



Deuel School District #19-4 School Board Meeting Agenda
Monday, July 13, 2026, 6:00 p.m. in Room 311



CALL TO ORDER

ADOPT THE AGENDA

PUBLIC COMMENT/VISITORS

Playground Committee

CONFLICT OF INTEREST DISCLOSURES

CONSENT AGENDA ITEMS

1 – Approve Minutes – Regular Meeting June 8, 2026

2 – Approve June 2026 Payroll

OLD BUSINESS

Approve Second Reading of MS/HS Handbook

Approve Second Reading of Elementary Handbook

NEW BUSINESS

Approve Financial Report for the Month Ending June 30, 2026

Approve June 2026 Bills

Approve 2025-2026 Audit Proposal

Approve Doug Dyk Resignation/Retirement

Doug Dyk Penalty

Approve Rhonda Young Resignation/Penalty

Approve Policy DIB: Types of Funds

Approve MS Volleyball Coach Morgan Hansen at \$2,749.50

Approve HS Student Council Maddie Parry at \$1,269.00

Approve Homecoming Advisors Sara Maalan & Taylor Krause at \$528.75 each

Approve Assistant Golf Coach Heath Hinker at \$2,749.50

REPORTS

Danay Nielsen – Meetings with Staff

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 8, 2026

The regular meeting of the Deuel School District Board of Education was called to order on Monday, June 8, 2026, at 6:00 pm by Chairperson Nielsen. Members present included Danay Nielsen, Wade Gubrud, Leah Schwiesow, Tony Konold and Joel Brandt. Others present included Superintendent Schiernbeck, Principal Hahn, Principal & AD Todd Rahlf, Business Manager Schmahl, Hannah Swenson, and Valerie Larson-Holmes.

Action 626A-1

Motion by Schwiesow, seconded by Konold to adopt the agenda with the visitor changed to Valerie Larson-Holmes from Dennis Egan. All present voted aye. Motion carried.

The Mission Statement and Belief Statement were read by Ellen Schmahl.

There was no public comment.

Valerie Larson-Holmes, Director of Communications with Missouri River Energy, explained what Missouri River Energy does and noted that they were the company asking for the rezoning for a natural gas plant, that was voted down. Missouri River Energy provided 4 - \$1,000 scholarships to Deuel students to help them further their education. She thanked the school and commented on how impressed she was with the number of scholarships that our local community gives out to our students.

There were no Conflict-of-Interest Disclosures.

Action 626A-2

Motion by Brandt, seconded by Schwiesow to approve the consent agenda as follows: Minutes of the Regular Meeting May 11, 2026, and May 2026 Payroll - General Fund \$350,030.52, Special Education \$89,816.58, Food Service \$16,371.60 and Other Enterprise \$10,480.99. All present voted aye. Motion carried.

Action 626A-3

Motion by Gubrud, seconded by Brandt to approve the financial report for the month ending May 31, 2026. All present voted aye. Motion carried.

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
	General Fund	Capital Outlay	Special Education	Food Service	Other Enterprise	Trust and Agency	Private Purpose Trust	Total
Balance 5.1.26	950,183.23	4,112,819.32	151,673.03	(14,266.96)	(39,532.70)	220,237.24	106,439.98	5,487,553.14
Receipts:								
Local	676,796.62	707,655.99	437,505.24	9,990.77	2,571.28	84,999.13	-	1,919,519.03
State	847,746.05	-	-	-	-	-	-	847,746.05
Federal	-	-	-	10,615.36	-	-	-	10,615.36
Other	-	-	-	-	-	-	-	-
Total Receipts	1,524,542.67	707,655.99	437,505.24	20,606.13	2,571.28	84,999.13	-	2,777,880.44
G.L. Entries	-	-	-	-	-	-	-	-
Disbursements:								
Accts. Payable	47,857.40	18,978.07	22,847.57	15,540.81	-	86,827.74	-	192,051.59
Hourly Payroll	68,314.49	-	56,683.60	16,371.60	10,480.99	-	-	151,850.68
Contracted Payroll	281,716.03	-	33,132.98	-	-	-	-	314,849.01
P-Card	2,465.01	1,733.50	60.00	78.48	-	3,201.82	-	7,538.81
Flex/HS Deducts	-	-	-	-	-	253.21	-	253.21
Prior Adj/Voids	(4,842.72)	4,367.85	-	(31.91)	687.68	-	-	180.90
Receivables	-	-	-	-	-	-	-	-
Online Fees	45.62	-	-	193.47	7.91	-	-	247.00
Total Disbursements	395,555.83	25,079.42	112,724.15	32,152.45	11,176.58	90,282.77	-	666,971.20
Balance 5.31.26	2,079,170.07	4,795,395.89	476,454.12	(25,813.28)	(48,138.00)	214,953.60	106,439.98	7,598,462.38

Action 626A-4

Motion by Brandt, seconded by Konold to approve payment of the May 2026 bills as follows: 10 GENERAL FUND: A&B PURE WATER, SUPPLIES, 279.85; A-OX WELDING SUPPLY CO. INC, CYLINDER RENT & SUPPLIES, 434.75; AAA COLLECTIONS, INC, PURCHASED SERVICES, 64.93; ANDOR, INC, REPAIRS & MAINTENANCE, 340.43; AUTOMATIC BUILDING CONTROLS, PURCHASED SERVICES, 3,371.00; BIG STONE THERAPIES, PURCHASED SERVICES, 2,000.00; BJERKE SANITATION, GARBAGE REMOVAL, 500.00; CHURCHILL, MANOLIS, FREEMAN, KLU DT, SHELTON & BURNS LLP, PURCHASED SERVICES, 798.46; CITY OF CLEAR LAKE, WATER & SEWER, 2,318.28; CLEAR LAKE BUILDING CENTER, SUPPLIES, 822.86; CLEAR LAKE COURIER, PURCHASED SERVICES, 861.83; COMPTIA, INC, PERKINS - ESTELLINE, 3,090.00; COWBOY COUNTRY STORES, FUEL, 124.15; DEUEL BOOSTER CLUB, CONCESSIONS, 16,203.71; DEUEL COUNTY CENEX, FUEL & SUPPLIES, 7,751.16; DEUEL SCHOOL - TRUST & CUSTODIAL, IMPREST FUND REIMBURSEMENT, 10,543.31; DEUEL SCHOOL DISTRICT, KITCHEN LUNCH REIMB, 199.50; ECOLAB PEST ELIMINATION SERVICE, PURCHASED SERVICES, 77.79; FLORAL & FINDS, SUPPLIES, 690.30; HILLYARD/SIOUX FALLS, SUPPLIES, 5,139.86; ITC, COMMUNICATIONS, 653.23; JOSTENS INC, SUPPLIES, 219.95; MACK'S LANDSCAPING, PURCHASED SERVICES, 668.95; MAYNARDS, SUPPLIES, 525.72; MIDWEST GLASS, REPAIRS & MAINTENANCE, 274.69; MINDFUL MATTERS, PURCHASED SERVICES, 600.00; NCS PEARSON INC, ESTELLINE - PERKINS, 470.00; NORTHEAST EDUC'L SERVICES COOP, COOP SERVICES, 124.36; NORTHWESTERN, NATURAL GAS, 322.49; OTTER TAIL POWER COMPANY, ELECTRICITY, 6,955.79; POPPLERS, MUSIC, 89.99; POSTMASTER, BOX RENTAL, 280.00; SANFORD HEALTH, PURCHASED SERVICES, 488.40; SD RETIREMENT SYSTEM, UNUSED SICK TIME PAYOUT, 17,775.00; SDHSAA, SUPPLIES, 72.00; TITAN MACHINERY, REPAIRS & MAINTENANCE, 4,944.86; WWTIRE SERVICES, SUPPLIES, 851.40; 21 CAPITAL OUTLAY: A&B BUSINESS SOLUTIONS, COPIER CONTRACT, 1,177.67; MRG HAUFF, EQUIPMENT, 2,795.00; RIVERSIDE TECHNOLOGIES, EQUIPMENT, 3,358.00; TIME MANAGEMENT SYSTEMS, EQUIPMENT, 2,461.82; 22 SPECIAL EDUCATION FUND: NORTHEAST EDUC'L SERVICES COOP, COOP SERVICES, 22,722.57; 51 FOOD SERVICE: EAST SIDE JERSEY DAIRY, INC, MILK, 764.55; HILLYARD/SIOUX FALLS, SUPPLIES, (106.65); MAYNARDS, GROCERIES, 868.64; PERFORMANCE FOODSERIVCES, GROCERIES & SUPPLIES, 1,199.62. All present voted aye. Motion carried.

Action 626A-5

Motion by Schwiesow, seconded by Gubrud to approve Performance Foods as the 2026-2027 Food Service Prime Vendor. All present voted aye. Motion carried.

Action 626A-6

Motion by Konold, seconded by Gubrud to approve Avera PACE/Prairie Farms as the 2026-2027⁴ Milk Vendor. All present voted aye. Motion carried.

Action 626A-7

Motion by Brandt, seconded by Schwiesow to approve Avera PACE/Pan O Gold as the 2026-2027 Bread Vendor. All present voted aye. Motion carried.

The first reading of the 2026-2027 Elementary Handbook was held.

The first reading of the 2026-2027 HS/MS Handbook was held.

Action 626A-8

Motion by Gubrud, seconded by Konold to approve the Insurance Renewal through Marsh McLennan for Property, General Liability, Educators Legal Liability, Crime, Commercial Auto, Umbrella/Excess, and Cyber Liability as presented without the Wind/Hail Deductible Buy Down Option. All present voted aye. Motion carried.

Action 626A-9

Motion by Schwiesow, seconded by Konold to approve the fuel bid from Deuel County Farmers Union with the following rates: Clear Diesel #2 – Pump Price Minus \$.15, Clear Diesel #1 – Pump Price Minus \$.15, and Unleaded 87 Octane – E10 – Pump Price Minus \$.15. All present voted aye. Motion carried.

Action 626A-10

Motion by Gubrud, seconded by Brandt to approve new policy IGBI: Assignment to Alternative Setting as recommended by ASBSD and presented by Superintendent Schiernbeck. All present voted aye. Motion carried.

Action 626A-11

Motion by Brandt, seconded by Konold to approve new policy IGA: Basic Instructional Program as recommended by ASBSD and presented by Superintendent Schiernbeck. All present voted aye. Motion carried.

Action 626A-12

Motion by Schwiesow, seconded by Brandt to approve amended policy EFB: Free and Reduced Food Services as recommended by ASBSD and presented by Superintendent Schiernbeck. All present voted aye. Motion carried.

Action 626A-13

Motion by Gubrud, seconded by Konold to approve amended policy FC: Facilities Capitalization Policy as recommended by ASBSD and presented by Superintendent Schiernbeck. All present voted aye. Motion carried.

Action 626A-14

Motion by Schwiesow, seconded by Brandt to approve amended policy JHG: Reporting Child Abuse as recommended by ASBSD and presented by Superintendent Schiernbeck. All present voted aye. Motion carried.

Action 626A-15

Motion by Konold, seconded by Gubrud to approve amended policy BDDC: Agenda Preparation⁵ and Dissemination as recommended by ASBSD and presented by Superintendent Schiernbeck. All present voted aye. Motion carried.

Action 626A-16

Motion by Brandt, seconded by Konold to approve amended policy BDC: Executive Sessions as recommended by ASBSD and presented by Superintendent Schiernbeck. All present voted aye. Motion carried.

Action 626A-17

Motion by Schwiesow, seconded by Brandt to approve amended policy BBB: School Board Elections as recommended by ASBSD and presented by Superintendent Schiernbeck. All present voted aye. Motion carried.

Action 626A-18

Motion by Gubrud, seconded by Konold to approve amended policy BDDG: Minutes as recommended by ASBSD and presented by Superintendent Schiernbeck. All present voted aye. Motion carried.

Action 626A-19

Motion by Schwiesow, seconded by Konold to approve the Perkins Consortium Stipend of \$2,000.00 for Brian Tvedt. All present voted aye. Motion carried.

Action 626A-20

Motion by Gubrud, seconded by Schwiesow to approve the 2026 Comprehensive Plan for Special Education. All present voted aye. Motion carried.

Action 626A-21

Motion by Brandt, seconded by Schwiesow to approve the resignation of Tony Nielsen as Assistant GBB Coach. All present voted aye. Motion carried.

Action 626A-22

Motion by Gubrud, seconded by Konold to approve Hannah Lunden as Assistant GBB Coach for the 2026-2027 season. All present voted aye. Motion carried.

Action 626A-23

Motion by Gubrud, seconded by Schwiesow to approve open enrollment application 26-27 A. All present voted aye. Motion carried.

Action 626A-24

Motion by Brandt, seconded by Konold to deny open enrollment application 26-27 B. All present voted aye. Motion carried.

Action 626A-25

Motion by Brandt, seconded by Konold to approve the Extra-Duty pay schedule for the 2026-2027 school year as presented. All present voted aye. Motion carried.

Action 626A-26

Motion by Schwiesow, seconded by Konold to approve transferring \$50,000.00 from the General Fund to the Food Service Fund. All present voted aye. Motion carried.

Action 626A-27

Motion by Brandt, seconded by Schwiesow to approve transferring \$80,000.00 from the General Fund to the Enterprise Fund. All present voted aye. Motion carried.

Action 626A-28

Motion by Gubrud, seconded Konold to approve the list of surplus items as presented. The appraised market value of each item is determined to be \$2,500 or less and will be sold or disposed of. All present voted aye. Motion carried.

Action 626A-29

Motion by Brandt, seconded by Schwiesow to approve Tony Nielsen as a volunteer GBB Coach. All present voted aye. Motion carried.

Action 626A-30

Motion by Brandt, seconded by Konold to approve Braydon Simon as Assistant BBB Coach with a stipend of \$3,025.00. All present voted aye. Motion carried.

Superintendent Schiernbeck's report included: Staffing - HS Science, POS Operator/Cook, Custodian, Paraprofessionals, Extra Curricular; Gymnastics Coop update; Studer June 2nd Recap – Contract Ends June 30th; Lockdown Recap; and UPCOMING EVENTS: Next Board Meeting, July 13th, 6 pm.

Principal Hahn's report included: Graduation; 8th Grade Citizenship Award - Huxley Hennings and Arianna Smith; ACT Score Recalculation; and Handbook Updates.

Principal Rahlf's report included: May Students of the Month: K - Logan Haas, 1st - Gus Seuser, 2nd - Jocelyn Hoaglan, 3rd - Kaylee Kloos, 4th - Hattie Seuser, 5th - Raychel Bolden; May Cardinal Card Winners: Mackenzie Hodge, Payton Broksieck, Willow Kuipers, Weston Mayer, Willow Martinmaas; End of the year \$25 Amazon Gift Card Winner – Gracie Severson; and Elementary Handbook – first reading.

Athletic Director Rahlf's report included: Congratulations to the following for qualifying for the state golf meet: Girls: Claryssa Hanson and Boys: Gavin Maaland and Emmett Schwiesow, State Golf was held in Brookings on June 1st and 2nd; Congratulations to the state track qualifiers: 100 Girls: Addison Timmons, Alayna Carlson and Sophie Trupe and Boys: Oliver Fieber, Gavin Kloos, and Axel Gallardo; 200 Girls: Addison Timmons and Alayna Carlson and Boys: Oliver Fieber and Gavin Kloos; 1600 Boys: Tyson Hagberg; 3200 Boys: Tyson Hagberg and Girls: Shyla Tvedt; 400 relay Girls: Addison Timmons, Sophie Trupe, Laycee Anderson, Alayna Carlson and Boys: Axel Gallardo, Gavin Kloos, Brock Johnson, Oliver Fieber, ALT Chris Gallardo; 800 relay Girls: Addison Timmons, Sophie Trupe, Laycee Andersen, Alayna Carlson and Boys: Axel Gallardo, Gavin Kloos, Brock Johnson, Oliver Fieber, Alt Chris Gallardo; 3200 Relay Boys: Levi Peterson, Sutton Benck, Tyson Hagberg & Caden Hourigan; Medley Boys: Axel Gallardo, Brock Johnson, Sutton Benck, Tyson Hagberg, Alt Caden Hourigan and Malaki Maskovich; Javelin Boys: Owen Haas; Shot Put Girls: Camdyn Peterreins; Pole Vault Girls: Hanna Cutshaw, Lauryn Peterreis, and Riely Bass and Boys: Malakai Maskovich and Gavin Mattson; and State Track Placers: Hannah Cutshaw - 3rd Pole Vault, Lauryn Peterreins - 5th Pole Vault, Oliver Fieber - 1st 100 meters, Oliver Fieber - 1st 200 meters, Boys 4x100 relay 2nd (Axel Gallardo, Gavin Kloos, Brock Johnson, Oliver Fieber), Boys 4x200 relay 1st (Axel Gallardo, Gavin Kloos, Brock Johnson, Oliver Fieber).

Business Manager Schmahl's report included: 2026-2027 Budget; Hourly Agreements; Procurement Review; SDRS Compliance Audit; 2026 ASBSD-SASD Convention – August 6th & 7th in Sioux Falls; and Renewable Facility Tax. 7

NESC Representative Gubrud was unable to attend the May 18, 2026, meeting.

Next regular meeting is Monday, July 13, 2026, at 6:00 pm.

Action 626A-31

Motion by Konold, seconded by Gubrud to enter into Executive Session pursuant to SDCL 1-25-2(4) for Negotiations at 7:36 pm. All present voted aye. Motion carried.

Chairperson Nielsen declared the board out of Executive Session at 9:27 pm.

Did not go into Executive Session pursuant to SDCL 1-25-2(1) for Personnel.

Action 626A-31

Motion by Konold, seconded by Schwiesow to adjourn at 9:27 pm. All present voted aye. Motion carried.

Ellen Schmahl, Business Manager

Danay Nielsen, Chairperson

June 2026 Payroll

Hourly	General	Spec. Ed.	Food Serv	Preschool
OASI	\$ 8,566.08	\$ 4,138.44	\$ 1,196.50	\$ 909.62
FIT	\$ 2,436.97	\$ 785.82	\$ 80.08	\$ 33.34
INS	\$ 5,053.10	\$ 13,788.80	\$ 913.27	\$ 1,763.03
SDRS	\$ 3,879.32	\$ 3,082.52	\$ 856.74	\$ 701.20
OD	\$ 235.07	\$ 983.68	\$ 175.00	\$ 75.00
NET	\$ 47,028.42	\$ 21,620.49	\$ 6,538.54	\$ 4,985.26
TOTAL	\$ 67,198.96	\$ 44,399.75	\$ 9,760.13	\$ 8,467.45
Total Hourly		\$ 129,826.29		
Contracted	General	Spec. Ed.	Drivers Ed.	
OASI	\$ 35,357.18	\$ 3,445.82	\$ 195.84	
FIT	\$ 15,304.39	\$ 1,294.47	\$ 109.62	
INS	\$ 32,651.78	\$ 7,290.76	\$ -	
SDRS	\$ 26,767.42	\$ 3,036.24	\$ 153.60	
OD	\$ 6,774.33	\$ 518.93	\$ -	
NET	\$ 178,201.33	\$ 17,434.18	\$ 995.66	
TOTAL	\$ 295,056.43	\$ 33,020.40	\$ 1,454.72	
Total Contracted		\$ 329,531.55		
Total Payroll		\$ 459,357.84		

2026-2027 Summary of MS/HS Handbook Changes

1. Valedictorian – this change is for 1 year only and is due to the unintended impact weighing dual credits had on our students who take more than 6 credits per year (higher-level math students, students who took Physics in 25-26, and students in music).

