY	2,811.87
POPPLERS	MUSIC	67.45
RAMKOTA HOTEL-PIERRE	TRAVEL	234.00
RIDDELL ALL AMERICAN SPORTS CORP	PURCHASED SERVICES	9,138.95
RON'S SAW SALES	SUPPLIES	55.95
SCHOOL SPECIALTY, LLC	SUPPLIES	448.02
SDHSAA	PURCHASED SERVICES	169.80
SDSTE	MEMBERSHIPS	30.00
STAPLES	SUPPLIES	39.01
Time Management Systems	PURCHASED SERVICES	9.00
TIMMONS, EDA	SUPPLIES	395.80
TITAN MACHINERY	REPAIRS & MAINTENANCE	7,881.92
WILMOT SCHOOL DIST	PERKINS	4,192.00
Fund Total:		76,707.51
Fund: 21 CAPITAL OUTLAY		
A&B BUSINESS SOLUTIONS	COPIER CONTRACT	1,265.35
Active Internet Technologies	COMMUNICATIONS	2,908.00
APPLE INC.	EQUIPMENT	9,355.96
BRAINPOP, LLC	SOFTWARE	4,095.00
CLEAR LAKE BUILDING CENTER	EQUIPMENT	1,250.00
COUNTRY TWISTERS GYMNASTICS	EQUIPMENT	792.00
DAKOTA SPORTS INC	EQUIPMENT	11,141.80
EXPLORELEARNING LLC	SOFTWARE	4,795.00
FOLLETT SCHOOL SOLUTIONS, INC	SOFTWARE	1,568.00
GRAVES IT SOLUTIONS	SOFTWARE	1,500.00
HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY	SOFTWARE	7,526.00
IXL LEARNING	SOFTWARE	10,125.00
LIMINEX, INC DBA GOGUARDIAN	SOFTWARE	7,344.00
MOSYLE CORPORATION	SOFTWARE	1,633.04
		19

<u>Vendor</u>	<u>Description</u>	<u>Invoice Amount</u>
POPPLERS	EQUIPMENT	6,372.00
POWERSCHOOL GROUP LLC	SOFTWARE	3,215.46
RENAISSANCE LEARNING	SOFTWARE	4,661.70
ROELOFSEN IMPLEMENT, INC.	EQUIPMENT	9,049.00
rSCHOOLTODAY	SOFTWARE	300.00
SECURE BY DESIGN, INC.	SOFTWARE	360.00
SHI INTERNATIONAL CORP	SOFTWARE	3,169.52
SKUSTAD TUCKPOINTING, LLC	REPAIRS & MAINTENANCE	12,790.84
STERLING COMPUTERS	EQUIPMENT	1,400.00
Teacher Innovations, Inc.	SOFTWARE	580.50
Time Management Systems	EQUIPMENT	2,862.00
U.S. Bank	DEBT SERVICES	524,866.25
WENGER CORPORATION	EQUIPMENT	44,177.82
Fund Total:		679,104.24
Fund: 22 SPECIAL EDUCATION FUND		
ASB WORKERS' COMPENSATION FUND	WORKMENS COMP	3,885.01
NCS PEARSON INC	SUBSCRIPTIONS	630.00
Fund Total:		4,515.01
Fund: 41 CAPITAL PROJECTS FUND		
HASLLEN CONSTRUCTION	BUILDINGS	147,544.55
Fund Total:		147,544.55
Fund: 51 FOOD SERVICE		
ASB WORKERS' COMPENSATION FUND	WORKMENS COMP	951.43
DEUEL SCHOOL - TRUST & CUSTODIAL	IMPREST FUND REIMBURSEMENT	244.20
Fund Total:		1,195.63
Checking Account Total:		909,066.94

Checking Account: 1

1

Check Number: 44012

Check Type: Check

Check Date: 07/08/2024 Vendor: DEUEL8

DEUEL SCHOOL - TRUST & CUSTODIAL

Check Total:

2,700.54

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
35650	06/04/2024		CLASSROOM SUPPLIES	10 1111 000 411	396.12 *
35651	06/04/2024		LUNCH MONEY REFUND	51 1610 000	24.95 *
35652	06/04/2024		LUNCH MONEY REFUND	51 1610 000	34.27 *
35653	06/04/2024		LUNCH MONEY REFUND	51 1610 000	46.13 *
35654	06/04/2024		LUNCH MONEY REFUND	51 1610 000	100.00 *
35655	06/04/2024		LUNCH MONEY REFUND	51 1610 000	32.00 *
35656	06/04/2024		LUNCH MONEY REFUND	51 1610 000	5.65 *
35657	06/04/2024		LUNCH MONEY REFUND	51 1610 000	1.20 *
35660	06/17/2024		ELEM MEDICAL SUPPLIES	10 2411 000 411	30.43 *
35661	06/17/2024		CLASSROOM SUPPLIES	10 1111 000 411	106.28 *
35662	06/17/2024		MILEAGE FOR BEING GOLF MARKER	10 6912 000 319	43.15 *
35663	06/17/2024		FS TRAINING	10 2529 000 334	56.12 *
35664	06/17/2024		CLASSROOM SUPPLIES	10 1111 000 411	726.68 *
35665	06/17/2024		CLASSROOM SUPPLIES	10 1111 000 411	299.78 *
35672	06/21/2024		CLASSROOM SUPPLIES	10 1111 000 411	196.26 *
35673	06/21/2024		CLASSROOM SUPPLIES	10 1111 000 411	178.42 *
35674	06/21/2024		SHARE OF LOSS REGION GOLF	10 6912 000 319	23.10 *
35676	06/27/2024		CLASSROOM SUPPLIES	10 1111 000 411	400.00 *

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 2,700.54



**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
2024 RUNOFF BALLOT
West River At-Large Representative
TERM: JULY 1, 2024 TO JUNE 30, 2029**

West River At-Large Representative- To be filled by a **Superintendent**.

This position is currently held by Kelly Messmer of Harding County High School. The West River At-Large Representative may be a Superintendent from any SDHSAA member school whose high school is physically located west of the Missouri River. This position must be filled by a Superintendent. **Any member school may nominate a person for this position and all member schools have the opportunity to vote.** The person elected will serve a **five-year term** on the SDHSAA Board of Directors and is unable to run for re-election in the West River At-Large Representative slot.

You may vote for **one** candidate.

The deadline for the return of this ballot is **JULY 25, 2024**.

- ☐ **Chris Long, Lyman School District**
- ☐ **Mark Naugle, Custer School District**

Name of Member School

Date

Signature (Superintendent or Principal)

Signature (School Board President)

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

Chris Long, Lyman- Thank you for the opportunity to introduce myself as a candidate for the SDHSAA's Board of Directors and it's West River At-Large Superintendent position. I've been an educator in four South Dakota communities and am currently the superintendent in the Lyman School District. I feel that my education, extra-curricular and sports officiating experiences in South Dakota provide insights that would enable me to be an effective member of the SDHSAA Board of Directors.

The SDHSAA is an organization I have been fortunate to work with often. Since 1997, I've had tenures as a head and assistant football coach and as a head golf coach. I served a term on the SDHSAA Golf Advisory Board and, in cooperation with the SDHSAA, was the Class B State Golf meet director in 2017. I've been a certified high school basketball official since 2002. These experiences, along with many others, led to my interest in the Board of Directors and this open position.

I appreciate your district's consideration and would truly appreciate the opportunity to represent the schools of South Dakota on the SDHSAA Board of Directors.

Mark Naugle, Custer- With 33 years dedicated to public education, including over two decades as a school administrator and fifteen years as a Superintendent, I would bring a wealth of experience and a deep commitment to serving the students and schools of South Dakota as a member of the SDHSAA Board. Whether in the classroom, on the field, or within the community, I see every opportunity as a chance to make a positive impact and leave a lasting legacy of service and dedication. Joining the SDHSAA would not only be a continuation of this journey but also a new chapter filled with opportunities to serve the schools and students of our state. My journey in education has seen me wear many hats as a teacher, coach, principal, activities director, sports official, and finally, superintendent. After graduating from Custer High School and Black Hills State, I started my teaching/coaching career in Groton, with stops in Elk Point and Sturgis. Along the way, I completed my master's degree in education administration from South Dakota State and my education specialists and doctoral coursework from USD. I have served as a superintendent in South Dakota for fifteen years in Custer and Hill City and as a secondary principal/activities director in Philip and Hill City. In 2006, I was selected as the South Dakota Middle School Principal of the Year, and just this month, I was named the 2023 Outstanding Superintendent for South Dakota by the South Dakota School Superintendent's Association (SDSSA).

