



Deuel School District #19-4 School Board Meeting Agenda
Monday, July 14, 2025, 6:00 p.m. in Room 311



CALL TO ORDER

ADOPT THE AGENDA

PUBLIC COMMENT/VISITORS

CONFLICT OF INTEREST DISCLOSURES

CONSENT AGENDA ITEMS

- 1 – Minutes – Regular Meeting June 9, 2025
- 2 – June 2025 Payroll

OLD BUSINESS

- Gymnastics Co-op
- 2nd Reading of MS/HS Handbook
- 2nd Reading of Elementary Handbook

NEW BUSINESS

- Financial Report for the Month Ending June 30, 2025
- June 2025 Bills
- Brian Tvedt, Perkins Consortium Stipend of \$2,000
- Insurance Renewal through Marsh McLennan – Property, General/Professional Liability, Crime, Commercial Auto & Umbrella/Excess
- 2024-2025 Audit Proposal
- Fairgrounds Deed
- Policy BBB: School Board Elections
- John Sather, MS BBB Coach, Resignation
- Amanda Hillesheim, Counselor, Resignation
- Surplus Items
- Strategic Plan – School Management

REPORTS

- Superintendent Schiernbeck
- Principal Hahn
- Principal Rahlf
- Athletic Director Rahlf
- Business Manager Schmahl
- NESC Representative Gubrud

NEXT MEETING

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

ADJOURN

Deuel School District #19-4 School Board Meeting Minutes
Monday, June 9, 2025

The regular meeting of the Deuel School District Board of Education was called to order on Monday, June 9, 2025, at 6:00 p.m. by Chairperson Nielsen. Members present included Danay Nielsen, Wade Gubrud, Leah Schwiesow, Tony Konold and Joel Brandt. Others present included Superintendent Schiernbeck, Principal & Athletic Director Rahlf, and Business Manager Schmahl.

Action 6A-1

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

There was no public comment.

There were no Conflict-of-Interest Disclosures.

Action 6A-2

Motion by Gubrud, seconded by Brandt to approve the consent agenda as follows: Minutes of the Regular Meeting May 12, 2025, and May 2025 Payroll - General Fund \$334,861.75, Special Education \$86,776.97, and Food Service \$18,874.05. All present voted aye. Motion carried.

Discussion was held on the possible gymnastics' coops with Deubrook and Hamlin. The board would like feedback on how other schools handle the financials before making a decision.

There will not be an election in 2025 as there were two positions open and two petitions filed.

Changes to the 2025-2026 budget were discussed.

Action 6A-3

Motion by Gubrud, seconded by Brandt to approve the financial report for the month ending May 31, 2025. All present voted aye. Motion carried.

	General Fund	Capital Outlay	Special Education	Food Service	Other Enterprise	Trust and Agency	Private Purpose Trust	Total
Balance 5.1.25	940,790.44	3,318,909.06	210,105.05	(68,837.07)	15,366.22	201,259.00	114,974.69	4,732,567.39
Receipts:								
Local	633,818.84	613,983.57	361,345.52	13,729.41	5,775.00	72,023.42	-	1,700,675.76
State	847,246.26	-	-	-	-	-	-	847,246.26
Federal	-	-	-	9,602.78	-	-	-	9,602.78
Other	-	-	-	-	-	-	-	-
Total Receipts	1,481,065.10	613,983.57	361,345.52	23,332.19	5,775.00	72,023.42	-	2,557,524.80
G.L. Entries	-	-	-	-	-	-	-	-
Disbursements:								
Accts. Payable	58,135.41	3,421.80	18,003.76	18,767.61	-	80,142.32	-	178,470.90
Hourly Payroll	79,896.93	-	52,934.37	18,874.05	-	-	-	151,705.35
Contracted Payroll	254,964.82	-	33,842.60	-	-	-	-	288,807.42
P-Card	5,106.03	552.24	-	-	-	117.77	-	5,776.04
Flex/HS Deducts	-	-	-	-	-	546.31	-	546.31
Prior Adj	-	-	-	-	-	-	-	-
CO Cert Pmts	-	-	-	-	-	-	-	-
Pre-Paids	52.07	-	-	282.42	-	-	-	334.49
Total Disbursements	398,155.26	3,974.04	104,780.73	37,924.08	-	80,806.40	-	625,640.51
Balance 5.31.25	2,023,700.28	3,928,918.59	466,669.84	(83,428.96)	21,141.22	192,476.02	114,974.69	6,664,451.68

Action 6A-4

Motion by Brandt, seconded by Schwiesow to approve payment of the May 2025 bills as presented. All present voted aye. Motion carried.

The first reading of the 2025-2026 Elementary Handbook was held.

The first reading of the 2025-2026 MS/HS Handbook was held.

Motion 6A-5

Motion by Schwiesow, seconded by Konold to designate Performance Foodservice as the 2025-2026 Food Service Prime Vendor. All present voted aye. Motion carried.

Motion 6A-6

Motion by Brandt, seconded by Gubrud to designate Prairie Farms as the 2025-2026 Milk Vendor. All present voted aye. Motion carried.

Motion 6A-7

Motion by Brandt, seconded by Schwiesow to approve the following policies as recommended by ASBSD and presented by Superintendent Schiernbeck: ABAD: Parent's Rights (new), BD: School Board Meetings (new), DFD: Gate Receipts and Admissions (new), ECABB: Multi Occupancy Room Use (Bathrooms) (new), IKFB: Graduation Ceremony Decoration (new), BDDG: Minutes (amend), FC: Facilities Capitalization Program (amend), GCDB: Criminal Background Checks (amend), IGBA: Special Education and Related Services (amend), IIAC: Library Materials Selection and Adoption (amend), JEA: Compulsory Attendance Ages (amend), JEG: Exemptions from School Attendance (amend), and KLB: Public Complaints about the Curriculum or Instructional Materials (amend). All present voted aye. Motion carried.

Strategic Plan – Growth and Management was reviewed and discussed and was recommended that financials be added.

Strategic Plan – Communication was reviewed and discussed.

Motion 6A-8

Motion by Schwiesow, seconded by Brandt to accept the resignation of Jake Evans as Assistant Football Coach. All present voted aye. Motion carried.

Motion 6A-9

Motion by Konold, seconded by Gubrud to accept the resignation of Kelsey Hall as Paraprofessional. All present voted aye. Motion carried.

Motion 6A-10

Motion by Gubrud, seconded by Schwiesow to accept the resignation of Billie Jo Giesel as MS Track Coach. All present voted aye. Motion carried.

Motion 6A-11

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

Motion 6A-12

Motion by Brandt, seconded by Schwiesow to hire Jon Peterreins as Head Girls Basketball Coach₃ for the 2025-2026 school year with a stipend of \$4,890.00. All present voted aye. Motion carried.

Motion 6A-13

Motion by Brandt, seconded by Gubrud to hire Holland Crocker as Title I Teacher for the 2025-2026 school year with a salary of \$48,000.00. All present voted aye. Motion carried.

Motion 6A-14

Motion by Brandt, seconded by Konold to hire Isaac Ronne as Head Boys Basketball Coach for the 2025-2026 school year with a stipend of \$3,990.00. All present voted aye. Motion carried.

Motion 6A-15

Motion by Brandt, seconded by Schwiesow to hire Taylor Krause as Assistant Volleyball Coach for the 2025-2026 school year with a stipend of \$3106.00. All present voted aye. Motion carried.

Motion 6A-16

Motion by Brandt, seconded by Gubrud to hire Grace Konechne as C Volleyball Coach for the 2025-2026 school year with a stipend of \$2,594.00. All present voted aye. Motion carried.

Motion 6A-17

Motion by Brandt, seconded by Konold to approve the Health Class Waiver. All present voted aye. Motion carried.

Motion 6A-18

Motion by Brandt, seconded by Schwiesow to vote for Brittney Eide, Secondary Principal, Corsica-Stickney for SDHSAA East River At-Large Representative on the 2025 Official Runoff Election Ballot. All present voted aye. Motion carried.

Motion 6A-19

Motion by Schwiesow, seconded by Gubrud to transfer \$100,000.00 from the General Fund to the Food Service Fund. All present voted aye. Motion carried.

Superintendent Schiernbeck's report included: CSI-Surveys Results; Playground update; Lockdown Overview; Staffing; and Joint Convention-August 7-8.

Principal Hahn's report included: Graduation; Handbook Updates; Grading Scale and Weighted Grades; and 8th Grade Citizenship Award Winners: Mataylah Pope and Gracelyn Homan.

Principal Rahlf's report included: May Students of the Month: JK - Lily Cutshaw, K - Danny Bolden, 1st - Luella Seuser, 2nd - Owen Lipp, 3rd - Graci Severson, 4th - Alyssa Magee, 5th - Austen VonEye; May Cardinal Card Winners: Natalie Van Hofwegen, Danny Bolden, Suttan Ronne, Crue Bucknell, Keegan Beutler; Overall Cardinal Card Winner: Kenna Lauseng; 95 Percent Curriculum; and Elementary Handbook – first reading.

Athletic Director Rahlf's report included: **Congratulations to the state track qualifiers!** Boys 3200 Relay, Sutton Benck, Tyson Hagberg, Caden Hourigan and Levi Peterson, Boys 400 relay- Axel Gallardo, Gavin Kloos, Gabe Sather and Oliver Fieber, Boys 800 relay- Axel Gallardo, Gavin Kloos, Caleb Ronne and Oliver Fieber, Boys Medley- Axel Gallardo, Brock Johnson, Caleb Ronne and Tyson Hagberg, Girls 400 Relay- Addison Timmons, Sophie Trupe, Laycee Andersen and Alayna Carlson, Girls 800 Relay- Addison Timmons, Sophie Trupe, Laycee Andersen and Alayna Carlson, 100- Oliver Fieber, Gavin Kloos, Addison Timmons and Alayna Carlson, 200- Oliver Fieber, Gavin Kloos, Caleb Ronne, Addison Timmons and Alayna Carlson, 400- Caleb Ronne, 1600- Tyson Hagberg and Jaycee Hourigan, 3200- Jaycee Hourigan, Shyla Tvedt and Isabella Imm, 110 hurdles-₄ Gabe Sather, 300 hurdles- Gabe Sather, Javelin- Owen Haas, High Jump- Caleb Ronne and Lennix

Adler, Pole Vault- Gabe Sather, Malakai Maskovich, Makia Moe, Hannah Cutshaw, Lauryn Peterreins, Kandi Berndt and Riley Bass, and Discus- Kayden Russell; What a great weekend by all athletes! Deuel Students Athletes placed in quite a few events and the boys brought home the 4th place trophy, great job by all athletes; **State placers:** Gabe Sather- 4th in 110h and 8th in 300h and 3rd in PV and set a new school record in PV, Oliver Fieber- 1st in the 100 and 200 and set a new school record in the 200, 400 relay- state champs, Gabe Sather, Gavin Kloos, Axel Galardo and Oliver Fieber and set a new school record, 800 relay- 3rd Axel Galardo, Caleb Ronne, Gavin Kloos and Oliver Fieber and set a new school record; Gavin Kloos- 6th in the 200, Hannah Cutshaw- 5th in PV, and Oliver Fieber was named the Most Valuable boys runner in class A state track meet; **State Softball:** Congratulations to the softball team on qualifying for the State Softball Tournament, held in Aberdeen on June 5th, 6th and 7th and Congratulations on their 1st place finish at State, Sarah Hagberg was named Class B Softball Coach of the Year, and Katrina Hagberg, Aubrey Lanners and Elle Holden were named to the NEC All Conference Team; and **State Golf:** Congratulations to the following for qualifying for the state golf meet - Claryssa Hanson, Jared Hotzler, Gavin Maaland, and Emmitt Schwiesow - State Golf was held in Watertown on June 2nd and 3rd.

Business Manager Schmahl's report included: 2024-2025 Audit; Budget Hearing in July; Fiscal Year End Training; and New Business Manager Training – July 15-17, 2025.

NESC Representative Gubrud reported on the May 19, 2025, meeting.

Next regular meeting and annual meeting will be held Monday, July 14, 2025, with the regular meeting beginning at 6:00 p.m.