The senior student with the highest cumulative GPA and has followed the coursework that would qualify them for the Opportunity Scholarship throughout their high school career will be chosen as valedictorian. In the event of a tie in GPA, the student with the highest ACT composite score will be chosen as valedictorian. **Note – for the 2026-2027 school year only, all students above a 4.0 GPA will be considered for valedictorian.**

2. Grading Scale Update – this change reverses the weighting of dual credits

To maintain an equitable reporting system, it is essential that teachers at all levels use a similar grading scale. The following scale shall be used for determining grades on a percentage basis:

Letter Grade	Percent	GPA Point	Dual Credit / AP GPA Point
A+	99.5	4.0	~~4.2~~
A	93.5	4.0	
A-	91.5	3.67	
B+	89.5	3.33	~~3.15~~
B	84.5	3.0	
B-	82.5	2.67	
C+	80.5	2.33	~~2.1~~
C	75.5	2.0	
C-	73.5	1.67	
D+	71.5	1.33	~~1.05~~
D	66.5	1.0	
D-	64.5	.667	
F	64 & Under	0.00	~~0.00~~

Dual credit classes are assigned letter grades according to the institution's grading policy. Dual credit courses **and in-house courses** are weighted **equally. at 1.05%.**

3. Distance Learning Policy (HS) – this clarifies that Deuel does not offer the ability to graduate with a Deuel diploma utilizing online options.

Distance Learning is a means for school districts to provide courses that normally would not be offered because of low enrollment or other constraints. **These course options are meant to supplement, not replace, the course options available to students. Deuel does not have a full-time distance learning option.**

4. Late Work Policy/Best Practices Procedure (MS/HS) – changes recommended by staff due to current practices in the classroom

The policy will operate under the following premises:

- ~~All assignments~~ It is expected that all assignments will be completed in a timely manner.
- Deadlines set by the teacher will ~~have to~~ be met to avoid a grade deduction. ~~Assignments not turned in by the deadline and turned in the following week will receive a 50% reduction in grade. No credit will be given to assignments turned in after the conclusion of the chapter/unit. There is no guarantee of credit awarded in assignments turned in after the conclusion of the chapter/unit.~~
- Parent contacts may be made when students have a D or F as a standing grade (MS and HS). ~~A standing grade is defined as one that remains the same for 2 or more weeks.~~
- ~~Parents will be contacted with weekly emails explaining student/teacher pace (MS).~~
- Parents and students may check grades at any time in Campus using the Parent/Student portals and may check each teacher's Planbook for class pacing.
- Teachers will keep grades updated in Campus at a minimum of every two weeks, with the exception of units (i.e. research paper, etc.), that encompass more time without daily work due.

5. Attendance and Attendance Policy (MS/HS) – reworded based on how parents are contacting the school, corrected a typo

Regular attendance is essential to a student's success in school. Scholastic achievement is often directly related to attendance, so it is vital that students attend regularly. South

Dakota Law gives the responsibility for regular attendance to students and parents. Parental support of regular attendance is expected.

Parents are asked to **call contact** the school before 9:00 am each day that a student is absent. If parents do not call, **text, or email**, the school will attempt to contact the parent. If the school cannot reach the parent during the day of absence, the absence will be unexcused. Students who arrive at class fifteen or more minutes **last late** will be counted absent unexcused for that class period. Parents who are taking their child on an extended trip must call before leaving to excuse their child for the duration of the trip. Students must check out at the MS/HS principal's office when leaving during the day or the absence will be unexcused.

Completion of missed work is the responsibility of the student. The student will have two full days for each full day of excused absence, maximum of six full days, to complete work missed unless arrangements have been made with the individual classroom instructor. Please note that Fridays count as one of the six days, providing staff are in session. Should the pattern of attendance persist, the District may choose to remove credit for those classes.

6. Temporary Exclusion Recommendations for Illness in the School Setting (MS/HS) – HEAD LICE, bullet point ii./v. – Change due to the district website no longer having a section on head lice (because it is listed in the handbooks)

Parent/guardian should be informed of the findings either by phone or note. Information on head lice and treatment should be provided to the parent/guardian. It is expected that parent/guardian will treat the child before sending them back to school. ~~Head Lice Information can be found on the District website under Health Services.~~

7. Progressive Discipline Chart - clarified cell phone violation consequences, added misuse of pass

Class 1 – Attendance (Per Quarter)	1 st Offense	2 nd Offense	3 rd Offense	Habitual Disobedience
Tardy to School or Class	Warning and Recorded	Warning and Recorded	Detention and/or Parent Contact	Detention and/or ISS (1 Day) and Parent Contact
Leaving the building w/o permission, misuse of hall pass or study hall pass	Detention and parent contact	Detention, parent contact and revocation of pass privilege	ISS, parent contact, revocation of pass privilege	Will be escorted by a staff member if student needs to leave classroom.

Skippping Detention	1 Additional Detention	2 Additional Detentions	ISS (1 Day)	ISS (2 – 5 Day)
Class 2 – Behavior (per year)	1 st Offense	2 nd Offense	3 rd Offense	Habitual Disobedience
Cell Phone/Electronic Device Violation	Confiscated by staff (picked up in classroom/office at the end of the day)	Confiscated by staff and brought to office (picked up in office at the end of the day), Detention	Confiscated by staff and brought to office (held in office until a parent/guardian picks it up), Detention x2	ISS (1 Day)

8. Electronic Communication Devices (MS/HS) – a more strict cell phone policy that encompasses the entire period rather than allowing students to have their phones during work time if the teachers choose.

~~All electronic communication device policies are handled by the classroom teacher, and individual classroom rules will apply.~~ Students are expected to turn their cell phones and other wearable devices (smart watches, airpods, etc.) into the classroom caddies at the beginning of every period, and devices are expected to remain in the caddies until the bell rings signaling the end of that class period (this includes study halls). Students are only allowed to use personal electronic communication devices in the hallways and during lunch periods. Phones and other wearable devices will remain in the classroom if a student utilizes a pass during class time. Repeat offenders may be subject to grade deductions, detention, and possible in-school suspension. ~~Students are allowed to use electronic communication devices in the hallways and during lunch periods.~~ Students who use their electronic communication devices improperly are subject to having them confiscated by teachers and/or administration as well as being assigned a consequence for repeated offenses. The use of “burner phones” or placing a “dummy device” into the caddies will result in consequences according to the progressive discipline chart.

Note – students who utilize music during worktime are expected to use their Chromebook with wired headphones.

9. Cheating or Plagiarism (MS/HS) – provides clarification, including what happens to students who share their work to help others cheat

Cheating or plagiarism will not be tolerated at the Middle or High school levels. Any student caught cheating or plagiarizing on a test or an assignment by a staff member will receive a zero for that test or assignment. Students suspected of cheating based on

eyewitness reports by peers will be investigated and may receive a zero for that test or assignment with the option to retake under close supervision. In addition to the zero score, students in possession of materials belonging to the teacher, the school, or another student, without the permission of those agents will be disciplined according to the discipline policy. This policy includes students who help other students by sharing materials or information regarding tests or assignments. The use of Artificial Intelligence (AI) tools in completing assignments or tests may result in receiving a zero for that assignment or test.

10. Driving Motor Vehicles (MS/HS) – clarification

Students who drive regularly to school are to park in the south parking lot of the school. Only Seniors with privileges are allowed to park on the north side of the school. Students will not be permitted to use cars during the school day or noon hour, unless they secure permission from the administration. If permission to drive is not secured from the administration, it will be considered as skipping school. The administration will use their discretion for punishment. The purpose of this regulation is to promote safety and to protect both parents and students. The east side of the Clear Lake Methodist Church and the Courthouse parking area is not to be used by students. Violators may be given a ticket. Please cooperate with the county officials accordingly. Reminder, vehicles on school property and surrounding area may be subject to random searches. Illegal substances/items of any kind are not permitted on school grounds, including but not limited to tobacco, alcohol, weapons and/or munitions, and drugs.

11. Athletics/Activities (MS/HS) - clarification

Local Requirements:

All participants in extra-curricular activities must maintain passing grades in all areas, including dual credits. Grades will be reviewed at the start of each week beginning in the third week of the semester. Any student that receives a failing grade at a grade check will be notified and become ineligible starting that Monday and will remain ineligible for the period of one week (until the next grade check). If a student is passing all classes at the next immediate grade check, they will become eligible the following Monday for activities. The report for grades is pulled at 8 am Monday mornings.

Students enrolled in customized or self-paced classes (including dual credits) will be expected to maintain a pace in which they can complete the course within the scheduled time frame of the course (i.e. semester or year). Students who are more than two weeks behind the established (teacher) pace will receive an incomplete for a class during a grade check period. A student receiving an incomplete will be ineligible until a passing grade is reported to the office by the instructor of the class. Once a passing grade has been reported to the office, the student will become eligible. **Dual credit students are required to share their grade in a weekly grade check by the end of 4th period every Monday.**

12. Dual Athletic Participation Guidelines (MS/HS) – reworded to help enforce; rosters for events are not always sent out in time to enforce at the office level.

1. Athletic Rules – **Participation in two sports during the same season is highly discouraged and requires a meeting and written agreement from coaches involved, parents, and Athletic Director.**

~~*A student will be allowed to miss a maximum of two school days during an academic week.~~**

*****Coaches/advisors and the athletes/activities members who participate in multiple activities or teams are encouraged to communicate across their activities to ensure that students only miss up to a maximum of two school days during an academic week. While it is encouraged that students take advantage of opportunities presented, it is also important to remember the first role is as a student.**

13. Absence the day of an activity or activity practice – reworded to emphasize the expectation as well clarification on communication with coaches.

6. Absence day of an activity or activity practice

~~a. – All participants of extra-curricular activities must be here at least half of the day (any combination of 4 class periods of the school day constitutes a half day) of an activity unless prior approval is obtained from the principal. All participants of extra-curricular activities are expected to be in attendance for at least half of the day (any combination of 4 class~~

periods constitutes a half day) to participate, with the exception of absences that are classified as exempt. Parents are strongly discouraged from excusing students from attending school on days during which a student has a practice or contest schedules for reasons other than those classified as exempt. The high school office will communicate directly with coaches any students who do not meet this threshold.

14. Study Halls (HS)/Learning Labs (MS) – provides clarification on students being able to leave one study hall to work in another.

Students who choose not to participate in band or chorus will have study halls (HS) or learning labs (MS) throughout their day. ~~Students will have the opportunity to have a study hall or learning lab the last period of their day if they are not in band or chorus.~~ Students should stay in the school building that period unless they have an appointment or valid reason for being absent. Students wishing to leave their study hall to work with a different teacher (for more than the time it would take to ask a question) must obtain a pink pass from that teacher ahead of time and must report back to their original study hall teacher prior to the end of the period. Students who abuse this will lose the privilege of leaving study halls to work with teachers.

15. Passes (MS/HS) – reinforced study hall passes.

Students are expected to stay in the classroom during class periods unless they are accompanied by a teacher or have a hall pass from a staff member. Students are responsible for obtaining the written pass. Teachers should not permit students to leave their classes without issuing them this pass. The teacher signing the pass is assuming responsibility for the student until the student returns.

Passes will be the following types:

1. Passes for less than a full period to a specific area
2. Passes to leave the school grounds will be issued ONLY by the principal's office
3. All students with passes must turn them back in before the end of the period and check back into the classroom.
4. Passes to the offices may be granted by the teacher if there is a good reason for doing so. Students should use this pass and all others responsibly.
5. Study hall passes may be granted by the teacher requesting the student for that period. Students should return to their original study hall by the end of the period.

16. Dances – added prom specific items based on situations from this year

k. Prom specific items:

- a. See section c for out-of-town guest information
- b. Prom is open to juniors and seniors in good standing. Underclassmen are permitted to attend if invited by a junior and senior and must agree to follow the expectations that come with a formal grand march and dance designed for upperclassmen.
- c. Members of the junior class are expected to participate in the fundraisers for prom in order to participate in prom (Post-prom is parent driven and utilizes different fundraisers)

17. School Discontinuance Due to Weather – took out website; we only use messenger and Facebook

Procedures will be as follows:

- 1. Schools will close. No classes will be held.
 - a. An ITC notify statement will be sent to all district stakeholders. This will be delivered in a text message for, phone call or an e-mail.
 - b. Post will be created on the school ~~website and~~ Facebook page.
 - c. Announcements will be made on the major network television affiliates prior to schools being closed.
 - d. Students shall not report to school.

18. Bring Your Own Device – clarified expectation of personal device use in the event that students need certain specifications for dual credit exams.

Students bringing personal devices to school may or may not be allowed on the District's network. Students that bring personal devices to school are not allowed to have Mobile Hotspots. ~~Students who need to use their personal devices for Dual Credit courses are only to use their personal device for that course (typically, personal devices are only needed for certain secure lockdown browsers); they are required to use their district issued Chromebook for all other courses.~~

DEUEL SCHOOL DISTRICT
#19-4
ELEMENTARY SCHOOL
PARENT/STUDENT
HANDBOOK
2026-2027



Clear Lake, South Dakota

Deuel School District
 P.O. Box 770
 410 5th St. W.
 Clear Lake, SD 57226
 Phone – 605-874-2161
 Fax – 605-874-8585

Chad Schiernbeck, Superintendent
Chad.Schiernbeck@k12.sd.us

Katie Hahn, Middle School/High School Principal
Katie.Hahn@k12.sd.us

Todd Rahlf, Elementary Principal ~~and~~
Todd.Rahlf@k12.sd.us

Hannah Swenson, Special Education Director and
 504 Coordinator
Hanna.Swenson@k12.sd.us

Ellen Schmahl, Business Manager
Ellen.Schmahl@k12.sd.us

Nikki Berge, Assistant Business Manager
Nikki.Berge@k12.sd.us

Mission Statement:

Empower students to become independent learners, personally accountable, and responsible citizens.

Belief Statement:

Deuel School District Believes:

Everyone in the community contributes to the education of the children in our schools.

Therefore, we are committed to:

- * Personal responsibility and accountability.**
- * Respecting others and maintaining an open line of communication in the district.**
- * Providing opportunities and resources for individual success.**
- * Maintaining and communicating high academic and professional standards and expectations.**

ANNUAL NONDISCRIMINATION NOTIFICATION:

Deuel School District 19-4 Annual Public Notice Career and Technical Education

Deuel Schools Department of Career and Technical Education offers a variety of career and technical programs to all students at the middle school and high school levels. The program areas include the following.

- *Ag Food and Natural Resources*
- *Architecture and Construction*
- *Business, Management and Operation*
- *Information Technology*

Tech Prep opportunities are also available for students who are entering the workforce and/or post-secondary education through an articulation agreement with Lake Area Technical Institute. For more information about Career and Technical Education, call (605)874-2161.

The Deuel School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

*504 Coordinator- Hannah Swenson
PO Box 770, Clear Lake SD 57226
605-874-2161*

*Title IX Coordinator-Katie Hahn
PO Box 770, Clear Lake SD 57226
605-874-2161*

South Dakota Regional US Office for Civil Rights:

*Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, 3rd floor, Suite 320
Kansas City, MO 64106*

*Telephone: 816-268-0550
FAX: 816-268-0599; TDD: 800-877-8339
Email: OCR.KansasCity@ed.gov*

Dear Parents and Students,

Welcome to Deuel Elementary for the 2026–2027 school year.

I am honored to be part of this school community and excited for the opportunities this year will bring for our students. On behalf of Deuel School District, I wish everyone a successful school year and look forward to working together to provide a safe, supportive, and high-quality educational environment for all.

I firmly believe every student who enters our school is unique and valued. We encourage each student to take advantage of opportunities for learning, growth, and personal success.

Families and students are encouraged to become familiar with the information in this handbook. Please reach out if you have any questions.

Let's have a great year!

Mr. Todd Rahlf
Elementary Principal

ELEMENTARY TEACHING STAFF

Preschool	Eda Timmons - Eda.Timmons@k12.sd.us
Junior Kindergarten	Jennifer VonEye – Jennifer.VonEye@k12.sd.us
Kindergarten	Krista Schock - krista.schock@k12.sd.us
Kindergarten	Elizabeth DeBoer - Elizabeth.Deboer@k12.sd.us
1 st Grade	Destiny Thomas – Destiny.Thomas@k12.sd.us
1 st Grade	Lynn Kindopp – Lynn.Kindopp@k12.sd.us
2 nd Grade	Danielle Schiernbeck – Danielle.Schiernbeck@k12.sd.us
2 nd Grade	Emma Trooien – Emma.Trooien@k12.sd.us
3 rd Grade	Shayla Engen – Shayla.Engen@k12.sd.us
3 rd Grade	Sarah Hagberg – Sarah.Hagberg@k12.sd.us
4 th Grade	Jayda Templeton - Jayda.Templeton@k12.sd.us
4 th Grade	Kara Zaug – Kara.Zaug@k12.sd.us
5 th Grade	Bonnie TeKrony – Bonnie.TeKrony@k12.sd.us
5 th Grade	Jon Peterreins - Jonathen.Peterreins@k12.sd.us
Special Education	Lindsay Gratz - Lindsay.Gratz@k12.sd.us
Special Education	Hannah Lunden – Hannah.Lunden@k12.sd.us
Special Education	Jodi Ysbrand – Jodi.Ysbrand@k12.sd.us
Special Education Director/504 Coordinator	Hannah Swenson – Hannah.Swenson@k12.sd.us
Title	Desaray Schmaltz – Desaray.Schmaltz@k12.sd.us
Title	Holland Feuerhelm – Holland.Feuerhelm@k12.sd.us
Art	Shane Waikel – Shane.Waikel@k12.sd.us
Music	~~Doug Dyk~~ – ~~Doug.Dyk@k12.sd.us~~
Physical Education	Matthew Lepke – Matthew.Lepke@k12.sd.us
Physical Education	Kris Ulmer - Kristopher.Ulmer@k12.sd.us
5 th Grade Band	Ginger Lodmell TeKrony - Ginger.Lodmell@k12.sd.us
Technology Director	Mike Gohring - Michael.Gohring@k12.sd.us
Guidance	Jessica Folk – Jessica.Folk@k12.sd.us

ELEMENTARY STUDENT HANDBOOK

GRADES PK – 5

PURPOSE

The primary objective of this handbook is to help students and parents develop positive attitudes toward the school as well as to provide information in a clear, concise manner. It is not intended to be a comprehensive set of rules for every situation and in no way restricts the faculty and the administration.

SCHOOL DAY

The school day begins at 8:10 a.m. and ends at 3:40 p.m. Breakfast will be served starting at 7:45 a.m. Students arriving to school before 8:00 a.m. must enter the north gymnasium door and must remain in the designated area until 8:00am. Students that are absent for more than one (1) hour will be counted absent for ½ day. Tardies will be handled on a case-by-case basis. If necessary, parents will be notified.

DELIVERIES DURING THE SCHOOL DAY

Please note that anything delivered by outside businesses to the school during the school day (flowers, etc.) will stay in the school office until the end of the day. Please refrain from sending flowers, etc. to students while at school.

MORNING DROP OFF AND AFTER SCHOOL PICK UP

Morning Vehicle Drop off will be on the north side of the school at the gym entrance (old bus drop). Please travel eastbound and pull to the curb to drop off your child. Do not drop kids from the west bound lane to avoid students crossing traffic. The gym doors will open at 7:45.