These experiences have helped me understand the importance of extracurricular activities in shaping students' lives. As a high school student, I personally witnessed school activities keep a classmate in school and become the first in his large family to graduate from high school. Without the support of teachers, coaches, and the activities he was involved in, he admitted he would not have graduated.

As a certified basketball official in South Dakota for 25 years, I've had the privilege of officiating multiple state tournaments. I was honored as the NFHS Boys' Basketball Official of the Year in 2010-2011 and inducted into the Black Hills Sports Officials Hall of Fame in 2023. I served as the SDHSAA Sports Advisory Council secretary for 17 years, and the SDHSAA Budget and Calendar Committee. Serving as the National President of the Federal Lands Impacted Schools Association for two years was a great learning experience, and I am currently a member of their executive board. Serving as the president of the South Dakota School Superintendent's Association (SDSSA) for two years was an honor, and I currently serve as a representative to the national superintendent's group, AASA, on their governing board.



- CTE Grant-
- 1003 Grant-
- Band Trip-
- Staff Survey Results-
- Teacher Apprenticeship Pathway-
- SPED-
- Personnel-
 - Principal
 - Band
 - SPED
- Joint Convention Registration-

UPCOMING EVENTS

- Interim board meeting-TBA
- BTSF-August 7th, 11-6
- Regular Meeting-August 12th, 6pm
- First day of school: August 13th



Business Manager Board Report

Food Service Training:

July 18, 2024 – Anita & Ellen

July 30, 2024 – Entire Kitchen Staff

New Business Manager Workshop – July 9-11, 2024

Year End/Annual Report

Deuel School District # 19-4

2024-2025

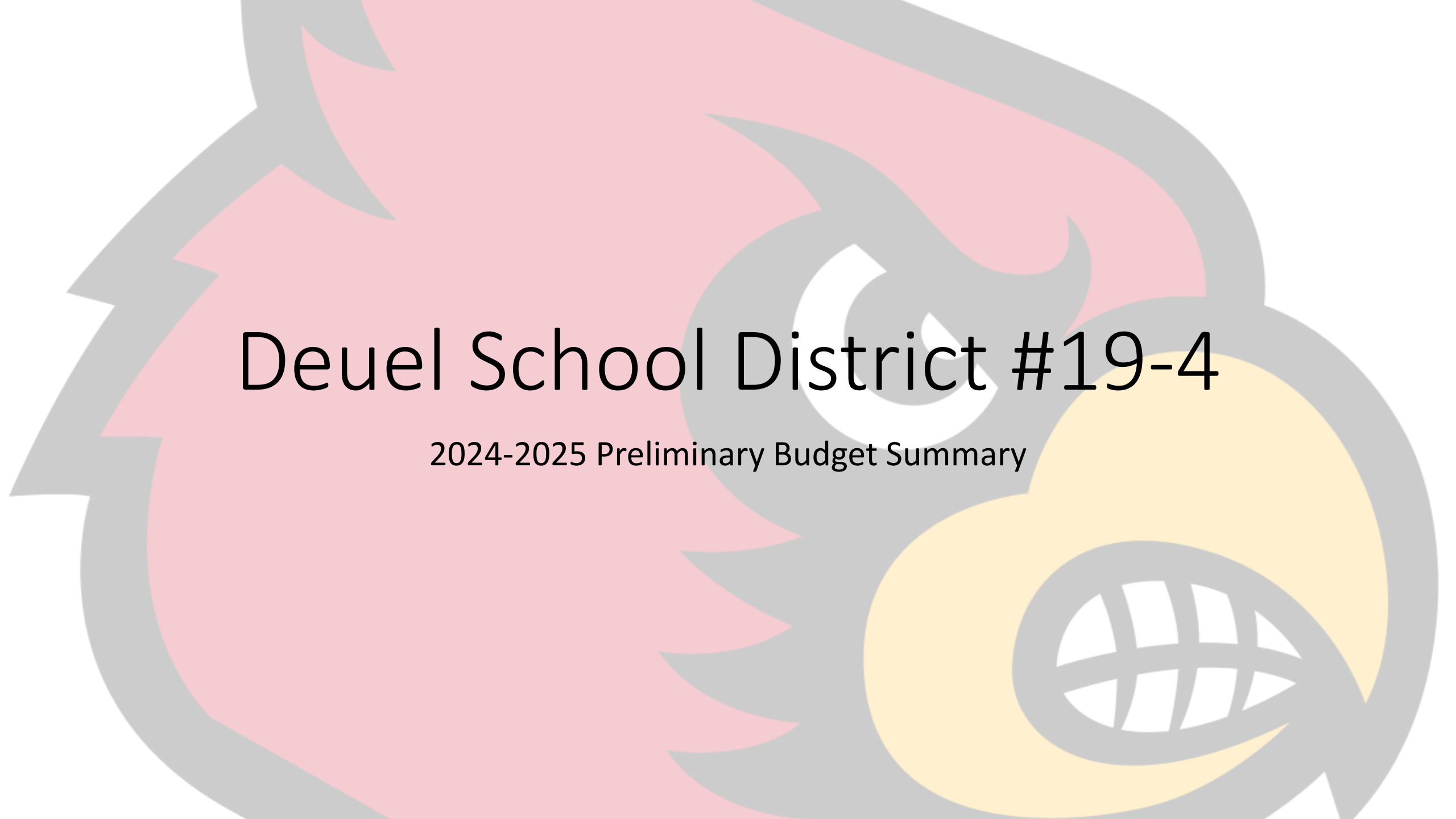
	GENERAL FUND	CAPITAL OUTLAY FUND	SPECIAL EDUCATION FUND	CAPITAL PROJECTS FUND	FOOD SERVICE FUND	OTHER ENTERPRISE FUND	TOTAL
2024-2025 Revenue							
Local Revenue							
AdValorem Taxes	\$ 1,922,975	\$ 1,858,800	\$ 1,069,162	\$ -	\$ -	\$ -	\$ 4,850,937
Mobile Home Taxes	13,000	3,000	2,500	-	-	-	18,500
Prior Year Taxes	10,000	4,000	4,000	-	-	-	18,000
Gross Receipts Tax	250,000	-	-	-	-	-	250,000
Penalties and Interest	4,000	3,000	1,500	-	-	-	8,500
Driver Education Fees	-	-	-	-	-	9,000	9,000
Earnings on Investment	35,000	15,000	10,000	-	-	-	60,000
Concessions	35,000	-	-	-	-	-	35,000
Activities Revenue	24,100	-	-	-	-	-	24,100
Annual Sales	800	-	-	-	-	-	800
Facility Rent	3,000	-	-	-	-	-	3,000
Meal and Milk	-	-	-	-	210,000	-	210,000
Misc. Revenue	7,000	-	-	-	-	-	7,000
Medicaid Reimb.	-	-	2,000	-	-	-	2,000
Medicaid Admin. Reimb	4,000	-	1,000	-	-	-	5,000
Total Local Revenue	\$ 2,308,875	\$ 1,883,800	\$ 1,090,162	\$ -	\$ 210,000	\$ 9,000	\$ 5,501,837
County Revenue							
County Apportionment	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000
	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000
State Revenue:							
State Aid	\$ 1,688,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,688,145
State Apportionment	40,000	-	-	-	-	-	40,000
Renewable Facilities Tax	700,000	-	-	-	-	-	700,000
Bank Franchise Tax	25,000	-	-	-	-	-	25,000
Total State Revenue	\$ 2,453,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,453,145
Federal Revenue:							
Esser III	\$ 43,500	\$ 127,000	\$ -	\$ -	\$ -	\$ -	\$ 170,500
Title I	75,000	-	-	-	-	-	75,000
Title IV-A / REAP	30,000	-	-	-	-	-	30,000
Perkins	58,438	-	-	-	-	-	58,438
Federal Meal Reimb.	-	-	-	-	92,000	-	92,000
Federal Commodities	-	-	-	-	20,000	-	20,000
Total Federal Revenue	\$ 206,938	\$ 127,000	\$ -	\$ -	\$ 112,000	\$ -	\$ 445,938
Total Revenue	\$ 4,996,958	\$ 2,010,800	\$ 1,090,162	\$ -	\$ 322,000	\$ 9,000	\$ 8,428,920
Transfers In	-	-	-	-	-	-	-
Balance From (To) Fund Balance	122,814	(636,527)	58,113	250,000	78,905	2,420	(124,275)
TOTAL MEANS OF FINANCE	\$ 5,119,772	\$ 1,374,273	\$ 1,148,275	\$ 250,000	\$ 400,905	\$ 11,420	\$ 8,304,645
	GENERAL FUND	CAPITAL OUTLAY FUND	SPECIAL EDUCATION FUND	CAPITAL PROJECTS FUND	FOOD SERVICE FUND	OTHER ENTERPRISE FUND	TOTAL
2024-2025 Expenditures							
Instruction:							
Elementary	\$ 1,154,350	\$ 31,050	-	\$ -	\$ -	\$ -	\$ 1,185,400
Middle School	447,950	15,200	-	-	-	11,420	474,570
High School	906,088	26,600	-	-	-	-	932,688
Preschool	82,500	-	-	-	-	-	82,500
Mild to Moderate Disability	-	-	712,600	-	-	-	712,600
Severe Disability	-	-	202,900	-	-	-	202,900
Early Childhood	-	-	20,800	-	-	-	20,800
Title I	100,060	590	-	-	-	-	100,650
Total Instruction	\$ 2,690,948	\$ 73,440	\$ 936,300	\$ -	\$ -	\$ 11,420	\$ 3,712,108
Support Service:							
Guidance-HS	\$ 127,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127,650
Guidance-Elem	73,400	-	-	-	-	-	73,400
Psychological Services	-	-	48,300	-	-	-	48,300
Speech Services	-	-	62,800	-	-	-	62,800
Physical Therapy	-	-	15,500	-	-	-	15,500
Occupational Therapy	-	-	26,650	-	-	-	26,650