Motion by 6A-20

Motion by Brandt, seconded by Konold to adjourn at 8:10 p.m. All present vote aye. Motion carried.

Ellen Schmahl, Business Manager

Danay Nielsen, Chairperson

June 2025 Payroll

Hourly	General	Spec. Ed.	Food Serv	Other Ent.
OASI	\$ 9,467.22	\$ 4,336.76	\$ 1,452.14	\$ 958.40
FIT	\$ 2,384.28	\$ 909.73	\$ 112.59	\$ 472.27
INS	\$ 6,113.77	\$ 10,397.26	\$ 2,201.90	\$ -
SDRS	\$ 4,765.84	\$ 3,305.64	\$ 984.76	\$ 751.68
OD	\$ 653.05	\$ 678.30	\$ 200.00	\$ -
NET	\$ 51,666.64	\$ 22,924.92	\$ 7,948.68	\$ 4,936.69
TOTAL	\$ 75,050.80	\$ 42,552.61	\$ 12,900.07	\$ 7,119.04
Total Hourly		\$ 137,622.52		
Contracted	General	Spec. Ed.	\$ -	
OASI	\$ 31,910.26	\$ 3,858.20	\$ -	
FIT	\$ 15,238.63	\$ 1,529.24	\$ -	
INS	\$ 29,071.56	\$ 5,184.19	\$ -	
SDRS	\$ 24,382.96	\$ 3,165.10	\$ -	
OD	\$ 7,933.18	\$ 322.82	\$ -	
NET	\$ 158,147.81	\$ 19,791.02	\$ -	
TOTAL	\$ 266,684.40	\$ 33,850.57	\$ -	
Total Contracted		\$ 300,534.97		
Total Payroll		\$ 438,157.49		

Cooperative Agreements

GYM

Estelline-Hendricks	50/50 (coop in all sports) Host school retains revenue when hosting
Kimball-White Lake	50/50 (coop in all sports)
Wagner-Bon Homme	no monetary exchange
	% based on number of athletes from each school -Does not include capital
Wall-Kadoka-Phillip(Haakon)	equimpment
Parkston-Ethan-Hanson-Mt. Vernon	% based on number of athletes from each school

WR

Kingsbury	split equally among the four schools
Hamlin-Castlewood	% based on number of athletes from each school
	% based on number of athletes from each school -Does not include capital
Wall-Kadoka-Phillip(Haakon)	equimpment

Clark-Willow Lake	50/50 (coop in all sports)
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Hamlin/Castlewood Wrestling Cooperative

FY: 24/25 and 25/26 or until the contract is updated and agreed upon by both schools.

For the majority of meets and practices Hamlin will be the host school.

1. Expenses for facilities, lights, heating, showers, etc.
 - a. Each district will bear the cost of the facilities for the events that they host.
2. Expenses for purchasing supplies and equipment. The host school will cover expenses for the length of this agreement.
 - a. IF the supplies or equipment is to be stored or primarily used at the non-host school, that school (non-host) is responsible for that piece of equipment.
 - b. Terms would be negotiated going forward as we see the growth of the program.
3. Expenses for hosting an event like payment of referee and any other personnel necessary to host the event will be covered by the host school.
 - a. Proceeds from any event hosted will be kept by the school hosting the event.

The following expenses will be determined on a season-by-season basis. The percentage will be determined by the number of wrestlers from each school. In order to be counted towards the percentage the wrestlers must have participated in MORE than 2 practices and be one of the following:

- In high school
- In 7th grade or 8th grade and either wrestled in the high school region tournament OR wrestled on the varsity squad for over 50% of the season

For example, if Hamlin had 5 high school wrestlers and Castlewood had 3 high school wrestlers, Hamlin would pay 62.5% and Castlewood would pay 37.5% for that season.

1. Transportation expenses for away contests from HEC and back to HEC. When possible, the school districts will combine transportation needs and split costs as agreed by the administration.
2. Expenses for banquets and awards.
3. Expenses for salary and benefits.
4. Expenses for scouting, coach meetings, and workshops.
5. Expenses for meals and lodging at any events.

The following will be handled by each school individually.

- Travel to and from practice and any expense associated with it.
- Eligibility for student athletes including athletic physicals, grades, etc.

For contests, the school vehicle will leave from HEC (Hamlin Education Center) and return to HEC. When possible, the vehicle will pick up Castlewood along the way either in Castlewood or at an agreed upon location. Otherwise, Castlewood is responsible for getting their wrestlers to and from the contest or to and from HEC for the contest.

Hamlin School as the host school will be responsible for purchasing all team uniforms.

Any and all components of this agreement can be negotiated on a case-by-case basis by each school's administration.

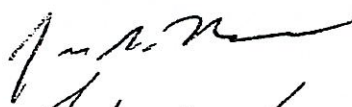
Team Name: Hamlin-Castlewood

Team Mascot: Chargers

Team Colors: same as Hamlin School colors

Hamlin School District:

Superintendent:



Date:

8/24/2024

Athletic Director:

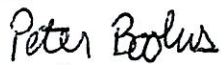


Date:

8/26/24

Castlewood School District:

Superintendent:



Date

8/26/2024

Athletic Director:



Date

8/24/24

DEUEL SCHOOL DISTRICT 19-4
CASH REPORT

	General	Capital	Special	Food	Other	Trust and	Private	Total
	Fund	Outlay	Education	Service	Enterprise	Agency	Purpose	
							Trust	
Balance 6.1.25	2,023,700.28	3,928,918.59	466,669.84	(83,428.96)	21,141.22	192,476.02	114,974.69	6,664,451.68
Receipts:								
Local	504,906.94	244,177.37	144,221.35	3,369.94	-	76,484.05	-	973,159.65
State	144,141.75	-	-	724.01	-	-	-	144,865.76
Federal	85,298.00	-	-	7,418.62	-	-	-	92,716.62
Other	-	-	-	100,000.00	-	-	-	100,000.00
Total Receipts	734,346.69	244,177.37	144,221.35	111,512.57	-	76,484.05	-	1,310,742.03
G.L. Entries	-	-	-	-	-	-	-	-
Disbursements:								
Accts. Payable	70,966.10	33,194.88	17,964.68	9,074.59	275.00	70,555.06	-	202,030.31
Hourly Payroll	75,050.80	-	42,552.61	12,900.07	7,119.04	-	-	137,622.52
Contracted Payroll	266,684.40	-	33,850.57	-	-	-	-	300,534.97
P-Card	3,071.13	69.98	-	-	-	655.48	-	3,796.59
Flex/HS Deducts	-	-	-	-	-	510.06	-	510.06
Prior Adj	100,000.00	-	-	-	-	-	-	100,000.00
Receivables	276,037.02	-	-	-	-	-	-	276,037.02
Online Fees	51.72	-	-	4.48	-	-	-	56.20
Total Disbursements	791,861.17	33,264.86	94,367.86	21,979.14	7,394.04	71,720.60	-	1,020,587.67
Balance 6.30.25	1,966,185.80	4,139,831.10	516,523.33	6,104.47	13,747.18	197,239.47	114,974.69	6,954,606.04

	<u>10 GENERAL FUND</u>	<u>21 CAPITAL OUTLAY</u>	<u>22 SPECIAL EDUCATION 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	25,424.40	185,178.93	0.00	(34.40)	(15.98)	210,552.95
102 PAYROLL DEPOSITS	(4,263.97)	0.00	(1,123.57)	0.29	11,386.23	5,998.98
105 POOLED FUND DEPOSITS	1,945,025.37	1,954,652.17	517,646.90	6,138.58	2,376.93	4,425,839.95
106 TIME DEPOSITS	0.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00
108 GF Advance Payments	5,356.35	0.00	0.00	0.00	0.00	5,356.35
110 SPED TAXES RECEIVABLE	816,230.74	898,341.84	494,582.45	0.00	0.00	2,209,155.03
112 SPED TAXES RECEIVABLE - PRIOR YEARS	24,905.23	13,499.87	6,858.66	0.00	0.00	45,263.76
120 011 GF Accounts Receivable Regular	1,546.38	0.00	0.00	0.00	0.00	1,546.38
120 012 GF Accounts Receivable Collections	0.00	0.00	0.00	0.00	(0.22)	(0.22)
120 ACCOUNTS RECEIVABLE	0.00	0.00	0.00	7,508.07	0.00	7,508.07
140 GF Due From Federal Govt	276,036.91	0.00	0.00	0.00	0.00	276,036.91
170 101 SUPPLIES INVENTORY CLEAR LAKE	0.00	0.00	0.00	167.22	0.00	167.22
171 101 FOOD INVENTORY CLEAR LAKE	0.00	0.00	0.00	2,301.54	0.00	2,301.54
172 101 COMMODITY INVENTORY CLEAR LAKE	0.00	0.00	0.00	4,659.97	0.00	4,659.97
196 NET PENSION ASSET	0.00	0.00	0.00	374.12	41.83	415.95
Current Assets	3,090,261.41	5,051,672.81	1,017,964.44	21,115.39	13,788.79	9,194,802.84
Long-term Assets						
204 EQUIPMENT-LOCAL	0.00	0.00	0.00	8,064.17	0.00	8,064.17
205 EQUIPMENT-FEDERAL ASSIST.	0.00	0.00	0.00	290,688.26	0.00	290,688.26
208 ACCUM DEPRECIATION-LOCAL	0.00	0.00	0.00	(3,519.77)	0.00	(3,519.77)
209 ACCUM DEPR-FEDERAL	0.00	0.00	0.00	(25,584.26)	0.00	(25,584.26)
Long-term Assets	0.00	0.00	0.00	269,648.40	0.00	269,648.40
Deferred Outflows of Resources						
252 014 PENSION RELATED DEFERRED OUTFLOWS	0.00	0.00	0.00	4,268.00	0.00	4,268.00
252 PENSION RELATED DEFERRED OUTFLOWS	0.00	0.00	0.00	32,516.05	3,625.11	36,141.16
Deferred Outflows of Resources	0.00	0.00	0.00	36,784.05	3,625.11	40,409.16

	<u>10 GENERAL FUND</u>	<u>21 CAPITAL OUTLAY</u>	<u>22 SPECIAL EDUCATION FUND</u>	<u>51 FOOD SERVICE</u>	<u>53 OTHER ENTERPRISE FUND</u>	<u>Total</u>
Total Assets and Deferred Outflows of Resources	3,090,261.41	5,051,672.81	1,017,964.44	327,547.84	17,413.90	9,504,860.40
Total Liabilities, Deferred Inflows of Resources, and Fund Equity						
Current Liabilities						
402 ACCOUNTS PAYABLE	51,832.34	3,632.28	88.20	3,063.76	275.00	58,891.58
404 CONTRACTS PAYABLE	306,937.84	0.00	64,881.95	11,625.47	1,296.00	384,741.26
451 FICA PAYABLE	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
453 INSURANCE PAYABLE	993.61	0.00	(0.17)	(0.32)	0.24	993.36
454 RETIREMENT PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00
455 OTHER DEDUCTIONS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00
456 TSA PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00
457 BENEFITS PAYABLE	70,986.38	0.00	23,673.55	2,462.97	177.42	97,300.32
459 MNSIT PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00
471 DEPOSITS PAYABLE	0.00	0.00	0.00	12,091.11	0.00	12,091.11
Current Liabilities	430,750.17	3,632.28	88,643.53	29,242.99	1,748.66	554,017.63
Long-term Liabilities						
506 Net OPEB Liability	0.00	0.00	0.00	15,135.00	0.00	15,135.00
559 OTHER DEFERRED INFLOWS	0.00	0.00	0.00	3,113.54	0.00	3,113.54
Long-term Liabilities	0.00	0.00	0.00	18,248.54	0.00	18,248.54
Other Liabilities						
475 Unearned Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Other Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Deferred Inflows of Resources						
551 UNAVAILABLE REVENUE-PROPERTY TAXES	841,135.97	911,841.71	501,441.11	0.00	0.00	2,254,418.79
554 014 PENSION RELATED DEFERRED INFLOWS	0.00	0.00	0.00	0.46	0.00	0.46
554 PENSION RELATED DEFERRED INFLOWS	0.00	0.00	0.00	18,675.48	2,082.48	20,757.96
559 OTHER DEFERRED INFLOWS	0.00	0.00	0.00	0.00	0.07	0.07
Deferred Inflows of Resources	841,135.97	911,841.71	501,441.11	18,675.94	2,082.55	2,275,177.28