After School Vehicle Pick Up will be on the west side of the school (old bus pickup). Please pull along the curb in a northbound position. We will have this entire curb to the north road, so please utilize this space without double parking. This should be a continual flow of traffic. Younger students will be the first ones out for the day. Upper elementary and MS students will be the final groups out. If you are in the front and waiting on students, please pull around the block and get back in line.

School Bus drop off and pickup: will be held in the semi-circle outside of the south entrance (lunchroom entrance).

BIRTH CERTIFICATES:

The State Law requires that every child who enters a school for the first time must present a certified copy of his/her birth certificate. The 1988 legislature passed Senate Bill 2 which requires a certified copy of a birth certificate for the initial enrollment or excuse from school.

EXTRA-HELP FRIDAYS (Elementary)

The Deuel School District will hold extra-help sessions on Fridays from 10am-12pm in which regular school classes are not in session. The extra-help sessions are designed to help students gain success in academic programs and have an opportunity to have 1 to 1 time or small group time with classroom instructors. The elementary teachers will identify students that would benefit from spending some extra work time on Fridays. Teachers will notify the parents in a timely manner, to check to see if they can attend. The district strongly encourages taking full advantage of this service if a child is identified. Parents may contact the teachers to inquire if this opportunity is appropriate for their child.

POSITIVE PLAYGROUND RULES

The Deuel Elementary grades will be implementing a positive behavior program. It is our hope to recognize the students for their positive accomplishments and behavior. Students who feel good about themselves will learn more, will treat others appropriately, and will display responsible behavior. Positive student behavior needs to be recognized. These students will be recognized for their positive behavior by verbal praises and encouragement, positive notes, periodic class privileges, etc. The emphasis of the student behavior program is recognition of positive behavior. It is our hope that the behavior program will provide for efficient classroom management, respect from the peers and adults, and respect for the Deuel Elementary School. The program encourages the use of logical and natural consequences for inappropriate behavior at school.

The children are encouraged to remember: (1) I cause my own outcomes; (2) I have more than one choice; and (3) I have the power to pick the best choice. The following rules will be expected in an attempt to establish a consistent discipline program for the students.

PLAYGROUND RULES

- a. Listen to and obey the playground supervisor.
- b. Keep your hands, feet, and other objects to yourself. No fighting, throwing objects, pushing, tackling, or wrestling.
- c. Touch football will be permitted.
- d. Use playground equipment properly.
- e. Stop play and line up when the bell/whistle/voice is sounded.
- f. Inappropriate language is not acceptable.

WINTER PLAYGROUND EXPECTATIONS

During winter months, students must wear appropriate outdoor clothing. Running or sliding on icy surfaces is not allowed. Snow and ice must remain on the ground (no throwing). Some playground areas or equipment may be closed due to safety conditions. Students must follow all directions from the playground supervisor and use extra caution on slippery surfaces.

LUNCHROOM RULES

- a. The students will obey and respect lunchroom supervisors.
- b. Keep your hands, feet, and other objects to yourself. No fighting, pushing, tripping, hitting, or throwing objects.
- c. The students will be dismissed from the table when all food and paper is picked up from around and under the table and the entire table is quiet.

MEALTIME VISITORS

Parents and adults must purchase or bring a lunch if they wish to eat lunch with their student. You must contact the office at least one day prior to eating with your student.

HALLWAY RULES

- a. Keep your hands, feet, and other objects to yourself. No fighting, pushing, tripping, hitting or throwing objects.
- b. The students will walk quietly and orderly (no running).

BATHROOM RULES

- a. Keep hands, feet, and other objects to yourself. No fighting, pushing, tripping, hitting, or throwing objects.
- b. The students will use the bathroom equipment properly.
- c. The students will use a quiet voice while in the bathroom.

CLASSROOM RULES

Student behavior in the classroom is expected to follow the same expectations outlined in the school-wide rules.

Discipline is essential to maintaining a safe and productive learning environment. When misbehavior occurs, the school may use one or more of the following interventions and consequences:

- 1. Counseling / reteaching expectations
- 2. Parent/guardian contact or conference
- 3. Behavior contract or plan
- 4. Detention
- 5. Removal from class

6. In-school suspension
7. Out-of-school suspension
8. Expulsion

Disciplinary actions will be determined based on the severity of the behavior, the student's past record, and what is necessary to maintain a safe and appropriate learning environment. Serious or unsafe behaviors may result in immediate advanced disciplinary action.

BULLYING & HARASSMENT

The District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying of students from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

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

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Parents,

guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

- A. any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and
- B. no cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

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

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

Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.

SECTION 2 – Bullying Defined

- A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and
 - 1. Has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
 - 2. Has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
 - 3. Places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
 - 4. Causes physical hurt or psychological distress to a person, and/or
 - 5. Constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
 - 6. Disrupts the orderly operation of a school.
- B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other

communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.

1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
 - (1) To contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
 - (2) To contact another person with intent to threaten to inflict physical harm or injury to any person or property,
 - (3) To contact another person with intent to extort money or other things of value,
 - (4) To contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

SECTION 3 – Reporting Procedure

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

- the date the written complaint was filed or the Bullying Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the bullying
- the address/phone # of the person reporting the bullying,

- the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable)
- the date and signature of the person reporting the bullying.

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teacher's building principal.

SECTION 4 – Procedure for Addressing Bullying Complaints

STEP 1: Principal.

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

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

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

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

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

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

STEP 2: Appeal to the Superintendent

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

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

STEP 3: Appeal to the Board

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

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

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.

2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
 - C. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
 - D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
 - E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
 - F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
 - G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
 - H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
 - I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
 - J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
 - K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
 - L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date; within twenty (20) calendar days of the hearing, the Board shall

render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;

- M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
- N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.
- O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

TELEPHONE

Students will not use the office phone or personal cell phones or other devices for personal calls except in an emergency and with teacher permission. Phone calls for students will be handled with a message. Emergency calls will be handled by the principal, principal's office, or the teacher in charge.

FIRE AND TORNADO DRILLS

When the fire bell sounds, all students and staff members are to leave the building quickly and quietly by the route posted in each room. When the tornado drill signal is given, all students and staff are to go to their designated area and assume the instructed position. Fire and tornado drills are to be posted in each room.

ABSENCE AND ATTENDANCE POLICY (Elementary)

Regular attendance is essential to a student's success in school. Scholastic achievement is often directly related to attendance, so it is vital that students attend regularly. South Dakota Law gives the responsibility for regular attendance to students and parents. Parental support of regular attendance is expected. Parent, or person responsible for them, must sign them out in the elementary office before leaving.

Parents are asked to call the school before 9:00 am each day that a student is absent. If parents do not call, the school will attempt to contact the parent. If the school cannot reach the parent during the day of absence, the absence will be unexcused. Students who arrive at class fifteen or more minutes late will be counted tardy. Parents who are taking their child on an extended trip must call before leaving to excuse their child for the duration of the trip. Students must check out at the elementary office when leaving during the day or the absence will be unexcused.

Completion of missed work is the responsibility of the student. The student will have two full days for each full day of excused absence, maximum of six full days, to complete work missed unless arrangements have been made with the individual classroom instructor. Please note that Fridays count as one of the six days providing staff are in session.

GUIDELINES FOR EXCUSED AND UNEXCUSED ABSENCES

School officials have the final decision in all situations.

Exempt Absences – DO NOT COUNT AGAINST STUDENT ATTENDANCE:

School-sponsored activities (school sports, school activities)

Doctor/Dentist Appointments verified by a doctor's office note

Funerals/Religious Observations

Court Appointment

Excused Absences – WILL COUNT AGAINST STUDENT ATTENDANCE

Parent Request

Personal Illness or accident

Weather Related absences

Suspension from School

Death, serious illness, or injury within the immediate family/household/close friends

Family Vacations for Multiple Days (Will count as 1 absence if the school is notified in advance and the necessary work is completed before trip)

Other compelling situations which are approved by the administration

Unexcused Absences – WILL COUNT AGAINST STUDENT ATTENDANCE

Absences without permission from parent, guardian, or school official

Examples of absences which may not be excused by school officials unless there are extenuating circumstances include, but are not limited to:

Oversleeping

Missing class to prepare for another class or activity

Failure to check out in the office before leaving during the school day

CONSEQUENCES FOR EXCESSIVE ABSENCES EXCUSED AND/OR UNEXCUSED

School consequences for chronic absenteeism center around communication with parents. Notification of chronic

absenteeism will occur as per the following policy:

- 7 Excused and/or Unexcused Absences: Notification to parents via letter of attendance policy.
- 10 Excused and/or Unexcused Absences: Notification to parents via letter when students have missed 10 times in one or more classes.
- 12 Excused and/or Unexcused Absences: Notification to parents via letter when students have missed 12 times in one or more classes. If student has missed 12 or more days within a semester of school, the Deuel County Sheriff may/will write a truancy ticket for excessive absence.

TEMPORARY EXCLUSION RECOMMENDATIONS FOR ILLNESS IN THE SCHOOL SETTING.

- A. Chicken pox (Varicella): exclude until all lesions have dried and crusted or, in immunized children without crusts, until no new lesions appear within a 24-hour period.
- B. COVID-19: exclude based on current CDC and SD Department of Health guidance, see doh.sd.gov.
- C. Diarrheal diseases: exclude while symptomatic only if person is unable to practice independent hygiene.
- D. Haemophilus influenzae type B, invasive (Hib): exclude until after the child has been cleared by a physician.
- E. HIV, Hepatitis B, Hepatitis C, and other bloodborne diseases: generally no exclusion; considerations may exist if there is potential for bloodborne exposure. Consult healthcare provider for guidance.
- F. Hepatitis A: exclude until one week after onset of illness.
- G. Influenza and Influenza-like illness: exclude until fever has been absent for 24 hours in an unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on SD Department of Health and CDC guidance.
- H. Measles: exclude until four days after onset of rash.
- I. Meningococcal disease (Neisseria meningitidis): exclude until after 24 hours of antibiotic treatment.
- J. Methicillin-resistant Staphylococcus aureus (MRSA): exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
- K. Mumps: exclude until five days after the onset of parotid gland swelling.
- L. Pertussis (Whooping cough): exclude until completion of 5 days of appropriate antibiotic treatment. If appropriate antibiotic treatment is not received, exclude until 21 days after onset of cough.
- M. Hand Foot and Mouth: The child should stay home from school or childcare until he or she has no fever for 24 hours and the mouth sores and open blisters have healed. Sores on the palms of the hands and soles of the feet rarely blister. Children can be in school/daycare with those sores as they may take weeks to

resolve. However, if the child has blisters, anywhere on the body, the blisters need to be healing and crusted over before returning to school/daycare.

- N. Pink eye, head lice, ringworm, herpes gladiatorum, molluscum contagiosum, and skin rashes without fever: generally no exclusion; special considerations may exist. Consult healthcare provider for guidance.
- a. Pink Eye:
 - i. Bacterial: Thick, sticky, white/yellowish discharge from eye(s). Child needs to be seen in the clinic. Child has to be on antibiotic drops for 24 hours before returning to school.
 - ii. Viral: watery red eyes. Child can be in school as long as they don't have a fever and are feeling well otherwise.
 - iii. Allergic: no need to stay home from school.
 - b. Ringworm:
 - i. Children with ringworm can return to school the day they start treatment for ringworm. If it is on the scalp, they need to remain out of school for 24 hours after treatment has been started. Any child with ringworm should not participate in gym or other close contact activities that are likely to expose others until 72 hours after treatment has begun or until lesions can be completely covered.
 - c. Head Lice:

Based on the recommendations of the National Association of School Nurses, the American Academy of Pediatrics, the Centers for Disease Control, and the State Department of Health the following are guidelines for managing head lice in the school setting:

 - i. Teachers and/or parents may request that a student be checked for lice, based on excessive head scratching, student report of a "crawling" feeling, or observation of suspected lice and/or eggs.
 - ii. The student should be screened by the school nurse
 - iii. Students with live lice should be allowed to remain in the classroom until the end of the day but should be discouraged from close head to head contact with other students.
 - iv. In some situations students may be sent home. Sending a student home is determined on an individual basis. Common sense should prevail when deciding how contagious an individual child may be (a child with hundreds of live lice vs. a child with 2 live lice).
 - v. Parent/guardian should be informed of the findings either by phone or note. Information on head lice and treatment should be provided to the parent/guardian. It is expected that parent/guardian will treat the child before sending them back to school.

- vi. The student may return to school the next day. The nurse or designated staff will determine if a student has been treated based on parent/guardian report and visual inspection.
 - vii. Non-compliant cases require the use of good nursing judgment that does not punish the child.
 - viii. Classroom checks and letters informing parents of head lice may be done in the case of an outbreak and at the discretion of the school nurse.
 - ix. The school nurse is the best person to provide education and guidance for head lice management.
- O. Rubella: exclude until seven days after onset of rash.
- P. Scabies: exclude until after treatment has started.
- Q. Shingles (Herpes zoster): generally no exclusion if lesions can be covered. If lesions cannot be covered, exclude until rash or lesions have crusted over.
- R. Strep throat and Streptococcal skin infections: exclude until after 12 hours of antibiotic treatment.
- S. Tuberculosis: exclude until a physician, concurring with the SD Department of Health, states the child is not infectious.
- T. Students will not return to school until at least 24 hours have passed since the last episode of vomiting or diarrhea to help prevent the spread of illness and ensure they are well enough to participate in class.

Students that record a temperature of 100.4 will be sent home from school. With any illness, students must be fever free (less than 100.4) for 24 hours in an unmedicated state before returning to school.

PETS:

The school district tries very hard to keep student bodies safe. After consulting with professionals certified in public and food safety, pets are not allowed in school.

RECESS

If a child is to stay in from recess for any medical reason, a written note from the doctor is needed.

NO SCHOOL ANNOUNCEMENT

If school is not being held because of severe weather conditions the no school announcement or early dismissal will be made using:

- a. A notify statement will be sent to all district stakeholders. This will be delivered in a text message, phone call or an e-mail.
- b. ~~Post will be created on the school website~~
- c. Post will also be made using the school Facebook page.
- d. Major Network affiliates will be notified prior to schools being closed.

Parents also have the option to sign up for the school messaging system. This system notifies parents of school closings/late starts via e-mail or through your home telephone. Contact the Business Office for more information.

PRINTED MATERIAL

Material such as magazines and posters will not be distributed in school by non-district employees without permission from the principal. Deuel School District will not tolerate obscene materials or any materials that advocate sex, drugs, violence, etc.

DRESS CODE/PERSONAL HYGEINE

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action.

DISRUPTION OF SCHOOL

Any student removed from a class may be sent to the principal's office.

PROHIBITED MATERIALS

The following materials are prohibited at Deuel School and will be handled according to policy:

1. Drugs (unless prescribed by a physician)
2. Alcohol
3. Pornographic materials
4. Tobacco products
5. Firearms
6. Any other weapons that have the express purpose of causing injury.

DRUG AND ALCOHOL ABUSE

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including school buses, shall be 1) held in in-school suspension and 2) reported to the appropriate law enforcement agencies for possible legal action.

TOBACCO PRODUCTS

The Deuel School District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the School Board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of adult role modeling.

The use, possession, or promotion of tobacco on school property by students, employees, vendors, visitors and invitees is prohibited. Students and employees are also prohibited from using or promoting tobacco at school-sponsored activities off school property. Students participating in school activities are also subject to such rules as may exist pursuant to an applicable activity code of conduct.

For the purposes of this policy:

1. “Tobacco” means any substance or item, in any form, containing tobacco and electronic nicotine delivery devices (e-cigarettes), which may not contain tobacco;
2. “School property” means all district-owned, rented or leased buildings, grounds and vehicles;
3. “School-sponsored activity” means any planned, organized, endorsed, or supervised activity involving district students or staff that occurs either before, during or after regular school hours;

4. “Promotion” means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.

District employees in violation of this policy will be subject to disciplinary action. Visitors, vendors and invitees in violation of this policy will be subject to appropriate consequences, which may include being directed to leave school property.

The superintendent shall provide reasonable public notification of the district’s policy within student and staff handbooks.

DAMAGE TO SCHOOL PROPERTY

Any intentional damage to school property will result in disciplinary action plus restitution to cover the cost of the damages.

BOOK FINES

Students will be assessed a fine to be determined by the principal for damage to schoolbooks. The fine shall not exceed the replacement cost of the book.

CELL PHONES/SMART WATCHES

Students are to keep all devices in their locker during the day and are **not** to be used in the hallway or playground. All electronic communication device policies are handled by the classroom teacher, and individual classroom rules will apply. Students who use the electronic communication devices improperly are subject to having them confiscated by teachers and/or administration.

1. First Infraction – Principal will keep the device in the office until the end of the day and then returned to the student. Parent contact will be made.
2. Second Infraction – The principal will keep the device in the office until a parent can come to get the device.

VISITORS

Please use the elementary school entrance when visiting the elementary school. Entrances will always remain locked for security purposes. All visitors will be required to check into the office when entering the school and if visiting a classroom, will be asked to fill out a classroom visitor form. The office will provide the visitor with a badge if they must be in the hallways or a classroom.

ACTIVITIES

There will be opportunities for our elementary students to participate in volunteer operated activities. The students are reminded that they represent Deuel School District and, if any discipline problems, etc. occur, they will be handled according to District policy.

MEDICATION

The safe and effective use of medications for the treatment of illness and disability has enabled many children to attend school. At Deuel School, every effort should be made to administer all medications at home. When it is necessary that students receive medications at school, arrangements need to be made with the school nurse in advance.

For students in grades PK-5, medication administration will be supervised. Because the law requires the nurse to have an order from a physician in order to administer medications (including over-the-counter medications, such as Tylenol), it is important for students and parents to plan ahead when medication at school is anticipated. For example, arranging medication needs in advance, for conditions such as migraine headaches or menstrual pain, will help the school nurse keep students safe and comfortable at school.

CUSTODY

If there is a custody situation that the school should be aware of, please call the principal's office to make the principal aware of it. For the children's safety, the principal must have a certified copy of all custody orders and restraining orders.

LOCKERS

All lockers are loaned to students and the school retains control of the lockers. Since the school retains control of the lockers, they may be inspected at any time.

GRADING (K-3)

- Standards based grade reports. Each standard is measured from the following indicators.

4 - Proficient - I can show that I understand grade level work consistently on my own.

3 - Approaching Proficiency - I can show that I understand grade level work most of the time, but I still might make mistakes.

2 - Beginning Progress - I am beginning to understand grade level work with help from my teacher.

1 - Of Concern - I do not understand grade level work.

GRADING (4-5)

- Standards based grade reports. Each standard is measured from the following indicators.
 - A – 100% - 92%
 - B – 91% - 82%
 - C – 81% - 73%
 - D – 72% - 65%
 - F – 64% - 0%

STUDENT POLICY FOR A GUN-FREE SCHOOL

Student and employee safety is a paramount concern to the Deuel School Board. With this in mind, the school board shall assist and cooperate with teachers and administration in the government and discipline of the school. The board may suspend or expel from school any student for violation of rules, policies, insubordination, or misconduct and administration may temporarily suspend any student in accordance with SDCL 13-32-42. The rules on policies may include prohibiting the following:

- (1) The use or possession of a firearm, as provided in SDCL 13-32-7, on or in any elementary or secondary school premises, vehicle or building that is owned, leased, or used for elementary or secondary functions or activities.

The Gun-Free Schools Act of 1994 (GFSA) requires that schools:

- (1) Comply with the State law requiring a one (1) year expulsion; this is, subject to the case by case exception, any student who brings a weapon to school must be expelled for not less than one (1) year.
- (2) Provide assurance of compliance to the State Education Association (SEA).
- (3) Provide descriptive information to the State Education Association concerning the expulsion.
- (4) Have a referral policy for students who bring weapons to school.