Health Services	15,500	-	-	-	-	-	\$	15,500
Staff Training	18,000	-	-	-	-	-	\$	18,000
Library	24,050	8,250	-	-	-	-	\$	32,300
Technology Coordinator	71,585	144,800	-	-	-	-	\$	216,385
Board of Education	60,725	-	1,325	-	-	-	\$	62,050
Executive Administration	170,520	-	-	-	-	-	\$	170,520
Office of Principals	247,530	-	57,400	-	-	-	\$	304,930
Fiscal Services	177,490	15,000	-	-	-	-	\$	192,490
Operation of Plant	435,494	308,000	-	-	-	-	\$	743,494
Maintenance	231,740	-	-	-	-	-	\$	231,740
Transportation	373,700	127,000	-	-	-	-	\$	500,700
Food Service	35,000	-	-	-	400,905	-	\$	435,905
Internal Support Service	17,000	15,600	-	-	-	-	\$	32,600
Total Support Services	\$ 2,079,384	\$ 618,650	\$ 211,975	\$ -	\$ 400,905	\$ -	\$	3,310,914
Non-Programmed Charges								
Debt Service / Building Procurement	\$ -	\$ 617,483	\$ -	\$ 250,000	\$ -	\$ -	\$	867,483
Total Non-Programmed Charges	\$ -	\$ 617,483	\$ -	\$ 250,000	\$ -	\$ -	\$	867,483
Activities:								
Boy's	\$ 87,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$	103,000
Girl's	87,500	26,000	-	-	-	-	\$	113,500
Co-Curricular	139,640	22,700	-	-	-	-	\$	162,340
Transportation	35,300	-	-	-	-	-	\$	35,300
Total Activities	\$ 349,440	\$ 64,700	\$ -	\$ -	\$ -	\$ -	\$	414,140
Contingency	\$ -						\$	-
Total All Expenditures	\$ 5,119,772	\$ 1,374,273	\$ 1,148,275	\$ 250,000	\$ 400,905	\$ 11,420	\$	8,304,645
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Total Expenditures and Transfers	\$ 5,119,772	\$ 1,374,273	\$ 1,148,275	\$ 250,000	\$ 400,905	\$ 11,420	\$	8,304,645

NOTICE OF HEARING
For the 2024-2025 Budget

Notice is hereby given that the School Board of the Deuel School District #19-4 will conduct a public hearing in Room 311 at Deuel School in Clear Lake, South Dakota on Monday the 8th day of July, 2024, at 6:30 p.m. for the purpose of considering the Proposed Budget for the fiscal year of July 1, 2024 through June 30, 2025.

Ellen Schmahl, Business Manager
Deuel School District #19-4



Deuel School District #19-4

2024-2025 Preliminary Budget Summary

Changes

- Reclassifications – General Fund to Capital
- Additional Revenues
- Added Election & Perkins



Taxable Valuations

2023 pay 2024 Valuations

Ag:	\$448,206,438
OO:	\$185,311,130
Mobile:	\$1,588,688
Mobile – OO:	\$2,292,662
Other:	\$113,345,180
Total:	\$750,744,098

2024 pay 2025 Valuations

Ag:	\$474,975,301
OO:	\$213,895,982
Mobile:	\$1,824,200
Mobile – OO:	\$2,304,406
Other:	\$130,428,721
Total:	\$823,428,610

*Values provided by Deuel County Auditor

General Fund Levies

2022 pay 2023

Ag: \$1.362

OO: \$3.048

OTH: \$6.308

2023 pay 2024

Ag: \$1.320

OO: \$2.954

OTH: \$6.113

Budgeted 2024 pay 2025

Ag: \$1.197

OO: \$2.679

OTH: \$5.544

*Levies provided by the state

General Fund Expenditures \$5,119,772

FY25 budget includes \$122,814 use of fund balance

Considerations taken:

\$4,089,719 Salaries/Extra Curricular Salaries/Taxes/Benefits

\$700,000 from Wind Towers utilized (not transferred to Capital)

Revenue sources: \$4,996,958

Local/County: \$2,308,875

State: \$2,453,145

Federal: \$206,938

Preliminary Capital Outlay Fund Levies

2023 pay 2024

\$1,800,000 (\$3,400 per student)

Proposed 2024 pay 2025

\$1,917,600 (\$3,760 per student x 510 students)

Capital Outlay Expenditures \$1,374,273

FY25 budget includes \$636,527 contribution to fund balance.

Considerations taken:

\$127,000 for school bus

\$617,482 for CO certificate repayment

Revenue sources: \$2,010,800

Local/County: \$1,883,800

Federal: \$127,000

Preliminary Special Education Fund Levies

2023 pay 2024

\$735,000 (\$0.936/\$1,000)

Proposed 2024 pay 2025

\$1,069,162 (\$1.40/\$1000)

Max levy

\$1.4288/\$1,000 or \$1,206,065

Special Education Expenditures \$1,148,275

FY25 budget includes \$58,113 from fund balance

Considerations taken:

Increase in special education department staff (replacing teacher who was not replaced in 2023-2024)

Revenue sources: \$1,090,162

Local/Medicaid: \$1,090,162

Food Service Expenditures \$400,905

FY25 budget includes \$78,905 deficit (transfer from general fund/capital)

Considerations taken:

Climbing prices of produce/products

Revenue sources: \$322,000

Local: \$210,000

Federal: \$112,000

May fluctuate based on federal meal reimbursement rates

Other Enterprise Expenditures \$11,420

FY25 budget includes \$2,420 deficit

Considerations taken:

Drivers' Education

Revenue sources: \$9,000

Local: \$9,000

Questions

Ellen Schmahl
Business Manager
Deuel School District #19-4
PO Box 770
Clear Lake, SD 57226
Ellen.Schmahl@k12.sd.us
605-874-2161 ext. 203



Deuel School District #19-4 Annual School Board Meeting Agenda
Monday, June 10, 2024, 6:30 p.m.