	<u>10 GENERAL FUND</u>	<u>21 CAPITAL OUTLAY</u>	<u>22 SPECIAL EDUCATION FUND</u>	<u>51 FOOD SERVICE</u>	<u>53 OTHER ENTERPRISE FUND</u>	<u>Total</u>
Fund Balance						
706 TOTAL FIXED ASSETS	0.00	0.00	0.00	269,907.40	0.00	269,907.40
707 RESTRICTED NET POSITION	0.00	0.00	0.00	14,215.23	1,585.39	15,800.62
708 008 UNRESTRICTED NET ASSETS	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	57,749.51	57,749.51
708 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	(22,742.26)	(50,172.82)	(72,915.08)
723 RESTRICTED-CAPITAL OUTLAY	0.00	4,136,198.82	0.00	0.00	0.00	4,136,198.82
724 RESTRICTED-SPEC. ED.	0.00	0.00	427,879.80	0.00	0.00	427,879.80
749 920 RESTRICTED-PERKINS	11,029.45	0.00	0.00	0.00	0.00	11,029.45
753 ASSIGNED-UNEMPLOYMENT	17,707.00	0.00	0.00	0.00	0.00	17,707.00
760 UNASSIGNED -GENERAL FUND	1,789,638.82	0.00	0.00	0.00	0.00	1,789,638.82
Fund Balance	1,818,375.27	4,136,198.82	427,879.80	261,380.37	13,582.69	6,657,416.95
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	3,090,261.41	5,051,672.81	1,017,964.44	327,547.84	17,413.90	9,504,860.40

<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	1,703.08	0.00	0.00	0.00	1,703.08
60 759 808	HS STUDENT COUNCIL	9,534.34	0.00	270.54	0.00	9,804.88
60 759 809	NATIONAL HONOR SOCIETY	1,192.38	0.00	0.00	0.00	1,192.38
60 759 810	KEY CLUB	4,504.29	0.00	0.00	0.00	4,504.29
60 759 811	CLEARING ACCOUNT	6,904.48	591.31	0.00	0.00	6,313.17
60 759 812	ACTIVITY TICKETS	4,151.75	0.00	0.00	0.00	4,151.75
60 759 813	IMPREST FUND	(10,153.63)	7,311.53	16,376.68	0.00	(1,088.48)
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	1,446.02	401.08	0.00	0.00	1,044.94
60 759 829	LAPTOP DEPOSIT	16,461.29	0.00	145.00	0.00	16,606.29
60 759 831	RACHELS CHALLENGE	4,914.70	740.00	0.00	0.00	4,174.70
60 759 834	Oral Interp	400.00	0.00	0.00	0.00	400.00
60 759 835	BAND TRIP FUND	3,179.94	0.00	0.00	0.00	3,179.94
60 759 836	YEARBOOK STAFF	1,827.34	0.00	0.00	0.00	1,827.34
60 759 837	GYMNASTICS CLUB	68.77	0.00	0.00	0.00	68.77
60 759 838	ART CLUB	1,751.29	0.00	0.00	0.00	1,751.29
60 759 839	SOFTBALL	4,186.49	0.00	0.00	0.00	4,186.49
60 759 840	MEDICAL TRUST	8,846.34	61,886.55	53,077.71	0.00	37.50
60 759 853	Play Donation	1,400.00	0.00	0.00	0.00	1,400.00
60 759 854	Deuel Drama Club	29.70	0.00	100.00	0.00	129.70
60 759 855	SPECIAL OLYMPICS	4,632.60	0.00	0.00	0.00	4,632.60
60 759 861	MS STUDENT COUNCIL	4,025.66	0.00	0.00	0.00	4,025.66
60 759 863	BOX TOPS	3,711.35	130.25	0.00	0.00	3,581.10
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	(554.30)	0.00	0.00	0.00	(554.30)
60 759 870	STUDENT ASSISTANCE	5,260.36	0.00	261.00	0.00	5,521.36
60 759 875	PRESCHOOL PARENTS	1,559.25	0.00	0.00	0.00	1,559.25
60 759 876	SCOREBOARD ADS	90,500.00	0.00	0.00	0.00	90,500.00
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
60 759 901	SPECIAL DONATIONS	4,100.00	0.00	0.00	0.00	4,100.00
60 759 902	GOLF	3,865.72	0.00	0.00	0.00	3,865.72
60 759 903	EDUCATORS RISING	100.00	0.00	0.00	0.00	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>
60 759 904	ESports	1,075.12	0.00	0.00	0.00	1,075.12
60 759 910	SECT. 125 REIMB.	4,883.53	510.06	874.12	0.00	5,247.59
60 759 912	HOSA	152.94	0.00	5,000.00	0.00	5,152.94
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	553.81	0.00	0.00	0.00	553.81
60 759 926	Class of 2026	290.92	0.00	0.00	0.00	290.92
60 759 927	CLASS OF 2027	(639.00)	0.00	0.00	0.00	(639.00)
Fund Total: 60		195,659.63	71,570.78	76,105.05	0.00	200,193.90

2024-2025 Expenditures & Revenue				
10 - General Fund				
	Budget	Expenditures to Date	% of Budget	Balance at EOM
July	\$ 5,218,032.00	\$ 145,686.08	2.98%	\$ 5,072,345.92
August	\$ 5,218,032.00	\$ 296,536.36	8.67%	\$ 4,775,809.56
September	\$ 5,218,032.00	\$ 815,315.09	15.82%	\$ 4,402,716.91
October	\$ 5,218,032.00	\$ 1,201,497.17	23.24%	\$ 4,016,534.83
November	\$ 5,218,032.00	\$ 1,617,970.72	31.33%	\$ 3,600,061.28
December	\$ 5,218,032.00	\$ 1,996,814.60	38.64%	\$ 3,221,217.40
January	\$ 5,218,032.00	\$ 2,394,869.30	46.07%	\$ 2,823,162.70
February	\$ 5,218,032.00	\$ 2,800,879.55	53.88%	\$ 2,417,152.45
March	\$ 5,218,032.00	\$ 3,176,253.56	61.02%	\$ 2,041,778.44
April	\$ 5,218,032.00	\$ 3,259,113.51	62.68%	\$ 1,958,918.49
May	\$ 5,218,032.00	\$ 3,980,190.15	76.42%	\$ 1,237,841.85
June	\$ 5,218,032.00	\$ 5,011,319.76	96.05%	\$ 206,712.24
	Budget	Revenue to Date	% of Budget	Budget Balance
July	\$ 5,221,958.00	\$ 163,500.13	3.13%	\$ 5,058,457.87
August	\$ 5,221,958.00	\$ 341,322.55	6.54%	\$ 4,880,635.45
September	\$ 5,221,958.00	\$ 530,369.46	10.16%	\$ 4,691,588.54
October	\$ 5,221,958.00	\$ 764,981.74	14.65%	\$ 4,456,976.26
November	\$ 5,221,958.00	\$ 1,518,842.65	29.09%	\$ 3,703,115.35
December	\$ 5,221,958.00	\$ 1,896,257.11	36.31%	\$ 3,325,700.89
January	\$ 5,221,958.00	\$ 2,092,934.00	40.08%	\$ 3,129,024.00
February	\$ 5,221,958.00	\$ 2,477,495.70	47.44%	\$ 2,744,462.30
March	\$ 5,221,958.00	\$ 2,745,482.35	52.58%	\$ 2,476,475.65
April	\$ 5,221,958.00	\$ 3,029,876.37	58.02%	\$ 2,192,081.63
May	\$ 5,221,958.00	\$ 4,507,611.47	86.32%	\$ 714,346.53
June	\$ 5,221,958.00	\$ 5,241,933.16	100.38%	\$ (19,975.16)
	Revenue	Expenses	Difference	
	\$ 5,241,933.16	\$ 5,011,319.76	\$ 230,613.40	To Fund Balance

2024-2025 Expenditures & Revenue				
21 - Capital Outlay				
	Budget	Expenditures to Date	% of Budget	Balance at EOM
July	\$ 1,627,596.00	\$ 890,218.65	63.62%	\$ 737,377.35
August	\$ 1,627,596.00	\$ 1,047,778.06	73.55%	\$ 579,817.94
September	\$ 1,627,596.00	\$ 1,174,980.58	82.12%	\$ 452,615.42
October	\$ 1,627,596.00	\$ 1,329,318.31	83.77%	\$ 298,277.69
November	\$ 1,627,596.00	\$ 1,339,124.93	84.49%	\$ 288,471.07
December	\$ 1,627,596.00	\$ 1,439,644.73	90.67%	\$ 187,951.27
January	\$ 1,627,596.00	\$ 1,536,392.77	96.04%	\$ 91,203.23
February	\$ 1,627,596.00	\$ 1,543,808.66	96.49%	\$ 83,787.34
March	\$ 1,627,596.00	\$ 1,548,184.03	96.76%	\$ 79,411.97
April	\$ 1,627,596.00	\$ 1,556,068.14	97.32%	\$ 70,761.13
May	\$ 1,627,596.00	\$ 1,560,808.91	97.57%	\$ 66,787.09
June	\$ 1,627,596.00	\$ 1,597,706.05	98.17%	\$ 29,889.95
	Budget	Revenue to Date	% of Budget	Budget Balance
July	\$ 2,065,333.00	\$ 21,794.25	1.06%	\$ 2,043,538.75
August	\$ 2,065,333.00	\$ 34,760.08	1.68%	\$ 2,030,572.92
September	\$ 2,065,333.00	\$ 62,149.47	3.01%	\$ 2,003,183.53
October	\$ 2,065,333.00	\$ 154,549.92	7.48%	\$ 1,910,783.08
November	\$ 2,065,333.00	\$ 866,448.04	42.92%	\$ 1,178,884.96
December	\$ 2,065,333.00	\$ 1,029,572.27	49.85%	\$ 1,035,760.73
January	\$ 2,065,333.00	\$ 1,049,972.51	50.84%	\$ 1,015,360.49
February	\$ 2,065,333.00	\$ 1,265,135.95	61.26%	\$ 800,197.05
March	\$ 2,065,333.00	\$ 1,295,111.53	62.71%	\$ 770,221.47
April	\$ 2,065,333.00	\$ 1,423,451.10	68.92%	\$ 641,881.90
May	\$ 2,065,333.00	\$ 2,037,434.67	98.65%	\$ 27,898.33
June	\$ 2,065,333.00	\$ 2,281,612.04	110.47%	\$ (216,279.04)
	Revenue	Expenses	Difference	
	\$ 2,281,612.04	\$ 1,597,706.05	\$ 683,905.99	To Fund Balance