Therefore, if a student has intentionally brought a firearm onto school premises, vehicle, or building that is owned, leased, or used for school functions or activities, the following plan will be implemented.

- (1) Students are entitled to due process:
 - A. If, after due process has been accorded, a student is found to have brought a weapon to school the GFSA requires expulsion for a period of not less than one (1) year.
 - B. The school administration may modify the one (1) year expulsion requirement on a case by case basis.
 - (2) Send a report to the SEA that includes the following:
 - A. Number of students expelled
 - B. The type of weapon involved.
 - (3) A written report to the local law enforcement of the incident. The report must include name, date, and type of weapon.
 - (4) Alternative educational services will only be provided if federal or state laws require the service.
- The school district will allow usage of facilities for hunter safety courses. A properly certified instructor must teach the class.

STUDENT INTERVIEW POLICY POLICE/DEPARTMENT OF SOCIAL SERVICES

When students are at school or involved in a school activity off school grounds, the school has an obligation to the students, the parents, as well as to the authorities, such as law enforcement and the Department of Social Services. This policy attempts to balance

the rights of students and parents with the rights and responsibilities of law enforcement and the Department of Social Services as those entities investigate juvenile delinquency/criminal matters and matters of child abuse and neglect. It is therefore the policy of the District that:

- (1) should a law enforcement officer wish to talk with a student under the age of 18* while the student is at school and interview the student for a reason other than investigating suspected child abuse or neglect, the District will not allow the law enforcement officer to question the student unless the school has first notified the student's parents and received permission from a parent for the student to talk with the law enforcement officer. The parents have the right to deny the request from law enforcement. The parents shall also have the right to be present should the parents grant permission to law enforcement officer to talk with the student;
- (2) should the Department of Social Services or a law enforcement officer be investigating suspected child abuse or neglect and wish to talk with a student under the age of 18* while the student is at school, the request to talk with a student shall be made to one of the school administrators at the school for approval of the interview. The law in South Dakota requires investigation of suspected child abuse to be kept confidential and can be done without notification to parents. Therefore, the school will not notify parents of a request by the Department of Social Services or law enforcement to talk with a student in such instances.

*When a student reaches the age of 18, the student is a legal adult and has the authority to make decisions without parental involvement. However, the student, even if age 18 or older, may choose to contact his/her parents for advice before responding to a request by the authorities to meet with and talk to law enforcement and/or the Department of Social Services.

SEPARATED / DIVORCED FAMILY POLICY

I. School Neutrality / Parent Responsibility

The Deuel School District shall maintain strict neutrality between parents who are involved in an action involving the family (separation/divorce proceeding/divorced) as it is the intent of the District to promote the best interests of each student enrolled in its schools in partnership with both parents, unless otherwise directed by Court Order. It is the responsibility of the parent wishing to restrict a parental right to notify the District of any Court Order affecting student contact/visitation and/or student records by submitting a certified copy of the Court Order to the Superintendent of Schools and a copy to the child's school building principal.

II. Student Contact / Student Visitation During School Hours

Unless a parent gives notification pursuant to paragraph 1 above, the District will assume that both parents have the right to contact and visit his or her child at school. For purposes of this provision, the Court Order restricting any right of contact and/or visitation needs to specifically restrict the right and a general Order granting physical custody to one parent will not be deemed as sufficiently specific as to prohibit the noncustodial parent's right to contact and/or visit the child while the child is at school.

III. Release of Student to Noncustodial Parent

The District will not authorize a student enrolled in the District to leave the school premises with a noncustodial parent during school hours without the permission of the parent having primary physical custody of the child. For purposes of this provision, it is the responsibility of the custodial parent to provide the District with a certified copy of the Court Order granting custody pursuant to paragraph I.

IV. Release of Student Records

Pursuant to federal law (Family Education Rights and Privacy Act) both parents, regardless of marital status, have the right to access and have copies of student records and discuss the same with appropriate school employees, unless there is a Court Order specifically restricting this right of access. Any Court Order restricting the release of confidential student records to a parent is to be submitted to the District pursuant to paragraph I.

Rules of Appropriate Computer Use

- Do not use the computer to harm other people or their work
- Do not damage the computer or the network in any way
- Do not interfere with the operation of the network by installing any software unless approved by administration
- Do not violate copyright laws
- Do not view, send or display offensive messages or pictures
- Do not trespass in another's folders, work or files
- Do not change system configuration
- Do not leave computer unattended
- Always use assigned computer bag to transport computer

Failure to follow these rules will result in suspension of computer privileges up to 30 days. Any accidental or intentional damage to the computer or network will be billed out to the student/parent as outlined in policy. If student owes money to the school district, the computer may be taken away until the amount is paid. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Internet

The Internet is a global electronic information infrastructure, a network of global networks. Because the Internet is a constantly changing electronic environment, the information available to users is constantly changing, and therefore, it is impossible to predict with certainty what information users might locate. The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. This networking environment requires that the user be responsible for the appropriate use of this service. Therefore, the District shall not be liable for the content or viewing of any materials not prepared by the District. Availability of some materials on the Internet does not indicate endorsement of their content by the Deuel School District. The following rules apply to the use of the Internet:

- Be polite and use appropriate language in your messages to others. Obscene, abusive, sexually explicit or threatening language will not be tolerated.
- Never reveal your, or anyone else's personal information.
- Only State K-12 Students E-mail accounts are allowed unless permission is given by administration.
- You are prohibited from accessing, uploading, downloading, distributing, viewing or possessing any pornographic, obscene, or sexually explicit material and web sites that promote racism or religious intolerance.
- You and not the Deuel School District are responsible for possession of any and all materials, and for your actions with the use of the Internet.
- You must abide by and all local, state and federal rules and regulations.
- You are responsible for any action, artifice or scheme to defraud or obtain money, property, services and other things of value by false pretenses, promises or representations while using this access.

- Develop web pages only as directed by staff members to fulfill course or school related activities;
- Access is a privilege - not a right.
- Only files relating to classroom assignments may be stored on the network file sever

Any violation of District Internet policy or rules may result in loss of computer privileges for up to 30 days. Additional disciplinary action may be imposed and will be determined on an individual basis in keeping with existing practices and procedures regarding inappropriate language or behavior. When applicable, law enforcement agencies may become involved. The Deuel School District makes no warranties of any kind, either expressed or implied, for the Internet access it is providing. The District will not be responsible for any unauthorized financial obligations resulting from the use of this account.

Network

The use of the School District's network (LAN) and Intranet is a privilege, not a right. Guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of network resources.

The School District does not guarantee that the network will be uninterrupted or error free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

User Accounts

User accounts are considered the property of the Deuel School District. The School District expressly reserved the right, at any time, to log, monitor and review, the subject, content and appropriateness of electronic communications or other computer files and remove them if warranted, reporting any violation to the school administration or law enforcement officials.

Persons, using the District network, shall have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the District network.

Bring Your Own Device

Students bringing personal devices to school will not be allowed on the District's network. Student's that bring personal devices to school are not allowed to have Mobile Hotspots.

Rules of Network Use

Users of the School District Network shall:

- Be responsible for all use of the network under their accounts and user names, regardless of whether access is gained with or without the person's knowledge and/or consent;
- Use only your own account. You may not access any other person's material, information, or files without their permission;
- Immediately notify the School District if they suspect any unauthorized use of their account. The person shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;
- Not harm or destroy in any way, the data of another user, including the uploading of, or the creation of computer viruses to any computer;
- Do not transmit, download, access or place unlawful information, any abusive, defamatory, obscene, profane, sexually explicit, threatening or illegal material on the network;
- Not use the District network to solicit sales or conduct business;
- Do not transmit copyrighted material without the express consent or authorization of the owner of the copyrights.
- Any sites that are deemed bandwidth intensive some as streaming music for streaming video or any other sites defined by the Deuel School District are not allowed for personal use.

Network Security

Security of all networks connected to the Deuel School District is a high priority. Anyone observing a security problem on the District network shall notify District personnel. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the District network. Any violation of District policy on network use may result in loss of privileges to the network or computer devices for up to 30 days. Access to the School District network may be denied, and the appropriate disciplinary action shall be applied. The School District's discipline policy shall be applied to student infractions.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. The Deuel School District uses various resources to protect its K-12 students. The District adopted the CommonSenseMedia.org curriculum in 2011 for grades K-8. This curriculum satisfies all criteria for E-Rate compliance and is aligned to national standards for ISTE (International Society for Technology in Education), AASL (American Association of School Librarians), and the ELA (English Language Arts) Common Core. In grades 9-12, there are weekly meets for the student body

focused on the use of technology and the proper use of online resources. The students in 9-12 along with their parents receive a yearly CIPA seminar in conjunction with the district's laptop rollout where students and parents can ask questions and received information on best practices.

BUS REGULATIONS

TO: THE PARENTS OF TRANSPORTED PUPILS

By the authority of the Board of Education of the Deuel School District, your child is entitled to ride the school bus provided that he or she adheres to the safety rules. In the interest of safety for all pupils riding the Deuel school buses, a pupil will be reported in writing to the principal for continued and/or willful disobedience of the below safety regulations and may be suspended from riding the bus for a period of time to be determined by the administration.

During inclement weather, it is the responsibility of you, the parent, to see that your child is properly clothed to withstand the weather conditions in case of mechanical problems with the bus.

The basic responsibilities of your child while riding the Deuel School District bus include all of the following:

1. Obey the bus driver cheerfully. (He or she is responsible for your child's safety and must be obeyed.)
2. Pupils are not allowed to:
 - A. Bring candy or food items on the bus except lunches.
 - B. Put arms, heads, or legs out of the window.
 - C. Use any abusive or profane language.
 - D. Throw any objects from the bus windows.
 - E. Leave their seats while the bus is in motion.
 - F. Strike, push, or otherwise abuse another pupil while riding the bus.
 - G. Be excessively noisy while riding the bus.
 - H. Push while standing in line to board the bus.
 - I. Board or leave the bus except at their regularly scheduled bus stop without written permission from the parent.
3. No pupils will be allowed to ride the school bus unless they are registered to that particular bus unless permission has been granted by the administration.
4. Pupils are expected to enter and leave the bus in an orderly fashion.
5. Pupils are to be absolutely silent while the bus is approaching and proceeding across any railroad crossing.
6. If it is necessary to cross the road after leaving the bus, pupils are to cross ten feet in front of the bus after receiving a clear signal from the driver and all approaching traffic has stopped.
7. Pupils are to report promptly to their principal when instructed to do so by their driver.
8. Pupils shall observe classroom conduct while riding the school bus. (TREAT BUS

EQUIPMENT AS YOU WOULD VALUABLE FURNITURE IN YOUR OWN HOME.) Damage to seats, windows, etc. must be paid for by the offender.

Consequences for bus infractions:

1. The first reported incident from the bus driver, transportation manager, or the principal will result in a call from the principal referring to the infraction. A verbal warning will be given.
2. The second reported incident will result in the loss of bus privileges for 5 days. The principal will contact the student and the parents/guardians.
3. The third reported incident will result in the loss of bus privileges for the remainder of the school year. The principal will again make contact to the student and the parent/guardian.

SCHOOL BUS CHANGES OR CHANGES TO AFTER SCHOOL PLANS

As part of our commitment to ensuring the safety and well-being of all students, it is essential for us to be informed of any alterations to your child's usual after-school routine. Whether your child is attending an extracurricular activity, going home with a friend, or being picked up by a different caregiver, timely communication is crucial.

We kindly request that all changes to after-school plans be communicated to the school office no later than 2:00 p.m. on the day of the change. This allows us sufficient time to update our records, inform teachers, and ensure that your child is directed to the correct destination at the end of the school day. Failure to notify us or late notifications of after-school changes may result in confusion for your child and delays in their departure from school. Additionally, it may pose challenges for our staff in ensuring the safety and security of all students.

To notify us of any changes to your child's after-school arrangements, please contact the school office at 605-874-2161. Sending a remind message to your child's teacher by 2pm would likely be the most effective form of communication.

Parental Notification
School Health Assessments 2026-2027

From time to time during the year, health screening may be provided through a contract with the South Dakota Department of Health (DOH), which is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to our Notices of Privacy Practices. You may view the DOH notice on our website at <https://doh.sd.gov/documents/HIPAANotice.pdf> or request a printed copy by contacting us at 1-800-305-3064.

Screenings that will be provided during the **2026-2027** school year include:

- Vision Screening for students in Grades Kindergarten, 1st, 3rd, 5th, 7th, 8th, 11th
- Hearing Screening for students in Grades Kindergarten, 1st, 2nd, 3rd, 7th, 11th
- Physical Assessments for students in Grades Kindergarten and 5th
- Scoliosis Screening for girls in Grades n/a
- Scoliosis Screening for boys in Grades n/a

Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and does require the student to remove his/her shirt or blouse in order that the spine can be visually observed by the Community Health Nurse.

A child **not** included in the grades/service listed above can be screened with the written consent of the parent/legal guardian.

Parents will be notified of any concerns identified during the health screenings so their child can be further evaluated by the provider of the parent's choice.

When a vision or hearing screening indicates additional testing is needed, the nurse can discuss with school personnel the possible accommodations in the classroom that can be made for the benefit of the child.

If you agree to your child's participation as indicated above, there is no need to sign or return this form to the school.

To Decline Services

_____ I agree to have my child participating in health screening, but do **NOT** want an abnormal hearing or vision screening result to be shared with school personnel

_____ I decline to have my child participate in school health screening

(Printed name of student) _____ (Printed name of parent) _____

 (Parent Signature)

Permission to Publish

I give permission for my photograph, picture and/or projects to be published on the website, around the community or in the classroom. I understand that my name will not be used with the published photograph, picture or project. This will help ensure my privacy.

☐ - Yes, I give permission to the school to publish photographs, pictures, and/or projects

☐ - No, I do not give permission to publish photographs, pictures and/or projects

Student's Printed Signature (full name)

Parent's Signature

Student's Teacher's Name and Grade

Date

DEUEL SCHOOL DISTRICT 19-4
CASH REPORT

52

	General Fund	Capital Outlay	Special Education	Food Service	Other Enterprise	Trust and Agency	Private Purpose Trust	Total
Balance 6.1.26	2,079,170.07	4,795,395.89	476,454.12	(25,813.28)	(48,138.00)	214,953.60	106,439.98	7,598,462.38
Receipts:								
Local	220,744.32	202,692.73	126,442.15	1,268.74	2,650.00	89,817.51	-	643,615.45
State	140,321.75	-	-	1,048.71	-	-	-	141,370.46
Federal	22,880.00	-	-	6,656.07	-	-	-	29,536.07
Other	-	-	-	50,000.00	80,000.00	-	-	130,000.00
Total Receipts	383,946.07	202,692.73	126,442.15	58,973.52	82,650.00	89,817.51	-	944,521.98
G.L. Entries	-	-	-	-	-	-	-	-
Disbursements:								
Accts. Payable	90,929.00	9,792.49	22,722.57	2,726.16	-	70,472.88	-	196,643.10
Hourly Payroll	67,198.96	-	44,399.75	9,760.13	8,467.45	-	-	129,826.29
Contracted Payroll	295,056.43	-	33,020.40	-	1,454.72	-	-	329,531.55
P-Card	5,186.93	265.98	-	165.04	-	1,031.37	-	6,649.32
Flex/HS Deducts	-	-	-	-	-	296.90	-	296.90
Prior Adj/Voids	(180.90)	-	-	-	-	-	-	(180.90)
Receivables	130,000.00	-	-	-	-	-	-	130,000.00
Online Fees	2.05	-	-	9.36	9.47	-	-	20.88
Total Disbursements	588,192.47	10,058.47	100,142.72	12,660.69	9,931.64	71,801.15	-	792,787.14
Balance 6.30.26	1,874,923.67	4,988,030.15	502,753.55	20,499.55	24,580.36	232,969.96	106,439.98	7,750,197.22

Balance Sheet - Combined
Period Ending: June 2026

	<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 General Long Term Liab Demand Deposits	25,931.05	185,247.26	0.00	(34.40)	(15.98)	211,127.93
102 PAYROLL DEPOSITS	(3,665.59)	0.00	(1,123.57)	0.29	11,386.23	6,597.36
105 POOLED FUND DEPOSITS	1,852,658.21	2,737,182.89	503,877.12	20,533.66	13,210.11	5,127,461.99
106 TIME DEPOSITS	0.00	2,065,600.00	0.00	0.00	0.00	2,065,600.00
108 GF Advance Payments	5,356.35	0.00	0.00	0.00	0.00	5,356.35
110 TAXES RECEIVABLE	882,276.64	885,270.23	549,749.65	0.00	0.00	2,317,296.52
112 TAXES RECEIVABLE - PRIOR YEARS	26,775.14	15,214.24	8,401.54	0.00	0.00	50,390.92
120 011 ACCOUNTS RECEIVABLE REGULAR	1,546.38	0.00	0.00	0.00	0.00	1,546.38
120 012 ACCOUNTS RECEIVABLE COLLECTION	0.00	0.00	0.00	0.00	(0.22)	(0.22)
120 ACCOUNTS RECEIVABLE	0.00	0.00	0.00	5,149.07	0.00	5,149.07
140 DUE FROM FEDERAL GOVERNMENT	(0.11)	0.00	0.00	0.00	0.00	(0.11)
170 101 SUPPLIES INVENTORY CLEAR LAKE	0.00	0.00	0.00	1,149.54	0.00	1,149.54
171 101 FOOD INVENTORY CLEAR LAKE	0.00	0.00	0.00	8,076.06	0.00	8,076.06
172 101 COMMODITY INVENTORY CLEAR LAKE	0.00	0.00	0.00	3,894.07	0.00	3,894.07
196 NET PENSION ASSET	0.00	0.00	0.00	148.12	12.83	160.95
Current Assets	2,790,878.07	5,888,514.62	1,060,904.74	38,916.41	24,592.97	9,803,806.81
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	(3,779.98)	0.00	(3,779.98)
209 ACCUM DEPR-FEDERAL	0.00	0.00	0.00	(48,275.26)	0.00	(48,275.26)
Long-term Assets	0.00	0.00	0.00	246,697.19	0.00	246,697.19
Deferred Outflows of Resources						
252 014 PENSION RELATED DEFERRED OUTFLOWS	0.00	0.00	0.00	3,712.00	0.00	3,712.00
252 PENSION RELATED DEFERRED OUTFLOWS	0.00	0.00	0.00	28,100.05	2,395.11	30,495.16