6:30 p.m. BUDGET HEARING

CALL TO ORDER – BUSINESS MANAGER SCHMAHL

OATHS OF OFFICE

ELECTION OF BOARD CHAIRPERSON FOR FY25

ELECTION OF VICE-CHAIRPERSON FOR FY25

ADOPT THE AGENDA

PUBLIC COMMENT/VISITORS

CONFLICT OF INTEREST DISCLOSURES

Chad Schiernbeck
Danay Nielsen
Tony Konold

ACTION ITEMS

Designate the following for FY25:

Official Depository

FY 24 – DNB National Bank

Official Newspaper

FY24 – Clear Lake Courier

Authorized Representatives:

Chad Schiernbeck

Title I Coordinator

Coordinator of 504 Disabilities

Vocational Education Programs

Federal Programs Officer

Designated to call off school along with the Board Chairperson

(may appoint another staff member to act on his behalf during his absence)

Ellen Schmahl

Official Purchasing Agent

Food Service Program

South Dakota Retirement System

Unemployment Insurance

Workmen's Compensation Program

Property, Liability, Vehicle, Health, Life and all other insurances

Charged with the custody of the current assets of all school district funds

Surety Bond – Set at \$50,000 in FY24

Co-Title I Representative

State and Federal Grant Programs

Todd Rahlf

Co-Title I Representative

Special Education Director for Elementary School

Homeless Liaison

HS Principal

Special Education Director for Middle School and High School

Title IX Coordinator

Meeting Salaries and Mileage for Board Meetings and NESC Meetings

FY24 – Regular Meetings \$75.00 (Maximum per diem \$166.00 per meeting)

FY24 – Special Meetings \$70.00

FY24 – Committee Meetings \$40.00

FY24 – Mileage – State mileage rate

Appointments by Chairperson

Finance Committee

Policy Committee

Academic Committee

Northeast Educational Cooperative Representative

City Board of Equalization for Clear Lake

City Board of Equalization for Gary

Authorize the Business Manager to receipt interest into the fund in which it accrues, except for the Trust and Custodial fund to be receipted to the General Fund, and invest monies in Certificate of Deposit and/or Money Market Accounts

Membership Renewals for FY25 to the following:

ASBSD

Lake Central Conference

Northeast Athletics Conference

Northeast Special Services Coop

Middle Size School Lobby

SDHSAA

Admission Rates for Activities

FY24 – Students – Single \$3.00 and Doubleheader \$3.00

FY24 – Adults - Single \$5.00 and Doubleheader \$6.00

FY24 – Senior Citizens - Single \$3.00 and Doubleheader \$3.00

Activity Tickets

FY24 Students – All Deuel students in grades 4-12 will pay a mandatory student activity fee of \$10.00 (maximum \$20.00 per family) which allows admission to all Deuel School sponsored home activities (does not include post-season events sponsored by the SDHSAA) and Deuel students in grades K-3 will not be charged admission to Deuel School Sponsored events if they are accompanied by a parent or guardian

FY24 Adults – 20 punches for \$60.00

Rental Rates

FY24 – Bus with driver \$2.00 per mile & without driver \$1.50 per mile

FY24 – Band instruments \$50.00

FY24 – Band percussion fee \$25.00

FY24 – Laptop Fee (grades 6-12) \$15.00 per student (maximum \$30.00 per family)

Regular School Board Meetings

FY24 – Second Monday of each month at 6:00 p.m.

Staff meal and mileage reimbursement

FY24 – In state: Breakfast \$6.00, Lunch \$14.00, and Dinner \$20.00

FY24 – Out of state: Breakfast \$10.00, Lunch \$18.00, and Dinner \$28.00

FY24 – Student state event meals \$10.00 per meal

FY24 – State Mileage

School Attorney

FY24 – Rodney Freeman & KSB Law

Substitute Pay

FY24 - \$130.00 per day

FY24 - \$175.00 per day for long-term over 30 days

Meal Rates

FY24 – Beverage (milk/juice) \$.30

FY24 – PK-5 Lunch \$3.50

FY24 – 6-12 Lunch \$3.60

FY24 – Adult Lunch \$4.85

FY24 – Entrée \$1.30

FY24 – Student Breakfast \$1.80

FY24 – Adult Breakfast \$2.35

Meal rates will be subject to change on release of Federal Meal Reimbursement Rates

Authorize the Business Manager to advertise for fuel quotes for FY25

Adopt the following resolution:

Whereas the monthly payment of bills does at times prevent Deuel School District #19-4 from taking discounts, and whereas it also discourages suppliers of fuel and other products from quoting or bidding on school purchases because the cost to them of paying bills before payment would be received from the school, therefore let it hereby be resolved that the School Board of the Deuel School District #19-4 hereby approves and authorizes the Business Manager of the school to pay such bills early without prior Board approval when the Business Manager considers it to be in the best interest of the school district.

Dated this 8th day of July, 2024

Non-Certified Handbook

Online School Board Policy Manual

Authorize the Business Manager to publish the following list of employees and their salaries:

	Salary		Extra Duty		Salary		Extra Duty
Amdahl, Hallie	\$17.85	Per hour	\$2,388.00	Larson, Hope	\$18.99	Per hour	
Andersen, Luke			\$3,186.00	Lindner, Mike	\$28.25	Per hour	
Beckius, Alyssa	\$46,800.00		\$3,355.00	Lunden, Hannah	\$47,850.40		\$5,132.00
Begalka, Rhonda	\$16.38	Per hour		Maaland, Sara	\$52,301.60		\$1,184.00
Berge, Nicole	\$20.28	Per hour		Mack, Caleb	\$46,800.00		
Billups, Elizabeth			\$987.00	Mack, Rosanne	\$20.84	Per hour	
Block, Sandi	\$59,326.00			Mattson, Stephanie			\$4,247.00
Boeke, Carman	\$16.90	Per hour		Milton, Sharon	\$21.98	Per hour	
Brown, Emily	\$46,800.00			Nielsen, Tony			\$2,960.00
Larson-Cutshaw, Leslie	\$52,241.88			Palmquist, Nicole	\$19.60	Per hour	
Dall, Katelyn	\$16.54	Per hour		Peterreins, Jonathon	\$56,540.23		\$11,541.00
DeBoer, Elizabeth	\$52,501.39			Rahlf, Todd	\$77,547.30		\$7,000.00
Decker, Nicole	\$17.59	Per hour		Rathbun, Andrew	\$24.00	Per hour	
Domina, Karan	\$53,224.46		\$8,112.00	Ruby, Emmalee	\$16.64	Per hour	
Dyk, Douglas	\$65,687.41		\$4,123.00	Salanoa, Jerome			\$4,847.00
Eggers, Kimberly	\$61,349.76		\$4,487.00	Salanoa, Morgan	\$17.16	Per hour	
Engen, Shayla	\$50,702.55			Salanoa, Nick			\$3,299.00
Evans, Jake			\$3,073.00	Salley, Kathleen	\$16.90	Per hour	
Folk, Jessica	\$54,997.55			Sather, John			\$2,566.00
Giesel, Billie	\$17.58	Per hour	\$4,811.00	Schiernbeck, Chad	\$110,000.00		
Gohring, Michael	\$70,337.64		\$2,049.00	Schiernbeck, Danielle	\$53,765.89		
Gorder, Lindsey	\$50,702.55		\$2,960.00	Schmahl, Mary Ellen	\$64,480.00		
Grady, Jerry	\$19.52	Per hour		Schmalz, Desaray	\$53,304.68		
Graf, Charles	\$26.25	Per hour		Schulte, Melanie	\$16.38	Per hour	\$789.00
Gratz, Lindsay	\$49,522.98			Spain, Pat	\$26.25	Per hour	
Gross, Michelle	\$17.42	Per hour		Stoltenburg, Lynn	\$63,005.07		
Gudmundson, Lynn	\$66,847.72		\$2,958.00	Street, Desiree	\$16.38	Per hour	
Haakenson, Randy	\$16.80	Per hour	\$4,847.00	Street, Sharilyn	\$16.54	Per hour	
Hagberg, Sarah	\$54,646.27		\$2,960.00	Swenson, Hannah	\$50,925.11		
Hall, Kelsey	\$17.82	Per hour		Swenson, Jayna	\$16.90	Per hour	
Hansen, Morgan	\$16.38	Per hour		TeKrony, Bonnie	\$58,824.30		
Hillesheim, Amanda	\$47,850.40			Templeton, Jayda	\$55,275.36		
Hinker, Catherine	\$53,921.64			Thomas, Destiny	\$18.17	Per hour	
Hockett, Brooke	\$50,858.34		\$1,638.00	Timmons, Edajeanne	\$29,000.00		
Hourigan, Dustin	\$58,605.71		\$9,804.00	Timmons, Jeanne	\$22.47	Per hour	
Keimig Jr, Marvin	\$26.25	Per hour		Tvedt, Amy	\$63,753.76		
Keimig Sr, Marvin	\$22.76	Per hour		Tvedt, Brian	\$57,839.74		\$8,485.00
Kellen, Kea	\$47,850.40		\$2,566.00	Ulmer, Kristopher	\$54,779.14		\$9,750.00
Kenyon, Anita	\$20.33	Per hour		VonEye, Jennifer	\$47,850.40		
Kindopp, Lynn	\$55,764.88			Waege, Hunter			\$2,566.00
Konold, Cindy	\$55,473.74			Warren, Alexis	\$17.59	Per hour	
Konold, McKensey	\$18.46	Per hour		Wieber, Leroy	\$26.25	Per hour	
Kotalik, ReAnna	\$16.88	Per hour		Winter, Lynette	\$16.90	Per hour	
Krause, Taylor	\$50,076.00		\$4,615.00	Young, Rhonda	\$68,849.03		
Kruiter, Steven	\$26.25	Per hour		Zaug, Kara	\$60,981.44		