2024-2025 Expenditures & Revenue				
22- SPED				
	Budget	Expenditures to Date	% of Budget	Balance at EOM
July	\$ 1,096,975.00	\$ 9,627.16	0.92%	\$ 1,087,347.84
August	\$ 1,096,975.00	\$ 29,355.32	3.60%	\$ 1,057,992.52
September	\$ 1,096,975.00	\$ 121,309.61	11.10%	\$ 975,665.39
October	\$ 1,096,975.00	\$ 215,070.06	19.65%	\$ 881,904.94
November	\$ 1,096,975.00	\$ 319,689.91	29.19%	\$ 777,285.09
December	\$ 1,096,975.00	\$ 422,900.28	38.60%	\$ 674,074.72
January	\$ 1,096,975.00	\$ 514,064.23	46.92%	\$ 582,910.77
February	\$ 1,096,975.00	\$ 612,863.38	55.90%	\$ 484,111.62
March	\$ 1,096,975.00	\$ 712,248.61	64.95%	\$ 384,726.39
April	\$ 1,096,975.00	\$ 730,783.96	66.67%	\$ 366,191.04
May	\$ 1,096,975.00	\$ 919,664.83	83.85%	\$ 177,310.17
June	\$ 1,096,975.00	\$ 1,095,700.15	99.88%	\$ 1,274.85
	Budget	Revenue to Date	% of Budget	Budget Balance
July	\$ 1,069,058.00	\$ 8,114.97	0.76%	\$ 1,060,943.03
August	\$ 1,069,058.00	\$ 12,118.50	1.13%	\$ 1,056,939.50
September	\$ 1,069,058.00	\$ 22,828.02	2.14%	\$ 1,046,229.98
October	\$ 1,069,058.00	\$ 42,729.81	4.00%	\$ 1,026,328.19
November	\$ 1,069,058.00	\$ 334,984.59	31.33%	\$ 734,073.41
December	\$ 1,069,058.00	\$ 406,518.15	38.03%	\$ 662,539.85
January	\$ 1,069,058.00	\$ 418,574.54	39.15%	\$ 650,483.46
February	\$ 1,069,058.00	\$ 450,802.23	42.17%	\$ 618,255.77
March	\$ 1,069,058.00	\$ 490,454.05	45.88%	\$ 578,603.95
April	\$ 1,069,058.00	\$ 566,668.84	53.01%	\$ 502,389.16
May	\$ 1,069,058.00	\$ 928,014.36	86.81%	\$ 141,043.64
June	\$ 1,069,058.00	\$ 1,071,144.71	100.20%	\$ (2,086.71)
	Revenue	Expenses	Difference	
	\$ 1,071,144.71	\$ 1,095,700.15	\$ (24,555.44)	From Fund Balance

2024-2025 Expenditures & Revenue				
51 - Food Service				
	Budget	Expenditures to Date	% of Budget	Balance at EOM
July	\$ 400,905.00	\$ 1,227.66	0.44%	\$ 399,677.34
August	\$ 400,905.00	\$ 9,789.37	2.58%	\$ 391,115.63
September	\$ 400,905.00	\$ 28,583.54	9.71%	\$ 362,532.09
October	\$ 400,905.00	\$ 39,629.13	19.63%	\$ 322,902.96
November	\$ 400,905.00	\$ 116,714.94	29.30%	\$ 284,190.06
December	\$ 400,905.00	\$ 148,866.40	37.32%	\$ 252,038.60
January	\$ 400,905.00	\$ 180,286.73	45.16%	\$ 220,618.27
February	\$ 400,905.00	\$ 211,315.50	52.88%	\$ 189,589.50
March	\$ 400,905.00	\$ 243,387.19	60.84%	\$ 157,517.81
April	\$ 400,905.00	\$ 259,185.91	64.77%	\$ 141,719.09
May	\$ 400,905.00	\$ 314,707.08	78.60%	\$ 86,197.92
June	\$ 400,905.00	\$ 339,523.88	84.69%	\$ 61,381.12
	Budget	Revenue to Date	% of Budget	Budget Balance
July	\$ 322,000.00	\$ 4,231.00	1.31%	\$ 317,769.00
August	\$ 322,000.00	\$ 33,280.34	10.34%	\$ 288,719.66
September	\$ 322,000.00	\$ 53,026.73	16.47%	\$ 268,973.27
October	\$ 322,000.00	\$ 84,265.17	26.17%	\$ 237,734.83
November	\$ 322,000.00	\$ 127,877.38	39.71%	\$ 194,122.62
December	\$ 322,000.00	\$ 143,791.93	44.66%	\$ 178,208.07
January	\$ 322,000.00	\$ 180,630.66	56.10%	\$ 141,369.34
February	\$ 322,000.00	\$ 235,291.36	73.07%	\$ 86,708.64
March	\$ 322,000.00	\$ 263,619.92	81.87%	\$ 58,380.08
April	\$ 322,000.00	\$ 292,756.59	90.92%	\$ 29,243.41
May	\$ 322,000.00	\$ 316,039.27	98.15%	\$ 5,960.73
June	\$ 322,000.00	\$ 424,245.82	131.75%	\$ (102,245.82)
	Revenue	Expenses	Difference	
	\$ 424,245.82	\$ 339,523.88	\$ 84,721.94	To Fund Balance

<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	CYLINDER RENT	253.37
AGeDnET.COM	PERKINS - ARLINGTON	465.00
ASB WORKERS' COMPENSATION FUND	WORKERS COMPENSATION	26,138.47
BEST WESTERN-RAMKOTA INN - ABERDEEN	TRAVEL	4,238.73
BJERKE SANITATION	GARBAGE REMOVAL	450.00
Carnegie Learning	WORKBOOKS	2,608.20
CHIROPRACTIC IN MOTION	PURCHASED SERVICES	80.00
CITY OF CLEAR LAKE	WATER & SEWER	3,688.31
CLEAR LAKE BUILDING CENTER	SUPPLIES	469.54
CLEAR LAKE COURIER	ADVERTISING	712.04
CORDREY, TERRI	PURCHASED SERVICES	500.00
COWBOY COUNTRY STORES	FUEL	71.00
DCN INSURANCE AGENCY	INSURANCE	200.00
DEUEL COUNTY CENEX	FUEL & SUPPLIES	333.14
DEUEL SCHOOL - TRUST & CUSTODIAL	IMPREST FUND REIMBURSEMENT	5,642.15
DGP Publishing	WORKBOOKS	758.37
eBOARDsolutions, INC.	PURCHASED SERVICES	1,600.00
ECOLAB PEST ELIMINATION SERVICE	PURCHASED SERVICES	77.79
HILLYARD/SIOUX FALLS	SUPPLIES	4,085.69
ITC	COMMUNICATIONS	646.25
KEIMIG AUTO REPAIR	REPAIRS & MAINTENANCE	372.75
LODGE AT DEADWOOD, THE	TRAVEL	450.00
MACK'S LANDSCAPING	PURCHASED SERVICES	1,214.75
MARSH & McLENNAN AGENCY LLC	INSURANCE	134,597.00
NIELSEN ELECTRIC	PURCHASED SERVICES	1,156.36
NORTHWESTERN	NATURAL GAS	268.63
OTTER TAIL POWER COMPANY	ELECTRICITY	7,352.68
POPPLERS	MUSIC	431.40

<u>Vendor</u>	<u>Description</u>	<u>Invoice Amount</u>
PRAIRIELAND COLLECTIONS, INC	PURCHASED SERVICES	527.54
RIDDELL ALL AMERICAN SPORTS CORP	PURCHASED SERVICES	4,774.46
RON'S SAW SALES	REPAIRS / MAINTENANCE & SUPPLIES	101.44
SANFORD HEALTH	PURCHASED SERVICES	763.25
SD DEPT OF EDUCATON	SUBSCRIPTION	220.00
SDSTE	PURCHASED SERVICES	30.00
Soter Technologies, LLC	PURCHASED SERVICES	450.00
STAPLES	SUPPLIES	378.10
Time Management Systems	PURCHASED SERVICES	400.00
TITAN MACHINERY	REPAIRS & MAINTENANCE	8,757.14
WWTIRE SERVICES	SUPPLIES	4,501.90
ZANER BLOSER	WORKBOOKS	1,089.00
Fund Total:		221,026.95
Fund: 21 CAPITAL OUTLAY		
A&B BUSINESS SOLUTIONS	COPIER CONTRACT	1,177.67
ANTHEM SPORTS	EQUIPMENT	563.55
Carnegie Learning	TEXTBOOKS	5,349.75
DAKOTA SPORTS INC	EQUIPMENT	2,454.61
EXPLORELEARNING LLC	SOFTWARE	4,795.00
GRAVES IT SOLUTIONS	SOFTWARE	1,800.00
HARLOW'S BUS SALES, INC.	VEHICLES	143,726.15
IMAGINE LEARNING LLC	SOFTWARE	2,317.50
INFINITE CAMPUS	SOFTWARE	4,792.50
INNOVATIVE OFFICE SOLUTIONS LLC	EQUIPMENT	8,984.95
LIMINEX, INC DBA GOGUARDIAN	SOFTWARE	7,344.00
MOSYLE CORPORATION	SOFTWARE	1,507.00
Mystery Science	ELECTRONIC TEXTBOOKS	2,997.00
MYSTERY WRITING	ELECTRONIC TEXTBOOKS	1,497.00
OMNI CHEER	EQUIPMENT	275.92
Remind	SOFTWARE	1,489.60
RENAISSANCE LEARNING	SOFTWARE	2,749.20
		21

<u>Vendor</u>	<u>Description</u>	<u>Invoice Amount</u>
SAVVAS LEARNING COMPANY	TEXTBOOKS	29,382.60
SECURE BY DESIGN, INC.	SOFTWARE	360.00
SHI INTERNATIONAL CORP	SOFTWARE	3,253.48
Teacher Innovations, Inc.	SOFTWARE	738.00
Teachers Pay Teachers	TEXTBOOKS	340.99
THORNTON FLOORING	REPAIRS & MAINTENANCE	22,519.22
U.S. Bank	DEBT SERVICES	527,716.25
Fund Total:		778,131.94
Fund: 22 SPECIAL EDUCATION FUND		
ASB WORKERS' COMPENSATION FUND	WORKERS COMPENSATION	5,665.95
Fund Total:		5,665.95
Fund: 51 FOOD SERVICE		
ASB WORKERS' COMPENSATION FUND	WORKERS COMPENSATION	1,387.58
DEUEL SCHOOL - TRUST & CUSTODIAL	IMPREST FUND REIMBURSEMENT	1,394.38
SD DEPARTMENT OF LABOR	UNEMPLOYMENT	1,698.00
Fund Total:		4,479.96
Fund: 53 OTHER ENTERPRISE FUND		
DEUEL SCHOOL - TRUST & CUSTODIAL	IMPREST FUND REIMBURSEMENT	275.00
Fund Total:		275.00
Checking Account Total:		1,009,579.80

Checking Account: 1

1

Check Number: 44594

Check Type: Check

Check Date: 07/14/2025 Vendor: DEUEL8

DEUEL SCHOOL - TRUST & CUSTODIAL

Check Total:

7,028.79

<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>
36351	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	16.70 *
36352	06/02/2025		DRIVERS ED REFUND	53 1316 080	275.00 *
36353	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	17.35 *
36354	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	358.95 *
36355	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	16.15 *
36356	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	10.60 *
36357	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	251.05 *
36358	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	29.19 *
36359	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	17.48 *
36360	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	50.32 *
36361	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	15.70 *
36362	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	25.75 *
36363	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	16.80 *
36364	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	441.05 *
36365	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	23.05 *
36366	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	29.24 *
36367	06/02/2025		SENIOR LUNCH ACCT REFUND	51 1610 000	25.00 *
36369	06/05/2025		CLASSROOM SUPPLIES	10 1111 000 411	70.45 *
36370	06/05/2025		REGION GOLF EXPENSE	10 6912 000 319	56.17 *
36371	06/05/2025		TRACK ENTRY FEE	10 6911 000 319	261.91 *
36372	06/05/2025		TRACK ENTRY FEE	10 6911 000 319	50.00 *
36373	06/05/2025		SPRING AWARDS NIGHT	10 6990 000 411	64.21 *
36377	06/13/2025		MILEAGE FOR HILLYARD SEMINAR	10 2542 000 334	54.94 *
36378	06/13/2025		MILEAGE/MEALS CONFERENCE IN RAPID CITY	10 2413 000 334	607.82 *
36379	06/13/2025		CLASSROOM SUPPLIES	10 1111 000 411	232.47 *
36380	06/13/2025		CLASSROOM SUPPLIES	10 1111 000 411	63.49 *
36381	06/13/2025		CLASSROOM SUPPLIES	10 1111 000 411	669.04 *
36382	06/13/2025		DESK MOUNT	10 2227 000 412	263.03 *
36383	06/13/2025		CLASSROOM SUPPLIES	10 1111 000 411	327.85 *
36385	06/16/2025		CLASSROOM SUPPLIES SWENSON	10 1111 000 411	114.21 *
36393	06/25/2025		CLASSROOM SUPPLIES ENGEN	10 1111 000 411	381.75 *
36394	06/25/2025		CLASSROOM SUPPLIES TVEDT	10 1121 000 411	95.79 *
36395	06/25/2025		FIELD TRIP	10 1111 000 411	25.00 *
36396	06/25/2025		CLEARING OUT LUNCH ACCT KELSEY HALL	51 1610 000	50.00 *
36397	06/25/2025		CLASSROOM SUPPLIES	10 1111 000 411	141.28 *
36398	06/26/2025		TEACHER APPRECIATION MEAL	10 2319 000 319	1,200.00 *
36399	06/26/2025		CONTINUING EDUCATION CREDITS	10 2219 000 290	280.00 *
36400	06/27/2025		CLASSROOM SUPPLIES HAGBERG	10 1111 000 411	400.00 *