Balance Sheet - Combined
Period Ending: June 2026

	<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>
Deferred Outflows of Resources	0.00	0.00	0.00	31,812.05	2,395.11	34,207.16
Total Assets and Deferred Outflows of Resources	2,790,878.07	5,888,514.62	1,060,904.74	317,425.65	26,988.08	10,084,711.16
Total Liabilities, Deferred Inflows of Resources, and Fund Equity						
Current Liabilities						
402 ACCOUNTS PAYABLE	33,793.81	1,177.67	88.20	0.38	(275.00)	34,785.06
404 CONTRACTS PAYABLE	345,720.05	0.00	46,603.72	0.47	4,893.70	397,217.94
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	84,002.27	0.00	31,192.34	1,481.25	3,630.81	120,306.67
459 MNSIT PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00
471 DEPOSITS PAYABLE	0.00	0.00	0.00	10,128.11	0.00	10,128.11
Current Liabilities	464,509.74	1,177.67	77,884.09	11,609.89	8,249.75	563,431.14
Long-term Liabilities						
506 Net OPEB Liability	0.00	0.00	0.00	15,917.00	0.00	15,917.00
559 OTHER DEFERRED INFLOWS	0.00	0.00	0.00	2,880.54	0.00	2,880.54
Long-term Liabilities	0.00	0.00	0.00	18,797.54	0.00	18,797.54
Deferred Inflows of Resources						
551 UNAVAILABLE REVENUE- PROPERTY TAXES	909,051.78	900,484.47	558,151.19	0.00	0.00	2,367,687.44
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	18,592.48	1,584.48	20,176.96
559 OTHER DEFERRED INFLOWS	0.00	0.00	0.00	0.00	0.07	0.07
Deferred Inflows of Resources	909,051.78	900,484.47	558,151.19	18,592.94	1,584.55	2,387,864.93
Fund Balance						
706 TOTAL FIXED ASSETS	0.00	0.00	0.00	246,956.19	0.00	246,956.19

Balance Sheet - Combined
Period Ending: June 2026

	<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>
707 RESTRICTED NET POSITION	0.00	0.00	0.00	9,656.23	(993.61)	8,662.62
708 008 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	(73,823.20)	(73,823.20)
708 080 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	0.00	63,795.59	63,795.59
708 UNRESTRICTED NET ASSETS	0.00	0.00	0.00	11,812.86	28,175.00	39,987.86
723 150 RESTRICTED-CO-RENEWABLE ENERGY	0.00	0.00	0.00	0.00	0.00	0.00
723 RESTRICTED-CAPITAL OUTLAY	0.00	4,986,852.48	0.00	0.00	0.00	4,986,852.48
724 RESTRICTED-SPEC. ED.	0.00	0.00	424,869.46	0.00	0.00	424,869.46
749 920 RESTRICTED-PERKINS	59,044.45	0.00	0.00	0.00	0.00	59,044.45
753 ASSIGNED-UNEMPLOYMENT	17,707.00	0.00	0.00	0.00	0.00	17,707.00
760 UNASSIGNED -GENERAL FUND	1,340,565.10	0.00	0.00	0.00	0.00	1,340,565.10
Fund Balance	1,417,316.55	4,986,852.48	424,869.46	268,425.28	17,153.78	7,114,617.55
Total Liabilities, Deferred Inflows of Resources, and Fund Equity	2,790,878.07	5,888,514.62	1,060,904.74	317,425.65	26,988.08	10,084,711.16

<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	(287.56)	0.00	0.00	0.00	(287.56)
60 759 808	HS STUDENT COUNCIL	8,451.52	0.00	497.16	0.00	8,948.68
60 759 809	NATIONAL HONOR SOCIETY	1,122.80	0.00	0.00	0.00	1,122.80
60 759 810	KEY CLUB	3,187.51	0.00	0.00	0.00	3,187.51
60 759 811	CLEARING ACCOUNT	6,438.49	486.00	1,500.00	0.00	7,452.49
60 759 812	ACTIVITY TICKETS	971.75	0.00	0.00	0.00	971.75
60 759 813	IMPREST FUND	(7,016.88)	4,048.71	10,543.31	0.00	(522.28)
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	2,098.20	221.75	800.00	0.00	2,676.45
60 759 829	LAPTOP DEPOSIT	22,600.29	0.00	135.00	0.00	22,735.29
60 759 831	RACHELS CHALLENGE	4,174.70	0.00	0.00	0.00	4,174.70
60 759 834	Oral Interp	600.00	0.00	0.00	0.00	600.00
60 759 835	BAND TRIP FUND	3,179.94	0.00	0.00	0.00	3,179.94
60 759 836	YEARBOOK STAFF	1,927.34	0.00	0.00	0.00	1,927.34
60 759 837	GYMNASTICS CLUB	341.36	0.00	400.00	0.00	741.36
60 759 838	ART CLUB	1,751.29	0.00	0.00	0.00	1,751.29
60 759 839	SOFTBALL	1,380.68	0.00	550.00	0.00	1,930.68
60 759 840	MEDICAL TRUST	(5,896.19)	61,148.53	61,509.58	0.00	(5,535.14)
60 759 842	VALLEY QUEEN SCHOLARSHIP	0.00	0.00	3,000.00	0.00	3,000.00
60 759 853	Play Donation	1,400.00	0.00	0.00	0.00	1,400.00
60 759 854	Deuel Drama Club	129.70	952.75	925.00	0.00	101.95
60 759 855	SPECIAL OLYMPICS	4,632.60	0.00	0.00	0.00	4,632.60
60 759 861	MS STUDENT COUNCIL	6,868.39	33.65	5.00	0.00	6,839.74
60 759 863	BOX TOPS	2,908.58	365.07	250.00	0.00	2,793.51
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	710.22	2,600.00	1,712.00	0.00	(177.78)
60 759 870	STUDENT ASSISTANCE	5,141.05	8.49	5,527.20	0.00	10,659.76
60 759 875	PRESCHOOL PARENTS	1,559.25	0.00	0.00	0.00	1,559.25
60 759 876	SCOREBOARD ADS	121,700.00	0.00	0.00	0.00	121,700.00
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	2,115.72	0.00	0.00	0.00	2,115.72

Deuel School District 19-4
07/09/2026 8:09 AM
Fund: 60 TRUST AND CUSTODIAL

Activity Fund Balance Report - Summary - Exclude Encumbrances
06/2026 - 06/2026

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User ID: SME

<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>
60 759 903	EDUCATORS RISING	100.00	0.00	0.00	0.00	100.00
60 759 904	ESports	693.66	0.00	0.00	0.00	693.66
60 759 910	SECT. 125 REIMB.	4,464.39	296.90	363.26	0.00	4,530.75
60 759 912	HOSA	2,646.42	1,570.13	2,100.00	0.00	3,176.29
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	290.92	0.00	0.00	0.00
60 759 927	CLASS OF 2027	124.16	0.00	0.00	0.00	124.16
Fund Total: 60		214,957.21	72,022.90	89,817.51	0.00	232,751.82

2025-2026 Expenditures & Revenue				
10 - General Fund				
	Budget	Expenditures to Date	% of Budget	Balance at EOM
July	\$ 5,432,245.00	\$ 218,219.62	4.16%	\$ 5,214,025.38
August	\$ 5,432,245.00	\$ 385,599.44	7.33%	\$ 5,046,645.56
September	\$ 5,432,245.00	\$ 766,521.74	14.40%	\$ 4,665,723.26
October	\$ 5,432,245.00	\$ 1,211,349.55	22.74%	\$ 4,220,895.45
November	\$ 5,432,245.00	\$ 1,627,744.33	30.09%	\$ 3,804,500.67
December	\$ 5,432,245.00	\$ 2,011,773.99	37.33%	\$ 3,420,471.01
January	\$ 5,432,245.00	\$ 2,413,440.36	44.55%	\$ 3,018,804.64
February	\$ 5,432,245.00	\$ 2,834,210.03	52.35%	\$ 2,598,034.97
March	\$ 5,432,245.00	\$ 3,239,607.07	59.76%	\$ 2,192,637.93
April	\$ 5,432,245.00	\$ 3,665,289.84	67.61%	\$ 1,766,955.16
May	\$ 5,432,245.00	\$ 4,060,136.77	74.78%	\$ 1,372,108.23
June	\$ 5,432,245.00	\$ 5,111,219.13	94.12%	\$ 321,025.87
	Budget	Revenue to Date	% of Budget	Budget Balance
July	\$ 5,184,170.00	\$ 168,067.99	3.24%	\$ 5,016,102.01
August	\$ 5,184,170.00	\$ 351,454.05	6.78%	\$ 4,832,715.95
September	\$ 5,184,170.00	\$ 544,207.75	10.50%	\$ 4,639,962.25
October	\$ 5,184,170.00	\$ 807,018.44	15.57%	\$ 4,377,151.56
November	\$ 5,184,170.00	\$ 1,539,491.64	29.70%	\$ 3,644,678.36
December	\$ 5,184,170.00	\$ 1,886,436.37	36.39%	\$ 3,297,733.63
January	\$ 5,184,170.00	\$ 2,065,288.37	39.84%	\$ 3,118,881.63
February	\$ 5,184,170.00	\$ 2,413,077.81	46.55%	\$ 2,771,092.19
March	\$ 5,184,170.00	\$ 2,604,442.56	50.24%	\$ 2,579,727.44
April	\$ 5,184,170.00	\$ 2,883,319.24	55.62%	\$ 2,300,850.76
May	\$ 5,184,170.00	\$ 4,407,333.91	85.02%	\$ 776,836.09
June	\$ 5,184,170.00	\$ 4,789,729.09	92.39%	\$ 394,440.91
	Revenue	Expenses	Difference	
	\$ 4,789,729.09	\$ 5,111,219.13	\$ (321,490.04)	From Fund Balance
	Telephone Gross Receipts Tax		(Actual)	\$ 143,780.28
	REA Utility Tax		(Estimate)	\$ 95,000.00
	Federal Funds Receivable		(Estimate)	\$ 40,000.00
				\$ 278,780.28
	Did not transfer \$130,000 from CO			
	Balance from Fund Balance in Budget - \$248,075			

2025-2026 Expenditures & Revenue				
21 - Capital Outlay				
	Budget	Expenditures to Date	% of Budget	Balance at EOM
July	\$ 1,518,226.00	\$ 776,025.42	52.61%	\$ 742,200.58
August	\$ 1,518,226.00	\$ 849,581.52	57.44%	\$ 668,644.48
September	\$ 1,518,226.00	\$ 883,023.91	59.65%	\$ 635,202.09
October	\$ 1,518,226.00	\$ 998,474.07	67.52%	\$ 519,751.93
November	\$ 1,518,226.00	\$ 1,065,935.48	71.99%	\$ 452,290.52
December	\$ 1,518,226.00	\$ 1,098,629.76	76.66%	\$ 419,596.24
January	\$ 1,518,226.00	\$ 1,203,544.15	80.25%	\$ 314,681.85
February	\$ 1,518,226.00	\$ 1,243,558.08	81.91%	\$ 274,667.92
March	\$ 1,518,226.00	\$ 1,253,504.51	83.96%	\$ 264,721.49
April	\$ 1,518,226.00	\$ 1,274,900.39	85.43%	\$ 243,325.61
May	\$ 1,518,226.00	\$ 1,298,619.81	86.01%	\$ 219,606.19
June	\$ 1,518,226.00	\$ 1,309,855.95	86.75%	\$ 208,370.05
	Budget	Revenue to Date	% of Budget	Budget Balance
July	\$ 2,082,003.00	\$ 15,238.80	0.73%	\$ 2,066,764.20
August	\$ 2,082,003.00	\$ 25,519.10	1.23%	\$ 2,056,483.90
September	\$ 2,082,003.00	\$ 36,989.29	1.78%	\$ 2,045,013.71
October	\$ 2,082,003.00	\$ 120,508.62	5.79%	\$ 1,961,494.38
November	\$ 2,082,003.00	\$ 747,722.66	35.91%	\$ 1,334,280.34
December	\$ 2,082,003.00	\$ 915,820.20	43.99%	\$ 1,166,182.80
January	\$ 2,082,003.00	\$ 996,296.56	47.85%	\$ 1,085,706.44
February	\$ 2,082,003.00	\$ 1,076,505.36	51.71%	\$ 1,005,497.64
March	\$ 2,082,003.00	\$ 1,131,647.25	54.35%	\$ 950,355.75
April	\$ 2,082,003.00	\$ 1,251,830.50	60.13%	\$ 830,172.50
May	\$ 2,082,003.00	\$ 1,958,126.49	94.05%	\$ 123,876.51
June	\$ 2,082,003.00	\$ 2,160,819.22	103.79%	\$ (78,816.22)
	Revenue	Expenses	Difference	
	\$ 2,160,819.22	\$ 1,309,855.95	\$ 850,963.27	To Fund Balance
	Balance to Fund Balance in Budget - \$563,777			

2025-2026 Expenditures & Revenue				
22- SPED				
	Budget	Expenditures to Date	% of Budget	Balance at EOM
July	\$ 1,353,085.00	\$ 11,315.20	1.02%	\$ 1,341,769.80
August	\$ 1,353,085.00	\$ 52,913.48	4.10%	\$ 1,300,171.52
September	\$ 1,353,085.00	\$ 132,377.97	9.99%	\$ 1,220,707.03
October	\$ 1,353,085.00	\$ 256,412.77	18.99%	\$ 1,096,672.23
November	\$ 1,353,085.00	\$ 380,245.27	28.11%	\$ 972,839.73
December	\$ 1,353,085.00	\$ 491,827.02	36.36%	\$ 861,257.98
January	\$ 1,353,085.00	\$ 602,656.78	44.55%	\$ 750,428.22
February	\$ 1,353,085.00	\$ 716,793.10	52.99%	\$ 636,291.90
March	\$ 1,353,085.00	\$ 825,431.50	61.02%	\$ 527,653.50
April	\$ 1,353,085.00	\$ 940,737.07	69.54%	\$ 412,347.93
May	\$ 1,353,085.00	\$ 1,053,461.22	77.86%	\$ 299,623.78
June	\$ 1,353,085.00	\$ 1,231,400.96	91.01%	\$ 121,684.04
	Budget	Revenue to Date	% of Budget	Budget Balance
July	\$ 1,216,847.00	\$ 8,765.48	0.72%	\$ 1,208,081.52
August	\$ 1,216,847.00	\$ 13,859.15	1.14%	\$ 1,202,987.85
September	\$ 1,216,847.00	\$ 21,246.41	1.75%	\$ 1,195,600.59
October	\$ 1,216,847.00	\$ 49,883.55	4.10%	\$ 1,166,963.45
November	\$ 1,216,847.00	\$ 391,760.50	32.19%	\$ 825,086.50
December	\$ 1,216,847.00	\$ 490,659.09	40.32%	\$ 726,187.91
January	\$ 1,216,847.00	\$ 499,995.94	41.09%	\$ 716,851.06
February	\$ 1,216,847.00	\$ 549,166.39	45.13%	\$ 667,680.61
March	\$ 1,216,847.00	\$ 584,237.79	48.01%	\$ 632,609.21
April	\$ 1,216,847.00	\$ 658,267.29	54.00%	\$ 558,579.71
May	\$ 1,216,847.00	\$ 1,095,772.53	90.05%	\$ 121,074.47
June	\$ 1,216,847.00	\$ 1,222,214.68	100.44%	\$ (5,367.68)
	Revenue	Expenses	Difference	
	\$ 1,222,214.68	\$ 1,231,400.96	\$ (9,186.28)	From Fund Balance
	Balance from Fund Balance in Budget - \$136,238			

2025-2026 Expenditures & Revenue				
51 - Food Service				
	Budget	Expenditures to Date	% of Budget	Balance at EOM
July	\$ 406,000.00	\$ 3,119.59	0.77%	\$ 402,880.41
August	\$ 406,000.00	\$ 4,790.68	1.18%	\$ 401,209.32
September	\$ 406,000.00	\$ 29,640.04	7.35%	\$ 376,359.96
October	\$ 406,000.00	\$ 75,051.48	18.54%	\$ 330,948.52
November	\$ 406,000.00	\$ 110,806.83	27.29%	\$ 295,193.17
December	\$ 406,000.00	\$ 142,301.28	35.17%	\$ 263,698.72
January	\$ 406,000.00	\$ 170,954.88	42.11%	\$ 235,045.12
February	\$ 406,000.00	\$ 207,096.35	51.09%	\$ 198,903.65
March	\$ 406,000.00	\$ 237,746.53	58.56%	\$ 168,253.47
April	\$ 406,000.00	\$ 275,718.23	67.93%	\$ 130,281.77
May	\$ 406,000.00	\$ 307,902.59	75.84%	\$ 98,097.41
June	\$ 406,000.00	\$ 322,044.48	79.32%	\$ 83,955.52
	Budget	Revenue to Date	% of Budget	Budget Balance
July	\$ 406,000.00	\$ 2,925.63	0.72%	\$ 403,074.37
August	\$ 406,000.00	\$ 28,689.53	7.07%	\$ 377,310.47
September	\$ 406,000.00	\$ 48,964.96	12.06%	\$ 357,035.04
October	\$ 406,000.00	\$ 84,004.18	20.69%	\$ 321,995.82
November	\$ 406,000.00	\$ 114,136.16	28.11%	\$ 291,863.84
December	\$ 406,000.00	\$ 141,987.09	34.97%	\$ 264,012.91
January	\$ 406,000.00	\$ 171,500.74	42.24%	\$ 234,499.26
February	\$ 406,000.00	\$ 200,617.95	49.41%	\$ 205,382.05
March	\$ 406,000.00	\$ 230,363.02	56.74%	\$ 175,636.98
April	\$ 406,000.00	\$ 259,725.36	63.97%	\$ 146,274.64
May	\$ 406,000.00	\$ 280,459.14	69.08%	\$ 125,540.86
June	\$ 406,000.00	\$ 339,432.66	83.60%	\$ 66,567.34
	Revenue	Expenses	Difference	
	\$ 339,432.66	\$ 322,044.48	\$ 17,388.18	To Fund Balance
Budgeted to Transfer In \$100,000 - Transferred in \$50,000				

<u>Vendor</u>	<u>Description</u>	<u>Invoice Amount</u>
Fund: 10 GENERAL FUND		
A&B PURE WATER	SUPPLIES	279.85
A-OX WELDING SUPPLY CO. INC	SUPPLIES	127.92
AAA COLLECTIONS, INC	PURCHASED SERVICES	110.25
AGPARTS WORLDWIDE, INC.	SUPPLIES	251.23
ANDERSON'S	SUPPLIES	588.98
ANDOR, INC	SUPPLIES	59.80
ASB WORKERS' COMPENSATION FUND	WORKERS COMPENSATION	28,457.67
ASBSD	DUES & FEES	1,349.22
BITWARDEN INC	SOFTWARE	540.00
BJERKE SANITATION	GARBAGE REMOVAL	500.00
CITY OF CLEAR LAKE	WATER & SEWER	4,572.61
CITY OF WATERTOWN	SUPPLIES	27.00
CLEAR LAKE BUILDING CENTER	SUPPLIES	874.57
CLEAR LAKE COURIER	PURCHASED SERVICES	460.99
COWBOY COUNTRY STORES	FUEL	271.82
DEUEL COUNTY CENEX	FUEL & SUPPLIES	587.10
DEUEL SCHOOL - TRUST & CUSTODIAL	IMPREST FUND REIMBURSEMENT	3,731.87
DGP PUBLISHING	WORKBOOKS (MS ENGLISH)	889.10
eBOARDsolutions, INC.	SUBSCRIPTION (FOR 2026-2027)	1,600.00
ECOLAB PEST ELIMINATION SERVICE	PURCHASED SERVICES	77.79
HAMPTON INN & SUITES - SIOUX FALLS (AVERA DRIVE)	TRAVEL (STATE TRACK)	3,718.00
HILLYARD/SIOUX FALLS	REPAIRS, MAINTENANCE & SUPPLIES	894.62
ITC	COMMUNICATIONS	636.86
JOHNSON CONTROLS BUILDING SOLUTIONS LLC	REPAIRS & MAINTENANCE	2,351.30
JOSTENS INC	SUPPLIES	26.87
KXLG TMRG BROADCASTING	ADVERTISING	150.00
LAKE CENTRAL CONFERENCE	DUES & FEES	900.00
MARSH & McLENNAN AGENCY LLC	INSURANCE	24,658.00
MAYNARDS	SUPPLIES	45.13