OTHER BUSINESS – Items not on the agenda may not be voted on at this meeting

ADJOURN

DEUEL SCHOOL DISTRICT #19-4

***NON - CERTIFIED HANDBOOK
2024 – 2025***

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding negotiated agreements or professional agreements with the School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the Deuel School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504 is directed to contact: Chad Schiernbeck who has been designated by the Deuel School District to coordinate the District's efforts to comply with the regulations implementing these regulations.

Superintendent Chad Schiernbeck
Deuel School District #19-4
410 Fifth Street West
P.O. Box 770
Clear Lake, SD 57226

Telephone 605-874-2161
Fax 605-874-8585

You may also contact the Section 504 Coordinator at the South Dakota Department of Education and Cultural Affairs by calling 605-773-3134 or the Regional Director, Department of Education, Office for Civil Rights, 1244 Spear Blvd. Suite 310, Denver, Colorado 80202-3582.

NON-CERTIFIED EMPLOYEES' HANDBOOK

This handbook is a guideline for non-certified employees, and as such it is understood that changes may be necessary as conditions warrant.

Non-Certified Employees: All employees other than Certified Staff

RECRUITMENT AND SELECTION

The following is a statement of policy established by the Board of Education of this School District.

Applicants for admission and employment, students, parents, employees and all unions or professional organizations holding negotiated agreements or professional agreements with the school district are hereby notified that this district does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities.

No person shall be employed in or appointed to any full-time or part-time position without possessing the full qualifications of education or experience which may be prescribed for such position.

REQUIREMENTS OF EMPLOYMENT

BACKGROUND CHECK - All new employees are required to be fingerprinted for a background check.

RECORDS - It is important that our Business Office has up-to-date and accurate records for your benefit. Please notify the Business Office if you have a status change, such as: new address, new phone, change in marital status, increase or decrease in number of dependents, name of person to notify in case of emergency, etc.

SENIORITY - Seniority ranks below ability and workmanship when employees are considered for promotion or termination of employment for reasons other than cause.

EVALUATION OF NON-CERTIFIED STAFF - Your principal or work supervisor may submit a written report whenever they consider that your performance is of such a nature that immediate improvement is necessary or if work performance has improved to such an extent that recognition is desirable.

SUPERVISION FOR NON-CERTIFIED STAFF: All members of the non-instructional staff are under the direction and supervision of the Superintendent.

TYPES OF ASSIGNMENTS

Substitute: A substitute employee is one hired with the understanding that their association with the district will be on a substitute basis, as needed. Substitute employees are not eligible for district benefits and do not accrue personal days or sick leave during the period they serve as substitutes.

Temporary: A temporary employee is one hired with the understanding that their association with the district will last only through a certain period or session, length not necessarily specified, and with the understanding that separation may occur at any time without notice. Such employees are not eligible for district benefits and do not accrue personal days or sick leave.

However, if a person serves as a temporary employee and then becomes a regular employee in the same type of work, their service as a temporary employee will be credited toward personal days and sick leave.

Regular: A regular employee is one hired with the understanding that their association with the district will last through a fiscal year as determined by the contract provisions.

All non-certified personnel are responsible for punching in/out on the time clocks provided. Work times will be set by the administration.

FOR YOUR INFORMATION

HOURS: The number of hours worked per day will be set by the administration. Non-certified employees hours will be set at a maximum number of hours per day. The maximum number of hours may not be worked to a decrease in the school day. A minimum number of hours may be allowed in cases when school is not held. Any extension of work hours can only be approved by the administration.

METHOD OF PAY: Non-certified employees, on hourly schedule, will be paid on the fifteenth of the month. If the fifteenth falls on a Saturday or Sunday, the employee will be paid on the previous Friday.

OVERTIME: All work done at the request of the district, by non-certified employees, in excess of 40 hours per week shall be paid at time and a half. Prior approval must be granted by the Administration in order for employees to work overtime. For purposes of overtime the workweek is Monday through Sunday.

PAY INCREASES: Pay increases may be granted annually by the Board of Education.

COMPENSATION INSURANCE: Workers Compensation, for work related injuries, covers all employees of the school district. State law requires you to give written notice of an injury to your employer within three business days. Injuries should be reported to your immediate work supervisor or a School Administrator.

SCHOOL CLOSING: In case of emergency, such as school closings, late starts and early dismissals, the school authorities will announce closing and bus departure times on the following: Keloland TV, Dakota News and the Deuel School Facebook page. Announcements will also be sent via text, phone, and/or email.

The Chairperson of the Deuel School Board of Education or the Superintendent of the Deuel School District (or the designee) may cancel a scheduled day of school in case of an emergency.

CAUSES FOR SUSPENSION AND DISMISSAL

The District Superintendent may dismiss, suspend, or demote, for cause, any employee during the term of the annual contract. The causes which shall be deemed sufficient for dismissal, suspension, demotion, or other disciplinary action, include but are not limited to, the following:

1. Unauthorized or excessive absence from work
2. Commitment or conviction of any criminal act
3. Conduct unbecoming any employee in the public service
4. Disorderly or immoral conduct
5. Failure to make proper provision for liquidation of just debts
6. Incapacity due to mental or physical disability
7. Incompetence or inefficiency
8. Insubordination
9. Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia)
10. Being under the influence of alcohol or an illegal drug on school premises
11. Possessing or consuming alcohol on school premises
12. Neglect of duty
13. Negligence or willful damage to public property or waste of public supplies or equipment
14. Violation of any lawful regulation or order made by a supervisor
15. Willful violation of any provisions of this contract
16. Falsification of any material information on qualifications

No employee shall be dismissed, suspended, or demoted during the term of the annual contract unless he/she is served a written notice stating the reasons for the dismissal, suspension, or demotion and the effective date thereof.

EMPLOYEE BENEFITS

SICK LEAVE: Regular non-certified employees shall be entitled to sick leave. Nine month employees are entitled to nine days of sick leave, ten month employees are entitled to ten days of sick leave and twelve month employees are entitled to twelve days of sick leave annually. As a new employee you are credited at once with the sick leave that will be entitled to you. Each year's entitlement thereafter will be credited at the beginning of each year. Sick leave is accumulated to seventy-five days, with days used being deducted from the total accumulated. Sick pay may be used in quarter day increments (.25, .50, .75 or 1.00). Non-certified employees that have accumulated 75 days of sick leave will be paid for all allocated and unused days over and above the 75-day maximum at the certified substitute rate per day. Payment will be made by July 15th of the next fiscal year.