Check Number: 44595

Check Type: Check

Check Date: 07/14/2025 Vendor: DEUEL8

DEUEL SCHOOL - TRUST & CUSTODIAL

Check Total:

282.74

Checking Account: 1		1			
<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>
36401	06/27/2025		MILAGE TO RETURN POLES FOR TRACK	10 6911 000 334	282.74 *
*Denotes Expensed Invoice Item			Checking Account ID: 1	Total without Voids:	7,311.53

Deuel School District

Premium Comparison

Coverages	2024-2025		2025-2026	
	Limit/ Exposure	Expiring Premium	Limit/ Exposure	Renewal Premium
Policy Period:	7/1/24-25		7/1/25-26	
Carrier Name:	Wright Specialty		Wright Specialty	
PROPERTY		\$76,592		\$93,227
Blanket Building & Business Personal Property	\$51,986,801		\$54,192,318	
Loss of Income / Extra Expense	\$250,000		\$250,000	
Waiting Period	72 hours		72 hours	
Equipment Breakdown	\$51,986,801		\$54,192,318	
Deductible - All Other Peril	\$2,500		\$10,000	
Deductible - Wind/Hail Per Building	\$2,500		1%	
Roof Surface Limitation (Cosmetic Damage Exclusion)	No		Yes	
Actual Cash Value Roof Surface Valuation	No		Yes*see below/form	
Property Off Premises/Transit	\$100,000		\$100,000	
Electronic Data Processing/Software	Incl in BPP		Incl in BPP	
GENERAL/PROFESSIONAL LIABILITY		\$13,840		\$16,931
Aggregate Limit	\$3,000,000		\$3,000,000	
Occurrence Limit	\$1,000,000		\$1,000,000	
Professional Healthcare Liability	Incl		Incl	
Crisis Incident & Violent Event Coverage	\$300,000		\$300,000	
Employee Benefits Liability				
Aggregate Limit	\$2,000,000		\$2,000,000	
Each Employee Limit	\$1,000,000		\$1,000,000	
Deductible	\$0		\$0	
Retro Date	7/1/2019		7/1/2019	
Abuse or Molestation Liability				
Aggregate Limit	\$2,000,000		\$2,000,000	
Each Act Limit	\$1,000,000		\$1,000,000	
Educators Legal Liability				
Aggregate Limit	\$3,000,000		\$3,000,000	
Each Act Limit	\$1,000,000		\$1,000,000	
Deductible	\$5,000		\$5,000	
Retro Date	7/1/2002		7/1/2002	
CRIME		\$301		\$301
Employee Theft (per loss)	\$50,000		\$50,000	
Forgery or Alteration	\$50,000		\$50,000	
Money & Securities	\$50,000		\$50,000	
Computer Fraud & Funds Transfer Fraud	\$50,000		\$50,000	
Money Orders or Fraudulent Impersonation	\$25,000		\$25,000	
Deductible	\$1,000		\$1,000	
Faithful Performance of Duty Coverage	Incl		Incl	

Coverages	2024-2025		2025-2026	
	Limit/ Exposure	Expiring Premium	Limit/ Exposure	Renewal Premium
COMMERCIAL AUTO		\$14,133		\$14,872
Liability Limit (Symb 1)	\$1,000,000		\$1,000,000	
# of Power Units	23		23	
# of Trailers	1		1	
Comp/Collision Deductible - School Buses	\$1,000/\$1,000		\$2,000/\$2,000	
Comp/Collision Deductible - All other units	\$1,000/\$1,000		\$1,000/\$1,000	
Hired Physical Damage	\$75,000		\$75,000	
Comprehensive Deductible	\$100		\$100	
Collision Deductible	\$500		\$500	
Automobile Extension Endorsement	Incl		Incl	
UMBRELLA/EXCESS		\$4,136		\$5,596
Aggregate Limit	\$4,000,000		\$4,000,000	
Occurrence Limit	\$4,000,000		\$4,000,000	
Retention	\$0		\$0	
PACKAGE PREMIUM	\$109,002		\$130,927	
CYBER LIABILITY		\$3,350		\$3,670
Carrier Name:	Beazley	*Admitted	Beazley	*Admitted
Aggregate Limit	\$1,000,000		\$1,000,000	
Additional Breach Response Limit	\$1,000,000		\$1,000,000	
Business Interruption Loss	\$1,000,000		\$1,000,000	
Dependent Business Loss	\$1,000,000		\$1,000,000	
Cyber Extortion	\$1,000,000		\$1,000,000	
Regulatory Fines	\$1,000,000		\$1,000,000	
eCrime	\$250,000		\$250,000	
Retention	\$2,500		\$2,500	
Waiting Period	8 Hours		8 Hours	
Retro Date	Full Unknown Prior Acts		Full Unknown Prior Acts	
Total		\$112,352		\$134,597

Payment Plan(s):

All policies: Agency Billed - Annual Installments

Terms and Conditions:

- ~Property all other peril deductible increasing to \$10,000 at the 7/1/25 renewal
- ~Wind/Hail deductible increasing to 1% per building at the 7/1/25 renewal*see form attached (PE PR 502)
- ~Roof Surface Limitation (cosmetic damage exclusion) being applied at the renewal*see form attached (PE PR 445)
- ~Actual Cash Value Roof Surface Valuation being applied at the renewal - varies by construction type*see form attached (PE PR 445)
- ~Comprehensive and Collision deductibles on buses increasing to \$2,000/\$2,000 at the 7/1/25 renewal

Coverages	2024-2025		2025-2026	
	Limit/ Exposure	Expiring Premium	Limit/ Exposure	Renewal Premium

Optional Quotes

	Accept	Reject
Wind/Hail Deductible Buy Down Option Separate policy would be issued to buy down the WSI 1% wind/hail deductible. Fully earned premium; non-refundable. Agency billed, annual installment. Copy of full proposal available upon request. Non-admitted carrier. Covered Locations: 410 5th St W; 300 2nd St W; 47625 181st St; 602 3rd Ave S. Property in the open is not covered. \$50,000 each & every occurrence with a maximum amount payable of \$480,600. Quoted annual premium - \$24,553.70 (includes taxes & fees).		
\$25,000 each & every occurrence with a maximum amount payable of \$505,600. Quoted annual premium - \$28,301.34 (includes taxes & fees).		

Binding Subjectives:

- ~Signed Statement of Values required for issuance - see attached
- ~Improve crime controls (WSI) - duties segregated for vendor approval & purchase order approval? Duties segregated for bank accounts reconciliation, deposits, withdrawals, check signature? Verify all vendor or supplier bank accounts by a direct call to the receiving bank prior to sending an electronic funds transfer over 10k?
- ~Contact person, email, and phone of the employee that is designated to manage a response to a data breach event (Beazley)

Client Authorization to Bind Coverage

After careful review of your proposal, we accept the insurance program as outlined, subject to the Accepted quotes above.

Insured Signature

Date

Date Prepared: 06/05/2025

Note: This summary is for illustration purposes and is only a brief outline of coverage's. Please refer to your insurance policy(ies) for all coverage, r conditions and exclusions. Also, this summary does not amend or alter the insurance contract. This is a summary of estimated premiums and is not contract or a guarantee of issued costs. Additional limits of liability may be available upon request. If foreign coverage is proposed, the premium i adjusted to reflect the currency rate at the time of the effective date.

Important Disclosures

Surplus Lines / Non-Admitted Carriers

The proposal being presented to you contains one or more coverages which are being underwritten by an insurer which is Non-Admitted in your state but is a Surplus Lines carrier. Premium taxes and fees are additional amounts payable that are over and above the premium for the policy.

In the United States, states have the authority to regulate insurance companies and have controlled insurance mainly through their licensing powers. The license is a document that indicates an insurer has met the minimum requirements established by state statute and is authorized to engage in the lines of business for which it has applied. A surplus lines insurer is a company that underwrites risks for which insurance coverage generally is not available through a company licensed in the insured's state (an admitted insurer). This business, therefore, is placed with a non-admitted insurer. A non-admitted insurer is not licensed in the state but allowed to operate in accordance with excess or surplus lines provisions of state insurance laws.

The importance of a company being licensed in a particular state also determines the protection afforded a policyholder by the state's Insurance Guaranty Fund laws and regulations regarding non-renewals and premium increases that generally apply only to licensed insurers. The Guaranty Fund may provide additional financial protections in the event a licensed/admitted carrier becomes bankrupt.

Coverage	Insurer
Wind/Hail Deductible Buyback	Lloyd's

The undersigned insured hereby acknowledges:

A. I understand that the insurance coverage provided by the insurer named above is written by a non-admitted insurer for the state of **SD**. I further understand that no state Insurance Guaranty Fund/Association protection exists in the event of the insolvency of this non-admitted insurer.

B. After understanding the advantages and disadvantages of securing insurance coverage through this insurer, I, with full knowledge and consent, do hereby authorize and request coverage with the insurer.

Signature: _____ **Date:** _____

Marsh & McLennan Agency LLC ("MMA") prides itself on being an industry leader in the area of transparency and compensation disclosure. We believe you should understand how we are paid for the services we are providing to you. We are committed to compensation transparency and to disclosing to you information that will assist you in evaluating potential conflicts of interest.

As a professional insurance producer, MMA and its subsidiaries facilitate the placement of insurance coverage on behalf of our clients. As an independent insurance agent, MMA may have authority to obligate an insurance company on behalf of our clients and as a result, we may be required to act within the scope of the authority granted to us under our contract with the insurer. In accordance with industry custom, we are compensated either through commissions that are calculated as a percentage of the insurance premiums charged by insurers, or fees agreed to with our clients.

MMA engages with clients on behalf of itself and in some cases as agent on behalf of its non-US affiliates with respect to the services we may provide. For a list of our non-US affiliates, please visit:

<https://mma.marshmma.com/non-us-affiliates>

In those instances, MMA will bill and collect on behalf of the non-US Affiliates amounts payable to them for placements made by them on your behalf and remit to them any such amounts collected on their behalf;

MMA receives compensation through one or a combination of the following methods:

Retail Commissions – A retail commission is paid to MMA by the insurer (or wholesale broker) as a percentage of the premium charged to the insured for the policy. The amount of commission may vary depending on several factors, including the type of insurance product sold and the insurer selected by the client. If MMA places business through an affiliated wholesale broker or managing general agent, MMA will advise the client of this at or prior to placement.

Client Fees – Some clients may negotiate a fee for MMA's services in lieu of, or in addition to, retail commissions paid by insurance companies. Fee agreements are in writing, typically pursuant to a Client Service Agreement, which sets forth the services to be provided by MMA, the compensation to be paid to MMA, and the terms of MMA's engagement. The fee may be collected in whole, or in part, through the crediting of retail commissions collected by MMA for the client's placements.

Contingent Commissions – Many insurers agree to pay contingent commissions to insurance producers who meet set goals for all or some of the policies the insurance producers place with the insurer during the current year. The set goals may include volume, profitability, retention and/or growth thresholds. Because the amount of contingent commission earned may vary depending on factors relating to an entire book of business over the course of a year, the amount of contingent commission attributable to any given policy typically will not be known at the time of placement.

Supplemental Commissions – Certain insurers and wholesalers agree to pay supplemental commissions, which are based on an insurance producer's performance during the prior year. Supplemental commissions are paid as a percentage of premium that is set at the beginning of the calendar year. This percentage remains fixed for all eligible policies written by the insurer during the ensuing year. Unlike contingent commissions, the amount of supplemental commission is known at the time of insurance placement. Like contingent commissions, they may be based on volume, profitability, retention and/or growth.