<u>Vendor</u>	<u>Description</u>	<u>Invoice Amount</u>
NIELSEN ELECTRIC	REPAIRS & MAINTENANCE	485.54
NORTHEAST EDUC'L SERVICES COOP	COOP SERVICES	175.40
NORTHWESTERN	NATURAL GAS	122.54
OTTER TAIL POWER COMPANY	ELECTRICITY	6,152.30
RIDDELL ALL AMERICAN SPORTS CORP	PURCHASED SERVICES (HELMET RECONDITIONING)	5,944.10
RON'S SAW SALES	SUPPLIES	117.27
SD RETIREMENT SYSTEM	UNUSED SICK TIME PAYOUT	765.00
SDACTE	PERKINS - LAKE PRESTON	925.00
SDSTE	PURCHASED SERVICES	30.00
SOUTH DAKOTA UNITED SCHOOLS ASSOCIATION	DUES & FEES	700.00
STAPLES	SUPPLIES	40.05
STUDER EDUCATION	PURCHASED SERVICES (LAST PAYMENT)	3,280.00
TIME MANAGEMENT SYSTEMS	PURCHASED SERVICES	626.00
TITAN MACHINERY	REPAIRS, MAINTENANCE & SUPPLIES (MULTIPLE BUSES)	6,849.30
WWTIRE SERVICES	REPAIRS & MAINTENANCE	321.20
Fund Total:		105,272.25
Fund: 21 CAPITAL OUTLAY		
A&B BUSINESS SOLUTIONS	COPIER CONTRACT	1,177.67
ACTIVE INTERNET TECHNOLOGIES	SOFTWARE (FOR 2026-2027)	3,308.00
AWARD DECALS	EQUIPMENT (FOOTBALL HELMET DECALS)	513.91
BIG GAME FOOTBALL FACTORY	EQUIPMENT (FOOTBALLS)	884.94
BOUND	SOFTWARE (FOR 2026-2027)	1,050.00
DEUEL SCHOOL - TRUST & CUSTODIAL	IMPREST FUND REIMBURSEMENT	118.56
GRAVES IT SOLUTIONS	SOFTWARE (FOR 2026-2027)	1,800.00
HARLOW'S BUS SALES, INC.	VEHICLE (NEW BUS)	135,744.00
HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY	SOFTWARE (NWEA FOR 2026-2027)	7,989.00
IMAGINE LEARNING LLC	SOFTWARE (FOR 2026-2027)	2,480.00
INFINITE CAMPUS	SOFTWARE (FOR 2026-2027)	3,152.60
LIMINEX, INC	SOFTWARE (GO GUARDIAN FOR 2026-2027)	8,127.60
MARSH & McLENNAN AGENCY LLC	INSURANCE	123,332.00
MOSYLE CORPORATION	SOFTWARE (FOR 2026-2027)	1,463.00

<u>Vendor</u>	<u>Description</u>	<u>Invoice Amount</u>
MRG HAUFF	EQUIPMENT (FB JERSEY'S)	799.90
MYSTERY SCIENCE	ELECTRONIC TEXTBOOKS (FOR 2026-2027)	1,399.00
NCS PEARSON INC	SOFTWARE (AIMSWEB FOR TITLE FOR 2026-2027)	387.50
POWERSCHOOL GROUP LLC	SOFTWARE (SCHOOLOGY FOR 2026-2027)	3,681.38
RENAISSANCE LEARNING INC	SOFTWARE (EXCELLERATED READING FOR 2026-2027)	2,749.20
RIDDELL ALL AMERICAN SPORTS CORP	EQUIPMENT (FB HELMETS & PADS)	2,538.51
SECURE BY DESIGN, INC.	SOFTWARE (NINITE FOR 2026-2027)	360.00
SHI	SOFTWARE (LANGUAGES ESD FOR 2026-2027)	3,490.86
TEACHER INNOVATIONS, INC.	SOFTWARE (PLANBOOK FOR 2026-2027)	792.00
TIME MANAGEMENT SYSTEMS	EQUIPMENT (DOWNPAYMENT FOR DOORS/CAMERAS)	10,154.50
U.S. BANK	DEBT SERVICES	530,323.75
WIESNER CONSTRUCTION, INC.	REPAIRS & MAINTENANCE (SIDEWALK)	10,489.81
Fund Total:		858,307.69
Fund: 22 SPECIAL EDUCATION FUND		
ASB WORKERS' COMPENSATION FUND	WORKERS COMPENSATION	6,279.79
NCS PEARSON INC	SOFTWARE	697.50
NORTHEAST EDUC'L SERVICES COOP	COOP SERVICES	19,318.84
Fund Total:		26,296.13
Fund: 51 FOOD SERVICE		
ASB WORKERS' COMPENSATION FUND	WORKERS COMPENSATION	1,537.90
BRANDON VALLEY SCHOOL DISTRICT 49-2	PURCHASED SERVICES	8,000.00
DEUEL SCHOOL - TRUST & CUSTODIAL	IMPREST FUND REIMBURSEMENT	198.28
Fund Total:		9,736.18
Fund: 53 OTHER ENTERPRISE FUND		
ASB WORKERS' COMPENSATION FUND	WORKERS COMPENSATION	512.64
Fund Total:		512.64
Checking Account Total:		1,000,124.89

Checking Account: 1

1

Check Number: 45209

Check Type: Check

Check Date: 07/13/2026 Vendor: DEUEL8

DEUEL SCHOOL - TRUST & CUSTODIAL

Check Total:

4,048.71

<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>
37078	06/01/2026		BUSINESS MNGR WORKSHOP	10 2529 000 640	75.00
37079	06/01/2026		REGION GOLF	10 6912 000 319	49.97
37080	06/01/2026		LAST CHANCE TRACK MEET	10 6911 000 319	327.47
37081	06/01/2026		KG FIELD TRIP	10 1111 000 411	122.50
37085	06/01/2026		CLASSROOM SUPPLIES DEBOER	10 1111 000 411	400.00
37089	06/03/2026		CLASSROOM SUPPLIES VONEYE	10 1111 000 411	397.23
37092	06/11/2026		CLASSROOM SUPPLIES	10 1111 000 411	400.00
37092	06/11/2026		CLASSROOM SUPPLIES 95%	10 1111 000 411	72.48
37093	06/11/2026		CLASSROOM SUPPLIES TEKRONY	10 1111 000 411	128.29
37094	06/11/2026		BAND FLAGS	10 6930 000 319	200.00
37095	06/11/2026		9 JH GOLFERS	10 6912 000 319	90.00
37095	06/11/2026		7 V GOLFERS	10 6912 000 319	70.00
37096	06/11/2026		MILEAGE STATE GOLF MARKER	10 6912 000 334	44.80
37097	06/11/2026		CLASSROOM SUPPLIES KINDOPP	10 1111 000 411	400.00
37097	06/11/2026		95% CURRICULUM	21 1111 000 421	118.56
37098	06/11/2026		CLASSROOM SUPPLIES ZAUG	10 1111 000 411	65.73
37099	06/16/2026		TRACK ENTRY	10 6911 000 319	45.00
37100	06/16/2026		SENIOR LUNCH REFUND - BOYLE	51 1610 000	2.85
37101	06/16/2026		SENIOR LUNCH REFUND - ENGBRETSON	51 1610 000	72.25
37102	06/16/2026		SENIOR LUNCH REFUND - GOHRING	51 1610 000	27.40
37103	06/16/2026		SENIOR LUNCH REFUND - JENSON	51 1610 000	4.38
37104	06/16/2026		SENIOR LUNCH REFUND - MASKOVICH	51 1610 000	20.90
37105	06/16/2026		SENIOR LUNCH REFUND - MENJIVAR	51 1610 000	29.20
37106	06/16/2026		SENIOR LUNCH REFUND - MEYER	51 1610 000	11.05
37107	06/16/2026		SENIOR LUNCH REFUND - NIELSEN	51 1610 000	29.10
37108	06/16/2026		SENIOR LUNCH REFUND - SLACK	51 1610 000	1.15
37109	06/23/2026		CLASSROOM SUPPLIES	10 1111 000 411	399.10
37116	06/30/2026		CLASSROOM SUPPLIES HAGBERG	10 1111 000 411	399.30
37117	06/30/2026		GRAD CREDITS - ZAUG	10 2219 000 290	45.00

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 4,048.71



July 7, 2026

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, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, 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, 2026. 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.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to

maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

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 statement 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, and/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 CPAs & Advisors 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 CPAs & Advisors 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.

Lucas Hauert, 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 October, 2026.

Our fee for services will be \$18,500 plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, 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: sarah.sass@state.sd.us.

Very truly yours,
ELO CPAs & Advisors



Lucas Hauert, CPA

RESPONSE:

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

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Amend

Policy DIB: TYPES OF FUNDS

Status: ADOPTED

Original Adopted Date: 02/06/2023 | **Last Revised Date:** 06/08/2026 | **Last Reviewed Date:** 06/08/2026

School District revenue will be deposited in one of the funds authorized by law.

Sources for School District revenue:

- income from school property;
- borrowing through bonds, capital outlay certificates, or promissory notes;
- local property taxes;
- funds received from federal, state or other political subdivisions;
- funds received from individuals or organizations through paid admission or facility use;
- funds received from fines and penalties;
- other revenue sources (ie: wind tower)
- funds held in a trustee capacity for others; and
- funds received by the District from any other source.

The following are the primary funds of the School District:

- **General Fund** - The general fund is the fund to meet all the operational costs of the District, excluding capital outlay fund and special education fund expenditures, and to redeem all outstanding warrants against the general fund. The general fund may be used to purchase or lease computer hardware and software.
- **Capital Outlay Fund** - The capital outlay fund is used to pay for:
 - acquisition of land or facilities
 - construction of new facilities
 - additions to and remodeling of current facilities
 - improvement of grounds
 - purchase or lease of equipment
 - installment or lease-purchase payments for the purchase of real property facilities, or equipment, which have a contracted terminal date not exceeding twenty years from the date of the installment contract or lease-purchase
 - payment of premium for property insurance held by the district
 - payment of the principal of and interest on capital outlay certificates
 - purchase of textbooks
 - purchase or renewal of instructional software
 - purchase of warranties on capital assets if the warranties do not include supplies
 - busing contracts, not to exceed fifteen percent of the contract amount, if the District contracts for student transportation
 - mileage reimbursements, not to exceed fifteen percent of the reimbursement costs, if the District reimburses for mileage instead of providing transportation.

Out of the total tax revenues deposited into the capital outlay fund during the current school fiscal year, the Board may transfer up to forty-five percent from the District's capital outlay fund to the District's general fund.

- **Special Education Fund** - The proceeds derived from the special education levy shall be placed in the special education fund and used to pay for the special education of children in need of special education or special education and related services. Money in the special education fund may be expended for the purchase or lease of any assistive technology that is directly related to special education and specified in a student's individualized education plan.
- **Impact Aid Fund** - Funds received from the federal government under the provisions of Title VIII of the Elementary and Secondary Education Act for basic support shall be deposited into the Title VIII of the Elementary and Secondary Education Act (Impact Aid) fund. Transfers shall be made to other District funds authorized by law, and made at the discretion of the Board.
- **Bond Redemption Funds** - Payment of interest and principal on all bonded indebtedness must be paid from bond redemption funds.

- **Enterprise Funds** – Funds from any activity for which a fee is charged are deposited into enterprise fund accounts. Examples of enterprise fund accounts are Food Service Fund, Daycare, Before and After School Programs, Preschool, and other non-credit activities for which students or parents pay a fee.
- **Fiduciary Funds** - Fiduciary fund accounts are used when the District holds funds in a trustee capacity for others. Examples include: Custodial funds (such as class, booster club and post prom accounts) and Private Purpose Trust Funds (such as scholarship funds).

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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- Staffing
 - HS Science-
 - ELEM/MS SPED-
 - Vocal Music-
 - POS Operator/Cook-
 - Custodian-
 - Paraprofessionals-
 - Extra Curricular-
- Gymnastics Coop update-
- Fairgrounds update-
- Facilities summer update-
- August PD-
- Survey results-

UPCOMING EVENTS

- Supt. Conference- July 20-22
- Joint Convention-August 6-7
- Next Board Meeting- August 10, 6pm
- Teacher PD-August 11-12
- Back to School Fair-August 13
- First day of School-August 17



MS/HS Principal Board Report

- Summer Credit Recovery

DEUEL SCHOOL BOARD 07-13-26



ELEM PRINCIPAL/ATHLETIC DIRECTOR

i. Elem. Principal

1. Handbook 2nd reading

ii. Athletic Director

1. Football practice can start on Aug. 6th
2. Volleyball practice can start on Aug. 13th
3. Cross Country practice can start on Aug. 10th



Business Manager Board Report

2026-2027 Budget

New Business Manager Workshop – July 21-23, 2026, in Mitchell

Food Service Training – August 3-4, 2026, in Brandon

2026 ASBSD-SASD Convention – August 6-7, 2026, in Sioux Falls

Northeast Educational Services Cooperative
Board of Directors Meeting
Monday, June 15, 2026

The Board of Directors for the Northeast Educational Services Cooperative (NESC) met in regular session on Monday, June 15, 2026, via Zoom and at Lake Area Technical College in Watertown, SD. The meeting was called to order by President Schuurman at 7:01 P.M. and adjourned at 8:14 P.M.

Members Present

In-Person:

Alisha Nielsen, Castlewood; Lacey, Ortberg, Clark; Wade Gubrud, Deuel; Arend Schuurman, Elkton; Audrey Rider, Henry; Penny Thyen, Waverly/South Shore

Zoom:

Megann Murphy, Arlington; Shane Roth, DeSmet; Amy Otten, Deubrook; Jon Kahnke, Florence (arrived 7:04); Tara Abraham, Hamlin; Sterling Eschenbaum, Lake Preston (arrived 7:03); Diana LeClair, Rosholt; Jayme Trygstad, Sioux Valley; Nick Foshiem, Webster (arrived 7:07); Tia Felberg, Willow Lake

Absent:

Heather Landreth, Britton/Hecla; Skyman Redday, Enemy Swim Day School; Trish Schwartz, Estelline; Greg Bich, Iroquois; Carrie Schiernbeck, ORR; Lisa Amdahl, Summit; Cory Zirbel, Waubay; Jacque Cameron, Wilmot

NESC Staff Representatives: Brenda Boyd (Z)

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

NESC Administration: Anneke Nelson, Director; Hunter Lee, Business Manager; Tim Frewing, Assistant Director

Other: Bre Schwandt

Call to Order

President Schuurman called the meeting to order at 7:01 P.M.

Introduction of Guests

Brian Sampson, Travis Ahrens, Todd Obele, Bre Schwandt, and Brenda Boyd were introduced as guests.

Agenda Review, Changes, and Approval

Action #26-77 Motion by A. Nielsen, seconded by W. Gubrud, to add agenda items 8i (Use of electronic signature for Hunter Lee to print on checks), 9b SDCL 1-25-2(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee, 10h (Approval of electronic signature for Hunter Lee to print on checks), and remove 10f (Approve the pursuit of rental of NESC "Storage room/Band room"). All present voted, motion carried unanimously.

Public Comment

No public comments were made.

Conflict of Interest

No conflicts of interest were presented.

Financial Report

Action #26-78 Motion by L. Ortberg, seconded by S. Roth, to approve the financial report for the period ending May 31, 2026. All present voted, motion carried unanimously.

	<u>General Fund</u>	<u>Special Education Fund</u>	<u>Agency Fund</u>
May 1, 2026	\$368,469.10	\$965,304.99	\$16,306.98
<u>Receipts:</u>			
Local Sources	\$11,881.27	\$303,080.95	\$2,255.37
State Sources		\$(69,551.41)	
Federal Sources		\$264,465.00	
Other			
<u>Total Monthly Receipts</u>	<u>\$11,881.27</u>	<u>\$497,994.54</u>	<u>\$2,255.37</u>
Balance Forward	\$380,350.37	\$1,463,299.53	\$18,562.35
Manual Journal Entries			
Less Salaries	\$4,480.28	\$444,429.03	
Less Disbursements	\$14,497.46	\$39,367.90	\$1,779.90
<u>Total Salaries & Disbursements</u>	<u>\$18,977.74</u>	<u>\$483,796.93</u>	<u>\$1,779.90</u>
Ending Cash Balance			
May 31, 2026	\$361,372.63	\$979,502.60	\$16,782.45

Consent Agenda

Action #26-79 Motion by P. Thyen, seconded by A. Rider to approve Consent Agenda items: 7a) May 18, 2026 Meeting Minutes; 7b) June 2026 Budget Claims; 7c) Approve the resignation of Madison Henley, paraprofessional, Webster Pathways program; 7d) Approve Morgan Odegard ESY contract (\$36.58/hr); 7e) Approve Ted Williams contract for doctorate supervision (\$50.00/hr); 7f) Approve Scott Wagner contract for Special Education Teacher, Lake Preston Pathways Program (\$51,000); 7g) Approve Kelly Short contract for ECSE teacher (\$58,500); 7h) Approve Edmentum quote (\$8,039.51 for 47 Courseware seats). All present voted, motion carried unanimously.

May 2026 Accounts Payable

GENERAL FUND: AUTOMATIVE SERVICE CENTER FLEET MAINT 179.69; CENEX FLEETCARD FLEET MAINT 6,777.49; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 242.78; EINSPHAR AUTO PLAZA INC. FLEET MAINT 1,460.40; HAMLIN COUNTY FARMERS COOP FLEET MAINT 161.11; HEALTH EQUITY HSA/FLEX 5.34; ITC TELECOM PHONE SERVICES 33.64; KSB SCHOOL LAW SCHOOL MATTERS 22.68; LATHER, CHRISTOPHER PROFESSIONAL SUPERVISION 91.65; MIDWEST GLASS, INC. FLEET MAINT 408.90; MILBANK FORD, INC FLEET MAINT 621.54; MINERT & ASSOCIATES, INC DRUG TESTING 102.00; PRAIRIE AG PARTNERS FLEET MAINT 169.21; ROB'S AUTO REPAIR FLEET MAINT 335.50; RON'S AUTO REPAIR FLEET MAINT 60.66; SCOTTING HEATING & COOLING LLC FURNANCE MAINT 59.05; SHEEHAN, JEFF LAWN CARE 3.20; SMITH, BARTON FLEET MAINT 152.00; TIME MANAGEMENT SYSTEMS, INC TIME CLOCK 2.81; W.W. TIRE SERVICE FLEET MAINT 789.20; WATERTOWN CURRENT LLC MINUTES 7.05; WEBSTER AUTO CARE FLEET MAINT 136.71

FUND TOTAL: \$11,822.61

SPECIAL EDUCATION FUND: CASTLEWOOD SCHOOL DISTRICT NURSE SPLIT 11,925.94; BMO MASTERCARD PURCH SVCS, TRAVEL, PHONE, SPLS 22,397.03; DALY, ANGELA SLP CONTRACTED SERVICES 19,280.00; DUST TEX SERVICE, INC. MAY RUG USE 83.80; HEALTH EQUITY HSA/FLEX 61.46; ITC TELECOM PHONE SERVICES 386.83; JOY IN BEING REGIS 1,125.00; KSB SCHOOL LAW SCHOOL MATTERS 260.82; LATHER, CHRISTOPHER PROFESSIONAL SUPERVISION 1,053.97; MARSHALL CO. HEALTHCARE CENTER OT/PT SERVICES 1,886.16; MILLER, DANA MAY 2026 REIMB MI 112.56; SANFORD WEBSTER MEDICAL CENTER OT SERVICES 6,292.26; SCOTTING HEATING & COOLING LLC FURNANCE MAINT 679.04; SHEEHAN, JEFF LAWN CARE 36.80; TIME

MANAGEMENT SYSTEMS, INC TIME CLOCK 172.86; WATERTOWN CURRENT LLC MINUTES 81.09

FUND TOTAL: \$65,835.62

Discussion Items

Assistant Director Report

Assistant Director Frewing reported that NESC will be using the Courseware program instead of Apex next school year.