HEALTH INSURANCE: You are eligible to join the school health insurance plan if you have a regular assignment of 30 hours or more per week. Regular employees, who did not join at the time of employment, may join the group plan at the annual open enrollment date. The insurance carrier sets conditions of late enrollment. For further information you may contact the Business Office.

DENTAL INSURANCE: You are eligible to join the school dental insurance plan if you have a regular assignment of 30 hours or more per week. Regular employees, who did not join at the time of employment, may join the group plan at the annual open enrollment date. For further information you may contact the Business Office.

RETIREMENT SYSTEM: All non-certified full-time employees working 20 or more hours per week, automatically become members of SDRS. A payroll deduction will be made from your earnings for this purpose. A SDRS Supplemental deduction will also be made from your monthly paycheck. If you wish to increase the supplemental amount, please see the Business Manager.

AT WILL/RESIGNATION: Non-certified employees are “at will” employees and may be terminated at any time with or without cause. Furthermore employees may terminate their employment at any time. At least a two-week notice, in writing, is encouraged for any employee who may wish to resign, except in the case of an emergency.

VACATION (12-month employees ONLY): Regular non-certified employees, working 12 months, shall receive one day vacation for each month worked during the fiscal year. Less than one year's service merits vacation in proportion to time worked. After ten years of service vacation increases to 15 days per year. Vacation time of up to ~~five~~ **seven** days may be carried over to the next year. Vacation requests are approved by your supervisor.

HOLIDAYS ALLOWED:

Regular nine-month non-certified employees will be paid for and will not be required to work on six (6) holidays as follows:

Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day
New Year's Day	Good Friday

Regular ten-month non-certified employees will be paid for and will not be required to work on nine (9) holidays as follows:

Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve Day
Christmas Day	New Year's Eve Day
New Year's Day	Good Friday
Memorial Day	

Regular twelve-month employees will be paid for and will not be required to work on thirteen (13) holidays as follows:

Independence Day	Labor Day
Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve
Christmas Day	New Year's Eve
New Year's Day	Good Friday
Easter Monday	Memorial Day
Juneteenth	

PERSONAL LEAVE:

Deuel School allows non-certified staff two days of personal leave per year; if the day of personal leave is not used within the year, a maximum accumulation of four days may be carried to succeeding years. If at the end of a year, a non-certified staff member has more than 4 days, they will be paid for all allocated and unused days over and above the 4-day maximum at the certified substitute rate per day. Payment will be made in the June payroll of that fiscal school year. Arrangements must be made with the Superintendent at least two weeks in advance. The Superintendent may approve exceptions, in cases of immediacy.

JURY DUTY: If you are called for jury duty, you will receive your regular salary during this service, less the amount you received for jury duty, not including the mileage, which shall be retained by you.

BEREAVEMENT LEAVE: As a regular employee, you will be granted a maximum of five days leave, on full pay, in the event of death of a member of the immediate family. The immediate family is defined as husband, wife, mother, father, son, and daughter. Leave for the death of a lesser relative and attendance at funerals of close friends will be at the discretion of the Superintendent.

EXCESSIVE ABSENCE: If a non-certified employee is absent from school and does not have any benefit time left, they will be responsible to pay \$50 for each day missed. This policy does not pertain to any employee utilizing FMLA leave or during the time granted under FMLA.

MEDICAL LEAVE: Per FMLA policy.

MATERNITY LEAVE: Per FMLA policy.

MILITARY LEAVE: Per FMLA Policy. A non-certified employee on a military leave shall earn service increments as if regularly employed by the school district.

UNPAID LEAVE: Ordinarily, the school district shall not grant leaves of absence to non-certified personnel. However, under unusual circumstances, the Board of Education may grant leaves of absence to non-certified employees who have given long or outstanding service to the district.

FAMILY AND MEDICAL LEAVE

I. POLICY STATEMENT:

The School District shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993 (FMLA) as authorized by P.L. 103-3. The Superintendent shall administer this policy adopted by the Board of Education, setting forth the rights and procedures granted by the Act, and shall ensure compliance with this policy either personally, by delegation, or by some combination of personal supervision and delegation.

1. For purposes of this policy and an employee's right to take leave under the family and Medical Leave Act and District policy, full-time certified staff employed by the District for twelve months are deemed "eligible employees" and are covered by this policy.
2. Any certified staff member employed less than full-time must have been employed by the School District for twelve months and employed for at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) month period immediately preceding the commencement of leave to be an "eligible employee" for purposes of this policy.
3. A non-certified staff (support staff) employee must have been employed within the District for 12 months and worked for the District at least 1250 hours within the 12 month period immediately preceding the requested leave to be deemed an "eligible employee". Employment, is defined as being on the District's payroll. Also, pursuant to FMLA the District must employ 50 or more employees before an otherwise qualified employee is deemed an "eligible employee" for purposes of FMLA leave.

Employment is defined as being on the District's payroll.

II. ELIGIBILITY:

*No employee is eligible for FMLA leave unless the District employs 50 or more employees as defined in FMLA.

III. PROCEDURES FOR IMPLEMENTING FAMILY AND MEDICAL LEAVE:

- A. An eligible employee for FMLA leave under this policy shall be entitled up to a total of sixty (60) days (twelve weeks) of FMLA leave per school year (July 1 to June 30) for the following qualifying reasons:
 1. The BIRTH and FIRST YEAR CARE of a newborn child (including circumstances which require leave to be taken prior to the birth of the child);
 2. The ADOPTION or FOSTER PLACEMENT of a child (including circumstances which may require leave to be taken prior to actual placement of the child);
 3. The care for employee's spouse, son or daughter, or parent who has a SERIOUS HEALTH CONDITION, or

4. The employee's own SERIOUS HEALTH CONDITION, that makes the employee unable to perform his/her job.
-
- B. Not all absences of an employee due to illness of the employee or family member constitutes FMLA leave "due to a serious health condition: under #3 and #4 above. "Serious Health Condition: means an illness, injury, impairment, or physical or mental injury that involves inpatient care in a hospital or residential mental injury that involves continuing treatment of the employee or family member by a health care provided due to incapacity requiring the employee to be absent from work for more than 3 calendar days for continuing treatment of a chronic or long term health condition. ("Continuing treatment" means two or more visits to a health care provider or when the employee or family member is under continuing supervision of the health care provider due to a serious long-term or chronic condition or disability which cannot be cured). Short-term absences due to conditions which require only very brief treatment (if any) and recovery do not qualify for FMLA leave, although the employee would still be entitled to take paid sick leave pursuant to the District's sick leave policy if the employee is covered under the policy. The flu would be an example of such a situation. (The days taken under District's sick leave policy but not qualifying for FMLA leave would not be deducted from the 60 days of FMLA to which the employee is entitled in each 12 month period).
 - C. The certified employee taking FMLA leave shall be required to count and apply accrued paid family leave and personal leave toward the twelve (12) weeks of FMLA leave taken for birth, adoption, foster care or care of a family member (II. A. 1, 2, and 3). Paid personal leave and sick leave pursuant to district policies shall be applied toward FMLA leave taken due to a serious health condition of the employee, dependent child or family member (II. A. 3 and 4). A classified employee shall in addition to applying family leave, personal leave, and sick leave also be required to apply paid vacation leave against the 60 days of FMLA leave to which eligible employees are entitled. If the employee does not have sufficient accrued paid sick leave, family leave and personal leave (and for classified employees, also paid vacation days) equal to the period FMLA leave is taken, the employee is still entitled to the total twelve weeks FMLA leave within the one (1) year period for FMLA qualifying reasons. However, when FMLA leave is taken in such instances, the difference between the employee's accrued paid leave and the 60 days of FMLA leave to which the employee is entitled shall be on an unpaid leave basis.
 - D. During the period of FMLA leave, the employee is entitled to continuation of any employee group health benefits which the employee was receiving when the employee began taking FMLA leave. The School District shall continue to pay its portion of the group health insurance premiums, and it shall be the employee's responsibility to continue to pay for his or her portion of said premiums. Upon return to work, the employee shall be entitled to his or her same position or an equivalent position at the same rate of pay and benefits which the employee received at the time FMLA leave began (subject to changes in District policy, in the negotiated agreement relative to salary and health insurance benefits and subject to the District's reduction-in-force policy). A return to work during the last two (2) or three (3) weeks of a semester from FMLA leave by certified staff shall also be subject to certain restrictions as set forth in the Special rules section. The

employee shall not accrue additional benefits during the period FMLA leave is taken without pay.