Wholesale Broking Commissions – Sometimes MMA acts as a wholesale insurance broker. In these placements, MMA is engaged by a retail agent that has the direct relationship with the insured. As the wholesaler, MMA may have specialized expertise, access to surplus lines markets, or access to specialized insurance facilities that the retail agent does not have. In these transactions, the insurer typically pays a commission that is divided between the retail and wholesale broker pursuant to arrangements made between them.

Medallion Program and Sponsorships – Pursuant to MMA's Medallion Program, participating carriers sponsor educational programs, MMA events and other initiatives. Depending on their sponsorship levels, participating carriers are invited to attend meetings and events with MMA executives, have the opportunity to provide education and training to MMA colleagues and receive data reports from MMA. Insurers may also sponsor other national and regional programs and events.

Other Compensation & Sponsorships – From time to time, MMA may be compensated by insurers for providing administrative services to clients on behalf of those insurers. Such amounts are typically calculated as a percentage of premium or are based on the number of insureds. Additionally, insurers may sponsor MMA training programs and events. MMA may also have arrangements with vendors who compensate MMA for referring clients for vendor services.

We will be pleased to provide you additional information about our compensation and information about alternative quotes upon your request. For more detailed information about the forms of compensation we receive please refer to our Marsh & McLennan Agency Compensation Guide at

<https://www.marshmma.com/us/compensation-guide.html>



May 22, 2025

To School Board and Business Manager
Deuel School District No. 19-4

We are pleased to confirm our understanding of the services we are to provide Deuel School District No. 19-4 for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Deuel School District No. 19-4 as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), to supplement Deuel School District No. 19-4's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Deuel School District No. 19-4's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Budgetary Comparison Schedules – Budgetary Basis – General, Capital Outlay, and Special Education Funds
- 2) Schedule of the School District's Proportionate Share of the Net Pension Liability (Asset)
- 3) Schedule of the School District Contributions
- 4) Schedule of the School Districts Changes in Total OPEB Liability, Related Notes, and Ratios

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of Deuel School District No. 19-4 and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- According to GAAS, significant risks include management override of controls and improper revenue recognition due to fraud.
- With the lease standard (GASB 87) and the subscription-based-information-technology arrangements (SBITA) standard (GASB 96), there are additional risks related to identifying the leases and SBITAs and properly calculating the effects. There are also significant disclosures relating to these standards.

Audit engagement planning has not concluded and modifications may be made.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain

controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Deuel School District No. 19-4's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the

financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements and related notes of Deuel School District No. 19-4 in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to school district however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of ELO Prof. LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to South Dakota Department of Legislative Audit or its designee, a federal

agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of ELO Prof. LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the agencies listed above. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Jamie Eldeen, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in November 2025.

Our fee for services will be \$17,000 plus out of pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider deed, etc.). Our invoices for these fees will be rendered as follows: 50% upon commencement of fieldwork and 50% upon final approval of the financial statements and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Deuel School District No. 19-4's financial statements. Our report will be addressed to the School Board of Deuel School District No. 19-4. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Deuel School District No. 19-4 is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to Deuel School District No. 19-4 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us. Please also submit one copy to: sheri.doolittle@state.sd.us.

Very truly yours,

ELO Prof. LLC



Jamie Eldeen, CPA

RESPONSE:

This letter correctly sets forth the understanding of Deuel School District No. 19-4.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

PREPARED BY:
TODD D. BOYD
BOYD LAW FIRM, PROF. L.L.C.
P.O. BOX 200
CLEAR LAKE, SD 57226
PH: (605) 874-2240

QUIT CLAIM DEED

Deuel School District No. 19-4, Grantor, of P.O. Box 770, Clear Lake, South Dakota 57226, for and in consideration of One (\$1.00) Dollar and other good and valuable consideration grants, conveys and quit claims to Deuel County, a public corporation, Grantee, of P.O. Box 616, Clear Lake, South Dakota 57226, all interest in the following described real estate in the County of Deuel, State of South Dakota:

Northeast One-fourth (NE1/4) of the Northwest One-fourth (NW1/4) of Section Twenty-three (23), Township One Hundred Fifteen (115) North, Range Forty-nine (49) West of the 5th P.M., County of Deuel, State of South Dakota, less the East 240 feet thereof; and

North 1056.5 feet of the East 100 feet of the Northwest One-fourth (NW1/4) of the Northwest One-fourth (NW1/4) of Section Twenty-three (23), Township One Hundred Fifteen (115) North, Range Forty-nine (49) West of the 5th P.M., County of Deuel, State of South Dakota; and

South 216 feet of the North 1056.5 feet of the West 8 feet of the East 108 feet, and the South 8 feet of the North 1064.5 feet of the East 108 feet of the Northwest One-fourth (NW1/4) of the Northwest One-fourth (NW1/4) of Section Twenty-three (23), Township One Hundred Fifteen (115) North, Range Forty-nine (49) West of the 5th P.M., County of Deuel, State of South Dakota; and

North 22 feet of the West 195 feet of Outlot D in the Northeast One-fourth (NE1/4) of the Northwest One-fourth (NW1/4) of Section Twenty-three (23), Township One Hundred Fifteen (115) North, Range Forty-nine (49) West of the 5th P.M. County of Deuel, State of South Dakota.

Exempt from transfer fee per SDCL 43-4-22(2).

Dated this _____ day of July, 2025.

DEUEL SCHOOL DISTRICT NO. 19-4

(SEAL)

Danay Nielsen, Chairman
Grantor

ATTEST:

Ellen Schmahl
Business Manager

STATE OF SOUTH DAKOTA)
) SS
COUNTY OF DEUEL)

On this the _____ day of July, 2025, before me, Cheryl Keyser, the undersigned officer, personally appeared Danay Nielsen and Ellen Schmahl, who acknowledged themselves to be the Chairman of the School Board and Business Manager for Deuel School District No. 19-4, and that they, as such Chairman and Business Manager, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of Deuel School District No. 19-4 by themselves as Chairman and Business Manager.

In witness whereof, I have hereunto set my hand and official seal.

CHERYL KEYSER

(SEAL)

South Dakota Notary Public
My Commission expires:
March 2, 2030.

Policy BBB: SCHOOL BOARD ELECTIONS

Status: ADOPTED

Original Adopted Date: 07/14/2025 | **Last Reviewed Date:** 07/14/2025

The school board shall select the date of the annual school election by resolution no later than the first regular meeting after January 1st of each year. Unless otherwise exempted, the annual school board election shall be held the first Tuesday after the first Monday in June between the hours of 7:00 a.m. and 7:00 p.m.

The school district and the municipality have the option of holding combined school district-municipal elections, subject to approval of the governing bodies. Expenses and all other governmental responsibilities of a combined election are to be shared in an agreed upon manner by the governing bodies of the school district and the municipality.

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

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

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

Notes:

SDCL 13-6-13.1, SDCL 13-8-3 and SDCL 13-8-7.1 address school board member representation areas.

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

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School Management

- Increase Enrollment by ----over the Next 3 Years
Implement targeted marketing, enhance program offerings to attract new students.
- Implement Long-Term Financial Planning and Reporting
Develop a multi-year financial forecast, including capital needs, and introduce transparent financial reporting to stakeholders. This will guide board decisions on major initiatives and spending priorities.
- Foster a district-wide culture of continuous improvement. This includes regular employee rounding to gather feedback, build trust, and identify actionable improvements, as well as ongoing review and adjustment of the strategic plan to ensure alignment with evolving needs and priorities.
- Optimize Operational Efficiency by identifying and implementing cost-saving measures and resource reallocations that improve operational efficiency without compromising the quality of education or student services.
- Invest in proactive, sustainable maintenance and facility upgrades that promote a healthy, safe, and adaptable learning and working environment—supporting long-term district growth and student success.
- Maintain the strong reputation and close-knit, small-town identity of the Deuel School District as a high-quality educational community



- Staffing-
 - Kitchen-
 - Para-
 - School Counselor-
- Roof update-

UPCOMING EVENTS

- Superintendent Conference-July 20-23rd
- Joint Convention-August 7-8th
- Regular Board Meeting-August 11th, TBA
- Back to School Fair-August 14th, 11-6
- First Day of School-August 19th

MS/HS Principal Board Report

- Principal's Conference Recap



Business Manager Board Report

Joint Convention – August 7-8, 2025

Year End

New Business Manager Training – July 15-17, 2025

Food Service Training – July 21-22, 2025, in Brandon

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, June 16, 2025

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, June 16, 2025 via Zoom and at Lake Area Technical College in Watertown, SD. The meeting was called to order by President Schuurman at 7:07 P.M. and adjourned at 8:08 P.M.

Members Present

In-Person:

Alisha Nielsen, Castlewood; Carie Knutson, Deubrook; Wade Gubrud, Deuel; Arend Schuurman, Elkton; Chris Verhoek, Estelline; Tara Abraham, Hamlin; Lisa Amdahl, Summit; Penny Thyen, Waverly/South Shore

Zoom:

Megann Murphy, Arlington; Audrey Schuller, Britton/Hecla; Audrey Rider, Henry; Carrie Schiernbeck, ORR; Jayme Trygstad, Sioux Valley; Art Berger Jr., Waubay – joined at 8:03 P.M.

Absent:

Malory McIntire, Clark; Jared Tolzin, DeSmet; Lisa Lauterhahn, Enemy Swim Day School; Jon Kahnke, Florence; Greg Bich, Iroquois; Reid McDaniel, Lake Preston; Diane LeClair, Rosholt; Martin Looyenga, Webster; Tia Felberg, Willow Lake; Heidi Pelzel, Wilmot

Others Attending:

NESC Staff Representatives: Stephanie Hayunga (Z) left at 7:46 P.M.

Member District Superintendents: Travis Ahrens, Clark; Todd Obele, Henry (Z)

NESC Administration: Anneke Nelson, Director; Tiffany Stormo, Business Manager; Tim Frewing, Assistant Director

Call to Order

President Schuurman called the meeting to order at 7:07 P.M.

Introduction of Guests

Travis Ahrens, Todd Obele and Stephanie Hayunga were introduced as guests.

Agenda Review, Changes, and Approval

Action #25-78 Motion by C. Knutson, second by C. Verhoek, to approve the agenda with the removal of 7c) Contract with Procure Therapy for Virtual OT at \$95/hr. and addition of 10q) Approval of Procure Contract. All present voted, motion carried.

Public Comment

No public comment was presented.

Conflict of Interest

No conflicts of interest were presented.

Financial Report

Action #25-79 Motion by A.Nielsen, second by C. Verhoek, to approve the financial report for the period ending May 31, 2025. All present voted, motion carried.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
May 1, 2025	\$356,196.48	\$907,610.23	\$12,540.64
<u>Receipts:</u>			
Local Sources	\$439.01	\$277,661.59	\$1,429.18
State Sources		\$1,873.26	
Federal Sources		\$192,555.00	
Other	\$8,884.30	\$74,745.56	
<u>Total Monthly Receipts</u>	<u>\$9,323.31</u>	<u>\$546,835.41</u>	<u>\$1,429.18</u>
Balance Forward	\$365,519.79	\$1,454,445.64	\$14,325.94
Manual Journal Entries	\$-75,000.00	\$75,000.00	
Less Salaries	\$3,183.31	\$413,980.55	
Less Disbursements	\$15,822.33	\$58,295.80	\$1,785.30
<u>Total Salaries & Disbursements</u>	<u>\$19,005.64</u>	<u>\$472,276.35</u>	<u>\$1,785.30</u>
Ending Cash Balance			
May 31, 2025	\$271,514.15	\$1,057,169.29	\$12,540.64

Consent Agenda

Action #25-80 Motion by L. Amdahl, second by A. Nielsen to approve the following items on the Consent Agenda: 7a) Approval of May 19, 2025 Board of Directors minutes; 7b) Approval of payment of June 2025 budget claims; 7d) Approval of Unit 1 Master Negotiated Agreement; 7e) Approval to offer Contract Amendments to Unit 1; 7f) Approval of MOU with Unit 1. All present voting in favor, motion carried.