Director Report

Director Nelson gave an update on the Business Manager transition. Director Nelson also discussed technology support and a new website platform.

Board of Advisor's Report

No Board of Advisors meeting in June.

Article III (Leave Policy, Other Classified Staff)

Assistant Director Frewing updated the board on the proposed changes to policy language.

Article VI (Drug and Alcohol Policy)

Assistant Director Frewing updated the board on the proposed changes in policy language.

Article XIV (Business Credit Card Policy)

Assistant Director Frewing updated the board on the proposed changes in policy language.

Article XVI (Non-Fixed Asset Inventory)

Assistant Director Frewing updated the board on the proposed changes in policy language.

NESC Comprehensive Plan

Director Nelson presented NESC's Comprehensive Plan, having no changes from last year.

Annual Approval of NESC as a Cooperative by the Department of Education

Director Nelson gave an update that the Department of Education approved the NESC as a Cooperative.

Rental of NESC "Storage room/Band room"

The Board of Directors had a discussion on renting the storage/band room to a prospective tenant and determined that they are not interested in pursuing a lease agreement at this time.

NESC Board Meeting Dates for 2026-2027

The Board of Directors discussed the dates of the NESC's meetings.

Use of an electronic signature for Hunter Lee on checks

The Board of Directors had a discussed whether Hunter Lee could print his signature on checks.

Executive Session

Action #26-80 Pursuant to Negotiations – SDCL 1-25-2(4) Preparing for contract negotiations or negotiating with employees or employee representatives. Pursuant to Personnel – SDCL 1-25-2(1) Discussing the qualifications, competence,

performance, character or fitness of any public officer or employee or prospective public officer or employee. Motion by W. Gubrud, seconded by L. Ortberg, to enter executive session at 7:46 P.M. All present voting in favor, motion carried unanimously.

President Schuurman declared the board out of executive session at 8:08 P.M.

Action Items

Approval of Article III (Leave Policy, Other Classified Staff)

Action #26-81 Motion by A. Nielsen, seconded by A. Rider, to approve new policy language. All present voted, motion carried unanimously.

Approval of Article VI (Drug and Alcohol Policy)

Action #26-82 Motion by D. Leclair, seconded by L. Ortberg, to approve new policy language. All present voted, motion carried unanimously.

Approval of Article XIV (Business Credit Card Policy)

Action #26-83 Motion by J. Trygstad, seconded by N. Fosheim, to approve new policy language. All present voted, motion carried unanimously.

Approval of Article XVI (Non-Fixed Asset Inventory)

Action #26-84 Motion by S. Roth, seconded by A. Nielsen, to approve new policy language. All present voted, motion carried unanimously.

NESC Comprehensive Plan

Action #26-85 Motion by W. Gubrud, seconded by A. Otten, to approve NESC comprehensive plan. All present voted, motion carried unanimously.

Surplus Inventory

Action #26-86 Motion by L. Ortberg, seconded by D. Leclair, to declare indicated inventory items as having zero value or being old, outdated or broken. All present voted, motion carried unanimously.

Approval of the use of the electronic signature of Hunter Lee on checks

Action #26-87 Motion by P. Thyen, seconded by S. Roth, to approve Hunter Lee's electronic signature for printing checks. All present voted, motion carried unanimously.

Adjournment

Action #26-88 With there being no further business, motion by A. Nielsen, seconded by J. Trygstad, to adjourn. All present voted, motion carried unanimously.

The next meeting will be held on July 20th, 2026, at 7:00 p.m. at LATC.

Arend Schuurman, President

Hunter Lee, Business Manager



Deuel School District #19-4 Annual School Board Meeting Agenda
Monday, July 13, 2026, 6:30 p.m.

6:30 p.m. BUDGET HEARING

CALL TO ORDER – BUSINESS MANAGER SCHMAHL

OATH OF OFFICE

Joel Brandt

ELECTION OF BOARD CHAIRPERSON FOR FY27

ELECTION OF VICE-CHAIRPERSON FOR FY27

ADOPT THE AGENDA

PUBLIC COMMENT/VISITORS

CONFLICT OF INTEREST DISCLOSURES

Chad Schiernbeck

Danay Nielsen

Tony Konold

NEW BUSINESS

Designate the following for FY27:

Official Depository

FY26 – DNB National Bank

Official Newspaper

FY26 – 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 FY26

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

Meeting Salaries and Mileage for Board Meetings and NESC Meetings

FY26 – Regular Meetings \$75.00 (Maximum per diem \$166.00 per meeting)

FY26 – Special Meetings \$70.00

FY26 – Committee Meetings \$40.00

FY26 – 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 FY27 to the following:

ASBSD

Lake Central Conference

Northeast Athletics Conference

Northeast Special Services Coop

Middle Size School Lobby

SDHSAA

Admission Rates for Activities

FY26 – Students – Single \$4.00 and Doubleheader \$4.00

FY26 – Adults - Single \$6.00 and Doubleheader \$7.00

FY26 – Senior Citizens - Single \$4.00 and Doubleheader \$4.00

Activity Tickets

FY26 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

FY26 Adults – 20 punches for \$70.00

Rental Rates

FY26 – Bus with driver \$2.00 per mile & without driver \$1.50 per mile

FY26 – Band instruments \$50.00

FY26 – Band percussion fee \$25.00

FY26 – Laptop Fee (grades 6-12) \$15.00 per student (maximum \$30.00 per family)

Regular School Board Meetings

FY26 – Second Monday of each month at 6:00 p.m.

Staff meal and mileage reimbursement

FY26 – In state: Breakfast \$6.00, Lunch \$14.00, and Dinner \$20.00

FY26 – Out of state: Breakfast \$10.00, Lunch \$18.00, and Dinner \$28.00

FY26 – Student state event meals \$10.00 per meal

FY26 – State Mileage

School Attorney

FY26 – Rodney Freeman & KSB Law

Substitute Pay

FY26 - \$135.00 per day

FY26 - \$175.00 per day for long-term over 30 days

Meal Rates

FY26 – Beverage (milk/juice) \$.50

FY26 – PK-5 Lunch \$3.75

FY26 – 6-8 Lunch \$3.75

FY26 – 9-12 Lunch \$3.85

FY26 – Adult Lunch \$5.25

FY26 – Entrée \$2.00

FY26 – Student Breakfast \$2.00

FY26 – Adult Breakfast \$2.50

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

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 13th day of July 2026

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	\$19.00	Per hour	\$2,628.00	Mack, Caleb	\$48,548.39		
Andersen, Luke			\$3,397.50	Mack, Darw in	\$35,933.63		
Begalka, Rhonda	\$17.53	Per hour		Mack, Mary (Bus Driver	\$27.40	Per hour	
Berge, Nicolle	\$21.43	Per hour		Mack, Mary (Librarian)	\$17.25	Per hour	
Beutler, Christina	\$17.40	Per hour		Mack, Rosanne	\$21.99	Per hour	
Billups, Elizabeth			\$1,095.00	Mattson, Stephanie			\$6,084.00
Boeke, Colleen	\$18.65	Per hour		Milton, Sharon	\$23.13	Per hour	
DeBoer, Elizabeth	\$54,901.87			Ochsendorf, Michelle	\$27.40	Per hour	
Decker, Nicole	\$18.74	Per hour	\$2,115.00	Parry, Maddie	\$49,700.00		\$1,269.00
Domina, Karan	\$56,644.23		\$6,942.00	Peterreins, Jonathen	\$60,048.44		\$14,158.50
Drake, John	\$27.40	Per hour		Rahlf, Todd	\$79,615.87		
Eqgers, Kimberly	\$65,986.26		\$5,355.00	Rathbun, Andrew	\$25.15	Per hour	\$2,749.50
Engen, Shayla	\$53,055.04			Rolfsmeier, Tessa			\$3,172.50
Feuerhelm, Holland	\$49,172.00			Ronne, Isaac	\$48,753.73		\$5,499.00
Fokken, Mike			\$2,847.00	Salanoa, Jerome			\$6,669.00
Folk, Jessica	\$56,964.61			Salanoa, Nick			\$3,622.50
Giesel, Billie	\$18.73	Per hour	\$5,775.00	Schiernbeck, Chad	\$111,375.00		
Gohring, Michael	\$75,213.90			Schiernbeck, Danielle	\$58,200.09		
Gorder, Lindsey	\$53,055.04			Schmahl, Mary Ellen	\$67,998.03		
Gratz, Lindsay	\$51,844.01			Schmalz, Desaray	\$57,726.58		
Gross, Michelle	\$18.57	Per hour		Schock, Krista	\$52,011.20		
Gudmundson, Lexi	\$19.61	Per hour		Schulte, Melanie	\$17.53	Per hour	
Hagberg, Sarah	\$58,103.96		\$3,285.00	Simon, Braydon			\$5,922.00
Hahn, Kathryn	\$74,925.00			Spain, Pat	\$27.40	Per hour	
Hansen, Morgan	\$17.53	Per hour	\$2,749.50	Street, Desiree	\$17.78	Per hour	
Hinker, Catherine	\$56,360.00		\$2,749.50	Street, Sharilyn	\$17.69	Per hour	
Hinker, Heath			\$2,749.50	Swenson, Hannah	\$70,000.00		
Holt, Kim	\$17.25	Per hour		TeGantvoort, Alyssa	\$48,548.39		\$4,894.50
Hotzler, Matt			\$3,285.00	TeKrony, Bonnie	\$63,393.43		
Hourigan, Dustin	\$63,169.02		\$6,864.00	Templeton, Jayda	\$58,749.83		
Keimiq Jr, Marvin	\$27.40	Per hour		Thomas, Destiny	\$47,651.00		
Keimiq Sr, Marvin	\$23.91	Per hour		Timmons, Edaleanne	\$38,000.00		
Kellen, Kea	\$52,398.83		\$2,847.00	Trooien, Emmalee	\$47,000.00		
Kenyon, Anita	\$21.48	Per hour		Tvedt, Amy	\$68,454.39		
Kindopp, Lynn	\$59,252.41			Tvedt, Brian	\$63,101.29		\$11,439.00
Konold, Cindy	\$58,953.50			Ulmer, Kristopher	\$58,240.37		\$10,531.50
Konold, McKensey	\$19.61	Per hour	\$1,057.50	Urban, Tyler	\$18.75	Per hour	
Krause, Taylor	\$51,911.78		\$9,204.75	VonEye, Jennifer	\$49,626.81		
Kruiter, Steven	\$27.40	Per hour		Waege, Hunter			\$3,285.00
Larson-Cutshaw, Leslie	\$55,635.43			Waege, Morgan			\$5,499.00
Lepke, Matthew	\$25,500.00		\$32,500.00	Waikel, Shane	\$47,651.00		
Lodmell-TeKrony, Ginger	\$56,777.00		\$1,494.00	Warren, Alexis	\$18.74	Per hour	
Lunden, Hannah	\$49,626.81		\$3,172.50	Ysbrand, Jodi	\$61,484.50		
Maaland, Sara	\$54,196.75		\$528.75	Zauq, Kara	\$63,108.12		

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

ADJOURN

Deuel School District # 19-4**2026-2027**

	GENERAL FUND	CAPITAL OUTLAY FUND	SPECIAL EDUCATION FUND	FOOD SERVICE FUND	OTHER ENTERPRISE FUND	TOTAL
2026-2027 Revenue						
Local Revenue						
AdValorem Taxes	\$ 1,657,882	\$ 2,007,944	\$ 1,235,771	\$ -	\$ -	\$ 4,901,597
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	240,000	-	-	-	-	240,000
Penalties and Interest	4,000	3,000	1,500	-	-	8,500
Driver Education Fees	-	-	-	-	8,000	8,000
Earnings on Investment	10,000	60,000	1,500	-	-	71,500
Concessions	50,000	-	-	-	-	50,000
Activities Revenue	24,500	-	-	-	-	24,500
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
Preschool fees	-	-	-	-	30,000	30,000
Medicaid Reimb.	-	-	2,000	-	-	2,000
Medicaid Admin. Reimb	2,500	-	2,000	-	-	4,500
Total Local Revenue	\$ 2,012,882	\$ 2,077,944	\$ 1,249,271	\$ 200,000	\$ 38,000	\$ 5,578,097
County Revenue						
County Apportionment	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ 34,000
	\$ 34,000	\$ -	\$ -	\$ -	\$ -	\$ 34,000
State Revenue:						
State Aid	\$ 1,985,064	\$ -	\$ -	\$ -	\$ -	\$ 1,985,064
State Apportionment	40,000	-	-	-	-	40,000
Renewable Facilities Tax	541,000	-	-	-	-	541,000
Bank Franchise Tax	25,000	-	-	-	-	25,000
Other State Revenue (Grant)	-	35,000	-	-	-	35,000
Total State Revenue	\$ 2,591,064	\$ 35,000	\$ -	\$ -	\$ -	\$ 2,626,064
Federal Revenue:						
Title I	75,000	-	-	-	-	75,000
Perkins	60,000	-	-	-	-	60,000
Federal Meal Reimb.	-	-	-	86,000	-	86,000
Federal Commodities	-	-	-	20,000	-	20,000
Total Federal Revenue	\$ 135,000	\$ -	\$ -	\$ 106,000	\$ -	\$ 241,000
Total Revenue	\$ 4,772,946	\$ 2,112,944	\$ 1,249,271	\$ 306,000	\$ 38,000	\$ 8,479,161
Transfers In	200,460	-	-	115,950	84,510	400,920
Balance From (To) Fund Balance	519,206	(440,914)	180,844	-	-	259,136
TOTAL MEANS OF FINANCE	\$ 5,492,612	\$ 1,672,030	\$ 1,430,115	\$ 421,950	\$ 122,510	\$ 9,139,217
	GENERAL FUND	CAPITAL OUTLAY FUND	SPECIAL EDUCATION FUND	FOOD SERVICE FUND	OTHER ENTERPRISE FUND	TOTAL
2026-2027 Expenditures						
Instruction:						
Elementary	\$ 1,078,950	\$ 96,577	-	\$ -	\$ -	\$ 1,175,527
Middle School	449,975	38,100	-	-	8,000	496,075
High School	984,977	45,940	-	-	-	1,030,917
Preschool	-	-	-	-	114,510	114,510
Mild to Moderate Disability	-	-	753,830	-	-	753,830
Severe Disability	-	-	246,225	-	-	246,225

SPED Day Programs	-	-	145,000	-	-	\$	145,000
Early Childhood	-	-	26,000	-	-	\$	26,000
Title I	131,650	350		-	-	\$	132,000
Total Instruction	\$ 2,645,552	\$ 180,967	\$ 1,171,055	\$ -	\$ 122,510	\$	4,120,084

Support Service:

Guidance-HS	\$ 137,150	\$ -	\$ -	\$ -	\$ -	\$	137,150
Guidance-Elem	76,500	-	-	-	-	\$	76,500
Psychological Services	-	-	58,000	-	-	\$	58,000
Speech Services	-	-	67,000	-	-	\$	67,000
Physical Therapy	-	-	16,000	-	-	\$	16,000
Occupational Therapy	-	-	30,000	-	-	\$	30,000
Health Services	12,000	-	-	-	-	\$	12,000
Staff Training	21,410	-	-	-	-	\$	21,410
Library	14,225	5,000	-	-	-	\$	19,225
Technology Coordinator	72,060	20,500	-	-	-	\$	92,560
Board of Education	67,575	-	1,475	-	-	\$	69,050
Executive Administration	175,240	-	-	-	-	\$	175,240
Office of Principals	344,410	-	-	-	-	\$	344,410
SPED Administration	-	-	86,585			\$	86,585
Fiscal Services	190,640	15,200	-	-	-	\$	205,840
Operation of Plant	391,250	420,160	-	-	-	\$	811,410
Maintenance	222,490	-	-	-	-	\$	222,490
Transportation	426,090	155,400	-	-	-	\$	581,490
Food Service	50,000	-	-	421,950	-	\$	471,950
Internal Support Service	22,000	15,600	-	-	-	\$	37,600
Total Support Services	\$ 2,223,040	\$ 631,860	\$ 259,060	\$ 421,950	\$ -	\$	3,535,910

Non-Programmed Charges

Debt Service / Building Procurement	-	617,663	-	-	-	\$	617,663
Total Non-Programmed Charges	\$ -	\$ 617,663	\$ -	\$ -	\$ -	\$	617,663

Activities:

Boy's	\$ 85,300	\$ 6,290	\$ -	\$ -	\$ -	\$	91,590
Girl's	90,100	9,050	-	-	-	\$	99,150
Co-Curricular	211,860	25,740	-	-	-	\$	237,600
Transportation	36,300	-	-	-	-	\$	36,300
Total Activities	\$ 423,560	\$ 41,080	\$ -	\$ -	\$ -	\$	464,640

Contingency

	\$ -					\$	-
Total All Expenditures	\$ 5,292,152	\$ 1,471,570	\$ 1,430,115	\$ 421,950	\$ 122,510	\$	8,738,297
Transfers Out	\$ 200,460	\$ 200,460	\$ -	\$ -	\$ -	\$	400,920
Total Expenditures and Transfers	\$ 5,492,612	\$ 1,672,030	\$ 1,430,115	\$ 421,950	\$ 122,510	\$	9,139,217

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 13th day of July 2026, at 6:30 p.m. for the purpose of considering the Proposed Budget for the fiscal year of July 1, 2026, through June 30, 2027.

Ellen Schmahl, Business Manager

Deuel School District #19-4

Published once at the approximate cost of \$_____

DEUEL SCHOOL DISTRICT #19-4

***NON - CERTIFIED HANDBOOK
2026 – 2027***

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.

Non-certified staff members who have been employed in the district 10 years or more, and who are retiring will be reimbursed for unused sick leave at the rate of \$80.00 per day. Retiring is defined as retiring, and does not include someone leaving the district for another position. Per SDRS Supplemental Plan, the payment for unused sick leave must be put into the SDRS SPP (Supplemental Pay Plan) if the employee is 55 or older and has a payment of \$600 or greater.

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: Once a non-certified employee has exhausted all accrued paid leave benefits, any subsequent absences from work shall be unpaid. Employees will not receive compensation for absences that occur after all available paid leave has been exhausted.

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.

1-25-7. REFERRAL TO OMC. Upon receiving a referral from a state's attorney or the attorney general, the South Dakota Open Meetings Commission shall examine the complaint and investigatory file submitted by the state's attorney or the attorney general and shall also consider signed written submissions by the persons or entities that are directly involved. Based on the investigatory file submitted by the state's attorney or the attorney general and any written responses, the commission shall issue a written determination on whether the conduct violates this chapter, including a statement of the reasons therefor and findings of fact on each issue and conclusions of law necessary for the proposed decision. The final decision shall be made by a majority of the commission members, with each member's vote set forth in the written decision. The final decision shall be filed with the attorney general and shall be provided to the public entity and or public officer involved, the state's attorney, and any person that has made a written request for such determinations. If the commission finds a violation of this chapter, the commission shall issue a public reprimand to the offending official or governmental entity. However, no violation found by the commission may be subsequently prosecuted by the state's attorney or the attorney general. All findings and public censures of the commission shall be public records pursuant to § 1-27-1. Sections 1-25-6 to 1-25-9, inclusive, are not subject to the provisions of chapter 1-26.