- E. In the case of birth, adoption or foster placement, the FMLA leave entitlement for child-care ends after the child reaches the age of one, or 12 months after the adoption or placement. FMLA leave to care for a child/parent also includes the right to take FMLA leave by/for a step-parent/step-child or a person recognized as acting as a parent as a guardian (or adult with whom child resides pursuant to SDCL 13-28-10).

In cases where both spouses are employed by the School District, the combined total of FMLA leave for both employees for birth, adoption or foster placement, or parent shall be limited to twelve (12) weeks. This limitation of twelve (12) weeks total however does not apply to employee-spouses taking FMLA leave due to other serious health conditions of a family member.

- F. The School District, at the request of the employee, may agree to allow the employee to take FMLA leave intermittently or on a reduced hours basis, subject to the recommendations of the Superintendent and approval by the School Board.
- G. When unpaid FMLA leave is "foreseeable" in connection with birth, adoption or foster placement of a child, or for family or employee serious illness the employee shall provide thirty (30) days prior written notice of the request for FMLA leave (or as soon as possible if the employee becomes aware of the need for FMLA leave less than 30 days prior to the surgery or other event) and shall make a reasonable effort to schedule treatment, including the need for intermittent and reduced hour leave, so as to not duly disrupt the operations of the School District.
- H. When the employee requests or is taking unpaid FMLA leave, the District may require health provider verifications of the serious health condition from the employee's health care provider and may also require the employee to obtain a second medical opinion (at the District's expense). In the case of employee serious illness, in addition to the current sick leave policy requirements, the employee shall provide certification by his or her health care provider certifying that the employee is able to return to work and is able to meet the essential functions of the job.
- I. If an employee does not return to work after the unpaid FMLA leave period has expired, all employee benefits shall cease to be paid by the School District. The School District may also require the employee to reimburse the School District for the employee's share of insurance premiums if paid by the District while the employee was on unpaid FMLA leave unless the failure to return to work was due to the serious health condition that entitled the employee to take FMLA leave initially or due to other circumstances beyond the control of the employee. Such reimbursement shall be through payroll withholding after the employee returns to work.
- J. The Superintendent or designee will be available to assist employees who want to apply for FMLA leave. FMLA request forms are available at the Superintendent's office.

SPECIAL RULES SECTION APPLICABLE TO CERTIFIED EMPLOYEES

The following special rules apply to any certified employee who takes FMLA leave under this policy and who is employed principally in an instructional capacity.

- a. If FMLA leave begins with more than five (5) weeks left in the semester, the Superintendent may require the employee to continue taking leave until the end of the semester, if:
 - 1) The employee will be gone from work at least three (3) weeks for any of the four qualifying reasons (II A. 1-4), and
 - 2) The employee would return to work in the last three (3) weeks of the semester.
- b. If FMLA leave begins during the last five (5) weeks of the semester, the Superintendent may require the employee to continue taking leave until the end of that semester if:
 - 1) The employee would be gone from work at least two (2) weeks for a qualifying reason (II. A. 1, 2 or 3).
 - 2) The employee would return to work in the last two (2) weeks of the semester.
- c. If FMLA leave begins during the last three (3) weeks of the semester, the Superintendent may require the employee to continue taking leave until the end of that semester if the employee would be absent more than five (5) working days for a qualifying reason (II. A. 1, 2, or 3).
- d. If the School District requires a teacher to extend FMLA leave under these special rules, the extended leave shall be counted against the employee's FMLA leave allotment.

Questions on these special rules should be addressed to the Superintendent or designee.

**LEAVE FORM AND EMPLOYEE APPLICATION
FOR FAMILY AND MEDICAL LEAVE**

TYPE OF LEAVE:

_____ Personal Leave
_____ Jury Duty
_____ Employee Illness
_____ Family Illness
_____ Long Term Leave
_____ Professional Leave
_____ FMLA

It is the responsibility of the EMPLOYEE to complete this application and submit it to the Superintendent, if "foreseeable", thirty (30) days prior to the commencement date of unpaid Family and Medical Leave. It is also the responsibility of the employee to have read the provisions of the Family Medical Leave Policy, and to have asked the Superintendent or designee for assistance regarding interpretation and application of the policy if needed.

Family Medical Leave (FMLA) is for the following reason: (Employee initial one category)

_____ The birth and first year care of a newborn child;
initial

_____ The adoption or foster placement of a child;
initial

_____ The care for employee's spouse, son or daughter, or parent; who has a serious
initial health condition; or

_____ The employee's own serious health condition that makes the employee unable
initial to perform his/her job.

I am requesting FMLA leave to start on _____ and end on _____.
(Date) (Date)

I understand that FMLA leave days are unpaid leave days unless paid pursuant to the District's paid sick leave policy, family leave policy or personal leave policy (and vacation leave for 12 month non-certified employees).

Employee's signature

Date of application

For Office Use Only

Date application was received: _____

GRIEVANCE PROCEDURE FOR NON-CERTIFIED PERSONNEL

ARTICLE I

Definitions:

A grievance is a complaint by a public employee or group of public employees based upon an alleged violation, misinterpretation, or inequitable application of any existing agreements, ordinances, policies, rules or regulations of the government of the State of South Dakota or the government of any one or more of the political subdivision thereof, or of the public schools, or any authority, commission, or board, or any other branch of the public service as they apply to the conditions of employment. Negotiations for, or a disagreement over, a non-existing agreement, contract, ordinance, policy, rule, or regulation is not a "grievance" and is not subject to this section. (SDCL 3-18-1.1)

The term "employee" is considered to apply to any non-certified employee and may include an individual or group employees who are similarly affected by a grievance.

An "Aggrieved person" is the person or persons making the claim.

"Board" means the Board of Education of the Deuel School District #19-4, Clear Lake, South Dakota.

"Association" shall mean the Teachers Negotiating Committee .

The term "days" when used in this policy shall, except where otherwise indicated, mean normal business working days excluding National Holidays.

ARTICLE II

PURPOSE:

The purpose of this statement of grievance procedure policy is to secure a solution at the lowest possible administrative level.

ARTICLE III

PROCEDURE:

It is important that grievances be processed as rapidly as possible. The number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. If appropriate action is not taken by the employee within the time limits specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified herein may be extended by mutual agreement of the aggrieved and the Board of Education designee, provided the time extension is requested within the time limits provided in the Article.

In the event a grievance is filed on or after April 15, an effort should be made to reduce the time limits.

If an employee does not file a grievance in writing with the Principal or other supervisor within twenty days after the employee knew, or should have known, of the act or condition on which the grievance is based, the grievance shall be considered as having been waived.

A supply of grievance forms shall be on file with the building principal, and/or the immediate supervisor.

ARTICLE IV

INFORMAL PROCEDURES:

If an employee feels he/she has a grievance, the employee shall first discuss the matter with their supervisor, principal or other administrator, to whom they are directly responsible in an effort to resolve the problem.

If, after such discussion with the supervisor, principal or other administrator, the employee is not satisfied with the disposition of the matter, the employee shall have the right to present the matter to and discuss it with the Superintendent.

ARTICLE V

FORMAL PROCEDURES:

LEVEL ONE - School Principal, Immediate Supervisor or other Administrator

If an aggrieved person is not satisfied with the disposition of their problem through informal procedures, they shall submit a claim in writing within seven days after the informal hearing. Four (4) copies of this written grievance shall be prepared by the teacher, and they shall send one copy to each of the following: supervisor, principal, or other administrator, a member of the Teachers Negotiating Committee, Superintendent of Schools and the aggrieved person.