June 2025 Accounts Payable

General Fund: A-I COMPUTER SOLUTIONS TECH 8.80; ABC AUTOMATIC BUILDING CONTROLS FIRE ALARM MAINT 259.10; AUTOMATIVE SERVICE CENTER FLEET MAINT 194.38; AUTOMAXX CDJR, INC. FLEET MAINT 289.11; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 197.82;BOYD, BRENDA TECH SUPP 3.94; BROOKINGS AUTO MALL FLEET MAINT 90.33; CENEX FLEETCARD FLEET MAINT 4,979.15; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 15.48; CHURCHILL,MANOLIS,FREEMAN,KLUDT, BURNS SCHOOL MATTERS 498.36; DUST TEX SERVICE, INC. MAY RUG USE 6.53; EINSPHAR AUTO PLAZA INC. FLEET MAINT 1,745.81; HAMLIN COUNTY FARMERS COOP FLEET MAINT 274.70; HAYUNGA, STEPHANIE ADVANCE STUDY 9.60; HEALTH EQUITY HSA/FLEX 3.47; LATHER, CHRISTOPHER PROF SUPERV 93.90; MINERT & ASSOCIATES, INC DRUG TESTING 699.00; NELSON, ANNEKE CELL REIMB 19.20; NESC IMPREST 80.10; NESC PAYROLL JUNE 2025 3,422.16; OFFICE PEEPS, INC. ADMIN SUPP 31.28; PALMLUND AUTOMOTIVE FLEET MAINT 199.26; ROB'S AUTO REPAIR FLEET MAINT 2,051.86; SKOGSTAD, SHELLY ADVANCE STUDY 16.00; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 2.23; W.W. TIRE SERVICE FLEET MAINT 301.80; WATERTOWN PUBLIC OPINION MINUTES 11.88; WEBSTER AUTO CARE FLEET MAINT 2,753.05; WEBSTER TIRE FLEET MAINT 25.00

Fund Total: \$18,283.30

Special Education Fund: A-I COMPUTER SOLUTIONS TECH 101.18; ABC AUTOMATIC BUILDING CONTROLS FIRE ALARM MAINT 144.90; ARLINGTON SCHOOL DISTRICT SPED ASSESS REIMB 601.00; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 25,839.33; BOYD, BRENDA TECH SUPP 45.26; BRITTON-HECLA SCHOOL DISTRICT SPED ASSESS REIMB 1,044.00; CASTLEWOOD SCHOOL DISTRICT MAY CB USE FEE/NURSE SPLIT 10,614.04; CENTURY BUSINESS PRODUCTS, INC COPIER MAINT CONTRACT 177.96; CHURCHILL,MANOLIS,FREEMAN,KLUDT, BURNS SCHOOL MATTERS 5,731.18; CLARK SCHOOL DISTRICT SPED ASSESS REIMB 8,437.00; DALY, ANGELA SLP CONTRACTED SERVICES 1,320.00; DESMET SCHOOL DISTRICT SPED ASSESS REIMB 6,541.00; DEUBROOK SCHOOL DISTRICT SPED ASSESS REIMB 7,130.00; DEUEL SCHOOL DISTRICT SPED ASSESS REIMB 1,091.00; DUST TEX SERVICE, INC. MAY RUG USE 75.12; ELKTON SCHOOL DISTRICT SPED ASSESS REIMB 896.00; FLORENCE SCHOOL DISTRICT SPED ASSESS REIMB 5,403.00; GENT, MELISSA PSYCH REGIS 224.00; HAMLIN SCHOOL DISTRICT SPED ASSESS REIMB/MAY CB USE FEE 3,235.90; HAYUNGA, STEPHANIE ADVANCE STUDY 110.40; HEALTH EQUITY HSA/FLEX 39.93; HEGGELUND, NICOLE ADVANCE STUDY 500.00; HENRY SCHOOL DISTRICT SPED ASSESS

REIMB 3,492.00; LAKE PRESTON SCHOOL DISTRICT MAY CB USE FEE 990.10; LATHER, CHRISTOPHER PROF SUPERV 1,079.85; MARSHALL CO. HEALTHCARE CENTER PT/OT SUPP 4,342.02; PARENT MAY 25 MI REIMB 117.90; NELSON, ANNEKE CELL REIMB 220.80; NESC PAYROLL JUNE 2025 387,486.24; OFFICE PEEPS, INC. ADMIN SUPP 359.72; SANFORD WEBSTER MEDICAL CENTER OT SERVICES 6,689.67; SKOGSTAD, SHELLY ADVANCE STUDY 184.00; SPEECH PARTNERS, LLC SLP CONTRACTED SERVICES 6,896.09; TEACHWELL SOLUTIONS OT CONTRACTED SERVICES 1,014.30; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 137.07; WATERTOWN PUBLIC OPINION MINUTES 136.67; WAVERLY SCHOOL DISTRICT SPED ASSESS REIMB 4,534.00; WEBSTER SCHOOL DISTRICT MAY CB USE FEE 11,903.20; WILLIAMS, THEODORE PSYCH CONTRACTED SERVICES 833.95; WILLOW LAKE SCHOOL DISTRICT SPED ASSESS REIMB 701.00; WILMOT SCHOOL DISTRICT SPED ASSESS REIMB 4,549.00

Fund Total: \$514,969.78

Discussion Items

FY26 Preliminary Budget

Business Manager Stormo reviewed the preliminary budget for FY26.

Assistant Director's Report

Assistant Director Frewing talked about the process for tracking maintenance on vehicles. He shared that ESY services are ongoing, and that he has been working on requisitions for the coming school year.

Director's Report

Director Nelson discussed the open OT position. She is also getting an architect and contracting firm to look at the NESC admin building for future updates. NESC is also in the process of a technology assessment.

Board of Advisory Report

Director Nelson reviewed the BOA meeting from May.

Proposed Changes to By-Law and Policy – Second Reading

Assistant Director Frewing reviewed the second reading of updated by-law and policies.

NESC Comprehensive Plan

Director Nelson presented NESC's next Comprehensive Plan.

Accredited Program Certification

Director Nelson informed the board that the accredited program certification was received.

Board Meeting Dates for FY26

Anneke provided a list of the board of director meeting dates for FY26. Correction on July meeting. It will be July 21st.

Executive Session

Action #25-81 Pursuant to Negotiations – SDCL 1-25-2(4) Preparing for contract negotiations or negotiating with employees or employee representatives. Motion by C. Knutson, second by L. Amdahl to enter executive session at 7:42 P.M. All present voting in favor, motion carried.

President Schuurman declared the board out of executive session at 8:00 P.M.

Action Items

Approval of Supplemental Budget

Action #25-82 Motion by C. Verhoek, second by C. Knutson to approve Supplemental Budget – Resolution #168. All present voting in favor, motion carried.

Approval of FY25 Audit Engagement Letter

Action #25-83 Motion by W. Gubrud, second by T. Abraham, to approve FY25 audit engagement letter. All present voting in favor, motion carried.

Approval of 10c – 10m By-Law and Policy Changes

Action #25-84 Motion by C. Verhoek, second by J. Trygstad to approve 10c – 10m By-Law and Policy changes. All present voted in favor, motion carried.

Approval of Comprehensive Plan

Action #25-85 Motion by A. Nielsen, second by L. Amdahl, to approve NESC compressive plan. All present voting in favor, motion carried.

Surplus Inventory

Action #25-86 Motion by C. Knutson, second by P. Thyen to declare indicated inventory items as having zero value or being old, outdated or broken. All present voted in favor, motion carried.

Budget Hearing

Action #25-87 Motion by C. Knutson, second by C. Verhoek to publish FY26 preliminary budget and set budget hearing for Monday, July 21, 2025. All present voted in favor, motion carried.

Approval of Procure Contract

Action #25-88 Motion by C. Verhoek, second by W. Gubrud, to approve Procure Contract at \$95/hr if OT is not hired for FY26. All present voting in favor, motion carried.

Adjournment

Action #25-89 With there being no further business, motion by A. Nielsen, second by C. Verhoek, to adjourn. All present voted, motion carried.

The next NESC Board of Directors meeting will be held at Lake Area Technical College in Watertown, SD Monday, July 21, 2025 at 7:00 P.M.

Arend Schuurman, President

Tiffany Stormo, Business Manager



Deuel School District #19-4 Annual School Board Meeting Agenda
Monday, July 14, 2025, 6:30 p.m.

6:30 p.m. BUDGET HEARING

CALL TO ORDER – BUSINESS MANAGER SCHMAHL

OATHS OF OFFICE

Danay Nielsen
Wade Gubrud

ELECTION OF BOARD CHAIRPERSON FOR FY26

ELECTION OF VICE-CHAIRPERSON FOR FY26

ADOPT THE AGENDA

PUBLIC COMMENT/VISITORS

CONFLICT OF INTEREST DISCLOSURES

Chad Schiernbeck
Danay Nielsen
Tony Konold

NEW BUSINESS

Designate the following for FY26:

Official Depository

FY25 – DNB National Bank

Official Newspaper

FY25 – Clear Lake Courier

Authorized Representatives:

Chad Schiernbeck

Title I Coordinator

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 FY25
Co-Title I Representative
State and Federal Grant Programs

Todd Rahlf

Co-Title I Representative
Homeless Liaison

Katie Hahn

Title IX Coordinator

Hannah Swenson

District Special Education Director
Coordinator of 504 Disabilities
District Testing Coordinator

Meeting Salaries and Mileage for Board Meetings and NESC Meetings

FY25 – Regular Meetings \$75.00 (Maximum per diem \$166.00 per meeting)

FY25 – Special Meetings \$70.00

FY25 – Committee Meetings \$40.00

FY25 – 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 FY26 to the following:

ASBSD

Lake Central Conference

Northeast Athletics Conference

Northeast Special Services Coop

Middle Size School Lobby

SDHSAA

Admission Rates for Activities

FY25 – Students – Single \$3.00 and Doubleheader \$3.00

FY25 – Adults - Single \$5.00 and Doubleheader \$6.00

FY25 – Senior Citizens - Single \$3.00 and Doubleheader \$3.00

Activity Tickets

FY25 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

FY25 Adults – 20 punches for \$60.00

Rental Rates

FY25 – Bus with driver \$2.00 per mile & without driver \$1.50 per mile
FY25 – Band instruments \$50.00
FY25 – Band percussion fee \$25.00
FY25 – Laptop Fee (grades 6-12) \$15.00 per student (maximum \$30.00 per family)
Regular School Board Meetings
FY25 – Second Monday of each month at 6:00 p.m.
Staff meal and mileage reimbursement
FY25 – In state: Breakfast \$6.00, Lunch \$14.00, and Dinner \$20.00
FY25 – Out of state: Breakfast \$10.00, Lunch \$18.00, and Dinner \$28.00
FY25 – Student state event meals \$10.00 per meal
FY25 – State Mileage
School Attorney
FY25 – Rodney Freeman & KSB Law
Substitute Pay
FY25 - \$130.00 per day
FY25 - \$175.00 per day for long-term over 30 days
Meal Rates
FY25 – Beverage (milk/juice) \$.40
FY25 – PK-5 Lunch \$3.65
FY25 – 6-8 Lunch \$3.65
FY25 – 9-12 Lunch \$3.75
FY25 – Adult Lunch \$5.00
FY25 – Entrée \$1.85
FY25 – Student Breakfast \$2.00
FY25 – Adult Breakfast \$2.50
Meal rates will be subject to change on release of Federal Meal Reimbursement Rates