1-25-8. OMC MEMBERS. The South Dakota Open Meeting Commission shall be comprised of five state's attorneys appointed by the attorney general. Each commissioner shall serve at the pleasure of the attorney general. A chair of the commission shall be chosen annually from the membership of the commission by a majority of its members.

1-25-12. DEFINITIONS. Terms used in this chapter mean:

(1) "Political subdivision," any association, authority, board, commission, committee, council, task force, school district, county, city, town, township, or other local government entity that is created or appointed by statute, ordinance, or resolution and is vested with the authority to exercise any sovereign power derived from state law;

(2) "Public body," any political subdivision and the state;

(3) "Official meeting," any meeting of a quorum of a public body at which official business or public policy of that public body is discussed or decided by the public body, whether in person or by means of teleconference;

(4) "Teleconference," information exchanged by any audio, video, or electronic medium, including the internet;

(5) "State," each board, commission,

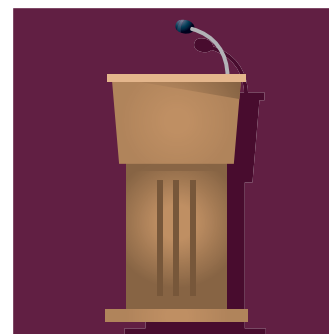
department, or agency of the State of South Dakota. The term, state, does not include the Legislature.

1-27-1.16. MEETING PACKETS AND MATERIALS.

If a meeting is required to be open to the public pursuant to § 1-25-1 and if any printed material relating to an agenda item of the meeting is prepared or distributed by or at the direction of the governing body or any of its employees and the printed material is distributed before the meeting to all members of the governing body, the material shall either be posted on the governing body's website or made available at the official business office of the governing body at least twenty-four hours prior to the meeting or at the time the material is distributed to the governing body, whichever is later. If the material is not posted to the governing body's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the governing body is considering the printed material. However, the provisions of this section do not apply to any printed material or record that is specifically exempt from disclosure under the provisions of this chapter or to any printed material or record regarding the agenda item of an executive or closed meeting held in accordance with § 1-25-2. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to printed material, records, or exhibits involving contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.17. DRAFT MINUTES. The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.18. WORKING GROUP REPORTS. Any final recommendations, findings, or reports that result from a meeting of a committee, subcommittee, task force, or other working group which does not meet the definition of a political subdivision or public body pursuant to § 1-25-1, but was appointed by the governing body, shall be reported in open meeting to the governing body which appointed the committee, subcommittee, task force, or other working group. The governing body shall delay taking any official action on the recommendations, findings, or reports until the next meeting of the governing body.



Conducting the Public's Business in Public

A guide to South Dakota's Open Meetings Laws (Revised 2023)

Prepared by:
S.D. Attorney General's Office
in partnership with the
S.D. NewsMedia Association

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Q: WHAT ARE SOUTH DAKOTA'S OPEN MEETINGS LAWS?

A: South Dakota's open meetings laws embody the principle that the public is entitled to the greatest possible information about public affairs and are intended to encourage public participation in government. SDCL Ch. 1-25 requires that official meetings of public bodies must be public and advance notice is to be given of such meetings. The statutes define an "official meeting" as one where a quorum of the public body is present and at which official business or public policy of the body is discussed or decided. Openness in government is encouraged.

Q: WHO DOES THE OPEN MEETINGS LAWS APPLY TO?

A: The open meetings laws apply to all public bodies "of the state and its political subdivisions." SDCL 1-25-1. This includes cities, counties, school boards and other public bodies created by ordinance or resolution, such as appointed boards, task forces, and committees, so long as they have authority to exercise sovereign power. SDCL 1-25-12(1). Although no court decisions have been issued on the subject, this probably does not include bodies that serve only in an advisory capacity. The State Constitution allows the Legislature and the Unified Judicial System to create rules regarding their own separate functions.

Q: ARE TELECONFERENCES CONSIDERED PUBLIC MEETINGS?

A: Yes. The open meetings laws allow meetings, including executive or closed meetings, to be conducted by teleconference – defined as an exchange of information by audio, video, or electronic means (including the internet) – if a place is provided for the public to participate. In addition,

for teleconferences where less than a quorum of the public body is present at the location open to the public, arrangements must also be made for the public to listen by telephone or internet (except for portions of meetings properly closed for executive sessions). The media and public must be notified of teleconference meetings under the same notice requirements as any other meeting.

Q: HOW ARE THE PUBLIC AND MEDIA NOTIFIED WHEN PUBLIC BUSINESS IS BEING DISCUSSED?

A: SDCL 1-25-1.1 requires that all political subdivisions (except the state and its boards, commissions, or departments as provided in § 1-25-1.3) prominently post a notice and copy of the proposed agenda at the political subdivision's principal office. At a minimum, the proposed agenda must include the date, time, and location of the meeting and must be visible, readable, and accessible to the public for 24 continuous hours immediately preceding the meeting. Also, if the political subdivision has its own website, the notice must be posted on the website upon dissemination of the notice. For special or rescheduled meetings, political subdivisions must comply with the regular meeting notice requirements as much as circumstances permit. The notice must be delivered in person, by mail, by email, or by telephone to all local news media who have asked to be notified. It is good practice for local media to renew requests for notification of special or rescheduled meetings at least annually.

SDCL 1-25-1.3 varies slightly from SDCL 1-25-1.1 and requires the State and its boards, commissions, or departments to give notice by posting a proposed agenda at least 72 continuous hours before a meeting is scheduled to start (this does not include any weekend or legal holiday). The State is also required to give notice of a public meeting by posting its proposed agenda on <http://boardsandcommissions.sd.gov>.

The requirement to provide one or more places for the public to listen to the teleconference does not apply to official meetings closed to the public pursuant to specific law.

1-25-2. EXECUTIVE SESSION. Executive or closed meetings may be held for the sole purposes of:

(1) Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term, employee, does not include any independent contractor;

(2) Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student or the eligibility of a student to participate in interscholastic activities provided by the South Dakota High School Activities Association;

(3) Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters;

(4) Preparing for contract negotiations or negotiating with employees or employee representatives;

(5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business; or

(6) Discussing information pertaining to the protection of public or private property and any person on or within public or private property specific to:

(a) Any vulnerability assessment or response plan intended to prevent or mitigate criminal acts;

(b) Emergency management or response;

(c) Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed;

(d) Cyber security plans, computer, communications network schema, passwords, or user identification names;

(e) Guard schedules;

(f) Lock combinations;

(g) Any blueprint, building plan, or infrastructure record regarding any building or facility that would expose or create vulnerability through disclosure of the location, configuration, or security of critical systems of the building or facility; and

(h) Any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; any location or listing of weapons or ammunition; nuclear, chemical, or biological agents; or other military or law enforcement equipment or personnel.

However, any official action concerning the matters pursuant to this section shall be made

at an open official meeting. An executive or closed meeting must be held only upon a majority vote of the members of the public body present and voting, and discussion during the closed meeting is restricted to the purpose specified in the closure motion. Nothing in § 1-25-1 or this section prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it. A violation of this section is a class 2 misdemeanor.

9-34-19. EXECUTIVE SESSIONS (MUNICIPAL AND COUNTIES). Any documentary material or data compiled or received by a municipal corporation, county, or an economic development corporation receiving municipal or county funds, for the purpose of furnishing assistance to a business, to the extent that such material or data consists of trade secrets or commercial or financial information regarding the operation of such business, is not a public record. Any discussion or consideration of such trade secrets or commercial or financial information by a municipal corporation or county may be done in executive session closed to the public.

1-25-6. DUTY OF STATE'S ATTORNEY. If a complaint alleging a violation of chapter 1-25 is made pursuant to § 23A-2-1, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. Upon doing so, the state's attorney shall send a copy of the complaint and any investigation file to the attorney general. The attorney general shall use the information for statistical purposes and may publish abstracts of such information, including the name of the government body involved for purposes of public education; or

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action.

1-25-6.1. DUTY OF STATE'S ATTORNEY (COUNTY COMMISSION ISSUES). If a complaint alleges a violation of this chapter by a board of county commissioners, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. The attorney general shall use the information for statistical purposes and may publish abstracts of the information as provided by § 1-25-6;

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action; or

(4) Refer the complaint to another state's attorney or to the attorney general for action pursuant to § 1-25-6.

PERTINENT S.D. OPEN MEETINGS STATUTES (other specific provisions may apply depending on the public body involved)

1-25-1. OPEN MEETINGS. The official meetings of the state and its political subdivisions are open to the public unless a specific law is cited by the state or the political subdivision to close the official meeting to the public.

It is not an official meeting of one public body if its members provide information or attend the official meeting of another public body for which the notice requirements of § 1-25-1.1 or 1-25-1.3 have been met. It is not an official meeting of a public body if its members attend a press conference called by a representative of the public body.

For any event hosted by a nongovernmental entity to which a quorum of the public body is invited and public policy may be discussed, but the public body does not control the agenda, the political subdivision may post a public notice of a quorum, in lieu of an agenda. The notice of a quorum shall meet the posting requirements of § 1-25-1.1 or 1-25-1.3 and shall contain, at a minimum, the date, time, and location of the event.

The public body shall reserve at every official meeting a period for public comment, limited at the public body's discretion as to the time allowed for each topic and the total time allowed for public comment but not so limited as to provide for no public comment.

Public comment is not required at official meetings held solely for the purpose of meeting in executive session, an inauguration, swearing in of newly elected officials, or presentation of an annual report to the governing body regardless of whether or not such activity takes place at the time and place usually reserved for a regularly scheduled meeting.

If a quorum of township supervisors, road district trustees, or trustees for a municipality of the third class meet solely for purposes of implementing previously publicly adopted policy; carrying out ministerial functions of that township, district, or municipality; or undertaking a factual investigation of conditions related to public safety; the meeting is not subject to the provisions of this chapter.

A violation of this section is a Class 2 misdemeanor.

1-25-1.1. PUBLIC NOTICE OF POLITICAL SUBDIVISIONS. Each political subdivision shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any official meeting, by posting a copy of the notice, visible to the public, at the principal office of the political subdivision holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the political subdivision's website upon dissemination of the notice, if a

website exists. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, each political subdivision shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.3. PUBLIC NOTICE OF STATE. The state shall provide public notice of a meeting by posting a copy of the proposed agenda at the principal office of the board, commission, or department holding the meeting. The proposed agenda shall include the date, time, and location of the meeting, and be visible, readable, and accessible to the public. The agenda shall be posted at least seventy-two hours before the meeting is scheduled to start according to the agenda. The seventy-two hours does not include Saturday, Sunday, or legal holidays. The notice shall also be posted on a state website, designated by the commissioner of the Bureau of Finance and Management. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any special or rescheduled meeting, the state shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.5. TELECONFERENCE MEETING. Any official meeting may be conducted by teleconference. A teleconference may be used to conduct a hearing or take final disposition regarding an administrative rule pursuant to § 1-26-4. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote.

1-25-1.6. TELECONFERENCE PARTICIPATION. At any official meeting conducted by teleconference, there shall be provided one or more places at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, that has less than a quorum of the members of the public body participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet.

Q: WHO ARE LOCAL NEWS MEDIA?

A: There is no definition of "local news media" in SDCL ch. 1-25. "News media" is defined in SDCL 13-1-57 generally as those personnel of a newspaper, periodical, news service, radio station, or television station regardless of the medium through which their content is delivered. The Attorney General is of the opinion that "local news media" is all news media – broadcast and print – that regularly carry news to the community.

Q: IS A PUBLIC COMMENT PERIOD REQUIRED AT PUBLIC MEETINGS?

A: Yes. Public bodies are required to provide at every official meeting a period of time on their agenda for public comment. Each public body has the discretion to limit public comment as to the time allowed for each topic commented on, and as to the total time allowed for public comment. A public comment period is not required for meetings held solely for the purpose of executive session.

Q: CAN PUBLIC MEETINGS BE RECORDED?

A: Yes, SDCL 1-25-11 requires public bodies to allow recording (audio or video) of their meetings if the recording is reasonable, obvious, and not disruptive. This requirement does not apply to those portions of a meeting confidential or closed to the public.

Q: WHEN CAN A MEETING BE CLOSED TO THE PUBLIC AND MEDIA?

A: SDCL 1-25-2 allows a public body to close a meeting for the following purposes: 1) to discuss personnel issues pertaining to officers or employees; 2) consideration of the performance or discipline of a student, or the student's participation in interscholastic activities; 3) consulting with legal counsel, or reviewing communications from legal counsel

about proposed or pending litigation or contractual matters; 4) employee contract negotiations; 5) to discuss marketing or pricing strategies of a publicly-owned competitive business; or 6) to discuss information related to the protection of public or private property such as emergency management response plans or other public safety information. The statute also recognizes that executive session may be appropriate to comport with other laws that require confidentiality or permit executive or closed meetings. Federal law pertaining to students and medical records will also cause school districts and other entities to conduct executive sessions or conduct meetings to refrain from releasing confidential information. Meetings may also be closed by cities and counties for certain economic development matters. SDCL 9-34-19. Note that SDCL 1-25-2 and SDCL 9-34-19 do not require meetings be closed in any of these circumstances. Any official action based on discussions in executive session must, however, be made at an open meeting.

Q: WHAT IS THE PROPER PROCEDURE FOR EXECUTIVE SESSIONS?

A: Motions for executive sessions must refer to the specific state or federal law allowing for the executive session i.e. "pursuant to SDCL 1-25-2(3)." Also, best practice to avoid public confusion would be that public bodies explain the reason for going into executive session. For example, the motion might state "motion to go into executive session pursuant to SDCL 1-25-2(1) for the purposes of discussing a personnel matter;" or "motion to go into executive session pursuant to SDCL 1-25-2(3) for the purposes of consulting with legal counsel." Discussion in the executive session must be strictly limited to the announced subject. No official votes may be taken on any matter during an executive session. The public body must return to open session before any official action can be taken. Board members could be held personally liable for the results of an official vote

taken illegally during an executive session. For example, a contract approved only during an executive session could be found void and the board members could be required to repay any public funds spent under the contract.

Q: WHAT HAPPENS IF THE MEDIA OR PUBLIC IS IMPROPERLY EXCLUDED FROM A MEETING OR OTHER VIOLATIONS OF THE OPEN MEETING LAWS OCCUR?

A: Excluding the media or public from a meeting that has not been properly closed subjects the public body or the members involved to: (a) prosecution as a Class 2 misdemeanor punishable by a maximum sentence of 30 days in jail, a \$500 fine or both; or (b) a reprimand by the Open Meeting Commission ("OMC"). The same penalties apply if the agenda for the meeting is not properly posted, or other open meeting violations occur.

Also, action taken during any meeting that is not open or has not been properly noticed could, if challenged, be declared null and void. It could even result in personal liability for members of the governing body involved, depending upon the action taken.

Q: HOW ARE ISSUES REFERRED TO THE OPEN MEETINGS COMMISSION ("OMC")?

A: Persons alleging violations of the open meetings laws must make their complaints with law enforcement officials in the county where the offense occurred. After a signed and notarized complaint is made under oath, and any necessary investigation is conducted, the State's Attorney may: (a) prosecute the case as a misdemeanor; (b) find that the matter has no merits and file a report with the Attorney General for statistical purposes; or (c) forward the complaint to the OMC for a determination. The OMC is comprised of five State's Attorneys appointed by the Attorney General. The OMC examines whether a violation has occurred and makes written public findings explaining its reasons. If you have questions on the procedures or status

of a pending case, you may contact the Attorney General's Office at 605-773-3215 to talk to an assistant for the OMC. Procedures for the OMC are posted on the website for the Office of Attorney General. <http://atg.sd.gov/>.

Q: WHAT DOES THE TERM "SOVEREIGN POWER" MEAN?

A: The open meetings laws do not define this term, but it generally means the power to levy taxes, impose penalties, make special assessments, create ordinances, abate nuisances, regulate the conduct of others, or perform other traditional government functions. The term may include the exercise of many other governmental functions. If an entity is unclear whether it is exercising "sovereign power" it should consult with legal counsel.

Q: MAY AGENDA ITEMS BE CONSIDERED IF THEY ARE ADDED LESS THAN 24 HOURS BEFORE A MEETING?

A: Proposed agendas for public meetings must be posted at least 24 hours in advance of the meeting. The purpose of providing advance notice of the topics to be discussed at a meeting is to provide information to interested members of the public concerning the governing body's anticipated business. Typically, the public body adopts the final agenda upon convening the meeting. At the time the final agenda is adopted, the governing body may add or delete agenda items and may also change the order of business. See *In re Yankton County Commission, Open Meetings Commission Decision # 20-03*, December 31, 2020. New items cannot be added after the agenda has been adopted by the governing body. Public bodies are strongly encouraged to provide at least 24 hours' notice of all agenda items so as to be fair to the public and to avoid dispute. For special or rescheduled meetings, public bodies are to comply to the extent circumstances permit. In other words, posting less than 24 hours in advance may be permissible in emergencies.

Q: ARE EMAIL DISCUSSIONS "MEETINGS" FOR PURPOSES OF THE OPEN MEETINGS LAWS?

A: The definition of an "official meeting" in SDCL 1-25-12(3) references teleconferences. The definition of a "teleconference" in SDCL 1-25-12(4) includes the exchange of information via the internet or any other electronic medium. The analysis of these two definitions leads to the conclusion that email discussions that include a quorum of a public body and which discuss the official business of that body could be considered "meetings" for purposes of the open meetings laws. Email participation in scheduling or similar activity would not, under this analysis, constitute a public meeting.

Q: WHAT RECORDS MUST BE AVAILABLE TO THE PUBLIC IN CONJUNCTION WITH PUBLIC MEETINGS?

A: SDCL 1-25-1.4 requires state boards, commissions, or departments to make public meeting materials available on <http://boardsandcommissions.sd.gov>. SDCL 1-27-1.16 requires that any other public body must post meeting materials on the public body's website or make those materials available to the public at least twenty-four hours prior to the hearing or when made available to the members of the public body, whichever is later. Finally, SDCL 1-27-1.17 requires that draft minutes of public meetings must be made available to the public at the principal place of business for the public body within 10 business days after the meeting (or made available on the website for the public body within five business days).

These laws are in addition to any specific requirements for public bodies (i.e., publication requirements in state laws pertaining to cities, counties, or school districts). Enforcement of public records laws contained in SDCL Ch. 1-27 are handled by separate procedures found in SDCL 1-27-35, et. seq. rather than the open meeting procedures described above. Violations of SDCL 1-27-1.16 and 1-27-1.17 are also Class 2 misdemeanors.

Q: WHAT REQUIREMENTS APPLY TO TASK FORCES, COMMITTEES AND WORKING GROUPS?

A: Task forces and committees that exercise "sovereign power," and are created by statute, ordinance, or proclamation are required to comply with the open meetings laws. SDCL 1-25-12(1). Task forces, committees, and working groups that are not created by statute, ordinance, or proclamation, or are advisory only, may not be subject to the open meetings laws, but are encouraged to comply to the extent possible when public matters are discussed. Ultimately, if such advisory task forces, committees and working groups present any reports or recommendations to public bodies, the public bodies must wait until the next meeting (or later) before taking final action on the recommendations. SDCL 1-27-1.18.