An employee who is not directly responsible to a building principal may submit his/her formal written grievance claim to the administrator or supervisor to whom they are directly responsible, and such administrator shall carry out the aforementioned responsibilities the same as a principal. The administrator within seven (7) days shall render a decision in writing to the aggrieved person.

LEVEL TWO - Superintendent of Schools

If an aggrieved person is not satisfied with the decision concerning the alleged grievance at Level One, they may, within seven (7) days after the decision is rendered, or within fourteen (14) days after their formal presentation, file the alleged grievance with the Superintendent.

The Superintendent of Schools or their designee within seven (7) days from the receipt of the written grievance shall meet with the aggrieved person for the purpose of resolving the grievance. The principal or appropriate administrator who was involved at Level One shall be notified and shall have the option of attending the meeting. Arguments and documentation of all parties shall be made in writing at this level, and copies thereof shall be given to the Superintendent and all interested parties. The Superintendent shall, within seven (7) days after the meeting, render a decision in writing to the aggrieved person, the supervisor, principal, or other administrator and designated member of the Teachers Negotiating Committee .

LEVEL THREE - Teachers Negotiating Committee

If the aggrieved person is not satisfied with the decision concerning the alleged grievance at Level Two, they shall, within seven (7) days after the decision is rendered, file an alleged grievance at Level Two, they shall, within seven (7) days after the decision is rendered, file an alleged grievance with the Association.

The Association shall, within seven (7) days, make a judgment on the merits of the alleged grievance. If the Association decides that the alleged grievance lacks merit, it shall send written notification to the employee, supervisor, principal, or other administrator, Superintendent and Teachers Negotiating Committee member. If the Association decides that the alleged grievance has merit and the decision at Level Two is not acceptable, it shall, within seven (7) days after receipt, refer such grievance with argumentation and reason in writing to Level Four. Copies will be sent the Teachers Negotiating Committee member, supervisor, principal, or other administrator, the aggrieved person, Superintendent.

LEVEL FOUR - Board of Education

Within 20 days, the board or its designated agent (excluding previous level agents) shall consider that grievance or may designate a committee which may or may not include board members to hold a hearing or otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance. The board shall make a final decision thereon at the following regular or special board meeting (within 20 days). After the meeting, the board shall notify the aggrieved in writing of its decision.

LEVEL FIVE - Level Five is provided for in SDCL 3-18-15.2. This appeal must be made within sixty (60) days.

ARTICLE VI

MISCELLANEOUS:

If, in the course of investigation of any grievance by representatives of the complainant, and such investigation requires their presence in a school building, they shall report immediately to the principal of such building being visited and state the purpose of the visit.

Classroom activities shall not be interrupted and every effort shall be made to avoid the involvement of students in all phases of grievance procedure.

The person or person taking the action and their selected representatives may be present at every step of the procedure and shall be present at the request of the Board or its designee. Nothing in Article VI, Item C, will interfere with the provisions provided in SDCL 3-18-15.

If, in the judgment of the building principal or immediate supervisor, the grievance is not against their interpretation of the policy but against the Superintendent's interpretation of the policy, the grievance, upon recommendation of the Superintendent or their designee, may be filed directly with the Superintendent.

No reprisals of any kind shall be taken by either party against any party in interest, any representative, any officer of the Association, any member of the Association's grievance committee, any member of the Administration or any other participant in the grievance procedure by reason of such participation.

When it is necessary for an aggrieved person and/or a representative(s) of the Association to attend a meeting or a hearing called by the Superintendent during the school day, the Superintendent's Office shall notify the appropriate principals. The aggrieved person and the representative(s) shall be released without loss of pay for such time as their attendance is required at such meeting or hearing.

The Board agrees to make available to the aggrieved person and their representative information which is in its exclusive possession or control and which is relevant to the issue raised by the grievance.

REQUEST FOR SETTLEMENT OF GRIEVANCE

LEVEL ONE

(To be completed by aggrieved person)

Date of Presentation to Principal _____

Name of Aggrieved Person _____

Home Address _____

School _____ Subject Area _____

DSEA
President _____

Nature of Grievance _____

Settlement Requested _____

Signed _____

Copy 1 - Supervisor, principal or other administrator

Copy 2 – Teachers Negotiating Committee

Copy 3 - Superintendent of Schools

Copy 4 - Aggrieved Person

REPLY TO LEVEL ONE GRIEVANCE

Date Reply Sent to Aggrieved Person_____

Name of Aggrieved Person_____

Home Address _____

School_____ Subject Area_____

Date of Presentation of Grievance to Principal _____

Reply of Supervisor, principal or other administrator with rationale_____

Signed_____

Supervisor, Principal or Other Administrator

Copy 1 - Supervisor, principal or other administrator

Copy 2 – Teachers Negotiating Committee

Copy 3 - Superintendent of Schools

Copy 4 - Aggrieved Person

REQUEST FOR SETTLEMENT OF GRIEVANCE

LEVEL TWO

Date of Presentation to Superintendent_____

Name of Aggrieved Person_____

Home Address_____

School_____ Subject Area_____

State reasons for submission of grievance to Level Two _____

Settlement Requested _____

Signed_____

DSEA President

Signed_____

Aggrieved Person

Copy 1 - Supervisor, principal or other administrator

Copy 2 – Teachers Negotiating Committee

Copy 3 - Superintendent of Schools

Copy 4 - Aggrieved Person

REPLY TO LEVEL TWO GRIEVANCE

Date of Reply of Superintendent Sent to Aggrieved Person_____

Name of Aggrieved Person_____

Home Address _____

School_____ Subject Area_____

Date of submission of Grievance to Superintendent_____

Signed _____
Superintendent or Designee

Copy 1 - Supervisor, principal or other administrator

Copy 2 – Teachers Negotiating Committee

Copy 3 - Superintendent of Schools

Copy 4 - Aggrieved Person

REQUEST FOR SETTLEMENT OF GRIEVANCE

LEVEL THREE

Date of Submission to the Teachers Negotiating Committee _____

Name of Aggrieved Person _____

Home Address _____

School _____ Subject Area _____

Date of Reply of Superintendent to Level Two Grievance _____

State reasons for submission of grievance to Level Three _____

Settlement Requested _____

Signed _____

Copy 1 - Supervisor, principal or other administrator

Copy 2 – Teachers Negotiating Committee

Copy 3 - Superintendent of Schools

Copy 4 - Aggrieved Person

REPLY TO LEVEL THREE GRIEVANCE

Date of Submission to the Teachers Negotiating Committee _____

Name of Aggrieved Person_____

Home Address_____

School _____ Subject _____

Area_____

Date of request for settlement of grievance, Level Three _____

Final decision of the Teachers Negotiating Committee Grievance Committee: _____

[illegible]

Signed_____

Copy 1 - Supervisor, principal or other administrator

Copy 2 – Teachers Negotiating Committee

Copy 3 - Superintendent of Schools

Copy 4 - Aggrieved Person

REQUEST FOR SETTLEMENT OF LEVEL FOUR GRIEVANCE

(Copies of all previous requests for settlement and replies must be attached to the copies of the Business Manager and the President of the Board of Education only)

Date of Submission to the Business Manager _____

Name of Aggrieved Person _____

Home Address _____

School _____ Subject Area _____

Date of Teachers Negotiating Committee Reply to Level Three Grievance _____

State reason for submission of grievance to Level Four _____

Recommendation of Association _____

Signed _____

President of Board of Education

Copy 1 - Supervisor, principal or other administrator

Copy 2 – Teachers Negotiating Committee

Copy 3 - Superintendent of Schools

Copy 4 - Aggrieved Person

Copy 5 – Business Manager

Copy 6 – President of Board of Education

REPLY TO LEVEL FOUR GRIEVANCE

Date of Submission to the Business Manager_____

Name of Aggrieved Person_____

Home Address_____

School_____ Subject Area_____

Date of Level Four Hearing or Investigation _____

Final decision of the Board of Education _____

Signed_____

President of Board of Education

Copy 1 - Supervisor, principal or other administrator

Copy 2 – Teachers Negotiating Committee

Copy 3 - Superintendent of Schools

Copy 4 - Aggrieved Person

Copy 5 – Business Manager

Copy 6 – President of Board of Education