Authorize the Business Manager to advertise for fuel quotes for FY26

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 14th day of July 2025

Non-Certified Handbook

Online School Board Policy Manual

Review of Open Meetings Laws

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

	Salary		Extra Duty		Salary		Extra Duty
Amdahl, Hallie	\$18.25	Per hour	\$2,394.00	Lunden, Hannah	\$48,448.53		\$5,286.00
Andersen, Luke			\$3,219.00	Maaland, Sara	\$52,955.37		\$1,197.00
Beckius, Alyssa	\$47,385.00		\$4,589.00	Mack, Caleb	\$47,385.00		
Begalka, Rhonda	\$16.78	Per hour		Mack, Darwin	\$35,437.50		
Berge, Nicole	\$20.68	Per hour		Mack, Rosanne	\$21.24	Per hour	
Beutler, Christina	\$16.65	Per hour		Mattson, Stephanie			\$4,290.00
Billups, Elizabeth			\$998.00	Milton, Sharon	\$22.38	Per hour	
Boeke, Carman	\$17.30	Per hour		Nielsen, Tony			\$3,106.00
Boeke, Colleen	\$17.90	Per hour		Ochsendorf, Michelle	\$26.65	Per hour	
Brown, Emily	\$47,385.00			Palmquist, Nicole	\$20.00	Per hour	
Crocker, Holland	\$48,000.00			Peterreins, Jonathen	\$57,246.98		\$11,743.00
DeBoer, Elizabeth	\$53,157.66			Rahlf, Todd	\$78,516.64		\$7,000.00
Decker, Nicole	\$17.99	Per hour		Rathbun, Andrew	\$24.40	Per hour	
Domina, Karan	\$53,889.77		\$8,186.00	Rolfsmeier, Tessa			\$2,993.00
Drake, John	\$23.16	Per hour		Ronne, Isaac	\$47,587.50		\$3,990.00
Dyk, Douglas	\$66,508.50		\$4,160.00	Salanoa, Jerome			\$4,890.00
Eggers, Kimberly	\$62,116.63		\$4,529.00	Salanoa, Morgan	\$17.56	Per hour	
Engen, Shayla	\$51,336.33			Salanoa, Nick			\$3,445.00
Fokken, Mike			\$2,692.00	Schiernbeck, Chad	\$111,375.00		
Folk, Jessica	\$55,685.02			Schiernbeck, Danielle	\$54,437.96		
Giesel, Billie	\$17.98	Per hour	\$2,145.00	Schmahl, Mary Ellen	\$67,059.20		
Gohring, Michael	\$71,216.86		\$2,145.00	Schmalz, Desaray	\$53,970.99		
Gorder, Lindsey	\$51,336.33			Schock, Krista	\$50,800.00		
Grady, Jerry	\$19.92	Per hour		Schulte, Melanie	\$16.78	Per hour	\$798.00
Gratz, Lindsay	\$50,142.02			Spain, Pat	\$26.65	Per hour	
Gross, Michelle	\$17.82	Per hour		Stoltenburq, Lynn	\$64,501.38		
Gudmundson, Lynn	\$67,683.32		\$2,986.00	Street, Desiree	\$17.03	Per hour	
Haqberg, Sarah	\$55,329.35		\$3,106.00	Street, Sharilyn	\$16.94	Per hour	
Hahn, Kathryn	\$74,925.00			Swenson, Hannah	\$60,000.00		
Hansen, Morgan	\$16.78	Per hour		TeKrony, Bonnie	\$59,559.60		
Hawley, Melissa	\$16.65	Per hour		Templeton, Jayda	\$55,966.30		
Hinker, Catherine	\$54,595.66		\$798.00	Thomas, Destiny	\$46,500.00		
Hockett, Brooke	\$51,494.07		\$1,656.00	Timmons, Edajeanne	\$29,362.50		
Hourigan, Dustin	\$59,338.28		\$8,561.00	Timmons, Jeanne	\$22.87	Per hour	
Kappenman, Michelle	\$16.90	Per hour		Trooien, Emmalee	\$17.04	Per hour	
Keimig Jr, Marvin	\$26.65	Per hour		Tvedt, Amy	\$64,550.68		
Keimig Sr, Marvin	\$23.16	Per hour		Tvedt, Brian	\$59,271.49		\$8,561.00
Kellen, Kea	\$51,182.28		\$2,692.00	Ulmer, Kristopher	\$55,463.88		\$9,839.00
Kenyon, Anita	\$20.73	Per hour		VonEve, Jennifer	\$48,448.53		
Kindopp, Lynn	\$56,461.94			Waege, Hunter			\$2,692.00
Konechne, Grace			\$2,594.00	Waege, Morgan			\$3,990.00
Konold, Cindy	\$56,167.16			Warren, Alexis	\$17.99	Per hour	
Konold, McKensey	\$18.86	Per hour		Wieber, Leroy	\$26.65	Per hour	
Krause, Taylor	\$50,701.95		\$5,176.00	Winter, Lynette	\$17.30	Per hour	
Kruiter, Steven	\$26.65	Per hour		Young, Rhonda	\$69,709.64		
Larson-Cutshaw, Leslie	\$52,894.90			Ysbrand, Jodi	\$60,142.50		
Lodmell-TeKrony, Ginger	\$55,500.00		\$4,032.00	Zauq, Kara	\$61,743.71		

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

ADJOURN

Deuel School District # 19-4
2025-2026

	GENERAL FUND	CAPITAL OUTLAY FUND	SPECIAL EDUCATION FUND	FOOD SERVICE FUND	OTHER ENTERPRISE FUND	TOTAL
2025-2026 Revenue						
Local Revenue						
AdValorem Taxes	\$ 1,979,908	\$ 1,974,303	\$ 1,197,847	\$ -	\$ -	\$ 5,152,058
Mobile Home Taxes	8,000	3,000	2,500	-	-	\$ 13,500
Prior Year Taxes	5,000	4,000	4,000	-	-	\$ 13,000
Gross Receipts Tax	250,000	-	-	-	-	\$ 250,000
Penalties and Interest	4,000	3,000	1,500	-	-	\$ 8,500
Driver Education Fees	-	-	-	-	8,000	\$ 8,000
Earnings on Investment	35,000	15,000	8,000	-	-	\$ 58,000
Concessions	50,000	-	-	-	-	\$ 50,000
Activities Revenue	23,100	-	-	-	-	\$ 23,100
Annual Sales	1,000	-	-	-	-	\$ 1,000
Facility Rent	3,000	-	-	-	-	\$ 3,000
Meal and Milk	-	-	-	200,000	-	\$ 200,000
Misc. Revenue	7,000	-	-	-	-	\$ 7,000
Misc. Grants	-	35,000	-	-	-	\$ 35,000
Preschool fees	-	-	-	-	27,000	\$ 27,000
Medicaid Reimb.	-	-	2,000	-	-	\$ 2,000
Medicaid Admin. Reimb	4,000	-	1,000	-	-	\$ 5,000
Total Local Revenue	\$ 2,370,008	\$ 2,034,303	\$ 1,216,847	\$ 200,000	\$ 35,000	\$ 5,856,158
County Revenue						
County Apportionment	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ 28,000
	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ 28,000
State Revenue:						
State Aid	\$ 1,743,852	\$ -	\$ -	\$ -	\$ -	\$ 1,743,852
State Apportionment	40,000	-	-	-	-	\$ 40,000
Renewable Facilities Tax	681,000	-	-	-	-	\$ 681,000
Bank Franchise Tax	25,000	-	-	-	-	\$ 25,000
Total State Revenue	\$ 2,489,852	\$ -	\$ -	\$ -	\$ -	\$ 2,489,852
Federal Revenue:						
Title I	75,000	-	-	-	-	\$ 75,000
Title IV-A / REAP	30,000	-	-	-	-	\$ 30,000
IDEA Preschool	-	-	-	-	38,000	\$ 38,000
Perkins	60,000	-	-	-	-	\$ 60,000
Federal Meal Reimb.	-	-	-	86,000	-	\$ 86,000
Federal Commodities	-	-	-	20,000	-	\$ 20,000
Total Federal Revenue	\$ 165,000	\$ -	\$ -	\$ 106,000	\$ 38,000	\$ 309,000
Total Revenue	\$ 5,052,860	\$ 2,034,303	\$ 1,216,847	\$ 306,000	\$ 73,000	\$ 8,683,010
Transfers In	135,188	-	-	100,000	35,188	\$ 270,376
Balance From (To) Fund Balance	237,294	(578,299)	25,243	-	-	\$ (315,762)
TOTAL MEANS OF FINANCE	\$ 5,425,342	\$ 1,456,004	\$ 1,242,090	\$ 406,000	\$ 108,188	\$ 8,637,624

	GENERAL FUND	CAPITAL OUTLAY FUND	SPECIAL EDUCATION FUND	FOOD SERVICE FUND	OTHER ENTERPRISE FUND	TOTAL
2025-2026 Expenditures						
Instruction:						
Elementary	\$ 1,035,435	\$ 142,500	-	\$ -	\$ 100,188	\$ 1,278,123
Middle School	454,264	26,700	-	-	8,000	\$ 488,964
High School	964,375	72,500	-	-	-	\$ 1,036,875
Preschool		150	-	-	-	\$ 150

Mild to Moderate Disability	-	-	680,750	-	-	\$	680,750
Severe Disability	-	-	168,715	-	-	\$	168,715
SPED Day Programs	-	-	90,500	-	-	\$	90,500
Early Childhood	-	-	31,200	-	-	\$	31,200
Title I	159,010	350	-	-	-	\$	159,360
Total Instruction	\$ 2,613,084	\$ 242,200	\$ 971,165	\$ -	\$ 108,188	\$	3,934,637

Support Service:

Guidance-HS	\$ 127,075	\$ -	\$ -	\$ -	\$ -	\$	127,075
Guidance-Elem	75,210	-	-	-	-	\$	75,210
Psychological Services	-	-	58,500	-	-	\$	58,500
Speech Services	-	-	75,000	-	-	\$	75,000
Physical Therapy	-	-	18,500	-	-	\$	18,500
Occupational Therapy	-	-	33,000	-	-	\$	33,000
Health Services	15,000	-	-	-	-	\$	15,000
Staff Training	21,410	-	-	-	-	\$	21,410
Library	24,100	6,950	-	-	-	\$	31,050
Technology Coordinator	73,250	21,000	-	-	-	\$	94,250
Board of Education	64,550	-	1,475	-	-	\$	66,025
Executive Administration	175,215	-	-	-	-	\$	175,215
Office of Principals	342,260	-	-	-	-	\$	342,260
SPED Administration	-	-	84,450	-	-	\$	84,450
Fiscal Services	183,140	14,000	-	-	-	\$	197,140
Operation of Plant	486,200	195,700	-	-	-	\$	681,900
Maintenance	215,040	-	-	-	-	\$	215,040
Transportation	425,540	150,000	-	-	-	\$	575,540
Food Service	50,000	-	-	406,000	-	\$	456,000
Internal Support Service	23,000	16,000	-	-	-	\$	39,000
Total Support Services	\$ 2,300,990	\$ 403,650	\$ 270,925	\$ 406,000	\$ -	\$	3,381,565

Non-Programmed Charges

Lease Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
Debt Service / Building Procurement	-	617,915	-	-	-	\$	617,915
Total Non-Programmed Charges	\$ -	\$ 617,915	\$ -	\$ -	\$ -	\$	617,915

Activities:

Boy's	\$ 87,050	\$ 24,600	\$ -	\$ -	\$ -	\$	111,650
Girl's	90,000	1,175	-	-	-	\$	91,175
Co-Curricular	163,730	31,276	-	-	-	\$	195,006
Transportation	35,300	-	-	-	-	\$	35,300
Total Activities	\$ 376,080	\$ 57,051	\$ -	\$ -	\$ -	\$	433,131

Contingency

	\$ -					\$	-
Total All Expenditures	\$ 5,290,154	\$ 1,320,816	\$ 1,242,090	\$ 406,000	\$ 108,188	\$	8,367,248
Transfers Out	\$ 135,188	\$ 135,188	\$ -	\$ -	\$ -	\$	270,376
Total Expenditures and Transfers	\$ 5,425,342	\$ 1,456,004	\$ 1,242,090	\$ 406,000	\$ 108,188	\$	8,637,624

NOTICE OF HEARING

For the 2025-2026 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 14th day of July, 2025, at 6:30 p.m. for the purpose of considering the Proposed Budget for the fiscal year of July 1, 2025 through June 30, 2026.

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

DEUEL SCHOOL DISTRICT #19-4

***NON - CERTIFIED HANDBOOK
2025 – 2026***

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 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
_____ Medical Leave
_____ 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_____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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